

APPENDIXES 1-9 - Athabasca River Brigade 2017

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Appendix 1: Environmental Guidelines

Based on the Seven Standard Principles of Leave No Trace Guidelines (Leave No Trace <https://lnt.org>)

These seven principles help guide the ethical choices we make to preserve the outdoor experience for generations to come. Leaving no trace is the responsibility of every person. Please remember that these are not rules and regulations - they are guidelines to help shape and direct your ethical beliefs towards the world and your place in it.

Principle of Leave No Trace	Guidelines for Leaving No Trace
1. Prepare and Plan	<ol style="list-style-type: none"> 1. Understand the regulations and special concerns of the areas you access. 2. Research your destination before you leave home. 3. Schedule your trip to avoid times of high use. 4. Seek permits if necessary. (E.g. provincial campgrounds). 5. Prepare for isolation, weather hazards and emergencies. 6. Repackage food to minimize waste and bring rubbish bags. Avoid cans, bottles and aluminum foil. 7. Visit in small groups. Split larger parties into groups of 4-6. 8. Use a map and compass or GPS to eliminate the use of marking paint, rock cairns or flagging.
2. Travel and camp on durable surfaces	<ol style="list-style-type: none"> 1. Durable surfaces are established tracks, gravel, dry grass, established trails and campsites, rock, but be considerate of lichens, snow, water for travel by watercraft, sand and compacted soil. 2. Concentrate activity in popular or high-use areas: <ul style="list-style-type: none"> - Use existing trails and designated campsites. - Walk single file in middle of trail tread, even through mud. - Focus activity where vegetation is absent, where ground has already been bared 3. Spread out activity in pristine areas: <ul style="list-style-type: none"> - Keep an eye out for areas where impact is just beginning and avoid those areas. - Take individual paths across non-trailed areas to prevent formation of a trail and possible erosion. - Travel on and make camp on the most durable surface available.

Principle of Leave No Trace	Guidelines for Leaving No Trace
	<p>4. Campsites</p> <ul style="list-style-type: none"> - Plan the route carefully so your group arrives at a pre- arranged site rather than creating a new campsite - Keep groups and campsites small, place tents close together on bare ground. Focus activity where there is no vegetation. - If you divide your group, do not visit between sites to avoid creating social trails - Use a freestanding tent that requires few pegs if staying overnight. - Bring your own poles; do not cut them from the bush. - Never camp on frontal sand dunes. - Protect water sources by camping at least 100 meters from rivers and billabongs. - Never dig trenches around tents - Move camp daily to allow vegetation to recover - Minimize traffic in camp and wear soft shoes to reduce damage to the area <p>5. Paddling</p> <ul style="list-style-type: none"> - Choose durable surfaces like gravel or sand to load and unload the craft. - Take care to avoid trampling shorelines while exiting and entering the rivers, lakes or ocean. - If craft require tying up, ensure the system does not damage the rocks or vegetation that is used. Use padding if necessary. - Carry craft over dunes and soft riparian areas. Do not drag them. - When entry and egress is from the water, leave craft below the dune level unless tides or wave action prevent their safety. - Do not dig into dunes or create new tracks. - Used formed tracks only. - Learn about specific regulations and issues on this particular river. - Use a knowledgeable guide on new rivers. Use a river guidebook and map to plan your trip. - Secure required permits early. Some areas have lottery permits so start planning early. - Schedule trip during the time of year when appropriate river flows for your group's skill level will be most likely. Stay informed of flow fluctuations as you approach your trip date. - Trips on weekdays rather than weekends and during off-season provide more solitude and wildlife viewing opportunities. - Create a flexible schedule allowing you to make use of less-used campsites.
<p>3. Dispose of waste properly</p>	<p>1. Rubbish</p> <ul style="list-style-type: none"> - Remove all rubbish. - Do not burn rubbish. Never bury rubbish as animals may dig it up. - Strain water through a fine screen to capture food particles and pack them out <p>2. Human waste</p> <ul style="list-style-type: none"> - Use toilets where provided. - Carry a small trowel for emergency toileting. - Bury any human waste 15 centimeters under the topsoil, where organisms in the soil will break it down

