



Safety Plan

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Section 1: Environmental Guidelines

Based on the Seven Standard Principles of Leave No Trace Guidelines)

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

Principle of Leave No Trace	Guidelines for Leaving No Trace
1. Prepare and Plan	<ul style="list-style-type: none"> - Understand the regulations and special concerns of the areas you access. - Research your destination before you leave home. - Schedule your trip to avoid times of high use. - Seek permits if necessary. (E.g., provincial campgrounds). - Prepare for isolation, weather hazards and emergencies. - Repackage food to minimize waste and bring rubbish bags. Avoid cans, bottles and aluminum foil. - Visit in small groups. Split larger parties into groups of 4-6. - Use a map and compass or GPS to eliminate the use of marking paint, rock cairns or flagging.
2. Camping Surface Locations	<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 borne 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.

Principle of Leave No Trace	Guidelines for Leaving No Trace
	<ul style="list-style-type: none"> - 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. <p>4. Campsites</p> <ul style="list-style-type: none"> - Keep groups and campsites small, place tents close together on bare ground. Focus activity where there is no vegetation. - Use a freestanding tent that requires few pegs if staying overnight. - Bring your own poles; do not cut them from the bush. - 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 water level unless tides or wave action prevent their safety. Learn about specific regulations and issues on this particular river. - 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.
<p>3. Dispose of Waste Properly</p>	<p>6. Rubbish</p> <ul style="list-style-type: none"> - Remove all rubbish. - Do not burn rubbish. Never bury rubbish as animals may dig it up. <p>7. Human Waste</p> <ul style="list-style-type: none"> - Use toilets where provided. - 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 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. - Pack out toilet paper rather than bury it <p>8. 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. ^[1]_{SEP} - Do not use soap, toothpaste, shampoo or sunscreen in lakes or streams.. - This is most likely way to spread disease and illness to other people, so it needs to be done with vigilance

Principle of Leave No Trace	Guidelines for Leaving No Trace
	<ul style="list-style-type: none"> - Deposit at least 200 feet from water source, campsite, and trail <p>9. 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 food and pack it out with your other garbage.
<p>4. Leave What You Find</p>	<ul style="list-style-type: none"> - Leave flowers, sticks, driftwood, bark, rocks, arrowheads and other artifacts, animals, skeletons, and any other items without required permits and permission. - Respect Indigenous art and other sites of cultural significance. Seek appropriate permission. - Do not touch rock art, which can be damaged by the natural oils from human skin. - Preserve the past by observing but not touching cultural or historic structures and artifacts. - Leave campsites as you found them. - Do not dig trenches around tents - Do not hammer nails into trees. - Do not chop or saw trees or throw hatchets at trees. - Be careful when you tie an animal, hammock or other rope to a tree to prevent damage to the bark. - Refraining from arranging stones or scratching on rocks or drawing in sand or dirt to 'leave your mark'. - 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.
<p>5. Minimize the Impact of Fire</p>	<p>Campfires</p> <ul style="list-style-type: none"> - Avoid sites where rare and vulnerable plants or animals are found. Do not travel through quarantine areas. Use an alternative to a campfire. - For cooking, consider using backpacking stoves which are fast, clean, eliminate need for firewood, and have zero local impact. - Remove trash from fire area and pack it out Use only dead wood. - Use wood you can easily break by hand - Burn all wood to ash to eliminate left-over black wood. - If you have a fire, only use existing fire rings. Don't build new rings or dig pits - Collect wood only where permitted. - Use only dead, fallen timber, Leaf litter and dead timber provide homes and food for animals. - Never light fires during high wildfire periods or in places where the fire might spread. - Always put the fire out by dousing it with water rather than earth. Embers can smolder for days. - Light fires in parks only where permitted. Some parks do not permit open fires. - Carry any cigarette butts out with you. - Fire ban information is available on the Alberta Fire Ban website:

Principle of Leave No Trace	Guidelines for Leaving No Trace
	<ul style="list-style-type: none"> - Use a fuel or gas stove when cooking. Reduce the risk of wildfires and burn injuries.
6. Respect Wildlife	<ul style="list-style-type: none"> - Travel quietly. - Observe wildlife from a distance. Do not follow or approach them. - Move slowly when around animals. - Be aware of their breeding and birthing seasons and giving them more space. - Avoiding disturbing their nests, food and water sources, and resting areas. - Avoid wildlife during sensitive times, such as mating, nesting, and raising young. Touching nests or young animals may cause their parents to abandon them. - Never feed wild animals or birds. Feeding wildlife damages their health, alters natural behaviors, and exposes them to predators and other dangers. Store food and rubbish securely. - Control pets at all times or, better yet, leave them at home. - Report injured animals to the local land managers. Do not attempt to handle an injured animal. - Take care in adventure activities to minimize the risk from interactions between wildlife and participants. - Manage our food, garbage, and other attractants to prevent disrupting their natural eating habits.
7. Be considerate of your hosts and other visitors	<ul style="list-style-type: none"> - Learn about the cultural history of the area. Recognize, acknowledge and respect local knowledge. - Respect the wishes and regulations of all hosts, including Indigenous, land/water managers and locals. - Never visit places without appropriate permission. Seek permission and/or a permit. - Familiarize yourself and have respect for peoples' customs, culture, values, religion, dignity and feelings. - Traveling in small groups to be less of a visual impact. - Paddling you may want bright clothes - Turnoff radios to keep your group's noise level low. - Quiet time 11-6 AM - Respect private property and regulations on public property. - Show courtesy to others you meet and following common trail etiquette. - Leave larger campsites for larger groups if your group can fit in a smaller area. - Avoid camping, eating, 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.

Section 2: Environmental Related Illnesses

1. Hypothermia	Signs and Symptoms	Treatment	Prevention
Pre-Shivering Hypothermia	<ul style="list-style-type: none"> - Body core > 35°C 	<ul style="list-style-type: none"> - Stop heat loss 	

(Mild)	<ul style="list-style-type: none"> - 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"> - 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 5. Stay well hydrated. Avoid thirst. Keep your urine clear
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 (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"> 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 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 Illness	Signs and Symptoms	Treatment	Prevention
Heat Exhaustion <ul style="list-style-type: none"> - Dehydration - Extreme activity - Extreme weather (heat and humidity) 	<ul style="list-style-type: none"> - Increased heart rate and breathing rate - Headache - Dizziness - Nausea - Thirst - Fatigue 	<ul style="list-style-type: none"> - Change environment from hot to cool – move to shady spot, pour water on the head and fanning - Orally rehydrate with water and a pinch of salt 	<ol style="list-style-type: none"> 1. Hydration <ul style="list-style-type: none"> - Gatorade Substitute 0.5 L of juice 0.5 l of water 0.5 teaspoonful of salt Mix in one l bottle

		<ul style="list-style-type: none"> - Person needs to rest for at least 1 hour 	<ul style="list-style-type: none"> - Drink 0.25 l of water every 15 to 20 minutes during periods of strenuous exercise - Drink at least 3-4 l per day - Avoid alcohol - Monitor urine – keep clear and copious. Dark yellow indicator of dehydration
Exertional Heat Stroke <ul style="list-style-type: none"> - Dehydration - Extreme activity - Extreme weather (heat and humidity) - Pre-existing heat exhaustion 	<ul style="list-style-type: none"> - Altered level of consciousness - Increased heart rate and breathing rate - Uncoordinated movements - Staggering and balance problems - Confusion - Behavioral change 	<ul style="list-style-type: none"> - Stop activity - Rapid cooling - Move to shady spot - Pour water on the head and aggressively fan the person - Remove clothing that retains heat - Application of ice packs at the neck, groin and arm pits - If the person is conscious orally rehydrate with water and a pinch of salt - Evacuate to hospital 	<ol style="list-style-type: none"> 2. Maintain a pace that allows everyone to adapt to heat 3. Take scheduled and frequent breaks 4. Wear loose-fitting, cotton clothing that lets air through and sweat evaporate
Chronic Heat Stroke <ul style="list-style-type: none"> - Heat wave - Pre-existing illness/disease - Age –very young or old 	<ul style="list-style-type: none"> - Unconscious - Seizures - Hot, red, often wet skin - Increased heart rate and bounding pulse - Increased breathing rate - Uncoordinated movements - Staggering and balance problems - Confusion, behavior change 	<ul style="list-style-type: none"> - Rapid cooling - Move to shady spot - Pour water on the head and aggressively fan the person - Remove clothing that retains heat - Application of ice packs at the neck, groin and arm pits - Evacuate to hospital 	<ol style="list-style-type: none"> 5. Wear Wide Brimmed hat that provides shade for face and head 6. Take breaks to avoid overexertion with resulting sweat, fatigue and loss of stored energy

