SAFETY & RISK MANAGEMENT PLAN

99TH FORCE SUPPORT SQUADRON OUTDOOR RECREATION

NELLIS AIR FORCE BASE - LAS VEGAS, NEVADA

Date: 10/7/2024
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1. ODR PERTENENT PROGRAM INFORMATION

1.1. Outdoor Recreation (ODR) Employees

1.1.1. Standard First Aid, American Red Cross (ARC) or equivalent certificate is required for all employees in ODR. The American Red Cross must certify the Outdoor Adventure Program (OAP) Coordinator and OAP staff in Standard First Aid, Cardio-Pulmonary Resuscitation (CPR), and Automated External Defibrillator (AED) training.

1.1.2. Fire extinguisher training will be conducted in house annually for all ODR staff and documented in the employee AF Form 55. Facility evacuation plan will be reviewed at this time.

1.1.3. It is the work center supervisor's responsibility to brief ODR employees on their applicable Job Safety Training Outline (JSTO) and review the JSTO on an annual basis, update (as required), and document the review on the JSTO cover page. NELLIS AFB Safety will verify this is occurring during the 99 FSS annual safety assessment and/or during spot inspections throughout the year.

1.2. Trip Leaders and Volunteers

1.2.1. Anyone leading or instructing any outdoor adventure activity will hold a current First Aid and CPR/AED certification, or its equivalent.

1.2.2. Instructors in any activity will hold current training or certification in that particular sport or activity if available.

1.2.2.1. Reference Appendix 1 - Activity-Specific Training/Certification Standards.

1.2.2.2. If the activity is such that a "certification" is not available, the leader will be properly experienced in that activity (i.e. bicycling). The OAP Coordinator will determine the experience level of the intended trip leader or instructor through observation as a participant and/or assistant leader before giving sole responsibility to the volunteer trip leader.

1.2.2.3. Prior to activities being executed, a Trip Plan (Appendix 8) must be on file for the activity. Trip Plans must be done by an OAP Coordinator.

1.2.3. All volunteers must fill out and maintain a volunteer application, DD Form 2793, and a Medical and Health Intake Form with current information.

1.2.4. All activities will have a minimum of two staff and/or volunteers when an activity is run in house.

1.2.4.1. Trips that are contracted through a commercial vendor off Base such as horseback riding where there is a transfer of liability to an external outfitter are permitted to be run with one staff or volunteer driver.

1.2.4.2. OAP activities can be run with a mix of paid ODR employees, ODR employees and OAP volunteers, or OAP volunteers alone as long as one trip leader has been assessed and confirmed by the OAP Coordinator to meet the qualifications to act as a trip leader.

1.2.5. A leader will be designated the Trip Leader (TL) for all activities who will be the primary point of contact, most experience, and act as the decision maker while on the trip. All other supporting staff will be listed as Assistant Trip Leaders (ATL).

1.3. Outdoor Adventure Programs

1.3.1. Refer to the Nellis Air Force Base Outdoor Recreation Emergency Action Plan which outlines the processes and procedures for each activity that occurs through ODR (Appendix 9).

1.4. Overnight Activities

1.4.1. Prior to each multi-day outing, a pre-trip meeting will be conducted.

1.4.1.1. Pre-trip briefs may be completed in-person when gear may need to be issued, or virtually when permitted.

1.4.2. Pre-trip briefings will address issues of hazard awareness, applicable safety practices, equipment requirements and weather forecast checks.

1.4.3. Pre-trip briefs should occur no less than a minimum of 48-72 hours prior to trip departure to ensure customers have adequate time to obtain necessary equipment.

1.4.3.1. For trips with a higher value or where contracted through vendors that have a refund policy, consider pre-trip briefs in excess of 7-14 days prior to the trips departure.

1.5. Vehicle Operation

1.5.1. OAP activities utilize 15-passenger vans and often town trailers. No special license or training is required to drive 15-passenger vans for OAP staff.

1.5.2. For winter driving, trip staff will be required to demonstrate the ability to drive a large capacity 15-passenger van and apply tire chains.

1.5.3. For any OAP staff driving a vehicle that is towing a trailer they must pass the 15-passenger van test. Additionally, they will be required to review and sign a document which gives an in-depth overview of Operating Instructions, FSS 24-1 NAF Vehicle Use. Training offered in house.

1.6. Documentation

1.6.1. Refer to the Nellis Air Force Base Outdoor Recreation Emergency Action Plan which outlines the documentation needed for each OAP activity. (Appendix 9).

2. VEHICLE HAZARDS IN OUTDOOR ACTIVITIES

2.1. Associated Risk Factors

2.1.1. Hazard: Poor Visibility – Fog, Rain, Snow
Preventive Solution: Use fog lights, slow down, and pull over if need be. When the visible distance in front of the vehicle operator is no more than 50 yards, the vehicle speed should be no more than 30 miles per hour.

2.1.2. Hazard: Road Conditions – Slick, Snow, Ice, Potholes
Preventive Solution: Make sure tires have appropriate tread levels, reduce speeds, and pull over if necessary. Have appropriate tire chains available in snow and know how to use them.

2.1.3. Hazard: Road Construction
Preventive Solution: Reduce vehicle speed, obey all flagmen commands, stay with the regular flow of traffic, and do not attempt to pass in construction areas.

2.1.4. Hazard: Mechanical Failure
Preventive Solution: Perform pre-departure vehicle check, carry tools to perform basic repairs, and carry a list of ODR approved phone numbers for towing/mechanical repair services.

2.1.5. Hazard: Prolonged Driving Hours
Preventive Solution: Take a minimum of a 15-minute break for every two hours of driving. After four hours, take a minimum of a 30-minute break. After eight hours of driving, take a minimum of a 60-minute break. Never drive more than 10 hours consecutively, unless in severe weather with destination within two hours and no other safe haven exists along the route. This mandatory requirement represents the best practice for long distance driving.

2.1.6. Hazard: Narrow Roads, Steep Roads
Preventive Solution: Drive in the right hand lane except for passing. Slow vehicle speeds down on narrow and one-lane roads. Military vehicles are permitted speeds of up to 65 miles per hour only.

2.1.7. Hazard: Exposure to Adverse Weather Conditions.
Preventive Solutions: For extreme cold; pack extra synthetic and insulating layers and garments for extremities. For extreme heat/sun; pack sunscreen, sun hats, light UV protective layers, and extra water/electrolyte solution. For rain and lightning events; pack

waterproof shells, and stay on routes where lightning exposure is minimal such as forested valleys and low-lying areas. OAP staff leading outdoor activities will have adequate means to monitor adverse weather conditions and take appropriate actions. If man made shelter is available, take refuge inside. If not, seek low lying terrain and spread out. Activities may resume when weather information deems the area to be safe.

2.1.8. Hazard: Health and Biological Hazards
Preventative Solution: All employees will be apprised of current hazardous biological conditions (i.e. food recalls, epidemics, pandemics, air quality). Current Public Health and base Health Protection Conditions (HPCON) guidelines will be followed and enforced at all times of operations.

2.1.9. Hazard: Fatigued/Tired Operator
Preventive Solution: Stop driving. Change drivers and find a volunteer that is qualified to operate the vehicle to take over driving. If the vehicle is a 15PAX, the driver must take a rest break that is sufficient to enable the driver to move on again. Do not try to induce a chemical stimulation of the body with caffeine or pills to assist alertness.

2.1.10. Hazard: Unfamiliarity with roads, markers and signs.
Preventive Solution: Learn the road signs and commit them to memory. Do a reconnaissance trip to the destination prior the trip to find your way before the main event. Study maps of where you are going well before your departure and carry them with you when you travel in case you get lost. Contact agency responsible for road maintenance for a road condition update. Consider adding GPS to vehicles to assist.

2.1.11. Hazard: Distractions within the vehicle
Preventive Solution: Take command of the vehicle and its passengers early. Set rules and guidelines on appropriate behavior before departure on the road. Have the co-pilot be a responsible individual to whom you can turn to if events get uncertain.

2.1.12. Hazard: Unfamiliarity with local driving conditions.
Preventive Solution: If uncomfortable with the driving conditions, have another certified operator drive. Practice safe and defensive driving.

2.1.13. Hazard: Off road travel
Preventive Solution: Off road travel on dirt, sand, and un-paved roads may be required to access activity locations. In these instances, only all-wheel-drive or four-wheel-drive vehicles will be used. In addition, chains will be supplied for traction as will traction boards. Speeds will be reduced to allow for save travel over obstacles.

2.1.14. Hazard: High winds
Prevention Solution: Wind speed can adversely affect the rollover risk for large vehicles. When speeds are Force 10 or above on the Beaufort Wind Scale (Appendix 14) the driver will stop and pull over to allow the winds to lessen before resuming travel. For cross country travel where wind may be a factor between Force 8 and 10, only low roof 15-passenger vehicles will be permitted for use.

2.1.15. Hazard: Flat Tire
Prevention Solution: Each vehicle will carry a spare tire, either an emergency smaller tire or ideally a full size spare. Each vehicle will have a car jack and tire iron for tire replacement. If a flat tire occurs the trip staff are the only permitted individuals to replace the tire. All customers will exit the vehicle if safe to do so and stay well off the shoulder of the road. Tires are only permitted to be changed in lactations that dictate a safe environment such as a shoulder, parking lot, or other similar location.

2.1.16. Hazard: Improper or non-seatbelt use
Prevention Solution: Seatbelts must be always worn by any individual in a government vehicle. OAP trip staff are required to check for compliance. In instances where children are in the vehicle they must adhere to the same safety standards as POVs to include booster seats.

2.1.17. Hazard: Children and adults that do not fit a normal vehicles safety measure
Prevention Solution: Only individuals who meet the height and weight for vehicles safety measures (airbags) are permitted to ride as a passenger in the front of the vehicle. Passengers in the rear of the vehicle must be tall enough to sit in a front facing seat with a proper lap and chest restraint as part of the seatbelt. Rear facing and front facing car seats that cause the OAP trip staff to alter the normal operation of the vehicle are not permitted inside the vehicle on an OAP activity.

3. GENERIC OUTDOOR ACTIVITY RISKS; It is the responsibility of the Active Duty member to complete a High Risk Activities Worksheet (AF 4391) prior to their participation in any OAP activities considered to be "High Risk." It is not the responsibility of Outdoor Recreation or trip leaders to certify this requirement has been completed prior to the activity in question. General activity and participation risks that are not specifically addressed and are inherent in all outdoor sports include; slippery and uneven surfaces, lower back injuries from lifting, sharp edges/tools and protruding points, hot surfaces, lifting heavy objects, slippery and uneven surfaces, cuts and bruises from equipment use, noise, sunburn, windburn.

3.1. Associated Risk Factors

3.1.1. Risk Controls for Environmental Hazards: Seek medical attention for all medical related hazards.

3.1.2. Hazard: Heat related issues
Preventive Solution: Drink plenty of fluids, avoid direct sunlight, and rest when necessary. All trips will follow the NOAA Heat Index Chart (Appendix 13) to determine safe conditions for outdoor trips. Any trip within a heat index of 90-105 degrees is permitted to occur with all customers issued a minimum of one water bottle each and trip leaders must carry a minimum of one extra gallon of water or the means to filter water while on the trip. For heat index between 105-120 all parameters for lower heat indexes

must occur. Additionally, only water-based activities will occur. Any heat index over 120 degrees will cause the activity to be canceled.

3.1.3. Hazard: Cold Weather – Hypothermia.
Preventive Solution: Remove any wet clothing, dress the individual in dry clothing, and transport to shelter. If possible, walk the victim around to re-warm him/her and provide fluid and food to restore energy.

3.1.4. Hazard: Foul Weather (lightning, high winds)
Preventive Solution: Seek appropriate shelter during a storm. Contact emergency response team if an accident occurs. If you hear thunder 30 seconds after seeing a flash of lightning, seek shelter immediately, preferably in a building or an enclosed metal car, van, or truck. Stay away from tall, isolated objects and metal objects (fences, poles, and backpacks). Do NOT seek shelter under tall isolated trees. If in a forest, stay near a lower stand of trees, otherwise keep in a valley, ravine, or other low area. A tent offers no protection from lightning. OAP trip leaders will monitor weather conditions and resume the activity only when weather information deems the area to be safe.

3.1.5. Hazard: Aggressive Animals
Preventive Solution: Warn participants to stay away from strange animals, administer first aid in the event of an injury. When in bear country carry bear spray. If bear spray is not present, make loud noises and make yourself appear as large as possible to scare the animal away. In case of a snake encounter, remain calm, back away slowly if safe, or wait for snake to leave.

3.1.6. Hazard: Uneven footing on trails
Preventive Solution: Lead person should call out trail hazards to the rest of the group and all participants should wear durable hiking boots with ankle support. Do not hike too quickly and do not exceed the comfortable pace of the slowest person in the group.

3.1.7. Hazard: Sunburn/Windburn
Preventive Strategy: Wear protective clothing, apply sunscreen to exposed skin, and limit time in sun. After symptoms, get out of sun or wind, apply topical anesthetic, and monitor for other heat/wind related conditions.

3.1.8. Hazard: Animal/Insect Bites
Preventive Solution: Do not approach any animals. In case of snake bite, note description of snake if possible (color, patters, shape of head) and evacuate immediately. Conduct pre-trip research on particular animal hazards.

3.1.9. Hazard: Unfamiliarity with equipment
Preventive Solution: Provide staff training for all equipment and instruct participants on how to use any equipment they will be operating.

3.1.10. Hazard Strategy: Allergies to insect bites

Preventive Solution: Find out before trip if anyone is allergic to any insects. Trip leader should review the medical intake form that is provided to customers prior to the trips departure to obtain pertinent medical history.

