

RISK MANAGEMENT PLAN

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1. INTRODUCTION

This is a Risk Management Plan (RMP) for Out There. All trips will conform to and exceed the recommended standards of the Ontario Camping Associations 'Wilderness Travel Program' (Appendix A).

In this paper

1. Guide and tripper are used interchangeably.
2. Tripping Director or Tripping Coordinator refer to the same person.
3. Youth Ministry Coordinator would be the person to whom the Tripping Coordinator reports.

Risk is a part of outtripping. Through careful planning and preparation, we seek to manage the risk so that staff and/or participants are not injured. A significant part of outtripping deals with character development, and character is developed through struggle. For example paddling can have an element of risk that helps with character development. Similarly, with high ropes, even though one is hooked into a safety harness, there is a perception of risk that calls for commitment to overcome. On outtrips, participants are encouraged to take on challenges within the limits that the guide deems appropriate for individual participants. All challenges are challenges by choice, but participants are encouraged to complete them, portages and all.

In identifying different aspects of the wilderness travel experience, we seek to think through the process and identify potential problems and address them to avert a crisis.

2. STAFFING

All Out There trips will have at least 2 staff, and some might have 3. It is reasonable to expect that all tripping staff would have the following qualifications, the guide having all. Assistants should have the skill to get the group out to safety if something happens to the Guide.

Should a volunteer from the community help with a trip in a leadership capacity, the assistant would then have the responsibility of NLS.

Overnight Trips	
Trip Leader	Assistant Leader
18 years old	17 years old
Tripping Experience	
NLS	Bronze Cross
First Aid	

*If moving water is a factor, there should be sufficient training.

**If out of site of camp, First-Aid should be from a wilderness context.

2-4 Days	
Trip Leader	Assistant Leader
18 Years Old	17 Years Old
NLS	Bronze Cross
ORCA CT2	CT1
Wilderness and Remote First Aid*	Standard First Aid
Lakewater 1	Flatwater D
Moving Water 1	
Experience	

* Ontario Recreational Canoe Association Canoe Tripping Level 2 (see appendix B)

** Wilderness and Remote First-Aid recommended.

remember Assistant's need to have the skills to get group out if leader should be incapacitated.

4+ Days		
Trip Leader	Assistant Leader	Back -up
19 Years Old	17 Years Old	16 years old
NLS	NLS	Bronze Cross
ORCA CT2	CT1	SFA
Wilderness and Remote First Aid*	Standard First Aid	Tripping experience or permission of OT director
Lakewater 1	Flatwater D	
Moving Water 1	Moving Water 1	
River Rescue		
1 Year Assistant's Experience		

By making the above a priority, our programs will be safer, we will lose less gear, and extend the life of tripping gear, and we will be able to offer an enriching tripping experience as a result. Qualified staff are educated and aware of potential problems and solutions.

Summer camps rely a lot on volunteers, and sometimes these volunteers come from the community. There are people in the community who have advanced skills in wilderness travel and are very competent to guide a trip, but do not have formal training. In this case, certification could be waived, but someone must have a current NLS.

Other notes:

- Lead Guide has final say in all matters, since they are ultimately responsible.
- In the case of a guide who is reckless and the assistant or back-up thinks that a decision is dangerous, then they need to verbally communicate their concern and report it to the tripping coordinator upon return to camp.
- A minimum of a 5:1 Staff - Camper ratio should be sought.
- All staff should be willing to have a police check done if requested.
- Camp should have a photocopy of all relevant certifications at time of trip.

3. TRIPPING RULES

Rules are a helpful part of risk management. By enforcing these rules, potential problems will be avoided.

1. Closed toed shoes must be worn while scouting, portaging or paddling in moving water, as well as around the fire, and stove.
2. PFDs must be worn while in the canoe.
3. PFDs must be worn while scouting or paddling moving water.
4. Hats on while in the sun
5. Sunscreen on
6. Shirts on while in the sun
7. There must be a whistle, throw bag, and bailer in each boat *
8. No bare feet walking around camp.
9. Cooking area must be kept neat. (Unwanted visitors... bears, raccoons or skunks!)
10. Tents must be kept away from large trees.... lighting sticks!
11. Drink at least 2 nalgens/day!
12. Stay within sight/signalling of lead canoe
13. Extra paddle in each canoe

*law

Swimming rules:

Guard must be on "duty"

PFDs while swimming in moving water

4. ADMINISTRATION

- All tripping records of who was on what trip will be stored for 5 years.
- All records will be kept in confidence while on trip. Only the guide and assistant will have access to records.
- Guide will keep and record the taking of all meds on trip.
- All guides will be familiar with evacuation procedures should something happen (Appendix C).
- All participants will be taught adequate skills for the level of their program to make the trip as safe as possible.
- All route information will be left at the main office.
- Applicable maps will be taken out for every trip.

