



Standards for Trek Programs

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About this Manual

The *C5YF Trek Standards* establishes recommended practices that promote safety and quality of trek experiences. The Paintrock Leadership Challenge – presented in Wyoming during the third summer -- has adopted the National Outdoor Leadership School's Wilderness Guide as an authoritative source for specific procedures. Sites are encouraged to do the same. Unless PLC staff are specifically instructed to do otherwise, we follow guidelines outlines within the NOLS text. Each PLC guide receives a copy of this book during training.

The C5YF standards are cross-referenced with American Camping Association standards for trip and travel programs (Section PT). These standards apply to resident camps that offer trips of three nights or more as a program option.

Each section was written as a stand-alone explanation of one specific topic. *This document is a work in progress and should be revisited annually.*

Treks in the C5 Progression

Treks provide opportunities for youth to plan and manage a project of significance. In addition, treks during summers one and 2 prepare youth to participate successfully in the Paintrock Leadership Challenge in Wyoming. Through the 3-year progression, youth build a variety of competencies -- ownership, organization, commitment, vision, and taking responsibility are fundamental themes.

Treks are:

- Multiple-night journey away from the main camp.
- Intentionally structured to help campers achieve specific annual objectives.
- Provide increasing opportunity to apply planning, organization, decision-making, and problem-solving skills; ultimately preparing youth to safely participate in a 2-week trek to Wyoming in their 3rd year.
- Vehicles to reach specific learning outcomes. Wilderness environments & outdoor skills are part of the progression but not the central focus.

To promote environmentally responsible behavior, we must first instill basic understanding of the beauty and value of the natural world. Trek *can* promote understanding of all manners of connection with the environment – physical, spiritual, historical, economic, and cultural. Trek may be C5YF's most significant tool for accomplishing this. In the current age of vanishing natural resources, chances to visit remote environments will only continue to diminish.

Though wilderness environments and backcountry skills are not the central focus of treks, directors are cautioned not to dismiss this component lightly. There are valuable metaphors in experiences like climbing a mountain and enjoying the view from the summit as reward for the physical effort it took to get to the top. The inherent metaphors in the concept of a journey can be inspirational.

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RISK MANAGEMENT AND LIABILITY PROTECTION

What defines our responsibility for planning, preparing, and managing trek experiences? *Good judgment*. The *Prudent Person Theory* is a legal concept for assessing negligence. It is a comparison of how an individual reacted vs. how a reasonable and prudent person with the same training would react under the same circumstances.

A *prudent* person is not just anyone. The thesaurus provides these alternatives to “prudent” -- Careful, cautious, foresighted, sensible, and wise. The standard for managing treks is not based on “how another person would respond”, but on “how a *careful and cautious* person would respond” under the same circumstances. All trek staff should consider their answer to this question: “Am I a prudent person?” and adjust their judgment accordingly.

Failure to exercise the degree of care that a person of ordinary prudence would exercise under the same circumstances is the standard for negligence. This is the minimum standard by which all staff behavior and trek programming must be measured. *Prudent Person Theory* applies to organizations and to volunteers acting on the organization’s behalf.

Determining what is reasonable and prudent is subjective even in a court of law. Understand what other organizations that lead similar trek experiences view as best practices. Decisions should be based on authoritative sources whenever possible.

Most Significant Liability Exposures...

- Inaccurate representation of inherent risks to participants and families
- Staff who do not meet minimum requirements
- Failure to train staff in actual environmental conditions
- Poor preparation of staff and campers to enact a written emergency action plan
- Not equipping staff/participants adequately for the conditions expected
- Failure to follow written procedures
- Breaking the law or violating local regulations or recommendations
- Not substantiating an outfitter’s experience/coverage; failure to establish agreements in writing
- Failure to provide safe transportation including failure to research practices of hired firms that provide transportation.

Directors are responsible for managing treks in accord with industry standards.

Preparing Staff to Make Effective Decisions

More important than avoiding liability is providing a well-managed, quality experience that is safe and supports C5YF’s annual objectives for youth. The cost of dealing with a preventable tragedy goes far beyond the cost of medical bills and lawsuits.

Seasonal staff, often in the early stages of career development, may lack experience to make decisions that would be considered prudent and reasonable by the average camping or adventure travel professional. Directors are obligated to hire trek leaders based on track records of judgment and leadership and insure that they are prepared to make solid *and prudent* decisions.

PRUDENT MANAGEMENT PRACTICES

Quality trek programs depend on hiring the right people, training them effectively, choosing a travel route appropriate to the skills and conditioning of participants, equipping the group adequately, and establishing procedures that promote a culture of safety and risk management.

Examples of Prudent Management Practices include:

Route

- Within the scope of staff expertise
- Appropriate for physical conditioning & skill level of participants
- Considers seasonal fluctuations of conditions (temperature, water levels, drought)
- Scouted by C5YF trek staff

Equipment

- Well-maintained
- Appropriately-sized
- Meets industry standards for intended task
- Stored to insure functionality

Staff Selection

- Meet experience and certification qualifications
- Written references establish records of sound judgment and solid leadership
- Background checks
- Final assignment based on performance during training & field observation

Staff Training

- Takes place under conditions similar to those expected on trek
- Rooted in effective decision-making
- Requires demonstration of relevant competencies
- Includes rehearsals and response to emergency scenarios

Risk Management

- Participants demonstrate a minimum level of skill prior to departure
- Staff identify specific hazards & establish a written plan to manage these
- Staff carry dependable communication equipment
- Experience of volunteers/outfitters documented; evidence of insurance coverage is on file

Policies

- Documented in writing
- Based on authoritative sources; aligned with ACA standards
- In line with local laws and regulations
- Written emergency action plan in place

1. OVERSIGHT OF TREK PROGRAMS

A. REQUIRED: Each C5YF program designates a FT staff member as *Trek Director* to provide oversight for trek programs, systems, and staff. Relevant experience & skills are documented in writing in the form of a resume and/or written summary of professional and personal experiences.

RESPONSIBILITIES OF THE *TREK DIRECTOR*:

- ❑ Insure that programs are operated in compliance with C5YF trek standards.
- ❑ Approve the hiring and assignment of trek leaders and assistants based on relevant experience, training, written endorsements of judgment & leadership ability, and national certifications.
- ❑ Maintain written documentation of trek staff qualifications including training records, copies of certifications, and letters of endorsement.
- ❑ Establish content for training staff assigned to lead treks.
- ❑ Grant final approval for staff to lead or co-lead a trek based on successful participation in all aspects of pre-camp and trek training and having required current certifications.
- ❑ Approve emergency action plans for each trek route.
- ❑ Establish and document policies and protocols that insure safety, program quality, and consistency of experience through the 4-year progression.
- ❑ Insure that campers/staff have appropriate equipment to meet the demands of each specific trek.
- ❑ Confirm reliability of any guide, outfitter, or transportation provider by asking for and checking references from youth-serving organizations that have used the vendor's services in the past.
- ❑ Insure that a certificate of insurance is on file from each outfitter/guide service used that demonstrates appropriate coverage is in place.
- ❑ Insure sufficient time between treks for staff to rest and adequately prepare for the next trip.
- ❑ Conduct an annual review/debrief of policies, equipment, and program quality. Draft recommendations for future trek programming.
- ❑ Insure that systems are in place to facilitate camper involvement in planning and preparation. Examples include systems for equipment check-in/check-out and food requests.
- ❑ Insure that an adequate risk management system is in place.

3. CHOOSING AN APPROPRIATE TREK ROUTE

A. REQUIRED: Appropriate trek routes meet the following criteria:

- Staff possess the expertise and experience to competently lead the specific trek
- Appropriate for physical conditioning & skill level of participants
- Seasonal conditions such as high temperature, drought, and water levels can be safely managed
- The route supports C5YF annual objectives
- In general, the experience appeals to the majority of campers

B. REQUIRED (PT-7a): The trek director establishes eligibility requirements in writing for each separate trek. This information is communicated to campers and parents prior to camp. It includes:

- Participation in C5YF year-round activities
- Participation in trek planning meetings both at camp and any scheduled as part of year-round program
- Required level of physical conditioning
- Required skills such as (swimming ability, paddling skills, able to use a stove, able to ride a bike)
- Behavior expectations

See Appendix D, ELIGIBILITY REQUIREMENTS -- SAMPLE

C. REQUIRED: C5YF provides trek leaders with documented experience and comprehensive training appropriate to lead each specific trek. C5YF depends upon individuals with documented experiences similar to the treks they are assigned to lead.

RECOMMENDATIONS/DISCUSSION:

The success of a trek is not about the time, distance, or backcountry adventure-- It is about using the trek as a vehicle for accomplishing annual objectives. If campers lack physical stamina or if they cannot master the basic skills, the experience will probably not be enjoyable nor will they value it. If the sense of challenge is non-existent, there may be a corresponding lack of commitment and engagement. In either case, the experience is not likely to support C5YF outcomes as intended.

Trek needs to be inclusive of a wide range of comfort levels. They must provide opportunity for each camper to be successful – not just those who are physically prepared or who have a passion for the outdoors. Choose trek routes based on the group's interest and what they are capable of doing. If a bike trek is part of year 3, for example, be sure that campers have opportunities to develop skills during years 1 and 2. Be sure, too, that there is an alternative to treks that require a mastery of technical skills like climbing, sailing, or horseback riding. If only 50% of the group can master the necessary skills, is it an appropriate choice?

4. PLANNING TREKS WITH CAMPERS

A. REQUIRED: C5YF treks are a unified experience of planning, preparation, and travel.

- Trek staff lead the planning and travel components of a trek -- Neither component is treated as a stand-alone experience. Consistent staff provides continuity through the entire experience. A designated trek staff that plays little to no role in the planning process is discouraged.
- Campers receive increasing responsibility for planning and ownership of treks throughout the 4-year progression.
- The travel component is an opportunity for campers to apply skills developed during the prep and planning process – Little to no part of the actual trip is devoted to teaching rudimentary skills like paddling a canoe or lighting a stove. Campers should know these skills prior to departure.

B. STRONG RECOMMENDATION – PROGRAM QUALITY: The 1st year trek preparation process includes a single-night overnight prior to the multiple-night trek experience.

C. STRONG RECOMMENDATION – PROGRAM QUALITY: Establish consistent systems for accessing equipment, food supplies, and financial resources that enable campers to make meaningful decisions & fully take part in the planning process.

RECOMMENDATIONS/DISCUSSION:

As a general reference, campers should spend almost as much time preparing for a trek as they actually spend traveling. As a general rule, a 4-day trek should involve at least 4 planning and preparation sessions, etc.

The role of trek staff is to facilitate the planning process. To be effective, clearly identify the parameters within which campers can make decisions. Clearly answer the question, “What exactly are we asking campers to plan and what resources do they have to work with?” With younger groups, trek staff influence the process to a greater extent. By 4th year, staff exert very little influence on the process.

A very applicable quote for the planning process is this: “Everybody’s business is nobody’s business”. Trying to involve everyone in every decision is unrealistic and likely to result in a failed process. Asking a large group a question like “What should we eat while on trek?” is less likely to be productive than dividing into committees, charged with specific tasks and providing access to systems for ordering and checking-out equipment, food, and other resources.

Refer to the sample trek progression model – separate from this document -- for an in-depth illustration of how planning and preparation might be structured effectively.

5. TREK STAFFING

A. REQUIRED: Each trek is led by at least two staff members who have participated in a comprehensive training. One is the designated trek leader and the other the designated trek assistant.

B. REQUIRED: Trek leaders must be at least 21 years of age (however, we do prefer staff who are older) and have documented skills and background relevant to the specific trek they are assigned to lead. Trek leaders must meet both age and skill requirements.

- **REFER TO APPENDIX A --Trek Leader Job Description.**

C. REQUIRED: Trek assistants must be 19 years of age and have documented experience participating in the type of trek they have been assigned to lead. Trek assistants must be prepared to assume leadership in an emergency if leader is incapacitated.

- **REFER TO APPENDIX A – Trek Assistant Job Description.**

D. REQUIRED: At least one person leading the trek must have scouted or participated along the exact trek route prior to leading with campers.

E. REQUIRED: At a minimum, trek leaders and assistants hold current first aid and CPR certification from a nationally-recognized training organization. Some trek routes require wilderness first aid:

Access to EMS

Required Certification

- | | |
|---|--|
| <ul style="list-style-type: none"> ▪ 20-60 minutes ▪ More than 1 hour | <p>2nd Level First Aid and CPR; (min. 12-hours training)</p> <p>Wilderness first aid and CPR; (At least 16-hours training)</p> |
|---|--|

- **SEE APPENDIX O: WILDERNESS FIRST AID CERTIFICATIONS.**

F. STRONG RECOMMENDATION – PROGRAM QUALITY: Trek staff lead the planning and travel components of a trek -- Neither component is treated as a stand-alone experience. Consistent staff provides continuity through the entire experience. A designated trek staff that plays little to no role in the planning process is discouraged.

5. TREK STAFFING (Continued)

G. REQUIRED: Required documentation for trek staff includes reference letters or written summaries of telephone reference checks, in-house training summaries, copies of certification cards, and written summaries of personal experience. Documentation must include:

- ❑ Evidence of skills relevant to the specific trek
 - ❑ Endorsements of good judgment and ability to assume leadership independently
 - ❑ Experience or training in appropriately handling camper behavior
 - ❑ Experience on trips of similar size, duration, locale, mode of travel, and program focus.
 - ❑ Copies of certifications
-

6. STAFF QUALIFICATIONS

A. REQUIRED: An approved leader and an approved trek assistant accompanies each travel group. Additional staff may be needed to match the in-camp staff-to-camper supervision ratios.

