



# CANOEKAYAK CANADA – WHITEWATER CODE OF SAFETY

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## PREAMBLE

The Code has been developed through extensive consultation with knowledgeable persons from all levels of the whitewater community in Canada, and from some sources in the United States. ***It is intended to represent current standard practices in the whitewater community.***

The primary goal of this Code of Safety (referred to as the “Code” in this document) is to document these standard practices for members of CanoeKayak Canada (CKC) who participate in whitewater canoe/kayak (CanoeKayak Canada – Whitewater). These standard practices are intended to represent reasonable and practical measures that will contribute to the safety of members. This includes recreational paddlers, competitive

athletes, parents, spectators, volunteers, officials, instructors, coaches, and instructor/coach trainers.

In addition to contributing to the safety of members, it is hoped that by setting a standard and an example, some benefits will accrue to non-members; the “whitewater community” at large. This is considered an appropriate goal, since CanoeKayak Canada has been designated by the Government of Canada as the “national sports organization” (NSO) for canoe/kayak.

The Code is intended to contribute to safety similar to the CanoeKayak Canada Code of Safety for Sprint Racing, which is used by CanoeKayak Canada for all non-whitewater canoe/kayak activities. In this way the whitewater Code will contribute to the overall risk management procedures of CanoeKayak Canada.

In addition to the standard practices, this Code also provides some *recommendations*, which are intended to contribute to an *enhanced* level of safety above and beyond the standard practices. These recommended practices are not mandatory.

This Code is intended to apply to all the activities related to the sport of whitewater canoe/kayak. These include recreational paddling, paddling trips, training, and races, competitions and events. These activities may be conducted indoors (pools) or on open-water; flat water, moving water or whitewater.

Every person involved in whitewater sport should be aware of two key concepts that apply:

- 1 Participate at your own risk
- 2 Duty of care

## ***Participate At Your Own Risk***

Whitewater canoe/kayak is a challenging sport which tests the participants mentally, technically and physically. It requires a level of skill, experience, and knowledge that varies with the environment and the conditions, and necessarily involves some element of risk. There must be recognition that in order to maintain the challenging nature of the sport, safety must remain, in the final analysis, the responsibility of the participant or parent of the participant. Individuals participate at their own risk. Each individual is responsible for deciding whether he or she should participate or paddle at a particular location, in the prevailing conditions. All efforts must be made to create an atmosphere where ***choosing not to participate*** for safety reasons is an easy option for all participants.

Parents / guardians of junior-age participants (minors) must take the responsibility to make these choices on behalf of their child, as the parent or guardian is ultimately responsible.

If an individual is concerned about their safety or competence, they should *not* participate.

The overriding principle of this challenging sport is that individuals (including paddlers, athletes, parents, spectators, volunteers, officials, instructors, and coaches) participate at their own risk. This principle is often summarized as “Challenge by Choice”.

## ***Duty of Care***

A good definition is: “The duty which rests upon an individual or organization to ensure that all reasonable steps are taken to ensure the safety of any person involved in any activity for which that individual or organization is responsible” All participants should know how this relates to their position in providing activities and being responsible for others. As an individual’s experience, skills and role changes, they must be aware of how this might affect their duty of care.

This Code of Safety will help each person to better understand some of the expectations of duty of care which apply to various levels of participation.

## ***Implementation***

**It is required that upon publication of this Code, all participants in whitewater canoe/kayak at all levels make every effort to follow and promote safe practices as defined by the Code. Failure to do so may result in suspension of membership in the provincial sports organization (PSO) and/or CanoeKayak Canada – Whitewater.**

**For existing clubs and provincial sports organizations, a phase-in period has been designated – it is expected that compliance will be achieved within three years of the publication of this document.**

**For *new* clubs or provincial sports organizations joining CKC-W, compliance is similarly expected within three years of joining.**

**PSO’s may put in place additional requirements over and above this Code, if they deem necessary. In addition, minor changes to the implementation of this Code by the PSO are acceptable, as long as the key elements, and the overall spirit and intent are respected. Any such changes should be clearly communicated to CKC-W, and to the PSO’s insurer.**

## **I) Responsibilities of Participants**

- 1) All participants:
  - a) Must understand that practicing whitewater canoe/kayak involves some risks and dangers.
  - b) Must be a member of CKC-W or a member provincial sports organization and must sign a liability waiver form (see **Appendix A** for waiver form example). If the participant is less than eighteen (18) years of age, one of their parents, or legal guardian, must also sign.

