



**Ministry of Children and Family Development**

**Manual of Standards and Policies for**

**Outdoor and Wilderness  
Activities**

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This Manual is dedicated to the memory of

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# Manual Amendment Process

It may be necessary to add new material to the Manual of Standards and Policies for Outdoor and Wilderness Activities (SPOWA) or amend content from time to time. In order to ensure user confidence in the integrity of manual content, a standard procedure has been developed.

The standard process for amending this manual is as follows:

- Proposed amendments must be submitted in writing to the Manager, Youth Justice Policy and Program Support, Ministry of Children and Family Development (MCFD), for amendment consideration.
- If the proposed amendment is considered suitable, draft versions of amendments will be sent to field advisors for review.
- The Assistant Deputy Minister, Child and Youth Mental Health and Youth Justice and the Assistant Deputy Minister, Regional Operations, must approve the final version of amendments.
- A memo and amended pages will be sent to all authorized holders of the manual.
- An amendment date will indicate the effective date of the new standard or policy.
- All program staff using the manual must sign off that they have read and understood the manual and any amendments.

## **Master Manual**

The master copy of the manual will be kept at the Youth Justice Policy and Program Support office. The master manual is the official reference copy of the manual.

## **Exemption Process**

The exemption process is as follows:

- The contractor must submit a written request for an exemption from the standard/policy. Requests must clearly specify which standard/policy the exemption is for and state the reasons why the exemption is being sought.
- The contractor must submit the request to the contract manager or, in the case of youth custody centres, the Director will submit the request directly to the Executive Director, Youth Custody.

- The contract manager will submit the request and an accompanying memo outlining recommendations regarding the exemption request to the Regional Executive Director.
- The Regional Executive Director (or Executive Director, Youth Custody) will forward the request and recommendations to the Manager, Youth Justice Policy and Program Support for review and recommendation.
- The Manager, Youth Justice Policy and Program Support will consult with field advisors for review and recommendation.
- The Assistant Deputy Minister, Child and Youth Mental Health and Youth Justice and the Assistant Deputy Minister, Regional Operations must approve the exemption in writing.
- The exemption will not be considered valid until the contractor/youth custody Director receives the exemption approval in writing.

Note: An exception to the above process can arise in situations where there is a local, temporary circumstance requiring immediate attention. In these situations, the Regional Executive Director (or the Executive Director, Youth Custody) may authorize a temporary exemption, provided a written copy of the exemption and justification for the same, is forwarded to the Assistant Deputy Minister, Child and Youth Mental Health and Youth Justice, the Assistant Deputy Minister, Regional Operations and the Manager, Youth Justice Policy and Program Support. This approval must indicate the dates that the exemption will be valid.

# How to Use This Manual

This manual contains the minimum standards and policy requirements for organizations and personnel involved in Outdoor and Wilderness Activities directly operated by or under contract with MCFD.

Pre-text material includes the process for amending the manual, a guide to its use, a table of contents, the statement of philosophy, an introduction, and safety management objectives.

The main body of text comprises five sections as follows:

- Section One Prerequisites
- Section Two Planning
- Section Three Conducting Activities
- Section Four Incidents and Emergencies
- Section Five Post-Trip Procedures

Included in these sections are standards, policies relating to the standards, definitions, discussions, and graphical figures.

Appendices can be found at the end of the manual following the five main sections. They contain additional information sources such as books, web sites, mandatory forms, quick reference charts, and a quick reference aide memoir.

Standards are formatted in boldface type in a graphical box. The boldface alphanumeric figure immediately above the left-hand border is the **reference number** for the standard. The boldface figure immediately above the right-hand border of the box refers to the **effective date** of the standard.

Ref#	D/M/Y
<b>Standard Title</b> <b>The statement of standard for Outdoor and Wilderness Activities Programs</b>	

Some standards will have a definition, in italics, immediately below the standard box. Definitions are also listed in alphabetical order in the 'Definitions' section of the pre-text material.

Policies relating to the standard are listed below the standard box in plain text, each having a boldface reference number to the left of the policy statement. Some standards have discussions following the policies. These are intended to give additional information, background and reasoning for the preceding standard and policies.

The objective of this manual is to provide an easy-to-use reference guide to the minimum standards and policies that contractors must comply with in delivering outdoor and wilderness programs to youth for MCFD.

It is acknowledged that there are a wide range of activities, challenge levels, behavioural approaches and locations used by the many contractors providing outdoor and wilderness activities programs. Contractors with suggestions for amendments to the manual that would improve the level of safety for participants in these programs are encouraged to follow the amendment process. In this way, the manual can evolve and respond to specific program needs and changing conditions that affect safety management in outdoor and wilderness programs.



## **Introduction**

About three decades have passed since programs were developed to help troubled youth learn to face the challenges of everyday life by presenting them with unavoidable challenges in wilderness settings. Over the years, these types of programs that we now refer to as ‘Outdoor and Wilderness Activities’ programs have proven to be effective in assisting youth participants to develop more positive attitudes towards themselves and others as stepping stones to socially acceptable behaviour. Thousands of adolescents have benefited from these programs and have applied lessons learned in the wilderness to the challenges presented by urban settings, thus becoming responsible members of society.

While it is true that a wilderness experience can be a soothing tonic for a troubled spirit, it can be a ferociously inhospitable place to be at times. Those who continually venture forth into the wilderness unprepared will eventually pay the price. A high degree of self-reliance is required since warm shelter from the elements, conveniently available food and emergency medical care are usually not at hand. With this in mind, responsible wilderness travelers ensure that they have the equipment, skills and experience to survive.

Those who lead others into the wilderness have an even greater responsibility. They must not only achieve the objectives of the backcountry sojourn but must also bring all of their followers back safe and sound. When their charges are youths who are compelled to participate by the courts, the responsibility becomes even greater.

Youth participants in the various ‘wilderness’ programs have an opportunity to reap the benefits of a wilderness experience. However, to do so, they must be prepared and protected through properly sequenced training, adequate equipment, good nourishment and responsible leadership.

This manual is the keystone of safety management planning for the providers of outdoor and wilderness activities. Service providers are responsible for meeting the minimum standards and complying with the policies relating to those standards. With this responsibility comes the freedom to deliver experiences to youth that can improve their lives and benefit society as a whole.

## Statement of Philosophy

'Outdoor and Wilderness Activities' provide an education process that enables an individual to develop self-reliance, cooperativeness and self-confidence. Participants must first develop stamina and individual skills necessary to safely and successfully participate as a full member of a team engaged in challenging out trips. Contractors ensure that the out trips are positive experiences and that participants are given the opportunity to enjoy the outdoor experience.

A referral process should allow entry to appropriate participants who are willing and able to participate in the program activities. Although the participants are sent to programs as part of a court order, they are not sent to be punished by program staff for previous wrong doings. Staff are expected to motivate and lead - and treat youth in a positive and respectful manner - rather than apply disciplinary measures as punishment. Change in the participants should come from within the individual as a response to success rather than as a reaction to external pressures applied in a context of failure. Once individuals have developed basic competencies that enable them to take care of and be responsible for themselves they can then begin to learn their roles and responsibilities as part of a group. They learn that an individual can accomplish more through cooperative effort in concert with the goals of others. The experience of succeeding, possibly new for the participant, can develop self confidence that can fuel the fires within that help the participant keep trying to succeed even in the face of adverse conditions or seemingly overwhelming odds against them.

Within this training and experience the participants will be taught problem solving, decision-making and will develop an awareness of their relationship to their environment. Program staff help them learn to apply these techniques to everyday situations challenging youth in today's society, including urban settings.

Personal growth in response to outdoor and wilderness activities however, must always be considered secondary to personal safety. Contractors are responsible for providing program activities that facilitate personal growth and maturity while maintaining high standards of safety and personal conduct. Staff must always recognize that these young people must be treated with respect and dignity with the same rights as anyone else. Staff in outdoor adventure programs are skilled leaders who can motivate these youth and be positive role models without using humiliating disciplinary methods or undue application of the power differential.

The purpose of this manual is to clarify and give guidance to those providing the programs by setting policies, safety standards and risk assessment guidelines which can work in concert with good judgment to prevent loss of life, disabling injury, or serious illness as a result of participating in a outdoor and wilderness activities.

# Safety Management

The primary focus of this manual is ‘safety management’. Safety management is simply the aspect of program management concerned with maintaining safety. Management functions such as planning, organizing, leading, and monitoring are essential components of a safety management program. Proper planning can recognize hazards that are likely to be encountered during an out trip. Participants can then be trained and equipped to deal with the hazards. During the trip, leaders can exercise their judgement knowing that the group is prepared to handle the hazardous situation. Proper preparation can turn potentially high-risk situations into challenges that can be safely managed.

Safety management does not end with the successful completion of a trip or outdoor activity. Debriefing is required to verify that the planning, organizing, and leading of program activities is being done to the required standard and that the methods of implementing policy are working. It is acknowledged that accidents can happen anywhere at any time. Most, however, can be prevented by good safety management practices that include an attitude of continual improvement.

The safety management objectives of the outdoor and wilderness programs are as follows:

- to prevent disabling injury, serious illness or death; and,
- to reduce the frequency of all other preventable injuries or illnesses.

The safety management standards and policies contained in this manual support these objectives and represent the working framework of contractors’ service delivery operations. It is the responsibility of contractors to ensure that their operations meet the required standards and that the policies are implemented in such ways as to meet the overall safety management objectives of MCFD.

Broadly stated, the safety management process covered by this manual is not complicated. Beyond prerequisite administrative requirements for operating an outdoor and wilderness activity program, contractors must:

- set realistic objectives;
- determine the most appropriate combination of activity type and location to enable participants to successfully reach those objectives;
- provide adequate leadership, properly-sequenced training, quality equipment and food; and,
- establish effective emergency procedures in case things go wrong, and regularly review the process so that it can be improved.

All programs involved in outdoor and wilderness activities are unique in some ways. They also have some aspects of operations in common, including the standards required by this manual. Some documentation such as route cards, incident reports, and debriefing reports, have been standardized. This will result in the ability to achieve a safety management perspective on a larger scale to increase the effectiveness of this manual in maintaining high levels of safety for the youth participants in outdoor and wilderness activity programs.

All contractors are encouraged to provide feedback regarding how this manual or any safety management processes can be improved.

## **Investigation, Inspection & Standards**

The Investigation, Inspection and Standards Office (IISO) will conduct annual inspections of all outdoor and wilderness programs operated by MCFD that are subject to the policies and procedures outlined in this manual.

1. Where a wilderness program conducts winter and summer operations, an inspection will occur on both operations annually.
2. Wilderness program inspections will include a review of compliance with SPOWA policy and procedures, health and safety matters, equipment and outdoor practices, and an assessment of the way participants are treated by wilderness program staff.
3. Within 30 days, Investigation, Inspections and Standards Office (IISO) will provide a written report, including recommendations, to the Deputy Minister for response.
4. The appropriate Regional Executive Director and Youth Justice and Policy and Program Support staff will facilitate the program's response to the recommendations, which must be returned to IISO within 90 days.

Any questions about the role of IISO and wilderness program inspections should be directed to the Manager, Youth Justice Policy and Program Support or the Director, IISO (Ministry of Attorney General).

## Definitions

**AWOL** - is a situation that exists when a participant has willingly and without consent gone missing with the intent of ceasing to participate in the program.

**Backpacking** - refers to hiking with the intention of establishing temporary overnight camps using only equipment and food that can be carried by the members of the group.

**Canoeing** - refers to the use of paddle powered canoes, either tandem or voyageur type on ocean or inland waterways (excluding waters in which the current exceeds 3km per hour, or 3 knots per hour on the ocean, at any point of the planned route).

**Conflict With the General Public** - involves conflict between program staff, participants or activities and members of the public not involved in program activities, i.e. fellow campers or people encountered at rest stops en route to and from activity locations.

**Contract Manager** - the person overseeing the implementation of the contract between the contractor and MCFD. For the purposes of this manual, this includes the Directors of youth custody centres unless otherwise indicated.

**Contractor** - the organization administering the program by contractual agreement with MCFD. For the purposes of this manual, this includes Directors of youth custody centres unless otherwise indicated.

**Critical Incidents** – Meet one or more of the following criteria:

- Death of a participant or staff member;
- Evacuation; or,
- Any incident that has (or could) attracted media attention

**Dangerous Animal Encounters** - involve situations where wildlife or domestic animals exhibit aggressive behaviour towards members of the group.

**Day Hiking** - hiking trips that can be completed in one day.

**Early Exit** - from a program is a refusal to participate in the program by a participant. Program staff have no authority to restrain a participant for the purposes of having him/her remain with the program.

**Group Leader** -the employee of the contractor or the youth custody centre staff designated as senior person in authority on a particular field activity or out trip. The group leader is responsible for the staff, participants and overall conduct of the activity or out trip.

**Horseback Trail Riding** - activities involving western style riding techniques and equipment using properly trained horses.

**Liaison Officer** - the youth probation officer responsible for liaison duties between the program and the responsible region of MCFD.

**Lost and Alone** - incidents or situations where program participants become unintentionally separated from the group to the extent that there is no visual or voice communication.

**Master Manual** - is the official reference copy of this manual, which is kept and maintained at the Youth Justice Policy and Program Support office.

**Medical Incidents** - involve first aid attention beyond minor first aid.

**Near Misses** - are situations where events occur that have potential for serious or tragic results but which resulted in no major negative consequences. Examples include rockfall close by, tire blow out at high speed, canoeists caught in extreme water conditions, questionable leader judgement calls, lost but recovered group member, close wildlife encounters.

**Outdoor and Wilderness Activities** - activities that are on the current allowable activities list.

**Out Trip** - refers to any trip away from the operational base or training centre involving activities from the allowable activities list.

**Participants** - the participants of the program involved in a particular activity or out trip.

**Program Base** - the facility or place from which the operations are usually directed or coordinated.

**Program Staff** - employees of the contractor or youth custody centre who are responsible for participants in outdoor and wilderness activities.

**Program Supervisor** - the employee of the contractor or youth custody centre who are responsible for managing the daily operations of the program and implementing the safety management plan.

**Property Damage** - involves damage to property belonging to the program, its participants or the general public.

**Referring Youth Probation Officer** - a youth probation officer who supervises the youth and who initiated the process of involving the participant in the program.

**Reportable Incidents** - meet one or more of the following criteria:

- Behaviour problem that includes violence or threats;
- Personal injury requiring follow-up care by staff;
- Dangerous animal encounters;

- Illness limiting participant's participation;
- Property damage;
- Public conflict;
- AWOL;
- Lost and alone;
- Early exit situations; or,
- Near misses or any other unanticipated incident that could be seen as a safety issue

**Rock Climbing** - training involves top-roped climbing training, high ropes courses, rappelling, and stretcher descents at well-established climbing sites.

**Ski Backpacking** - activities are free-heel ski trips with the intention of establishing temporary overnight camps using only equipment and food that can be carried by the members of the group.

**Ski Day Touring** - activities are free-heel ski trips that can be completed in one day.

**Snowshoe Backpacking** - activities are snowshoe trips with the intention of establishing temporary overnight camps using only equipment and food that can be carried by the members of the group.

**Snowshoe Day Hiking** - activities are snowshoe trips that can be completed in one day.

**Swimming** - refers to waterfront activities in water deeper than one metre.

**Wilderness** - an area that has limited accessibility due to terrain, vegetation, or expanse of water.



## **Section One**

### **Prerequisites**

Before conducting outdoor and wilderness activities covered by this manual, contractors must have an organizational structure and management systems in place that enable them to effectively manage the delivery of outdoor and wilderness activities. The top priority in the delivery of this type of service is safety of the participants. This section defines the standards and policies that contractors must comply with prior to conducting activities covered by this manual.

**PR1**

**01/06/02**

<b>Management</b>
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The contractor shall provide effective management for the safe delivery of outdoor and wilderness activities program services.
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- PR1.1** The contractor must have a valid contract with MCFD for the period during which the outdoor activities take place.
- PR1.2** The contractor must deliver services within the scope of the program designation according to the program category.
- PR1.3** The contractor must have a statement of philosophy, mission statement, and objectives acceptable to the Regional Executive Director (or delegate).
- PR1.4** The contractor must have a full-time program supervisor with the experience, responsibility and authority adequate to manage the daily operations of the program.
- PR1.5** The contractor must have a personnel policies and procedures manual.

## **Discussion**

The standards and policies on the preceding page are integral to maintaining the safety of the participants by ensuring that contractors are authorized to provide the outdoor and wilderness activities and deliver that service effectively. To do so, the contractor must have effective management systems. In addition there must be clearly stated, approved philosophical guidelines such as philosophy, mission and objectives, for these will largely determine how the youth sent to the program will be treated. Front-line staff are usually working in locations and situations where everyday support systems of urban settings are simply not available. Because of this inherent aspect of 'wilderness' programs, there must be a qualified person responsible for the daily operations of the program to ensure the proper implementation of the safety management plan, the contractor's philosophy and the contents of this manual.

