



Oregon State | Extension
UNIVERSITY | Service

4-H Youth Development

452-00

**Oregon 4-H Challenge and Adventure Guidelines
for
Front and Back Country**

Oregon 4-H Challenge and Adventure Guidelines for Front and Back Country

Author: Woody Davis, 4-H Faculty, Columbia County, Oregon 4-H Challenge and Adventure Coordinator; Contributors: David J. White, 4-H Youth Development Specialist, Virginia Bourdeau, 4-H Youth Development Specialist; Marilyn Lesmeister, 4-H Youth Development Specialist

© 2016 Oregon State University. Oregon State University does not discriminate on the basis of race, ethnicity, color, creed, religion, national origin, gender, sexual orientation, age, marital status, the presence of any sensory, mental or physical disability, use of a trained guide dog or service animal by a disabled person, specially disabled veteran, veteran of the Vietnam era, recently separated veteran, and other protected veteran status in its administration of educational policies, programs or activities, or other University administered programs or employment.

ACKNOWLEDGEMENTS

Adapted from WSU 4-H, Backcountry Protocols, Scott VanderWey, Compiled 7/2009 – 2/2010



CONTENTS

A MESSAGE FROM THE OREGON 4-H CHALLENGE AND ADVENTURE COORDINATOR 5

CHALLENGE AND ADVENTURE 6

ADMINISTRATION..... 6

CHALLENGE AND ADVENTURE GUIDE 6

DEFINITIONS 6

MINIMUM STANDARDS 7

HOW TO USE THE GUIDE..... 7

4-H OUTDOOR ADVENTURES PROJECT ACTIVITY GUIDES..... 7

REPORTING..... 7

STATEWIDE REPORTING EFFORTS 7

RISK MANGEMENT 7

BEST PRACTICES: MANAGING RISK DURING OUTDOOR ADVENTURES 8

PHYSICAL AND EMOTIONAL SAFETY 9

COUNTY OPERATING PROCEDURES (COPS)..... 9

FORMS..... 9

ETHICAL STANDARDS 9

WHAT IS CHALLENGE AND ADVENTURE EDUCATION? 10

ENROLLMENT 10

SUPERVISION OF CHALLENGE AND ADVENTURE ACTIVITIES 10

SUPERVISION RATIOS 11

DOCUMENTATION 11

REPORTING ACCIDENTS AND INCIDENTS 11

PERMITS AND REGULATIONS..... 11

LEAVE NO TRACE (LNT) PRINCIPLES..... 12

CHALLENGE AND ADVENTURE PROGRAM PREPARATION 14

EQUIPMENT..... 17

FOOD HANDLING AND DISH SANITIZATION 17

HYGIENE AND MAINTENANCE 18

LAND ACTIVITIES..... 19

EMERGENCY ACTION PLAN 19

EMERGENCY COMMUNICATION 20

MEDICATION SECURITY, OVERSIGHT, AND ADMINISTRATION 21

SERIOUS INJURY/DEATH PROTOCOL..... 21

APPENDIX 22

INTENT TO ADMINISTER CHALLENGE AND ADVENTURE	23
CHALLENGE AND ADVENTURE TRIP PLANNER INSTRUCTIONS	24
4-H CHALLENGE AND ADVENTURE TRIP PLANNER	26
OREGON STATE 4-H INCIDENT REPORT FORM	28
MEDICATION ADMINISTRATION FORM	30
GEO-CACHING.....	31
RIDEABLE/PACK ANIMAL TRIPS	32
DAY HIKING	33
CAMPING WITH “OUT-TRIPPING”	34
BACKPACKING AND BACKCOUNTRY TRAVEL.....	36
MOVING WATER CROSSINGS.....	37
SNOWSHOEING, SKIING & WINTER TRAVEL.....	39
WATER ACTIVITIES.....	40
OPEN WATER/CLOSED WATER: RUNNING OR SMOOTH	42
OPEN WATER: SURF	43
CONTACTS	44
REFERENCES.....	45

A MESSAGE FROM THE OREGON 4-H CHALLENGE AND ADVENTURE COORDINATOR

Dear Oregon 4-H Staff and Volunteers,

Welcome to Oregon 4-H Outdoor Education & Recreation and its Oregon 4-H Challenge and Adventure Program. Youth Development professionals have read the statistics and witnessed in real time the move from youth being active outdoors to youth connected indoors to any number of electronic devices. With the change and reduction of outdoor activity, the health and well-being of America's youth has also changed in a negative and alarming way. For the health of our youth population and for an increased focus on our environment, we need a method to tell our youth and help our volunteers to "Get Out and Take a Hike!" And, have FUN.

The *Oregon 4-H Challenge and Adventure Guidelines for Front and Back Country* are specifically designed to assist 4-H Staff and Volunteers to prepare and conduct Challenge and Adventure activities in a variety of settings. The Guidelines provide a process to allow facilitators to plan an event that meets the rigor of safety and the characteristics of Positive Youth Development (PYD).

The Guidelines are divided into two sections:

The first section is information for ALL who are considering an outing. It's the "nuts and bolts" of Adventure planning: things to consider, state policies, forms and the reporting process of all Challenge and Adventure activities conducted in the name of the Oregon State 4-H Youth Development Program.

The second section is individual Challenge and Adventure activities that are outlined in a logical order of things to consider as you plan and conduct your activities.

Outdoor Challenge and Adventure Programming is not complicated and in many cases less "risky" than some traditional 4-H projects. But, for those that don't have experience, just considering an "outing" may be a challenge. By using these Guidelines that challenge is greatly reduced and 4-H Staff and Volunteers can design a single outing or an entire Challenge and Adventure Program with confidence.

I am pleased to introduce the *Oregon 4-H Challenge and Adventure Guidelines for Front and Back Country*. I look forward to working with you as we build exciting programs and educate 4-H youth about the natural world that lies just beyond the door.

Respectfully,

Woody Davis
Columbia County 4-H Faculty
Oregon 4-H Challenge and Adventure Coordinator

Contact information for Woody Davis:
OSU Extension Service, Columbia County
505 N Columbia River Hwy, St. Helens, OR 97051
Telephone (503) 397-3462
Fax (503) 397-3467
E-mail woody.davis@oregonstate.edu

For more information about the Oregon 4-H Challenge and Adventure program, visit:
<http://oregon.4h.oregonstate.edu/projects/outdoor/challenge>

CHALLENGE AND ADVENTURE

The Challenge and Adventure program is a part of the Oregon 4-H Outdoor Education & Recreation program area. Challenge and Adventure is a vehicle for developing important life and social skills in the youth and adults participating in all 4-H project areas.

ADMINISTRATION

The 4-H Program Leader, 4-H Youth Development Specialist for Oregon 4-H Outdoor Education and Recreation, and Challenge and Adventure Coordinator will administer the program.

Dr. Pamela Rose
Interim Associate Dean for Outreach and Engagement
4-H Program Leader

Dr. David J. White
4-H Youth Development Specialist for Outdoor Education & Recreation

Woody Davis
Columbia County 4-H Faculty
4-H Challenge and Adventure Coordinator

CHALLENGE AND ADVENTURE GUIDE

The Challenge and Adventure Guide is designed to provide state and county 4-H faculty and 4-H volunteers with the information necessary to conduct developmentally appropriate programs in the out-of-doors. The minimum standards within the Guide evolved from careful thought on the part of county faculty, 4-H administrators, and examination of policy guidelines from outdoor programs in other states and industry best practices.

DEFINITIONS

Backcountry is a reference to Challenge and Adventure programs that are conducted one hour away from definitive medical care.

Front Country Challenge and Adventure programs occur in outdoor areas that are easily accessible by vehicle and visited mostly by day users, but not in a generally populated area.

Facilitator refers to the individual who is in charge of the overall Challenge and Adventure activity and makes the final decisions.

Group Leader refers to an individual that is asked to perform a specific task during the Challenge and Adventure outing with some or all of the participants.

MINIMUM STANDARDS

Programs should follow the minimum standards described in the Guide. However, regional and county 4-H programs may impose stricter standards.

