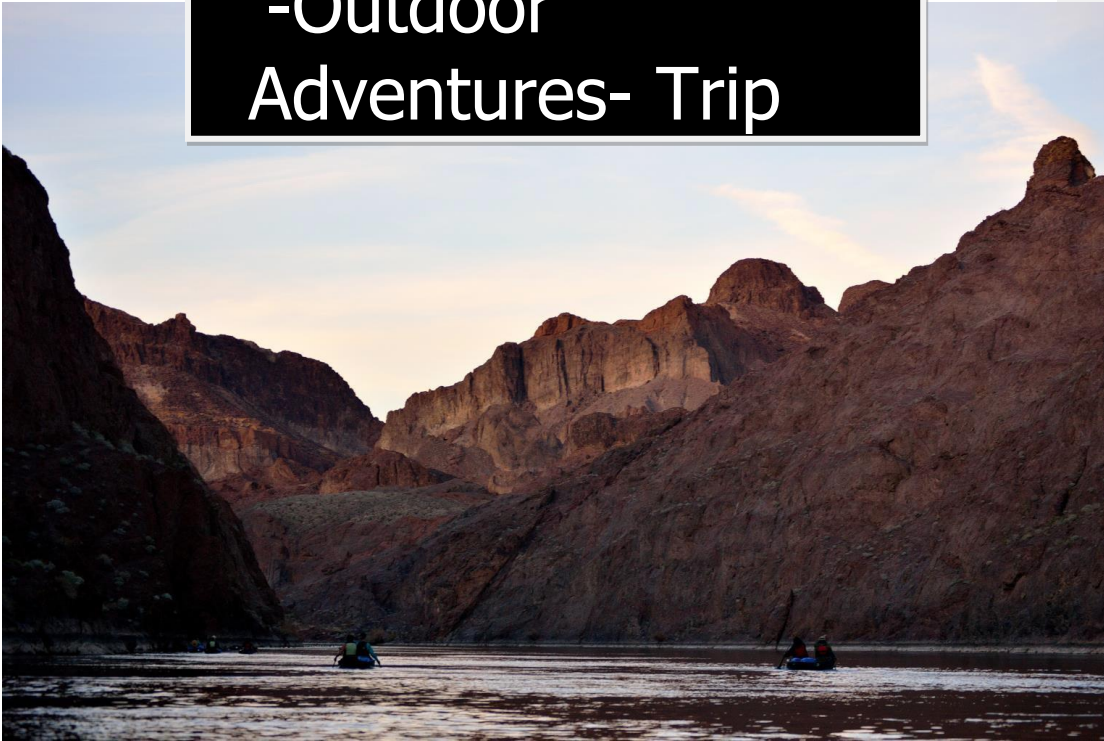


-Outdoor Adventures- Trip



Emergency Phone Tree

O.A. Manager- David Montero: 818-641-8012

O.A. Coordinator- Joey Cortez: 818-317-8214

A.S. Risk Manager- Johnny Oliva: 818-477-6391

A.S. Interim Exec Dir- Tim Szczepanski: 818-415-0145

O.A. Management- 818-677-7625 or 818-677-7321

O.A. Office- 818-677-4453

A.S. Main Office: 818-677-2389

Outdoor Adventures

Founded in 2008, Outdoor Adventures is a program of Associated Students. The program seeks to provide experiences for the CSUN community to safely enjoy and explore the outdoors, advance their health and well-being, and promote personal growth while developing ethical and responsible values through experiential learning. Outdoor Adventures is comprised of eight unique sections that work collectively as one whole. The sections include the Outdoor Leadership Program, Adventure Trips, the Ridge Rockwall, the Rental Center, Teambuilding, Camp Matador, Outdoor Orientations, and the Matador Bike Shop.

The natural environment offers unprecedented opportunities of discovery and adventure to anyone who is willing to take the first step. Beyond the edges of civilization, among the mountains and waterways, we lead people toward new experiences and personal growth. Our primary goals are emphasizing safety, environmental awareness, minimum impact, personal exploration, group bonding, experiential education, positive interaction, and good times.

The ideas, policies, and guidelines within this manual provide a uniform backbone upon which to expand and enhance your leadership style. In addition, it serves as a field reference for the unpredictable and ever stressful emergency. **It is the responsibility of all trip leader teams to carry a copy of this manual on each OA excursion.** Even though it covers many different topics, this manual is by no means exhaustive. Be aware that the OA management team is constantly looking at and reviewing the policies and guidelines described within this manual and that policies might change. It is the responsibility of all trip leaders to stay up-to-date with all policy or guideline changes. As always, we have the utmost faith in you to develop and pursue greatness.

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Part One: The Outdoor Leadership Program

Outdoor Adventures welcomes individuals with diverse backgrounds and skill levels. In this program, you will find many opportunities to gain the skills and experience necessary to lead adventure trips. We ask but one thing: a personal commitment with a dedication of time, energy, and passion toward developing your outdoor leadership skills. You are the core of the program. No one is going to outline your path through the program and no one will force you in any direction. You must make the commitment within yourself and utilize intrinsic motivation to push through any obstacles.

The Skills Development Program

Through the Outdoor Leadership Program (OLP), you have opportunities to acquire knowledge and certifications to further develop your leadership skills through activity specific training trips, weekly meetings, courses, and conferences. These training trips and other educational opportunities define the Outdoor Leadership Program as a successful and impactful experience. With an emphasis on outdoor (technical), educational (teaching), and human (interpersonal) skills, these trips and courses can help you develop and enhance your leadership skills.

Summer Training Trip – A 5-8 day backpacking trip held in August. This trip is an opportunity for potential trip leaders to familiarize themselves with their new cohort of Observers and the senior staff, as well as firmly establish themselves in the philosophy of the OLP. Those entering the program will have the opportunity to learn new skills as well as develop and discover their own teaching style in the backcountry. The objective for returning members is to continue developing their skills and teaching style, while mentoring the new members.

Winter Training Trip – A 3-5 day trip in January where you will run through winter skills training with fellow OLP members. The location of this training trip will change from year to year, but will cover various winter related topics including but not limited to hypothermia, snow shelters, avalanche awareness, avalanche beacons, and snow tools.

Black Canyon Training Trip - A 4-day trip in January, this trip closely follows the itinerary of a normal Black Canyon trip, but includes intensive seminars covering techniques and risk management considerations specific to water-based trips. We will cover topics including but not limited to canoe rescues, water safety, paddling technique, river signals, loading/unloading canoes, river ecology and history, and how to drive with a trailer.

Rock Climbing Training Trip – This trip focuses on a broad introduction to anchor building and protection placement. Topics covered will include anchor building, protection placement, belaying, knots and hitches, ground school, and different types of climbing.

Team Building Facilitator Training – The High Ropes Challenge Course at the CSUN West Instructional Field is a powerful tool used to train client groups in communication skills, teamwork, leadership, and more. Team building facilitators are trained to create a safe atmosphere where groups can effectively recognize and achieve their desired goals.

Trip Leader Meetings – These meetings are designed to continue the education of all trip leaders within the OLP. Depending on the semester, we will meet once every week or once every other week. A full schedule will be sent out prior to the start of the semester. Attendance is not mandatory, but it is highly suggested that you do what you can to attend as often as you can. Not only will you get the opportunity to teach seminars, but you will also learn valuable information about the outdoors, leading trips, and your own leadership style. In addition to learning different skills, you will also learn how to effectively present information to a group in creative and dynamic ways. Most importantly, the trip leader meetings provide you with the opportunity to get to know your fellow trip leaders and have fun with them.

Development Fund - This is money set aside for students to use for additional training or conference opportunities. You must submit an application at least six months in advance for this subsidized funding, which describes the event, outlines how the training will personally benefit you, and lists the learning outcomes you intend to bring back to the program. Upon completion of the course, you will be make a presentation to OA members on what you have learned. Conferences include the Western Regional Outdoor Leadership Conference (WROL), the Association of Outdoor Recreation and Education (AORE), and the National Intermural-Recreational Sports Association (NIRSA).