**Safety Management Plan**

Contractors shall have a safety management plan covering all operations of the outdoor and wilderness activities of the program.

- PR2.1** The safety management plan must include policies on orientation of new staff to all safety management systems, routine yearly safety management reviews, and reportable incident reviews.
- PR2.2** The contractor must have a staff-accessible operational policy and procedures manual outlining program-specific minimum standards and practices expected.
- PR2.3** The contractor must have written emergency action plans that include, but are not limited to; search and rescue protocols, evacuation protocols, communications plans for emergency situations, media relations, confidentiality and notification policies.
- PR2.4** The contractor must have a screening process that evaluates the suitability of referrals for the program.
- PR2.5** The contractor must ensure that all program staff, particularly those who screen referrals, are aware that youth who suffer from neurological impairments such as brain injury or Fetal Alcohol Syndrome/Fetal Alcohol Effect which can lead to impulsivity and a diminished capacity to anticipate the consequences of their behaviour, have special needs and in some cases may not be appropriate for wilderness programs.
- PR2.6** The program manager must ensure that youth are not admitted to the program unless the youth has passed a medical exam within the last 30 days.
- PR2.7** The contractor must have a medical approval process for all staff and participants that ensures the ability to successfully participate in program activities.
- PR2.8** The contractor must have a screening process that enables selection of staff with training and experience adequate for conducting program activities.
- PR2.9** The contractor must have a training and evaluation program that ensures the ability of staff to conduct program activities safely.
- PR2.10** The contractor must have approved criminal record checks on file for all staff and volunteers, and must be in compliance with the Criminal Records Review Act.
- PR2.11** The contractor must have policies covering allowable activities and appropriate locations for program operations.

- PR2.12** The contractor must have participant preparation policies that require adequate training, equipment and food for program participants.
- PR2.13** The contractor must have debriefing policies.
- PR2.14** The contractor must have transportation and facilities safety policies.
- PR2.15** The contractor must have policies that cover processes available to participants for registering complaints regarding their treatment while on the program.
- PR2.16** The contractor must have policy regarding the dispensation of medication to participants.
- PR2.17** The contractor must have policies covering requirements for documentation including:
- Program Referral Form
  - Completed Medical Examination
  - Personnel Forms
  - Personnel Policies
  - Incident Reporting
  - Route Card
  - Preparedness checklists
  - Medication form
  - Menu planner
  - Insurance
  - Vehicle inspection
  - Staff certifications
  - Licenses
  - Location use permits
  - Staff evaluation
  - Safety management review form
  - Debriefing form
- PR2.18** The contractor must have a policy that requires a photograph of each participant be on the youth's file prior to the youth's participation in the program.
- PR2.19** The contractor must have a policy regarding the use of tobacco products, which prohibits smoking by youth while attending the program and which prohibits staff smoking indoors and, to the extent practicable, limits staff smoking to outdoor areas out of sight of youth.

## Program Categories Quick Reference

	<b>Outdoor Recreation</b>	<b>Basic Wilderness Challenge</b>	<b>Intermediate Wilderness Challenge</b>	<b>Advanced Wilderness Challenge</b>
<b>Outdoor and Wilderness Activity Emphasis</b>	Optional	Minor focus	Secondary focus	Major or primary focus
<b>Outdoor and Wilderness Activity Days Per Year</b>	0-50	20-50	50-100	100+
<b>Maximum Out Trip Duration</b>	3 days	5 days	7 days	10+ days
<b>Remoteness</b>	Non-wilderness	Designated wilderness trails	Wilderness trails and off-trail routes	Remote wilderness trails and off-trail routes
<b>Operational Seasons</b>	Primarily spring-fall	Four seasons	Four seasons	Four seasons
<b>Days Per Month</b>	Irregularly scheduled	2-3 days/month	5+ days/month	7+ days/month

### Discussion

The grid above serves to differentiate between programs by the scope of their operations involving activities covered by this manual. It recognizes that different programs use outdoor and wilderness activities in different ways and to a differing extent as part of their different approaches to providing services to youth.

**Outdoor Recreation Programs** may, but do not necessarily, use outdoor and wilderness activities as part of their programming. When they do, the activities are usually not demanding and are used as part of the program leisure time or recreation component. During the course of a year they will conduct fewer than fifty days of outdoor recreation programming. Overnight trips shall take place during the usual camping season and last no longer than a long weekend. Their activities are similar to those of a typical outdoors-oriented family. The activities do not take place in wilderness areas where self-sufficiency and previous training is essential. Instead, they use areas in close proximity to modern conveniences. Car camping, short hikes, and self-guided nature walks in parks are typical of the activities these programs might undertake.

Wilderness challenge programs use outdoor and wilderness activities as a component of their basic structure and are differentiated into three distinct categories based on the level of challenge presented to the participants.

**Basic Wilderness Challenge** programs involve regularly scheduled out trips amounting to between twenty and fifty days out on individual trips of no longer than five days. These programs conduct outdoor activities throughout the year as a minor focus of their overall approach to working with youth. At times their activities may take them into fringe wilderness areas but they use well-marked trails, usually in parks, often sharing the trail with other outdoor enthusiasts. In these areas of reduced services, there is a greater requirement for self-sufficiency, so some previous training and preparation of participants is required.

**Intermediate Wilderness Challenge** programs venture into the heart of the wilderness often, up to one hundred days per year, and for periods of up to seven days at a time. This type of trip requires careful preparation and a high degree of self-sufficiency in the group because civilization can be more than a day's travel distance. Rescue in a serious emergency might be several days in coming due to bad weather or difficult terrain. Participants must be fit, able to take care of themselves and able to competently use the outdoor equipment necessary for safe wilderness travel. This requires a gradual buildup of skills and abilities over time. Although outdoor and wilderness activities may not be the sole focus of the program, it is a critical component of case planning for the participants.

**Advanced Wilderness Challenge** programs spend almost all of their time in outdoor and wilderness activities. Numerous extended out trips contribute to total out trip days exceeding one hundred days annually. Participants receive training and experience that prepares them for long journeys through the wilderness, facing extremes of weather and terrain. Entirely dependent on the leadership of program staff, personal resources and teamwork skills are essential. Conducting this level of activity safely requires extremely skilled staff to use good judgement based on extensive experience in the field. Safety plans must be constantly improving to enable safe conduct of program operations in an extremely wide variety of situations where making the right decision is critical.

Programs must operate within the scope of their designation. Should special circumstances arise, the program can seek permission to conduct an operation outside of this scope. In this case the contractor can apply for an exemption through the exemption process. An example of this would be in the case of a basic wilderness challenge program wishing to extend the maximum trip length from five to seven days in order to complete a challenging out trip that is well within the capabilities of the staff and the participants.

## Section Two Planning

The primary safety management goal of outdoor and wilderness activities is to bring all of the participants back and in good health. Although accidents can happen anywhere at any time, program operators and out trip leaders are expected to plan well enough to prevent all preventable accidents. This section outlines the minimum standards required in planning outdoor and wilderness activities.

Planning outdoor and wilderness activities begins with setting objectives. These objectives represent steps in an overall strategy of guiding positive change in the program's participants. The type of activity and locations will be determined largely for their suitability in achieving the set objectives. Activities are limited to those comprising a list of generally allowable activities while locations are limited by the scope of the individual program's designated category.

As discussed in the previous section, programs have been differentiated by categories based mostly on the challenge level, frequency, and duration of their operations involving wilderness and outdoor activities. Some programs are almost exclusively focused on these activities while others are involved to lesser degrees. As a result, some programs can undertake activities at higher levels of challenge than others can. These programs must satisfy more stringent requirements. Although some programs may have to limit themselves to lower levels of challenge they may also have less stringent requirements to satisfy than are within their available resources.

Regardless of the chosen activity and location, the key component for safety management is leadership. Those leading any activity or trip in any program beyond the most elementary level must have developed, through training and experience, what is referred to in this manual as the "Leader Skill Set". This is a set of abilities that are considered to be the minimum required to participate in outdoor and wilderness activities as a staff member responsible for youth participants.

Leaders are sometimes called upon to demonstrate more than a basic set of skills. There can be times when they must exercise quality judgement in situations demanding the departure from standard procedures in order to maintain safety levels in unusual circumstances. As well, they must be able to be accountable for their leadership decisions, especially if standards are not followed. They must be able to demonstrate leadership at a level that reflects the skill and experience required to be responsible for others during demanding activities, often in uncomfortable physical conditions, while fatigued, and in locations where immediate assistance is not at hand. Add to these possibilities the responsibility for sometimes-uncooperative youth under their care and the case is made for very careful planning being required of leaders.

Trip planning includes ensuring participants are prepared for participation both physically and mentally. They need fitness levels, skills and attitudes appropriate to the activity so that they can reap the maximum benefits of a successful, enjoyable wilderness experience. All participants also need proper clothing, equipment, and food sufficient to maintain them in activities as varied as walking for an hour on a paved trail to a grueling paddle to the next landfall bucking biting

cold head winds. They must be prepared for the ascending levels of challenge and good planning, which must include confirmation that participants have been through properly sequenced training.

Fundamental to planning outdoor and wilderness activities are checklists so widely used by programs in the field that they are now considered a required planning practice. Amid the confusion of organizing a group of adolescents, checklists help ensure that nothing has been overlooked in the final planning stages.

All of the planning and preparation culminates in briefings of all parties involved in the activity or out trip. Standard practices include informing all participants and concerned third parties (such as the community communications contact, local search and rescue persons, parks workers, etc.) not going on the trip, what is expected to occur and what procedures will be activated should things go unexpectedly wrong.

Effective safety management planning is crucial to the success of outdoor and wilderness activities. It increases the safety margins, extends the range of experiences available, and teaches the participants that forethought can increase the potential for success and can make facing challenges enjoyable. When this lesson is learned the education process provided by outdoor and wilderness activities can be applied to the challenges of the participants' everyday life.



## Objectives

### All out trip plans shall include realistic objectives

- PL1.1** Program staff must set objectives that are consistent with the goals of outdoor and wilderness activities.
- PL1.2** Program staff must set objectives that are consistent with the program goals.
- PL1.3** The group leader must document out trip objectives on the route card.
- PL1.4** Program staff must set objectives that are within the abilities of the individual participants and groups involved in the program's outdoor and wilderness activities.

### Discussion

In the context of outdoor and wilderness activities an objective refers to the condition that will exist at the end of a certain outdoor and wilderness activity, whether it is an instructional session or an out trip. Outdoor recreational programs may set purely recreational or behavioural objectives that are consistent with the individual case management plans for participants. Wilderness challenge programs will generally set objectives that are intended to prepare the participants for future activities and, in the process, increase the self-confidence of the participants. This is crucial to preparing the participants for safe participation in increasingly challenging activities. Objectives must address the development of physical strength, activity specific skills, and the cooperation necessary for teamwork.

It is important for staff to acknowledge progress to the participants, thus developing their self-awareness and building confidence so that they are ready for greater challenges. Through this process participants will be more likely to participate on a "challenge by choice" basis, greatly widening safety margins. Ideally, objectives should be measurable in terms of degree of success and relate to safety management. Examples of objectives are as follows:

- By the end of the Connor Lake day hike each participant will know how to react safely to a bear encounter.
- By the end of the Connor Lake day hike each participant will know how to tie overhand, square, bowline, and figure eight knots as well as how to use them safely.
- By the end of the Connor Lake day hike each participant will have experienced a day hike of low-intermediate difficulty requiring self-discipline and patience while travelling together at the pace of the slowest member to increase the safety level of the group during wilderness travel.

**Generally Allowable Activities**  
**Out trip activities shall be limited to the list of generally allowable activities**

Definition     *A generally allowable activity is an activity included in the following list:*

- *Day Hiking*
- *Backpacking*
- *Ski Day Touring*
- *Ski Backpacking*
- *Snowshoe Day Hiking*
- *Snowshoe Backpacking*
- *Swimming*
- *Canoeing (excluding waters in which the current exceeds 3km per hour, or 3 knots per hour on the ocean, at any point of the planned route)*
- *Rock Climbing Training*
- *Horseback Riding*

**PL2.1**           The contractor must ensure that the planned activity is suitable for achieving the out trip objectives

**PL2.2**           The program supervisor must ensure that the activity level is within the scope of the program's designated category.

**PL2.3**           The contractor must receive prior written approval through the exemption process to conduct any activity outside the scope of the program's designated category.

**PL2.4**           The contractor must comply with the standards and policies of SPOWA.

**PL2.5**           The program supervisor must only approve of activities from the generally allowable activities list.

## Day Hiking Quick Reference

	<b>Novice Day Hike</b>	<b>Intermediate Day Hike</b>	<b>Advanced Day Hike</b>
<b>Program Category</b>	All Programs	All wilderness challenge programs	Intermediate and advanced wilderness challenge programs
<b>Time Required</b>	Up to ½ day	½ to full day	Full day
<b>Total Distance</b>	Up to 10 km	Up to 20 km	Up to 30 km
<b>Elevation Gain</b>	Up to 200 m	Up to 750 m	Up to 2000 m
<b>Trail Terrain</b>	Designated, well-marked and maintained hiking trail	Designated hiking trails possibly requiring minor obstacle crossing and map using.	Usually designated trail but may require off-trail route-finding and navigation skills over rough ground.
<b>Physical Demands</b>	Within the capabilities of an average healthy youth.	Within the capabilities of an average healthy youth who gets moderate exercise several times per week.	Within the capabilities of an average healthy youth who gets strenuous daily exercise.
<b>Leadership</b>	Standard staff ratio. Group leader has completed a minimum of 30-day hikes. Group first aid kit and wildlife kit.	Standard staff ratio. All staff have the Leader Skill Set. Group leader has completed a minimum of 50-day hikes; at least half of which are intermediate or advanced. Group day hike kit.	Standard staff ratio. All staff have Leader Skill Set. Group leader has completed a minimum of 50 advanced day hikes. Group day hike kit.
<b>Participant Preparation</b>	Demonstrated ability to follow direction. Physically able. Training in personal day hike kit.	Willingness to participate. Demonstrated ability to follow direction. 1 prior novice day hike. Training in the use of personal day hike kit.	Willingness to participate. Demonstrated ability to follow direction. 1 prior intermediate day hike. Proven ability in use of personal day hike kit contents.
<b>Equipment</b>	Water, well-fitted comfortable runners or hiking boots. Appropriate clothing. personal day hike kit.	Personal day hike kit.	Personal day hike kit.
<b>Briefing</b>	Route card if trip longer than 1 hour.	Route card. Community contact person briefed.	Route card. Community contact person briefed.

## **Day Hiking**

**Definition**     *Day hiking activities are hiking trips that can be completed in one day.*

**PL2.5.1**        The program supervisor or designate must approve all day hiking plans.

**PL2.5.2**        The program supervisor must ensure that all day hiking groups have a minimum of two staff and no more than five participants per staff member.

**PL2.5.3**        The program supervisor must ensure that all day hiking groups have a designated group leader with skills and abilities that include the Leader Skill Set plus additional skills, experience and qualifications required as per the day hiking quick reference chart.

**PL2.5.4**        The contractor must receive approval through the exemption process before conducting day hiking activities beyond the scope of the program category as per the day hiking quick reference chart.

**PL2.5.5**        The program supervisor must ensure that participants have the necessary skills, physical and mental preparation, and equipment to safely achieve the objectives of the day hikes.

**PL2.5.6**        The contractor must maintain records that show properly sequenced participant preparation for day hikes.

**PL2.5.7**        The contractor must have a written policy covering a personal day hiking kit of essential items that each participant must have on all day hikes beyond the novice level. The personal day hike kit must include but is not limited to:

- day pack
- comfortable footwear adequate for the terrain
- an effective sock system
- a trip-appropriate inner layer of clothing
- a trip-appropriate insulating secondary layer of clothing
- a trip-appropriate outer thermal layer
- raingear
- headgear for sun protection and warmth
- sunglasses
- necessary and extra food
- water bottle
- shelter material
- whistle
- pencil and paper
- written “lost and alone” procedures
- flashlight

**PL2.5.8** The group leader must ensure that all participants in day hikes beyond the novice level have completed at least one novice day hike, received instruction in the use of all contents of the personal day hiking kit, prevention of common day hiking injuries, prevention of 'lost and alone' situations, and introduction to minimum impact travel.

**PL2.5.9** The group leader must ensure that all participants in advanced day hikes have completed the training and experience detailed in PL2.5.8 and completed a practical 'lost and alone' training exercise using the personal day hiking kit.

**PL2.5.10** The contractor must have a written policy concerning a group day hiking kit of essential items that must be carried by the staff team on all intermediate and advanced day hikes. The group day hiking kit includes but is not limited to:

- tarp
- closed cell foam pad
- sunscreen
- backpacking stove, fuel and pot\*
- water quality kit\*
- 2 first aid kits\*
- communications kit\*
- repair kit\*
- emergency fire starter\*
- wildlife kit\*
- spare flashlight, batteries and bulb

\*Carried by staff only

**PL2.5.11** The program supervisor must ensure that day hiking trip plans allow enough time to complete the day hike before nightfall.

