



*INTER-MOUNTAIN ALPINE CLUB*

# Leading I-MAC Trips

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# Role of Leader

- Initiate and lead an enjoyable outdoor experience for all capable and prepared participants
- Ensure the safety of the group



# Leader Requirements

- Member of I-MAC
- At least 18 years old
- Knowledge of group leadership
- Skilled at wilderness navigation
- Mountain safety (including identification of hazards and actions to avoid injury)
- Basic first-aid training
- Emergency preparedness (how to summon help should it be needed)
- Completion of at least one mentored trip with an experienced hike leader

# Good Leaders

- Enthusiasm for hiking/snow sports and sharing the experience with others
- Personal preparation and good judgment
- Group awareness
- Patient
- Ability to make decisions
- Willingness to accept responsibility for decisions
- Concern for safety appropriate to the nature of the activity
- Knowledge of hiking/skiing and wilderness skills
- Knowledge of and adherence to I-MAC principles

# I-MAC Mission

- Encourage the enjoyment of the outdoors
- Promote hiking, mountain climbing, and other wilderness activities.
- Provide the stimulus and opportunity for the beginner to learn the skills, abilities, knowledge, equipment, and even the technology of modern outdoor recreation through direct personal experience in the great outdoors
- Offer opportunities for people of all skill levels, from the beginner to the seasoned expert, to enjoy the special personal satisfaction that comes from
  - attaining the heights under their own power and
  - gaining a deeper appreciation of Mother Nature as a result of knowing her first hand

# Scheduling a Trip

- Review guidebooks, wta.org and AllTrails descriptions and maps
- Set goals for trip
- Determine probable route/trail. May want to scout route
- Determine trip classification (see list in [imacnw.org/activities..Classification](http://imacnw.org/activities..Classification))
- Submit trip destination, classification, date and leader name to hiking/winter/climbing chair for approval by I-MAC Board
- Determine managing agency's regulations (permits, party size, camp/campfire restrictions, etc.)
- Set qualifications for participants & required equipment
- Decide if this is a member only or member priority trip
- Prepare trip description at [imacnw.org/trip-description-form/](http://imacnw.org/trip-description-form/)
  - Description should help potential participants determine if they are interested and/or qualified. Include 10 essentials, an enticing photo, and an estimate of costs. Mileage fee is at <https://imacnw.org/activities/#trip-costs-passes-popup>

# Trip Preparation

- Obtain permit if advance permit is required
- Get yourself ready for trip (first-aid kit)
- Monitor trip conditions before leaving: weather & trail condition, avalanche potential, road closures, forest fires, Snotel data, WTA trip reports
- Print from <https://imacnw.org/trip-leaders-handbook/>:
  - Accident Report Form (put in your first-aid kit)
  - Liability Waiver Form
  - Trip Sign-up Sheet
  - Trip Leader Checklist
  - Guest Welcome
- Leave word with someone you trust about planned route, itinerary and return time.
- Pick up club equipment needed (ropes , satellite messenger, radios)
- Practice using the satellite messenger (inReach)
- Email or print copies of *The Yodeler*, *Guest Welcome* for guests.

# Liability Waiver

## I-MAC Liability Waiver Sign-In

I hereby acknowledge and agree that the activities of the Inter-Mountain Alpine Club (I-MAC) involve some risk, and that by signing this waiver I am waiving and releasing all claims by me, my spouse, my children or my heirs against I-MAC for any injury from my participation in the I-MAC trip on the date(s) listed on this form. I agree to be personally responsible for my own safety.

Trip Date(s): \_\_\_\_\_ Destination: \_\_\_\_\_

<u>Printed Name</u>	<u>Signature</u>	<u>Member ?</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



## I-MAC TRIP SIGNUP SHEET

Name of Trip \_\_\_\_\_

Date: \_\_\_\_\_

Cost per person: \_\_\_\_\_

Name	Email	Phone #	Emergency Contact Name	Emergency Contact #	Member?	Amount Paid

Transportation Cost Calculation per person:

Mileage to trailhead: \_\_\_\_\_ x2 = \_\_\_\_\_ miles x \$0.15 = \$ \_\_\_\_\_

Other fees: \_\_\_\_\_ = \$ \_\_\_\_\_

Total cost per hiker = \$ \_\_\_\_\_

# Briefing Participants

- Where you are going
- Trip difficulty and risks
- Meeting place and time
- Return time
- Food and water to bring
- Clothing to wear and bring
- Ten essentials and other gear
- Our carpooling policy (passenger mileage rate; would they like to drive?)
- Confirm trailhead or sno-park permit if needed
- Total cost of trip
- Ask them to contact you if they need to cancel
- Pair up people for equipment sharing
- Record participant's name, phone number and email in Trip Signup Sheet

