

CSUN Outdoor SOP

Safety Operational Protocols for Outdoor Programs

A collaboration in safety management for
Classes offered by the Recreation and Tourism
Management Department
&
Community service programs offered by the RTM
Aquatic Center and Center for Recreation and
Tourism
&
Programs offered by Associated Students Outdoor
Adventures

California State University, Northridge
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Outdoor Adventures of Associated Students

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Introduction

The following Safety Operational Protocols (SOP) are important for faculty and staff to know and implement as part of providing outdoor experiences to CSUN students. The protocols have been developed jointly with the staff of Outdoor Adventures and the faculty and staff of the Recreation and Tourism Management Department. Although each entity is a separate and fully independent organization from a legal definition, colleagues have come together out of their commitment to providing the best practices for the operation of our separate outdoor programs. Each organization is independently responsible for training staff in these protocols and assuring compliance as each organization has separate legal structure. Human resource issues and variations in selected forms will reflect the separate legal structure within the CSUN family of organizations.

The SOP are presented here in the following structure:

- General - meaning they apply to all environments (frontcountry and backcountry) and all activity domains (e.g from hiking to rock climbing).
- Activity Specific - meaning they are written as additional SOP related to the conduct of a specific activity or setting (e.g. caving or climbing).
- Emergency – represents those SOP that guide response to a critical incident or unplanned adverse event. Medical response may be a critical component of these SOP but other practices are an important part of this mix.
- Frontcountry- represents an outdoor environment where public services including access to EMS (Emergency Medical Services) is generally within an hour or less.
- Backcountry – represents an outdoor environment that is more remote and help and/or communication with EMS or other resources may be significantly limited, perhaps hours or days away.

GENERAL SAFETY GUIDELINES (SOP)

Safety is to be an integral part of the training, and experiential process of our programs. It is to be woven into all programs and taught by every instructor through his or her own conduct, example, and approach to the solution of problems. Safety is not only overt precautions to prevent accidents, but also an analytical attitude toward every experience.

As an instructor or trip leader, your greatest responsibility during a course or program is for the well-being and safety of your students. You already have the essential qualities to fulfill that responsibility successfully, but there is a continued need for checking yourself and sharpening your awareness. The principle of the accident-dynamic demands alertness. "If accidents

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happened when we thought they would, they wouldn't". (Jim Udall)

The following set of questions can help to keep you vigilant as situations develop. "Am I in the right place, at the right time, with the right equipment, with the right people, and with the right level of alertness, clarity and energy?" (VOBS)

On the grim side, another attitude check is to imagine yourself before a judge and a jury explaining how a student died or was seriously injured while under your care.

SOP are designed to enhance the well-being of students and staff rather than some bureaucratic list of regulations. Any departure from specific safety policies must only be in emergency situations to significantly enhance safety, and involve a carefully developed, rational, and defensible plan.

1.a Instructor/Staff SOP for Trip Preparation

While students are the primary protectors of their personal well-being and safety, instructors must assure that students are aware of general safety guidelines, the student's role in the safety plan, and any specific knowledge or skill necessary for students to manage their safety.

1.a.1 Pre-Trip Information

Prior to every trip each student must attend a pre-trip meeting. If a participant cannot attend due to a legitimate scheduling conflict, the trip leader should meet separately with the participant to go over all pertinent information. The student will be given a trip information sheet providing at least the following information:

- a. Date
- b. Location of trip
- c. Directions to trail head or other designated start point
- d. Estimated time of departure and return to trail head
- e. Transportation protocols and driving precautions where applicable
- f. Equipment required from student
- g. Potential trip hazards
- h. Trip policies from Section 1.a.2 and relevant 3.a.1-24.

In the case of day programs at one of our centers the pre-experience information may be provided by a different means than a face to face meeting, but key information will be reviewed prior to the start of the event.

1.a.2 Trip Policies for Students Communicated at Pre-Trip Orientation

- a. No firearms, no pets; no friends or family not in the class or OA trip event, are allowed to participate in actual field experiences.
- b. No illegal drugs, marijuana, alcohol or firearms [see General Safety

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Guidelines (Section 3.a.7) and “CSUN Student Code of Conduct” for rationale and consequence.]

- c. Students are expected to follow safety guidelines and procedure presented by staff.

1.a.3 Pre-Trip Paperwork

- a. Each participant must be provided the appropriate “health information and emergency contact” form. Staff will review information and make appropriate follow-up decisions if necessary prior to the trip. Community day programs only require the release of liability form.
- b. Each participant must be provided the appropriate assumption of risk/liability release/informed consent document form and provided the opportunity to ask questions regarding the form and implications of their signatures. No manner of coercion is acceptable in completion of this form.
- c. Trip leaders will provide the required ‘trip planning sheet’ and designated ‘participant emergency contact’ information to their supervisor three days prior to the field trip departure.

1.a.4 Post-trip

- a. Trip leaders will contact the OA on-call staff member or RTM Outdoor Coordinator upon return to campus after the trip to confirm a safe return.
- b. Return all University equipment in good, clean condition.
- c. Report any incidents/near misses to their supervisor on the Accident/Incident form.

2.1 Supervision

2.1.a. Ratios are listed as a general guideline with the purpose of providing appropriate supervision for participants by staff. In general conditions ratios assume provision for some combination of 2 leaders for wilderness course situations in backcountry environments. Certain frontcountry situations may have a single instructor/staff for field supervision though generally there will be 2 staff. Normally this will be a professor-in-charge and a T.A. or G.A in the case of RTM programs and OA will have a combination of Primary and Secondary/Observer to represent the 2 staff minimum.

2.1.b All trips must have an identified leader-in-charge and additional support leadership. Collaboration in leadership is encouraged and necessary within this leadership structure.

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2.1.c. In general the leadership ratio will be at least 1:8 for activities such as backpacking, orienteering, and general backcountry environments. Winter camping and mountaineering (which includes snowshoe and cc ski travel) normally will have a ratio of 1:7. Flat water canoeing/kayaking, sailing, and caving will have a ratio of 1:7.

2.1.d. High ropes course event ratios will be a minimum of 1:12. Group initiatives will be a minimum of 1:24 depending on the specific initiative.

2.1.e. Rock climbing classes must have a minimum safety ratio of 1:7 but will frequently have a ratio of 1:4 for instructional purposes depending on the conditions.

2.1.f. Water based classes will maintain the ratio of 1:12 when on the water or land based instruction. Backcountry water environments will maintain a 1:7 ratio.

2.1.g. Lower ratios, as determined in consultation with the Department Outdoor Coordinator or OA Manager, may be required for any activity under special situations.

2.1.h. In youth based programs, all supervision will include a minimum of 2 faculty/staff. Faculty/staff will maintain publicly visible interaction with any youth under their supervision (i.e. no isolated, non-observable interaction in consideration of perceived child abuse issues).

2.1.i. Staff supervising youth will submit to the background check and screening process required by the Human Resources department of the organization.

3.a.1-24. General Safety Guidelines

1. No activity will be undertaken without adequate supervision and proper insurance coverage.
2. Safety policies for all activities will apply regardless of the skill level of the participant.
3. Any departure from specific safety policies or protocols must only be in emergency situations to significantly enhance safety, and involve a carefully developed, rational, and defensible plan.
4. A safety briefing which sets the appropriate tone and identifies obvious hazards in the situation shall precede every potentially dangerous activity.

Specific environments and activity will determine what hazards will be briefed but the ongoing needs for participant well-being include

- hydration
- sun protection

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- loss of vitality from exertion
 - expectations from weather (wind, temps, rain/snow)
 - communication system with group and staff
 - what to do if an emergency should occur
 - the need for students to 'pay attention' as guardians of their own safety and to listen to staff instructions
 - pace of movement for the group or boundary stipulations
5. No person will be placed in a position of responsibility for the safety of self or others without first having received instruction and demonstrated the ability to perform satisfactorily to the appropriate supervisor.
 6. Students shall not be allowed to participate alone (away from group or instructor) in any of the following activities:
 - Rock Climbing
 - Caving
 - Ropes Course
 - Boating of any kind
 - Wilderness travel
 - Swimming
 7. Illegal drugs, marijuana, alcohol, (and some drugs prescribed by a physician) are incompatible with adventure programming. The use of drugs while on a field experience potentially jeopardizes the safety of both participants and staff members. Therefore:
 - Staff or participants will not possess or use illegal drugs, marijuana, or alcohol on any field experience.
 - Participants who refuse to refrain from using illegal drugs, marijuana, or alcohol while taking part in a program activity, will be removed from the activity. Students in a credit class situation will receive a failing grade assignment for that field experience for potentially compromising safety of themselves or others.
 - Staff or participants who take prescription medicines that may interfere with their ability to perform a given program activity will refrain from participation in that activity.
 8. Staff operationally responsible for students are required to be personally familiar with the type of terrain and potential hazards to be encountered on a particular course.
 9. Program activities will conform to applicable State and Federal regulations and

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standards.

10. A copy of the designated and signed "liability" forms and "health information/emergency contact form" are required to be carried in the field by the senior staff/faculty member.
11. Students whose behavior threatens their safety or the safety of their group may not be allowed participation in field activities by the senior staff/faculty member.
12. A First Aid Kit is ALWAYS with you and emergency evacuation resources will be present during all potentially dangerous activities.
13. Instructors will be required to maintain first aid certification and/or skills as designated by the staff definitions of these protocols. Backcountry trips will have at least one staff member with WFR certification or equivalent. Frontcountry programs (e.g. the Lake, Ropes Course) staff will have CPR/First Aid.

The programs use the NOLS pocket guide as the protocols for emergency care in the backcountry setting.

Medications: Students that have prescription medications are left 'in charge' of their own medications. Students are asked to disclose on the health history forms any meds so that faculty/staff are aware. Over the counter medications namely ibuprofen, pepto bismol, and benadryl are carried and provided to students who self-administer as needed and per directions. In the case of epi for anaphylactic reaction staff are allowed to assist the victim in self-administration of the epi pen.

