Lewis & Clark College Outdoors Policies & Procedures

Healthy Practices

- Submit an accurate and complete **Health & Diet Form** in advance of your trip, so the trip leadership can support your physical and mental health needs, as well as provide appropriate food.
- Agree to and sign the "Acknowledgment and **Assumption of Risks** and Agreements of Release and Indemnity" form.
- Refrain from the use/possession of any drugs, alcohol, or nicotine. **Smoking, vaping, and alcohol consumption are prohibited** on College Outdoors trips, even for those who are of age. Cannabis consumption, including for medical purposes, is prohibited at L&C in accordance with federal accreditation requirements. Nicotine patches and gum are permitted, and you are responsible for taking care of your needs appropriately and bringing your own if needed.
- If you have been prescribed an **Epinephrine Injector (EpiPen), Inhaler**, or other emergency life-saving medication, inform the trip staff and carry it with you at all times. It's your responsibility to know the recommended temperature storage range for your medication, and make arrangements to keep them at an appropriate temperature.
- Practice good sanitation:
    - Use the "**pour method**" for group snacks such as trail mix or chips: pour them out into your hand or a dish, don't reach your hand into the group container
    - **Wash your hands** with soap and water before eating and after going to the bathroom. If soap and water are not available, use hand sanitizer.
    - Follow **sanitary dish washing** procedures: Follow instructions for dish sanitizer machines or dish washers, or use the "**four bucket**" system for washing dishes by hand: rinse, soap wash, rinse, bleach soak, air dry.
    - **Treat natural water** sources before consumption. Treatment methods may include chemical treatment, filtration, or boiling.
    - If you are sick, consider wearing a mask to prevent the spread of illness to others, especially when in confined spaces such as a van, and be extra diligent about hand washing and sanitizing..

Water Policies

- Follow all instructions and safety practices described by trip leadership and explained during the "paddle talk".
- **PFDs** (Personal Flotation Devices, or "lifejackets") must be worn in the following conditions:
    - In any moving body of water (such as a river, creek, or estuary), wear a PFD at all times. For example: on a rafting or kayaking trip. However, streams which are less than knee-deep at the deepest point can be crossed without a PFD. For example, crossing a stream along a backpacking route.
    - In non-moving water (such as a lake, pond, or pool), you must wear a PFD when entering the water to a depth deeper than your waist.
    - If a lifeguard is on-duty (including a surf instructor during a surf clinic), you are not required to wear a PFD. Note that this only applies to a lifeguard who is officially on-duty; just having a member of the group or a member of the leadership team certified as a lifeguard does <u>not</u> mean you can forgo PFDs.
- **Wading in the ocean (without a PFD) is only permitted up to ankle-deep.** You can dip your toes in, but be cautious not to have a wave sweep up on you**. The Pacific Ocean in Oregon is home to dangerous and deadly sneaker waves and rip tides!** Being in the ocean is only permitted on surf clinics when leashed to a surf board, and when wearing a PFD in certain places that have been approved by CO staff.
- **Closed-toed shoes are required** at all times for water activities, except when explicitly exempt.
- During stream crossings, unclip backpack straps and use a trekking pole(s) and/or in-line support methods to cross as a group.

Environmental Safety

- Appropriate **closed-toed footwear is required** during College Outdoors activities at all times unless specified.
    - Bare feet/exposed toes are ok indoors, unless you are in a cooking/dining area or there are other hazards
    - Bare feet/exposed toes are ok on a sandy beach once it has been checked out by the trip leader, as long as you are below the high-tide line (where debris washes up), and it is daylight.
- **No pets** are allowed on College Outdoors trips.
- Do not interact with or touch stray pets or wild animals during College Outdoors activities, as this could result in bites requiring a trip to the clinic. Pets may be petted with permission from the owner, but keep in mind they may have picked up poison oak or ticks on the trail.
- Stay at least **6ft away from any cliff** or precipice.
- Carry a **whistle** at all times. College Outdoors will provide a whistle to wear around your neck. Be sure to keep it on you (not in your pack), when you leave the trail/camp to use the restroom.
    - If you get lost, stay where you are, remain calm, and use single whistle blasts to signal your location until someone finds you. Pause between each whistle blast to listen, once you hear a whistle reply you can use call-and-response whistles back and forth until you are found.
    - Sets of 3 sharp whistle blows, with a pause in between, is the universal "SOS" signal. Use this if you need immediate emergency medical help/rescue.

- In case of **lightning,** follow the **30/30 rule:** When lighting is within six miles (30 seconds flash to sound) of the group, seek immediate shelter in a vehicle or building. If none are available, get out of high areas and away from lone tall objects, 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. Remain until it has been more than 30 minutes since you heard thunder.
    - If it is nighttime and you are camping in tents with no vehicle or building nearby, remain in your tent while you assume the lightning position, unless you have made camp in an exposed location. In that case, move to safer ground.

