

Magic Skies Aurora Tours

Established in 1999, Magic Skies Aurora Tours set out to provide an Aurora Borealis experience to visitors and locals of the Northwest Territories. We aim to deliver this experience in the safest way possible. The following safety plan lays out the overall strategy of addressing health and safety issues that are related to aurora tours. The safety of the employees and the clients of Magic Skies Aurora Tours is essential and the following safety plan is the first step to reach our goal of a safe environment.

Owners: John and Jane Smith

1111 53rd Street
Yellowknife, Northwest Territories
X1A 3R8

Phone: 867-555-xxxx

Fax: 867-555-xxxx

Reservations: reservations@MagicSkies.ca

Information: Info@MagicSkies.ca

Tour Operator Team

Roles and Responsibilities																			
Name	Role	Responsibilities (related to safety)	Training and Certifications *Copies of certificates kept at office																
-	Tour Operator Owner	<ul style="list-style-type: none"> • Ensure employees receive appropriate training and certificates • Supply employees with appropriate safety equipment • Assign responsibilities for each employee • Regularly check that safety plan is being applied to each tour • Ensure compliance with safety legislation • Create a culture of safety in the company 	<table border="1"> <tr> <td>WSCC Supervisor Training</td> <td>Expires 2019/01/01</td> </tr> <tr> <td>Standard First Aid and CPR</td> <td>-</td> </tr> <tr> <td>Fire Extinguisher Training</td> <td>-</td> </tr> <tr> <td>WHMIS</td> <td>-</td> </tr> </table>	WSCC Supervisor Training	Expires 2019/01/01	Standard First Aid and CPR	-	Fire Extinguisher Training	-	WHMIS	-								
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Standard First Aid and CPR	-																		
Fire Extinguisher Training	-																		
WHMIS	-																		
-	Administrative Staff	<ul style="list-style-type: none"> • Keep copies of staff certificates • Keep copies of safety plan and individual trip plans and pre-trip orientations • Store visitor waivers • Read and understand safety plan • Act as check-in person • Keep training and certificates up-to-date 	<table border="1"> <tr> <td>WSCC Supervisor Training</td> <td>Expires 2019/01/01</td> </tr> <tr> <td>Standard First Aid and CPR</td> <td>-</td> </tr> <tr> <td>Fire Extinguisher Training</td> <td>-</td> </tr> <tr> <td>WHMIS</td> <td>-</td> </tr> </table>	WSCC Supervisor Training	Expires 2019/01/01	Standard First Aid and CPR	-	Fire Extinguisher Training	-	WHMIS	-								
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-	Lead Tour Guide	<ul style="list-style-type: none"> • Understand safety plan • Conduct tour according to safety plan • Conduct pre-trip orientations • Delegate responsibilities to employees in emergency situations • Keep training and certificates up-to-date 	<table border="1"> <tr> <td>WSCC Supervisor Training</td> <td>Expires 2019/01/01</td> </tr> <tr> <td>Wilderness First Aid</td> <td>-</td> </tr> <tr> <td>Non-restricted Firearms Licence</td> <td>-</td> </tr> <tr> <td>WHMIS</td> <td>-</td> </tr> <tr> <td>Wildlife Defence and Firearms Handling Course</td> <td>-</td> </tr> <tr> <td>Small Vessel Operator Proficiency Certificate or a Pleasure Craft Operators Certificate (SVOP or PCOC)</td> <td>-</td> </tr> <tr> <td>ATV Training</td> <td>-</td> </tr> <tr> <td>Snowmobile Training</td> <td>-</td> </tr> </table>	WSCC Supervisor Training	Expires 2019/01/01	Wilderness First Aid	-	Non-restricted Firearms Licence	-	WHMIS	-	Wildlife Defence and Firearms Handling Course	-	Small Vessel Operator Proficiency Certificate or a Pleasure Craft Operators Certificate (SVOP or PCOC)	-	ATV Training	-	Snowmobile Training	-
WSCC Supervisor Training	Expires 2019/01/01																		
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Snowmobile Training	-																		

