

Safety Plan

For the

**Fort Edmonton Canoe Brigade
(FECB)**

June 29 to July 3, 2017

Draft D

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Introduction

Purpose

- The purpose of this plan is to ensure that the FECB is prepared for as many eventualities as possible. We must do everything in our power to ensure that there are no incidents, and if these do occur, we must be prepared to deal with them.
- In the event of an incident where legal action is taken, our best defence is to demonstrate that we have exercised “due diligence”.

Due diligence is “...the level of judgement, care, prudence, determination, and activity that a person would reasonably be expected to do under particular circumstances.” A judge or jury would consider whether the incident was foreseeable (could a reasonable person have foreseen that something could go wrong?); preventable (was there an opportunity to prevent the incident?); and controllable (who was the responsible person and what could they have done to prevent the incident or successfully recover without injury or death?).

Event Overview

- The FECB will take place over the course of five (5) days during late June and early July 2017. The FECB is envisioned to involve 8 to 20 replica fur trade north canoes (7.5 – 12 m), each paddled by 6-8 paddlers (who are part of a crew of 7-9 paddlers), that will travel from Constable Chelsey Robinson Park to Victoria Settlement (approximately 204 km) on the North Saskatchewan River. This event is expected to take approximately 5 days to complete.

Persons Responsible

Responsibilities of Safety Officials at FECB Events

Official Title	Individual Assigned - Source	Overall Responsibility
FECB Chair	Mark Lund	Back-up and support to the Route & Safety Chair, all communication with press and family in the event of an incident, accident or emergency.
Brigade Chief	Ted Bentley	All Canoes travel in groups of 2 or 3, leads daily Brigade Meeting, leads decision on when a planned paddle should be cancelled in advance, and when a day's paddle should be abandoned on route.
Route Chair	Mark Lund	Planning of the basic route, and assist in pre-event safety plan implementation.
Safety Chair	Larry Wall	Implementation of the Safety Plan
Sweep Marshall(s)	will be assigned for each day at the preceding Crew Leader meeting	All canoes complete each day's paddle, or appropriate arrangements are made for the pick-up of canoes departing the route part way along on any day.
Community Coordinator/Liaison	Mark Lund / Jack Twells	Collection of local contacts: hospitals/clinics, Police, community coordinator, etc.
Event/ Site Managers	Mark Lund	Site preparation, security and provision of local 1 st Aid volunteers
Equipment Manager	Mark Lund	Ensure that brigade equipment is in safe working order, and properly installed at each event/location.

Event/Site First Aid volunteers	provided by the local organization, and Canoe Crews	First Aid at Event sites such as campgrounds, landings, and other festival sites
Canoe Crew Leader	provided by each canoe crew	Canoe Safety and Navigation
Canoe Crew First Aid persons (2-3 per canoe Crew)	provided by each canoe crew	On Site First Aid, & victim supervision until EMT arrival
Canoe Crew Radio Operators (2-3 per canoe Crew)	provided by each canoe crew	Inter Canoe, and Intra Brigade Communication

Location of the Safety Plan during the Event

- Each of the following are to retain a copy of the Safety Plan, and must have their copy accessible in camp each day.
 - Safety Chair
 - FECB Chair
 - Brigade Chiefs
 - Advance Party Staff
 - Event / Site Managers
 - Canoe Crew Leaders

Contact Information

General Information on Contacts

- It is important that all people involved in the safety plan, know their roles ahead of time. The Safety Chair should ensure that rescue crew volunteers are lined up; ensure that the First Aid volunteers are ready and have been supplied with the equipment they need; ensure that all emergency response personnel (police, ambulance, etc.) have been contacted and given schedules of events and maps to the site; etc.
- Tables 2, 3, and 4 list the safety officials at the event, emergency response contacts, and land-owner contacts.

Event Officials (Safety Chair to Complete)

Official Title	Name	Identifying Feature	Location on Site	Cell Phone #
Safety Chair	Larry Wall		With Ceyana Crews	780.862.1200
FECB Chair	Mark Lund			780.983.4085
Brigade Chief	Ted Bentley		With Bentley Family Crew	780.993.8332
Event/ Site Managers				
- Devon – Voyageur Park	Kristin Walsh			
- Devon – Lions Campground	Dan Nonay			780.777.2949
- Fort Saskatchewan – Red Coat Landing	Jack Twells			780.293.5389
- Fort Saskatchewan – NWMP Fort Park	Jack Twells			
- Metis Cross	Leon Boychuck-Hunter			780.656.2229
- Victoria Settlement	Suzanna Wagner			

Emergency Response Contacts

Emergency Response Contacts (Safety Chair to Complete)

Official Title	Name	Emergency Phone #	Admin. Phone #	Location
RCMP/Local Police	911 – all Fire/Rescue crews (Devon, Edmonton, Strathcona County) to be contacted and made aware of brigade schedule and locations. As of June 19 th this is underway. See Appendix B for Hospitals in the region			
Ambulance				
Hospital/Health Centre				
Identified Medically Qualified Participants	To be completed at check-in in Devon			

- The or Route or Safety Chair must contact each of the above well prior to the event to notify them of the event, number of people expected, safety procedures employed at the event (i.e., a copy of this plan), map of route, camp site, map/directions to camp site, and any other information that they require.