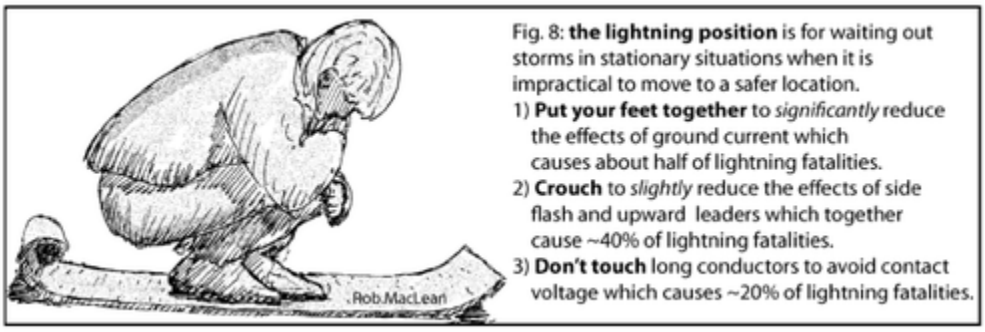
a. 

Fig. 8: **the lightning position** is for waiting out storms in stationary situations when it is impractical to move to a safer location.
1) **Put your feet together** to *significantly* reduce the effects of ground current which causes about half of lightning fatalities.
2) **Crouch** to *slightly* reduce the effects of side flash and upward leaders which together cause ~40% of lightning fatalities.
3) **Don't touch** long conductors to avoid contact voltage which causes ~20% of lightning fatalities.

- Follow camping, fire, and recreation regulations from applicable land management agencies (see USFS, BLM, and other permits).
- Use knives only as intended for food preparation or as directed by trip staff.
- Follow leader instructions for activities and camp procedures. This is both for your safety and to **minimize impacts on the environment**.

Community Standards

- **Request accommodations in advance of the trip with as much notice as possible.** College Outdoors can make accommodations for participants with additional 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. Review the Essential Eligibility Criteria.
- **Refrain from exclusive, romantic, or sexual relationships** during trips. This will help create the best group experience for yourself and all involved.
- Maintain an open attitude of friendliness and helpfulness, and avoid exclusive friendships that may be seen as cliquey.
- **Refrain from displays of public nudity**. These displays may make others uncomfortable, and this behavior may risk our program losing our permits from affiliated land management agencies.
- **Respect other people** in the outdoors: yield the right of way by stepping off the path, use respectful language, keep noise to a reasonable level, and observe campground quiet hours.
- Follow your group's agreed upon "**Behavior Contract**" clearly outlining expectations and goals for a positive group dynamic
- Direct concerns and complaints to the College Outdoors Director or other professional staff. A feedback form is available for each trip. You may also enter formal procedures under the guidelines of Lewis & Clark College (For example, you can report incidents of bias through the WIN network).

Leader Responsibilities

- Know, role model, and enforce College Outdoors policies and procedures
- Fulfill your role as a Trip Leader (TL), Trip Specialist (TS), Assistant Leader (AL), or Student Coordinator (SC) as outlined under the **"responsibilities" of the** **Leadership Trail**
- **Follow all checklists**. The Trip-Prep Checklist should be completed no later than day prior to the trip start date.
- For water-based activities, give a complete **paddle safety talk** (using the provided outline), and carry appropriate water safety gear (tow rope, throw bag, flares, etc.)
- **Teach camp procedures** for safe stove use, dish washing, appropriate waste disposal, water purification, and other elements of campcraft to minimize risks and environmental impacts.
- Complete and submit **incident reports** for accidents, near misses, illness, and other incidents
- Commit to the **College Outdoors Community Standards Contract**. As a member of College Outdoors (CO) leadership, you are expected to be a role model on the trips you lead and within the LC community. Other students will look up to you, and you are a representative of the College Outdoors program on and off trips. It's your job to demonstrate leadership, inclusivity, responsibility, and professionalism.
- College Outdoors Trip Leadership and/or Drivers must be **completely sober, unimpaired, rested and ready to drive and respond to emergencies**. No alcohol or other intoxicating substance may be consumed for a minimum of 8 hours prior to any trip. Depending on an individual's metabolism and quantity of consumption, more than 8 hours may be required to achieve complete sobriety.
- **Driving is the most dangerous thing we do!**
    - Practice defensive driving. Park facing out and ready for departure whenever practical to do so.
    - Only those cleared to drive for College Outdoors should drive a College Outdoors vehicle.
    - The co-pilot should also be driver cleared when possible. It is their responsibility to assist the driver, navigate, and control music and temperature.
    - The driver should not eat, use a phone, navigate, or manipulate the console (temperature, music, etc).
    - Return vehicles with the gas tank at least ¾ full (fill up within 75 miles of campus). Keep the gas tank more than ½ full, and check routes for gas station options ahead of departure. It may be many miles between stations in rural areas!
    - Complete vehicle checks before each trip.
- Carry a College Outdoors **first aid kit** during all off-campus activities.
- Follow the Emergency Response Guidelines document (located in your trip binder, vehicle binder, green pouch, and first aid kit)
- Follow NOLS guidelines for your level of training (WFR) for all medical protocol and evacuation procedures. Refer to the handbook in your first aid kit.
- **Practice risk management**: familiarize yourself with the location/activity risks, communicate to participants, make risk-assessment decisions in the field, and call pro staff for help.
- Read the **Post Trip Report (PTR)** and plan your trip. Check in with pro staff to review/adjust your itinerary in advance of Pre-Trip Meetings (PTMs) for Fall Break, Spring Break, and during training days for New Student Trips.
- **Review Health & Diet forms**, follow up as needed, and maintain confidentiality.
- Engage in **feedback** with your leadership team and pro staff.