14. All personnel shall wear helmets when rock climbing, caving, high ropes courses, or other conditions when warranted by the terrain or activity.
15. All participants will wear appropriate footwear for wading or walking in rivers, lakes, oceans and streams where a high potential exists for the presence of broken glass or fish hooks.
16. A communication notification system (appropriate phone technology for the environment) will be maintained whereby field personnel will be able to obtain support from University faculty as well as the emergency medical system at any time during a program. The system may be one or more cell phones in conjunction with a 'runner' system or satellite based technology depending on the setting.
17. All field sites that include a rock climb (class 5), cave, or navigable waterway will be evaluated in advance by outdoor faculty to assess appropriateness for course

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objectives and to assess risks present. Management procedures for identified risks will be established.

18. Staff will consult weather forecast information before departure and if necessary advise students and/or adjust itinerary before departure on field trips.
19. Staff will train students in lighting safety protocol for all relevant environments.
20. Administrative procedures related to the use and care of University supplies and equipment will be followed by all faculty, staff, student leaders, and students.
21. Students will be not be allowed to provide personal *critical safety gear* for use on outdoor trips as a substitute for university provided gear. Examples of critical safety gear include safety ropes, harnesses, climbing pro, and gas stoves.

Exception can be made for personal harnesses in rock climbing and ropes course assuming they are first approved by instructor visual evaluation and appropriate interrogation 😊 Personal harnesses may be used assuming they meet industry or government standards and are appropriately inspected by the leader-in-charge including assessment of the history of use.
22. Students who show up “late” to a trailhead or other designated start point of a trip are NOT allowed to find the group on their own.
23. Students who choose to ‘leave’ a trip or program or DWP (Depart Without Permission) must be escorted out of the wilderness by staff to a point of personal transportation or public transportation. If s/he refuses, he shouldn't be restrained or detained in any way. If the student is an oppositional adult, staff will accompany the student out to a public roadway and have student sign a form (1080) indicating they have left the program under their own recognizance and with any adverse medical or behavioral conditions noted on the form. Staff will not compromise total group safety while managing the situation. If the student is a minor, staff must accompany the minor until they are returned to family or administrative personnel or law enforcement.
24. Solo instructing is acceptable in the RTM academic program is only allowed under specific circumstances. The RTM faculty planning on teaching alone in the field must consult with the outdoor coordinator and considers the number of students and their abilities, the students’ risk management and first aid skills, the environment and activities, and the evacuation plan. The RTM faculty member solo teaching assigns student roles proactively for the emergency and evacuation plan, will teach basic first aid skills to the students prior to going on the field experience and will communicate to students the importance of their role in risk

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management. Preparation, communication, and responsible student involvement are practiced in solo teaching situations.

4.a. Transportation Safety

There are two different systems of transportation used in providing outdoor experiences to CSUN students. The RTM classes do not provide vans or other means of transportation to support field class experiences. OA experiences provide van or other contractual transportation (e.g. buses or airlines) to support student trips. Each system has its specific set of policies and protocols.

4. b. Personal student transportation.

Faculty and staff must communicate at the pre-trip orientation meeting that students are solely responsible for transportation of self to and from the field class site. Orientation material will include a statement of ‘car pools are encouraged for financial and environmental reasons but they remain the sole responsibility of students.’ Faculty should not directly organize the car pool process.

The University expects students who do use their vehicle for car pool situations to complete the form [“Student Authorization to Operate Privately Owned Vehicle”](#). Faculty members sign this form to verify student driver’s license and vehicle proof of insurance. Copies of this form can be secured on the CSUN Risk Management website or from the faculty member in charge.

4.c.1-16 Van Transportation

1. Staff will communicate to the student group at the pre-trip meeting their responsibilities such as departure points and behavior while riding in the van.
2. Drivers must be approved by OA supervisors prior to driving other students.
3. Drivers will receive training in areas such as but not limited to: defensive driving, pre-trip van inspection, flat tire procedures, snow chains, jump starting, accident response, and distracted driving.
4. Drivers must observe the posted speed limit and any/all other posted traffic laws.
5. Every person in the vehicle must wear a seatbelt at all times. It is the driver’s responsibility to ensure that everyone wears a seatbelt. There must not be more than 12 people in a moving van (including the driver).
6. The driver is not to use a cell phone while driving.

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7. Do not drive between the hours of 11:00pm and 5:00am without special authorization from a supervisor.
8. Drivers must take at least one fifteen-minute break from driving for every three hours of continuous driving.
9. Arrange gear and people in the van to maintain clear vision to the rear and sides of the van.
10. “Co-pilots” must be awake and alert in order to assist the driver. Co-pilots must know the route from CSUN to the site(s) and back to provide assistance to the driver.
11. When pulling a trailer, you must drive in the far right lane, unless it is obstructed or you are passing another vehicle.
12. Reduce your speed when driving in poor conditions (wet or icy roads, foggy, cross winds, winding roads, or steep grades). Stop driving if you believe that conditions are too extreme for safe driving.
13. Maintain a cushion of safety or a four second following distance between your vehicle and the vehicle in front of you.
14. If traveling in a group or caravan, each vehicle should be clear on directions, rest stops, etc.
15. When driving in hilly or mountainous terrain, avoid riding the brakes. Shift down to a lower gear (usually second gear) for steep grade descents. This down shifting causes the engine and transmission to slow the vehicle and prevents the overheating of the brakes.
16. Do not swerve to avoid animals. Straight, in-line breaking is best.
17. In case of accident consult the check-lists provided under emergency procedures section of the SOP and/or your training manual.

5 SPECIFIC PROGRAM SAFETY GUIDELINES

5.a Boating Activities

5.a.1-8 Safety Guidelines related to PFDs

1. PFDs will be checked for safety prior to each use including waistband, zippers,

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buckles, zippers, and flotation compartments.

2. Appropriate PFDs must be worn correctly at all times during on water activities with waistband, zippers, and buckles fastened.
3. PFD's must meet the standards set by the U.S. Coast Guard
4. PFD's are the appropriate type (e.g., Type I, II, III, or V PFD's), size, and fit for each user based on the type of activity, conditions and water craft used;
5. PFD's must provide sufficient buoyancy to support the particular participant's weight.
6. PFD's will be dried and stored properly to extend their service life.
7. Participants will be instructed in their proper use. Instruction will include inspection, proper fit, and use in water.
8. **PFDs will be worn at all times, by all personnel when engaged in any boating activity.**

5.a.2 Float Test

A float test may be required by any instructor/staff. If an instructor elects to enforce a float test requirement, no boating activity will be permitted until all participants have successfully completed the float test. Instructors may choose to waive these tests in appropriate conditions. Regardless of the presence or absence of these tests, or the pass/fail status, all staff and participants will have a properly fitted PFD worn at all times while on the water.

The primary rationale for the float test is to provide sufficient information to the instructors to help them assess the student's comfort level and skill in the water. The float test will consist of the following;

- i. Entering into water that is deep enough to demonstrate floatation.
- ii. Participants demonstrated the ability to float, unassisted and without making contact with the ground.

5.a.3 Paddling Activities (Canoe/Kayak/Paddleboards)

1. Necessary paddling equipment will be visually inspected before any activity and all vessels will be in safe and operable condition.
2. The routes and equipment selected will be appropriate for the level of participant skills.

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3. Students will be given adequate instruction in paddling skills prior to any activity on water.
4. Staff will teach curriculum that is congruent with ACA material. Skill instruction will be appropriate to participant age, skill and the activity being engaged in.
5. Each instructional session will be supervised by adequate numbers of properly trained staff.
6. Paddling skills will be taught in a progressive manner. Example: Students are oriented with a video, provided with and go over a manual, practice paddle strokes while the boats are on the beach. Students are shown and participate in capsizing drills. Other boats/equipment are then introduced in a progressive manner.
7. Travel in open sea and/or river conditions, staff will designate point and sweep boats in group travel.
8. In the following limiting conditions, staff will exercise additional caution.
 - a) In cold water- (57 degrees Fahrenheit or less).
 - b) In strong wind or threatening weather.
 - c) In fast, strong or white capped water.
 - d) At night.
 - e) When personnel are heavily clothed.
 - f) When solo canoeing (with staff present)
 - g) During endurance events that involve paddle sports.
9. A briefing shall be given to students at the beginning of each boating session to include safety rules, appropriate boundaries, hazards of that water site, proper dress, procedure for capsize, and other risks.
10. An appropriate speed and pace for all group members will be established while paddling.
11. Necessary First Aide and rescue equipment will be readily accessible during any program.

5.a.4 Sailing

1. The boats and equipment selected will be appropriate for the conditions and skill level of participant and all vessels will be in safe and operable condition.

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2. All boats and equipment will be inspected prior to each use. Any damages found will be repaired by trained staff or an approved vendor manner.
3. A briefing shall be given to students at the beginning of each boating session to include safety rules, appropriate boundaries, and hazards of that water site, proper dress, procedure for boat over, and other risks.
4. Staff will teach curriculum that is congruent with ASA or US Sailing material and appropriate to the participant's age, skill level, and the activity being engaged in.
5. Sailing techniques are taught in a progressive manner. Example: Students are oriented with a video, provided with and go over a manual, practice knots and rigging while the boats are on the trailers. Students are then placed on the water with a main sail only. Students are shown and participate in capsizing drills, then progress to using both sails on the water. Designated courses are provided, and other boats/equipment is introduced in a progressive manner.
6. Each instructional session will be supervised by adequate numbers of properly trained staff.
7. An appropriate speed and pace for all group members will be established while sailing.
8. No vessel will sail between dusk and dawn, in heavy fog, or in wind conditions that any staff deems unsafe.
9. Necessary First Aide and rescue equipment will be readily accessible during any program.