3.1.11. Hazard: Poor physical condition/general fatigue
Preventive Solution: Drink plenty of fluids and emphasize the importance of good physical condition and the physical demands of the activities. Trip staff will set an appropriate pace for all programs that is based on the lowest level of fitness and experience. Customers are provided the Essential Eligibility Criteria and a description of the Difficulty Rating as part of the Program Packet. See appendices for more detailed information. When a customer needs to stop for rest at trip staff will stay with the customer at all times and determine the best course of action to retreat or continue.

3.1.12. Hazard: Allergies to surroundings
Preventive Solution: Find out before trip if any participant is allergic to possible local allergens and inform participants at pre-trip meeting of possible local allergens and to bring allergy medication as needed.

3.1.13. Hazard: Inadequate clothing
Preventive Solution: Provide a list of appropriate clothing in trip email and/or at the pre-trip meeting.

3.1.14. Hazard: Insufficient water/food intake
Preventive Solution: Provide participants frequent water/food breaks. Bring extra water/food. Remind participants to drink/eat.

3.1.15. Hazard: Lost Participant
Preventive Solution: Inform the participants of the intended route you are taking. Have one trip leader in front of the group and another trip leader bring up the rear so you have participant containment. Inform participants to stay put and not to wander any further. Give a cell phone number for at least one of the trip leaders.

3.1.16. Hazard: Musculoskeletal/Medical Emergency
Preventive Solution: Have one trip leader in front of the group and another trip leader bring up the rear so you have participant containment. Have first aid kit on all activities. Give a cell phone number for at least one of the trip leaders. Know location of local EMS.

3.1.17. Hazard: Elevation/Altitude
Prevention Solution: Participants will be notified of symptoms of elevation and altitude including shortness of breath, disoriented, dizzy, lethargic, headache. Trip leaders will work within their scope of medical training to account for the appropriate course of action.

3.1.18. Hazard: Natural Disasters

Prevention Solution: Natural Disasters may occur such as hurricanes, tropical storms, forest fires, floods, and other extreme weather events. In these instances staff will monitor weather the days leading into an activity and use their best judgement to permit or cancel an activity from occurring following guidance from local authorities. If unexpected natural disasters occur while on an activity, the trip leader will use their experience and training to make a judgement call for the safest action.

3.1.19. Hazard: Unknown hazards
Preventive Solution: Educate participants of hazards prior to the hike.

4. SPECIFIC ACTIVITY RISKS – all hazards and prevention solutions are cumulative based on the inherent nature of the activity. (Ex: multi-pitch rock climbing includes all hazards and prevention solutions for hiking, single pitch rock climbing, scrambling, etc.)

4.1. Camping

4.1.1. Hazard: Food Spoilage
Preventive Solution: Bring plenty of ice and coolers and keep coolers out of direct sun light. Any food that is cooked or prepared is done as a group. Customers will eat food at their own risk with an understanding of food preparation knowledge. Food that has not been kept at appropriate temperatures will be disposed of. All food will be kept within expiration dates.

4.1.2. Hazard: Campfires and fire carelessness
Preventive Solutions: Be aware of and obey fire hazard conditions, open pits, and local regulations, etc. Consult with Fire Department and have fire extinguishing materials (extinguisher, water, dirt, etc.) close by.

4.1.3. Hazard: Allergies to food
Preventive Solution: Find out any dietary restrictions at pre-trip meeting, and whenever possible offer more than one food choice. If allergic reaction occurs, seek medical attention. Food allergies should be listed on the medical intake form and reviewed by trip staff prior to departure.

4.1.4. Hazard: Overhead hazards/falling trees and “widow-makers”
Preventive Solution: When tents are pitched all customers will be informed to do so away from dead trees or loose branches. Staff will ensure proper camp etiquette is taken and move tents if they are pitched in unsafe locations.

4.1.5. Hazard: Darkness
Preventive Solution: Customers will be instructed to bring a headlamp on all overnight trips. If they do not have a personal headlamp then they may borrow one from ODR. Staff will notify all customers where they intend to pitch their tent in case of emergency to ensure customers are able to find them in the dark. Customers will be instructed to wear closed toed shoes when walking at night to protect them from hazards.

4.2. Hiking/Backpacking

4.2.1. Hazard: Improper fitting gear/shoes
Preventive Strategy: Stress the importance of properly fitting shoes at pre-trip meeting. Make adjustments to gear whenever possible. Brief participants on the proper wear of socks and guidance on correct sock choices for particular activities (i.e., hiking vs. rafting).

4.2.2. Hazard: Poorly marked trails
Preventive Strategy: Always carry a map. Perform a reconnaissance trip to familiarize yourself with your surroundings. Let someone know where you are and what time you plan on returning. When trail markings or map accuracy is questionable, a GPS unit with spare batteries should be carried.

4.2.3. Hazard: Unwillingness to stay with the group
Preventive Solution: Inform participants at the pre-trip meeting and prior to the start of the hike, the important of staying with the group and following the leader's instructions. Have a meeting place if someone is separated from the group. If the customer is willingly leaving the group ensure they fill out the Separation Form (Appendix "X").

4.2.4. Hazard: Off-trail navigation
Prevention Solution: Trip leaders will carry maps/compasses as well as a GPS tracking device to navigate off trails and to reference points on a topographic map.

4.2.5. Hazard: Steep uphill and downhill travel
Preventive Solution: Ensure customers wear appropriate footwear for the terrain. Encourage and model switch backing to limit the steepness of the terrain when possible. If the group encounters loose scree or talus have one person traverse at a time as to not nock loose rock onto the group below.

4.2.6. Hazard: Third- and fourth-class terrain/scrambling
Preventive Solution: When on third and forth class terrain we will spread the group out and slow the pace to allow for slower travel. Helmets may be worn and provided if there is a high likelihood of nocking or dislodging rock. When the terrain dictates it we will use pack passing to climb over boulders and steep sections. Ropes may be deployed based on the trip leader's discretion and when the customers ability presents the need based on their comfort.

4.3. Paddlesports (Canoeing, Kayaking, Stand Up Paddleboarding, Rafting)

4.3.1. Hazard: Adverse Weather
Preventive Solution: Seeking shelter. Contact emergency response team if an accident occurs. If you hear thunder 30 seconds after seeing a flash of lightning, get out of the water, and seek shelter immediately, preferably in a building or an enclosed metal car, van, or truck. Stay away from tall, isolated objects, and metal objects (fences, poles, and backpacks). Do NOT seek shelter under tall isolated trees. If in a forest, stay near a lower

stand of trees, otherwise keep in a valley, ravine, or other low area. A tent offers no protection from lightning. Trip leader will monitor weather conditions and resume the activity only when weather information deems the area to be safe.

4.3.2. Hazard: Extremes in Weather
Preventive Solution: Dress in layers, wear wet suits or dry suits if necessary. Add or remove layers as necessary. If the water temperature plus the air temperature is below 120 degrees Fahrenheit ensure that insulating layers are worn.

4.3.3. Hazard: Hypothermia
Preventive Solution: Dress in layers, wear wet suits or dry suits if necessary. Add or remove layers as necessary. If the water temperature plus the air temperature is below 120 degrees Fahrenheit ensure that insulating layers are worn. If the individuals core temperature drops remove their wet clothing and dress victim in dry clothing and transport to shelter. Walk the victim around to re-warm him/her and provide fluid and food to restore energy. Dress for water temperatures not air temperatures.

4.3.4. Hazard: Swift water conditions/High Water and Flooding
Preventive Solution: Do not take an inexperienced group into unknown waters or high, dangerous waters. Use best judgment about whether to enter the water when waters are high or flooding has occurred. Perform proper rescue techniques depending on emergency. ODR Coordinator will monitor flood plane for changes in weather patterns prior to the trip.

4.3.5. Hazard: Equipment failure (leak/damage in canoe or raft)
Preventive Solution: Proper maintenance and pre-trip safety checks. Dock the paddle craft and repair. Check equipment for malfunctions and replace old equipment. Have a back-up rescue such as a rescue line. All customers and staff are required to wear a PFD while on the water. Repair material will be provide on all trips when appropriate.

4.3.6. Hazard: High winds
Prevention Solution: High winds can cause challenges for downriver travel. Check wind speed prior to each trip. The Beaufort Wind Scale (Appendix 14) will be used as a reference for all open water paddling. Any consistent wind speed of a Force 5 or more for a headwind or sidewind presents unsafe conditions and trips will be canceled. Consistent downriver winds over Force 6 should be canceled.

4.3.7. Hazard: Drowning (due to lack of swimming skills or otherwise)
Preventive Solution: Do not allow horseplay on the paddle craft, provide and require life jackets, train leader proper rescue techniques, ask participants about their swimming abilities. Have emergency equipment on board, and brief passengers about rules of the paddle craft.

4.3.8. Hazard: Capsizing (inability to climb back in or onto paddle craft)

Preventive Solution: Do not go on water if water conditions are dangerous, teach participants proper kayak and canoe safety. Use proper water entry technique depending on watercraft.

4.4. Additional Considerations for River Paddling:

4.4.1. Hazard: Change in river flow/volume (altering the anticipate level of difficulty)
Prevention Solution: Before the activity, guides will research the nature of the river catchment and how changes in weather, which have taken place before the activity commencing or which may occur during the activity, may affect water flow and river difficulty. Guides will identify the river cut-off levels and monitor changes in river levels during the activity (depending on the duration of the activity). Before the activity, OAP Coordinators will develop alternatives and escape routes to accommodate varying water levels and evacuations.

4.4.2. Hazard: A craft is wrapped or pinned
Prevention Solution: Activity participants will be trained in the necessary skills to avoid obstacles and reduce the risk of a wrap or flip. Participants will be given a safety briefing which will describe techniques for responding to a wrap or flip. Guides will carry rescue equipment that is suitable for the river conditions and potential incidents. Guides will be trained in the safe use of rescue equipment.

4.4.3. Hazard: Strainer/sieve/foot entrapment
Prevention Solution: During the pre-activity planning, staff will consider students' skills and experience and ensure that the activity is suitable. Guides will ensure rafters are trained in secure positioning in crafts. Customers will also be trained in appropriate skills in the event that they fall into the water or paddle craft flips over. Guides will continually scout downstream for strainers and adjust travel down the river accordingly. This may include changing the planned route if needed, scouting from the river bank, portaging or lining the empty craft.

4.4.4. Hazard: River bank and edge hazards
Prevention Solution: The dangers of moving around on the edge of the river will be explained to all participants. This will include instructions to keep helmets and PFDs on while near the river's edge. Trip leaders will select the most appropriate pathways for people moving on the edge of the river. Trip leaders will supervise people near the edge of the river to ensure appropriate behavior and/or provide rescue assistance.

4.4.5. Hazard: An event takes place on the river that requires outside access or egress.
Prevention Solution: Pre-activity planning will identify the points at which the river can be accessed throughout the activity. If access and opportunities for shelter are too limited the activity location will be changed. Guides will ensure that the planned river journey is appropriate for the ages, experience, fitness and skills of the group.

4.5. Bicycling (Road & Mountain):

4.5.1. Hazard: Bike - Auto Collision/Traffic Volume
Preventive Solution: Inform participants about bike safety and proper hand signaling, wear helmets, outer reflective/brightly colored garments, maintain rider spacing on trails, point out dangerous intersections. Depending on severity of accident, contact emergency response team, administer appropriate first aid, bring bicycling trail first aid kits and extra wound cleaning supplies. Have a group leader in front of group and another guide bring up the rear so you have participant containment.

4.5.2. Hazard: Poorly marked trails or unfamiliar with trails
Preventive Solution: Inform participants about bike safety and proper hand signaling, wear helmets, maintain rider spacing on trails, point out dangerous intersections. Depending on severity, contact emergency response team, administer appropriate first aid, bring bicycling trail first aid kits and extra wound cleaning supplies

4.5.3. Hazard: Tire blowouts
Preventive Solution: Assure proper inflation prior to activity to reduce pinch flats. Bring extra tubes, patch kits, pumps, tire levers

4.5.4. Hazard: Brake/Chain Failure
Preventive Solution: Administer regular maintenance to bikes. Administer temporary repairs to get bike back to van.

4.5.5. Hazard: Improperly sized bike/seat/handlebars
Preventive Solution: Fit everyone for a bike at the pre-trip meeting. Make necessary adjustments according to rider size. Obtain the height of the participant at time of registration.

4.5.6. Hazard: Improper distance between riders
Preventive Solution: Inform the participants of the recommended distance between riders. Remind those riders who follow too closely.

4.6. Rock Climbing

4.6.1. Hazard: Climbing related injuries
Preventive Solution: Inform participants about climbing safety and proper use of equipment, wear helmets, and point out dangerous areas. Depending on severity of accident, contact emergency response team, administer appropriate first aid, and bring trail first aid kits and extra wound cleaning supplies

4.6.2. Hazard: Improperly sized harness, improperly adjusted harness, and improper clothing
Preventive Solution: Fit everyone before trip leaves Base. Take extra harnesses.

4.6.3. Hazard: Falling rocks/objects
Prevention Solution: Everyone must wear a helmet while within the fall zone of objects and/or when belaying. Fall zones will be established by staff as part of a base site brief.

4.6.4. Hazard: Improper belay technique
Prevention Solution: Participants are permitted to belay each other and trip leaders after demonstrating proper belay technique. All customers and trip leaders will use assisted belay devices for belaying. A belay school will be taught on all outdoor climbing trips prior to anyone going vertical on 5^{th} class terrain. Customers are permitted to belay independently once they have been approved to do so by the trip leaders. Belaying will take place off the belay loop of the climbing harness. OAP teaches and permits the PBUS method for belaying (pull/punch-break-under-slide).

4.6.5. Hazard: Improper tie-in or poorly tied knot
Prevention Solution: Participants are permitted to tie in with the figure eight knot only. A belay school will be taught and customers will be shown how to tie the figure eight knot. Prior to any customer climbing their knot will be checked by trip leaders. Tie in points are to go through the harness on both their waist and leg loop tie in points.

