OP Trip
Initiator’s Handbook
Table of Contents

♦ What is a Trip Initiator?
♦ Outdoor Program Philosophy
♦ Elements of common adventurer
♦ Leadership Philosophy
♦ Consensus decision making
  ▪ Facilitating consensus
♦ Ethical considerations
♦ Liability
  ▪ Minimizing liability
  ▪ Equipment liability
♦ Outdoor program statement and assumption of risk
♦ Outdoor program drug and alcohol policy
♦ Allard and Casey memorial safety library
  ▪ The gear
  ▪ Accidents or injuries
  ▪ Emergency considerations
♦ Planning a trip
  ▪ General resources
  ▪ Trip sheet
  ▪ Vehicle reservations
  ▪ Equipment
  ▪ Trip Step Summary
  ▪ Outreach
♦ Transportation
  ▪ Insurance and gas
  ▪ Driving policies
  ▪ Trailers
♦ Trip Key Packet
♦ Pre trip meeting
♦ The barn
♦ Master trip checklist
  ▪ Barn departure checklist
  ▪ Van checklist
- Trailer checklist
- Collection and payment
- Responsibility and payment of debts
- Leave no trace: outdoor ethics
- Leave no trace: paddlers footprint
- Reference Information and Tips
  - Lightning policy
  - Hiking and backpacking
  - Camping
  - Mt. biking
  - Rock climbing
  - Mountaineering
  - Snowshoeing
  - Cross country skiing
  - Back country skiing
  - Remote wilderness travel
  - Technical skills: Water based
  - River Dynamics
  - River Dangers
  - River rafting
Welcome to the Outdoor Program!

The U of O Outdoor Program (OP) has more outdoor resources than almost any other outdoor program in the country, but our single-most important resource at the OP is the Trip Initiator. The trip initiator brings it all together and is the heart of each trip. This handbook is designed to help you make it happen!

What is an OP Trip Initiator?

In short, an OP Trip Initiator is a student of the U of O or any other community member who wishes to conduct a cooperative trip through the OP.

To become an initiator, everyone must go through the Trip Initiator Clinic. Unlike many outdoor leadership clinics, the Trip Initiator Clinic prepares people to become a different type of leader.

Anyone can be an initiator, whether a veteran or a beginner at outdoor travel. The beauty of initiating a trip through the OP is that the trip initiator is an equal participant on the trip. Initiators are neither liable for the other trip participants, nor are they responsible for all the group decisions and logistics. The initiator’s job is to essentially get the ball rolling and then facilitate communication between trip participants. The trip initiator is not a paid guide, but a volunteer and participant.

Benefits to being an initiator:

• Plan trips when and where you like.
• Free Outdoor Program personal gear rentals (e.g. snowboards, sea kayaks, clothing, tents, etc.)
• Ski free at a number of resorts
• Discounts on events such as the Wilderness First Aid course
• Opportunity for personal growth and challenge
• Pleasure of turning other folks onto the outdoors
• Meeting like minded people
• Fantastic real job skills--looks great on a resumé!

Trip Initiator Clinic

To become an OP Trip Initiator, one must attend a two hour long clinic. Unlike many outdoor leadership courses that provide certifications and training, the OP Trip Initiator Clinic simply acquaints one to the OP cooperative philosophy, the unique leadership role of the initiator, and our facilities and procedures.

The clinic is usually offered twice per term depending on the amount of interest shown. The OP announces the Trip Initiator Clinic in our newsletter that is published every academic term. Both clinics are generally held on the weekdays in the early evening. If these times do not work with your schedule, notify the OP staff. Sometimes special arrangements can be made to offer clinics at alternate times.

In order to drive the OP vans, a driving check must be performed and van training must be completed. session must be attended at another date. This is a brief training session that lasts from 1.5 to 2 hours.

Part I: The OP Resource Room

The first part of the clinic is held in the OP Resource Room in the basement of the EMU. This part covers OP cooperative and leadership philosophy, liability, trip planning, conducting pre-trip meetings and how to obtain a Trip Packet (different than the Trip Initiator Handbook). The first part generally takes 1 to 2 hours.
Part II: The Barn

The second part of the clinic is held in the Barn. The second part familiarizes one with the OP’s gear, how equipment checkout procedures work, and the faxing of a liability form. The clinic generally runs 1 to 2 hours.

Outdoor Program Philosophy

Outdoor Program trips are open to all those that have the necessary time, resources, skill or willingness to learn. Pre-formed or closed trips are not allowed. One of the primary goals of the OP is to encourage the sharing of skills, ideas and to provide a place where everyone is welcome. This philosophy of open trips has been strongly supported by participants and is carefully monitored.

Equal sharing of all aspects of an adventure is another important part of the program’s philosophy. The trip initiator pays the same amount as others, and all responsibilities, chores, and decisions are equally distributed throughout the group. Limited liability exposure among the group avoids commercial status on controlled rivers and lessens the work load on the trip initiator. Finally, the OP philosophy stresses environmentally sound activities, carried out in a safe and noncompetitive atmosphere. The feeling on trips is one of cooperation and support rather than competition.

Elements of Common Adventure

- **Independence & Personal Responsibility** - society benefits when people think for themselves, are free to express their ideas, and accept personal responsibility for their actions.
- **Simplicity** - simplicity in trip organization is efficient and productive.
- **Community** - trip participants feel the greatest amount of satisfaction when all members are integrally involved in the process of working towards goals.
- **Experiential Learning** - Common Adventure trips allow participants to try out new ideas and practice self-directed learning.
- **Cooperation and Teamwork** - cooperation and teamwork skills are vital to successful trips.
- **Physical Activity** - physically strenuous outdoor activities are indispensable for an individual's health and well-being.
- **Low Cost** - maximum access to the outdoors is afforded through low cost experiences that
share actual expenses.

- **Non-commercial** - Common Adventure trips offer an alternative to commercial trips that may be more concerned with profit than with the personal growth of participants.

- **Horizontal Structure** - people perform best, have more ownership and care more about mutual goals when in horizontally structured groups.

- **Emphasis on Democratic Ideals** - participatory decision-making and consensus building creates better and more creative decisions.

- **Participatory Safety** - overall safety is increased when all members of the group participate in watching out for one another.

- **Care of the Natural Environment** - Common Adventure trips emphasize the importance of low impact camping and the care and protection of the natural environment.
Leadership Philosophy

Out of the many forms of leadership, the consensus leadership model seems to be the most effective and practical philosophy. It is the most common form of decision making that a small group of friends typically uses. Instead of a formal vote on decisions, the group and group leader attempt to facilitate decisions that everyone can live with. This involves compromise, communication, and maturity. It also requires time and experience. In the consensus model, the trip initiator acts as a facilitator, bringing individuals’ ideas out and helping to design decisions rather than simply make decisions. This ensures that all participants will be involved in the adventure. Most groups realize that in matters of rescue or first aid, speed is of the essence and specific participants emerge as leaders who have the most skill to deal with the problem. Useful skills such as EMT or WFR certifications should be exposed and shared at the pre-trip. It is important to remember that the initiator is not a guide, and not necessarily in charge in emergency situations.

Consensus Decision Making

Consensus is mutual agreement among team members that all legitimate concerns of individuals have been addressed by the group and everyone agrees to support the decision. It is important to remember that a consensus decision does not mean that everyone agrees. It does mean that all members have had an opportunity to express their opinions and feel that the group has listened to them.

There is no one right way to make decisions. The best style of decision-making is determined by the situation. The best managers and teams know when and how to make decisions based on an understanding of the environment, the people and the priorities. Through consensus, we are not only working to achieve better solutions, but also to promote the growth of community and trust.

