

Chapter 4

Policies and Procedures

Introduction

The information in this section provides the Sea Kayak Program emergency and administrative procedures of Environmental Traveling Companions (ETC).

A clear understanding of the following policies and procedures will allow Guides and Trip Leaders to be more confident, creative, and autonomous

As an ETC Guide it is important to remember that you are not entirely free of personal liability when working for the program. As a leader you have both a legal and a moral responsibility to know these policy requirements and procedural suggestions.

Environmental Traveling Companions Sea Kayak Program Policies and Procedures

The below Policies and Procedures are the standard for conduct on all Environmental Traveling Companions (ETC) trips participating in sea kayaking or related activities.

I. Participants

a. Liability Release

- i. All participants participating in an ETC trip must sign a “Participant Agreement, Release, and Assumption of Risk” form (hereafter referred to as “Liability Form”).
- ii. All participants under the age of 18 must have a Liability Form signed by a parent or legal guardian.
- iii. The designated Guide in the First Aid role must review all Liability Forms to ensure completion at the beginning of every trip.

b. Health Form

- i. All participants participating in an ETC trip must have a fully completed and signed Health Form.
- ii. All participants under the age of 18 must have a Health Form signed by a parent or legal guardian.
- iii. The designated Guide in the First Aid role must review all Health Forms to ensure completion at the beginning of every trip.
- iv. Health Forms for each participant and Guide must be carried with the First Aid Kit in each pod.
- v. Health Forms contain sensitive participant information and should be treated as such: information should not be shared outside of the guide team and health forms should be promptly returned to the Program Manager following a trip.

c. Medical Screening

- i. The designated Guide in the First Aid role must review all Health Forms at the beginning of each trip.
- ii. The designated Guide in the First Aid role should discuss any medical conditions raising concern with the participant or participant’s staff / caregiver / parent / legal guardian and the Guide team prior to launching
- iii. Pregnancy: Women known to be pregnant must be informed of the inherent dangers involved in participating in sea kayaking.
- iv. If the Trip Leader determines that the guide crew will not be able to safely manage a participant’s medical condition on the water, they should not permit them to participate.

d. Smoking

- i. Smoking is permissible if done in a place and time that does not interfere with group activities

e. Other Drug and Alcohol Use

- i. The use of recreational and/or illegal drugs is prohibited during all ETC trips.
- ii. The use of alcohol during all ETC trips is prohibited.

- iii. Any individual who conducts business for the organization or is conducting business on the organization's property is covered by ETC's Drug, Alcohol, and Substance Use or Abuse Policy.
- II. Guide Role and Responsibilities
 - a. Guides must be at least 18 years old
 - b. Application Process
 - i. Complete written application
 - ii. Interview
 - iii. Reference Check
 - iv. Sign Volunteer Agreement
 - v. Criminal background check
 - vi. Documentation of First Aid and CPR certification submitted to ETC office
 - vii. Complete Health Form and Liability Release annually
 - c. Training
 - i. Sea Kayak Guide School (6 days + classroom sessions)
 - ii. Inclusion Training (2 days)
 - iii. If a Guide does not participate in the above training, an outdoor resume must be provided and references checked to ensure mastery of the skills listed in "Skills Expected of a Guide"
 - d. Technical Skills Expected of a Guide
 - i. Gear handling
 - 1. Know location and proper storage of gear
 - 2. Knowledge of how to transport a kayak
 - 3. Knowledge of how to clean equipment
 - 4. Ability to check equipment to ensure it is safe to use
 - 5. Ability to appropriately size PFD, paddle, skirt, and sea kayak
 - ii. Teaching and Group Management
 - 1. Greet and welcome groups
 - 2. Lead group games and educational activities
 - 3. Conduct a soft gear and boat orientation talk (Soft Gear and Boat Talk)
 - 4. Conduct a paddle instruction talk (Paddle Talk)
 - 5. Conduct a safety orientation talk (Safety Talk)
 - 6. Proper use of a VHF radio
 - 7. Communicate clearly and respectfully with all participants, both on and off the water.
 - iii. Disability awareness
 - 1. General knowledge of and sensitivity to people with disabilities
 - 2. Knowledge of how to perform transfers
 - 3. Knowledge of how to make adaptations to a kayak for a person with a disability
 - 4. Knowledge of adaptive rescue techniques for a person with a disability
 - iv. Sea kayak skills
 - 1. Efficient forward stroke
 - 2. Efficient back stroke

3. Sweep stroke
 4. Wet exit
 5. Knowledge of how to self launch and land in surf less than 1 foot
 6. Knowledge of how to assist with the launching and landing of a participant boat
 7. Draw stroke
 8. Brace
 9. Maintain boat position in wind and current
 10. Reliable self-rescue (see Guides and Assistant Guides)
 11. Assisted rescue techniques (T-Rescue, dump and pump rescue)
 12. Towing
 13. Ability to read and interpret tide and current information
- e. Guides and Assistant Guides
- i. New volunteers will be considered Assistant Guides, until they have completed at least 4 trip days and demonstrated a reliable self-rescue in a single kayak.
 - ii. Guides must re-demonstrate ability to self-rescue every 2 years. Guides who have not met this requirement will be considered Assistant Guides
 - iii. Assistant Guides may not paddle single kayaks on ETC trips unless given specific permission by Program Manager or Trip Leader.
- III. YLP Fellows as Assistant Guides
- a. YLP Fellows are between the ages of 14-18 years old
 - b. YLP Fellows have not fully completed ETC's Sea Kayak Guide School
 - c. YLP Fellows serve in supportive roles under the direct supervision of the Trip Leader
 - d. YLP Fellows assist with many aspects of kayak guiding, both on and off the water
 - e. YLP Fellows are developing their leadership skills, and to that end other Guides should support Fellows in taking on leadership roles, including:
 - i. Soft gear distribution and fitting
 - ii. Boat Talk
 - iii. Paddle Talk
 - iv. Gear Packing
 - f. YLP Fellows will practice leading games and activities, including:
 - i. Environmental education activities
 - ii. Personal growth oriented activities
 - g. In the case of an incident on the water, YLP Fellows should not be directly involved in the rescue unless there are no others ETC Guides available to assist
 - h. YLP Fellows often come from underserved backgrounds and may not have access to expensive gear and clothing. Please be mindful and respectful of these differences.
- IV. Trip Leader Role & Responsibilities
- a. Trip Leaders must be at least 21 years old, unless approved by Insurer's Risk Management office.

