

Pre-trip Procedure

do this in order (1-5)

1. **Confirm Staff**
 - a. Roll Call: Is everyone present, willing, and able?
 - b. GAR Assessment of all staff
2. **Confirm Guests**
 - a. Check booking software & Slack for updates
 - b. Inspect Manifest
 - i. Pronounce names
 - ii. Look for notes on medical, preference, accommodations
3. **Roles & Responsibilities**
 - a. Positional Clarity
 - i. Identify yourself as guide, TL, photographer, etc.
 - ii. Do you have enough human resources for this?
 - b. Assign Responsibilities
 - i. Waiver check
 - ii. Safety talk
 - iii. Shuttle
 - iv. Lead raft (order & spacing)
 - v. Safety boater position
 - vi. Running evacs (photographer/support)?
 - vii. Sweep boat
 - viii. Other
4. **Confirm Inventory** (reference Inventory checklists; say "check" to confirm)
 - a. Systems Inventory CHECK
 - b. Bus inventory CHECK
 - c. Bus/Van/Vehicles clean, fueled, and ready for trip.
5. **Confirm River conditions**
 - a. Flow
 - b. Obstacles + dangers + concerns
 - c. Are we scouting? Special routes through rapids?
 - d. Spacing, order, sweep, lead/point, safety, etc. (delegate)
 - e. Is there anything out of place? Anything doesn't seem perfect?
 - f. Open discussion; reach out for help if needed

Have a good the trip.

Post-trip Procedure

(order is guides choice)

- ✓ **Reset your inventories (Pre-trip Step 4)**
- ✓ **Clean gear**
 - Wash Wetsuits
 - Clean PFDs & Helmets or Lysol spray
- ✓ **Clean vehicles**
 - Vacuum and/or sweep
 - Lysol spray bus seats
- ✓ **Debrief**
 - What went well?
 - What could have gone better (at least one thing)?
 - What do we do about it?
- ✓ **Report**
 - Suggested amendment/changes to the operational protocol to the river manager or executive.
 - Incident Reports within 24 hours (can be filed by any guide on trip)