



Trip Leader Checklist

(Rev 3: Jan 2023)

**Remember: As a Trip Leader, you have final say on all matters associated with a Club Sponsored Trip
There is No Debate! If someone disagrees with your decisions – Take it up after the Trip!**

This card is a condensed version of a comprehensive Safety Brief available on the **TVCC Website/Trip Leader** link that should be reviewed regularly and before each trip you lead. Ensure Annual e-Waiver acknowledged for all (at TVCC website)

The Trip Leader will:

Assess the weather conditions, water levels, as well as the equipment and training level of all paddlers (before setting shuttle or before gear is loaded to go to the put-in), ensuring the conditions are reasonably safe for paddling. The Trip Leader has the authority to cancel or abort any trip at his/her discretion, for any reason. The Trip Leader has the authority to deny any person from participating for any reason, to include but not limited to questions of temperament, skill, strength, and equipment.

Ensure all paddlers are introduced to each other in the group or their sub-groups (Support Boaters, etc.)

Brief the Float Plan:

1. Put-In Location
2. Take Out Location
3. Approx Paddle Time
4. Planned breaks (where: river left/ river right)

Give a Safety Talk to all paddlers - Include the following topics:

1. **Nature of Risks** on the body of water being paddled
2. **Description of water and its conditions and known hazards**
3. **Survey the group for allergies & medical conditions - physically locate where EPI Pens, heart meds, etc., are being carried**. Be discrete when asking about personal medical issues – consult privately as necessary.
4. **Survey gear and outfitting of paddlers** - equipped for the conditions (including hats/sunscreen, dry clothes, water, food, etc.)
5. **Review and Demonstrate proper River signals. Minimally: STOP, GO, RIGHT, LEFT, EDDY OUT, ARE YOU OK?**
6. **Review Whistle use: 1 blast: “Hey” 2 Blasts: “Uh Oh” 3 BLASTS: “OH S**T”**
7. Count number **of throw ropes, first aid kits, rescue gear, pin kits, extra paddles, and identify who is carrying this gear** (Trip leader should always set the example by carrying a set)
8. Identify the members in the group who have training in CPR, First Aid, and Swift Water Rescue
9. **Identify the stronger and weaker paddlers in the group;**
9. **Ensure all boaters have a ‘buddy’** – Buddies talk through specific “need to know” about each other.
10. **Appoint and identify Lead and Sweep boaters:** Identify them to group. Explain controlled river descent techniques. Explain that it is the **participant’s responsibility** to stay between the Lead and Sweep boats.
11. **Do a final equipment check of each other’s equipment** just before embarking, to check for: grab loops out, helmets fastened, PFDs snug, loose gear secured

After Trip is Complete:

1. Notify the Cruisemaster or the Safety/Training/ Officer of any hazardous incident, lost boat, or injury requiring professional medical treatment, as soon as possible en route home or immediately upon return. TVCC Safety Officer will initiate Safety Report as required under the Liability Insurance provisions.
2. Publish any found hazards (i.e., wood, trot lines, etc.) as soon as possible upon return, using existing Club forums.

IMPORTANT NUMBERS

Any Emergency: Call 911 Be prepared to provide location info and where to meet responders; other ways/people to contact

Ocoee or Hiwassee Area: W. Polk County Sheriff: 423-338-4540 Fire & Rescue: 423-338-4539

Hospitals with 24/7 ER: Tennova Healthcare: 2305 Chambliss Ave NW; Cleveland TN (10 miles)
(distances from AU) Starr Regional: 886 Hwy 411 N; Etowah, TN (21 mi)

Identifying & Treating Hot/Cold Weather Injuries

Hot Weather - Injuries

Heat Cramps

1. Muscle cramps (arms, legs, and/or stomach)
2. Heavy sweating (wet skin)
3. Extreme thirst

Treatment

1. Move victim to a shady area, and loosen clothing.
2. Have the victim drink water
3. Watch the victim. Continue to provide water if he/she accepts it.
4. Get medical help if cramps continue.

Heat Stroke

1. Hot
2. Disoriented
3. Delirious
4. Unconscious
5. Heat exhaustion (see above)
6. No sweating (red, flushed, hot, dry skin)

Treatment

1. Move the victim to a cool, shady area, and loosen or remove clothing.
2. Start cooling the victim immediately.
3. Immerse victim in water, fan to cool victim, and massage extremities and skin with cool water.
5. Elevate the victims legs.
6. Have the victim slowly drink water if he/she is conscious.
7. Medical Emergency – Evacuate to medical facility immediately.

Heat Exhaustion

1. Heavy sweating with pale, moist, cool, or hot skin
2. Weakness
3. Dizziness
4. Fatigue
5. Heat cramps
6. Nausea (with or without vomiting/diarrhea)
7. Tunnel vision
8. Chills (goose bumps)
9. Rapid breathing
10. Confusion
11. Tingling of the hands and/or feet

Treatment

1. Move the victim to a cool, shady area, and loosen/remove clothing.
2. Have the victim slowly drink water.
3. Elevate the victims legs.
4. Get medical help if symptoms continue.
5. Watch the victim until symptoms are gone or until medical help arrives.

Cold Weather - Hypothermia

Initial Symptoms

- shivering
- dizzy, drowsy
- withdrawn behavior
- irritability
- confusion
- slowed, slurred speech
- altered vision
- stumbling

Severe Stages

- stops shivering
- desire to lie down and sleep
- heartbeat and breathing is faint or undetectable
- unconsciousness followed by DEATH

Treatment

- prevent further cold exposure
- evacuate immediately if severe hypothermia
- remove wet clothing
- rewarm by any means possible
- warm, sweet liquids if conscious
- minimize handling of the unconscious victim so as to not induce a heart attack.