- b. Trip Leaders must be fluent in the local language. All international trips must include an ETC guide and/or a guide provided by the local outfitter with fluency in the local language as well as the ability to communicate in English.
- c. Additional technical skills expected of a Trip Leader/Head Guide
 - i. Trip Facilitation
 - 1. Extensive knowledge of and experience with all aspects of trip logistics
 - 2. Knowledge of special needs of the participant population
 - 3. Collaborate with group/agency leaders to facilitate a successful trip
 - 4. Maintain trip timeline
 - ii. Risk Management
 - 1. Mitigate and manage hazards appropriately
 - 2. Maintains adequate energy and focus levels throughout the trip
 - 3. Manage environmental hazards and cold
 - 4. Respond appropriately to incidents and support Program Manager with incident reporting requirements
 - iii. Team/Guide leadership
 - 1. Delegate roles appropriately
 - 2. Provide basic instruction to Guides
 - 3. Ability and openness to solicit input from all guides in making decisions, but with the willingness to take responsibility for the final decision
 - 4. Ability to give constructive feedback when appropriate and praise accomplishments
 - 5. Comfort leading a team of guides to execute a kayak trip
 - 6. Support ETC with community building, including outreach to guides and leading occasional social paddles
 - iv. On-water skills
 - 1. Intimate knowledge of paddling destinations and emergency access points
 - 2. In-depth knowledge of tide, currents, and weather conditions and their implications for setting a safe course
 - 3. Understand and assess open crossings
 - 4. Comfort with variable weather conditions and confidently identify when a group should paddle or not
 - 5. Understand and manage proper travel formation
- d. Trip leader check out process
 - i. Minimum of 20 on-water days guiding sea kayak trips
 - ii. Complete ETC Sea Kayak Trip Leader Training
 - 1. Guides with sufficient other training may be approved by the Sea Kayak Program Manager to not participate in ETC Sea Kayak Trip Leader Training. In this case, guides should provide a written description of previous training, references specific to trip leading, and copies of any certifications obtained.
 - iii. Complete Trip Leader Test with a minimum of 80% correct

- iv. Complete Trip Leader Check Out Skills Verification (shadow) under the supervision of a current Trip Leader and earn positive recommendation
- V. Guide/Trip Leader to Participant Ratio (Minimum)
 - a. Day Trips: 1:6
 - b. Night Trips: 1:4
- VI. Participant Instruction
 - a. Soft Gear and Boat Orientation Talk
 - i. Each group must receive a Soft Gear and Boat Orientation Talk prior to paddling on a trip
 - ii. Topics
 - 1. Soft gear
 - a. Spray skirt
 - b. Splash jacket (optional)
 - c. Personal Flotation Device (PFD)
 - i. Demonstrate proper fit and how to assess proper fit
 - 2. Boat
 - a. Carrying handle
 - i. Demonstrate how to carry kayak
 - ii. Carrying guidelines
 - 1. Minimum 4 people for a single
 - 2. Minimum 6 people for a double or triple
 - 3. Lift by bending knees, not using back
 - 4. Group should count to three to coordinate lifting a boat or setting it down
 - 5. Person at bow of boat should direct the group
 - b. Bungees and deckline
 - c. Cockpit and seat
 - d. Rudder and foot pegs
 - i. Demonstrate how to adjust foot pegs
 - 3. Proper boat entry and exit (EMPHASIZE NO STANDING ON SEATS/IN BOAT)
 - 4. Attaching spray skirt
 - 5. Correct sitting position
 - 6. Wet exit procedures
- b. Paddle Instruction Talk (Paddle Talk)
 - i. Each group must receive a Paddle Instruction Talk prior to paddling on a trip
 - ii. Topics
 - 1. Orientation to parts of the paddle
 - 2. Hand position on the paddle
 - 3. Forward stroke
 - 4. Back stroke
 - 5. Sweep strokes
 - 6. Paddling in double and triple kayaks
- c. Safety Orientation Talk (Safety Talk)

- i. Each group must receive a Safety Orientation Talk prior to paddling each day
- ii. Topics
 - 1. Personal safety
 - a. Hydration
 - b. Sunscreen and sun protection
 - c. Importance of staying warm
 - 2. On-Water Travel
 - a. Lead boat sets pace and direction
 - b. Sweep boat is last and provides assistance
 - c. Right and left flank positions used for larger pods
 - 3. On-Water Communication
 - a. Ideally close enough for verbal communication
 - b. Whistle signals
 - i. One blast: Bring the pod closer together
 - ii. Two blasts: Raft up
 - iii. Three blasts: potential hazard or incident
 - c. Optional: Hand / Paddle signals
 - i. Pat on head: Ok? Ok!
 - ii. Paddle sideways: Stop!
 - iii. Paddle straight up: All clear
 - iv. Waving Paddle: Help!
 - 4. Preventing a Capsize
 - a. Waves are from wind and other boats. Turn your nose into the wave and keep paddling. Don't lean away from the wave.
 - b. Keep your center of gravity low. Paddling helps to maintain stability.
 - c. Stay balanced left / right
 - d. Avoid collisions!
 - 5. In the Event of a Capsize
 - a. Release spray skirt
 - b. Push out of boat
 - c. Hold onto boat and paddle, Smile ☺
 - 6. Specific launching procedures
 - 7. Specific landing procedures

