

TE WAKA POUNAMU

OUTRIGGER CANOE CLUB

Safety is a paramount consideration of using waka ama/outrigger canoes. Under the Maritime Transport Act 1994, National Navigation Safety Rules have been developed. The Act also makes provision for Regional Navigation By-Laws. Environment Canterbury have developed these laws providing additional safety rules for the Canterbury region. Waka Ama NZ and Maritime NZ have also developed Waka Ama Safety Rules. These rules provide a regulatory base around which our club safety action plan has been developed.

Resources: <https://www.maritimenz.govt.nz/rules/part-91/> (navigation safety)

<http://wakaama.co.nz/pages/read/1003719> (waka ama safety kete)

<https://www.ecan.govt.nz/data/document-library/?ids=2473039> (navigation bylaws)

<http://www.lpc.co.nz/lpc/weather-forecast/> (real time wind information)

<https://www.windy.com/-43.602/172.721?-44.502,172.721,7> (wind and weather forecast)

Club Safety Rules

The following Procedures and Safety Action Plan have been developed to apply with National and Regional requirements, as well as including additional requirements that apply to the use of all club waka and equipment.

It is recommended that these procedures are followed by club members wherever and whenever they paddle.

Please note that different rules may apply at the different club locations/bases, as well as for certain trainings and events, as indicated below or recorded in specific event safety plans.

STANDARD OPERATING PROCEDURES

Paddler Definitions:

Experienced Steerers:	As determined by the Te Waka Pounamu Committee.
Experienced Paddlers:	As determined by the Te Waka Pounamu Committee.
Small Waka paddlers:	Paddlers using TWP OC1 and OC2 to be signed off by TWP Executive through: Jack Wormald, Craig Pauling, and Merryn Herlihy. V1 paddlers to be signed off by Jack Wormald and Craig Pauling.

Standard Safety Requirements

- All Kaihoe to have **appropriate clothing**, footwear, food and water
- All Waka must carry a **communication device** (radio, or cellphone in a waterproof case that can still be used when wet)
- All Kaihoe must wear a **PFD** in accordance with local bylaws (it is recommended not to wear manually inflatable life jackets/vest as they require comprehensive familiarization of how to inflate particularly during a capsize, and ensuring the gas canister is working)
 - This rule does not apply to paddling on the Ōtākaro/Avon River
 - This rule may not apply to other club races and events
- **Weather forecast** checked prior to going out <https://www.windy.com/?-43.449,172.688,5>
<http://www.lpc.co.nz/lpc/weather-forecast/>
- Under the Canterbury Navigational Bylaws, all W6 canoes must display their name, and all waka (including personal singles) need to have the name and phone number of the owner displayed on the inside. It is also recommended to include a next of kin name and contact number.

Prior to heading out on the water

A Kaihautu/skipper is nominated and identified by all paddlers before the voyage.

Kaihautu and Steerer checks

- Check Maritime weather **forecasts and tides**, including local knowledge and be aware of local bylaws
- Kaihoe **medical** information that may impact their paddling abilities or safety
- Check **communication device**: recommended VHF radio &/or PLB, other – cellphone
- **Clothing** check– appropriate for conditions (polypropylene, sharkskin in winter, hat for summer/winter)
- **Equipment** check – see below
- **Food/water** check
- All Kaihoe wear correctly **fitted PFD's** as required by Navigation Safety Bylaws
- **Inform someone** onshore of the ETD and ETA, including a brief intention of the course (*see TWP wind guidelines suggested routes*)
 - When you book a waka in the notes state the crew, course and when you are due back
 - Use the Coastguard Intention App
 - Tell your next of kin, friend or family member and agree on a check in time.
- Plan the **course** to the capabilities of the kaihoe paddling and swimming ability
- Guidelines for **wind strength** consulted to see whether to still go out (particular note of southerly, North West Winds)
- Waka and kaihoe visibility (clothing, flags etc to increase contrast with the sea)

Equipment Checks

- **Check the following prior to going out every time:**
 - Condition of the rigging and strapping
 - Inspected hull for holes and other damage
 - Bungs are in and tightened (Gaskets and rubber rings need constant checking)
 - The hull, ama and bulkheads are empty of water
 - Keel line, particularly the stern and bow due to dragging on and off the ramp/beach)
 - Spray skirts to be used in marginal conditions at the discretion of the boat captain. Should only be considered by experienced crews.