A group committed to consensus may utilize other forms of decision making (individual, compromise, majority rules) when appropriate; however, a group that has adopted a consensus model will use that process for any item that brings up a lot of emotions, is something that concerns people's ethics, politics, morals or other areas where there is much investment.
Steps in Facilitating Consensus

1. Make sure everyone is heard from and feels listened to. Avoid arguing for your own position. Present your position as clearly as possible. Listen to other team members’ reactions and comments to assess their understanding of your position. Consider their reactions and comments carefully before you press your own point of view further.

2. Do not assume that someone must win and someone must lose when a discussion reaches a stalemate. Instead, look for the next most acceptable alternatives for all parties. Try to think creatively. Explore what possibilities exist if certain constraints were removed.

3. Do not change your mind simply to avoid conflict, to reach agreement, or maintain harmony. When agreement seems to come too quickly or easily, be suspicious. Explore the reasons and be sure that everyone accepts the solution for basically similar or complementary reasons. Yield only to positions that have objective or logically sound foundations or merits.

4. Avoid conflict-reducing techniques such as majority vote, averaging, coin toss or bargaining. When dissenting members finally agree, do not feel that they have to be rewarded or accommodated by having their own way on some later point.

5. Differences of opinion are natural and expected. Seek them out, value them, and try to involve everyone in the decision process. Disagreements can improve the group's decision. With a wider range of information and opinions, there is a greater chance of that the group will hit upon a more feasible or satisfactory solution.

6. Evaluate the results later; revise if needed. When a proposal seems to be well understood by everyone, and there are no new changes asked for, the facilitator(s) can ask if there are any objections or reservations to it. If there are no objections, there can be a call for consensus. If there are still no objections, then after a moment of silence you have your decision. Once consensus does appear to have been reached, it really helps to have someone repeat the decision to the group so everyone is clear on what has been decided.
Advantages of Consensus Decision Making

* Members are more likely to support the decision
* Provide for a win-win solution
* Facilitates open communication
* Requires members to listen and understand all sides of the issue
* Sets the stage for an action - Who, What, Where, When.
* All members share in the final decision.
* Everyone's opinions are used and encouraged.

Ethical Considerations

As an Outdoor Program Trip Initiator, you are expected to abide by some basic general guidelines.

- Honesty about yourself, your skill level and experience, and about the information you relay to participants to the best of your ability
- Be honest about rigor and involvement of the trip, or ease and accessibility
- Conduct your trips practicing minimum environmental impact. Take the opportunity to teach and learn best practices and set a good example in creating the lightest possible footprint.
- Maintain sensitivity and respect to the right and dignity of participants, including aspects of cultural, age, gender, race, ethnicity, language, religion, sexual orientation, disability and the sharing of medical information
- Conduct your trips using a consensus process to the best of your ability. OP trip liability and philosophy are based on a consensus process where all participants have a voice in decision making and share the work, responsibility and costs of the trip.
- Challenge by choice. Participants should never be made to do anything they do not want to do. A participant may choose to sit out an activity and this right is to be respected by others in the group.
- Be prepared the best you can. Show up early to outings and pre-trip meetings and be ready to discuss the aspects of the trip.
- Do not allow personal problems, judgments, or drug and alcohol use to interfere with your role as facilitator.
Liability

The Outdoor Program operates under a legal concept known as “common adventurer”. This concept holds that the initiator cannot be liable if a group undertakes a trip with everyone having the same understanding of what is expected, the same access to decision-making, and the same financial responsibility. This concept will afford significant liability protection as long as you do not withhold information, intentionally mislead people, or act in what is called a “grossly negligent” manner. There is never total protection from lawsuits, however, no matter what style of leadership. In fact, participants can incur liability just as easily as trip initiators, if they act in a grossly negligent manner.

In addition, the State of Oregon has given broad protection to activities that involve “wilderness travel,” saying that participants accept the risks that are inherent in such high-risk sports. The Outdoor Program requires that all participants sign the OP Liability Waver providing documentation that demonstrates that participants have read Statement and Assumption of Risk.

To Minimize Liability

- Communicate to the group the common adventure principles. For example, no paid guides, and decisions, safety, and costs are shared equally among all participants.
- Be honest about your skills and knowledge.
- Don’t “sell” your trip by minimizing dangers and difficulties.
- Clearly communicate potential dangers of your trip. For example, if you are initiating a river trip, let everyone know the dangers involved with white water river running.
- Involve everyone in decisions.
- Never coerce people to do something they don’t want to do.
- Encourage participants to be responsible for their own actions.
- Make sure every participant signs an OP liability waiver.
Equipment Liability

Each group is responsible for equipment used. For very equipment intensive trips (e.g. raft trips), the responsibility is often shared by the group. This means that the costs of replacing any damaged or lost equipment is shared among the group. Sometimes individual responsibility may be more practical. The issue of how to pay for potentially damaged or lost equipment is something the group should discuss before the trip.

Vehicle & Trailer Liability

The U of O has a $250 per incident deductible for damage to university vehicles and equipment. OP groups are responsible for this deductible in the event of an accident.

UO Outdoor Program

Statement and Assumption of Risk

I understand that the OP operates under Common Adventure liability principles. Trips posted on the OP trip board are considered private cooperative trips using and renting resources of the OP Equipment Co-op. Trips posted on the Co-op trip board are posted by interested participants, they are not offered by the Outdoor Program administration. Outdoor Program employees, when on trips or initiating a trip, are not representing the program; they are participants like any other trip member. Trip initiators are not employees or agents of the program, they are not paid leaders or guides, and may have no special training in the activity or in outdoor leadership. All participants pay an equal share of group trip expenses. All decisions and safety are the responsibility of the group and are to be made on a consensus basis. If you do not feel comfortable with the membership of the group for any reason, you should not participate. If you do not feel comfortable with a group decision, you should clearly state that to the group and engage the consensus process. Do not do anything that you are not comfortable with.
I understand that this outing may be physically and emotionally demanding. I understand that it may involve activities in rugged terrain in all extremes of weather, far from any professional or medical services. I understand that rescues may take more than 24 hours and all medical and rescue costs are my responsibility. I understand the importance of obtaining sufficient medical and accident insurance before participation in the activity.

I understand that I may be exposed to real risks of injury, or even death, for such hazards or events as falls, rock-fall, avalanches, lightning, river crossings, hypothermia, frostbite or cold injuries, bites, stings, drowning and accidents traveling to and from the activity site. I understand that equipment may fail, and that such failure could cause or contribute to my injury or death.

I acknowledge that the Outdoor Program, the trip initiator and other participants cannot foresee all the risks and hazards associated with this outing. I acknowledge that my safety is my personal responsibility, and that my safety depends upon my use of good judgment and participation in the group consensus process. I understand that I can reduce risks by paying careful attention to the environment, my physical and emotional state, the condition of all safety related clothing and equipment, and be participating only in those activities within my mental, physical and skill capabilities. I will not engage in any activity unless I have considered it carefully, believe it to be safe, and accept responsibility for all related risks. I will not use illicit drugs or engage any illegal activity while on an OP Co-op trip.

I understand that the State of Oregon, the University of Oregon, the EMU Outdoor Program, its agents officers and employees shall assume no responsibility or liability for me for accident, illness, or loss of or damage to personal property resulting from participation in this outing.

Your signature on the front of this form indicates that you have read and accept the risks stated above. Signing this release is required before going on any Outdoor Program outing.
Outdoor Program Drug and Alcohol Policy

OP trips are cooperative in nature and organized by the participants, rather than packaged and offered by OP administration. As such, the planning, execution and decision-making on a trip lies in the hands of the participants to make their own best choices. However, the OP exists within the campus and state government environments, and OP trips are considered University sponsored events. When you are on an OP trip, especially when using state-owned vehicles, you are representing the Outdoor Program and the University. Your responsible behavior is crucial to the OP’s cooperative viability. Please enjoy the natural high of exploring outdoors and leave other substances at home.