HOW TO USE THE GUIDE

State and county 4-H faculty and 4-H volunteers are encouraged to use this Guide when planning and initiating Challenge and Adventure clubs or enhancing 4-H project based clubs with Challenge and Adventure Activities.

State and county 4-H faculty and 4-H volunteers with questions about development, integration, or initiation of club and county based Challenge and Adventure programs can be directed to the state's Challenge and Adventure Coordinator.

4-H OUTDOOR ADVENTURES PROJECT ACTIVITY GUIDES

There are guides available from the National 4-H Mall to support educational programs in Challenge and Adventure (<http://www.4-hmall.org/Category/environment-outdoor-outdooradv.aspx>). The goal of this series is for youth to develop hiking, camping, and backpacking skills, become confident and competent with a variety of outdoor equipment, and enjoy the outdoors responsibly. The series includes a Group Activity Helper's Guide, Level 1 Hiking Trails, Level 2 Camping Adventures and Level 3 Backpacking Expeditions.

REPORTING

All reports and forms must be completed by the 4-H volunteer leader or designee. All Challenge and Adventure reports and forms must be submitted to the county 4-H faculty.

STATEWIDE REPORTING EFFORTS

To facilitate statewide volunteer development and programming efforts, 4-H faculty are encouraged to forward 452-03, the 4-H Challenge and Adventure Trip Planner to the state's Challenge and Adventure Coordinator.

RISK MANGEMENT

Risk is inherent in Challenge and Adventure programming as it occurs in outdoor locations. Throughout the 4-H Youth Development Program our most basic responsibility is to provide a safe, wholesome, and healthy environment for young people and for the adults who work with them. This responsibility of positive youth development is important and requires our attention. 4-H has a very good history of providing safe environments for children and protecting them from potential risks. The reduction of exposure to risk is called "risk management." To maintain this record of safety, programs and activities need to be

systematically reviewed to ensure that considerations are provided for dealing with health, safety, legal, and liability issues. Staff and volunteers who act on behalf of Oregon State University Extension 4-H Youth Development are expected to be proactive partners in the development of risk management plans for all 4-H events and activities. The program operates in a “good faith effort.” This phrase means that all reasonable efforts have been made to provide a high quality, safe environment for young people and the volunteers who work with them.

BEST PRACTICES: MANAGING RISK DURING OUTDOOR ADVENTURES⁸

Most 4-H staff and volunteers have the education, resources and passion for positive youth development. They are skilled in making connections in their community. They are talented in recruiting experts to support 4-H member learning in the outdoors.

Educational Program

Many 4-H staff and volunteers are *not* experts in a specific topic related to Challenge and Adventure. Using one’s professional community network and finding one or more experts in an area of Challenge and Adventure, becomes an important part of the staff role.

An expert with passion and skills in any aspect of Challenge and Adventure (e.g., rafting, mountain biking, sailing, surfing) is likely to spark the interest of 4-H youth.

- A specific area of Challenge and Adventure expertise may be found in an adult or teen; business person or hobbyist. For potentially high risk activities, the ‘expert’ should be asked to share evidence (e.g., teaching experience, certification, license, etc.) of their expertise and a list of references.
- A community expert does not need to have the added role of group leader, facilitator, or chaperone because adults who are age 25 or older, and approved 4-H volunteers or staff, need to serve in official supervisory roles and represent the 4-H Program.

Supervision and Emergencies

In addition to the baseline ratio of supervision, best practice is to have a minimum of two (2) adults providing supervision for any event, particularly when it is in back country or overnight. If an emergency occurs one adult addresses the emergency, while a second adult addresses the needs of other participants.

Having an adult with a medical background, is part of best practices, particularly for back country and overnight experiences. This individual reviews health forms prior to the outdoor experience, carries those for reference during the event, and helps determine need for water, snacks, rest, first aid and/or additional medical attention.

Common Strategies for Managing Risk

Recommendations in this guide help staff and Challenge and Adventure facilitators make more informed decisions for keeping all participants safe. Any of the following four strategies may be applied to different aspects of an outdoor experience.

Reduce Risk - by using guidelines, processes and training to limit probability or impact of risk.

Transfer Risk - to another party (e.g., insurance company, program partner, and/or use of waivers)

Avoid Risk - by deciding not to conduct a part or all of an activity that presents exceedingly high risk.

Accept Risk - that is minimal in terms of likelihood or occurrence and impact.

PHYSICAL AND EMOTIONAL SAFETY

Facilitators should consider some level of Full Value Contract, Group Norms or Personal Agreement. These allow the group to agree to **physical safety** (communicating about personal issues, energy levels, not putting participants in danger) and **emotional safety** (respecting people's feelings/fears). The value of a Challenge and Adventure activity/outing can be lost for one or more of the group members when physical and emotional safety is compromised.

COUNTY OPERATING PROCEDURES (COPs)

County programs may choose to create County Operating Procedures (COPs) that will support these guidelines, while capturing in more detail their local program's sites, activities, and traditions. These procedures can be more inclusive, but cannot be less than the guidelines that are outlined in this document.

FORMS

There are numerous forms associated with Challenge and Adventure programming. Most of these are considered "standard" for other activities in the Oregon State 4-H Youth Development program. Standard forms include: 4-H Enrollment, 4-H Health Form, 4-H Code of Conduct, OSU Acknowledgement of Risk and Waiver of Liability, OSU Drive Authorization. Forms specific to Challenge and Adventure include: Intent to Administer, Oregon State 4-H Incident Report Form, 4-H Challenge and Adventure Trip Planner and Medication Log. All Challenge and Adventure Program specific forms are found in the Appendix.

ETHICAL STANDARDS

4-H ethical standards are informed by state and federal laws, the organizational mission of 4-H, institutional ethical guidelines of Oregon State University, and industry best practices as outlined by professional organizations such as the Association for Experiential Education, National Outdoor Leadership School, Outward Bound, Leave No Trace¹, American Camp Association² or discipline specific organizations as it is appropriate (American Mountain Guide Association, American Canoe Association, Association of Challenge Course Technology, etc.).

WHAT IS CHALLENGE AND ADVENTURE EDUCATION?

“When a participant participates voluntarily, is intrinsically motivated, and experiences a sense of uncertainty about the outcome, he or she is, by definition, having an adventure.”³

The terms Challenge and Adventure are likely to conjure up images of “Running Wild with Bear Grylls.” Youth don’t have to scale a mountain halfway around the globe in order to have an adventure. The Adventure-Based Learning Model is built on a few fundamental beliefs.

- **Fun and Engaging:** In order for learning to take place, it must be meaningful, stimulating and personally rewarding.
- **Relationship Centered:** Every situation offers a chance to build strong relationships. In order to take healthy risks, participants must feel physically and emotionally safe and supported.
- **Intentional:** Growth is change. In order for growth to take place, participants must be willing to stretch their comfort zones by taking healthy physical, intellectual and emotional risks.

Adventures create a unique experience by taking participants outdoors, away from their normal settings, allowing them to connect with nature in the woods, on the river or in the snow. Early research indicated that a change of environment was a necessary piece of the adventure education experience. By creating an element of the unknown, the opportunity for experiential education can happen just about anywhere. A classroom, hallway, gym, retreat center, board room, or even a parking lot can become the location of your next adventure if the elements of carefully managed risk, surprise, and uncertainty exist.

ENROLLMENT

Adult and youth participants should be enrolled in the Oregon 4-H Youth Development Program for the current year. This includes, but is not limited to: paid staff, camp administration and adult volunteers. Non-enrolled participants must complete all requisite documentation and be provided with supplemental 4-H activity insurance.

SUPERVISION OF CHALLENGE AND ADVENTURE ACTIVITIES

The supervisor for each specialized activity must be an adult with certification or documented training and/or experience within three years in that activity. All activities in this guide are considered “specialized” except Day Hiking, Geo-Caching, and Car Camping.

For Water Activities lifeguard and/or boating certification is needed specific to the activities. There should be written documentation that every lifeguard has demonstrated skill in rescue and emergency procedures specific to the aquatic area and activities guarded. See the Water Activities section of this document for more information.