Land Owner/Facility Operator

Land-Owner / Municipality / Park Contacts (Safety Chair and/or Route Coordinator to Complete)

Name	Home Phone #	Work Phone #	Cell Phone #	Location
	See Safety Officer / Site manager list above and Appendix B			

Site & Route Safety – Route & Safety Chair, Event/Site Managers and Community Coordinator are to gather additional information specific to each event and camp site, and to the paddling route. (e.g., site map, potential hazards on route, etc.) The Event/Site Manager & Route Coordinator are to complete a Risk Assessment for each event/camp site and route leg

On Route: Prior to, During, and Following the Event

Potential Hazards and Control Measures:

Prior to, During, & Following the Event (Including Working Alone) (Safety Chair to Complete)

Potential Hazard	Control Measure	Person Responsible
Weather conditions: rain, hail, wind, severe winds (tornadoes)	<ul style="list-style-type: none"> Proper clothing, food, water. Daily access to appropriate weather forecasts. Prov. Forest Service forecasts are recommended, otherwise the National Weather Service is to be used. There must also be a communications device (e.g., radio or cell phone) or system (e.g., call-in system before and after going to site). 	<ul style="list-style-type: none"> Route or Safety Chair – to confirm arrange for appropriate weather forecasts (best available) Event/Site Managers Individual Volunteers working alone Brigade Chief and Canoe Crew Leaders
Injury: sprained ankle, blisters,	<ul style="list-style-type: none"> Clothing, first aid supplies, whistle. 	<ul style="list-style-type: none"> Crew Leaders

Potential Hazard	Control Measure	Person Responsible
overuse injuries		<ul style="list-style-type: none"> ▪ Route and/or Safety Chair ▪ Event/Site Managers ▪ Individual Volunteers working alone ▪ Brigade Chief and Canoe Crew Leaders
Risks from other boaters: collisions, swamping	<ul style="list-style-type: none"> ▪ following the “rules of the road”, advising other users of Brigade Plans 	<ul style="list-style-type: none"> ▪ Brigade Chief, Safety Chair, Route Chair ▪ Canoe Crew Leaders
Lake Hazards: wind, big waves, currents, shoals, in particular Big and Little Rideau lakes have been identified as know wind hazards at times.	<ul style="list-style-type: none"> ▪ Postponement, or leg cancellation ▪ Appropriate route selection 	<ul style="list-style-type: none"> ▪ Route or Safety Chair to confirm arrange for appropriate weather forecasts ▪ Brigade Chief, ▪ Canoe Crew Leaders
River Hazards: Rocks, shoals, rapids, log jams, sweepers, high water, low water, waterfalls, dams	<ul style="list-style-type: none"> ▪ Planning and route selection ▪ Lining or portaging 	<ul style="list-style-type: none"> ▪ Route & Safety Chair ▪ Brigade Chief ▪ Canoe Crew Leader
Cold Water, Hypothermia: on the rivers and the Lakes	<ul style="list-style-type: none"> ▪ Appropriate clothing, rain gear and wet or dry suits when cold weather is forecast 	<ul style="list-style-type: none"> ▪ Canoe Crew Leaders ▪ Individual Paddlers
Drowning:	<ul style="list-style-type: none"> ▪ <i>During this Brigade all paddlers will wear an approved PFD/Lifejacket</i> 	<ul style="list-style-type: none"> ▪ Individual Paddlers, ▪ Crew Leaders
Wild Animals /Domestic Animals: bears, coyotes, cougars, or cattle/bulls, etc.	<ul style="list-style-type: none"> ▪ Participants read following bear note, maintenance of a “clean camp” ▪ Avoid occupied pastures (for biology breaks, river access) 	<ul style="list-style-type: none"> ▪ Individual paddlers, Crew Leaders, Brigade Chief

Event/Camp Sites: Set-up, Take-down and Operation

Potential Hazards & Control Measures:

Event Site / Arrival Ceremonies / Camp site Set-up, Take-down, & Operation /catered meals (Safety Chair and Event/Site Manager to Complete)

Potential Hazard	Control Measure	Person Responsible
Black Powder (or blank load) discharge, for arrival and departure ceremonial support	<ul style="list-style-type: none"> ▪ Provided only by trained/skilled firearms crew ▪ where required by law, appropriate possession certificates must be held ▪ Adequate space provided between spectators and black powder crew, rope barriers are to be used where deemed appropriate 	<ul style="list-style-type: none"> ▪ Safety Chair, site mngrs, Black Powder/Fire Arms Demo crew leader
Weather conditions (e.g., cold, hail, windfall, etc.)	<ul style="list-style-type: none"> ▪ Proper clothing; ▪ Tent set up early, taken down late. 	<ul style="list-style-type: none"> ▪ Each individual ▪ Set-up crew
Physical injury (e.g., cuts, bruises)	<ul style="list-style-type: none"> ▪ First Aid ▪ Personal protective equipment (e.g., gloves) 	<ul style="list-style-type: none"> ▪ First Aid Crew ▪ Each individual
Electric shock from generators in wet environment	<ul style="list-style-type: none"> ▪ Ground Fault Circuit Interrupters (GFCI) 	<ul style="list-style-type: none"> ▪ Equipment Chief ▪ Event / Site manager
Electric shock from overhead power lines	<ul style="list-style-type: none"> ▪ Ensure that the site is evaluated for the presence of overhead pow- 	<ul style="list-style-type: none"> ▪ Event / Site manager

	er lines. Keep all tent-set up or other activities away from these.	
Safety Chair to add additional points as necessary.	▪	▪

Site Map and Directions to Site – see Appendix E

- Each Event/Site Manager should prepare a map with location of safety/emergency stations, information stations, and location of contact persons.
- Each Event/Site Manager should prepare a map showing emergency services the directions to the site.
- The Event/Site Manager is ultimately responsible for assuring that the site is designed to ensure the safety of all who use it. The “site” includes: campgrounds, assembly areas, parking, landings, and roadways from public roads into the site.

For the 2017 Fort Edmonton Brigade Site Maps have been posted [on-line... click here!](http://voyageurbrigade.org/future-brigades/edmonton-house-canoe-brigade-2017/)
<http://voyageurbrigade.org/future-brigades/edmonton-house-canoe-brigade-2017/>

Figure 1. Locator Map Showing Location of Event for Access by Emergency Response

Figure 2. Site Map Showing Location of Start, Finish, Parking, & Assembly Area

Figure 3. Assembly Area Map Showing Location of Specific Tents, including the First Aid Tent

Safe Operation/Set-Up of Equipment

- Users must ensure that the manufacturer’s specifications for equipment (e.g., rented generators) is available and read by all using it, with special attention to safety precautions.

