



Pre-trip:

Review Activity Leader Pocket Guide and Hike Leader Guide Scout activity area.
 Develop an activity plan.
 Obtain Assistant Activity Leader.
 Submit activity announcements a minimum of seven days prior to a TATC General Meeting (no meeting in December):

Via snail mail to:
 Vice President / Hike Master
 Tidewater Appalachian Trail Club
 P.O. Box 8246,
 Norfolk VA 23503

Via e-mail to:
vicepres@tidewateratc.com

For TATC Newsletter (Appalachian Hiker) article submission deadlines, refer to the current issue of the newsletter, or to the club web site www.tidewateratc.com.
 Submit TATC newsletter articles:

Via e-mail to:
Newsletter@tidewateratc.com.

Via snail mail to:
 Newsletter
 Tidewater Appalachian Trail Club
 P.O. Box 8246,
 Norfolk VA 23503

Make bad weather plan.
 Activity area:
 Get permits, make reservations.
 Know if fires allowed, stoves required, group size allowed, dogs allowed.
 Maps, guidebook.
 Know where camping is allowed.
 Get tel #s (24-hr law enforcement; 24 hr medical facility; 24-hr ambulance facility).
 Prepare ACTIVITY SIGN UP sheet. Keep track of how many are going.
 Identify safe car pool & activity parking areas.
 Interview each participant:
 Activity: easy, moderate, strenuous.
 Car pool location, time; travel distance; who is driving or needs a ride; trip return time.
 Tell participants who at home has copy of activity plan.
 Expenses/equipment expected or to be shared..
 Number of meals en route (going & returning & where), and on trail.
 Equipment, clothing, day pack requirements ?
 Water requirements, availability, how much to carry.
 Capability (physical and equipment) for the activity area and its

weather, not Tidewater !
 Special skills (nurse, CPR, bird identification).
 Health problems, special medications, allergies, & etc.
 When required, tactfully refuse participation.
 Explain NO recreational drugs.
 Explain alcohol policy/regulations for activity.
 Level of experience, most recent experience.
 Ride needed ?
 Equipment available for community use (F/A Kit, filter, etc.) & who will carry it.
 Notify Park, Forest, or property owner, where and for how long you will be parking how many vehicles.
 Recommended: Not more than 10 per overnight trip, nor more than 20 per day trip.
 "Wilderness" groups limited by law.
 Brief Assistant Activity Leader, provide trip info.

Minors:

Is each minor accompanied by a parent /adult sponsor ?
 Did you provide a copy of "TATC GUIDELINES FOR ACTIVITY PARTICIPATION BY MINORS" to the parent or adult sponsor ?
 Do you have permission slip ?

Car Pool Area Briefing:

Ensure all vehicles are parked safely, locked, and nothing is visible to entice thieves.
 TATC waiver. Ensure each participant (adults and minors) legally signs ACTIVITY SIGN UP sheet, then read the waiver to the group.
 Route, reassembly points, speed, refueling, driving time, eating points, comfort stops.
 Trailhead: location, departure time.
 Degree of hiking difficulty.
 Give last minute weather briefing.
 Ensure folks are prepared for the worst weather and activity conditions that are likely to occur ***at that time of year in the activity area.***
 Have each participant introduce self. Introduce Assistant Activity Leader.

At the Trailhead:

Account for all participants.
 Monitor how folks prepare, and their equipment.
 Give a Safety Briefing to include the following:

Activity Route	Assembly Points	Hypothermia
Distance, Speed	Leave No Trace Cat Holes, Etc.	Breaks, Lunch
Toilet Breaks	Landmarks	Camp Site Location

Trail: Easy, Moderate, Strenuous	Special Rules or Laws (Such as No Fire Season)	Getting Lost, Lost Person Procedures
Medical Facilities	Ambulance Facilities	Activity Safety
Water Carried & Supply Point	Points of Interest	Law Enforcement Facilities
Tell folks not to be shy about telling about blisters, stings or other developing problems <i>before</i> they become serious.		
<p style="text-align: center;">Assign and brief "Sweep." Tell who has first aid kit / training. Tell where emergency tel #s are packed. Encourage peeling a layer before starting out.</p>		

On the Trail:

Set realistic pace for all participants, especially shot-legged or slow folks.
After first 5-minutes take break for folks to shed a lair, adjust show laces, etc.
Tell about points of interest.
Ensure realistic / even breaks for all.
Keep group together.
Tell how to take toilet/photo/rest breaks. Take a 5-minute rest break every 30-minutes. Keep breaks short so muscles don't cool and tighten promoting injury.
Maintain coordination with your 'Sweep.'
Monitor the group for water consumption, and proper clothing as weather changes. Monitor weather/people conditions.
Keep watch for missing persons who took unannounced break.
After crossing a rough spot like a blowdown or swampy area, slow down, give everyone a chance to cross spot and catch up.

Know first aid for: (at a minimum !)

