

Risk Management Plan

St. John River Brigade

July 15-22, 2017



Saint John River Brigade July 15-22, 2017

Table of Contents

1	Purpose.....	2
2	2017 Saint John River Brigade	2
2.1	Brigade Goals & Objectives.....	3
3	Risk Management Organizational Structure of the Brigade.....	3
3.1	Organizing Committee Members	4
3.2	Risk Management Roles and Responsibilities.....	4
4	Risk Context, Identification and Mitigation	6
4.1	Character of the River	7
4.2	Risk Management Plan for Canoeing	8
4.3	Risk Management Plan for Logistics.....	10
4.4	Risk Management Plan for Camping	11
4.5	Cancellation of Activity or Event	13
4.5.1	Conditions Leading to Cancellation	13
4.5.2	Who Makes Decision to Cancel	13
4.5.3	Procedures to Follow in the Event of Cancellation.....	13
5	Appendices.....	13
	Appendix 1: Environmental Guidelines	14
	Appendix 2: Management for Environmental Related Illnesses	19
	Appendix 3: On the River Safe Voyageur Canoeing Guidelines	22
	Appendix 4: Management for Severe Weather	24
	Appendix 5: Emergency Response Plan (ERP).....	26
	Appendix 6 Communications Protocol	33
	Appendix 7 Emergency Contact List	35
	Appendix 8 Safety Equipment Requirements	37
	Appendix 9 Incident Report Form	38

It is the responsibility of all organizers, officials, volunteers and participants to be aware of the Risk Management Plan, be prepared to deal with an incident and conduct themselves at all times in a safe manner. There can be no compromising of these principles.

1 Purpose

This Risk Management Plan was developed for the 2017 Saint John River Brigade (Brigade) with the purpose to:

- Identify and communicate the health, safety and environmental hazards associated with the Brigade.
- Provide recommendations and guidelines to minimize risk to participants and enable them to make appropriate choices and decisions to manage these risks. The management of the risks is based on best practices and provincial and federal regulations.
- Identify and describe the roles and responsibilities related to this Risk Management Plan for Brigade organizers, volunteers and participants.
- Provide procedures for responding to incidents and emergencies

Ultimately the Saint John River Brigade organizers want to maintain the perception of the voyageur canoe adventure while reducing and managing potential risks for participants. Team Captains are responsible for safe procedures in their respective canoes and within their group. The Plan is designed to assist Team Captains with judgements and decision-making concerning the risks associated with the Brigade.

2 2017 Saint John River Brigade

The Brigade consists of 10 to 12 voyageur canoes paddling approximately 291 kilometers of the Saint John River over six days. The Brigade will start paddling from Florenceville-Bristol on Sunday July 15 and finish at Saint John on Saturday July 22, 2015. Table 1 summarizes the itinerary for the Brigade.

Maps of the entire route will be supplied to each team, with roads, campsites and the proposed route clearly shown. Three sets of maps will be carried on the river by the Daily Water Captain, lead canoe and sweep canoe. GPS data for the route will be supplied to each team prior to the event.

Table 1 – Brigade Itinerary

Date	Day	Start Location	Finish Location	Distance
Saturday July 15, 2017	0	Registration starts at 1:00 pm at Florenceville-Bristol (camp for early departure on Sunday morning)		
Sunday July 16	1	Florenceville-Bristol	Woodstock	44km
Monday July 17	2	Woodstock	Nackawic	49km
Tuesday July 18	3	Nackawic	Fredericton	49km
Wednesday July 19	4	Fredericton	Gagetown	60km
Thursday July 20	5	Gagetown	Oak Point	40km

Date	Day	Start Location	Finish Location	Distance
Friday July 21	6	Oak Point	Saint John (Royal Kennebecasis Yacht Club)	37km
Saturday July 22	7	RKYC	Reversing Falls to Long Wharf in SJ	16
Total Distance				295km

2.1 Brigade Goals & Objectives

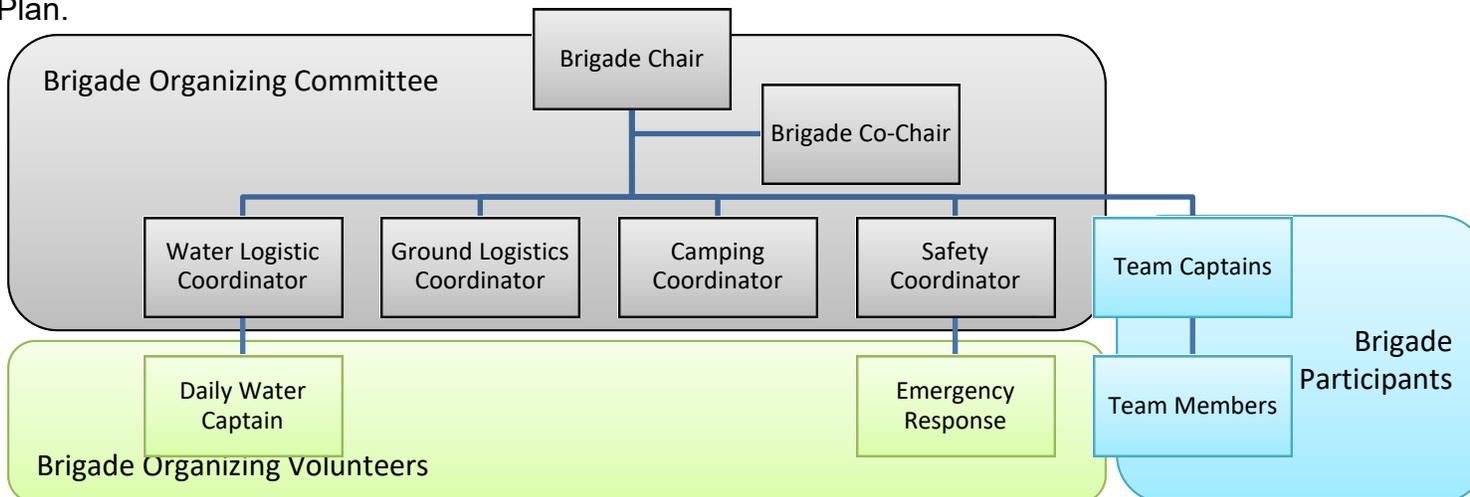
The Brigade's goal is to provide a safe and enjoyable big canoe expedition through the scenic and historic Saint John River.