Principle of Leave No Trace	Guidelines for Leaving No Trace
	<p>fastest, and at least 100 meters away from tracks, campsites, watercourses, lakes or drainage channels.</p> <ul style="list-style-type: none"> - Where possible, avoid using man-made toilet paper. Where necessary, use sparingly and bury it deeply or carry it out. <p>3. Hygiene</p> <ul style="list-style-type: none"> - Wash yourself and any equipment at least 100 meters away from streams or lakes. - Avoid using soaps or detergents. Use only small amounts of biodegradable soap - Scatter drained dishwater. - Do not use soap, toothpaste, shampoo or sunscreen in lakes or streams. <p>Human Waste</p> <ul style="list-style-type: none"> - This is most likely way to spread disease and illness to other people, so it needs to be done with vigilance - Deposit at least 200 feet from water source, campsite, and trail - Bury in shallow 6 inch hole dug in soil, not sand or gravel, then cover hole - Pack out toilet paper rather than bury it <p>4. Food</p> <ul style="list-style-type: none"> - Prepare only what you will eat to reduce garbage. - Collect all scraps and pack in plastic bags. - Recover dropped and spilled bits and pack it out with your other garbage
4. Leave What You Find	<ol style="list-style-type: none"> 1. Leave flowers, sticks, driftwood, bark, rocks, arrowheads and other artifacts, animals, skeletons, and any other items without required permits and permission 2. Respect Indigenous art and other sites of cultural significance. Seek appropriate permission. 3. Do not touch rock art, which can be damaged by the natural oils from human skin. 4. Preserve the past by observing but not touching cultural or historic structures and artifacts. 5. Leave campsites as you found them: 6. Do not dig trenches around tents 7. Do not create furniture or structures 8. Do not hammer nails into trees 9. Do not chop or saw trees or throw hatchets at trees 10. Do not alter the area in any way 11. Be careful when you tie an animal, hammock or other rope to a tree to prevent damage to the bark 12. Return pine needles, sticks, surface rocks that you may have brushed aside 13. Refraining from arranging stones or scratching on rocks or drawing in sand or dirt to 'leave your mark' 14. Help prevent the spread of weeds and pests by checking your vehicle or craft, camping equipment and clothing to ensure they are clean before visiting parks, waterways and forests. 15. Avoid accessing sites where rare and vulnerable plants or animals are found. 16. Do not travel through quarantine areas.
5. Minimize the Impact of Fire	<ol style="list-style-type: none"> 1. Camp fires

Principle of Leave No Trace	Guidelines for Leaving No Trace
	<ul style="list-style-type: none"> - Use an alternative to a campfire: <ul style="list-style-type: none"> - For cooking, consider using backpacking stoves which are fast, clean, eliminate need for firewood, and have zero local impact - For warmth, bring and use adequate clothing rather than huddling by a fire - Build a 'Leave No Trace' fire: <ul style="list-style-type: none"> - Remove trash from fire area and pack it out - Use only dead and down wood - Use wood you can easily break by hand - Burn all wood to ash to eliminate left-over black wood - If you have a fire, only use existing fire rings. Don't build new rings or dig pits. - Scatter cool ashes - Collect timber only where permitted. - Use only dead, fallen timber. Do not break branches from trees as leaf litter and dead timber provide homes and food for animals. - Never light fires during high bushfire periods or in places where the fire might spread. - Going without a campfire when wood is scarce, such as desert, alpine, or high-use areas far from campsite - Always put the fire out by dousing it with water rather than earth. Embers can smolder for days. <p>2. Fire bans</p> <ul style="list-style-type: none"> - Light fires in parks only where permitted. Many parks do not permit open fires. - Check with the land managers for current restrictions on lighting fires - Carry any cigarette butts out with you. - Fire ban information is available on the Alberta Fire Ban website: https://albertafirebans.ca/ <p>3. Stoves</p> <ul style="list-style-type: none"> - Use a fuel or gas stove when cooking. - Reduce the risk of bushfires and burn injuries.
6. Respect Wildlife	<ol style="list-style-type: none"> 1. Travel quietly. 2. Observe wildlife from a distance. Do not follow or approach them. 3. Move slowly when around animals. 4. Be aware of their breeding and birthing seasons and giving them more space. 5. Avoiding disturbing their nests, food and water sources, and resting areas. 6. Avoid wildlife during sensitive times, such as mating, nesting, and raising young. Touching nests or young animals may cause their parents to abandon them. 7. Never feed wild animals or birds. Feeding wildlife damages their health, alters natural behaviors, and exposes them to predators and other dangers. Store food and rubbish securely. 8. Control pets at all times or, better yet, leave them at home. All national parks restrict pets so check regulations before bringing them. 9. Report injured animals to the local land managers. Do not attempt to handle an injured animal.