B. REQUIRED (PT-3): The skill and experience of each person hired to lead treks staff must be documented in writing and include:

- Endorsements of good judgment and ability to assume leadership independently
 - Experience or training in appropriately handling camper behavior
 - Experience on trips of similar size duration, locale, mode of travel and program focus
-

TREK LEADERS: *Prepared with maturity and documented experience to facilitate the planning and travel phases of the trek experience in a manner that supports C5YF annual objectives. Also, manages camper behaviors, works to minimize risks, and responds effectively in case of emergency. This is a summary. See appendix A for sample job descriptions.*

- 21+
- Proficient outdoor skills relevant to the specific trek hired to lead
- Relevant trek/travel experience prior to being hired by C5YF
- Current First Aid/CPR certification; WFA, WAFA, WFR as required
- Scouts trek route prior to leading campers or previously assisted along this route
- Participates in C5YF trek training and general staff training
- Able to facilitate the prep/planning process
- Demonstrated good judgment
- Ability to lead/function independently
- Experience/training managing camper behaviors
- Endorsed by the C5YF trek director

TREK ASSISTANTS: *Prepared to assist with the planning and travel phases of the trek experience in a manner that supports C5YF annual objectives. Also, manages camper behaviors, works to minimize risks, and responds effectively in case of emergency.*

- Meets all qualifications of the group leader position; 19+
- Demonstrates proficiency in skills relevant to the specific trek hired to lead
- Current First Aid/CPR certification; WFA, WAFA, WFR as required
- Participates in C5YF trek training and general staff training
- Works with and under the direction of an approved trek leader.
- Ability to co-facilitate the prep/planning process
- Endorsed by the trek director

- **SEE APPENDIX A: TREK LEADER & TREK ASSISTANT JOB DESCRIPTIONS.**

7. EVALUATING TREK LEADERS AND ASSISTANTS

A. REQUIRED (PT-6): A system is in place for evaluating trek staff and documenting that they:

- Enforce safety regulations.
 - Provide appropriate instruction.
 - Identify and manage environmental and other hazards related to the activity.
 - Apply appropriate emergency and rescue procedures related to the activity and the participants.
-

RECOMMENDATIONS/DISCUSSION:

Evaluating trek staff in the field can be difficult. There are rare occasions to observe them actually leading a trip. Instituting a co-leader evaluation system is important. In this system, co-leaders evaluate one-another and attest to their partner's competence.

- **SEE APPENDIX P: TREK PROGRAM AND CO-LEADER EVALUATION**

8. STAFF-TO-CAMPER SUPERVISION RATIOS & GROUP SIZES

A. REQUIRED: Staff-to-camper supervision ratios while on trek must not be less than in-camp supervision ratios.

- **SEE APPENDIX I: TREK STAFFING RATIOS.**

B. REQUIRED: There must be a minimum of two trek-trained staff accompanying each trek group. If a large group travels to an area and splits into two smaller independent groups, each of these must be accompanied by two trek-trained staff.

C. REQUIRED: Each travel group must have enough staff with the appropriate training to implement the emergency action plan that has been established in writing.

RECOMMENDATIONS/DISCUSSION:

C5YF does not set limits for minimum/maximum size of trek groups. This is a judgment call based on factors such as destination, local regulations, vehicle capacity, availability of equipment, etc. Providing safety and quality of experience are the driving factors in determining reasonable staff to camper ratios.

Smaller groups promote interdependence and foster positive relationship building. Larger groups provide diversity of opinions and resources to accomplish larger tasks. Small groups may tax staff and vehicle resources. Groups that are too large, allow youth to withdraw rather than participate fully. Logistics may become awkward and slow.

Trek groups of no more than 12 campers and at least 3 staff – 2 of who participated in the trek training – are well-balanced to manage the experience. Dividing a larger group of 36, for example, into 3 travel groups of 12 each accompanied by 3 staff members can be an effective staffing model.

9. SCOUTING THE TREK ROUTE

A. REQUIRED: Every trek route is scouted and the route and resources documented in writing prior to campers participating. This includes actually paddling sections of river or hiking trails that are included as part of the trek.

- Refer to Trek Scout Report Form, Appendix “R”

B. REQUIRED: Scouting trips must involve at least 3 staff persons traveling together. All policies and procedures that are in place during the camp season apply during the trek scout and staff training.

C. REQUIRED: At least one person leading the trek must have scouted or participated along the exact trek route prior to leading with campers.

D. REQUIRED: Trek leaders file a scouting report with the camp director. This worksheet documents the route and notes the location of emergency services, telephones, stores, access points, hazards and unusual conditions, local points of interest, etc.

- Refer to Trek Scout Report Form, Appendix “R”
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RECOMMENDATIONS/DISCUSSION:

C5 does not send campers or untrained staff into unknown environments.

The initial trek scout will most likely be conducted by the program director and/or a trusted delegation of staff with pre-requisite skills. Once the route has been approved as appropriate for a C5YF trek, then it can also be used as a training location for all trek staff.

The preference is always to train each staff member along the specific route that he/she will lead campers. In most cases, it is acceptable and prudent for a team of trek-trained staff to lead a group of campers along a route as long as one of the trek leaders has traveled the entire route previously.

If seasonal staff assist with a trek scout at a time other than during their active employment with C5YF, a written agreement needs to be in place prior to the scout. This agreement needs to spell out the terms under which that person is assisting – As a volunteer or as a paid staff person. The best practice would be to hire the individual as an employee for the duration of the scout. This would afford the individual worker’s compensation coverage in case of an accident or injury. Volunteers would be covered by general liability insurance in case of significant accident or injury, however, a written agreement still needs to be in place.

10. USING OUTFITTERS AND GUIDE SERVICES

A. REQUIRED: The trek director confirms the reliability of any guide, outfitter, or transportation provider by asking for and checking references from youth-serving organizations that have used the vendor's services in the past.

B. REQUIRED: A certificate of insurance is required from each outfitter/guide service used demonstrating that the following coverage is in place:

- Comprehensive Liability: \$1,000,000 combined single limit or \$5,000,000 combination of primary coverage and broad form umbrella with a minimum combined limit is required.
- Motor Vehicle Liability: \$1,000,000 combined single limit or \$5,000,000 combination of primary coverage and broad form umbrella with a minimum combined limit is required.
- Worker's Compensation according to the statutory limits required by law.

C. REQUIRED: Parents must be informed in writing when an outfitter provides services or if transportation providers other than C5YF are used.

RECOMMENDATIONS/DISCUSSIONS:

It is the director's responsibility to confirm the reliability of any hired outfitter and to insure that appropriate insurance coverage is in place. Whenever possible, C5YF should be added to the vendor's policy as a named insured. In the vast majority of cases, there is no additional cost associated with an organization being added to a policy as a named insured. This provides the maximum protection for C5YF.

Sole proprietors and very small firms may not carry worker's compensation coverage. In such cases, the trek camp director will obtain a "Notice of Waiver of Workers Compensation Coverage".

- **SEE APPENDIX M: SOLE PROPRIETOR NOTICE OF WAIVER OF WORKERS COMPENSATION COVERAGE.**

11. TRAINING

A. REQUIRED (PT-5): The director maintains written evidence that trek staff have participated in training specific to the geography, climate, activities, and participants with which they will be working. This documentation must include training to:

- Assess safety concerns and potential hazards of the activities
- Enforce safety regulations and provide necessary instruction
- Handle potential emergency situations

B. STRONG RECOMMENDATION – SAFETY & QUALITY: Trek leaders and trek assistants participate in a specialized training program that is at least 1 day longer than the trek experience they will lead.

C. REQUIRED: Trek training groups spend one-day/one-night in camp prior to departure for the off-site portion of the training. The intent is to observe the skills and character of new staff prior to sending them into the field as part of a group.

D. REQUIRED: Trek leaders & assistants participate in the full pre-camp general staff training.

E. REQUIRED: In-house trainings, tailored to address the demands of a specific trek, must supplement certifications from nationally-recognized training organizations. For example, most lifeguard training classes are pool-based and do not include procedures for moving water. Training must reflect demands of the trip and conditions expected.

F. REQUIRED: Trip Leaders and trip assistants must be trained to manage activities in the environment that they will be working. It is unacceptable for significant components of the training to involve only classroom discussions and lecture format.

G. REQUIRED: Staff must demonstrate competencies to the satisfaction of the trip director even when they hold a current certification such as WFR or lifeguard training.

RECOMMENDATIONS/DISCUSSION:

The trek director does not necessarily lead training, but does sign-off on the design, content, and itinerary for the training. Final approval to lead or co-lead a trek, granted by the trek director, is based on successful participation in all aspects of camp and trek training and required current certifications. A recommended practice is to have use performance on an exam to document staff mastery of concepts.

12. TRAINING CONTENT

A. REQUIRED: Trek leaders & assistants participate in training that [at least] prepares them to:

- Assess safety concerns and potential hazards
 - Enforce safety regulations
 - Teach skills
 - Manage emergency situations
 - Manage life-threatening emergencies related to the environmental hazards identified in the area
 - Maintain meaningful documentation
 - Manage interactions with the public
 - Implement the C5YF media policy
 - Manage trek planning process
 - Work effectively with the trek director
 - Track, care for, and repair equipment
 - Utilize systems for ordering equipment, food, and accessing financial resources
- **SEE APPENDIX S: TREK TRAINING TOPICS CHECKLIST -- SAMPLE**

B. REQUIRED: Trip leader and trek assistant are prepared to enact written missing person procedures and have participated in a missing person training drill.

C. REQUIRED: Written procedures are established for how to proceed when a participant—camper or staff—cannot continue with a trek.

- **REFER TO APPENDIX C: WHEN A CAMPER CAN'T CONTINUE WITH TREK.**

D. REQUIRED: Trek assistants participate in trek training and review itinerary and EAP with the trip leader and camp director. The assistant leader is familiar with the proposed route and possesses skills to take over leadership in an emergency.

E. REQUIRED: Final approval to lead or co-lead a trek, granted by the trek director, is based on successful participation in all aspects of camp and trek training and having required current certifications.

RECOMMENDATIONS/DISCUSSION:

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RECOMMENDATIONS/DISCUSSION: TRAINING CONTENT

Insuring Consistency: Trek staff must value consistency within the trek program. For campers to build competencies through the 4-year progression, they need to continue to work within familiar parameters. If equipment, routine, and the fundamentals of how we do things associated with trek change from year to year, we send the wrong message, in effect saying to campers, “What you did last year doesn’t count anymore—We’re starting over”.

Within the scope of treks and travel, there are lots of opinions about how things should be done. Many decisions about equipment, routine, menus, and practices like waste disposal and purifying water are based more on opinion and preference than on industry standards and evidence. There are a lot of right ways of doing things. True, there are wrong ways, too.

The trek director needs to establish practices that are consistent throughout the progression and protect these from the influence of personal preferences from incoming staff. The most important step is to set the expectation that staff will use specific practices. It is also important to rely on authoritative sources for establishing practices like stringing a bear bag or washing dishes in the backcountry.

Preparing staff to be effective trek leaders: Trek staff need to understand their role is not to “take campers on a trip”. It is instead to prepare them to create and manage their own experience. The less that a staff person is called upon to

The following vignette may prove helpful for communicating the role of the trek leader and assistant.

Imagine a supervisor sitting down to conduct a trek leader’s performance evaluation. She shares the following observations and assessment:

“I never saw you cook a meal, light a stove, set up a tent, or wash dishes. You never hauled water or filtered with the purifier. You seldom had answers to even the simplest questions—and tended to answer questions with questions.”

“I rarely saw you at the front of the group. More often you hung back and watched. You seemed to be one of the group rather than the person in charge most of the time. You carried your share of the gear, but nothing extra. You didn’t add much to group discussions and again tended to ask questions and sit back and listen.”

“If I wasn’t for the kids already knowing what to do before they left on trek, you would have had to have been a lot more hands-on.”

“Great job!”

13. AQUATIC SUPERVISION (PT-2)

A. REQUIRED: All aquatic activities are supervised by a lifeguard with current certification from a nationally-recognized certifying body. In addition to carrying current certification, lifeguards must demonstrate applicable competencies.

B. REQUIRED (PT-16): Each program establishes written procedures and lifeguard-to-participant ratios -- not to exceed 1 to 12 in a natural body of water -- that take into account the type of activity, the area, and the characteristics of the participants.

- Procedures address concerns specific to the area used. Where lifeguard stand, safety regulations, and emergency procedures.
- Ratios are established based on authoritative sources and characteristics of the group including skill level.

See [Sample lifeguard procedures, Appendix ____](#).

C. REQUIRED (PT-17): Trek staff are trained to implement swimming procedures that require the following conditions to be met:

- Staff are trained to identify hazards like waves, rapids, currents, riptides, lightning and winds
- Prior to swimming, staff assess water and weather conditions to identify hazards and determine appropriate activities
- Campers and staff are oriented to the rules and boundaries of each new swim area
- Boundaries are marked by a tangible object such as an orange cone on the river bank or a lifeguard stationed in the water to designate how far campers can get from the shore
- In moving water, a lifeguard is stationed at the farthest point downstream
- Rope swings and cliff diving is strongly discouraged.
- Facility and equipment are in good repair and free from dangerous natural obstacles
- Rescue equipment is readily available and in good repair.
- If guarding in moving water, backcountry staff are trained to use a throw rope.

D. REQUIRED: With the exception of sandy beaches in designated swimming areas, campers and staff are required to wear shoes when swimming or wading in a natural body of water.

E. REQUIRED (PT-17): When paddling, rowing, motoring, or sailing in moving water, each boat should contain a minimum of one throw rope or throw bag.

F. REQUIRED: All trek staff must have documented skills that specifically address water rescue skills appropriate for the activity, craft, and type of aquatic area in use. Training must reflect the demands of the trip and specific conditions to be expected.

Since most lifeguard classes are pool-based, in-house trainings based on information from authoritative sources, tailored to address the demands of a specific trek, must supplement certifications from nationally-recognized training organizations. For example, basic lifeguard certifications do not address procedures for guarding in moving water. Unless lifeguards have ACA moving water certification or a similar, then the camp must provide and document a similar training module.

G. REQUIRED (PT-19): Staff and campers, including lifeguards, wear PFD's when in or on a natural body of water unless swimming in a staffed public facility or wading in calm water that is not more than waist deep and the bottom is visible.

H. REQUIRED (PT-19): PFD's appropriate to the activity are worn by all staff and campers in all types of small water craft (canoes, sailboats, rowboats, etc.) Life jackets must be worn on all craft under 26' in length. Safe Personal Flotation Devices are:

- US Coastguard approved
- OF proper size, type and fit for each user
- Sufficiently buoyant to support designated weight
- In serviceable condition (clasps, zippers, buckles are in working condition)

I. REQUIRED (PT-20): Persons using watercraft receive specific training to how to handle, load, and move while on the craft. On the use of lifejackets, and self-rescue techniques in case of capsize or swamping situations.

J. REQUIRED: A buddy system is in place when swimming.

K. REQUIRED: All aquatic activities on trips are supervised by staff who have documented skills and training in water rescue and emergency procedures specific to the location and the activity.

L. REQUIRED: During trek and pre-camp training, all backcountry staff, including those already certified as lifeguards, review swimming procedures and practice basic water rescue skills related to the specific trek such as:

- Reaching rescues
 - Use of throw ropes
 - Use of rescue tubes
 - Use of ropes to free stuck boats
 - Canoe over canoe rescue
-

14. EMERGENCY ACTION PLANNING

A. REQUIRED: There must be a written emergency action plan for each trek that specifies contingency plans and specific procedures for communications, emergency financial resources, medical concerns, behavioral concerns, risk management, and dealing with media. The EAP should include the following:

1. Who trek leaders are to contact in case of emergency
2. How to access emergency services (EMS) in the trek area
3. An outline of general procedures to follow in case of an emergency
4. An extended plan for crisis communications with C5YFF and the local bottling company and other stake holders.
5. Detailed responses to situations that are considered a greater probability (ie: transportation-related vs. earthquake).
6. A meeting location in case communication is lost between the camp and the trek group
7. Support resources in the area including emergency housing, transportation, and counseling services.
8. An alternative transportation plan in case of unforeseen events: accidents, strikes, weather.
9. Detailed information on who and when parents are to be contacted
10. Parameters outlining expectations around media communications
11. Required post-incident documentation.
12. Critical stress debriefing process

B. REQUIRED: The trek emergency action plan (EAP) must specify approved protocols for applications in wilderness settings. These must be reviewed and approved by the camp medical advisor/consulting physician.

