

## SVIMS Foray Lead Checklist and Guide

1. Awareness of the foray policy and procedures.
2. Have a SVIMS active membership list.
3. A list of board members and their contact numbers.
4. Check prior to the foray that all necessary forms and documents are in the foray pack.

### **At the Foray:**

1. Have the SVIMS foray sign in and out form which all participants have to complete. Confirm that all the participants are active members and are aware of the SVIMS foray policy and procedures.
2. Provide an end of foray reassembly time and place and if possible a GPS coordinate.
3. Provide to all attendees a cell phone contact number of the lead or designate, being aware that reception limitations could be problematic.
4. Ensure a match between the numbers signing in and out. If there is a mismatch, then attempt to contact the person(s) that have not signed out at the designated reassembly time and place.
5. Wait a reasonable amount of time depending on weather and circumstances, and then initiate a rescue protocol with notification of law enforcement and rescue agencies through a 911 call. If cell phone reception limits the ability to make any contacts including emergency services, then the lead will appoint a foray assistant to leave the site and proceed to a point where such contact is able to be made. Take a GPS coordinate if possible. At the foray lead's discretion this can be initiated immediately if this felt necessary, and of course in an emergency at any time. The lead has the discretion to terminate a foray at any time but if so then all attendees will have to sign out. Note the contagion clause below.
6. The lead or designate does not leave the foray reassembly site till all participants have signed out. Your own safety and that of the other foray participants however, essential always. If a rescue is in progress, remain at the scene unless requested to leave by the rescue team and if so, then exchange contact numbers for updates on the rescue. Notify and update an executive board member of the situation. Your pack will contain the information.
- 7.\*\*\* Contagion Clause: As per the foray policy active of the date of the activity, in the absence of noncompliance with the health directive, the foray/event must be terminated, and all attendees signed out as required at the end of any foray. An executive board member to be

notified so that public health can be made aware of the situation, to allow a final decision on the next steps to be taken if any. The contact numbers will be in the foray pack.

\*Document amended January 11th, 2024