

Angeles ICO Safety and Procedures Handbook [SPH] WITH NAMES REMOVED

(updates as of 7/14/2026)

Gdrive location: ICO-GENERAL LIMITED ACCESS FOLDER

INTRODUCTION AND PURPOSE

The Angeles ICO Safety and Procedures Handbook was created to document in one place all the policies that have implemented by National Sierra Club as they apply to Angeles ICO and safety procedures Angeles ICO has adopted. Members are expected to be familiar with National's policies and Angeles ICO procedures and to follow them. The handbook covers topics such as:

- Various roles and responsibilities that we have as we take young students out into the outdoors
- How Angeles ICO is organized and where to go to get questions answered (when in doubt, contact the Chair who can refer you to the proper source)
- The Sierra Club's policy and California legal requirements regarding unaccompanied minors
- and much more....

Angeles ICO has many opportunities for members to volunteer from leading outings to raising funds to being a liaison with a partner agency and much more. We welcome your participation.

National Sierra Club determines policy which can override anything in this handbook.

The Handbook was created through the intensive effort of a group of Angeles ICO members in the Summer of 2025. If you have changes or questions about the policies and procedures, please direct them to the Angeles ICO Safety and Procedures Handbook (SPH) Monitor, the vice-chair of Angeles ICO.

Please note that most of these policies and procedures are ones you already know; we have simply written them down. Some, though, are new as of 2025 because they are required by the National ICO because of the implementation of the 2025 Minors Policy. Some are even newer because they come from the 2026 Sierra Club National Guidelines of Policies.

<https://community.sierraclub.org/page/outings-safety-policies>

Note that Leaders are responsible for knowing, understanding and following the National Outings Safety Policy before, and during, and after all Outings trips and activities. Note also that Chapters and

subcommittees may add additional local policies (without review by the Outings Safety Team) but only if they are more, but not less, restrictive than existing Sierra Club Outings Safety Policies.

Please note that the Minors Policy is so strict now that it specifies: "Any audit that identifies non-compliance by an entity or individual will result in written corrective action plans with specific completion deadlines sent to the entity [by National Sierra Club]. Entities that demonstrate egregious non-compliance or fail to meet prescribed deadlines for corrective actions will have their clearance to run ICO programs revoked and/or have their entity deactivated. Before any entity is granted approval to run ICO programs or has their ICO privileges reinstated, they must provide evidence of meeting compliance requirements and outline their systems for maintaining ongoing compliance with ICO policies." Therefore compliance to these policies is absolutely essential to the future operation of Angeles ICO.

Annual self-assessments for knowledge about the policies are expected.

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I. Angeles ICO Activity Roles

1. ICO Trip Assistant An ICO member who attends outings and helps as needed including bringing one's own special talent, knowledge, or interest to the students, such as yoga, insects, plants, photography, history, etc. Some may have met additional requirements such as DMV.
2. ICO Outing Leader: An ICO Member who has been certified by Angeles ICO as an ICO leader and rated by Angeles Chapter as O1 or O2 or I. Plans and carries out outings.
3. ICO Leader Liaison to a School or Agency: An ICO Outing Leader who is the primary ICO contact to a school or agency and works with the Agency Liaison at the school/agency to plan outings and follows up on each outing to ensure that the outing went according to plan. ICO Leader Liaison does NOT have to be the Outing Leader for that School or agency. If they do not attend the hike, it is their responsibility to get a report from the hike Leader to ensure that the school met the requirements and the outing was successful..
4. Agency Liaison: an Agency employee who coordinates with ICO Leader Liaison on planning the outings for the agency. If certified by ICO, an Agency Liaison may be an ICO Outing Leader for any particular outing, provided that the Liaison has identified another Agency employee to be the Agency Lead-in-charge for the outing.
5. Agency Lead-in-charge: An employee of the agency who supervises agency participants - both adults and children - and serves as the primary contact for the ICO Outing Leader.
6. Agency Participants: students, parents, teachers, agency employees, agency liaison, agency lead-in-charge who attend an outing.
7. Outing Participants: Agency participants plus trip assistants, leaders, and co-leaders who attend an outing.

