

PRANZ activity checklist for leaders

This checklist is a detailed explanation of what to check prior to going on a trip. It must be read in conjunction with the PRANZ SMP, and the official activity sheet.

Leader preparation

People

- Leader and assistant appointed and suitable for the activity
- Participant leader ratio 1:5 or less

Location

- Up to date activity location information:
 - any known hazards,
 - Crux rapids or sections
 - river put on, take out and escape points location.
- Confirm appropriate permission for activity location access if needed
- Confirm contact with any local clubs/operators who use the location.

Conditions

- Current weather at location, wind, precipitation, temperature
- Weather forecast for duration of activity, and following activity (considering trip delays)
- River level. Gauge, actual, rising or falling?

Meet and coordinate your team

Group introduction

- All participants to fill out contact sheet.
- Outline the days activity - location, difficulty, time to complete.
- Evaluate participant suitability for activity (experience, fitness and health) against minimum participant skill set (in safety plan)

Gear check

- Personal gear: packraft, PFD, helmet, throwbag, rescue knife, 1st Aid, food, water, clothing, spare clothing, personal medication
- Group gear spare paddles, emergency shelter, communication device(s), folding saw, group first aid kit.

Go or no go?

- Is the trip location still suitable, given all the variables on the day.
- Update intention sheet and leave with responsible point of contact.

Activity briefing

- Intro of group,
- activity location, difficulty, hazards, put on, take out and escape points,
- trip member roles, responsibilities,
- Coordinate vehicles/shuttle and meeting point

Immediately before putting on to the river.

- Head count
- Final call on conditions, people, equipment
- Confirm where car keys are.
- Buddy check of equipment, especially PFD's, Helmets, rafts, spray deck and gear storage.
- Demonstrate river signals
- Re-state expectations of leaders of how the trip will run
 - Following the leader, but not in front of them
 - Less confident paddlers near the front.
 - With sufficient spacing to maintain contact with paddler in front, but room to move to avoid any obstacles/rapids they enter.
 - Not behind the tail end charlie.
- What to do when you flip/swim
 - As the swimmer (hold onto your gear and attempt to self rescue, ditching gear and swimming to avoid a hazard)
 - As the rescuer/leader (assist self rescue effort, get lost gear)
 - As an inexperienced group member (catch the nearest eddy and wait for instructions, secure lost gear if safe to do so.)

After the trip:

- As soon as possible, report your safe return to the contact person.
- Conduct a debrief with the participants (any safety concerns, any unclear communications before/during activity, anything we can learn from for the future?)
- Pass on any debriefing points from participants to PRANZ event manager or executive to help improve procedures and safety management.