- c) During on water activities, must wear a personal floatation device (PFD) that conforms to Canadian Coast Guard (CCG) and/or International Canoe Federation (ICF) regulations.
  - d) Must wear a helmet designed for whitewater paddling, while participating in any moving water activity.
  - e) Must ensure that their boat and other equipment is safe and free of hazards.
  - f) When required for specific events or competitions, at the discretion of the event organizer, boats and equipment must conform to the applicable ICF rules.
  - g) Must ensure that their boat has grab loops or attachment points suitable to facilitate rescue.
  - h) Must have enough flotation in their boat so that when submerged, it will remain on the surface of the water. It is *recommended* that paddlers use flotation bags.
  - i) Except during competition, it is *recommended* that participants carry, and be familiar with the use of, a whistle, river knife, and throw bag.
  - j) Must be capable of executing a safe wet exit from their boat. It is *recommended* that beginners be required to demonstrate a safe wet exit in flat water before they engage in any other paddling activity.
  - k) Must be capable of executing a self-rescue in the event of a capsize.
  - l) Must be aware of hypothermia and other water-related dangers, and take appropriate actions to avoid or mitigate them.
  - m) Must carry a supply of food and water adequate for the trip length where applicable.
  - n) Must seek route details in advance of paddling, especially potential hazards such as rapids, low-head dams, obstructions, or dam releases.
  - o) Must take reasonable care to avoid endangering others. In particular, care should be taken to avoid collisions with other paddlers.
  - p) Must be familiar with basic river communication (hand and paddle signals).
  - q) Must stay in their boats at the finish line of competitions to provide on-water safety, so that there are always three boats in the water at the finish line ready to assist.
  - r) Must immediately cease their own activities to assist, within the boundaries of their own capabilities, and without putting themselves into danger, any other participant who is in need of assistance,
  - s) Must observe all safety rules that may affect their own safety and/or the safety of fellow participants.
- 2) Participants are required to;
- a) Abstain from drinking alcoholic beverages or using drugs, which may affect their ability to participate, train or compete in a safe manner.
  - b) Inform their coach, instructor or trip leader of any condition or change in their health which may affect their ability to safely participate in an event or program, or which may affect the safety of the other participants.
  - c) Inform their coach, instructor or trip leader if he/she is using or under the effect of any medicinal drug which may affect their ability to safely participate, or which may affect the safety of other participants.
- 3) Participants hold the ultimate responsibility for their own safety. As such, each individual must judge his or her own capabilities and equipment and determine if the

conditions are appropriate for their skill level, physical condition, mental condition, experience, and level of fatigue.

- 4) It is *recommended* that participants never paddle alone, and that a minimum group size of three boats is maintained.
- 5) Participants must attend pre-event meetings to hear relevant safety information.

## II) Responsibilities of Parents/Guardians of Participants

- 1) The Parent/Guardian:
  - a) Is responsible for the junior/minor participant as per 'The Participant' above.
  - b) Regarding safety-related issues, the parent/guardian must consider information provided by the minor's coach/instructor or event organizer, when exercising their responsibility for the minor's safety.
  - c) Must sign the disclaimer on membership and event entry forms on behalf of a junior/minor participant. .

## III) Responsibilities of Clubs

- 1) Every club must adopt this "Code of Safety" and actively promote it to all of its members. Clubs are responsible for ensuring that this Code is followed during club activities and events. Failure to comply with the Code may result in suspension of club membership in the provincial sports organization and/or CKC-W.
- 2) Clubs must ensure that all participants have signed a CKC-W waiver form (**Appendix A**) or an equivalent waiver form.
- 3) Every club must draw up an Emergency Action Plan (EAP) for every site they use for on-water club activities. For permanent sites or facilities with ongoing use, the EAP should be published (i.e. on a website) and/or posted on-site. The CKC-W "Emergency Action Plan" form (see **Appendix B**) or equivalent must be used. Guidance for completing EAP's is also provided in Appendix B.
- 4) Clubs must ensure that critical safety-related information is communicated to participants prior to the start of activities, programs, trips, or events.
- 5) Clubs must take reasonable steps to determine that participants have sufficient ability to safely participate in any specific activity.
- 6) Clubs must ensure that a first aid kit and throw bags are available during club events. Other equipment may be necessary depending on the nature of the event.
- 7) Clubs must record incidents/accidents which occur during club sponsored activities on a CKC "Accident Report Form" (see **Appendix C**) or equivalent form. This is required for all incidents that involve medical attention, rescue involving entrapment, or any other situation from which there is something to be learned by others, or for

which legal action could potentially result. Copies of forms for these types of incidents must be submitted to the provincial sports organization (PSO).

- 8) Incident reports must be maintained with the club membership database, and submitted to the PSO as required, or upon request.
- 9) Clubs must make sure that all club equipment is in suitable condition for the activity it is being used for. Float bags must be available for use with club-owned boats.
- 10) Clubs must promote water-safety and encourage members to take swiftwater rescue, river safety, first aid, and CPR courses.
- 11) Clubs must ensure that coaches, instructors, and trip leaders are adequately trained and competent.
- 12) Clubs should encourage all new participants to complete the CKC “Participant Profile” form (see **Appendix D**) or equivalent form before engaging in club programs. The club should keep these on file, along with incident report forms and the club membership database.

#### **IV) Responsibilities of Instructors, Coaches, and Trip Leaders**

All instructors, coaches, and trip leaders:

- 1) Must be familiar with, apply and enforce this Code of Safety to the best of their abilities.
- 2) Must be familiar with the EAP for every instruction, training, trip or competition site they use.
- 3) Instructors and coaches must make sure that every instruction, training and racing site is safe, and must be prepared to change or cancel the activity in accordance with changing water conditions, adverse weather conditions, changes in course conditions, or any other condition which increases risk above an acceptable level.
- 4) Trip leaders must be prepared to adjust or cancel plans and activities in accordance with changing water conditions, adverse weather conditions, changes in river conditions, or any other condition which increases risk above an acceptable level.
- 5) Must devise appropriate safety measures for each session or trip and communicate these to participants/athletes, assistant coaches/instructors, parents and volunteers as appropriate.
- 6) If the instructor, coach, or trip leader is on the water, they must also follow the guidelines for participants.
- 7) All instructors, coaches, and trip leaders in charge of, supervising, or leading on-water activities must be adequately trained, competent, and certified for the specific

activity, in accordance with the CKC-W Leadership Development Model and National Coaching Certification Program (NCCP) (see **Appendix E**). Certification requirements are:

- a. Coaches (competition):
    - i. Introductory - Kayak Coach 1 *or* NCCP Level 2
    - ii. Development - Kayak Coach 2 *or* NCCP Level 3
    - iii. High Performance - Kayak Coach 3 *or* NCCP Level 4
  - b. Instructors:
    - i. Pool (beginner) - Community Kayak Instructor 1 Pool
    - ii. Flatwater (beginner & novice) - Community Kayak Instructor 1 Open Water *or* NCCP Level 1
    - iii. River (class I-II) (intermediate) – Kayak Instructor 2 River *or* NCCP Level 2
    - iv. Whitewater (class III-IV) (advanced) – Kayak Instructor 3 Whitewater *or* NCCP Level 3
  - c. Trip Leaders:
    - i. River (class I-II) – Kayak Leader 2 River *or* Kayak Instructor 2 River *or* Kayak Coach 2 *or* NCCP Level 2
    - ii. Whitewater (class III-IV) – Kayak Leader 3 Whitewater *or* Kayak Instructor 3 Whitewater *or* Kayak Coach 3 *or* NCCP Level 3
- 8) Swiftwater Rescue and Safety training is *recommended* for all activities involving whitewater.
  - 9) Instructors, coaches, and trip leaders should take reasonable steps to ascertain the health of all participants, in particular any special medical concerns such as asthma, anaphylaxis, diabetes, etc. Use of the participant profile form in **Appendix D** is recommended.
  - 10) Instructors, coaches, and trip leaders must be trained in first aid and CPR.
  - 11) Instructors, coaches and trip leaders for activities on whitewater must be competent in basic whitewater rescue techniques (hazard awareness, equipment knowledge, safety preparation and planning, basic self-rescue and extraction skills).
  - 12) At every whitewater instruction/training session or competition, at least one instructor/coach, or other competent person, must be equipped with a whistle, first-aid kit, throw rope, river knife and a pin kit, plus the knowledge of how to use these items. These items must be easily accessible in case of emergency.
  - 13) Must ensure that the ratio of instructors/coaches to participants is safe and appropriate for the conditions, and the skill level of the participants.
  - 14) All instructors and coaches must exercise prudence in designing instruction/training and competition activities to ensure that all participants can paddle safely. Trip leaders must exercise prudence in selecting routes. If an instructor, coach, or trip leader feels that a particular participant/athlete under their responsibility is not safe,

they must act to either change activities to make them safe, or discourage the individual from participating. If the individual is a minor, the coach/instructor/trip leader must stop them from participating in any activity that they feel is not safe.

- 15) ACKC “Accident Report Form” (see **Appendix C**) or equivalent must be filled out by the instructor/coach/trip leader for any incidents that involve medical attention, rescue involving entrapment, or any other situation from which there is something to be learned by others, or for which legal action could potentially result. Copies of forms for these types of incidents must be submitted to the PSO.

## V) Responsibilities of Event Officials

Event officials include volunteers or employees who are involved in any aspect of an event on site.

- 1) The first duty of every event official is to ensure the safety of themselves, the participants, other officials, and spectators.
- 2) Key event officials must be familiar with and enforce this Code of Safety to the best of their ability.
- 3) Key event officials shall be familiar with the site’s EAP.
- 4) All event officials who serve in “on-water” positions must follow the participants’ code of safety.

## VI) Responsibilities of Event Coordinators

- 1) Event coordinators must ensure to the best of their abilities that this Code is followed during the event.
- 2) Must ensure that an emergency action plan (EAP) has been prepared in advance of any official training on the site, prior to the event.
- 3) It is *recommended* that event coordinators follow all safety provisions as outlined in applicable ICF competition rules.
- 4) Event coordinators are responsible for ensuring that all participants, on-site volunteers and officials are members of the PSO and/or CKC-W, and have completed and signed (in the case of minors, by the legal guardian) a liability waiver form (see **Appendix A** for waiver example).
- 5) Event coordinators must encourage participants to fill out “Participant Profile” forms (see **Appendix D**) so that relevant medical information may be made available to the designated first aid personnel on-site. Alternately the event coordinator may request that attending clubs, and/or coaches/instructors identify any medical issues for their members/athletes/participants.



- 6) Event coordinators must ensure that safety provisions are put in place that provide a reasonable level of protection to participants. A first aid kit and throw bags must be available during the event. Other equipment may be necessary depending on the nature of the event.
- 7) Event coordinators must ensure that the paddling environment is navigable and appropriate to the intended participant skill level. Dangerous passages may be marked to indicate the correct channel.
- 8) The event coordinator must ensure that participant safety is monitored, and that reasonable actions are taken to enforce safety-related rules during the event.
- 9) At the conclusion of any event, the event coordinator must take reasonable steps to ensure that the paddling site / course is cleared, and that all participants and officials are accounted for.
- 10) If an event meeting is held, the event coordinator must ensure that safety is discussed. Known hazards must be identified, and the location of the first aid kit, throw bags, and any other safety equipment should be noted.
- 11) Accidents or incidents that occur during the event must be recorded on a CKC “Accident Report Form” (see **Appendix C**) or equivalent form. This is required for all incidents that involve medical attention, rescue involving entrapment, or any other situation from which there is something to be learned by others, or for which legal action could potentially result. Accident report forms must be submitted to the PSO.

## VII) Responsibilities of Provincial Sports Organizations

- 1) It is *recommended* that PSO's inform their insurer that this Code exists, and of their intention to follow it.
- 2) Must actively promote the Code to members and member clubs, and require that the Code is followed to maintain good standing.
- 3) Must maintain records as required, such as completed Accident Report Forms. It is *recommended* that EAP's for permanent facilities be obtained from clubs.
- 4) Must implement and administer the CKC-W program for coach, instructor, and trip leader training and certification, consistent with the CKC-W Leadership Development Model and National Coaching Certification Program (NCCP).
- 5) Must enforce the Code by sanctioning individual or club members who do not follow it. Sanctions may include warnings, written warnings, suspension of services or privileges, temporary revocation of membership, or permanent revocation of membership.

- 6) PSO's may put in place additional requirements over and above this Code, if they deem necessary. In addition, minor changes to the implementation of this Code by the PSO are acceptable, as long as the key elements, and the overall spirit and intent are respected. Any such changes should be clearly communicated to CKC-W, and to the PSO's insurer.

## **VIII) Responsibilities of CanoeKayak Canada – Whitewater**

- 1) Must publish this Code, actively promote it to member PSO's, and require that all PSO's follow it to maintain good standing.
- 2) Must solicit feedback and lessons learned from PSO's, and review and update the Code from time to time as required.
- 3) In conjunction with PSO's, must provide and administer a national program to provide training and certification for coaches, instructors and trip leaders, consistent with the CKC-W Leadership Development Model and National Coaching Certification Program (NCCP).
- 4) Must enforce the Code by sanctioning members or PSO's who do not follow it. Sanctions may include warnings, written warnings, suspension of services or privileges, temporary revocation of membership, or permanent revocation of membership.

Approved by CKC-W Council on \_\_\_\_\_ (date)

Signed by CKC-W Secretary \_\_\_\_\_ (signature)

**Appendix A – CKC-W Liability Waiver Form**

**CANOE/KAYAK CANADA - WHITEWATER  
WAIVER AND RELEASE OF LIABILITY  
READ BEFORE SIGNING**

IN CONSIDERATION of being permitted to participate in any way in the **Canoe/Kayak Canada - Whitewater** sports and recreation program and related activities ("Activities") I, for myself, my personal representatives, assigns, heirs, and next of kin:

1. **ACKNOWLEDGE**, agree, and represent that I understand the nature of Paddlesports and related Activities and that I am qualified, in good health, in proper physical condition to participate in such Activity and willingly agree to comply with the stated and customary terms and conditions of participation. I further agree and warrant that if at any time I believe conditions to be unsafe, I will immediately notify the nearest official and discontinue further participation in the Activity.

2. **FULLY UNDERSTAND** that: (a) Paddlesports and related ACTIVITIES INVOLVE RISKS AND DANGERS OF DAMAGE TO PERSONAL PROPERTY AND SERIOUS BODILY INJURY, INCLUDING PERMANENT DISABILITY, PARALYSIS, AND DEATH ("RISKS"); (b) these Risks and dangers may be caused by my own actions or inactions, the actions or inactions of others participating in the Activity, the condition in which the Activity takes place, or THE NEGLIGENCE OF THE "RELEASEES" NAMED BELOW; (c) there may be OTHER RISKS AND SOCIAL AND ECONOMIC LOSSES either not known to me or not readily foreseeable at this time; and I **FULLY ACCEPT AND ASSUME ALL SUCH RISKS AND ALL RESPONSIBILITY FOR LOSSES, COSTS, AND DAMAGES** I incur as a result of my participation or that of the minor in the Activity.

3. **HEREBY RELEASE, DISCHARGE, AND COVENANT NOT TO SUE** Canoe/Kayak Canada, Canoe/Kayak Canada - Whitewater, its affiliated clubs, their respective administrators, directors, agents, officers, members, volunteers, and employees, other participants, any sponsors, advertisers, and, if applicable, owners and lessors of premises on which the Activity takes place, (each considered one of the "RELEASEES" herein) FROM ALL LIABILITY, CLAIMS, DEMANDS, LOSSES, INJURIES, DAMAGE TO PROPERTY, OR OTHER DAMAGES ON MY ACCOUNT CAUSED OR ALLEGED TO BE CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OF THE "RELEASEES" OR OTHERWISE, INCLUDING NEGLIGENT RESCUE OPERATIONS; AND I **FURTHER AGREE** that if, despite this **RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT** I, or anyone on my behalf, makes a claim against any of the Releasees, I **WILL INDEMNIFY, SAVE, AND HOLD HARMLESS EACH OF THE RELEASEES** from any litigation expenses, attorney fees, loss, liability, damage, or cost which any may incur as the result of such claim.

I HAVE READ THIS AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT AND HAVE SIGNED IT FREELY AND WITHOUT ANY INDUCEMENT OR ASSURANCE OF ANY NATURE AND INTEND IT TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW AND AGREE THAT IF ANY PORTION OF THIS AGREEMENT IS HELD TO BE INVALID THE BALANCE, NOTWITHSTANDING, SHALL CONTINUE IN FULL FORCE AND EFFECT.

PRINTED NAME OF PARTICIPANT: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(Street) (City) (Province) (Postal Code)

DATE OF BIRTH: \_\_\_\_\_ CLUB/ORGANIZATION: \_\_\_\_\_

PHONE: ( \_\_\_\_\_ ) \_\_\_\_\_

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**FOR PARTICIPANTS OF MINORITY AGE (UNDER AGE 18 AT THE TIME OF REGISTRATION)**

AND I, THE MINOR'S PARENT AND/OR LEGAL GUARDIAN, UNDERSTAND THE NATURE OF PADDLESPTS AND RELATED ACTIVITIES AND THE MINOR'S EXPERIENCE AND CAPABILITIES AND BELIEVE THE MINOR TO BE QUALIFIED, IN GOOD HEALTH, AND IN PROPER PHYSICAL CONDITION TO PARTICIPATE IN SUCH ACTIVITY. I **HEREBY RELEASE, DISCHARGE, COVENANT NOT TO SUE, AND AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLESS EACH OF THE RELEASEE'S** FROM ALL LIABILITY, CLAIMS, DEMANDS, LOSSES, OR DAMAGES ON THE MINOR'S ACCOUNT CAUSED OR ALLEGED TO BE CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OF THE "RELEASEES" OR OTHERWISE, INCLUDING NEGLIGENT RESCUE OPERATIONS AND **FURTHER AGREE** THAT IF, DESPITE THIS **RELEASE**, I, THE MINOR, OR ANYONE ON THE MINOR'S BEHALF MAKES A CLAIM AGAINST ANY OF THE **RELEASEES NAMED ABOVE**, I **WILL INDEMNIFY, SAVE, AND HOLD HARMLESS EACH OF THE RELEASEES** FROM ANY LITIGATION EXPENSES, ATTORNEY FEES, LOSS LIABILITY, DAMAGE, OR COST ANY MAY INCUR AS THE RESULT OF ANY SUCH CLAIM.

PRINTED NAME OF PARENT/GUARDIAN: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(Street) (City) (State) (Zip)

PHONE: ( \_\_\_\_\_ ) \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE (only if participant is under the age of 18): \_\_\_\_\_

DATE: \_\_\_\_\_

**Appendix B – CKC Emergency Action Plan Form  
& Guidance**

# EMERGENCY ACTION PLAN (EAP)

An Emergency Action Plan (EAP) is a plan instructors and leaders design to help them respond to emergency situations. Preparing such a plan in advance will help you respond in a responsible and clear-headed way if an emergency occurs. An EAP is simply a preformulated idea of what you need to know if things were to go wrong while on the river.

An EAP should be prepared for the river, facility or site where you normally hold practices and for any river, facility or site where you regularly host events or competitions.

## An EAP can be simple or elaborate. It should cover the following:

- Designate in advance who is **in charge** if an emergency occurs (this may be you).
- Have a cellular phone or VHF radio** with you and make sure the battery is fully charged. If this is not possible, find out the exact location of a telephone you can use at all times. Have spare change in case you need to use a pay phone.
- Have **emergency telephone numbers** with you (facility manager, superintendent, fire, police, ambulance), as well as paddlers' contact numbers (parents/guardians, next of kin, family doctor).
- Have on hand a **medical profile for each paddler** so that this information can be provided to emergency medical personnel. Include in this profile signed consent from the parent/guardian to authorize medical treatment in an emergency.
- Prepare **directions** for Emergency Medical Services (EMS) to follow to reach the site as quickly as possible. You must include information such as the closest major intersection; trail heads, or major landmarks.
- Have a **first-aid kit** accessible and properly stocked at all times (all instructors are required to pursue first-aid training).
- Designate in advance a **call person**: the person who makes contact with medical authorities and otherwise assists the person in charge. Be sure that your call person can give emergency vehicles precise directions to your location on the river, the facility or practice site.

## When an injury occurs, the EAP should be activated immediately if the injured person:

- Is not breathing
- Does not have a pulse
- Is bleeding profusely
- Has impaired consciousness
- Has injured the back, neck, or head
- Has a visible major trauma to a limb

## Emergency Action Plan Checklist

### ***Access to telephones***



- Phone, battery well charged
- Practice venues
- Home venues
- Away venues
- List of emergency phone numbers (home events, practices)
- List of emergency numbers (away events, practices)
- Change available to make phone calls from a pay phone

### ***Directions to access the site and the river (throughout run)***

- Accurate directions to river and site (practice)
- Accurate directions to river and site (home events, practices)
- Accurate directions to river and site (away events, practices)

### ***Paddler information***

- Personal profile forms
- Emergency contacts
- Medical profiles

### ***Personnel information***

- The person in charge is identified
- The call person is identified
- Assistants (charge and call persons) are identified

- The medical profile of each paddler should be up-to-date and be in the first-aid kit.**
- Your first-aid kit must be accessible at all times and must be checked regularly.**

# Sample Emergency Action Plan

Included is the suggested EAP you should carry with you while on the river, be it on your local practice site or during river outings. This EAP form is used as a quick visual reminder of the steps needed to follow during an emergency situation. All instructors and leaders should have established a detailed EAP for the venues they paddle on. When developing an EAP for your local venues or regular river runs, it is highly recommended to practice emergency situation simulations in order to develop better knowledge of the environment and hazards you will be exposed to as well as to familiarize instructors and paddlers with the steps below.

An emergency action plan is not a substitute for prudent planning or proper risk management while on or off the river.

## Steps to Follow When an Injury Occurs

**Note:** Not all injuries require activation of EAP. It is important that instructors properly assess the situation to ensure the safety of all paddlers involved.

### Step 1: Control the environment so that no further harm occurs

- Ensure you are immobilised in a safe area
- Stop all other paddlers in a safe area (ideally an eddy with on land access)
- Extraction of injured paddler may be required. If so, do an initial assessment before activating EAP.
- Extraction of dangerously pinned or entrapped and submerged paddlers automatically activates EAP
- 

### Step 2: Do an initial assessment of the situation

If the paddler:

- Is not breathing
- Does not have a pulse
- Is bleeding profusely
- Has impaired consciousness
- Has injured the back, neck, or head
- Has a visible major trauma to a limb
- Cannot move his or her arms or legs or has lost feeling in them

If the paddler does not show the signs above, proceed to Step 3



**Activate  
EAP!**

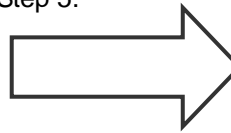
### Step 3: Do a second assessment of the situation

- Gather the facts by talking to the injured paddler as well as anyone who witnessed the incident
- Stay with the injured paddler and try to calm him or her; your tone of voice and body language are critical



#### Step 4: Assess the injury

- Have someone with first-aid training complete an assessment of the injury and decide how to proceed.
- If the person trained in first aid is not sure of the severity of the injury or no one present has first-aid training, activate EAP.
- If the assessor is sure the injury is minor, proceed to Step 5.



**Activate  
EAP?**

#### Step 5: Control the return to activity

Allow paddler to return to activity after a minor injury only if there is no:

- Swelling
- Deformity
- Continued bleeding
- Reduced range of motion
- Pain when using the injured part

**Step 6: Record the injury on an accident report form and inform the parents/guardians if the paddler is less than 18.**

## River Maps for Emergency Action Plan

All river instructors and leaders must have a basic knowledge of the rivers they are paddling. Here is a list of symbols and details that should be found on the EAP river maps.

#### RIVER ACCESS POINTS:

- ◆ *Put-in & Take-out:* Place this symbol where can you put-in and take-out during river runs.
- ] [ *Bridge:* When you cross any dams indicate this on the map by placing this symbol across the river.
- ]d *Dam:* When you cross any weirs or dams, indicate this on the map by placing this symbol across the river.
- *Paved road:* Indicate paved roads nearby including name or number.
- *Dirt road:* Indicate dirt roads nearby including name or number.
- ... *Trail:* Indicate trail details including name or number.
- + *Railway tracks:* Indicate railway tracks nearby.

## Special hazards:

- [w     *Waterfall*: Indicate height of waterfall ( ex. [ W→10m)
- ...p    *Portage*: Indicate portage trail on the side of the river and include the distance of the portage (ex. P 100m)
- ∠///    *Difficult rescue area(s)*: Indicate difficult rescue area(s) on the river. For example any canyons or cliffs make evacuation difficult if no trails reach the riverside. To indicate these areas, use the ∠ to delineate the zone on the side of the river and place stripes on the inside of the delineation.

Others may be indicated by a small caption or footnote. (i.e.glass on trail during portage)

## River classification:

- =>R    *Rapid*: To indicate these areas, use the = accross the section of the river that has rapids. Then use the ∠ to delineate the zone on the side of the river and RI to RVI on the outside corner of the delineation to indicate the difficulty.
- >S     *Sil*: Then use the ∠ to delineate the zone on the side of the river and SI to SVI on the outside corner of the delineation to indicate the difficulty.
- *Direction of water flow* is indicated by the arrow pointing downstream.

## Other important details:

- H     *Direction to hospital*: Use the→ and H to indicate the route to follow.
- PH    *Pay phone*: Place either PH on the site where a phone may be found or →PH if it is found following a certain direction.
- ♥     *Evacuation options*: Include a brief description of conditions when not already specified by the map (i.e. Steep incline leads to ...)

As mentioned above, an emergency action plan is not a substitute for prudent planning or proper risk management while on or off the river. As an instructor or leader you are responsible for the safety of your group. You also have the responsibility to indicate to your group where they can access your EAP form while on or off the river. This information will be useful in any emergency situation you are dealing with or if you are the victim in an emergency situation.



# CanoeKayak Canada - Whitewater Emergency Action Plan

LOCATION : \_\_\_\_\_ DATE : \_\_\_\_\_

TIME IN : \_\_\_\_\_ TIME OUT : \_\_\_\_\_

TRIP LEADER : \_\_\_\_\_ ASSIST. LEADER : \_\_\_\_\_

1ST AID LEADER : 1. \_\_\_\_\_ 2. \_\_\_\_\_

COMMUNIC. LEADER : 1. \_\_\_\_\_ 2. \_\_\_\_\_

## **MAP of river and surroundings**

### RIVER ACCESS POINTS :

- ◆ PUT-IN & TAKE-OUT
- ] [ BRIDGE
- ] D DAM
- PAVED ROAD (INCLUDE NUMBER)
- DIRT ROAD
- ... TRAIL
- + RAILWAY TRACKS

### SPECIAL HAZARDS

- [w WATERFALL (INCLUDE HEIGHT)
- ...P PORTAGE (INCLUDE DISTANCE)
- ∠/// DIFFICULT RESCUE AREA(S)
- OTHERS (I.E. GLASS ON TRAIL)

### RIVER CLASSIFICATION

- =>R RAPID (INCLUDE DIFFICULTY RI TO Rvi)
- >S SIL (INCLUDE DIFFICULTY I TO V)
- DIRECTION OF WATER FLOW

### OTHER IMPORTANT DETAILS

- H DIRECTION TO HOSPITAL
- PH PAY PHONE
- ♥ EVACUATION OPTIONS (INCLUDE A BRIEF DESCRIPTION OF CONDITIONS WHEN NOT ALREADY SPECIFIED)
- ...

Place image of map here.

**PARTICIPANTS :**

NAME	MEDICAL ISSUES	E.C.P. & CONTACT NUMBERS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**VEHICULES :**

MODEL	LICENSE PLATE	LOCATION OF KEYS
_____	_____	_____
_____	_____	_____

**IN CASE OF EMERGENCY**

- 1) ENSURE SELF SAFE
- 2) ENSURE NO OTHERS IN DANGER
- 3) ALL PADDLERS STOP & MEET
  - a) EXTRACT VICTIM
- 4) STABILISE VICTIM (USE SOAP NOTES)
  - a) LEVEL OF CONSCIOUSNESS
  - b) BREATHING
  - c) CIRCULATION
  - d) C-SPINE
  - e) DISSABILITY (NEUROLOGICAL)
  - f) EXTREMITY TRAUMA & EXPOSURE
- 5) FIRST AID KITS (TREAT VICTIM AS NEEDED)
- 6) EMERGENCY CONTACT - 911 OR OTHER: NAME                      NUMBER                      ADDRESS
  - a) HOSPITAL: \_\_\_\_\_
  - b) PADDLE GR: \_\_\_\_\_
  - c) PARKS \_\_\_\_\_
  - d) FORESTRY \_\_\_\_\_
- 7) LOCATION OF CELL PHONES : NUMBER                      OWNER                      LOCATION
  - a) \_\_\_\_\_
  - b) \_\_\_\_\_
- 8) LOCATION(S) OF PAY PHONE(S) \_\_\_\_\_
- 9) EVACUATION - PREPARATION OF :
  - a) 1- PADDLER IN NEED OF CARE ;
  - b) 2- REQUIRED GEAR
- 10) GROUP MAINTENANCE

**Appendix C – CKC Accident Report Form**





# Accident Report Form (p.2)



## CHARGE PERSON INFORMATION

LAST NAME:	FIRST NAME:
STREET ADDRESS:	CITY:
POSTAL CODE:	PHONE: (    )
E-MAIL:	AGE:
ROLE (Coach, assistant, parent, official, bystander, therapist):	

## WITNESS INFORMATION (someone who observed the incident and the response, not the charge person)

LAST NAME:	FIRST NAME:
STREET ADDRESS:	CITY:
POSTAL CODE:	PHONE: (    )
E-MAIL:	AGE:

## OTHER COMMENTS OR REMARKS


## FORM COMPLETED BY:

\_\_\_\_\_ PRINT NAME

\_\_\_\_\_ SIGNATURE

**Appendix D – CKC Participant Profile Form**



# Participant Profile

Name: \_\_\_\_\_

Age: \_\_\_\_\_

Emergency Contact #1: Name: \_\_\_\_\_

Phone Numbers: ( ) \_\_\_\_\_

( ) \_\_\_\_\_

Emergency Contact #2: Name: \_\_\_\_\_

Phone Numbers: ( ) \_\_\_\_\_

( ) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number: ( ) \_\_\_\_\_

Medical Information	Description of Condition	Procedures in case of Emergency
Allergies		
Illnesses		
Disabilities		
Injuries / Other		

**Appendix E – CKC-W Leadership Development &  
NCCP Certification Model**