Principle of Leave No Trace	Guidelines for Leaving No Trace
	10. Take care in adventure activities to minimize the risk from interactions between wildlife and participants. 11. Manage our food, garbage, and other attractants to prevent disrupting their natural eating habits
7. Be considerate of your hosts and other visitors	1. Learn about the cultural history of the area. Recognize, acknowledge and respect local knowledge. 2. Respect the wishes and regulations of all hosts, including Indigenous, pastoral, land/water managers and locals. 3. Never visit places without appropriate permission. Seek permission and/or a permit. 4. Familiarize yourself and have respect for peoples' customs, culture, values, religion, dignity and feelings. 5. Traveling in small groups to be less of a visual impact. 6. Use clothes and gear of a neutral, natural color to minimize visual impact. 7. Leave radios and the like at home and keeping your group's noise level low. 8. Maintain distance between your group and others of which you are aware. 9. Respect private property and regulations on public property. 10. Show courtesy to others you meet and following common trail etiquette. 11. Paddling <ul style="list-style-type: none"> - Leave larger campsites for larger groups if your group can fit in a smaller area. - Avoid camping, eating, and long rest breaks near popular rapids where you may impact scouting and portaging. - Canoes, kayaks, and other non-motorized craft usually have the right-of-way over motorboats. - Keep an eye out for fishermen & give them plenty of room, especially if they are wading or fishing from shore. - Let other groups you meet on the river know your plans and where you expect to camp for the night. This can help distribute impact and increase privacy.

Appendix 2: Management for Environmental Related Illnesses

1. Hypothermia	Signs and Symptoms	Treatment	Prevention
Pre-Shivering Hypothermia (Mild)	<ul style="list-style-type: none"> - Body core > 35°C - Increased heart rate and breathing rate - The “umblings” (stumbling, fumbling, mumbling, grumbling) - Lack of sound judgment, confusion, “mild stupidity) - Possible mild/controllable shivering - Pale, cool skin 	<ul style="list-style-type: none"> - Stop heat loss - Replace damp/wet clothing with dry clothing - Protect person from wind and water - Waterproof/windproof layers or shelter - Extra insulation under and around the patient - Exercise - Food with carbohydrates and sugars - Warm sweet liquids 	<ol style="list-style-type: none"> 1. Team captains to be aware of weather forecast for the day and plan accordingly. 2. Pre-briefing and equipment list outlines appropriate clothing & wet weather gear. 3. Participants are shown how to waterproof equipment 4. Group condition is monitored closely during wet weather. 5. Stay well hydrated. Avoid thirst. Keep your urine clear 6. Stay well fed. Avoid hunger. Internal “fires” need fuel
Shivering Hypothermia (Moderate)	<ul style="list-style-type: none"> - Body core is 35°C and 32°C - Violent and uncontrollable shivering 	<ul style="list-style-type: none"> - Food with carbohydrates and sugars - Stop heat loss 	

	<ul style="list-style-type: none"> - Increased heart rate and breathing rate - Worsening of the “umblings” - Increased confusion - Cold and pale (maybe dusky) skin 	<ul style="list-style-type: none"> - Replace damp/wet clothing with dry clothing - Protect person from wind and water - Waterproof/windproof layers or shelter - Extra insulation under and around the person 	<ol style="list-style-type: none"> 7. Plan to stay dry. Avoid cotton. Wear layers of clothing, taking layers off prior to sweating, adding layers back on prior to losing heat 8. Pace yourself or group to avoid overexertion with resulting sweat, fatigue and loss of stored energy 9. Ensure everyone understands hypothermia & watch out for 1 another for early signs and symptoms.
Non-Shivering Hypothermia (Severe)	<ul style="list-style-type: none"> - Body core < 32°C - Shivering stops - Decreased heart rate and breathing rate - Muscle rigidity - Stupor progressing to unconsciousness - Deeply cold and cyanotic (bluish/purple) skin 	<ul style="list-style-type: none"> - Evacuation – be extra gentle handling patient - Supplemental oxygen - Protect person from wind and water - Waterproof/windproof layers or shelter - Extra insulation under and around the person 	
2. Heat Induced Illnesses	Signs and Symptoms	Treatment	Prevention
Heat Exhaustion <ul style="list-style-type: none"> - Dehydration - Extreme activity - Extreme weather (heat and humidity) 	<ul style="list-style-type: none"> - Increased heart rate and breathing rate - Headache - Dizziness - Nausea - Thirst - Fatigue 	<ul style="list-style-type: none"> - Change environment from hot to cool – move to shady spot, pour water on the head and fanning - Orally rehydrate with water and a pinch of salt - Person needs to rest for at least 1 hour 	<ol style="list-style-type: none"> 1. Hydration <ul style="list-style-type: none"> - Cheapoarde 0.5 litre of juice 0.5 litre of water 0.5 teaspoonful of salt Mix in one litre bottle
Exertional Heat Stroke <ul style="list-style-type: none"> - Dehydration - Extreme activity - Extreme weather (heat and humidity) - Pre-existing heat exhaustion 	<ul style="list-style-type: none"> - Altered level of consciousness - Increased heart rate and breathing rate - Uncoordinated movements - Staggering and balance problems - Confusion - Behavioral change 	<ul style="list-style-type: none"> - Stop activity - Rapid cooling - Move to shady spot - Pour water on the head and aggressively fan the person - Remove clothing that retains heat - Application of ice packs at the neck, groin and arm pits - If the person is conscious orally rehydrate with water & a pinch of salt - Evacuate to hospital 	<ul style="list-style-type: none"> - Drink 0.5 litre of water in the morning - Drink 0.25 litre of water every 15 to 20 minutes during periods of strenuous exercise - Drink at least 3-4 litres per day <ul style="list-style-type: none"> - Avoid alcohol - Monitor urine – keep clear and copious. Dark yellow indicator of dehydration <ol style="list-style-type: none"> 2. Maintain a pace that allows everyone to adapt to heat 3. Take scheduled and frequent breaks 4. Wear loose-fitting, cotton clothing that lets air through and sweat evaporate 5. Wear brimmed hat that provides shade for face and head break yourself or group to avoid overexertion with resulting sweat, fatigue and loss of stored energy
Chronic Heat Stroke <ul style="list-style-type: none"> - Heat wave - Pre-existing illness/disease - Age –very young or old 	<ul style="list-style-type: none"> - Unconscious - Seizures - Hot, red, often wet skin - Increased heart rate and bounding pulse - Increased breathing rate - Uncoordinated movements 	<ul style="list-style-type: none"> - Rapid cooling - Move to shady spot - Pour water on the head and aggressively fan the person - Remove clothing that retains heat - Application of ice packs at the neck, groin and arm pits 	