Public providers for specialized activities should provide an adequate number of qualified instructors/leaders and use equipment that is appropriately sized and in good repair. When using public providers for adventure/challenge course activities, the facilities and areas must meet nationally recognized guidelines for construction and maintenance. When using public providers for horseback riding, the horses must be physically sound and suitable for the skill level of participants. Standard Oregon 4-H Program requirements, such as wearing helmets, apply.

SUPERVISION RATIOS

For outdoor trips and activities group size is limited to 15 youth participants. Minimum instructor to participant ratio is 1:5 and ideally, 1:3. Co-ed activities require both male and female group leaders. More specific ratios are modified according to County Operation Procedures and industry best practices, but cannot deviate from the minimum standards outlined in this guide. Overnight trips require a two leader minimum and the 1:5 ratio.

DOCUMENTATION

Pre-program documentation is essential and includes: Enrollment Forms, Acknowledgment of Risk and Waiver of Liability, Code of Conduct, Health Form, Intent to Administer, and the 4-H Challenge and Adventure Trip Planner.

REPORTING ACCIDENTS AND INCIDENTS

When an accident occurs, it is the responsibility of faculty, staff, and volunteers to make sure that the person who is injured receives proper medical attention. Accidents should immediately be reported to the OSU faculty or staff member responsible for the activity or event. The OSU faculty or staff member must report the accident to the OSU Office of Risk Management within 24 hours of the accident. Accidents that occur during a Challenge and Adventure activity should also be reported to the state 4-H Challenge and Adventure Coordinator. Faculty, staff and facilitators will use the Oregon State 4-H Incident Report Form to capture the information during the trip and transfer the information to the on-line reporting system upon their return to where there is internet access to the OSU Risk Management Office. https://oregonstate2-gme-advocate.symplcity.com/public_report/index.php/pid786886

PERMITS AND REGULATIONS

Appropriate and relevant land management considerations must be included in the facilitation of programming. This may include understanding and abiding by the specific requests related to the use of private property, 4-H property, state property, or federal property. It is the responsibility of all involved to know what permits are needed and assure that those regulations are followed.

LEAVE NO TRACE (LNT) PRINCIPLES¹

Camping in the backcountry is a great opportunity to teach about the wonders of nature, science, healthy living and explore the meaning of social and environmental responsibility and promote an ethic of stewardship. Leave No Trace¹ (LNT) is a set of principles designed to act as guidelines to aid outdoor travelers in making responsible and effective decisions in the outdoors. Group and individual safety, weather, exposure and location are all factors that must influence outdoor decisions. LNT¹ emphasizes protection of the natural world, but also aims to protect the recreational experience of other resource users. In a way, minimum impact techniques can be viewed as extending the social responsibility expected of people in the front-country into the backcountry.

1. PLAN AHEAD AND PREPARE

- Know the area and what to expect (trip expectations and goals, knowledge of the area, time of the year and expected weather).
- Select appropriate equipment (flexibility in equipment allows choices that minimize impact, clothing needs, repackage food into plastic bags or reusable containers).

2. TRAVEL AND CAMP ON DURABLE SURFACES

- In popular areas, concentrate use.
 - Stay on trails, avoid crushing plants and vegetation.
 - Choose an impacted campsite.
 - Camp away from trails and fresh water.
 - Leave campsites and areas cleaner than you found them.
- In remote areas, spread use.
 - Spread out and hike in small groups.
 - Minimize impact to vegetation.
 - Avoid fragile areas.
 - Select appropriate campsites.
 - Naturalize campsites when leaving.

3. DISPOSE OF WASTE PROPERLY

- Reduce litter at the source, plan rations carefully.
- Pack out all trash and dispose of garbage from food properly.
- Dispose of human waste responsibly.
- Minimize soap use and food scraps in waste water and avoid contaminating water sources when washing.
- Be careful with food and odors, don't feed wildlife and bring materials to hang food.

4. LEAVE WHAT YOU FIND

- Minimize site alterations.
- Avoid damaging live trees and plants.
- Leave natural and cultural artifacts.
- Avoid disturbing wildlife.
- Reduce your impact on other visitors.
- Respect private land.

5. MINIMIZE CAMPFIRE IMPACTS

- Be aware of fire restrictions and always carry a stove (suggest a small/backpacking stove).
- Care for your fire purposefully.
- Build Leave No Trace fires.
- Use existing fire rings, fire pans, sticks no bigger than your wrist.

6. RESPECT WILDLIFE

- Avoid nesting or calving sites or other critical areas.
- Explore natural areas with careful attention to vegetation.
- Do not feed or try to attract animals, because it compromises their ability to carry out normal behaviors.
- Do not touch any wild animal – it is stressful to the animal and it is possible that the animal that allows itself to be approached by humans carries rabies or other diseases.
- Photograph, observe and enjoy wildlife from a distance.

7. BE CONSIDERATE OF OTHER VISITORS

- Reduce dependency on technological conveniences. If you must use cell phones, GPS devices and other pieces of technology, use them unobtrusively, far away from other visitors.
- Respect private lands.
- Keep noise and visibility low.
- Carry appropriate permits and park vehicles in appropriate places.

Leave No Trace website has educational material for these specific areas:

Fishing
Heritage - information for cultural sites
Hunter
River
Kids
Standard
Front country
Geo-caching
Canyoneering
International
Winter Use
Mountain Biking

CHALLENGE AND ADVENTURE PROGRAM PREPARATION

Logistics Checklists

Each Challenge and Adventure program activity has specific transportation, equipment, personnel, and procedural elements that are developed to meet the needs of that program and serve as an outline of the planned events for that trip/activity. County Operating Procedures (COPs) may include more information and cover equipment, transportation, administrative paperwork and personnel. These tailored documents provide tools for consistency and communication within the program.

Briefing Details⁴

The following information is part of every trip/activity briefing for any Challenge and Adventure program activity. The information helps participants, and their parents, understand what will happen during the activity and allows for processing the challenges that are part of the activity. Though some of this information will have already been distributed through other means, it still needs to be covered/reviewed before the group departs.

Trip Orientation: All participants must be oriented to safety regulations, emergency procedures, first aid procedures, health/sanitation practices, environmental protection, off limits areas, rendezvous times/places, and how to obtain medical and emergency assistance.

Trip Requirements: Facilitators must specify eligibility requirements, inform participants and parents about trip details, and establish procedures to follow if a participant cannot continue with the trip or travel program.

Trip Procedures: Facilitators must specify safety, emergency, and rescue procedures for the trip/travel program.

Health Check: Facilitators need to confirm that all participants are in a physical condition that they can complete the trip/activity. Facilitators/group leaders/volunteers must be advised of any medications to be administered or other concerns or restrictions. Medication must be stored/carried in a locked container (lockable Otter box or bankers bag).

Trip Documentation and Emergency Information: Each group supervisor will carry a 4-H backcountry packet including the following items: Outdoor Adventure Protocols related to the event/activity, OSU Incident Report form, 4-H Trip Planner, Participant Consent/Release/Medical History forms and current driver's license. (Facilitators/group leaders should also carry a credit card and/or spare cash for emergencies that may arise if a participant evacuation is required).

Trip Itinerary: The 4-H Trip Planner must be completed and submitted to the local 4-H Staff, local OSU Extension office (if staff member is participating in the activity/outing) and the 4-H C&A Coordinator prior to departing for any activity/outing.

Equipment Orientation and Check: Facilitators should review equipment with the group and demonstrate the proper use of the equipment. When participants are required to bring equipment, facilitators should check to see that the equipment is present and in working order.

Equipment Maintenance: Facilitator/Group Leader must safety check, maintain, and replace equipment used on trips.

Program Check In and First Day Details⁵

Establish group norms that encourage and support group development. Examples of this include, but are not limited to, the following:

- Full Value Contract
 - Safety, commitment, respect, ownership and fun
- Establish a Daily Routine
 - Wake up times
 - Stretch and Pump – health check
 - Daily activities and meals
 - Evening program

- Chore Management Plan
Create a means of rotating chores that participants can own
Chore wheel/chart (chefs, leader of the day, self-care specialist, journalist, clean-up crew etc.)
- Participant Check-Ins
At least one individual conversation with each participant during the trip

Post Trip Details and Equipment Return

1. Facilitators/Group Leaders and participants will assist in trip return process and cleanup of all equipment used, including re-stocking of first aid kits and cleaning vehicles.
2. Facilitators/Group Leaders will complete and turn-in all incident report forms to county 4-H staff. Keep in mind that the incident needs to be reported within 24 hours of the group's return to where there is internet access to the OSU Risk Management Office.
https://oregonstate2-gme-advocate.symplcity.com/public_report/index.php/pid786886

On return from the adventure trip, it is important to convey to participants that the trip is not over until all of their equipment has been properly cleaned, repaired and prepared for the next trip. This complies with the 4-H standard of excellence that focuses on quality, providing service and craftsmanship in all that we do. An example time line follows.