5. FOOD PREPARATION & HANDLING

In an effort to minimize risk of food contamination in the tripping room, the following procedures will be followed.

- Authorised Personnel only will be allowed in the tripping room
- Tripping Room will be cleaned regularly.
- All food preparation articles will be washed and sanitized after each packing session including the preparation table.
- No garbage will be stored in the packing room.
- All food will be stored in steel lockers to protect from contamination.
- All food containers will be sanitized after each trip.
- Any food returning from trips will be considered contaminated and thrown out.
- Every effort will be made to avoid any allergies of campers.
- All water on trip will be treated for drinking with either bleach (drop/litre) or filter.
- All food on trip will be kept in airtight barrels.

6. FIRST AID KITS

- All trippers will have at minimum, current Standard First Aid
- All trippers will be familiar with the contents and use of First-Aid kits provided by camp.
- All camp First-Aid kits will be stocked by camp nurse or Out-tripping Coordinator.
- All First-Aid kits will be topped up after each and every trip.
- Campers will be responsible for their own EpiPens.

- Medical forms will be sent out with each trip
- Health condition of trip participants will be recorded on Med forms before each trip.
- Specific medications will be kept by the guide and administration of meds will be recorded by guide.

7. EQUIPMENT

- All equipment will be inspected before each trip.
- All broken equipment will be labelled and fixed after each trip.
- All safety equipment will be specially inspected before each trip.
- All participants will be taught in the proper care and use of equipment.
- No campers will be permitted to use any saws or axes.
- Circle check of any vehicles on trip including trailer.

8. WATER SAFETY

- All participants must pass a swimming test before being allowed to participant in a trip. Special permission could be granted to people who do not pass upon discretion of Tripping Coordinator.
- PFD must be worn at all times while on the water or scouting rapids.
- Closed toed shoes will be worn while paddling, and scouting moving water.
- Closed toed shoes will be worn on all portages
- Swimming will only be allowed when the NLS says it is okay.
- All participants will be taught basic safety procedures for moving water.
- All participants will be explained and taught rescue procedures
- All participants will be taught in the proper use of throw bags
- In the case of electrical storm, all canoes will head to closest protected shoreline and wait out the storm.
- In severe weather all canoes will head to shore and stay together, and set up emergency shelter.
- No fishing on outtrips.
- Helmets are strongly encouraged for all moving water.

9. PARTICIPANTS

- All participants will be informed about the risks involved in wilderness canoeing.
- All participants will be trained in the use and care of equipment

- All participants will be trained in basic rescue appropriate for level of trip
- All participants will be treated as 'participants' not an observer. Everybody will be required to help in the work of the journey.
- Campers will be responsible for their own EpiPens.
- All participants will be responsible for maintaining their own equipment (ie paddle, PFD)

10. CHILD ABUSE

If an incident of child abuse is disclosed on trip, Tripping Coordinator and Camp Director will be notified immediately upon return and appropriate authorities will be notified at Camp Director's discretion.

If trippers suspect abuse to be an issue in a camper's life, notification is to be given to Tripping Coordinator and Camp Director immediately upon return. It will then be the responsibility of the Camp Director.

Counselling will be provided for trippers as required. (Post Traumatic Stress)

Appendix A

Ontario Camping Association¹
Guidelines For Wilderness Travel Program with Resident Camp
revised January 1990

EXPLANATION

A Wilderness Travel Program (WTP) may be offered as an identity within itself or as an adjunct of an established camp. The program consists of an autonomous self-reliant group responsible for its own food and shelter, travelling through wildlands by means of the following forms of primitive travel: back-packing; hiking; mountaineering; rock climbing; canoeing; kayaking; rafting; or horseback riding.