Objectives:

- Canoes will be voyageur style and a minimum length of 25 feet
- Maximize number of paddlers participating (brigade participant capacity is 150 people)
- Introduce new paddlers to the voyageur canoe brigading experience
- Create a relaxed social atmosphere for previous brigade participants to reconnect
- Develop voyageur canoe paddling competency
- Create a template for hosting voyageur canoe brigades for the Voyageur Brigade Society
- To promote the voyageur canoe brigading experience while enjoying the Saint John River scenery and attractions.

3 Risk Management Organizational Structure of the Brigade

A large number of people are required to successfully stage a brigade. These people can be divided into the following groups: Brigade Organizers, Volunteers, and Participants. The following organogram shows the basic organizational structure for this Risk Management Plan.



3.1 Organizing Committee Members

Number	Position	Name	Email	Home #	Cell #
1	Brigade Chair	Brian Smith	bksmith660@gmail.com	902-820-5199	902-527-8195
2	Brigade Co-Chair	Beth McCann	eliza.do.it.all@gmail.com	506-672-7962	
3	Secretary - Treasurer	Mike Murphy	michaelmurphy@eastlink.ca	902-826-7210	902-233-8689
4	Safety Coordinator	John Mills	jkmills@eastlink.ca	902-527-0662	902-514-6788
5	Water Logistics Coordinator	Evan Young	egyoung@nb.aibn.com	506-674-1376	506-672-8964
6	Ground Logistics Coordinator				
7	Camping Coordinator				

3.2 Risk Management Roles and Responsibilities

Role	Responsibilities
Chair & Co-Chair	<ul style="list-style-type: none"> Facilitate the responsibilities and activities performed by the organizing committee, volunteers and team captains. Foster collaboration and effective decision making between organizing committee, volunteers and team captains. Handle all communications with local communities, public, press, emergency services and local authorities in the event of an incident or emergency.
Water Logistics Coordinator	<p>Prior to brigade start:</p> <ul style="list-style-type: none"> Plan water route for entire canoe trip based on acceptable level of risk as determined by Organizing Committee. Create and provide route maps to organizing committee and team captains showing the paddling route, barriers to navigation, crew change locations and water access and egress points. <p>During the brigade:</p> <ul style="list-style-type: none"> Update and communicate the daily plan for the next day's paddling at the evening Team Captain's Meeting. The daily plan will include reviewing the specific hazards for the next day's route (Appendix 6 – Communications Protocol) Coordinate water route logistics with Ground Logistics Coordinator to ensure canoes and ground support vehicles have an aligned daily plan. Ensure there is always a Daily Water Captain on the water to coordinate travel of the brigade along the water route in collaboration with the Team Captains while on the water. When paddling on the river the Water Logistics Coordinator can assume the role of the Daily Water Captain. <p>After the brigade:</p> <ul style="list-style-type: none"> Provide Brigade Chair with an overview of lessons learned and recommendations from the Brigade.
Daily Water Captain	<p>Before the beginning of daily paddle:</p> <ul style="list-style-type: none"> Confirm the daily water route plan with Team Captains. Identify a Lead Canoe and Sweep Canoe and ensure they know their roles and the planned daily water route and each have a first aid kit and a volunteer certified with standard first aid or higher certification. Lead Team Captains in a daily Pre-paddle Risk Assessment each morning. <p>During the daily paddle:</p> <ul style="list-style-type: none"> Be on the water with the canoes whenever the Brigade is afloat. When risks change compared to the Pre-paddle Risk Assessment facilitate decisions with Team Captains on how to lower risk to an acceptable level (example: avoid, transfer, mitigate, eliminate). Ensure continuous radio communications between lead canoe and sweep canoe. Provide radio updates, when specified, in the Communications Appendix.