**PL2.5.12** The contractor must have a written policy covering extreme weather procedures that includes:

- a requirement for a last minute check of the weather forecast before an out trip begins; and,
- the authorization of the group leader to cancel or alter a trip in response to extreme weather forecasts or conditions that could render the activity beyond the capabilities of the group.

## Discussion

Although most outdoor and wilderness enthusiasts learn to day hike before they go on their first backpacking trip, day hiking is in some ways, more risky. One reason is that day hikers are often poorly prepared to spend a night out since many don't even carry daypacks and those who do tend to leave out important items.

The simple omission of an item such as a flashlight can turn a relatively minor situation such as being delayed due to a fatigued party member, into a potential nightmare. Should a slow hiker delay the group so that the trailhead cannot be reached by nightfall there is no real cause for concern - if the party has flashlights with them. Travel speed in the dark slows to a near standstill, obstacles get stumbled over, causing injuries, people get lost, and fear contributes to quicker energy loss.

Day hiking must not be taken for granted as solely a novice's activity. Some programs with highly skilled leaders cover large distances over difficult terrain dealing with several extremes of weather, reaching challenging mountain summits and returning to camp safely all in one day. These programs have experienced leaders and well-prepared participants.

**Novice Day Hikes** are within the ability of most healthy people. The trails that can be classified as novice hikes include self-guided nature trails, trails around small lakes, trails to viewpoints and others that do not range far from vehicle parking areas. They are usually easy to follow due to regular maintenance crews clearing obstacles. Well-signed or simply obvious because of their popularity and tread wear, novice day hikes are good for introducing young people to the rules of hiking, fundamental techniques and the joy of getting closer to nature. Being less than half a day, these hikes need minimal gear, such as water, a light snack and some extra clothing.

**Intermediate Day Hikes** require some prior hiking experience since the participants will travel further from the trailhead and face greater physical challenges than on the novice hikes. Participants must have received some training in basic hiking. They should be moderately fit, able to regulate their heat loss, take care of their feet, and avoid dehydration. They must carry daypacks with essential gear. If a participant gets separated from the group, program staff must know that the individual has the equipment and training necessary to survive the night out.

**Advanced Day Hikes** often reach remote areas in rugged terrain, sometimes off-trail where route finding requires judgement based on years of experience. A 'lost and alone' situation on an advanced day hike can be far more serious than on an intermediate one. Any person who has actually experienced a night out using just the contents of the day pack knows how long and cold the night can be even in mid-summer. But that person also knows that proper use of even the limited gear in the daypack can ensure survival until the next day without too much discomfort. This knowledge can easily mean the difference between life and death. Providing this experience in a safe camp situation with warm shelter immediately available before exposing participants to the potential for the real thing extends the safety margin of a trip immeasurably.

## Backpacking Quick Reference

	<b>Novice Backpack</b>	<b>Intermediate backpack</b>	<b>Advanced backpack</b>
<b>Program Category</b>	Wilderness challenge programs	Wilderness challenge programs	Intermediate and advanced wilderness challenge programs
<b>Time Required</b>	Up to 2 nights	Up to 5 nights	More than 5 nights
<b>Total Distance</b>	Up to 10-km/day avg.	Up to 15-km/day avg.	Up to 20-km/day avg.
<b>Elevation Gain</b>	Up to 200-m/day avg.	Up to 500-m/day avg.	Up to 1500 m/day avg.
<b>Trail Terrain</b>	Designated, well marked and maintained hiking trail.	Designated hiking trails possibly requiring minor obstacle crossing and map using.	Usually designated trail but may require off-trail route-finding and navigation skills over rough ground.
<b>Leadership</b>	Standard staff ratio. All staff have Leader Skill Set. Group leader has spent a minimum of 50 nights out. Group Backpacking Kit.	Standard staff ratio. All staff have Leader Skill Set. Group leader has a minimum of 50 nights out. Group Backpacking Kit.	Standard staff ratio. All staff have Leader Skill Set. Group leader has a minimum of 50 nights out. Group Backpacking Kit.
<b>Participant Preparation</b>	1 prior intermediate day hike. Personal backpacking kit training.	1 prior novice backpacking trip. Personal backpacking kit training.	1 prior intermediate backpacking trip. Personal backpacking kit training.
<b>Equipment</b>	Personal backpacking kit	Personal backpacking kit	Personal backpacking kit
<b>Briefing</b>	Route card. Community contact person briefed. Trailhead briefing.	Route card. Community contact person briefed. Trailhead briefing.	Route card. Community contact person briefed. Trailhead briefing.

## Backpacking

**Definition** *Backpacking activities are hiking trips with the intention of establishing temporary overnight camps using only equipment and food that can be carried by members of the group.*

**PL2.5.13** The program supervisor or designate must approve all backpacking plans.

**PL2.5.14** The program supervisor must ensure that all backpacking groups have a minimum of two staff and no more than five participants per staff member.

**PL2.5.15** The program supervisor must ensure that all backpacking groups have a designated group leader with skills and abilities that include the Leader Skill Set plus additional skills, experience and qualifications required as per the backpacking quick reference chart.

**PL2.5.16** The contractor must receive approval through the exemption process before conducting backpacking activities beyond the scope of the program category as per the backpacking quick reference chart.

**PL2.5.17** The contractor must maintain records that show properly sequenced participant preparation for backpacking trips.

**PL2.5.18** The contractor must have a written policy covering a personal backpacking kit of essential items that each participant must have on all backpacking trips. The personal backpacking kit must include:

- backpack
- comfortable footwear adequate for the terrain
- an effective sock system
- a trip-appropriate inner layer of clothing
- a trip-appropriate insulating secondary layer of clothing
- a trip-appropriate outer layer
- raingear
- headgear for sun protection and warmth
- trip-appropriate extra clothing
- sunglasses
- necessary and extra food
- water bottle
- shelter material
- whistle
- pencil and paper
- written “lost and alone” procedures
- sleeping bag system adequate for temperatures lower than the forecasted low temperatures
- closed cell foam sleeping pad
- eating utensils
- unbreakable cup and bowl/plate
- garbage bag



- toilet articles
- flashlight

**PL2.5.19** The program supervisor must ensure that participants have the necessary skills, physical and mental preparation, and equipment to safely achieve the objectives of the backpacking trip.

**PL2.5.20** The program supervisor must ensure that backpacking trip plans allow enough time to complete the travel for the day and establish camp before nightfall.

**PL2.5.21** Group leaders must ensure that staff participating in backpacking trips have the Leader Skill Set plus additional skills, experience and qualifications required as per the backpacking quick reference chart.

**PL2.5.22** The group leader must ensure that all participants in backpacking trips have completed at least one advanced day hike, received instruction in the use of all contents of the personal backpacking kit, prevention of common backpacking injuries, prevention of lost and alone situations, and minimum impact travel.

**PL2.5.23** The group leader must ensure that all participants in backpacking trips have completed the training and experience detailed in PL2.5.22 and completed a practical lost and alone training exercise using the personal backpacking kit.

**PL2.5.24** Programs must have a written policy concerning a group backpacking kit of essential items carried on all backpacking trips. The group backpacking kit must include:

- spare flashlight, batteries, and bulb
- sunscreen
- group shelter
- backpacking stove\*
- fuel in safe, marked containers\*
- cooking pots
- bear-proof food protection system
- sanitation kit
- first aid kit\*
- water quality kit\*
- communications kit\*
- wildlife kit\*
- backpacking repair kit\*
- thermometer\*

\*Carried by staff only

**PL2.5.25** When the temperature (including wind chill) drops below the forecasted low, the group leader must assess, and document in the trip log, the viability of continuing the trip.

## Canoeing Quick Reference

	<b>Participants</b>	<b>Trip Staff</b>	<b>Group Leader</b>
<b>Canoeing Ability</b>	<p>Ability to enter and exit a canoe from water or land.</p> <p>Comfortable in water wearing a PFD.</p> <p>Ability to perform a canoe over rescue.</p>	<p>Leader Skill Set.</p> <p>BC Recreational Canoeing Association Canoe Tripper Paddler (Overnight trips) B.C.R.C.A. Flatwater Paddler Level IV. (Dockside)</p> <p>Fifteen days experience on canoe camping trips.</p>	<p>Leader Skill Set.</p> <p>BC Recreational Canoeing Association Canoe Tripper Paddler (Overnight trips) B.C.R.C.A. Flatwater Paddler Level IV. (Dockside)</p> <p>Thirty days experience on canoe camping trips.</p>
<b>Equipment</b>	<b>Tandem Canoes</b> <p>One paddle per person. One spare paddle per canoe. One personal flotation device per person. One spare PFD per canoe group. Bow and stern painters. One attached bailing scoop per canoe. One throw bag, one smoke signaling flare, and four hand flares (or strobe light) per lead/sweep canoe. One Fox 40 whistle attached to each PFD.</p>	<b>Voyageur Canoes</b> <p>Life raft. One throw bag. 2 two-gallon bailers attached to thwarts and stern painter. One extra PFD. Three spare paddles. Four currently dated SOLAS hand-held flares, three currently dated parachute flares, and one smoke signaling flare. Compressed gas/air horn. Strobe light. One Fox 40 whistle attached to each PFD. 2 two-way communications devices.</p>	
<b>Briefing</b>	Route card. Community contact person briefed. Trailhead briefing.	Route card. Community contact person briefed. Trailhead briefing.	Route card. Community contact person briefed. Trailhead briefing.

## **Canoeing**

**Definition** *Canoeing refers to the use of paddle powered canoes, either tandem or Voyager type on ocean or inland waterways (excluding waters in which the current exceeds 3 km per hour, or 3 knots per hour on the ocean, at any point of the planned route).*

- PL2.5.26** The program supervisor or designate must approve all canoeing plans.
- PL2.5.27** The program supervisor must ensure that all canoe groups have a minimum of two staff and no more than five participants per staff member.
- PL2.5.28** The group leader must ensure that all participants and staff in canoeing training or out trips wear a properly secured approved PFD.
- PL2.5.29** The program supervisor must ensure that all canoe groups have a designated group leader with skills and abilities that include the Leader Skill Set plus additional skills, experience and qualifications required as per the canoeing quick reference chart.
- PL2.5.30** The contractor must apply in writing and receive approval through the exemption process before conducting canoeing activities beyond the scope of the program category as per the canoeing quick reference chart.
- PL2.5.31** The contractor must maintain records that show properly sequenced participant preparation for canoeing trips.
- PL2.5.32** The program supervisor must ensure that if a canoe trip extends more than one nautical mile from land, a motorized support boat must be in attendance.
- PL2.5.33** The group leader must ensure that canoes stay within voice and visual range of each other and travel at the rate of the slowest canoe. Lead and sweep canoes must have at least one leader on board.
- PL2.5.34** Lead and sweep tandem canoes must have a minimum of four currently dated hand-held flares or strobe light on board at all times. They must also have a minimum of one smoke signaling flare on board at all times.
- PL2.5.35** Group leaders must plan for enough time to complete canoeing before nightfall.
- PL2.5.36** Canoeing after dark must only occur in an emergency situation or with prior approval through the exemption process.

**PL2.5.37** Prior to undertaking a crossing from one point of land to another the group leader must assess and document the following in the trip log:

- a) wind
- b) weather
- c) state of seas or waterways (i.e. chop, currents)
- d) competency of participants

**PL2.5.38** All ocean canoeing activities and equipment shall comply with Canadian Coast Guard regulations for small craft.

**PL2.5.39** The contractor must have a written policy concerning a canoe safety kit covering essential items for all canoes used on out trips. The group canoe safety kit includes but is not limited to:

#### Tandem Canoes

- one spare paddle per canoe
- one personal flotation device per person
- one spare pfd per canoe group
- bow and stern painters
- one attached bailing scoop per canoe
- one throw bag, 4 hand-held flares (or strobe light), and one smoke signaling flare per lead/sweep canoe

#### Voyageur Canoes

- life raft
- 2 two-gallon bailers attached to thwarts
- 1 fifteen metre bow painter
- 1 fifteen metre stern painter
- 1 extra pfd
- 3 spare paddles
- 4 currently dated solas hand-held flares, 3 currently dated parachute flares and 1 smoke signaling flare
- compressed gas/air horn
- strobe light
- 2 two-way communications devices
- 1 throw bag

**PL2.5.40** The contractor must have a written policy concerning a group canoe kit of essential items carried by the leadership team on all canoe trips. The group canoe kit includes but is not limited to:

- sunscreen
- tarp, closed cell foam pad and sleeping bag
- backpacking stove, fuel and pot\*
- water quality kit\*
- 2 first aid kits\*
- communications kit\*
- repair kit\*

\*Carried by staff only

**PL2.5.41** Program supervisors must establish a written policy requiring canoeing training to be conducted only in a designated training area supervised by a properly qualified aquatic lifesaver and canoeing instructor.

**PL2.5.42** Group leaders must ensure that prior to participation in canoe training, all participants demonstrate swimming ability. Those identified as non-swimmers must share a canoe with a staff member who has a minimum Level IV Flatwater Paddler certification and current Bronze Medallion Certification.

**PL2.5.43** Group leaders must ensure that prior to participation in out trips beyond the training area, all participants have the following abilities:

- swimming ability and confidence in water wearing PFD
- ability to safely enter and exit canoe from land and water
- ability to perform a T-rescue

## Rock Climbing Training

- Definition *Rock climbing training involves top-roped climbing training, obstacle courses, rappelling, and stretcher descents at well-established, climbing sites.*
- PL2.5.44** Rock climbing must only be conducted as a training activity in controlled, well-established training sites within a 30-minute walk of vehicle access.
- PL2.5.45** The contractor must receive approval through the exemption process before conducting rock-climbing activities beyond the scope of this manual.
- PL2.5.46** The program supervisor or authorized designate must approve rock climbing sites and plans.
- PL2.5.47** Program supervisors must ensure that group leaders and staff have the Leader Skill set plus an adequate level of skill and experience in rock climbing to safely conduct the proposed activities.
- PL2.5.48** Group leaders must ensure that rock-climbing plans allow enough time to complete the action before nightfall.
- PL2.5.49** Before participating in rock climbing all participants must be willing, physically able, properly equipped, and trained in the use of knots and safety procedures required for the activity.
- PL2.5.50** Leaders will inform participants of designated training site boundaries and edge behaviour before allowing climbing to commence.
- PL2.5.51** There must be a minimum of two qualified staff present for all rock climbing training.
- PL2.5.52** All participants must wear approved climbing helmets when on or within rockfall range of the rock face.

## Ski Day Touring Quick Reference

	<b>Novice Ski day tour</b>	<b>Intermediate Ski Day Tour</b>	<b>Advanced Ski Day Tour</b>
<b>Program Category</b>	All Programs	All Wilderness Challenge Programs	Intermediate and Advanced Wilderness Challenge Programs
<b>Time Required</b>	Up to ½ day	½ to full day	Full day
<b>Total Distance</b>	Up to 10 km	Up to 20 km	Up to 30 km
<b>Elevation Gain</b>	Up to 200 m	Up to 500 m	Up to 1500 m
<b>Trail Terrain</b>	Well-marked trail or training area. Gentle slopes.	Wide-open trail free of obstacles. Snowplow turn and step turning ability required.	Off trail travel at times on open intermediate slopes. Linked snowplow turns required.
<b>Physical Demands</b>	Within the capabilities of an average healthy youth.	Within the capabilities of an average healthy youth who gets moderate exercise several times per week.	Within the capabilities of an average healthy youth who gets strenuous daily exercise.
<b>Leadership</b>	Standard staff ratio. All staff have the Leader Skill Set. Group leader is intermediate skier with a minimum of 30-day ski tours. Group ski day tour kit.	Standard staff ratio. All staff have the Leader Skill Set and are intermediate skiers. Group leader is an advanced skier with winter camping experience. Group ski day tour kit.	Standard staff ratio. All staff have Leader Skill Set, and are intermediate skiers with winter camping experience. Group leader is an advanced skier with winter camping experience. Group ski day tour kit.
<b>Participant Preparation</b>	Demonstrated ability to follow direction. Physically able. Training in the use of personal ski day tour kit.	Willingness to participate/ Demonstrated ability to follow direction. Ability to ski in control and turn on beginner slopes. Training in the use of personal ski day tour kit.	Willingness to participate. Demonstrated ability to follow direction. Ability to ski in control and turn on intermediate slopes. Proven ability in use of personal ski day tour kit.
<b>Equipment</b>	Personal ski day tour kit	Personal ski day tour kit.	Personal ski day tour kit.
<b>Briefing</b>	Route card if trip away from training area.	Route card. Community contact person briefed.	Route card. Community contact person briefed.

## **Ski Day Touring**

**Definition**     *Ski Day Touring activities are free heel ski trips that can be completed in one day.*

**PL2.5.53**     The program supervisor or designate must approve all ski day touring plans.

**PL2.5.54**     The program supervisor must ensure that all ski day touring groups have minimum of two qualified staff and no more than five participants per qualified staff member.