Returning back marks the beginning of the end of the trip, but until everything is clean, stored and ready to go for the next trip, the trip is not over. To assist with the process it is helpful to have a plan for this process. This plan starts in an area that is large enough to spread out all the gear. The following items will help to facilitate the process:

- Program facilitators/group leaders assign tasks and will assist the participants with proper instruction and direction for accomplishing tasks.
- Dishes⁶ (wash and initial rinse temperature are at least 100°F. Second rinse process should use an approved chemical sanitizer such as bleach.) (SF.20) (+)
- Stoves (clean stoves and provide maintenance/repair if needed).
- Backpack cleaning station (use large brushes to clean outsides/empty pockets etc.).
- Inventory and re-stock first aid kits.
- Clean vehicle interiors and exteriors.
- Return and check-in of program/rental equipment.
- Sleeping bags turned inside out.
- All laundry placed in bins (clothing, stuff sacks etc.).
- Place all similar items on large tarp when cleaned and ready to go back to storage.

Helpful items to facilitate the Trip Return Process (some items are trip specific and may not be needed for all trips)

- Large whiteboard, pens, clipboard, etc.
- Participant gear check-out/rental forms (document lost and damaged gear for participant reimbursement).
- 3 large dish washing bins with soap, bleach and several scrubbies.
- 1 Coleman propane canister stove/heat source for dishwater.
- 2-3 large tarps for clean gear.
- 2-3 pack brushes (horse brushes work great).
- Garbage can for trash.
- First aid re-supply items.
- Extra rags, sponges for vans and stoves (small wire brushes for stoves).
- Totes for storage.
 - Stoves
 - Cooking utensils

EQUIPMENT

Garments and Soft Goods

Some programs may issue garments to participants as well as soft goods (e.g. sleeping bag). When this occurs and garments and soft goods come in contact with the participants they need to be cleaned or treated in a manner that prevents disease transmission and infection. The methods for this will vary depending on the material and surface, but should include anti-bacterial and anti-viral processes. Helmets or hats should be treated with a louse spray product.

FOOD HANDLING AND DISH SANITIZATION⁶

Education about cooking is one of the most important components of the adventure trip. Participants will have a chance to learn cooking techniques, the importance of making and eating nutritious food with attention to quality presentation. Cooking is also one of the most dangerous activities in the out-of-doors and needs to have the utmost attention by facilitator/group leader/volunteers.

Policies

- Cook groups will be directly supervised by facilitator/group leader/volunteers when using stoves.
- Stoves will not be used off the ground.

Procedures

- Participants should be directed in proper use and lighting technique prior to use of stoves. (Canister fuels and canister stoves are recommended, liquid fuels pose a greater risk of burns and fire than do contained fuels).
- Participants should use “pot grips” when handling/stirring a pot with hot contents.
- Participants should clear out a designated cook space away from the main camp, and involve only the participants in the cook group for that meal.
- Participants and staff should wear close-toed shoes while cooking and using stoves.

Sanitation and Hygiene⁷

- Place convenient hand washing system in central location and ensure that food handlers wash hands before preparing meals.
- Ensure dirty eating utensils, pots etc. are kept out of fresh water sources.
- Use serving utensils and not personal spoons to serve food.
- Wash and initial rinse temperature are at least 100°F. Second rinse process should use an approved chemical sanitizer such as bleach.
- Pack food separately from fuel to avoid contamination.
- Roll down bags to pour food out of or use another bag as a glove to give food to others. This greatly reduces chances of contamination.
- Instruct participants on how to effectively clean their dishes and dispose of their gray water and food waste. Screening gray water is recommended.

HYGIENE AND MAINTENANCE⁹

Teaching self-care to participants is a preventative measure to take towards providing a positive adventure experience for participants. Some elements of self-care that should be taught:

- Proper foot care procedures before the first day of hiking.
 - Lesson should include:
 - Proper boot/shoe size (consider downhill travel).
 - Trimming of toenails.
 - Application of athletic tape to heels to reduce blisters (2-3 strips).
 - Understanding and evaluation of hot spots.
 - Care of hot spots.
 - Care of blisters if they occur.
 - Wearing two pairs of socks and adjusting socks to minimize blisters.
- Fit and size of a backpack as means for mitigating unnecessary discomfort.
- Group travel techniques appropriate to their level of supervision.
- Proper hiking techniques for on and off the trail travel.

LAND ACTIVITIES

Environmental Hazards

Adventure programming inherently brings with it exposure to environmental hazards. While the first step towards avoiding a problem with these issues is prevention, it is understood that these matters do arise and leaders need to knowledgeably handle the group and the situation. Regardless of the hazard, communication within the group is critical so that participants and facilitators are aligned on the same course of action. These could include bears, snakes, hunters, vehicles, poisonous plants, and climate: heat, cold, lightning, wind, snow, rain, etc. Methods of dealing with these should be included in the COPs.

Example:

In the case of a bear sighting, do NOT run or turn your back to the bear. You SHOULD: make noise, raise your hands above your head, do things to make yourself appear larger than you are, back away slowly until you are safely away from the bear or the bear turns and leaves the area.

EMERGENCY ACTION PLAN

Trip Documentation and Emergency Information

Each facilitator/group leader will carry a 4-H backcountry packet, including the following items: Outdoor Adventure Protocols related to the event/activity, OSU Incident Report form, 4-H Trip Planner, Participant Consent/ Release/Medical History forms and current driver's license. (Facilitators/group leaders should also carry a credit card and/or spare cash for emergencies that may arise if a participant evacuation is required).

Other things to consider

- Review safety procedures with the group and how they might respond.
- Contemplate potential roles of staff and participants (e.g., who has more first aid training/experience, who might go for help, which participants might be able to help).
- Make certain all staff (and participants) know where emergency communication devices are located and how to use them (e.g., cell phone, radio, payphone, satellite phone, private residence phone, SPOT or other locating device).
- It is the responsibility of local 4-H staff to locate and disseminate the contact number for the closest emergency facility, hospitals, urgent cares or similar location.

In the Event of an Accident or Injury

- All activities cease. Gather and notify group and other leaders.
- Assess the situation and move all uninjured participants to a safe location.
- Activate EMS, if necessary and accessible.

- Decide if the injured party should be moved or not, do this only if the benefits outweigh the risks.
- Give first aid after assessing the severity of the situation. Stabilize the situation: provide structure for the group and ongoing care for the victim.
- Make a plan.
 - Is evacuation necessary?
 - Can you do it yourselves or will you wait for help?
 - Who will carry out what roles?
 - What will be done if help does not arrive when expected or if the victim's condition worsens?
- Assign support tasks to others. It is important not to lose sight of the needs of the rest of the group in your concern for the victim. They may need to be calmed, reassured, and debriefed. Giving them specific roles will help them move through the crisis.
- Monitor the victim. Make the victim as comfortable as possible. Guard against shock and hypothermia. Keep records of vital signs. Give food and water as prescribed.

EMERGENCY COMMUNICATION

If the injured participant is unconscious or has been unconscious for any length of time (even a few seconds), may have broken a bone, is having difficulty breathing, is bleeding moderately to heavily, or if, in the opinion of the facilitator(s), the accident was severe enough to have caused unseen injury, such as internal injuries, then begin evacuation or activation of EMS. Assume the worst injury possible. It is better to be overcautious and engage outside assistance than to underdiagnose the injury or situation.

Activation of EMS/911

- Send two people and take a list of information including: (assuming travel is necessary for cell coverage/contact)
 - Name, age, and gender of victim(s).
 - Time and place of accident or injury.
 - Nature of accident or injury.
 - Specific requests for aid (bring ambulance, meet at specific trailhead, helicopter with landing suggestions).