			Roadside Emergencies and Survival - Canadian Firearms Safety Course - Arctic Winter Survival - Water Safety course (Swiftwater Safety, Cold Water Safety, Big River Safety) - Aircraft Safety (if air travel is needed) -
-	Assistant (if applicable)	<ul style="list-style-type: none"> • Read and understand safety plan • Take direction from lead tour guide • Keep training and certificates up-to-date 	WSSC Supervisor Training Expires 2019/01/01 Wilderness First Aid - Non-restricted Firearms Licence - WHMIS - Wildlife Defence and Firearms Handling Course - Small Vessel Operator Proficiency Certificate or a Pleasure Craft Operators Certificate (SVOP or PCOC) - ATV Training - Snowmobile Training - Roadside Emergencies and Survival - Canadian Firearms Safety Course - Arctic Winter Survival - Water Safety course (Swiftwater Safety, Cold Water Safety, Big River Safety) - Aircraft Safety (if air travel is needed) -
-	Transportation Operator (i.e. van, boat, ATV etc.) <ul style="list-style-type: none"> • Company or individual 	<ul style="list-style-type: none"> • Read and understand safety plan • Keep training and certificates up-to-date 	WSSC Supervisor Training Expires 2019/01/01 Class 4 Driver's Licence (Including clean drivers abstract) - SVOP or PCOC / ATV Training / Snowmobile Training - Appropriate Pilot's Licence (if air travel required) - Roadside Emergencies and Survival -

			Training <hr/> Aircraft Safety Training - <hr/> Arctic winter survival - <hr/> Water Safety Training (i.e., swift water rescue, cold water safety) -
-	Check-in personnel	<ul style="list-style-type: none"> • Read and understand safety plan • Act as check-in person for tour guides • Use missed check-in procedure when appropriate 	<hr/> WSCC Supervisor Training Expires 2019/01/01 <hr/> Standard First Aid and CPR - <hr/> Fire Extinguisher Training - <hr/> WHMIS -

Acronyms: WHMIS = Workplace Hazardous Materials Information System; WSCC = Workers' Safety and Compensation Commission

Vehicles and Safety Equipment

Vehicle or Equipment	Location	Equipment Inspection and Maintenance Schedules	Lock-Down procedures
Passenger Van	Head office or viewing location	<ul style="list-style-type: none"> Daily inspections by staff using inspection form (Attachment 1) Vehicle service by licenced mechanic every 3 months 	e.g. ensuring that vehicle is not running when fueling, ensuring that keys are not left in ignition
ATV	Head office or viewing location	<ul style="list-style-type: none"> Daily inspections by staff Vehicle service by licenced mechanic every 3 months 	Etc.
Snowmobile	Head office or viewing location	<ul style="list-style-type: none"> Daily inspections by staff Vehicle service by licenced mechanic every 3 months 	-
Boat	Head office or viewing location	<ul style="list-style-type: none"> Daily inspections by staff Vehicle service by licenced mechanic every 3 months 	-
Life Jackets	Stored in boats	<ul style="list-style-type: none"> Visual Inspection before each trip 	-
Emergency First Aid Kits	In each vehicle and at viewing location	<ul style="list-style-type: none"> Check contents before each trip Check for expiry dates of items twice a year 	-
Vehicle Emergency Kit	Each vehicle	<ul style="list-style-type: none"> Check contents before each trip Check for expiry dates of items twice a year 	-
Winter Survival Kit	In each vehicle and at viewing location	<ul style="list-style-type: none"> Check contents before each trip Check for expiry dates of items twice a year 	-
Cell Phones	On each employee	<ul style="list-style-type: none"> Test before each trip 	-
Satellite Phones	With lead tour guide	<ul style="list-style-type: none"> Test before each trip 	-
Spot Tracker	With lead tour guide	<ul style="list-style-type: none"> Test before each trip 	-
Etc.	-	-	-

Equipment Specifics	
Equipment / Safety Kits in Vehicles	<ul style="list-style-type: none"> Communication equipment (Cell phone, sat phone, radio) Flashlight with batteries Warm blankets Flares Reflective safety triangles or cones Flat tire replacement tools Fuel container Collapsible shovel Ice scraper and washer fluid Extra clothing (hats, gloves, coats) Life jackets for each passenger on boats

Inspection forms needed for vehicles and equipment	A sample vehicle inspection report (Attachment 1) will be used to keep track of vehicle and equipment inspections.
MSDS (Material Safety Data Sheets) Forms	MSDS forms will be available where employees will be transporting or storing hazardous chemical compounds.
Rented winter gear is worn appropriately	Rented winter gear (parkas, ski pants, boots, hats, mitts, scarves, etc.) may not be familiar clothing for all visitors. Ensure winter gear is worn correctly for maximum protection against weather.