Staff who hold current WFR and WFA certifications from organizations like SOLO and Wilderness Medical Associates are trained to implement specific emergency medical protocols in wilderness settings. These protocols do not apply to all situations and settings and must be approved in writing by the camp's medical consultant. Though a staff person has been trained in a skill such as reducing a dislocated shoulder as part of a WFR program, he/she is only authorized to deliver this treatment in a wilderness context, two hours from definitive care, and when authorized by the camp's approved treatment procedures.

C. REQUIRED: Each trek group carries health forms for each camper and staff that includes the following authorization to seek medical treatment in case of emergency signed by the parent or guardian or individual (if over 18):

"I certify that this health history is correct so far as I know and that this child may participate in all activities except those noted above.

In the event that I cannot authorize medical treatment in any emergency, I hereby give permission to the physician selected by the camp director (or other authorized representative) to hospitalize, secure proper treatment for, and to order injection, anesthesia, or surgery for this child."

D. REQUIRED: Trek training includes a simulation drills that highlight implementation of all aspects of the Emergency Action Plan.

E. REQUIRED: Written procedures are in place for how to proceed when a participant—camper or staff—cannot continue with a trek.

F. REQUIRED: A written policy is in place that outlines in detail how trek staff are to interact with media in times of crisis.

G. REQUIRED: Each trek group is carries an information packet that includes information about C5, the names of the trek leadership staff, and emergency contacts for the Camp director, trek director, and the C5 Foundation Office.

H. REQUIRED: Each trek group carries copies of insurance claim forms and any documentation or resource such as a credit card required to secure treatment or resources necessary to manage an emergency.

I. REQUIRED: Each trek team identifies potential hazards during the scout and training. In committee, the staff confers on these and establishes in writing how these risks are to be minimized and managed. This plan is reviewed by the trek director.

15. SPECIFIC WRITTEN POLICIES

A. REQUIRED (PT-8): Each C5YF program establishes written operating procedures specific to each type of trek that includes:

- Safety Regulations
- Required protective and/or rescue equipment
- Training for participants to prepare for foreseeable risks such as heat or cold-related emergencies and other natural hazards
- Conditioning, warm-up, and activity sequence procedures where appropriate
- Emergency and rescue procedures

B. REQUIRED (PT-11): Prior to departure, each group files a “Flight Plan” with the Trek Director that outlines the itinerary in writing including nearest access points.

REFER TO APPENDIX K: C5YF FLIGHT PLAN WORKSHEET

C. REQUIRED: Water from any natural source or from a well or pump not known to be safe that is used for drinking or cooking must be treated by boiling, chemical treatment, or filtration according to written procedures.

- **SEE APPENDIX F: WATER PURIFICATION**

D. REQUIRED: All human waste is disposed of responsibly according to written procedures. Human waste is buried in active top soil or disposed of in the most appropriate manner for the environmental conditions.

- **SEE APPENDIX F: DISPOSING OF HUMAN WASTE**

E. REQUIRED (PT-13): To prevent accidental consumption, water bottles and food storage containers are clearly marked and easily distinguishable from those that carry fuel, bleach, detergent and other liquids not fit for human consumption.

F. REQUIRED: The group is oriented to sanitation procedures including washing dishes, water purification, personal cleanliness, and human waste disposal prior to departure.

G. REQUIRED: The trek leader establishes and enforces a buddy system, insuring that no one is out of sight without a buddy, a whistle or other communication device.

16. CAMPSITE MANAGEMENT

A. REQUIRED: Except for the Paintrock Leadership Challenge that takes place in the third year of the progression, all treks are in single-sex groups.

When camping, co-ed groups are divided into same-sex tent sites that are supervised by same-sex staff members. Male and female campsites are separated by reasonable distance – dictated by space available -- with staff tents among and between the two tent sites.

Only same-sex tents and tarps are acceptable – including staff. 1 staff may not sleep in same tent as 1 camper. 2 same-sex campers may stay in a tent together only as a last resort.

Because the rule of three is easily compromised in a tent housing three persons when a person leaves the tent to use the bathroom in the middle of the night, for example, same-sex staff may stay in tents with 3 or more other campers only. 2 campers and 1 staff are not acceptable in the same tent..

B. REQUIRED: Each camp documents procedures that are consistent through the 3-year trek progression in the areas like these:

- Meal Etiquette/Table manners
- Kitchen safety
- Rotating tasks & assignments
- Equipment requests and check-in/check-out procedures
- “Leader of the Day” Responsibilities
- Filing a “Flight Plan” prior to departure
- Sending a pre-trek letter home to parents
- Posting information at www.campcoca-cola.org
- Daily Feedback/Recognition session

C. REQUIRED: Camps use a consistent backcountry kitchen management plan that includes:

- Campers and staff must be trained and then demonstrate skills starting a stove.
 - The menu reflects knowledge of individual allergies and a concern for a balanced diet.
 - Group carries hand-sanitizer .
 - Stoves are always on the ground.
 - Campers/staff never sit below the level of an elevated cooking pot in kitchen area.
 - Designated area marked by small tarp, ensolite pads, flagging tape, or orange sports cones.
 - Authorized staff and campers in cooking area only.
 - Knives are used under supervision of staff.
 - Campers wear vinyl gloves when serving meals.
 - Process in place for cleaning dishes, disposing of “gray water”.
 - Process in place for safeguarding food against bears and other animals while in the backcountry.
-

17. PREPARATION FOR TREK

A. REQUIRED: Every group files a pre-flight trip plan that details all aspects of the trek itinerary prior to departure. The flight plan is completed by campers and approved by the camp director prior to departure and includes a description of the route, points of medical access, edits to the EAP, names of participants, departure/return times, and contingency plans.

Prior to co-leading a trek along an unfamiliar route with another staff person who is familiar with the route, trained-trek staff must participate in a comprehensive orientation and pre-trip briefing.

- **SEE APPENDIX K: C5YF TREK FLIGHT PLAN WORKSHEET.**

B. REQUIRED (PT-10): Group carries documents that fully identify the group, its leadership, insurance coverage, and home base or contact.

- **SEE APPENDIX L: SAMPLE INTRODUCTION LETTER**

C. REQUIRED: Trip leaders meet with the camp nurse to identify any medical concerns or physical limitations of campers and staff.

- The camp director is briefed by the trip leader of the limitations of the campers and counselors prior to departure.

D. REQUIRED (PT-1): All campers and staff participate in a pre-trip orientation that is tailored to meet the specific demands of each specific trek route and includes:

- Safety regulations and emergency procedures for each activity conducted
 - First aid procedures
 - Health and sanitation practices
 - Practices to protect the environment
 - Areas that are off-limits
 - Rendezvous times and places
- **SEE APPENDIX J: PRE-TRIP ORIENTATION PLANNING WORKSHEET.**

E. REQUIRED (PT-1): Campers and staff are given specific information and training on how and where to obtain medical and emergency assistance on the trip.

18. MEDICAL PROCEDURES

A. REQUIRED: Any staff person who as part of their primary responsibilities is expected to provide first aid that might likely lead to exposure to bodily fluids such as blood and vomit must be offered the Hepatitis B vaccine at C5's expense.

In general, this applies to any staff person who is required to have an advanced first aid or CPR certification or who manages overnight programs away from the main camp including trek leaders and assistants, lifeguards, and camp nurses.

Each camp must have a written plan in place for dealing with potential blood borne pathogens exposure incidents that includes who must be offered vaccines and how to respond to accidental exposures.

- **REFER TO APPENDIX H: MANAGING EXPOSURE TO BLOODBORNE PATHOGENS.**

B. REQUIRED (PT-9 / HW-8): A nurse, licensed physician, or adult following specific written instructions of a licensed physician conducts a health screening of each camper and staff within 18 hours prior to departure for the trip and advises staff of any allergies, medications, or other concerns or restrictions.

During the screening, the health care staff person verifies allergies, restrictions on activities, changes in health since history taken, exposure to communicable diseases, observations of obvious illness, injury, and disease.

C. REQUIRED: Each trek group carries sufficient first aid supplies and equipment properly secured and readily accessible that allows medical staff to:

- Meet the anticipated needs of the group along the specific route
- Follow physician's standing orders
- Implement wilderness medical protocols approved for staff in the field

Participants are oriented to who is carrying the first aid kit.

D. REQUIRED: Trek groups carry original medical forms signed by the parent that outlines the participant's medical history and the limits of their participation. Includes permission to treat and multiple emergency contact numbers.

E. REQUIRED: Trek groups carry epi-pens. Trek leaders are oriented to administering these.

18. MEDICAL PROCEDURES (Continued)

F. REQUIRED: A designated staff member who has met with the nurse supervises the taking of personal medicine and keeping of records.

G. REQUIRED: Medications belonging to campers and staff are carried in suitably locked, accessible, and secured daypack or lockbox.

H. REQUIRED: Each trek group carries a water-proof copy of standing medical orders that have been signed by a consulting physician.

I. REQUIRED: Record of first aid administration and other health irregularities are documented in a trip journal that is submitted to the nurse or medical director and stored with other health records from the summer.

J. REQUIRED: The trek emergency action plan (EAP) must specify approved protocols for applications in wilderness settings. These must be reviewed and approved by the camp medical advisor/consulting physician.

Staff who hold current WFR and WFA certifications from organizations like SOLO and Wilderness Medical Associates are trained to implement specific emergency medical protocols in wilderness settings. These protocols do not apply to all situations and settings and must be approved in writing by the camp's medical consultant. Though a staff person has been trained in a skill such as reducing a dislocated shoulder as apart of a WFR program, he/she is only authorized to deliver this treatment in a wilderness context, two hours from definitive care, and when authorized by the camp's approved treatment procedures.

19. EQUIPMENT

A. REQUIRED (PT-14): Trek leaders are responsible for regular safety inspection of all equipment including vehicles. Written procedures in place that specify safety checks, maintenance, & replacement of equipment utilized on treks: boats, tents, stoves, packs, PFD's, Phones, Radios, etc.

- Require equipment checks prior to departure
- Procedures for replacement and repair
- System to record purchases
- Maintenance
- Replacement info.

B. REQUIRED: Campers are issued equipment that is appropriate to the demands of the trek and sized appropriately. All equipment is in a reasonable state of repair.

- Canoes are suitable for carrying the load they are assigned to carry. No overloading of boats.
- Gear is safeguarded in dry bags; bags are secured appropriately.
- Tents, tarpaulins or flies of suitable size to accommodate campers
- Tents, tarpaulins or flies are fire retardant and weatherproof
- Tents are seam-sealed prior to use and each year thereafter

C. REQUIRED: All equipment is used and stored in compliance with manufacturer recommendations.

D. REQUIRED: Campers access equipment through a check-in/check-out process that is consistent through the 4-year progression.

- **REFER TO APPENDIX “R”: Individual Equipment Checkout Sheet**
-

20. COMMUNICATIONS

A. REQUIRED: Every trek group has a communication system in place that provides reliable contact with emergency services and the main camp. This system might involve cell phones, satellite phones, or two-way radios. Coverage is never assumed -- It is confirmed as part of the trek scouting process.

B. REQUIRED: An emergency communications plan is in place that guarantees 24-hour access to the local C5YF leadership team.

C. REQUIRED: Notify local emergency services in writing or plans to be in their area prior to arrival. Include the trek itinerary and contact numbers for the trek leader and the camp director and program director.

D. REQUIRED (PT-7a): Information materials distributed to campers and families prior to camp describe the following:

- Availability and accessibility of emergency assistance
 - Descriptions of specific activities and their specific risks
 - The degree of difficulty or physical challenge required
 - How to prepare for the trek and the level of fitness necessary to participate in the activity
 - Procedures in place when a participant cannot continue with the trek program
 - Resources like websites, research topics, and names of destinations
- **SEE APPENDIX B: ARE TREKS RISKY?**
 - **SEE APPENDIX C: WHEN A CAMPER CAN'T CONTINUE TREK.**
-

21. TRANSPORTATION

A. REQUIRED (PT-15): Written transportation procedures are in place that specify:

- Written Emergency Procedures carried in each vehicle including plans for alternate drivers, communications, and alternate routes.
- Groups should have a minimum of one relief driver for every two vehicles.
- C5YF Drivers conduct vehicle safety checks immediately prior to driving the van and whenever the van stops for gas. This includes visually inspecting the tires and underside of the vehicle and checking oil and other fluid levels.

B. REQUIRED (PT-15): Each program establishes acceptable travel times and conditions, length of travel day, appropriate rest stops, and use of relief drivers.

- No transportation is provided after dark without the approval of the program director.
- No driver may drive more than 10-hours in a 24-hour period or more than 8-hours in any 24-hour period when transporting participants.
- Two or more drivers can drive a total of twenty hours without participants and sixteen hours with participants in a 24-hour period by taking turns.
- Drivers must take a twenty-minute break for every three hours of driving time.
- Vehicles should not be driven between 11:00 pm and 4:00 am without permission from the program director.
- Groups traveling more than 90 minutes from camp should have a minimum of one relief driver for every two vehicles.

C. REQUIRED: When buses or other contracted transportation is used, staff members always accompany campers in the vehicles.

D. REQUIRED: At least two staff members ride in each vehicle transporting campers.

E. REQUIRED: Staff members are seated throughout the vehicle and never both seated in the front of the vehicle with backs to the campers.

F. REQUIRED: All campers and staff wear seatbelts.

G. REQUIRED: Vehicles never exceed the designed capacity of the vehicle.

H. REQUIRED: Campers and staff never ride in the back of pick up trucks.

22. LAWS AND REGULATIONS

A. REQUIRED: C5YF trek programs observe all laws and local use regulations.

B. REQUIRED: C5YF trek programs will only use private lands with the written permission of the owner.

C. REQUIRED (PT-12): Trip directors maintain written evidence that all necessary permits for access to areas have been obtained and the appropriate fees have been paid.

D. REQUIRED: C5YF trek programs only use private lands with the written permission of the owner.

- The trek prep process includes researching practices and regulations specific to the trek destination and adapting procedures to meet these.