WTP may also apply, in some cases to programs offering wilderness travel as part of their camping experience.

The duration of the program is a minimum of five nights and at times may be more than eight hours away from assistance.

The location of the program involves a setting which provides a wildlands experience. The physical location of that setting changes, however, with the individual and the

¹ OCA: www.ontcamp.on.ca

season. The prime characteristics are a limited degree of concentrated settlement (i.e. beyond the rural or cottage country landscape) and a need to be self-reliant.

QUESTIONS

- W1. Does the camp director or the person in charge of the WTP program have at least five years' tripping experience, some of which were in a leadership position in an organized travel program?
- W2 Does the advertizing material inform the prospective client of the physical requirements involved in participating in the program?***
- W3 Is there a written policy and procedure that is followed in the event of an accident or disaster?**
- W4 Does the pre-trip literature assist the participant in getting ready for the program?
- W5 Does the WTP have a set policy and procedure concerning researching a new route to include such features as: access, map references, service points, emergency exits, associated highlights, transportation requirements, length of trip, itinerary, danger points, unusual conditions, physiography, climate, campsites, fragile areas, portages, private lands, hunting and fishing rights, Indian reserves, resource exploitation activities, rapids, rating degree of difficulty, food cache points?
- W6 Does the WTP examine the reliability and insurability of any air service being employed?
- W7 If different sources of transportation are involved have parents and insurance agents been notified of such?
- W8 Has an alternative method of transportation been planned in case unforeseen circumstances develop (weather, strike, accidents, etc.)?

LEADERSHIP

EXPLANATION

The minimum requirement for the lifeguard on the trip is a Bronze Medallion. A Bronze Cross or equivalent is suggested where water is involved.

A trip plan should include names of participants, route, points of medical access, anticipated camp sites, and contingency plans. Several copies should accompany the trip.

The pre-trip research includes: total mileage; location of campsites, portages; water quality; special equipment requirements; fragile nature areas; communication points; access points; transportation arrangements; rapids rating, degree of difficulty of route; leased or private lands; Indian rights; climate; physiography; map references; patrols

* BOLD text denotes major standard for OCA Guidelines

and emergency procedures.

QUESTIONS

- WL1 Is the trip leader at least 18 years of age?**
- WL2 Is the trip leader or an assistant a qualified lifeguard where water is involved?**
- WL3 Does the program have a record showing the past experience and ranking system for each tripper (campers and staff)?
- WL4 Is the trip leader familiar with the proposed route?**
- WL5 Does each trip leader participate in pre-trip research concerning the trip?**
- WL6 Is the trip leader briefed and aware of the limitation of the campers and counsellors on the trip?**
- WL7 Is the camp director briefed and aware of the limitations of the campers and counsellors?
- WL8 Is there a written plan left at the main site?**
- WL9 Has the WTP established a base of operation with a support staff to cover the areas of FINANCES, INSURANCE, MEDICINE & LAW when advice or emergency support is required?
- WL10 Is the trip leader trained in the administration of first-aid?**
- WL11 Is the trip leader fully aware of the procedure in case of a missing person?**
- WL12 Is there sufficient time allowed between trips for the staff to rest and prepare themselves for the next trip?
- WL13 Does the trip leader ensure that no one goes out of sight without a buddy, a whistle or other communicating device?
- WL14 Is there a minimum of two trained staff on all trips?**
- WL15 Is the assistant leader at least 18 years old?
- WL16 Does each assistant leader review with the trip leader and camp director the itinerary of the trip?
- WL17 Is the assistant leader familiar with the proposed route?
- WL18 Is the assistant leader skilled enough to take over leadership in an emergency?**

HEALTH AND SANITATION

EXPLANATION

The first aid kit should contain sufficient supplies and equipment to handle most emergency situations and instruction for handling emergencies and illness. The amount and type of supplies will vary with the length of time away and available assistance.