	<ul style="list-style-type: none"> • Maintain a record of all teams departing and arriving each day. • At the end of each day confirm with the Water Logistics Coordinator that all teams have arrived at the route destination. • Carry a repair kit. The kit will include: duct tape, wire, spare nuts & bolts of sizes similar to those in the canoe, silicone repair caulking adhesive, appropriate resin and materials for significant hull repairs. • Teams must travel as a group of at least three boats, with hailing distance being maintained by all canoes within the group at all times. No boat should be left alone at any time. It is the responsibility of the daily sweep canoe to stay with any canoe that falls behind the main brigade and if necessary should halt progress of the brigade to allow the slower teams to catch up. • At times, there may be crews who wish to follow an alternate route to the day's destination. If that occurs there should be at least three canoes in the group and special conditions agreed to by the Daily Water Captain.
Ground Logistics Coordinator	<p>Prior to brigade start:</p> <ul style="list-style-type: none"> • Plan ground crew route for entire canoe trip based water route plan. • Create and provide route maps to organizing committee and team captains showing the land route, crew change locations and water access and egress points. <p>During the brigade:</p> <ul style="list-style-type: none"> • Update the daily plan for ground crew route each evening at the Captain's Meeting based on daily water route plan. • Coordinate ground crew route logistics with Water Logistics Coordinator to ensure canoes and ground support vehicles have an aligned daily plan. • Provide signage and markers for land route and flags on the river at designated crew change points and egress points that match the Daily Water Route Plan. • Provide updated, if required, route maps to all ground crews showing directions to campsites and canoe put-ins and put-outs <p>After the brigade:</p> <ul style="list-style-type: none"> • Provide Brigade Chair with an overview of lessons learned and recommendations from the Brigade.
Camping Coordinator	<ul style="list-style-type: none"> • Contact campsites operators to identify possible campsite specific hazards; for example, fire bans, wildlife awareness, poisonous plants, restricted areas, etc. • Communicate to Team Captains potential hazards identified above.
Safety Coordinator	<p>Prior to brigade start:</p> <ul style="list-style-type: none"> • Review emergency response procedures with Team Captains, Water Logistics Coordinator, Ground Logistics Coordinator and Brigade First Aiders in event a canoe capsizes. • Collecting local contact information, such as hospitals/clinics, Police, community contacts, etc. for distribution to Brigade participants. <p>During the brigade:</p> <ul style="list-style-type: none"> • Ensure Risk Management Plan procedures are being followed and implemented. • Provide support and assistance with safety concerns and incident reports. • Ensuring brigade sites (campsites, community social functions, etc.) are considered safe for all participants involved in the Brigade. • Will ensure one comprehensive first aid kit is also available at the Brigade's Mobile Command Centre. • Follow-up with Team Captains to confirm participants with injuries or illness are being monitored to ensure they are receiving adequate care. <p>After the brigade:</p> <ul style="list-style-type: none"> • Provide Brigade Chair with an overview of lessons learned and recommendations from the Brigade.

Team Captain	<p>Prior to Brigade Start</p> <ul style="list-style-type: none"> • Ensure team has the required equipment as described in Appendix 8 Brigade Equipment List. • Ensure their team members read and sign a waiver and voluntary assumption of risk statement after being informed of all the details and risks involved with the trip. <p>During the Brigade</p> <ul style="list-style-type: none"> • Communications, canoe and navigational safety for their team • Attending the evening Team Captains Meeting each day and relaying all relevant information presented at the meeting to their team. • Ensuring all safety equipment is properly stored in the canoe prior to each day's paddle • Ensuring their team members are properly equipped with personal flotation device with sound making device attached, snacks and clothing for the day's paddle. • Covering safety procedures to be followed by all team members in the case of a canoe capsizing. • Monitoring for fatigue, minor sprains and injuries that may occur to a teammate while participating in the Brigade. • Deal with any internal team dynamics ensuring they do not cause disruptions to the workings of the team or Brigade.
Team Members	<p>Prior to Brigade Start</p> <ul style="list-style-type: none"> • Acknowledge they have read and understand the hazards and risks identified for the Brigade by signing the Waiver Form. • Report medical conditions, allergies or chronic injuries and illnesses on the medical information sheet which clearly indicates the person's name, team, emergency contacts and the particulars of their condition to their Team Captain and Emergency Services. This information will only be used in case of an emergency will be kept in completely confidential with their Team Captain and Emergency Services personnel. • Participants will be asked if they are medical professionals (e.g., EMT, nurse, physician, physiotherapist, etc.), and if they wish to be identified as such to assist in the event of an emergency. This information will be provided to the Water Logistics Coordinator, Safety Chair and first-aid personnel. <p>During the Brigade</p> <ul style="list-style-type: none"> • Conduct themselves in a manner complementary with safe canoeing practices as well as in compliance with all related laws (Appendix 1 Environmental Guidelines).

4 Risk Context, Identification and Mitigation

The Brigade is a 295 kilometer paddling adventure involving approximately 130 to 160 people and camping in public campgrounds and communities along the way. There are three broad activities that will be considered for this risk management plan:

- **Voyageur canoe paddling on the Saint John River**
- **Transportation and logistics of equipment and people. The paddling route parallels and crosses main highways, town roads, and secondary highways which ensures continual interaction with the general public, and allows easy access for Brigade participants and ground support.**
- **Group camping**

The daily route and schedule will be clearly identified and communicated to everyone involved (Appendix 6- Communications Protocol). There will be opportunities for teams to exchange paddlers in the middle of a day at crew change points. The longest distance between crew changes is approximately 30 kilometres.