**PL2.5.55**     The program supervisor must ensure that all ski day touring groups have a designated group leader with skills and abilities that include the Leader Skill Set plus additional skills, experience and qualifications required as per the ski day touring quick reference chart.

**PL2.5.56**     The contractor must apply in writing to and receive approval through the exemption process before conducting ski day touring activities beyond the scope of the program category as per the ski day touring quick reference chart.

**PL2.5.57**     The contractor must maintain records that show properly sequenced participant preparation for the ski day tour.

**PL2.5.58**     The contractor must have written policy covering a personal ski day tour kit of essential items that each participant must have on all ski day tours beyond the novice level. The personal ski day tour kit must include but is not limited to:

- daypack
- comfortable footwear and ski equipment adequate for the participant and the terrain
- an effective warm sock system
- a trip-appropriate inner layer of clothing (long underwear)
- a trip-appropriate secondary layer of clothing
- a trip-appropriate outer layer
- raingear
- sun hat and warm hat
- warm mitts and over mitts
- gaiters
- sunglasses
- necessary and extra food
- water bottle
- shelter material
- whistle
- closed cell foam pad
- pencil and paper
- written “lost and alone” procedures
- flashlight



**PL2.5.59** Programs must have a written policy concerning a group ski day tour kit of essential items carried by the staff team on all ski day tours. The group ski day tour kit includes but is not limited to:

- sunscreen
- spare flashlight, batteries and a bulb
- backpacking stove, fuel and pot\*
- water quality kit\*
- 2 first aid kits\*
- communications kit\*
- ski repair kit\*
- 1 sleeping bag\*
- thermometer\*

\* Carried by staff only

**PL2.5.60** The program supervisor must ensure that ski day touring trip plans allow enough time to complete the day ski tour before nightfall.

**PL2.5.61** The program supervisor must ensure that the plans for any day tour avoid avalanche areas.

**PL2.5.62** The program supervisor must ensure that staff participating in ski day touring have completed an avalanche awareness course.

**PL2.5.63** The program supervisor must ensure that participants have necessary skills, physical and mental preparation, and equipment to safely achieve the objectives of the ski day tour.

**PL2.5.64** The group leader must ensure that staff participating in day tours beyond the novice level have the Leader Skill Set plus additional skills, experience and qualifications required as per the ski day touring quick reference chart.

**PL2.5.65** The group leader must check snowpack stability and avalanche forecasts and document same on the route card prior to conducting a ski day tour.

**PL2.5.66** The group leader must ensure that all participants in ski day touring, beyond the novice level, have completed at least one novice ski day tour, received instruction in the use of all contents of the personal ski day touring kit, prevention of common ski day tour injuries, prevention of lost and alone situations, and minimum impact travel.

**PL2.5.67** The group leader must ensure that all participants in advanced ski day tours have completed the training and experience detailed in PL2.5.62 and PL2.5.66 and completed a practical lost and alone training exercise using the personal ski day tour kit.

## Ski Backpacking Quick Reference

	<b>Novice Ski Backpacking</b>	<b>Intermediate Ski Backpacking</b>	<b>Advanced Ski Backpacking</b>
<b>Program Category</b>	Intermediate and advanced wilderness challenge programs	Advanced wilderness challenge programs	Advanced wilderness challenge programs
<b>Time Required</b>	1 night	Up to 2 nights	Up to 4 nights
<b>Total Distance</b>	Up to 10-km/day avg.	Up to 15-km/day avg.	Up to 20-km/day avg.
<b>Elevation Gain</b>	Up to 200-m/day avg.	Up to 500-m/day avg.	Up to 1500 m/day avg.
<b>Trail Terrain</b>	Wide roadways, trails or clearings free of obstacles. Well-packed or broken trails.	Wide roadways, trails or clearings free of obstacles. Well packed or broken trails.	Wide roadways, trails or clearings free of obstacles. Well-packed or broken trails.
<b>Leadership</b>	Standard staff ratio. All staff have the Leader Skill Set and 5 nights winter camping experience. Group leader has spent a minimum of 50 nights out of which 10 were winter and is an advanced skier. Group winter backpacking kit.	Standard staff ratio. All staff have the Leader Skill Set and 10 nights winter camping experience. Group leader has spent a minimum of 50 nights out of which 10 were winter and is an advanced skier. Group winter backpacking kit.	Standard staff ratio. All staff have the Leader Skill Set and 5 nights winter camping experience. Group leader has spent a minimum of 50 nights out of which 10 were winter and is an advanced skier. Group Winter backpacking kit.
<b>Participant Preparation</b>	Willingness to participate, proven ability to follow directions. One Advanced ski tour. Proven ability to use Personal winter backpacking kit.	Willingness to participate, proven ability to follow directions. One night out in winter. Proven ability to use Personal winter backpacking kit.	Willingness to participate, proven ability to follow directions. One night out in winter. Proven ability to use Personal winter backpacking kit.
<b>Equipment</b>	Personal winter backpacking kit	Personal winter backpacking kit	Personal winter backpacking kit
<b>Briefing</b>	Route card. Community contact person briefed. Trailhead briefing.	Route card. Community contact person briefed. Trailhead briefing.	Route card. Community contact person briefed. Trailhead briefing.

## **Ski Backpacking**

**Definition** *Ski backpacking activities are free-heel ski trips with the intention of establishing temporary overnight camps using only equipment and food that can be carried by the members of the group.*

**PL2.5.68** The program supervisor or designate must approve all ski backpacking plans.

**PL2.5.69** The program supervisor must ensure that all ski backpacking groups have a minimum of two qualified staff and no more than five participants per qualified member.

**PL2.5.70** The contractor must apply in writing and receive approval through the exemption process before conducting ski-backpacking activities beyond the scope of the program category as per the ski backpacking quick reference chart.

**PL2.5.71** All ski backpacking groups must have a designated group leader with skills and abilities that include the Leader Skill Set plus additional skills, experience and qualifications required as per the backpacking quick reference chart.

**PL2.5.72** The contractor must maintain records that show properly sequenced participant preparation for ski backpacking trips.

**PL2.5.73** Programs must have a written policy regarding a group ski backpacking kit of essential items carried on all ski backpacking trips. The group ski backpacking kit includes but is not limited to:

- sunscreen
- group shelter
- backpacking stove and fuel in safe containers\*
- cooking pots
- ski repair kit
- 2 snow shovels
- 2 avalanche probes
- sanitation kit\*
- first aid kit\*
- communications kit\*
- water quality kit\*
- backpack repair kit\*
- thermometer\*
- spare flashlight, batteries, and a bulb

\* Carried by staff only

**PL2.5.74** The contractor must have a written policy covering a personal ski backpacking kit of essential items that each participant must have on all day hikes beyond the

novice level. The personal ski backpacking kit must include, but is not limited to:

- backpack
- ski equipment adequate for the size of the participant and the terrain
- an effective warm sock system
- a trip-appropriate inner layer of clothing
- a trip-appropriate secondary layer of clothing
- a trip-appropriate outer layer of clothing
- raingear
- headgear for sun protection and warmth
- trip-appropriate extra clothing
- sunglasses
- necessary and extra food
- water bottle
- shelter material
- whistle
- pencil and paper
- written “lost and alone” procedures
- sleeping bag rated for temperatures lower than the forecasted low temperature
- closed cell foam pad
- eating utensils
- unbreakable cup and bowl/plate
- garbage bag
- toilet articles
- flashlight

**PL2.5.75** The program supervisor must ensure that participants have the necessary skills, physical and mental preparation, and equipment to safely achieve the objectives of the ski-backpacking trip.

**PL2.5.76** The program supervisor must ensure that ski backpacking trip plans allow enough time to complete the travel for the day and establish camp before nightfall.

**PL2.5.77** The program supervisor must ensure that plans for any ski backpacking trips avoid avalanche areas.

**PL2.5.78** The program supervisor must ensure that staff participating in ski backpacking trips have completed an avalanche awareness course.

**PL2.5.79** The group leader must check snow pack stability and avalanche forecasts and document these on the route card prior to conducting a ski-backpacking trip.

- PL2.5.80** The group leader must ensure that staff participating in ski backpacking trips have the Leader Skill Set plus additional skills, experience and qualifications required as per the ski backpacking quick reference chart.
- PL2.5.81** The group leader must ensure that all participants in ski backpacking trips, beyond the novice level, have completed at least one advanced ski day tour, received instruction in the use of all contents of the personal ski backpacking kit, prevention of common ski backpacking injuries, prevention of lost and alone situations, and minimum impact travel.
- PL2.5.82** The group leader must ensure that all participants in ski backpacking trips have completed the training and experience detailed in PL2.5.78 and PL2.5.81 completed a practical lost and alone training exercise using the personal ski backpacking kit.

## Snowshoe Day Hiking Quick Reference

	<b>Novice Snowshoe Day Hike</b>	<b>Intermediate Snowshoe Day Hike</b>	<b>Advanced Snowshoe Day Hike</b>
<b>Program Category</b>	All programs	All wilderness challenge programs	Intermediate and advanced wilderness challenge programs
<b>Time Required</b>	Up to ½ day	½ to full day	Full day
<b>Total Distance</b>	Up to 10 km	Up to 16 km	Up to 22 km
<b>Elevation Gain</b>	Up to 200 m	Up to 500 m	Up to 1500 m
<b>Trail Terrain</b>	Relatively open flat terrain free of brush.	Relatively open terrain free of brush. Some shallow grades.	Relatively open terrain free of brush. Some moderate grades.
<b>Physical Demands</b>	Within the capabilities of an average healthy youth.	Within the capabilities of an average healthy youth who gets moderate exercise several times per week.	Within the capabilities of an average healthy youth who gets strenuous daily exercise.
<b>Leadership</b>	Standard staff ratio. All staff have the Leader Skill Set and snowshoeing experience. Group leader is experienced snowshoer with winter camping experience. Group snowshoe day hiking kit.	Standard staff ratio. All staff have the Leader Skill Set and snowshoeing experience. Group leader is experienced snowshoer with winter camping experience. Group snowshoe day hiking kit.	Standard staff ratio. All staff have the Leader Skill Set and snowshoeing experience. Group leader is experienced snowshoer with winter camping experience. Group snowshoe day hiking kit.
<b>Participant Preparation</b>	Demonstrated ability to follow direction. Physically able. Training in personal snowshoe day hike kit.	Demonstrated ability to follow direction. One novice snowshoe day hike. Proven ability in the use of personal snowshoe day hike kit.	Demonstrated ability to follow direction. One intermediate snowshoe day hike. Proven ability in the use of personal snowshoe day hike kit.
<b>Equipment</b>	Personal snowshoe day hike kit.	Personal snowshoe day hike kit.	Personal snowshoe day hike kit.
<b>Briefing</b>	Route card if trip away from training area.	Route card. Community contact person briefed.	Route card. Community contact person briefed.

## **Snowshoe Day Hiking**

Definition     *Snowshoe day hiking activities are snowshoe trips that can be completed in a day.*

**PL2.5.83**     The program supervisor or designate must approve all snowshoe day hiking plans.

**PL2.5.84**     The program supervisor must ensure that all snowshoe day hiking groups have a minimum of two qualified staff and no more than five participants per qualified staff member.

**PL2.5.85**     The program supervisor must ensure that all snowshoe day hiking groups have a designated group leader with skills and abilities that include the Leader Skill Set plus additional skills, experience and qualifications required as per the snowshoe day hiking quick reference chart.

**PL2.5.86**     The program supervisors must ensure that staff participating in snowshoe day hiking trips have completed an avalanche awareness course.

**PL2.5.87**     The program supervisor must ensure that plans for any snowshoe day hiking trips avoid avalanche areas.

**PL2.5.88**     The group leader must check snow pack stability and avalanche forecasts and document same on the route card prior to conducting snowshoe day hiking.

**PL2.5.89**     The group leader must ensure that staff participating in snowshoe day hiking have the Leader Skill Set plus additional skills, experience and qualifications required as per the snowshoe day hiking quick reference chart.

**PL2.5.90**     The contractor must apply in writing and receive approval through the exemption process before conducting snowshoe day hiking activities beyond the scope of the program as per the snowshoe day hiking quick reference chart.

**PL2.5.91**     The contractor must maintain records that show properly sequenced participant preparation for the snowshoe day hiking trip.

**PL2.5.92**     The contractor must have a written policy covering a personal snowshoe day hiking kit of essential items that each participant must have on all snowshoe day hikes beyond the novice level. The personal snowshoe day hiking kit must include but is not limited to:

- daypack
- snowshoes and comfortable footwear adequate for the activity
- an effective warm sock system
- a trip-appropriate inner layer of clothing
- a trip-appropriate secondary layer of clothing
- a trip-appropriate outer layer of clothing
- raingear

- headgear for sun protection and warmth
- warm mitts and over mitts
- gaiters
- sunglasses
- necessary and extra foods
- water bottle
- shelter material
- whistle
- closed cell foam pad
- pencil and paper
- written “lost and alone” procedures
- flashlight

**PL2.5.93** Programs must have a written policy concerning a basic group snowshoe day hiking kit of essential items carried by the staff team on all snowshoe day hiking trips. The group snowshoe day hiking kit includes but is not limited to:

- sunscreen
- tarp
- closed cell foam pad
- 2 snow shovels
- 2 avalanche probes
- backpacking stove, fuel and pot\*
- water quality kit\*
- 2 first aid kits\*
- communications kit\*
- snowshoe repair kit\*
- 1 sleeping bag\*
- thermometer\*
- spare flashlight, batteries and a bulb

\* Carried by staff only

**PL2.5.94** The program supervisor must ensure that snowshoe day hiking trip plans allow for enough time to complete the snowshoe day hike before nightfall.

**PL2.5.95** The program supervisor must ensure that participants have the necessary skills, physical and mental preparation, and equipment to safely achieve the objectives of the snowshoe day hiking trip.

**PL2.5.96** The group leader must ensure all participants in snowshoe day hiking trips beyond the novice level have completed at least one novice snowshoe day hike, received instruction in the use of all contents of the personal snowshoe day hiking kit, prevention of common snowshoe day hiking injuries, prevention of lost and alone situations, and minimum impact travel.



**PL2.5.97** The group leader must ensure all participants in advanced snowshoe day hikes have completed the training and experience detailed in PL2.5.86 and PL2.5.96 and completed a practical lost and alone training exercise using the personal snowshoe day hiking kit.

## Snowshoe Backpacking Quick Reference

	<b>Novice Snowshoe Backpack</b>	<b>Intermediate Snowshoe Backpack</b>	<b>Advanced Snowshoe Backpack</b>
<b>Program Category</b>	All programs	All wilderness challenge programs	Intermediate and advanced wilderness challenge programs
<b>Time Required</b>	Up to ½ day	½ to full day	Full day
<b>Total Distance</b>	Up to 10 km	Up to 16 km	Up to 22 km
<b>Elevation Gain</b>	Up to 200 m	Up to 500 m	Up to 1500 m
<b>Trail Terrain</b>	Relatively open flat terrain free of brush.	Relatively open terrain free of brush. Some shallow grades.	Relatively open terrain free of brush. Some moderate grades.
<b>Physical Demands</b>	Within the capabilities of an average healthy youth.	Within the capabilities of an average healthy youth who gets moderate exercise several times per week.	Within the capabilities of an average healthy youth who gets strenuous daily exercise.
<b>Leadership</b>	Standard staff ratio. All staff have the Leader Skill Set and snowshoeing experience. Group leader is experienced snowshoer with a minimum of 50 nights out, 10 of which must be winter. Group snowshoe-backpacking kit.	Standard staff ratio. All staff have the Leader Skill Set and snowshoeing experience. Group leader is experienced snowshoer with a minimum of 50 nights out, 10 of which must be winter. Group snowshoe-backpacking kit.	Standard staff ratio. All staff have the Leader Skill Set and snowshoeing experience. Group leader is experienced snowshoer with a minimum of 50 nights out, 10 of which must be winter. Group snowshoe-backpacking kit.
<b>Participant Preparation</b>	Demonstrated ability to follow direction. Physically able. Training in use of personal snowshoe backpacking kit. At least one intermediate snowshoe day hike.	Demonstrated ability to follow direction. One novice backpack/snowshoe backpack. Proven ability in the use of personal snowshoe backpacking kit.	Demonstrated ability to follow direction. One intermediate backpack/snowshoe backpack. Proven ability in the use of personal snowshoe backpacking kit.
<b>Equipment</b>	Personal snowshoe backpacking kit.	Personal snowshoe backpacking kit.	Personal snowshoe backpacking kit.
<b>Briefing</b>	Route card if trip away from training area.	Route card. Community contact person briefed.	Route card. Community contact person briefed.