8. ICO Co-leader: Serves as the eyes and ears of the trip watching the participants at all times for signs of stress or problems, alerting the leader.

9. Mandated Reporter. According to the Sierra Club Minors Policy, a mandated reporter is any individual who is a Sierra Club volunteer or employee, and as such is required by law to report any known or suspected inappropriate behavior or abuse of a minor to California's Protective Services in the country where the abuse is suspected to have taken place, in accordance to the specified reporting requirements. A participant taking the Mandating Reporting training (such as a parent or student 18 years or older) is NOT a mandated reporter

II. Policies for all Outings to Maintain Safety

The Outings Leader is responsible for ensuring that Sierra Club policies are followed at all times during the Outings.

A. What Is Allowed or Prohibited During an Outing (proper attire, weapons)

1. Alcohol, recreational and illicit drugs, and tobacco are expressly prohibited on ALL ICO trips. This includes the use of electronic cigarettes, personal vaporizers, or electronic nicotine delivery systems that simulate tobacco smoking. (National Minors Policy)
2. Using or possessing any weapons during ICO outings is prohibited. (National Minors Policy)
3. The use of smartphones, cameras, mirrors, drones, etc., in places or situations where privacy is expected is prohibited.* No earbuds or headphones or electronic devices during the hike. Smart phones are permitted for pictures only, not for phone calls or texts.
4. Adults will not participate in or tolerate sexual activity during ICO trips or outings, including inappropriate displays of affection, with or between minors. (National Minors Policy)
5. Students are not permitted to engage in any romantic physical contact such as hugging and kissing on outings.
6. Appropriate attire is required for all ICO leaders, adults, teachers, trip assistants, and participants is required for all ICO activities. Examples of inappropriate attire from the Minors Policy include sheer, or revealing clothing or bathing suits and clothing with offensive/profane or threatening messages, graphics, or language, with judgment at the discretion of the ICO leader. Clothing and footwear should be sensible, comfortable for the planned activity, and take the weather into consideration; no open-toed shoes or crocs.
7. ICO participants may only enter the ocean (tidepools are an exception) with a lifeguard present.

8. Prior to an outing to the ocean, if the leader intends to permit the participants to enter the water that leader must contact the beach authorities to arrange for a lifeguard. For more guidance toward hiring a lifeguard see <https://angelesico.org/info-for-leaders/special-outings/beach-outings>
9. ICO participants should be permitted to enter waterfall pools only if swimming is not needed and the water appears safe. ICO participants should be permitted into streams only if that appears safe after evaluating the flow and depth of the stream.
10. All participants must be in visual eye contact with a leader, trip assistant, or co-leader at all times during the Outing. This may require frequent stops to keep the group together.
11. Subgroups are permitted to go on restroom breaks but only if an ICO leader and at least one other mandated reporter are present.
12. When there are docent-led activities on an outing, the Leader may permit the docent to split the group up, but only provided the Leader feels that the activity can be safely managed by the docent leader without direct participation and Leadership of the Sierra Club Leader. [slight rewording]
13. Drones are prohibited on Outings unless a Drone Application Form is submitted and specifically approved by Program Safety. (National Safety Policy)
14. ICO does not allow dogs on outings unless it is a certified service dog for an individual. Emotional support dogs are not considered certified service dogs.
15. Leader should ensure each participant is carrying adequate water and place their water, food, and other personal supplies into their own day pack to be carried on their back so that both hands are free
16. On a front country outing, leaders should carry the Sierra Club Emergency Card (see appendix L; National Safety Policy).

B. Who is Allowed/Should be on an Outing & what requirements do these people have to meet

1. An Agency is eligible for an ICO outing if there is a signed Agreement on file. It is the responsibility of the ICO Liaison to that Agency to ensure that the Agreement has been signed. A blank copy of the Agreement is shown in the Appendix
2. Each ICO day outing must have a minimum of two Angeles Chapter certified leaders, one of whom must be an ICO certified leader, the other - the coleader - can be a Sierra Club leader from another section of Angeles Chapter provided they have passed and be current on a background check, first aid, and Mandated Reporting Training, and the Angeles ICO Safety and Procedures Handbook. The Co-leader must be identified at least 2 weeks prior to the start of the outing; if not, the outing should be cancelled. If a co-leader is lined up (or secured) after the schedule is published, the Certification Coordinator and the Calendar Coordinator should be consulted for review