CPR & First Aid

All trip leaders are responsible for the safety of the group on our OA trips. It is a requirement that all staff hold an up-to-date certification in CPR & First Aid. CPR & First Aid courses can be taken through the Student Recreation Center for \$50. Once you pass the course, you may be eligible for reimbursement for the price of the course. **A copy of your current certification must be on file with Outdoor Adventures.**

Wilderness First Responder (WFR) and Wilderness First Aid (WFA)

All Observers are encouraged to attend one of the WFA courses that are held once a semester. A WFA certification is **required** to become a Secondary trip leader. In addition, it is highly recommended that all Secondary trip leaders strive to attend a WFR course when offered. The WFA (16 hour) and WFR (80 hour) courses teach more than simple medical skills. It is a course that will greatly affect your outdoor leadership outlook by increasing your knowledge of medical safety. A WFR certification is **required** to become a Primary trip leader. Depending on certain variables, Associated Students will reimburse the cost of your WFR (up to \$775) upon successful completion of the course. If you are interested in obtaining your WFR certification, see the OA Manager and the OA Coordinator to discuss your options. It is ultimately the Manager and the Coordinator's decision about who will be reimbursed for their WFR. **A copy of your current certification must be on file with Outdoor Adventures.**

Life Experiences

Get out on your own! There is always someone in the program heading somewhere and most are happy to bring along anyone who will carry their weight. In the Outdoor Adventure office, we have extensive files on a wide variety of outdoor destinations. Check out old OA trips, or scout out new places for future trips. Personal trips provide you with opportunities to advance your trip leading ability, from discovering new places and experimenting with new foods and cooking styles, to meeting new people and enjoying a break from the day-to-day stresses of student life.

OLP Involvement and Benefits

Beyond training and a fantastic culture, the OLP offers you many tangible benefits. Here are a few to get you started, but always keep your ears and eyes open for more opportunities to help the program and benefit yourself.

Equipment Usage

First, regardless of your position in the OLP program, you have the privilege to check out OA equipment at no cost. This benefit helps to promote personal trips and increases field time for active OLP trip leaders.

The following guidelines for personal equipment rentals must be followed:

If you are an active OLP trip leader, you may rent *most* of the outdoor equipment that we use on our trips. Equipment that is to be used on a trip will always get priority over students checking out gear for personal use. **NOTE:** Most rock climbing, canyoneering, and snow gear is not allowed to be rented out.

- Completely fill out the Gear Rental Form and check out the item(s) on Fusion.
- Return your equipment when finished and check in gear on Fusion and the Gear Rental Form.
- You may not rent more than two pieces of one particular item of gear (2 tents, 2 stoves, 2 sleeping bags, etc.).
- Borrowed gear must always be returned promptly and in **excellent working condition**.
- Upon returning gear, you are responsible for cleaning and putting away all gear.
- You will be responsible for any fees if the equipment is damaged, lost, or stolen while in your possession.
- This privilege may be revoked due to improper gear usage, failing to check the gear in or out, or failing to properly clean or store gear upon returning it.

Open Use of the Rock Wall

Anyone in OA has free off-hour access to the wall for his or her own use. All Observers must have a volunteer registration form on file. If you abuse this privilege, your access will be revoked. You must abide by all SRC rules and policies.

Pro Deals

Once a student has completed one year with the program and has successfully moved into the Secondary trip leader position, he/she is eligible to register for pro deals. This is an awesome opportunity to start acquiring your own gear at more affordable prices. Pro deals are to be used for you and you alone. Do not buy gear for anyone else. Do not boast openly about getting pro deals. Do not abuse any other rules set forth by the individual companies. Failure to do so will result in the revocation of your pro deal access.

Instructor Honorarium: Note about Leader Pay

As mentioned earlier in this manual, an OLP trip leader's motivation for leading an outdoor excursion should primarily be their love for the outdoors and their desire to share that love with their participants. We do recognize that OLP members often must make sacrifices, monetary and otherwise, to lead trips for Outdoor Adventures. In order to offset some of these sacrifices, OLP trip leaders (Secondary or Primary only) leading OA trips (with participants, **NOT seminars or training trips**) will be paid in accordance with their trip leader status and in accordance with current California minimum wage laws. Keep in mind the following criteria:

1. Trip leaders must be hired by Associated Students before being paid for leading trips. Trip leaders must pass a background check before officially being hired.
2. Trip leaders must sign and date a Trip Leader Contract for every semester you plan on leading with Outdoor Adventures. According to this contract, trip leaders will be paid for awake hours ONLY. Sleeping hours will not count towards the total pay for the trip, unless called to duty in case of an emergency. See the following page for a sample contract.
3. Observers on trips are there on a volunteer basis and are not eligible for payment.

Trip Leader Off-Duty Agreement

I, the Employee, hereby agree to exclude from paid hours bona fide sleeping periods of 8 hours' duration. During this time, the Employee will be considered off-duty from work. Associated Students of CSUN, the Employer, will provide adequate sleeping facilities appropriate to the trip environment.

Should the time actually worked vary significantly from that listed in the agreement due to unforeseen circumstances, the Employee will be compensated for the actual time worked. Overtime will only be paid when an employee is awakened and called to duty. Employee is responsible for taking appropriate break and meal times in accordance with federal law. This agreement may be revoked at any time by the Employee or Employer.

Employee Name: _____ Employer Name: _____

Employee Signature: _____ Employer Signature: _____

Trip Name: _____ Dates: _____

Overnight Trip (Friday – Sunday)

Day 1

Start Time: ____pm

End Time: ____pm

Daily Hours Total: ____

- 8 Regular Hours

Day 2

Start Time: ____am

Lunch Time: 12pm – 1pm

Dinner Time: ____pm – ____pm

End Time: ____pm

Daily Hours Total: 12

- 8 Regular Hours
- 4 Overtime Hours

Day 3

Start Time: ____am

Lunch Time: 12pm – 1pm

Dinner Time: ____pm – ____pm

End Time: ____pm (Or Earlier)

Daily Hours Total: 8

- 8 Regular Hours

Trip Leader

Off Duty Hours:

____pm - ____am – Night 1

____pm - ____am – Night 2

Part Two: Trip Leaders

OLP Positions

These various positions are not designed to create a hierarchy. Rather, they exist to provide structure for the health of the Outdoor Leadership program. There are hundreds of responsibilities in the field, which necessitates a framework in order to uphold the quality of OA excursions. If all is going well, a Primary should be indistinguishable from an Observer while in the field, especially if they are empowered, motivated, and willing to mentor everyone who wants to learn. The following pages describe the three levels of participation within the OLP: Observer, Secondary, and Primary.

Observer

An Observer is an unpaid, volunteer position that is designed to introduce new members to the OLP philosophy of leading others in the outdoors and what it takes to develop trip leader skill sets to lead trips for OA. Everyone is an Observer in the OLP until they successfully apply for advancement to Secondary.

General Expectations of an Observer:

- **Attendance:** It is imperative to attend as many training trips, trip leader meetings, personal trips, and seminars as possible.
- **Dedication to the OA community and its members,** expressed through a sustained commitment to teaching and to the improvement of their own skills.
- **Take initiative:** This means actively learning how to plan, prep, and foster a physically and socially safe place for CSUN community members to enjoy the outdoors.

To apply to the position of Observer:

- ___ Submit an online application
- ___ If invited, participate in a one-on-one or group interview

Requirements of an Observer:

- ___ Attend weekly trip leader meetings
- ___ Teach at least one seminar per semester at the weekly trip leader meetings
- ___ Attend 2 formal training trips (one must be the Summer Training Trip, which is mandatory)
- ___ Complete CPR and First Aid training
- ___ Online Trainings (www.targetsolutions.com/ascsun) (8 in total)
- ___ Defensive Driving (https://ddt.dgs.ca.gov/presentation_html5.html)

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***You may be an Observer for 1 full academic year (or any combination of two semesters). If you have not progressed to the position of Secondary at the time, you are no longer eligible to be placed on trips, attend training trips, or use OA equipment. ***

Secondary Trip Leader

The focus of a Secondary trip leader is centered on fostering a safe learning environment, executing excellent outdoor trips, and building a sense of community within the OLP. A Secondary continues to learn about the logistics and idiosyncrasies of OA trips while learning from the Primaries. They also begin to act as a mentor to incoming or current Observers. Secondary trip leaders are eligible to be hired by Associated Students and paid for the trips they lead throughout the semester.