VII. Equipment

- a. Personal outfitting
 - i. Personal Floatation Device (PFD)
 - 1. Each participant and guide must wear a US Coast Guard approved PFD
 - 2. The PFD must fit each person so that when the shoulder straps are pulled up so they do not come above the bottom of the ears
 - 3. Each participant's PFD must be checked by a guide for proper fit
 - 4. Each PFD must have a whistle firmly attached
 - ii. Spray Skirt
 - 1. Each participant and guide must wear a spray skirt

2. Spray skirts are not required when using open-deck/sit-on-top kayaks
- b. Kayaks
 - i. Single Kayaks
 1. Single kayaks may only be used on trips by Guides and participants who have prior experience and are comfortable with self-rescue techniques
 2. Single kayaks may be used for training purposes by participants who do not yet have self-rescue training, though use must be in a calm environment and closely supervised by a Guide
 3. Each pod must have at least one single kayak
 - ii. Kayak Inspections
 1. Each kayak must be inspected prior to use for the following criteria
 - a. Rudder Components
 - i. Cable attachments to rudder and foot-pegs are not frayed
 - ii. Foot-pegs and rudder move freely
 - iii. Foot-pegs can be adjusted though will lock in place
 - b. Seat back is functional
 - c. All hatch covers sealed
 - d. Hull is intact and free of significant scratches or cracks
 - e. Bow and stern bulkheads are present or inflatable float-bags are in place
 - f. Carrying grab loops are intact
 2. Any kayak that does not meet any of the above criteria should not be used for a trip.
- c. Communication Equipment
 - i. VHF Radio
 1. Two VHF radios must be carried on every trip
 2. VHF radios must be kept accessible to the guide while on the water
 - ii. Cell Phone
 1. One cell phone must be carried for every 10 participants on a trip
 2. With each cell phone there must be an updated ETC Call Down List
 - iii. Tomales Bay trips
 1. In addition to the above communication devices, one of the following must also be carried on every Tomales Bay trip:
 - a. VHF Radio equipped with GPS and DSC
 - b. SPOT Personal Locator Beacon
 - c. Satellite Telephone
 - i. An updated ETC Call Down List must be carried with the Satellite Telephone
- d. Safety Equipment

- i. Visual Distress Signaling Kit (VDS Kit)
 - 1. One VDS Kit must be carried in each pod
 - 2. The VDS Kit must be carried by the Trip Leader and must be kept accessible while on the water
 - 3. VDS Kit Contents
 - a. 1-Flare gun
 - b. 3-flares
 - c. 1-Strobe light
 - d. 1-White light
 - e. 1-Signal mirror
 - f. 1-Horn
 - g. 1-Compass
 - h. 1-Chart of the given paddling area
 - i. 1-Tide chart
- ii. Repair Kit
 - 1. One Repair Kit must be carried in each pod
 - 2. Repair Kit contents
 - a. 1-Vice grips
 - b. 1-Pliers with wire cutters
 - c. 1-Screw driver
 - d. 1-Multi-tool
 - e. 2-Replacement rudder cable
 - f. 4-Ferrules (2-1/16th inch, 2-1/8th inch)
 - g. 1-Duct tape
 - h. 1-Tube Aquaseal
 - i. 4-Zip ties
 - j. 1-Replacement hatch strapping
 - k. 1-Replacement hatch closure clips
 - l. 2-Replacement foot pegs (both types)
 - m. Assorted nuts, bolts, and washers
- iii. Towropes
 - 1. Each Guide in a single kayak must carry a tow rope
 - 2. A minimum of 1 towrope for each 6 participants must be carried in each pod
- iv. Pumps: Each sit-inside kayak must be outfitted with a pump
- v. Paddle Float: Each single sit-inside kayak must be outfitted with a paddle float
- vi. First Aid Kit
 - 1. One First Aid Kit (Major) and 1 Ouch Kit (Minor) must be carried in each pod
 - 2. Both the First Aid Kit and Ouch Kit must be inventoried on a regular basis, and any supplies used should be reported on the post-trip debrief form.
 - 3. First Aid Kit contents (See Appendix 1)
 - 4. Ouch Kit contents (See Appendix 1)
 - 5. Agency staff are responsible for the administration of participants' medications. Guides are never to be responsible for the administration of a prescription medication unless on a Youth LEAD course.

- vii. Spare Paddle: 1 spare paddle must be carried in each pod
- viii. Warm Clothes: 1 bag of non-cotton warm clothes must be carried in each pod
- ix. Toilet Kit: All Tomales Bay overnight trips must carry a toilet kit in case a group has to camp at a beach without a toilet

VIII. On Water Travel

- a. Pod Dynamics/Travel Formation
 - i. A pod is defined as an independent group of kayakers on the water not to exceed 12 participant kayaks
 - ii. Lead Boat: All pods must have a Guide in a Lead Boat role. Lead Boat responsibilities include:
 - 1. Set appropriate pace
 - 2. Lead the group appropriately while taking into account current, wind/ weather conditions, boat traffic, geography, and other factors
 - iii. Sweep Boat: All pods must have a Guide in a Sweep Boat role. Sweep Boat responsibilities include:
 - 1. Traveling at the back of the pod
 - 2. May assist boats/ participants in the event of an incident
 - iv. Paddling without the supervision of a guide is not permitted
- b. Boat Traffic
 - i. Boat channels
 - 1. Boat channels of any size must be crossed as a complete pod
 - 2. When possible, pods should cross boat channels at a 90 degree (perpendicular) angle to minimize time in an area of increased traffic
 - 3. All Guides must visually monitor boat traffic and take actions to avoid collision or splitting of the pod due to boat traffic
- c. Night Paddles
 - i. Lighting
 - 1. The Guide in the lead boat role must have a backward facing headlamp turned on during the entire paddle.
 - 2. The Guide in the sweep boat role must have a forward facing headlamp turned on during the entire paddle
 - 3. All participants must have a red light affixed to the top shoulder strap of his or her PFD
 - 4. Participant red lights must stay on for the whole time. Sweep and lead boat lights can be shut off only when the group is podded up in one place for a moment of silence or bioluminescence observation.
 - ii. Safety talk additions
 - 1. Explain boat numbering and number off boats. Each boat should be assigned a number for count-offs. Guide boats should be assigned the first and last number in the sequence. Boats should count off before launching, after launching, midway through the trip as necessary, and before landing.