4.6.6. Hazard: Not approved climbing equipment
Prevention Solution: All climbing equipment will be approved through CE, EU, or UIAA standards and be manufactured with the intent of rock climbing. Customers are permitted to use their own personal equipment but will be inspected by the trip leaders prior to use. If any item is unfamiliar to the trip leaders the customer will be asked to use OAP issued gear.

4.6.7. Hazard: Damaged climbing equipment
Prevention Solution: Climbing equipment will be inspected prior to each use. Any damaged equipment will be destroyed. If equipment becomes damaged while on a trip the equipment will be taken out of service and retired once back at ODR.

4.6.8. Hazard: Sharp rocks
Prevention Solution: Certain climbing locations are prone to sharp rock. These locations may be mandatory venues given the time of year. Customers will be notified of the sharp rock prior to attending and will be encouraged to wear long pants. Gloves will be encouraged for climbing in. Athletic tape will be provided for those who wish to use it.

4.6.9. Hazard: Inability to communicate between climbing partners
Prevention Solution: Climbing partners will work to maintain verbal communication between each other through limiting pitch height. When communication is reduced due to high winds or climbers are out of sight of each other a non-verbal method of communication will be established. Two-way radios may be considered as an additional form of communication.

4.6.10. Hazard: Edge safety at the top of a climb
Prevention Solution: Any individual, trip leaders or participants will be tethered into a rope or cord at all times when at the top of a climbing route if they are within 6’ of the edge. The distance will be increased as terrain dictates such as loose rock.

4.6.11. Hazard: Fixed gear (bolts and hangers) and natural protection

Prevention Solution: Fixed gear such as climbing bolts will be evaluated by trip staff to ensure they meet UIAA standards, are well drilled, and are structural. When properly placed they can serve as a singe point of contact. Two points of contact are required at minimum for any climbing anchor using fixed gear. Natural protection such as trees must be thicker than 6-8" in width and have roots that go deep into the ground and are alive. Trees that are thicker than 24" in diameter can be used as a singe point of contact based on trip staffs discretion. Boulders are permitted to be used but must be either large enough that it would take an "act-of-God" to move or that they are part of the Earth and not simply resting on top of the terrain.

4.6.12. Hazard: Artificial gear (spring loaded camming devices, nuts, etc.)
Prevention Solution: Any artificially placed gear will be approved via an appropriately trained trip leader who meets the qualifications as set forth in "Appendix x." All gear will be placed within the appropriate range and size and be placed with good micro and macro structure.

4.7. Additional considerations for Multi-Pitch Climbing (more than one rope length)

4.7.1. Hazard: Untying the rope while on a climbing route
Prevention Solution: Both the Trip Leader and the participant will tie in to close both ends of the rope using a figure-eight follow through not prior to leaving the ground. The knot will be inspected by both parties visually prior to heading up a climbing route. The team will stay on belay the entire duration of the climbing route until the Trip Leader deems the party safe to untie once the climb is complete.

4.7.2. Hazard: Uncomfortable/unsafe belay stances
Prevention Solution: Trip Leaders will break pitches up to present the safest location for the party size based on the potential hazards. All individuals will be attached to an anchor on a belay using either a clove hitch with the climbing rope or through a climbing teether. Hanging belays where the majority of the individuals weight is in the harness will be avoided when possible. At no time should anyone be sitting without the ability to move or take weight off of the harness by standing for more than 30 minutes.

4.7.3. Hazard: Bailing from a climbing route
Prevention Solution: Bailing from a climbing route is permitted if deemed necessary by the Trip Leader. If bailing from a route and gear is left as a bail anchor then a minimum of 2 pieces of gear must be part of the climbing anchor.

4.7.4. Hazard: Dropped gear
Prevention Solution: Dropped gear should be treated the same as falling rock or other dislodged items. The individual will yell, "rock" to alert all partied below them that something is falling. Dropped gear, if recovered, will not be climbed on until properly inspected for damages.

4.7.5. Hazard: Stuck or non-removable gear

Prevention Solution: If gear becomes stuck or is deemed non-removable by a participant it is the responsibility of the Trip Leader to make all efforts to retrieve the gear. This may be completed after the follower arrives at the belay ledge though fixing a rappel line and rappelling to attempt to remove the gear. Climbing gear is a life-link and may be needed high up on a route for safety and all efforts will be made. At no time should more than 30 minutes be spent to remove a piece of gear. If the gear is still not removable it will be abandoned.

4.8. Additional considerations for Alpine Climbing (climbing in an alpine or high elevation environment)

4.8.1. Hazard: Short roping and slip hazards
Prevention Solution: Short roping will be limited to instances where there is a low likelihood and a high consequence situation and done for short durations while managing 3rd, 4th, or 5th class terrain. Only trained trip leaders will short rope participants. Any one in a short rope situation will have sticky rubber climbing shoes and gloves on. Both the trip leader and participants must have helmets on. No more than 1:2 ratio is permitted.

4.8.2. Hazard: Short pitching/end roping
Prevention Solution: Short pitching will be limited to instances where there is a moderate likelihood and a high consequence situation and done for short durations while managing 3rd, 4th, or 5th class terrain. Only trained trip leaders will short pitch participants. Any one in a short pitch situation will have sticky rubber climbing shoes and gloves on. Both the trip leader and participants must have helmets on. No more than 1:2 ratio is permitted. Trip leaders will take a belay any time they are placing protection while pitching a route. Pitch length should be always limited to verbal and line of sight communication.

4.9. Additional considerations for Bouldering (un-roped climbing up to ~ 15')

4.9.1 Hazard: Uneven fall surface
Prevention Solution: Bouldering pads will be used at all times and be used to cover uneven surfaces. Enough pads will be brought to cover the whole surface and other uneven surfaces or hazardous objects.

4.9.2. Hazard: Falls above 3' tall
Prevention Solution: Bouldering pads will be used any time an individual is more than 3' off the ground. Additionally, at least one spotter will be used at all times while the climber is climbing. The spotter will ensure than any fall is redirected on to the bouldering pad.

4.10. Additional considerations for Rappelling

4.10.1 Hazard: Inverted rappel or jammed rappel device
Prevention Solution: At all times when Trip Leaders or participants descend a rope on rappel they will use a rappel extension to extend the rappel device further from their

harness. Rappel extensions methods are based on judgement and resources of the Trip Leader.

4.10.2. Hazard: Fall due to letting go of the break stand
Prevention Solution: Trip Leaders may need to go hands free while descending a rope. When rappelling a friction hitch to hold the break stand in a braked position will be used. Participants are not permitted to us auto blocks as it restricts the Trip Leaders control of their descent. When a participant rappels, they will be backed up at all times through the use of a "Fireman's" belay or through a belayed assisted rappel based on the Trip Leaders judgement.

4.10.3. Hazard: Rappelling off the end of the rope
Prevention Solution: Blocking knots will be tied in each end of a rope when rappelling.

4.10.4. Hazard: Falling climber due to weight difference on rappel
Prevention Solution: No simul rappelling permitted without fixing a line.

4.11. Canyoneering

4.11.1. Hazard: Climbing related injuries
Preventive Solution: Inform participants about climbing safety and proper use of equipment, wear helmets, and point out dangerous areas. Depending on severity of accident, contact emergency response team, administer appropriate first aid, and bring trail first aid kits and extra wound cleaning supplies

4.11.2. Hazard: Falling rocks/objects
Prevention Solution: Everyone must wear a helmet while within the fall zone of objects and/or when belaying. Fall zones will be established by staff as part of a base site brief.

4.11.3. Hazard: Natural anchor/webbing/tat anchor/rock stacks & deadman anchors
Prevention Solution: Outdoor Recreation will run each canyon at the start of the canyoneering season and replace any cord and ensure that any natural features that are used for rappels are in safe order. Additionally, all Trip Leaders will take 50' of tubular webbing and two quick-links to be used to replace on the spot if needed. Any questionable anchor will be backed up using the other members of the rappel team to ensure the stability of the anchor. Only Trip Leaders are permitted to rappel without a backed up system.

4.11.4. Hazard: Stuck ropes
Prevention Solution: If ropes become stuck on release after the team has rappelled than the Trip Leader will assess the nature of the stuck rope. When possible, the rope should be verified it is stuck using a 3:1 haul system to attempt to dislodge it. If the rope remains stuck and is needed for further descents, than the Trip Leader will ascend the stuck rope using ascenders to release the rope. Only Trip Leaders are permitted to ascend ropes and a minimum of two systems should be use to back up a Trip Leader on ascent.

4.11.5. Hazard: Damaged canyoneering equipment
Prevention Solution: Canyoneering equipment will be inspected prior to each use. Any damaged equipment will be destroyed. If equipment becomes damaged while on a trip the equipment will be taken out of service and retired once back at ODR.

4.11.7. Hazard: The river level significantly changes during the journey, altering the anticipated level of difficulty.
Prevention Solution: Before the activity, guides will research the nature of the river catchment and how changes in weather, which have taken place before the activity commencing or which may occur during the activity, may affect water flow and river difficulty. Guides will identify the river cut-off levels and monitor changes in river levels during the activity (depending on the duration of the activity). Before the activity, staff and guides will develop alternatives and escape routes to accommodate varying water levels and evacuations.

4.11.8. Hazard: Swift water conditions, High Water and Flooding
Preventive Solution: Outdoor Rec will only visit dry canyons where water/swimming/wading will not be encountered. Floods are possible and weather conditions will be monitored prior to visiting any canyon.

4.11.9. Hazard: Scrambling up 3rd/4th class terrain
Prevention Solution: At times ascending fixed lines or ascending may be required. A Trip Leader should always ascend first to ensure the safety of the route. The trip leader should carry a section of rope to back up the other participants, or to create an alternate ascension/hand line. In steeper sections where ascending with a pack may be difficult, backs should be passed up to the other folks before ascending. All individuals below the ascending party will spot the individual until the have ascended to a safe location.

4.12. Ice Climbing

4.12.1. Nellis OAP does not currently run in-house ice climbing events. Refer to the outfitters Risk Management and Emergency Action Plans.

4.13. Motor Sports (ATV/UTV, dune buggies, and Snowmobile)

4.13.1. Nellis OAP does not currently run in-house motor sports events. Refer to the outfitters Risk Management and Emergency Action Plans.

4.14. Paintball

4.14.1. Nellis OAP does not currently run in-house paintball events. Refer to the outfitters Risk Management and Emergency Action Plans.

4.15. Zip Line

4.15.1. Nellis OAP does not currently run in-house zip line events. Refer to the outfitters Risk Management and Emergency Action Plans.

4.16. Winter Backcountry Travel (Snowshoe, Ski/Board, Mountaineering, AIARE Courses)

4.16.1. Hazard: Hypothermia
Preventive Solution: Have participants dressed in appropriate cold weather insulated clothing. Bring extra layers in case people get wet. If participants are showing signs of hypothermia, get into a warm area, give warm liquids and calories, and evacuate if symptoms do not improve. Bring an emergency stove and fuel to boil fluids for drinking.

4.16.2. Hazard: Avalanche Danger
Preventive Solution: Mitigate exposure to avalanche danger by choosing routes which stay out of avalanche terrain, or below avalanche terrain. If this terrain cannot be avoided or exposure is mandatory based on current conditions, use travel techniques specific to this terrain (i.e. one at a time, using safe zones, etc.). Research previous weather patterns and avalanche forecasts for the trip location to determine the real time avalanche danger level and assess the appropriateness of the trip location based on this information. It traveling in this terrain, all participants and instructors must have an avalanche beacon, shovel, and probe with them and be instructed on this equipment's proper use and rescue procedures.

4.16.3. Hazard: Human Hazards
Preventative Solution: Provide thorough safety briefings and discussions on culture of behavior for the day. Make contact with and discuss plans with any known other parties in the terrain.

4.16.4. Hazard: Sharp equipment (crampons, ice axe, whippet)
Preventative Solution: Prevent sharp ends from protruding from packs when possible, by either covering sharp points or ticking sharp points inside of a pack/bag. When not in use in a group setting collect sharp items to a single location to prevent injuries with them being buried under snow. Utilize protection, when possible, to prevent injury to yourself and your equipment such as gloves and gaiters.

4.16.5. Hazard: Ascending/descending steep terrain (greater than 30-degree slope angle)
Preventative Solution: On steep winter terrain where ice or snow may cause a slip proper snow climbing technique will be taught to include French Step, Duck Walking, and Kick Steps. Ice axe and crampons will be issued as well as helmets and harnesses to all individuals. The team will also ensure proper avalanche hazards and preparedness through utilizing all appropriate avalanche gear. If traveling in large groups than a rope team may be the best option based on the Trip Leaders assessment. In smaller groups the Trip Leader may employ a short rope technique.

4.16.6. Hazard: Stiff/wet ropes
Preventative Solution: Only water-resistant ropes will be used to ensure ropes are able to stay malleable.

4.16.7. Hazard: Slide due to a slip

Preventative Solution: Self arrest technique will be taught on steeper slopes prior to ascent. Glissading is not permitted due to the potential for loss of control. Short rope technique may be employed by the Trip Leader as well as a rope team for larger groups if deemed mandatory.

4.16.8. Hazard: Exposure on a steep snow slope

Prevention Solution: When needed a snow anchor will be constructed to protect the group using a snow picket. Use a mid-clip picket when possible, or for soft snow a t-trench deadman anchor. In exposed terrain all members should be attached to a snow anchor for safety while the Trip Leader is not with the group.

4.17. Horseback Riding

4.17.1. Nellis OAP does not currently run in-house horseback riding events. Refer to the outfitters Risk Management and Emergency Action Plans.

4.18. Landsailing

4.18.1. Hazard: High winds

Prevention Solution: Windspeed is critical to move the windsail with an ideal target of 8 – 15 mile per hour winds. If wind speed increases or is forecasted to be above 15 mph the trip will be canceled due to unsafe wind speed. Wind speed will be checked using NOAA weather services and/or contacted the Ivanpah Dry Lakebed BLM station.