General Expectations of a Secondary trip leader:

- **All the expectations of an Observer.**
- **A dedication to interacting with each participant with a positive attitude**, respecting each unique person and personality, and facilitating an enjoyable outdoor experience for each participant with exemplary patience and encouragement.
- **A dedication to maintain the health and wellbeing of the participants on outings.** This is not only physical but also mental, emotional, and social safety as well.
- **A dedication to increasing each participant's awareness and appreciation for the natural environment.** This includes consistently educating the participants about the wilderness and modeling proper minimal impact behavior. This means demonstration of technical skills, as well as Leave No Trace, and other ecological knowledge.
- **A responsibility for the proper maintenance, use, and care of outdoor equipment.** This specifically includes taking the time to clean and store OA equipment in an organized fashion.
- **Mentoring-** As a role model for staff we expect you to conduct yourself by meeting the high standards we set and exemplifying the OLP philosophy. You are also expected to take initiative in providing a welcoming, educational environment of collaborative professionalism when working with all co-trip leaders.

To apply for the Secondary Trip Leader position, the following must be completed:

- ___ Complete a WFA course (put on by the OA professional staff)
- ___ Teach at least one seminar per semester at the weekly trip leader meetings
- ___ Attend 2 formal training trips
- ___ Shadow Primary and Secondary on 8 days in the field (at least 2 overnight trips)
- ___ Troubleshoot a Whisperlite stove
- ___ Troubleshoot a water pump
- ___ Knots (Figure 8 follow through/on a bite, bowline, girth hitch, clove hitch, water knot, double fisherman's, alpine butterfly)
- ___ Plan a trip

Once the above are completed:

- ___ Interview with OA professional staff
- ___ Potential hire by Associated Students to be a Secondary trip leader

Primary Trip Leader

The position of Primary trip leader in the OLP is for those individuals who exhibit a high level of competence and continued improvement in their outdoor leadership skills, deliver high quality and genuine experiences, and who are sincerely committed to the improvement of the OLP as a whole. Acting as a Primary is a demanding position that requires a wide variety of skills. As such, while every Observer may aspire to be a Primary, this position may not be appropriate or suitable for everyone.

As a Primary trip leader, you are wholly responsible for everything that takes place on an outing. You should not force your authority in routine situations, but you will need to do so if an emergency should arise. You are responsible for the welfare of those who have signed up for an OA trip. You must be fully competent in all facets of the excursions that you lead and have a broad knowledge of many outdoor activities.

General Expectations of a Primary trip leader:

- Thoroughly understand the philosophy of OA and the OLP.
- Be current with all risk management practices.
- Be proficient at the highest level in the hard-skills associated with any trip they plan to lead, as well as being able to train participants.
- Exhibit a commitment to assisting fellow OLP members in expanding their skills through teaching seminars and mentoring, as well providing an environment for learning and growth for Observers and Secondaries on excursions.
- Keep your skills current and always growing by adventuring on personal trips, teaching on training trips, and challenging yourself to lead new excursions.
- Be responsible for requesting, checking for completeness, protecting, and returning ***IN GOOD ORDER*** (clean and in good repair) all gear required for an outing.
- Maintain a copy of all certifications in the OA Coordinator's trip leader files.
- Be responsible for the health and well-being of the participants and fellow trip leaders on excursions. You are responsible for carrying (or delegating) a fully stocked First Aid Kit at all times on OA outings, as well as communicating what needs to be restocked in the kit upon return. Additionally, you are responsible for properly documenting any incidents or accidents if they occur, which means making sure all emergency forms and the OA Trip Leader Manual (and a pen or pencil!) goes with the group everywhere in the field.
- Provide the highest caliber of customer service, environmental education, technical instruction, and facilitate, to the best of your abilities, an excellent outdoor experience to all participants.

To apply for the Primary trip leader position, the following must be completed:

- ☐ Successfully complete and maintain a Wilderness First Responder (WFR) Certification
- ☐ Teach at least one seminar per semester at the weekly trip leader meetings
- ☐ Food Handlers permit (www.cafoodhandlers.com)
- ☐ Demonstrate the ability to put snow chains on the van tires
- ☐ Demonstrate the ability to change a van tire
- ☐ Demonstrate the ability to jump start van
- ☐ Have 50 days in the field (combination of participant, training, & personal trips)
- ☐ Completed Candidacy Process (outlined below)

Primary Trip Leader Candidacy Process

A Secondary who is interested in advancing to the Primary position and who has completed the aforementioned requirements must then complete their field evaluation process or **candidacy**. As a Candidate being evaluated, you are effectively the Primary trip leader in charge of running the entire trip. If the OA professional staff feel you are qualified, arrangements will be made for you to act as the Primary on a trip with a senior Primary trip leader who will observe and support as needed. The OA professional staff may choose to require a second candidacy trip depending on the candidate's experience and the performance on their first candidacy trip. Keep in mind the following criteria:

- Candidate must actively plan and prepare for their trip.
- Candidate must meet with the OA professional staff and Primary trip leader prior to pre-trip to discuss trip plans and logistics.
- Candidate is in charge of leading pre-trip meeting with participants.
- After each candidacy trip, the Candidate and Primary trip leader (if available) must meet with the OA professional staff to debrief the trip and discuss the Primary's evaluation of the Candidate.

Upon completion of all above requirements, the Secondary trip leader must have a formal interview with the OA professional staff.

Part Three: Risk Management

Overview

It is crucial that you become familiar with the following information and constantly consider the potential outcomes of your actions as a trip leader. Our participants are unfamiliar with their surroundings and thus frequently lack a concept of safety. We must be aware of the seriousness of our responsibility to be aware of safety concerns. The following sections outline the Outdoor Adventures risk management model.

The 4-Point Defense Plan

By providing an adventure experience, we are also creating the potential for accidents or incidents, which could lead to being taken to court in order to defend our actions taken in the field. We must be prepared for such an occurrence. By knowing this plan and using it on every trip, you are helping to protect the Outdoor Adventures program and yourself as a trip leader.

1. Elective/Voluntary Activity Waiver

A well-designed waiver form, when signed by the participant, can serve as a complete roadblock to the plaintiff's (the participant) ability to seek recovery for any reason except gross negligence (an obvious error in judgment or hazard evaluation). It is crucial that every Primary, Secondary, and Observer review all the agreements for completeness before anyone participates in our programs. **Participants cannot alter the agreement in any way.** You must provide participants with the opportunity to ask questions about the document they are signing. **NO ONE** may be allowed to participate without completing a waiver. If a participant challenges the issue, inform the participant of the University's position, which is that recreation is an elective and optional activity. Thus, they may choose to participate, which requires the completion of the waiver, or choose not to participate if they do not sign.

2. Safety Talk

The most common allegations or claims in a lawsuit usually regard what was said to the participants. Were the participants adequately warned and informed of the risk they were undertaking? Did they know the **inherent** and **perceived** risks involved in participating in this activity? These concerns can easily be accounted for by leading a safety talk at every pre-trip meeting and in the field before any outdoor activity. If they know what they are getting into, and still sign a waiver and participate, they have assumed responsibility for their actions.

3. Accident/Incident Documentation

Delayed and incomplete documentation of the circumstances surrounding the incident can lead to tremendous problems in establishing a successful defense. Fill out the Accident/Incident Report Form immediately following the accident/incident. Only document facts, do not write down what you think happened or what you think might be the problem. The Accident/Incident Report Form and supporting documentation are important, **legal** documents.

4. Witness Statements

As with accident/incident documentation, the sooner witness statements are taken the better. Other perspectives provide substantial and helpful evidence in court. You must obtain two witness statements for any accident/incident.

Emergency Response

Outdoor Adventures relies upon each Primary, Secondary, and Observer to ensure all participants have been informed of the risks, that waivers have been completed, and that all incidents (van gets damaged, participant uses illegal substances, close calls, etc.) and accidents (participant injures themselves, gear failure leading to injury, etc.), have been thoroughly and professionally handled and documented.

Nearly all successfully run field emergencies have the same three components:

1. A clear leader
2. Well thought-out plans
3. Superb communication

1. Well-organized rescues and evacuations require a strong leader. Panic is contagious, but so is calmness. Ideally, someone (the Primary) should step away from the injured person and take in the big picture, look ahead, and plan. If the situation allows, delegate another trained (WFR/WFA) OLP member to provide patient care, thus freeing your mind to determine the next step(s). Remember that managing an evacuation is managing people. Delegate and keep people “gainfully employed.”