APPENDIX A -- Page 1 of 6

POSITION TITLE: Trek Leader

REPORTS TO: Program Director, Camp Coca Cola

FLSA STATUS: Exempt

POSITION SUMMARY:

The trek leader facilitates a multi-day trip planning process with teens preparing for a 4-7 day travel experience. While on the trip, the trek leader insures compliance with safety standards and supports campers as they manage the travel experience.

Select trek leaders who meet specific requirements may lead travel experiences of up to 14 days.

When traveling with campers, trek leaders work in partnership with a second trek leader or a trek assistant and are supported by at least one additional adult staff member. Typical ratios while traveling are not greater than 1 staff per 5 campers.

FUNCTIONS OF THE JOB**Essential Functions**

1. Scout the trek route prior to leading the experience with youth.
2. Prepare youth with a variety of planning and organizational skills.
3. Coach campers through a youth-driven trip planning and preparation process.
4. Help youth develop relevant outdoor skills such as setting up a tent or cooking over a camp stove.
5. Insure group is prepared with adequate equipment, resources, and personal gear prior to departure.
6. Work through campers to manage the reflective process and insure youth connect trek experiences with learning objectives.
7. Insure compliance with safety standards for trip and travel programs.
8. Oversee issuing and caring for equipment.

Essential Functions (Continued)

9. Respond to inappropriate and unsafe behaviors according to established procedures.
10. Keep records and track expenses according to an established system.
11. Manage camper health and welfare including distribution of medications under the direction of the camp nurse, and following standing orders to treat minor injuries and illness.

Marginal Functions

None identified

POSITION QUALIFICATION REQUIREMENTS:

Education:

- Must be at least 21 years old.

Experience:

- Must have documented experience leading the type of trip hired to lead. Experience must involve leading trips of similar duration and focus in under similar environmental conditions requiring similar skills.
- Must provide written endorsement (or telephone reference checks) of sound judgment and ability to assume leadership independently.

Skills and Abilities:

- Demonstrated dedication and commitment to the development of youth;
- Demonstrated good judgment and leadership ability;
- Able to safely manage and teach outdoor living skills such as paddling a canoe or navigating by GPS unit;
- Excellent communication and listening skills;
- Organizational and record-keeping ability;
- Proven skills providing direction, coaching, and feedback to staff and youth;
- Able to manage demands of multiple-day travel experiences in remote environments including sleeping in a tent, carrying a backpack, and paddling a canoe.
- Able to be “on-duty” 24-hours per day during the summer program.

Equipment Used:

- Basic office equipment used includes: computer, printer, fax machine, copy machine, and cell and land-telephones.
- Travel equipment includes but is not limited to: camp stoves, water purifiers, GPS units, canoes, backpacks, sleeping bags, tents,
- Safety Equipment: first aid supplies, throw ropes, rescue tubes,

License(s)/Certifications Required:

- Must have a valid driver's and chauffeur's license or equivalent.
- Must have current lifeguard certification from a nationally-recognized organization.
- Must have current first-aid and CPR certification appropriate to the trek assigned to lead. Certification must be from a nationally-recognized provider of training.

When access to EMS is:

- 20 minutes or less
- 20-60 minutes
- More than 60-minutes
- More than 2 hours

Required Certification:

- Basic First Aid and CPR
- 2nd Level First Aid & CPR (12-hr course)
- Wilderness First Aid & CPR (16-hr course)
- Wilderness Advanced First Aid (WAFA) or Wilderness First Responder (WFR).

Physical/Visual Activities or Demands:

- Must be able to visually and audibly supervise up to 24 staff and campers.
- Ability to carry a 60-pound backpack over rough and uneven terrain for a distance of several miles.
- Ambulatory and capable of hiking and walking to all activity areas of camp.
- Ability to paddle a canoe for up to 8 hours per day.

Environmental/Atmospheric Conditions:

- Works within a camp environment for 50% of the time and in the trek environment the remainder of the time. Trek environments can range from true wilderness locations to backcountry locations near resources such as campgrounds to urban environments.

APPENDIX B: ARE TREKS RISKY? Info for Campers and Parents

There are risks involved with traveling in remote areas including rough terrain and not being able to easily access emergency services in the event of an injury or illness. We can't realistically eliminate all potential dangers. We do work to minimize risks by hiring and training competent leaders, using the right equipment, abiding by national standards, and teaching campers skills that are relevant to a safe experience. The most important factor in a successful trek is exercising good judgment and following instructions. Campers and staff work in partnership to create a safe trek environment.

Trek Staff & Preparations

Trek leaders have substantial training and experience. They hold required certifications like "Wilderness First Responder", "Lifeguard Training", and have, first aid and CPR. Teams carry cell phones and are supported by a logistics vehicle. Life jackets, buddy systems, and structure are all part of insuring a safe trek environment. Staff scout the trek routes prior to leading trips with campers so that they are familiar with the surroundings. We correspond with local officials to insure that there are no surprises in case an emergency arises. We also monitor weather reports. Trek groups typically consist of about 12 campers and 3-4 staff.

Year 1 Trek -- 2004

First year campers spend 5-days and paddle about 20 miles on the North Fork River in southern Missouri. The river provides just enough excitement for beginners. The group camps on gravel bars and prepares meals over a camp stove.

This trip is designed for beginners. It's not physically demanding, but does involve paddling a canoe on moving water 4 hours a day. Campers receive paddling instruction before the trek and spend a day on the gentle Meramec River to develop skill and confidence.

All campers, regardless of their swimming ability must wear life jackets. Lifeguards are specifically-trained to provide safety on the river.

The group spends 1 night in a remote location with limited access to telephones and emergency services. The local EMS is prepared with boats and a helicopter in case of emergency and can respond to most areas along the river within 1 hour. Ozark Medical Center in West Plains, Missouri is about 22 miles from the river.

Year 2 Trek -- 2004

2nd year campers travel to Shawnee National Forest near Carbondale, Illinois, to spend 6-days hiking, canoeing, and rock-climbing around Giant City State Park. The group canoes on Devil's Kitchen Lake, completes an all-night solo, and climbs & rappels on 75-foot bluffs.

This trip is designed for beginners, but involves carrying a backpack for up to 6 miles a day for 2 days. Campers will be more prepared if they take a 2-mile walk several times a week for several weeks prior to coming to camp.

Rock climbing takes place according to strict safety guidelines. The greatest risk is not when climbing -- We stress how important it is to stay on established trails when walking along the top of the bluff.

The group spends 2 nights in a remote location with limited access to telephones and emergency services. Local EMS is prepared with boats and a helicopter. They can respond to most areas within 1 hour. The medical center in Carbondale, Illinois is less than 10 miles.

APPENDIX C: WHEN A CAMPER CAN'T CONTINUE TREK

If a camper is leaving a trek early, something has not gone according to plan. Each case will be managed based on the unique circumstances.

The decision to send a camper home from trek is primarily the responsibility of the staff leading the trek. If the camper is sent home due to an injury or illness, the final decision will involve the nurse. If due to a behavioral issue, the final decision will involve the camp director. Such a situation may impact an individual's future with C5.

Medical Emergency

- In the event of a medical emergency, the trek leader will arrange to transport the camper to the appropriate care facility and contact the camp director and/or the camp nurse.
- The camp director or the nurse will notify parents of the situation immediately.
- Depending on the circumstances, the camp director will coordinate transportation back to camp or make other arrangements with the family as needed. In most cases, returning a camper to camp involves two staff from camp traveling to the site to pick up the camper.
- If a camper is admitted to a hospital, camp staff will stay with the camper at least until parents arrive.

Behavioral Issue

- If a camper is asked to leave the trek due to a behavioral issue, the trek leader will first consult the camp director to formulate a plan based on the current situation.
- The camp director will immediately notify parents of the situation and work with the parents to manage the situation.
- Depending on the circumstances, the camp director will coordinate transportation back to camp or make other arrangements with the family as needed. In most cases, returning a camper to camp involves two staff from camp traveling to the site to pick up the camper or a family traveling to the area to pick up the camper.
- If the circumstances involve illegal behavior, the camp director will consult the local authorities regarding the circumstances prior to the camper departing the area. The camp director and trek leader will follow the recommendations of local law enforcement.
- If the circumstances involve violent or uncontrollable behavior, the trek leader will contact local authorities for assistance.

APPENDIX D: ELIGIBILITY REQUIREMENTS – SAMPLE (PT-7a)

TREK ROUTE: Shawnee National Forest

YEAR: Year 2 Campers

ACTIVITIES: Canoeing, Backpacking, Rock Climbing

<u>Activity</u>	<u>Distance/Description</u>	<u>Skill Level</u>	<u>Level of Difficulty</u>
<ul style="list-style-type: none"> ▪ Backpacking ▪ Lake Canoeing ▪ Rock Climbing 	<ul style="list-style-type: none"> ▪ 12 miles; 2 days ▪ 6 miles; 2 days ▪ 75-Foot Bluff 	<ul style="list-style-type: none"> ▪ Beginner ▪ Beginner ▪ Beginner 	<ul style="list-style-type: none"> ▪ Moderate ▪ Easy ▪ Moderate; Optional

TO BE ELIGIBLE TO PARTICIPATE: (There are no age requirements for this trek)

Campers must be current members of C5YF

- Participated in year-round C5YF programming
- Completed 30 hours community service
- Have turned in all required paperwork.

Campers must participate in 4 skill-building sessions and planning meetings while at camp

- Canoe Rescue Drill & Paddling Skills Review
- Pre-Trip Orientation
- Planning Session 1 & 2
- To climb, campers must have participated in a session on the climbing wall.

Campers must demonstrate:

- Ability to walk 5 miles without a pack
- Comfort in deep water while wearing a life jacket
- Ability to paddle a canoe on a lake in tandem with a partner

Campers must successfully pass a health screen by the camp nurse:

- No health concerns that could endanger person or group
- No infections or current illness
- Well-rested

Prior to leaving on the trek, campers must:

- Demonstrate a spirit of cooperation
- Uphold the Cornerstone Code

APPENDIX E: LIGHTNING

The National Weather Service recorded 3,239 deaths and 9,818 injuries from lightning strikes between 1959 and 1994. Only flash floods and river floods cause more weather-related deaths.

Lightning is always generated and connected to a thundercloud but may strike many miles from the edge of the thunderstorm cell. Generally, the lightning threat diminishes with time after the last sound of thunder, but may persist for more than 30 minutes.

If an individual can see lightning or hear thunder he or she is already at risk. Louder or more frequent thunder indicates that lightning activity is approaching. *If the delay between seeing the lightning flash and hearing the corresponding thunder is less than 30 seconds, immediate defensive action is required.*

Managing Lightning Risks

- Have an evacuation plan in place
- Prepare campers and staff to take responsibility for their own safety
- Avoid unnecessary exposure to lightning
- Seek shelter immediately when you hear even the faintest thunder
- Monitor weather reports; in the field use a portable weather radio.

To estimate the lightning's distance from your location, count the time between the "flash" of lightning and the "bang" of thunder. Five seconds between "flash" and "bang" equals one mile. Thirty seconds between "flash" and "bang" equals six mile. Lightning can strike 6-8 miles from its center.

If you feel your hair standing on end, and/or hear "crackling noises" - you are in lightning's electric field. If caught outside, immediately remove metal objects (including baseball cap), place your feet together, duck your head, and crouch down low in a baseball catcher's stance with hands on knees.

WHEN CAUGHT IN A LIGHTNING STORM

IF OUTSIDE:

Move to safety immediately.

- Safe areas include substantial buildings or fully enclosed vehicles with windows shut.
- If on the water and cannot get off to a safer location, avoid close contact with other paddlers; stay at least 15-20 feet apart and do not paddle near shore.
- In open areas, look for ditches, trenches or low ground.
- If outside, maintain a low crouching position with your feet together and hands on ears to minimize acoustic shock from thunder.
- Seek cover in clumps of bushes. Parts of the forest with trees or shrubs of uniform height.
- Keep a high level of awareness for thirty minutes after the last observed lightning or thunder.

IF OUTSIDE (Continued):**Avoid Unsafe Areas.**

- Avoid bodies of water; metallic objects like fences and gates; high ground and open spaces; solitary tall trees or poles.
- Avoid close contact with others - spread 15-20 ft. apart.
- Avoid transition zones -- water & land; boat & land; rock & ground; tree & ground.
- Avoid open structures like gazebos, porches, baseball dugouts, canopies, picnic or rain shelters.
- Avoid overhangs, shallow caves, and cave entrances.

IF INSIDE:**Turn off, unplug, and stay away from appliances, computers, power tools, & TV sets.**

- Avoid using the telephone, taking a shower, washing your hands, doing dishes, or contact with conductive surfaces with exposure to the outside such as metal door or window frames, electrical wiring, telephone wiring, cable TV wiring, plumbing, etc.

IN THE CONTEST BETWEEN PEOPLE AND LIGHTNING, LIGHTNING WINS.

Most lightning victims can survive their encounter with lightning with timely medical treatment. Individuals struck by lightning do not carry a charge. It is safe to touch them to render medical treatment. 70 percent of lightning survivors experience residual effects, most commonly affecting the brain. These effects can develop slowly, only becoming apparent much later.

Injuries may include: irregular heart rhythms; loss of consciousness and coma; amnesia, anxiety, confusion, aphasia, seizures, and brain damage; numbness, weakness in limbs, partial or complete paralysis; spinal cord injury; sleep, memory, and concentration disorders; irritability and depression; post-traumatic stress disorder; burns and blunt trauma.

IF SOMEONE IS STRUCK BY LIGHTNING:

- Be sure the scene is safe for rescuers before responding. Fractures and spinal injuries are relatively rare in cases of lightning strikes unless the person has fallen or been thrown. In a high-risk area like on a mountaintop with a continuing thunderstorm, the best response might be to rapidly move the victim to a safer area.
- Always call 911 immediately. Internal injuries may not be apparent during a field examination.
- Treat the apparently dead first.
- Administer first aid and CPR.

Authoritative Sources:

- NASA Report – "When Lightning Strikes People"
- American Meteorological Society
- "Lightning Injuries to Humans in France" by Dr. Elisabeth Gourbière
- Richard Kithil, *The Outdoor Network*, vol ix, no.2, 1998
- National Weather Service

APPENDIX F: WATER PURIFICATION

Microscopic organisms can contaminate water supplies and cause serious, even fatal, illness. Water from any natural source or from a well or pump that is not known to be safe, must be purified by boiling, chemical treatment, or filtration.

If dependent on water purification in a backcountry setting, carry at least one backup method. If boiling is your backup method, make sure you have enough fuel.

Biologically contaminated water contains microorganisms such as *Giardia*, bacteria, or viruses. *Toxic* water contains chemical contamination from things like pesticides. Boiling, filtering, or chemically treating water can remove or kill microorganisms, but it will *not* remove chemical toxins.

BOILING

- Boiling is the most certain way to kill microorganisms.
- According to the Wilderness Medical Society, temperatures above 160° F kill all pathogens within 30 minutes and above 185° F within a few minutes. To be safe, let water boil rapidly for 1 minute.

