



Safety Plan

For
The True North Voyageur Brigade
July 14 – July 21, 2019

Draft
March 20, 2019



Introduction

Purpose

- The purpose of this plan is to ensure that The True North Brigade in the Temagami Region is prepared for as many eventualities as possible. We must do everything in our power to ensure that there are no incidents, and if these do occur, we must be prepared to deal with them.
- In the event of an incident where legal action is taken, our best defense is to demonstrate that we have exercised “due diligence”.
- Due diligence is “...the level of judgment, care, prudence, determination, and activity that a person would reasonably be expected to do under particular circumstances.” A judge or jury would consider whether the incident was foreseeable (could a reasonable person have foreseen that something could go wrong?); preventable (was there an opportunity to prevent the incident?); and controllable (who was the responsible person and what could they have done to prevent the incident or successfully recover without injury or death?).

Event Overview

- The True North Brigade will take place over the course of 8 days, July 14 – July 21, 2019. The brigade will consist of 3-5 Replica fur trade north canoes (7.5 – 12 m), each paddled by 6 paddlers, which will travel the length (for the exact distance for every day please see Appendix D) in the Temagami Region. This event is expected to take 8 days to complete.



Persons Responsible

Official Title	Individual Assigned - Source	Overall Responsibility
Brigade Organizer	Tim McDonagh	All communication with press and family in the event of an incident, accident or emergency Ensure that canoes meet Paddle Canada and Canadian Coast Guard safety requirements.
Brigade Leaders	Will be assigned daily from the various experienced crew leaders for each group of canoes	The brigade travels in groups of 3-6. Each morning the Brigade organizer or his/her delegate leads a daily Brigade Meeting, leads decision on when a planned paddle should be cancelled in advance, and when a day's paddle should be abandoned on route, assigns a group leader for each group.
Route Planner	Tim McDonagh	Planning of the basic route, and assist in pre-event safety plan implementation.
Safety Chair	Joyce Matthys	Implementation of the Safety Plan
Sweep Marshall(s)	Will be assigned for each day at the preceding Brigade Leaders Meeting	All canoes complete each day's paddle, or appropriate arrangements are made for the pick-up of canoes departing the route part way along on any day.
Canoe Captains	1/canoe	Ensure that each canoe is properly equipped to Coast Guard regulations, and Safety and First Aid equipment for his/her canoe. Responsible for navigation!
Canoe Crew First Aid persons (at least 1 per canoe crew with a minimum of a standard training + CPR) who ensures that the canoe he/she is assigned to has required First Aid equipment for its crew.	Provided by each canoe crew	On Site First Aid, & victim supervision until EMT arrival



Location of the Safety Plan during the Event

- Each of the following is to retain a copy of the Safety Plan, and must have their copy accessible in camp each day.
 - Safety Chair
 - Brigade Organizer
 - Brigade Group Leaders
 - Canoe Crew Captains
 - Crew Captains must ensure that each of their paddlers has initialed the copy of the safety plan

Contact Information

General Information on Contacts

- It is important that all people involved in the safety plan know their roles ahead of time.



Emergency Response Contacts: 9-1-1 is the emergency phone number for the region!

Official Title	Name	Location on Site	(Cell) Phone #
Safety Chair	Joyce Matthys		703-597-7661
Brigade Organiser/ Brigade Chief	Tim McDonagh		705-232-8355
Road Crew Chief	Marc Chiasson		705-262-6186
Matachewan Hospital		Matachewan	Non Emergency 705-567-5251
Matachewan Police	Mayor Ann Commando – Dube	Matachewan	705-262-2238
Elk Lake Nursing Station Monday-Thursday, 9 am – 4 pm		Elk Lake	705-679-4018
Temagami Medical C.T.R.		Temagami	705-569-3244
Temagami Fire Department		Temagami	705-569-3232
M.N.R. Fire Calls			1-888-863-3473
Ontario Provincial Police			1-888-310-1122
Ambulance Services			705-569-3434
Temagami Municipality Mayor Office	Dan O'Mare		705-569-3421
Clinic		Latchford	705-676-2200

The Brigade organizer or Safety Chair must contact each of the above well prior to the event to notify them of the event, number of people expected, safety procedures employed at the event (i.e., a copy of this plan), map of route, camp site, map/directions to camp site, and any other information that they require.