2. Pods – group should be closer together than a normal, daytime pod, and should stay closer to shore. For paddles to Tiburon, the group should remain in a tight pod while preparing to round Peninsula Point (if applicable).
3. The consumption of alcoholic beverages is prohibited on ETC trips.
- iii. Tomales Bay night paddles (if applicable)
 1. Lanterns – two lanterns should be left in an ON position in a “goal zone” formation on the beach to make it easy to find the landing area from the water.
- iv. Dock landing procedures (if applicable)
 1. Guides will provide assistance to participants during unloading
 2. Avoid standing in boats
- d. Launching and Landing in surf
 - i. Launching
 1. One Guide must be on the water before any participant boats are launched
 2. One Guide must remain on land until all participants boats have been launched
 - ii. Landing
 1. One Guide (minimum) must land first on the beach before any participants are allowed to land to assist with the landing of participant boats
 2. One Guide must remain on the water until all participant boats have landed
 3. The lead guide on the water and lead Guide on the beach should be in communication, either by VHF radio or hand signals, regarding boat order for landing and timing

IX. Weather

- a. Forecasts and monitoring
 - i. Trip Leaders must check weather and wind forecasts for the trip area within 24 hours of the start of the trip
 - ii. On multi-day trips, Trip Leaders must check weather and wind forecasts for the trip area each morning
 - iii. Trip Leaders must make visual assessment of weather conditions before launching a group on the water
 - iv. While on the water, Trip Leaders must visually monitor weather conditions
- b. Reduced Visibility
 - i. When visibility is reduced and sight of navigational landmarks and boat traffic is obstructed, pods shall not launch until visibility improves and guides feel comfortable navigating safely.

X. Tide and Current conditions

- a. Trip Leaders must check projected current, wind, and weather conditions prior to each trip
- b. Trip Leaders must monitor the effect of current conditions on group’s progress, direction, and location

- c. Trip Leaders must check projected tidal height prior to a trip to assess potential impact on landing sites
- d. Special consideration should be made when paddling through high risk areas (Raccoon Strait, Yellow Bluff, Tomales Bay north of White Gulch), particularly at times of strong predicted currents.

XI. Swimming

- a. Guides must use best judgment to assess the safety of conditions and location for swimming
- b. All participants must wear a PFD anytime they are in water deeper than their knees
- c. Participants must wear shoes at all times on ETC trips, including when swimming
- d. Participants must be supervised while swimming at a ratio of 1 ETC guide for every 5 participants
- e. Diving into any natural body of water from a watercraft, cliff, rock, ledge, or from any other object above or below the waterline is not permitted

XII. Off Water Procedures

- a. Hiking/On-Land Travel
 - i. Minimum ratio: 1 guide for every 10 participants
 - ii. Participants must receive approval from a Guide before commencing any side hikes, explorations, or solo-travel. Participants taking time away from the group need to be in eyesight or at an agreed upon location.
 - iii. Mandatory equipment for hiking activities
 - 1. Water must be present in a sufficient quantity to prevent health problems due to dehydration and heat stress
 - 2. First aid kit
 - 3. Participants must wear shoes at all times on ETC trips, including on hikes, around camp, and on beaches
 - iv. All participants must be instructed on the following safety topics before commencing any hike:
 - 1. Must stay together as a group unless receive permission from a Guide
 - 2. Stay on marked trails or roads unless receive permission from a Guide
 - 3. If a participant becomes separated from the group, they should stay in one place, making noise if possible, until found
- b. Guide one on one
 - i. Unless in an emergency situation, Guides must never be alone with a participant under the age of 18
- c. Kitchen procedures
 - i. Participants under the age of 18 are not permitted to light stoves or use knives without adult supervision

XIII. Incident Management

- a. Class A incidents: incidents requiring the support of an outside agency
 - i. Criteria
 - 1. On-water incidents that cannot be managed using the resources available within the group

2. Person lost or separated from the group for over 2 hours
3. Any of the criteria for immediate evacuation that cannot safely and rapidly be evacuated using the resources available within the group
- ii. Action steps
 1. Provide initial interventions to care for injuries and or manage the incident to the best of the ability of the group
 2. Designate Guide to be responsible for the remainder of the group not involved in the incident (if applicable)
 3. Contact appropriate outside agency (based on Emergency Call Down List for the given trip area)
 4. Initiate the ETC Call Down List
 5. If a motorized craft will be used to tow a sea kayak, the passengers of the sea kayak must get on board the motorboat before the tow is initiated. Kayaks should not be under motorized tow with passengers inside.
- b. Class B incidents: incidents that can be managed without the support of an outside agency
 - i. Action steps
 1. Provide initial interventions to care for injuries and or manage the incident to the best of the ability of the group
 2. Initiate evacuation if any of the criteria for immediate evacuation are met
 3. Contact appropriate ETC Staff Member
 - a. If evacuation is not required, contact the appropriate Program Manager at the conclusion of the trip
 - b. If evacuation is required, initiate the ETC Call Down List
 - c. Criteria for immediate evacuation
 - i. Has experienced a traumatic head injury
 - ii. Has experienced any loss of consciousness
 - iii. Has been treated for apparent heat stroke or who has severe hypothermia
 - iv. Has a fever above 102.5°F
 - v. Has a persistent rapid heart rate (over 120 beats per minute)
 - vi. Has not quickly improved following treatment of symptoms of shock
 - vii. Has diarrhea persisting for more than 48 hours
 - viii. Has been involved in a lightning strike
 - ix. Has experienced a seizure or stroke
 - x. Has suspected myocardial infarction and/or congestive heart failure
 - xi. Has abdominal pain persisting for more than 24 hours
 - xii. Has wounds with severe infection or deep wounds with a high probability of infection
 - xiii. Has a serious chest injury or has been treated for difficulty breathing or anaphylaxis
 - xiv. Has suspected fractures or has sustained a musculoskeletal injury that is not usable in the field

