# **2 Minute Form**

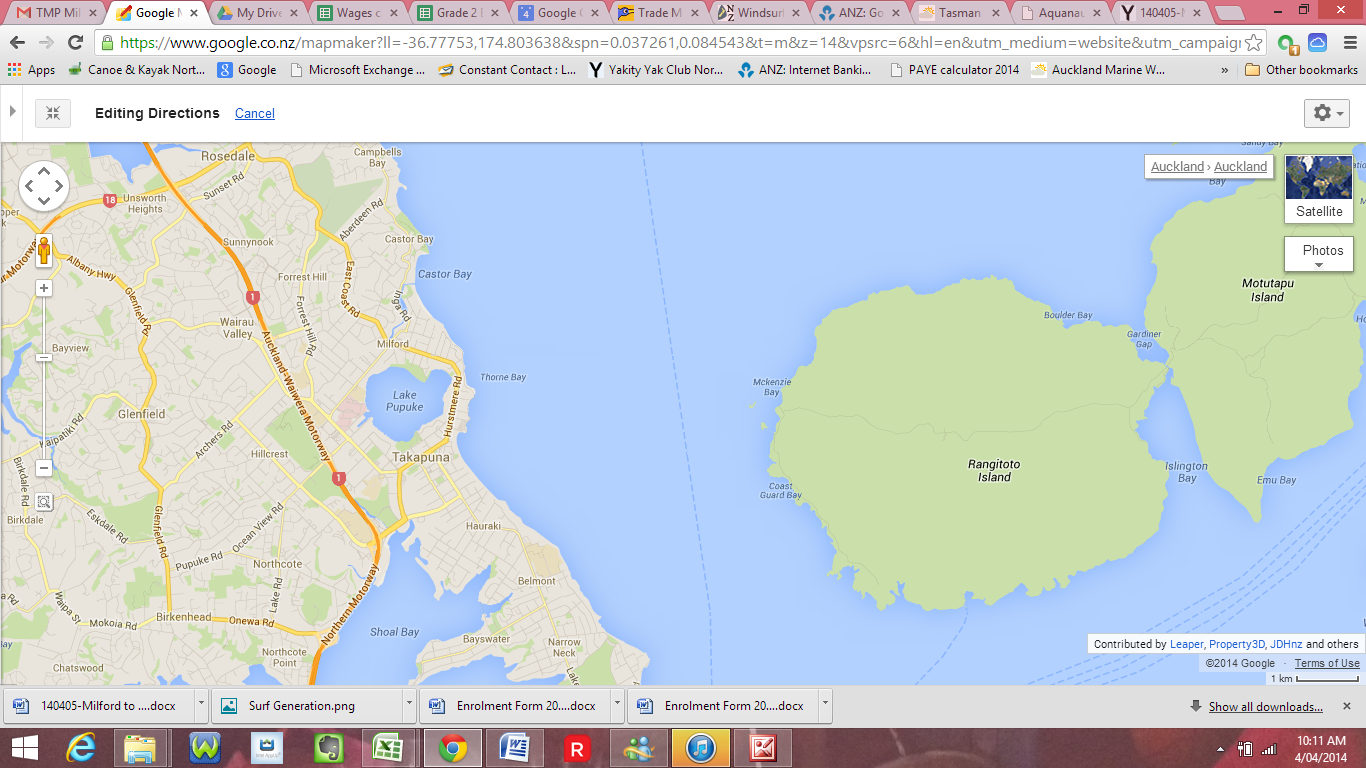
**Trip Name: Milford to Coastguard Bay, Rangitoto**