On Route: Prior to, During and Following the Event

Potential Hazards and Control Measures:

Potential Hazard	Control Measure	Person Responsible
Weather conditions: Rain, hail, wind, severe winds (tornadoes), lightening	<ul style="list-style-type: none"> • Proper clothing, food, water. • Daily access to appropriate weather forecasts • Lightening protocol: get off the water (preferably under shelter) after first lightening seen; wait 30 minutes after last lightening seen 	<ul style="list-style-type: none"> • Route or Safety Chair – to confirm arrange for appropriate weather forecasts (best available) • Responsibility of brigade group leaders and crew captains
Injury: Sprained ankle, blisters, overuse injuries	<ul style="list-style-type: none"> • Clothing, first aid supplies, whistle. There must also be a communications device (e.g., radio or cell phone) or system (e.g., calling system before and after going to site). 	<ul style="list-style-type: none"> • Route and/or Safety Chair • Responsibility of brigade group leaders and crew captains
Risks from other boaters: Collisions, swamping	<ul style="list-style-type: none"> • Following the “rules of the road”, advising other users of Brigade Plans 	<ul style="list-style-type: none"> • Brigade organizer, Canoe Crew Leaders
Lake Hazards: Wind, big waves	<ul style="list-style-type: none"> • Postponement, or leg cancellation • Appropriate route selection 	<ul style="list-style-type: none"> • Route or Safety Chair – to confirm arrange for appropriate weather forecasts • Brigade group leaders • Canoe Crew Leaders
River Hazards: Dams, rocks, shoals, rapids, low water, waterfalls. deadheads	<ul style="list-style-type: none"> • Planning and route selection • Knowledge of navigation markers 	<ul style="list-style-type: none"> • Route & Safety Chair • Canoe Crew Leader
Hypothermia	<ul style="list-style-type: none"> • Appropriate clothing, rain gear 	<ul style="list-style-type: none"> • Canoe Crew Leaders • Individual Paddlers
Drowning:	<ul style="list-style-type: none"> • During this Brigade all paddlers will wear an approved PFD 	<ul style="list-style-type: none"> • Individual Paddlers, • Crew Leaders
Wild Animals: Bears, raccoons, etc.	<ul style="list-style-type: none"> • Proper food management: no food in tents or left outside! 	<ul style="list-style-type: none"> • Individual paddlers, Crew Leaders



Canoe and Rescue

The Big Canoes

- Big Canoes for this event are to be of the 22-25' North Canoe, and larger, up to 36' Montreal Canoes. These canoes will include five, six or more seating benches. Canoes deviating from this standard must be approved by the Safety Chair.
- These canoes should be rendered unsinkable in calm water. AND, it must be the practice of all paddlers to load day, and/or overnight trip gear into the boats in waterproof packs (garbage bags and other innovative waterproofing techniques are acceptable) and these packs should be secured to the canoe in such a way as to add to the overall floatation of the canoe and gear in the case of upset. Such gear must be secured such that it cannot come loose and hinder rescue (i.e. tied in tightly or stuffed under seats). It is recommended that a swamped big canoe have enough floatation so that its gunwales are 5" above the water surface. Many older models do not have this much floatation, but if you are unsure, test your canoe before the brigade. It must have positive buoyancy when swamped.
- Canoes are to have on board at all times:
 - Spare paddles – minimum 2
 - Approved PFD for each paddler. Paddlers are required to wear their PFDs at all times when on the water.
 - A sound making device, commercial air horn preferred
 - A minimum of two manual bailing devices – buckets or hand pumps. Two 10-20 liter buckets and a hand pump are recommended.
 - A first aid kit
 - GMRS radio with a minimum capability of 16 km, or a working cell phone. Not all canoes need radios, cell phones are adequate for communication, but radios are more reliable. On Walkie Talkie per canoe, rescue boat and road crew is mandatory.
 - A minimum of two 15 m Throw Bags of floating 10 mm line. Normally one bag shall be secured at one end to a grab loop, and the second shall be immediately available mid-canoe for rescue work.
 - 4 (four) locking carabineers, two with each throw-bag
 - A repair kit of materials appropriate to the construction of the canoe. Duct Tape, wire, spare nuts & bolts of sizes similar to those in the canoe, silicone repair caulk/adhesive, appropriate resin and materials for significant hull repairs. For those with rental canoes, repair materials will be provided.
 - Flashlight and spare batteries