Canoe and Rescue

The Canoes

- Canoes for this event are to be of the 22-25’ North Canoe, up to possibly the 36’ Montreal Canoe models. These canoes will include five, six or more seating benches. For special portions (Canada Day, July 2 & 3) smaller tandem canoes and kayaks will be allowed.
- These canoes should be rendered unsinkable in calm water. AND, it must be the practice of all paddlers to load day, and/or overnight trip gear into the boats in waterproof packs and these packs should be secured to the canoe in such a way as to add to the over all floatation of the canoe and gear in the case of upset. Such gear must be secured such that it can not come loose and hinder rescue.
- Canoes are to have on board at all times:
 - Spare paddles – minimum 2
 - ***Approved PFD for each paddler. Paddlers are required to wear their PFDs at all times when on the water.***
 - A sound making device, commercial air horn preferred
 - A minimum of two manual bailing devices – buckets or hand pumps. Two 10-20 litre buckets and a hand pump are recommended.
 - A first aid kit
 - GMRS radio with a minimum capability of 16 km, and a working cell phone

- A minimum of two 15 m Throw Bags of floating 10 mm line. Normally one bag shall be secured at one end to a grab loop, and the second shall be immediately available mid-canoe for rescue work.
- 4 (four) locking carabineers, two with each throw-bag
- A repair kit of materials appropriate to the construction of the canoe. 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
- Flashlight and spare batteries
- “grab loops” near 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 when swamped.
- One “reentry” strap per canoe

General Paddling Practices

- At all times during the brigade canoes are to paddle in units of, three or more canoes. **At NO times should a canoe or kayak be traveling alone**, if one boat stops, all boats in the sub-unit stop! Canoe crews should find other crews of similar capability (speed, motivation, etc.) to travel with. At no time should canoes be ahead of the designated ‘lead’ canoe, or behind the designated ‘sweep’ canoe.
- At times of greater risk or difficulty paddlers **MUST** follow the instructions of the Brigade Chief. At times the Brigade Chief
 - will attempt to balance canoes for physical ability and experience.
 - may direct the order of canoes for approaching landings and portages.
 - may direct rescue attempts.

Big Canoes – General

So far in early 2017 two lessons have been learned in preparing for and during brigades. At a flat water practise we had one paddler hit in the head by the far gunwale as the boat rolled over. Paddlers should be advised when possible to grab the far gunwale as it comes across and duck, or push out hard early. In a swamped canoe on the river, the flags created a problem for “righting” the canoe. IF paddling with flags these should NOT be firmly tied in, but should be able to be easily pulled out of the flag holder.

Flat water Rescue

Flat water rescue is problematic, the conditions (wind and waves usually) that necessitate rescue also make it difficult to effect a safe rescue. The victims from a swamped canoe must attempt to remain with their boat. The canoe is the most visible item for rescuers to locate.

Under most mild condition the quickest rescue is for the rescue canoe or boat to help stabilize the upset canoe, and one or two paddlers clamber in an begin to bail the canoe dry. As the gunwales lift additional paddlers can climb in to help with the bailing. This assumes that the canoe does (as it should) float with the gunwales above the water line even when swamped.

If conditions are not too severe a rescue canoe, one or two rescue canoes may try to effect a T-Rescue. Rescue canoes should approach the upset canoe from the down wind side. If two canoes are effecting the rescue they may raft up to form a more stable platform. **Paddlers must be given first consideration**, and should be removed from the water if they appear to be suffering injury or hypothermia. Two paddlers near the middle of the rescue canoe should be directed to assist victims into their canoe. Other middle paddlers can change position to help with boat stability, and may either brace to the side away from the attempted entry, or grab the second rescue canoe to stabilize their own boat. A “T” Rescue may require as many as four strong paddlers in the rescue canoe to attempt the lift-and-drag of the swamped canoe across the rescue canoe’s gunwales. Unlike tradition T rescues, the upset canoe may have to be first lifted from an oblique angle due to the upturned ends. The stern paddler of one of the rescue canoe, who should have the best view of the rescue attempt, should be the paddler in charge of the rescue attempt and coordinate all activities. Bow paddlers are to assist with control and stability of the rescue canoe.

If conditions are too severe for a T-Rescue, or a “pump-out”, then a towing rescue may be considered. Under more severe conditions the swamped canoe will have to be abandoned. And under the most severe conditions the rescue canoe 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.

If a larger rescue boat is available, the rescue attempts should be from the side of the boat, towards the stern. Consideration must be made for the location of the propeller on the rescue boat.

Canoe – Moving Water Rescue

On the river if a canoe is upset all paddlers should move away, and to the upstream of the upset canoe. Being pinned between a swamped North Canoe and a rock or log jam will surely result in injury. Thus the first consideration of any swimmer from an upset canoe is for their immediate safety, and the avoiding of any further downstream dangers. The paddlers/swimmers from the upset North Canoe should attempt to grab the upstream throwbag on the swamped canoe, and if available they should attach the third throw bag and head to the nearest shore, preferably the next inside of a bend of the river. Swimmers may not be able to tow a North Canoe, but they may be able to reach shore and two or three paddlers may be able to hold the canoe so that it does swing to shore pushed by the river flow.

Rescue canoes should attempt a towing rescue from the upstream end of the swamped canoe. The Rescue canoe should swing around and back down to the swamped canoe to effect a towing rescue. The towed rescue is more effective if additional throw-bags are available to be linked together, it is much easier to paddle a long rope to shore and then attempt to hold the swamped canoe, than to tow a swamped canoe. Once the tow ropes are joined the rescue canoe should head directly to shore, and a slightly downstream angle and sprint to shore is better than to attempt a classic ferry angle tow to shore.