- xv. Has experienced a dislocation, with the exception of dislocations of the fingers or for chronic dislocations if the patient still has use of the joint after relocation
- xvi. Has a possible spine injury
- xvii. Has burns covering greater than 1% of their body area, or any burns that could cause scarring of the face, hands, feet, or genitals
- d. Transporting individuals to the hospital
 - i. The ETC Guide responsible for administering first aid must accompany the injured individual to the hospital
 - 1. If the ETC Guide responsible for administering aid is also the Trip Leader, he or she may appoint another Guide to either remain with the trip and step into the Trip Leader role, or appoint another Guide to accompany the individual to the hospital.
 - 2. If sending an ETC Guide to the hospital with an injured individual will compromise the safety of the remaining group or trip, the Trip Leader may make the decision that an ETC representative will not accompany the individual to the hospital. In this case, an ETC representative must be sent to the hospital as soon as possible (this person could be someone who was not on the trip).
 - 3. If emergency transportation does not allow for an ETC Guide to be transported with the participant (i.e. helicopter), an ETC representative must be sent to the hospital as soon as possible (this person could be someone who was not on the trip).
 - ii. If the injured person is a participant, the participant group leader or a family member of the participant must accompany the individual to the hospital
 - 1. If emergency transportation does not allow for participant staff or family member to be transported with the participant (i.e. helicopter), someone familiar with the participant must be sent to the hospital as soon as possible
 - iii. The individuals Health Form must be transported with them to the hospital
- e. Lost group members
 - i. Conduct an initial search for the missing person in search groups of 2 or more people from the Point Last Seen (PLS)
 - ii. Always ensure that at least 2 people remain at the PLS
 - iii. If the missing person is not found within 2 hours from the Time Last Scene, this elevates to a Class A Incident and the appropriate action steps are followed
 - iv. A lost group member scenario can be upgraded to a Class A incident sooner than 2 hours based on the discretion of the Trip Leader
- f. Documentation
 - i. For all incidents, complete a Field Incident Report Form within 24 hours, gather witness statements as soon as possible and submit materials to the appropriate Program Manager.

- g. Communication with Media
 - i. Only the ETC Executive Director is permitted to speak with the media regarding an incident.
 - h. Equipment
 - i. Any and all equipment involved in the incident that could have conceivably contributed to the incident must not be used until approved by the appropriate ETC Program Manager.
 - ii. If the use of the equipment is necessary for the safe completion of the trip, the equipment must be removed from use upon the conclusion of the trip until approved for use again by the appropriate Program Manager.
 - i. Communication during and after incident
 - i. Do not guarantee a fast evacuation
 - ii. Do not make admissions of guilt or wrong doing
 - iii. Do not make value judgments or statements concerning what happened
 - iv. Do not argue or debate
 - v. Do not mention or offer insurance
 - vi. Do not lie or exaggerate
 - vii. Do not guess, speculate, or voice an assumption about the incident
 - viii. Do not give a signed statement about the incident without approval from the appropriate Program Manager
- XIV. Motor Vehicle Operation
- a. Motor Vehicle Safety Equipment
 - i. Vehicle Binder
 - 1. Current registration and proof of insurance
 - 2. Vehicle Check documentation sheets
 - 3. Roadside assistance information
 - 4. Motor vehicle accident procedures and vehicle incident reports
 - ii. Safety Equipment
 - 1. Fire extinguisher
 - 2. Flares
 - 3. Reflective triangles
 - 4. Jumper cables
 - 5. Extra fluids
 - b. Vehicle Check Out
 - i. To drive an ETC vehicle, a driver must have signed ETC's Driver Agreement form and must have watched the safe driving video
 - ii. Vehicle orientation with ETC Program Manager or Operations Manager who is checked out on the same ETC vehicle
 - 1. Review contents of Vehicle Binder
 - 2. Demonstration of how to perform a vehicle check and how to document this in the Vehicle Binder
 - 3. Discussion of the high risks of driving and the need for professional and responsible vehicle operation
 - 4. Driving period with ETC Staff Member
 - a. Driving the vehicle on city streets
 - b. Driving the vehicle at highway speeds

- c. Backing the vehicle
- c. Trailer Check Out
 - i. Trailer orientation with ETC Staff Member who is checked out on the same trailer
 - 1. Procedures for attaching a trailer to a vehicle
 - a. Tongue and ball, with safety clip
 - b. Safety chains (crossed under tongue and ball and attached to vehicle)
 - c. Lift foot
 - d. Electrical connection and lights check
 - 2. Demonstrate how to perform a trailer check
 - 3. Demonstration of driving the trailer
 - 4. Driving period with ETC Staff Member
 - a. Driving a vehicle with a trailer on city streets
 - b. Driving a vehicle with a trailer at highway speeds
 - c. Backing a vehicle with a trailer
- d. ETC Vehicle Use
 - i. Check with the Program Manager before taking any vehicle
 - ii. ETC Vehicles may only be used for company business
 - iii. While operating an ETC vehicle you are subject to the ETC Driver Agreement
 - iv. Operators must comply with existing laws of the State
 - v. The headlights must be turned on while operating any vehicle
 - vi. All passengers must wear seat belts and remain seated while the vehicle is in motion.
 - vii. Scuffling or horseplay while riding in any ETC vehicle is prohibited
 - viii. After using an ETC vehicle, it is the responsibility of the Trip Leader to see that it is swept and all trash thrown away
 - ix. Whenever stopping for gas, driver needs to also perform a full vehicle check and document accordingly in the Vehicle Binder
 - x. Hitchhikers shall not be picked up
 - xi. Report any vehicle problems to the Program Manager immediately
 - xii. Driving program vehicles while under the influence of drugs or alcohol is prohibited. Any violation could result in immediate dismissal.
 - xiii. Distracted driving, including use of mobile devices / phones is prohibited, unless a hands-free system is in use.
 - xiv. A separate orientation is required for driving an ETC vehicle with a trailer (see check out procedures above)