3. It is required that there be at least (2) two Mandated Reporters by ICO be present whenever ICO employees or volunteers are in contact with, or supervising minors and a minimum ratio of 1:15 be maintained for larger groups. *Exception: In the case of emergency, it is permissible that one Mandated Reporter remains with the group while the other performs the evacuation.* A **Mandated Reporter is an** individual who is **legally** required to report suspected child abuse or neglect to the appropriate authorities; the specific list of mandated reporters may vary slightly from state to state but are often individuals whose work/roles involve frequent interactions with children. If the two Mandated Reporter requirements cannot be met for a planned ICO trip, the trip must be canceled. (National Minors Policy)
4. Only minor participants who have a Sierra Club ICO Trip and Participant Information Form signed by parents or legal guardians are allowed. Schools and other agencies are responsible for getting the Trip and Participant Information form from guardians. ICO requires the form for every participant, including, teachers, teacher aides, family members, and friends. For each participant under 18, the form must be signed by a legal guardian. The Outings Leader must collect the forms before the group leaves the trailhead, bring the forms along on the Outing,
5. The National 2026 Policies specifies that Outings leaders will either digital scan or mail the signed Sierra Club ICO Trip and Participant Information Form. Digitally scan the forms (if not already e-forms or in Campfire Events) and email them to program.safety@sierraclub.org with the Subject line of Post-Outings Documents [Chapter/Section or Outing Name, or National Outing Trip Number]. The Outings Safety Team will then put them in a designated Google Drive, limited access folder. Once this is completed, the Leader will shred all hard copies. Alternatively, the Outings Leader will mail them to the Sierra Club Office where they will be stored. Address: 2101 Webster St, Ste 1300, Oakland, CA 94612. Consistent with Angeles ICO current practices, Outings Leaders may also retain the documents at their home or send them to our Equipment Garage for storage, while Angeles ICO Leadership works with Outings Safety Team to develop a plan for delivery of the documents.
6. Volunteers are prohibited from accessing, displaying, or possessing pornography on Sierra Club's property, equipment, or on trips with minors. (National Minors Policy)
7. Parents are allowed on day hikes only if they complete the Sierra Club ICO Trip and Participant Information Form (National Minors Policy).
8. Docents, naturalists or employees associated with the site visited during the outing and representatives of a business or foundation from whom we have received or are requesting funds are permitted to participate in day outings without mandated reporting certification. .
9. Potential new members that want to volunteer for ICO are allowed to attend a hike if they sign the Trip Participation Form. They do not need background checks or Mandated Reporting.

10. The number of Responsible Adult Agency Supervisors: There should always be at least 2 agency Responsible Adults on an outing in case of an emergency in which case one agency person needs to be able to evacuate with a participant, leaving one agency person with rest of group. Outings require that, for grades K – 8 there must be a minimum of one agency person per ten participants. For grades 9 – 12 there must be a minimum of one agency person per 15 participants. Responsible adult participants from the agency help meet this requirement, as long as the ICO leader judges them to be responsive to all participants. For Backpacking, there should be a minimum of 1 adult for every two participants. Agency employees serving as an ICO leader for the outing do not count as an Agency Adult Supervisor. Adults who have not fulfilled the background check requirement and have not completed Mandated Reporter training, including legal guardians, other family members, staff of a vendor or concessionaire, or untrained Sierra Club staff/volunteers will not count for these ratios.[National Handbook 2026]
11. If an Agency's Adult Supervisor (including agency liaison or Agency Lead-in-charge) brings their own children, the adult does not count toward the required ratio.
12. If an Agency employee is an ICO-certified Sierra Club Outings leader, the Agency employee can not serve the roles as both an Agency Responsible Adult and the ICO outings leader on an outing. If the employee wants to remain as the Agency Lead in Charge for the outing, they will need to find another ICO leader to lead/co-lead the outing. If the employee wants to serve as the ICO Outings Leader for the outing, they will need to find another Agency Lead-in-Charge and will not be counted toward the minimum required agency personnel for the outing.
13. If the Agency liaison is an ICO-certified Sierra Club Outings Leader, the Agency employee may still be the ICO liaison for their agency.
14. In addition to the bus, the ICO Leader must assure that there is a designated vehicle available for emergencies. In this instance, the ICO Leader remains with the injured minor until a guardian arrives.
15. All ICO trip assistants wishing to go on a scheduled hike are welcome, with the permission of the ICO Outing leader. Call the leader (see the "ICO Rosters and Leaders" list for phone numbers and e-mail addresses) to inform them that you would like to volunteer. The Leader should contact the The New Member Coordinator to ensure that the ICO Trip assistant is up-to-date on Mandated Reporting.
16. It is at the discretion of the ICO Leader as to whether an ICO leader or coleader's children are permitted on the outing.
17. According to Sierra Club policy, the group including all participants (Sierra club and agency adults and minors) should not be split up. If a participant is ill, the hike should be shortened or an alternative plan for spending time in nature. The Angeles Chapter Leaders Handbook states: "Splitting the group creates two outings, each of which must have 2 leaders qualified at the level of the outing". Even in the case of an external person in distress, the group should not be split.