- **All waka must carry the following at all times:**
 - TWO Bailers (one if in a W1);
 - At least one form of communication (Phone, VHF or PLB). **If heading past the 'red stick' take a blue TWP VHF radios. These will need to be put in their drybag and then returned to the charger on your return (not in the bag).**
 - At least one spare paddle attached to the kiato (two recommended, including one spare steering hoe. However, on a fine day on the harbour a solid club hoe could be used as a steering blade spare alternative)
 - A safety dry bag (containing a throw rope, survival blanket, spare strapping, lashing, duct tape, PLB and knife)
 - And between sunset and sunrise, all waka must have at least one all-round fixed white light visible from all directions, fixed at least 1m above the water (additional lights/head torches are also recommended.) A flashing light means distress, a head torch with this feature is recommended.

Kaihoe Responsibilities

- Have trained for and/or demonstrated competence in the safety procedures for swamping, huli and man overboard situations
- Clothing check – appropriate for conditions (polypropylene, titanium, sharkskin in winter, hat for summer/winter)
- Know their PFD's and how to use it
- Not paddle while under the influence of drugs or alcohol
- As a result of training, be able to be resilient and competent to cope in any situation
- Visibility (are you wearing anything that will help to improve your visibility and the safety of everyone onboard)

Procedures

Huli

In the event of a capsize, it is the responsibility of every person onboard to take action and support re-righting. The following is a good process to go through in the event of a huli, using the acronym **DR-E-RIBS**:

D - Don't panic

R - Roll Call

E - Equipment (make sure you have your paddle, PFD, other safety equipment)

R - Re-right the waka

In - Climb in on the Ama side

B - Bail out excess water

S - Signal for assistance if required

Ensure all paddlers are practiced in huli procedures every season.

Rangitahi Paddling

- Ratio of adult paddlers to kids is:
 - 1 adult:5 kids (intermediate and above);
 - 2 adults:4 kids for midgets (under 10)
- Maximum W6 taken out each session is six
 - Therefore at least six adult steerers per session

Radio

If heading past the 'red stick' take the blue TWP VHF radios. These will need to be put in their drybag and then returned to the charger on your return (not in the bag).

Using VHF radios we can log a trip report on local VHF working channels, talk to other vessels and call for emergency help.

VHF channels:

16 – distress safety calling (sinking or swamping, medical incident, collision)

"mayday mayday mayday, this is... (waka name) at ... (position)" give the following:

- Nature of distress
- Assistance required
- Number of people
- Other information (PFD's worn, identifiable marks, landmarks)

Then "over"

74 – Working channel once initial channel '16' Mayday call is made

Pan pan call is when there is an urgent situation, which as yet, is not life threatening. For example, loss of paddle in deteriorating weather, loss of ability to steer, medical but non-life threatening. Similar procedure as above, but use 'pan pan pan' instead of 'mayday'.

63 - Canterbury Coast guard general (Canterbury)

Minimum guidelines for paddler skills:

- Techniques for paddling forward, turning, reversing, and stopping the waka
- An ability to use bracing strokes in choppy/rough seas
- Capability to re-enter the waka after huli or during a race
- Fitness and competence to swim 50m unaided or wearing a PFD
- Understanding of their role at all times, especially in rough condition

Specific Waka Usage

Small Boats

All paddlers must be signed off, as singles or doubles paddlers as noted above, and have practiced capsizing and getting into the waka prior to taking a TWP single or double out on their own.

Wind Guidelines for TWP small waka (OC1, V1 and OC2):

Any wind approaching 10 -15 knots (18 – 25 km/h) should be approached with caution. Please check the suggested routes for various wind directions and strengths. A rule of thumb is to go into the wind first and then downwind. Never start downwind.

Check ipc.co.nz (1 min wind menu over the last hour) and metservice.co.nz (current weather and forecast), **do not** go out if:

- Easterly or North Easterly greater than 25 knots (46 km/h)
- Southerly or South Westerly greater than 15 knots (28 km/h)
- Northerly or Nor Westerly gusting greater than 20 knots (37 km/h)

Equipment required:

- Life Jacket
- Bailer (if not self-bailing)
- Spare Paddle
- Spray Skirts (if required)
- Leg Leash (for singles only) Be cautious of the type of leg leash you use. It is advised to practise a huli using a leg leash in sheltered calm water prior to become confident in its use.