	<ul style="list-style-type: none"> - Staggering and balance problems - Confusion - Behavioral change 	<ul style="list-style-type: none"> - Evacuate to hospital 	
3. Sunburn	- Signs and Symptoms	- Treatment	Prevention
Sun Exposure	<ul style="list-style-type: none"> - Red, painful, slightly swollen possibly blistered skin 	<ul style="list-style-type: none"> - Avoidance of sun - Cold compress - Moisturizing lotions and creams, including aloe - Ibuprofen for pain and swelling - Keep well hydrated 	<ul style="list-style-type: none"> -Paddlers briefed at the trip about being sun smart - Wear at least SPF 30+ sunscreen - Paddlers to wear hats (preferably broad brimmed) and shirts (preferably long sleeved) Under PFD's

Appendix 3: On the River Safe Voyageur Canoeing Guidelines

Practice	Control Measures
8. Rules on Water	<ol style="list-style-type: none"> 1. Be respectful and courteous of other users of the river and campgrounds 2. Personal Flotation devices (PFD) are worn at all times while on the water. 3. The Brigade crews could be separated into groups of up to three or more canoes. No canoes will be allowed to travel alone. 4. No one goes past leading boat or fall behind sweep boat 5. No pushing people out of the boats 6. No diving out of boats 7. Follow and respect the emergency whistle system of the Water Captain <ul style="list-style-type: none"> - One Whistle... stop, we want your attention - Two whistles... come to us - Three Whistles... pull over to the riverbank immediately and wait. 8. Beware of health, safety and environmental hazards on the river. 9. Avoid unexpected collisions with other canoes. Create and maintain sufficient space between paddlers to reduce the likelihood of impact from another paddler. 10. Be aware of the dangers of wielding paddles in confined spaces 11. If canoes are 'rafted up' paddles are to be placed inside the canoes when not required 12. Correct footwear and clothing must be worn at all times 13. Continuously watch for the presence of submerged items (e.g. sandbars, logs, trees, rocks) and communicate
2. Capsized Canoe	<ol style="list-style-type: none"> 9. Team Captain blows 3 whistles and nearby participants move to assist over turned boat. <ul style="list-style-type: none"> - The initial management of the situation rests with the stern of the capsized boat. The person at the stern should start the following sequence of actions. - Check (by calling out every paddler's name) that all paddlers are accounted for. - Get all paddlers to retrieve their paddles and return with them to the boat. Paddlers should not leave the boat to reach shore unless it is very close (5 -10m). - If the boat has not righted itself (as it should if gear is tied down in the hull), right the boat using the flip line. - The person at the stern or someone chosen by the stern should get into the boat and start bailing. - When the water level is about half way down the seats, an additional paddler is brought in to assist with bailing. By the time the water level is below the level of the seats, all paddlers should be back in the boat.