If a motorized boat is available to assist with a rescue it too must attempt the towed rescue from the upstream end or side of the upset/swamped canoe.

Working Alone

- FECB Officials working alone in the forest or on route, before, during, and after the FECB will ensure that there is a system in place to address hazards and provide emergency communication. Such individuals shall ensure that their expected whereabouts are known to others, the expected return schedule, and they shall carry a communication device (radio, cellular or satellite phone) that will provide reasonable emergency communication.

Medical Emergency

Prior to:

- The Route and Safety Chairs shall coordinate the efforts related to providing first aid and medical support during the events.
- When available, a Medical Lead shall normally be appointed, and should be the senior paramedic on site. He or she shall coordinate required medical activities, and calls for transport (local ambulance, STARS, Armed Forces Search & Rescue) with the Safety Chair.
- Provision of, and the contents of first aid kit will be determined and set by the FECB Safety Chair.
- A First Aid base station may be established for each event/camp site. This may be a Tent, St. John's Van, Brigade Headquarters (HQ) or similar facility.
- When available, the first aid volunteers will be headquartered in a specific First Aid Tent. This location will also serve as the headquarters for any other safety issue (e.g., searches). A senior First Aider should be designated "Lead" Aider for each event, with the responsibility to help coordinate and assign other volunteer first aiders to their respective posts, ensure relief when required, and supervise the first aiders as required.

During

- It will be the responsibility of the first aid volunteers to deal with all first aid issues. First Aid volunteers are to work within their training, and in any serious incident that exceeds their training "hand-off" the patient to a more senior medic at the first opportunity.
- It will be the responsibility of the Medical Lead and the Ambulance Crew to determine whether and when additional medical help is needed (e.g., if and when to call an air ambulance). The decision should be made in conjunction with the Safety Chair.

Post

- Event/Site Managers, Canoe Crew Leaders, Safety Chair and Brigade Chief, must ensure that for each safety incident where more than minor (i.e. band aid, sting ease, etc) treatment is required an accident/first-aid report shall be completed and a copy is filed by the Route & Safety Chair. (See Appendix 1.)

Campsite Emergency

- Campsite and event managers shall designate an “***Emergency Muster Point***”. This will be identified with a “Sandwich Board” sign, near the entrance to each campsite.
- In the event of a campsite disaster (major storm event, forest fire, public disturbance, etc) all Crew chiefs or their assistants shall confirm the location and status of their crew members and report such status to the Brigade Chief or designate.
- When safe to do so all Brigade participants and organizers are to report to the designated ***Emergency Muster Point***.

Leg/Day Cancellation

Conditions Leading to Cancellation

- It is difficult to state specifically what circumstances could lead to delay or the cancellation of one or more of the FECB event, events or a days paddle. The following are some possibilities:
 - Extremely bad weather: high winds that result in considerable risk to paddlers or even make paddling impossible (lakes), or very high winds with risk of windfall (portages); severe rain or hail with risk of lightning, tornadoes, or hypothermia.
 - Forest fire, flooding (High Water, Debris), or other natural disasters
 - Withdrawal of permission for land use
 - Other...

Who Makes Decision to Cancel

- Making the decision to cancel should be done by the Brigade Committee consisting of the Safety Chair, Brigade Chief and the Canoe Crew Leaders. This committee may wish to consult others such as: local authorities, paddlers or others familiar with local conditions, relevant emergency services personnel, the FECB Safety Chief, the land owner/manager, etc.
- The Brigade Chief and available Canoe Crew leaders will be responsible for cancelling a days paddle on route.

Procedures to Follow in the Event of Cancellation

- Each evening, or morning, at least 90 minutes prior to scheduled departure, the Brigade Committee shall meet and determine if weather conditions are conducive to safe paddling. This group shall have the best available weather reports and route maps. If an evening meeting is held a morning meeting will be necessary when conditions are marginal or worse. Canoe Crew leaders will be responsible for notifying their crews of any cancellation.

- If the decision is made during a days paddle to suspend paddling, the Brigade Chief shall ensure that manned controls, the Sweep Crew/marshal, all canoe Crews, the Route & Safety Chair and the Advance Party are notified by radio, cell or satellite phone.

Roads and Traffic Control – Route, Safety Chair and Event/Site Managers are to make this site-specific

It is anticipated that the numbers (<100) participants will be such that much of the following will not be necessary, but the following has been retained and will be followed when and where activities increase in size and such considerations as followed will be required, such as the Friday arrival at Voyageur Park in Devon, Canada Day departure from Devon, arrival at Fort Edmonton, arrival at Red Coat Landing, July 2 departure from Devon and arrival at Metis Crossing and July 3 arrival at Victoria Settlement.

Parking

- When many vehicles are anticipated Parking areas must be designated, and must be under the control of specifically-trained and equipped marshals. Marshals in the parking areas or in other areas noted below, must have an understanding of pedestrian and traffic control practises. Each must also be equipped with a reflective vest and with a flag or sign.
- The Event/Site manager is responsible for designing a safe site in which traffic and pedestrians are segregated and parking is remote from any the assembly area.

Pedestrians

- Specific, ribboned routes for pedestrians should be set aside to lead pedestrians from the parking area to campsite, event or assembly areas. Marshals should be assigned to control traffic where these ribboned routes cross traffic routes, and large volumes of people are expected to be involved.

Road Crossings/Following by Participants

- To reduce risk to participants the Route and Safety Chairs should ensure the following measures are taken:
 - Large warning signs for vehicles on the road, placed well before the crossing point and on both sides of the crossing point.
 - Where available, or traffic warrants, Marshall(s) shall be arranged for on the road to ensure that traffic is stopped for canoe Crews to cross.
 - Provide warnings in brigade information, at Crew meetings and instructions to participants that they will have responsibility for their own safety when crossing roads.