## **Snowshoe Backpacking**

- Definition**     *Snowshoe backpacking activities are snowshoe trips with the intention of establishing temporary overnight camps using only the equipment and food that can be carried by the members of the group.*
- PL2.5.98**     The program supervisor or designate must approve all snowshoe backpacking plans.
- PL2.5.99**     The program supervisor must ensure that snowshoe backpacking trip plans allow enough time to complete the travel for the day and establish camp before nightfall.
- PL2.5.100**    The program supervisor must ensure that all snowshoe-backpacking groups have a minimum of two qualified staff and no more than five participants per qualified staff member.
- PL2.5.101**    The program supervisor must ensure that all snowshoe backpacking groups have a designated group leader with skills and abilities that include the Leader Skill Set plus additional skills, experience and qualifications required as per the snowshoe backpacking quick reference chart.
- PL2.5.102**    The program supervisor must ensure that staff participating in snowshoe backpacking have completed an avalanche awareness course.
- PL2.5.103**    The program supervisor must ensure that plans for any snowshoe backpacking trips avoid avalanche areas.
- PL2.5.104**    The group leader must ensure that staff participating in snowshoe backpacking trips have the Leader Skill Set plus additional skills, experience and qualifications required as per the snowshoe backpacking quick reference chart.
- PL2.5.105**    The contractor must apply in writing and receive approval through the exemption process before conducting snowshoe-backpacking activities beyond the scope of the program as per the snowshoe backpacking quick reference chart.
- PL2.5.106**    The contractor must maintain records that show properly sequenced participant preparation for the snowshoe-backpacking trip.
- PL2.5.107**    The contractor must have a written policy covering a personal snowshoe backing kit of essential items that each participant must have on all snowshoe backpacking trips. The personal snowshoe backpacking kit must include but is not limited to:
- daypack
  - snowshoes and comfortable footwear adequate for the participant and the terrain
  - an effective warm sock system
  - a trip-appropriate inner layer of clothing

- a trip-appropriate secondary layer of clothing
- a trip appropriate outer layer of clothing
- raingear
- headgear for sun protection and warmth
- trip-appropriate extra clothing
- sunglasses
- necessary and extra foods
- water bottle
- shelter material/ground sheet
- whistle
- closed cell foam pad
- pencil and paper
- written “lost and alone” procedures
- sleeping bag rated for temperatures lower than the forecasted low temperature
- eating utensils
- unbreakable cup and bowl/plate
- garbage bag
- toilet articles
- flashlight

**PL2.5.108** The contractor must have a written policy concerning a basic group snowshoe backpacking kit of essential items carried by the staff team on all snowshoe-backpacking trips. The group snowshoe backpacking kit includes but is not limited to:

- sunscreen
- group shelter
- backpacking stove\*
- fuel in safe, marked containers\*
- cooking pots
- water quality kit\*
- sanitation kit
- 2 snow shovels\*
- 2 avalanche probes\*
- first aid kit\*
- communications kit\*
- snowshoe backpack repair kit\*
- thermometer\*
- spare flashlight, batteries and a bulb

\* Carried by staff only

**PL2.5.109** The program supervisor must ensure that participants have the necessary skills, physical and mental preparation, and equipment to safely achieve the objectives of the snowshoe-backpacking trip.

- PL2.5.110** The group leader must ensure that all participants in snowshoe backpacking trips, beyond the novice level, have completed at least one advanced snowshoe day hike, received instruction in the use of all contents of the personal snowshoe backpacking kit, prevention of common snowshoe backpacking injuries, prevention of lost and alone situations, and minimum impact travel.
- PL2.5.111** The group leader must ensure that all participants in snowshoe backpacking trips have completed the training and experience detailed in PL2.5.102 and PL2.5.110 and completed a practical lost and alone exercise using the personal snowshoe backpacking kit.
- PL2.5.112** The program supervisor or designate must approve all snowshoe backpacking plans.

## **Horseback Trail Riding**

**Definition**     *Horseback trail riding activities involve western style riding techniques and equipment using properly “trained” horses.*

**PL2.5.113**     The contractor must maintain records that show properly sequenced participant preparation for horseback riding trips.

**PL2.5.114**     The program supervisor must ensure that horseback trip plans allow enough time to complete the travel for the day and establish camp before nightfall.

**PL2.5.115**     The program supervisor or designate must approve all horseback riding plans.

**PL2.5.116**     The program supervisor must ensure that all horseback riding trips have a minimum of two qualified staff and no more than five participants per qualified staff member.

**PL2.5.117**     The program supervisor must ensure that all participants have the necessary skills, physical and mental preparation, and equipment to safely achieve the objectives of the horseback riding trip.

**PL2.5.118**     All horseback-riding groups must have a designated group leader with skills and abilities adequate for conducting the activity.

## **Swimming**

Definition *Swimming refers to waterfront activities in water deeper than one metre.*

**PL2.5.119** The program supervisor or designate must approve all swimming sites and plans.

**PL2.5.120** The program supervisor must ensure that all swimming activities are supervised by a qualified aquatic lifesaver with a current Bronze Cross certification. (Must be re-certified every two years)

**PL2.5.121** The program supervisor must ensure that all participants have passed a swimming evaluation to a minimum standard of being able to swim 50 metres and tread water for five minutes before being allowed to participate in swimming activities without a properly worn PFD.

**PL2.5.122** The program supervisor or authorized designate must approve designated swimming training sites.

**PL2.5.123** The program supervisor must ensure that swimming activities take place during daylight hours only.

**Locations and Route Selection**

**Locations selected for activities shall be suitable for achieving out trip objectives.**

- PL3.1** The program supervisor must approve locations selected for outdoor and wilderness activities.
- PL3.2** The program supervisor must ensure that the group leader is well acquainted with the proposed location or route.
- PL3.3** The group leader must select locations that can withstand the impact of the proposed group activities.
- PL3.4** The group leader must plan activities and trips in accordance with access regulations and group size limits for the proposed locations or route.
- PL3.5** The group leader must identify hazards of the particular route, conduct appropriate staff and participant training, and develop plans to reduce the risk of the hazards.
- PL3.6** The group leader must select a route that is within the capabilities of the participants.
- PL3.7** The group leader must ensure that the route selected is not subject to avalanche or rockfall.
- PL3.8** The group leader must submit a written report to the program supervisor for approval of any proposed location not previously reconnoitered or completed by a program group in the past 24 months.
- PL3.9** A written report must include but is not limited to:
- Report date and location
  - Staff names
  - Navigation notes
  - Hazards
  - Recommended routes
  - Escape routes
  - Participant preparation needs
  - Safety management recommendations
  - Current information and sources accessed
  - Communications dead zones
- PL3.10** The contractor must ensure that the report is kept on file and is accessible to program staff.



## Discussion

Locations and routes must be chosen carefully. Most programs build up an inventory of suitable locations over time. Sometimes, however, program staff get tired of the same old locations and seek out new places to conduct trips. This helps staff stay fresh and maintain interest in the program. It is a practice that also can reduce safety significantly if appropriate planning is not done.

Leaving an old, well-established location for a new one means getting acquainted with new hazards, routes, escape routes, weather patterns, game populations and natural navigational signs. Being well acquainted with a location is a policy requirement of this manual. Therefore, if new locations are planned, appropriate familiarization must occur.

The reconnaissance is intended to be the first check on ensuring that a particular location is suitable for the intended activity. As surely as a new route up a potential rock climbing training site requires thorough assessment for suitability and hazards, so too does any new location being considered for outdoor and wilderness activities.

The person doing the reconnaissance must be an experienced field leader who can recognize hazards that might not be obvious to an inexperienced eye. Judgement must not be compromised by the desire of program staff to conduct activities in the area in question. It is easy to overlook unsuitable elements of an area if you are anxious to lead a trip there. Do you really have to go there to achieve the objectives? Will someplace else safer or less remote suffice? The leader must be able to stake his or her reputation on the judgement that the location is suitable for program activities and that the program's safety management capabilities are adequate to maintain health and safety of the participants.

There is no substitute for prior first-hand experience of any route as a decision making tool, especially when difficult judgement calls must be made under difficult conditions in emergency situations. Maps and guidebooks are useful resources but they can be inaccurate, so it is especially important to have recent information based on a leader's personal observation of a new area.

The reconnaissance must not be interpreted as a substitute for careful research practices such as seeking information from authorities and other travelers who may have visited the area since the reconnaissance report was done. Local knowledge and knowledge of locale can sometimes determine survivability of a situation.

**AVALANCHE TERRAIN****Winter out trip selection must avoid avalanche terrain.**

- Definition** *Avalanche terrain is any area steep enough to slide or an area close enough to slopes greater than 25 degrees to become part of the track or deposition of an avalanche.*
- PL 4.1** Group leader must be experienced in route selection. All staff accompanying youth must be able to recognize avalanche terrain (in order to avoid it per PL 2.5.62).
- PL 4.2** Participants must avoid avalanche terrain unless that terrain is on a designated and maintained trail subject to closures.
- PL 4.3** Avalanche paths will not be crossed even on designated and maintained trails when the avalanche hazard rating is “considerable” or greater.
- PL 4.4** Alternate trip plans must be made if weather and avalanche reports indicate that the avalanche hazard is increasing toward a “considerable” hazard rating.

**Participant Preparation**

**All participants shall have the physical capability, skills and experience necessary to successfully complete the planned out trip and activities.**

- PL5.1** Contractors/directors must be able to show through documentation that the participants are prepared for the planned outdoor and wilderness activity.
- PL5.2** Program staff must inform participants of their progress at regular intervals.
- PL5.3** Program staff must prepare participants mentally for the trip by briefing them on the planned activity and involving them in the planning process.
- PL5.4** Program staff must provide participants with adequate experiential training in a controlled and safe setting before exposing them to any situation that has the potential to become a high risk or survival situation.
- PL5.5** The group leader must ensure that participants have adequate skill sets and physical strength through properly sequenced training for any planned activity.
- PL5.6** Program staff must ensure that participants have both a willingness and the ability to understand and follow direction to a level appropriate for the proposed activity.
- PL5.7** Program staff must ensure that any participant indicating an intention to disrupt planned activities to the extent that it may present a safety hazard, be restricted to lower challenge level activities in a controlled safe setting and his or her continued appropriateness be reviewed by the program supervisor in consultation with the contract liaison and/or field youth probation officer.

**Discussion**

Some programs train participants almost exclusively during out trips while others provide training in camp before the individual goes into the field. Leaders in programs that train participants during trips must take extra care to plan trips according to the capabilities of the participants. In some cases the first trip a participant attends is too demanding for the participant's fitness level. The program must be able to adapt any activity to meet the abilities of the participants.

Programs with training centres or camp training facilities can evaluate the participants during training and prepare them better for out trips but still must be able to show that the participant has the ability to undertake the activity. Providing training is not enough. All participants must be competent in the skill areas required for the activity. Documenting the competency assessment confirms to the leaders that the participants are ready and willing to take part in the trip.

As an example: before participants are expected to prepare snow shelters under severe cold field conditions they should already have had the experiences of building and using snow shelters near a warm cabin. Before the participant is expected to carry a heavy backpack all day and then set up a camp in an unfamiliar area, the participant should have been on long day hikes with a light pack and be competent in using the backpacking equipment. In order to gain the confidence required to face the challenge the participant must be taught the skill necessary and be given the opportunity to prove competency. Staff must feel certain that each participant has the physical, mental and experiential preparation for every activity.

Since physical endurance varies widely from individual to individual, leaders face the difficult task of evaluating how close to the limits of physical endurance a person is at a given time. Although the ability to make this judgement improves with experience, it is always a difficult call. Some individuals complain at the first moment of discomfort, far from the edge of their endurance, while others quietly struggle on until they are exhausted without giving any indication that they are nearing their limit. Leaders can easily fall into the trap of assuming that because the participants are youthful they can hike all day with heavy packs, their complaints falling on the deaf ears of those responsible for the group. Leaders in outdoor adventure programs have often been in excellent physical conditions for years and are accustomed to discomfort; knowing that it is often the cost of success. The old adage “When the going gets tough, the tough get going” is catchy but the leader who does not know the limitations of the group might end up travelling alone. Often when the going gets too tough, even the tough go AWOL. Preparing the participants physically for the trip and planning progressively more demanding trips will eliminate the situation of participants becoming so desperate to get out of their predicament that they choose to run away.

Mental preparation can also be a key element in determining whether a trip is a success or failure. Programs that fully brief participants about what to expect on a trip have a far better chance of giving the participants a successful experience that they can be proud of, developing self confidence and experience that they can draw upon when the next challenge appears. Briefing and keeping the participants informed can remove much of the stress that comes from the fear of the unknown. This approach reduces energy loss and lessens fatigue, maintaining reserves that may be necessary in an emergency. Participants in outdoor programs should not be subjected to stress unnecessarily and if challenges need to be faced, the participants must have been taught the skills necessary to deal with them successfully.

Experience is often the determining factor in how well a person handles an uncomfortable or challenging situation. A person might know the theory of building a snow cave and be told that it will be warm inside but still not be certain that the night can be survived. This causes additional stress that may mean the difference between surviving or not, success or failure, enjoyment or desperation. Experience training with safety controls should be built into every program.

Program staff must use their best judgement to ensure that all participants are capable of successfully completing the planned activities. If there is any doubt, then either participants require more preparation or the planned activity should be modified.

Participant attitude is an important part of safety management. Consideration must be given to the likelihood of the participant behaving in a way that would:

- lessen the likelihood of achieving trip objectives;
- detract from the experience for the other participants; or,
- necessitate a trip modification or emergency situation response.

Participants who threaten to AWOL or otherwise indicate that they are unwilling to cooperate on a trip increase the risk of the trip not going according to plan. A group made up of keen participants eagerly anticipating a trip, is low risk. A group with one or more members who complain but can usually be motivated to succeed is a moderate risk. But a group containing even one participant who has threatened to AWOL or otherwise detract from the trip is to be considered high risk. A leader who suspects a participant is considering going AWOL despite counselling must recommend that the participant not participate in the out trip.

### Out Trip Planning Process

**All out trips shall have a written trip plan approved by the program supervisor.**

**Definition**     *An out trip is any trip away from the operational base or training centre involving activities from the allowable activities list.*

**PL6.1**            The contractor must have a written policy describing the standard trip planning process to be followed by program staff planning out trips.

**PL6.2**            The program supervisor or designate must approve of all program plans involving outdoor and wilderness activities.

**PL6.3**            The program supervisor must ensure that trip plans reflect thoroughness appropriate to the difficulty and duration of the trip.

**PL6.4**            Trip plans must include but are not limited to:

- Objective setting
- Location research and selection
- Route selection
- Hazard evaluation
- Training
- Menu planning
- Equipment issue
- Food distribution
- Pre-trip checks
- Community communications contact briefing
- Trailhead briefing
- Emergency recovery
- Emergency equipment

**PL6.5**            The program supervisor must ensure that standard planning processes occur in a timely fashion.

#### **Discussion**

The strength of any program's trip planning process will eventually determine the frequency and seriousness of emergency responses to situations that go bad. The approach taken in this manual is to raise standards for planning outdoor and wilderness activities. Preventing errors and accidents through strong planning procedures is preferable to trying to correct and treat the consequences of weak planning later with emergency procedures. Emergency procedures are critical to outdoor and wilderness activity programs but will rarely be necessary if effective planning is done.

**Out Trip Briefing Package****Out Trip briefing packages shall be prepared and distributed to all involved parties.**

- PL7.1** The group leader must ensure that a route card and any other relevant documentation is distributed to appropriate parties including, but not limited to, the program supervisor, the designated community communications contact person, and contract manager/liason probation officer.
- PL7.2** The program supervisor must ensure that the entire route card is completed before signing off approval for the out trip.
- PL7.3** The contractor must maintain route card files and make them available to the contract manager or the Youth Justice Policy and Program Support office as required.
- PL7.4** The contractor must have written policy covering contents of the out trip briefing package.

**Discussion**

An accurate route card will be a valuable decision making tool in case things go wrong. Knowing what equipment, food and emergency supplies are on the trip may determine the type of assistance rendered and coordination strategies in an emergency. The card also helps ensure that things are not forgotten and can serve as a checklist during the final stages of planning.

**Route Card**

Program: \_\_\_\_\_  
 Trip Name: \_\_\_\_\_ Date: From \_\_\_\_\_ To \_\_\_\_\_  
 Map(s): \_\_\_\_\_ Time due back: \_\_\_\_\_  
 General Route Description: \_\_\_\_\_  
 Vehicle Used: \_\_\_\_\_ License #: \_\_\_\_\_ Locations: \_\_\_\_\_ Colour: \_\_\_\_\_  
 Weather Forecast: \_\_\_\_\_

**Itinerary**

Date	Start point	E.T.D.	Route Description	E.T.A.	Overnight Location

**Group Leader: Home Phone:** \_\_\_\_\_  
**Other Staff & Phone#:** \_\_\_\_\_

**Participants**

Name	B.C. Med #	Phone	Name	B.C. Med #	Phone



**Trip Objectives:** \_\_\_\_\_

**Communications Plan:**

Routine daily check-in times \_\_\_\_\_

Contingency plan if check-in missed \_\_\_\_\_

**Signaling Devices in Party:** \_\_\_\_\_

**P.L.B.#** \_\_\_\_\_

**Alternative Trip Plan:** \_\_\_\_\_

**Escape Routes:** \_\_\_\_\_

**Emergency Phone #'s:** \_\_\_\_\_

**Equipment**

<b>Group Equipment</b>	<b>Check</b>	<b>Participant Equipment</b>	<b>Check</b>
Group Day Hike Kit		Personal Day Hike Kit	
Group Backpack Kit		Personal Backpack Kit	
Group Ski Day Kit		Personal Ski Day Kit	
Group Ski Tour Kit		Personal Ski Tour Kit	
Group Snowshoe Day Kit		Personal Snowshoe Kit	
Group Snowshoe Tour Kit		Personal Snowshoe Tour Kit	
Group Canoe Kit		Personal Canoe Day Kit	
Group Canoe Tour Kit		Personal Canoe Tour Kit	
Group Rock Climbing Kit		Personal Rock Climbing Kit	

**Food**

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Breakfast							
Lunch							
Dinner							

**Extra Food Carried:** \_\_\_\_\_ **Attachments:** \_\_\_\_\_

**Leadership**  
**Effective leadership shall be provided to the participants.**

**PL8.1** The contractor must ensure that all staff participants in outdoor and wilderness activities have, at a minimum, the following Leader Skill Set.