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

			- Paddlers advised on appropriate clothing and equipment. Clothing with sleeves must be worn under PFD'S.	
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Section 3: Safe Voyageur Canoeing Guidelines

Practice	Control Measures
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 ^[L]_[SEP] 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 ^[L]_[SEP] 13. Continuously watch for the presence of submerged items (e.g., sandbars, logs, trees, rocks) and communicate
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

Practice	Control Measures
	<p>the boat to reach shore unless it is very close (5 -10m).</p> <ul style="list-style-type: none"> - 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 halfway 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. - Other canoes in the Brigade will pick up floating equipment. - Paddling to shore can be done without emptying the canoe of water if a land able shore is close by (less than 50 m). If the distance is greater, it is advisable to empty the canoe of water to make it as stable as possible. - Report incident to Brigade Safety Coordinator <p>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.</p> <p>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.</p>

Section 4: Management for Severe Weather

Weather Event	What to Watch For	Control Measures
Thunder and Lightening	<ul style="list-style-type: none"> - Daily weather forecasts - Fluffy cumulus clouds could develop into thunderstorms - Big dark, towering cumulo-nimbus clouds with flattened anvil shaped top often produce violent 	<p>7. Monitor weather forecasts and keep teams informed at team meetings and during the day.</p> <p>8. Monitor approaching storm storms. The principal lightning safety guide is the 30-30 rule.</p> <ul style="list-style-type: none"> - The first "30" represents 30 seconds. If the time between when you see the flash and hear the thunder is 30 seconds or less, the lightning is close enough to hit you. If you haven't already, seek shelter immediately. - If greater than 30 seconds continue to monitor to determine if storm is moving closer or further away. If length of time between lightning and 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 lightning and thunder is 30 seconds or less, wait 30 minutes before leaving your shelter. <p>9. If the time between lightning & the boom of thunder is 30 sec or less then:</p> <ul style="list-style-type: none"> - Postpone activities promptly. Don't wait for rain.

Weather Event	What to Watch For	Control Measures
	thunder showers with lightning	<ul style="list-style-type: none"> - 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. Find 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 lightning before continuing. <p>10. The Water Captain with input from Team Captains will make the decision to stop or continue.</p>
Wind	<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. Painters (ropes) may be needed to tie canoes together for stability. 5. Participants are briefed on capsize procedures. 6. Stop activities when controlling the canoe is unmanageable or waves created pose risk of capsizing or swamping the canoe. The Water and Team Captains will make decisions on stopping. 7. The Water and Team Captains will make decision on stopping or continuing.

Section 5: Emergency Response Plan

Emergency Response Plans consider the following 4 levels and types of response: Emergency Contacts and Call Out Information is listed in **Section 7**.

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

	<ul style="list-style-type: none"> Organized emergency responders may be required (911) Missing person that requires external assistance Medical evacuation may be required Local media interest
Level 3	<ul style="list-style-type: none"> Fatality Organized emergency responders required (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 mgt to local and possible regional interest	Brigade Chair – proactive media mgt to local, provincial 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, possible external help	Significant resources required

Immediate Actions

This section provides a description of response 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.

Potential consequences 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 Incident

Most incidents that may occur will likely be classified as Alert or Level 1. Because of this likelihood, first aid trained people will be travelling with the Brigade. Response procedures are contingent on the responder's level of training and knowledge of the specific response activity.

The first person on scene will:

Assume the role of On Scene Commander until relieved by a more qualified individual, who may be a Brigade participant or a local emergency service provider.

- Assess the situation to ensure personal and others' safety.
- Administer first aid as necessary.
Contact emergency services as needed with Water Captain consultation. Call 911. where cellphone coverage is available or use the provided Satellite Phone.
 - Depending on severity of the emergency, provide an initial assessment including severity, location, resources needed, and first aid treatment provided.
 - Alert and Level 1 – Daily Team Captain and Water Captain.
 - Level 2 and Level 3 – Brigade Chair.
- When you call 911 or STARS be prepared to answer questions, which may include:
 - Who you are and your level of medical training.
 - A call back number and method to communicate with the scene.
 - The location of the emergency: GPS coordinates, highway number, legal land location (section, township, range).
 - The nature of the emergency:
 - Number of patients, their ages and approximate weights.
 - Any information that may help determine what happened.
 - What types of resources and support maybe required.

- Pertinent weather conditions (wind, visibility, freezing rain, etc.).
- The questions will help you get the right kind of help quickly.
- Be prepared to follow any instructions the call-taker gives you. Many 911 centers will tell you exactly what to do to in an emergency until help arrives. such as providing step-by-step instructions to aid someone who is choking.
- 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.