4.18.2. Hazard: In climate weather/rain

Prevention Solution: Having a dry lakebed is critical to move the windsail across the lakebed. If there was any moisture within 3-5 days consider canceling the trip. Precipitation will be checked using NOAA weather services and/or contacted the Ivanpah Dry Lakebed BLM station.

4.18.3. Hazard: Excessive Speed

Prevention Solution: Speed is often controlled due to the windspeed. Windspeed will be monitored throughout the trip and if winds clime too high customers will be instructed to wait until wind speed dies down. Speed can also be controlled through the tension of the sail. Customers will be taught how to control speed, and if the sailer is going too fast, they will be taught to let out the sail to reduce speed.

4.18.4. Hazard: Landsail collision

Prevention Solution: Customers will be taught how to control the windsail at the start of the day. They will be notified that if a collision seems imminent to turn and let out the sail to reduce speed. All customers will wear a helmet and be buckled into the sail always using the attached seatbelt.

4.18.5. Hazard: Flipped windsail

Prevention Solution: Customers will be taught how to control the windsail at the start of the day including what to do if the sail flips. All customers will wear a helmet and be buckled into the sail using the attached seatbelt. Outdoor Rec trip leaders will have a motorized craft (car/bike) and drive to the flipped craft to support the customer when/if a landsail flips.

4.19. Skydiving

4.19.1. Nellis OAP does not currently run in-house skydiving events. Refer to the outfitters Risk Management and Emergency Action Plans.

4.20. Fishing

4.20.1. Nellis OAP does not currently run in-house fishing events. Refer to the outfitters Risk Management and Emergency Action Plans.

4.21. SCUBA

4.21.1. Nellis OAP does not currently run in-house SCUBA events. Refer to the outfitters Risk Management and Emergency Action Plans.

4.22. Firearm courses

4.22.1. Nellis OAP does not currently run in-house firearm courses. Refer to the outfitters Risk Management and Emergency Action Plans.

4.23. Tubing

4.23.1. Nellis OAP does not currently run in-house tubing courses. Refer to the outfitters Risk Management and Emergency Action Plans.

4.24. Alpine Skiing

4.24.1. Nellis OAP does not currently run in-house alpine skiing programs. Refer to the outfitters Risk Management and Emergency Action Plans.

5. FIRST AID MANGEMENT

5.1. Refer to the Nellis Air Force Base Outdoor Recreation Emergency Action Plan which outlines the first aid processes and protocols for OAP. (Appendix 9).

5.2. Certification/Authorization Requirements: Minimally, Standard First Aid and Adult CPR/AED is required of anyone who will be leading an adventure trip. It is advisable that advanced courses such as Wilderness First Aid (WFA) or Wilderness First Responder (WFR) be taken for any trip leaders leading activities in wilderness. Certifications must be current to avoid risk of liability.

5.3. Pre-Trip Screening: Encourage all participants fill out the Medical Information Form (Appendix 5) prior to participating in an in-house activities as a medical screening tool for all participants to complete.

5.4. Since right to privacy laws protects the information provided, all medical information should be destroyed upon 30 days of completion of the trip.

5.5. Certain trips may, due to their extreme physical nature, exclude the participation of some individuals. These restrictions should be clearly identified and relayed to all interested participants and appropriate screening completed. This information is included in the Essential Eligibility Criteria portion of the program packed in Appendix 16.

6. MISHAP RESPONSE AND REPORTING

6.1. Refer to the Nellis Air Force Base Outdoor Recreation Emergency Action Plan which outlines the response and reporting processes and protocols for OAP. (Appendix 9)

7. COMMUNICATION

7.1. Refer to the Nellis Air Force Base Outdoor Recreation Emergency Action Plan which outlines the communication processes and protocols for OAP. (Appendix 9).

Appendix 1

ACTIVITY SPECIFIC STAFF TRAINING/CERTIFICATION STANDARDS

These standards apply to trip leaders (TL). Assistant trip leaders/volunteers are preferred to have the same training but it is not mandatory.

	Trips & Outings	
Activity	**Required**	**Recommended**
All Activities	First Aid and CPR certification	Wilderness First Aid for day-trips and Wilderness First Responder for overnight-trips
Backcountry/Wilderness Travel - Winter	WFA training & Avalanche safety training	Avalanche safety training (Rec 1 and rescue training); AMGA Alpine and/or Ski Guide training or certification
Backcountry/Wilderness Travel - Summer	Wilderness First Aid and CPR certification	WFA/WFR training, Leave No Trace
Canoeing, Flat water	Flatwater canoeing instructor training	American Canoe Association – Canoe Day Trip Leader Assessment or L2 or higher certification
Kayaking, Flat water	Flatwater kayak instructor training	American Canoe Association – Kayak Day Trip Leader Assessment or L2 or higher certification
Kayaking, whitewater	Whitewater kayak instructor training	American Canoe Association – L4 or higher certification & Swiftwater Rescue Instructor
Road and Mountain Biking		Bike Instructor Certification Program – Ride Leader or higher
Ice Climbing	Single Pitch (SPI) Instructor training/ice instructor training	AMGA Ice Instructor Course
Rafting	Raft guide training	American Canoe Association L4 Raft Guide/Swiftwater Rescue
Rock Climbing (Multi-Pitch)	AMGA Rock Guide Course Training	AMGA Multi-Pitch Instructor or higher
Rock Climbing (Single Pitch)	Climbing training	AMGA Single Pitch Instructor or Multi-Pitch Instructor or higher
Landsailing		Landsail training
Canyoneering	Canyoneering training	AMGA Single Pitch Instructor/American Canyoneering Association Single Site Canyon Guide or higher (or other similar programs)

Appendix 2

VOLUNTEER AGREEMENT FOR

☐ **APPROPRIATED FUND ACTIVITIES** ☐ **NONAPPROPRIATED FUND INSTRUMENTALITIES**

PART I - GENERAL INFORMATION

1. *TYPED NAME OF VOLUNTEER* (Last, First, Middle Initial)		2. *YEAR OF BIRTH*
3. INSTALLATION **Nellis AFB**	**4. ORGANIZATION/UNIT WHERE SERVICE OCCURS** **99 FSS/FSWO**	
5. PROGRAM WHERE SERVICE OCCURS **Nellis AFB Outdoor Recreation--OAP**	**6. ANTICIPATED DAYS OF WEEK**	**7. ANTICIPATED HOURS** **/week**

8. DESCRIPTION OF VOLUNTEER SERVICES

PART II - VOLUNTEER IN APPROPRIATED FUND ACTIVITIES

9. CERTIFICATION

I expressly agree that my services are being provided as a volunteer and that I will not be an employee of the United States Government or any instrumentality thereof, except for certain purposes relating to compensation for injuries occurring during the performance of approved volunteer services, tort claims, the Privacy Act, criminal conflicts of interest, and defense of certain suits arising out of legal malpractice. I expressly agree that I am neither entitled to nor expect any present or future salary, wages, or other benefits for these voluntary services. I agree to be bound by the laws and regulations applicable to voluntary service providers and agree to participate in any training required by the installation or unit in order for me to perform the voluntary services that I am offering. I agree to follow all rules and procedures of the installation or unit that apply to the voluntary services I will be providing.

a. SIGNATURE OF VOLUNTEER	b. DATE SIGNED *(YYYYMMDD)*

10.a. TYPED NAME OF ACCEPTING OFFICIAL *(Last, First, Middle Initial)*	b. SIGNATURE	c. DATE SIGNED *(YYYYMMDD)*

PART III - VOLUNTEER IN NONAPPROPRIATED FUND INSTRUMENTALITIES

11. CERTIFICATION

I expressly agree that my services are being provided as a volunteer and that I will not be an employee of the United States Government or any instrumentality thereof, except for certain purposes relating to compensation for injuries occurring during the performance of approved volunteer services and liability for tort claims as specified in 10 U.S.C. Section 1588(d)(2). I expressly agree that I am neither entitled to nor expect any present or future salary, wages, or other benefits for these voluntary services. I agree to be bound by the laws and regulations applicable to voluntary service providers, and agree to participate in any training required by the installation or unit in order for me to perform the voluntary services that I am offering. I agree to follow all rules and procedures of the installation or unit that apply to the voluntary services that I am offering.

a. SIGNATURE OF VOLUNTEER	b. DATE SIGNED *(YYYYMMDD)*

12.a. TYPED NAME OF ACCEPTING OFFICIAL *(Last, First, Middle Initial)*	b. SIGNATURE	c. DATE SIGNED *(YYYYMMDD)*

PART IV - TO BE COMPLETED AT END OF VOLUNTEER'S SERVICE BY VOLUNTEER SUPERVISOR					
13. AMOUNT OF VOLUNTEER TIME DONATED				**14. SIGNATURE**	**15. TERMINATION DATE** *(YYYYMMDD)*
a. YEARS *(2,087 hours=1 year)*	**b. WEEKS**	**c. DAYS**	**d. HOURS**		
16.a. TYPED NAME OF SUPERVISOR *(Last, First, Middle Initial)*				**b. SIGNATURE**	**c. DATE SIGNED** *(YYYYMMDD)*

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Appendix 3

OAP Volunteer Application

So you want to be a volunteer for Nellis Outdoor Recreation Programs. Great! Our program depends on volunteers to coordinate many of our activities, both indoors and outdoors. Many of our trips and educational programs wouldn't exist without the efforts of our volunteers. Bring your talents and enthusiasm and let's get started today!

Name: _____ Date: _____

Cell Phone: _____ Work Phone: _____

Address: _____

Email Address: _____

Job Description: _____

Squadron: _____Supervisor: _____ Phone: _____

Schedule: _____

Why do you want to be a guide?: _____

_____

_____

What would you like to do for us? _____

_____

_____

Experience: _____

_____

_____

Training: _____

_____

_____

Signature: _____ Date: _____

Volunteer Hours Log:

Appendix 4

OUTDOOR ADVENTURE PROGRAM RESPONSIBILITIES FOR TRIP LEADERS AND OPERATORS

As a trip leader or operator for the NELLIS AFB Outdoor Adventure Program, I understand that I am obligated to keep and follow the procedures and policies listed below to keep safe all persons participating in Outdoor Recreation activities. Any non-compliance with these polices may result in the loss of my liability indemnification and I will be held liable for all injury or damage that might occur as a result of my inappropriate actions. I may be relieved of any of these responsibilities at any time while on an ODR trip due to my recklessness or customer comments and therefore will be required to forfeit any monetary benefit I have received such as discounted trip costs for volunteering. My signature at the bottom of this document is my indication that I have read this document fully and acknowledge and accept all these facts.

1. Vehicle Operator Responsibilities
    a. Comply with and enforce all federal, state, local and DoD traffic rules and regulations.
    b. Perform vehicle safety/maintenance inspection and sign AF form 1800 that is in the registration folder of the vehicle.
    c. Make sure vehicle satisfy section (b), clean and has a full tank of gas prior to departure.
    d. Use of FSS NAF vehicles is permitted for official government business only. NAF self-insurance program will not cover damages incurred by unauthorized operators and or use other than FSS squadron business.
    e. Unauthorized use is considered use not approved by ODR staff and use by an individual for whom there is not an authorization letter signed and dated on file. (This document constitutes an authorization training document)
    f. Make sure the registration is in the vehicle before you depart.
    g. Do not leave any vehicle motor running while unattended.
    h. Make sure vehicle is equipped with emergency equipment, i.e. triangle, first aid kit, fire extinguisher etc. before departure of any trip.
    i. Make sure you have the necessary road maps, map, and written directions with gas stops identified. Study them PRIOR to departure.
    j. Make sure you have gas cards/petty cash for long trips and that you get receipts when they are used.
    k. Make sure the following are strictly enforced:
        1) Everyone must wear a seat belt.
        2) No smoking in the vehicle will be permitted.
        3) Authorized operator will consume No alcoholic beverages twelve (12) hours prior to or while operating the NAF vehicle.
        4) Passengers in a NAF vehicle also may not consume alcoholic beverages while riding in the vehicles.
2. Safety Procedures for Trip Leaders and Operators
    a. All trip leaders will hold current certification in American Red Cross Standard First Aid and CPR or higher.
    b. The use of alcohol/drugs by any trip leader or volunteer is strictly prohibited.
    c. Make sure that a pre-activity briefing that includes the proper use of equipment and relevant safety precautions is given to all participants (i.e. cycling hand signals, skiing etiquette, belaying techniques, etc).

d. Make sure that you have the trip binder, OAP issued phone, and have reviewed the trip plan associated with the trip you are leading.

I have read, understand, and agree to adhere to the responsibilities, procedures and policies outlined above. I acknowledge that my signature below does not release me from liability or potential suit in the event of my negligence or inappropriate behavior while in the operation of a vehicle or while leading an ODR trip. With my signature below I assume all responsibility and liability for damages caused to either property or to any person which are the result of my negligent or unsafe actions.

_____ _____

SIGNATURE PRINT NAME

_____

DATE

Appendix 5

Medical Information Form

*Nothing should be left blank – put N/A if not applicable

PRIVACY ACT STATEMENT

Authority: 10 USC 8013: 44 USC 3101: EO 937
PRINCIPLE PURPOSE; To provide the Outdoor adventure Program with authorization for medical treatment in emergency situations; authorizations for field trips; identify children, sponsors, and participants; record relevant health and fitness conditions; record known allergies; record illness or injuries; record current medications; record special needs requirements; and record special instructions.
ROUTINE USES; Form may be furnished to civilian or military doctors; and hospitals in course of obtaining emergency medical attention. Information furnished may be disclosed, upon request, to other Federal, State, or Local Governmental Ardencies in the pursuit of their official duties. Finally, It may be used for other lawful purposes including law enforcement litigation.
DISCLOSURE IS VOLUNTARY; Failure to furnish information will result in denial of admission of persons to Outdoor Adventure Programs.

Name:		Age: Sex:
Address:		Height: Weight:
City:	State:	Zip:
Home:	Cell :	Work:
Sponsor's Name:		Rank:
Emergency Contact Name:		Phone:
Local Contact Name (if different):		Phone:

Please answer the following questions to the best of your ability. The information that you can provide will help inform professionals in the event of an emergency, i.e. Emergency Medical Professionals, Police, etc.