5.a.5. Wake Boarding, Water Skiing and General Powerboating

1. The boats and equipment selected will be appropriate for the conditions and skill level of participant.
2. All boats and equipment will be inspected prior to each use. Any damages found will be repaired by trained staff or an approved vendor. Inspection will include but is not limited to: skis having no splinters, gouges, or sharp edges cracks or de-laminations, fins and bindings firmly attached to the skis and in good working condition.
3. A briefing shall be given to students at the beginning of each boating session to include safety rules, boundaries, signaling, hazards of that water site, proper dress, and other risks

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4. When skier/boarder is in the water, a designated observer/spotter must be established.
 - a. The observer/spotter will maintain visual contact with the skier/boarder at all time
 - b. The observer/spotter will relay all signals to the driver.
 - c. When the skier/boarder is in the water the observer/spotter will hold up a red flag
 - d. When the skier/boarder is underway the flag will be lowered
5. Wakeboard and Water Ski techniques will be taught in a progressive manner.
Example: Students are oriented with a video, provided with and go over a manual. Students are then practice on the beach. Designated courses are provided, and other equipment is introduced in a progressive manner.
6. Each instructional session will be supervised by adequate numbers of properly trained staff.
7. An appropriate speed and pace for all group members will be established while underway.
8. All boat operators must be adequately trained
 - a. Boat operators will wear the kill cords at all times when the engine is running
 - b. Drivers must be constantly aware of the potential of injuries that the propeller can cause to people in the water and people that fall overboard from powerboats
 - c. No Driver shall pick up a skier, rider, ski, rope or any other item from the water with the ignition on
 - d. Ensure wake is at minimum while passing moored boats, sailing boats, pontoons and fishermen.
 - e. Every driver has a responsibility to avoid damage to propellers, engines and boats wherever possible.
9. A well-defined area of operation as defined by the Staff and instructors will be established, communicated and its boundaries maintained.
10. Necessary First Aide and rescue equipment will be readily accessible in the ski boat during any water ski program, which may include but is not limited to,: two-way radio with the boat driver, first aid kit, an extra flotation device, fire extinguisher, whistle, and minimal tool kit
11. No vessel will boat between dusk and dawn, in heavy fog or in wind conditions that any staff driver deems unsafe.

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5.b.1-17. Rock Climbing

1. All climbing areas will be reconnoitered and cleared by staff before students may climb.
2. The routes selected will be appropriate for the level of participants' skills.
3. Participants shall climb at an appropriate level of control and speed.
4. A briefing shall be given to students at the beginning of each rock climbing session to include general safety concerns and climbing hazards including but not limited to edge behavior, specific hazards of that climbing site, fall zones – helmet use, proper dress, procedures for descent, and climbing procedures.
5. All climbing will be supervised by technically competent staff approved by the outdoor coordinator.
6. All climbing equipment will be checked at the beginning of each climbing day as they are 'put into use'. (e.g. ropes will be uncoiled and checked prior to use.)
7. When climbing or bouldering or within the fall line of the climb site each individual will wear a climbing helmet that is properly adjusted.
8. All belayers will be anchored appropriate to the belaying context (e.g top of cliff fixed anchor versus bottom anchor perhaps created by extra ballast provided by another student holding harness). Anchoring will be independently established for belayers.
9. Climbing staff shall monitor student belayers in such a way that timely assistance can be rendered when necessary.
10. Students will be thoroughly familiar with the hand coordination for belaying before encountering an actual belaying situation. The P-BUS system will be the introductory technique for belay hand coordination.
11. Supervisors must ensure that the rope between the belayer and climber is adequately taut. Belayer will be backed up with a "rope handler," normally in the back-up belayer position. When students have demonstrated considerable expertise as belayer, the rope handler may be omitted at the instructor's discretion. Use of the Gri-Gri or other safety cam devices may be used as an alternative to the back-up belayer for novice skill development in certain conditions.

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12. Ropes shall be tied directly to the climber's harness as routine protocol with a secure knot (figure eight follow through) and a back-up knot to finish the tail end (overhand or double overhand). Direct tie to a climber can be accomplished with a bowline if warranted. In some top roped climber settings, staff may use an assisted-locking carabiner as a connection between rope knot (figure eight or double bowline) and climber harness. Select students may require a chest/seat harness connection to the rope for climbing or rappelling.
13. Climbers must learn and use international climbing signals (that's me or on belay? belay on! climbing? climb! off belay! belay off! up rope-slack-tension-falling-rock.)
14. Climbers will be checked at the base of climbs for full readiness of their climbing system. Instructors or staff will perform a SHARK test so that all gear and the climber are ready. The SHARK test is the preferred check system. (S = Stuff, H₂ = Helmet and Harness, A = Attitude, R = Rope, and K = Karabiner). Staff will be trained in the appropriate inspection knowledge for each of these items.
15. All climbing routes are to be top-roped. Advanced climbers interested in lead climbing will only be allowed to practice that skill as simulated as a separate top rope belay will be in place. NO independent Lead Climbing is allowed.
16. Staff conducting climb set-up or take down 'at edge' will be belayed or affixed to a suitable anchor for personal safety.
17. If programming is conducted in diminished conditions, it shall be limited to appropriate times and appropriate safety precautions must be in place.

5.c.1-14 Rappelling

1. Staff shall be familiar with the rappelling area and must visually inspect and clean it before participants rappel.
2. The rappel routes selected will be appropriate for the level of participant skills.
3. Adequate instruction shall be provided on rappelling technique.
4. Course instructor or qualified staff must supervise each rappelling site/route.
5. A briefing shall be given to students at the beginning of each rappelling session to include general safety concerns and rappelling hazards including but not limited to edge behavior, specific hazards of that climbing site, fall zones – helmet use, proper dress, procedures for descent, and climbing procedures.

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6. Participants shall rappel at an appropriate level of control and speed.
7. Locking carabiners will be used in securing descending device to rappeller's harness.
8. Beginning rappellers must be belayed on a separate rope on an anchor with appropriate redundancy or with an independent anchor which secures the belay rope. Belay rope must be attached directly to rappeller. Experienced rappellers in threatening conditions may use an alternate belay such as a prussik or auto-block device or fireman's brake for a back-up to the rappel.
9. Rappellers must secure all loose clothing, loose equipment, and long hair.
10. Descending devices must be approved by the outdoor faculty (primary: figure eight)
11. Helmets must be worn and properly adjusted.
12. Rappellers will be checked at the top of rappels for full readiness of their rappelling system. Instructors or staff will perform a SHARK test (see 4.b.14).
13. Staff conducting rappel set-up or take down 'at edge' will be belayed or affixed to an anchor for personal safety.
14. If programming is conducted in diminished conditions, it shall be limited to appropriate times and appropriate safety precautions must be in place.

5.d.1-9 Bouldering

1. Staff shall be familiar with the bouldering area and must visually inspect and clean all routes before participants climb. All bouldering sites must have an appropriate landing area and must not be exposed to any danger from falling climbers and/or objects.
2. The bouldering routes/problems selected will be appropriate for the level of participant skills.
3. Adequate instruction shall be provided on bouldering and spotting technique.
4. Staff shall ensure that a minimum of two spotters are present at all times for every participant engaged in bouldering. The use of bouldering pads may be used in conjunction with a spotter. The boulder area at the Student Recreation Center (SRC) may use pads alone and climb under the designated height restriction.
5. Participants may climb to a height equal to the spotters' shoulders in outdoor setting.

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Students bouldering at the SRC indoor site may climb to the designated line. Climbers exceeding these heights must be on belay.

6. Course instructor or qualified staff must supervise each bouldering site/route.
7. A briefing shall be given to students at the beginning of each bouldering session to include safety rules, edge behavior, appropriate boundaries, hazards of that site, and proper dress.
8. Participants shall boulder at an appropriate level of control and speed.
9. If programming is conducted in diminished conditions, it shall be limited to appropriate times and appropriate safety precautions must be in place.

5.e.1 Caving/Spelunking

Caving and spelunking are fields which encompass other areas of activity. Each aspect will be addressed separately.

5.e.2.1-14 General Safety

1. Each member of the team will carry a minimum number of light sources required for the cave conditions. Participants ought to have personal survival kits/water, food, clothing, extra batteries, extra bulbs.
2. Staff should carry a caving rescue kit suitable for the cave (lines, ladders, ascenders, pulleys, carabines, anchors).
3. Staff will be familiar with the caving site including any history of rapid changes in water level conditions. Staff will assess cave conditions for any changes in stability prior to students entering.
4. Staff will ensure that cave routes are suitable for skill level of students.
5. Staff will make sure that students are given adequate preparation and appropriate sequence of caving experience.
6. Staff should give particular care to prepare individuals with claustrophobia with anxiety management tools and provide a challenge by choice environment.
7. Staff will manage all routes to insure adequate verbal instruction and/or spotting technique are provided for students.

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8. Staff will conduct head counts at each major cave junction. Point and sweep roles will be assigned.
9. Students will be allowed to use a buddy system for cave exploration if warranted by limited hazards in the cave site.
10. The cave pace will be appropriate for all group members and such that it will reasonably prevent injury.
11. Students will be briefed that playing tricks in the dark is not "cool".
12. The size of groups will be consistent with regulatory agencies. Normally minimum size will be considered to be 3, a traditional maximum of 8-15 depending on the cave site. The minimum staff ratio is 2:16.
13. If caving is conducted in diminished conditions, it is limited to appropriate times and appropriate safety precautions are in place.
14. Helmets will be worn at all times in the cave environment! Helmets will be properly adjusted and periodically checked.

5.e.3 Rock Climbing in Caves

See all safety protocols described in rock climbing (See Section 4.b) including anchors, tie-ins, and knots. Staff must accurately assess which routes are classified as scrambling and which routes require fixed or dynamic rope protection systems.

5.e.4 Rappelling in Caves

All rules previously described apply including knots, tie-ins, and anchors. Rappel devices appropriate to the cave environment will be used.

5.e.5 Ascending on Rope

1. Jumars or Ascenders will be attached to the rope with a safety backup system for the climber.
2. Introductory skill sessions will use a separate rope belay attached directly to the climber.
3. Fixed vertical ascent ropes will be secured with multiple stable anchors.

5.f.1-6 Initiative Games and Problem-solving Exercises

A more complete explanation of Safety Operating Protocols is found in the CSUN *Challenge Course Training Manual*.