IODINE TREATMENT

- Iodine is light sensitive and must be stored in a dark bottle.
- Works best if the water is over 68° F.
- Persons with thyroid problems or on lithium, women over fifty, and pregnant women should consult their physician prior to using iodine for purification.
- Chemical tablets become ineffective after the expiration date.
- To use: add chemical; splash some water with chemical onto the lid and threads of water bottle & allow to sit *at least* 30 minutes.
- Cloudy water requires higher concentrations. Strain with a cloth, *before* treatment.
- The colder the water, the less effective the chemical. At 50° F, only 90 percent of *Giardia* cysts are inactivated after 30 minutes. Below 40° F, double the treatment time. Best if water is at least 60° F.
- If using liquid tincture of iodine (2%), add 5 drops per quart -- 10 if water is cloudy.
- If using tablets, follow manufacturer's instructions.
- Adding 50 mg vitamin C to iodine-treated water eliminates any taste or color of iodine.

AWATER FILTERS, MICRO FILTERS, AND WATER PURIFIERS

There is a difference between *filters* and *purifiers*. Filters do not remove viruses. Purifiers pass water through both a filter and an iodine compound that kills organisms that have passed through the filter.

A water filter pumps water through a microscopic filter rated for a certain-size organism. The standard size rating is the micron -- the period at the end of this sentence is about 600 microns. Be cautious when selecting a filter -- know what organisms you need to treat for.

Common microorganisms and the filter size needed:

<u>Organism</u>	<u>Examples</u>	<u>General Size</u>	<u>Filter Type</u>	<u>Particle Size</u>
Protozoa	<i>Giardia, Cryptosporidium</i>	>5 microns	Water filter	1.0–4.0 microns
Bacteria	<i>Cholera, E. coli, Salmonella</i>	0.2–0.5 microns	Microfilter	0.2–1.0 microns
Viruses	Hepatitis A, rotavirus,	0.004 microns	Water purifier	To 0.004 microns

Common Practices for Using a Water Filter

- Filter the cleanest water you can find. Dirty water or water with large suspended particles will clog your filter more quickly.
- Pre-filter the water through a pre-filter or strain it through a bandanna.
- Be sure to filter clean water into a clean water bottle or container.

APPENDIX G: DISPOSING OF HUMAN WASTE

In most locations, burying human feces is the most effective method. Solid human waste must be packed out from areas like narrow river canyons. Land management agencies can provide advice and specific rules for specific areas.

CATHOLES

- Catholes are the most widely accepted method of waste disposal.
- Locate catholes at least 200 feet (about 70 adult steps) from water, trails and camp.
- Select an inconspicuous site where other people will be unlikely to walk or camp.
- With a small garden trowel, dig a hole 6-8 inches deep and 4-6 inches in diameter.
- The cathole should be covered and disguised with natural materials when finished.
- If with a large group, catholes should be widely dispersed.

SELECTING A CATHOLE SITE

1. Try to find a site with deep organic soil. This organic material contains organisms that will help decompose the feces. (Organic soil is usually dark and rich in color.)
2. If possible, locate your cathole where it will receive maximum sunlight. The heat from the sun will aid decomposition.
3. Choose an elevated site where water would not normally collect during runoff or rain storms.

TOILET PAPER

- Use toilet paper sparingly and use only plain, white, non-perfumed brands.
- Toilet paper should either be buried in a cathole or placed in plastic bags and packed out.
- Burning toilet paper in a cathole is not generally recommended.
- In desert and arid regions, place paper in plastic bags and pack it out.

TAMPONS

Place in plastic bags and pack out. Do not bury -- They don't decompose readily and animals may dig them up.

URINE

Urine has little direct effect on vegetation or soil. It may draw wildlife that are attracted to the salts. They can defoliate plants and dig up soil. Urinating on rocks, pine needles, and gravel is less likely to attract wildlife. Diluting urine with water can help minimize negative effects.

SPECIAL CONSIDERATIONS FOR RIVER CANYONS

River canyons present unique waste disposal challenges. The most common practice is to urinate directly in the river and pack out feces in sealed boxes.

APPENDIX H: EXPOSURE TO BLOODBORNE PATHOGENS

Though exposure to blood-borne pathogens is unlikely in the camp environment, the risk should be regarded seriously. OSHA requires that an exposure plan be in place. Management in the camp environment includes 3 practices:

1. Training staff to use universal precautions including gloves and breathing barriers when administering first-aid or cleaning-up potentially-infectious materials.
2. Offering Hepatitis B immunizations to staff who are responsible for administering advanced first aid and CPR like lifeguards and trek leaders.
3. Offering Hepatitis B immunizations to any person within 24-hours of a potential exposure incident.

UNIVERSAL PRECAUTIONS FOR DEALING WITH POTENTIALLY HAZARDOUS BIOMEDICAL MATERIALS TO BE OBSERVED BY C5YF STAFF

1. USE RUBBER GLOVES

Gloves must be worn if the potential to come into contact with another person's blood or infectious bodily fluid exists. Staff are issued rubber gloves for emergency use. These should be carried at all times and replenished from a readily accessible supply as needed.

Pool first aid kits and trek supplies include gloves and pocket resuscitation masks.

2. PROPER DISPOSAL OF WASTE MATERIALS

Disposal of medical waste like soiled band-aids and gauze takes place under the direction of the nurse on duty. As needed, materials are bleached, sealed in a plastic bag, and disposed of in a covered trashcan. Used needles are deposited in an approved sharps container labeled as "Biomedical Waste" stored with the nurse on duty.

When dealing with a significant quantity of bio-hazardous waste, materials are soaked in bleach, sealed in bags, and transferred to a certified biomedical disposal professional.

3. DISINFECTING EXPOSED SURFACES

Surfaces that have been exposed to potentially-infectious bodily fluids are cleansed liberally with a 10% bleach solution then allowed to air dry. This process is repeated upon drying.

The bleach solution, at least 1 part bleach and 9 parts water, is made fresh at the time needed and not stored for longer than 12 hours. Bleach containers are protected from direct sunlight.

PERSONS WHO MUST BE OFFERED HEPATITUS B VACCINATION

Hepatitis B immunizations are delivered in a series; the second shot delivered 1 month after the first, and the third 5 months later. All three shots are required for effectiveness. C5YF pays for injections administered while part of the camp staff.

The following staff/volunteers must be offered Hepatitis B vaccinations at C5YF's expense:

1. Any person responsible for rendering medical assistance or direct personal assistance with toileting. Typically, this is limited to nurses, doctors, & nursing assistants.
2. Any person who as part of their *primary* duties is expected to provide first aid that is likely to put them in contact with bodily fluids such as blood or vomit. This includes staff required to have advanced first aid or CPR certifications like backcountry trek leaders, lifeguards, and staff who lead experiences where access to EMS or camp medical personnel is delayed.
3. If first aid is not part of one's job description, immunizations are offered at C5YF's expense within the 24 hours following an accidental exposure. C5YF is responsible for the entire series of injections in such cases.

WHAT IS POTENTIAL EXPOSURE?

Any accidental exposure to blood products or other potentially infectious materials (such as semen) must be reported immediately to the nurse on duty and to the camp director.

Blood and semen are the only substances proven to transmit the hepatitis B virus. The virus is typically transmitted through sexual contact, sharing needles, and blood transfusions. For transmission to occur, infected blood or semen must enter another's body through an open wound.

Vomit, feces, or urine could contain trace amounts of blood. Contact with this material is considered a potential exposure if direct contact is made with an open wound. In such a case, inspect the exposed area for wounds and immediately clean with a 10% bleach solution twice.

HOW TO RESPOND TO POTENTIAL EXPOSURE

"Potential exposure" is direct contact with another person's blood or semen. In response, the affected person is offered a prophylactic immunization that needs to be given within 24-hours of exposure.

Follow these steps:

1. Affected person (or persons) reports immediately to the nurse or on-site director.
2. Nurse or director offers the hepatitis B immunization in writing. (See form that follows).
3. Affected person accepts or rejects the offered vaccination.

If accepted, C5YF staff transport individual to receive the immunization. If rejected, the affected person indicates their refusal on the offer form. The form is placed in their personnel file.

Written report of the incident is submitted on a critical incident report form within 2 hours of exposure and contains the following information:

- Name(s) of person(s) exposed
- Circumstances of exposure
- Dates and times
- Determination of whether an exposure incident has occurred

For more information, visit: www.osha.gov/SLTC/bloodborne pathogens.

OFFER OF HEPATITIS B VACCINE TO C5YF STAFF / VOLUNTEER / CAMPER

NAME: _____

POSITION: _____

DATE/TIME: _____

In accordance with C5YF Policy and OSHA guidelines, the above named individual has been offered the Hepatitis B immunization at C5’s expense for the following reason:

- PRIMARY DUTIES:** *Primary* duties include providing first aid that is likely to require contact with bodily fluids such as blood or vomit. An advanced certification like *wilderness first aid* or *CPR for the Professional Rescuer* is required for their position. Includes backcountry trek leaders, lifeguards, nurses, and staff who lead experiences where access to EMS or camp medical personnel is delayed.
- POTENTIAL EXPOSURE:** This person has potentially been exposed to infectious materials such as blood products, feces, or saliva within the last several hours in the course of performing duties.

Date and Time of Exposure: _____

Three immunizations are delivered in a series. The second shot is delivered 1 month after the first; the third is delivered 5 months later. All three shots must be delivered for the vaccination to be complete. In cases of potential exposure, C5YF will pay for the series of injections. When required for a particular position, C5YF will pay for injections administered while employed by C5YF.

RESPONSE TO OFFER OF HEPATITIS B IMMUNIZATION:

I **REJECT** the opportunity to receive hepatitis B vaccine at C5YF’s expense.

I **ACCEPT** the opportunity to receive hepatitis B vaccine at C5YF’s expense.

Signed: _____

Date: _____

Print Name: _____

Senior Staff Witness: _____ Date Vaccination: _____ Location: _____

In the event of accidental exposure, submit completed form to camp director with incident reports and receipt/invoice from services delivered. Otherwise, store in personnel file.

APPENDIX I: TREK STAFFING RATIOS

*How many staff should accompany a trek group? That's hard to say. The correct number depends on factors like activities, destination, and the age of participants. Local restrictions on backcountry group sizes or how many people can stay in a campsite or dorm room may also influence the decision. The important question is: *Can you justify providing less supervision on a trek than you do when campers are in camp?* If not, then the out-of-camp supervision level should at least equal the in-camp staff-to-camper ratio.*

REQUIRED: *The staff-to-camper ratio on treks will not be less than the in-camp staff-to-camper ratio. Directors are responsible for determining the appropriate staffing ratio for each trek and documenting the rationale for this decision.*

The average in-camp supervision ratio serves as the baseline for determining the appropriate staff-to-camper ratio for trek. If campers are sent into an area that has a greater potential for accident or injury with fewer resources to call upon in case of an emergency, directors need to compensate by increasing supervision ratios and/or providing a higher standard of staff training & preparation.

Is a group consisting of 12 campers and 6 staff with rudimentary training any more prepared for the demands of a trek than 12 campers traveling with 3 highly-trained and experienced staff members? -- *Probably not.* The more important consideration is how prepared staff are to fulfill their role on trek.

Other factors that might influence decisions include the age, maturity level, and documented experience of trek staff; the level of formal staff training and certifications from nationally-recognized training organizations; if campers are trained to manage hazards and emergency response; and the technical or non-technical nature of the trek.

APPENDIX J: ORIENTATION PLANNING WORKSHEET

ROUTE: _____ DATES: _____ STAFF: _____

Safety Regulations and Emergency Procedures

<ul style="list-style-type: none"> <input type="checkbox"/> Discuss behavior expectations & individual responsibilities <input type="checkbox"/> Clearly state “Non-negotiables” <input type="checkbox"/> Life jackets worn in or near water. <input type="checkbox"/> Buddy system in effect when swimming/caving/traveling at night. <input type="checkbox"/> Responsibility to “stay found”. If separated from the group—Stay put! <input type="checkbox"/> Must have C5YF ID secured to person—Lists emergency contact info. <input type="checkbox"/> Establish kitchen boundaries. <input type="checkbox"/> Establish general boundaries. 	<ul style="list-style-type: none"> <input type="checkbox"/> Review proper lifting technique—Use the legs not the back. <input type="checkbox"/> Identify hazards including (ie: sunburn, dehydration, accidents, getting separated from group, storms, strangers, animals, heat, etc.) <input type="checkbox"/> Discuss responses and preventative steps to each identified hazard. <input type="checkbox"/> Use of bathrooms in campgrounds and rest areas—There is safety in numbers. <input type="checkbox"/> Vehicle breakdowns & accidents; traveling in vans & buses.
<ul style="list-style-type: none"> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ 	<ul style="list-style-type: none"> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____

Notes: _____

Basic Skills

<ul style="list-style-type: none"> <input type="checkbox"/> Selecting a Campsite <input type="checkbox"/> Organizing a Campsite <input type="checkbox"/> Building a Fire <input type="checkbox"/> Setting Up Tents <input type="checkbox"/> Operating a Stove <input type="checkbox"/> Packing & Protecting Personal Gear <input type="checkbox"/> Caring for Equipment 	<ul style="list-style-type: none"> <input type="checkbox"/> Disposing of Human Waste <input type="checkbox"/> Basic Sanitation (Hand Washing) <input type="checkbox"/> Washing Dishes <input type="checkbox"/> Purifying Water <input type="checkbox"/> Loading & Unloading Canoe Trailer <input type="checkbox"/> Paddling, Landing, Loading, and Transporting Canoes
<ul style="list-style-type: none"> <input type="checkbox"/> Map & Compass Skills <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ 	<ul style="list-style-type: none"> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____

Notes: _____

First Aid & General Health Procedures

- | | |
|--|---|
| <input type="checkbox"/> Management of Medications | <input type="checkbox"/> Management of First Aid Needs |
| <input type="checkbox"/> Importance of drinking water | <input type="checkbox"/> Importance of Keeping Even Small Wounds Clean. |
| <input type="checkbox"/> “Clear & Copious”—Self-Monitoring Levels of Hydration | <input type="checkbox"/> Use of Sunscreen is a Non-negotiable |
| <input type="checkbox"/> Hypothermia & Hyperthermia | <input type="checkbox"/> Feminine Hygiene Practices |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

Staff Member Responsible for Medications: _____
Staff Member Responsible for First Aid: _____

Notes: _____

Minimum Impact Ethic

<input type="checkbox"/> Stay on trails; camp in designated spots <input type="checkbox"/> Pack out trash and waste as prescribed by local guidelines. <input type="checkbox"/> Recycle & compost waste <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	<input type="checkbox"/> Abide by laws and local ordinances <input type="checkbox"/> Leave No Trace (No fire scars, no trees cut, litter, etc.) <input type="checkbox"/> Do not disturb animals and insects. <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
---	--

Notes: _____

What Areas/Activities are Off Limits?