OP trips and participants fall under the jurisdiction of the student conduct code and other university policies. The conduct code seeks to “encourage the development of good decision-making and personal integrity”, and the UO may impose disciplinary sanctions against students or student groups (OP) whose conduct is inappropriate. The Student Conduct Code specifically prohibits illegal behaviors such as underage drinking, illicit drug use, and any alcohol consumption “except in such areas and at such times as the University authorizes.”
State vehicle rules specifically prohibit the transportation of illegal drugs or alcohol in a state vehicle. To be specific, you may not transport drugs or alcohol with an OP van or state motor vehicle inside the vehicle, on the roof rack, in a trailer, or by any other means.

Participants found violating this policy will be asked to discuss the incident and review OP drug and alcohol policy with OP staff. Loss of privileges, access to the Outdoor Program, reporting of the incident to the Student Conduct Code officer and other sanctions may be imposed. Underage drinking, illicit drug use and participating in safety demanding activities such as river running, climbing, driving etc. while under the influence of drugs or alcohol, are **absolutely not welcome** at the Outdoor Program and violators will incur serious consequences.

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**The Allard & Casey Memorial Safety Library**

**Background**

On November 5, 1995, U of O students Frank Allard and Michael Casey were caught in an early winter blizzard while backpacking and climbing on a private trip in the Three Sisters Wilderness. The Library makes use of a variety of state-of-the-art wilderness safety and rescue gear available for the use of the student body at no cost.

**General Safety Philosophy**

The goal of the Memorial Library is to make outdoor safety equipment available to UO students in order to lessen the risks inherent in wilderness travel. Safety is the responsibility of the individual and to a lesser extent, the group that the individual is a part of. Each individual and group must take advantage of all resources available, in order to make safe decisions in high risk outdoor activities. Those resources include personal outdoor skills and experience, proper equipment, common sense, good judgment, careful planning, weather awareness, and much more.
The safety and rescue equipment available from this library can, at best, serve as only one small part of a total safety effort. **One should never make a decision whose success counts on the usability, accuracy, or effectiveness of electronic equipment!** This means that you should not undertake an activity with electronic aids that you would not undertake without those aids. Don’t be lulled into a false sense of security just because you have an electronic aid with you!

**The Gear**

**Personal Locator Beacon (PLB)**

When activated, the PLB transmits a coded radio signal that is transmitted via satellite to a ground station that will respond to the distress signal and send the appropriate SAR response team. With the PLB it is possible to determine the exact location of the source of the distress signal. The unit is powered by self contained long life batteries.

**VHF Radios**

VHF radios are exclusively for use while on the water, primarily sea kayaking and sailing. They have a range of between 15-30 miles, and are very useful for obtaining marine weather forecasts, for communicating with the Coast Guard and with other boats.

**GPS Units**

Garmin Global Positioning System (GPS) units are available for use as navigational aids in wilderness travel. Utilizing satellites, the system is accurate to within 300 feet. It’s most common use in backcountry travel is to aid a traveler in returning to a particular point, such as camp or the car. They are also extensively used in sailing.

**Avalanche Transceivers**

Backcountry Access digital transceivers are available to aid in locating persons buried by avalanches. A video is available for training purposes. Selection of a safe route and observing avalanche warnings are your best ways of avoiding an avalanche in the first place however.

**Avalanche Probes & Shovels**

Both sectional probes and lightweight shovels are available. This equipment is essential in addition to the transceivers for locating and extracting persons buried by snow.
Iridium Satellite Phone

This phone was bought by the OP to provide a means of communication for the expedition-style trips. The phone works from anywhere on the planet.

Books and Videos

A wide variety of instructional videos and books are available at the Library. Topics include mountain rescue, avalanche awareness, river rescue, GPS instruction, and wilderness first aid to mention a few. The materials are available on a reference room basis. A copy machine is located at the Library.

Emergency Considerations

- Remain Calm
- Gather and encourage those around you to remain calm
- Survey the scene. Make sure the situation is safe or take action to secure the scene or victim. Do nothing that creates more victims out of rescuers.

Missing person SAR tips:

- Unless hazards are present, keep the group at the point last seen.
• Find out who last saw missing person. Document what wearing, where last seen and headed, supposed mental and physical status and what the person may be carrying. Form a search party or parties, ideally with at least 3 people if situation allows. Define best search areas and agree on a reasonable time for a check in.
If the person is not found within a reasonable amount of time contact appropriate authorities in the area, to aid in the search (i.e. 911 for Sheriff office, Ranger Station, Park service etc.) Contact OP Staff to inform them of the situation.
Do not under any circumstances discuss anything with any media that may show up, on or off camera. This task is for OP or UO officials.

**Accident or Injuries**
• Survey the scene. Make sure the situation is safe to provide care.
• Check ABC’s (airway, breathing, pulse)
• If appropriate and available, contact emergency personal and inform them of the situation
• Take notes, SOAP document if knowledgeable
• If necessary, treat the patient to the best level of care available in the group. If possible, keep the patient informed, involved and comfortable.
• Document the situation.
• If able call OP staff using emergency phone protocol and inform them of the situation

Keep group calm, assign tasks as needed. Discuss and organize
Decide on evacuation plan if needed. Do not underestimate difficulty of self contained evac. Seek rescue professionals if needed. If you need to summon help, ideally send at least 3 people. Make sure this party fully understands the problem (ie send a copy of most recent SOAP note or documentation including treatment given, and where exactly rescue personnel can find victim. Give rescuers list of appropriate contacts and numbers (ie group phone, OP emergency phone protocol, victim’s emergency contact info, maybe victims doctor if an ongoing medical issue)
Planning a Trip

General Resources

The Outdoor Program has a multitude of resources to help you plan and actualize an outdoor trip. This includes guide books, the OP Library, maps, permit information, internet access, and staff. Also explore the links on the Outdoor Program website. Check it out at outdoorprogram.uoregon.edu. If we don’t have a resource, let us know and we can get it or tell you where it can be found. Often, the best way to being planning your trip is by talking to an OP staff member to get ideas and logistics worked out.

Trip Sheet

The first step in initiating a trip, after coming up with an idea, is posting a trip sheet. The trip sheet is really an invitation for others to join you on your adventure. It needs to be as clear and concise as possible. A good description will help others to make a decision of whether to sign up or not. Photos can be included to further portray the trip to potential participants.

Some things to include on a trip sheet are:

• A description of the trip, including dangers, expectations and highlights. Be as realistic as possible; don’t downplay dangers to get participants.

• Recommendations regarding the necessary skill level, equipment, and clothing. There is some equipment available through the OP (see the section on Trip Resources).

• Mode of transportation (i.e. Motor Pool vehicles, OP vehicles, or personal vehicles).

• An estimate of the cost of the trip. It is better to be too high than too low.

• Group size limit. It is best to mark this next to the number on the sign up. Often times people will drop out before the trip, so encourage alternates to come to the pre-trip meeting. There may be a chance they can go if someone drops out. Remember, it is far easier to allow additional folks to participate than it is to make the trip smaller.

• Pre-trip meeting time and place! These are usually in the OP room.
Vehicle Reservations

A trip sheet must be posted for equipment reservations to be considered valid. Equipment rental is for use only on our own OP trips. Please use the pencil or erasable pens provided. Plan your trip as far in advance as possible to assure that the equipment you need is available. After you post the trip sheet, reserve a van on the OP Vehicle reservation calendar. If you have other vehicle needs or all the OP vehicles are taken, talk to OP staff to reserve a vehicle from the state motor pool. Sometimes group will switch vehicles in order to accommodate as many trips as we can.

Boat Reservations

Day-use raft can be reserved for up to one month in advance, while overnight-use rafts can be reserved for anytime in the current season. Day-use rafts must be used on rivers where you will not be carrying camping gear in the rafts. Thus, a car camping two-day trip on the North Umpqua requires the use of the day rafts, as you are not carrying overnight gear in the rafts. This policy is designed to allow spontaneity for day trips while protecting the availability of boats for the longer, more involved multi-day trips that must be planned for months in advance. The alternative O.P. watercraft, including kayaks and NRS Float tubes can only be reserved within a month prior to a trip but may be used on either a day or overnight trip.
Equipment

The OP continues to acquire more and more outdoor equipment from generous corporate donations and other sources. All of the Outdoor Program equipment is available for rental on OP trips and private trips alike. However, the renter must be an OP member, whether going on an OP trip or not. Remember, those on an OP trip get their rented gear for a 50% discount, and initiators get personal gear free!