2. Well thought-out plans are crucial. So are contingency plans. Original plans frequently go awry and you must be prepared to shift your momentum. Once a group separates in the backcountry, effective communication has ended. Therefore, each party must be fully aware of one another’s plan B and plan C. Due to the difficulty of remembering details in a rushed situation, these plans must be written down. Never assume that the original plan is going to work and always back it up.

3. Superb communication. Communication breakdowns are a major “killer” of efficient, organized emergency responses. Therefore, each trip leader must take the time to prevent communication pitfalls. Successful emergency responses happen when trip leaders take the time to think problems through to completion, fully inform and prepare runners before sending them off, contact OA on-call staff, and determine or communicate the anticipated timetable to all parties involved. Often, during a field emergency, there are limited opportunities for you to communicate with the available OA staff and for you to communicate with each other if you are splitting into groups. Be clear, organized, and thorough.

Be aware, the outside assistance of passing hikers or others in the area can frequently be more trouble than it is worth. Once you have requested help from higher levels of emergency responders, it is out of your hands. Recognize your limits and avoid being a hero, but when appropriate, consider handling the situation with just the group’s resources. If you know you need help, do not hesitate to ask. Treat those assisting as you would treat a runner. Give them a thorough briefing, written instructions, back-up plans, and advice about discussing the event with anyone other than rescue personnel.

Part Four: Policies and Procedures

Overview

Outdoor Adventures and the Outdoor Leadership Program has established a set of policies and guidelines for three different situations as it relates to working with students both in and out of the field. Each of these situations are broken down into policies (things that trip leaders are expected to do and adhere to) and guidelines (suggestions or best practices to assist with stated policies). The three situations are:

1. **Emergency-** policies and guidelines of special importance or urgency
2. **Front County-** policies and guidelines for trips less than one hour away from EMS services, as well as driving, and pre/post trip policies
3. **Back Country-** policies and guidelines for trips based more than one hour away from EMS

As with all things in the field of outdoor recreation, there is more than one way to do something. Stated policies may not be the only way to approach an issue, but they are OUR WAY to approach an issue and we expect trip leaders to adhere to stated policies. That being said, policies are no substitute for sound judgment and decision making in and out of the field. Trip leaders always have the right to disregard or modify a policy based on what is happening in the moment. Any modifying or straying away from the stated policy must be justified by sound, clearly articulated reasoning (i.e. "I didn't like the policy" is NOT a sound, clearly articulated reasoning). You can expect to be questioned in depth about any policy changes or oversights made when leading students in the front or backcountry.

Definitions:

Policy- A set of rules, standards, and/or protocols that instructors are expected to follow while leading trips for Associated Students Outdoor Adventures.

Guideline- Suggestions or best practices to assist with decision-making and the implementation of policies.

All staff are advised/required to be trained in de-escalation techniques and adverse reactions. This includes the trip leaders utilizing all the resources provided through this manual and all training throughout the year. The trip leaders have to take online specific courses through our Human Resource department once hired on. Throughout the year, the outdoor professional staff trains through workshops and scenarios to help the trip leaders be prepared for those incidents.

Emergency Policies and Guidelines

This section describes policies and guidelines for the following situations associated with OA:

- A.** Communication during Emergencies
 - 1.** Utilizing the Delorme inReach Device
- B.** Documentation during Emergencies
- C.** Field Evacuations
- D.** Major Injury/Death
- E.** Separated/Lost Group Member(s)

Definitions:

Emergency- any event that has significant consequences for an individual or group of individuals. Emergencies could include but are not limited to:

- major medical issues that threaten life or limb
- all field evacuations
- serious behavioral issues
- any other event that requires significant modification to the set itinerary

A. Communication during Emergencies

Policies:

- 1.** Communication during emergencies should be in order of importance. Contact rescue personnel/law enforcement first and the OA on-call staff member number second. Use in-field communication devices (SPOT, Delorme In-Reach Device, cell phones, etc.), if available.
- 2.** Trip leaders or participants **MUST NOT** contact second parties (family, friends, etc.) of involved person(s) until communication has been established with the OA on-call contact.
- 3.** Trip leaders must notify the OA on-call staff member as soon as possible when there is an emergency in the field. Trip leaders are expected to stay in regular communication regarding any emergency or evacuation from the field, including updates or any changes made.
- 4.** When contacting rescue personnel, law enforcement, or the OA on-call staff member, use the following format in this exact order:
 - State your name, location, current date and time, and brief description of the incident/accident
- 5.** Runners must have the following on their person at all times:
 - Completed Emergency Runner Form
 - Clearly marked map with the location of patient and the projected exit/return routes
 - Written contingency plan that will be executed if the runners do not return by a specified time
 - Necessary gear for the runner(s) to stay safe (layers, food, water, shelter, whistle, etc.)

Guidelines

- 1.** Keep in mind that communication may need to be made with other groups in the field.
- 2.** If significant changes are made to your itinerary (date changes, trailheads, route, etc.), the OA on-call staff member should be notified so that appropriate measures can be taken (updating of the trip research form, etc.).
- 3.** If you must leave a message for the OA on-call staff member, be specific. Leave a detailed message that includes date and time that you called, a date and time that you will call back, or specific instructions for us to call you back. State your name, location, the incident/accident or

reason for calling, and your plan of action.

ASSOCIATED
STUDENTS



A.1. Utilizing the Garmin inReach Device

Commented [2]: Needs to be changed to Garmin

Policies:

1. The Delorme inReach device should only be used to communicate between in the field trip leaders and OA professional staff and/or the OA on-call staff member. Any other use of the device (i.e. personal communication) is a violation of OA policy and will result in disciplinary action.
2. While on trips that are outside of cell service range, the Primary or Secondary trip leader should turn the device on once every day and check for messages.
3. The device should be kept off and in the waterproof case at all times except for communicating in an emergency, performing the daily message check, or checking the GPS map for location information or weather updates.
4. Follow the standard policies (detailed above) for communication during emergencies.
5. Trip leaders will let participants know that they are carrying the inReach device, where it will be kept at all times, and a general idea of how to use the device.
6. Trip participants should not be allowed to use the device except in circumstances when help is needed but the trip leaders are unable to utilize the device.

Guidelines

1. The Delorme inReach device can be paired via Bluetooth to a smart device by utilizing the Delorme app. This is highly suggested, but not mandatory, as it makes communication much easier. Trip leaders should download and practice with the app before going out on their trip.
2. Trip leaders should be familiar and comfortable with utilizing the different features of the Delorme inReach device.
3. Trip leaders should ensure that they have the appropriate contact numbers at hand in case of an emergency. Contact numbers can either be kept on paper inside the waterproof box, or they can be pre-programmed into the device before the trip goes out.

B. Documentation during Emergencies

Policies:

1. Trip leaders must document emergencies by utilizing the appropriate OA emergency forms, including the Incident/Accident Report form, Witness Report form, and SOAP (Subjective/Objective Action Plan) note(s).
2. After any major emergency, trip leaders should independently record their memory of the event as soon as possible afterwards. Trip leaders must also have at least two trip participants and any other witnesses complete a Witness Report form.

Guidelines:

1. Documentation is vital. If you do not write it down, it did not happen.
2. When appropriate, assign one person to record notes as the situation unfolds.
3. When appropriate, add as many details to your notes as possible.

C. Field Evacuations

Definitions:

Medical evacuation- A full list of “automatic” medical evacuation criteria are beyond the scope of this manual. Trip leaders are expected to assess medical situations to their level of medical training (WFA, WFR, WEMT). Medical evacuations are called for when the medical condition of the person(s) involved is a significant threat to the participant or the group as a whole and the medical condition is unlikely to be resolved in the field.

Non-medical evacuation- An evacuation that is required not because of a medical issue, but rather due to behavioral, emotional, legal, or comfortability issues (i.e. if a participant voluntarily wishes to leave for whatever reason, they must be allowed to leave the course at the earliest and safest possible time).

