

E.S.O.C. DUTIES/GUIDELINES FOR DAY LEADERS

BEFORE THE TRIP

1. If you will not be available for your scheduled trip, negotiate a switch with another Day Leader and advise the Transportation and the Winter/Summer Activities Director.
2. **Review the website sign-up file and phone or email for volunteers to be group leaders for each trip activity.** Please remember that the only person who is exempt from being “bumped” from a trip is the Day Leader. Group leaders are not guaranteed a seat on the bus, so if the bus is over-subscribed bumping will only occur after registration closes on Tuesday at 6 pm.
3. Check with park officials or parks website regarding trail conditions/bear closures etc.
4. Study available trail guidebooks/previous Club trail write-ups and prepare trail maps showing routes for the different activity levels (A to C). Ideally, a short trail description should be provided including such items as history, geology, notable features, etc. Keen types check out the trail just before the Club trip!
5. Check the weather forecast. If weather conditions appear untenable for an activity, consult with the Summer/Winter Activities Director regarding potential alternatives or cancellations.
6. Post short trail descriptions with length and elevation gain on the web page by **Friday**.
7. Coordinate the William Watson Lodge availability with the Winter Activities Director and confirm your use of the Lodge if you intend to use the facility.
8. Decide on the Biffy break and check the availability of the facility if needed.
(See phone numbers on the Non-Emergency Contacts and Resources)
9. **Confirm with Transportation Coordinator to bring the sign-up sheet.**

ON THE BUS

1. Get the signup sheet from the Transportation Director.
2. Advise the bus driver of the trip destination, how to get there, and if necessary, the location of the biffy stop.
3. Introduce yourself as the Day Leader, introduce the bus driver, welcome guests (by name), describe the trip options, the pick-up times, the location of the biffy stop, etc.
4. Count and record the number of passengers.
5. **Find out the number of Incident Coordinator members present.**
6. **Record the number of folks going to different locations using the sign-up sheet.**
7. 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, please identify the fast, medium and relaxed leaders. Ask them to raise their hands.
8. Any questions from members about the hikes please ask the Group or Day Leader.
9. Also, announce the meeting place for each group at the start of the activity. (front/back or middle of the bus, passenger side or driver side)
10. Advise group leaders of the number of people for each route. Ensure that the group leaders understand that they must select sweeps for their groups. This is particularly important in the event that the trip will be a transit type.
11. Provide the group leaders and sweeps with trail maps and radios. Give one radio to the bus driver.

12. All radios should be turned on before departing the bus and use channel 17 for communications. Remind group leaders to make a radio check before leaving.
13. When using the William Watson lodge remind all to remove boots, or use booties, at the entranceway, pay for coffee if Lodge coffee is used, and clean up before departure.

AT THE TRAILHEAD

1. Confirm the group leaders and pick-up times and locations for the different groups.
2. Remind everyone to wait at the trailhead until everyone is off the bus and the group leader calls for the start.
3. Remind everyone of the Club safety practices such as the minimum need to keep in groups of 4. Each group needs to have two radios.

DEPARTING FOR HOME

1. Check in with each of the Group Leaders to see how the trip went e.g. any issues? Any comments about the state of the route?
2. Count heads before leaving to make sure no one is missing.
3. Thank the guests for attending.
4. Thank the group leaders by name.
5. Collect all radios and return them to the radio coordinator.
6. Thank the bus driver.
7. Announce the Day Leader and the scheduled destination for the following trip.

EMERGENCY PROCEDURES – Missing or Injured Person

1. Contact the Incident Coordinator 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. Continue your Day Leader activities 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.
- 7.

EMERGENCY PHONE NUMBERS

Kananaskis Country: 911 or 403-591-7767 by voice call or SOS by satellite device.
National Parks: 911 or Banff/Yoho/Kootenay dispatch 403-762-4506 by voice call or SOS by satellite. (SPOT or InReach)
Jasper: 911 or 780-852-3100 by voice call or SOS by satellite device
DO NOT TEXT TO THE PHONE NUMBERS ABOVE.