- “Grab loops” near each end of the canoe for attaching rescue lines are strongly recommended. These grab loops must be strongly secured and capable of taking the full weight of the canoe when swamped (up to the individual crew captain).
 - At least one “rentry” (grab loop) strap per canoe (decision of the individual crew captain)
- Introduction canoe course
- 1 person from each canoe mandatory to have this course (check www.KirkWippenVoyageurCentre.com for more information)
 - Responsibility Brigade Chief
 - Plans are made with Paddle Canada for introduction for Big Canoe Course

Canoe – Moving Water Rescue

On the river if a canoe is upset all paddlers should move away, and to the upstream of the upset canoe. Being pinned between a swamped North Canoe and a rock or log jam will surely result in injury. Thus the first consideration of any swimmer from an upset canoe is for their immediate safety, and the avoiding of any further downstream dangers. The paddlers/swimmers from the upset North Canoe should attempt to grab the upstream throw bag on the swamped canoe, and if available they should attach the third throw bag and head to the nearest shore, preferably the next inside of a bend of the river. Swimmers may not be able to tow a North Canoe, but they may be able to reach shore and two or three paddlers may be able to hold the canoe so that it does swing to shore pushed by the river flow. Rescue canoes should attempt a towing rescue from the upstream end of the swamped canoe. The Rescue canoe should swing around and back down to the swamped canoe to affect a towing rescue. The towed rescue is more effective if additional throw-bags are available to be linked together, it is much easier to paddle a long rope to shore and then attempt to hold the swamped canoe, than to tow a swamped canoe. Once the tow ropes are joined the rescue canoe should head directly to shore, and a slightly downstream angle and sprint to shore is better than to attempt a classic ferry angle tow to shore. If a motorized boat is available to assist with a rescue it too must attempt the towed rescue from the upstream end or side of the upset/swamped canoe.



General Paddling Practices

Each morning crew captain submit completed Crew Sign-in forms (see Appendix B) , so we know who is paddling with whom, when, in what canoe.

Each morning crew captains should review the route. Crew captains are responsible for having a map of the route for each day (can print out from <http://www.KirkWippenVoyageurCentre.com>).

- At all times during the brigade canoes are to paddle in groups of three to six or more canoes. At NO times should a canoe be traveling alone, if one canoe stops, all canoes in the group sub-unit stop! Canoe crews should find other crews of similar capability (speed, motivation, etc.) to travel with. At no time should canoes be ahead of the designated 'lead' canoe, or behind the designated 'sweep' canoe
- At times of greater risk or difficulty paddlers MUST follow the instructions of the group leader, who at times:
 - Will attempt to balance canoes for physical ability and experience.
 - May direct the order of canoes for approaching landings and portages.
 - May direct rescue attempts

Canoe – Flat water Rescue

Flat-water rescue is problematic; the conditions (wind and waves usually) that necessitate rescue also make it difficult to affect a safe rescue. The victims from a swamped canoe must attempt to remain with their boat. The canoe is the most visible item for rescuers to locate.

Under most mild condition the quickest rescue is for the rescue canoe or boat to help stabilize the upset canoe, and one or two paddlers clamber in an begin to bail the canoe dry. As the gunwales lift additional paddlers can climb in to help with the bailing. Canoe captains must be familiar with this rescue technique and should be able to rescue a swamped canoe within 5 minutes.

First priority is to identify the most vulnerable paddlers and get them out of the water. This is the responsibility of the crew captains. In a rescue, the captain should be the first to board the swamped canoe and then directs the rescue from inside the canoe. The second person in should be strong enough to help less capable persons into the canoe.



Leg/Day Cancellation

Conditions Leading to Cancellation

- It is difficult to state specifically what circumstances could lead to delay or the cancellation of a days paddle. The most likely is weather:
 - Extremely bad weather: high winds that result in considerable risk to paddlers or even make paddling impossible (lakes), or very high winds with risk of windfall (portages); severe rain or hail, lightning storms, tornadoes, Forest fire, flooding, or other natural disasters

Who Makes Decision to Cancel

- Making the decision to cancel should be done by the Brigade Organizer, Safety Chair, Brigade group leaders, and the Canoe Crew Leaders. The Brigade organizer, safety chair and Canoe Crew leaders will be responsible for cancelling a day's paddle on route.