Communication

General

- For reliable contact the following shall carry a cell phone:
 - Brigade Chief – on the water
 - Sweep and lead canoes/boats– on the water
 - If additional phones are available then they should be spread out within the paddling groups

- Safety Chair
 - Advance Party Leader – at the next arrival location
 - Each participating canoe
- For reliable on the water contact the following shall carry GMRS Radios set on the longest range frequencies:
 - Safety Chair
 - Brigade Chief
 - Sweep and Lead boats/canoes
 - Each canoe
 - Advance Party Leader at the next arrival location
 - All of the above must be familiar with their cell phone and GMRS radio operation.
 - A test of the appropriate radios and phones shall be done each morning before, or as part of the brigade departure.

Radio Frequency

- The radio frequency(ies) used should be determined by the Brigade Chief and Safety Chair (in conjunction with other personnel, and within government regulations).
- Channels should be pre-assigned for use in emergencies.

Use of Radios

- Radios must not be used for chit-chat or banter, but for officially designated purposes only.

Overdue Canoes/Crews

Prevention & Preparation

- Ideally, the need for a search should not arise. We must do everything we can to prevent people staying out past leg closing times, and to prevent crews from getting lost.
- An outline of the search procedures should be published in the Brigade materials so that paddlers know that if they are overdue, a search will be mounted.
- There may, however, be occasions where our best efforts to prevent an overdue crew may fail (e.g. due to injury, medical emergency, or weather conditions).
- Safety Chair shall be responsible to ensure that Search Kits are available (See Appendix B)

Identifying Overdue Crew

- The Brigade Chief or designate will be responsible for maintaining a record of all departing and arriving crews each day.

Prior to Conducting Search – Determining if a Search is Necessary

- The Safety Chair or Brigade Chief will attempt contact by radio or phone any/all missing crew(s).
- The Safety Chair or Brigade Chief will contact by radio or phone all other marshals, and canoe crews still on the water, and attempt to determine location and status of missing crew.

- The Brigade Chief will deal with friends and relatives, informing them of the situation and the procedures being undertaken. The purpose is to reassure them and prevent them from rushing out to search for the overdue participant.
- Site Manager, Brigade Chief or Safety Chair will make announcements on the PA system to ensure that the persons or crew really has not come in.
- Announcements on the PA system will be made asking crews if they saw the missing crew or person(s) on the route.
- The Safety Chair will assign pre-identified search volunteers to patrol perimeter roads/tracks, other possible landing sites, etc.
- The Safety Chair will check with the First Aid Tent, or Brigade Records to see if the overdue crew or participants with the crew are on the list of people who have provided information on pre-existing medical conditions.

Decision to Initiate Search

- The decision to initiate a search, after the above attempts to find the person, should be made by a group of three officials: the Brigade Chief, Safety Chair, and a representative of the local host community or authorities. Such decision should be first considered 2 hours after the estimated arrival (eta) time of the missing person or crew.
- The actual decision as to how and when to start a search will depend upon circumstances. It is difficult to give precise directions, since there are many factors, such as the age, health and experience of the participant(s); weather conditions; length of time the participants are overdue; etc.
- Examples of factors to be considered include:
 - age, health, experience of the participants/crew
 - weather conditions
 - length of time the participant is overdue
 - what part of the course they were last seen (e.g. water stations, exchange sites, other participants)
 - amount of daylight left
 - nature of the terrain and water conditions
- The search itself should follow the instructions outlined below and in Appendix B. The Route & Safety Chair must be familiar with these plans and ready to lead their implementation.
- A decision to call in other agencies (e.g. the police) for assistance, will be made once again by the above three officials. As a first step, however, once a decision to search has been made, the Route & Safety Chair will be responsible for phoning the police or appropriate authorities and letting them know that a search is being undertaken, and that the Route & Safety Chair will call them again within two hours--to let them know if additional assistance is required or if the overdue participant(s) or crew has been found.

Search Volunteers

- Brigade Chief, with input from the Route & Safety Chair, must compile a list of volunteers who will be willing to assist if a search is needed.
- Volunteers for searching must be experienced paddlers and woods persons with very good map-reading skills, or trained SAR personnel.
- Search volunteers should be familiarised by, or familiarity confirmed by, the Route & Safety Chair, with the use of radios and any other signalling devices.

Organizing and Conducting a Search

- Safety & Medical Chair, their designate or Responsible Authority is to conduct the search (becomes Search Director).
- Organizing
 - First Aid Tent/Van shall be the Search Base
 - Search Director remains at Search Base
 - Define Search Area, Establish boundaries
 - Record Names and responsibilities of all searchers
 - Establish Time Limits
 - Establish Radio protocols and channels for use
- Conducting
 - Maintain perimeter patrols
 - Check Safety Bearing Destinations / Roads, paths, etc.
 - Allow only authorized searchers on site
 - ASAP – put two Crews out to follow victims assigned course in prescribe direction, another two Crew to follow course in reverse.
 - Put Crews out on main paths/roads/trails, landing sites.
 - Put Search Crews into likely areas of difficulty, and significant hazards
 - If above is unsuccessful consider a sweep search of likely areas.
 - A Night Search is not recommended unless:
 - It is assumed the missing person is injured (i.e. an experienced paddler missing for several hours)
 - Missing person has a known medical problem (i.e. asthma, diabetes, etc.)
 - Physical or climatic conditions are not conducive to survival for a night in the woods.
 - Once the victim(s) or missing crew has been out more than 6 hours consider calling in the Police.

Dealing with the Media

The FECB Chairs shall be responsible for all communication with any media, or responding to any media inquiries. Brigade participants will be expected to forward all media enquiries to the FECB chair (M. Lund).

Participants with Identified Medical Conditions - Provided by registrar, this information will be treated as confidential and will only appear in the copy, or electronic copy of the Brigade or CVBS Membership file that resides with the Brigade Chair.