Equipment Requirements listed in the NWT Occupational Health and Safety Regulations	
Part 5 – First Aid	Part 5 states requirements related to first aid such as: <ul style="list-style-type: none"> • First aid attendants and certificates • First aid equipment • Transportation of injured workers
Part 7 - PPE	Part 7 details PPE requirements related to activities such as: <ul style="list-style-type: none"> • Workers using all-terrain vehicles • Protection against drowning
Schedule H	Required contents of first aid kits.
Schedule I and J	Additional supplies and equipment for Levels 1 and 2 first aid qualifications

Communication Procedures

Communication Equipment		
Item	Location	Range of Capability
Cell Phones	Carried by each employee. Either in their pocket or the machine/vehicle they are using.	Dependent on carrier
Satellite Phones	Carried by lead tour guide and/or assistant. In their pocket or secured on vehicle/machine they are using	Dependent on provider
Spot Tracker	Carried by lead tour guide and/or assistant. In their pocket or secured on vehicle/machine they are using.	Dependent on provider
Radio	Secured to vehicle, snowmobile and at viewing location.	Dependent on provider

Emergency Contacts	
Contact	Number / Address
Tour Operator	867-555-xxxx
Local Community Emergency Services	867-555-xxxx
Local Hospital	Stanton Territorial Hospital 867-669-4100
Ambulance	867-873-2222
Local Fire Response Services	867-873-2222

RCMP	867-669-1111
Air Rescue Services (i.e. Advanced Medical Solutions)	Advanced Medical Services 866-578-9111 CASARA NWT 867-873-2962
Poison Control	1-800-332-1414
Wildfire Reporting	1-877-NWT-FIRE (1-877-698-3473) Yellowknife 867-873-0466
Tour Guide Contacts	
Cell Phone	867-555-xxxx
Secondary Cell Phone	867-555-xxxx
Satellite Phone	867-555-xxxx

Check-in System		
	Primary	Secondary
Name	John Smith	Jane Smith
Phone/Email	867-555-xxxx JohnSmith@magicskies.ca	867-555-xxxx JaneSmith@magicskies.ca
Check-in Frequency	<ul style="list-style-type: none"> • Upon departure and arrival at viewing location • Breakfast, lunch and dinner check-ins while at viewing location 	Same as Primary
<p><u>Missed Check-in Procedure:</u></p> <p>Within 2 hours of missed check-in time:</p> <ol style="list-style-type: none"> 1. Attempt to contact designated employee 2. Attempt to contact other employees 3. Notify owner of tour operation <p>Within 4 hours of missed check-in time:</p> <ol style="list-style-type: none"> 1. Contact any other operations in area of tour 2. Notify local authorities 3. Initiate emergency response for missing employees 		

Staff Communication	
Review of safety plan by all employees	<p>Each employee will review the safety plan and understand:</p> <ul style="list-style-type: none"> - The roles and responsibilities of each member. - The emergency procedures <p>Each employee must sign off that they have read and understood the safety plan.</p>
Pre-trip and post-trip staff meetings	<p>Employees meet before each trip to discuss safety plan. Opportunity to encourage questions and discuss future trip.</p> <p>A post-trip debrief meeting will be used to discuss success of trip and opportunity to discuss learnings.</p>
Daily staff meetings	<p>If tour is multi-day, daily meetings are conducted to discuss plan and any new hazards that could arise and the steps to reduce the risk for these hazards.</p>

