



Licking County River Roundup

2019 Leader Training Session Agenda

Introductions

Overview of Roles

Review Section Data Sheets

Registration/Transportation

- Sign-in
- Waivers
- Directing Volunteers
- Bags - Vests – Shirts - Handouts
- Contacts
- What to do with your materials

Group Leaders

- Announcements/Acknowledgements
- Safety Talk
- First Aid
- Transportation
- Waste Disposal
- Contacts
- What to do with your materials
- “Call It In”

Waste Disposal

- Trash, Recycling, Tires
- Cleaning Tires
- Where to?

Licking County Emergency Management Agency

Central Ohio Drug Enforcement Task Force

*Please see additional Safety Rules Slides at the end of this training agenda for more clarification.

Announcements, Acknowledgements, Safety

GROUP LEADERS – GIVE THIS TALK BEFORE YOU ENTER THE STREAM
Group Leaders are identified by event t-shirt and safety vest.

Announcements – Tell your group who you are and who you are with.

Acknowledgements – Publicly thank Presenting Sponsor **Shackleford's Disposal and Licking County Health Department**, and all sponsors and committee members.

Safety Talk

- All participants **MUST** wear their event T-shirt if they have one. This aids in the identification of River Round Up volunteers.
- Explain how to safely enter and exit the waterway.
- **Do Not** enter water above the waist.
- For safety reasons, do not get spread out too far. If a leader asks you to speed up, follow their instructions. They are just trying to keep their group together.
- Trash grabbers - please treat them with care, as we reuse them. Please return them to registration location when you are done.
- Recognize one pot/shake-n-bake meth labs. Do not pick up anything suspicious, call 911 if found Mark suspicious items with a flag; photograph and text with location to [740-404-5028](tel:740-404-5028).
- There are first aid kits available.
- Drinking water is available from water jugs.

Group leaders are here to help you. Please ask!

Trash Talk

- Clear Bag = Recycling ... Colored Bag =Trash Five gallon buckets are also available.
- Don't spend too much time trying to pick up buried tires or other large items; you may have to leave some items behind.
- Remove as much sand and gravel from any collected tires as you possibly can. We can only recycle clean tires. Use stream to rinse out tire if necessary.
- Be careful with metal items.
- Be careful pulling trash from strainers/branches – be aware of currents can pull you into danger.
- Collecting trash from gravel bars and stream banks is encouraged.
- We would appreciate your help in moving the trash to the central collection point.
- At the central collection point, separate scrap metal, tires, trash, and recycling.
- Once you have finished cleaning the river section and have returned any supplies you may leave.

Group Leader Info Sheet

Please arrive by 8:30am at your registration site (unless you are a paddling section, and then touch base with your Registration Leader and report to your put-in location).

As volunteer's check-in, registration leaders will direct volunteers to you. Start cleaning your section once all of your registered volunteers arrive. It is suggested that the Announcements, Acknowledgements, Safety Talk occur at 9:00am, and then everyone begins cleaning after that.

At 9:00am

Give Your Talk - Announcements, Acknowledgements, Safety – FOUND ON SEPARATE INFO SHEET –

As you begin cleaning the stream section, consider the following:

- Don't spend too much time trying to pick up buried tires or other large items; you may have to leave some items behind.
- Remove as much sand and gravel from any collected tires as you possibly can. We can only recycle clean tires.
- Be careful with metal items.
- Separate tires, trash, recycling, and scrap metal at your drop off location.
- Consider entering key cell phone numbers from your Section Data Sheet into your cell phone. Always call 911 in case of an emergency.

Transportation

- If your section requires transportation of volunteers, touch base with your transportation person before you actually need the ride. (Does not apply to most sections)

Waste Disposal

- Separate tires, trash, recycling, and scrap metal at your drop off location.
- Contact Licking County Highway Garage to coordinate waste pickup as it builds up.
- Contact number will be issued the day of the event.

Section Data Sheet

- This document contains all pertinent information about your section. If you have any additional questions that this cannot answer, please call your Section Coordinator, whose phone number can be found on the Section Data Sheet.