- | | |
|--|--|
| <input type="checkbox"/> Waterfront (unless with LG) | <input type="checkbox"/> Van (unless granted permission) |
| <input type="checkbox"/> Stores and Purchasing Food/Souvenirs. | <input type="checkbox"/> Campsites belonging to other groups |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

Overview of Program Schedule

- | | |
|---|--|
| <input type="checkbox"/> General Schedule | <input type="checkbox"/> Points of Interest |
| <input type="checkbox"/> Rendezvous/Transition Points | <input type="checkbox"/> Packing for each phase of program |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

Notes: _____

At the trek site, immediately prior to departure, campers must be made aware of how to access emergency services.

Nearest Telephones:	(1) _____	(2) _____
How do you get to the phones? What landmarks do you look for?		
(1) _____		
(2) _____		
Does the area have '911" phone service? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Does the cell phone work in this area? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Where can campers find emergency telephone numbers? Does everyone know how to use this particular cell phone?		
What is the nearest source for professional help--ranger station, hospital, or medical facility?		
In the event of a major accident or injury, where should the group exit the backcountry area?		
Emphasize that anyone who is separated from the group should stay put. The first response upon noticing that someone is missing is to re-trace steps back to where the person was last seen. It is easier to find a person who is sitting in one place than it is to find a person who is wandering around.		

Be sure campers are carrying ID cards with emergency contact information for camp.

APPENDIX K: C5YF TREK FLIGHT PLAN *(Filed by each group prior to departure)*

Destination: _____

Departure Date: _____ **Departure Time:** _____

Return Date: _____ **Return Time:** _____

Vehicle Description (Make/Model/Year)

License Plate Number

1. _____

2. _____

3. _____

Driving Directions

To/From Destination: _____

To Nearest Hospital: _____

Other Locations (Campsites, store, telephone, ranger station): _____

Attach additional pages as needed. www.mapquest.com is a good resource for researching directions

TREK ROSTER *(Roster must reflect when larger groups are divided into multiple travel groups)*

GROUP _____

GROUP _____

TREK STAFF

TREK STAFF

- LEADER _____
- ASSISTANT _____

- LEADER _____
- ASSISTANT _____

ADD'L STAFF

ADD'L STAFF

1. _____
2. _____
3. _____

1. _____
2. _____
3. _____

CAMPERS

CAMPERS

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

TREK ITINERARY *(Use additional sheets to reflect itinerary of multiple travel groups)*

Dates/Travel Route	Summary of Activities
<p><u>Day 1:</u></p> <p>Overnight Location:</p>	<p>Activities:</p> <p>Nearest Evacuation Point(s):</p>
<p><u>Day 2:</u></p> <p>Overnight Location:</p>	<p>Activities:</p> <p>Nearest Evacuation Point(s):</p>
<p><u>Day 3:</u></p> <p>Overnight Location:</p>	<p>Activities:</p> <p>Nearest Evacuation Point(s):</p>
<p><u>Day 4:</u></p> <p>Overnight Location:</p>	<p>Activities:</p> <p>Nearest Evacuation Point(s):</p>
<p><u>Day 5:</u></p> <p>Overnight Location:</p>	<p>Activities:</p> <p>Nearest Evacuation Point(s):</p>
<p><u>Day 6:</u></p> <p>Overnight Location:</p>	<p>Activities:</p> <p>Nearest Evacuation Point(s):</p>

CONTACT INFORMATION

Emergency Numbers	Address	Phone
Nearest Hospital (s):		
▪		
▪		
Local EMS:		
▪		
▪		
Local Law Enforcement:		
▪		
▪		
Park Rangers		
▪		
▪		
Outfitter(s)		
▪		
▪		

Cell Phones *(List names/numbers for all carried by the group including personal phones)*

Owner	Phone Number	Dependable Service in Area?
1.		<input type="checkbox"/> Yes <input type="checkbox"/> Don't Know
2.		<input type="checkbox"/> Yes <input type="checkbox"/> Don't Know
3.		<input type="checkbox"/> Yes <input type="checkbox"/> Don't Know
4.		<input type="checkbox"/> Yes <input type="checkbox"/> Don't Know
5.		<input type="checkbox"/> Yes <input type="checkbox"/> Don't Know

FINAL CHECK -- *Is the group carrying the following items?*

- | | |
|--|--|
| <input type="checkbox"/> Health Forms for Participants & Staff | <input type="checkbox"/> Prescription Medications |
| <input type="checkbox"/> Cell Phone/Satellite Phones | <input type="checkbox"/> 24-Hr Emergency Contact Numbers |
| <input type="checkbox"/> First Aid Kit(s) with Epi-pens | <input type="checkbox"/> Vehicle Emergency Kit |
| <input type="checkbox"/> Standing Orders (Signed) | <input type="checkbox"/> Information Packet(s) |
| <input type="checkbox"/> Drivers Licenses [Drivers only] | <input type="checkbox"/> Emergency Cash/Credit Cards |
| <input type="checkbox"/> Water & travel food like day 1 lunch | <input type="checkbox"/> Maps/Compasses |
| <input type="checkbox"/> Directions to all trek locations | <input type="checkbox"/> Insurance Forms |
| <input type="checkbox"/> Group Food | <input type="checkbox"/> Means for Water Purification |
| <input type="checkbox"/> Personal Gear | <input type="checkbox"/> Toilet Paper/Trowels |
| <input type="checkbox"/> Group Gear (stoves, tents, PFD's) | <input type="checkbox"/> Hand Sanitizer |

APPENDIX L: SAMPLE INTRODUCTION LETTER

(CARRIED BY ALL TREK GROUPS)

Group must carry documents that fully identify the group, its leadership, insurance coverage, and home base or contact.

[Letterhead]

June 18, 2003

To Whom It May Concern:

Between July 30th and Aug 8th, 2003, Camp Coca Cola St. Louis, in Partnership with Wyman, Inc. will be lead two groups of youth on a wilderness expedition on the North Fork River. The youth, aged 14-15, are participants in the C5-St. Louis program. The C5 Trek program focuses on growth and leadership skills through adventure experiences.

C5 St. Louis staff members Julie S. and Matt G. will lead the expedition. Each group consists of 12 youth and 3 adults. The trip is 5 days in length and starts at Twin Bridges and ends at Culvert Bridge. The group will outfit through Twin Bridges Canoe Rental.

This group carries comprehensive liability insurance through K & K Insurance, as well as a limited accident and illness policy on each participant through American Income Life -- \$500.00 for illness and \$2,000.00 for accidents. All staff are covered by Worker's Compensation.

In case of emergency or other concern, contact C5 St. Louis:

--David Knobbe, Camp Director	Work: (636) 296-4480 Cell: (314) 566-0818
--Mia Ulmer, Program Director	Work: (636) 296-4480 Cell: (314) 610-0010
--C5 St. Louis Office	Line 1: (636) 296-4480 Line 2: (636) 296-4499
--Camp Coca Cola St. Louis Overnight Contact	(636) 287-1644

Attached is a detailed itinerary and a brochure explaining more about C5 program.

Sincerely,

Julie S.
Camp Coca Cola St. Louis

APPENDIX M: SOLE PROPRIATOR NOTICE OF WAIVER OF WORKERS COMPENSATION COVERAGE

C5

Please be advised that I, _____, as a sole proprietor and
(Waiver Applicant)

independent contractor, hereby waive all benefits and privileges provided by the

_____ Workers Compensation Act.
(Enter Name of State)

I acknowledge through the signing of this waiver that “sole proprietorship” coverage for Workers Compensation is ailable to me in this state but I have elected not to purchase such coverage.

I acknowledge that I, _____, am not an employee of the Camp
(Waiver Applicant)

Coca-Cola Foundation or _____, but a sole proprietor and
(Partner Organization)

independent contractor.

I certify that the signing of this waiver is not a prerequisite condition of C5 or

_____ engaging my services, but merely to clarify my status as a “sole
(Partner Organization)

proprietor” and “independent Contractor”.

(Waiver Applicant’s Signature)

Signed this _____ day of _____, 20____

APPENDIX N: WILDERNESS FIRST AID CERTIFICATIONS

American Camping Association standard HW-1, part C, requires a staff member with wilderness first aid (WFA) and CPR certifications from a nationally-recognized training provider be present *when access to EMS is an hour or more away*. *WFA certification must be a minimum of 16-hours*. Approved certifications -- each with age-appropriate CPR -- include Wilderness First Aid (WFA), Wilderness Advanced First Aid (WAFA), Wilderness First Responder (WFR), or Wilderness EMT (WEMT).

This Document Will...

1. Provide background knowledge about types of wilderness first aid.
2. Identify the types of questions directors should ask themselves when making decisions about staffing and appropriate certifications.
3. Provide the C5YF system standards in this area.

The Nature of Wilderness First Aid

Wilderness medicine protocols deal with situations where communication with a physician and rapid transport to a hospital are not likely. Wilderness First Aid training includes protocols that are appropriate in the context of a wilderness situation because of inaccessibility. Wilderness medicine protocols differ from what EMS might view as the standard of care.

“Wilderness” is more accurately viewed as a concept of time rather than geography. The critical question is *“How long will it take to get an injured person to definitive care?”*

According to David Johnson, President, Wilderness Medical Associates, their protocols apply to situations where definitive care is more than 2 hours away, when applied in a wilderness context, and when they have been reviewed and approved by the organization’s consulting physician.

Key Question: *How Long to Get an Injured Person to Definitive Care?*

Access to care in the backcountry is a function of factors like cell phone coverage, road access, and availability of air-ambulances. Director’s need to base decisions about staff training and qualifications on a reasonable determination of how long it will take to access definitive medical care in case of serious injury. Conversations with park rangers and the EMS–professionals who would most likely respond to an emergency -- are the best source for information.

“Definitive Care” and “Access to EMS” are not the same. “EMS Access” refers to transferring care to an ambulance crew. “Definitive care” refers to getting a sick or injured person the care needed to successfully manage their injury/illness (i.e. emergency room). EMS professionals recognize the critical “Golden Hour” -- Individuals who receive definitive care within the first hour of a trauma have a significantly higher rate of survival. While ACA standard HW-1 requires a WFA-certified person when EMS is more than an hour away, access to definitive care may be even further. An important consideration is how long it will take for EMS to respond and transport the patient to an appropriate care facility. It is important to consider the training of the EMS crew likely to respond -- Professional paramedics are prepared to a deliver a much higher standard of care than volunteer EMT’s.

When determining how long it might take to access definitive care, consider the following factors:

- ❑ Do cell phones work in the area?
- ❑ How far to the nearest land-based telephone line?
- ❑ How far would an ambulance have to travel to access the location?
- ❑ What is the level of training of the ambulance crew that would likely respond?
- ❑ Are air-ambulances available? Where can they land? What is their response time?
- ❑ How far to a hospital once picked up by the ambulance?
- ❑ How might factors like weather, darkness, and cell phone reception influence response time?
- ❑ Do factors such as extremely rough terrain or activities like rock climbing or class 3 paddling present greater potential for serious injury in a remote location?

Things to Know about Wilderness Medical Certifications...

- ❑ Among the prominent wilderness medical training organizations -- Wilderness Medical Associates, Solo, and Wilderness Medical Institute/NOLS -- certifications like WFR are fairly consistent but do include potentially significant differences.
- ❑ People who are certified by different organizations are trained to do different things.
- ❑ All protocols need to be reviewed and approved by each camp's consulting physician or medical control board and included as part of the camp's standing orders.
- ❑ WFA- WAFA, and WFR-certified staff must operate within the specific protocols encompassed by their training to minimize liability exposure. Choosing a single provider of training will eliminate situations where a person's training is different from the organization's accepted practices.
- ❑ WFA- WAFA, and WFR-certified staff must be supported with the equipment needed to implement protocols approved by the consulting physician (i.e. epi-pens, etc).
- ❑ There is a higher liability exposure when a staff person fails to do something they are trained to do than there is from not doing something exactly right. The bigger risk is going out with no training.
- ❑ Every state has some form of a Good Samaritan Law that prevents a rescuer who has voluntarily helped a victim in distress from being successfully sued for 'wrongdoing.'
- ❑ Recognition of WM protocols by state agencies and related liability issues varies state to state.

Wilderness First Aid Certifications

Not all training organizations offer the same levels of certification; training curriculums for certifications with the same name may be significantly different.

Certification	Common Abbreviation	Description
Wilderness First Aid	WFA	16-hour introductory course. Basic backcountry first aid in a wilderness context.
Wilderness Advanced First Aid	WAFSA	36-hour course. Covers more topics than WFA & includes simulations. Good choice for trip leaders who may need to care for an injured person for hours before EMS arrives.
Wilderness First Responder	WFR	72-hour course. The standard for backcountry professionals. In-depth coverage, patient assessment drills, & simulations. Recommended for backcountry trips where leaders may need to care for injured person for days.
Wilderness Emergency Medical Technician	WEMT	181-hour course. The definitive course for rural EMS providers and wilderness rescue team members. Involves coursework, simulations, and practical experience. Must pass state EMT exam as part of the training.

What Level of Wilderness First Aid Training is Required?

Determining the appropriate level of certification for a backcountry leadership team is a judgment call. The decision needs to be based in large part on the resources that are accessible to the backcountry travel group and how quickly they can be accessed in an emergency. EMS professionals recognize the importance of the “Golden Hour” -- Individuals who receive definitive care within the first hour of a trauma have a significantly higher rate of survival. Other factors such as extremely rough terrain or activities like rock climbing or class 3 paddling in remote areas might influence the decision on required certifications.

Groups that attend Camp Paintrock and incorporate a backpacking experience in their itinerary will need to have one Wilderness First Responder accompany each backcountry travel group.

C5YF Standard: Wilderness First Aid Certification for Trek Leaders

- ❑ Staff who lead treks must have current CPR certification appropriate to the age of the group.
- ❑ Trek Leaders and Trek Assistants must have a minimum of current first aid certification.
- ❑ At least one Trek Leader or Trek Assistant with each backcountry group must hold the current first aid certification specified in the table below. This specification is based on a reasonable expectation of how long it may take to access EMS and definitive care.

When is Advanced Wilderness Training a Requirement?