Procedures to Follow in the Event of Cancellation

- Each evening, or morning, at least 90 minutes prior to scheduled departure, the Brigade organizer, brigade group leaders, safety chair, and canoe crew captains shall meet and determine if weather conditions are conducive to safe paddling. This group shall have the best available weather reports and route maps. If an evening meeting is held a morning meeting will be necessary when conditions are marginal or worse. Canoe Crew captains will be responsible for notifying their crews of any cancellation.
- If the decision is made during a days paddle to suspend paddling, the Brigade Chief shall ensure that manned controls, the Sweep Crew/marshal, all canoe Crews, the Route & Safety Chair and the Advance Party are notified by radio, cell or satellite phone.



Roads and Traffic Control – Route, Safety Chair and Event/Site Managers are to make this site-specific

The following has been retained and will be followed on the Base Camp during the duration of the brigade.

Parking

- When many vehicles are anticipated Parking areas must be designated, and must be under the control of specifically-trained and equipped marshals. Marshals in the parking areas or in other areas noted below, must have an understanding of pedestrian and traffic control practices. Each must also be equipped with a reflective vest and with a flag or sign.
- The Event/Site manager is responsible for designing a safe site in which traffic and pedestrians are segregated and parking is remote from any the assembly area.

Pedestrians

- Specific, ribboned routes for pedestrians should be set aside to lead pedestrians from the parking area to campsite, event or assembly areas. Marshals should be assigned to control traffic where these ribboned routes cross traffic routes, and large volumes of people are expected to be involved.

Road Crossings/Following by Participants

- To reduce risk to participants the Route and Safety Chairs should be ensure the following measures are taken:
 - Large warning signs for vehicles on the road, placed well before the crossing point and on both sides of the crossing point.
 - Where available, or traffic warrants, Marshall(s) shall be arranged for on the road to ensure that traffic is stopped for canoe Crews to cross.
 - Provide warnings in brigade information, at Crew meetings and instructions to participants that they will have responsibility for their own safety when crossing roads.



Communication

General

- For reliable contact the following shall carry a cell phone:
 - Brigade Organizer – on the water
 - Sweep and lead canoes– on the water
 - If additional phones are available then they should be spread out within the paddling groups
 - Safety Chair
 - Each participating canoe

Cellular Phones

With a cellular phone, you may contact Rescue Coordination Centers directly. Or, by dialing *16, you will contact the nearest Canadian Coast Guard Marine Communications and Traffic Services Center.

In this Brigade all communications goes to Safety Person first; after that Safety Boat to Safety Chair and Road Crew; than closest access to ambulance if needed.

Making a call does not alert other boaters close to you - those other boats could be the ones to help you first if they could hear you. Two Way Walkie Talkies will be with every Crew Leader. Unlike VHF transmissions, cellular phone signals cannot be followed back to your location by rescuers - to our experience this is possible. Contact your cellular provider to find out if you have access to the *16 service.

- For reliable on the water contact, it is recommended that the following shall carry Cellular Phones and/or Walkie Talkies:
 - Safety Chair
 - Brigade Organizer
 - Safety Person
 - Crew leader of each canoe
 - Road Crew

- All of the above must be familiar with their cell phone and Walkie Talkie operation.



- A test of the appropriate Walkie Talkies and phones shall be done each morning before, or as part of the brigade departure.
- (In conjunction with other personnel, and within government regulations).
- Crew Leaders are responsible to have Cellular Phones and Walkie Talkies fully charged.

Overdue Canoes/Crews

Prevention & Preparation

- Ideally, the need for a search should not arise. We must do everything we can to prevent people staying out past leg closing times, and to prevent crews from getting lost. There may, however, be occasions where our best efforts to prevent an overdue crew may fail (e.g. due to injury, medical emergency, or weather conditions).

Identifying Overdue Crew

- The Brigade Organizer or designate will be responsible for maintaining a record of all departing and arriving crews each day.

Prior to Conducting Search – Determining if a Search is Necessary

- The Safety Chair or Brigade organiser will attempt contact by radio or phone any/all missing crew(s).
- The Safety Chair or Brigade Organiser will contact by radio or phone all other marshals, and canoe crews still on the water, and attempt to determine location and status of missing crew.
- The Brigade Organizer will deal with friends and relatives, informing them of the situation and the procedures being undertaken. The purpose is to reassure them and prevent them from rushing out to search for the overdue participant.



