

Evergreens Seniors Outdoor Club

Day Leader Checklist

BEFORE THE TRIP

Review the website sign-up file and phone or email for volunteers to be group leaders for each trip option.

Check the weather forecast and trail conditions.

For more details, see [DAY LEADER GUIDELINES](#) file on our website.

ON THE BUS:

Trip Options	Group Leader & approx. number
1. Obtain signup sheet and guest list or bring your own.	From Transportation Director;
2. Advise Bus Driver of destination, biffy break location, approx. departure times on return	If driver unsure of directions provide them, as well as any special considerations (e.g. switchbacks to Takk falls)
3. Count and record passengers and/or empty seats (or both)	Full bus=55 seats on our usual bus <i>Number of people:</i> <i>Empty seats:</i>
4. Make introductions	Self; bus driver
5. Welcome everyone, and guests by name	(Get names from signup sheet/guest list)
6. Describe trip, weather forecast and trail conditions, and estimated activity duration.	Trip options, biffy break location, special considerations for the hike (closures, warnings, etc.). Announce the Group Leaders for the A through C levels clearly and loudly. If there are 2 or more different groups doing the same hike, identify the fast, medium and relaxed leaders. Ask them to raise their hands.

7. Circulate the signup sheet for signatures	
8. Review the signed sheet and confirm numbers for each hike option, answer questions and assign group leaders for each hiking option and level.	Bring a printed copy of registrations off the website to help with this.
9. Announce hike options and group leaders.	Announce names of Incident Coordinators on the trip.
10. Provide bus driver, group leaders and sweeps with radios, and anyone else who would like one.	
11. Offer maps to group leaders; remind them to appoint a sweep	
12. After biffy break, count empty seats to ensure everyone expected is back on the bus	
13. Close to trailhead drop-offs: confirm hiking options, group leaders, meeting places for each and pick up times, and safety instructions.	minimum group size - 4, radios should be turned on and set to channel 17 with radio check early in activity

BACK ON THE BUS:

14. At end of hike: Count number of people or empty seats to ensure everyone is on the bus. Collect club radios	
15. Thank everyone for getting back on time, guests for coming, group leaders by name and bus driver for safe journey.	Remind all to take all their possessions with you including garbage and place the seat belts on seats. Also, members need to make sure they take only their own gear from under the bus.
16. Announce next week's trip location and the Day Leader	

EMERGENCY PROCEDURES – Missing or Injured Person

1. Contact the Incident Coordinator team immediately and ask for help.
2. Stay in touch with the Incident Coordinator team by radio.
3. Explain the situation to the bus driver and to the club members.
4. After the hike/ski count all returned members and keep everyone near the bus.
5. If the Incident Coordinators cannot be reached call the EMERGENCY PHONE NUMBER.
6. In case of no cell coverage ask the bus driver to call for help using his inReach satellite device.

EMERGENCY PHONE NUMBERS

Kananaskis Country: 911 or 403-591-7767 by voice call or SOS by satellite device. (SPOT or InReach) National

Parks: 911 or Banff/Yoho/Kootenay dispatch 403-762-4506 by voice call or SOS by satellite.

Jasper: 911 or 780-852-3100 by voice call or SOS by satellite device.

DO NOT TEXT TO THE PHONE NUMBERS ABOVE.

INCIDENT COORDINATORS:

Keith Bagnall, Barb Brunton-Johnstone, Jane Fraser, Peter Kubica, Greg McKenzie, Eric Leavitt,
Steve Whittingham