Appendix 1: First Aid Kit and Ouch Kit Contents

1. Ouch Kit contents (Minor First Aid Kit)

a. Antibiotic ointment

- b. Alcohol pads
 - c. Band-aids
 - d. Gauze pads
 - e. Medical tape
 - f. Moleskin
 - g. Acetaminophen
 - h. Aspirin
 - i. Diphenhydramine (i.e. Benadryl)
 - j. NSAID (i.e. Ibuprofen)
 - k. Duct tape
 - l. Hand sanitizer
 - m. Epinephrine auto-injector x2
- 2. First Aid Kit (Major First Aid Kit)**
- a. CPR shield
 - b. Medical scissors
 - c. Safety Pins
 - d. Tweezers
 - e. Accident/Incident report
 - f. 1st Aid manual
 - g. Call-down list
 - h. Pencil
 - i. Matches
 - j. Duct tape
 - k. Latex gloves
 - l. Hand sanitizer gel (i.e. Purell)
 - m. Irrigation Syringe
 - n. Eye drops
 - o. Hydrocortisone ointment
 - p. Antibiotic ointment
 - q. Q-tips
 - r. Alcohol pads
 - s. Band-aids
 - t. Butterfly strips
 - u. Gauze pads
 - v. Non-stick gauze pads (i.e. second skin)
 - w. Medical tape
 - x. Moleskin
 - y. Gauze rolls
 - z. Tampons
 - aa. Pads
 - bb. ACE bandage
 - cc. SAM splint
 - dd. Cold packs
 - ee. Triangular bandages
 - ff. Acetaminophen
 - gg. Aspirin
 - hh. Diphenhydramine (i.e. Benadryl)
 - ii. Loratadine
 - jj. Dramamine
 - kk. NSAID (i.e. Ibuprofen)
 - ll. Glucose paste

ETC Trip Debrief Form

Group Name: _____ Trip Dates: _____

Congratulations on finishing another ETC adventure! Your feedback is invaluable for future trips and the quality of our programs. Remember - this is a learning tool for everyone's benefit - an opportunity to improve our trips and our individual leadership, guiding, and interpersonal skills.

Trip Logistics - This info is used for billing and program reporting. Please be accurate and thorough!!

of Participants _____ + # of Participant Staff _____ = TOTAL PARTICIPANTS _____

Name of Staff Leader: _____ Name of ETC Trip Leader: _____

Names of ETC Guides (first and last names):

Time Group Arrived:

Time Group Left:

Weather & Wind Conditions:

Currents:

Types of Kayaks Used:

_____ Single SK _____ Double SK _____ Triple SK _____ SOT Double _____ SOT Single

Summary of Trip Activities

Include routes, stops, games/activities, etc.

What Went Well?

Include highlights for participants and guides, helpfulness of participants and staff, team dynamics, etc.

How were the ETC Guides sensitive to the special needs of the group? Special needs might include disabilities, cultural needs, and more. Are there areas for improvement?

Were there any logistical problems? If so, how could they have been avoided or how can they be avoided in the future?

Do you feel risk was managed effectively on this trip? Any accidents, near misses, or first aid? Any areas for improvement in our Risk Management decisions?

*Remember to fill out a Field Incident Report for any non-minor first aid, near miss, use of outside assistance, or anything that the Program Manager might need to follow up about later. **List any first aid supplies consumed.***

Any equipment repairs needed? Any need for repairs or attention to ETC/State Park facilities?

Please indicate needed boat repairs on the whiteboard and make sure the boat is on a lower shelf with yellow tape on rudder.

Evaluation: Please take this opportunity to share something you saw another guide do well on this trip. You may also share, if you'd like, a skill that you are working on in your own guiding.

Encourage guides to use this as a non-judgmental space to evaluate their own progress and recognize each other's strengths! Give every guide a chance to speak.

Trip Leader Feedback

Guides should provide the trip leader with constructive feedback about their communication style, delegation of roles or tasks, judgment, etc.

TL, please share the following: If anyone would like to provide additional, anonymous feedback about any elements of the trip or sea kayak program, please visit etctrips.org/feedback or scan:





Environmental Traveling Companions Field Incident Report

This form to be completed by field personnel when a situation: requires more than simple first aid, requires follow up care by guides in the field or by a medical professional, requires evacuation from the field, or could be considered a near miss.

This form must be completed within 24 hours of the occurrence of a field incident.

Report Prepared By: _____ Preparer's Role on Trip/Position at ETC: _____

Date of Report: _____ Agency / Group Name: _____

ETC Program:

_____ River
_____ Sea Kayak

_____ Winter
_____ Youth LEAD

Date of Incident: _____

Time of Incident: _____

Incident Type (circle):

_____ Injury
_____ Illness
_____ Near Miss
_____ Behavioral
_____ Other Incident

Trip Guides:

Name	Role in Incident/Near Miss	Role(s) On Trip (Assistant Guide, Guide, Trip Leader, Medical Lead, Safety Lead, Lead Boat, Sweep Boat, etc.)

