

Risk Management Plan

Plan to be completed by Trip Leader prior to each trip.

Must be emailed to all participants on the trip as well as xxxxxxx@xxxx.com

Trip location:

Trip type:

Exec team:

Name	Role	Cell	Email

Primary emergency contacts:

	Name	Contact Information	Notes
1			
2			
3			

Other contacts:

Secondary Emergency contacts			
Local hospitals			
Transportation – Flights, taxi, bus, train, shuttle			
Resources – Friends, outfitters, other			

Communication plan

(emergency situation, scheduled call ins, support needed, etc.):

Use **SLERAT** system for call ins BR Base Support person: **S**ituation & **S**everity (*Everything is Okay, Minor Situation or Emergency Situation*), **L**eaders & **L**ocation, **E**vacuation & **E**vacuee(s), **R**endezvous & **R**eplacements, **A**ssessment, **T**reatment.

Participant Information Summary

[trip name] : [Trip location]

Organization/group name: Parks Canada Outdoors Club of Carleton

Expedition dates: **Total number in group:**

Main organizer name: **cell:** **email:**

Organization/group contact people (who will NOT be on trip) to communicate with in the event that there is an incident or emergency situation:

	Name	Role	Office Phone	Cell Phone	Email	Notes
1						
2						

Participants

[illegible]

Route Plan:

General Notes: All map information comes from: the official Ontario Parks French river map, Each day starts at the same place as the previous day ends. Total distance: 69.8km

[illegible]

Risk Mitigation

Transportation

Carpooling:

People info		Car info		
Driver	People in car	Make	Model	License Plate

Total distance (return trip)

Meal Plan

Date	Breakfast	Lunch	Dinner

Snacks:

Groceries:

[illegible]

Equipment List

Item	Source	Packed?
Canoe (2 seater) + 2 paddles + 2 Pfds + safety kit		
Canoe (2 seater) + 2 paddles + 2 Pfds + safety kit		
Canoe (2 seater) + 2 paddles + 2 Pfds + safety kit		
Canoe (2 seater) + 2 paddles + 2 Pfds + safety kit		
Extra Paddle		
Tents		
Tarps + rope		
Water filter(s)		
Stove(s)		
Pot(s)		
Cooking utensils – metal tongs, Wooden Spoon, Spatula, Knife		
Wash and dry cloth		
soap		
Cutting board		
Food Barrel(s) + Harness		
Gear Pack(s)		
Wash cloth + Dry cloth + scrubbie		
Sat device		
Toilet Paper		
First aid kit		

Budget

Transportation:

Total km (all cars): Estimated cost per km: \$0.0 /km

Gas Cost:

Canoe Rentals:

Cost: + 1.13% tax

of days:

Total rental cost:

Permits:

\$____/person per night # people: # nights: + 1.13% tax

Total cost:

Food:

\$23/day per person in ottawa on average (food purchased in Ottawa) # people: #
days:

Total cost:

Total:

Gas: canoes: permits: Food:

Total cost of trip:

Cost per person:

Logistics & checklists

Logistics

- Permits will be Purchased _____
- Canoes will be rented by _____
- Food will be purchased by _____
- Food will be prepared by _____
- Equipment list checked
- Satellite Device
 - o Charged
 - o Tested

Admin

- o Transportation to the put-in confirmed
- o Transportation from the take-out confirmed
- o Pre and post trip lodging confirmed
- o River access to put-ins, take-out, and camping confirmed
- o Medical, emergency contact, and permission forms / waivers distributed to participants & group organizer
- o Permits (when required)
- o Discussed menu with group organizer and obtained dietary requirements and allergy information
- o Equipment list planned, inventory checked, required items bought or rented
- o Programming planned and resources put together
- o Menu planned
- o Food bought & packed
- o Equipment packed
- o Other _____

Safety

- o Location is appropriate for group
- o Rescue plans viable for location
- o Participant medical information obtained and communicated to other staff
- o Site specific hazards identified and communicated
- o Sat phones / cell phones / PLBs charged and minutes/plan purchased

Pre-departure

- o Trip plan complete, printed, and emailed to familyrice@rogers.com and Alexrice@rogers.com
- o Vehicles fueled and ready with keys accessible
- o Trip food packed, double-checked, and ready
- o Equipment packed, double-checked, and ready
- o Staff personal gear packed and ready

Debrief notes

Record information here from the final trip debrief.

Any Red Flags? (Near misses, significant logistics concerns, program concerns, participant concerns etc.)

What were the best parts of the trip?

What would you change for next time?

Were participants prepared? Did the trip design match the group's goals?

What worked well? What could be improved?

- Program
- Food
- Equipment
- Route
- Logistics
- Other