Trip Step Summary

1. **Van Training:** Being van trained helps to solidify transportation when it comes to initiating your own OP trip. A couple sessions are scheduled each term as well as on an as-needed basis. Van drivers only have to do the training once, but need to have their driving record checked each year.

2. **Research Trip and Post Trip Sheet:** Feel free to use any of the OP’s resources to research a trip that interests you. These include our guidebooks, maps, and even OP staff—we’re here to provide assistance in any way we can! Writing up a good trip description can be crucial in helping others to decide whether or not to sign up. Lastly, get it approved by one of the staff and then post it!

3. **Reserve Vehicle and Gear:** Check to see if there is an OP van available for your trip. If so, reserve it by making a note on the appropriate day(s) of the van calendar just right of the trip board. There is also the potential of using motor pool vans if OP vans are not available. In addition, try to also gain a rough estimate of the rental gear demands your group might generate given the group size and type (backpacking, rafting, etc.). Relay this estimate to the Trip Initiator Advocate or any of the Barn staff so that a reservation can be made.

4. **Meet with an OP Staffer for One-on-One (first time initiators only):** For those initiators who haven’t initiated before, be sure to set up a time to meet with one of the full time office staff. This is an opportunity to ask any questions, prepare for your first pre-trip meeting, and help to ensure the trip goes as smooth for you as possible. Expect an email from the Trip Initiator Advocate for help in setting this up.
5. **Get Trip Packet and Check in with OP Barn Staff:** Come into the OP Barn during open rental hours a couple days prior to your trip and check out a trip packet which is a zip pouch containing van keys, payment sheet, emergency contact info, and a calculator for figuring expenses. Make any gear reservations for personal or group use.

6. **Pre-Trip Meeting:** It is generally a good rule of thumb to arrive at your pre-trip meeting with a designated agenda of things you’d like to discuss in regards to your trip. Not only is it a good idea to more thoroughly describe the trip and what participants can expect, but covering the anticipated weather forecast, skill levels, equipment needs, and potential hazards is a good idea as well.

7. **Check-Out Gear:** Following your pre-trip meeting, have all trip participants check-out personal gear. This is one step you’ll want to have done prior to your trip. Be aware of seasonal Barn rental hours so that you can convey this at your pre-trip meeting.

8. **Meet, Load, Fax Trip Itinerary, and Fill Out Liability Waivers:** It’s a good idea to arrive early before your trip. Before departing from the barn, get everyone together for a group check-in and to sign individual liability waivers and the trip itinerary. Fax the itinerary to DPS by following the directions on the document taped to the counter just right of the fax machine. Leave signed individual waivers to the right of the fax machine. Also make sure that all doors and lights are off are closed before leaving!

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**TRIP**

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9. **Clean Up and Put Away Gear:** Upon arriving back at the barn at the conclusion of your trip, have the group clean and return all gear that was checked out from the OP to the designated return area and leave the Barn as clean as possible. For larger, more gear intensive trips, delegating responsibilities to individuals can be effective in making the whole process go quicker.

10. **Figure Costs and Collect Money:** Figure costs using your OP Payment Sheet. The trip initiator can often do this while trip participants are dealing with gear cleanup and returns. If you receive checks, they should be made out to the EMU Outdoor Program. Place the money with the keys back into the pouch.
11. **Follow-up:** Shoot a text to the on-point OP staff person (the Trip Initiator Advocate will let you know who this is) to let him/her know the trip made it back safely. Let your trip participants know that the OP has a Facebook page where trip participants can post pictures of their adventure. Share your experience!

12. **Turn in Packet and Money:** After the trip, return your trip packet (with money and completed payment sheet in it) to the Barn staff during open rental hours. Use this time to check in about how the trip went and if there was any issues with gear or vans.

### Outreach

Aside from coming into the office to look for trips on the board, participants hear about our trips in two major ways: our website (outdoorprogram.uoregon.edu) and our weekly e-mail alert, which goes out every Tuesday afternoon. **It is not the responsibility of the initiator to put his or her trip on either of these places.** However, we do ask that all trips for the coming weekend are posted by Tuesday at 2pm at the latest. Additionally, more extensive trips should be planned out and posted further ahead of time, to allow for planning and participant interest to build.

### Equipment Checkout on OP Trips

For trip initiators personal equipment is used free! Equipment is due back at the Barn within 24 hours of the return of the trip. All equipment must be checked out and returned at the OP Barn, located on the corner of 18th and University. Check the OP for Barn hours.

- **Backpacks** .................................$8/day
- **Ground Pads** ..............................$2-5/day
- **Backpacking Stoves** ........................$4-8/day
- **Hiking Boots** .............................$4/day
- **Jackets/Parkas** ............................$5/day
- **Fleece Tops** ..............................$5/day
Rain Gear.................................................................$5/day
Paddling Shells......................................................$5/day
Kayak Paddles........................................................$5/day
Kayak Spray Skirt....................................................$5/day
River Dry Bags....................................................$3-5/day
First Aid Kits (Free for OP Trips).................................$2/day
Propane 2-burner Stoves (free on river trips).......................$5/day
Wetsuit Booties........................................................$4/day
Water Filters............................................................$6/day
Wet suits .................................................................$8/day
Tents.......................................................................$10-12/day
Sleeping Bags...........................................................$10-12/day
Snow Shoes...............................................................$10/day
River Float Tube.......................................................$12/day
Inflatable kayak package.............................................$30-40/day
Hard-shell kayak package...........................................$20/day
Sea Kayak.................................................................$30/day
13’ Sotar Paddle Raft..................................................$70/day

Note: Both Paddle & Row Rafts are $6/person/day on day trips only.

13’ Sotar Row Raft.....................................................$70/day
Sotar 13’ gear Raft.....................................................$80/day
Sotar 14’ gear Raft.....................................................$90/day
Sotar 15’ gear Raft.....................................................$100/day

Transportation

Before the Trip

Get Driver Clearance:
Fill out a Driver Record check form from the OP office. If you have an out of state license you may have to send for your driving record. Check with the OP Staff on your state. Driver’s clearance can take 14 days to process. Then you must complete a van training session with Dave, the Barn Manager, 346-4371.

Don’t wait to get clearance! Plan ahead!

**Reserve a Vehicle:**
- OP Vehicle – Write name and phone number on the Vehicle Calendar located to the right of the Trip Initiator board. The van can be picked up when the trip is launched from the Barn.
- Motor Pool Vehicles – Have an OP staff member reserve one for you. Motor Pool vehicles must be picked up from the Motor Pool itself on Franklin Blvd. in Glendale. The hours of the Motor Pool are 7 am to 5:30 pm, Monday through Friday. The packet with keys to the van must be picked up during those hours. The vehicle itself can be picked up at any hour of the day. Notify OP staff of cancellation of a Motor Pool vehicle at least 48 hours in advance or you will be charged a $25 cancellation fee.

**Insurance, Gas and Vehicle Repairs**

**Insurance**
Both the OP and Motor Pool vehicles are covered by the State of Oregon self-insurance, with a $250 deductible. The group using the vehicle must cover the deductible. An accident packet is in the door pocket on the vehicles, or in the glove box on other vehicles.

**Gas**
Credit cards are provided and should be used for fuel, all vehicle supplies and repairs. Make sure that a state card is never used for a private vehicle!

**Repairs**
Please call the Motor Pool or the Outdoor Program for directions if it is a major repair. Useful phone numbers are in the back of this packet. Check in with Barn staff upon arrival back from your trip about any damages to vans or gear.

