PART- 2B

TEMPLATES & FORMATS FOR LAND-BASED ADVENTURE ACTIVITIES

Standard Formats/ Templates for Land-based Adventure Activities

Index

1. Introduction

This Part IIB of Safety Guidelines, related to Land-Based Adventure Activities, includes some Templates and Formats for Land-based Adventure Activities.

Organizations can utilize these formats as ready tools while carrying out their Adventure Activities, or after editing the same as suitable for their context.

Additions and updates to this part of the Document will be continuous process and undertaken with active support of individuals and organisations undertaking adventure activities.

2. Emergency Response Plan

Emergency Response Plan

(To be printed and hard copy kept in Chief Leader's Folder)

Leaders should follow Emergency Response Procedure, and use information given in this document to contact Organization and others if necessary and at an appropriate time. The caller should be prepared with the content of communication before making the call. Content of this communication can be, but is not restricted to:

- Name of caller, Adventure Program name & location
- Type of emergency
- Brief description of consequences (if medical then how many patients, damage to equipment and surroundings, etc.)
- Existing hazards to people in situation and for rescuers
- Assessment and plan of Leadership Team
- Time for next call

Emergency Phone Numbers	Persons' names

-
-

Adventure Program Type	Dates	Location

-

	Nearest Medical Facility	Ambulance
Name		
Contact number		

Location		
Response Time		

Nearest Phone	
Name	
Location	
Response Time	

Other Significant Information
(e.g., emergency contact numbers, numbers of government agencies)

3. Emergency Response Procedure
(Within Property)

Emergency Response Procedure – Within Property

Emergency happening during Adventure Program being conducted within a property

The Chief Leader is expected to have requisite leadership skills and first aid skills to respond. In his/her absence, the Assistant Leader most qualified to respond will take control.

Procedure	Responsibility
Assume leadership position, take charge, and survey scene for safety of all people involved: identify hazards.	Chief Leader
Assign roles to Leaders depending on situation (e.g., mitigate risk by removing hazard if possible, call more help if necessary, take charge of Participant group, etc.). In case of a medical emergency, delegate medical care to the Leader(s) whose qualification in first aid is current.	Chief Leader
Send message to Organization by phone call or runner (if felt necessary – this will depend on type and severity of emergency)	Leadership Team member
In such situations, many things are required to be done simultaneously. Give clear instructions about what you want people (Leaders & Participants) to do. Move all people to safety; evacuate if and when necessary & possible.	Chief Leader
(In case of a medical emergency…) Follow first aid protocol. Assess number of casualties and response needed. Re-assign roles if necessary.	Leadership Team member
(In case of a medical emergency…) Treat according to your level of first aid training. Document everything: method of injury/illness, findings and assessment, your conclusions, first aid given, changes in patient's conditions, and your plan for the patient(s).	Leadership Team member
(In case of a medical emergency…) Assess and decide if patient needs to be shifted from site to a better location or evacuated to medical care.	Chief Leader

If **NO**, then monitor patient till medical help arrives.   If **YES**, then transport appropriately.
Along with patient who is evacuated, submit the following:
  a) Any medical information you have collected from the patient before s/he started participating.
  b) A quick incident-report about 'what happened', 'what is my assessment' and 'what treatment I have given'.
	Chief Leader

Fill up the Critical Incident Report with information that you have from your response-to-emergency and first aid administered to patient(s). Submit this completed Report to Organization. This has to be done as soon as possible after the Critical Incident.	Chief Leader
DON'Ts	
1. Do not transport the patient if you are not sure about his/her ability to withstand the stress of moving to another location. 2. Do not administer any medication to the patient. Ideally, do not give him/her any water or eatables. Water should be given only by following first aid protocol.	Chief Leader

4. Emergency Response Procedure (Outdoors)

Emergency Response Procedure – Outdoors

Emergency happening during Adventure Program being conducted in the outdoors

The Chief Leader is expected to have requisite leadership skills and first aid skills to respond. In his/her absence, the Leader most qualified to respond will start taking control.

	Procedure	Responsibility
1	Assume leadership position, take charge, and survey scene for safety of all people involved: identify hazards.	Chief Leader
2	Assign roles to Leaders depending on situation (e.g., mitigate risk by removing hazard if possible, call more help if necessary, take charge of Participant group, etc.). In case of a medical emergency, delegate medical care to the Leader(s) whose qualification in first aid is current.	Chief Leader
3	Send first message to Organization by phone call or runner (if necessary – this will depend on type and severity of emergency). Decide time of next call.	Chief Leader
4	In such situations, many things are required to be done simultaneously. Give clear instructions about what you want people (Leaders & Participants) to do. Move all people to safety; evacuate if and when necessary & possible.	Chief Leader
5	(In case of a medical emergency…) Follow first aid protocol. Assess number of casualties and response needed. Re-assign roles if necessary.	Chief Leader
6	(In case of a medical emergency…) Consider calling nearest medical services (hospital, primary health centre) for help. Consider and decide on calling local police authorities.	Chief Leader
7	Treat according to your level of first aid training. Ensure 'extended care' of patient. Follow first aid protocols. Document everything: method of injury/illness, findings and assessment, your conclusions, first aid given, changes in patient's conditions, and your plan for patient(s).	Leadership Team member
8	Next call to Organization: Your message should contain the following: a. Name of caller b. Location of caller c. Name of patient d. Patient's Chief Complaint e. Your need – be specific about what you need f. If possible, design a quick plan in consultation with person called; or decide next call-time g. Be available on the phone	Leadership Team member
9	Decide upon evacuation strategy while considering following: a. Remoteness of location b. Severity of injury/illness, and changes in each patient's condition, if any c. Kind of terrain (riverside, hillside, forest, etc.) d. Weather conditions (hot, cold, rain, snow, etc.) e. Availability of rescue facility (people, vehicle, other resources, medical help) f. Communication resources and difficulty g. Possibility of a runner-team required to go for help (runners should not go alone) h. Plan for extended care of patient	Chief Leader
10	Execute strategy for evacuation.	Chief Leader
11	Fill up the Critical Incident Report with information that you have from your response-to-emergency and first aid administered to patient(s). Submit this completed Report to Organization. This has to be done as soon as possible after the Critical Incident happening.	Chief Leader

5. Standard Operating Procedure - SOP (Personal Gear)

Standard Operating Procedure (SOP) for some items of Personal gear

Helmet (EN 12492 UIAA 106)

i. Adjust head-band of helmet to the girth of the wearer's head (for each Participant). This adjustment should be such that a) the helmet sits comfortably but firmly on the wearer's head and b) the wearer is able to have a comfortable range of vision for him/her to not feel hampered walking around.

ii. Tighten chin strap: it should be tight enough for the helmet to not slip off, and comfortable for the wearer (check with the 'two-finger test– ' ask the Participant to slide two fingers between chin and strap – if she/he can do it then the strap has been tightened enough). Ensure that the helmet does not slide down over the eyes of the Participant or fall back behind her/his head. .

iii. Ensure that a) there are no twists in any strap and b) Participant's ears are not pinched by the chin-strap.

iv. Instruct Participant to wear helmet till a Leader takes it off.

v. Only rock climbing helmets of approved standard to be used – refer to guideline for rappelling.

Harness (EN 12277 UIAA 105)

i. Ensure that the waist belt and leg loops are loose to begin with.

ii. Have Participant pull up the harness to his/her waist with the legs in appropriate loops: the belay & tie-in loops should be in the front.

iii. First: tighten the waist belt above the pelvic (hip) bones – this is important. Waist belt should be 'snug– ' tight but comfortable to wearer. Check with the manufacturer's instruction about how to tighten the waist belt. Most harnesses require the end of the belt to double back in the buckle.

iv. Then tighten the leg loops uniformly. Leg loops should be 'snug– ' tight but comfortable to wearer.

v. Do a check to see that the harness cannot slide off the Participant's waist due to the bulk of the butt – ensure that the harness is not like 'low waist jeans'!

vi. Only harnesses of approved standard to be used – refer to guideline for rappelling.

Note:

Organization must make similar SOPs for the various steps undertaken for a successful rappelling session (e.g., attachment of carabiners and belay-device, belaying action, instructions to be given to a Participant as she/he begins the rappel, etc.)

6. Sample SOP for Rappelling

Sample Standard Operating Procedure (SOP) for Rappelling (90 ft. cliff)

Introduction

(Rappelling (aka abseiling) is being enjoyed as an Adventure Activity by many including novices. Though the activity is enjoyable it can lead to injury and serious accidents if not conducted safely. Since frequency of the activity is very high and novices are involved, Organizations are required to conduct the same in safe manner.

Rappelling is in used diverse fields like rock climbing, caving and industrial settings)

This **sample** SOP is for the set-up of a rappelling session to be conducted for a group not exceeding 30 participants. One rappelling rope with its belay system is being considered.

Information required for Leaders

▪ Activity objectives

This activity is being organised for recreational purpose. (The criteria for operations and safety remain the same, irrespective of the objective).

▪ Names and qualification of Leadership Team, along with Leaders to Participants ratio

There should be a minimum of 4 members of the Leadership Team:

- One person to escort participants from the base of the cliff to the top and help with harnesses
- One person to help with harnesses and help each rappeller to start the rappel
- One person to belay each rappeller
- One person to be at the base of the cliff to instruct each rappeller and help with taking off personal gear after rappeling

If the group is of adults then one additional Leader is recommended to monitor the group throughout the session. If the group is of children, then there is a need of one more Leader to help monitor the group – this Leader can be replaced by one of their accompanying adults to help maintain discipline at the base of the cliff. The accompanying adult will not be given any technical role/responsibility.

- Approach to top and bottom of rappel – ensure that these are safe approaches, and whether participants need escorts / safety lines for clipping-in to use these approaches

There is a trail that goes up to the top of the cliff. There is one small patch of rock that can be climbed by novices under supervision (fixed rope not required). Harnesses should be put on Participants at the base of the cliff and they should be allowed to walk up to the top only when accompanied by one of the Leadership team. The site at the base of the cliff is safe. Ensure that the group stays away from the bottom of the cliff. As soon as a rappeller is free of the belay and rappelling ropes he/she should be asked to go away from the bottom of the cliff.

- Back-up plans which can be used in emergencies (like alternative routes and/or activities)

Rappelling is to be conducted on this cliff only during dry seasons, when there is no water falling off it. So, there is no need for a back-up plan. In case the pre-activity assessment points towards the site being unsafe (e.g., due to fresh rock-fall) then Leaders are advised to cancel rappelling and take the group to an alternate activity site.

- Documents in Chief Leader's Folder:
  - Registration documents, permits, etc.

Copy of Organization's registration papers

  - Personal information including medical information of participants and Leadership Team

Will be handed over when received

  - Undertaking from Participants

Will be handed over when received

  - Risk assessment and mitigation done for venue/area and the activity

Risk Matrix done for rappelling activity on this site will be handed over to Chief Leader along with a discussion on it. Key points: a) there are enough trees on top of the cliff which can be used for anchoring the rappelling system, b) there were no loose rocks anywhere close to the rappelling line on the cliff at the time of risk assessment, but a pre-activity assessment through a dry-run should be done before sending participants down to check for loose rocks

- Feedback forms
- Emergency Response Plan

Chief Leader should check the cell phones handed over to them for a) fresh batteries and b) If all relevant phone numbers have been entered in the contact-list

- Critical Incident Report form
- Medicines used report form
- Equipment logs and equipment damage report form
- Information related to outsourced Service Provider including copy of contract document

Not applicable

Qualifications of Leaders

- Formal training
- Certifications (check if current or lapsed)
- Experience
- Skills

As listed in the respective guidelines for rappelling

Equipment:

- Technical equipment

Refer to relevant SOP created by Organization for the specific activity site for selecting equipment

- Equipment should have UIAA or equivalent standard.

Preferable: Chief Leader should have worked on the Organization's rappelling sessions before and should be familiar with the relevant SOPs (anchoring systems, personal gear for Participants and Leaders, safety at height, belaying procedure, safety back-ups, etc.)

- 2 numbers of static ropes of 50 m length, 10 mm diameter (1 for rappelling, 1 for belay)
- 1 number of static ropes of 50 m length, 11 mm diameter (rescue rope)
- 6-8 number of short ropes of 10 m length, 10 mm diameter (for anchoring)

- 15 number of tubular tapes of minimum1 m length, 1" width
- 15 number of rope slings of minimum 1 mt length, 7 mm diameter
- 10 to 12 number of rope protectors (sheaths, jute sheets, transparent tubes)
- 10 to 15 number of screwgate carabiners (D-shaped)
- 8 to 10 number of carabiners (oval)
- 4 to 5 number of figure-8 descenders
- 2 to 3 number of belay devices
- 5 to 7 number of helmets
- 10 to 12 number of chest loops
- 10 to 12 number of sit-harnesses (preferably either of different sizes or fully adjustable harnesses which can be used sizes XS to XXXL)
- 5 to 7 pairs of mittens
- 2 pairs of ascenders
- 3 to 4 number of tow / Haul bags (canvas)

There are enough trees on the top of the cliff to have robust anchoring system for the rappel.

- Emergency kit

1 cell phone having fresh batteries, with important contact numbers entered in Considered the following factors for choice of communication devices:

- Communication between top and bottom of the rappelling cliff
- Remoteness of location
- Reliability of cell phone signal
- Legal considerations
- First aid kit

Items are packed according to Chief Leader's certification and risk assessment study done for this rappelling site.

Pre-activity actions by Leaders

- Review of medical history of participants to ensure that preventive and curative aspects are in place (e.g., medicines in duplicate in known locations)

Chief Leader to do this before escorting the group to the activity site.

- Check for environmental hazard on activity site (reptiles/insects/fallen branches/loose rocks)

This is compulsory and needs to be recorded by Chief Leader in the paperwork that will be submitted after the session is over.

- Check equipment for damage and specifications

This is compulsory and needs to be recorded by Chief Leader in the paperwork that will be submitted after the session is over.

- Set-up activity; ensure that: each rope has a knot at its end, all over-the-edge and rope-on-rope points are protected by appropriate rope protection gear, each member of Leadership Team has independent points for self-anchoring

Members of the Leadership Team to check each other's set-up, especially all anchor points and self-anchor ends.

- Dry run if necessary

Compulsory

- Cordon off the areas at the top and bottom of the rappel if necessary for the safety of participants, especially those who have finished or are waiting for their turn at rappelling

- Check the Leaders to Participants ratio in the context of Activity site; some of these parameters are - this has been looked into after the risk assessment done by the Organization. However, if the Chief Leader decides to have one more member in her team then she should call the Organization and request for that additional member to join her team.

Service Providers

- Not applicable

Briefing to Participants:

- Description of Adventure Activity in detail

Leader to do this along with demonstration on a small boulder at the base of the cliff where the group can be safe and comfortable.

- Check any fresh health issue that Leaders should be aware of:

Chief Leader to ascertain this before starting the activity

- Inherent risk in the activity & consequences if process is not adhered to: A Leader to clearly state this to the whole group

Leader to clearly state this to the whole group

- Responsibility of Participants towards their own safety and others' safety: A Leader to clearly state the expectations from all in the context of safety

- Mandatory practices

For Leadership Team members: role modeling, self-anchored at any point of time when at the top of the cliff, environment-safe practices

For Participants: all personal gear, shoes not to be removed, no wandering away from the spots designated by the Leadership Team, all instructions to be followed

- Safety precautions for minimization of risks

Leaders to double check all points of anchor in the anchoring system

Leaders to double check all personal equipment when it has been put on anyone

Leaders to monitor the group at all times (note, adults in group of participants will only help in non-technical aspects, and Leadership Team is responsible for the safety of the whole group)

- Participant training, if required

- Policy of 'no alcohol, tobacco and drugs'

Leaders to ensure that this is followed strictly by everyone in the whole group

· Leaders' authority to stop activity when necessary

Leaders to be assertive about this when safety is involved (e.g., environmental factors, damage to equipment, uncooperative behaviour of Participants, etc.)

· Minimization of environmental impact

No littering

No breaking branches of shrubs and trees

No damage to nearby cultural structures like shrines

At least one trowel in group-kit in case anyone wants to 'take a dump in the woods'

- Do's and Don'ts for activity as well as for emergencies

Leader to state expectations from everyone in emergency situations well as for emergencies

Instructions for activity / operations

- Do not rush through this activity at any point of time; treat each rappeller as a fresh one, and do all required safety checks at each stage

Use recommended anchor systems for setting up the rappel and its belay.

- Rescue Leader in place with emergency kit and first aid kit right from the beginning
- Ensure that each Participant's hair, loose clothing and jewelry will stay clear of the rappelling device
- Last check on the equipment for each person just before he/she starts rappelling using the 'Touch-Say-Confirm' method: touch each item of personal gear on the participant while saying its name aloud to confirm that all equipment is firmly in place.
- Ensure sequence of activities all actions for prevention of risks as per Risk Matrix
- Monitor Participants who have finished rappelling or are waiting for their turn
- Monitor changes in environment: look for loose rocks, incoming weather, harmful animals, etc.
- Monitor for environmental impact – repeat expectations from Participants if necessary

Wind up

- Inspect equipment, pack equipment according to norms

Pack separately equipment that needs repairs or is to be discarded: attach a tag to each item with a note on damage

Do not pack wet gear like ropes and harnesses

- Fill up all the documents required
- Review and feedback (Participants & Leadership Team)

Communicate to the Organization's office any subjective feedback that has not been recorded in paperwork

- end of guideline-

7. Sample SOP for Waterfall Rappelling

Sample Standard Operating Procedure (SOP) for Waterfall Rappelling on a 100 ft. cliff

Introduction

Waterfall Rappelling (technical name: Canyoning), as the name suggests 'Rappelling done through the running waterfall' is being enjoyed as an Adventure Activity by many including novices. Though the activity is enjoyable it can lead to injury and serious accidents if not conducted safely. Since frequency of the activity during monsoon season is very high and novices are involved, Organizations are required to conduct the same in safe manner.

This **sample** SOP is for a waterfall rappelling set up for conducting a session for a group not exceeding 30 participants. Two rappelling ropes each with its belay system are being considered: one rope for Participants and other as a 'stand-by line' to be used in case of a rescue.

Information required for Leaders

▪ Activity objectives

This site can be used for recreational purpose as well as on an outdoor education session. The criteria for operations and safety remain the same.

▪ Names and qualification of Leadership Team, along with Leaders to Participants ratio

There should be a minimum of 5 to 6 members of the Leadership Team:

- One person to escort participants from the base of the cliff to the top and help with harnesses

- One person to help with harnesses and help each rappeller to start the rappel

- One person to belay each rappeller

- One person to be at the base of the cliff to talk to each rappeller and help with taking off personal gear of each rappeller

- One person (a person with competence to rescue a rappeller in need) on the top of the cliff. This rescuer is to be ready with all rescue gear.

If the group is of adults then one additional Leader is recommended to monitor the group throughout the session. If the group is of children then there is a need of one more Leader to help monitor the group – this Leader

can be replaced by one of their accompanying adults to help maintain discipline at the base of the cliff. The accompanying leader to the adults will not be given any technical role/responsibility. Before start of the rappel, the leader of the activity and other members of the organizing team must ensure that there are no loose stones of any size present in the water stream.

- Approach to top and bottom of rappel – ensure that these are safe approaches, and whether participants need escorts / safety lines for clipping-in to use these approaches

There is a trail that goes up to the top of the cliff. There is one small patch of rock that can be climbed by novices under supervision. In wet conditions, there is need for a fixed rope. Harnesses should be put on Participants at the base of the cliff and each Participant (and each Leader) needs to get clipped-in into the fixed rope. Participants will climb up to the top only when accompanied by one of the Leadership Team members. On the top, the fixed rope has to continue all the way to the start of the rappel. So in effect, Leaders and Participants are attached to the system starting from the base, all the way up, down rappelling the waterfall, till they reach the base and finish the activity.

Note: after heavy rainfall there tends to be a pool of water beneath the waterfall where the rappel ends. If this pool is deeper than 3 ft. then each rappeller should wear a life jacket while rappelling. The Leader at the base of the rappel also has to wear a life jacket and stay attached to a strong anchor point with long tape/rope-sling. Ensure that the site at the base of the cliff is safe for everyone who will be sitting at the base. Ensure that the group stays away from the bottom of the cliff. As soon as a person is free of the belay and rappelling ropes he/she should be asked to go away from the bottom of the waterfall.

- Back-up plans which can be used in emergencies (like alternative routes and/or activities)

Hazards: there is always a chance that the running water dislodges stones that drop down the cliff. This is especially so during heavy rainfall. As far as possible, 'clean' the stream of loose boulders. In case the pre-activity assessment points towards the site being unsafe (e.g., due to rock fall in the waterfall or too much of muddy water) then Leaders are advised to cancel waterfall rappelling and take all the participants on a safe trail. If the train is found to have stream-crossings, Leadership team should do risk assessment

of each such crossing. If necessary, use ropes to help Participants cross a stream.

- ▪ Documents in Chief Leader's Folder:
  - Compliance documents (registration documents, permits, etc.)

Copy of Organization's registration papers

  - Personal information including medical information of participants and Leadership Team

Will be handed over when received

  - Undertaking from Participants

Will be handed over when received

  - Risk assessment and mitigation done for venue/area and the activity

Risk Matrix done for waterfall rappelling activity on this site should be handed over to Chief Leader along with a discussion on it. Key points: a) there are enough trees on top of the cliff which can be used for anchoring the rappelling system, b) there were no loose rocks anywhere close to the rappelling line on the cliff or in the flowing water stream at the time of risk assessment, but a pre-activity assessment through a trial-run should be done before sending participants down to check for loose rocks in the water stream is must. Also there has to be constant monitoring if water level is rising, in order to be alert for major change in the water levels of the stream. Ensure that you have an emergency and rescue plan ready and known to the entire Leadership Team. Leadership team should watch out for 'cold stress' in any of the Participants and prevent onset of hypothermia. Follow guidelines and protocols of first aid.

  - Feedback forms
  - Emergency Response Plan

Chief Leader should check the cell phones handed over to them for a) fresh batteries and b) If all relevant phone numbers have been entered in the contact-list.

  - Critical Incident Report form
  - Medicines used report form
  - Equipment logs and equipment damage report form
  - Information related to outsourced Service Provider including copy of contract document

Not applicable

Qualifications of Leaders

- ▪ Formal training
- ▪ Certifications (check if current or lapsed)
- ▪ Experience
- ▪ Skills

As listed in the respective guidelines for rappelling

Equipment:

- Technical equipment:
- Equipment should be of UIAA or equivalent standards.

Preferable: Chief Leader should have worked on the Organization's rappelling sessions before and should be familiar with the relevant SOPs (anchoring systems, personal gear for Participants and Leaders, safety at height, belaying procedure, safety back-ups, etc.)

Refer to the additional information provided specifically for waterfall rappelling.

Refer to relevant SOP created by Organization for the specific activity site for selecting equipment

- Technical equipment:
- 4 to 5 *numbers of static or semi static ropes of 50 m length, 10 mm diameter (2 for rappelling, 2 for belay. So 1 set of rappelling & belay to be used for rappelling and the other set to be kept ready for a Rescue person)*
- 6 number of short ropes of 10 m length, 10 mm diameter (for anchoring)
- 15 number of tubular tapes of minimum 1 m length, 1" width
- 15 to 20 number of rope slings of minimum 1 m length, 7 mm diameter
- 10 to 15 number of rope protectors (sheaths, jute sheets, transparent tubes)
- 10 to 15 number of screw-gate carabiners (D-shaped)
- 8 to 10 number of carabiners (oval)
- 5 to 7 number of figure-8 descenders
- 3 to 4 number of belay devices

- 12 to 15 number of helmets
- 10 to 12 number of chest loops
- 10 to 12 number of sit-harnesses (preferably either of different sizes or fully adjustable harnesses which can be used sizes XS to XXL or XXXL)
- 5 to 7 number of Life Jackets
- 8 to 10 pairs of mittens
- 2 pairs of ascenders
- 3 to 4 number of tow or hauling bags (Canvas)

There are enough trees on the top of the cliff to have robust anchoring system for the rappel.

- Emergency kit

1 cell phone having fresh batteries, with important contact numbers entered in

Considered the following factors for choice of communication devices:

- Communication between top and bottom of the rappelling cliff
- Remoteness of location
- Reliability of cell phone signal
- Legal considerations
- First aid kit

Items are packed according to Chief Leader's certification and risk assessment study done for this rappelling site.

Pre-activity actions by Leaders

- Review of medical history of participants to ensure that preventive and curative aspects are in place (e.g., medicines in duplicate in known locations)

Chief Leader to do this before escorting the group to the activity site.

- Check for environmental hazard on activity site (reptiles/insects/fallen branches/loose rocks)

This is compulsory, and needs to be recorded by Chief Leader in the paperwork that will be submitted after the session is over.

- Set-up activity; ensure that: each rope has a knot at its end, all over-the-edge and rope-on-rope points are protected by appropriate rope

protection gear, each member of Leadership Team has independent points for self-anchoring

Members of the Leadership Team to check each other's set-up, especially all anchor points and self-anchor ends.

- Trial run if necessary

Compulsory

- Cordon off the areas at the top and bottom of the rappel if necessary for the safety of participants, especially those who have finished or are waiting for their turn at rappelling

Compulsory

- Check the Leaders to Participants ratio in the context of Activity site; some of these parameters are:

- This has been looked into after the risk assessment done by the Organisation. However, if the Chief Leader decides to have one more member in her team then she should call the Organisation and request for that additional member to join her team.

Service Providers

- Not applicable

Briefing to Participants:

- Description of Adventure Activity in detail

Leader to do this along with demonstration on a small boulder at the base of the cliff where the group can be safe and comfortable.

- Check any fresh health issue that Leaders should be aware of:

Chief Leader to ascertain this before starting the activity

- Inherent risk in the activity & consequences if process is not adhered to: a Leader to clearly state this to the whole group

Leader to clearly state this to the whole group

- Responsibility of Participants towards their own safety and others' safety: a Leader to clearly state the expectations from all in the context of safety

- Mandatory practices

For Leadership Team members: role modeling, self-anchored at any point of time when at the top of the cliff, environment-safe practices

For Participants: all personal gear, shoes not to be removed, no wandering away from the spots designated by the Leadership Team, all instructions to be followed

- Safety precautions for minimization of risks

Leaders to double check all points of anchor in the anchoring system

Leaders to double check all personal equipment when it has been put on anyone

Ensure that every Participant is attached to the safety system from the start at the base of the cliff till the end of the activity back at the base of the cliff.

Leaders to monitor the group at all times (note, adults in group of participants will only help in non-technical aspects, and Leadership Team is responsible for the safety of the whole group)

- Participant training, if required

To be done only if a Participant is found to be struggling without being intensely afraid of the Adventure Activity

- Policy of 'no alcohol, tobacco and drugs'

Leaders to ensure that this is followed strictly by everyone in the whole group

- Leaders' authority to stop activity when necessary

Leaders to be assertive about this when safety is involved (e.g., environmental factors, damage to equipment, uncooperative behaviour of Participants, etc.)

- Minimization of environmental impact

No littering

No breaking branches of shrubs and trees

No damage to nearby cultural structures like shrines

At least one trowel in group-kit in case anyone wants to 'take a dump in the woods'

- Do's and Don'ts for activity as well as for emergencies
- Leader to state expectations from everyone in emergency situations well as for emergencies

Instructions for activity / operations

- Do not rush through this activity at any point of time; treat each rappeller as a fresh one, and do all required safety checks at each stage

Use recommended anchor systems for setting up the rappel and its belay.

- Rescue Leader in place with emergency kit and first aid kit right from the beginning

- Ensure that each Participant's hair, loose clothing and jewellery will stay clear of the rappelling device

- Last check on the equipment for each person just before he/she starts rappelling using the 'Touch-Say-Confirm' method: touch each item of personal gear on the participant while saying its name aloud to confirm that all equipment is firmly in place.

- Ensure sequence of activities all actions for prevention of risks as per Risk Matrix

- Monitor Participants who have finished rappelling or are waiting for their turn

- Monitor changes in environment: look for loose rocks, incoming weather, harmful animals, etc.

- Monitor for environmental impact – repeat expectations from Participants if necessary

Wind up

- Inspect equipment, pack equipment according to norms

Pack separately equipment that needs repairs or is to be discarded: attach a tag to each item with a note on damage

Do not pack wet gear like ropes and harnesses

- Fill up all the documents required

- Review and feedback (Participants & Leadership Team)

Communicate to the Organization's office any subjective feedback that has not been recorded in paperwork

- end of guideline -

8. Lost Person Protocol

Lost Person Protocol

This protocol has the following sections:

A. How to prevent people from becoming separated from their groups

B. Educating participants in what to do if they get separated from their groups

C. Procedure for responding to a missing person

The procedures in this document are for both, a single and multiple persons who have got separated from their group and are considered lost. A point mentioned below may have exceptions that are explained wherever relevant.

A. How to prevent people from becoming separated from their groups

1. Organisation should have rules for functioning as group on each of its Adventure Programme and Adventure Activity. This is essential to ensure that individuals of varying capacities and attitudes stay together. E.g., a Participant interested in bird-watching who is on a hike should not adversely affect the pace of his/her group as well as the day's hiking schedule, or a person on a high altitude trek should not be allowed to run ahead of the group as it may affect his/her acclimatisation.

2. Members of a group may be split into small groups depending on the nature of their Adventure Program as well as to better follow the practice advised by 'Leave No Trace Seven Principles'.

Each such small group should have at least one accompanying Leader, and all such small groups will spend each day with well laid out plans for handling emergencies and meeting times (examples of small groups: rafting crews, small hiking groups, paragliding sub-groups splitting up to take off from different locations, different Adventure Activity locations around a Campsite).

Members of each small group / group will stay together during the Adventure Activity for which the group has been formed, and will follow respective rules and norms for functioning. Example: on a multi-day hike have all members follow the 'visual-voice-range' rule: staying within visual and/or voice range of each other; the 'voice range' will differ from place to place, e.g., the noise of a river can drown out even shouts of an individual.

3. Leaders should be alert to an individual moving away from his/her group for reasons like photography or toilet or just lagging behind because of being slower than the others, and ensure that the group stays together.

E.g., on hikes, Leader should ensure that his/her group is together at points like trail junctions and river crossings.

4. Have regular halts for groups so that members can snack, rest and stay fit – this also makes it easier to keep the group together. Groups of children and teenagers may require more snack-halts.

5. Take the decision to have an ill or injured or extremely slow member continue separately, if possible, along with an accompanying Leader considering all possible hazards and consequences. If there are hazards like river crossings on a hike or difficult rapids for a kayak-team then such splitting should not be allowed.

6. Any member who wants to leave the group for a chore (like filling water) or to go to the toilet shall do so after informing the group. Another option is to have a 'buddy' go with them.

7. When going to answer nature's call, the individual is required to leave trail/Camp, which may get them disoriented. Instruct Participants to stay within voice-range. If in case the person senses that he/she is lost then he/she should follow the instructions stated below under section 'B'. When going to the toilet in the dark from a Campsite, it is good for a person to follow one or more of the following guidelines:

   i) Inform a tent mate that they are going.

   ii) Keep a headlamp/flashlight switched on inside the tent, and walk away from the tent till you just about lose sight of it, and don't go any further; it is then easy to walk back towards the light.

   iii) Avoid going on steep terrain, and follow all Leave No Trace Practices (so you will avoid all water bodies)

8. Consider the following items:

   i) A whistle per Leader (Organisation should have rules for its use in emergencies)

   ii) When away from a Camp: trail food, a few warm layers and even a shelter per Leader

9. Each Adventure Program should have a well-thought out plan with contingency plans in place to accommodate loss of days due to adverse environmental factors.

10. Organisation should have in its office the copy of the plan of each Adventure Program (schedule of each day, places that a group or sub-groups will visit, amount of food, emergency gear including first aid kits and any other aspect important in their context)

B. Educating participants in what to do if they get separated from their groups

1. If a person senses that they have got separated from the group then they have to determine if they are lost – it is a decision.

2. If a person decides that they are lost then they should try to retrace their steps to the last spot that they recognise as where they were with the group or a landmark that they recognise, and wait for the group to find them. This is not valid in case of a) if retracing is going to be hazardous and b) if they are disoriented and not confident of retracing their steps to any spot.

3. Most often 'staying put' is the best option as it increases the chances of rescuers being able to find you – a wandering person is much harder to find, and may also wander into risky situations. 'Staying put' does not work if the situation is hazardous (e.g., increasing waters in a river, thunder storm on top of a ridge, steep terrain, etc.), in which case the person should move to a safer spot to wait it out till rescuers reach him/her.

4. Be alert to rescuers' presence and shout/whistle to attract attention when required.

C. Procedure for responding to a missing person

C-I Guidelines for Leaders

1. Determine, if possible, since when the person has been missing – this gives an idea of timelines. Accordingly decide to either wait for the missing person to turn up or start the expected search-and-rescue process. If the Chief Leader is missing then the Assistant Leader should take charge.

2. Keep the other members of the group together and avoid having more persons go missing. If possible, have a Leader stay with the Group.

3. In case of a course being run within the premises of a property like a resort or Campsite, report the missing person immediately to the property's office. Some points that could be considered for content of the missing person report are: Last spot and time when person seen, last activity location, hazards like steep terrain for possible falls, trails going off from where the group was, etc.

4. Review immediate history leading to the person being missed. This would help in conducting the first localised and controlled search. Consider factors like hazards (steep terrain for possible falls or rock-fall areas, streams and rivers, etc.), last trail junction and possible trails/ areas where the lost person may have wandered off.

5. Depending on the location and the terrain, Leadership team should decide how long the localised and controlled search should last – generally the recommended duration is not more than one hour. Involve Participants only if they are adults and have them stay only on small section of a trail. Children and teenagers will not be involved in search operations.

6. If, at the end of one hour, the missing person is not found then follow the Organisation's Emergency Response Plan (which is different from Emergency Response Procedure).

C-II Guidelines for Organisation

- Have a cell phone with each group which is to be used in the case of an emergency.
- Have standard format for Leaders to use when reporting a missing person from the field. These will be different for groups operating within the premises of, and areas surrounding a resort or a Campsite, and groups out hiking / river-running / flying in the outdoors.
- Maintain record of contact information of all relevant external agencies that may have to be called upon for help and/or reporting.
- Once Leadership team decides that they have Participant missing have the Leader report missing person to Organbisation

For groups operating within the premises of a resort or a Campsite

1. Have the Leader report missing person to
    a) Office of Resort/Campsite
    b) Relevant local government agencies as necessary
2. Collect all information through report by Chief Leader and/or a meeting with Chief Leader.
3. Organise a 'hasty search' of the area where the missing person was last seen. The recommended duration of this 'hasty search' is not beyond an hour.

After the 'hasty search', organise a more elaborate search with a bigger search-and-rescue team equipped with rescue kit and first aid resources.

Have evacuation-vehicle be ready.

Consider contacting government agencies – this may become necessary at any point of time in the search for the missing person.

For groups out hiking / river-running / flying in the outdoors

1. Depending on factors like terrain, weather, age profile of participants, Leaders should report a missing person to Organisation either immediately after it has been confirmed that that person has indeed gone missing, or after they have conducted the localised and controlled search in the vicinity of the spot where the missing person was last seen.

2. Collect all information through report (cell phone or other communication device) by Leader and/or a meeting with the runner who has personally brought information from the field.

3. Consider sending a 'hasty team' to the area where the missing person was last seen. The feasibility of this will depend on factors like how far the roadhead is, how far the group is from the roadhead, time of the day, etc.

4. Organise an elaborate search with a search-and-rescue team equipped with rescue kit and first aid resources.

5. Have evacuation-vehicle be ready.

6. Consider contacting government agencies – this may become necessary at any point of time in the search for the missing person.

- end of guideline –

9.Program Review
(Sample format)

Program Review (sample format)

Date _____

Name of Organization

_____

Program description

_____

Location

_____

Chief Leader _____

Co-leader(s) _____

Participant profile

_____

Write briefly. Use data to illustrate comments. Be objective. Avoid judgmental statements. Suggest only for betterment of program. State things that worked well and areas for improvement.

1. Planning. What did we do well? What could we have done differently?

_____

2. Goals. Did we achieve stated goals? To what extent? What could we have done differently?

_____

3. Risk management. What did we do well? What could we have done differently?

_____Le adership. What did leaders do well? What could they have done differently?

(*State any feedback given to specifically to leaders*)

_____

4. Teamwork. What did we do well? What could we have done differently?

(*State any feedback given to specifically to any team member*)

_____
_____

5. Incident of significance (*could be a critical incident*)

_____
_____

6. Summarize feedback received from program participants and anyone else associated with this program

_____
_____

7. What are our learnings? What will we do differently in the future in such a program as well as elsewhere?

_____
_____

8. Additional training required by leaders

_____
_____

10. Equipment lost / damaged

_____
_____

11. Medicines used / to be replenished.

_____
_____

10. Critical Incident Review (Sample Format)

Critical Incident Review

Name of Organization

_____

Event/Program description

_____

Location

_____

Leader _____

Co-leader(s)

_____

Participant profile

_____

Incident description (*be concise, stick to facts, identify causes, state consequences & action taken*)

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Root Cause Analysis

Risk assessment (*identify environmental factor, state human action that led to Incident*)

Hazard_____
_____
_____
_____

Human action

_____

_____

_____

_____

Conclusion

_____

_____

_____

_____

_____

_____

Learning

_____

_____

_____

_____

_____

_____

Action recommended to prevent recurrence of such an Incident in future

_____

_____

_____

_____

_____

_____

_____

<p align="center">- end of guidelines -</p>