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1. Group initiatives and low component events will use trained spotters (participants or staff)
2. The group must be alert and physically prepared to break a fall.
3. Hands of spotters must always be up and in the ready position.
4. Don't allow participants to jump or dive from or through an obstacle unspotted to the ground.
5. Signals must be used in initiative activities where there is a possibility of falling (e.g. Trust Fall).
 - a. (Spotters Ready, Ready "Mauricio"/Name, Falling, Fall-On "Mauricio")
6. Trust Falls will follow these additional spotting protocols
 - a. Falls should be no higher than chest height of the average group member.
 - b. There must be a minimum of 6 spotters for a classic trust fall
 - c. Spotters hands will be alternated with other spotters but not clasped
 - d. Spotters will have proper position of feet and body position
 - e. Faller must be properly instructed as to body position, falling position (leading with head) and appropriate grasp of hands.

5.g.1-19; High Challenge/Ropes Course Events

A more complete explanation of these Safety Operating Protocols is found in the CSUN *Challenge Course* Training Manual.

1. Participants will wear helmets and harnesses appropriately fitted and inspected. Trapeze leap events will include a chest/seat combination or full body harness. Zip line descents will include a chest/seat combination or a full body harness (welcome to California).
2. Before a high elements event is conducted, the facilitator will visually and/or tactilely inspect the elements and all safety equipment (ropes, harnesses, hardware, etc.)
3. All staff and participants should wear closed toe shoes and active wear clothing for high elements.
4. All high elements are protected by a belay system. One of three systems will be used.
 - The dynamic belay is used for any vertical climb and any single element may be used with dynamic belay as the belay system. Dynamic belays may also be used to start the use of the static system (lobster claws) or the continuous belay system.

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- The static belay system may be used with age appropriate and maturity appropriate participants.
 - The continuous belay system may be used with any age group.
5. Before participants leave the ground a full safety check will be made by a trained facilitator. The SHARK test is the preferred check system. (S = Stuff, H₂ = Helmet and Harness, A = Attitude, R = Rope, and K = Karabiner). Staff will be trained in the appropriate inspection knowledge for each of these items.
 6. Lobster claw and/or continuous belay systems will be practiced on a ground level station before participants use the system in the high ropes course.
 7. Traditional lobster claws will dangle over the back of the participant on the initial climb rather than be looped and clipped over the shoulder in ammo belt style.
 8. If lobster claw system is used; a safety partner at ground level will be paired with participant, monitor progress, and use verbal commands for transfer (Switching, Watching, Checking, Thank you).
 9. Dynamic belays will be used with direct tie-in to rope on Trapeze Leaps.
 10. Dynamic belays can use direct tie-in or double lock auto carabiners (i.e. 3 motions to release the lock mechanism).
 11. Zip line descents will use verbal commands with ground personnel (Zip Clear?, Clear!, Zipping!, Zip on). Gri-Gri with backup will be the primary descent system used. Others acceptable systems may be implemented for training purposes.
 12. An emergency rescue kit will be on site. If using static or continuous belay systems the kit will be stationed at the participant level of the course. If using the teams course the rescue bag travels with the group facilitator.
 13. A Checklist for critical emergency situations is in the ropes course first aid kit and on the seatrain storage container wall.
 14. There will be an annual inspection of the ropes course facility by a knowledgeable external vendor.
 15. The course will be closed at first sight or sound of lightning and during high wind. (40 mph gusts or higher).
 16. Staff operating the high course must be trained at the equivalent to ACCT Level I curriculum plus rescue level training.

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17. ZIP DESCENTS

Zip descents are handled the same basic format while on the traditional course or the new teams course. Due to the increased volume (up to 3 Zips) the ground level facilitator will help manage the participants at the Zip dismount.

ZIP Reminders:

1. Clip into the new before clipping out of the old (i.e. students will be clipped to the gri/gri tether with preliminary tightening before their Kong hook is removed from the PAIGE plate (or the lobster claws are removed from the horizontal safety line).
2. The Kong hook is attached as the 'backup' tether by placing it in the backup safety clip on the zip trolley.
3. The Zip line is called out – "Zip Clear" // Response "Clear"
4. Gri/Gri is pulled to maximum tension for the zip line.
5. Student descends being told to place one hand on the gri/gri down rope and one hand on the 'knot'. (only relevant on the initial step off)

Take-Down from Zip:

6. Students are reminded to disconnect their Kong hook from the back-up carabiner/safety clip before using the gri/gri lowering procedure.
7. Forgetting step #6 will mean the back-up step ladder will be brought over to manage the unclip procedure.
8. Facilitator or assistants provide tension on the rope as the participant brings the black handle of the gri-gri over to the clockwise position to lower participant to the ground.
9. The retrieval rope is clipped to the carabiner removed from the participants harness and then they quickly return zip pulley to the platform by walking under the platform.

18. High Teams Course Protocols

Specific and general protocols for operation of the high teams course are detailed in the training manual and specific protocols for set-up and operation are identified here. Due to the detail of the protocols for the high teams course these procedures are more specific than most SOPs for adventure activities.

Standard Set-up:

1. Participant safety gear brought out (helmets, harnesses, Kong hooks & tethers)

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Staff safety gear: High: OSHA harnesses, rescue bag, wrench, kong release, lobsters.

Low: Seat harness, figure 8 device

2. Ladder access: 2 aluminum ladders with 'hooks' are propped up against the 'cable' connector. Aluminum ladders are 'labelled' for specific climbs (orange or black) & east or west.

- Make sure the ladder connection is fully engaged with the cable.

These two rigid ladders are used by the 'inside climbers'. The two removable 'rope ladders' are attached to the lower staple on the utility pole and will be used by the 'outside' climbers. Four climbers can climb simultaneously for East or West teams courses.

3. ALF ropes and ALF device (carefully put away in designated bins so they install easily) will need to be attached to the Level II belay beam on the designated 'cable choker' if Level II is to be used.

4. Zip Line trolleys will be attached in standard format for all three zip lines.

Safety Gear Protocols

1. The participant full body harnesses will have a triangle or oval quick link attached to the 'contact point' of the harness. The Kong hook tether will be attached to this link and the quick link will be snugged with 'the wrench' during safety briefing and will remain attached throughout the course (with the exception of rescue protocols).

2. Existing standard procedures for the 'old course' and new team's course will be followed:

- preliminary gear inspections, helmet & harness fit, kong hook practice area,
- zip descent orientation, etc.

3. The team Facilitators at height will carry the 'rescue' bag with them throughout the course (and check rigging of course prior to use). The Kong hooks release tool will be clipped to their harness for use in rescue or platform entanglements (Facilitators may use their claws for intermediate tethers as needed for Kong entanglements).

Access:

1. East Teams Course starts at the North End and the West Team Course starts at the South End.

2. The facilitator for the team will access the first or second platform prior to participants in order to manage the transition from vertical belay (wire rope grabber) to the horizontal safety cable with the Kong hook and tether.

3. The ground level facilitator will conduct a SHARK test on each participant. In addition to the standard SHARK tests make sure that the Kong hook is positioned above the black stopper on the ½ inch vertical cable. Also make sure the rope grabber is attached correctly and given a

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carabiner check (squeeze check) as part of the “K” in SHARK. Participants can proceed to climb at the end of this sequence.

Once permission to climb is granted by the ground facilitator, make sure the kong hook following the climber stays above the stopper as the climber begins their ascent.

4. The team facilitator at height greets arrivals at a platform by first making sure participants bring their Kong hook over the black stopper and on to the ‘horizontal belay cable’. **Only AFTER this transition** can the facilitator release the vertical ascender.

5. The team facilitator will send the ‘rope grabber’ hardware to the ground level via the retired climb rope hanging on the outside poles. (btw – these ropes are NOT to be used as critical safety gear – only for gear relocation).

6. Once all team members have arrived (usually 8, sometimes 9 or 10, rarely 11 or 12). The horizontal life safety cables can safely support three participants but we prefer to work with 2 participants per line for logistics.

7. The team facilitator will carry a rescue bag with them as they progress through the course. Trained facilitators working at height will have competence in the ‘rescue drill’. Team facilitators will be on adjustable ‘lobster claws’ rather than Kong hooks.

Special Notes for Level I Completion of both Team Initiatives

- Team facilitator (gone ahead) will make sure the continuous loop is connected to the zip line access cables by moving the auto lock steel carabiner to the correct position. **YOU MUST CLOSE THE LOOP!**
- The team will move to the Zip lines after completion of the ‘level one’ initiatives.
 - Remind participants to limit 3 people at one time on the transition cables to the zip line platform.

Special Notes for Level II Completion of Team Initiatives

- Team members must be briefed that Kong hooks are NOT moved at the end of the “second” challenge on Level II (i.e. when they reach the exit platform) without specific instruction from the team facilitator. Red “stop” tape is put on the ½ inch safety line as a reminder.
- Team facilitator will have decided the exit strategy for Level II (Zip or Down Climb to Ground).
- **IF** the team will be using the **Zip Lines** for exit then:
 - a) visually make sure that the transition at the platform at Level I has been properly routed to transition to the ‘zip line access cables’ by moving the auto lock steel carabiners to the correct position (if not already in position.)
 - **YOU MUST CLOSE THE LOOP!**

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- a) Level II - 'clip the ALF BELAY' carabiner to the participant at the Level II platform prior to allowing the Kong hook to progress off of the horizontal cable to the vertical cable.
- b) once the climber has descended down the ladder to Level I (with Kong now on the vertical cable) they will disconnect the ALF carabiner from their harness and await permission to traverse to the Zip line platform. This allows the facilitator at Level II platform to clip another climber to the ALF line.
- c) Repeat the process for the Alf Belay – now using the second butterfly loop
- **IF** the team will NOT be using the Zip Lines to exit but climbing down to ground level then:
 - a) visually make sure that the transition at the platform at Level I has been properly routed to transition to a continuing down climb by moving the auto lock steel carabiners to the correct position (if not already in position.)
 - **YOU MUST CLOSE THE LOOP!**
 - At Level II - 'clip the **ALF BELAY**' carabiner to the participant at the Level II platform prior to allowing the Kong hook to progress off of the horizontal cable to the vertical cable.
 - b) once the climber has descended down the ladder to ground level they will disconnect the ALF carabiner from their harness and move out of the climbing area.
 - c) Repeat the process for the Alf Belay – now using the second butterfly loop for the next climber to down climb.
 - Once all participants are at ground level the team facilitator can progress down by use of the ALF BELAY device. (Alternate staffing patterns may be followed per course manager discretion).

