

## **Trip Planning Template**

### **Transportation**

Things to consider include; ferry schedules, location of group members, travel times, capacity of vehicles (people/equipment), bathroom and food breaks, travel distances, construction/road closures, roof racks/kayak racks, road maps/directions.

Driver 1 \_\_\_\_\_ Passengers \_\_\_\_\_

Kayaks and Equipment \_\_\_\_\_

Start Time \_\_\_\_\_ 1<sup>st</sup> Stop \_\_\_\_\_ 2<sup>nd</sup> Stop \_\_\_\_\_ 3<sup>rd</sup> Stop \_\_\_\_\_

Driver 2 \_\_\_\_\_ Passengers \_\_\_\_\_

Kayaks and Equipment \_\_\_\_\_

Start Time \_\_\_\_\_ 1<sup>st</sup> Stop \_\_\_\_\_ 2<sup>nd</sup> Stop \_\_\_\_\_ 3<sup>rd</sup> Stop \_\_\_\_\_

Driver 3 \_\_\_\_\_ Passengers \_\_\_\_\_

Kayaks and Equipment \_\_\_\_\_

Start Time \_\_\_\_\_ 1<sup>st</sup> Stop \_\_\_\_\_ 2<sup>nd</sup> Stop \_\_\_\_\_ 3<sup>rd</sup> Stop \_\_\_\_\_

Central Meeting Area Time \_\_\_\_\_ Ferry Departure \_\_\_\_\_ Arrival \_\_\_\_\_

Estimated Travel Time from Ferry \_\_\_\_\_

Estimated Time of Arrival at Launch area \_\_\_\_\_

Other Considerations –

### Equipment

Personal Equipment List Attached -

Group Gear: Who will bring it and how many do we need.

- Tents
- Stoves / Pots / Fuel (how much fuel is needed)
- Water Filter/Tablets
- Tarps
- Communication Equipment (radio, cel-phone, sat-phone, flares)
- Navigation / Equipment
- Tide Charts
- 1<sup>st</sup> Aid Kit
- Bear Spray / Bangers
- Other

### Group

Things to consider; Levels of paddling skill and training, 1<sup>st</sup> aid training, camping skills, sleeping arrangements, medical conditions/medications, physical/emotional limitations.

Name	Skill / Experience 1 <sup>st</sup> Aid	Daily Comfortable Distance	Comfort with Wind & Waves

What are the conditions likely to be encountered? Is everybody prepared for those conditions?

Responsibilities – list person/persons responsible for each task

Weather Forecast	Navigation	Camp Set- up	Cooking	Meal Clean-up	Kayak Care	Other	

## Route Plan

Start	Dist.	1 <sup>st</sup> Break	Distance	2 <sup>nd</sup> Break	Distance	3 <sup>rd</sup> Break	Distance	Camp
Day 2								
Day 3								
Day 4								
Day 5								
Day 6								
Day 7								

### **Additional Route Information – Include a map/chart**

Highlight special interests you may want to see as well as hazardous areas you will want to avoid or use caution. Consider areas of easy access in the event the trip is cut short or emergency help is needed.

## Food / Water

Arrangements for food may include; every man/woman for themselves, everyone responsible for certain meals/days, one person does all meals (and is compensated for it), smaller food groups.

Are there any food restrictions or allergies?

How much water do we need? (is water available along the route?)

Do any meals need refrigeration (a cooler)?

How many people is each meal for and how big are appetites?

[illegible]

### **Budget**

Consider all costs associated with the trip including monetary as well as time, expertise and wear and tear on equipment. Agree as a group how costs should be divided up.

Food	
Transportation	
Group Equipment	
Total	
Divided by # Participants	

### **Agreement**

In order to reduce conflicts with the group a “code of conduct” should be agreed upon before the start of the trip. When dealing with conflicts during a trip reflection upon this agreement can help to put perspective on things. This agreement should reflect peoples fears, concerns, values and expectations. It may include some of the following but should be based upon the group at hand.

1. Paddling groups should be established beforehand. Each paddling group should be equipped for the event they are separated from the larger group. IE tents, stoves, food, extra clothing.
2. Everyone should treat others with respect and have the expectation of the same.
3. Groups should travel at a speed comfortable to the slowest paddler and respect for all skill levels should be given.
4. Leave no trace. Pack it in pack it out.
5. No approaching too close to wildlife. Allow them to come to you.

### Emergency Contact Info

Coast Guard –  
Police –  
Ambulance –  
Fire –  
Local Hospitals –  
Doctor –  
Clinics –  
Poison Control –  
Marinas –  
Boat Charters –

Home Contact Info for everyone on the trip –

### Considerations –

- How will you contact help if needed?
- How long will it take them to reach you?
- Does 911 work in your trip location? (Cel-phones close to USA boarder may roam to US Emergency services)
- What services are available at local hospitals / clinics?