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 is located.
- 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. If there are any people missing, then the Search and Rescue procedure will be implemented.
- Depending on the severity of the emergency, the Ground Logistics Coordinator or Brigade Chair will provide instructions to people at the Emergency Muster Point.
- Do not leave the Emergency Muster Point until instructed by the Brigade Chair or their designate.

Missing or Overdue Brigade Participants

- This section is a brief overview of some very basic search and rescue (SAR) fundamentals. It should not imply that that the Brigade or Brigade leaders can run an in-depth search and rescue mission.
- It should be assumed that the Brigade could only be performing these techniques as part of an initial search confirming is the person is missing.
- Report possible missing person to their Team Captain who will immediately inform the Brigade Chair.
- The Chair or their designate 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 wearing?
- What was the emotional state of the person?
- What was the missing person's physical condition? Are there any known medical conditions?
- Contact captain for this info.
- What footwear was the person wearing and what does the sole look like?

2. The Initial Informal Search

- To confirm the person is missing.
- Provide a time limit for the initial search.
- Search the obvious first – location last seen, washroom, viewpoint, car, home, bar, someone else's tent, etc.
- Active Search & Rescue tactics must remain "close to home" or specific point.
- Only send teams that are competent for an assigned task. All teams will have a minimum of two people to a group.
- Patrol main thoroughfares to limit the potential search area.
- Remember, resources are limited and that if you have a suspicion that the search will be difficult, urgent or prolonged, call police for Search & Rescue support.

3. Decision to Initiate Formal Search

- The decision to initiate a formal search with police and local SAR resources will be the decision of the Brigade Chair.
- The Brigade Chair or designate will request SAR resources by calling 911 or the local police contact number.
- From this point on, all search and rescue activities are under the direction of the external SAR rescue teams.
- Search and rescue (SAR) teams find, stabilize, and evacuate people who are in distress. Briefly, SAR handles incidents in the following way:
- After receiving a call from the police, municipality, applicable provincial ministry or Parks Canada, the on-call SAR manager alerts the team.
- Team assembles at a predetermined place. Each member signs in and is accounted for from the start to the termination of the incident.
- Team departs for the incident scene (missing/lost person or a rescue).
- At the scene, the following procedures are established:
 - o Base of operations
 - o Staging area
 - o Communication
- Search manager plans the response, taking into account available resources, expertise, and training, while continuously gathering information about the incident.
- Teams are deployed, communicating with base by radio/cellphones.
- On locating the missing person, the team administers necessary medical aid. Additional technical resources may need to be

deployed.

- More resources may be mobilized if the search needs to be expanded and/or teams need relief.
- Search ends when the tasking agency stands the teams down. The plans to initiate the stand-down procedures are in place from the initial call.
- The Brigade Chair with input from the police will communicate with relatives, friends and Brigade Participants, informing them of the situation and the procedures being undertaken.

Standing Down from An Emergency and Returning to Normal Brigade Activities

The decision to stand-down from 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 from 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 from 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.

Section 6: Communications Protocol

Communication	Protocol
Intra- Brigade	<ul style="list-style-type: none"> - The Chair, Water Logistics Coordinator, Safety Coordinator and Team Captains will have access to cellular phones. - The lead and sweep canoe will carry two-way radios. Individuals will be familiar with the proper operation of this equipment. - At the end of the day's paddle, the Daily Water Captain will provide a verbal update to the Water Logistics Coordinator after all teams have arrived at the day's planned destination.
Daily Brigade Team Captain's Meeting	<ol style="list-style-type: none"> 1. The Brigade Chair, Water Logistics Coordinator, Ground Logistics Coordinator, Communications Coordinator, Safety Coordinator and Team Captains will participate in the scheduled Team Captain's Meeting each afternoon or evening. <ul style="list-style-type: none"> - The Water Logistics Coordinator will contribute items related to the designated route for the next day paddle at the Team Captain's Meeting. - 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.
External Communications	<ol style="list-style-type: none"> 1. The Chair shall work with Communications Coordinator and be responsible for all media communications and for responding to related inquiries.
Two-Way Radios	<ol style="list-style-type: none"> 1. Daily Inspections. <ul style="list-style-type: none"> - The Brigade will determine the best channel prior to the first day paddle. - Ensure radio is on channel you have been assigned. It is easy to bump the radio and have it change channels accidentally.