If emergency cash purchases are made for vehicle supplies, you must get a receipt. You will need to take the receipt to the Motor Pool office and fill out a form to get reimbursed for your gas purchase. Subtract the amount of the cash payment you made off the total due on the bottom of the Van sheet.
Driving Policies

First and foremost, drivers must have a beige card and a van training sticker on the back of it.

**Driving hours:** No driving is allowed between 12 AM and 4 AM. This is a university policy.

**Driving time restrictions:** Drivers should be relieved after every five hours of driving or every 300 miles.

**Copilot:** Must stay awake and assist driver

**Alcohol:** No alcohol inside the vehicles, ever.

**Seat belts:** State law requires seat belts to be worn at all times.

**Smoking:** No smoking of any substance at any time in the vehicles.

**Maximum Speed Limit:** 55 mph.

**Explosives:** No propane, white gas or other flammable fuel inside vehicle

**Lights:** On at all times.

**Private Vehicles:** Discouraged on OP trips. If a private vehicle is needed to transport any trip participants, the driver must be driver certified through the University.

Trailers

**Checklist**
- Check lighting systems well before departure! The most common trailer problem is wiring and broken light bulbs.
- Make sure that the spare trailer tire is full of air, and that you have the right size wrench to remove the wheel nuts, as they are different than the van.
- Don’t use camping tarps on trailer loads or on van racks! They will be destroyed and you will have to replace them. Heavy PVC tarps are available at the Barn.
- OP trailers are to be used on OP vans. Motor Pool vehicles do not have trailer hitches!
- Load the heaviest equipment over the trailer axles.
- The tongue weight on the trailer hitch should be no more than what one person can lift (150-200lbs). The cost of trailers is included in OP van mileage rates.

**Driving Skills**

If you have never driven with a trailer before, please have a staff member give you training.

Even experienced trailer drivers plan their actions so as to avoid ever having to back up! Driving with a trailer requires extra attention and awareness.
Trip Packet

• A couple days before your trip, check out a trip packet from the OP Barn Staff during open rental hours. The zip pouch will contain van keys, your payment sheet, emergency contact information, a calculator and pens.
• After your trip, collect all money and place it in the pouch. Make sure your total matches the total on the payment sheet. Include the payment sheet, any receipts, and van keys in the pouch. Return to the barn staff during rental hours and check in about how your trip went.

Pre-trip Meeting

It is the responsibility of the trip initiator to facilitate this meeting. This is really where the general tone of the trip begins to form. At this time people should have a chance to get to know each other. The initiator will also have a chance to give a further description of the trip and the group can begin to make decisions regarding the structure of the trip.

Pre-trip meetings are often held in the OP Resource Room since this is a neutral meeting place and everyone typically knows where it is. The meeting should be held several days or weeks before the trip. The meeting should be fairly early for complex trips since these take more time to coordinate. It is easy to forget when the pre-trip meeting is, so it is a good idea to e-mail everyone who signed up to remind them of the meeting time. Longer trips may call for multiple pre-trips for more thorough preparation and planning.

Some things to consider at the meeting:
- Cooperative Philosophy and Liability
- Any unique dangers or aspects of the trip
- Skill level required
- Physical exertion required
- Desired trip size
- Your expectations of the trip (i.e. laid back or rigorous)
- Trip costs
- Personal equipment needed
- Group equipment needed
- Weather forecast
Some things the group should decide:

- Exact time and place of departure
- Time of any future meeting
- Transportation
  - OP vehicle, state vehicle, private vehicle
- Food
  - Group or individual, meat or veggie
- Does anyone have pre-existing mental or physical condition that the group should be aware of (i.e. allergies, physical limitations)?
- Liability of gear shared among the group
- Share advanced experiences or certifications

Delegation

Delegation is what distinguishes the effective OP Trip Initiators from the ineffective. Delegate, Delegate, Delegate! Ideally, the Trip Initiator should do no more work than anyone else. Additionally, responsibility must be delegated along with the work.

Things that are typically delegated:
- Equipment checkout.
- First aid, rescue equipment.
- Kitchen equipment.
- Vehicle, trailer prep.
- Food, cooking chores.
- Maps, resource materials acquisition.
- Money collection.
- Barn clean up, recycling.

The Barn

(Located on 18th & University St.)
• No barn tools or equipment leave the barn.
• No smoking in the barn and outside smokers should police their butts!
• Clean up your mess; put everything away before you leave.
• The OP takes recycling and pre-cycling seriously. Avoid using the trashcan!
• Recycling bins are located just outside the “In” bay door.

**Equipment Policies**

• All OP trip participants receive 50% off gear rentals.
• Initiators receive personal gear free
• Renting to OP members on private trips is very affordable
• 10% off a rental of 4 day or more
• Equipment checked out after 5 PM, or checked in by 10 AM does not incur a rental charge for that day.
• Renter or group is responsible for any repair or replacement.
• There is an equipment replacement cost sheet on page 23 & 24.

**Parking issues**

• Parking at Barn is limited to participants on trips and requires a permit.
• There are special OP Trip Participant parking permits on the wall by the double doors that allow parking in the 5 marked spaces next to the Barn.
• Park only in marked spaces. Some additional parking is available on 18th, as well as by Condon School, 18th and Agate. Please treat marked spaces as LOADING spaces and shuttle vehicles off site for overnight parking.
• Call Office of Public Safety, 346-5444, if unauthorized vehicles are blocking access to the Barn.
• If you’re doing a longer trip, please move vehicles out of the Barn parking spaces.

**Personal equipment checkout**

• Use the provided checkout forms, and collect fees at trip’s end. Staff help is available by appointment for complex trips. Call the Outdoor Program Barn at 346-4371.
• Trip Initiators receive free use of all “personal” gear, such as solo boats and clothing (not gear
rafts), while on a trip that they initiate! You cannot pass this benefit on to another participant.

**Garage doors**

The OP van has a garage door opener. Do not activate a door unless you can see it! Note that there are two buttons, one for each door. Other users need to use the up/down switches by each door. Make sure that both are closed and stay closed before you leave the area.

**Security, Safety**

- For security and emergency issues, Office of Public Safety is 346-6666.
- First Aid kits are on the white water equipment cart, and in the cage.
- Don’t use any power tools without prior instruction. Use goggles and hearing protection!!

**Clean up**

There is no custodial service at the Barn, so please help out by cleaning up and taking the garbage out. Many thanks.

Lost and Found

There is a lost and found box in the Barn.

Lockup

- Turn out lights (remember, the bank of lights over the drive-thru are automatic, and will turn themselves off).
- Test each door to make sure they are locked.
- Look around outside for abandoned gear.
- Are both garage doors closed? Check all vehicles as well- If an OP vehicle is unlocked, the Barn is unlocked-remotes.

**Collection & Payment**

Collect money while you have your group together, preferably a deposit at your pre-trip, followed by remaining costs if necessary. This is a good job to delegate. There is a calculator in the Trip packet to help you. Checks should be made out to the EMU Outdoor Program. No third party checks. Money, receipts, payment sheet and keys should be put in the zipper pouch.
Return the Trip packet with the gas money and keys to the Barn on the first school day after the trip. Other expenses, such as money for lift tickets should be included in the packet, while money for food, permits campsites etc can be purchased directly on the trips.

Master Trip Checklist

Van Departure Check List

- Enter names of persons riding in vans on the van passenger sheet, fax it, and place in the box by the phone.
- Don’t forget to enter starting mileage on Van Sheet.
- Vehicle “Trip kits” are available for private vehicles (see staff).
- Check all loads for safety and stability (use cam straps).
- Credit cards?
- Gas?
- Tire air pressure?

Barn Departure check list

- Turn out lights (the lights over the drive-through are automatic, and will turn themselves off)
- Test each door by pushing on it to make sure that it is locked.
- Look around outside the Barn for forgotten gear.
- Are both garage doors closed? Make sure that you can see the door when you activate the door closer.
- Oil level?