QUESTIONS

- WH1 Does the WTP have a medical form signed by the physician and parent giving the participant's medical history and the limits of their participation?
- WH2 **Is a suitably stocked first aid kit properly secured in an accessible day pack?**
- WH3 **Are all allergy or other emergency medications carried in a properly secured assessable day pack?**
- WH4 **Does the trip leader supervise the taking of personal medicine and record same?**
- WH5 **Does each participant have a government approved PFD if water is involved?**
- WH6 Is all water used for drinking and cooking purified where appropriate?
- WH7 Is there a policy developed and followed for disposing of human waste?
- WH8 Is the sanitation procedure concerning washing dishes, personal cleanliness, clothes and human waste explained to the group either early in the trip or preferable prior to the trip?
- WH9 Is a record kept during the trip of health irregularities?
- WH10 Is the record of health irregularities checked with health care staff upon return?
- WH11 Does the menu reflect a knowledge of individual allergies and a concern for a balanced diet?

CHOOSING AND MAINTAINING THE SITE

QUESTIONS

- WC1 **Are campsites free from hazards?**
- WC2 Does the campsite provide privacy?
- WC3 Does the trip leader designate specific function areas (swimming, kitchen, tents, woodsmanship, fires, sanitation) in a manner which takes into consideration group safety, efficiency and environmental impact?
- WC4 Are new campsites established only after the leader is convinced that no existing sites are available within a reasonable distance?
- WC5 Is the consumption of firewood kept to a minimum?
- WC6 Is all human waste buried in active top soil?
- WC7 Is the cutting of live trees kept to a minimum, and unnecessary woody projects discouraged?
- WC8 Are program activities and essential functions always tempered with a desire to minimize the impact of the group on the physical setting?
- WC9 Is the length of stay limited to two nights at popular sites?

EQUIPMENT

QUESTIONS

- WE1 Does the camp director or designate regularly carry out safety inspection of all equipment including vehicles?
- WE2 Are the canoes in a good state of repair?
- WE3 Are the canoes suitable for carrying the load they are assigned to carry?
- WE4 Are the canoes of suitable design to provide safe transportation in line with the demands of the route?
- WE5 Are the tents, tarpaulins or flies of suitable size to accommodate the number of trippers?
- WE6 Are the tents, tarpaulins or flies fire retardant and weatherproof?
- WE7 Are the tents, tarpaulins or flies self-contained (pegs, poles) to reduce the necessity of cutting live trees for supports?
- WE8 Does choice of all equipment reflect concern for the safety, comfort and health of the trippers?
- WE9 Does choice of all equipment reflect a knowledge of the challenges, remote or specialised, the trip may offer?
- WE10 Does choice of all equipment reflect a concern for the integrity of the wilderness environment?
- WE11 Do all trips carry proper repair kits for tents and canoes?
- WE12 Do all makeshift repairs receive the necessary professional attention before being sent back out on another trip?

Appendix B
Canoe Tripping Level 2

OVERVIEW:

Canoe Tripping Level 2 provides the experienced canoe tripper with the opportunity to improve his/her canoe tripping skills under more challenging conditions. Canoe Tripping Level 1 skills are reviewed and expanded upon; new skills and theory are introduced to enhance the leadership ability and potential of the candidate. The Course involves a canoe trip, stressing organization, safety, leadership, and risk and crisis management.

OVERVIEW OF LEVEL 2

SAFETY

- Review of previous safety items
- Swimming and treading water
- Artificial respiration using a canoe
- Canoe over canoe rescue
- Self rescue
- Line toss and rescue
- Communications

THEORY

- Review of previous theory items
- Canoeing history
- Canoe design and construction
- Canoe repair and maintenance
- Wilderness first aid
- Weather interpretation
- Trip planning, reporting, and assessment
- Trip leadership
- Risk management
- Crisis management

SKILLS

- Review of previous skill items
- Canoeing
- Food and menu planning
- Navigation
- Knots, hitches, lashings, and ropes
- Portaging
- Lining, tracking, and wading
- Canoe trip

PreRequisites:

- CRCA Canoe Tripping Level 1, Lakewater Level 1A, Moving Water Level 1A, equivalent certification, or comparable skills and experience (with the permission of the Course Director).
- At least 25 nights of wilderness tripping experience; wilderness canoe tripping distances totaling 500 km or less as mandated by the provincial/territorial affiliate association.
- At least 6 canoe trips in which the candidate was responsible for some of the organization.
- At least one wilderness canoe trip of 5 days or more.

**Appendix C
Evacuation Checklist**

For **minor** emergency where camp staff will evacuate

Send this with the victim!!