Communication	Protocol
	<ul style="list-style-type: none"> <li data-bbox="495 131 1927 207">- Before leaving the area where you pick up the radio, make sure you are familiar with the radio controls. If you have any questions, that is the time to ask. <li data-bbox="495 215 1944 287">- 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.

Section 7: Emergency Contact List

	Position in Brigade	Name	Contact Telephone Number
	Chair	Dan Moore	780-778-7028 780-778- 9099
	Water Captain		
	Safety Coordinator	Doug Yalte	780-223-0927
	Ground Logistics Coordinator	Quentin Olsen	780-307-4592
	Ground Crew Facilitator	Jeff Miller	780-235-5110
	Communications Coordinator	Dave Lehman	??? 780-305-4365
	Registrar	Sarah MacDonald	902-430-5350
	Jet Boat Captain	Peter Kuelken	780-284-2425
	Team Captain	Ron Orr	403-352-0607
	Team Captain	Peter Stone	780-817-6423
	Team Captain	Bernie Kreiner	780-865-9355
	Team Captain	Louie Corbeil	780-740-3639
	Team Captain	Katie Sather	778-229-4382
	Team Captain	Bob Groves	250-862-5127
	Team Captain	Doug Yalte	780-223-0927
	Team Captain	Merle Pederson	780-223-0927
	Team Captain	Felicia Ochs (2 Teams)	780 910-8211
	Team Captain	TJ Gladstone	780-245-2171
	Team Captain	Ellie James	604-476-9603
	Team Captain	Robert Elliot	306-688-0222
	Team Captain	Matthew Webber	403-608-4765
	Team Captain	Brooke Martens	780-905-7108
	Swiftwater Rescue	Peter Kuelken	780-284-2425
	Wilderness First Aider	Robert Marshall	403-816-6025
	Brigade First Aider	Matthew Webber	403- 608-4765
	Brigade First Aider	Dr. Doug Klein	780-938-7646
	Brigade First Aider	Ida Edwards	780-689-8516
	Brigade First Aider	Darcy Moyer	587-225-4336

	Agency	Contact Telephone Number
External Emergency Evacuation	Ambulance (ground and air)	Emergency: 911
	STARS	888-888-4567 or #4567 from a cell phone.
Health Care Facilities	Athabasca Hospital	780-675-6000
	Barrhead Hospital	780-674-2221
	Whitecourt Hospital	780-778-2285
	Westlock Hospital	780-349-3301
	Slave Lake Hospital	780-805-3500
RCMP	Athabasca RCMP	Emergency: 911
	Barrhead RCMP	Emergency: 911 Non-Emergency 780-674-4848
	Westlock RCMP	780-349-4492
	Slave Lake RCMP	780-849-3999

Section 8: Safety Equipment Requirements

Provided By	Equipment Requirements
Brigade	<p>14. Brigade Emergency First Aid Kit.</p> <p>15. Maps – River and shuttle at designated points along river.</p> <p>16. Provide the Daily Water Captain with a repair kit to carry on the river. This could include: duct tape, blue seal, wire, spare nuts & bolts of sizes similar to those in the canoe, silicone repair caulk/adhesive, appropriate resin and materials for significant hull repairs.</p>
Teams	<p>2. Canoes will be considered unsinkable in calm water.</p> <p>3. Approved Personal Flotation Device (PFD) for each paddler.</p> <p>4. A minimum of one spare paddles per canoe available on water.</p> <p>5. A minimum of two manual bailing devices is recommended, such as buckets (capacity of 20-25 liters) or hand pumps. Bailers should be fastened to canoe.</p> <p>6. 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.</p> <p>7. Throw bag with floating 10 mm line and kept easily accessible.</p> <p>8. Painters shall be attached to the bow and stern loops of the canoe.</p>

	<p>9. "Flip line" to be attached to each side of center thwart. The flip line is a piece of rope or nylon strap attached to the center thwart to be used for helping paddlers re-enter a canoe after capsizing.</p> <p>10. A means to re-board the canoe from in the water. (ex. knots in the flip line or a nylon strap with a "stir-up").</p> <p>11. A basic first aid kit suitable for treating minor injuries shall be available on water in a canoe.</p> <p>12. At least one cell phone or mobile radio fully charged and operational for each day of paddling.</p> <p>13. Gear will be 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.</p> <p>14. Teams are recommended to carry a roll of duct tape.</p>
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Section 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