Self /Group Evacuation

- Have a plan for rendezvous with rest of group if they are not participating.
- Notify support personnel, the sponsoring organizations and the legal guardian as soon as appropriate.

Minor injuries can be treated without medical follow-up. Always ask permission before giving first aid and identify yourself to your level of first aid training. Complete the Oregon State 4-H Incident Report Form.

MEDICATION SECURITY, OVERSIGHT, AND ADMINISTRATION

Health Care Procedure

A health care plan must be developed that addresses:

- Facilities and supplies.
- Hospital and emergency procedures.
- Treatment procedures.
- Notification of parent/guardian and 4-H Administration when outside medical treatment is sought or when deemed necessary by 4-H staff/facilitator or group leader.

Medications

- All medications (prescription and over-the-counter) will be kept by the facilitator/group leader(s).
 - Medication must contain the original prescription or be in the over-the-counter packaging.
 - Exceptions may include inhalers, Epi Kits, or other immediate treatments as per doctor's orders. (Participants must have written doctor's orders or prescription label indicating such.)
- All medications will be stored in a locked location such as a locking bank deposit bag or locking "Pelican" type case. This includes any medications needing refrigeration.

Medication Log

All treatments should be recorded in a log book in ink, and include:

- Date, time, and name of person injured or ill.
- General description of injury or illness.
- Description of treatment, including any treatment administered away from health care facility.
- Administration of all medications.
- Initials of person evaluating and treating.

SERIOUS INJURY/DEATH PROTOCOL

- If you have determined that a possible death has occurred, do not move the body.
- Attend to the needs of your group members.
- Contact Program Support Personnel ASAP.
- Make decisions about short-term programmatic changes. Consider options and make immediate plans, but avoid making definite long-term plans until you have talked with program support personnel.
- Stress - you and your team members will feel a variety of emotions ranging from terror to depression to guilt. Being active and looking after the needs of your participants will help you cope until help arrives.
- Consider time out for the guide and having a critical incident stress debriefing before personnel involved return to work.

APPENDIX



Intent to Administer Challenge and Adventure

The Intent to Administer (ITA) is completed by County 4-H staff overseeing the program. For counties with on-going programs or Adventure Clubs, an ITA can be submitted for a series of activities within a 6 month period. The Intent to Administer is for all Challenge and Adventure activities, and can be made more specific through County Operating Procedures (COP).

General Program Info: OSU Extension staff person responsible for administering this program:

Name & Title: _____

County: _____

Address, City, State, Zip: _____

Phone: _____

Fax: _____

E-Mail: _____

Date of Program: _____

Time frame for 6 month programs: _____

Location: List the name of the locations where the activity will take place covered by this intent (area name, sites, & nearest town):

Leaders: Please list all the 4-H volunteers that are participating in this program/activity:

Are the following forms in place to meet state and County Operating Procedures (COPs)?

(If your county's COPs have created different forms, attach copies of the listed forms)

- | | | |
|-----|----|---|
| Yes | No | Current 4-H Enrollment Forms (Standard 4-H form) |
| Yes | No | Official 4-H Health Forms (Standard 4-H form) |
| Yes | No | Youth Code of Conduct (Standard 4-H form) |
| Yes | No | OSU Acknowledgement of Risk and Waiver of Liability Forms (Standard 4-H form) |
| Yes | No | Incident Report Forms (Standard 4-H Incident form) |
| Yes | No | Oregon State University Driver Authorization (OSU form) |

© 2016. Oregon State University 4-H Youth Development. Oregon State University Extension Service offers educational programs, activities, and materials– without discrimination based on race, color, religion, sex, sexual orientation, national origin, age, marital status, disability, or disabled veteran or Vietnam-era veteran status. Oregon State University Extension Service is an Equal Opportunity Employer.

Challenge and Adventure Trip Planner Instructions

Type of Trip/Outing:

Provide information on what you plan to do on your trip. Such as “Day Hike” or “Backcountry back packing.” Include all activities that will be included such as geo-caching, or snowshoeing.

Trip Date/Time:

Provide the date and time you plan to leave and the date and time you plan to return.

Location:

- **Name of Recreational Area:** List the state (Oregon, Washington etc.) and name of the county, state or national public lands you will be using. [**Smith Rock State Park, Mt Hood National Forest**] If accessing private land provide the name and address of the land owner, in addition to the location, if different.
- **Parking Area:** If the parking area has a specific name, provide that or provide mileage to the parking area from a specific entrance location. [**Fourmile Trail Head, Forest Road 2207 to the gate, 22.5 miles from Hwy 22**]
- **Trail Head/Route:** Provide the name of the Trail Head or location where you will begin your trip. [**Eagle Creek Trail Head, Timberline Lodge**] What direction will you be traveling on the trail? For example, you can access the Pacific Crest Trail at multiple trail heads. It is possible to travel either north or south from a starting trail head. [**PCT Lolo Pass Road Trail Head, north to Bridge of the Gods Trail Head, Cascade Locks**]
- **Returning to:** Provide the name of the Trail Head or location where you will end your trip. [**Eagle Creek Trail Head to Tunnel Falls and return**]
- **Camp locations on route:** Provide the name of all the camping areas you plan to use for each night of your trip. [**Eagle Creek Trail, camp just past 4 and half mile bridge**]
- **Ranger District phone #:** Provide the Public Land management agency phone number. [**Zig Zag Ranger Station, 503.622.3191**] If accessing private land provide the name and phone number of the land owner. [**Baker Ranch, 541.321.456**]
- **Nearest Hospital/ER and phone #:** This information can be found by using a Google map search. [**Mt Hood Medical Center, 24800 SE Stark St., Gresham, OR Phone: 503.674.1122**]
- **Locator Contact system:** There are several options for facilitators to choose. The most reliable options are satellite based devices.

- **Mountain Locator Unit or MLU** - is a radio transmitter designed to be used by mountain climbers as an emergency locator beacon, specific to Mt Hood.
- **SPOT** – is a satellite system that allows you to update from the field and request different levels of assistance. The SPOT requires an annual service fee.
<http://findmespot.com/en/index.php?cid=100>
- **ResQLink+** - a buoyant, GPS-enabled rescue beacon. Registration is required with the National Oceanic and Atmospheric Administration (NOAA)
[https://www.acrartex.com/products/.](https://www.acrartex.com/products/)
- **License Plate # and state of each vehicle:** Provide the license plate number and state of each vehicle that will be left at the trail head. If vehicles will be left in more than one location, for the purpose of shuttling the group, provide that information. **[123 ABC, OR left at Multnomah Falls Trailhead and 789 XYZ, OR at the Wahkeena Trailhead]**

Equipment:

List any equipment that will allow for safe and effective care of members/group in the event of a situation/emergency that delays or prolongs the trip and time in the elements. The planned time of the activity/outing will determine the level of ‘extra gear’ that is necessary.

- Day Hike: light source, option for water (stove or filter), food and shelter.
- Snowshoeing: light source, option for water (stove or filter), heat source or means of creating one, food and shelter.



4-H Challenge and Adventure Trip Planner

Type of Trip/Outing: _____

Name of Group Facilitator/Leader: _____

Day Phone _____ Cell Phone _____

Trip Date/Time: Beginning: _____ Ending: _____ (estimated)

Location:

❖ Name of Recreational Area/State: (State Park, Monument, etc.)

❖ Parking Area: _____

❖ Trail Head/Route: _____

❖ Returning to: _____

❖ Camp location on route: _____

❖ Ranger District/phone#: _____

❖ Nearest Hospital/ER phone#: _____

❖ Locater/Contact System: _____

❖ License Plate #/State of Vehicle(s): _____

Equipment: (list all equipment that indicates you are prepared for the trip including unexpected delays for your return)



Oregon State 4-H Incident Report Form

This needs to be used to capture info to put in the online form

(Complete one on each person involved)

Faculty, staff and facilitators will use the Oregon State 4-H Incident Report Form to capture the information during the trip and transfer the information to the on-line reporting system upon their return.

https://oregonstate2-gme-advocate.symplicity.com/public_report/index.php/pid786886

(Please submit this form to the county 4-H office upon return or the next business day. If possible, include any photographs, news clips, police reports, etc.)