Client Communication	
Meeting Point	Clearly communicate meeting point for client pick-up and drop-off point
Pre-trip Orientation (Attachment 2)	<ul style="list-style-type: none"> • Will be used to communicate risks involved with tour and to explain the risk reduction methods that will be used. • Emergency procedures should also be discussed with clients. • Medical background information of clients will need to be discussed at these meetings to properly update procedures in the event of an emergency. • Collect emergency contact numbers (next of kin) • Clothing recommendations are communicated to client before this meeting.
Evacuation Routes and Muster Points	<ul style="list-style-type: none"> • Clearly communicate evacuation routes and muster points before trip and upon arrival at viewing location
Waivers (Informed Consent)	<ul style="list-style-type: none"> • Waivers must only be signed AFTER the pre-trip orientation when all potential hazards are presented (informed consent). • Waivers will be used to release touring company from liability related to injuries that may occur during tour. • The risks must be communicated appropriately so that the client understands that there are some risks involved with tour activities. • Include any special permissions such as permission to take pictures for use in advertisements or using post-trip comments...etc.
Regular communication with clients during trip	Regular communication with clients about daily activities and the safety procedures involved as well as reiterating emergency protocol. This is also an opportunity to gain client feedback.
Post-trip evaluation forms and feedback	Client input about the tour will be used to enhance the tour experience and to improve safety plan.

Post-incident Reporting
All incidents require reporting and employees will be required to complete post-incident reports that will be stored for learnings.

Emergency Procedures

Protocol for any emergency situation
<ol style="list-style-type: none"> 1. Assess if situation requires immediate attention. 2. Gather visitors and employees (at muster point if at viewing location) or at safe area away from hazard. 3. Conduct head count using employee and visitor log. 4. Respond to emergency accordingly. 5. Notify owner and/or manager. 6. Report on incident in post-trip debriefing.

Emergency Situation	Response
Minor Injury	Detailed explanation of roles, communication processes, emergency equipment and safety related reporting that is required. See example below: "Fire at viewing location"
Major Injury	-

Death	-
Evacuation	-
Vehicle Crash	-
Lost visitor	-
Lost guide or employee	-
Extreme Weather	-
Wildlife Encounter	-
Fire at viewing location	<ol style="list-style-type: none"> 1. A clear warning (fire alarm, yelling fire etc.) must be given from any employee that observes the fire first. 2. Employee will phone emergency services and provide all information required by operator. 3. Lead tour guide will assess if existing equipment can be used to extinguish fire. Assign employees with fire extinguisher training to try and suppress fire. 4. If fire is out of control, everyone should be evacuated by clear directions from lead tour guide via safest exit. 5. Employees and visitors gather at pre-arranged muster point. 6. The lead tour guide will bring a log of employees and visitors and conduct head count. 7. If any person is missing, lead tour guide will assign employees to find missing people (without putting themselves in danger) 8. Lead tour guide will contact tour operator owner (or manager) and wait for response from emergency services. No one is to re-enter building. 9. Move onto any subsequent emergency responses such as minor injuries, major injuries, and visitor or employee disappearance.
Wildfire	-
Flooding	-

Aurora Tours Activity Risk Reduction

Tour Activities (Step by Step) (Include vehicles and equipment required)	Hazard	Level of Risk (Low, Medium, High)	Control Measures and Mitigation (engineered, administrative or PPE)	Possible Emergency Situation (to link to response in above table)
Before departure to viewing location or back to town				
Fueling Vehicles	Fire, spill	Medium	<ul style="list-style-type: none"> • Fueling only when equipment is turned off (Lock out procedures) and secured • No smoking while fueling • No cell phone use while fueling • Gloves when fueling using a gas can 	<ul style="list-style-type: none"> • Minor Injury • Major injury • Fire at viewing location • Wildfire
Inspecting vehicles and equipment	Minor or major injuries	Medium	<ul style="list-style-type: none"> • Ensuring vehicles and equipment are locked to avoid injuries 	
During travel to viewing location or back to town				
Loading and unloading passengers onto transportation	Slips, trips and falls	Low	<ul style="list-style-type: none"> • Clearing any ice on steps of vehicle • Using sand/salt when ground around vehicle is slippery • Offering assistance when conditions are bad 	
Driving	Traffic and road conditions	Medium	<ul style="list-style-type: none"> • Check weather conditions before travelling • Inspect vehicle before use • Plan travel route according to conditions • Allow sufficient time to travel • Reduce speed when conditions are not ideal • Obey rules of the road and exercise caution on uncontrolled roads 	

			<ul style="list-style-type: none"> • Carry emergency equipment for winter conditions • Carry communication devices 	
Driving	Vehicle-animal collisions	Medium	<ul style="list-style-type: none"> • Be alert for wildlife near roads especially at dusk, dawn and night • Proceed with caution when wildlife is spotted • Watch for wildlife warning signs • If animal is in the way, do not into ditch or oncoming traffic 	
Driving	Off-road driving	High	<ul style="list-style-type: none"> • Use vehicle appropriate to road or trail 	
ATV / snowmobile use	Collisions, rollovers	High	<ul style="list-style-type: none"> • Licenced and trained operators • Practice proper technique when operating ATVs • Exercise caution in unfavourable trail conditions 	
Tour Operations (While at viewing location or during excursions)				
Residing in viewing location	Wild animals	Medium	<ul style="list-style-type: none"> • Never feed or approach wild animals • Reduce or eliminate odors that attract animals • Store food and garbage in vehicles or alternate storage devices • Avoid surprising animals by checking ahead for wild animals and if spotted try to leave area immediately • Use techniques from wildlife safety training such as using warning sounds, and be prepared for use of non-lethal and lethal deterrents. 	
Residing in viewing location or excursions	Cold weather related hazards – frostbite, hypothermia, windburn	High	<ul style="list-style-type: none"> • Check daily weather reports • Plan trip to avoid very cold days • Reduce exposure time if possible • Monitor guests for warning signs of exposure • Ensure proper clothing is worn by employees and guests • Winter survival emergency kits should be available 	
Residing in viewing location or excursions	Forested areas – tree fall hazards	Medium	<ul style="list-style-type: none"> • Identify any tree hazards in viewing location area and mitigate risk accordingly (moving site or removal of hazardous trees) • Identify hazardous tree situations during excursions and avoid 	
Residing in viewing location or excursions	Emergency Response	High	<ul style="list-style-type: none"> • Confirm means of communication (radio, satellite phone, cell phone, spot tracker) • Carry back up equipment • Ensure employees are trained to use equipment • Daily check of communication equipment • Develop check-in plan with home office 	
Residing in viewing location or excursions	Fires	High	<ul style="list-style-type: none"> • Ensure fire pits are away from any buildings or tents • Keep flammable materials away from fire sources • Ensure fire extinguisher in vehicles and at site • Proper fire extinguisher training 	

Serving food	Allergic reactions or choking hazards	Low	<ul style="list-style-type: none"> • Proper first aid training • Plan food according to medical history of visitors 	
ATV / snowmobile use	Collisions, rollovers	High	<ul style="list-style-type: none"> • Licenced and trained operators • Practice proper technique when operating ATVs • Exercise caution in unfavourable trail conditions 	
Dog sledding	Crashes / dog bites	Medium	<ul style="list-style-type: none"> • Ensure properly trained dog sled driver • Safety equipment (helmets) • Guides trained in first aid • Emergency protocols for potential incidents (i.e., injuries, getting stranded) 	

Attachment 1: Vehicle Inspection Report Example

Driver's Vehicle Inspection Report

Check Any Defective Item and Give Details Under "Remarks."

DATE: _____

TRUCK/TRACTOR NO. _____

- | | | |
|--|--|--|
| <input type="checkbox"/> Air Compressor | <input type="checkbox"/> Horn | <input type="checkbox"/> Springs |
| <input type="checkbox"/> Air Lines | <input type="checkbox"/> Lights | <input type="checkbox"/> Starter |
| <input type="checkbox"/> Battery | Head - Stop | <input type="checkbox"/> Steering |
| <input type="checkbox"/> Brake Accessories | Tail - Dash | <input type="checkbox"/> Tachograph |
| <input type="checkbox"/> Brakes | Turn Indicators | <input type="checkbox"/> Tires |
| <input type="checkbox"/> Carburetor | <input type="checkbox"/> Mirrors | <input type="checkbox"/> Transmission |
| <input type="checkbox"/> Clutch | <input type="checkbox"/> Muffler | <input type="checkbox"/> Wheels |
| <input type="checkbox"/> Defroster | <input type="checkbox"/> Oil Pressure | <input type="checkbox"/> Windows |
| <input type="checkbox"/> Drive Line | <input type="checkbox"/> On-Board Recorder | <input type="checkbox"/> Windshield Wipers |
| <input type="checkbox"/> Engine | <input type="checkbox"/> Radiator | <input type="checkbox"/> Other |
| <input type="checkbox"/> Fifth Wheel | <input type="checkbox"/> Rear End | |
| <input type="checkbox"/> Front Axle | <input type="checkbox"/> Reflectors | |
| <input type="checkbox"/> Fuel Tanks | <input type="checkbox"/> Safety Equipment | |
| <input type="checkbox"/> Heater | Fire Extinguisher | |
| | Flags-Flares-Fusees | |
| | Spare Bulbs & Fuses | |
| | Spare Seal Beam | |

TRAILER(S) NO.(S) _____

- | | | |
|--|---------------------------------------|------------------------------------|
| <input type="checkbox"/> Brake Connections | <input type="checkbox"/> Hitch | <input type="checkbox"/> Tarpaulin |
| <input type="checkbox"/> Brakes | <input type="checkbox"/> Landing Gear | <input type="checkbox"/> Tires |
| <input type="checkbox"/> Coupling Chains | <input type="checkbox"/> Lights - All | <input type="checkbox"/> Wheels |
| <input type="checkbox"/> Coupling (King) Pin | <input type="checkbox"/> Roof | <input type="checkbox"/> Other |
| <input type="checkbox"/> Doors | <input type="checkbox"/> Springs | |

Remarks: _____

CONDITION OF THE ABOVE VEHICLE IS SATISFACTORY

DRIVER'S SIGNATURE _____

ABOVE DEFECTS CORRECTED

ABOVE DEFECTS NEED NOT BE CORRECTED FOR SAFE OPERATION OF VEHICLE

MECHANIC'S SIGNATURE _____ DATE _____

DRIVER'S SIGNATURE _____ DATE _____

Attachment 2: Pre-trip Orientation for Aurora Tours

Aurora Tour Information and Pre-Trip Orientation

Staff to complete this document and leave a copy with office staff and take a copy on tour. Staff to have visitors sign waivers **AFTER** the pre-trip orientation to ensure that Magic Skies has informed consent from its visitors.

Aurora Tour Details

Tour Operator	Magic Skies Aurora Tours	
Tour ID	Start Date	End Date
2017-001	2017/03/11	2017/03/12
Brief description of tour and activities included in tour		
<ul style="list-style-type: none"> • Transport clients from pick up location to destination • Arrive at viewing location and direct clients to accommodation if applicable • Provide meals if applicable • Various daily activities (snowmobiling, dog sledding, paddling, fishing etc.) • Aurora Borealis viewing time • Transport clients back to original pick up location 		

Tour Location and Transportation Details

Tour Location Map	Attachment or link to map of tour location
Tour Location Name	Riverside campsite
Coordinates	62°26'32"N 114°23'51"W
Access information	Via Ingraham Trail
Name and contact info of landing area	Name of air field and contact if accessed by air
Location of Operator head office	1111 53rd Street Yellowknife, Northwest Territories X1A 3R8
Muster point at viewing location	Muster point marked by sign on tree 30m away from viewing location
Transportation Plan	
Meeting / Drop-off Point	Magic Skies head office
Known hazards during transport	<ul style="list-style-type: none"> • Highway travel • Air travel (emergency landings) • Winter roads • Swift water crossings • Ice bridges • Open water ice

	<ul style="list-style-type: none"> • Ferries over open water • Back country routes 		
Emergency numbers	Located at bottom of this document		
Nearest medical centres	Stanton Territorial Hospital	550 Byrne Rd, Yellowknife, NT X1A 2N1	All basic health care needs and emergency services
	Frame Lake Community Health Clinic	312 Old Airport Rd, Yellowknife, NT X1A 3T3	All basic health care needs
Other local emergency agencies	<ul style="list-style-type: none"> • Advanced Medical Solutions • Community emergency numbers 		

Staff Information

Staff Participating in Tour	Role	Training and Certifications	
Jimmy	Lead Tour Guide	WSCC Supervisor Training	Expires 2019/01/01
		Wilderness First Aid	-
		Non-restricted Firearms Licence	-
		WHMIS	-
		Wildlife Defence and Firearms Handling Course	-
		Small Vessel Operator Proficiency Certificate or a Pleasure Craft Operators Certificate	-
		ATV Training	-
		Snowmobile Training	-
		Roadside Emergencies and Survival	-
		Canadian Firearms Safety Course	-
		Arctic Winter Survival	-
		Water Safety course (Swiftwater Safety, Cold Water Safety, Big River Safety)	-
		Aircraft Safety (if air travel is needed)	-
David	Assistant	WSCC Supervisor Training	Expires 2019/01/01
		Wilderness First Aid	-
		Non-restricted Firearms Licence	-
		WHMIS	-
		Wildlife Defence and Firearms Handling Course	-
		Small Vessel Operator Proficiency Certificate or a Pleasure Craft Operators Certificate	-
		ATV Training	-
		Snowmobile Training	-
		Roadside Emergencies and Survival	-
		Canadian Firearms Safety Course	-
		Arctic Winter Survival	-
		Water Safety course (Swiftwater Safety, Cold Water Safety, Big River Safety)	-

Visitor Information

Name	Emergency Contact(s)	Additional Information (i.e. Medical information, dietary needs etc.)
Phil	Dave: xxx-xxx-xxxx	Carries an asthma pump for asthma attacks
Kelly	Martha: xxx-xxx-xxxx	Carries an Epi-Pen for peanut allergy

Meeting Point

Meeting Point and Time	Communicated in Pre-Trip Orientation (Y/N)
Yellowknife office / Hotel at 08:00 AM	-

Evacuation Routes and Muster Point

Evacuation Routes and Muster Point at viewing location	Communicated in Pre-Trip Orientation (Y/N)
Map of evacuation routes	-
Sign or landmark near viewing location	-

Risks Involved and Emergency Procedures

Risks Involved	Mitigation and Emergency Procedures	Communicated to Clients (Y/N)
Fire at viewing location	<ul style="list-style-type: none"> Flammable items stored away from sources of fire Fire alarms available at viewing location Employees trained to use fire extinguishers Emergency response plan for fire in safety plan 	Y
Visitor gets lost	-	-
Aggressive wildlife encounter	-	-
Etc.	-	-
-	-	-
-	-	-
-	-	-

Additional Information Discussed with Visitors

Information	Communicated to Visitors (Y/N)
Suggested Clothing (seasonal): <ul style="list-style-type: none"> Wicking clothing in warm weather Avoid cotton (wool and synthetics are recommended) Warm clothing (layers are suggested) Comfortable walking shoes (waterproof boots recommended) 	-

<ul style="list-style-type: none"> Hats , gloves, face masks Etc. 	
Equipment: <ul style="list-style-type: none"> Walking stick Cramp-ons for icy areas 	-
Medical: <ul style="list-style-type: none"> Doctor prescribed medication Emergency medication (i.e. Epi Pens, asthma pumps) 	-
Required Physical Abilities: <ul style="list-style-type: none"> Climbing hills Walking on icy surfaces Climbing in and out of transportation vehicles 	-

Emergency Contact Information

Emergency Contacts	
Contact	Number / Address
Tour Operator	867-555-xxxx
Local Community Emergency Services	867-555-xxxx
Local Hospital	Stanton Territorial Hospital 867-669-4100
Ambulance	867-873-2222
Local Fire Response Services	867-873-2222
RCMP	867-669-1111
Air Rescue Services (i.e. Advanced Medical Solutions)	Advanced Medical Services 866-578-9111 CASARA NWT 867-873-2962
Poison Control	1-800-332-1414
Wildfire Reporting	1-877-NWT-FIRE (1-877-698-3473) Yellowknife 867-873-0466
Tour Guide Contacts	
Cell Phone	867-555-xxxx
Secondary Cell Phone	867-555-xxxx
Satellite Phone	867-555-xxxx

Visitor Consent

Visitor Name	Has waiver been signed AFTER pre-trip orientation? (Y/N)	Staff Initials
-	-	-
-	-	-