# Ten Essentials

- Navigation (map & compass, GPS)
- Sun Protection (clothing, sunglasses)
- Illumination (flashlight/headlamp)
- Insulation (extra clothing, raingear)
- Nutrition (extra food)
- Hydration (extra water)
- First-Aid Supplies
- Repair kit (pocket knife, utility tool)
- Fire (waterproof matches/candle, fire starter)
- Emergency Shelter (space blanket/bivy/tarp)



# Screening Participants

- How much have they hiked/climbed/skied and how recently?
- Have they been on any comparable I-MAC trips or equivalent Badger climbs before?
- Do they have their own equipment?
- Do they have the 10 essentials?
- Do they have clothes for wind, wet and cold?
- Do they need to be back by a certain time?
- If they want to drive, what is the condition/size of their car?
- Do minors have a guardian to be with them?
- Do they have any medical conditions that you should know about (diabetes, allergies, recovering from heart attack)?
  - If they do have a condition, remind them to bring what they need
  - If they would like you to help them in an emergency related to the condition, suggest that they put the medication in a pack pocket where you can find the medicine, shot kit, sugar, etc...

If participants do not meet your fitness, skill, or equipment requirements

- First try to help them conclude they should not go on the trip
- Second, tell them why you do not think this trip is for them or why they cannot go
- Inform them of other trips they may be qualified for or where to get equipment

# At the Carpool Meeting Place

- Sign everyone in & make introductions
- Have all guests read the liability waiver and sign it
- Ask participants to tell you in private if they have any medical conditions that you should know about.
- Check if everyone is adequately clothed/equipped (10 essentials, water, etc). Send home unprepared participants.
- Give written instructions and/or map to the trailhead as needed
- Exchange cell phone numbers for road emergencies
- Select assistants (lead hiker, sweep, first-aid)
- Review trip objectives & expectations with group
  - Where, what, when
  - Discuss where to take restroom breaks while traveling to the trailhead
  - Rules - club, regulatory, yours, etc.
- Give new guests “To Our Guests” Welcome if they have not read it
- Give new guests *The Yodeler* if you haven’t emailed it to them
- Have required permits in hand or plan to get them enroute

# At the Trailhead

- Get necessary permits before trip, enroute or at trailhead
- Review route and expected challenges and highlights
- Review safety considerations and trip rules (e.g. what to do if you leave the trail, when you come to a fork in the path, no hiking alone etc)
- Encourage all to speak up with concerns or needs
- Remind hikers to stay put if lost
- Review people's roles (lead hiker, sweep, first-aid)
- Distribute radios
- Remind all to follow Leave-No-Trace principles
- Establish a turn-around time
- Leave extra food and water in car

# During the Hike

- First priority: Safety
  - Requests for a safer approach must be given reasonable consideration
  - Maintain a reasonable pace - consider and monitor the slowest/weakest
  - **Keep party together:** count heads regularly, stop every 20 minutes and at all branches, fords.
  - Monitor conditions - modify plans if needed: trail condition, weather, rivers, bridges, fires, avalanche danger, etc.
- Second priority: Enjoyment
  - Take reasonable breaks
  - Monitor the condition of all participants - modify plans if needed
  - Use assistants – make it easier on yourself
  - Communicate, communicate, communicate! (listen & observe)
  - Practice Leave-No-Trace principles
- Third Priority: Go-For-It
  - Climb that peak, reach the waterfall or lake, complete the loop.
- Fourth Priority: Record (written location and photo) trail conditions (fallen trees, bridges out, landslides)



# Mountain Safety

- Fording rivers
  - Turn around or seek log if river too deep to ford
  - Unbuckle waist belts
  - Strongest hiker cross first w/out pack to secure rope
  - Hold hands or use poles if rope not possible
  - Face upstream and shuffle feet
- Hold hands or use poles descending steep slopes
- Watch/listen for falling rocks below cliffs
- Avoid steep snow in all seasons

# Avalanche Red Flags

Clues or warning signs that snow is unstable

- Consult NW Avalanche Center for current conditions
- Recent avalanches. If there are new avalanches, more are possible.
- Cracking or collapsing snow pack.
- Whumping sounds. Hollow, drum-line sounds on hard snow.
- Heavy snowfall or rain in the past 24 hours. Avalanches are often triggered on the first clear day after a storm. Just because it's sunny doesn't mean that it's safe.
- Wind blown snow: Leeward slopes can become heavily loaded even if it's not snowing.
- Warming or recently increasing temperatures. Warm temperatures and gravity can cause the snow to creep downhill and become less stable.

