

Before the Trip

Add your trip to the Google Calendar

Email the Listserve

Initial Emails should contain the following information:

Followup emails should contain the following information:

Meeting before heading out to the event

At event start (at the trailhead)

During the event (on the trail)

After the trip, at the cars

After returning to Blacksburg

Emergency Plan

Before the Trip

Add your trip to the Google Calendar

- **Calendar ID:** ocvt@vt.edu
- This is a way of reserving the timeframe that you would like to have an event and helps the group to plan without conflicts
- If there is a conflict email the officers and other trip leaders to discuss. It might make sense to have two events on the same day.
- Include information that you would include in an initial email (see below)

Email the Listserve

Send an initial email containing basic information and a followup email with more specific information.

The goals are to:

1. clearly state what is being planned and to set exceptions for those interested
2. get a count of who is going
3. get a count of who can drive.

Initial Emails should contain the following information:

When:

- Date
- Time leaving Blacksburg
- Time returning to Blacksburg

What:

- Describe the event so everyone reading knows what it is.
- Website describing event, if possible.
- Difficulty (distance, elevation change, and pathway)

Who:

- Who is the trip open to? Women only? Club members?
- Fitness level required and any special skills required.
- Set a limit of people for the trip. 10-15 is good number for one trip leader.

Where:

- Where the event is and how you will be getting there.

- Don't send the meeting location out in the first email, this requires people to RSVP.

Gear:

- Summarize what is needed/expected.

Weather:

- Tell people what to expect, if known.
- If weather will cause the event to change or more gear required, mention it.

Followup emails should contain the following information:

- Provide more information in emails directly to those that responded.
- Include meeting locations and time.
 - State what time you and leaving, people arriving after are on their own.
- Make it clear what the plan is and people aren't following the plan to let you know.
- Get cell phone numbers from all the drivers, at least.
- Pass contact info all all that are going, including people leaving at a different time.
- Print list of those going with cell phone numbers.

Meeting before heading out to the event

- Clearly identify trip leaders and any assistants.
- Explain the plan for the trip and what the trip is. This is people's last chance to back out without giving up a lot of time.
- Check that people have the right footwear, food/water, and clothes for the trip. If people are not prepared, you can tell them they can't go on the trip for their own safety.
- Pass out trip leader phone numbers to everyone.
- Have all participants fill out Wavier form and list phone number on back. These serve as a head count, so make sure they are accurate.
- Ask that if people have any problems that they see you privately before getting started. This could include allergies, medical conditions or mental conditions.
- Lay out separation/get lost plan.

At event start (at the trailhead)

- Count people and cars; make sure you have the same number as left from Blacksburg.

During the event (on the trail)

- Count people at group stops and while hiking. Watch for people who can not keep up and might fall off the back.
- The trip leader does not need to be in the front, but rather should move around the group and check on people.
- Get a volunteer to stay at the back if splitting into faster and slower group.

After the trip, at the cars

- Count people - Not everyone will be going back to the same place, so this is the last chance to get a head count.

After returning to Blacksburg

- Submit Wavier forms to Head Trip Leader.
- Write and submit small trip report to webmaster to be posted on website.

Emergency Plan

Know the people on the trip. Know who you can count on if something goes wrong.

Step #1) Assess the situation: Is it an inconvenience, problem or emergency.

Step #2) Decide if it can be handled by those on the trip or if more people are needed.

Step #3) Develop an action plan.

Step #4) Record important times and actions.

If there are any severe injuries or involvement of law enforcement, rescue, or search and rescue notify the president as soon as practically possible.