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.

Jeffrey Ment and Misty Percifield
The Ment Law Group, PC