Present physical condition
Statement on description of present fitness level on a scale from 1 (low) to 10 (high):

Allergies
Please include an allergic reaction to insect bites, bee or wasp stings, or medications resulting in hives, swelling of face/lips or difficulty breathing.

Allergy	Reaction	Medication Required (if any)

Current Medications
Please list all prescription medications, over the counter medications, and/or drugs you are currently taking:

Medication	Taken for (Condition?)	Dosage	Date Started	Current Side Effects

COMPLETE OTHER SIDE

Current or past issues relating to

(Please check Yes or No. If yes, please explain in area below)

MEDICAL		
Yes	**No**	
		Diabetic
		Seizures or Epilepsy
		Angina or Heart Condition
		Cardiac abnormality (murmur)
		Blood Disorder
		Raspatory Issues or Asthma
PERSONAL		
Yes	**No**	
		Motion sickness
		Dizziness/Fainting spells
		Gastrointestinal disturbance
		Unexplained shortness of breath
		Currently (or chance of) pregnant
		Smoke
		Able to swim

MUSCULOSKELETAL		
Yes	**No**	
		Rupture/Hernia
		Stomach/Intestinal/Ulcers
		Neck/Back/Shoulder/Knee/Ankle injury
		Swollen/Painful Joints
ENVIORNMENTAL		
Yes	**No**	
		Cold injury or frostbite
		Heat injury or heatstroke
		Seasonal allergies/Hay Fever
		Altitude related issues (AMS/HACE/HAPE)
PSYCHOLOGICAL & EMOTIONAL		
Yes	**No**	
		PTSD/TBI
		Depression
		Eating disorder
		Substance abuse (drugs/alcohol/meds)

If yes, please explain.

List any medical problems, illness, injuries, or chronic conditions other than those already noted

Are there any other issues you feel may affect your ability to safely participate in this program or that we should be aware of?

I CERTIFY THAT I HAVE REVIEWED THE FOREGOING INFORMATION, AND THAT THE INFORMATION CONTAINED IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

I UNDERSTAND THAT I AM RESPONSIBLE FOR THE USE AND CARE OF ANY PERSONAL MEDICATIONS AND/OR MEDICAL REQUIREMENTS.

I UNDERSTAND THAT THE INFORMAITON CONTAINED WITHIN THIS DOCUMENT IS PROTECTED UNDER THE PRIVACY ACT. IN SIGNING, I AUTHORIZE THE OUTDOOR ADVENTURE PROGRAM TO RELEASE THIS INFORMATION TO MILITARY AND CUVILIAN HEALTH CARE PROFESSIONALS; LAW ENFORCEMENT; AND OTHER GOVERNMENT AGENCIES ACTING IN PURSUIT OF CARE AND ATTENTION IN EMERGENCY HEALTH AND SAFETY SITUATIONS.

Signature: _____ Date:_____

Parent Signature (if participant is a minor):_____ Date:_____

Appendix 6

SOAP NOTE

NELLIS AFB - OUTDOOR ADVENTURE PROGRAM

PATIENT INFORMATION

Name: _____ Age: _____ Sex: **M** **F** (Circle one)

Date of Birth: _____ Weight: _____ **KG** **LBS** (Circle one)

Emergency Contact: _____ Phone: _____

WHEN WAS THE INCIDENT?

Date: _____ _____ _____ Time: _____ : _____ **AM** **PM** (Circle one)

Month Day Year Hour Minute

SCENE (Pt PRESENTS)

_____

_____

_____

SYMPTOMS (CHIEF COMPLAINT)

_____

_____

AMPLE HISTORY

ALLERGIES	
MEDICATIONS	
PAST MEDICAL HISTORY	
LAST IN / OUT	
EVENTS LEADING UP TO INCIDENT	

VITAL SIGNS

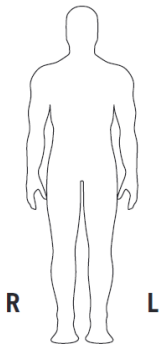
TIME					
LEVEL OF CONSCIOUSNESS (AVPU)					
RESPIRATORY RATE					
HEART RATE					
BLOOD PRESSURE					
TEMPERATURE					
SKIN					

SOAP NOTE

NELLIS AFB - OUTDOOR ADVENTURE PROGRAM

PATIENT EXAM FINDINGS:

WHERE IS THE INJURY?
(mark an x)



ASSESSMENT

Problem List:

1.

2.

3.

4.

PLAN FOR EACH PROBLEM:

1.

2.

3.

4.

MONITOR:

Appendix 7

99TH FORCE SUPPORT SQUADRON OUTDOOR RECREATION ADVENTURE PROGRAM,
NELLIS AFB, NV

RELEASE OF LIABILITY, HOLD HARMLESS AGREEMENT, AND ASSUMPTION OF RISK

ACTIVITY NAME:_____ **ACTIVITY DATE:**_____

In consideration for the participation in Nellis Outdoor Recreation and all other person or entities acting in any capacity on its behalf (hereinafter referred to as "Outdoor Recreation"), I hereby agree, on behalf of myself, my spouse, heirs and next of kin, assigns, insurers, personal representative, and estate, as follows:

1. I understand and acknowledge that the activity I am about to engage in bears inherent and known, unknown, and unanticipated risks that could result in injury, death, illness, disease, emotional distress and/or damage to myself, to property or to third parties, and no amount of care, caution, instruction, or expertise can eliminate these risks.

2. I understand the scope, nature, and extent of the risks involved in the activities contemplated by this agreement, and freely choose to accept and assume all of the risks relating to this activity. My participation in this activity is purely voluntary. No one is forcing me to participate and I elect to participate in spite of the risks.

3. I hereby release and hold harmless forever, the United States Air Force, Nellis Air Force Base, Outdoor Recreation and their officers, agents, leaders, employees, volunteer staff and non-appropriated fund instrumentalities with respect to and all actions, claims, costs, expenses, damages, liabilities, procedures and suits, including any attorney's fees or costs, for any and all injury, disability, death, or loss or damage to person, including third parties, or property asserted or brought as a result of my participation in Nellis Outdoor Recreation.

4. I understand that participation in the activity may subject me to potentially hazardous outings such as but not limited to, climbing sports to include, canyoneering, rock, ice, and alpine climbing, paddling sports to include kayaking, canoeing, stand-up paddleboarding, and rafting, on or off trail travel to include hiking and backpacking, winter sports such as skiing, snowboarding, and snowshoeing, biking and other physical and strenuous outdoor activities. Activities may be strenuous both physically and emotionally. They may occur in remote or wilderness settings where hospital facilities, qualified medical care, and emergency medical evacuation may be limited or unavailable during portions of the activity. Physical activities include, but are not limited to, walking, running, climbing, swimming, and hiking. Risks from physical activities may include falling, overexertion, emotional distress, equipment failure, injuries due to lack of fitness or conditioning, instructor misjudgment or negligence. Environmental hazards include falling and rolling rocks, foot travel on uneven and possibly rugged terrain, weather that can become extreme without notice, river currents, and hostile or disease-carrying wildlife or insects. Injuries from these hazards may include communicable disease exposure, allergen exposure, wounds, head injuries, sprains, strains or fractures, hypothermia, sunburn, heat illness, or drowning. Nellis Outdoor Recreation assume no responsibility for providing medical care during the Activities and I will pay all costs for any medical care and/or evacuation.

5. I am expected to engage in only those activities that I am physically capable of safely accomplishing.

6. I understand that water activities and instruction may be held in remote or wilderness settings to include but not limited to local lakes and rivers without the supervision of a lifeguard.

7. There will be no consumption of alcohol on any Outdoor Recreation trip in any capacity whatsoever due to the fact that the activities may subject the participant to potential increased hazards.

8. If I chose on my own accord to either arrive to or leave any Outdoor Recreation activity in a privately owned vehicle, I am acting outside the scope of responsibility of the Outdoor Recreation activity and neither Outdoor Recreation or Nellis Air Force Base cannot be held responsible for any injury or damage done to myself or my equipment while in the privately owned vehicle.

9. I hereby voluntarily release the rights for all photography and/or video captured while participation in Outdoor Recreation activities. I also grant permission to Nellis Outdoor Recreation and the 99th Force Support Marketing

Department to use such images and video clips for Program marketing; in accordance to Air Force Marketing and Publishing Instructions.

10. I expressly acknowledge and agree that this release of liability, hold harmless agreement, and my assumption of the risks described in this document are intended to be as broad and as inclusive as is permitted under the laws of the State of Nevada and the laws of the State(s) in which the Outdoor Recreation activity/event/program is taking place and that if any portion of this release of liability, hold harmless agreement, and my assumption of the risk is held to be invalid, I agree that the balance of this agreement shall continue to be in full force and legal effect.

By signing this document, I acknowledge that if anyone is hurt or property is damaged during my participation in this activity, I will have no right to make a claim or file a lawsuit against the United States Air Force, Nellis Air Force Base, Outdoor Recreation, their agents, owners, officers, employees, volunteers or any other person or entity acting in any capacity on its behalf. My participation is voluntary and I assume such risks willingly and knowingly. I hereby release from liability and agree to hold harmless and indemnify the United States Air Force, its officers, agents, employees, non-appropriated fund instrumentalities, and the 99th Force Support Squadron Outdoor Recreation Adventure Program from and against any and all suits, claims, demands or actions, liabilities, judgments, costs, and attorneys' fees arising out of, or in any manner predicated upon personal injury, death or property damage resulting from, related to, caused by or arising out of my participation in said event or any activity conducted in relation thereto, including damages to the property of the United States Air Force or of third parties. I acknowledge that I am voluntarily participating in the said event or activity with a full understanding and appreciation of all potential dangers and inherent risks. I further certify that I am fully capable of participating in this activity. I expressly acknowledge and assume the inherent risks described above, and all other inherent risks of my presence and participation in this event.

My signature below indicates that I have had sufficient opportunity to read both pages of this document, I have read it and that I understand it affects my legal rights; I agree to be bound by its terms.

SINGNITURE OF PARTICIPANT:_____ **DATE:**_____

NAME PRINTED:_____ **DATE OF BIRTH:**_____

In consideration of the minor child being permitted to participate in the Activity, I accept and agree to the full contents of this Document for myself and on behalf of the minor child. I certify that I have the authority to sign on behalf of the minor child and to make decisions for the minor child regarding this Activity.

PARENT/RESPONSAIBLE ADULT SIGNATURE:_____

NAME PRINTED:_____

RELATIONSHIP:_____ **DATE:**_____

Appendix 8

Trip Plan and Emergency Contact Information
Phone One (Lake Mead) - #702-720-9195
Phone Two (Bike) - #702-720-9249

Nellis AFB / Outdoor Recreation Emergency Contacts:
(Notify in this order in case of emergency)

Sean Podrecca	702-652-8967 (W), 252-864-7222 (C)
Elise Clausen	702-652-4429 (W), 801-875-8193 (C)
Mike Romijn	702-652-7178 (W), 702-969-4508 (C)
Jeff Rice	702-895-1469 (W), 334-782-1325 (C)

A. GENERAL INFORMATION:

Trip Title:	
Trip Location:	
Trip Date(s):	
Instructor(s):	
Contact Number:	
OAP Phone Issued:	___ Phone One #702-720-9195 ___ Phone Two #702-720-9249
InReach Issued:	___ InReach One #5TC182510 ___ InReach Two #5TC182512
Cash/Tickets Issued:	
Leave Base (Day, Date & Time):	
Return to Base (Day, Date & Est. Time):	
Missed Check-In Time (2 hours from your scheduled arrival time) Contact person activates search & rescue if s/he hasn't heard from course instructor.	
Vehicle Used:	___ 15 Passenger Van (Plate #_____) ___ 15 Passenger Van (Plate #_____) ___ Box Trailer ___ Canoe/Kayak Trailer ___ Bike Trailer ___ Other _____
Vehicle 1 Staging:	

Vehicle 2 Staging:	
Additional Notes:	

B. EMERGENCY INFORMATION: Fill in the following, or provide attached emergency information.

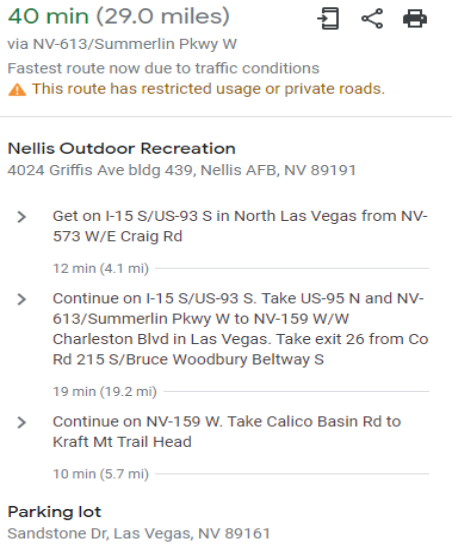
Nearest Hospital (address/phone number)	
Land Management Agency (department/phone number)	
Other Possible EMS/ Phone:	

C. WEATHER: Fill in the following

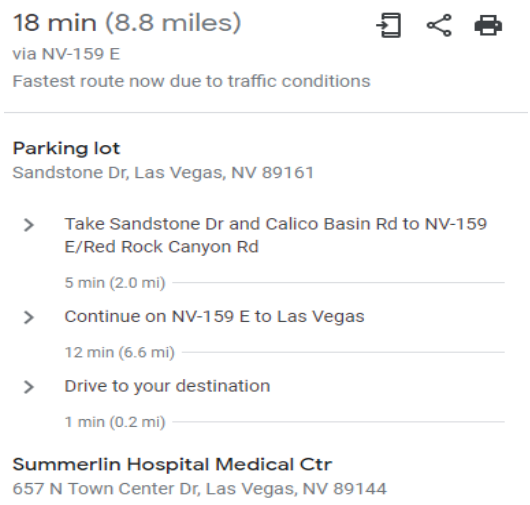
Weather Forecast (weather.gov)	

D. DRIVING DIRECTIONS

FROM NELLIS -> LOCATION



TRAILHEAD -> HOSPITAL



E. ACTIVITY ITINERARY & NOTES

F. TRIP ROSTER (RECTRAC PRINTOUT)

G. WIAVERS AND HEALTH HISTORY FORMS

Appendix 9

Nellis Air Force Base – Outdoor Recreation
Emergency Action Plan

Outdoor Recreation maintains an emergency action plan (EAP) as part of our Outdoor Adventure Program as authorized under AFI34-101, 19.16. We maintain both a full EAP as part of our in-house planning and training purposes as well as a pocket-sized version to be used and referenced by trip leaders in the field. Below outlines our procedures, forms, and processes that have been implemented and will be put into action when needed.

