**IRF GTE – Trip Leader Debrief Form**

**1= Poor, 2= Weak, 3= Satisfactory, 4= Good, 5= Excellent**

Assessment River & Country: River Level:

River class:

Name: Date: DD/MM/YYYY

**Pre departure guide communication Score**

|  |  |  |
| --- | --- | --- |
| Trip Plan | Running orders, must make eddies, portages etc |  |
| Equipment location | First aid, wrap kit, warm kit, sweep kit, communications |  |
| Emergency Procedures | What to do in case of an emergency |  |
| Medical conditions | Identify any customers with medical conditions or medications |  |
| Non swimmers | Identify any non-swimmers or nervous guests |  |
| Trip Timings | Expected trip time & ETA (Estimated time of arrival) |  |
| Evacuation points | Identify any evacuation points in case of an emergency evac |  |
| Summery | Summarise the key points of the discussion. |  |
| Comments |  | Overall score |

**Emergency scenario description**

|  |  |
| --- | --- |
| Number of rafts |  |
| Number of guides |  |
| Number of guests |  |
| Number of safety craft |  |
| Rapid running |  |
| Scenario description |  |

**Situation Assessment Score**

|  |  |
| --- | --- |
| Did the candidate make a quick assessment |  |
| Did the candidate identify all of the dangers and inform the guests/ crew |  |
| **Comments:** | Overall Score |

**Decision Making**  **Score**

|  |  |
| --- | --- |
| Did the candidate set the appropriate priorities |  |
| Did the candidate use all available resources |  |
| Was the decision appropriate to the scenario |  |
| **Comments:** | Overall  Score |

**Communications Score**

|  |  |
| --- | --- |
| Was the plan communicated to all involved |  |
| Did the candidate delegate specific tasks clearly |  |
| **Comments:** | Overall score |

**Conducting the rescue Score**

|  |  |
| --- | --- |
| Was the degree of involvement by the candidate appropriate |  |
| Was the procedure conducted in a methodical way throughout the incident |  |
| Did the candidate react to any unforeseen changes |  |
| **Comments:** | Overall score |

**Post scenario debrief Score**

|  |  |
| --- | --- |
| Did the TL communicate with the guests what had just happened |  |
| Did the TL give the guests the option to continue or leave the trip |  |
| **Comments:** | Overall score |

**Flotilla management** **Score**

|  |  |
| --- | --- |
| Did the TL ensure the running order was kept eg: Lead boat, sweep boat |  |
| Did the TL ensure consistent signalling |  |
| Did the TL ensure the correct spacing between the rafts was kept |  |
| Did the TL communicate with the guide team effectively |  |
| Did the TL make use of the CLAP Principle |  |
| **Comments:** | Overall score |

**Overall instructor comments**

Award level: Instructor Name:

Instructor contact email:

|  |  |
| --- | --- |
| Advanced First aid certificate Min 16 Hours | Y/N |
| Logbook witnessed | Y/N |

|  |
| --- |
| Trip leader level 2 needs to have 50 runs or 100 hours of logged river time on class 2 or above |
| Trip leader level 3 needs to have 75 runs or 150 hours of logged river time on class 3 or above |
| Trip leader level 4 needs to have 125 runs or 250 hours of logged river time on class 4 or above |