Trailer Checklist

- Check lighting systems well before departure! The most common trailer problem is wiring and broken light bulbs.
- Make sure that the spare trailer tire is full of air, and that you have the right size wrench to remove the wheel nuts, as they may be different size than the van.
- Don’t use camping tarps on trailer loads or roof racks! They will be
destroyed in a few miles.

- Lock the hitch if it is the locking type.
- If it is the wheel type, retighten the hitch after several blocks of driving.
- Be sure all vehicle lights, barn lights and doors are off/closed when leaving Barn.

**Non Student Fees**

Non UO students may participate in Outdoor Program trips if they become members of the OP. Membership costs are $15 a school year per person or $12 for faculty, staff, and alumni. Children under the age of 12 are half price. Please write their name and address on a slip of paper and give it to the office with the membership fee, so that we can enter them on our Database.

**Responsibility for payment of debts**

It is the responsibility of the Trip Initiator to see that all of the moneys are collected and paid to the EMU. Don’t have trip participants bring money individually to the OP office after a trip; collect it yourself while at the barn before everyone leaves. To make this easier, collect deposits ahead of time for any significant trip costs. If a student fails to pay, grades can be withheld by the university.

**Leave No Trace: Outdoor Ethics**

**Plan ahead and prepare:**

Adequate trip planning and preparation helps backcountry travelers accomplish trip goals safely and enjoyably, while simultaneously minimizing damage to the land.

- Know the regulations and special concerns for the area you'll visit.
- Prepare for extreme weather, hazards, and emergencies.
- Schedule your trip to avoid times of high use.
- Visit in small groups when possible. Consider splitting larger groups into smaller groups.
- Repackage food to minimize waste.
- Use a map and compass to eliminate the use of marking paint, rock cairns or flagging.
**Travel and camp on durable surfaces:**

The goal of backcountry travel is to move through the backcountry while avoiding damage to the land. Understanding how travel causes impacts is necessary to accomplish this goal.

- Durable surfaces include established trails and campsites, rock, gravel, dry grasses or snow.
- Protect riparian areas by camping at least 200 feet from lakes and streams.
- Good campsites are found, not made. Altering a site is not necessary.

In popular areas:
- Concentrate use on existing trails and campsites.
- Walk single file in the middle of the trail, even when wet or muddy.
- Keep campsites small. Focus activity in areas where vegetation is absent.

In pristine areas:
- Disperse use to prevent the creation of campsites and trails.
- Avoid places where impacts are just beginning.

**Dispose of waste properly:**

Proper disposal of human waste is important to avoid pollution of water sources, avoid the negative implications of someone else finding it, minimize the possibility of spreading disease, and maximize the rate of decomposition.

- Pack it in, pack it out. Inspect your campsite and rest areas for trash or spilled foods. Pack out all trash, leftover food, and litter.
- Deposit solid human waste in catholes dug 6 to 8 inches deep at least 200 feet from water, camp, and trails. Cover and disguise the cathole when finished.
- Pack out toilet paper and hygiene products.
- To wash yourself or your dishes, carry water 200 feet away from streams or lakes and use small amounts of biodegradable soap. Scatter straineddishwater.

**Minimize Campfire impacts:**

The use of campfires, once a necessity for cooking and warmth, is steeped in history and tradition. Some people would not think of camping without a campfire. Campfire building is also an important skill for every camper. Yet, the natural appearance of many areas has been degraded by the overuse of fires and an increasing demand for firewood. The development of light weight efficient camp stoves has encouraged a shift away from the traditional fire. Stoves
have become essential equipment for minimum-impact camping. They are fast, flexible, and eliminate firewood availability as a concern in campsite selection. Stoves operate in almost any weather condition, and they Leave No Trace.

- Campfires can cause lasting impacts to the backcountry. Use a lightweight stove for cooking and enjoy a candle lantern for light.
- Where fires are permitted, use established fire rings, fire pans, or mound fires.
- Keep fires small. Only use sticks from the ground that can be broken by hand.
- Burn all wood and coals to ash, put out campfires completely, then scatter cool ashes.

Respect Wildlife:

Learn about wildlife through quiet observation. Do not disturb wildlife or plants just for a "better look". Observe wildlife from a distance so they are not scared or forced to flee. Large groups often cause more damage to the environment and can disturb wildlife so keep your group small. If you have a larger group, divide into smaller groups if possible to minimize your impacts.

- Observe wildlife from a distance. Do not follow or approach them.
- Never feed animals. Feeding wildlife damages their health, alters natural behaviors, and exposes them to predators and other dangers.
- Protect wildlife and your food by storing rations and trash securely.
- Control pets at all times, or leave them at home.
- Avoid wildlife during sensitive times: mating, nesting, raising young, or winter.

Be Considerate of other visitors:

- Respect other visitors and protect the quality of their experience.
- Be courteous. Yield to other users on the trail.
- Step to the downhill side of the trail when encountering pack stock.
- Take breaks and camp away from trails and other visitors.
- Let nature's sounds prevail. Avoid loud voices and noises.

Leaving no trace is about respecting and caring for the wilderness and the wildlife it supports and doing your part to help protect and preserve our limited natural resources and outdoor recreation destinations.
Leave No Trace: The Paddlers’ Footprint.

Paddlers have relatively small impacts on the river environment when compared with other users. We generally take only pictures and rarely leave footprints except when we access a river, scout, or portage. Most paddlers are driven by an environmental ethic to minimize their impacts on the rivers that they cherish and enjoy. By following some very simple recommendations paddlers can virtually eliminate any direct impacts to the river environment that they might have. We ask that all paddlers consider following the environmentally friendly paddling and camping practices that have been carefully researched and described in the nationally recognized “Leave No Trace Practices for River Corridors”:

Plan Ahead and Prepare

- Learn about river-specific issues, regulations, and permits
- Use a river guidebook and map to plan your trip
- Schedule your trip so that you encounter appropriate river flows for your group’s ability
- Repackage food to minimize waste
• Know river skills and carry the necessary equipment to minimize your impact

**Travel and Camp on Durable Surface**

• Durable surfaces include rock, gravel, and sand
• Focus activity where vegetation is absent
• Concentrate use on existing trails and campsites
• Select a campsite large enough for your group
• When on day hikes in the river corridor, walk single file in the middle of the trail, even when muddy
• In pristine areas, disperse uses to prevent creation of new campsites and trails
• Leave campsites clean and natural looking

**Dispose of Waste Properly**

• Pack it in, pack it out
• Use a washable, reusable toilet of other approved method to pack out human waste, toilet paper, and tampons. Check local regulations for requirements and recommended procedures.
• Liquid wastes can be dumped into the main current in many high volume (over 500cfs) rivers. In low volume rivers, scatter liquid waste 200ft from water, away from camps and trails. Check local regulations.
• Urinating directly into the river is often the best option. Check local regulations.
• Use a tarp in the camp kitchen to catch food and trash, which attract unwanted animals.
• Pack out all small food particles and small pieces of trash.

**Leave What You Find**

• Appreciate ancient structures, artifacts, rock art and other natural objects, but leave them undisturbed.
• Do not build structures or dig trenches in campsites
• Avoid introducing non-native species, including live bait, by cleaning equipment between trips

**Minimize Campfire Impacts**

• Minimize campfire impacts by using stoves
• Use a fire pan or designated fire ring for open fires and charcoal
• Elevate fire pan and use a blanket to catch embers
• Use dead and downed wood no larger than an adult's wrist to keep the fire small
• Consider bringing your own firewood or charcoal
• Burn all wood and charcoal to ash. Carry out ash with other garbage.

**Respect Wildlife**

• Observe wildlife from a distance. Do not follow or approach them.
• Never feed wildlife; it damages their health, alters natural behaviors and exposes them to predators and other dangers.
• Protect wildlife by storing food and trash securely
• Control pets or leave them behind
• Avoid wildlife during sensitive times: mating, nesting or when food is scarce.