19. Rescue Procedure on High Teams Course and High Individual Course

1. A rescue bag will travel with each team on the teams course. The 'individual circuit course' rescue bag will be positioned with the Zip line facilitator during operation.
2. Upon a 'fall' the participant will be 'coached' back onto the challenge component and/or assisted by team members or facilitator to get back on.
3. The second point of self-rescue is to remove the 'etrier' from rescue bag and climber uses that ladder to get back on to the element.
4. The third point of rescue is to lower the distressed participant to the ground.
 - The emergency scissors and Kong release tool is removed from the rescue bag and clipped to the facilitator's harness.
 - The rescue rope with figure eight already on the rope with attached carabiner is then attached to the life safety cable.
 - The rescue bag is tossed to the ground.
 - The upper level facilitator attaches the 'live end' carabiner to the participants Quick link at belt level or **to the 'dorsal hook' at the rear of the harness.**

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- The ground level facilitator takes the rope and attaches it to a second figure eight/carabiner and connects the carabiner to the contact point of their harness.
- Belay commands are established (making sure all slack is removed from the belay rope/rescue line). “Tension!?” and response is “Tension ON”
- The upper level facilitator now says “ready to lower?” and after response “ready” she removes the Kong hook tethers either at waist level aided by the wrench or at life safety cable level using the kong release tool.
 - This is normally done with the ‘participant’ lifting themselves up on the etrier to allow slack in the kong safety tether.
 - In the case of medical emergency the kong tether is severed once belay commands and lower commands are established
- The ground level facilitator lowers the person to the ground.
- In the case of multiple lowers the ground person will pull the rope straight down to allow the live end to return to the rescue area. Repeat lowering communication and disconnection of the safety tethers.

5.h.1-4 Camping

1. Staff will select safe and appropriate low environmental impact campsites or will teach participants how to select same.
2. Adequate instruction and standard supervision shall be provided participants.
3. Participants shall be briefed on appropriate safety procedures, equipment required, camping technique, and camping skills.
4. If programming is conducted in diminished conditions, it shall be limited to appropriate times and appropriate safety precautions must be in place.

5.i.1-11 Backpacking

1. Participants shall be provided with adequate instruction prior to backpacking field trip.
2. Adequate supervision must be provided for hiking and backpacking.
3. Carry all equipment sufficient to withstand expected weather.
4. Students must be briefed about what to do if lost or injured, how to stay with the

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group and protection from sunburn and blisters.

5. Students will be briefed in lightning safety.
6. Staff should carry a length of rope for navigating extreme terrain or for emergency rescue.
7. Group management will include point and sweep hikers and system for group gathering points.
8. Students will be trained in energy conservation (e.g. rest step) and temperature regulation to maximize comfort levels.
9. Swift river crossing must be done with proper technique and/or equipment (belays, Tyrolean, tripod).
10. Participants shall proceed at a pace which is appropriate for all group members and which will reasonably prevent injury or illness.
11. If programming is conducted in diminished conditions, it shall be limited to appropriate times and appropriate safety precautions must be in place.

5.j.1-7 Orienteering (Maps & Compasses)

1. Participants shall be provided with adequate instruction prior to navigation and orienteering field experiences.
2. Adequate supervision must be provided for orienteering including a system to account for all teams or individuals participating. Course ending times will be clearly communicated.
3. Carry any equipment or clothing sufficient to withstand expected weather.
4. Students must be briefed about what to do if lost or injured, how to stay with the group, protection from sunburn and blisters.
5. Students will be briefed in lightning safety if relevant to the environment.
6. Participants shall proceed at a pace which is appropriate for all group members and which will reasonably prevent injury or illness.

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7. If programming is conducted in diminished conditions, it shall be limited to appropriate times and appropriate safety precautions must be in place.

5.k.1-13 Winter Mountaineering (includes cross country skiing, snow shoeing, snow climbing)

1. Adequate instruction shall be provided for winter camping and snow travel skills/techniques. Instruction shall include as a minimum:
 - a. Use of appropriate clothing and layering, and fitting foot/hand wear for maximum circulation
 - b. Necessity of high energy foods and ample fluid intake
 - c. Cold weather injury – recognition, prevention, treatment
 - d. Navigation in reduced visibility conditions
 - e. Avalanche safety and snowpack characteristics
 - f. Snow shelters
 - g. Emergency procedures
2. Adequate supervision by qualified staff shall be provided for all phases of the snow travel/camping field experience.
3. Instructor will personally inspect all student gear before departure. Appropriate cold weather equipment (boots, mittens, clothing, and bags) must be present.
4. Protective glasses will be worn to prevent snow blindness.
5. Students will have a minimum of two snow shovels plus one saw per 12 people depending on the terrain and environmental conditions. One shovel for every two people is required for diminished conditions and/or more hazardous terrain.
6. Students will learn how to carry and walk with an ice axe and how to use it for self-arrest.
7. Self-arrest practice will be practiced in areas with adequate run-out.
8. Snow/ice climber shall follow standard climbing procedures regarding belays and anchors.
9. Avalanche prone terrain will not be traversed without transceivers or beacon locaters and avalanche probes. Staff must be familiar with avalanche potential and avalanche rescue procedures. Avoid avalanche by checking site beforehand.
10. Snowshoe technique will be taught and practiced on-site before expedition travel.
 - a. Skills shall be taught in a progressive manner, starting on level terrain and

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- gradually moving on to sloping and/or more difficult terrain.
 - b. Participants on expedition snowshoe travel shall be required to use ski poles.
 - c. The pace should be appropriate for all group members.
11. Water (ice) crossing will be avoided wherever possible and proper preventive technique used when crossing.
12. Cross country skiing techniques will be taught and practiced on site before expedition travel.
- a. Skills shall be taught in a progressive manner, starting on level terrain and gradually moving on to sloping and/or more difficult terrain.
 - b. Instruction shall include proper sizing of skis and poles.
 - c. Instruction shall include ski preparations for varying terrain and snow conditions.
 - d. The pace should be appropriate for all group members.
13. If programming is conducted in diminished conditions, it shall be limited to appropriate times and appropriate safety precautions must be in place.

6.0 EMERGENCY PROCEDURES

An emergency is any incident which involves injury, death, behavioral chaos, missing persons, and/or extensive property damage. Emergencies are complex situations that require a variety of responses. Not only do necessary first aid and technical procedures need to be followed but communication is essential at the emergency site and with the university and with the public.

In the field, the trip leaders' greatest concern is with Emergency Procedures - the actions regarding life safety and injury prevention.

Supporting those actions is the Emergency Communication Plan which is put into action at the university level and is used in incidents which may require a response to the family, the public, and to the news media. These responses are made by the supervisors and larger system (i.e. the Outdoor Manager/Coordinator and university administrators) but the trip leader will be familiar with the PLAN so that you understand the whole process.

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6.a First Aid and Emergency Field Kit Guidelines

6.a.1 - Before the trip, field staff should:

- Review first aid knowledge and skills
- Review SOPs as needed
- Check the contents of the First Aid and Emergency Field Kit against list of contents. (See “Instructor’s Field Kit” list in your Check Lists documents). Medications added to kit from the supply cabinet must be logged.
- Check for additional emergency forms in the kit and/or instructor packet.
- Carry the completed copy of the student “Activity Health Statement”; “Activity Informed Consent” (Leave originals with the appropriate Office – OA Office or RTM Outdoor Coordinator)
- Complete the Pre-Trip Leaders Check List and Submit to Manager or Coordinator.
- Check with students regarding special medication, allergies, special limitations
- Epi-pen policy is under review pending the new legislation in California. Existing protocol of self-administration is enforce.

6.a.2 - During the trip, field staff will do the following :

1. ALWAYS keep the first aid kit with the group
2. If the group splits, the first aid kit must be split or the group has been issued two kits. Medical forms would need to be split as well.
3. If an accident occurs
 - Stay calm
 - Treat any injured within scope of practice
 - Initiate Checklists
4. **CHECK LISTS (Please consult the Appendix to these SOP)**
 - Activate the “Emergency Call Guide” if needed (kept in First Aid and Emergency Field Kit)
 - Follow the “Lost Student Checklist” if needed (kept in Trip Packet)
 - Follow the “Incident Commander in the Field - Adverse Events Checklist (kept in Trip Packet)
 - Inform Office to begin Adverse Events Checklist for Administrator-in-Charge
 - Follow the “Runners Checklist” if needed (kept in Trip Packet)
 - Follow the Vehicle Accident/Incident Checklist if needed (kept in Vehicle Box)
 - Complete the “Accident/Injury Report Form” as soon after as possible while information is fresh. (kept in Trip Packet)

6.b. Emergency Communication Procedure

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6.b.1 The following events will be reported to the Outdoor Coordinator or OA Manager IMMEDIATELY by telephone. Coordinator or Manager will consult the Administrator-in-Charge Adverse Event Checklist.

- Accident or illness resulting in death. In addition to reporting in writing using the accident/injury report format prescribed, immediate telephone notification will be made.
- Accident or illness (physical or psychological) resulting in participant (student or staff) being in "critical" or "serious" condition requiring medical care.
- Unscheduled loss of contact with a participant or student group for more than 2 hours.
- Any significant criminal incident such as rape or assault or any other illegal or grossly immoral behavior.
- Any psychological incident which results in a significant change in status of the individual or group.
- Any incident which may attract media attention to the University.

6.b.2 The OA Outdoor Manager or RTM Outdoor Coordinator will contact their supervisors regarding items in 6.b.1 and an Administrator-in-Charge will be designated as the spokesperson (normally himself or herself – OA Manager or RTM Coordinator) but in his/her absence it will be the next administrator up the list.