- This refers to the participants who provide information to the organizers that they have a medical condition that the organisers should be aware of.
- This information is provided voluntarily by some participants. It is important that this information is kept confidential. It must be recorded on a separate sheet of paper, the only copy of which will be kept in the first aid tent, or first aid registry files. This information will be available to the Route & Safety Chair, and first aid or medical personnel only.
- The information sheet should clearly indicate the person's name, brigade crew/Crew, names and phone numbers of next-of-kin, and the particulars of the condition using the exact wording provided by the participant.

Participants Who Identify Themselves as Medical Professionals –

Registrar to provide

- Contact Canadian participants prior to the competition and ask if they wish to be identified as medical professionals and will help out in the event of an emergency (e.g., EMT, nurse, physician, physiotherapist, etc.)
- The registrar will provide this information to the Route & Safety Chair and Brigade Chief.
- Alberta like most Canadian provinces has a “Good Samaritan Act” (Emergency Medical Act, 2009) that protects medical personnel who respond to an emergency as a volunteer. For further information see:
<http://www.qp.alberta.ca/documents/Acts/E07.pdf>

Appendices:

A - FECB Incident Form

B – Emergency Contact Lists – see attached

C – Basic Radio Operation

D – Bear notes

E – Daily Canoe Crew Sign-out

F – FECB INJURY REPORT FORM / TREATMENT LOG

FECB – Incident Report Form

1 – Incident: _____ Time/ Date: _____

2 – Reported by: _____ Time/Date: _____

3 – Initial Response by: _____ Time/Date: _____

4 – Nature/Type of Incident: _____

5 – Action(s) taken: _____

6 – Location / Site of Incident and responses: _____

7 – Name(s): of victims/patients (Age, Gender, Condition, Contact info'): Total # involved: _____

8 - Further Response by / and Actions taken: _____

9 – Incident Details:

Description (What happened): _____

Presumed Cause: _____

Other Factors/Details: _____

10 – Witnesses (Name, address, phone #, how involved)

1 - _____

2 - _____

3 - _____

11 – Incident Report Form Completed by:

Name _____

Address _____

Phone # _____ e-mail _____

Role at WMOC _____

If victims/patients require medical treatment please complete a *FECB Injury Report Form*

Attach additional pages as required.

Appendix B
Emergency Contact Lists

9-1-1 is the emergency contact phone number throughout the region!

City & RCMP Detachments on Route

Edmonton City Police - Headquarters

Emergency: 9-1-1
Phone: 780.423.4567
Address: 9620 – 103a Ave. N.W., Edmonton

RCMP Detachments

Devon

Emergency: 9-1-1
Address: 13 Columbia Avenue W, Devon
Phone: 780.987.3414

Fort Saskatchewan

Emergency: 9-1-1
Address: 200 Towncrest Rd., Fort Saskatchewan
Phone: 780.992.6100

Smoky Lake

Emergency: 9-1-1
Address: 5212 – 44 Ave, Smoky Lake
Phone: 780.689.3622

Hospitals and Medical Stations on Route

Devon Hospital

Address 101 Erie Street S, Devon
Directions east off of Hwy #60 at Miquelon Ave.
Phone # 780.987.8200

Edmonton Hospitals

Misericordia

Address 16940 – 87 Ave. N.W., Edmonton
Directions located east of West Edmonton Mall, access is north off 87 Ave
Phone # 780.735.2000

University of Alberta

Address 8440 – 112 St. N.W., Edmonton
Directions Emergency Department is between 83 & 84 Avenues, west off off 112 St.
Phone # 780.407.8822

Grey Nuns

Address 3015 – 62 St. N.W., Edmonton
Directions hospital is north of Millwoods Town Centre Mall, between 34 and 28 avenues
Phone # 780.735.7000

Fort Saskatchewan Hospital

Address 9401 – 86 Ave., Fort Saskatchewan
Directions go south from Hwy.#21 at 94 Street
Phone # 780.998.2256

Smoky Lake (George McDougall) Healthcare Centre

Address 4212 – 55 Avenue, Smoky Lake
Directions hospital is on the NE side of town along Highway #28
Phone # 780.656.3034

Campsite and Facility Operators on Route

Devon Lions Campground

Address 1140 – Saskatchewan Ave. E, Devon

Directions from the most northerly town access off Hwy #60, take Athabasca Ave & head east, the go one block north to Saskatchewan Avenue, and then east, down into the river valley and bear right after the golf fairways

Phone # 780.987.4777

Fort Saskatchewan Museum

Address 10006 – 100 Ave., Fort Saskatchewan

Directions Museum, Fort & Heritage Precinct are on the NW side of the old downtown core

Phone # 780.998.1783

Metis Crossing (Hwy. 855)

Address 17339 – Victoria Trail

Directions take Victoria Trail east from Hwy.# 855, just north of the North Saskatchewan River

Phone # 780.656.2229

Victoria Settlement – Provincial Historic Site

Address Victoria Trail & Rnge Rd 170A

Directions take Victoria Trail some 6 km east from Hwy.# 855

Phone # 780.656.2333

Basic Radio Operation Skills

use Channel 21 on the GMRS radios.

Operating a two-way radio is a fairly simple task, which just about anyone can do. Operating that radio in a manner that gets the information through to the person on the other end can take a little bit of practice.

Here are a few pointers to help you make the most of the radio you have been assigned.

- Make a 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.
- Check the batteries, radio range is more if running on Alkaline or Lithium batteries rather than NMH rechargeable batteries.