4.1 Character of the River

- **Class I**
- **Enter head pond from Mactaquac Dam near Woodstock – minimal flow rate**
- **Head pond wide and prone to wind**
- **River below Mactaquac Dam flow rate quite slow**
- **South of Evandale to Hardings Point area known as the Long Reach – prone to high winds**
- **Hardings Point to Saint John - river is quite wide – prone to wind**
- **Through Reversing Falls – paddle only at “slack tide”. Refer to DFO tide table.**

4.2 Risk Management Plan for Canoeing

Danger	Risk	Mitigation
1. Reputation	<ul style="list-style-type: none"> - Inappropriate participant behaviour - Inability or decision not to follow directions or co-operate 	<ul style="list-style-type: none"> - Set clear behaviour expectations at the start of the brigade. - Encourage a supportive environment. - Outline possible outcomes of inappropriate behaviour
2. Reputational	<ul style="list-style-type: none"> - Ill will from public - Reputation tarnished 	<ul style="list-style-type: none"> - Choose appropriate areas to brief and unload canoes so that public are not restricted in access and participants are not distracted. - Team Captains to monitor noise and behaviour of group.
3. Group Conflict	<ul style="list-style-type: none"> - Conflict within the group and/or inappropriate participant behaviour 	<ul style="list-style-type: none"> - All participants addressed at the start of the Brigade as to expected standard of behaviour. - Participant behaviour that is un-safe or inappropriate should be referred to their Team Captain for appropriate action and follow-up. If serious or repeated, the participant should be removed from the Brigade and a written incident report should be forwarded to the Chair. - Team Captains actively supervise all members of their group, including participants who may be waiting on shore.
4. Environmental Impact	<ul style="list-style-type: none"> - Reputation - Environmental damage 	<ul style="list-style-type: none"> - Participants are to be briefed on 7 principles of 'Leave No Trace' - Appendix 1 - Environmental Guidelines
5. Exposure to Rain, Cold, Wind	<ul style="list-style-type: none"> - Hypothermia/ Hyperthermia - Wet equipment 	<ul style="list-style-type: none"> - Appendix 2 - Management for Environmental Related Illnesses - Appendix 5 - Emergency Response Plan - Appendix 6 - Communication Protocols
6. Exposure to Sun	<ul style="list-style-type: none"> - Sunburn - Dehydration - Heat Exhaustion - Heat Stroke 	<ul style="list-style-type: none"> - Appendix 2 - Management for Environmental Related Illnesses - Appendix 5 - Emergency Response Plan - Appendix 6 - Communication Protocols
7. River Hazards - submerged logs, rocks, bridge abutments, weirs	<ul style="list-style-type: none"> - Capsizing - Impact injuries - Canoe damage 	<ul style="list-style-type: none"> - Participants are briefed about the presence of river hazards. (Appendix 6 – Communications Protocols) - Participants are monitored around areas where river hazards are prevalent. - Participants are briefed on capsize procedures (Appendix 3 - On the River Safe Voyageur Canoeing Guidelines).
8. Trees with potential to fall over (leaners)	<ul style="list-style-type: none"> - Impact injuries - Canoe damage 	<ul style="list-style-type: none"> - Participants are briefed about hazards of leaners
9. Rubbish (in water and onshore)	<ul style="list-style-type: none"> - Cut feet - Embedded objects 	<ul style="list-style-type: none"> - Participants are expected to wear closed in shoes at all times. - Injuries sustained are treated promptly to reduce the likelihood of infection (Appendix 5 - Emergency Response Plan)