Policies:

1. Participants who are designated by OA staff or trip leader to be evacuated, either for medical or non-medical reasons, must be escorted out of the field by an OA trip leader as soon as it is safely possible.
2. Participants who are designated by OA staff or trip leader to be evacuated must be escorted by an OA trip leader until the participant is either:
 - Under the care of a medical or rescue personnel with a higher level of medical certification.
 - On their way back home via previously authorized means of transportation (i.e. picked up by their designated emergency contact, on a Greyhound bus, etc.)
3. Trip leaders and participants are expected to initiate self-evacuations when feasible and safe-even if that means significant re-routing. Additional outside assistance should be utilized when necessary but not frivolously.
4. Detailed documentation should be completed for all evacuations. Copies should be left with the group in the field while the evacuation party retains originals.
5. Contact the OA on-call staff member as soon as possible utilizing the Emergency Phone Tree (see “Communication during Emergencies” for more information).
6. In most cases, evacuees should be escorted under the care of one OA trip leader or staff member AND at least two other trip participants.
7. The possession or use of illegal drugs on an OA trip requires an immediate, non-medical evacuation. OA trip leaders are to ensure the proper disposal of the illegal substance. The participant should be assisted to public transportation and required to pay their own way home.
8. For medical evacuations, the evacuee(s) **must** be assisted to medical treatment.

Guidelines:

1. Once an evacuation is decided upon – **STOP!** The following steps should be followed to ensure as smooth of an evacuation process as possible.
2. Take the time you need to plan and organize yourselves.
3. Your written plan should include consideration of what follows below.
4. Arrange supplies for the evacuation team. Generally, this will consist of:
 - 2 copies of the SOAP note for the evacuee (one for the evacuation team and one for the group remaining behind)
 - 2 copies of the completed runner form
 - Written plans for the return (or not) of the evacuators
 - 2 copies of the map marked with relevant locations and compass bearings

- Essential gear: food, water purification, shelter, lighter, headlamp, first aid kit, warm clothing, rain gear, etc.
- Important documents (park permits, citizenship papers, insurance cards, etc.)
- Evacuee's important documents and/or personal items (if it is feasible to carry)
- Money
- Van keys
- List of OA contacts and any other pertinent phone numbers

D. Major Injury/Death

Policies:

1. Give first aid as needed within one's scope of training (WFA, WFR, WEMT, etc.). Plan and execute evacuation. In the event of a death, do not move the body unless instructed to by legal authorities.
2. With a major injury that is an immediate life threat or has the potential turn into one, the appropriate authorities should be notified as soon as possible. Follow the Emergency Policies as stated above.
3. In the case of death, notify the nearest Police Department and/or the land manager for where you are traveling (US Forest Service, Bureau of Land Management, National Park Service, State Park Service, etc.) and cooperate fully with them.
4. Notify the OA on-call staff member as soon as possible. The family of the injured/deceased party will be notified by the OA on-call staff member or by another Associated Students representative.
5. Do not discuss the accident with **anyone** except police, medical personnel, appropriate land managers, and the OA on-call staff member.
6. As soon as feasible, all trip leaders and participants present at the scene of the accident should independently record their statements of what happened on a Witness Report Form.
7. Leaders should be in communication with OA on-call staff member to determine what additional resources may be needed.

Guidelines:

1. Leaders need to brief the group on the current process and answer questions to the best of their ability.
2. A debriefing after the incident/accident needs to be conducted with the group to help them process what happened.
3. Any major incident/accident can be highly traumatic to the emotional state of those involved. Leaders need to be conscious of not only the emotional needs of the group, but their own as well.
4. Group member follow-ups should be coordinated with the OA staff member.

E. Search and Rescue

Definitions:

Separated Group Member- an unscheduled loss of contact with a group member or members for less than 12 hours.

Lost Group Member(s) - an unscheduled loss of contact with a group member or members for longer than 12 hours.

Hasty Search- a protocol completed by a group of participants and leaders in search of a separated group member.

Policies:

1. Begin to document the incident as soon as group member(s) is known to be separated from the group. Note in writing the time and place that this occurred. The entire group should be gathered and begin to plan the immediate course of action.
2. If the group member(s) has been separated for less than 12 hours, perform a "Hasty Search", as outlined below in the guidelines below.
3. If the group member(s) has been separated for over 12 hours, initiate emergency communication procedures including contacting the OA on-call staff member and local law enforcement.

Guidelines:

1. Trip leaders who have an unscheduled loss of contact with a group member(s) must call the OA on-call staff member if efforts to find them have extended past 12 hours and the search has been unsuccessful.
2. In the event of a separated group member(s) for less than 12 hours, the following steps should be taken to perform a "Hasty Search". These steps should be adapted to fit the needs of your group and the current situation.
 - a). Assign individual(s) to record all information and events.
 - b). Gather available information including the last seen point.
 - c). Divide available group members into Hasty Search Teams and assign a leader to each team.
 - d). Brief team leaders regarding search details and send Hasty Search Teams to assigned locations with assigned return times.
 - e). Gather more information from Trip Leaders and the Hasty Search Teams.
 - f). Monitor entire process from one central location.
3. After 12 hours, notify the appropriate land management office (US National Forest, Bureau of Land Management, National Park Service, State Park Service, etc.) and the OA on-call staff member.
4. The individual(s) that is assigned to record all information and events can be a trip leader or a participant. The recorded information should be clear and concise and the record should be maintained until the separated/lost group member(s) is found.
5. The objective of the Hasty Search Team(s) is to figure out the subject's direction of travel. Start with the last seen point and gather evidence without destroying it. Use natural barriers to travel such as cliff lines and trails to aid in this process. Areas of special interest such as buildings, caves, streams, etc., should be noted for more detailed searches later.
6. An effort should be made to attract the attention of the separated/lost group member by using voices, whistles, and lights.

7. Stay where you are and set up central operations from there so that the separated group member may return to you.
8. The task of monitoring the situation extends beyond providing direction for the actual search process. The trip leader(s) should be gauging the levels of stress and emotion of the group members and offer support as needed/available. Make sure to monitor your own needs and feelings.
9. If possible, keep the OA on-call staff member notified of the search process as the situation plays out.

Front-Country Policies and Guidelines

This section describes policies and guidelines for the following activities associated with OA:

- A. Pre-Trip Policies and Guidelines
- B. Post-Trip Policies and Guidelines
- C. Driving and Trailer Policies and Guidelines (including vehicle accident guidelines)
- D. Equipment (check-out, check-in, and use in the field) Policies and Guidelines

A. Pre-Trip Policies and Guidelines

Policies:

1. A Pre-Trip Meeting must be held prior to all OA trips.
2. If a participant cannot attend due to scheduling conflict, the trip leader(s) must meet separately with the participant to go over all pertinent information.
3. During the Pre-Trip Meeting, all participants must be made aware of the inherent and perceived risks associated with that particular trip as a part of the safety talk.
4. Each participant MUST complete a Waiver Form. If they refuse to sign the Waiver Form, they will not be allowed to participate in the trip or activity.
5. Each participant must complete a registration form, which includes naming an emergency contact and any pertinent medical information (allergies, medications, past medical history, etc.).
6. Trip leaders should medically "screen" participants before the trip by looking at the registration forms and verbally confirming any health or fitness concerns. Questions regarding medications or the fitness of any participant should be addressed with the OA professional staff.
7. If a participant lists an allergy or allergies on their registration form, ask them well in advance if they carry an epi pen and if they will bring it on the trip. If they do plan on carrying one for the duration of the trip, ask that they get a second epi pen so that they can carry one and the trip leader carries the other. Trip leaders must know where both epi pens are at all times.
8. If a participant states that they have diabetes on their registration form and regularly take insulin, ask if they can bring double the amount that they think they'll need for the duration of the trip. One set of insulin (and any other related diabetic materials, including blood sugar testing strips) must be kept with the participant and one set must be kept with the trip leader. Trip leaders must know where both sets of insulin are at all times.
9. Trip leaders must adhere to their HIPAA training when handling/dealing with a participant's

sensitive medical information.

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Guidelines:

1. The logistics and schedule of the trip should be outlined in the Pre-Trip Meeting.
2. Address health and fitness concerns one-on-one with each participant before or after the Pre-Trip Meeting. Handle any concerns with sensitivity and confidentiality.
3. Information pertaining to the trip, trip schedule, pack list, and the Pre-Trip Meeting must be emailed to each participant no later than two weeks in advance to the start of the trip.
4. Trip leaders are responsible for the purchase and packing of food on every trip.
5. Trip leaders are responsible for the packing of the equipment on every trip. Check and double-check every piece of equipment to ensure all pieces are present and in working order.
6. Trip leaders must complete the Pre-Trip Check List before the trip goes out. A completed copy must be left with one of the OA professional staff.
7. Retain all receipts of trip related purchases (food, gas, propane, firewood, etc.) made before and during the trip for later reimbursement.
8. Trip leaders will not be reimbursed for forgotten items that were bought while on the trip (propane, food, equipment, etc.).

