



## Mentors to Mentors Program: Policies, Procedures & Protocols



*No alcohol or recreational drugs are to be consumed by group, group leader or present during any Mentors to Mentors Program event that includes youth.*

*The policies below especially reflect how programs will be run if there are students 18 years of age and younger. For programs with mixed ages (above and below 18), adjust policies to be age appropriate.*

### **First Aid/General Safety**

- 1) An unscheduled loss of contact with a person for more than two hours is considered an emergency. If this occurs, the emergency response plan should be initiated.
- 2) Shoes must be worn at all times, except for bathing, while in tents, and in other situations the group leader(s) carefully controls. Closed toed shoes must be worn in the kitchen. Crocs with holes in them will not protect participants' foot if scalding water poured on them, so crocs/water shoes don't count as closed toed shoes. Water shoes, flip flops or tennis shoes must be worn while swimming (some short of shoe with a bottom). Crew leader discretion for swimming permissible based on the floor of the body of water – does it have sharp seashells or rocks? Is it purely a sandy bottom?
- 3) All group gear sent out with the program will be inspected prior to use to ensure proper safety standards (no leaks in propane hoses, etc) and proper function (tent poles are not broken, etc). If any group gear is not functioning properly, group leaders are expected to inform their program director asap for a replacement.
- 4) Group leaders are required to take appropriate precautions to protect themselves and their crew members from sunburn and excessive sun exposure, including but not limited to, sunscreen and protective clothing.
- 5) The group or individual members must not be unsupervised for any length of time, except under controlled circumstances set by the group leader.
- 6) The first aid kit and communication device (charged group leader cell phone) must be with the group and be accessible at all times including in camp and at every excursion away from camp. If group leader cell phones do not have service

or run out of battery, then a vehicle must be within 1 mile of group for front country emergency access. The following information must be stored in the first aid kit:

- a) Participant/group leader medical info sheet/emergency contact info and liability release waivers for each participant
  - b) Emergency Response Plan
  - c) Incident Response Sheet & Medical Log
  - d) Epinephrine and benadryl
- 7) The first aid kit must be returned clean after each program and OSG is responsible for re-stocking the first aid kit prior to the next program.
- 8) No OSG staff or contracted Group Leader, or anyone else who is not properly trained and licensed, may administer any drugs, prescription or non-prescription to participants. The exception is for epinephrine and only under the circumstances described below.
- a. Group leaders should deliver epinephrine if necessary, according to the protocols provided, and in medical certification protocol training at the level at which the group lead/responder is certified. If epinephrine is delivered, regardless of the apparent success of the treatment, immediate evacuation is required asap.
    1. Epinephrine Policy: Subject's airway must be obviously constricted (unconsciousness or a combination of signs & symptoms that include airway/throat/facial swelling, difficulty breathing, difficulty speaking, decreasing Level of Consciousness/LOC) to the point where airway occlusion is imminent. Administer 25mg benadryl first if victim can still speak, drink water, swallow & breathe. If victim still conscious, ask for victim's permission to administer an epi-pen. If permission granted, prepare epi-pen, place epi-pen in victim's hand, and place your hand over their hand – then direct injection into upper, outer thigh of either leg. Call 911/appropriate level emergency response for field setting, prepare for evacuation if not already done, and proceed to monitor LOC & vital signs until higher level medical care takes over.
- 9) All injuries and illnesses, both serious and minor, must be recorded on an OSG incident response sheet.
- 10) All incidents, both serious and minor, must be recorded on an OSG incident report form.
- 11) Group Leaders are required to initiate contact with the Mentors-to-Mentors program director asap in the event of:
- A fatality of a participant or leader.

- Unexpected loss of contact of over two hours with a participant or Group Leader, including failure to show up at designated meeting point (for example the beginning of the program).
- Environmental conditions threatening the health, welfare, or safety of the camp or crew (forest fires, major earthquake, etc).
- Any ongoing search and rescue activity affecting the crew.
- Any visit to a medical professional of any kind (doctor, nurse, physician's assistant, clinic, hospital, EMT, etc.) or any call made to any emergency response services (law enforcement), etc, regardless of whether the emergency services visited the program or not.
- Anytime an epi-pen or epinephrine has been used.
- Early departure of a participant for any reason.
- Any conflict with land partners, guest speakers, (outside participants interacting with the crew) that impacts the program to the point of ineffectiveness, or significantly threatens the morale of the participants.
- Destruction and/or loss of equipment (including vehicles, campstoves, etc) which is critical to the safety or success of the program or group.
- Any vehicle accident.
- Involvement of the Mentors-To-Mentors group in an incident or emergency not involving our group personnel or participants but in which the Mentors-To-Mentors group aids or participates in rendering assistance.
- Any substantive contact a crew leader makes to a participant's parents or guardian regarding medical or behavioral concerns.
- Disclosure by an under 18 years of age participant of having experienced physical or sexual abuse.
- Any situation under suitable control that does not require emergency responders such as law enforcement, but is under scrutiny of the media and involves the Mentors to Mentors group.