Danger	Risk	Mitigation
10. Getting In and Out of Canoe	<ul style="list-style-type: none"> - Injury while getting in and out of the canoe 	<ul style="list-style-type: none"> - Team captain to demonstrate correct procedure for getting in and out of canoe. - Correct footwear must be worn at all times. - Area to be checked for hazards prior to use.
11. Edges of Rivers and Lakes	<ul style="list-style-type: none"> - Injury from slipping or falling 	<ul style="list-style-type: none"> - Hazardous areas of lake perimeter are highlighted (rocks, steep slopes, mud). - Appropriate footwear to be worn at all times.
12. Poor Communication in the Canoe	<ul style="list-style-type: none"> - Capsizing - Collision - Emotional or relationship difficulties 	<ul style="list-style-type: none"> - Emphasis is placed on communication between partners to ensure the boat is moving correctly and that people avoid arguments. - Participants are also given paddling tips to assist with the smooth operation of their canoes. - Participants are briefed on capsize procedures. (Appendix 3 - On the River Safe Voyageur Canoeing Guidelines)
13. Canoe Collision	<ul style="list-style-type: none"> - Torso injury as a result of collision/impact with bow/stern of other craft 	<ul style="list-style-type: none"> - Create and encourage sufficient space between paddlers to reduce the likelihood of impact from another paddler. - Participants to be briefed in control strokes of canoeing (steering, emergency stops). - Participants briefed on letting occupants of other canoes know if they are likely to hit their canoe - Emergency stop procedure emphasised and practiced - Appendix 9 - Incident Report Form
14. Rafting Up, Docking	<ul style="list-style-type: none"> - Injury such as cuts, abrasions, crushes from contact with fixed objects such as wharfs, jetties, pylons and other craft when “rafting up” 	<ul style="list-style-type: none"> - Hazardous fixtures identified and participants instructed to remain clear. - Participants instructed to keep hands clear of craft gunwales when “rafting up” - Minor cuts and abrasions from contact with objects be treated promptly to reduce the likelihood of infection. - Appendix 9 - Incident Report Form
15. Storm, wind or squall	<ul style="list-style-type: none"> - Capsizing - Multiple rescue - Group separation 	<ul style="list-style-type: none"> - Appendix 3 - On the River Safe Voyageur Canoeing Guidelines - Appendix 4 - Management for Extreme Weather - Appendix 5 - Emergency Response Plan - Appendix 6 - Communication Protocols - Appendix 7 - Emergency Contact List - Appendix 9 - Incident Report Form
16. Thunderstorm and Lightning Storms	<ul style="list-style-type: none"> - Hypothermia - Lightning strike 	<ul style="list-style-type: none"> - Appendix 2 - Management for Environmental Related Illnesses - Appendix 4 - Management for Extreme Weather - Appendix 6 - Communication Protocols - Appendix 9 - Incident Report Form
17. Poisonous plants	<ul style="list-style-type: none"> - Severe skin rash from Poison Ivy and Giant Hogweed 	<ul style="list-style-type: none"> - Avoid any contact with both of these plants - Appendix 2 Management of Environmental Related Illnesses

Danger	Risk	Mitigation
18. Missing person(s)	<ul style="list-style-type: none"> - Paddler goes missing - Split up of group 	<ul style="list-style-type: none"> - Appendix 5 - Emergency Response Plan - Appendix 6 - Communication Protocols - Appendix 7 - Emergency Contact List - Appendix 9 - Incident Report Form
19. Pre-Existing Conditions	<ul style="list-style-type: none"> - Participant suffers from a pre-existing medical condition (eg. Asthma attack, diabetic, anaphylaxis, epilepsy) whilst conducting an activity on the water. 	<ul style="list-style-type: none"> - Participants will share pre-existing medical conditions with captains and brigade first aiders. - All participants are asked to complete a medical form and share with their Team Captain and Brigade first aiders. - Team Captains and Brigade first aiders aware of the location of completed medical forms. - Medication for pre-existing conditions is carried with/by the participants in a water-proof container. - Each canoe carry (or have ready access to) a suitably equipped first aid kit, including spare asthma inhaler. - Where an activity is conducted some distance from the main centre (such as an extended distance), 2-way radio/mobile telephone contact be maintained (Appendix 5 - Emergency Response Plan, Appendix 6 - Communication Protocols and Appendix 7 - Emergency Contact List)
20. Leaky canoe or maintenance required	<ul style="list-style-type: none"> - Injury to paddlers 	<ul style="list-style-type: none"> - Appendix 8 - Brigade Equipment Lists - Appendix 9 - Incident Report Form
21. Non-Reporting of Incident	<ul style="list-style-type: none"> - Missing opportunities to learn and prevent incidents from reoccurring 	<ul style="list-style-type: none"> - Appendix 9 - Incident Report Form

4.3 Risk Management Plan for Logistics

Danger	Risk	Mitigation
1. Losing canoe from trailer or truck	<ul style="list-style-type: none"> - Lost canoe causes third party incident, damages or injuries 	<ul style="list-style-type: none"> - Suitably skilled participants are responsible for tying on canoes. - The driver should check that canoes are securely on the trailer before driving away. - The driver is responsible for checking that the trailer is sitting on the tow ball correctly and that the safety chain is secured.
2. Steep banks	<ul style="list-style-type: none"> - Sprains & strains 	<ul style="list-style-type: none"> - Appropriate exits and entry points are chosen to avoid any difficulties. - Use developed entry and exit points

Danger	Risk	Mitigation
3. Loading and Unloading Canoes	<ul style="list-style-type: none"> - Strains - Soft tissue injuries - Damage to canoes 	<ul style="list-style-type: none"> - Use trailers to transport craft to and from the water if significant distance is required. - Loading and unloading is supervised by experienced person. - Participants are briefed about communicating with each other prior to lifting. - A minimum of four participants are to carry a canoe.
4. Reputation	<ul style="list-style-type: none"> - Ill will from public - Reputation tarnished 	<ul style="list-style-type: none"> - Choose appropriate areas to brief and unload canoes so that public are not restricted in access and participants are not distracted. - Team captions to monitor noise and behaviour of group.

