

Trip Management

(Quoted from www.amcsem.org/amyleadershiphandbook.doc)

Getting to the Meeting Place

1. Determine the weather early enough to cancel, if necessary.
2. Have list of participants meeting at designated meeting spot.

At the Trip Meeting Place

1. It's a good idea to have your participants sign in and/or sign the AMC Volunteer Release Agreement (discussed in *AMC Policy and Forms* section). Know who has vehicle keys; gas in vehicle; snow shovel, etc.
2. Review equipment, especially critical items, including food and water. If you will be backpacking, this is especially important – make sure the stoves work, the tents all have poles and flies, etc. If someone in your group is unprepared and has inadequate equipment, you will need to either provide them with adequate gear, or ask them not to participate.
3. Set a positive tone for the group. Encourage everyone to make introductions. On the trail or on the river, everyone will need to watch out for each other. One's own welfare is inseparable from that of the group.
4. Outline the trip plan – make sure everyone is familiar with the pace, destination, timetable, etc. Tell people what's going on!
5. Review the goals and expectations of your activity, making sure that everyone understands that on an AMC outing it is always a higher priority to maintain the safety of the group and to have a good time than to reach the summit or run the rapid.
6. Review any rules that might apply to your activity. On a hiking trip, this may mean staying together or stopping at trail junctions or other potentially confusing points; on a biking trip, this may mean wearing a helmet and obeying traffic laws, etc.
7. Assign lead and sweep responsibilities (if appropriate).

On the Trip

1. Set a reasonable pace – a group moves efficiently at a pace that allows everyone to keep up and minimizes long stops and fast starts. Let the pace flow smoothly with the terrain and conditions at a speed that can be maintained. Think tortoise, not hare.
2. Stay together. The group has more strength in equipment and knowledge than an individual. Keep the group together by:
 - Maintaining visual contact with the person in front of and behind you.
 - Assembling at junctions or other potentially confusing points
 - Assigning the slowest member to lead position, if pace is a problem.
3. Watch the weather.
4. Watch the actions of the group for problems – if someone is having difficulty, alleviate the trouble early and encourage everyone in the group to do the same. If someone is getting “hot spots,” stop immediately for blister prevention; if someone cannot keep up, try lightening their load or asking them to hike near the front of the group, etc.
5. Maintain communication, discuss potential changes of plan, let everyone know about any changes, turnaround time, etc.
6. Be willing to turn the group around. Start by having a turnaround time based on the amount of daylight, the weather conditions, your group's actual abilities on this trip, and anything else you know

about the route you will be taking. When these factors change, you must change also. The desire of the group to reach an objective does not accurately reflect your situation. Pay attention to facts rather than emotions and have plan B always in mind.

7. Be aware of your surroundings, escape routes and alternatives.
8. Take decisive action in an emergency.
9. Have an identifiable group first aid kit.
10. Talk about environmental sensitivity.

At the End of the Trip

1. Account for all members of the group.
2. Make sure everyone has transportation.
3. Sign out at point of registration (if possible).
4. Return, sort or collect equipment.
5. Trip closure, brief good-bye, and congratulations to everyone.
6. Determine if group is meeting down the road for a post trip gathering.
7. Review trip with the co-leader and trip members (if you choose).
8. Make trip report (if required).

THE TEN COMMANDMENTS OF WILDERNESS FIRST AID EMERGENCY MANAGEMENT

- I. Thou shalt not become a victim
- II. Your safety and the safety of you group comes first.
- III. Thou shalt remain calm and use thy brain.
- IV. Thou shalt use what thou hast and improvise what thou hast not.
- V. Thou shalt always remember the ABC's (if you don't know your ABC's, see Commandment IX).
- VI. Thou shalt not leave thy patient alone.
- VII. Thou shalt write it down for if it wasn't written it wasn't done.
- VIII. Thou shalt not take it all on thine own head but delegate it out for thou art not alone.
- IX. Thou shalt get trained and stay current.
- X. Thou shalt plan ahead, keep thine eyes open and sweat the details for an ounce of prevention is worth a pound of cure.