### **Safety During Volunteer or Service-Learning Activities**

- 1) While participating in any field or volunteer activities, all Mentors to Mentors participants and group leaders are required to wear:
  - All leather/Kevlar/rubber/thick canvas boots, sturdy day hikers or tennis shoes when using any swinging tools, sharp tools or overhead work (restoration projects or tree limbing for example). **NO EXCEPTIONS WHILE USING TOOLS!** Thin canvas (keds or converse) type shoes are not acceptable. The intention is to have a sturdy enough material that would prevent a sharp tool from piercing the foot through the shoe material. Group leader discretion on footwear material is permissible - err on the cautious side, even with adults.
  - Hard hats are to be worn in all work settings when using any kind of tool in a construction site or with overhead work that warrants a hard hat. Mentors to Mentors does not supply hard hats, nor do we expect participants to bring their

- own, so a hard hat or head protection would need to be provided by our field/volunteer activity partner. Group leader discretion is permissible for whether or not conditions that require hard hats are safe enough for participants to partake in the field/volunteer activity or not.
- Long pants, even a thin fabric-based long pair of pants, may prevent injury in the event of a fall in rocky terrain or provide a protective layer from sunburn or injury while using a small, hand tool with sharp edges. Group leader discretion permissible.
  - Long sleeves are encouraged in certain field settings (i.e. blackberry removal or direct sunlight overhead). Group leader discretion permissible.
  - Gloves - Wearing leather gloves is mandatory while using tools with sharp edges and or sharpening tools, including an axe or hatchet for firewood and kindling.
  - Safety glasses & ear protection - are mandatory whenever using high impact tools, or anything that would create flying particles or higher decibel sounds.
- 2) High School (under 18) participants are not allowed to use power tools in any field/volunteer circumstance. Over 18 participants that would like to use power tools (and who are not group leaders) need to request permission to use power tools from group leaders, receive proper training in their use by credentialed and trained professionals or supervisors of partner programs, and be signed off to use.

## **In Camp**

- 1) All under 18 (high school participants) tenting arrangements for the group must be same sex only. Discussions around gender identity and tenting comfort level is up to group leader discretion, however, all tenting arrangements default to assigned gender at birth and/or biological gender at present for participants in question in any gray area.
- 2) Mentors to Mentors requires all group leaders to operate a minimum-impact camp, to practice LNT camping, and to be responsible for knowing and following all local area camping regulations.
- 3) No food will be stored in personal packs, tents, or daypacks overnight or in camp to prevent critter infestation or gear damage. Food must not be eaten in tents.
- 4) Water that is not potable must be treated and/or purified before consumption.
- 5) All group leaders and participants are required to wash their hands with soap before handling any food and after using the latrine.

- 6) Individuals from outside the program such as friends, relatives and agency personnel are not allowed to visit with an overnight stay, unless permission has been obtained from the Program Director.

### **Travel/Recreation**

- 1) All staff using personally owned vehicles to transport participants must have minimum insurance coverage, as established by On Sacred Ground: 1) \$100,000 for bodily injury per person, \$100,000 for bodily injury per accident and \$50,000 of property damage per accident.
- 2) All Mentors to Mentors participants and leaders must wear seat belts while riding in or driving any vehicle. (No riding in the back of a truck for example.)
- 3) All group leaders who transport crew members must have a valid driver's license on file with On Sacred Ground, take and pass a vehicle and driver test, and follow Washington state driving laws. **ABSOLUTELY NO TEXTING OR PHONE CALLS WHILE DRIVING.**
- 4) Mentors to Mentors participants and group leaders must wear life jackets (personal floatation devices) when in canoes, kayaks, paddleboards or any small craft boats. Any commercial vessels that transport participants, such as ferries or whale watch boats, who provide adequate PFD's for all individuals aboard vessel, but do not require passengers to wear PFD's while on the boat, is adequate for our program participants.
- 5) Participants may not swim without at least one group leader on-site, nor should group leaders swim alone.
- 6) When hiking, canoeing or kayaking, the group needs to stay together as much as possible OR stop to reconvene OFTEN. For solo group leaders, she/he must determine whether the terrain and group warrant a participant "leader" while the adult group leader brings up the rear and the participant leader leads from the front. Groups must stop and re-gather at all trail junctions.
- 7) No rock climbing or glacier travel that requires ropes for protection from a fall is permitted. Bouldering that would require a crash pad (above 4 feet off the ground) is not allowed.
- 8) Lightning Procedures:
  - Instruct participants to put on rain gear and sit out in the open rather than taking shelter in a potential spark gap "cave."

- Crouch on packs (without metal frames or stays) or Ensolite pads for protection from ground currents and to minimize the distance from one body part to the other.
  - Keep your feet close together with your elbows on your knees and hands on your head.
  - Do not huddle together to wait out the storm. Instead, spread the group out.
  - Remove yourself well away from items that attract lightning, such as metal tools, backpack frames and barbed-wire fences.
- 9) Every program and/or activity should have basic survival gear with them on overnight outings, including at least the following items:
- Emergency reflective blanket
  - Ensolite pad if cold weather is possible
  - Extra clothing and rain gear
  - Adequate food and water
  - First aid kit
  - Flashlight or headlamp
  - Knife
  - Map and compass for hikes that are longer than 1 mile from the trailhead
  - Matches or lighter
  - Charged cell phone, radio, or satellite phone
  - (Extra paddle for canoe/kayak/paddleboarding groups)

**Please do not hesitate to contact your program director with any questions regarding these policies. We want you to enjoy your experience and run a successful program and are here to support that process.**