Skill Area	Skill Level
<b>First Aid</b>	Basic Wilderness First Aid Certification (Standard First Aid for staff in outdoor recreation category only).
<b>Survival</b>	Knowledge and ability to survive emergency in the wilderness and teach survival skills in the following subject areas: <ul style="list-style-type: none"> <li>• Survival Psychology/Firestarting</li> <li>• Problem Analysis/Emergency Shelters</li> <li>• Hazard Evaluation/Water and Food Acquisitions</li> <li>• Planning/Emergency Signals</li> <li>• Decision Making/Wilderness Travel</li> <li>• Hypothermia &amp; Hyperthermia Survival Kits</li> </ul>
<b>Water Safety</b>	Knowledge and ability to initiate emergency procedures in water oriented situations.
<b>Route Finding</b>	Knowledge and ability to use maps, aerial photos, compass, and natural navigational aids for trip planning and field navigation.
<b>Camping</b>	Knowledge and ability to maintain the safety of novices on overnight camping trips.
<b>Vehicle Operation</b>	Class 4 BC drivers license or equivalent
<b>Hiking</b>	Knowledge and ability to teach wilderness travel practices that have minimum impact on the natural environment
<b>Minimum Impact</b>	Knowledge and ability to teach wilderness travel practices that have minimum impact on the natural environment
<b>Communications</b>	Knowledge and ability to use fixed, mobile and portable communication devices.
<b>Emergency Procedures</b>	Knowledge and ability to execute basic emergency procedures and affect simple rescues.

**PL8.2** Any contractor operating outdoor recreation and wilderness challenge programs must have a qualified full-time program supervisor responsible for the day-to-day operations of the program. The program supervisor will have extensive experience as a group leader in wilderness activities.

**PL8.3** The contractor must employ field staff qualified to lead the particular type of program participant in the activities and locations required by the program plan. All certifications must be current.

- PL8.4** The contractor must ensure that program staff have a high degree of working knowledge of the policies, procedures, standards and guidelines concerning safety management for outdoor and wilderness activities outlined in this manual.
- PL8.5** The contractor must maintain a staff experience and training log documenting training and experience relating to outdoor and wilderness activities, including logged trip participation with the program.
- PL8.6** The contractor must have minimum standards and a yearly physical fitness evaluation requirement for all staff participating in field operations.
- PL8.7** The contractor must ensure staff are familiar with the location of out trip activities as per PL3.1 to PL3.10.
- PL8.8** The contractor must ensure program staff are skilled in identifying and minimizing hazards of terrain, fauna and flora in the locations of program operations.
- PL8.9** The contractor must ensure program staff are skilled motivators capable of using creative, effective techniques to safely lead participants in activities and locations necessary to achieve objectives.
- PL8.10** The contractor must ensure program staff are knowledgeable and experienced at practicing minimal impact field operations.
- PL8.11** The contractor must ensure program staff have adequate training and skills to cope with participants with special needs.
- PL8.12** The contractor must ensure that program staff:
- conduct activities with respect and dignity for participants;
  - conduct activities with respect for cultural differences of the participants;
  - maintain a professional relationship with participants;
  - are skilled at evaluating participant preparedness for planned activities;
  - Program staff are skilled at planning activities within the capabilities of the participants and well within the capabilities of staff;
  - are skilled in effecting simple rescues for the program activities;
  - are skilled and knowledgeable in emergency first aid in wilderness settings;
  - are skilled in operating program vehicles and exercise safe driving practices;
  - work well as a team;
  - are able to exercise good judgement under difficult conditions of fatigue, physical discomfort and stress; and,
  - maintain the Leader Skill Set standard as per this manual.

**Program Information Package**

**Communication materials regarding the nature and objectives of the program operations shall be available to all interested parties.**

**PL9.1** The program information package must include but is not limited to:

- Objectives of outdoor and wilderness activity programs;
- Organization's philosophy;
- Organization's mission statement;
- Organization's objectives;
- A statement on participant rights, with complaints procedure and relevant contact numbers;
- Motivational and disciplinary techniques used;
- Risk potential of the activities and locations used;
- Safety management philosophy;
- Roles and responsibilities of leaders and participants;
- Staff qualifications and program safety record; and,
- The quarterly schedule for the program.

**Discussion**

The referring justice system authorities, youth probation officers, parents and participants should have a clear understanding of the program goals and operations in order to have reasonable expectations of the program. Participants expecting lazy summer days of fishing who find themselves on an exposed knife edge ridge in a howling whiteout may, somewhat justifiably, have some concerns. They must have somewhere to go to have these concerns addressed. And they must not feel so desperate to get out of the situation that they see going AWOL as the only way out. A complete program information package is the initial step in safety management planning to ensure that there are no misunderstandings of what will take place when the participant begins the program experience.

**Equipment**

**Group and personal equipment shall be adequate for the activity to be conducted.**

- PL10.1** All programs shall have an established policy regarding:
- Pre-trip equipment checks;
  - Equipment carried by staff only;
  - Load distribution among participants; and,
  - The requirement for adequate footwear, sun hat, sunglasses, rain gear and other clothing appropriate to the needs of the specific trip.
- PL10.2** All programs must have an established policy regarding storage, transportation and use of hazardous materials such as fuel, phosphorous flares, bear spray, etc.
- PL10.3** The contractor must maintain records of pre-trip equipment checks and retirement of damaged or expired equipment.
- PL10.4** The group leader must ensure that staff check group, personal and emergency equipment to ensure it is adequate, complete and in good working order before every out trip.
- PL10.5** The group leader must ensure that participants receive proper training in the use of personal and group equipment before being required to use it under actual out trip conditions.
- PL10.6** The contractor must have a written policy covering the contents of repair, communications, first aid, water quality and wildlife kits that include but is not limited to the following:

**Repair Kit**

Additional replacement parts required for the equipment used on a particular out trip. For example, spare clevis pins, buckles etc. for backpacks, and binding screws, pole baskets and ski tips for ski trips.

**Communications Kit**

The communications kit includes a two-way voice communications device, personal locator beacon and must contain launchable flares. In addition, other signaling devices (non-launchable flares, brightly coloured rescue fabric, mirrors etc.) may be carried at the discretion of the Group Leader. These additional items will vary depending on the trip.

**First Aid Kit**

The first aid kit will vary according to program references and out trip requirements but will include material to treat the most common injuries that occur in the particular activity and include treatment for blisters, soft tissue injuries, cuts and abrasions as well as insect bites and stings.

**Water Quality Kit**

The water quality kit is required when there is a chance of encountering contaminated water supplies. It must contain filters or chemicals that can treat water adequately to ensure safe drinking water for the party.

**Wildlife Kit**

The wildlife kit is required to prevent attraction of dangerous animals and for protecting participants when aggressive animals are encountered. It may contain bearproof food containers, bear bells, bear bangers, bear spray, and snake bite kit as appropriate.

**Food****Food taken on out trips shall provide sufficient nutrition for the activity.**

- PL11.1** The contractor is responsible for providing food that is as fresh as possible and in accordance with the Canada Food Guide.
- PL11.2** The group leader must ensure that participants are provided with the type and quantity of food necessary for the activity taking into consideration the age, size, known appetite of the participants, season, allergies, and demands of the activity.
- PL11.3** The group leader must ensure that no participant goes hungry.
- PL11.4** The group leader must ensure that at least one day's supply of extra food is carried on all overnight trips.
- PL11.5** The group leader must ensure that precautions are taken to protect the food from spoilage and animals.
- PL11.6** The contractor must have a written policy covering food requirements, menu planning and food handling practices in the field.

**Communications**

**Programs shall have a written communications plan for all out trips.**

- PL12.1** The contractor must have a written policy requiring communications plans that include the capability to establish twice daily, pre-scheduled two-way voice check-ins with a designated on-call community communications contact for all overnight trips. The name and phone number of the community communications contact person must be included on the route card.
- PL12.2** Group leaders for programs having this capacity must ensure that dead zones are identified on a route card attachment as part of the out trip briefing package and that overnight camps are not established in communications dead zones.
- PL12.3** Group leaders for programs that do not have voice communications capability must establish a base camp at a campground that has a fixed communications device and ensure that day trips do not extend more than four hours from the fixed communications point.
- PL12.4** Route card attachments must include:
- identification of communications dead zones along the route;
  - identification of communication points most accessible to dead zones; and,
  - confirmation of communications equipment capabilities in the area of the trip.
- PL12.5** The contractor must ensure that contingency plans be established in case communication cannot be established. These plans must include the procedures that base camp or community communications contact person should follow once a pre-arranged check-in is missed or transmission disrupted.
- PL12.6** The contractor must have a written policy requiring all out trip groups travelling beyond four hours from a fixed communications point, carry at least two functioning communications devices with a fully charged spare battery in a watertight container.
- PL12.7** Newly acquired communications devices shall be field tested in appropriate locations.
- PL12.8** The contractor must have a written policy requiring a personal locator beacon to be carried by a staff member on all out trips. Personal locator beacons shall only be activated in life-threatening situations.



- PL12.9** The contractor must designate a community communications contact person on-call to receive routine check-ins, non-scheduled transmissions and to coordinate emergency plans.
- PL12.10** The designated community communications contact person should be experienced in receiving transmissions from the group and will have a copy of the route card before the group leaves the base camp. The community communication contact person will have access to all required emergency contact numbers to be used in the event of an emergency, and will be prepared to initiate an emergency response if required.
- PL12.11** The contractor must establish a policy requiring completion of a route card for all out trips.
- PL12.12** The contractor must establish a policy for check-ins before and after travel through dead zones or when conditions of additional risk exist or are anticipated.
- PL12.13** Group leaders must ensure that travel through dead zones does not exceed 4 hours unless alternate plans can enable a check-in to be established. Alternate plans should be noted on the route card.
- PL12.14** Group leaders for programs without two-way communications capability must not conduct day trips beyond four hours travel time from the nearest fixed communications site.
- PL12.15** The program supervisor must ensure communications content protocols exist that include status of the group, current location, weather conditions, alterations to route card plan and confirmation of next transmission time.
- PL12.16** The contractor must have a written policy requiring the testing of communications devices before every out trip.

## Section Three

### Conducting Activities

All outdoor and wilderness activities shall be conducted in accordance with safety management objectives and respect for all participants and the environment in which the activities take place. The following policies and safety management standards represent the minimum required by MCFD.

**CA1**

**01/06/02**

#### **Staff Conduct**

**Staff shall conduct activities within the boundaries of their training, experience and job requirements.**

- CA1.1** Program staff must report their training and qualifications accurately so as to not mislead any administrator, participant, government official or member of the public.
- CA1.2** Staff must perform their duties to the highest standard possible considering their training and experience and conduct activities to a standard that is well within their abilities and within the abilities of the participants.
- CA1.3** Staff must conduct activities authorized by their job requirements and in accordance with all safety guidelines provided by the organization and the applicable legislation and regulations.
- CA1.4** Staff must provide a positive role model for participants, especially in areas of individual competence in required skills, teamwork and environmental ethics.
- CA1.5** Staff must maintain and advance their skills through training, practice, learning from experience, and keeping up to date in areas relevant to their roles in outdoor and wilderness activities.
- CA1.6** Staff must demonstrate and continually strive to improve their abilities to work together with others as a team.
- CA1.7** Staff must exhibit their respect and care for the environment through their own practices of minimal impact outdoor and wilderness activities.

**Staff Roles and Responsibilities****Roles and responsibilities of the staff shall be made clear to the participants.**

- CA2.1** Staff must make all participants aware of their roles, responsibilities and boundaries in conducting out trips with special emphasis on emergency situations.
- CA2.2** Staff must inform participants that in AWOL situations the staff member may pursue and possibly have physical contact with the participant using the least intrusive measures possible to ensure the youth's safety as part of the staff responsibility for the safety of the participant.
- CA2.3** Staff must maintain professional relationships with participants at all times.
- CA2.4** Staff must respect the fundamental rights, dignity and worth of all participants.
- CA2.5** Staff must provide guidance and leadership in a fair manner without the use of humiliating methods of motivation.

**Appropriate Care**  
**Staff shall provide generally accepted good youth care for participants.**

- CA3.1** The contractor must provide appropriate care for participants including but not limited to adequate food, water, shelter, warmth, and rest as well as consideration of emotional needs and physical risk of outdoor and wilderness activities.
- CA3.2** Group leaders must call at least one rest break every two hours, depending on the abilities and condition of the group members.
- CA3.3** Group leaders must check the participants' physical condition visually throughout the trip for physical signs of distress or any other condition that might endanger the health and/or safety of the individual or the group.
- CA3.4** Group leaders must ensure that staff verbally checks the physical condition of each participant at all rest stops.
- CA3.5** Program staff must visually inspect the physical condition of each participant before each day's activities as well as any time during the day when there is reason to believe the participants' physical condition is limiting his/her ability to participate.
- CA3.6** Program staff must enter in the trip log all checks throughout the trip.
- CA3.7** Program staff must inform participants of their rights.

**Media Relations**

**Media relations shall be undertaken in a timely situation-sensitive manner.**

**CA4.1** The contractor must have a written policy regarding media relations that includes:

- maintenance of participant confidentiality;
- designation of staff members authorized to speak to the media; and,
- a requirement for MCFD approval prior to speaking to the media regarding incidents.

**CA4.2** The contractors must not allow the publication of any photographic or video images in which program participants can be identified.

**CA4.3** The contractor must inform the contract manager (or if after regular working hours the Provincial After Hours Office) as soon as possible when an incident occurs that has (or could) attract media attention.

### **Group Supervision**

**At all times, the Contractor shall provide supervision adequate to maintain participant safety.**

- CA5.1** The contractor must have a written policy regarding supervision levels in camp, travel, trail situations, behaviour management methods, options and limits.
- CA5.2** Group leaders must ensure that supervision is adequate for maintaining the safety of participants.
- CA5.3** Group leaders must ensure that participants are within voice or visual contact range of a leader at all times.
- CA5.4** Supervision practices will be consistent with the objectives of outdoor and wilderness activities.
- CA5.5** The program supervisor must ensure that all out trip groups have a minimum of two qualified staff and no more than five participants per qualified staff.

### **Solo Supervision**

**Definition** *Solo refers to a program experience wherein a participant voluntarily spends a period of time alone in the outdoors in that they are restricted from contact with each other.*

- CA5.6** Only advanced wilderness challenge programs may undertake solo experience training.
- CA5.7** Participants in solo experiences must participate on a challenge-by-choice basis.
- CA5.8** There must be a minimum of two staff members on an out trip that involves solo experience training and no more than three participants per staff member.
- CA5.9** Program supervisors must ensure that solo experiences involve a maximum of two overnights.

- CA5.10** Group leaders must ensure that participants are well trained in camping skills required to endure the solo safely.
- CA5.11** Group leaders must ensure that each participant is checked at least twice daily.
- CA5.12** Locations selected for solo experiences must be within a ten minute walk of a designated emergency post manned by a staff member at all times.
- CA5.13** A system of signals must be in place to allow participants to communicate with staff patrols.
- CA5.14** All plans for solo programming must be submitted in advance. The contractor must receive written approval from the contract manager prior to conducting solo experiences.
- CA5.15** All participants in solo training must have spent a minimum of 15 nights camping out with the program, completed at least five overnight trips at an advanced challenge level, and have documented competency and skills using the equipment required for the solo.

## **Discussion**

Solo experiences can be a challenging aspect of a wilderness challenge program. They can also be a perfect opportunity to sleep through the experience, run away, get lost, or visit other soloists. Contractors must ensure that the participants are adequately trained and mentally prepared for a night out in the wilderness alone. This is usually a daunting first-time experience for anyone. Some programs have used systems of staff patrols, “all-OK” signals and radial site placements to effectively give the participants the feel of being alone and far away without actually being far from emergency help. Programs must not underestimate the exposure to risk that a solo creates. Any leader who has arrived at a solo site to pick up a participant only to find the participant missing, knows well how complicated a solo-gone-bad can become.