Operating the radio:

- Radios can only send or receive, not both at the same time. Before trying to talk to someone, you need to make sure the channel is not in use. Always listen for 10 to 15 seconds before pressing the “Push to Talk” (PTT) button.
- Before you call someone, decide what it is you want to say. This may sound silly, but you can often hear people making a bunch of noise, but not really conveying any information. This is a waste of air time that someone else might require.
- To call another station, push the PTT button, and wait 1 second before beginning to speak. Many people make the mistake of starting to talk before they push the PTT. This simply means that the person on the other end will ask you to repeat what you have said. Make sure you let go of the PTT after you finish speaking as well!
- Hold the microphone about 4 inches away from your mouth, and talk across the face of the microphone rather than directly into it. Talk in at a normal voice level. You will sound much clearer than if you hold the microphone really close and or yell into it.
- The radios have belt clips to hold them when not in use. To get the best range out of the radio, hold it up at head height or above, with the antenna vertical.
- **Tactical calls** should be used instead of an individual’s name. This allows everyone on the frequency to know which radio operators are communicating without having to resort to a list of people and their assignments.
- To get the attention of a specific station, use this format: **“Event Control, this is Water Station 3 calling”**. By using the called station name first, the operator has a chance to key in on the transmission and recognize who is calling them.
- If you do not get a response to your call, and having waited 5 to 10 seconds for a response, give a second call.
- If the called station does not respond after a couple attempts, you could add the name of the person to the call if you know it. **“John Smith at Water Station 3, this is Event Control calling”**
- If you hear someone calling your station, respond as such: **“Event Control, this is Water Station 3, go ahead”**
- While communicating with another station, you should use the procedural word **“Over”** just before you let go of the PTT during your communication.
- Leave a second or two pause before you key up to reply. This will allow anyone with emergency communication a chance to break in on the conversation.
- When you are finished your communication, you would use the procedural word **“Out”**
- The reason for using the procedural words above is in case other people on the channel can only hear one person in the conversation. By listening for the procedural word **“Out”**, they can tell that the conversation is over, and the channel is clear for them to make a call.

- Keep your transmissions short and to the point. Long rambling transmissions can be a problem, especially if another station has an emergency and needs to get help right away.
- If you are transmitting information about a participant or some other set of information, write it down before making your call. Asking for the spelling of a participant's surname while the PTT is pressed causes a lot of confusion. Have all the information ready before you make the call. It also allows you to have the information on hand if asked for it again later.
- For words that are difficult, (ie foreign surnames) spell them out with phonetics. (see list below)

Emergency Procedures

In the event of an emergency all non-essential communications **MUST** cease.

To declare an emergency, press the PTT and say **“Emergency”** plus your tactical call, or name. The control station on the channel should respond to the declared emergency. All other stations should stay off the channel. The only exception is if there is no response to the emergency call by the control station. If you hear an emergency call that is not being answered, you should be prepared to copy any information from the station declaring the emergency, and relay that information on to the control station. To let the control station know that you are relaying the information, use the call format **“Event Control this is Water Station 3 with emergency relay information”**

If you are declaring an emergency, you should be prepared to state the nature of the emergency, and your location, plus any pertinent information required by the control station. Remember to speak slowly and clearly. It is easy to rush and talk loudly when stressed, but it will simply slow down the communication and response.

Only after the emergency situation has been fully dealt with, will the control station confirm that normal communications can resume.

A – Alfa	N – November
B – Bravo	O – Oscar
C – Charlie	P – Papa
D – Delta	Q – Quebec
E – Echo	R – Romeo
F – Foxtrot	S – Sierra
G – Golf	T – Tango
H – Hotel	U – Uniform
I – India	V – Victor
J- Juliette	W – Whiskey
K – Kilo	X – X-ray
L – Lima	Y - Yankee
M- Mike	Z – Zulu

Remember, all of this information is simply suggestions on how to get the most out of your radio. It is an art form to be able to communicate via radio in a clear concise and professional manner. There are many people that have been communicating via radio for years that can not do so. If you can follow all of the above suggestions, that's great. You'll sound like professional on the air. Simply do the best you can, that's all we can ask!

J. Ewen 05-Jul-20

If you are using an FRS / GMRS radio, **switch to the GMRS channels**. The FCC (Federal Communications Commission) limits FRS channels to 1/2 watt of power, GMRS can have up to 5 watts of power. FRS-only channels are 8 - 14, GMRS channels are 15 - 22 exclusively, and channels 1 - 7 are both FRS and GMRS.
<https://quality2wayradios.com/store/Radio-Range-Distance>

HUMAN SAFETY AND PROPERTY CONCERNS RELATED TO BEARS AND THE DAVID THOMPSON BRIGADE

Stephen Herrero, Biologist, April 2008

During May and June some bears are attracted by the early green-up that occurs along river valleys. FECB paddlers and support teams may encounter bears. Due to the size of the N. Saskatchewan River and the voyageur canoes (both large) there is little concern regarding encountering a bear in the water. Bears are good swimmers and can easily avoid a large canoe, as can people in a canoe avoid a bear in the water. Bears will be more likely encountered anywhere along the river's shores and somewhat inland. The most probable species to encounter is the American black bear. While in the mountains and foothills, possible sightings or meetings with grizzly bears could occur. My purpose here is to alert teams to the possibility of bear encounters. Those concerned regarding what to do to stay safe in bear country and how to avoid getting a bear into trouble might look at the Alberta government's pamphlet regards safety around bears for recreationalists,

<https://www.albertaparks.ca/media/123478/bear-smart-brochure-web.pdf>

or they may wish to view *Staying Safe in Bear Country*. This video/DVD was made by experts. It is available for about \$20 from

<http://www.bearbiology.com/iba/safety-in-bear-country.html>

Stress that you want it for home viewing only, if this is the case, or you will be asked to pay \$69 for public viewing rights.

Those wishing a broader perspective and understanding of bears and humans might enjoy my book *Bear Attacks: Their Causes and Avoidance*, 2003, published by McClelland and Stewart.

A particular concern is that our food and cooking don't attract bears. I hope all teams will not leave anything edible around without someone being there. All food and edible garbage should be locked inside of vehicles when unattended or during the night. Immaculately clean camps will be our best bet for safety for people and bears.

When walking on shore anticipate the possibility of meeting a bear. Go prepared.