Practice	Control Measures
	<ul style="list-style-type: none"> - Other canoes in the Brigade will pick up floating equipment. - Paddling to shore can be done without emptying the canoe of water if a landable shore is close by (less than 50 m). If the distance is greater, it is advisable to empty the canoe of water to make it as stable as possible. - Report incident to Brigade Safety Coordinator <p>10. Towing a swamped boat to shore is possible but very hard work. This may be necessary if conditions do not allow the capsized boat to be bailed, but it is a last resort, and all paddlers must be out of the water either on shore or in other boats before this is started.</p> <p>11. Under more severe conditions the swamped canoe will have to be abandoned. And under the most severe conditions the rescue canoe and/or safety boat may only be able to assist the swimmers to shore by towing them, either off the side of the rescue canoe, or on a rescue line behind.</p>

Appendix 4: Athabasca 2017 Management for Severe Weather

Weather Event	What to Watch For	Control Measures
9. Thunder and Lightening	<ul style="list-style-type: none"> - Daily weather forecasts - Fluffy cumulus clouds could develop into thunderstorms - Big dark, towering cumulonimbus clouds with flattened anvil shaped top often produce violent thunder showers with lightening 	<p>6. Monitor weather forecasts and keep teams informed at daily team meetings and during the day</p> <p>7. Monitor approaching storm storms. The principle lightning safety guide is the 30-30 rule.</p> <ul style="list-style-type: none"> - The first “30” represents 30 seconds. If the time between when you see the flash and hear the thunder is 30 seconds or less, the lightning is close enough to hit you. If you haven’t already, seek shelter immediately. - If greater than 30 seconds continue to monitor to determine if storm is moving closer or further away. If length of time between lightening an thunder increases storm is moving away, if less it is getting closer - The second “30” stands for 30 minutes. If the time between the last flash of lightening and thunder is 30 seconds or less, wait 30 minutes before leaving your shelter. <p>8. If the time between lightening & the boom of thunder is 30 sec or less then:</p> <ul style="list-style-type: none"> - Postpone activities promptly. Don't wait for rain - Get out of the water. It's a great conductor of electricity. Stay off the beach and out of small boats or canoes. If caught in a boat, crouch down in the center of the boat away from metal hardware. - Avoid being the highest point in an open area as lightning hits the tallest object. Take shelter at the lowest point. Finder shelter; for example, in a grove of trees with a relative even canopy. If caught in an exposed area, crouch down on the balls of your feet with your arms covering your head. Lying flat makes you more vulnerable to a strike. - Wait 30 minutes after last lightening before continuing <p>9. The Daily Water Captain with input from the Team Captains will make the decision to stop or continue.</p>
2. Wind	<ul style="list-style-type: none"> - Increasing wind - Large waves created by wind 	<p>1. Monitor winds before departure. White caps are an indication of thinking about strong management strategies or cancellation.</p> <p>2. Set safety guidelines- distance between canoes, whistles, rafting up.</p>

Weather Event	What to Watch For	Control Measures
		3. Set expectation of group travelling together. 4. Participants are empowered to manage group distance and to show raft up sign if the group gets too far apart. 5. Ropes are carried so that there is an option of tying boats together for more stability. 6. Participants are briefed on capsize procedures. 7. Stop activities when controlling the canoe is unmanageable or waves created pose risk of capsizing or swamping the canoe. 8. The Daily Water Captain with input from the Team Captains will make the decision to stop or continue.

Appendix 5: 2017 Athabasca River Emergency Response Plan Levels of Emergency

The Emergency Response considers the following levels and types of response:

Type	Examples
Alert	<ul style="list-style-type: none"> No injuries No media interest No outside help is required Managed by the resources within the Brigade
Level 1	<ul style="list-style-type: none"> First aid required No media interest Unaccounted missing person Managed by the resources within the Brigade
Level 2	<ul style="list-style-type: none"> Injuries requiring medical attention Organized emergency responders may be required (eg. 911 Police) Missing person that require external assistance Medical evacuation may be required Local media interest
Level 3	<ul style="list-style-type: none"> Fatality Organized emergency responders required (eg. 911 Police) Local, provincial and/or national media interest

Incident Response

Responses	Incident Classification			
	Alert	Level 1	Level 2	Level 3
Communications				
Brigade	Team Captain	Daily Water Captain	Brigade Chair	Brigade Chair
External Public	Reactive as	Reactive as required	Brigade Chair – proactive media mgt to local	Brigade Chair – proactive media mgt

and Media	required		and possible regional interest	to local, provincial national interest
Actions				
Brigade	Within Team	Incident response undertaken in accordance with specific scenarios Sec 3	Brigade Chair is notified and may provide support to Brigade	Brigade Chair is notified and will manage response activities
External	Reactive as required	Reactive as required	Potential for external multi-agency resources	Immediate external resources required
Resources				
Brigade	No additional personnel req'd	Establish what resources are required	Limited supplemental resources or personnel required	Significant resources required
External	None	None	Possible assistance from external support	External resources required

- **Standing-Down the Emergency and Returning to Normal Brigade Activities**

The decision to stand-down an emergency and return to normal Brigade activities is done through various authorities depending on the level of emergency.