**Water Quality Safety****Sufficient safe drinking water shall be available to all participants.**

- CA6.1** Group leaders must ensure that participants learn and exercise safe water quality maintenance practices to prevent contamination of water sources by the program operations.
- CA6.2** Group leaders must ensure that participants learn and exercise safe water quality precautionary practices to prevent illness from water borne organisms.
- CA6.3** Group leaders must take appropriate measures to ensure adequate and safe drinking water in areas of high use by humans or animals.
- CA6.4** In areas of suspect water quality, eating utensils must be sterilized and water treated chemically or with filters.
- CA6.5** The group leader must check for water borne disease outbreaks in the areas where activities are planned prior to conducting the trip.

**Discussion**

Programs should consider most water to be contaminated. A visual inspection cannot determine its potability.



**Motivation**

**Methods used to motivate participants toward their goals shall be consistent with respectful treatment of youth.**

- CA7.1** Program staff must allow participants to learn from the natural consequences of their actions except when staff intervention is required to maintain safety levels.
- CA7.2** Program staff must not use cold water immersion/showers as discipline.
- CA7.3** Program staff must not use any form of public humiliation, corporal punishment, or mechanical restraint.
- CA7.4** Program staff must ensure that extra tasks used as a form of discipline are within the capability of the participant.
- CA7.5** Food shall not be used as a motivational tool.

**Motor Vehicle Use****The contractor shall provide safe motor vehicle transportation for participants.**

- CA8.1** The program supervisor must ensure that motor vehicles used by the program are maintained according to the manufacturer's specifications and provincial safety requirements.
- CA8.2** The contractor must ensure that motor vehicles used by the program are properly insured, including a minimum \$5,000,000.00 third party liability.
- CA8.3** All program staff operating motor vehicles must hold appropriate and necessary British Columbia driver's licenses.
- CA8.4** The contractor must ensure that all vehicles used by the program carry emergency equipment as per Provincial Government requirements.
- CA8.5** The program supervisor must ensure that all vehicles are operated safely in accordance with the *Motor Vehicle Act*.
- CA8.6** The group leader must ensure that vehicles left at a trailhead are in a secure condition.
- CA8.7** During rest stops en route to activity locations, supervision of the participants must be maintained.

**Trailhead Procedures**

**A final briefing and equipment check shall be conducted at the trailhead before commencing the out trip.**

**CA9.1** Group leaders must ensure that staff conduct last minute checks to ensure the participants are properly equipped and that group and emergency equipment is adequate and functioning.

**CA9.2** Group leaders must conduct a briefing for all participants at the trailhead. The briefing must cover but is not limited to:

- Expected hazards
- Details of the first section of the trip
- Travel routes
- General trip description
- Prevention of damage to flora
- Using existing trails
- Refraining from cutting switchbacks
- Pack it in and pack it out policy
- Encountering wildlife
- Keeping water sources clean
- Sanitation methods
- Emergency procedures
- Check of communication devices

**Travel Practices**

**The contractor shall have safe and environmentally sound travel practices.**

- CA10.1** Group leaders must ensure that all participants wear a properly secured Coast Guard or CSA approved personal flotation device during canoeing activities.
- CA10.2** Group leaders must ensure that all out trip groups travel together with staff in lead and sweep positions.
- CA10.3** Program staff on hiking trips must ensure that participants travel within voice and visual range of the preceding hiker.
- CA10.4** The group leader on canoe trips must ensure that canoes travel as a group within voice and visual contact of the next canoe.
- CA10.5** The group leader must ensure that travel pace is reasonable for the slowest member.
- CA10.6** The group leader must provide rest stops at least once every two hours.
- CA10.7** The group leader must ensure that staff visually check and log the condition of the participants during the trip.
- CA10.8** The group leader must ensure that all participants have adequate equipment and knowledge to deal safely with a lost and alone situation.
- CA10.9** Program staff must ensure that travel occurs in accordance with responsible minimal impact practices.
- CA10.10** Program staff must provide training to the participants as opportunities arise, i.e. obstacle crossing, weather interpretations and route finding.
- CA10.11** Group leaders must ensure that a certified canoeing instructor is in a canoe on the water during canoeing activities.

**Establishing Overnight Camps**  
**Programs shall practice safe and environmentally sound camping techniques.**

- CA11.1** The group leader must site overnight camps in designated campsites and previously established sites whenever possible rather than establishing new ones.
- CA11.2** The group leader must check overnight campsites for environmental hazards.
- CA11.3** Program staff must identify boundaries within which participants may range freely.
- CA11.4** Program staff must designate cooking areas at a safe distance from the sleeping area when camped in areas of potential dangerous animal activity.
- CA11.5** Program staff must designate a food cache area at a safe distance from the sleeping area and food must be either hung, or stored in wildlife proof containers, when the camp is in an area of potential dangerous animal activities.
- CA11.6** Program staff must ensure that participants use responsible sanitation practices using existing facilities and as a general rule, scatter waste in areas of low use, and concentrate waste in areas of high use.
- CA11.7** The group leader must designate a food waste and dishwashing area a minimum of 35 m away from the sleeping area and nearest water source. Packable food waste must be packed out.
- CA11.8** The group leader must ensure that existing fire pits are used rather than establishing new ones, that participants are taught minimal impact fire practices, and that the program operates in accordance with current fire regulations for the location.
- CA11.9** The group leader must designate a site for obtaining drinking water.
- CA11.10** Program staff are not required to share sleeping quarters with participants, however, when setting up overnight camps, program staff must ensure that the participants' tent/shelters are arranged in a manner that afford staff the best opportunity to monitor participants during sleep hours.
- CA11.11** Program staff must sleep in an area where adequate supervision of participants can be maintained.
- CA11.12** The group leader must ensure that the group has consideration for other campers, i.e. don't spoil the experience for fellow travellers.
- CA11.13** The group leader must ensure that all gear is secured before retiring for the night.

<p><b>Debriefing</b> <b>Documented debriefing shall occur after all out trips.</b></p>
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- CA12.1** Program staff must conduct a debriefing of the participants at the conclusion of the outdoor and wilderness activity covering significant events of the outing, the degree to which the objectives were achieved, areas to be improved upon, and relationship between the experience and the program goals.
- CA12.2** Program staff must conduct a staff debriefing session as soon as possible after the trip and document the session outcomes on a standard debriefing form that includes safety issues, objectives and recommendations concerning the activity and location for future reference.
- CA12.3** The contractor must maintain debriefing records and submit them to the contract managers as required.

## Debriefing Report

**Contractor:** \_\_\_\_\_ **Report Date:** \_\_\_\_\_  
**Program:** \_\_\_\_\_ **Trip Date:** \_\_\_\_\_  
**Trip Location:** \_\_\_\_\_  
**Group leader:** \_\_\_\_\_ **Other Staff:** \_\_\_\_\_

### Activity

Type of Activity	Challenge Level	Type of Activity	Challenge Level	Type of Activity	Challenge Level
Day Hiking		Ski Day Trip		Ski Tour	
Backpacking		Snowshoe Day Trip		Snowshoe Tour	
Canoeing		Rock Climbing			

**Participants:** Age Range \_\_\_\_\_ to \_\_\_\_\_ Males \_\_\_\_\_ Females \_\_\_\_\_

**Reportable Incidents:** \_\_\_\_\_

**Communication Devices Used:** \_\_\_\_\_

**Reason for Use:** \_\_\_\_\_

**General Comments and Recommendations:**

**Program Supervisor Comments:**

**Group Leader Sign Off** \_\_\_\_\_ **Program Supervisor Sign Off** \_\_\_\_\_

## Section Four Incidents and Emergencies

IE1

01/06/02

**Reportable and Critical Incidents**  
**Programs shall submit incident reports in a timely manner.**

Definition     *Reportable incidents meet one or more of the following criteria:*

- Behaviour problem that includes violence or threats;
- Personal injury requiring follow-up care by staff;
- Dangerous animal encounters;
- Illness limiting participant's participation;
- Property damage;
- Public conflict;
- AWOL;
- Lost and alone;
- Early exit situations;
- Near misses; and/or,
- Any other unanticipated incident that could be seen as a safety issue.

**IE1.1**     The contractor must have a written policy outlining the process for submitting incident reports for reportable incidents in a timely manner that reflects the seriousness of the incident.

**IE1.2**     The program supervisor must ensure that the following critical incidents are immediately reported to the contract manager (or if after regular business hours to the Provincial After Hours Office):

- Death of a participant or a staff member;
- Any incident that attracts or could potentially attract media attention; and,
- Evacuations.



**Behavioural Incidents**

**Behavioural incidents shall be identified, safely resolved and documented if they involve serious threats, violence or behaviour that could jeopardize the safety of the group.**

- IE2.1** The group leader must immediately report any behavioural incident that involves threats, violence or behaviour that jeopardizes the safety of the group, to the community communications contact.
- IE2.2** The program supervisor must submit an incident report to the contract manager or designate within 24 hours (or as soon as possible) of an incident that involves threats, violence or behaviour that jeopardizes safety of the group.
- IE2.3** The group leader must assess the risk of continued participation by any participant who exhibits behaviour that could jeopardize either the safety of the group or the trip objectives.
- IE2.4** Staff must have the right to reject or terminate any participant from an out trip or activities due to the assessed risk to other members of the group.
- IE2.5** Any participant terminated from an out trip must be escorted to safety as per an “early exit” incident.
- IE2.6** Behavioural incidents must be discussed at the post trip staff debriefing session.
- IE2.7** The group leader must inform the community communications contact if the trip is altered by a behavioural incident.

**Near Miss Incidents**

**Programs shall identify, take appropriate safety precautions and document near miss incidents.**

**Definition**     *Near misses are situations where events occur that have potential for serious or tragic results but which result in no major negative consequences. Examples include rockfall close by, tire blow out at high speed, canoeists caught in extreme water conditions, questionable leader judgement calls, lost but recovered group member, and close wildlife encounter.*

**IE3.1**             Staff must take steps to prevent similar situations from recurring.

**IE3.2**             Staff must immediately evaluate the probability of similar incidents occurring and determine whether trip alteration is in order.

**IE3.3**             The group leader must inform the community communications contact if the trip plan is altered by a near miss.

**IE3.4**             Near misses must be discussed during the participant debriefing and during the staff debriefing.

**IE3.5**             The program manager must submit an incident report to the contract manager within 24 hours (or as soon as possible).

**Lost and Alone Incidents**

**The program shall have standard practices for dealing with lost and alone situations.**

**Definition**     *Lost and alone incidents are situations where program participants become unintentionally separated from the group to the extent that there is a loss of visual or voice communication.*

**IE4.1**            Program staff must determine if the situation is a lost and alone situation or an AWOL.

**IE4.2**            Program staff must establish the time and place the missing person was last seen, what they were doing, and their mental and physical state.

**IE4.3**            The group leader must develop a plan involving a quick search of the immediate area.

**IE4.4**            If a quick search is unsuccessful, program staff must establish contact with the community communications contact person to inform them of plans and to seek advice, if necessary.

**IE4.5**            The contractor must establish written protocols regarding information to be included when reporting missing participants. This includes but is not limited to:

- Name
- Age
- Sex
- Physical condition
- Description
- Clothing when last seen
- Equipment
- Terrain
- Training
- Location last seen
- Action plan of the group

**IE4.6**            The program supervisor must submit an incident report to the contract manager within 24 hours (or as soon as possible).

**IE4.7**            Lost and alone incidents must be discussed during the participant debriefing and during the staff debriefing.

**Early Exit Incidents**

**The contractor shall have a safe procedure for returning any participant requiring early departure.**

**Definition**     *Early exit from a program is defined as a refusal to participate in the program by a participant. Program staff have no authority to restrain a participant for the purpose of having the participant remain with the program.*

**IE5.1**            Program staff must ensure that a participant who has decided to leave the program early is able to exit safely. This will require the following steps:

- attempt to discuss the situation and reasons for exiting;
- encourage the participant to remain with the program;
- outline the consequences of the participant's decision to exit; and
- staff must not encourage or affirm the participant's decision to exit.

**IE5.2**            The group leader must designate a staff member to accompany the participant out of the wilderness area if the above steps have been attempted and the participant still refuses to remain with the program.

**IE5.3**            The group leader must contact the designated community communications contact who must then advise the local police as appropriate, parent/guardian, and liaison youth probation officer.

**IE5.4**            The program supervisor must submit an incident report to the contract manager within 24 hours of the exit (or as soon as possible). This report shall, at a minimum, detail:

- the circumstances giving rise to the exit;
- all steps that were taken by staff and the time each step was taken; and,
- the current status of the participant, if known.

**IE5.5**            The contractor must have a policy that requires program staff to develop and maintain an atmosphere that gives participants the opportunity to openly discuss their feelings about the trip activities.

**IE5.6**            The contractor must have a policy that allows any participant who indicates a desire to exit the trip or activity early to discuss the reasons for wishing to leave with a staff member.

**IE5.7**            The staff member must listen to the participant's reasons for wishing to leave and help him/her understand his/her thoughts and feelings.

**IE5.8**            The group leader must decide if it would be valuable for the member to discuss the situation with the group.

- IE5.9** The group leader must inform the participant of the consequences of early exit both on the individual and the rest of the group if the member still wishes to leave after receiving counselling and discussing the situation with the group (if appropriate).
- IE5.10** The group leader must ensure that the participant is not prevented from leaving and continues to be treated by all with respect and care.
- IE5.11** The group leader must develop an early exit plan with the participant who must be aware of the role and responsibility of the accompanying leader for his/her safety.
- IE5.12** The group leader must ensure that the plan considers factors of time of day, ease of egress, trailhead pickup possibilities, weather, terrain, participant's condition, and the impact on the remaining group members and program.
- IE5.13** The group leader must establish communications with the designated community communications contact to discuss the plan and implement the program early exit protocols.
- IE5.14** The contractor must ensure that program early exit protocols include escort by a staff member until transference of responsibility for the safety of the participant can be made to an authorized adult such as a parent, program staff member or Probation staff. Public transportation may be utilized if it is both logistically impractical to escort the participant to an authorized adult and if pick up by an authorized adult has been arranged.
- IE5.15** Early exit incidents must be discussed during the participant debriefing and during the staff debriefing.
- IE5.16** The group leader must ensure that the remaining participants are safe and secure. At a minimum, one staff member must stay with the group.

**Medical Incidents**

**The program shall have the capability to handle medical incidents in the field.**

Definition *Medical incidents involve first aid attention beyond minor first aid.*

**IE6.1** Program staff must determine the nature of the incident.

**IE6.2** Program staff must take steps to ensure the safety of the rest of the group.

**IE6.3** The group leader must ensure that the best qualified program staff member evaluates the casualty and administers first aid.

**IE6.4** The contractor must have a policy requiring written, concise, trip specific evacuation and medical emergency plans.

**IE6.5** The program supervisor must ensure that trip-specific evacuation and emergency plans have been entered on or attached to the route card. The participants must be briefed in emergency procedures and “lost and alone” procedures.

**IE6.6** The program supervisor must submit an incident report to the contract manager within 24 hours (or as soon as possible).

**IE6.7** Medical incidents must be discussed during the participant debriefing and during staff debriefing.

**IE6.8** The contractor must establish and ensure that the group leader and program staff are familiar with emergency and evacuation protocols that include:

**Non life-threatening accident or illness incidents**

- Contact nearest government agency, R.C.M.P. office or community communications contact;
- Give location, assistance required, nature of injury, condition of casualty;
- Advise that there is no danger to life; and,
- Arrange for suitable private or public assistance (ambulance, truck, boat etc.) to effect pickup;

## **Life threatening serious injury or illness**

Contact any peace officer or government agency and advise of a major emergency and provide:

- Nature of emergency;
- Condition of patient;
- Age, sex, name, address and phone number of patient;
- Location of group;
- Weather conditions;
- Possible landing sites for helicopter; and,
- Other evacuation sites.

## **Fatalities**

- Contact R.C.M.P. or other police authority immediately and call to the scene.
- Immediately notify program supervisor or designated community communications contact.
- Program supervisor or designated community communications contact will immediately notify contract manager (or if after regular business hours, the Provincial After Hours Office).
- Contract manager will immediately notify the Assistant Deputy Minister, Child and Youth Mental Health and Youth Justice and the Assistant Deputy Minister, Regional Operations.
- Ensure no action is taken that would destroy or alter any evidence as to how, where, when, and by what means the victim died.
- The program supervisor is not to contact the next of kin but must discuss the issue with the contract manager (or the Provincial After Hours Office), as appropriate.
- Ensure the body is protected, as much as possible, from further damage.
- Nothing in the foregoing should be allowed to deter normal treatment and removal procedures if there is any reason to believe that the 'victim' is still alive.

## **Discussion**

Personal injury requiring follow-up care by staff does not include minor blisters or scrapes. Staff must use their judgement in determining if an injury is serious enough to report. Generally speaking, if an injury causes lost participation time or alteration of trip plans then it should be reported.

The group leader must decide whether it is better to evacuate or allow time for recovery and completion of the trip in the case of illness causing lost participation time. This may be difficult to diagnose and leaders must err on the side of caution.