18. Over-the-counter medications can be given to minors (2026 National policy). However, Angeles ICO requires that any over-the-counter medications be given to the Agency Lead-in-Charge to be administered to the student at the discretion of the Agency Lead-in-Charge.
19. All Outings Leaders will carry a reliable means of contacting emergency response and/or the Outings Emergency Line throughout their trip. If this is a cell phone, there needs to be strong, clear signal for the entire duration of your outing (2026 National Policy).
20. **Safety Briefing Requirements: From 2026 National Handbook:** Outings Leaders will begin their trip with a safety briefing to all participants. This Safety Briefing will include, *at a minimum*:
 - i. Description of the planned trip and the daily schedule or itinerary.
 - ii. Review of terrain, environment, or special conditions.
 - iii. Identification of potential risks (e.g., weather, wildlife, water hazards, uneven ground).
 - iv. Self care, communication with leaders, expectations around emotional safety, and behavioral expectations.
 - v. Instructions on how to minimize and respond to risks.
 - vi. Emergency Procedures, including:
 1. Location of first aid kits and safety equipment, and the Outing Safety Management Plan (SMP)
 2. Clear instructions for what to do if someone becomes lost, injured, or separated.
 3. Expectations of the trip, including driving/transport, meal preparation, down days/unsupervised time

C. What to Do When Problems Arise (Including Emergencies)

1. If an emergency situation arises on an outing, the ICO Leader will activate the Safety Management Plan for the Outing and/or alert local emergency services (Angeles Chapter Leadership Handbook)
2. A major incident or emergency requiring an incident report form is defined as all life or limb threatening injuries and may include: an incident that requires more than simple first aid, requires care by a medical professional, requires evacuation from the field, lost or missing participant or volunteer, early departure from an outing for any reason, outings involved vehicle incidents and accidents, violations of local, state, or federal law on an outing, Incidents that require rescue actions (Search and Rescue), failure to observe/follow policy, unintentional swims, incidents that require rescue actions (throw rope or vertical rescue), accusation or report of abuse or neglect of a minor that may have occurred on or off an outings, any occurrence that threatens or causes personal or organizational loss including physical, emotional, or property damage, results in a near miss (injury was narrowly avoided, or given a slight shift in circumstances, damage or injury could have occurred), and fatality. Contact proper local authorities first. Then

report the incident to Program Safety at 1-888-OUTINGS (888-688-4647) (Angeles Chapter Leadership Handbook)