Alert – The decision to stand-down an Alert will be made by the Team Captain. The Team Captain will keep all affected persons informed of the status of the emergency.

Level 1 - The decision to stand-down a Level 1 emergency will be made by the Daily Water Captain. The Daily Water Captain will keep all affected persons informed of the status of the emergency.

Level 2 and 3 Emergencies – The decision to stand-down a Level 2 or Level 3 emergency is made by Brigade Chair in conjunction with external resources requested to provide support. The Brigade Chair will keep all affected persons and the media informed of the status of the emergency.

- **Emergency Call Out List Reference Brigade contact sheet**

- **See Emergency Contact Sheet Appendix 7**

- **Immediate Actions**

This section provides a description of response specific procedures to ensure all Brigade responders have an understanding of response activities. Depending on the scope of emergency more than one response specific procedure may need to be utilized.

The following Immediate Actions have been included in this plan because they have been identified as potential risks or threats associated with the activities taking place at within the Brigade activities included in this ERP. Potential consequences from these threats may include a threat to human life or harm to the environment. In cases where members of the public or the environment are threatened, the appropriate public protection and/or control and containment measures will be carried out as required by the appropriate authorities.

- **First Aid and Medical Treatment Incidents**

For MOST BRIGADES, most incidents that may occur will likely be classified as Alert or Level 1. Because of this likelihood, first aid trained people will be travelling with the brigade.

Response procedures are contingent on the responder's level of training and knowledge of the specific response activity.

The first person on scene will:

- Assume the role of On Scene Commander until relieved by a more qualified individual, who may be a Brigade participant or a representative from an outside support service (eg. a local emergency service provider).
- Assess the situation to ensure personal and others' safety.
- Administer first aid as necessary.
- Determine need for backup or outside resources. Contact emergency services as needed and have them deployed to site: call 911 where available telephone coverage is available or use the SPOT Satellite Messenger where 911 is not available.
- Important: If you're not sure whether the situation is a true emergency, officials recommend calling 911 and letting the call-taker determine whether you need emergency help.
- STARS Air Ambulance may be dispatched through the 911 emergency number or calling STARS Emergency Line: 1-888-888-4567 or #4567 from a cell phone.
 - Depending on severity of the emergency, provide the following people with an initial assessment including severity of injuries, location, resources needed and first aid treatment provided: Alert and Level 1 – Daily Water Captain (Safety, Water Logistics, and Chairperson are familiar with external resources available).
 - Level 1 and Level 2 – Brigade Chair
- When you call 911 or STARS be prepared to answer questions, which may include:
 - Who you are and your level of medical training
 - A call back number and method to communicate with the scene
 - The location of the emergency: GPS coordinates, highway number, legal land location (section, township, range)
 - The nature of the emergency:
 - Mechanism of injury
 - Number of patients, their ages and approximate weights
 - Any information that may help determine what happened
 - What types of resources and support maybe required
 - Pertinent weather conditions (wind, visibility, freezing rain, etc)

- Remember, the questions are important to get the right kind of help to you quickly.
- Be prepared to follow any instructions the call-taker gives you. Many 911 centers can tell you exactly what to do to help in an emergency until help arrives, such as providing step-by-step instructions to aid someone who is choking or needs first aid or CPR.
- Finally, do not hang up until the call-taker instructs you to.
- After standing down an emergency, the Safety Coordinator will facilitate and work with affected Team Captains, Water Captain and Brigade Chair to complete the Incident Report form and fit for purpose investigation of the emergency. This is an opportunity to perform a thorough incident analysis, and adjust procedures as necessary. Documentation should be kept of all matters discussed at the meeting as proof of action. The Team Leaders are responsible for sharing the outcomes from these investigations their Team Members and explaining how it will affect them for the remainder of the Brigade.