Equipment checks:

- Condition of the rigging and strapping
- Inspected hull for holes and damage (additionally look for signs of stress fractures)
- Bungs are in and tightened
- The rudder is working
- The ama, bulkheads and hulls are empty of water

W6

Wind Guidelines:

Any wind approaching 10 -15 knots should be approached with caution.

Check ipc.co.nz and metservice.co.nz and **do not** go out if:

- Easterly or North Easterly greater than 25 knots (46 km/h)
- Southerly or South Westerly greater than 15 knots (28 km/h)
- Northerly or Nor Westerly gusting greater than 20 knots (37 km/h)

Equipment required and checks as per standard safety requirements.

W12

Please note: this is a flat water vessel - do not go near any rough water.

Wind Guidelines:

Any wind approaching 10 -15 knots should be approached with caution.

Check ipc.co.nz and metservice.co.nz and do not go out if

- Easterly or North Easterly greater than 12 knots (21 km/h)
- Southerly or South Westerly greater than 8 knots (15 km/h)
- Northerly or North Westerly is gusting greater than 8 knots (15 km/h)

Note: be aware that you will need a safe place to turn a W12 if you are caught in strong wind.

Equipment required and checks as per standard safety requirements. Note: 2 bailers per hull

Other Considerations specific to body of water

Te Whakaraupo

Norwest is our local cautionary wind as it comprises of gusts rather than a solid breeze. A lower speed gust could quite easily flip a craft where as a solid wind can be allowed for. Therefore stay close to the 'bays'. Te Whakaraupo starts whitecapping at approximately 8 – 12 knots (15 – 20 km/h). An easterly wind has the full length of the harbour to create larger swells closer. A southerly, a lesser distance, from Allandale, therefore swells might be lower and the pitch shorter.

Otakaro (Avon River)

- Don't paddle for 48 hours after heavy rain due to potential sewage in the river.
- PFD's not required unless you can not swim 50m unaided
- Children under the age of 16 must wear PFD's
- Be aware of white baiters and steel waratahs close to the banks. The steel posts may be hidden but mark wait baiters spots. Additionally, be aware of rowers and kayakers, and adhere to the correct side of the river. Stay river right.

Scarborough

- This is open ocean paddling and thus conditions are normally more challenging.
- Close to the cliffs there is often a lot of bounce swells and washing machine like conditions.
- It becomes very dangerous there with a big easterly swell, compounded if there is an outgoing tide and SW wind.
- Steerers wishing to take crews out from there need sign off from Jack and/or TWP committee, on conditions and experience of crew.

Be aware conditions change very quickly, especially in an outgoing tide, so time your paddle accordingly and watch the wind forecast.

During your paddle

- Stick as close to your intended course as possible
- Give way to all other vessels, other than powered craft under 500T (however giving way is generally advised)
- Continue to monitor the wind and the weather and alter course decisions as appropriate when weather changes
- At night: stay to the West of the Light House. Do not paddle towards or past the port.
- Take care of your Waka:
 - when going ashore anywhere lift the waka and place a PFD under the bow
 - Avoid the channel between King Billy Island and Banks Peninsular during low tide (especially in small waka)
- If you huli and are in danger, people come first. Leave the waka if you need to to stay safe.

After your paddle

- Wash the waka
- Let your Intentions Person know you are back safely
- **Check the waka for damage and report to TWP Committee via facebook or email**
- Rinse TWP paddles and life jackets before returning them to the lock up
- Return dry bags and bailers to the lock up
- Replace the radio on the charger if used

TWP TRAINING ROUTE OPTIONS FOR DIFFERENT WIND CONDITIONS

CAUTION: Please be conscious of the movement of the tides, and in particular, the risks associated with outgoing tides within the channels in the middle of the Harbour and around the breakwater off Naval Point

W/NW/N

- ❖ Head along the shore or up harbour to Taukahara / Māori Gardens / Shitstick / Ōhinetahi (Governors Bay)
- ❖ Return along shore to minimise ama popping or catch swell down the harbour back to Naval Point (if experienced)