1) Trip Plan
    a. All off-Base events, trips, and programs will have a unique Trip Plan completed for each trip
    b. Trip Plans will be the foundation for all incidents, emergencies, and accidents.
    c. A Trip Plan will be completed prior to each trip, and sent via:
        i. Email to the Outdoor Recreation Director, FSS FSWO Flight Chief, and Nellis Outdoor Recreation Gmail organization box
        ii. Printed hard copy will be placed in the Outdoor Recreation Trip Folder
    d. The Trip Plan will be comprised of:
        i. General Information – Trip Title, Trip Location, Trip Dates, Instructors, Contact Number for Instructors, OAP Phone Issued, InReach Issued, Cash/Tickets Issued, Departure and Approximate Return Times, Missed Check in Time, Vehicle(s) Used, Vehicle Staging Location, Additional Notes
        ii. Emergency Information – Nearest Hospital (address and phone number), Land Management Agency (address and phone number), Other Possible Emergency Management Services
        iii. Weather – Forecast for each date of the trip
        iv. Driving Directions
            1. Driving Directions from Base to the trip location
            2. Driving Directions from the location to the nearest hospital
        v. Trip Roster
            1. Picture or scanned copy of the roster for the event which will include the names of participants, phone number of participants, and email for participants
        vi. Waiver and Medical Information Form
    e. Waivers and Medical Information Form
        i. A Hold Harmless Agreement and Emergency Contact Information form will be presented at the start of each trip
            1. All participants must review the document and sign that they have read and agree to the terms
            2. Included in the signature and acknowledgement is their name, phone number, emergency contact name, emergency contact number, and signature
        ii. A Medical Information Form will be filled out for each trip prior to trip departure

1. The medical information form is a form intended to inform the trip staff of the present state of physical fitness, current mental state, and to provide information that may be pertinent in the situation where trip staff are acting as first responders to an injury
2. Medical Information Forms are forms for self-disclosure and inform only what is disclosed
3. Medical Information Forms contain PII, and must be treated as such
    a. Medical Information Forms are to be kept with the trip leader until returned to Outdoor Recreation post event. These forms are not to be scanned or saved to any shared drive or computer
    b. Only the Trip Leader will review the forms. Once reviewed, they will relay only pertinent medical information to other volunteers or trip leaders
4. Medical Information Forms are included in all After Action Reports and kept in a locked file cabinet maintained by the Outdoor Recreation department

2) Trip Binder
    a. The Trip Plan and all pertaining information will be included in the Outdoor Recreation Trip Binder
    b. The Trip Binder will be used for all Outdoor Recreation programs
    c. The Trip Binder will contain the following forms and documents:
        i. Release of Liability, Hold Harmless Agreement, and Assumption of Risk
        ii. Medical Information Forms
        iii. Emergency Action Plan
        iv. ODR Trip After Action Report
        v. SOAP Note
        vi. Form 91 – Motor Vehicle Accident Report
        vii. Event Feedback Form
3) Communication
    a. Each Outdoor Recreation trip will be issued the following communication devices:
        i. Cell Phone
            1. Cell phones are used for communication between customers, ODR staff, trip leaders, and vendors
            2. Cell phone numbers are provided to participants in the Pre-Trip email for them to contact as the ODR trip leader for the event
            3. Cell phones are able to be used for driving direction to and from locations
            4. Trip Leaders are permitted to take pictures of the pertinent information for the event, including trip rosters and medical information forms
                a. At the end of each trip all pictures of forms will be deleted from the phone

5. Cell phones will be loaded with the following applications to support each event:
    a. Gaia GPS and/or OnX Backcountry – These satellite tracking applications permit tracking of trails, as well as may contain pre-loaded maps for travel and navigation purposes
    b. Earthmate – Earthmate is an application that links the cell phone with the Garmin InReach device to streamline texting communication between parties
    c. Talkabout – Talkabout is an application that connects the cell phone with the Motorola Talkabout 2-way radios. The application allows any phone connected to the Talkabout app to receive location texts, text between phones, and to adjust channels and frequencies easily
6. Garmin InReach
    a. The Garmin InReach is a two-way communication and personal locator that operates via satellite
    b. The Garmin InReach will be turned on at the start of every event and used to communicate with Outdoor Recreation staff when no cell service is present
    c. Permitted communication includes:
        i. Weather updates
        ii. Emergency notifications (life and non-life threats)
        iii. Seek support, assistance, or guidance
        iv. Notification of late arrival
        v. To send locations for starting/stopping travel
    d. In life threat situations, emergency or dangerous situations, or where emergency services or rescue need to occur the InReach SOS button will be pushed
7. Motorola Talkabout 2-Way Radios
    a. Each Outdoor Recreation Trip Leader or volunteer will be issued a 2-way radio for communication in situations where the staff are separated

4) First Aid Kit
    a. A First Aid Kit that is adequate for the size of the group will be taken on all trips.
    b. First Aid Kits will be inspected annually
        i. Expired medications will be disposed of and replaced
    c. The Trip Leader or highest medically trained staff/volunteer will carry the First Aid Kit
    d. A larger First Aid Kit will be kept inside the Outdoor Recreation vehicle
    e. First Aid Kits may be supplemented with activity specific items depending on activity type or weather
5) Medical Training
    a. For every in-house program where Outdoor Recreation is acting as the outfitter, at least one staff member will have a minimum of CPR/First Aid training or other similar medical training as provided through their military service

b. In situations where a vendor other than Outdoor Recreation is used, their instructors, guides, or staff members will act as the first responder for all incidents and the Outdoor Recreation representative will follow the outfitters Emergency Action Plan
c. For extended or overnight programs – At least one staff will maintain a minimum of a Wilderness First Aid certification with a Wilderness First Responder certification preferred
d. Any Outdoor Recreation trip leader or volunteer is to act within their scope of training and to respond only to their level of medical training
    i. If an individual provides guidance or care outside of their level of training they may be found guilty in providing un-safe or improper care and may be liable for causing more harm

6) Emergency Procedures for Trip Leader
    a. In the event of an emergency, incident, or accident occur follow the below procedures to your level of medical training
    b. Ensure scene safety
        i. Prioritize yourself first, the other group members second, other bystanders third, and the injury person last
    c. Provide medical assistance to your medical standard
        i. If it's a usable injury allow them to continue to participate if possible
        ii. If it's a usable injury and they do not wish to continue, have one or more people assist them in self evacuation
            1. If they are evacuating –
                a. If the rest of the trip is going to continue have one trip leader minimum evacuate participant to the closest hospital
                    i. If trip leader is to stay at the hospital, contact Outdoor Recreation to provide alternative transportation for pick-up for those that remained at the activity
                    ii. If the trip leader is to return to the group, contact Outdoor Recreation to notify them which hospital the injured customer is at
                b. If the rest of the trip is not going to be possible, take entire group to the hospital
                    i. Leave one trip leader/volunteer and the participant at the hospital
                    ii. All other participants will be brought back to ODR to end the trip
    d. If its am unusable injury, or further medical or physical assistance is needed:
        i. If cellular service is available/close
            1. Can you send for help
                a. How far from trailhead are you?
                b. Where did you last have cell service?
                    i. If its quicker or its not a life threat, send 1 Trip Leader and 2 participants to seek service

ii. Ensure they have FA kit, cell phone, location, van keys, SOAP note
2. Use the issued phone
a. Call 911
b. Call Land Management Agency
ii. If there is no cellular service –
1. Use InReach
a. Text 911
b. Text Land Management Agency
iii. If the injury is a "Life Threat" (Airway, Breathing, Circulation)
1. Activate EMS by using InReach SOS Button

e. Fill out SOAP Note
i. A copy of the SOAP Note Report is kept inside of the First Aid Kit
ii. A SOAP note is comprised of
1. Subjective Information
a. Patient Information (Name, Age, Chief Complaint, Mechanism of Injury, Level of Responsiveness)
b. Time of the incident/accident
2. Objective Information
a. How the patient was found (how they presented)
b. SAMPLE History
c. Vital Signs
d. Patient Physical Exam Findings
3. Assessment of patient
a. Problem List
4. Plan
a. Plan to treat problem listed items in the assessment phase
b. Plan for the group
c. Plan for evacuation

f. If transferring care to EMS
i. Retain a copy of SOAP note (pictures work)
ii. Find out where they are being taken
iii. Ensure participant has necessary belongings

g. Contact Nellis ODR Staff
i. Call/Text (use cell phone or InReach)
ii. Follow phone tree until response received

h. Return to others participants
i. If possible and the moral is positive, continue trip for all others
ii. If not possible, moral is low, trip leaders are preoccupied, or when a trip leader has had to leave the trip to stay with the participant end the trip

i. Once return to Base
i. Fill out After Action Report (Detail)
ii. Leave copy of SOAP note with AAR

7) Emergency Response Procedures – Outdoor Recreation Staff
a. Trip Plan – Missed Check In Time

i. The Trip Plan has an Estimated Return Time and a Missed Check In Time that are set for each trip. The Missed Check In Time is a minimum of 2 hours from the Estimated Return Time
ii. The Trip Leader will send a text message to the Outdoor Adventure Program Coordinator, the Outdoor Recreation Director, and the FSWO Flight Chief upon return of the trip to Base
    1. If the Trip is running late and will miss the Missed Check In Time
        a. The Trip Leader will message those listed above using the cell phone or the InReach to notify them a new ETA
    2. If the Missed Check In Time has passed
        a. The EAP and Trip Plan will be used in conjunction to contact the trip leaders/volunteers in the below order
            i. Using the Outdoor Recreation cell phone
            ii. Trip Leader/volunteers personal cell phones
        b. If no answer/contact can be made
            i. Contact the Land Management Agency provided to have them search for the vehicle parked in the location noted on the Trip Plan and provide them with the information on the location or trail listed in the Trip Plan
                1. If the vehicle is still in the designated location
                    a. Have the Land Management Agency and/or Search and Rescue attempt to make contact with the group
                2. If no contact with Land Management Agency
                    a. If possible, drive to or alert local 911 or other EMS as to the above information provided on the Trip Plan
                3. If the vehicle is not in its specified location contact local Police to put out a missing persons bulletin
            ii. Continue to attempt to contact trip leaders and volunteers on ODR and personal phones
                1. If contact is made and the group is safe, authorities to end search

Appendix 10

4024 Griffis Ave; Bldg 439
Nellis AFB, NV 89191
Sean Podrecca: 252-864-7222
Mike Romijn:702-326-1212
Jeff Rice: 334-782-1325

1) Ensure seen safety (You, group, others, victim)
2) Provide medical assistance to your medical standard
3) If need assistance:
-Cell Service? (Use OAP Phone)
Call 911
Call Land Management Agency
-Send for help? (How far from trailhead/cell service?)
-Send 1 Trip Leader and 2 participants (Ensure they have
FA kit,cell phone, location, van keys, SOAP note)
-No Cell Service? (Use InReach)
Text 911
Text Land Management Agency
-Life Threat?
Activate EMS by using InReach SOS Button
4) Fill out SOAP Note
-If transferring care to EMS (retain a copy of SOAP note, find out where they are being taken)
5) Contact Nellis ODR Staff
-Call/Text (use cell phone or InReach)
Follow phone tree until response received
6) Return to others
-Continue trip? (If able and interest, yes)
7) Once return to Base
-Fill out After Action Report (Detail)
-Leave copy of SOAP note with AAR

Appendix 11

ODR Trip After Action Report

Title: _____ Location(s): _____ Date/Time: _____

R4R: _____ Target Group: _____

Attendees: _____ No-Show: _____ Employees: _____ Volunteers: _____

Budget: $_____ Price per person: $_____ Estimated Profit: $_____

Schedule of events: Inc. arrival/departure time(s), length of drive, meal/snack time(s)

What equipment/supplies if any was used: Inc. items such as kayaks, tents, # of vehicles, coolers, any additional items taken, if for the next trip more/less items need to be taken.

Successes/Challenges: Inc. what went well/did not go well with solutions/suggestions.