- **Emergencies at the Campsite**

The Ground Logistics Coordinator will designate an “Emergency Muster Point” at the entrance of each campsite. Team Captains will be responsible for communicating and showing their teams where the Emergency Muster Point. Three tweets from air horn will indicate a potential emergency and all people will muster to the Emergency Muster Point. Team Captains will confirm with the Ground Logistics Coordinator that all their team members have been accounted for at the muster point. If there are any people missing then the Search and Rescue procedure will be implemented. Depending on the severity of the emergency, the Ground Logistics Coordinator or Brigade Chair will provide instructions to people at the Emergency Muster Point. Do not leave the Emergency Muster Point until instructed by the Brigade Chair or their designate.

- **Missing or Overdue Brigade Participants**

This section is a brief overview of some very basic search and rescue (SAR) fundamentals. It should not imply that that the Brigade or Brigade leaders can run an in-depth search and rescue mission. It should be assumed that the Brigade could only be performing these techniques as part of an initial search confirming is the person is missing. Report possible missing person to their Team Captain who will immediately inform the Brigade Chair. The Chair or their designate facilitate the initial search and rescue procedures.

1. Gathering Information

- Who is missing, and for how long? And Why?
- Where were they last seen?
- Did they say they were going somewhere?
- What is the person’s level of experience? What, if anything, was the person instructed to do if they became lost?
- What gear, clothing, food or other equipment did they have? What were they wearing?
- What was the emotional state of the person?
- What was the missing person’s physical condition? Are there any known medical conditions? Contact captain for this info.

- What footwear was the person wearing and what does the sole look like?
2. The Initial Informal Search – to confirm the person is missing
- Provide a time limit for the initial search. Once reached call in outside resources. Search the obvious first – location last seen, washroom, viewpoint, car, home, bar, someone else’s tent, etc.
 - Active SAR tactics must remain “close to home” or to a specific point.
 - Only send teams that are competent for an assigned task. All teams will have a minimum of two people to a group.
 - Patrol main thoroughfares to limit the potential search area
 - Remember, resources are limited and that if you have a suspicion that the search will be difficult, urgent or prolonged, call police for SAR support.
3. Decision to Initiate Formal Search
- The decision to initiate a formal search with police and local SAR resources will be the decision of the Brigade Chair.
 - The Brigade Chair or designate will request SAR resources by calling 911 or the local police contact number.
 - From this point on, all search and rescue activities are under the direction of the external SAR rescue teams.
 - Search and rescue (SAR) teams find, stabilize, and evacuate people who are in distress. Briefly, SAR handles incidents in the following way:
 - After receiving a call from the police, municipality, applicable provincial ministry or Parks Canada, the on-call SAR manager alerts the team.
 - Team assembles at a predetermined place. Each member signs in and is accounted for from the start to the termination of the incident.
 - Team departs for the incident scene (missing/lost person or a rescue).
 - At the scene, the following are established:
 - Base of operations
 - Staging area
 - Communication
 - Search manager plans the response, taking into account available resources, expertise, and training, while continuously gathering information about the incident.
 - Teams are deployed, communicating with base by radio/cellphones.
 - On locating the missing person, the team administers necessary medical aid. Additional technical resources may need to be deployed.
 - More resources may be mobilized if the search needs to be expanded and/or teams need relief.
 - Search ends when the tasking agency stands the teams down. The plans to initiate the stand-down procedures are in place from the initial call.
 - The Brigade Chair with input from the police will communicate with relatives, friends and Brigade Participants, informing them of the situation and the procedures being undertaken.

Appendix 6 Communications Protocol

Communication	Protocol
10. Intra- Brigade	<p>14. The Chair, Water Logistics Coordinator, Safety Coordinator and Team Captains will have access to cellular phones</p> <p>15. The lead and sweep canoe will carry two-way radios. Individuals will be familiar with the proper operation of this equipment</p> <p>16. At the end of the day's paddle, the Daily Water Captain will provide a verbal update to the Water Logistics Coordinator after all teams have arrived at the day's planned destination.</p>
3. Daily Brigade Team Captain's Meeting	<p>1. The Chair, Water Logistics Coordinator, Ground Logistics Coordinator, Communications Coordinator, Safety Coordinator and Team Captains will participate in the scheduled Team Captain's Meeting each afternoon or evening.</p> <p>2. The Water Logistics Coordinator will contribute to the Team Captain's Meeting the following items, as they relate to the designated route for the following day, will be covered at each meeting:</p> <ul style="list-style-type: none"> - Review lessons learned and incidents from the previous days trip - Review and discuss specific hazards for the next day's section of the route and general hazards such as areas of strong current or rapids, submerged hazards, bridges, highways - Weather forecast – consider possible environmental related illnesses such as hypothermia, heat exhaustion and potential for extreme weather
4. External Communications	<p>1. The Chair shall work with Communications Coordinator and be responsible for all media communications and for responding to related inquiries.</p>
5. Two-Way Radios	<p>1. Daily Inspections</p> <ul style="list-style-type: none"> - The Brigade will determine the best channel prior to the first day paddle. - Note of the channel you have been assigned. It is easy to bump the radio and have it change channels accidentally. - Before leaving the area where you pick up the radio, make sure you are familiar with the radio controls. If you have any questions, now is the time to ask. - Turn on your radio and set the volume level to a comfortable level. Test the channel setting and volume level by doing a quick "radio check" with another radio operator.