Hypothermia - Dehydration	Stings-Bites Snake bites
Cuts - Abrasions - Burns	CPR
Heat Stroke & Exhaustion	Strains - Sprains - Blisters

In Camp:

Encourage *Leave no Trace* and *Pack It In - Pack It Out*.
Ensure safe tent sites selected.
Allow - prohibit fires. Monitor same. Collect dead and down wood only.
Encourage food bag / toiletries hanging.
Tell location for his - hers toilet areas.
Ensure health safety of: camp, campers, water source.

Back At Trailhead:

Account for all participants.
Ensure all vehicles start before group separates.

Give reminder to share expenses.
Decide whether group will continue the "eat-out" tradition, and where. Give directions.

After Returning Home:

Account for each vehicle/participant before breaking up group.
Thank each participant for taking part.
Review trip for what went right/wrong.
Turn ACTIVITY SIGN UP sheet in to Hike Master/Vice President for filing.
Make sure borrowed gear gets back to correct owner.

Cancellation:

The *hardest* thing for a leader to do is cancel a trip due to weather, lack of participant preparedness, or other reasons.
When you have to do it - JUST DO IT !

Above All Else:

Be courteous, helpful, cheerful, and very, very observant.
Set the example for new members / new participants to follow.
You don't have to be a friend; You must be a **LEADER**

Missing Person Procedures

1. Protect the point last seen.
2. Assess the situation. Consider:
Possible points of confusion along the way
Possible points person could reach roads
Possibility person reversed direction
Health and stamina of individual
Equipment and food possessed by individual
Weather conditions
Experience level of individual
3. Avoid sending others to search wide area--this will lead to additional confusion.
4. If practical and safe, send others to trail intersections
5. If official help is needed, contact the Nelson County Sheriff's Office. If the incident occurs outside the TATC A.T. section in Nelson County, Virginia, contact the nearest law enforcement agency.
6. Notify TATC President. If President cannot be reached, notify any TATC board member. A TATC board member will conduct notification of family members, government agencies, or press.

Trail and Miscellaneous Information:

Shenandoah NP (Weather/Info) (540) 999-3500
Blue Ridge Pkwy (Montebello) (540) 377-2377
Washington and Jefferson NF (540) 265-5100
Pedlar District: (540) 291-2188
Washington and Jefferson NF (540) 982-6237
VA Dept of State Parks (804) 933-PARK
A.T. Conference Central Southwest
Virginia Regional Office (540) 953-3571

Accident/Severe Illness Emergency Procedures

Survey scene to establish mechanism of injury, safety hazards, and control of situation
Survey patient to determine nature and extent of injury/illness

Treat injury/illness, as necessary
 Document and stabilize for evacuation
 Request assistance as needed (see emergency phone numbers)
 Notify TATC president. If president cannot be reached, notify any TATC board member. A TATC board member will conduct notification of family members, government agencies, or press.
 If injury/illness occurs during trail maintenance activity on the AT, ensure forms CA-1 or CA-2 are completed and submitted, as appropriate and according to directions on Volunteer in the Forests (VIF) packet. Obtain these from the Trail Supervisor.

Useful TATC Telephone Numbers

Phone numbers for the TATC President, Vice President / HikeMaster, Trail Supervisor, Assistant Trail Supervisor, and Board members: refer to the latest edition of the Appalachian Hiker, the TATC bi-monthly newsletter (hard copy, or on-line at www.TidewaterATC.org).

Outward Bound Time Control Plan Formula:

Apply ratio to hiking pace

- 1:1 Trail or Road
- 1:2 Light Grass Cover
- 1:3 Moderate Brush
- 1:4 Heavy Brush

Average group backpacking pace:

2-MPH + 1-hr/1000-ft of elevation gain.

Emergency Telephone Numbers:

- Medical/Violent Crime 911
- Nelson County Sheriff 911/(540) 263-4242
- Blue Ridge Parkway (Montebello) (540) 377-2377
- Blue Ridge Parkway (after hours) 800-PARK-WATCH
- VA State Police (Administration) (804) 674-2000
(800) 552-9965

Medical facilities:

- University of Virginia (804) 924-2231
Lee Street, Charlottesville, VA
- Augusta Medical Center (540) 932-444
96 Medical Center Dr., Fishersville, VA
- Numbers checked: 10 Feb 2003

Suggested Activity Leader's Minimum First Aid Kit

Adhesive Tape	Large Cravats - 2
Alcohol Wipes - 6	Latex Gloves
Anti-biotic Cream	Medium Gauze Pads - 4
Assorted Band-aids - 10	Moleskin
Coins (25, 10 and 5¢ for four telephone calls)	TATC A.T. SECTION DATA SHEET
Elastic Wraps - 2	Pencil/paper
First Aid Manual	Phone Numbers
Gauze	Plastic Syringe
Iodine	Pocket Mask
Knife - Scissors	Safety Pins - 6
Large Gauze Pads - 4	Tweezers

Also see the TATC Education Handouts titled: "FIRST AID, AN INTRODUCTION," and "FIRST AID KIT."