B. Post-Trip Policies and Guidelines

Policies

1. Trip leaders will contact the OA on-call staff member upon returning to campus after the trip.
2. All group gear must be cleaned and properly stored within **two days** of the end of the trip.
3. Trip leaders who repeatedly do not clean and properly store gear from their trip will be subject to write-ups, loss of privileges, or termination.
4. Any gear that is damaged or lost must be brought to the attention of the OA Coordinator or Manager. If a participant caused the gear to be damaged, appropriate fees should be charged to that participant as per the rental agreement. Trip leaders will be held responsible for any gear damaged due to gross neglect.
5. Any leftover food must be stored properly upon arriving back at the OA office, including any food in coolers. Put any leftover items in the fridge in the back storage room or throw it away in the dumpsters outside. There should not be any food left out on the counter tops overnight.
6. Propane must not be stored in the AS vans unless you are out on a trip. Propane must be properly stored before and after trips.
7. Post-trip debriefs are to be scheduled with the OA Manager and Coordinator within the week following the completion of the trip.

Guidelines

1. Have students complete the evaluations in the van during the drive back to campus.
2. Make notes during the trip, especially during nightly debriefs, in order for the proper information to be brought up in the post-trip debrief. If we do not know about it, we cannot change anything.

C. Van Driving/Trailer Policies and Guidelines

Policies

1. Drivers must observe the posted speed limit and any/all other posted traffic laws.
2. 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 Associated Student's van (including the driver).
3. The driver is not to use a cell phone while driving.
4. Do not drive between the hours of 11:00pm and 5:00am.
5. Drivers must take at least one fifteen-minute break from driving for every three hours of continuous driving, as well as observing all required meal breaks.
6. Arrange gear and people in the van to maintain clear vision to the rear and sides of the van.
7. Co-pilots must be awake and alert in order to assist the driver. Co-pilots must also know the route from CSUN to the site(s) and back.
8. When pulling a trailer, you must drive in the far right lane, unless it is obstructed or you are passing another vehicle. You must also adhere to the 55mph rule while pulling a trailer.
9. The AS vans must be parked in a staff parking spot while on CSUN campus. The driver must ensure that the van is properly and uniformly parked in-between all lines of the parking spot.
10. The AS vans must not be driven by anyone other than cleared OA van drivers.
11. In order to become a cleared OA driver, you must:
 - Complete the defensive driving course
 - Complete the Authorization to use Privately Owned Vehicles and Pull Notice forms
 - Complete five hours of practice drive time with another cleared OA driver or a professional staff member
12. Each time you drive the van, you must completely fill out a van use sheet. Return your completed form to the appropriate tab in the van binder, located in the van key drawer in the SRC Admin Area.

Guidelines

1. 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 inclement for driving. We will gladly pay for a hotel room(s).
2. Maintain a cushion of safety or a four-second following distance between your vehicle and the vehicle in front of you.
3. If traveling in a group or caravan, each vehicle should be clear on directions, rest stops, etc.
4. When driving in hilly or mountainous terrain, avoid riding the brakes too much. Shift down to a lower gear (usually second gear) for steep grade descents. This uses the engine to slow the vehicle and prevents the overuse of the brakes.

Vehicle Accidents

Policies:

1. If you are involved in a vehicle/trailer accident, first make sure that the scene is safe before responding. Check that everyone involved is ok and treat for injuries as needed and to your level of medical training.
2. Never admit guilt in a vehicle accident. Specifics that led to the accident are often hidden, even from those involved. It may not be your fault, even if it appears so.
3. Call the local authorities and/or 911 if appropriate.

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4. Gather as much information as possible, including but not limited to

- Date, time, and location of accident
 - Pictures of the scene (conditions, signage, etc.)
 - Pictures of damage done to any vehicles involved
 - Witness statements (at least two)
 - Name, address, phone number, and insurance information from all drivers involved
 - Names of responding authorities
 - Police report number
- 5. Contact the OA on-call staff member as soon as possible.
- 6. Stay calm, do not get angry, and do not engage with anyone involved if he/she is aggressive or violent.
- 7. Check-in frequently with your co-trip leaders and participants to make sure everyone is physically and mentally ok.
- 8. As a driver for OA, you are always responsible for paying for:
 - Any parking/speeding/illegal driving tickets
 - Locksmith services for removing locked keys from the van
 - Damage from negligent or irresponsible use of the van

D. Equipment

Policies:

1. All equipment taken out on a trip must be properly logged on a trip gear form.
2. If trip leaders are checking out equipment for a trip, they must properly log and check-out the equipment.
3. Items lost or damaged that cannot be attributed to individuals or groups of individuals should be reported to the OA Coordinator or Manager.
4. Trip leaders need to demonstrate self-leadership by returning their borrowed gear in a timely manner and completing the check-in process.

Guidelines:

1. Trip leaders are expected to monitor equipment usage throughout the course of the trip and note any damage or loss.
2. Trip leaders should emphasize, model, and teach proper equipment care, storage, and cleaning at all times.
3. Trip leaders should be particularly vigilant during transition periods on the trip (packing, trip beginning/ending, trailhead, etc.) as many times equipment is left or improperly stored during these times.

Back Country Policies and Guidelines

This section describes policies and guidelines for the following activities associated with OA:

- A. Trip Leader Behavior
- B. Participant Behavior
- C. First Aid Kits
- D. Lightning Protocol
- E. Stove Use
- F. Swimming vs. Wading and Cliff Jumping
- G. Trail/Camp Etiquette

A. Trip Leader Behavior

Policies:

1. Trip leaders are expected to maintain a high level of professionalism at all times when on an OA sponsored activity or trip (including travel to and from the site).
2. Trip leaders are not to engage in exclusive or sexual relationships with participants or other trip leaders while on any OA sponsored activity or trip.
3. Trip leaders should refrain from excessive cell phone usage while on a trip.

Guidelines:

1. Trip leaders are representative of Outdoor Adventures, Associated Students, California State University, Northridge, and outdoor professionals everywhere. Your attitude and behavior **should elicit respect and appreciation.**
2. Trip leaders who are uncomfortable with observed behavior of other trip leader(s) are encouraged to communicate with that particular trip leader(s). After this, trip leaders are also strongly encouraged to follow-up concerns with the OA professional staff.

B. Participant Behavior

Policies:

1. Students/participants are expected to adhere to the stated guidelines in the Student Conduct Code at all times when on an OA sponsored trip (including travel to and from the site).
2. A participant(s) may be removed from an activity or trip if behavior standards are not being met (see the "Evacuations" section above for more information).

Guidelines:

1. Trip leaders should clearly state behavioral expectations and guidelines during the pre-trip meeting and should review them as necessary throughout the trip.
2. Trip leaders should document any and all behavioral issues using an Accident/Incident Report Form.
3. Participants are to be discouraged from creating exclusive and/or sexual relationships with other participants while on a trip.
4. Trip leaders should immediately stop any/all inappropriate behaviors from participants.

C. First Aid Kits

Policies:

1. On all trips, a first aid kit must be in the possession or in a ready location of a qualified (WFA/WFR) trip leader at all times.
2. Every time a first aid kit is opened, the trip staff must record what items were used on the First Aid Kit log.
3. A SOAP note is **REQUIRED** to document any treatment regardless of how small it may seem (from administering over-the-counter medicine, helping to clean a wound, to any major life support).
4. Trips that plan on splitting up into two or more groups must have a kit for each group.
5. All first aid kits should be inventoried after the trip. If the kit was opened, it must be checked and resupplied as necessary by the first aid kit manager.

Guidelines:

1. For longer trips, remember to take a re-supply of commonly used items (moleskin, tape, Band-Aids, etc.).
2. If you see we are running short on a certain item, be sure to communicate with the OA professional staff in order to re-stock the item.

D. Lightning Protocol

Understand that the only "safe" place during a lightning storm is in a vehicle or permanent structure, such as a house.

