Camping, Hiking & Group Travel *Policy*

• Follow camping and recreation regulations from applicable land management agencies (See USFS, BLM or other permit).
• Participants under the age of 18 (minors) must sleep in single gender tents or rooms.
• Proper footwear is required when in camp, hiking or on water based trips.
• No pets are allowed on CO trips.

Camping Procedures

• The safety considerations of a group always take priority over Leave No Trace practices.
• Avoid high-risk camp spots by assessing the hazards in an area. Some examples include dead trees or branches, high areas in storms, below rock or snow fields or on floodplains.
• Please follow the fire regulations from applicable land management agencies.
• Try to minimize impact by using Leave No Trace principles.

Cooking and Sanitation

Cooking is one of the most common when people encounter injuries. Please designate kitchen areas and assign cooks to avoid overcrowding in these areas.
• Proper use of stoves, hot pots, and fuel bottle maintenance should be taught to all people that will be cooking.
• Do not cook in tents or vestibules except in an emergency.
• Separate food, garbage and toiletries when appropriate to minimize wildlife encounters.
• During games and initiatives, leaders should choose a safe surface, insure emotional safety. Do not attempt "trust falls" or similar activies where students fall on their back.

Sanitation Procedures

Poor sanitation results in poopy patients! Please adhere to strict sanitation whenever possible by:
• Washing your hands
• Portion communal food (i.e. GORP) in individual baggies or use the pour method.
• Discourage participants from sharing water bottles and utensils due to the spread of communicable diseases (e.g. Mononucleosis, Noro-virus).
• Sanitize all untreated water by chemical or boiling methods. Teach participants about proper procedures for AquaMira or other comparable treatments.
•We require hand washing after using the restroom especially when preparing food.
•Please follow all LNT waste directives (e.g. groovers) fro applicable land management agency.

Hiking & Group Travel Procedures

• Travel lightly and quietly. Please minimize excessive noise while in wilderness areas and be considerate of others while on the trail or in camp. Please realize CO groups are large and yield the right of way if possible to other groups or livestock (including horses) by stepping off the side of the path. Avoid loud noises around horses.
• Travel at least 6 ft from any steep precipice when possible.
• When crossing streams, un-clip backpack waist straps, use a walking stick or lining method to cross safely.
• Lightning- When lightning comes within five miles (25 seconds flash to sound), the group should perform the following lightning drill:

1. Get Out of High Areas
2. Spread out the group due to electricity spreading by ground current
3. Crouch or sit on insulating material without touching the ground or your head with your hands.

Rafting

Please refer to specific Rafting Policies for more information.

Swimming

Policy

•Prior to swimming, survey the area for hazards. Personal Flotation Devices must be worn in either these situations on all trips: 1.)moving water or 2.) in non-moving water that is over the waist level.

Sea Kayaking

Policy

•Trip Leaders must give safety talk to participants prior to entry on water.
•All leaders must wear a PFD, knife, w histle and rescue rope system. Only leaders with prior training of these tools should have them on trips.
•All participants must wear a PFD and whistle while on water.

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Lewis & Clark College Outdoors

Policies & Procedures

Expectations and Conduct

Appropriate professional and personal conduct helps College Outdoors and trip leaders maintain an exceptional reputation and safety record.
Before each trip, leaders should provide a verbal "Behavior Contract" with participants. The contract may help establish trip goals and a positive dynamic for every trip.

Three elements of a group behavior agreement can help provide a foundation for the contract:

•Provide a positive emotional and physical environment for *everyone*

•Working together in a large group

•Agree to give and accept feedback from everyone

Post Trip Report

Trip Leaders are expectd to complete a Post Trip Report and submit it to the CO Office by email or online. Please see www.lclark.edu/dept/outdoors/posttripreport.html for the online form.Please submit staff assessments or concerns to the College Outdoors Director.

Leadership Roles

Trip Leaders for College Outdoors are some of the most important individuals of the program and they are critical to a successful trip. We hire trip staff for their leadership, experience and good judgment. In all cases, the Trip Leader should be a mentor to the Assistant Leader or Student Coordinators. A feedback process can help leaders expand their skills and abilities.

CO Staff Conduct

All employees and trip staff of College Outdoors must adhere to employee guidelines of the College. Please look at www.lclark.edu/hr for more information.

Antidiscrimination & Harassment

CO and Lewis & Clark College are determined to create a positive environment free from harassment and discrimination. All students and staff should strive to keep the College Outdoors program free from any conduct that discriminates based on race, color, sex, religion, age, marital status, national origin, the presence of any physical or sensory disability, veteran status, sexual orientation or any other basis protected by applicable local, state or federal law.

Alcohol, Tobacco & Drugs

We want to promote a healthy setting for everyone in our program. We ask that all leaders and participants do not use alcohol, tobacco or recreational drugs while on College Outdoors trips.

Exclusive or Sexual Relationships

In order to create a positive group dynamic where everyone can enjoy the group experience, we request that couples postpone exclusive or sexual relationships during trips. Participants engaging in exclusive relationships risk losing out on the group experience, can alienate themselves and others and can create unneeded tension.

Nudity

We kindly ask that public displays of nudity not be a part of the CO trip experience. These displays may offend other people and our program risks losing our permits from the affliated land management agencies.

Complaints

All complaints or concerns regarding any policy or procedure should be directed to the College Outdoors Staff, Director or you may enter formal procedures under the guidelines of Lewis & Clark College.

Trip Scout

We ask that trip leaders be familiar with the area to which they are going. We prefer that trip leaders know trails, river ways, and travel routes of the area they will be going. This requirement can change with the Director's consent.

Medical & Emergency Protocol

All trips at least two hours away from "definitive care" are required to have a current W.F.R. or W.E.M.T. leader on the trip. This leader is expected to act within the limits of their training and follow established wilderness medicine guidelines. Emergency situations can often be unique challenges and we realize that whether and how to act in an emergency is on a case basis. Training and good judgment are your best tools.

Medical Policy

•All trip leaders must have a first aid kit on all trips.

Medical & Evacuations Procedure

•In an emergency, please follow the Emergency Response Guide located in your trip binder and First Aid Kit.
•For all medical protocol and evacuation procedures please refer to the WMI protocol for your level of training. Copies are available at the CO Office upon request.
•There are special College Outdoors Anaphylaxis and Asthma Protocols. Please refer to the back of the trip binder and First Aid Kits for specifics.
•All accidents, near misses, illnesses, or other incidents that occur during the trip, for both students and staff, must be reported to the Director. Please fill out an Incident Report located in your trip binder.
•Please bring extra warm clothes on trips for emergency situations.

Search and Rescue Procedure

If a member of the trip becomes lost, a hasty search should be done immediately. After three hours of conducting an initial search, or when otherwise deemed appropriate by the trip leaders, Emergency Response Guidelines should be activated.

• Travel with a buddy or in a group system except in a case of an emergency.
• Separating groups is allowed on CO trips. Each small group must have a designated leader. Plan for any contingencies prior to separating and agree to a meeting spot and time.
• Being Lost Training- Trip Leaders should communicate these essential "lost" procedures to everyone prior to separation:

1. Stop where you are!
2. Remain Calm
3. Blow three short whistle blasts on whistle every minute until you are located.