Name of 4-H sponsored event: _____ Date of event: _____

Location: _____ County: _____ Club: _____

Contact person(s): _____ Phone: _____

Address: _____

Person involved: _____

Last name First name M.I.

Address: _____ Phone: _____

Age: _____ Gender: (circle one) Male Female Status of Event: _____

Type of Incident: (circle one): Behavior, Accident, Illness, Other (describe) _____

Date of Incident: _____ Time of Incident: _____ a.m. / p.m.

Emergency reported to: _____ by means of: _____

Volunteer/Staff in charge at time of incident: _____

Parent or Guardian Notified: Date: _____ Time: _____ By whom: _____

Emergency Contact Notified: Contact Name: _____ Phone: _____

Date: _____ Time: _____ By whom: _____

Adult(s) on the scene: _____

Adult(s) rendering aid: _____

WITNESSES: (at least two, more may be useful)

Name: _____

Address: _____

Where located at time of incident? _____

Name: _____

Address: _____

Where located at time of incident? _____

Description of Incident (Use additional pages if necessary)

1. Sequence of activity (e.g., at end of the trip, at the beginning of the trip, during the river crossing. What had preceded in terms of type of activities?)

2. Location (e.g., where did the incident occur in the workshop/activity space in relation to instructor/supervisor and other participants?) A diagram is frequently helpful.

3. Just exactly what was the person involved doing and how did the incident occur? What was going on? Who was involved?

4. What could/should the injured person have done to have prevented the incident? (If appropriate, might ask the person involved what he/she could have done to prevent the injury.)

5. Action taken at time of incident:

6. Action taken as follow-up to incident:

Person(s) completing all or part of report: _____

Signature: _____ Title: _____ Date: _____

County 4-H Agent Signature: _____ Date: _____

CHALLENGE AND ADVENTURE ACTIVITY

GEO-CACHING

This is a great method of teaching compass skills, land respect issues, and meets a wide number of science, technology, engineering, arts, and mathematics (STEAM) mandates.

- Create in Class Learning Time for participants to learn about the GPS.
- Location and proximity of the cache as it relates to driving and walking travel time.
- Number of participants that can be transported.
- Practice LNT¹ techniques for the area/locations you travel to.
- Do volunteer drivers have OSU Driver Authorization?
- Locations should have caches within walking distance of each other.
- Number of volunteers that are needed as directed by State 4-H Policy for the age of the participants.
- Consideration of an Emergency Plan in case of an accident or injury.

References

1. Leave No Trace Center for Outdoor Ethics: www.LNT.org



CHALLENGE AND ADVENTURE ACTIVITY

RIDEABLE/PACK ANIMAL TRIPS

Many locations in Oregon allow riding or pack stock. These activities allow youth participants to experience more than just the show ring and may foster life-long habits and hobbies. They also teach and reinforce Leave No Trace¹ principals that protect the environment.

Veterinary assistance is not an option when animals are more than an hour from the trailer. Pre-trip education is the best way to assure that an emergency situation can be handled, if it occurs. Knowing animals vital signs are key to knowing if an animal is in distress. Knowing the “normal” temperature, pulse and respiration rates are basic functions to assessing an animal’s condition. When distressed animals are not cared for in an appropriate manner and time frame, the animal’s health is at risk. Knowing common signs of distress, carrying basic first aid supplies for your animal and knowing how to use the supplies are keys to a successful trip.

- Have a list of minimal clothing and gear that each participant carries with them. Check to make sure participants actually have it with them. Having a practice pack day at least one week before the trip can help assure youth will be prepared properly.
- Bring food and water for participants and stock or assure that water is available. Do not allow participants to drink untreated water.
- Research route and area to make certain terrain is accessible.
- Know the symptoms of, and remedies for, dehydration, exhaustion of participants and stock. Check for symptoms at regular intervals.
- Be familiar with evacuation routes and techniques in case of an emergency.
- Carry emergency food, clothing, and shelter.
- Repair kits may also include: wire, tools, leather, hole-punch, pliers, tape, etc.
- Be aware of weather-specific access and travel considerations.
- Check weather forecast for the area. Within 48 and then 24 hours of beginning a trip.
- Check for location Permit Requirements.
- Does the parking area/trail head require permits?
- Evaluate each driver’s experience & comfort driving with a stock trailer.
- Do volunteer drivers have OSU Driver Authorization?
- Check requirements for certified feed.
- Teach proper methods for safely securing stock while on the trail and out-of-doors.
- Practice LNT¹ for travel, camping and waste control.

For overnight pack trips, review the BACKPACKING AND BACKCOUNTRY TRAVEL section to address tents/shelters, handling food, etc.

References: 1. Leave No Trace Center for Outdoor Ethics: www.LNT.org



CHALLENGE AND ADVENTURE ACTIVITY

DAY HIKING

Programs will only ascend and descend routes that do not have technical sections. They will only walk up peaks with first, second and third class terrain that does not have exposure or potential for significant rock fall.

See: <http://www.14ers.com/classes.html> for definitions of terrain.

- Type of footwear that is best for trail conditions.
- Teach map and compass and map reading.
- Teach material on GPS type units.
- Have a list of minimal clothing and gear that each participant is expected to carry with them. Check to make sure participants actually have it with them. Having a practice pack day at least one week before the trip can help assure youth will be prepared properly.
- Check/confirm water sources if you are relying on refilling during the activity/event.
- Bring food and water for participants or assure that water is available. Do not allow participants to drink untreated water.
- Research route areas to make certain trails are accessible.
- Know the symptoms of and remedies for dehydration, exhaustion of participants. Check for symptoms at regular intervals.
- Be familiar with evacuation routes and techniques in case of an emergency.
- Carry emergency food, clothing, and shelter.
- Repair kits should include repair tools and materials for the type of equipment that the group is using: backpacks, trekking poles, day packs, headlamps, etc.
- Be aware of weather-specific access and travel considerations.
- Check the weather forecast for the area. Within 48 and then 24 hours of beginning a trip.
- Consider how the youth are transported to the activity.
- Do volunteer drivers have OSU Driver Authorization?
- Teach proper LNT¹ and trail practices.
- Are permits required on the trail?
- Does the parking area/trail head require permits?
- Practice LNT¹ for travel, waste control, consumables and trash.

References

1. Leave No Trace Center for Outdoor Ethics: www.LNT.org



CHALLENGE AND ADVENTURE ACTIVITY

CAMPING WITH “OUT-TRIPPING”

There are many locations in Oregon that can be used as a “base camp” for a wide array of other outings and excursions (out-tripping). These may be trail heads with camping or a fully developed campground or a State/National Park.

- Review other information sheets that apply to the “activities” that are part of the larger outing.
- Check for kind of camping site: reservation based or walk-in/first come.
- Check for maximum number of campers per site.
- Consider the cost of the camping site(s).
- Type of footwear that is best for the activities that are planned.
- Teach material on GPS type units.
- Have a list of minimal clothing and gear that each participant carries with them. Check to make sure participants actually have it with them. Having a practice pack day at least one week before the trip can help assure youth will be prepared properly.
- Bring food and water for participants or assure that water is available. Do not allow participants to drink untreated water.
- Research “out-tripping” sites and confirm that they are available to your group.
- Know the symptoms of and remedies for dehydration, exhaustion of participants. Check for symptoms at regular intervals.
- Be familiar with evacuation routes and techniques in case of an emergency.
- Carry emergency food, clothing, and shelter during “out-tripping”.
- Repair kits should include repair tools and materials for the type of equipment that the group is using: backpacks, trekking poles, day packs, headlamps, tents etc.
- Be aware of weather-specific access and travel considerations.
- Check the weather forecast for the area. Within 48 and then 24 hours of beginning a trip.
- Consider tent/shelter arrangements: group size and gender.
- Consider quality, weight and temperature ratings of sleeping bags and sleeping pads.
- Consider how the youth are transported to the activity.
- Do volunteer drivers have OSU Driver Authorization?
- Teach proper LNT¹ and trail practices.
- Are permits required for any of the “out-tripping” activities?
- Practice LNT¹ for travel, waste control, consumables and trash.