**Be Considerate of Other Visitors**

• Respect other visitors and protect the quality of their experience
• Communicate with other river visitors about your floating and camping plans
• Leave larger camps for larger groups
• Avoid camping or eating near major rapids where scouting and portaging take place
• Non-motorized crafts usually have the right of way over powerboats; slower boats should keep to the right
• Let nature’s sounds prevail

**Go Green.** Choices you make every day impact rivers indirectly and directly, in ways you may not even think about. Consider living an environmentally conscious lifestyle to lessen these impacts and to free up extra cash for that new boat or paddle. Carpool to reduce your greenhouse gas emissions and their effects on acid precipitation and global warming. Conserve water in your home, yard, and garden to keep aquifers and rivers more fully charged. Reduce your electricity consumption to reduce your support of mining and hydro development. Recycle to decrease national energy needs, mining, and logging. Don’t waste paper and cancel all junk mail to reduce your impacts on forests. Vote with the environment in mind.
Reference Information and Tips

Lightning Policy

Lightning strikes can happen often in the high country, especially in the summer time. Taking necessary precautions (avoiding high, exposed places when a storm is approaching) and following these guidelines, we hope to reduce our exposure to the possibility of anyone increasing their chances of danger:

- Know weather predictions and patterns for your particular area of travel. Avoid lightning-prone areas when storms are most likely to occur.
- Learn to read weather. Count to find out how far off lightning may be. Remember, lightning strikes not only during a storm, but before and after.
Avoid likely target areas such as a ridge, an alpine meadow, near a large body of water, an isolated tall object, and metal objects.

The best line of safety is in a dense and uniform stand of trees. Spread out participants and ask them to sit on their insulate pads, in a tucked position. In a tent, stay completely on your sleeping pad, away from the sides of the tent. For water sports, paddlers and rafters should move to and well away from the shore.

When a person has been hit by lightning, the most common problem is respiratory arrest; go through your ABC’s to assess the patient. Evacuate anyone hit immediately.

Hiking and Backpacking

Hiking and backpacking are activities that involve participants walking on trails, roads etc. Generally in a backcountry setting. Therefore, there are many considerations trip leaders should make that relate to: difficult trail conditions, foul weather, carrying a load, participants physical ability, being in a remote setting, potential for injury and evacuation etc.

- Make sure participants drink plenty of water.
- The most common injury in this activity is a sprained ankle. Communicate to participants about appropriate footwear especially if they are carrying a pack.
- Another common injury is blisters. When doing the gear check make sure participants have plenty of socks and stress the importance of wearing at least two pair while hiking. During hiking breaks ask group members if they have blisters or hot spots. Treat any problem areas.

Camping

Camping with the OP entails anything from car camping to remote wilderness camping. Mostly, camping involves being in the outdoors, in tents etc. Please follow the guidelines established for “Leave no Trace”. When camping in many areas bears can be a natural hazard. They are often attracted by food left out by careless campers. They have been known to break into vehicles and even tents if the smell of food is enticing enough. To help avoid conflicts with bears take the following precautions:

- Always keep a clean camp.
- Since bears are attracted by food smells, do not cook or eat inside or near your tent.
- Hang cooking gear, garbage, and other food items in a bag at least ten feet off the ground and six feet away from the tree. Hang bear bags at least 50 feet from tents.
- Do not keep food in your backpack overnight.
- If a bear enters your camp do not attempt to run away. Make a lot of noise such as banging two lids together, shouting, or honking a vehicle's horn if available. Report all incidents to the district ranger, if applicable.

**Mountain Biking**

It is important to remember when taking participants on the trail that safety is your primary concern. Proper instruction is a great way to eliminate many of the accidents that occur while biking. Depending on the participants’ level of experience the following lessons may be helpful:

**Equipment:**
- Always wear a DOT approved bike helmet.
- No open toed shoes or sandals allowed. Boots, sneakers, or bike shoes are a must.
- Sunglasses or protective eyewear should be worn.

**On the trail:**
- Hikers and uphill riders have the right of way.
- Do not tailgate other riders, avoid becoming crowded with other riders in front of and behind you.
- When you stop on the trail, pull off the side and allow room for other riders to pass you.
- Slow down on blind curves, watch for oncoming riders and other motorized vehicles.
- Stay on designated trails, don’t use “hiking only trails.”
- Try to ride as low impact as possible by staying on trails, not using shortcuts on switchbacks and by not skidding your turns.

A leader should bike in the front of the group to keep the pace and to slow participants down in any questionable spots. Consider carefully the best vehicle access and emergency evacuation routes to the biking area.

**Rock climbing**

For all climbing activities trip leaders and participants must inspect all the gear and rock for damage and clean the area of any hazards prior to climbing. Report any damaged equipment immediately. When out in the field or at the wall follow the safety precautions that apply:

- A snug, well adjusted harness- don’t forget to double back. Participants check your partners harness before climbing.
☐ Check that all participants are tied in properly using a figure eight follow through on a bite with a half fisherman’s knot for back up. Check that the rope is through both leg and waist loops of the harness.

☐ Knots used: figure eight follow through, water know, munter, clove hitch, etc.

☐ All climbers must wear a UIAA approved helmet and appropriate shoes inside the climbing area.

☐ Participants must climb at an appropriate level of control and speed.

☐ Explain safety procedures and prepare participants for climbing.

☐ Use correct knots for all tie-in situations. Make sure participants are tied in correctly.

☐ Check each participant’s harness and make sure it fits him/her correctly.

☐ Pay attention to falling objects or climbers.

☐ Teach participants spotting techniques.

☐ Trip participants must be competent with rope and belay systems.

☐ Explain appropriate edge behavior and establish boundaries.

☐ Experienced persons must belay all climbers.

☐ Take precautions to keep participants out of obvious hazard areas.

☐ Make sure that each top rope has at least two separate anchors, which carrying equal loads.

☐ Materials that can be used to create anchors:
  - One inch tubular webbing
  - Static rope.
  - Locking carabiners
  - Two locking carabiners that are opposite and opposed

☐ Commands to use while climbing:
  - On belay
  - Belay on
  - Climbing
  - Climb on
  - Up rope
  - Slack
  - Tension or take
  - Falling
  - Rock
  - Off belay
  - Belay off
Mountaineering

Mountaineering is mountain climbing an alpine travel and the associated skill and techniques for climbing up to class IV, in all conditions, mountaineering may require the use of ropes and natural or artificial protection. Falls could be serious or fatal.

- Trip leaders must be familiar with the rout or type of terrain selected.
- Use appropriate snow or rock anchors, especially when crossing exposed areas.
- Trip leaders must be competent with alpine rope and belay systems.
- Use locator beacons, instruct participants how to use them. Make sure they are turned on and are attached to each person when traveling in potential avalanche areas.
- Participants must know how to self-arrest with an ice axe, and travel with one when appropriate.
- Fixed ropes should be used in appropriate areas.
Winter Activities

Wintertime activities can present a new array of hazards that must be addressed. When venturing out into the wilderness during the winter, one must be prepared both mentally and physically. It is best to know what is going on in the area you will be visiting, avalanche wise. Many public lands which contain avalanche terrain have an avalanche hotline where information is available.

Snowshoeing

Snowshoeing is an exceptional way to get people out into the snow with a high potential for education. This activity can be done on trails or in the backcountry.

- Travel at a pace appropriate for all group members and that is a reasonably comfortable pace to prevent injury or illness.
- Follow safety precautions as done for all winter activities.
- Always bring extra cold weather emergency gear.