Policies:

1. Trip leaders should instruct on the hazards of lightning and what precautions to take to avoid them. The participants should be educated on the lightning positions and are not to partake in independent travel until they have demonstrated ability in lightning safety.
2. The lightning position is simply to get low to the ground in a comfortable position (research has shown no difference in safety potential in the variety of lightning positions: squatting on a sleeping pad, sitting, kneeling, etc.).
3. If the storm is bad enough for lightning position, disperse yourself, your fellow trip leaders, and your participants at least 50 feet apart in order to reduce the risk of multiple injuries.
4. Use the flash-bang range method to estimate how close lightning is to your location. Count the number of seconds in between a flash of lightning and a bang of thunder. Divide this by 5 (sound travels at a rate of 1 mile per 5 seconds). This should roughly tell you how far away the lightning is. Do not rely too heavily on this method as errors and unaccountable variables are common.
5. The 30/30 rule can also be used. If there is less than a 30 second delay in between a lightning flash and a bang of thunder, seek a safer location immediately. Wait there for 30 minutes or more after the last thunder is heard before moving.
6. Boaters must get off the water immediately at the first sign of lightning or thunder and seek appropriate coverage.

Guidelines:

1. Be observant about the weather in order to be proactive. Trip leaders must continually assess the weather conditions and travel times in order to ensure avoidance of increased risk in inclement weather.
2. Areas and objects to avoid in the event or immanence of a storm include but are not limited to high ground, cliffs, tall trees, open spaces, tents, waterways, caves, overhangs, metal objects, and ridges.
3. Plan your travel for the day to avoid such areas during times of high lightning potential (usually afternoons).
4. Be prepared for lightning drills by having items such as rain jackets, warm layers, water, and snacks while waiting out a storm. Be prepared for the event of hypothermia.
5. Be prepared to travel to a safer area to get into lightning drill if the area you are in is not ideal. Be certain to travel spread out in the event that moving sites is necessary. Do not let your haste create increased or unnecessary risks in descending too fast or recklessly.
6. Check on students periodically through a lightning drill to assess their condition both emotionally and physically. Encourage them to snack and stay hydrated.

E. Stove Use

Policies:

1. Only OA trip leaders are allowed to assemble and operate stoves on trips unless proper instruction and supervision is given to participants.
2. Backpacking stoves should be lit in a safety position – kneeling or squatting (never fully sitting) so a person may move away quickly in the event of a flare up.
3. Trip leaders are to ensure that no horseplay, throwing, running, or games take place near stoves, especially around backpacking stoves.
4. Items should not be passed over pots of hot food. Pass items to one another well away from the stove and/or any pots.
5. Stoves should only be lit in a designated kitchen area away from main travel ways through camp and other combustibles.
6. Stoves may not be operated in tents or vestibules. It is permissible to operate a stove under a tarp or other open-air shelter using appropriate caution.

F. Swimming vs. Wading and Cliff Jumping

Policies:

1. Swimming is not allowed on any OA sponsored trip.
2. Wading (up to the waist in slow moving water) is permitted on all courses.
3. Trip leaders and participants are required to wear proper footwear when wading.
4. No diving (head first) on any OA trip at any time for any reason.
5. Intentional swimming of rapids or whitewater is not permitted.
6. A wet suit must be worn at all times when snorkeling.
7. Cliff jumping is not permitted on any OA trip at any time for any reason.

Guidelines:

1. Decisions regarding skinny-dipping and group comfort with nudity should be addressed as needed. Be particularly sensitive to other groups in the area in this regard.

G. Trail/Camp Etiquette

Policies

1. OA groups are expected to model exceptional on-trail behavior including safe practices, courteous behavior, and appropriate travel and camping procedures.
2. For safety reasons, trip leaders and participants should be cautious about giving out detailed information about routes, campsite locations, and dates to strangers met on the trail unless they are state, government, or law enforcement personnel.

Guidelines:

1. Emphasize the importance of keeping CSUN's good name when teaching students about trail and camp etiquette. Group noise at camps should be kept at a minimum, including refraining from playing loud music. Strictly observe quiet hours.
2. Be conscious and considerate of other groups you interact with on trips, especially when your group may infringe on their enjoyment (i.e. noise levels, hogging a climbing spot, taking up the entire boat launch when putting in, nudity, etc.).
3. Yield to horses and other pack animals on the trail. Trip leaders should usually move their group to the downhill slope, but often the rider will direct you to where you should go. Maintain a calm demeanor and continuously talk to the riders, as horses are often scared of people with large packs. Avoid making sudden or unnatural movements.
4. Move your group off trail to take breaks or to eat meals.
5. Be considerate of other groups at boat launches. Do not take up the entire area, even if it appears that there is no one else there. Stay to one side and be efficient so that your group gets out of the way as quickly as possible.

Acknowledgments

The words you just read is a collective contribution of thoughts and ideas. It represents the work of numerous members of Outdoor Adventures and the Outdoor Leadership Program, as well as several other outdoor programs across the country. The copy you hold in your hands has been edited and revised by:

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California State University, Northridge
College of Health & Human Development
Department of Recreation & Tourism Management
Orientation Manual for Faculty and Staff in Outdoor Recreation

3 SAFETY GUIDELINES (General)

Safety is to be an integral part of the training, and experiential process of our programs. It is to be woven into all department 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, your greatest responsibility during a course is for the well-being and safety of your students. You already have the essential qualities to carry 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 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 while under your care.

As a training resource to help us to be at our best in terms of 'Thinking and Doing Safety' we have three directives for you as an instructor.

#1. Review the training resource in appendix 1 of this manual. Part I covers the 'risk assessment' process used by RTM for each of the activity and/or activity venues used in courses. The training slides show a sample risk assessment table/chart. There will be a completed 'table/chart' for your course area available from the Outdoor Coordinator. Familiarize yourself with that risk assessment sheet.

#2. The pdf file of the powerpoint training slides in appendix 1 has a second section - Part II. Part II reviews a safety model for making decisions in the field setting based on an adaption of some early work by Jim Udall from Outward Bound. The model is about 'thinking' about safety and having an appropriate world view about the nature of accident dynamics, the dynamic nature of physical environments, student factors, and instructor attitude factors. Understand the model.

3. There is a separate document : The Safety Operational Protocols (SOP) document that can be found at our accreditation site or from the outdoor coordinator. Please review that periodically. SOP represent our practices (rules as it were) that we use in different activity venues. The SOPs have been developed from our internal 'risk assessment' process (#1 above) as well as consultation with other professional practice in the industry. SOPs are essential but they are not sufficient. Field Instructors still need to make appropriate judgements (thinking in the moments as outlined in #2).

The Outdoor Coordinator will provide an opportunity to answer any questions.

Instructors should also take advantage of other training opportunities that deal with larger mental health or behavioral health issues that might arise on a course (though this is not anticipated as a regular event given our student population). The QPR training (Question Persuade, Refer) from the counseling center will be available to you to help with adverse student reactions you might encounter.

Also – the mandatory employee training on Title 9 and Gender Equity has a module on de-escalation and you will receive emails directly from HR requiring you to take that online training.

RISK MANAGEMENT



Stage I: Before heading to the Woods

Part I – Risk Management Model

Stage I - Planning

A **Risk** is an
or probability
concerning the **loss of**

Risk Management Plans
are systems to **identify**,
evaluate, **reduce**, **prevent**
or **control** loss of

Why Have a Plan?

Create a reasonable sense of
safety, security and comfort for
participants

Create ways to provide
programs without undue risk

Protects organizations resources

Encourages compliance with
best practices in the industry

Protects and prepares you
from undue liability exposure

Safety Management

Risk Management is a systemic approach geared to the total organization's best interests.