Appendix 7 Emergency Contact List

11. Brigade Contacts	Position in Brigade	Name	Contact Telephone Number
	Chair	Bernie Kreiner	780-865-9355
	Water Logistics Coordinator	Rick Zrobac	780-817-4623
	Safety Coordinator	Doug Yalte	780-223-0927
	Ground Logistics Coordinator	Ken Cassie	780-849-0324
	Communications	Jailin Bertolin	780-817-6404
	Team Captain	Ted Bentley	780-993-8332
	Team Captain	Teresa Olson	780-931-3662
	Team Captain	Brett Watson	780-223-6347 780-817-4596
	Team Captain	Karen Exchange	780-865-3246 780-817-3756
	Team Captain	Bernie Kreiner	780-865-9355
	Team Captain	Heather Plazier	780-429-4210
	Team Captain	Kevin Pilsworth	306-631-2775
	Team Captain	Peter Stone	780-817-6423
	Team Captain	Dale Kiselyk	780-674-9477
	Team Captain	Dale Kiselyk	780-674-9477
	Team Captain	Nadine Newman	587-580-9120
	Team Captain	Doug Yalte	780-223-0927 780-816-0356
	Team Captain	Amanda Mercer	905-269-5600
	Team Captain	Art Jackson	780-852-3276
Agency			
12. External Emergency Evacuation	Ambulance (ground and air)		Emergency: 911
	STARS		888-888-4567 or #4567 from a cell phone.
13. Health Care Facilities	Jasper Hospital		780-852-3344
	Hinton Hospital		780-865-3333
	Edson Hospital		780-723-3331
	Whitcourt Hospital		780-778-2285
14. RCMP	Jasper RCMP		Emergency: 911 Non-Emergency 780-852-4421
	Hinton RCMP		Emergency: 911 Non-Emergency 780-865-2455
	Edson RCMP		Emergency: 911 Non-Emergency 780-723-8822
	Whitcourt RCMP		Emergency: 911 Non-Emergency 780-779-5900

Appendix 8

Safety Equipment Requirements

Provided By	Equipment Requirements
<p>15. Brigade</p>	<p>17. Brigade Emergency First Aid Kit 18. Maps – River and shuttle by buses at designated points along river. 19. Provide the Daily Water Captain with a repair kit to carry on the river. This will include: duct tape, wire, spare nuts & bolts of sizes similar to those in the canoe, silicone repair caulk/adhesive, appropriate resin and materials for significant hull repairs.</p>
<p>6. Teams</p>	<p>3. Canoes will be at least 20 feet or more in length and be considered unsinkable in calm water 4. Approved Personal Flotation Device (PFD) for each paddler. 5. A minimum of two spare paddles 6. A minimum of two manual bailing devices such as buckets (capacity of 20-25 litres) or hand pumps. Bailers will be tied onto the canoe so that they are there when needed. 7. Grab “loops” at each end of the canoe for attaching rescue lines. These grab loops must be strongly secured and capable of taking the full weight of the canoe if swamped. 8. Throw bag with floating 10 mm line and kept easily accessible. 9. Painters shall be attached to the bow and stern loops of the canoe. 10. 5m – 3/8 inch “flip line” to be attached to center thwart. The flip line is a piece of rope attached to the center thwart. 11. A method to re-board the canoe from in the water. (ex. knots in the flip line or a nylon strap with a “stir-up”). 12. A basic first aid kit suitable for treating minor injuries. 13. At least one cell phone or mobile radio fully charged and operational for each day of paddling. 14. Gear will stored in waterproof packs that will float and if possible be secured in the canoe in such a way as to add to the overall flotation of the canoe in the case of upset 15. Teams are recommended to carry a roll or two of duct tape.</p>

APPENDIX #9**INCIDENT REPORT FORM**

Complete this form in clear print and return to the Safety Coordinator.
Safety Coordinator will provide support to ensure form is completed effectively.

Team	Your Name	Your Contact Details
Date and Time of Incident	Name of Individuals Involved	
Contact Information of People Involved		
Description of Incident (<i>attach additional sheets if more room is required</i>)		
Summary of Injuries		
Outline of Actions Taken to Prevent Future Incidents		