# Back at the Trailhead

- Count heads
- Review trip with participants (lessons learned if things didn't go as planned). Feedback makes for better leadership
- Tell riders the transportation cost; pay drivers
- Collect club equipment
- Ensure that all participants have rides & that all cars start before leaving trailhead
- Sign out with Park or Forest officials or at trail registrar if required

# After the Trip

- Report back to your home contact person
- Return club equipment to custodian - report any damage or severe use
- Transfer equipment fee to club treasurer
- Report poor conduct and any trail or road problems to appropriate chairperson
- If an accident occurs, send accident report to [president@imacnw.org](mailto:president@imacnw.org)
- Submit trip report to [imacnw.org/trip-report-form/](http://imacnw.org/trip-report-form/)
- Give liability waiver form to hiking/winter/climbing chair.
- Report trail conditions to [www.wta.org](http://www.wta.org) and the local managing agency
- Send trip photos to [webmaster@imacnw.org](mailto:webmaster@imacnw.org) for posting

# Emergency Procedures

- Lost Hiker
- Minor accident
- Major accident



# Stay calm

- You are the most important resource when problems arise
- Take charge
- Organize
  - Elicit individual expertise
  - Assign specific individuals to do certain tasks.
  - Work with the first-aid person
- Don't let anyone leave; they may be needed later to go for help or search
- Remember that your obligation is to the whole group, not just the injured person
- Use the Accident Report Form (which should be carried in your first-aid kit) to help plan your course of action

# Lost Hiker

- Determine when/where the hiker was last seen
- Conduct an initial search
  - Determine the areas to be scouted and call loudly or use whistles.
  - If you choose to divide the group, designate a leader in all new groups. Never send anyone out alone or make anyone wait alone while the group searches.
  - Don't allow anyone to go home; you may need them later.
  - Designate a time and place to reassemble all search groups whether the lost hiker has been found or not.
- If the hiker is still lost, contact the local sheriff or park ranger
  - Tell them where and when the hiker was last seen, and equipment the hiker is carrying.
  - Rescue services are often unavailable until the next day.
- After the rescue has been initiated, contact the I-MAC president immediately

# Minor accident

- Can be successfully treated on the spot
- Does not require assistance in evacuation
- Will not cause future complications to the injured person if self-evacuates



# Major accident

- Requires assistance back to the trailhead, or
- Requires assistance in evacuation, or
- Requires visit to emergency room of hospital, or urgent center (treatment by medical professional)
- Results in death.

# Accident Report Form

<https://imacnw.org/trip-leaders-handbook/>

Accident	Date:	Time:
Location	Quadrangle	Section
	Latitude, longitude:	
	UTM coordinate:	
	Terrain: Glacier Snow Brush Timber Rock Trail Heather Slope: Easy Moderate Steep	
Complete Description of Accident		Ascending    Descending Roped        Unroped Rockfall     Icefall Avalanche    Illness Excess Heat   Cold Equipment Failure Other:
	Witnesses	
Injured Person	Name:	Phone:
	Address:	
	Age:	Gender:
	Who to notify:	
	Relation:	phone:
Injuries	Overall condition	good fair serious fatal Conscious: yes no. If not, for how long? Pulse:        Respiration:    Temperature:
	Injury 1	Location on body: Type of injury:
	Injury 2	Location on body: Type of injury:
	Other Injuries	Location on body: Type of injury:
	First-Aid Treatment	General
Injury 1		
Injury 2		
Other Injuries		

# Accident Report Form (2)

On-the-Scene Plans	Will stay put    Will evacuate: to trail    to road Will evacuate short distance to shelter    Will send someone out
Personnel	Beginners    Intermediate    Advanced Number:    Capability for bivouac: yes    no
Attach the pre-trip List of Party Members including names, addresses and phone numbers to this form.	
Equipment Available	Tents    Sleeping bags    Sleeping pads    Flares    Saw Stove and fuel    Ropes
Weather	Warm    Moderate    Freezing    Snow    Wind Sun    Clouds    Fog    Rain
Type of Evacuation Recommended	Lowering operation    Carryout    Helicopter    Rigid Stretcher None until specialized medical assistance Specify:
Party Leader	Name:    Phone:
Messengers Sent for Help	Names: Phone numbers:
Further Information	
Recommendations for Future Outings	Equipment:  Leadership:  Route:  Abilities:

# First Aid

1. Take charge of the situation.
2. Approach the patient safely if the terrain is steep or hazardous. Take precautions to avoid further injury to yourself, the patient or to others in the group.
3. Perform any urgently needed rescue and/or first aid. Breathing, pulse, and severe bleeding must be stabilized quickly. (Remember the “ABCDs”- airway, breathing, circulation, deadly bleeding.)
4. Protect the patient. Treat for shock if the injury is serious. Keep the patient lying down and insulated from the ground. Keep him or her warm, using their own belongings first. Do not move the patient until the extent of all injuries is known and movement can be done safely in a controlled manner (typically as part of Step 7, below).
5. Check for other injuries. Do a careful, thorough, and methodical head-to-toe examination.
6. Plan what to do. The patient’s condition and size and the strength of the party, terrain and time of day, and the group’s location with respect to outside assistance must all be considered.
7. Carry out the plan. If possible, make sure everyone has something to do and no one is alone.

# Self Evacuation or Rescue?

- Decide if your group can self evacuate or if you need to contact "search and rescue".
- Depends on the party size, strength and resources, your location, trail and weather conditions, time of day, and the patient's size and condition.
- Self evacuation is extremely difficult unless the patient can walk

# Preparing to send for help

- If time allows, select the two strongest members of the party, who know the route back to the trailhead to call for help (if no coverage at accident site)
- Do not send them out until their help is no longer necessary at the accident site.
- Be sure they have a phone and appropriate car keys.
- They should mark the patient location (GPS coordinates, if possible) and route out on the map if it may be confusing or darkness may fall.
- They should note terrain, distance, and time from the accident site to the road.
- Send the written Accident Report Form with them to be sure that they have all the details about the accident, the patient's condition, and the group's resources.
- Stay with the patient until the patient has been evacuated

# Contacting Help

- If possible, phone the local sheriff's office, which can produce a faster response than calling 9-1-1. If you don't have the sheriff's phone number, call 9-1-1 for County Sheriff in Washington.
- Activate rescue with satellite messenger (IMAC has one for trip leaders) if cell service unavailable.
- Give rescuers the specific details of the accident, the patient, the coordinates of the patient, the weather and terrain conditions, and the phone number (and the location of the phone) from which you are calling, so they can meet you.
- Write down the rescuer's name and phone number.
- Stay in phone reception area, leave satellite messenger on and be prepared to lead the rescue team to the accident site.

# Using an InReach Satellite Messenger

## Initiating an **SOS** Rescue

You can initiate an SOS rescue with the device turned on or off if the device has battery power.

**1** Lift the protective cap from the **SOS** button .

**2** Press and hold the **SOS** button.

**3** Wait for the SOS countdown.

The device sends a default message to the emergency response service with details about your location.

**4** Reply to the confirmation message from the emergency response service.

Your reply lets the emergency response service know that you are capable of interacting with them during the rescue. If you do not reply, the emergency response service will still initiate a rescue.



# Using an InReach Satellite Messenger

## **Sending a Custom SOS Message**

After pressing the SOS button to initiate an SOS rescue, you can reply with a custom message using the SOS page.

**1** Select **Reply** to compose a custom SOS message.

**2** When you have finished your message, select **> Send**.

Your reply lets the emergency response service know that you are capable of interacting with them during the rescue.

## **Canceling an SOS Rescue**

If you no longer need assistance, you can cancel an SOS rescue after it is sent to the emergency response service.

**1** Lift the protective cap, and hold the **SOS** button.

**2** Select **Cancel SOS**.

**3** When prompted to confirm your cancellation request, select **Cancel SOS**.

# Benefits of Leading

- Leading trips is a way to
  - become involved
  - get to know more club members who love to hike
  - choose your own destinations and hike dates.
- Learning to lead trips is learning how to manage people and situations--skills that carry over into other aspects of life.
- Leading makes it possible for less experienced people to learn from you and experience the wilderness safely.
- I-MAC is a volunteer organization. Without volunteer leaders, there would be no hikes and no I-MAC.

# Additional Training

- Backpacking Class
- First aid. Look for Wilderness First Aid classes at REI.
- For the "Cadillac of classes" take a wilderness first responder class:  
<https://www.nols.edu/en/coursefinder/courses/wilderness-first-responder-WFR/>
- Mentoring by senior leaders