Situation	Required Certification of Trek Leader
<ul style="list-style-type: none"> ❑ Access to EMS is less than an hour away, <u>and</u> ❑ Patient can be transported by ambulance to definitive care within 1 hour of injury/illness. 	Red Cross First Aid and CPR
<ul style="list-style-type: none"> ❑ Access to EMS is more than an 1 hour away, ❑ Patient can be transported by ambulance to definitive care within 2 hours of injury/illness, <u>and</u> ❑ Little likelihood of weather, geography, or overnight location hampering EMS response time. 	Wilderness First Aid and CPR
<ul style="list-style-type: none"> ❑ Access to EMS is more than an hour away, ❑ Patient can be transported by ambulance to definitive care within 2-3 hours of injury/illness, <u>and</u> ❑ Some concern that weather, geography, cell phone reception, or overnight location may hamper EMS response time. 	Wilderness Advanced First Aid
<ul style="list-style-type: none"> ❑ Access to EMS is likely to be significantly more than 2 hours away, <u>and</u> ❑ Patient cannot be transported by ambulance to definitive care within 2 hours of injury/illness. 	Wilderness First Responder

Compliance:

- ❑ Certification documents from a nationally-recognized training organization
- ❑ Signed standing orders that include approved backcountry protocols
- ❑ Certification Determination Worksheet

Resources:

- ❑ Required Certification Worksheet
- ❑ Wilderness Medical Society Website – www.wms.org.
- ❑ NOLS Wilderness First Aid, Schimnelpfenig/Lindsey, Stackpole Books, Mechanicsburg, PA, 2000

APPENDIX O: TREK PROGRAM AND CO-LEADER REPORT

Form is to be turned in to the trek director within 24 hours of return

NAME: _____ LOCATION: _____ DATES: _____

PROGRAM EVALUATION

1. There were no incidents or concerns that indicate an immediate need to change procedures or route in order to insure a safe, quality experience for campers.

I Agree I Disagree (Document below or attached incident report) Incident Report(s) Attached

2. I consider my concerns to be: Major Minor

3. Explanations:

4. General Evaluations:

	<u>Very Good</u>	<u>Acceptable</u>	<u>Needs Improvement</u>	<u>Comments</u>
• Food (quantity, quality, & variety)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food (packed well, ease of prep)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Equipment (condition & quantity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Site (appropriate for this group)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Fun (kids/staff enjoyed experience)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Preparedness (Campers were ready)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Organization (on-time, on-plan)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Quality (met goals, kids learned)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Safety (kids challenged but safe)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Overall Rating (How do you feel?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Please make add'l notes on the back of this page if necessary.

SELF & CO-LEADER EVALUATION

CO-LEADER: _____

SELF-EVALUATION

Concerns are: Major Minor No Concerns

	<u>Always</u>	<u>Usually</u>	<u>Change Req'd</u>
• Enforces safety regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Effective organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Cares for Equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Provides clear instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Manages potential hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Exercises good judgment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Strong Leadership.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Strong backcountry skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Appropriate tone w/campers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Focus on goals of trek.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CO-LEADER EVALUATION

Concerns are: Major Minor No Concerns

	<u>Always</u>	<u>Usually</u>	<u>Change Req'd</u>
• Enforces safety regs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Effective organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Cares for Equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Provides clear instruct.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Manages pot. hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Exercises gd judgment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Strong Leadership.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Strong bckcountry skill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• App. tone w/campers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Focus on goals of trek.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please explain any "Change Required" ratings on the back of this sheet.

APPENDIX P: TREK TRAINING CHECKLIST – Sample

Staff Member:	Date:
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PAINTROCK LEADERSHIP CHALLENGE TRAINING CHECKLIST

- PLC staff are provided a copy of the NOLS Wilderness Guide and are expected to read it during training. Each staff is asked to research 10 multiple choice or short answer questions from the book for the final training exam.
- Staff must demonstrate competencies to the satisfaction of the PLC director even when they hold a current certification such as WFR or lifeguard training.

Training prepares staff to:

- | | |
|--|---|
| <ul style="list-style-type: none"> ▪ Assess safety concerns and potential hazards ▪ Enforce safety regulations ▪ Teach skills ▪ Manage emergency situations inc. life-threatening emergencies ▪ Implement approved communications practices ▪ Implement the program in alignment with C5YF Culture | <ul style="list-style-type: none"> ▪ Manage interactions with the public ▪ Implement the C5YF media policy ▪ Connect the experience with development of leadership skills ▪ Work effectively with visiting staff ▪ Track, care for, and repair equipment ▪ Utilize systems for equipment, food, and financial resources |
|--|---|

Complete Date/Trnr	Skill/Topic Review	Staff Initials
	<p>Welcome to C5YF!</p> <ul style="list-style-type: none"> ▪ C5YF is an outcome-based leadership development program for high-performing teens from families and situations with limited means and resources. ▪ The Paintrock leadership Challenge takes place during the 3rd year of the C5YF program. ▪ The PLC is intended to provide youth with real opportunities to lead and make meaningful decisions. On completion, youth shall be able to describe their own views on leadership including an understanding of their own strengths. 	
	<p>C5YF Culture Building</p> <ul style="list-style-type: none"> ▪ C5YF intentionally builds a culture that supports the development of leadership skills. ▪ Refer to the section on “Culture Building” found in the Program Audits 	
	<p>Defining the PLC Experience:</p> <ul style="list-style-type: none"> ▪ C5YF trek experiences are intentionally structured to help youth achieve specific annual objectives. ▪ The 3-year progression provides increasing opportunity to apply planning, organization, decision-making, and problem-solving skills. Wilderness environments & outdoor skills are part of the progression--not the central focus. ▪ Learning about leadership is a direct result of feedback and reflection 	
	<p>Planning with Campers:</p> <ul style="list-style-type: none"> ▪ PLC is intended to be a unified experience of planning, preparation, and travel. ▪ Youth receive increasing responsibility for planning and ownership of treks throughout the 3-year progression. ▪ During days 1-9, prior to traveling to WY, youth plan various components of the program ▪ Unless a safety issue, PLC staff respect planning done by youth prior to arrival. 	
	<p>Staff Roles</p> <ul style="list-style-type: none"> ▪ Overview roles of trip leaders, backcountry guides and visiting C5YF staff. ▪ In general: PLC staff provide backcountry and logistical expertise and are responsible for program management ▪ Visiting staff provide “youth” expertise and are responsible for the management of youth. 	
	<p>LEVEL II SKILLS</p> <ul style="list-style-type: none"> ▪ “What’s your job?” The correct response is “Teach level two life skills.” ▪ Level I skills are things like setting up a tent or cooking a meal. Level II skills are things like responsibility and goal setting. ▪ How do we teach level II skills? Intentionally ▪ The ELC is the bridge between experience and learning. 	
	<p>SYSTEMS</p> <ul style="list-style-type: none"> ▪ To insure that the program flows smoothly, staff work within systems established for food and gear issues, etc. ▪ “Clean-Up” is a significant component of every program component. ▪ Responsibility for leaving every item in “ready to use” condition is a shared between PLC staff, youth, and visiting staff. ▪ Includes keeping gas in vans, equipment in good repair, and all gear put away and organized. 	

	<p>RISK MANAGEMENT OVERVIEW</p> <ul style="list-style-type: none"> ▪ Risks cannot be managed by eliminating them. Risks are managed through building a “culture” of safety. ▪ Prudent Person Theory ▪ How much risk is acceptable? ▪ Assessing safety concerns and potential hazards ▪ Identify hazards including (ie: sunburn, dehydration, accidents, getting separated from group, storms, strangers, animals, heat, etc.) ▪ Discuss responses and preventative steps to each identified hazard. ▪ Review proper lifting technique—Use the legs not the back. ▪ Each trek group is carries an information packet that includes information about C5YF, the names of the trek leadership staff, and emergency contacts for the Camp director, trek director, and the C5YF Foundation Office and copies of insurance claim forms and any documentation or resource such as a credit card required to secure treatment or resources necessary to manage an emergency. 	
	<p>ROLE / EXPECTATIONS OF PLC STAFF:</p> <p><i>Imagine a supervisor sitting down to conduct a trip leader’s performance evaluation. She shares the following observations and assessment:</i></p> <p><i>“I never saw you cook a meal, light a stove, set up a tent, or wash dishes. You never hauled water or filtered with the purifier. You seldom had answers to even the simplest questions—and tended to answer questions with questions.”</i></p> <p><i>“I rarely saw you at the front of the group. More often you hung back and watched. You seemed to be one of the group rather than the person in charge most of the time. You carried your share of the gear, but nothing extra. You didn’t add much to group discussions and again tended to ask questions and sit back and listen.”</i></p> <p><i>“If I wasn’t for the kids already knowing what to do before they left on trek, you would have had to have been a lot more hands-on.”</i></p> <p>“Great job!”</p> <p>See specific job descriptions, too.</p>	
	<p>EVALUATING PLC STAFF</p> <ul style="list-style-type: none"> ▪ Continuous development of Staff (C-DOS) visits will take place every other week or so. This involves observation and feedback. 	
	<p>SUPERVISION OF YOUTH, VISITING STAFF, AND KEY ACTIVITIES</p> <ul style="list-style-type: none"> ▪ Every youth is supervised at all times – each youth is within the “sphere of influence” of a staff person at all times. ▪ Supervision is the primary responsibility of visiting staff. PLC staff is responsible for being actively present and engaged during any specialty programming and at night in base camps, Yellowstone sites, and in the backcountry. ▪ PLC responsible for addressing lapses. 	
	<p>BEHAVIORAL EXPECTATIONS – YOUTH & STAFF</p> <ul style="list-style-type: none"> ▪ Refer to the “C5YF Culture” section of the Program Audit Form ▪ Cornerstone Code – Represent yourself & your community well, hold to a higher standard, build the future you wish to see, respect. 	
	<p>MANAGING INAPPROPRIATE BEHAVIOR</p> <ul style="list-style-type: none"> ▪ Set expectations & hold youth accountable ▪ Communicate concerns with visiting staff ▪ Never proceed when youth are not prepared to manage responsibilities / demands of situation ▪ Lead youth to reflect on behavior; allow them room to be part of the solution. 	
	<p>Program Sequence</p> <ul style="list-style-type: none"> ▪ C5YF Program Objectives ▪ Challenge by Choice ▪ Experiential Learning Cycle (In practice) ▪ 10 daily activities ▪ Closing Ceremonies: Mirror & Magnifying Glass & Bead Sharing. 	
	<p>Stages of Group Development</p> <ul style="list-style-type: none"> ▪ Forming, Storming, Norming, Performing, Transforming ▪ Stages of Group Development in Practice. 	
	<p>PREPAREDNESS TRAINING</p> <ul style="list-style-type: none"> ▪ Required backcountry equipment – First aid, health forms, medications, GPS, satellite phones ▪ Using a satellite phone ▪ Preventing / responding to heat or cold-related emergencies stretching, warm-ups, & sequencing ▪ Lightning ▪ Stream crossings ▪ Animals ▪ Vehicle Accidents or mechanical problems ▪ Evacuations 	

	<p>TRAVELING AS A GROUP</p> <ul style="list-style-type: none"> ▪ Early start to minimize traveling in the heat, rushing, and setting up in the dark ▪ Slowest traveler sets the pace ▪ "Leader of the Day" on point ▪ Staff in front, back, and middle; point & sweep connected with walkies. Youth in sight. ▪ Key message to all: If you get lost – stay where you are! ▪ Establishing & enforce a buddy system -- no one is out of sight without a buddy, a whistle or other communication device. 	
	<p>LEAVE NO TRACE</p> <ul style="list-style-type: none"> ▪ Refer to information from www.lnt.com 	
	<p>SHELTERS</p> <ul style="list-style-type: none"> ▪ Selecting a Campsite ▪ Setting up a Tent ▪ Setting up a Tarp Shelter 	
	<p>PACKING & PROTECTING PERSONAL GEAR</p> <ul style="list-style-type: none"> ▪ Packing a Backpack: adjusting torso length, stable base, heavy gear high and close to the back, important stuff accessible. ▪ Trash bag-lined packs & stuff sacks for sleeping bags ▪ "Spoon checks" and other strategies ▪ "Sweep" prior to departing any site 	
	<p>BASIC SANITATION</p> <ul style="list-style-type: none"> ▪ Hand washing (use of hand sanitizer) ▪ Washing Dishes – 3 bucket system ▪ Purifying Water <ul style="list-style-type: none"> ○ Water from any natural source not known to be safe must be treated by boiling, chemical treatment, or filtration. ○ Use of Filter ○ Use of Iodine ▪ Food Safety (Serving temps, hand-washing, glove use) ▪ Disposing of Human Waste ▪ Disposing of Food Waste 	
	<p>NAVIGATION</p> <ul style="list-style-type: none"> ▪ Can read a topographical map ▪ Can navigate using a map & compass ▪ Understands use of GPS 	
	<p>Specific Policies and Procedures:</p> <ul style="list-style-type: none"> ▪ Rotating tasks & assignments ▪ "Leader of the Day" Responsibilities ▪ Daily Feedback/Recognition session ▪ To prevent accidental consumption, water bottles and food storage containers are clearly marked and easily distinguishable from those that carry fuel, bleach, detergent and other liquids not fit for human consumption. 	
	<p>CAMPSITE MANAGEMENT</p> <ul style="list-style-type: none"> ▪ Organized is the only acceptable standard. ▪ <i>Co-ed campsites are not allowed.</i> ▪ <i>Group leaders and trek staff share responsibility for overnight supervision.</i> Staff do not retire to their tents until the campsite is quiet & secured. It is never acceptable for staff to go to sleep before campers. ▪ If deemed necessary for security reasons or to prevent campers from leaving tents, trek staff should coordinate a rotating watch schedule that assures an adult is always awake and observing the site. ▪ Netting doors may be zipped at night, but solid tent doors are left open unless it is cold or raining. ▪ Staff tents are unacceptable except in cases when one male is accompanying an all-female trek, for example. Staff tents should <i>never</i> be separate from camper tents. ▪ To improve supervision, staff sleep in tents with campers. ▪ 2 staff never sleep in the same tent. ▪ Only same-sex tents and tarps are acceptable – including staff. ▪ Because the rule of three is easily compromised in a tent housing three persons when a person leaves the tent to use the bathroom in the middle of the night, for example, same-sex staff may stay in tents with 3 or more other campers only. 2 campers and 1 staff are not acceptable in the same tent. 	