The Administrator-in-Charge spokesperson will be responsible for:

- a. Maintaining communication with field operations and needed rescue personnel and CSUN administration.
- b. Gathering all the pertinent facts and preparing a statement.
- c. Communicating with the family of student or staff involved.
- d. Calling appropriate administrative personnel (**RTM:** Department Chair, Dean's Office, Risk Management, and the Public Relations and Strategic Communications office (818) 677-2130 for support with the media response) (**OA:** General Manager, Risk Manager)
- e. Maintaining communication with the news media in conjunction with Public Relations and Strategic Communications office (818) 677-2130.

6.b.3 Faculty, Graduate Assistants, Volunteer Teaching Assistants, and Volunteers will cooperate with the authorities and be gracious to media, but will not:

- a. Release the nature of an individual's injury or illness to non-authorized University personnel or others. Refer them to the media spokesperson.
- b. Release the name(s) of the victim(s).
- c. Announce a death.
- d. Speculate on the nature or cause of injury or any other aspect of the emergency. When the answer to a question is not known definitely, so state or refer to the department spokesperson.
- e. Make estimates of property damage.

Department field personnel will politely refer media or other sources of inquiry not directly associated with a rescue/recovery to the department spokesperson.

6.c Search and Rescue (SAR) Procedures

There are three levels of search that might be conducted:

- Hasty Search
- Initial Search
- Full Grid Search.

A Hasty Search team is typically the first to be deployed. Their job is to pair up (twos or threes) and move quickly. The goal is to scan high-probability areas and areas with significant hazard and end the search process as soon as possible.

The Initial Search is an organized operation to seek the lost student(s) while maintaining control over the searchers. It is limited in time and scope to the immediate area but more in-depth than the hasty search.

The full grid search team moves slower and is usually following an interface with SAR.

The trip leader may coordinate the hasty and possibly initial searches but will not procrastinate before contacting the University and local Emergency Response Organization for help in organizing a grid search.

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The Instructor-in-Charge of the field trip or the OA Primary Trip Leader will make any decisions regarding committing members of the group to any SAR activities based on the circumstances of the situation and the experience of the group members.

Generally, the student group will only be involved in hasty search or initial search under supervision of the senior trip leaders in the field.

Generally, students will NOT be involved in any SAR operation of a grid search as that will be handled with the SAR personnel. SAR operations, to be effective and efficient require professionally trained teams, usually members of the local emergency response organization. Any early SAR attempt by the field trip group should be limited and fully controlled by faculty and staff present.

7.0 ENVIRONMENTAL PRACTICES

7.a.1-9 Leave No Trace/ Low Impact Camping

The CSUN wilderness program fully supports the wilderness camping ethic to LEAVE NO TRACE (LNT) TM. It is our firm commitment to do as little as possible to affect the natural state of nature while traveling through and utilizing the wilderness for our purposes. It is with this in mind that we practice the following when setting up camp:

1. Never cut live trees or branches for use as lean-to, beds or shelters. Use dead materials or use tarps, tents and sleeping bags.
2. Never leave a new fire scar - if one already exists at established campsites, use it. Otherwise design fire pits so as to leave no trace. (Remove organic layer, when finished scatter cold ashes, replace organic soils, leave no trace).
3. Always use stoves in areas with minimal firewood and in particularly dangerous times such as severe drought where a fire might get out of control.
4. Carry ALL LITTER out with you - including apple cores, orange peels and other biodegradable garbage. (Pack it in - pack it out). Instructors must check area before departing.
5. Use a tool to bury excrement in a cat hole and remember:
 - a. Select a suitable spot at least 200 ft. from any open water.
 - b. Dig a small hole, 8"x 4", and no more than 6" to 8" deep or stay within the "biological disposer" layer of soil. Save the sod or dirt.
 - c. Toilet paper will be properly burned in the cathole with a lighter or packed out in zip-lock bags if required by the resource management

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- agency.
 - d. After use, fill the hole with saved loose soil and tramp the sod back into place. Cover area to leave no visible trace.
 - e. Appropriate demonstrations are essential.
 - f. If regulatory agencies demand a different procedure the program will comply with current regulations.
- 6. Wash dishes, clothes, and bodies away from streams - show the students how this is done - telling them is not enough. Follow standard guidelines and a minimum distance of 150 feet from water source.
 - 7. Always camp on hard surfaces and back from water's edge or other ecotones.
 - 8. Whenever possible organize a clean-up project of an area "trashed out" by other humanoid types that came before you. Take pictures of the service work.
 - 9. Don't feed the critters and hang food or use canisters when in bear country.
 - 10. Enhance the Wilderness ethic by teaching these standards to your students.

7.b Environmental Practices for Specific Activity

7.b.1: 1-5 - Caving

- 1. No human waste (urine or fecal matter) will be deposited in caves. Pack it out in bottles or bags.
- 2. Don't disturb bats--waking up at the wrong time (hibernation) can cause death.
- 3. Avoid touching formations.
- 4. Ensure cave clothes are 'disinfected' due to ring-nosed bat syndrome
- 5. Take nothing from caves except pictures, memories and maybe some mud☺

7.b.2: 1-4 - Backpacking

- 1. On established trails stay on the trail avoid cutting through switchbacks.
- 2. OFF trail--"walk softly" depending on the terrain (dispersed or in single file). Walk on hard surfaces whenever possible.
- 3. Travel quietly and respect other groups present.
- 4. Group size must conform to local regulations and suitability of the setting.

8.0 CHECKLISTS - Appendix I

The following checklists are used as part of SOP. Faculty and staff are expected to be familiar with these checklists and copies are to be kept or posted in the appropriate place. A Checklist assumes training and knowledge already exists in faculty and staff. The Checklist is a reminder to cover important steps in either routine safety procedures and/or emergency situations.

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9.0 RTM and OA FORMS – Appendix II

The forms listed at the end are regularly used in your role as a course instructor with RTM or a Primary Trip Leader with OA. These forms are available from the Department Outdoor Coordinator or OA Outdoor Manager. You need to be familiar with the ‘paper work’ and file as prescribed.

Appendix I (Section 8.0)

Safety Check Lists for CSUN Outdoor Programs

are on the following pages

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Instructor's Backcountry First Aid & Emergency Field Kit

Contents CHECKLIST (Minimum)

ITEM	QUANTITY/SIZE
Belt-style pack or clip pack	1
Band-aids	10 (3/4-1")
Steri-pads, gauze	6-2 ea: 2" x 2", 3" x 3", 4" x 4"
Roller gauze/Kerlix	1 roll (2" x 5 yds)
Adhesive Tapes	1
Steri-strip closures	1 set
Elastic bandage	1 (3")
Moleskin	2 (4" x 4")
Sterile blade	1
Thermometer (oral)	1
Needle	1
Tweezers	1
Bandage scissors	1
Safety pins	4 (2 large)
Aspirin/Tylenol	6-10 ea
Antacid	6 tablets
Antihistamine-(Benadryl)	12 (25 mg) tablets
Rhuli gel or Substitute	3 oz tube
Neosporin	1 oz tube
Cortizone cream	1 oz tube
Betadine preps	4
Green soap pads	4
Iodine Tablets	1 bottle
Eyewash (sterile saline)	4 oz bottle
Blistex	1 oz tube
Sunblock	1-3 oz tube
Space blanket (foil)	1
Bic Lighter	1
Matches (waterproof)	20 (in waterproof container)
Tampons & mini pads	2 + 2
The following in kit or instructor pac	
First Aid Log & pencil	1 ea. (small)
Student Health Histories/Releases	1 per student & staff
Emergency Procedures Checklist	2
Current "Emergency Call Guide"	2
"Accident/Injury Report" Forms	2
"Runner's Checklist"	2

Trip Leader Emergency Call Guide for Outdoor Adventures

Call in this order beginning at the top of the list. If this is a critical incident or adverse event have the **Incident Commander Check List** information ready to relay. If this is a life threatening emergency then 911 is the priority - Call 911 – Then call the list.

Outdoor Adventures Call Guide and Procedures

Calls and text messages made from the field should use the following coding:

- **GREEN** - An incident that does not require an immediate response or that can be self evacuated.

Logistical support that is not time sensitive.

- **YELLOW** - Serious, but non-life or limb threatening injury, illness, behavioral incident, or vehicle collision that requires an immediate and timely response. Additional resources may be utilized to transport to definitive medical care (OA Admin/SAR/EMS).

- **RED** - Critical, time sensitive situations that require immediate response. Life or limb threatening illness or injury. 911 may need to be called first.

Organizational Tree

Joey Cortez OA Coordinator (818) 317-8214

David Montero OA Manager (818) 641-8012

Johnny Oliva Risk and Facilities Manager (818) 447-6391

Tim Szczepanski Interim Executive Director (818) 415-0145

Policies

1. “On-call” administrators will be designated pre-trip.
2. Communication devices (Garmin inReach) will be tested before being taken into the field.

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a. Contact must be made with on-call before you leave. Send a text through Garmin Inreach

to the on-call administrator to test the device and begin a communication thread.

3. Communication Plan will be established pre-trip with on-call. This will include frequency of communication, location updates, etc.

a. Communication plans can be updated to trip type (backpacking, camp and explore, etc).

Procedures

1. In the case of an incident

a. Situation should be stabilized

b. Communication should begin with on-call.

i. Initial text/call should include color code at the beginning.

Ex Call: "Hi this is [your name]_ with a GREEN call. We are at....."

Text: "GREEN - Itin update. We will be staying at...."

ii. Communication plan should be clear moving forward (ie - what time are you checking messages, when will you send the next text, what time will you be back in service to make a phone call). Do not stop communication until the situation is handled and both on-call and leaders are clear that no further updates are needed.

2. When making a call/text and a timely response is required and "on-call" does not answer/respond:

a. Wait 10 min to give on-call a chance to call/text you back.

b. Call the next person on the org chart. If they do not respond in 10 min, move down the chart.

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Faculty Emergency Call Guide For RTM

This guide is to be kept in the "First Aid and Emergency Field Kit." The telephone numbers may change so field trip leaders are required to update this list prior to any outing.

1. NOTIFY RTM PERSONNEL FIRST unless it is a critical emergency

Call in this order until you reach SOMEONE!