Non- Emergency Contacts & Resources

Information Centres:

PHONE:

Banff Visitor Centre - 224 Banff Avenue, Banff Hours of Operation: Open daily 9 am – 5 pm, Extended hours in the summer, Closed Christmas Day Email: banffinfo@pc.gc.ca	Local: 403-762-1550
Lake Louise Visitor Centre - Village of Lake Louise Hours of Operation: Open daily 9 am – 5 pm Extended hours in the summer, Closed Christmas Day Email ll.info@pc.gc.ca	Local: 403-522-3833
Kootenay National Park Visitor Centre - Field, B.C. Seasonal (May through mid-October) Email kootenayinfo-infokootenay@pc.gc.ca Year-round information: Year-round Email address: information@pc.gc.ca	250-347-9505 1-888-773-8888 (FREE)
Yoho National Park Visitor Centre (May thru mid-October) Email yoho.info@pc.gc.ca Year-round information: Year-round Email address: information@pc.gc.ca	250-343-6783 1-888-773-8888 (FREE)
National Park Information Centre (year-round)	1-888-773-8888 (FREE)
Alberta Parks Information Line	1-866-427-3582 (FREE)

www.albertaparks.ca

Barrier Lake Visitor Information Centre	Kananaskis Info Line 403-678-0760
Bow Valley Administration & Information Centre	403-673-3663
Canmore Nordic Centre Day Lodge	403-678-2400
Elbow Valley Visitor Information Centre	Kananaskis Info Line 403-678-0760
Glenbow Ranch Visitor Centre	403-851-9053
Kananaskis Information Line	403-678-0760
East Kananaskis District Office (Turner Valley)	403-933-7172
Peter Lougheed Park Visitor Info Centre	Kananaskis Info Line 403-678-0760
River Administration & Information Centre	403-933-7172
William Watson Lodge	403-591-7227
Mt. Kidd RV Park	403-591-7700

NOTE:

- Provincial Government phone numbers may be accessed free by first dialing 310-0000.
- From a cell phone, dial the toll-free code (e.g. *310 for Roger's Wireless or #310 for Bell & Telus) followed by the phone number.

TRAIL CONDITIONS

National Parks: [Trail conditions at Parks Canada \(pc.gc.ca\)](http://pc.gc.ca) then select the appropriate Park
Kananaskis: [Trail Reports - Kananaskis Country | Alberta Parks](#)

TRAIL CLOSURES AND ADVISORIES

National Parks: [Bear updates - Bears in the mountain national parks \(pc.gc.ca\)](http://pc.gc.ca)
Kananaskis: [Advisories & Public Safety - Kananaskis Country | Alberta Parks](#)
[Annual Trail Closures - Kananaskis Country | Alberta Parks](#)

WEATHER

Alberta weather alerts [Public Weather Alerts for Alberta - Environment Canada](#)
Kananaskis [Kananaskis \(Nakiska Ridgeway\), AB - 7 Day Forecast - Environment Canada \(weather.gc.ca\)](#)
Banff [Banff, AB - 7 Day Forecast - Environment Canada \(weather.gc.ca\)](#)
Kootenay [Kootenay \(National Park\), BC - 7 Day Forecast - Environment Canada \(weather.gc.ca\)](#)
Yoho [Yoho \(National Park\), BC - 7 Day Forecast - Environment Canada \(weather.gc.ca\)](#)

ROADS

Alberta Official Road Reports [511 Alberta](#) OR 511 Alberta app

Kananaskis annual road closures [Annual Road Closures - Kananaskis Country | Alberta Parks](#)

Volker-Stevin, Report a Road Problem: 1 888-877-6237 (1 888-VS-ROADS)

Universal Coach Lines: infoab@universalcoach.ca
403-948-6788

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