Customer Comments:

Additional Remarks: Inc. any info that would've been good to know prior to any part of the trip, such as planning, marketing, and/or execution

Prepared By: _____ **Date:** _____

Appendix 12

TRIP NAME: _____ DATE: _____

Item:	Qty:
Trip Leader Equipment	
☐ ☐ Trip Binder	
☐ ☐ Maps/Guide Books	
☐ ☐ inReach	
☐ ☐ First Aid Kit	
☐ ☐ Radios/Com. Device	
Group Equipment (General)	
☐ ☐ WagBag	
☐ ☐ Group Water Dromedary	
☐ ☐ Groceries	
☐ ☐ Coolers	
☐ ☐ Trash Bags	
☐ ☐ Sunscreen	
☐ ☐ Water Bottles	
Hiking/Backpacking	
☐ ☐ Trekking Poles	
☐ ☐ H20 Purification Device	
☐ ☐ Daypacks	
☐ ☐ Backpacks	
☐ ☐ Bear Hang Line	
☐ ☐ Single Burner Stove	
☐ ☐ Stove Repair Kit	
☐ ☐ Fuel Canisters	
☐ ☐ Backcountry Cook Kit	
Camping	
☐ ☐ Sleeping Bags	
☐ ☐ Sleeping Pads	
☐ ☐ Tents	
☐ ☐ Camp Chairs	
☐ ☐ Camp Tables	
☐ ☐ Equipment Repair Kit	
☐ ☐ Headlamps	
☐ ☐ Dutch Ovens	
☐ ☐ Kitchen Box	
☐ ☐ 2-Burner Stoves	
☐ ☐ Propane	
☐ ☐ Water Dromedary	
☐ ☐ Lanterns	
☐ ☐ Crazy Creeks	
☐ ☐ Fire Pit/Pan	
☐ ☐ H20 Filters	
☐ ☐ 3-Bucket System (cleaning)	

Item:	Qty:
☐ ☐ Plates	
☐ ☐ Bowls	
☐ ☐ Cups	
☐ ☐ Utensils	
☐ ☐ Soap/Bleach	
☐ ☐ Sponges/Scrubber	
☐ ☐ Pots	
☐ ☐ Pans	
☐ ☐ Cooking Utensils	
☐ ☐ Percolator (coffee)	
☐ ☐ Camp Saw	
☐ ☐ Hatchet	
☐ ☐ Lighter	
☐ ☐ Toilet Paper	
☐ ☐ Groover	
Snowshoeing (Winter travel)	
☐ ☐ Snowshoes	
☐ ☐ Snowshoe Repair Kit	
☐ ☐ Goggles	
☐ ☐ Shovels	
☐ ☐ Probes	
☐ ☐ Avalanche Beacon	
☐ ☐ Single Burner Stove	
☐ ☐ Stove Fuel	
☐ ☐ Gaiters	
☐ ☐ Neos Overboots	
☐ ☐ Micro Spikes	
☐ ☐ Snow Chains	
Mountaineering/Alpine Climbing	
☐ ☐ Crampons	
☐ ☐ Ice Axe	
☐ ☐ Pitons	
Climbing	
☐ ☐ Harnesses	
☐ ☐ Helmets	
☐ ☐ Climbing Shoes	
☐ ☐ Chalk Bags	
☐ ☐ Assisted Breaking Device (ABD)	
☐ ☐ Tube Belay Devices	
☐ ☐ Plaquette (Guide Belay)	
☐ ☐ Locking Carabiners	
☐ ☐ Non-Locking Carabiners	

TRIP NAME: _____ DATE: _____

Item:	Qty:
☐ ☐ Quickdraws	
☐ ☐ Alpine Draws	
☐ ☐ Dynamic Ropes	
☐ ☐ Static Ropes	
☐ ☐ Cordaletts	
☐ ☐ Double Length Slings	
☐ ☐ Quad Length Slings	
☐ ☐ Passive Protection	
☐ ☐ Active Protection	
☐ ☐ Crashpads	
Canyoneering	
☐ ☐ Harnesses	
☐ ☐ Prussik Loops	
☐ ☐ Quicklinks	
Biking	
☐ ☐ Bikes	
☐ ☐ Helmets	
☐ ☐ Trail Maintenance Tool	
☐ ☐ Pump	
Kayaking/Canoeing	
☐ ☐ Canoes	
☐ ☐ Kayaks	
☐ ☐ Tie Down Straps	
☐ ☐ Paddles	
☐ ☐ PFDs	
☐ ☐ Rescue PFDs	
☐ ☐ Dry Bags	
☐ ☐ Trailer Hitch	
☐ ☐ Throw Ropes	
☐ ☐ Bilge Pumps	
☐ ☐ Bailer	
☐ ☐ Rescue Kit	
☐ ☐ Search Light (charged)	
☐ ☐ Ground Tarp	
☐ ☐ Sand Stake	
☐ ☐ Mallet	

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PACKED BY: _____
DATE: _____
UNPACKED BY: _____
DATE: _____

NOTES/DAMAGES: _____

Appendix 13

Heat Index Chart (Temperature Left, Relative Humidity Top

	0%	5%	10%	15%	20%	25%	30%	35%	40%	45%	50%	55%	60%	65%	70%	75%	80%
115	103	107	111	115	120	127	135	143	151								
110	99	102	105	108	112	117	123	130	137	143	151						
105	95	97	100	102	105	109	113	118	123	129	135	142	149				
100	91	93	95	97	99	101	104	107	110	115	120	126	132	136	144		
95	87	88	90	91	93	94	96	98	101	104	107	110	114	119	124	130	136
90	83	84	85	86	87	88	90	91	93	95	96	98	100	102	106	109	113
85	78	79	80	81	82	83	84	85	86	87	88	89	90	91	93	95	97
80	73	74	75	76	77	77	78	79	79	80	81	81	82	83	85	86	86
75	69	69	70	71	72	72	73	73	74	74	75	75	76	76	77	77	78
70	64	64	65	65	66	66	67	67	68	68	69	69	70	70	70	70	71

Heat Index/Heat Disorders

Heat Index	Possible heat disorders for people in higher risk groups
80-90	Fatigue possible with prolonged exposure and/or physical activity.
90-105	Sunstroke, heat cramps and heat exhaustion possible with prolonged exposure and/or physical activity.
105-130	Sunstroke, heat cramps or heat exhaustion likely, and heat stroke possible with prolonged exposure and/or physical activity.
130 or higher	Heatstroke/sunstroke highly likely with continued exposure.

Heat Disorder	Symptoms	First Aid
Sunburn	Redness and pain. In severe cases swelling of skin, blisters, fever, and headaches.	Ointments for mild cases if blisters appear and do not break. If breaking occurs, apply dry sterile dressings. Serious, extensive cases should be seen by a physician.
Heat Cramps	Painful spasms usually in muscles of the legs and abdomen possible. Heavy sweating.	Firm presure on the cramping muscles, or gentle massaging to relieve the spasm. Give sips of water. If nausea occurs, discontinue use.
Heat Exhaustion	Heavy sweating, weakness, skin cold, pale and clammy. Pulse thready. Normal temperature possible. Fainting and vomiting.	Get victim out of sun. Lay down and loosen clothing. Apply cool, wet cloths. Fan or move victim to air conditioned room. Sips of water. If nausea occurs, discontinue use. If vomiting continues, seek immediate medical attention.
Heat Stroke (*sunstroke*)	High body temperature (106 F or higher). Hot dry skin. Rapid and strong pulse. Possible unconsciousness.	*Heat stroke is a severe medical emergency. Summon emergency medical assistance or get the victim to a hosiptal immediately. Delay can be fatal.* Move the victim to a cooler environment. Reduce body temperature with cold bath or sponging. Use extreme caution. Remove clothing, use fans and air conditioners. If temperature rise again, repeat process. Do not give fluids.

Appendix 14

Beaufort Wind Scale

One of the first scales to estimate wind speeds and the effects was created by Britain's Admiral Sir Francis Beaufort (1774-1857). He developed the scale in 1805 to help sailors estimate the winds via visual observations. The scale starts with 0 and goes to a force of 12. The Beaufort scale is still used today to estimate wind strengths.

Force	Speed (mph)	Speed (knots)	Description	Specifications for use at sea Specifications for use on land
0	0-1	0-1	Calm	Sea like a mirror. Calm; smoke rises vertically.
1	1-3	1-3	Light Air	Ripples with the appearance of scales are formed, but without foam crests. Direction of wind shown by smoke drift, but not by wind vanes.
2	4-7	4-6	Light Breeze	Small wavelets, still short, but more pronounced. Crests have a glassy appearance and do not break. Wind felt on face; leaves rustle; ordinary vanes moved by wind.
3	8-12	7-10	Gentle Breeze	Large wavelets. Crests begin to break. Foam of glassy appearance. Perhaps scattered white horses. Leaves and small twigs in constant motion; wind extends light flag.
4	13-18	11-16	Moderate Breeze	Small waves, becoming larger; fairly frequent white horses. Raises dust and loose paper; small branches are moved.
5	19-24	17-21	Fresh Breeze	Moderate waves, taking a more pronounced long form; many white horses are formed. Small trees in leaf begin to sway; crested wavelets form on inland waters.
6	25-31	22-27	Strong Breeze	Large waves begin to form; the white foam crests are more extensive everywhere. Large branches in motion; whistling heard in telegraph wires; umbrellas used with difficulty.
7	32-38	28-33	Near Gale	Sea heaps up and white foam from breaking waves begins to be blown in streaks along the direction of the wind. Whole trees in motion; inconvenience felt when walking against the wind.
8	39-46	34-40	Gale	Moderately high waves of greater length; edges of crests begin to break into spindrift. The foam is blown in well-marked streaks along the direction of the wind. Breaks twigs off trees; generally impedes progress.
9	47-54	41-47	Severe Gale	High waves. Dense streaks of foam along the direction of the wind. Crests of waves begin to topple, tumble and roll over. Spray may affect visibility Slight structural damage occurs (chimney-pots and slates removed)
10	55-63	48-55	Storm	Very high waves with long overhanging crests. The resulting foam, in great patches, is blown in dense white streaks along the direction of the wind. On the whole the surface of the sea takes on a white appearance. The tumbling of the sea becomes heavy and shock-like. Visibility affected. Seldom experienced inland; trees uprooted; considerable structural damage occurs.
11	64-72	56-63	Violent Storm	Exceptionally high waves (small and medium-size ships might be for a time lost to view behind the waves). The sea is completely covered with long white patches of foam lying along the direction of the wind. Everywhere the edges of the wave crests are blown into froth. Visibility affected. Very rarely experienced; accompanied by wide-spread damage.
12	72-83	64-71	Hurricane	The air is filled with foam and spray. Sea completely white with driving spray; visibility very seriously affected. see Saffir-Simpson Hurricane Scale

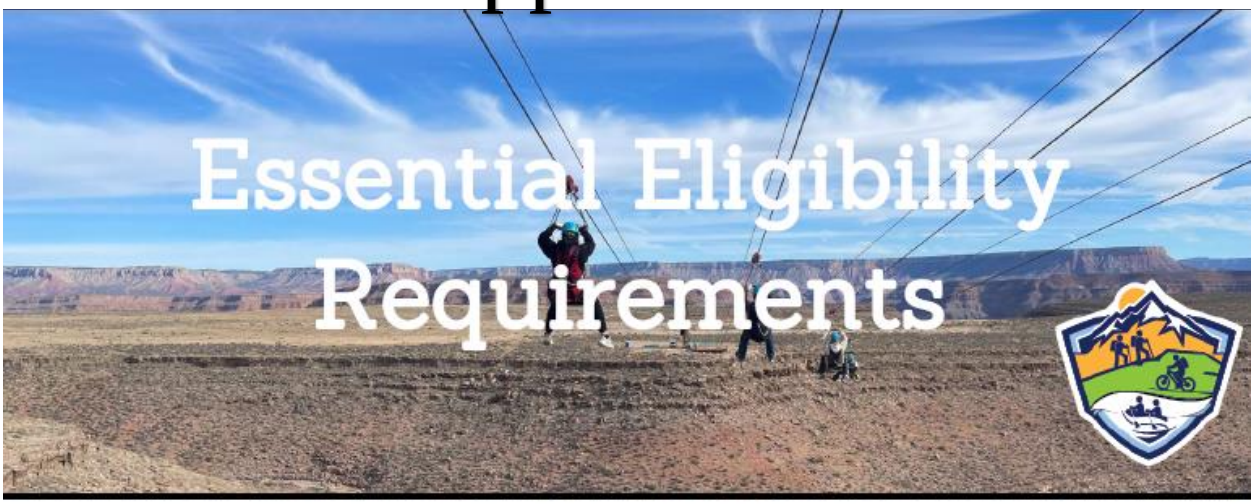
Appendix 15

All Outdoor Recreation activities are rated on a difficulty scale (below). This scale is objective, based on a numeric value obtained by factoring in miles traveled, starting elevation, elevation gained, hiking classification (see description below), on or off trail travel, and extreme weather variables. This scale is objectively scored with an aim to provide a rough idea of what may be encountered for the average person. Please consult with your doctor as to whether participation in this activity is appropriate for you. Outdoor Recreation assumes that through your enrollment in an activity, you understand the difficulty as outlined below and meet the physical and mental requirements needed to participate.

Difficulty:	Description:
Easiest	A hike that is generally suitable for anyone who enjoys walking. Relatively short and mostly level with a possible slight incline.
Moderate	A moderate hike is generally suitable for novice hikers who want a bit of a challenge. The terrain will involve a moderate incline and may have some steeper sections.
Moderately Strenuous	Moderately Strenuous hikes will generally be challenging for an unconditioned person. The terrain will involve a steady and often steep incline and may require the occasional need to use hands for balance and support. Trail may be in higher elevations where altitude and/or exposure to elements such as heat, rain, or snow may be present.
Strenuous	Strenuous hikes will challenge most hikers. The hike will generally be longer and steeper due to more elevation gain in higher altitudes. Exposure to elements such as heat, rain, or snow is possible. Scrambling with the need to use hands for support will generally be needed.
Very Strenuous	Only well-conditioned and well-prepared hikers should attempt very strenuous hikes. The hike will generally be longer and steeper, and may include rock scrambling, stream crossings, and other challenging terrain.

Hiking Class	Description:
I	Off-road walking to hiking on well maintained trails that are well marked. Generally hard packed terrain where no specialized gear is needed.
II	Hiking where steep sections of trail to include loose rock or scree may be encountered. The use of walking aids such as trekking poles may support travel. Trails may or may not be well marked but generally are well maintained.
III	Hiking to scrambling terrain where the use of hands to support you for balance will be needed. Generally higher exposure to trips and falls in steeper terrain. Trail isn't always marked and/or maintained and navigation potential is needed.
IV	Scrambling terrain where exposure to falls that may cause injury or death are possible and where the use of hands and feet to support you are needed. Helmets and the use of ropes should be considered for safe travel.
V	Rock Climbing

Appendix 16



Essential Eligibility (EE) Defined

Certain activity types have essential eligibility requirements for participation. Through your registration and participation in the Outdoor Recreation activity you are agreeing that you have met the criteria for participation.

