

TRIP ORGANIZATION

- Follow camping, fire, and recreation regulations from applicable land management agencies (see USFS, BLM, and other permits).
- Participants under the age of 18 must sleep in single gender rooms or tents.
- Appropriate closed-toed footwear is required in camp, hiking, and on water based trips.
- No pets are allowed on CO trips.

CAMPING PROCEDURES

- Minimize environmental impact by using Leave No Trace (LNT) principles. Safety considerations do take priority over LNT practices.
- Consider the four W's when selecting a campsite: wind (exposure), water, wildlife, and widow-makers (dead trees).
- 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 activities, leaders should choose an appropriate area and ensure emotional safety referencing the "Behavior Contract" where appropriate.



SANITATION PROCEDURES

- Wash with soap before eating and after going to the bathroom.
- Portion communal food (i.e. GORP) using the pour method.
- Discourage participants from sharing water bottles and utensils.
- Teach participants about proper procedures for AquaMira, sanitize all untreated water by chemical or boiling methods.
- Follow all LNT waste directives for the area your program area.

GROUP TRAVEL PROCEDURES

- Travel lightly and quietly. CO groups are large; yield the right of way to other parties if possible by stepping off the path.
- Travel at least 6 feet from any steep precipice when possible.
- If lightning comes within five miles (25 seconds flash to sound) of the group, get out of high areas, spread out the group (electricity spreads by ground current), and crouch or sit with your feet together on insulating material without touching the ground or your head with your hands. If a vehicle or building is nearby, get inside to shelter.



ACTIVITY SPECIFICS

HIKING

- Unclip backpack waist straps and use a walking stick or lining method to safely cross streams.

RAFTING

Please refer to specific Rafting Policies and Procedures for more information.

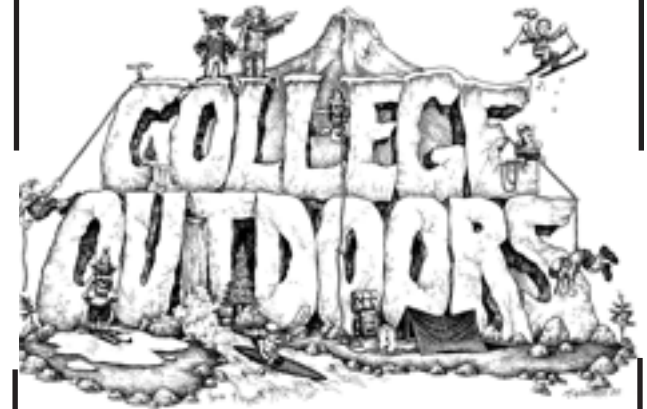
SWIMMING

- Prior to swimming, survey the area for hazards.
- PFDs must be worn in moving water with a depth greater than knee deep in any place in the body of water (i.e. rivers), even if you are only entering to a depth of less than knee deep. Bodies of moving water where the max depth is less than knee deep (i.e. streams) can be entered/crossed without PFDs, as long as conditions are safe to do so.
- PFDs must be worn when entering non-moving water beyond waist level.
- Participants may only swim without a PFD if a non-College Outdoors lifeguard is present. A leader or participant with a

KAYAKING

- Trip Leaders must give safety talk to participants prior to entry on water.
- All leaders must wear a PFD, whistle, have access to a river knife and rescue rope system.
- All participants must wear a PFD and whistle while on water.

Lewis & Clark



Policies & Procedures

Lewis & Clark College
College Outdoors
0615 SW Palatine Hill Rd MSC 188
Portland OR 97219
503.768.7116

EXPECTATIONS

Appropriate professional and personal conduct helps College Outdoors and trip leaders maintain an exceptional reputation and safety record. Before each trip, leaders should discuss a "Behavior Contract" with participants. Clearly outlining expectations and goals will create a positive group dynamic for each trip.

Elements of a group behavior contract facilitating a fun, safe trip include:

1. Providing a positive emotional and physical environment for every person.
2. Working together. Complement each other's efforts instead of duplicating them.
3. Agreeing to give and accept feedback from everyone.
4. Challenge by choice.

ANTIDISCRIMINATION & HARASSMENT

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

DRUGS, ALCOHOL & TOBACCO

We want to promote a healthy setting for everyone in our program. All leaders and participants are to refrain from using recreational drugs, alcohol, and nicotine (excluding nicotine gum or patches) 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 affiliated land management agencies.

SPECIAL ACCOMMODATIONS

College Outdoors makes accommodations for participants with special needs and/or physical limitations whenever those accommodations can be offered reasonably and when the risks to the participant and other people on the trip can be managed adequately. For each outdoor activity, there are risk management policies and/or procedures the special needs participant must agree to follow in order to participate.

COMPLAINTS

All complaints or concerns regarding any policy or procedure should be directed to the College Outdoors Director or professional staff. You may also enter formal procedures under the guidelines of Lewis & Clark College.

STAFF RESPONSIBILITIES

All employees and trip staff of College Outdoors must adhere to employee guidelines of the College. Please refer to www.lclark.edu/offices/human_resources for more information.

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 and Student Coordinator. Engaging in feedback among the leadership team can help leaders expand their skills and abilities. Please refer to the leader ladder for further details.

PRE TRIP PREPARATION

Prior to trip departure tripping staff is expected to have completed the following necessary steps:

- Be familiar with the trip location and logistics including trails and travel routes. Use scouting trips and post trip reports or baseplates to aid in trip execution.
- During the pre-trip meeting it is important explain the associated risks and hazards of the trip, activity specific. Also, ask participants their skill level to help you determine the degree of difficulty for the trip.
- Emphasize the value and importance of waivers and medical forms in terms of liability. If participants do not complete either of these forms they will not be permitted on the trip.
- Use all checklists provided in their trip binder.
- Trip staff is expected to be trained and cleared to drive College Outdoors vans and trailers.

MEDICAL & EMERGENCY PROTOCOL

All trips at least one hour 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-by-case basis. Training and good judgment are your best tools.

MEDICAL POLICY

- Trip leaders must carry a first aid kit on all trips.
- In an emergency, follow the Emergency Response Guidelines located in your trip binder and first aid kit.
- Refer to the WMI protocol for your level of training for all medical protocol and evacuation procedures.
- Refer to the trip binder and first aid kit for specific CO protocols for anaphylaxis and asthma.
- All accidents, near misses, illnesses, or other incidents that occur during the trip, for both students and staff, must be reported to the Director. Email an incident report to the Director immediately following your trip.
- All trips must bring an extra sleeping bag and an extra warm clothes bag for emergency situations.

SEARCH & RESCUE PROCEDURES

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

- Always travel with a buddy or in a group.
- Separating groups is allowed on CO trips. Each small group must have a designated leader. Plan for contingencies prior to separating and agree on a meeting spot and time.
- Trip leaders should communicate essential "lost" procedures to everyone prior to trips:
 1. Stay where you are.
 2. Remain calm.
 3. Blow one whistle blast every minute until you are located. Use sets of three short whistle blasts if you are in an emergency situation.