4.4 Risk Management Plan for Camping

Danger	Risk	Mitigation
1. Reputation	<ul style="list-style-type: none"> - Inappropriate participant behaviour - Inability or decision not to follow directions or co-operate 	<ul style="list-style-type: none"> - Set clear behaviour expectations at the start of the brigade. - Encourage a supportive environment. - Outline possible outcomes of inappropriate behaviour
2. Reputational	<ul style="list-style-type: none"> - Ill will from public - Reputation tarnished 	<ul style="list-style-type: none"> - Appendix 1 - Environmental Guidelines - Choose appropriate areas to brief and unload canoes so that public are not restricted in access and participants are not distracted. - Team captions to monitor noise and behaviour of group.
3. Group Conflict	<ul style="list-style-type: none"> - Conflict within the group and/or inappropriate participant behaviour 	<ul style="list-style-type: none"> - Set clear behaviour expectations at the start of the brigade. - Participant behaviour that is un-safe or inappropriate should be referred to their Team Captain for appropriate action and follow-up. If serious or repeated, the participant should be removed from the Brigade and a written incident report should be forwarded to the Chair. - Team Captains actively supervise all members of their group, including participants who may be waiting on shore.
4. Environmental Impact	<ul style="list-style-type: none"> - Reputation - Environmental damage 	<ul style="list-style-type: none"> - Participants are to be briefed on 7 principles of 'Leave No Trace'. Appendix 1 - Environmental Guidelines
5. Campfires	<ul style="list-style-type: none"> - Campfire burns 	<ul style="list-style-type: none"> - Appendix 1 - Environmental Guidelines - Appendix 5 - Emergency Response Plan - Appendix 7 - Emergency Contact List - Appendix 9 - Incident Report Form
6. Exposure to Rain, Cold, Wind	<ul style="list-style-type: none"> - Hypothermia/ Hyperthermia - Wet equipment 	<ul style="list-style-type: none"> - Appendix 2 - Management for Environmental Related Illnesses - Appendix 6 - Communication Protocols
7. Exposure to Sun	<ul style="list-style-type: none"> - Sunburn - Dehydration - Heat Exhaustion / Heat Stroke 	<ul style="list-style-type: none"> - Appendix 2 - Management for Environmental Related Illnesses - Appendix 6 - Communication Protocols - Appendix 9 - Incident Report Form

Danger	Risk	Mitigation
8. Rubbish (in water and onshore)	<ul style="list-style-type: none"> - Cut feet - Embedded objects 	<ul style="list-style-type: none"> - Participants are expected to wear closed in shoes at all times. - Injuries sustained are treated promptly to reduce the likelihood of infection - Appendix 5 - Emergency Response Plan - Appendix 9 - Incident Report Form
9. Thunderstorm and Lightning Storms	<ul style="list-style-type: none"> - Hypothermia - Lightning strike 	<ul style="list-style-type: none"> - Appendix 2 - Management for Environmental Related Illnesses - Appendix 4 - Management for Extreme Weather - Appendix 6 - Communication Protocols
10. Non-Reporting of Incident	<ul style="list-style-type: none"> - Missing opportunities to learn and prevent incidents from reoccurring 	<ul style="list-style-type: none"> - Appendix 9 - Incident Report Form

4.5 Cancellation of Activity or Event

4.5.1 Conditions Leading to Cancellation

There are several circumstances that could lead to the delay or cancellation of a day's paddle, or event. The following are some possibilities for consideration:

- Extremely bad weather such as high wind, heavy rain or lightning that creates a high risk and makes the paddling dangerous.
- Other natural disasters.

4.5.2 Who Makes Decision to Cancel

The following steps will be followed regarding the cancellation of a day's paddle:

- The Chair will engage the Water Logistics Coordinator, Safety Coordinator and Team Captains to discuss the potential risks and will attempt to facilitate a unanimous group decision.
- In instances where there is not a unanimous decision for cancellation, the Chair will make a recommendation for cancelling based on common best practices and guidance provided in the Appendices.
- The Team Captains will have the final decision as to their team continuing with the day's activity. For teams deciding that they will continue the day's paddle in the event of a recommended cancellation, the Team Captain will be asked to sign off that the team will be continuing on their own and not as part of the Brigade.

The decision to suspend paddling part way through a day after the brigade is underway will follow the same protocol as above with the exception that the Daily Water Captain will facilitate the decision process.

4.5.3 Procedures to Follow in the Event of Cancellation

The Brigade Chair will coordinate scheduled meeting(s) with the Water Logistics Coordinator, Safety Coordinator and Team Captains at a specified location to agree on next steps and monitor changing conditions that caused the cancellation.

5 Appendices

Appendix 1 - Environmental Guidelines

Appendix 2 - Management for Environmental Related Illnesses

Appendix 3 - On the River Safe Voyageur Canoeing Guidelines

Appendix 4 - Management for Extreme Weather

Appendix 5 Emergency Response Plan

Appendix 6 Communication Protocols

Appendix 7 Emergency Contact List

Appendix 8 Brigade Equipment Lists

Appendix 9 Incident Report Form

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. Even though we will be staying in campgrounds and on private property following these principals is a must.

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. 4. Campsites <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.

Principle of Leave No Trace	Guidelines for Leaving No Trace
	<ul style="list-style-type: none"> - 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 fastest, and at least 100 meters away from tracks, campsites, watercourses, lakes or drainage channels. - Where possible, avoid using man-made toilet paper. Where necessary, use sparingly and bury it deeply or carry it out.