Participant/Participant Staff Involved in Incident/Near Miss:

Name	Role in Incident/Near Miss	Role On Trip (Participant, Agency Staff)

Location of Incident (Be specific and attach figures, maps, and photographs if possible)

Cloud Cover: _____ Clear _____ Partly Cloudy _____ Mostly Cloudy _____ Foggy

Precipitation: _____ Rain _____ Snow _____ Sleet _____ Hail _____ None

Air temperature (Approximate if necessary): _____

Wind (Approximate wind strength and direction): _____

Water Conditions (Approximate size of swell, wind waves, current speed/directions, river flow, or N/A):

Other Conditions Relevant to Incident: _____

Description of Incident & Response (Include relevant events preceding incident, the incident, and incident response. Attach additional pages if necessary)

First Aid Administered (Include any medications given. Attach any SOAP Notes. If no first aid administered, write N/A)

First Aid Administered	To Whom	By Whom	Time/Date

Did Incident End Participation in Activity for Anyone Involved? ____ Yes ____ No

How Many Days or Hours of Program Time Were Lost as a Result of this Incident? ____ Days ____ Hours

Description of Evacuation (Include time, location, resources used. If no evacuation occurred, write N/A)

Involvement of External Resources (Provide name, agency/company, and contact info. If none, write N/A)

Did Equipment Contribute to the Incident in Any Way? ____ Yes ____ No

If yes, explain how equipment contributed to incident.

Report Reviewed By:

Guide in the Field: _____

Program Manager: _____

Executive Director: _____

Role on Trip: _____

Date: _____

Date: _____

Soap Note

Rescuers Name and Location _____

Patient Name: _____

Date: _____ **Age:** _____ **Sex:** _____

SUBJECTIVE: (Mechanism of injury (MOI), chief complaint (C/C))

OBJECTIVE: (Patient exam findings, Vital Signs, SAMPLE History)

Vital Signs: _____

Time: _____

LOC: _____

HR: _____

RR: _____

Skin (C/T/M): _____

Patient Exam: Describe locations of pain, tenderness, injuries, Pertinent negatives

SAMPLE:

Signs/Symptoms: _____

Allergies: _____

Medications: _____

Pertinent Medical History: _____

Last Oral Intake: _____

Events leading to accident: _____

ASSESSMENT: (problem list)

1. _____
2. _____
3. _____
4. _____
5. _____

PLAN: (plan for each problem on list, evac route, bivouac location)

1. _____
2. _____
3. _____
4. _____
5. _____

Form completed by: _____

Call Down List: Emergency and Non-Emergency Contacts

2023

ETC Internal Emergency Call Down Procedure

This call down procedure must be put into effect as soon as possible after gaining control of the emergency. Please start with the top of the list, and work down until you are able to reach someone in person.

- **Andrew Miller, *Sea Kayak Program Manager*:** 415-250-7378
- **Daniel Berger, *Program Director*:** 916-990-1016
- **Aimee Good, *Executive Director*:** 415-250-3654
- **Isa Celedón, *YLP Program Manager*:** 323-356-8571
- **Howard Levitt, *Board Chair*:** 415-603-0860

San Francisco Bay and Angel Island Contacts

Emergency Numbers

- **Marin County Emergency Dispatch:** 415-472-0911
- **State Parks Emergency Dispatch (for Angel Island):** 916-358-1310
 - *Call immediately after Marin Co. E.D.*
 - *Ask to be connected to Angel Island Ranger*
- **Coast Guard Search & Rescue:** 415-556-2103
- **Marin General Hospital, 250 Bon Air Rd, Greenbrae:** 415-925-7000

Non-Emergency Numbers

- **Sea Trek:** 415-332-8494 (*They monitor VHF 69/71*)
- **Angel Island State Park Office:** 415-435-1915, 415-435-5390
- **State Parks Non-Emergency Dispatch (for Angel Island):** 916-358-1300
- **Angel Island - Tiburon Ferry:** 415-435-2131
- **Coast Guard Non-Emergency:** 415-331-8247

Tomales Bay Contacts

Emergency Numbers

- **Marin County Emergency Dispatch:** 415-472-0911
- **Point Reyes National Seashore Dispatch:** 415-464-5170
- **State Parks Emergency Dispatch (for Tomales Bay SP):** 916-358-1310
 - *Ask to be connected to TBSP Ranger*
- **Bodega Bay Coast Guard Station (on water issues):**
707-875-3596
- **Marin General Hospital, 250 Bon Air Rd, Greenbrae:** 415-925-7000

Non-Emergency Numbers

- **Blue Waters Kayak:** 415-669-2600 (*they monitor VHF 31*)
- **State Parks Non-Emergency Dispatch (for Tomales Bay SP):** 916-358-1300

Environmental Traveling Companions Sea Kayak Boat Use Policy

1. Only **active and trained ETC Guides** who have done at least 4 trips in the past year may use boats and related equipment. Guides must be over 18 years of age and boats can only be used when it does not conflict with scheduled ETC trips.
Please initial
2. Use of ETC sea kayaks and related equipment must be requested and confirmed through direct contact with the Sea Kayak Program Manager. Guides must fill out a Paddle Plan, including the following information:
Intended launch and landing time; Intended destination; Type and number of boats that will be used; Number of people that will be on the water; List of all equipment borrowed
All requests must be made during business hours through email or phone to the ETC office. It is unacceptable to request a boat during non-business hours.
Please initial
3. When you put on and take off the water you must notify the Sea Kayak Program Manager through a text or phone call. If this occurs outside of normal business hours, please contact Andrew Miller on his cell phone at 415-250-7378.
Please initial

If a Guide fails to notify the Sea Kayak Program Manager by the prearranged landing time, search and rescue procedures will be initiated and the appropriate emergency agencies contacted.
4. **Guides:** All Guides must have a Health Form and Liability Release on file at the ETC office and in the container.
Guests: All Guests must fill out an ETC Health Form and Liability Release and should be submitted to the ETC office following any paddle.
Please initial