- blanket/sleeping bag
- tarp/tent
- money
- phone numbers
- water
- food

Call Camp 1-800-CAMP NOW night number: 444-555-6666

“Hello this is an emergency, my name is I am on theyour route..... , we have to evacuate a student.”

“May I talk to or ? “We have to evacuate camper name They have a (problem)”

“Can you bring a copy of their health card or have it faxed to: appropriate hospital”

We are at (location)

The phone number here is:

Could you bring.....

We have a canoe and gear.

ASK: “When will you be here?”

“Do you have any instructions for me?”

“Would you please confirm our location?”

DO NOT HANG UP UNTIL THEY DO!

watch for shock and/or sunstroke

For EMERGENCY MEDICAL SYSTEM (EMS) EVACUATION

Activate EMS and then call camp and tell them what is going on.

For major emergency when ambulance or air lift needs to be arranged:

Parry Sound: 705 746-9321

Sudbury: 705 674-3181

North Bay: 705

Huntsville: 705

Search and Rescue: 1 800 267-7270

“Hi I need an ambulance/air lift, there is a medical emergency”

“My name is

“I am at

“We have a victim

name:

age:

sex:

description of injury:

victim location:

number in party:

type of evacuation requested:

extra equipment needed:

“We are treating by

“The telephone number is

ASK: “When will you be here?”

“Do you have any instructions for me?”

“Would you please confirm our location?”

DO NOT HANG UP UNTIL THEY DO!

Treat victim for shock and watch for sunstroke.

Appendix D
Trip Overview

Date:

Name & Location of trip:

Total in group staff:

campers:

canoes:

Departure Date&Time:

Location of drop-off _____

Pick-Up Date& Time:

Location of pick-up _____

Menu

	Breakfast	Lunch	Supper	Campsite coordinates
Day 1		pita + cheese	mac + cheese	
Day 2	oatmeal	bagels + cheese	tomato pasta	
Day 3	oatmeal	pita + cheese	thai vegetable pasta	
Day 4	oatmeal			

Appendix E
Medical Form

Name	Med #	Allergies	Medication	Camper health
tripper				
sm grp ldr				
sm grp ldr				
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Appendix F

Guide Barrel

- | | |
|--|---|
| <input type="checkbox"/> First Aid kit | <input type="checkbox"/> sweater |
| <input type="checkbox"/> Guide tarp | <input type="checkbox"/> saw |
| <input type="checkbox"/> rope bag | <input type="checkbox"/> foamie for whatever! |
| <input type="checkbox"/> extra clothes/sleeping bag/toques | |

Rescue Barrel

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> rope | <input type="checkbox"/> webbing |
| <input type="checkbox"/> carabiners | <input type="checkbox"/> prusiks loops |
| <input type="checkbox"/> pulleys | <input type="checkbox"/> folding saw |

Repair Kit

- | | | |
|--|--|---|
| <input type="checkbox"/> super glue | <input type="checkbox"/> 2 part epoxy | <input type="checkbox"/> duct tape |
| <input type="checkbox"/> sand paper | <input type="checkbox"/> alcohol pads | <input type="checkbox"/> inner tube |
| <input type="checkbox"/> spool thread | <input type="checkbox"/> lg hose clamps | <input type="checkbox"/> sewing kit |
| <input type="checkbox"/> safety pins | <input type="checkbox"/> sm hose clamps | <input type="checkbox"/> cable ties |
| <input type="checkbox"/> wire | <input type="checkbox"/> 1&2" tri-glides buckles | <input type="checkbox"/> 1&2" webbing |
| <input type="checkbox"/> thin cord | <input type="checkbox"/> 1&2" fastex buckles | <input type="checkbox"/> coat hanger |
| <input type="checkbox"/> bolts & screws | <input type="checkbox"/> Screw drivers | <input type="checkbox"/> float bag patches |
| <input type="checkbox"/> Phil's Oil (stove gasket) | <input type="checkbox"/> lineman's pliers | <input type="checkbox"/> needle nose pliers |
| <input type="checkbox"/> | | |

Wannigan:

- | | | |
|--|---------------------------------------|---|
| <input type="checkbox"/> plates | <input type="checkbox"/> stove | <input type="checkbox"/> sm thermos |
| <input type="checkbox"/> cutlery (knife-fork-spoon) | <input type="checkbox"/> fuel | <input type="checkbox"/> leather glove |
| <input type="checkbox"/> mugs | <input type="checkbox"/> lighter | <input type="checkbox"/> pliers |
| <input type="checkbox"/> wisk | <input type="checkbox"/> water filter | <input type="checkbox"/> scrubbies |
| <input type="checkbox"/> serving spoon | <input type="checkbox"/> pots | <input type="checkbox"/> spare candle |
| <input type="checkbox"/> flipper | <input type="checkbox"/> fry pan | <input type="checkbox"/> bleach |
| <input type="checkbox"/> knife | <input type="checkbox"/> coffee pot | <input type="checkbox"/> frisbee!? |
| <input type="checkbox"/> clothes pins | <input type="checkbox"/> grate | <input type="checkbox"/> spice kit |
| <input type="checkbox"/> toilet paper (bagged extra) | <input type="checkbox"/> hatchet | <input type="checkbox"/> stove repair kit |
| <input type="checkbox"/> soap | <input type="checkbox"/> trowel | <input type="checkbox"/> garbage bags |
| <input type="checkbox"/> tooth brush & paste | <input type="checkbox"/> wash cloth | <input type="checkbox"/> fire starter |
| <input type="checkbox"/> grater | <input type="checkbox"/> | |

Appendix G
Accident/Illness/Incident Report

Trip date: _____

Staff: _____

Date of incident: _____ Time: _____

Place: _____

Names of campers involved: _____

Describe what happened:

Action taken by staff:

Assistance sought:

When?

Where?

Who went?

Who was contacted?

Nature of assistance given:

Patient returned to _____ or given into professional care,

Time/Date/Place _____

Condition after professional care given:

Camp contacted: Date/Time:

Parent/Gaurdian contacted:

Further comments:

Signature(s) of Staff:

Date:

Appendix H

The training sessions are a re-fresher for some, but a learning time for others. People will have to be taken through step by step just to fill any holes which might exist.

Land Session

The land based training, 15 min each with couple minutes change over time.

Orientation: How to read a Map

When your students leave they should know:

1. elevation markers
2. buildings
3. towers
4. railways
5. major & minor roads
6. bridges
7. rapids
8. deforested area
9. blue lines on map
10. scale
11. North

Tent Set-up

When your students leave they should know:

1. how to set up a tent
2. how to take down a tent
3. proper use of zippers
4. no shoes in tent
5. look for twigs (no holes in floor)
6. information about sun rot
7. garfunkles
8. improvised pegs... and poles
9. bug repellent dissolves nylon!

Packing a Pack

When your students leave they should know:

1. The heavy stuff goes in the bottom
2. Stuff you need goes in the top
3. hard pokey stuff is away from your back
4. pack adjustments for proper fit

The Art of waterproofing

When your students leave they should know:

1. how to wrap sleeping bag and clothes in a tarp to waterproof them.
This is an ancient art!
2. Modern art - the proper use of dry bags
3. The introduction of barrels

* What needs to be waterproof and what doesn't

Stove set-up and fire building

When your students leave they should know:

1. How to operate and maintain a stove
2. Why use a stove instead of a fire
3. How to build a fire
 - teepee method
 - log cabin method
 - lean-to method
4. Fire irons
5. Grates
6. Soaping pots
7. Fire safety
 - proper location of a fire
 - wear shoes around
 - have water close at hand
 - watch for clothing near fire

Water Session

The water group is divided into 3 groups of 10, 5 canoes each.

PFD, Paddle, and Portage

When your students leave they should know:

1. PFD fit and adjustments
2. proper paddle length
3. lifting a canoe without killing yourself
4. paddle designs and construction
5. portage in pairs for safety and to provide rest (teepee)

Canoe Instruction

When your students leave they should know/be able to:

1. forward stroke
2. reverse stroke / braking
3. draw
4. pry
5. "J" stroke
6. bow & stern
7. cross bow draw

Some drills which you could do which might be helpful are:

star formation: draws & prys
pivots: draws & prys and working together
inside circles & outside circles
slalom: negotiating obstacles
turning drills, turn on demand: thinking together