References

1. Leave No Trace Center for Outdoor Ethics www.LNT.org

FOOD HANDLING & DISH SANITIZATION⁶

Educating about cooking is one of the most important components of the adventure trip. Participants will have a chance to learn cooking techniques, the importance of making and eating nutritious food with attention to quality presentation. Cooking is also one of the most dangerous activities in the out-of-doors and needs to have the utmost attention by facilitators/group leaders/volunteers.

Policies

- Cook groups will be directly supervised by facilitators/group leaders/volunteers when using stoves.
- Stoves will not be used off the ground.

Procedures

- Participants should be directed in proper use and lighting technique prior to use of stoves. (Canister fuels and canister stoves are recommended, liquid fuels pose a greater risk of burns and fire than do contained fuels).
- Participants should use “pot grips” when handling/stirring a pot with hot contents.
- Participants should clear out a designated cook space away from the main camp, and involve only the participants in the cook group for that meal.
- Participants and staff should wear close-toed shoes while cooking and using stoves.

Sanitation and Hygiene¹

- Place convenient hand washing system in central location and ensure that food handlers wash hands before preparing meals.
- Ensure dirty eating utensils, pots etc. are kept out of fresh water sources.
- Use serving utensils and not personal spoons to serve food.
- Wash and initial rinse temperature are at least 100° F. Second rise process should use an approved chemical sanitizer such as bleach.¹
- Pack food separately from fuel to avoid contamination.
- Roll down bags to pour food out of or use another bag as a glove to give food to others. This greatly reduces chances of contamination.
- Instruct participants on how to effectively clean their dishes and dispose of their gray water and food waste. Screening gray water is recommended.

References

1. American Camping Association Standards – 2012/updated 2014

CHALLENGE AND ADVENTURE ACTIVITY

BACKPACKING AND BACKCOUNTRY TRAVEL

Participants will only ascend and descend routes that do not have technical sections. Participants will only walk up peaks with first, second and third class terrain that does not have exposure or potential for significant rock fall.

See: <http://www.14ers.com/classes.html> for definitions of terrain.

- Type of footwear that is best for trail conditions.
- Teach map and compass and map reading.
- Teach material on GPS type units.
- Have a list of minimal clothing and gear that each participant carries with them. Check to make sure participants actually have it with them. Having a practice pack day at least one week before the trip can help assure youth will be prepared properly.
- Check/confirm water sources.
- Bring food and water for participants or assure that water is available. Do not allow participants to drink untreated water.
- Research route areas to make certain trails are accessible.
- Know the symptoms of and remedies for dehydration, exhaustion of participants. Check for symptoms at regular intervals.
- Be familiar with evacuation routes and techniques in case of an emergency.
- Carry emergency food, clothing, and shelter.
- Repair kits should include repair tools and materials for the type of equipment that the group is using: backpacks, trekking poles, day packs, headlamps, etc.
- Be aware of weather-specific access and travel considerations.
- Check the weather forecast for the area. Within 48 and then 24 hours of beginning a trip.
- Consider tent/shelter arrangements: group size and gender.
- Consider quality, weight and temperature ratings of sleeping bags and sleeping pads.
- Consider how the youth are transported to the activity.
- Do volunteer drivers have OSU Driver Authorization?
- Teach proper LNT¹ and trail practices.
- Are permits required on the trail?
- Does the parking area/trail head require permits?
- Practice LNT¹ for travel, waste control, consumables and trash.

References

1. Leave No Trace Center for Outdoor Ethics www.LNT.org

FOOD HANDLING & DISH SANITIZATION⁶

Educating about cooking is one of the most important components of the adventure trip. Participants will have a chance to learn cooking techniques, the importance of making and eating nutritious food with attention to quality presentation. Cooking is also one of the most dangerous activities in the out-of-doors and needs to have the utmost attention by facilitators/group leaders/volunteers.

Policies

- Cook groups will be directly supervised by facilitators/group leaders/volunteers when using stoves.
- Stoves will not be used off the ground.

Procedures

- Participants should be directed in proper use and lighting technique prior to use of stoves. (Canister fuels and canister stoves are recommended, liquid fuels pose a greater risk of burns and fire than do contained fuels).
- Participants should use “pot grips” when handling/stirring a pot with hot contents.
- Participants should clear out a designated cook space away from the main camp, and involve only the participants in the cook group for that meal.
- Participants and staff should wear close-toed shoes while cooking and using stoves.

Sanitation and Hygiene¹

- Place convenient hand washing system in central location and ensure that food handlers wash hands before preparing meals.
- Ensure dirty eating utensils, pots etc. are kept out of fresh water sources.
- Use serving utensils and not personal spoons to serve food.
- Wash and initial rinse temperature are at least 100° F. Second rise process should use an approved chemical sanitizer such as bleach.¹
- Pack food separately from fuel to avoid contamination.
- Roll down bags to pour food out of or use another bag as a glove to give food to others. This greatly reduces chances of contamination.
- Instruct participants on how to effectively clean their dishes and dispose of their gray water and food waste. Screening gray water is recommended.

References

1. American Camping Association Standards – 2012/updated 2014

MOVING WATER CROSSINGS

Moving water crossings are necessary for some routes and destinations. Care should be taken to avoid unnecessary exposure to this hazard, in particular during times of high run-off and/or low temperature. Facilitators should consider addressing fixed line, group competency, buddy system, and hip belt removal. Depth of water and streambed composition will be significant factors to consider in deciding on a route. Assessment of the crossing should include the location and identification of eddies, pools, downstream hazards, the temperature and depth of the water, the condition of the bank and sub-water surfaces, timing of the crossing during the trip or day, ‘run out’ scenarios or ‘what if’s’, as well as roles participants will play if something goes wrong. A Throw Bag with floating line is required in these situations.

Wading/Bathing

Wading/Bathing is at the discretion of the facilitators leading the activity, in accordance with County Operating Procedures for the program site. Considerations will include temperature and depth of water, entering the water with or without a PFD, and how far off shore (or from craft) would be appropriate. If the group leader determines that the site, timing and conditions are appropriate to wade/bath, a Water Supervisor will oversee the activity. The Water Supervisor will be responsible for continuing to evaluate the site conditions, temperature, depth of water, composition of the bottom, and overall group ability to handle the hazard.

They do not have to be a certified lifeguard, but must be comfortable rescuing a participant in the environment/conditions present at the time of the activity. The Water Supervisor will have a throwable device (designed for rescue), such as a throw bag with floating line, tube or can. The Water Supervisor cannot be wading or bathing and all parties must be in sight. Sandals/shoes are required when in the water for both staff and participants. Areas of the body that are conventionally covered by bathing suits need to remain covered while wading or bathing. Clothing should not be loose or long or otherwise compromise participant's ability to move freely.



CHALLENGE AND ADVENTURE ACTIVITY

SNOWSHOEING, SKIING & WINTER TRAVEL

- Have a list of minimal clothing and gear that each participant carries with them. Check to make sure participants actually have it with them. Having a practice pack day at least one week before the trip can help assure youth will be prepared properly.
- Bring food and water and encourage participants to partake at regular intervals i.e. at least a mouthful of food and drink even if they are not hungry or thirsty.
- Avoid crossing iced over lakes or streams, unless utterly certain it is of safe thickness.
- Research route area to make certain terrain is free from avalanche risk.
- Know the symptoms of and remedies for frostbite and hypothermia. Check participants for symptoms at regular intervals.
- Be familiar with winter/snow evacuation routes and techniques.
- Carry emergency food, clothing, shelter, and means for melting snow.
- Repair kits may also include: pole/basket(s), bindings, wire, tools, pliers, and tape.
- Be aware of weather-specific access considerations - will snowfall impede your arrival or departure from the area/route? Will transport require chains or 4-wheel drive?
- Teach and practice proper LNT¹ components and trail practices.
- Evaluate each driver's experience and comfort level driving in snow conditions.
- Do volunteer drivers have OSU Driver Authorization?
- Beware of icy conditions, turn back or walk instead of putting the group at risk.
- Does the parking area/trail head require permits?