Principle of Leave No Trace	Guidelines for Leaving No Trace
	<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. - Human Waste - 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.

Principle of Leave No Trace	Guidelines for Leaving No Trace
<p>5. Minimize the Impact of Fire</p>	<ol style="list-style-type: none"> 1.  Camp fires <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 firerings. 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. 2. Fire bans <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. - use a fuel or gas stove when cooking. - Reduce the risk of bushfires and burn injuries.
<p>6. Respect Wildlife</p>	<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

Principle of Leave No Trace	Guidelines for Leaving No Trace
	<p>them to predators and other dangers. Store food and rubbish securely.</p> <ol style="list-style-type: none"> 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. 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
<p>7. Be considerate of your hosts and other visitors</p>	<ol style="list-style-type: none"> 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 and 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 and wet weather gear. 3. Participants are shown how to waterproof equipment 4. Group condition is monitored closely during wet weather.
Shivering Hypothermia (Moderate)	<ul style="list-style-type: none"> - Body core is 35°C and 32°C - Violent and uncontrollable shivering - Increased heart rate and breathing rate - Worsening of the “umblings” - Increased confusion - Cold and pale (maybe dusky) skin 	<ul style="list-style-type: none"> - Food with carbohydrates and sugars - 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 person 	<ol style="list-style-type: none"> 5. Stay well hydrated. Avoid thirst. Keep your urine clear 6. Stay well fed. Avoid hunger. Internal “fires” need fuel 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
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 	<ol style="list-style-type: none"> 8. Pace yourself or group to avoid overexertion with resulting sweat, fatigue and loss of stored energy 9. Make sure everyone understands hypothermia and watch out for one another for early signs and symptoms.

2. Heat Induced Illnesses	Signs and Symptoms	Treatment	Prevention
Heat Exhaustion - Dehydration - Extreme activity - Extreme weather (heat and humidity)	- Increased heart rate and breathing rate - Headache - Dizziness - Nausea - Thirst - Fatigue	- 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	1. Hydration - Cheapoarde 0.5 litre of juice 0.5 litre of water 0.5 teaspoonful of salt Mix in one litre bottle - 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 - Avoid alcohol - Monitor urine – keep clear and copious. Dark yellow indicator of dehydration 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
Exertional Heat Stroke - Dehydration - Extreme activity - Extreme weather (heat and humidity) - Pre-existing heat exhaustion	- Altered level of consciousness - Increased heart rate and breathing rate - Uncoordinated movements - Staggering and balance problems - Confusion - Behavioral change	- 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 and a pinch of salt - Evacuate to hospital	
Chronic Heat Stroke - Heat wave - Pre-existing illness/disease - Age –very young or old	- Unconscious - Seizures - Hot, red, often wet skin - Increased heart rate and bounding pulse - Increased breathing rate - Uncoordinated movements - Staggering and balance problems - Confusion - Behavioral change	- 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 - Evacuate to hospital	

3. Sunburn	- Signs and Symptoms	- Treatment	Prevention
Sun Exposure	- Red, painful, slightly swollen possibly blistered skin	- Avoidance of sun - Cold compress - Moisturizing lotions and creams, including aloe - Ibuprofen for pain and swelling - Keep well hydrated	- 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) - Paddlers advised on appropriate clothing and equipment. Clothing with sleeves must be worn under PFD'S.
4. Poisonous Plants	- Signs and Symptoms	- Treatment	Prevention
Poison Ivy and Giant Hogweed	- mild to severe skin rash - itching, red and inflamed skin	- seek medical treatment	- avoid all contact - learn to identify

Appendix 3: On the River Safe Voyageur Canoeing Guidelines

Practice	Control Measures
1. 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"> 1. 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 <ol style="list-style-type: none"> 2. 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. 3. 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.

Appendix 4: Management for Severe Weather

Weather Event	What to Watch For	Control Measures
<p>1. Thunder and Lightening</p>	<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 	<ol style="list-style-type: none"> 1. Monitor weather forecasts and keep teams informed at daily team meetings and during the day 2. Monitor approaching storms. The principle lightning safety guide is the 30-30 rule. <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. 3. If the time between seeing lightening and the boom of thunder is 30 seconds or less then: <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 4. The Daily Water Captain with input from the Team Captains will make the decision to stop or continue.

<p>2. Wind</p>	<ul style="list-style-type: none"> - Increasing wind - Large waves created by wind 	<ol style="list-style-type: none"> 1. Monitor winds before departure. White caps are an indication of thinking about strong management strategies or cancellation. 2. Set safety guidelines- distance between canoes, whistles, rafting up. 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: Emergency Response Plan (ERP)

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 and Media	Reactive as required	Reactive as required	Brigade Chair – proactive media management to local and possible regional interest	Brigade Chair – proactive media management to local and provincial and national interest
Actions				
Brigade	Within Team	Incident response undertaken in accordance with specific scenarios (Section 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 required	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