There may be opportunities for observing bears from canoes. Waterproof binoculars will be great for this and other wildlife viewing opportunities.

Fort Edmonton Canoe Brigade Daily Crew Sign-out

For each day the evening prior ideally, but certainly prior to departure, crews are to resubmit or update **IN WRITING** their paddling crew shift assignments. Both each paddling crew and the Brigade organizers must be aware of who is in each canoe at all times.

Crew _____ Date(s) _____

Morning Reach _____

Afternoon Reach _____

Other _____

Crew Leader 1 _____ Cell Phone # _____

Crew Leader 2 _____ Cell Phone # _____

Crew Members Paddling: *(please print legibly!)*

	Morning Shift	Afternoon Shift	Other
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			

Comments:

Submitted by: _____

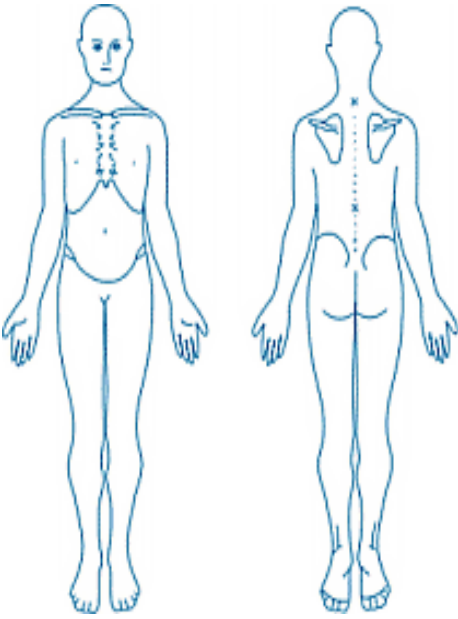
2017 FECB INJURY REPORT FORM / TREATMENT LOG

Name: _____ Canoe Crew: _____

Date: ___ / ___ / 2013 DOB (mm/dd/yy): ___/___/___ Age: _____ Sex: Male Female

Contact (local address): _____ Contact Phone #: _____

Sport/Event: _____ Venue: _____ **CIRCLE:** Participant / Coach
/ Referee Spectator / Volunteer

<p>Type of Activity at Time of Injury</p> <p><input type="checkbox"/> Training <input type="checkbox"/> Warm-up <input type="checkbox"/> Competition <input type="checkbox"/> Cool-Down <input type="checkbox"/> Other _____</p> <p>Reason for Presentation</p> <p><input type="checkbox"/> New/Acute Injury <input type="checkbox"/> Chronic/Aggravated Injury <input type="checkbox"/> Illness/Medical Condition <input type="checkbox"/> Other _____</p> <p>Body Part Injured</p> <p><input type="checkbox"/> Right <input type="checkbox"/> Left</p> <p>Please List/Name</p> <p>_____</p> <p>_____</p> <p>Please Circle or Shade on Diagram</p> <div style="text-align: center;">  </div> <p>Medications</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Allergies</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Past Medical Conditions</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Nature of Injury/Illness</p> <p><input type="checkbox"/> Abrasion/Road Rash <input type="checkbox"/> Open Wound/Laceration/Cut <input type="checkbox"/> Blisters <input type="checkbox"/> Contusion <input type="checkbox"/> Sprain (Ligament) <input type="checkbox"/> Strain (Muscle) <input type="checkbox"/> Overuse Injury <input type="checkbox"/> Fracture (including suspected) <input type="checkbox"/> Dislocation/Subluxation <input type="checkbox"/> Concussion <input type="checkbox"/> Loss of Consciousness <input type="checkbox"/> Cardiac Problems <input type="checkbox"/> Respiratory Problems <input type="checkbox"/> Diabetic Reaction <input type="checkbox"/> Unspecified Medical Condition <input type="checkbox"/> Other _____</p> <p>Specify Injury/Illness _____</p> <p>_____</p> <p>_____</p> <p>Mechanism of Injury</p> <p><input type="checkbox"/> Slip/Trip/Fall (from same level) <input type="checkbox"/> Fall (from height) <input type="checkbox"/> Jumping to shoot or defend <input type="checkbox"/> Overuse <input type="checkbox"/> Overexertion <input type="checkbox"/> Collision or struck by another person <input type="checkbox"/> Collision with a fixed object <input type="checkbox"/> Struck by sports equipment <input type="checkbox"/> Temperature related (hypo/hyper) <input type="checkbox"/> Other _____</p> <p>Incident Details:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Treatment Given</p> <p><input type="checkbox"/> Participant refused treatment <input type="checkbox"/> RICE <input type="checkbox"/> Sling/Splint <input type="checkbox"/> Wound Dressing <input type="checkbox"/> Athletic Taping <input type="checkbox"/> Massage <input type="checkbox"/> Chiropractics <input type="checkbox"/> Other _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Return to Play Recommendation</p> <p><input type="checkbox"/> Return to unrestricted activity <input type="checkbox"/> Advised to return with precautions Specify _____</p> <p>_____</p> <p><input type="checkbox"/> Advised not to return at present time <input type="checkbox"/> Participant did not follow recommendation</p> <p>Referral</p> <p><input type="checkbox"/> No referral needed <input type="checkbox"/> Physician <input type="checkbox"/> Rehabilitative Treatment (PT / AT / Chiropractor / Massage) <input type="checkbox"/> Ambulance Transport (Time: _____) <input type="checkbox"/> Health Link <input type="checkbox"/> Refused Referral <input type="checkbox"/> Other _____</p> <p>Treating Medical Personnel (e.g., Physician, EMS, AT,PT, Nurse, 1st Aider etc)</p> <p>_____</p> <p>X _____ Signature of Medical Personnel</p> <p>X _____ Print Medical Personnel Name</p> <p>X _____ Signature of Injured Participant</p> <p>Date: ___ / ___ / 2008</p>
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