E/NE

- ❖ Paddle along shore to breakwater and assess
- ❖ Continue on if safe and hug the shore if wind is strong
- ❖ Come back down the middle with wind/swell if experienced OR hug shore if feeling unsafe
- ❖ **OPTION:** Follow the W/NW/N options and stay in Upper Harbour
- ❖ **CAUTION:** Be conscious of boats in the shipping lane and watch for the outgoing tide within the channel in the middle of the harbour

GOLDEN RULE:

Always check the wind forecast and the tidal conditions

Always start out your journey into the wind and take into account the direction of the tide

**IF IN DOUBT,
DON'T GO OUT**

S/SW

- ❖ Paddle into wind across to Ōtamahua (Quail Island)
- ❖ Continue along shore (left or right – depending on tide)
- ❖ Proceed to the Head of the Bay
- ❖ Return with swell/wind

PURAU / RIPAPA

- ❖ Great for flat conditions
- ❖ Not recommended for strong winds from any direction

TWP WIND GUIDELINES / CUT OFFS

WIND CONDITIONS	S / SW	W / NW / N	E / NE	ACTION
LIGHT	Less than 5 knots (9km/h)	Less than 10 knots (18km/h)	Less than 10 knots (18km/h)	GOOD / PROCEED
MODERATE	5 - 10 knots (9-18km/h)	10 - 15 knots (18-28km/h)	10 - 15 knots (18-28km/h)	PROCEED WITH CAUTION
STRONG	10-15 knots (18-28km/h)	15 - 20 knots (28-37km/h)	15 - 25 knots (28-46km/h)	STAY CLOSE TO SHORE (within 100m)
VERY STRONG	Over 15 knots (28km/h)	Over 20 knots (37km/h)	Over 25 knots (46km/h)	NO GO / HALT!!!

SAFETY ACTION PLAN (SAP)

What significant things could go wrong?	What would cause it to go wrong?	How could we prevent it from happening?	When/where will the prevention measures be carried out?	Whose responsibility is it?	Emergency plan
People:					
Death - Drowning	<ul style="list-style-type: none"> ● Paddlers/Kaihoe not following instructions ● PFD's not worn or fitted properly ● Unable to get into Waka following a huli ● Incorrect clothing for the conditions ● Not being able to or weak swimmers ● Huli in rough conditions ● Inexperienced steerer 	<ul style="list-style-type: none"> ● PFD'S fitting checked by skipper prior to entering the water ● Safety boat employed and remaining close to paddlers and waka in events and long distance paddles eg Port Levy or as appropriate for level of paddler ● Importance of listening and following steerer or kaihautu instructions reiterated ● Check weather and choose course as appropriate or cancel ● Experienced Steerer appropriate for the conditions ● Briefed and practised on what to do in the event of a huli ● Non/weak swimmers identified in case of huli (to safety boat and steerers) ● Throw rope in each waka 	<ul style="list-style-type: none"> ● Prior to departure. 	<ul style="list-style-type: none"> ● Waka Skipper/kaihautu ● Safety boat driver ● Steerers <p>NB- All crew members must take personal responsibility – if someone feels unsure, speak out if feeling uncomfortable about paddling in the conditions</p>	<ul style="list-style-type: none"> ● Radio r Coastguard (emergency channel 16) ● Call Emergency services (if cellphone rather than radio onboard) ● Safety Boat to remove victim from the water if accompanying waka ● Administer CPR
Head Injury	<ul style="list-style-type: none"> ● Hit by ama during a Huli ● Rough seas ● Waka Unstable due to incorrect rigging for the conditions 	<ul style="list-style-type: none"> ● Kaihoe/paddlers instructed on Huli procedures and staying submerged until they hear the ama land 	<ul style="list-style-type: none"> ● Prior to departure ● Huli practise at the start of each season. 	<ul style="list-style-type: none"> ● Skipper/kaihautu ● TWP Leadership team wrt new paddler induction 	<ul style="list-style-type: none"> ● Move victim to safety boat if appropriate or ashore ● Treat for suspected head injury ● Call em services via radio or cellphone: ch 16 ● Direct other kaihoe to right the Waka
<ul style="list-style-type: none"> ● Huli ● Difficulty paddling waka 	<ul style="list-style-type: none"> ● Weather conditions not favorable for waka ● Weather change during session 	<ul style="list-style-type: none"> ● Listen to weather reports: windytv, ipc weather and seek local knowledge if in doubt (i.e. Naval Point) ● Have contingency plans including cancellation of paddle 	<ul style="list-style-type: none"> ● Prior to departure 	<ul style="list-style-type: none"> ● Skipper/kaihautu. 	<ul style="list-style-type: none"> ● Huli procedure to right the waka carried out ● Bail waka ● Tow waka if required ● Radio/call Maritime radio if required

		<ul style="list-style-type: none"> Emergency dry bag carried: (Cell phone, VHF, PLB) 2x Bailers in each waka Tow rope carried 			
<ul style="list-style-type: none"> Huli, Injury, Damage 	<ul style="list-style-type: none"> Collision with: <ul style="list-style-type: none"> - other waka - sail boats - power vessels Not seen by other vessels at night 	<ul style="list-style-type: none"> Steerers to be aware of 'rules of the road – at sea' (waka have the same status as vessels under sail, eg most powered vessels must stay out of the waka way) Keep a good look out Avoid ski lanes, busy sea channels or ferry course as appropriate Navigation light between sunset and sunrise Staying West of lighthouse between sunset and sunrise 	<ul style="list-style-type: none"> At all times 	<ul style="list-style-type: none"> Skipper/kaihautu. Paddlers/kaihoe 	<ul style="list-style-type: none">
<ul style="list-style-type: none"> Dehydration 	<ul style="list-style-type: none"> not maintaining appropriate fluid levels 	<ul style="list-style-type: none"> Encourage kaihoe to drink fluids during long paddles Take water on waka 	<ul style="list-style-type: none"> Prior to entering the water 	<ul style="list-style-type: none"> Skipper/kaihautu. Kaihoe/paddlers 	<ul style="list-style-type: none"> Rehydrate Have paddler stop paddling and remaining crew paddle back to shore Evacuate to Safety boat if appropriate
<ul style="list-style-type: none"> Hypothermia 	<ul style="list-style-type: none"> Submerged in water following Huli for too long Incorrect clothing for the conditions 	<ul style="list-style-type: none"> Clothing and equipment list highlighted in procedures Clothing/water bottles checked prior to entering the water (polypropylene – winter, rash shirt etc – summer) 2x bailers in each waka Survival blanket in Dry Bag 	<ul style="list-style-type: none"> Prior to departure During session 	<ul style="list-style-type: none"> all 	<ul style="list-style-type: none"> Evacuate if necessary ch 16 Return to shore Treat patient for hypothermia Call emergency services
<ul style="list-style-type: none"> Medical issues e.g. asthma, diabetic, allergies etc. 	<ul style="list-style-type: none"> Lack of correct medication or paddler self-management 	<ul style="list-style-type: none"> Medical details provided when joining/renewing membership Ensure all are carrying personal med requirements. Skipper to know details of all onboard 	<ul style="list-style-type: none"> On each new paddling year Prior to departure 	<ul style="list-style-type: none"> TWP joining procedures (secretary) Skipper paddlers 	<ul style="list-style-type: none"> Consult individual med forms Asthma – reassure and monitor – call Em if necessary. – ch 16
<ul style="list-style-type: none"> Injuries Skeletal/Muscular 	<ul style="list-style-type: none"> Misuse of equip. Lack of knowledge on use of equipment. 	<ul style="list-style-type: none"> Teach paddling technique and monitor Correct size hoe 	<ul style="list-style-type: none"> At all times 	<ul style="list-style-type: none"> TWP coaching team 	<ul style="list-style-type: none"> Injury dependent. RICE

	<ul style="list-style-type: none"> Incorrect paddling technique 	<ul style="list-style-type: none"> Instruction during lifting/moving of the waka 			<ul style="list-style-type: none"> Major injury may require ceasing to paddle
<ul style="list-style-type: none"> Minor injuries (cuts/abrasions) 	<ul style="list-style-type: none"> Misuse of equip Carelessness 	<ul style="list-style-type: none"> Stress importance of self-responsibility 	<ul style="list-style-type: none"> All times 	<ul style="list-style-type: none"> All 	<ul style="list-style-type: none"> Administer first aid as required
<ul style="list-style-type: none"> Sun/wind burn 	<ul style="list-style-type: none"> Not having correct equipment/ protection e.g. sunscreen/lip protectant 	<ul style="list-style-type: none"> apply sunscreen prior to hoe. 		<ul style="list-style-type: none"> N/A will not be apparent until they are home 	<ul style="list-style-type: none"> n/a
<ul style="list-style-type: none"> Limited Energy Fatigue 	<ul style="list-style-type: none"> Not enough food for long paddles fitness 	<ul style="list-style-type: none"> Know kaihoe/paddler ability and fitness prior to distance paddles Appropriate time of paddle for group Regular breaks 	<ul style="list-style-type: none"> As appropriate 	<ul style="list-style-type: none"> Skipper Coordinator of long paddles 	<ul style="list-style-type: none"> Cut paddle short if required, return to Naval Point
<ul style="list-style-type: none"> Anxiety Loss of motivation Social discomfort 	<ul style="list-style-type: none"> Pushing someone out of their comfort zone Personal perception of progress Lack of energy 	<ul style="list-style-type: none"> Monitor food/drink intake Regular stops Positive encouragement Group discussion 	<ul style="list-style-type: none"> As appropriate 	<ul style="list-style-type: none"> all 	<ul style="list-style-type: none"> Facilitate as appropriate
<ul style="list-style-type: none"> Health effects 	<ul style="list-style-type: none"> Pollution in Otakaro (Avon) Ingestion of water from tipping out Indirect contact 	<ul style="list-style-type: none"> Do not paddle on Otakaro 48 hours after heavy rain Advice given prior to paddle Hand sanitizer available in compound 	<ul style="list-style-type: none"> Prior to each paddle 	<ul style="list-style-type: none"> All 	<ul style="list-style-type: none"> Take to 24 hour surgery if suspect ingested water
Equipment:					
<ul style="list-style-type: none"> PFD or hoe lost or damaged 	<ul style="list-style-type: none"> Water too shallow for hoe PFD not done up, taken off or misplaced Hoe let go during paddle (wind gust or skill) PFD not rinsed following saltwater paddles 	<ul style="list-style-type: none"> Experienced Steerer Check tides before deciding on course Gear check after every shore break for hoe or PFD Instructions on changeovers for holding hoe and in the event of wind increasing Spare hoe strapped to each waka Roles during huli. E.g. collecting hoe 	<ul style="list-style-type: none"> Prior to paddle During 	<ul style="list-style-type: none"> Skipper/kaihautu Kaihoe/paddlers 	<ul style="list-style-type: none"> Lost gear – conduct short search (waka and safety boat) Use spare blade if necessary Report damaged/lost gear to TWP Leadership Team as necessary
<ul style="list-style-type: none"> Waka Damage or submerging 	<ul style="list-style-type: none"> Waka runs ashore on rock/concrete Bungs not done up on waka Hole in waka 	<ul style="list-style-type: none"> Experienced Steerer Check tides Waka checks prior to entering the water – bungs, strapping 	<ul style="list-style-type: none"> Towing practice each year with Coast guard or NP 	<ul style="list-style-type: none"> Skipper/kaihautu Kaihoe/paddlers 	<ul style="list-style-type: none"> If able get to nearest shore and repair if able Safety Boat assistance as required – towing

	<ul style="list-style-type: none"> • Kiato and Ama separates from canoe • Waka collides with other craft or hazards 	<ul style="list-style-type: none"> • 2x bailers in each waka • Spare strapping, duct tape carried in each waka/support boat • Tow rope on support boat and waka 			<ul style="list-style-type: none"> • Towing practice with Naval Point/coast guard needed
<ul style="list-style-type: none"> • Loss/ theft of equipment 	<ul style="list-style-type: none"> • misplacement of equipment. • Equipment not put back in lock up • Lock up not locked up 	<ul style="list-style-type: none"> • personal responsibility. • Last person in waka to check after each stop 	<ul style="list-style-type: none"> • Pack up 	<ul style="list-style-type: none"> • Skipper/kaihautu • Kaihoe/paddlers 	<ul style="list-style-type: none"> • Initiate search • Report to TWP leadership team
Environment:					
<ul style="list-style-type: none"> • Ecological Damage • Rubbish in the harbour 	<ul style="list-style-type: none"> • Carelessness • Lack of understanding • Hats blown off in wind 	<ul style="list-style-type: none"> • Environmental care code covered in joining procedures • Specific issues addressed as they arise • Pick up flotsam if necessary 	<ul style="list-style-type: none"> • Prior to departure • During trip 	<ul style="list-style-type: none"> • all 	<ul style="list-style-type: none"> • Pick up flotsam