1. Brigade Contacts	Position in Brigade	Possible ERP Role	Name	Contact Number
	Chair	Incident Commander	Brian Smith	902-527-8195
	Water Logistics Coordinator	Deputy Incident Commander	Evan Young	506-
	Daily Water Captain	On Scene Commander	determined day of paddle	
	Safety Coordinator	Safety Coordinator	John Mills	902-514-6788
	Ground Logistics Coordinator	Logistics Coordinator		
	Team Captain	Deputy On Scene Commander		
	Team Captain	Deputy On Scene Commander		
	Team Captain	Deputy On Scene Commander		
	Team Captain	Deputy On Scene Commander		
	Team Captain	Deputy On Scene Commander		
	Team Captain	Deputy On Scene Commander		
	Team Captain	Deputy On Scene Commander		
	Team Captain	Deputy On Scene Commander		
	Team Captain	Deputy On Scene Commander		
	Team Captain	Deputy On Scene		

		Commander		
	Team Captain	Deputy On Scene Commander		
	Team Captain	Deputy On Scene Commander		
	Brigade First Aider	Brigade Command Centre		
	Brigade First Aider	Brigade Command Centre		
	Team First Aiders	See Attached list		
		Agency	Contact Telephone Number	
2.	External Emergency Evacuation Contacts	Ambulance (ground and air)	Emergency: 911	
3.	Health Care Facilities	See Appendix 7 : Emergency Contact List	Emergency : 911	
4.	RCMP (including search and rescue)	See Appendix 7 : Emergency Contact List	Emergency : 911	
			Non-Emergency: See 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 the Saint John River Brigade, most incidents that may occur will likely be classified as Alert or Level 1. Because of this likelihood ,any first aid trained people will be identified within 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. 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.
- Depending on the 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
 - Level 1 and Level 2 – Brigade Chair
- When you call 911 be prepared to answer the call-taker's 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 (nearest community, county, facility)
 - 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 may be required
 - Pertinent weather conditions (wind, visibility, freezing rain, etc)
 - Remember, the call-taker's 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 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 that a person is missing.

Report possible missing person to their Team Captain who will immediately inform the Brigade Chair. The Chair will, or their designate (eg Daily Water Captain) facilitates 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 last seen wearing?
- What was the emotional state of the person?
- What was the missing person's physical condition? Are there any known medical conditions?
- What footwear was the person wearing and what does the sole look like?
- Any other relevant questions

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.

Appendix 6 Communications Protocol

Communication	Protocol
1. Intra- Brigade	<ol style="list-style-type: none"> 1. The Chair, Water Logistics Coordinator, Safety Coordinator and Team Captains will have access to cellular phones 2. The lead and sweep canoe will carry two-way radios. Individuals will be familiar with the proper operation of this equipment
2. Daily Brigade Team Captain's Meeting	<ol style="list-style-type: none"> 1. The Chair, Water Logistics Coordinator, Ground Logistics Coordinator, Safety Coordinator and Team Captains will participate in the scheduled Team Captain's Meeting each evening. 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: <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

3. External Communications	1. The Chair shall be responsible for all media communications and for responding to related inquiries.
4. Two-Way Radios	1. Daily Inspections <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.

	Saint John Regional Hospital 400 University Ave., Saint John, N.B.	506-648-6000
	Oromocto Public Hospital 103 Winnebago Street, Oromocto, N.B.	506-357-4700
	Hotel-Dieu of St. Joseph 10 Woodland Hill Perth-Andover, N.B.	506-273-7100
4. RCMP (including search and rescue)	Fredericton 1445 Regent Street Fredericton, N.B.	Emergency: 911 Non-Emergency: 506-452-3400
	Oromocto 584 New Maryland Highway, New Maryland, N.B.	Emergency: 911 Non-Emergency: 506-357-4300
	Grand Bay-Westfield 21 Chestnut Drive, Grand Bay-Westfield, N.B.	Emergency: 911 Non-Emergency: 506-757-1020
	Woodstock 410 Connell St. Woodstock, N.B.	Emergency: 911 Non-Emergency: 506-325-3000
	Nackawic 95 Otis Dr. Nackawic, N.B.	Emergency: 911 Non-Emergency: 506-575-6200
	Saint John Police Dept. One Peel Plaza, Saint John N.B.	Emergency: 911 Non-Emergency: 506-648-3200

Appendix 8 Safety Equipment Requirements

Provided By	Equipment Requirements
1. Brigade	<ol style="list-style-type: none"> 1. Brigade Emergency First Aid Kit 2. Maps – River and shuttle 3. 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, cable ties, appropriate resin and materials for significant hull repairs.
2. Teams	<ol style="list-style-type: none"> 1. Canoes will be at least 25 feet or more in length and be considered unsinkable in calm water 2. Approved Personal Flotation Device (PFD) for each paddler. 3. A minimum of two spare paddles 4. 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. 5. 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. 6. Throw bag with floating 10 mm line and kept easily accessible. 7. Painters shall be attached to the bow and stern loops of the canoe. 8. 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. 9. A method to re-board the canoe from in the water. (ex. knots in the flip line or a nylon strap with a “stirrup”) 10. A basic first aid kit suitable for treating minor injuries. 11. At least one cell phone, fully charged and operational for each day of paddling. 12. Gear well 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

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 (*attach additional sheets if more room is required*)

Summary of Injuries

Outline of Actions Taken to Prevent Future Incidents