Name	Position	Office	Residence	Cell
Dr. Al Wright	Outdoor Coordinator	818 667-7601		818-554-9301
Dr. Nathan Martin	RTM Chair	818-677-3202		805-766-see list
Outdoor Faculty	on Call			
Lisa Telles	Risk Manager	818-677-2079		
Dr. Mechelle Best	Dean HHD	818-677-3001		352-328-see list

If no answer, leave a message with a call back number and then try the call again. If the Coordinator or Chair do not contact you within ten minutes then call the order on the list above until you have a successful contact.

2. RESCUE ASSISTANCE

(If depart. personnel cannot be reached or immediate help is needed). **Call 911 for any location.**

3. EMERGENCY NOTIFICATION: (The following course areas are all on the 911 system; secondary numbers are for notification of park service personnel as needed)

- [Joshua Tree National Park](#) 760-367-5500
- [Sequoia National Park](#)
- Foothills Visitor Center: 559-565-4480
- Mineral King RS – 559-565-3768
- Malibu Creek State Park: 818-880-0367
- [Los Padres National Forest](#)
- Mt. Pinos RS; 661-245-3731
- [Sequoia National Forest](#)
- Cannel Meadow/Kernville RS: 760-376-3781
- [Inyo National Forest](#)
 - [Mt. Whitney/ Lone Pine Visitor Center- 760-876-6200](#)
- Colorado River 760-996-2963 – Picacho SP RS: 760-376-3781

**EMERGENCY — DIAL
911**

4. HOSPITALS/RESCUE UNITS

- **Joshua Tree Area** - 29 Palms Highway between 29 Palms & Joshua Tree (760) 366-3711
- **Kernville Area** - Rte 178 (northeast of Lake Isabella the town/ south side of Lake) (760) 379-1676.
- **Sequoia National Park** - Rte 198 to Visalia; Kaweah Delta Urgent Care - 1633 South Court Street, Visalia - (559) 624-6090
- **Los Padres National Forest** – Henry Mayo Hospital, 23845 McBean Parkway, Valencia - (661) 253-8112

Incident Commander in the Field - Adverse Events Checklist

Purpose: to remember important steps for a major event (medical or behavioral). Checklist available in Trip Leader Packet. This form has a front and back page.

- ☐ Assess Scene Safety.
- ☐ Emergency Medical Response for Victim (s).
- ☐ Designate/Clarify Field Incident Commander.
- ☐ Initiate 911 Call and/or 'Runner's Checklist' as needed with INFO BELOW
- ☐ 'Runner's Checklist' initiated if appropriate.
- ☐ Information Prepared for Calls:
 - A concise summary of the situation (911).
 - Type and seriousness of injuries
 - Specific requests for personnel and equipment (911).
 - Ambulance/ Helicopter/ SAR/ Wheeled Litter.
 - Full name of the subject/s and field incident commander name.
 - An outline of the intended plan and contingency plans.
 - Location of subject/s marked on a map or GPS coordinates.
 - Rendezvous location if different than incident site. Time of rendezvous. Evacuation route.
 - First aid administered at the scene
 - Weather conditions.
 - A list of people and resources at the scene.
 - Description of terrain and difficulty of evacuation.
 - Time for Next Communication.
- ☐ Monitor Victim/ SOAP Notes/ (Subjective/Objective/Assessment/Plan).

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- ☐ Monitor Safety Needs of Group.
- ☐ **Initiate Evacuation Plan if appropriate.**

Phase II Checklist

- ☐ Media response: “We are currently gathering all the facts and our media spokesperson can provide you with whatever information we currently have”.
- ☐ Spokesperson name: _____
- ☐ Spokesperson phone: _____
- ☐ Take Photos of Scene.
- ☐ Re-check Status of Victims.
- ☐ Re-check Status of Group.
- ☐ Create second copy of SOAP for EMS.
- ☐ Secure evidence (e.g. gear) if Law Enforcement not involved until given to Admin Incident Command at base or campus.
- ☐ Complete an Accident/Incident Report.
- ☐ Obtain written accounts of incident from witnesses (what happened not why)

Adverse Events Checklist – Administrator in Charge at the Office

Purpose: to coordinate communication between the field staff, the victim's family, the media, and the campus. This form has a front and back page.

- ☐ Take copious notes when receive call from the field. Get the field staff phone number immediately in case disconnected. Use this question list if staff not operating from Incident Field Commander Checklist.
- ☐ **Information Request on Initial Call**
 - What is the summary of the situation (911) _____

 - Have specific requests been made for personnel and equipment? (911)
 - Ambulance/ Helicopter/ SAR/ Wheeled Litter/ People
 - If so, who was contacted at what time? _____
 - Have they responded to the scene? _____
 - What resources can we provide at the scene? _____
 - Full name of the subject/s and field incident commander name

 - Type and seriousness of injuries _____

 - What is the current plan and contingency plans for emergency care and/or emergency evacuation? _____

 - Location of subject/s described on map? Can a map photo be taken and transmitted? GPS coordinates available? _____

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-
- Rendezvous location if different than incident site. Time of rendezvous. _____
 - Evacuation route. _____
 - What are the current weather conditions? _____
 - A list of people and resources at the scene. _____
-
- Description of terrain and difficulty of evacuation.
-
- **Time for Next Communication** and who initiates call.
-
- ☐ **Contact the parents** with specific information? Status/ Hospital/ How to contact us for more information as available?
 - ☐ Call up the line of Administration and Risk Management?
 - ☐ Determine additional resources needed at the scene and dispatch?
 - ☐ Contact the University media office .
 - ☐ Call OA or RTM for communication loop.
 - ☐ Media response – “Write a short media release based on currently available information and ‘level of information to be withheld’ due to family status and HIPAA in consultation with the University media office.
 - ☐ Call Back the Field at Agreed Follow-up Time?
 - ☐ Remind field about evidence collection and chain of custody?
 - ☐ Ask again of ‘the group’ status as well as victim(s)?

SHARK

Purpose: A Checklist for Ropes Course Participant or Start of a Top Roped Climber. **Memorized** for application so physical list not in place. SHARK: staff are trained in 'inspection' skills; a brief summary of those skills is listed below as well as in your training manual.

☐ S - Stuff (No loose stuff)

- Does the climber have stuff in pockets that could fall out (cell phones, unclipped gear)?
- Does the climber have stuff that could create entanglement (hair, jewelry, extra cord)?

☐ H₂ - Helmet & Harness (Proper fit)

- Is the helmet in place and snugly fit? Is the chin strap clipped?
- Is the 'seat harness' belt above the hips and sufficiently tight?
- Are the buckles in safe position? Are leg loops properly fit?
- If a full body harness – are all torso and leg adjustments per specs?

☐ A – Attitude (Are you ready?)

- Perhaps: "My name is _____ and I'm ready to accept this challenge?"

☐ R₂ – Rope(s) (Check from end to end)

- Follow the rope line from climber to belayer and check for rope twists, pinch points, appropriate dressed knots in place.
- With static style ropes course this includes checking the 'lobster claws' are also in place on the climber as they start the vertical climb.

☐ K – Karabiner (Squeeze Test)

- Test that carabiners are in locked position for the system (may vary depending on system). Participant & Belayer Device

Pre-Trip Checklist for Instructor/Staff-in-Charge

- ☐ **Weather report verified (NOAA or). Communicated to students.**
- ☐ **Student Forms Collected (Duplicates in Packet/ Originals at Office)**
 - ☐ **Health Statement/ Waiver**
 - ☐ **Transportation Forms (if student drivers)**
- ☐ **Review first aid knowledge and skills**
- ☐ **Check the contents of the First Aid and Emergency Field Kit against list of contents.**
- ☐ **Check for additional emergency forms in the kit and/or instructor packet.**
 - ☐ **Current Emergency Call Guide**
 - ☐ **Lost Student Checklist**
 - ☐ **Field Incident Commander Checklist**
 - ☐ **Runner's Checklist**
 - ☐ **Vehicle Accident Checklist (OA)**
 - ☐ **Accident/Incident Report Form**
- ☐ **Check with students regarding special medication, allergies, special limitations**
- ☐ **Trip Planning Sheet Filed with Outdoor Coordinator or OA Manager**
- ☐ **Trip Gear Lists Completed**
- ☐ **Date Submitted _____ by _____**

Adverse Event Checklist at the High Ropes Course

Purpose: For a fall or other critical injury at the challenge/ropes course. This list is posted at the SeaTrain Storage Container at the High Ropes Course as a sign board checklist. Lead facilitator will have a Cell Phone at the site.

- **1. Dial 911**
 - **Report brief medical summary**
 - **Report location as Corner of Halsted Street and Lindley Avenue, Northridge**
 - **Need of paramedic assistance ASAP**
- **2. Provide immediate stabilization and ABC**
 - **Do not move from fall injury**
 - **Airway/Breathing/Circulation**
- **3. Contact Campus Police Services Dispatch at**
 - **818-677-2111 to report the 911 call already placed.**
- **4. Contact Outdoor Coordinator using the Call Guide**

Runners Checklist

Purpose is to send runners for help as part of a two stage communication system in an emergency situation. The Runner's Checklist is stored in the Trip Leader's Packet.

- ☐ **Initial response conducted** and first aid has been administered.
- ☐ Situation is “under control” and the remaining group is organized.
- ☐ At least 2 and preferably 3 runners depending on “local conditions” will be sent (except in unusual circumstances this would include a staff member).

- ☐ **Runners have written information** to pass on to rescuers and/or administration including: (who to call – what to relay)
 - Who to contact, phone numbers, and location to make call.
 - A clear summary of the situation for 911 dispatcher.
 - Specific requests for personnel and equipment for 911 dispatcher.
 - Full name of the subject/s and field incident commander.
 - An outline of the intended plan and contingency plans.
 - Location of subject/s marked on a map or GPS coordinates.
 - Rendezvous location if different than incident site. Time of rendezvous. Runner's route. Evacuation route.
 - Type and seriousness of injuries.
 - First aid conducted at the scene.
 - Weather conditions.
 - A list of people and resources at the scene.
 - Description of terrain and difficulty of evacuation.