	<p>COMMUNICATIONS</p> <ul style="list-style-type: none"> ▪ See Crisis Communications Write Up. ▪ PLC staff check-in with Zach McNew daily by satellite phone typically about 8 pm. ▪ An emergency communications plan is in place that guarantees 24-hour access to the local C5YF leadership team. ▪ Local emergency services are notified in writing of our plans to be in their area prior to arrival ▪ Information materials distributed to campers and families prior to camp describe the following: <ul style="list-style-type: none"> □ Availability and accessibility of emergency assistance □ Descriptions of specific activities and their specific risks □ The degree of difficulty or physical challenge required □ How to prepare for the trek and the level of fitness necessary to participate in the activity. □ Procedures in place when a participant cannot continue with the trek program □ Resources like websites, research topics, and names of destinations 	
	<p>KITCHEN MANAGEMENT</p> <ul style="list-style-type: none"> ▪ Campers and staff must be trained and then demonstrate skills starting a stove. ▪ The menu reflects knowledge of individual allergies and a concern for a balanced diet. ▪ Group carries hand-sanitizer . • Trip leaders provide oversight for all stove and kitchen operations. • The cooking areas are clearly marked by a circle of webbing, ensolite pads, flagging tape, orange sports cones or other obvious barrier -- but never a tarp. • Cooking area is located away from foot traffic and activity areas. • Only assigned cooks are allowed inside the cooking area. Food prep like chopping and mixing does not occur in the cooking area. • Stoves sit directly on the ground and are never placed on a table. • Cooks never sit below the level of an elevated cooking pot in kitchen area. • Pots are stabilized with rocks or a manufactured stand. • Shoes & shirts must be worn in the cooking area. • Fuel bottles are never brought into the cooking area and are clearly marked so they cannot be mistaken for a beverage or cooking ingredient. • Knives are used under staff supervision. • Campers wear vinyl gloves when serving meals. • Process in place for cleaning dishes, disposing of “gray water”. • Process in place for safeguarding food against bears and other animals while in the backcountry. 	
	<p>Meal Management</p> <ul style="list-style-type: none"> ▪ Meal Etiquette/Table manners ▪ Circle up, announcements, reflection, cook’s report, thanks to cooks, “peace & chow” ▪ Clean up completely post meals – never leave until morning. 	
	<p>Emergency Response and Preparedness</p> <ul style="list-style-type: none"> ▪ Respond to life-threatening emergencies to full extent of training / certification. ▪ Follow written emergency action plan that specifies contingency plans and specific procedures for communications, emergency financial resources, medical concerns, behavioral concerns, risk management, and dealing with media. ▪ The EAP includes the following: <ol style="list-style-type: none"> 13. Who trek leaders are to contact in case of emergency – ZACH McNEW 14. How to access emergency services (EMS) in the trek area – Basin Sheriff’s Dept. 15. An outline of general procedures to follow in case of an emergency 16. An extended plan for crisis communications with C5YF and the local bottling company and other stake holders. 17. Detailed responses to situations that are considered a greater probability (ie: transportation-related vs. earthquake). 18. A meeting location in case communication is lost between the camp and the trek group 19. Support resources in the area including emergency housing, transportation, and counseling services. 20. An alternative transportation plan in case of unforeseen events: accidents, strikes, weather. 21. Detailed information on who and when parents are to be contacted 22. Parameters outlining expectations around media communications 23. Required post-incident documentation. 24. Critical stress debriefing process ▪ Each group carries health forms for youth & staff that includes the following authorization to seek medical treatment in case of emergency signed by the parent or guardian or individual (if over 18) ▪ Trek training includes a simulation drills that highlight implementation of all aspects of the Emergency Action Plan. 	

	<p>MISSING PERSON PROCEDURE</p> <ul style="list-style-type: none"> ▪ Instruct youth staff, if lost, to “stay put”. ▪ If missing for more than 15 minutes, inform the Crisis Coordinator, Zach McNew ▪ Notify authorities and Camp Director if a camper / staffer is missing for more than 45 minutes ▪ Interview group members to determine the last place where the individual was seen and determine the individuals emotional state. ▪ Return to the place where the person was last seen, call for individual and listen for response. ▪ Working in groups of 3 people – youth and staff – begin systematically investigating the area in concentric circles leading out from the location where individual was last seen. ▪ Once areas such as buildings are cleared, lock them. 	
	<p>Logistics & Equipment Management</p> <ul style="list-style-type: none"> ▪ Track, care for, and repair equipment ▪ Utilize systems for ordering equipment, food, and accessing financial resources ▪ All equipment is used and stored in compliance with manufacturer recommendations. ▪ Trek leaders are responsible for regular safety inspection of all equipment including vehicles, boats, tents, stoves, packs, Phones, Radios, etc. <ul style="list-style-type: none"> □ Campers are issued equipment that is appropriate to the demands of the trek and sized appropriately. All equipment is in a reasonable state of repair. □ Tents, tarpaulins or flies of suitable size to accommodate campers □ Tents, tarpaulins or flies are fire retardant and weatherproof □ Tents are seam-sealed prior to use and each year thereafter ▪ Campers access equipment through a check-in/check-out process. 	
	<p>Health, Wellness, and Medical Procedures:</p> <ul style="list-style-type: none"> ▪ Management of Medications ▪ Treatment Procedures (Previously called “standing orders”) ▪ Wilderness First Aid Certifications – Acceptable Wilderness Treatment Protocols ▪ Importance of drinking water and getting plenty of rest. ▪ Monitoring Levels of Hydration ▪ Hypothermia & Hyperthermia ▪ Cleanliness and Sanitation ▪ Use of Sunscreen ▪ Feminine Hygiene in the Backcountry ▪ Any staff person who as part of their primary responsibilities is expected to provide first aid that might likely lead to exposure to bodily fluids such as blood and vomit must be offered the Hepatitis B vaccine at C5YF’s expense. ▪ Each camp must have a written plan in place for dealing with potential blood borne pathogens exposure incidents that includes who must be offered vaccines and how to respond to accidental exposures. ▪ A nurse, licensed physician, or adult following specific written instructions of a licensed physician conducts a health screening of each camper and staff within 18 hours prior to departure for the trip and advises staff of any allergies, medications, or other concerns or restrictions. ▪ During the screening, the health care staff person verifies allergies, restrictions on activities, changes in health since history taken, exposure to communicable diseases, observations of obvious illness, injury, and disease. ▪ Each trek group carries sufficient first aid supplies and equipment properly secured and readily accessible that allows medical staff to: <ul style="list-style-type: none"> ▪ Meet the anticipated needs of the group along the specific route ▪ Follow physician’s standing orders ▪ Implement wilderness medical protocols approved for staff in the field ▪ Trek groups carry original medical forms signed by the parent that outlines the participant’s medical history and the limits of their participation. Includes permission to treat and multiple emergency contact numbers. ▪ Trek groups carry epi-pens. Trek leaders are oriented to administering these. ▪ A designated staff member who has met with the nurse supervises the taking of personal medicine and keeping of records. ▪ Medications belonging to campers and staff are carried in suitably locked, accessible, and secured daypack or lockbox. ▪ Each trek group carries a water-proof copy of standing medical orders that have been signed by a consulting physician. ▪ Record of first aid administration and other health irregularities are documented in a trip journal that is submitted to the nurse or medical director and stored with other health records from the summer. 	

	<p>ASSESSMENT OF SKILLS – PRE-TRIP</p> <ul style="list-style-type: none"> ▪ Every group files a pre-flight trip plan that is completed by campers and approved by the camp director prior to departure and includes a description of the route, points of medical access, edits to the EAP, names of participants, departure/return times, and contingency plans. ▪ Group carries documents that fully identify the group, its leadership, insurance coverage, and home base or contact. ▪ Trip leaders meet with the camp nurse before they leave their camps to identify any medical concerns or physical limitations of campers and staff. ▪ The camp director is briefed by the trip leader of the limitations of the campers and counselors prior to departure. ▪ All campers and staff participate in a pre-trip orientation that is tailored to meet the specific demands of each specific trek route and includes: <ul style="list-style-type: none"> □ Safety regulations and emergency procedures for each activity conducted □ First aid procedures □ Health and sanitation practices □ Practices to protect the environment □ Areas that are off-limits □ Rendezvous times and places ▪ Campers and staff are given specific information and training on how and where to obtain medical and emergency assistance on the trip. ▪ Buddy system in effect when swimming/caving/traveling at night. ▪ Responsibility to “stay found”. If separated from the group—Stay put! ▪ Must have C5YF ID secured to person—Lists emergency contact info. 	
	<p>MANAGING AQUATIC ACTIVITIES LIKE SWIMMING & WADING</p> <ul style="list-style-type: none"> ○ Aquatic activities are supervised by certified lifeguards with documented training in water rescue and emergency procedures specific to the activity, craft, and aquatic area in use according to written procedures. ○ Staff and campers, including lifeguards, wear PFD’s when in or on a natural body of water. 	
	<p>Transportation and Travel Procedures:</p> <ul style="list-style-type: none"> ▪ Restrictions on Drive Times: <ul style="list-style-type: none"> □ No transportation is provided after dark without the approval of the program director. □ No driver may drive more than 10-hours in a 24-hour period or more than 8-hours in any 24-hour period when transporting participants. □ Two or more drivers can drive a total of twenty hours without participants and sixteen hours with participants in a 24-hour period by taking turns. □ Drivers must take a twenty-minute break for every three hours of driving time. □ Vehicles should not be driven between 11:00 pm and 4:00 am without permission from the program director. □ Groups traveling more than 90 minutes from camp should have a minimum of one relief driver for every two vehicles. ▪ When buses or other contracted transportation is used, staff members always ride on buses with campers. ▪ At least two staff members ride in each vehicle transporting campers. ▪ Staff members are seated throughout the vehicle and never both seated in the front of the vehicle with backs to the campers – with the exception of the driver. ▪ Boys and girls ride in separate vehicles. ▪ All campers and staff wear seatbelts. ▪ Vehicles never exceed the designed capacity of the vehicle. ▪ Campers and staff never ride in the back of pick up trucks or on ATV’s. 	

Final approval to lead or co-lead, granted by the trek director, is based on successful participation in all aspects of camp and trek training and having required current certifications.

<p>NAME OF TRAINEE:</p>		<p>Approval to Lead/Co-Lead:</p>	
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APPENDIX Q: INDIVIDUAL EQUIPMENT SIGN-OUT SHEET

Name: _____

Date: _____

Trek #: _____

I accept responsibility for the equipment listed below and agree to take care of it and use it properly. I also understand that I will be held accountable for any equipment which is lost or damaged due to my negligence or misuse.

Item	Number (Color)	Condition/Comments	Returned
Backpack			
Dry Bag			
PFD			
Sleeping bag w/Stuff Sack			
Sleeping Pad			
Clothes Stuff Sack			
Mesh Bag			
Metal Sierra Cup			
Plastic Mug w/Lid			
Lexan Spoon			
Rain Poncho			
Wool Sweater or Fleece			
Personal Water Bottle			
Group Water Bottle			
Whistle			
Personal Tarp			
Zippered Pouch			
Flashlight/Headlamp			
Other			

Signature: _____

Staff: _____

DRIVING DIRECTIONS

TO/FROM DESTINATION: _____

NEAREST HOSPITAL: _____

GROCERY/DEPARTMENT STORE: _____

EVACUATION/MEETING POINT (1): _____

EVACUATION/MEETING POINT (2): _____

Attach additional pages as needed. www.mapquest.com is a good resource for researching directions

LOCAL POINTS OF INTEREST / PROGRAM OPPORTUNITIES

<i>Name/Contact Person</i>	<i>Describe Services & Opportunities</i>	<i>Fees</i>

QUESTIONS

Traffic in the area at particular times? Major events scheduled during summer?
Are permits required? What is the permitting process?
Are reservations accepted? How long in advance?
Allowable group sizes in backcountry areas?
Allowable group sizes in campsites?
Describe applicable fees? Break on fees for not-for-profits?
Are credit cards accepted for payment of fees?
Local sources of weather info and river/lake conditions:
Dependable sources of water in the backcountry and in campgrounds:

SAFETY CONCERNS AND POTENTIAL HAZARDS

Describe situations that require special consideration or additional staff/camper preparation to manage safely – “Unsafe rapids; requires portage”, “River levels very low in August”, and “Extreme crowding in July” are appropriate entries.

<i>Description of Concerns/Hazards</i>	<i>Action to Minimize Risk</i>

PROPOSED TREK ITINERARY *(Based on scout, recommend the best route in this area)*

Dates/Travel Route	Summary of Activities
<p><u>Day 1:</u></p> <p>Overnight Location:</p>	<p>Activities:</p> <p>Nearest Evacuation Point(s):</p>
<p><u>Day 2:</u></p> <p>Overnight Location:</p>	<p>Activities:</p> <p>Nearest Evacuation Point(s):</p>
<p><u>Day 3:</u></p> <p>Overnight Location:</p>	<p>Activities:</p> <p>Nearest Evacuation Point(s):</p>
<p><u>Day 4:</u></p> <p>Overnight Location:</p>	<p>Activities:</p> <p>Nearest Evacuation Point(s):</p>
<p><u>Day 5:</u></p> <p>Overnight Location:</p>	<p>Activities:</p> <p>Nearest Evacuation Point(s):</p>
<p><u>Day 6:</u></p> <p>Overnight Location:</p>	<p>Activities:</p> <p>Nearest Evacuation Point(s):</p>

Complete after Scouting the Area

TELEPHONES

LAND LINES

Phone Location?	Convenient to What Trek Locations?	24-hour Access?	Receives Incoming Calls?	Phone Number

CELL PHONES

Do cell phones work in this area? <input type="checkbox"/> Yes <input type="checkbox"/> No Does the area have '911" phone service? <input type="checkbox"/> Yes <input type="checkbox"/> No
Areas where coverage is spotty or undependable:
Phones that work (numbers/carrier):
Phones that do not work (numbers/carrier):

EMS SERVICES: AMBULANCES, AIR-EVAC, HOSPITALS

Nearest emergency facility if driving an injured person?		
Most likely ambulance group to respond to an emergency:		
How far would an ambulance travel to access trek group? (Time & Distance)		
What is the level of training of the ambulance crew that would likely respond?	<input type="checkbox"/> <i>1st Responders</i>	<input type="checkbox"/> <i>Volunteers</i>
	<input type="checkbox"/> <i>EMT's</i>	<input type="checkbox"/> <i>Park Rangers</i>
	<input type="checkbox"/> <i>Paramedics</i>	<input type="checkbox"/> <i>Professionals</i>
How far to a hospital once picked up by the ambulance?		
Are air-ambulances available? What is their estimated response time? Where can air-ambulances land in the vicinity?		
Name of air-ambulance service:		
What hospital does air-ambulance service transport to?		
Most reasonable estimate of how long it will take group to contact EMS?		
Most reasonable estimate of how long it will take for EMS to arrive?		
Most reasonable estimate of time for EMS to transport to emergency care?		
Dependable Water Sources (<i>Backcountry and in Campgrounds</i>):		
Nearest Public Campground:		
Local Bus Company (<i>That could be contracted to provide emergency transportation back to camp</i>):		
Nearest Motel/Camp/Church (<i>Might be available for emergency housing</i>):		

CONTACT INFORMATION

Emergency Resources	Contact Person	Address	Phone
Nearest Medical Facilities:			
■			
■			
■			
Local EMS:			
■			
■			
■			
Local Law Enforcement:			
■			
■			
■			
Park Rangers			
■			
■			
■			
Outfitter(s)			
■			
■			
■			