When You Are Done

- **Call it in** – Call the EOC at **740-404-5028** when your stream section is officially done and all volunteers are out of the water.
- **coordinate waste pickup as it builds up.**

What to do with Registration Materials

- Return all safety vests, trash grabbers, water coolers, first aid kits, MRC vest, any leftover signage and registration materials to Licking County Soil and Water Conservation District at 771 East Main Street, Suite 100, Newark, OH 43202

Overview of Roles

Section Coordinator

Member of River Roundup Committee or an appointee. May also perform registration leader and group leader positions for small sections.

Responsibilities: Provides announcements, acknowledgements, route review, and safety procedures at start of cleanup, contacts waste pick-up and transportation contacts when needed, and provides general section oversight.

Registration Leader

Appointee of River Roundup Committee or volunteer that signed up as doing on-land logistics.

Responsibilities: Checks in pre-registered volunteers at the registration location, registers “walk-in” volunteers, ensures waivers are signed, distributes bags, gives t-shirts and give-a-ways, directs volunteers to the group leader or site coordinator.

Group Leader

Volunteer that signed up to be a group leader upon Registration on Eventbrite, or signed up as a leader of a registered group such as a Boy Scout troop or a business group.

Responsibilities: Leads a group of volunteers along a clean-up route. Ensures group is on correct route, following safety procedures, and contacts Site Coordinator or designated individual for waste/transportation pick-up if needed.

Volunteer

Registers online at Eventbrite page or shows up as a “walk-in” volunteer at sites where allowed.

Responsibilities: Assists in cleaning of the stream sections.

Other Behind-the-Scenes Roles:

Waste Transporters – Individuals hauling trash, recycling, and tires from Stream Sections to designated disposal locations.

Waste Check-in – Individuals documenting amounts and types of waste being collected and disposed of at the Licking County Highway Department

Volunteer Transporters - Individuals assisting in transporting volunteers from registration sites to streams sections, and back. *Not relevant to most sites.*

Registration Info Sheet

Set up

Please arrive at your registration location by 8:00am on the day of River Roundup. Place signs to make your registration location visible. Signs can be placed at parking lot entrances, driveways, etc. to make sure volunteers can find you. Check in with your section's Group Leaders and Section Coordinator.

Check-in Process:

1. Ensure Volunteer is already registered by finding their name on the Check-in Spreadsheet that. *Note: They may have registered with a group. Group leaders should be checking in their entire group and give you all of their group's waivers at once.*

- If they **ARE** registered, ask them for their signed Liability Waiver.
 - If they have not brought a waiver with them, have them sign one of your extra Liability Waivers you're your registration packet.
- If they **ARE NOT** registered, see if you have any open spots in your section.
 - If your section is already "Sold Out", they **CANNOT** volunteer with us at that section. **DO NOT** accept more volunteers than what we have designated as our maximum number. If they do stay and help, we **cannot** provide them with trash bags, t-shirts, etc., as they are not an official volunteer.
 - If you have open spots available in their section, have them fill out the provided registration form. Then write their name in on the registration sheet.

2. Once you have confirmed that they are registered, and you have their signed Liability Waiver, highlight their name with the provided highlighter on the Check-in Spreadsheet.

3. Make sure each volunteer gets:

- (1) T-shirt, in the size listed on the registration sheet
- (1) Trash bag (colored) and (1) Recycling Bag (clear) - Sometimes volunteers share if they want
- (1) pair of nitrile/latex gloves & Jersey gloves (Hand out until you are out)
- (1) Trash Grabber (Not Relevant to All Sections)
- (1) Safety Vest (Not Relevant to All Sections)

4. Advise the volunteer to **wear** the event T-Shirt ~ so we know they are a volunteer!

Please Give Packet of Signed Liability Waivers, to Section Coordinator, once all are collected.

ADDITIONAL INFORMATION

If you need additional information about your section, contact your Section Coordinator.

Information on how to contact your Section Coordinator, Group Leader, other contacts, waste pickup, etc. can be found on your Section Data Sheet, included in your registration packet.