The Safety Chair will check Brigade Records to see if the overdue crew or participants with the crew are on the list of people who have provided information on pre-existing medical conditions.

Decision to Initiate Search

- The decision to initiate a search, after the above attempts to find the person, should be made by the Brigade organizer, Safety Chair, and a local authority, in this case the Ontario Provincial Police (911; or local authorities referred to your emergency list). Such decision should be first considered 2 hours after the estimated arrival (eta) time of the missing person or crew.
- The actual decision as to how and when to start a search will depend upon circumstances. It is difficult to give precise directions, since there are many factors, such as the age, health and experience of the participant(s); weather conditions; length of time the participants are overdue; etc.
- Examples of factors to be considered include:
 - Age, health, experience of the participants/crew
 - Weather conditions
 - Length of time the participant is overdue
 - What part of the course they were last seen (e.g. water stations, exchange sites,
 - Other participants)
 - Amount of daylight left
 - Nature of the terrain and water conditions

A decision to call in other agencies (e.g. the police) for assistance, will be made once again by the above three officials.



Participants with Identified Medical Conditions

This information will be treated as confidential and will only appear in the copy of the plan that resides with the Route & Safety Chair.

- This refers to the participants who provide information to the organizers that they have a medical condition that the organisers should be aware of.
- Some participants provide this information voluntarily. It is important that this information is kept confidential. It must be recorded on a separate form, the only copy of which will be kept in the first aid files. This information will be available to the Route & Safety Chair, and first aid or medical personnel only.
- The information sheet should clearly indicate the person's name, brigade crew/Crew, names and phone numbers of next-of-kin, and the particulars of the condition using the exact wording provided by the participant.

We have a Chief Medical officer, Joyce Matthys, (403-597-7661; matthys3joyce@gmail.com). When something goes wrong medically, who you going to call - Joyce! Joyce is your first point of contact in a medical emergency. Make sure you have her cell phone number and know who she is and what canoe she is paddling in. Please fill out this information for your crewmembers, and email to Tim (705-232-8355; mcdonaghtim54@gmail.com). It will be kept confidential, but shared with Joyce.
If you are in need for any other contacts please check contact list.

Participants Who Identify Themselves as Medical Professionals

Registrar to provide

- Contact Canadian participants prior to the event and ask if they wish to be identified as medical professionals and will help out in the event of an emergency (e.g., EMT, nurse, physician, physiotherapist, etc.)
- The registrar will provide this information to the Route & Safety Chair and Brigade Organizer.
- Ontario like most Canadian provinces has a "Good Samaritan Act" that protects medical personnel who respond to an emergency as a volunteer. For further information see:
http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_01g02_e.htm



Appendix A

Incident Report Form

1 - Incident: _____ Time/Date: _____

2 - Reported by: _____ Time/Date: _____

3 - Initial Response by: _____ Time/Date: _____

4 - Nature/Type of Incident: _____

5 - Action(s) taken: _____

6 - Location / Site of Incident and responses _____

7 - Name(s): of victims/patients (Age, Gender, Condition, Contact info): Total # involved:



8 - Further Response by / and Actions taken _____

9 - Incident Details:

Description (What happened): _____

Presumed Cause: _____

Other Factors/Details: _____



10 - Witnesses (Name, address, phone #, how involved)

1 -

2 -

3 -

11 - Incident Report Form Completed by:

Name

Address

Phone #

e-mail

Role at WMOC



Appendix B:

2019 True North Voyageur Brigade Daily Crew Sign-in

For each day the evening prior ideally, but certainly prior to departure, crews are to resubmit or update IN WRITING their paddling crew shift assignments. Both each paddling crew and the Brigade organizers must be aware of who is in each canoe at all times.

Crew _____ Date(s) _____

Morning Reach _____

Afternoon Reach _____

Other _____

Crew Leader 1 _____ Cell Phone # _____

Crew Leader 2 _____ Cell Phone # _____

Crew Members Paddling: *(please print legibly!)*

	Morning Shift	Afternoon Shift	Other
1			
2			
3			
4			
5			
6			
7			



8			
9			
10			
11			
12			
13			
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Comments: