



Pre-Season Guide Training Checklist

_____ CPR and First Aid Certification (Wilderness First Aid or Wilderness First Responder if necessary)

_____ Equipment training (this should include proper use and general repair training)

_____ Crisis paperwork training. This should include taking guest statements and properly filling out an accident report form. This should also include how to talk to guests.

_____ Risk Management Meeting. Should include all relevant decision makers for the tour and the guide and should cover the following:

_____ Chain of command for crisis. The guide should have contact information for all relevant decision makers and the order in which they should be contacted.

_____ Reviewing all routes and conditions on the tour. Assessing dangerous areas and preparing a plan for safety in those areas. This should also include any updates from recent tours. This is where any new reported dangers should be discussed and analyzed.

_____ Evacuation plans. Discuss any areas on the route where medical access is limited. Guides should be given a firm evacuation plan for remote areas.

_____ Mock Emergency Drill

_____ Account for all guests

_____ Provide First Aid

_____ Contact EMS or plan for and execute evacuation

_____ Contact Relevant Decision Maker based on chain of command

_____ Speak with guests to collect statements. Assurances not apologies.

_____ Take account of all of the details of the incident and record on accident report form.