Health forms must be carried on the water for all Guides and Guests.
5. **San Francisco Bay:** Guides may only use boats within Richardson Bay. The boundary for Richardson Bay for the purpose of this policy is defined as the invisible line that would connect the Sausalito Ferry Terminal with Peninsula Point (Belvedere). Trip Leaders may paddle to Angel Island or to Fort Baker with prior explicit permission from the Sea Kayak Program Manager.
Please initial

A Trip Leader may not paddle beyond Fort Baker and under the Golden Gate Bridge unless it is an established ETC event.
6. **Tomales Bay:** Guides may use boats on Tomales Bay within a designated area of the Southern part of the bay. This area is defined as any area south of Tomales Bay State Park and as far north as White Gulch and Hog Island. Trip Leaders may paddle beyond Hog Island and White Gulch with prior explicit permission from the Sea Kayak Program Manager. If paddling on Tomales Bay, guides must pay the parking fees at the State
Please initial

Park Entrance Station. Guides must also park in the upper lot except one car to prevent containers from being blocked.

7. Boats are to be launched from Schoonmaker Point Marina for San Francisco Bay trips and from Tomales Bay State Park for Tomales Bay trips. Boats may only be transported on vehicle only with explicit permission from the Sea Kayak Program Manager and the Guide must demonstrate he or she has the proper kayak saddles and tie down knowledge.
Please initial
8. Each Guide must be accompanied by at least one other ETC Guide. Each Guide may take two Guests, with a trip maximum of four Guests per trip. **Guides are never allowed to paddle alone.**
Please initial
9. All Guests must paddle in double or triple kayaks unless the Sea Kayak Program Manager has previously approved their use of a single kayak.
Please initial
10. All Guests must be provided with an appropriate introduction to a sea kayak, proper paddle instruction, and given a safety talk before launching.
Please initial
11. All trips must carry safety equipment as outlined in the ETC Policies and Procedures including communications equipment (cell phone, ETC Emergency Call Down List, and VHF radio), a First Aid Kit, and all paddling safety gear.
Please initial
12. All Guides must be fully aware of the tides, currents, and weather conditions predicted for the day of the trip.
Please initial
13. All equipment must be thoroughly cleaned and stored in its proper location. Guides are responsible for replacing or repairing any gear that is lost or damaged beyond normal wear and tear.
Please initial
14. Guides must always exercise their best judgment and employ conservative decision making to ensure the safety of themselves and their Guests while using ETC sea kayaks and related equipment.
Please initial

The above policies have been implemented to ensure the safety of Guides and Guests and protect ETC as an organization. Failure to adhere to the Sea Kayak Program Boat Use Policy may result in the loss of a Guide's privilege of using ETC sea kayaks and related equipment and the potential for Guide boat use outside of an established ETC trip to end. **All boat use is at the discretion of the ETC Sea Kayak Program Manager.**

By signing this agreement I acknowledge that I have read it carefully, agree with its terms, and I sign it of my own free will. Acknowledging all of the above policies, and in consideration of being permitted to use ETC sea kayaks and related equipment, I _____
_____ (print your name) knowingly and voluntarily agree to adhere to ETC's Sea Kayak Boat Use Policy.

Your Signature _____ Date _____

Name (please print) _____



Environmental Traveling Companions Drug, Alcohol, and Substance Use or Abuse Policy

Environmental Traveling Companions is committed to protecting the safety, health and well being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain a drug-free environment.

Covered Workers & Volunteers

Any individual who conducts business for the organization, is applying for a position, or is conducting business on the organization's property is covered by this Drug, Alcohol, and Substance Use or Abuse Policy. Our policy applies to, but is not limited to, the Board of Directors, executive management, managers, supervisors, full-time employees, part-time employees, off-site employees, contractors, volunteers, and interns.

Applicability

Illegal drugs, and the abuse of prescription drugs, over-the-counter medications, or other substances are not allowed when conducting business of the organization. This includes during all working hours, whenever conducting business or representing the organization, while on call, while on paid standby, while on organization property, and at ETC-sponsored events.

Alcohol use is not permitted when conducting program activities in the field as part of an ETC trip or eight hours prior to conducting program activities in the field as part of an ETC trip. The Executive Director or Program Managers may permit alcohol use in certain circumstances during in-camp activities on trips, after trips have been completed, fundraising events, and other extenuating circumstances. Alcohol consumption must be in accordance with the law and on-duty staff members are considered responsible for the wellbeing of self and others.

Vehicle Operation

No alcohol or non-medical drugs may be consumed when operating an ETC vehicle or a personal vehicle while conducting ETC business. Drivers must wait eight hours after drinking any amount of alcohol before driving an ETC Vehicle or a personal vehicle for ETC business. Excessive drinking eight hours before operating a vehicle may inhibit driving and is not recommended. Drivers must also be aware of side effects from prescription or non-prescription medications that may inhibit one's ability to operate a motor vehicle. Alcohol transported within an ETC vehicle must be in a closed container.

Drug Testing

Each employee, as a condition of employment, may be required to participate in pre-employment, pre-duty, periodic, random, post-accident, reasonable suspicion, return-to-duty, and follow-up testing upon request of the Executive Director or Program Manager.

The substances that will be tested for are: Amphetamines, Cannabinoids (THC), Cocaine, Opiates, Phencyclidine (PCP), Alcohol, Barbiturates, Benzodiazepines, Methaqualone, Methadone, Methaqualone, and Propoxyphene.

Testing positive is grounds for immediate termination of employment. If an employee is permitted to return to work, the employee is required to pass a Return-to-Duty test and sign a Return-To-Work Agreement.

An employee will be subject to the same consequences of a positive test if he/she refuses the screening or the test, adulterates or dilutes the specimen, substitutes the specimen with that from another person or sends an imposter, will not sign the required forms or refuses to cooperate in the testing process in such a way that prevents completion of the test

Dismissal

Violation of this Drug Free Workplace Policy is grounds for immediate termination of employment.