3. Sierra Club Incident/Accident Reports
(<https://www.sierraclub.org/angeles/leadership-outings/incident-reporting> must be sent to National, the local Angeles Chapter and the ICO Chair. The instructions on the form must be followed carefully.
4. Every case of suspected or actual abuse, whether the alleged abuse occurred on or off an ICO trip, must be reported to both Child Protective Services (CPS) and submitted as an incident report within 24 hours. Individual entities are responsible for checking state-specific requirements and are welcome to reach out to ico@sierraclub.org and program.safety@sierraclub.org with questions. Failure to report known or suspected child abuse result in both civil and criminal liability dependent on state law. (National Minors Policy)
5. According to the Sierra Club Minors Policy, if a minor wants to be separated from the group, they must be accompanied by at least 2 mandated reporters. One of the Mandated Reporters may be from the Agency. If there are not enough mandated reporters to allow separation, the group must stay with the minor. (National Minors Policy)
6. Searches for lost or missing persons on outings will only occur during daylight hours unless there is extremely good cause for alarm.(Angeles Chapter Leadership Handbook)
7. The ICO Leader will work with their co-leaders to immediately address problem behavior or health challenges to decide the best course of action. The ICO Leader along with the Agency Lead in Charge will take aside the participant to discuss the behavior or health challenge, its impact on the outing, corrective behaviors, and specific consequences if the behavior is not changed. If all attempts to deal with a participant's problem behavior or health challenge fail, the ICO Leader may elect to turn the entire group around and end the Outing. The ICO Leader may choose to flag the participant for future trips.(Angeles Chapter Leadership Handbook)
8. Except in situations of acute anaphylaxis, ICO leaders and volunteers may not administer prescription medications (oral or topical) other than those identified by the parent/legal guardian on the medical form along with written permission and instructions for dispensing (National Minors Policy).
9. Non-prescription topical medications may be used in administering appropriate first aid treatment if necessary(National ICO Policy).

D. Managing Relationships with Minors

1. One-on-one contact (one-to-one contact means out of sight or sound of others) between adult ICO leaders or volunteers and minor participants is prohibited both inside and outside the ICO program — except in the case of an emergency if doing so is not

reasonably practical. One-on-one contact is considered being in a location where one is not able to be heard or seen by others. (*National ICO Policy*)

2. Private online communications (email, texting, phone calls, chat, instant/direct messages on any platform including Facebook, Instagram etc.) or contact with ICO-participants must include another registered ICO leader, mandated reporter or legal guardian over the age of 21 (*National ICO Policy*) ICO volunteers should not publicly “friend” or “follow” a minor’s social media page.
3. ICO staff and volunteers must respect the privacy of youth members in situations such as showering and changing clothes. ICO staff and volunteers must also protect their own privacy in these situations.(*National ICO Policy*)

E. Compliance

1. Sierra Club reserves the right to take any disciplinary or corrective action against an employee or volunteer who has engaged in conduct that may pose a threat or whom Sierra Club reasonably believes has taken action that poses a threat to the safety of any of its other employees, volunteers, members, or program participants, including minors. (*National Minors Policy*)
2. Any conduct by an adult toward a minor participant that constitutes abuse, mistreatment, or sexual activity will result in immediate intervention and/or disciplinary action, up to and including separation from Sierra Club and cooperation with law enforcement. (*National Minors Policy*)
3. An ICO Leader is responsible for ensuring that the coleader and any trip assistants from ICO have passed a background check and completed Mandated Reporting.
4. The Safety Management Plan (SMP) is the standard method of planning the safety and emergency management response during any Outings. The SMP outlines anticipated and possible hazards and potential incidents and the contact details, actions, and responsibilities involved with managing all emergency situations.** There are 3 Safety Management Plans: one for Provisionals, one for campouts, and one for new locations or locations for which Safety Management Plans do not exist (Check Gdrive for existing Safety Management Plans:  Safety Management Plans) and blank forms. When completed for Provisionals, an SMP should be completed in consultation the mentor and shown to the evaluator, and then to the Angeles ICO Safety and Procedures Handbook (SPH) Monitor. When completed for a new location or overnight trips, the Safety Management Plan should be sent to Chair and designee for review. Forms for Safety Management Plan can be found at:
<https://www.sierraclub.org/angeles/leadership-outings/forms-resources>. The Appendix contains a model SMP for a day hike. The Safety Management Plan must be completed two weeks prior to the start of the outing for any new locations. When a Safety Management Plan exists for a location, leaders should review existing Safety Management plans on the Gdrive ( Safety Management Plans) to ensure that emergency contacts are updated and if not, update them. ICO Leaders should carry the updated Safety Management Plan, extra blank Trip Participant forms, Refusal Medical

Treatment forms, and Incident Report forms
(<https://www.sierraclub.org/angeles/leadership-outings/incident-reporting>.)

