Willamette University
OUTDOOR PROGRAM PROTOCOLS

DRINKING AND DRUGS
All Willamette sponsored programs will be expected to abide and follow the most current university alcohol policy regarding the use or abuse of alcohol/drug consumption. This policy is a component of the University Standards of Conduct and its procedures. It applies to all students, faculty, staff and administrators. Failure to observe the policies and regulations shall constitute a violation of the University Standards of Conduct and may subject the individual(s) or group(s) to sanctions outlined in the Standards of Conduct and the appropriate Employee Handbook. Ignorance of laws and regulations is no excuse for irresponsible or illegal behavior.

ACCIDENTS AND INJURIES
An accident or injury is considered an event where first aid treatment (beyond a simple band aid or mole skin) is needed and performed in the field.

Field Procedures
In the event of an accident or injury, the following protocol should be followed.
• A scene description should be completed.
• One leader should care for the patient while the second leader cares for the rest of the group, if needed.
The leader caring for the patient needs to complete the following steps.
- Complete an initial survey on the patient (the big 3: conscious, heart beat, breathing).
  Treat for life-threatening injuries.
- Complete a secondary or focused survey of the patient.
- Organize your thoughts on the appropriate medical incident form. Be sure to list all steps taken during treatment. Document times and order.
The leader caring for the group needs to complete the following steps.
- Maintain the non-injured participants’ physical and emotional well being.
- Take an inventory of resources available. This should include personnel and skills as well as equipment, food, fuel, etc.
The leaders should decide on the best evacuation options, if needed, and re-evaluate the decision on an ongoing basis.

Protocol for Self Evacuation
The trip leader needs to assess the group’s ability to make a self-evacuation. Keep in mind that, if the patient needs to be carried out, it often takes up to 20 helpers for the evacuation to run smoothly. If the group decides on self-evacuation, certain guidelines should be followed.
• A communicator needs to stay with the patient at all times, continually monitoring and re-assessing the patients well being.
• A leader needs to be in charge of the remaining group members. To avoid much confusion and a sense of disjointedness, the remaining leader should do the following:
  - be effective at communicating the group’s goal
  - develop a system and maintain a sense of order
  - regroup at specifically designated times
Field Protocols for Assisted Evacuation

Once an accident patient has been assessed and a plan of care has been developed, the trip leader needs to decide on an evacuation plan, if needed. When seeking outside assistance for the evacuation, Leaders need to follow certain guidelines. This will help provide the smoothest evacuation possible.

- A leader needs to remain with the injured participant.
- The calling team needs to carry specific gear and information that includes the following:
  - a listing of who to call, in what order to call, and telephone numbers
  - specific directions describing the groups plan of action
  - a complete set of patient notes for each patient
  - a complete list of the resources available to the group
  - personal survival equipment

Who to call?

- Call 911 if life threatening or if BLS/ALS is required.
- Call Willamette University Campus Safety at (503) 370-6911.
- Call Director of Campus Recreation at (503) 370-6812 on weekdays or (503) 370-6911 on weekends.

What to say?

Once you reach a phone and have called someone, be prepared to give specific information and make specific requests. *Talk clearly & slowly!!*

- Who you are.
- Where you are
- What you need.
- How many patients there are.
- Very specifically identify where the patient is.
- Using the patient notes, identify the patients problem, anticipated problem and treatment plan.
- What medical supplies should be brought in.
- How can the patient be best accessed; i.e., best way to get the patient.
- What objective hazards might be faced during the evacuation.
- What resources are available and how can the group in the field assist.
- Where/how can you (caller) be reached once you get off the phone.

Accident Report Procedure

In the event of any accident or injury (including simple band aid or moleskin), whether it be to a student, volunteer or trip leader, and whether it be minor or serious, an accident/incident report needs to be completed. These forms are available online or in the Outdoor Program office. The completed report, plus a copy of the leaders notes needs to be turned into the Director of Campus Recreation within 24 hours from the time the outing has returned from the field.

DEALING WITH LOST PERSONS

All participants must be informed of the *Lost-Person Protocol* before they enter the field. This can be covered in the pre-trip meeting; however, it should be reiterated at the trailhead or at the beginning of the field outing. Additionally, before entering the field, the group should discuss what a lost member should do once s/he realizes they are lost.
Field Procedures – Outdoor Program Lost Person Protocol

In the event that the whereabouts of a member of an outing is unknown, the following policies must be enforced:

• When the whereabouts of a group member is unknown, the trip leader must be notified immediately. If the trip leader is the lost person, then the co-leader must be notified immediately.
• The GROUP can begin a localized and controlled search that should last up to one hour. The group should not separate and risk having additional persons become lost.
• If, at the end of one hour, the lost person is not found, a team should be sent to call state police (911). The calling team should be comprised of at least two persons, and carry necessary equipment, and have complete information and details of the situation. They should then wait for assistance to arrive.
• After contacting state police the runner team must attempt to contact WU Campus Safety (503) 370-6911 and attempt to contact the Director of Campus Recreation.
• The team in the field can continue to search throughout this period; however, the search must be controlled and under no circumstances should a team set itself up for the potential of losing another member or itself.

In the event that any step of the Lost Person Protocol has occurred, the trip leader must complete an accident/incident form once they return to Willamette University.

SPECIFIC PROTOCOLS FOR OUTDOOR PROGRAM

First Aid
• CPR/First Aid certified leaders must carry WU a first aid kit on each trip.
• Leaders must verify that kits have all necessary items, including non-expired medication.
• All participants shall be aware of the location of the first aid kit.
• Document all accidents or injuries.
• While hiking ensure that first aid kit is near the end of the group.

On Trail Hiking
• Everyone must use buddy system, no one travels alone.
• Leaders should establish the trail pace and rest stops.
• Group must travel together or regroup at regular intervals, especially trail junctions.
• Leaders must inform participants of necessary clothing or equipment concerns.
• Note all trail markings and signs, but continue to navigate using appropriate map and compass techniques.
• Travel at slowest person's pace, without pressuring them to over-exert themselves.
• Allow adequate rest breaks, encourage food and water consumption.