Section Coordinator and Group Leaders



Please review

In the case of a Thunderstorm

Stopping Activities

In general, a significant lightning threat extends outward from the base of a thunderstorm cloud about 6 to 10 miles. Therefore, people should be in a safe place when a thunderstorm is 6 to 10 miles away. Also, a plan's guidelines should account for the time it will take for everyone to get to safety. Here are some criteria that could be used to stop activities:

- **If you see lightning.** The ability to see lightning varies depending on the time of day, weather conditions, and obstructions such as trees, mountains, etc. In clear air, and especially at night, lightning can be seen from storms more than 10 miles away provided that obstructions don't limit the view of the thunderstorm.
- **If you hear thunder.** Thunder can usually be heard for a distance of about 10 miles provided that there is no background noise. Traffic, wind, and precipitation may limit the ability to hear thunder to less than 10 miles. If you hear thunder, though, it's a safe bet that the storm is within ten miles.

Seeking Safe Shelter

No place OUTSIDE is safe in or near a thunderstorm. Stop what you are doing and get to a safe place immediately. **Small outdoor buildings including dugouts, rain shelters, sheds, etc., are NOT SAFE. Substantial buildings** with wiring and plumbing are the safest places. Office buildings, schools, and homes offer good protection. Once inside, stay away from windows and doors and anything that conducts electricity such as corded phones, wiring, plumbing, and anything connected to these.

A **hard-topped metal vehicle** with the windows closed also provides good protection. Avoid contact with metal in the vehicle and try to keep away from windows.

Resuming Activities

Because electrical charges can linger in clouds after a thunderstorm has passed, experts agree that people should wait at least 30 minutes after the storm before resuming activities.

Section Coordinators and Group Leaders will be responsible for suspending, resuming and/or cancelling activities because of weather conditions.

Questions

Registration

1. What should the registration leader do once their section has started in the water?
 - Call EMA and advise your group has begun their route.
2. What should the registration leader do if someone shows up who is NOT on the registration sheet?
 - Make sure you have room for more participants and have them sign the waiver and wear a t-shirt if you have extras.
3. True or False: everyone should change into their orange t-shirt before they get into the water?
 - True!

Section Coordinator & Group Leader

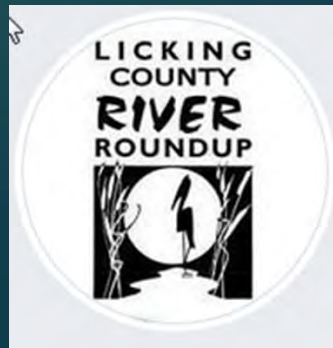
1. True or False: you should not enter water that is above your waist
 - True
2. Who should you call if a suspicious looking soda or water bottle has been found?
 - With the protective gloves provided and place in a separate container.
 - Once on ground keep any suspicious looking material separate from recyclables and trash.
 - Advise EMA or Law Enforcement (Dep. Perry).
3. What do you do with the collected materials?
 - Take materials to designated drop location.
4. You find a buried tire, but you cannot pull it from the water, what do you do?
 - Leave the tire.
5. Who do you notify when you have completed your route?
 - EMA at 740-404-5028



Safety Rules

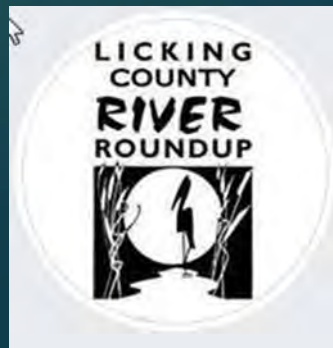
River Round Up- Safety

- ▶ All Participants MUST wear their event T-Shirt- Aids in identification of volunteers
- ▶ All Participants MUST also wear a yellow safety vest
- ▶ All Participants MUST wear gloves for their protection
- ▶ Stay within sight of your group....do not wander
- ▶ DO NOT enter water that is above your waist! Be aware of your footing
- ▶ Listen to the instructions of the Group Leader
- ▶ If you have a question- Just Ask!



River Round Up- Safety

- ▶ Be aware of the sharp edges on any metal collected
- ▶ Do not pick up anything that is suspicious.....there could be drug paraphernalia near the river. Mark the items, take a photo and text the location to 740-404-5028
- ▶ The County Emergency Operations Center will be monitoring the progress of the event. All Group Leaders have the phone number to the EOC



River Round Up- Safety

- ▶ Weather

- ▶ In case of inclement weather leading up to the event, Group Leaders will be notified and will get any information to you.
- ▶ In case of weather during the event, the County EMA will advise the event leadership so decisions and notifications can be made as to the safety of volunteers and staff

