

Go Paddle Day Basic Emergency Action Plan Template

Item	Details / Notes
Event name	
Event date	
Event location / waterway	
Launch location	
Take-out / Finish location	
Alternate exit point	
Expected participants	
Watercraft type	
Trip leader / Phone	

Role	Name	Phone	Primary Responsibility
Trip Leader			Overall decisions
On-Water Lead			Leads group
Sweep			Ensures no one left behind
First Aid Contact			Carries first aid kit

Emergency Services	911
Nearest Hospital	
Nearest Hospital Address	
Emergency Meeting Point	

Name	Phone	Emergency Contact	Checked In	Checked Out
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>



Information Point	Details / Notes
Introduce leader	
Confirm PFDs and safety gear	
Review route	
Review weather & conditions	
Review communication signals	
Review capsize procedure	
Review roles & responsibilities	

Equipment	Notes
PFD	
Whistle	
First aid kit	
Phone	
Water	
Thermal protection	
Throw rope	

Condition	Action	Notes / Details
Strong wind	Modify/cancel	
Lightning	Exit water	
Cold water	Require gear	
Poor visibility	Delay	