If at any time your performance while on an Outdoor Recreation activity demonstrates that you are not eligible to participate (due to falling outside of the necessary criteria that were outlined for participation) you may be excused from participation due to safety concerns.

Recharge for Resilience Programs

Recharge for Resiliency (R4R) is the capstone for resiliency programming across both the Air Force and Space Force. R4R provides resources that foster culture, mission, and a sense of community among Airmen/Guardians and their families. R4R comprises three components: Single Airmen Program Initiative (SAPI), RecOn, and Deployed Affected Program (DAP). Each part is designed to reach a specific targeted audience.

Single Airman Initiative Program (Single Airmen) - Air Force and Space Force Active Duty, Reserve, and Guard officer or enlisted without a spouse.

RecOn Program (RecOn) - Air Force and Space Force Active Duty, Reserve, and Guard personnel and their family members

Deployed Affected Program (DAP) - Air Force and Space Force Active Duty, Reserve, and Guard personnel and their family members

Safety and Judgment

Our activities are executed using sound safety and judgment of Trip Leaders as well as the ability of each participant to:

- Effectively communicate danger to others in the form of a warning or a notification of personal distress, injury, or need for assistance. Participants must be able to do so at a distance of up to 50 meters and in conditions with limited visibility and/or loud background noise such as in darkness or high winds.
- Effectively perceive, understand and follow directions given by others to successfully execute appropriate and perhaps unfamiliar, techniques to manage hazards. These directions may be given before the hazard is encountered or may be given during exposure to the hazard.
- Stay alert and focused for 10-12 hours at a time while on activity.

- Recall, perceive, and understand significant and apparent hazards, including those hazards previously identified by Trip Leaders or presented through the Risk Management Plan.
- Respond appropriately to stress or crises.
- If taking prescription medications, participants must be able to self administer while on any Outdoor Recreation activity.

Leadership and Expedition Behavior

Each participant must:

- Work effectively as a member of a team despite potentially stressful and difficult conditions. This may require problem solving on an interpersonal or group level as well as a willingness to accept differences.
- Contribute to a safe learning environment; no harassment of others for any reason.
- Have the cognitive ability to learn necessary skills given time limitations of the activity.

Environmental Ethics

Each participant must:

- Practice Leave No Trace techniques.
- Learn and safely perform the fundamental skills of the activity throughout the duration of the activity.
- Remain adequately hydrated, fed, and properly dressed so as to maintain general health and safety, avoiding environmental injuries.
- Be in a physically demanding, remote environment for an uninterrupted period of time throughout the length of the activity. Conditions of this environment may vary and may include poor weather. The remoteness is such that it may require at maximum in excess of 24 or more hours to reach the nearest road, trailhead, or town and advanced medical care.

Inclusivity Statement

Outdoor Recreation strives to be inclusive and provide a range of activities that can accommodate all ages, abilities, genders, and sizes. However, due to the nature of our activities we often work through other vendors who may have specific requirements that are more restrictive. Below is a list of regularly recurring trips and their requirements for participation.

Specific Criteria

All participants must satisfy the EEC above and the EEC listed below specific to the course or activity for which they are registered.

If the activity is not listed below, any specific qualifying eligibility requirements can be found in the program description. All participants are expected to self-assess based on the Difficulty Rating found within the Program Packet, under "Program Difficulty Ratings"..

Paddlesports (Canoe, Kayak, Raft, Stand Up Paddleboarding, Surfing*)

Participants must have the ability to:

- Control a paddle and pull it through the water in order to steer and propel the boat forward.
- Exit a boat, pull oneself out of the water, and re-enter or use another boat or rope for rescue purposes.
- Maintain correct body position if out of boat in a rapid or rough seas.
- Swim unassisted or assisted with a personal flotation device

Surfing*

- Swim unassisted, in water with current
- Lay on chest and paddle with arms to create forward movement

On and Off Trail Travel (Hiking, Backpacking)

Participants must have the ability to:

- Walk on and off trails including class I, II, and III trails to include scrambling where hands and upper body may be used to ascend steep stretches of trail
- Carry backpacks that may reach a total of 30-40% of one's body weight
- Ascend and descend under own power unaided or with limited aids such as trekking poles

Climbing and Rappelling (Rock Climbing, Scrambling, Canyoneering, Ice Climbing)

Participants must:

- Be able to walk on and off trails including class I, II, and III trails to include scrambling where hands and upper body may be used to ascend steep stretches of trail.
- Not have a severe fear of heights and be able to ascend and descend with limited hesitation.
- Use one's own muscle and strength through the use of arms and legs to ascend a section of 4th and 5th class routes.
- Act independently, understand, and comply with instructions given by Trip Leaders for a duration of up to 1 hour while a Trip Leader is setting up systems for ascension or descension.

Winter Sports (Snowshoeing, Mountaineering, Skiing & Snow Boarding)

Participants must have the ability to:

- Walk and maintain balance on and off trails where surfaces may be wet or slippery due to moisture, ice, or snow.
- Carry packs that may reach a total of 30-40% of one's body weight.
- Ascend and descend under own power unaided or with limited aids such as trekking poles.
- Act independently through proper nutrition, hydration, and thermo regulation in an exposed winter environment for the duration of the activity.

Cycling Sports (Mountain Biking, Road Biking, Electric Biking)

Participants must have the ability to:

- Ride a bike independently.

<u>Black Canyon Kayaking</u>

Participants must:

- Have a Government Issued Identification Card (Military ID, Drivers License, Passport).
- Be > 14 years old.
- Paddle 12 miles under own power.

<u>Electric Bike Tours (E-Bike Tour)</u>

Participants must:

- Ride a bike independently.
- Be > 62" tall.

<u>Grand Canyon West & Zipline</u>

Participants must:

- Be able to climb stairs.
- Have the ability to hold oneself upright in a seated position.
- Weigh > 90 lbs and < 275 lbs.

<u>Horseback Riding</u>

Participants must be:

- < 250 lbs
- Non-pregnant

Hot Air Balloon

Participants must be:

- > 21 years old
- < 280 lbs
- Non-pregnant

Jeep Rock Crawl

Participants must:

- Be > 21 years old
- Have automobile insurance in YOUR name

Multi-Pitch Rock Climbing

- Prior rock climbing experience required

Skydiving

- Must be > 18 years old
- Must be <230 lbs

Snowmobile Tours

- Must be > 18 years old
- Must have a valid Driver's License

Appendix 17

Eligibility

Eligible participants in Outdoor Recreation activities include active duty members, dependents of active duty members, reserve members, DoD contractors, veterans, foreign military stationed at Nellis Air Force Base, and retired military. Some activities may have specific target demographics to offset pricing and may limit registration to target groups such as through the Recharge for Resilience Program.

Registration Policy

Registration for Outdoor Recreation activities must be paid in full at the time of registration.

Refund Policy

Full refunds are provided for single day activities with 72 or more hours' notice prior to trip departure date.

If cancellation occurs *within* 72 hours of trip departure, a refund will only be authorized for the following reasons: PCS/TDY orders (copies must be presented); family emergencies (verified by Commander or Doctor); or last minute active duty military work assignments (verified by Commander).

For multi-day activities, a refund may not be authorized following the pre-trip meeting, however, we do understand that things change and we will do our best to help. If your plans change following the pre-trip meeting, we will attempt to re-book your registration. Rebooking would allow us to fill your spot and provide you with a full refund for the activity. If we are unable to fill your spot, then a refund is only provided for the following reasons: PCS/TDY orders (copies must be presented); family emergencies (verified by Commander or Doctor); or last minute active duty military work assignments (verified by Commander).

Cancellation Policy

Outdoor Recreation reserves the right to cancel activities for any reason. When Outdoor Recreation cancels an activity, participants will be offered the option to transfer their registration to a future trip (based on availability) or receive a full refund.

Paperwork

For every Outdoor Recreation activity each participant will be required to fill out a Waiver and Assumption of Risk form. This form is included in the Program Packet under the "Forms" section. A unique form must be filled out for each participating member, both minors and adults.

Some of our activities are contracted through a vendor to facilitate the trip. The vendor may have additional forms that are required. These forms may be sent out via electronic mail or text, or may be filled out in person at the vendor site. These forms are separate from the Outdoor Recreation Waiver and Assumption of Risk form and operate exclusively from one another.

For in-house Outdoor Recreation activities that incur higher risk throughout the Outdoor Adventure component, a Health and Medical Disclosure Form is encouraged which provides a statement of present health. This form is not mandatory, but may serve to provide quicker and more appropriate medical treatment in the case of injury while participating in an Outdoor Recreation activity.

High Risk Activity Memo

It is the responsibility of the active duty member to coordinate with their respective Squadron to have on file a High Risk Activity Memo. Outdoor Recreation does not verify that individuals have a High Risk Activity Memo on file prior to registration or participation.

Inclement Weather

Due to the nature of Outdoor Recreation activities, participants will be exposed to the natural environment. Adverse conditions may include heat, cold, rain, snow, and any mix of natural weather. We monitor weather regularly and plan our activities around the best information we have. However, inclement weather may occur while on an ODR activity. In these instances it is up to the Trip Leader's judgment to continue or to end an activity due to safety concerns. Refunds may be provided based on the Outdoor Recreation Director's discretion for activities in which weather caused the trip to end.

Late & No-Show

A no-show is considered any participant who does not arrive at Outdoor Recreation or to the pre-arranged meeting location prior to the trip's departure. This can be prior to the trip (not getting to ODR on time) or during a trip such as missing a pre-arranged departure time from a vendor (following individual activities and missing the group's meet-up time at a location ex: missing the departure of the ski shuttle from the resort to return to base).

When a customer no-shows they forfeit their registration and are not permitted a refund. Please see the refund section for more details.

If a customer no-shows at a designated meeting location while on an Outdoor Recreation activity such as a ski shuttle, they will be contacted on the number provided on the trip roster and/or through the Health and Medical Disclosure Form. If contact is not established and a customer is more than 15 minutes late the group will depart on time and you will be considered a no-show. Outdoor Recreation will contact our First Shirt to coordinate with your Squadron First Shirt to transfer responsibility to facilitate your return.

Participants who anticipate arriving late due to unforeseen circumstances are expected to message the Trip Leader through the provided cell phone number sent out in the trip email. Outdoor Recreation builds a 15 minute buffer into departure times. Please message or call to inform the Trip Leader if you will be between 1-15 minutes late. If you will be more than 15 minutes late, the trip will depart on time and you will be considered a no-show for the activity.

Outdoor Recreation does not provide courtesy calls for late participants who have not arrived at ODR prior to the trip's departure from base.

Personal Equipment

Outdoor Recreation will provide the necessary group gear to facilitate the activity. For certain events, some personal gear may also be provided. In instances where personal gear is not provided, a suggested equipment packing list will be provided in advance.

Outdoor Recreation works with appropriate vendors to procure up-to-date, modern, and industry best gear to support all activities. This gear is stored, cared for, and inspected to meet industry best practices. As such, specific equipment such as rock climbing equipment must meet UIAA/EU/CE standards for safety.

Participants are permitted to provide their own equipment for any Outdoor Recreation activity unless otherwise mentioned. This equipment will be inspected by ODR staff to ensure it meets industry standards. In the event where the staff deem the equipment is unsafe or inappropriate for use, participants will be provided Outdoor Recreation equipment for the duration of the activity.

Generally, participants should plan to show up to activities with the expectation that all equipment will be provided. It is best to wear athletic, non-cotton style clothing that is suitable for an outdoor environment and close-toed shoes. A weather link will be provided in the trip email for tracking purposes and participants are expected to monitor weather and prepare accordingly.

In instances where a customer arrives with improper footwear, clothing, food, or water they may be excused from participation by the Outdoor Recreation staff for safety purposes.

Essential Eligibility Requirements

Certain activity types have essential eligibility requirements for participation in the activity. These essential eligibility criteria are outlined under the "Essential Eligibility Criteria" section of your Program Packet. Through your registration and participation in the Outdoor Recreation activity you are agreeing that you have met the criteria for participation.

If at any time your performance while on an Outdoor Recreation activity demonstrates that you are not eligible to participate you may be excused from participation due to safety concerns.

Expected Behavior & Challenge by Choice

Outdoor Recreation operates under the **Challenge by Choice** notion where participants are free to choose their own level of challenge. At no time are participants required to go past their physical or mental ability. At times, Trip Leaders may challenge the participant to push beyond their perceived limits, but the participant has the final say as to when to cease engagement in the activity.

Participants are expected to interact with one another in a respectful manner. As many programs are open enrollment, our activities are composed of individuals with varying backgrounds, identities, abilities, religions, beliefs, ages, genders, and more. A culture of dignity and respect is to be maintained throughout the duration of the activity. If at any time a customer observes something that falls outside of a culture of dignity or respect, they are asked to notify the Trip Leader(s) who will address the situation. If a resolution can not be established, Trip Leaders may excuse a customer from participation in the activity for any reason.

We do not differentiate between Officers and Enlisted or through rank as many military members participate in ODR trips and activities for recreation, relaxation, and to disconnect from the day-to-day. In instances where one customer is in the chain of command of another, they are permitted to continue the military custom of using "Sir" or "Ma'am". Otherwise, rank will be removed and attendees will interact with each other using personal names.

Self Drive Policy

Self driving is permitted on certain activities, however we prefer that all participants ride in an ODR vehicle. Anyone who wishes to drive themselves must let ODR Admin know prior to the trip date. Outdoor Recreation is not responsible nor liable for any accidents and issues that occur until you are on-scene with our group. You understand that by driving yourself it is your responsibility to meet with our group and to be at the location on time or you may be excused from participation in the activity.

Risk and Safety Management Plan

Department of Air Force Instructions; 34-101

Nellis Air Force Base - Outdoor Recreation Operating Instructions