**Property Damage**

**Property damage shall be prevented as far as possible and all occurrences shall be reported.**

- Definition     *Property damage involves damage to property belonging to the program, its participants or the general public.*
- IE7.1**         Program staff must report all damage due to vehicle accidents as per the requirements of the *Motor Vehicle Act* and I.C.B.C.
- IE7.2**         The group leader must ensure that all damage inflicted on program property by participants is reported as an incident within 24 hours (or as soon as possible).
- IE7.3**         The group leader must be authorized to alter or cancel a trip if property damage occurs that could reduce the safety level of the trip to an unacceptable level.
- IE7.4**         Staff must make all reasonable efforts to inform the owners of any property damaged by the program participants.
- IE7.5**         Property damage incidents must be discussed during the participant debriefing and during the staff debriefing.



**Conflict With General Public**

**As far as possible all conflict with members of the general public shall be prevented and all occurrences shall be reported.**

- Definition**     *Conflict with the general public involves conflict between program staff, participants or activities and members of the public not involved in program activities, i.e. fellow campers or people encountered at rest stops en route to and from activity locations.*
- IE8.1**            Staff must provide positive role modelling to participants when involved with the general public.
- IE8.2**            Staff must provide adequate supervision to limit contact between the general public and the program participants and prevent conflicts.
- IE8.3**            The closer the program is to the general public the closer the supervision must be.
- IE8.4**            Program staff must make every reasonable effort to resolve a conflict with the general public. If it cannot be resolved quickly then the program supervisor must submit an incident report to the contract manager within 24 hours (or as soon as possible).
- IE8.5**            Conflict with the general public incidents must be discussed during the participant debriefing and during the staff debriefing.

**Dangerous Animal Encounters**

**Staff shall take appropriate steps to prevent close encounters with dangerous animals and report all occurrences.**

- Definition**     *Dangerous animal encounters involve situations where wildlife or domestic animals exhibit aggressive behaviour towards members of the group.*
- IE9.1**           Programs must have standard procedures to reduce the possibilities of attracting animals.
- IE9.2**           The group leader must make participants aware of the fact that at times almost any wild animal can be dangerous. Reportable dangerous animal encounters usually will involve large animals such as bears, cougars, moose or elk that exhibit aggressive behaviour.
- IE9.3**           Behaviour in bears must be considered aggressive if there is a reluctance to retreat in the presence of humans.
- IE9.4**           The group leader must ensure that program activities do not apply undue pressure on any wildlife.
- IE9.5**           The group leader must ensure that participants receive instruction on prevention and actions regarding dangerous animal encounters.
- IE9.6**           The group leader must ensure non-interference with animals and in situations of conflicting routes, the group will alter its route to allow passage to the animal.
- IE9.7**           Staff must carry bear spray and bear bangers when travelling through bear habitat. Bear bangers must be carried unloaded on the leader's person and bear spray must be carried with safety catch on, immediately accessible.
- IE9.8**           The group leader must consider altering the route if grizzly bear activity is detected and must immediately lead the group out of the area of any large animal carcass or bear cubs. All staff must be able to identify bear scat and determine the difference between grizzly and black bears and their signs.
- IE9.9**           The group leader must be able to assess the likelihood of dangerous animal encounters and they will alter the trip accordingly if there is a likelihood of a dangerous encounter.
- IE9.10**          Groups travelling through poisonous snake habitat must have instruction and first aid capabilities in preventing and treating snakebite.

**IE9.11** The program supervisor must submit an incident report to the contract manager within 24 hours (or as soon as possible).

**AWOL Situations**  
**Appropriate steps shall be taken to prevent AWOL situations and all occurrences shall be promptly reported.**

**Definition**     *An AWOL situation exists when a participant has willingly and without consent gone missing with the intent of ceasing to participate in the program.*

**IE10.1**         The contractor must have a written AWOL protocol detailing persons/agencies that must be contacted in the event of an AWOL. At a minimum this must include:

- local police;
- liaison youth probation officer; and,
- parent or guardian of participant.

**IE10.2**         It is acknowledged that each program may have programmatic or local nuances that may affect which authorities are contacted (i.e. Coast Guard). Each program shall have a list detailing the contact people and their telephone numbers. At a minimum, the list will be held by the designated community communications contact person.

**IE10.3**         Participants who are AWOL are always to be considered to be in a “HIGH RISK” situation in that they may cause harm to themselves or others.

**IE10.4**         Staff must ensure that the remaining participants are safe and secure. At a minimum, one staff must stay with the remaining group. Other staff may conduct a search to locate the participant.

**IE10.5**         A search must be conducted of the camp and if the participant cannot be quickly located, staff must contact the designated community communications contact person informing them of the details surrounding the AWOL.

**IE10.6**         If an AWOL participant is located, he/she will be given the option of rejoining the group or remaining with the group until safe exit can be arranged. If the participant refuses, a staff member shall make every effort to remain with the participant until he/she can safely exit from the program.

**IE10.7**         The non-AWOL participants will immediately cease all out trip activity and proceed (if necessary) to a base camp or other suitable site until the staff ratio is resumed.

- IE10.8** The program supervisor must submit a verbal incident report to the contract manager within 24 hours of the AWOL and a written report within 48 hours (or as soon as possible). This report shall, at a minimum, detail:
- the circumstances giving rise to the AWOL;
  - all steps that were taken by staff and the time each step was taken; and,
  - the current status of the participant, if known.
- IE10.9** The contractor must have written policies providing staff with suggestions regarding prevention of AWOL situations.
- IE10.10** The contractor must have written policies and standard procedures regarding AWOL situations that include but are not limited to:
- ensuring the safety of the remainder of the group;
  - verifying the situation as AWOL;
  - notifying the designated communications contact, local authorities; and,
  - suspending program plans until AWOL participant's safety is assured.
- IE10.11** AWOL situations that conclude with the successful recovery of the participant in the field, become early exit situations when the participant expresses the desire to leave the program.
- IE10.12** The remainder of the group must be debriefed and counselled by staff before the resumption of the trip plan.
- IE10.13** AWOL participants recovered safely in the field may stay with the trip if the group leader in consultation with the program supervisor, is satisfied that the conditions giving rise to the AWOL situation will not recur.

**Accessing Outside Assistance**

**The program shall have a safe and effective plan for getting outside help during serious emergencies.**

- IE11.1** The group leader must be able to establish two-way communication from out trip locations either by carrying two-way voice communications devices or selecting locations that have timely access to fixed communications devices.
- IE11.2** The contractor must provide the group leader with equipment that can effectively signal for immediate rescue in cases of life-threatening injury, serious illness or death of a participant.
- IE11.3** The contractor must provide staff with training in the use of emergency communications equipment including cell phones, walkie talkies, satellite phones and personal locator beacon used by the program.
- IE11.4** Staff must be equipped and trained in the use of signaling devices including flares and smoke cannisters to effectively signal searchers.
- IE11.5** Personal locator beacon shall only be used in life-threatening emergencies.

**Air Evacuation**

**The program shall have emergency plans for air rescue situations.**

**IE12.1** The contractor must ensure that the group leader and program staff are familiar with air rescue techniques.

**IE12.2** The contractor must ensure that the group leader and program staff are familiar with protocols regarding transmissions requesting helicopter evacuation including:

- Type of operation (search, rescue, medical evacuation)
- Number of casualties to be transported
- Extent of injuries and mobility status
- Disposition (transport to...)
- Location information
- Signals to be used (flares, fires, smoke...)
- Elevation
- Surface conditions
- Hazards (power lines, canyons...)
- Ceiling
- Weather
- Visibility
- Wind direction and velocity
- Temperature

**IE12.3** The contractor must ensure that the group leader and program staff are familiar with safety rules regarding helicopters including:

- taking direction from rescue crew;
- maintaining a distance of 20 m for 2-3 seat helicopters and 35 m from larger helicopters;
- approaching from within the pilot's view;
- keeping head down at all times (slow rotors dip lower);
- never approaching or leaving on a side with higher ground than where helicopter is standing;
- no smoking within 35 m;
- being aware of and staying away from tail rotor at all times;
- securing all loose items such as ropes, sleeping bags, clothing to avoid them flying into rotor blades;
- not approaching helicopters until pilot signals OK;
- not exiting until pilot signals OK; and,
- not having open fires in landing area.

- IE12.4** The group leader must ensure that a written plan exists that covers procedures to be followed in the event of an emergency and that members of the party are acquainted with these procedures.
- IE12.5** The program supervisor must ensure that program staff are capable of locating and preparing a landing site in the event that an injury or illness requires air evacuation.
- IE12.6** Program staff must assess the victim's ability to withstand the strain of a pickup and inform the victim regarding the rescue methods to be used.
- IE12.7** Program staff must ensure that written information regarding the victim, treatment administered and details of the situation are prepared prior to arrival of rescuers.
- IE12.8** Program staff must prepare site location signaling devices prior to the arrival of aircraft.
- IE12.9** Once the air evacuation is complete, the program manager must contact the contract manager (or if after regular business hours the Provincial After Hours Office) and inform them of the circumstances surrounding the air evacuation.



## **Section Five**

# **Post Trip Procedures**

Following the completion of a trip, certain actions must take place that serve to help in the preparation of the next out trip. Equipment must be maintained and staff debriefed. It is simply a wise practice to evaluate equipment condition soon after a trip since the more lead time available for repairs, the better. Staff debriefing can help prevent staff burn out, build teamwork, and enhance the safety management program by identifying areas of concern that could be done better.

<p><b>Equipment</b> <b>Program equipment shall be adequate, maintained, clean, and in safe condition before all out trips.</b></p>
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- PT1.1**        The contractor must establish a standard practice of checking equipment for maintenance needs before and after out trips.
- PT1.2**        The contractor must document equipment checks of any safety equipment used on out trips.
- PT1.3**        The contractor must ensure that written policy exists that requires documented inspection of climbing gear and a schedule for retirement of climbing gear.

<p><b>Debriefing</b></p> <p><b>There shall be a documented standard debriefing session following out trips.</b></p>
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**PT2.1**      The program supervisor must conduct a staff debriefing as soon as possible after the trip on a standard debriefing form that includes safety issues, objectives and recommendations concerning the activity and location for future reference. (See Appendix II for forms)

**PT2.2**      Copies of debriefing reports must be submitted to the contract manager as required.

**Reporting**

**The program shall submit safety documentation for review and evaluation on a regular basis and as requested.**

**PT3.1** The contractor must submit an annual safety management report to the contract manager no later than thirty days after the end of the fiscal year.

**PT3.2** The safety management report must include, at a minimum:

- a list arranged by incident report date, of all incidents reported during the fiscal year; and,
- recommendations/comments by contractor.

**PT3.3** The contractor must submit any documentation deemed relevant to safety management to investigators or authorized inspectors immediately upon request by the contract manager, Regional Executive Director, or Youth Justice Policy and Program Support.

## Incident Report

Program: \_\_\_\_\_  
 Trip Name: \_\_\_\_\_ Incident Date: \_\_\_\_\_  
 Group Leader: \_\_\_\_\_ Report Date: \_\_\_\_\_  
 Activity at Time of Incident: \_\_\_\_\_

### Type of Incident

Behavioral		Early Exit		Lost and Alone		Property Damage		Personal Injury	
Near Miss		AWOL		Illness		Conflict with Public		Fatality	

### Action Taken

Evacuation (In-house)		Escorted Exit		Involvement of Authorities		PLB Activation	
Evacuation (Assisted)		Trip Plan Alteration		Publicly Funded Rescue		Other	

**Name(s) of Person(s) Involved:** \_\_\_\_\_

**The incident occurred on day \_\_\_\_ of the course/program. It was day \_\_\_\_ of the trip.**

**Description of Incident:** (Include events leading to the incident, description of incident, responses, parties informed and outcomes.)

**Personal Injury Details:**

Anatomical Region: \_\_\_\_\_

Injury Description: \_\_\_\_\_

First Aid Administered: \_\_\_\_\_

Treatment Beyond First Aid: \_\_\_\_\_

Emergency Medical Personnel Contact Numbers: \_\_\_\_\_

**Property Damage Details:**

Estimate: \_\_\_\_\_

Description of Incident (continued from other side)

**Media Contact Details:** \_\_\_\_\_

**Additional Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reported by:** \_\_\_\_\_ **Date:**

**Received by:** \_\_\_\_\_ **Date:**

**Appendix A**  
**Mandatory Forms**

## Route Card

Program: \_\_\_\_\_  
 Trip Name: \_\_\_\_\_ Date: From \_\_\_\_\_ To \_\_\_\_\_  
 Map(s): \_\_\_\_\_ Time due back: \_\_\_\_\_  
 General Route Description: \_\_\_\_\_  
 Vehicle Used: \_\_\_\_\_ Licence #: \_\_\_\_\_ Locations: \_\_\_\_\_ Colour: \_\_\_\_\_  
 Weather Forecast: \_\_\_\_\_

## Itinerary

Date	Start point	E.T.D.	Route Description	E.T.A.	Overnight Location

**Group Leader: Home Phone:** \_\_\_\_\_  
**Other Staff & Phone#:** \_\_\_\_\_

## Participants

Name	B.C. Med #	Phone	Name	B.C. Med #	Phone



**Trip Objectives:** \_\_\_\_\_

**Communications Plan:**

Routine daily check-in times \_\_\_\_\_

Contingency plan if check-in missed \_\_\_\_\_

**Signaling Devices in Party:** \_\_\_\_\_

**P.L.B.#** \_\_\_\_\_

**Alternative Trip Plan:** \_\_\_\_\_

**Escape Routes:** \_\_\_\_\_

**Emergency Phone #'s:** \_\_\_\_\_

**Emergency Action Plan:** \_\_\_\_\_

**Equipment**

<b>Group Equipment</b>	<b>Check</b>	<b>Participant Equipment</b>	<b>Check</b>
Group Day Hike Kit		Personal Day Hike Kit	
Group Backpack Kit		Personal Backpack Kit	
Group Ski Day Kit		Personal Ski Day Kit	
Group Ski Tour Kit		Personal Ski Tour Kit	
Group Snowshoe Day Kit		Personal Snowshoe Kit	
Group Snowshoe Tour Kit		Personal Snowshoe Tour Kit	
Group Canoe Kit		Personal Canoe Day Kit	
Group Canoe Tour Kit		Personal Canoe Tour Kit	
Group Rock Climbing Kit		Personal Rock Climbing Kit	

**Food**

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Breakfast							
Lunch							
Dinner							

## Debriefing Report

**Contractor:** \_\_\_\_\_ **Report Date:** \_\_\_\_\_  
**Program:** \_\_\_\_\_ **Trip Date:** \_\_\_\_\_  
**Trip Location:** \_\_\_\_\_  
**Group Leader:** \_\_\_\_\_ **Other Staff:** \_\_\_\_\_

### Activity

Type of Activity	Challenge Level	Type of Activity	Challenge Level	Type of Activity	Challenge Level
Day Hiking		Ski Day Trip		Ski Tour	
Backpacking		Snowshoe Day Trip		Snowshoe Tour	
Canoeing		Rock Climbing			

**Participants:** Age Range \_\_\_\_\_ to \_\_\_\_\_ Males \_\_\_\_\_ Females \_\_\_\_\_

**Reportable Incidents:** \_\_\_\_\_

**Communication Devices Used:** \_\_\_\_\_

**Reason for Use:** \_\_\_\_\_

**General Comments and Recommendations:**

**Program Supervisor Comments:**

**Group Leader Sign Off** \_\_\_\_\_ **Program Supervisor Sign Off** \_\_\_\_\_

## Incident Report

Program: \_\_\_\_\_  
 Trip Name: \_\_\_\_\_ Incident Date: \_\_\_\_\_  
 Group Leader: \_\_\_\_\_ Report Date: \_\_\_\_\_  
 Activity at Time of Incident: \_\_\_\_\_

### Type of Incident

Behavioral		Early Exit		Lost and Alone		Property Damage		Personal Injury	
Near Miss		AWOL		Illness		Conflict with Public		Fatality	

### Action Taken

Evacuation (In-house)		Escorted Exit		Involvement of Authorities		PLB Activation	
Evacuation (Assisted)		Trip Plan Alteration		Publicly Funded Rescue		Other	

**Name(s) of Person(s) Involved:** \_\_\_\_\_

**The incident occurred on day \_\_\_\_\_ of the course/program. It was day \_\_\_\_\_ of the trip.**

**Description of Incident:** (Include events leading to the incident, description of incident, responses, parties informed and outcomes.)

**Personal Injury Details:**

Anatomical Region: \_\_\_\_\_

Injury Description: \_\_\_\_\_

First Aid Administered: \_\_\_\_\_

Treatment Beyond First Aid: \_\_\_\_\_

Emergency Medical Personnel Contact Numbers: \_\_\_\_\_

**Property Damage Details:**

Estimate: \_\_\_\_\_

Description of Incident (continued from other side)

**Media Contact Details:** \_\_\_\_\_

**Additional Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reported by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Received by:** \_\_\_\_\_ **Date:** \_\_\_\_\_