Organizational Survival

Safety Management is a systematic approach focused on the health and safety of program participant's interests

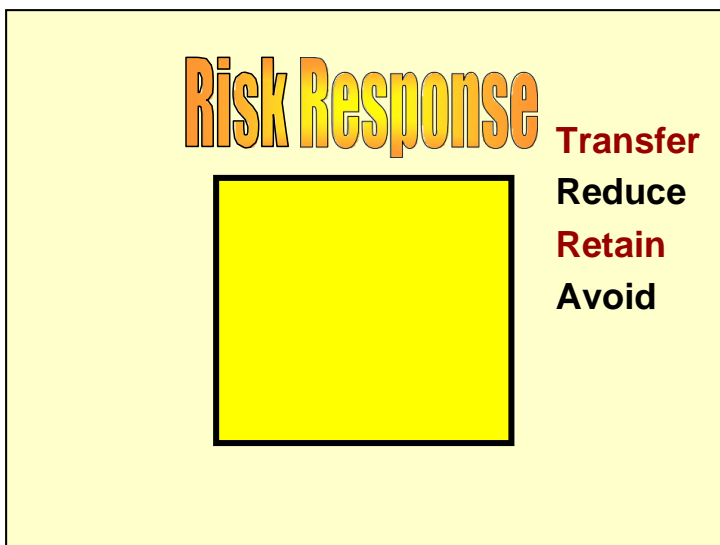
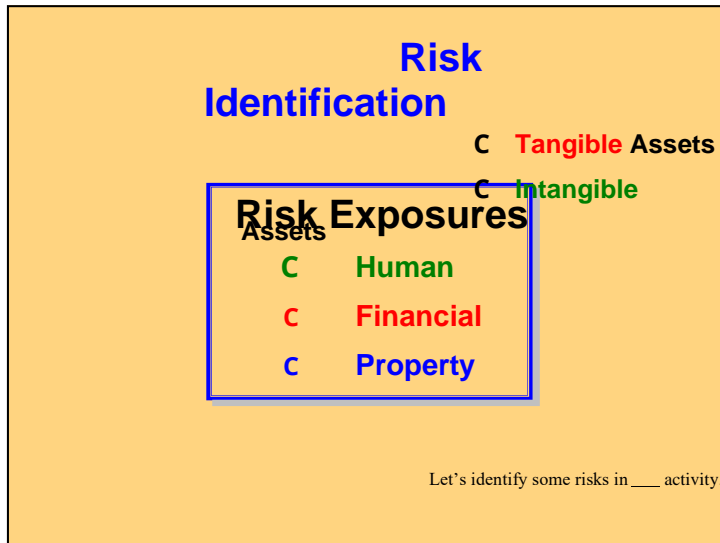
People's Survival

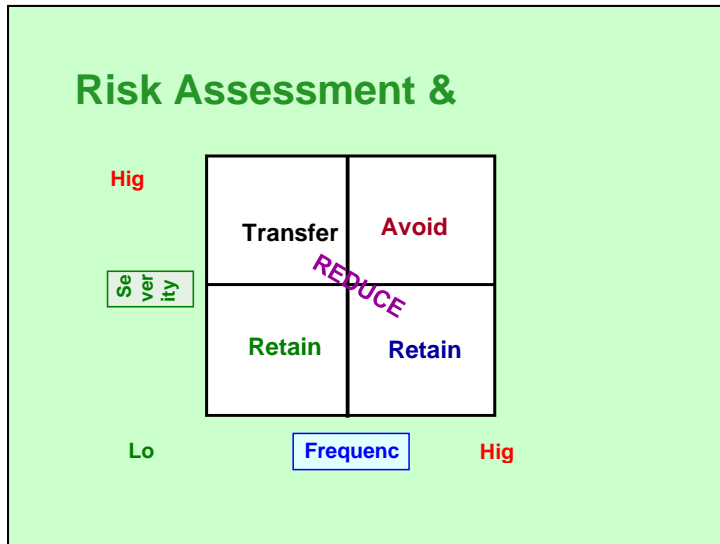
Risk Management Planning

Risk Analysis
identification and assessment

Risk Response -
control strategies

12/6/2021





So let's get practical

Every “activity” we conduct conducts a risk assessment and response process when planning.

Every “course area” is examined by risk assessment and response when planning.

So let's get practical - Outcomes

WE Think Before We Go.

We use the Risk ID and Risk Response
(The 4 Quadrant Model)

We think with program directors &
coordinators

Some places we decide NOT to go

Some activities we decide NOT to do

Our SOPs represent protocols we follow
based on our analysis.

As much as possible we have
anticipated our risks before we pack our bags

RISK MANAGEMENT



Stage II: Thinking About Risk when in the Woods

12/6/2021



Good judgment comes from experiences you survived
and from good thinking skills you practice!
Safety depends not only on your
pre-trip planning; But on your judgement
(thinking skills) in the field.
Use this 'judgment' model in the field in addition to

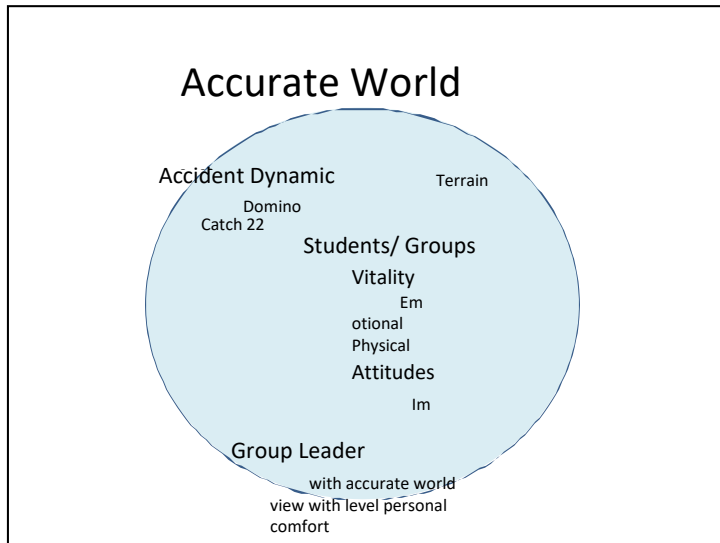
The Accurate World View Model

A model that identifies several key factors
about how to think about safety in the outdoor
environment.

Adapted and expanded from work by Jim Udall

The Key Pieces

- Accident Dynamics
- Physical Environments
- People Factors
- Instructor Attitudes



The rule of accident dynamics

"If accidents happened when we thought they would, they wouldn't." (The Catch 22 of Accidents)

Obviously you would intervene

Many accidents can be avoided because we train our brains to think 'consequentially'.

Simple concept – hard to develop

The "Domino Affect" of Accidents

Most accidents in the outdoors are not the result of one single action but many smaller actions that end up with a 'big deal' outcome

E.G. A "Fall" from height – the early dominoes?

Fatigue, dehydration, inadequate gear to stay dry, no experience with wet surfaces: all contributing to a stumble that became a fall

The rule of dynamic environments

Outdoor environments (and most other environments) are 'dynamic' rather than 'static'

The human mind is drawn toward stability

Train your mind to look for changes especially in 'weather' and 'terrain'

The river or snow pack today is not the same terrain it was last week or today or this morning

The weather is always changing

Accident stories

Assessing Participants

People in your care can contribute to their own accident by classic behaviors – 'read your people' –

Student Behaviors

Examples include

The Immortals – clear disregard for dangers in the situation because IT would not happen to them

The Distractors – no awareness of the danger because they are distracted (by electronics or talking or self-absorption)

The Abdicators – the highly dependent personalities who want to hand all their safety to you – very compliant sheep.

Others?

Immortals need grounding; Distractors need awakening; Abdicators need empowering

Vitality Levels is linked to accidents. Monitor your people's energy levels. Know when to rest or bivouac

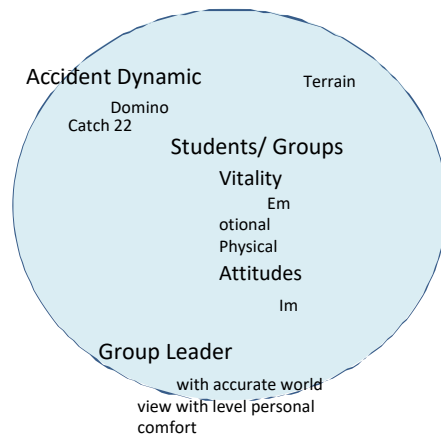
Assessing Your Leader Role

People are in your care – if it's "all about you" the hotshot leader rather than 'you' the servant leader then you will be thinking about you rather than them and you are dangerous.

Personal comfort zone – the program might be designed to take participants out of their comfort zone but you must be in yours both emotionally and physically. Physically exhausted and emotionally stressed out leaders are dangerous

Think accurately about the 'world' around you.

Accurate World



12/6/2021