- ☐ **Runners should:**
 - Have adequate supplies – food, water, clothing, bivy gear, headlamps.
 - Have marked maps (see above), compass, **car keys, phones.**
 - Travel efficiently, avoid risks (i.e., no second crisis). Do not split up.
 - If the patient's location is difficult to find:
 - runners should constantly observe the terrain behind (i.e., toward the patient).
 - if necessary, mark the route (flagging tape/rock cairns.).

Vehicle Accident/Incident Checklist

Purpose: for highway accident. Checklist kept in vehicle information packet in the van. This form has a front and back page.

- ☐ **Evaluate Scene Safety** – Avoid additional collisions or injuries.
 - ☐ Assess injuries to passengers, provide appropriate first aid.
 - ☐ Assess injuries in other vehicles, provide appropriate first aid.
 - ☐ If injuries - Call 911 for EMS.
 - ☐ Call police and file an accident report.
 - ☐ Initiate the Emergency Call Guide.
 - ☐ **Media Response** – “We are currently gathering all the facts and our media spokesperson can provide you with whatever information we currently have”
 - ☐ Spokesperson name: _____
 - ☐ Spokesperson phone: _____
 - ☐ **Information Collection** (when incident stabilized)
 - ☐ Name of CSUN driver _____
 - ☐ Driver Address _____
 - ☐ Today’s Date _____ Time of Accident _____
 - ☐ Location of Accident _____
 - ☐ Names of Student Riders _____
-
-

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- ☐ AS/OA Vehicle License Number _____
- ☐ Other vehicles information (driver name, address, phone, insurance co., policy #, license # & state). _____

Continue this form on

- ☐ Damage to vehicle? Yes or No
- ☐ Name of police officer, jurisdiction, report number.
- ☐ Brief description of what happened (not why): _____

- ☐ Description of weather conditions and road conditions: (Precipitation, temperature, air quality (fog, dust, smoke), wind. _____

- ☐ Any injuries - Yes or No
- ☐ Yes you can or should take pictures with your phone.
- ☐ Don't engage with anyone involved if s/he is aggressive or violent.
- ☐ Complete the "Accident/Incident Report".
- ☐ **Additional space below for further information collected:**

- ☐ Witness statements:

Lost Student Checklist

Purpose: for situations when a student or group who is out of contact with instructors. Checklist is kept in the Trip Leader Packet. This form has a front and a back page.

Protocol Reminder (SOP):

- This Checklist is for loss of contact with an individual student(s).
- Unscheduled loss of contact with a participant or student group for more than 2 hours requires communication with Outdoor Coordinator/Outdoor Manager to assist with next steps.
- Generally the student group will only be involved in hasty search or initial search under supervision of the senior trip leaders in the field.
- An immediate field search (Hasty Search) will be initiated followed by an Initial Search.

Check-List for Search Team

- Gather relevant information **before the Hasty Search.**
 - ☐ When and where was the subject(s) last seen?
 - ☐ What was the subject(s) doing when last seen?
 - ☐ What was the subject's(s) emotional and physical state?
 - ☐ Describe the clothes the subject(s) was wearing?
 - ☐ What gear does the subject(s) have?
- Gather relevant information **before the Initial Search.**
 - ☐ Gather relevant information from the Hasty Search?
 - ☐ What do we know now that we did not know before?
 - ☐ Repeat Questions from Hasty Search
 - ☐ How much food and water does the subject(s) have?
- **Assign search teams** (2-4 people depending on skill sets)
 - ☐ And **BRIEF** on search parameters

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- ☐ Hasty Search should focus on Point Last Seen and Likely Areas and Clear and Present Dangers
- ☐ Hasty Search should have a very short time frame

- ☐ Initial Search should expand area and use TRACE
 - T – Trails and paths
 - R – Roads
 - A – Attractions – cabins, mines, shelter, phones
 - C – Cliffs and Edges of bodies of water
 - E – Evidence – clues of travel such as tracks/ vegetation/ gear
- ☐ Identify Communication System (Shouts and/or Whistles and/or Phones)
 - Identify location signals (e.g. 1 long - found & okay; 3 short - found & need help)
- ☐ Search teams can NOT split up
- ☐ Confirm return times (max time out).
- ☐ Confirm next meeting location

- **Equip search teams** with the following
 - ☐ Field Communication Technology, if available
 - ☐ Map & Compass
 - ☐ Whistle
 - ☐ Headlamp/Flashlight
 - ☐ Rain Gear as needed
 - ☐ Water Bottles (full)
 - ☐ First Aid Kit

- **Document the Search Results**
- Remember: Communication, Communication, Communication!!!
- Make Decision on Contacting Office for additional help.
- Students found who were DWP (Departing Without Permission) see general SOP.

Appendix II (Section 9.0)

Key Forms for CSUN SOP

The forms listed below are regularly used in your role as a course instructor with RTM or a primary staff person with OA.

9.1 RTM FORMS

These forms are available from the Department Outdoor Coordinator or Aquatic Center Director. You need to be familiar with the 'paper work' and file as prescribed.

- **Accident/Incident Report (RTM/OA)**
The Professor-in-Charge files this report as soon as possible after a field trip accident or injury.
- **Accident/Injury/Incident Follow-up Form (RTM/OA)**
This report of an accident/near miss incident creates a follow-up meeting with the Outdoor Coordinator and Department Chair that should be held within two weeks of any field trip or outdoor experience accident/injury. The purpose of this report is to evaluate the action taken prior to, during and after a field trip incident and to determine if changes in SOP are required to promote students' safety and well-being.
- **Aquatic Center Informed Consent, Waiver of Liability and Hold Harmless Agreement (Adult)**
To be completed by all adult participants involved in physical activity at the Aquatic Center. The form is the same as general university agreement except the LA County organization has been added as a party subject to waiver and hold harmless.
- **Aquatic Center Informed Consent, Waiver of Liability and Hold Harmless Agreement (Minor)**
To be completed by the parent/guardian of all minor student participants before engaging in physical activity at the Aquatic Center. The form is the same as general university agreement except the LA County organization has been added as a party subject to waiver and hold harmless. The Health Statement is combined with this form as page 2.

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- **Authorization to Operate Privately Owned Vehicle - Student**

To be completed when a student will operate a private vehicle on a university sponsored trip/activity.

- **Authorization to Use Privately Owned Vehicle on State Business (STD 261)**

This certification verifies the employee's private vehicle has the minimum amounts of liability insurance coverage, is in safe mechanical condition, and is adequate for use in accordance with the [State Administrative Manual \(SAM\) section 0753](#). This form advises the State employee that adequate vehicle insurance coverage must be provided by the employee's personal insurance and that personal vehicle insurance is primary coverage in case of vehicle accident.

The supervisor authorized to approve travel shall retain the STD 261 completed authorization form in the employee's personnel file. The authorization form is valid for a period not to exceed one year. Once the STD form 261 is completed, it may be initialed and dated annually by the employee to certify adequate personal auto insurance is current and that the private vehicle is safe for state business use.

- **Challenge Course Release Form (Adult)**

This releases the University from liability associated with the challenge courses and is used for student and community patrons.

- **Challenge Course Release Form (Youth/Minor)**

This releases the University from liability associated with the challenge courses, for minors and is used for student and community patrons and their parents.

- **Emergency Call Guide**

This is the listing of emergency service providers and RTM contacts. Insure that the copy in your field trip first aid kit is current version. Update your list prior to each outing.

- **Field Trip Itinerary Form**

File this form with the Outdoor Coordinator at least three days prior to any outing.

- **RTM Health Statement (Adult)**

This form provides the Department with student medical information and advises the adult student of the field trip risks and the need for medical insurance. This form is used for all students over 18 years of age and is combined with the Informed Consent/Waiver form.

- **RTM Health Statement (Minor)**

This form provides the Department with student medical information and advises the minor student's guardian/parent of the field trip risks and the need for medical

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insurance. This form is used for all minor students and is combined with the Informed Consent/Waiver form

- **RTM Informed Consent, Waiver of Liability and Hold Harmless Agreement (Adult)**

To be completed by all adult student participants before departing on a University sponsored class field trip or in-class adventure activity. This form is used for all students over 18 years of age and is combined with the Health Statement as page 2.

- **RTM Informed Consent, Waiver of Liability and Hold Harmless Agreement (Minor)**

To be completed by the parent/guardian of all minor student participants before departing on a University sponsored class field trip or in-class adventure activity. This form is used for all minor students and is combined with the Health Statement as page 2.

- **Supervisor's Accident Investigation Report for Employee Injury**

The supervisor completes this form [[Form 620 \(Rev 2-07\)](#)] for every reported employee injury. Instructions on what to do for an employee injury see "[What to do after a work injury occurs](#)" for supervisors.

9.2 OA FORMS

The forms listed below are regularly used in your role as a trip leader with OA. These forms are available from the OA Manager or OA Coordinator. You need to be familiar with the 'paper work' and file as prescribed.

- **Special Trip Registration Form with Waiver 1.1.15**

The form will be completed by the student registering for special trips like Ski trips or Whale Watching and others. Waiver must be completed.

- **Single Day Registration Form with Waiver 5.8.14**

The form serves both as registration for day trip programs and waiver to be completed by students.

- **Multi Day Registration Form with Waiver 5.8.14**

The form serves both as registration for outdoor trips. The waiver must be completed by students to attend.

- **CSUN Equipment Rental Form**

The student who rents gear through OA for personal trips will complete this form

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and sign the waiver that is part of the form.

- **Accident/Incident Report (OA/RTM)**
The Primary Trip Leader files this report as soon as possible after a field trip accident or injury and provides form to Outdoor Manager.
- **Accident/Injury/Incident Follow-up Form (OA/RTM)**
This report of an accident/near miss incident creates a follow-up meeting with the Outdoor Manager and Outdoor Coordinator that should be held within one week of any field trip or outdoor experience accident/injury. The purpose of this report is to evaluate the action taken prior to, during and after a field trip incident and to determine if changes in procedures are required to promote students' safety and well-being.