**Check-in Name and Phone: Rob Howarth 021 925 489**

**Date:** 5 Apr 2014 **Branch: North Shore**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Leaders** | Joya Todd | | | |  | |
| **Cell Phone Number** | 021 046 9036 | | | |  | |
| **VHF** Call Sign &/or Vessel Name | ZMT 6745 | | | |  | |
| **Vehicle** make, model, registration, colour | Mazda Capella wagon | | Sikver/grey DTS145 | |  |  |
| **General Plan**  *Note: If plan changes, you must notify your Check-in person.* | 10:00 meet at Craig Rd, Milford car park  10:30 on the water  11:30 loo stop at McKenzie Bay  12:30 lunch at Coastguard Bay (no loos available)  13:30 return  14:30 loo stop if necessary McKenzie Bay  15:30 Milford | | | | | |
| **Latest Time Off the Water** | 16:30 |  | | | TMP/ ~~AMP~~ used20 | Milford to Coastguard Bay Rangitoto |
| **Tide/ Forecast Lake Level** | Low 06:05 |  | | High12:31 | Other |  |
| **Communications Carried**21 | Mob, VHF, Epirb | | | | | |
| **Communications** | We will be communicating as a group on VHF Channel \_\_8\_\_\_ | | | | | |
| **Equipment Carried** | Usual day kit | | | | | |
| **Trip Report**  (Use other side if more space required) |  | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Activity | | | Strong beginners paddle | | | | Centre | North Shore | | Location | | | | |  | | Difficulty1 | | | | | Strong beginner | |
| Activity Description | | | Milford to Coastguard Bay, Rangitoto | | | | | | | | Leader qualification req.2 | | | | NZKI 2\* | |  | | | | |  | |
| Get in Location | | | Craig Rd, Milford | | | | | | | | Chart/ Map no.4 | | | | 5321 | | Distance | | | | | 15-18 km | |
| Get out Location | | | ditto | | | | | | | | Coastguard Channel | | | | 82 & 16 | | Nowcasting | | | | | 21 | |
| Emergency get out 5 | | | North Shore coastline. Bays on Rangitoto. | | | | | | | | Emergency / Coastguard Station | | | | Auckland | | Phone | | | | | \*500  09 303 4303 | |
| Drinking Water6 | | Milford only | | | Toilets7 | | | | Milford, McKenzie Bay only | | | | |
| Emergency Response | | | Refer Emergency Response Booklet | | | | | | | |  | |  | | | Parking8 | | | | Craig Rd, Milford | | | | |
| Specific Equipment Required9 | | | High vis clothing. | | | | | | | | Working Communications equipment in this area10 | | Cell phone  Sat phone | | | | | |  | | | | PLB  VHF | |
| Other resources  and notes11 | | |  | | | | | | | | Weather Parameters12 | | 15 kn in exposed areas  2m surf Wave faces on beaches | | | | | | | | | | | |
| Previous incidents13 | | | | | | | | | | | | | | | | | | | | | | | |
| **Safety Management**14 | | | | | | | | | | | | | | | | | | | | | | | |
| Hazard | | Significant? | | | Management Strategy15 | | | | | | Hazard | Significant? | | Management Strategy15 | | | | | | | | | |
| Cold Water | | Yes | | | Carry spare dry clothes and shelter | | | | | | Deep Water | Yes | | Correctly fit PFDs | | | | | | | | | |
| Medical Conditions | | Yes | | | 1. Leader has first aid qualification 2. Ask customers about medical conditions | | | | | | Bad Weather | Yes | | Understand weather forecasts.  Have back up plans or pull out if necessary | | | | | | | | | |
| Capsizing | | Yes | | | * Correctly fit Pfds * Skills at performing rescues. | | | | | | Heat / Sun | Yes | | * Protective Clothing (worn) * Sun Screen * Plenty of drinks * Sunglasses | | | | | | | | | |
| Panic | | Yes | | | Ensure conditions match level  of skills | | | | | | Obstacles | Ye s | | Awareness of reefs, navigational hazards, nets | | | | | | | | | |
| Current | |  | | | * Travel with tide | | | | | | Other Vessels | Yes | | * Understand the “rules of the sea” * “Be seen” – Have two of the following; flag, brightly coloured kayak, brightly coloured Pfd or hat. At night: an all round white light & a powerful torch. | | | | | | | | | |
| Other Hazards | | Yes | | | Surf – launching and landing – rare for surf to be a problem on east coast beaches but it can happen. Assist beginners paddling out and carry out surf management coming in. | | | | | | Other Hazards |  | |  | | | | | | | | | |
| Written up by: | Joya Todd | | | Approved By: | | Rob Howarth | | | Signed: | Signature.jpg | | Date: | | 4/4/2014 | | | | Review in: | | | 12 months from date of approval | | |



East coast to Rangitoto 2.tif

**Activity Equipment Check list**

**Equipment List**

* Helmet (rivers & surf) **Group Gear**

 Beanie / hat  Split paddles

 Thermals  Repair kit

 Paddle Jacket  Fire lighting

 PFD  Cooker/thermos

 Spray deck  Spare thermals

 Booties  Tow system

 Water & food  1st Aid Kit

 Kayak & paddle  Flares

**Group - Oceans & Lakes**  Compass

 Pumps & Paddle Floats  Charts / Maps

**Group - River**  GPS (optional)

 Throw ropes  Knife (cut rope)

 Pin kit & saw  Emergency Shelter

**In case of emergency:** Dial 111, Mayday :VHF Channel 16

**Kayaking Check list**

 Trip plan

 Latest weather forecast

 Conditions match skills?

 Hyperthermia (hot) &   
Hypothermia (cold)

 On & off water safety

 Environmental concerns

 Emergency Procedures include emergency get out.

 Working communication devices  
 e.g. VHF radio, mobile phones, PLB

 Specific safety issues for this trip

 Participant list

 Any medical conditions

 All participants keen to proceed?

 Trip Plan/ 2-minute form lodged with Ops. Manager

**Appropriate wind conditions to run trips:**

Novice - no significant surf or swell, wind under 15knots

Intermediate- surf or ocean swells less than 1.5 meter or wind under 25 knots.

Advanced- any condition that is suitable to the trips aims

**At conclusion of trip:**

Contact check in person

Group Debrief.

Check in Person Ph:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home

Activity Document Cover Sheet

Activity:

Date of Activity:

|  |  |
| --- | --- |
|  |  |
|  |  |
| Activity reports. Is all relevant information present: |  |
|  |  |
| – Approved Trip Management Plan (TMP)/ 2 minute form |  |
|  |  |
| – Club Trip Participant Sheet |  |
|  |  |
| – Weather forecast |  |
|  |  |
| – Activity Check List |  |
|  |  |
| – Trip report (May be on the 2 minute form) |  |
|  |  |
| – Accident / incident reports |  |
|  |  |
| **Leaders Signature:** |  |
|  |  |
| **Date:** |  |