Cross Country Skiing

This activity is usually conducted on maintained trails. Before venturing outside it is important to check your participants’ equipment. Make sure they have:

- Sufficient clothing and layers
- Extra food and plenty of drinking water
- Sufficient equipment for their ability level
- Correct equipment size (i.e. pole length and boot size)
- Sunscreen and sunglasses

When instructing participants follow these safety considerations:

- Travel at a pace that will best avoid injury or illness
- Ski under control and in such a manner that you can stop to avoid objects or other skiers
- Do not stop where you obstruct a trail or are not visible from above
- All skiers should use devices to help prevent run away skis
- Keep off closed trails and posted areas
- Have participants warm up by stretching and jogging in place
- Stress the importance of sun protection, dressing strategies and water consumption
Back Country Skiing

Backcountry skiing may include telemark and or cross country skiing in an area that does not have maintained trails or runs. Make sure you explain the hazards of backcountry skiing. Check avalanche conditions in the area. Make sure your group is prepared and:

- Are sufficiently dressed and have extra clothing layers
- Have extra food and plenty of drinking water (Snickers bars!)
- Sufficient equipment for their ability level
- Are taking sunscreen and sunglasses
- Travel at a pace which best avoids injury or illness

Remote Wilderness Travel

This activity can include hiking, skiing, snowshoeing etc. in areas far from immediate medical care. The most important aspect to consider is being prepared. Familiarize yourself with the area and plan for a safe evacuation if required, follow these steps:

- Carry a map and compass, and the knowledge to use them, it is a good idea that everyone participating is instructed on how to use the tools. Make sure everyone has a copy of the map and more than one compass on your trip – the more the merrier.
- Understand the areas terrain, travel on the safest and most durable surfaces
- Plan your trip well and bring the appropriate clothing and equipment for the area visiting. Be aware of the local wildlife (i.e. bears mosquitoes, ticks, etc)
- Travel at a pace which will best avoid injury or illness

Technical Skills: Water Based

Recreating on the nation’s waterways often requires a large amount of knowledge of the area and sport. As with any activity it is imperative for the trip leader to be familiar with the area you will be taking people to. To participate in water sports such as rafting and kayaking one should understand the river classifications system:

**Class I.** Moving Water with a few riffles and small waves. Few or no obstructions. (Still water and Class I are sometimes subdivided by water speed: Class A, standing or slow-flowing water, not more than 2.5 mph; Class B, current between 2.5 and 4.5 mph but back-paddling can effectively neutralize the speed; Class C, current more than 4.5 mph, simple obstacles may occur that require a certain amount of boat control.)
Class II. Easy rapids with waves up to 3 feet and wide clear channels that are obvious without scouting. Some maneuvering is required.

Class III. Rapids with high, irregular waves often capable of swamping an open canoe. Narrow passages that often require complex maneuvering. May require shouting from shore.

Class IV. Long, difficult rapids with constricted passages that often require precise maneuvering in very turbulent waters. Scouting from shore is often necessary, and conditions make rescue difficult. Generally not possible for open canoes, except experts. Boaters in covered canoes or kayaks should be able to Eskimo roll.

Class V. Extremely difficult, long, and very violent rapids with highly congested routes that nearly always must be scouted from shore. Rescue conditions are difficult, and significant hazards to life may result in the event of a mishap. Ability to Eskimo roll in kayaks and canoes is essential.

Class VI. Difficulties of class V carried to the extreme of navigability. Nearly impossible and very dangerous. For teams of experts only, after close study and with all precautions taken.

River Dynamics

The shape and size of the obstacles in its path and the force of its flow determine a river's behavior. The river's flow is always changing. It can change from day to day or even from minute to minute. This section will define river terms and dangers of importance.

River Terms:

- **Swirls** – water is sent into a spinning motion by the force of the river's energy creating small whirlpool-like movements.
- **Waves** – created when an obstacle below or above the surface pushes water upward to form a wave.
  - **Haystack wave** – A specific type of wave that is created when fast moving water violently strikes an obstacle creating an explosion of water that will cascade down itself.
  - **Wall wave** – created when water is forced directly into a wall or boulder. The water can erupt either against the wall or several feet away from it.
  - **Series waves** – caused by the deceleration of fast moving water when it meets slower moving water. Not caused by obstacles, therefore it’s the safest type of wave.
  - **Sandpaper waves** – characterized by a small riffled appearance, these waves worn of shallow water.
Eddies – caused by an obstacle (rock, log, shore line, etc.) that forces water to slow on the downstream side of the obstacle. Friction from faster water rushing by on its sides will turn the water and allow it to flow upstream. The line between the water moving downstream and the water going upstream is called an eddy line.

- User friendly eddy – characterized by slow moving water and a weak eddy line
- Nuisance eddy – have faster moving water and can pull a boat in by its strong eddy line. Sometimes this eddy can be difficult to escape.
- Killer eddy – considered “giant blenders”, this type is very dangerous due to its shearing forces and strong eddy line. These eddies can be filled with debris such as trees and logs.
- Cushion – caused when water is piled on the upstream side of an obstacle and forms a bulge.

River Dangers

- Undercuts – when the current flows under an eroded bank of soil and or rock. Can be hazardous for swimmers or small craft
- Whirlpools – caused when the water is slowed by an obstacle or a very narrow river channel coupled with a lot of water. These are much like eddies but travel with the current and can be much more violent.
- Strainers and sweepers – usually caused by fallen trees or bank vegetation that are completely or partially underwater. Any object that filters water through and does not allow swimmers or boaters to pass.
- Foot entrapment – can occur when a person is walking through a swift current that is above his or her shins. The person’s foot can become stuck on the bottom of the river and the current can push the person face down in the river causing them to drown. It is best to advise participants never to walk in current but to swim.
- Always wear your personal floatation device when in or around whitewater.

River Rafting

- It is important to be cognitive of both changing water and weather conditions.
- Participants need to be prepared both mentally and physically to deal with these diverse situations.
- It is important for each person to bring fleece or neoprene clothing, appropriate footwear, hats sunglasses, sunscreen and drinking water.
- It might also be imperative to provide each participant with wet suits and other neoprene gear.
- All participants must wear a PFD

The Safety Speech:
- NEVER dive off a raft or jump into any body of water that you cannot see clearly or do not know the depth of. Often rivers are muddy from spring run off, or are just high sediment load rivers. People have broken necks, legs, and other body parts after diving into water that was too shallow.
- If you fall out of the boat, position yourself so that your legs point down stream in what is called the “whitewater defensive swimming position” much like laying in a lazy boy. Keep your butt slightly elevated and your knees bent. Use your arms to help steer your body and never flip onto your stomach.
- The first thing you should do if you fall in is to remain calm. Try to orient yourself and find the raft. Sometimes you will come up right next to the raft, under the raft, or away from the raft. Make sure you are not between the boat and down river obstructions. Always be aware of your position in the water.
- Passengers can extend a paddle “T” grip to swimmers, or use a throw bag to pull someone into the boat. Never dive in after someone
- If the raft is too far away, and the group cannot reach you, attempt a self-rescue. This means attaining the whitewater defensive swimming position and attempt to reach a safe place by swimming. Look and listen to what the paddle captains instruct you to do.
- Use proper pulling technique to get the swimmer back into the boat. (Grip shoulder straps of the swimmer facing you and pull with your legs falling back into the boat pulling them on top of you).

Flipped boats:
- Sometimes the power of the river causes a boat to flip. Participants can help avoid this problem by being “active passengers” whether they are an oar rig or a paddleboat.
- If the trip initiator/ paddle captain calls out “high side” they want all the passengers to jump to or lean to the side of the boat that is being pushed up (high side). The weight alone can sometimes prevent a boat from flipping.
- If a boat flips it is important for everyone to remain calm and follow the instructions given during the safety talk.
If you come up underneath the boat, put your hands on the boat and “walk” yourself out from underneath. Do not second guess yourself and change directions. Use air pockets created if needed.

Once everyone is on the surface, get back on top of the overturned raft and help others up.

People can ride on top of overturned rafts if necessary. When in calm water, flip raft back over collect all swimmers again and make sure you have everyone.

Pull over to shore and assess everyone, treat any injuries.

BE SAFE AND HAVE FUN!!!