POTENTIAL AVALANCHE TERRAIN:

Traveling in avalanche terrain should be avoided both in terms of conditions and geography. If traveling in avalanche terrain, participants need to be briefed on travel techniques in the terrain, rescue methods and strategies should a slide occur and be advised of terrain features that should be avoided or treated with extreme caution. Additionally, the group needs to be equipped with the proper equipment for navigating this hazard. Avalanche conditions can be found from local forecast sites. Sno-tel information can assist with planning the route and trip.

References

1. Leave No Trace Center for Outdoor Ethics: www.LNT.org



CHALLENGE AND ADVENTURE ACTIVITY

WATER ACTIVITIES

County Operating Procedures (COPs) will determine the craft/board to be used. All water-craft participants must wear USCG approved PFD. A minimum instructor to boater ratio, for programs at or near the waterfront, is 1:15, required. For water-craft trips the minimum instructor to boater ratio is 1:5. Additionally, all boating activities must be supervised by an adult who has the following qualifications: instructor rating in the appropriate craft (e.g., canoeing, sailing, rowing) from a nationally-recognized certifying body (American Canoe Association, American Sailing Association, etc.) or documentation of experience indicating knowledge and skill in teaching and supervision specific to the watercraft activities conducted upon approval of county 4-H staff. Some activities require a certified lifeguard. Facilitators are responsible for confirming the 'standard' that applies to their setting/activity.

Water activities may take place in/on a variety of crafts and environments; 4-H Challenge and Adventure programs are run in either open or closed water capacities. Commonalities which should be considered in facilitation of all water based activities are:

- Check in as a group on each participant's health and their comfort with water based activities.
- Dry-Land Skills and Safety Brief - discuss outfitting a boat, carrying boats/boards, entering and exiting boats/boards, posture, paddle size, row/paddle technique, storing water bottles/gear etc., partnering, communication, basic strokes, wet exit technique, water-safety, rescue technique, and safety concerns including the following:
 - Equipment - Personal Floatation Devices (PFD) are **REQUIRED** and must always be worn before boats are pushed off and until after they are beached at the takeout. Never use them as cushions. Check PFD's for fit and wear and tear.
 - Footwear & Clothing - sandals or shoes are required. Each participant should have adequate clothing for conditions (pants, wool/synthetic socks, a spray jacket or rain coat and a wool or fleece top layer). Closed toe footwear is recommended. Flip-flops are not allowed.

- Hypothermia - discuss need for proper layers and communicate about water and air temperature and their effect on the body. When weather conditions change, check in with participants to evaluate hypothermia risk.
- Food and Hydration - require all participants to have a water bottle and bring food for them. Do not allow participants to drink untreated water.
- Weather - encourage communication about body temperature. Discuss proper safety procedures for a thunderstorm (immediate take-out, seek shelter above beach in wooded areas. PFDs can be used as ground insulation in emergency situations, while away from the waterfront).
- Supervision - participants are only allowed on the water when a group leader is also on the water. No one should be out of visual range, whistle or shouting distance.
- Swimming/Wading - entry into chest-deep (or deeper) water is prohibited without wearing PFD. Beware of wading into water with a current.

PERSONAL FLOATATION DEVICE (PFD)

PFD must be in good working order and issued to each participant in an off-shore setting/location. PFD inspection and fitting is the responsibility of the facilitator/group leader prior to the beginning of activity and throughout to the return of the equipment. Visual inspection is done by facilitator/group leader, and PFD use is consistent with the manufacturer's recommendation as well as United States Coast Guard rating.

CHALLENGE AND ADVENTURE ACTIVITY

OPEN WATER/CLOSED WATER: RUNNING OR SMOOTH

- Research course/paddling area to make certain there are no warnings or potential hazards. Recent storms and other environmental hazards can render a waterway impassable.
- Check weather for air temperature, potential precipitation and surf conditions.
- Check equipment:
 - Survey boats for damage, cracks or broken parts.
 - Check that PFDs are intact and not older than 5 years. All PFDs must be Type I Coast Guard approved.
- Be familiar with rescue technique.
- Carry emergency food, water, and clothing (in the vehicle along with a sleeping bag or some kind of emergency blanket).
- Repair kits for the type of vessel/board: duct tape, screw driver, aqua-seal, and patch kit.
- Activities should be preceded and accompanied by discussion of changing safety considerations (e.g., before a row/paddle begins, on the water, in the van).
- Continually evaluate course/paddling area for potential hazards (floating debris, wind, fishermen, boats, potential thunderstorms or heavy precipitation).
- Continually monitor group members for hypothermia, energy levels, and boat/board safety.
- Be aware of group members' changing physical, mental and social condition. As problems develop; take appropriate action as soon as possible. Adjust boat partners for optimal safety.
- Carry a throwable device (designed for rescue), such as a throw bag with floating line, tube or can.
- Be aware of what group members have with them (e.g. clothing, gear, personal items).
- Teach and practice proper LNT¹ components.

References

1. Leave No Trace Center for Outdoor Ethics: www.LNT.org
2. American Camping Association Standards – 2012/updated 2014



CHALLENGE AND ADVENTURE ACTIVITY

OPEN WATER: SURF

Conducting programs on the beach that include participants being in the surf creates unique challenges and can be managed by County Operating Procedures (COPs). Program facilitators are encouraged to design their COPs to meet specific program, clientele and volunteer needs. The COPs should include a minimum of the following:

- Inclusive “beach lesson” before participants enter the surf.
 - Understanding the board.
 - Paddling stroke and technique.
 - Safety and rescue process.
 - Practice “getting up on the board.”
- Participants are able to swim a minimum of 20 yards and swim to the surface.
- Participants have a clear understanding of the Safety Plan before entering the surf.
- Facilitator checked surf conditions from a recognized source within 12 hours of the programs start.
- If you use hand signals, use universally known signals (kayaking/boating or scuba diving).
- Consider wave height based on experience of group members.
- Have safety equipment on hand.
 - First aid kit.
 - Floating device designed for rescue.
 - Dedicated rescue board or device.
 - Dedicated adult to survey water and participants from the beach.
 - Dedicated adult to survey participants from the water.
 - Dedicated pair of rescue fins/goggles/snorkel.
- Consider allowing participants to use a PFD if their swimming skills do not meet the above minimum.
- Teach “rip current” self-rescue techniques.
- Continually evaluate course/surf area for potential hazards (floating debris, wind, fishermen, boats, potential thunderstorms or heavy precipitation).
- Continually monitor group members for hypothermia, energy levels, and board safety.
- Be aware of group members’ changing physical, mental and social condition. As problems are identified take appropriate action as soon as possible.
- Instructor/participant ratios should be 1:2 for beginners and 1:5 for experienced participants.
- Teach and practice proper LNT¹ components.
- Does the parking area/trail head require permits?

References

1. Leave No Trace Center for Outdoor Ethics: www.LNT.org

CONTACTS

Woody Davis
Assistant Professor
Columbia County 4-H
Oregon 4-H Challenge and Adventure Coordinator
505 N Columbia River Hwy
St Helens, OR 97051
503-397-3462
woody.davis@oregonstate.edu

Dr. David J. White
Associate Professor
4-H Youth Development Specialist/Outdoor Education and Recreation
3893 SW Airport Way
Redmond, OR 97756
541-548-6088
david.white@oregonstate.edu

Oregon 4-H Challenge and Adventure
<http://oregon.4h.oregonstate.edu/projects/outdoor/challenge>

REFERENCES

1. Leave No Trace Center for Outdoor Ethics: www.LNT.org.
2. American Camping Association Standards – 2012/updated
3. Priest, S., & Gass, M. (1997). Effective leadership in adventure programming (2nd ed.). Durham, NH: University of New Hampshire
4. American Camping Association Standards – 2012/updated – PT.5-8, 10-11
5. American Camping Association Standards – 2012/updated - PT.8
6. American Camping Association Standards – 2012/updated - SF.20 - SF.22
7. American Camping Association Standards – 2012/updated - SF.23
8. Fact Sheets at: <http://emergency.oregonstate.edu>
9. Outdoor Adventures – National 4-H Curriculum BU 08043