5. Any outings other than hiking and service trips should be cleared by the Third party MOU Coordinator (e.g., kayaking, cycling, snorkeling, sailing).
6. First aid kits must be appropriately stocked and inspected by the leader. See Appendix for the contents of the first aid kits for front country day outings. Epi-pens may NOT be carried by an ICO leader (National Minors policy)
7. The ICO Leader will not disclose other participants' vaccination status or reject a participant based on their vaccination status (National Minors Policy).
8. Annual knowledge about these policies should be demonstrated for recertification with an acknowledgement of an email describing updates and the possibility of a new zoom or in-person training if updates are substantial; every four years, the entire Angeles ICO handbook must be reread and a self-administered test conducted.

F. Minimums and Maximums to be Enforced by the Leader

1. For day trips that require a bus, a minimum of 20 student participants must attend each outing/hike (to justify transportation costs). No less than 72 hours before the outing, the Agency liaison should confirm to the ICO leader the number of Trip and Participant Information forms that have been returned. The trip will be cancelled if less than 20 Trip Forms for students have been turned in. If the ICO leader believes there may be some attrition between Trip Forms turned in and the number of students showing up for the bus on the day of the outing, the ICO leader may insist that more than 20 signed Trip Forms be returned to continue the outing.
2. Probation: If a school fails to bring at least 20 students on a trip, the ICO liaison will notify the Agency liaison that the school is on probation from the ICO program. While on probation, if a future trip that academic year falls below the 20-student minimum, then the ICO program at the school will be suspended until the Agency liaison submits a corrective plan to the ICO Chair. This plan must be presented at an ICO monthly meeting and must include an outline of steps that will be taken by the Agency liaison to improve student participation for the next school year. If the school only misses the minimum once in a school year, probation does not carry over—the clock resets the following year.
3. A yearly maximum of 3 day hikes and 1 overnight trip is allowed for the same group and Agency Liaison. If the Agency Liaison wants more outings than this maximum, the Agency Liaison needs to submit a proposal with a justification and a budget to the ICO Chair at least 2 months in advance of when they will exceed the limit, have the proposal approved by their ICO liaison, and attend a monthly meeting to discuss the proposal. The proposal should include how the Agency's group contributes to, and volunteers for, conservation efforts; information about the mission or vision of the Agency's group; and a detailed budget showing how the money will be spent.

4. For elementary schools with multiple classes or groups, there should be no more than 3 hikes per group of students (or class), but there will be no limit on the total number of hikes at the school.
5. If the total cost of a trip is \$1200 or less, ICO will pay the total amount and no pre-approval is required. The ICO leader should know the bus cost and additional fees. Trips which are likely to cost more than \$1200 should be brought by the ICO leader to a regular meeting for discussion and preapproval

III. ADDITIONAL POLICIES AND PROCEDURES SPECIFIC TO OVERNIGHT TRIPS (including campouts and backpacking and overnight lodge trips; NOTE THAT ALL ABOVE POLICIES ALSO APPLY)

1. Parents/guardians who wish to participate in overnight trips must be trained Mandated Reporters. Record of their completed training must be submitted to the respective organizing entity prior to attending the activity and kept on file. (National ICO Policy)
2. ICO leaders and volunteers will sleep within hearing of the participants.(National ICO Policy)
3. On overnight trips, minors will be assigned to tents or accommodations based on their gender identity. In cases where minors identify as non-binary or have other specific needs, the trip leader will work with the individual and their guardian(s) to determine an appropriate and comfortable sleeping arrangement.(National ICO Policy)
4. No youth is permitted to sleep in the tent or share the accommodations of an adult other than his, her, or their own parent or legal guardian.(National ICO Policy)
5. Youth sharing tents must be no more than two years apart in age.(National ICO Policy)
6. It is strongly encouraged that separate shower and latrine facilities are made available for each gender identity. When such accommodations are not possible, separate times for use should be scheduled and posted/shared. Likewise, youth and adults must shower at different times. (National ICO Policy)
7. Nighttime restrictions should be provided to the participants and enforced by the ICO Outing Leader. There should be at least 2 ICO leaders and 2 agency personnel sleeping in tents or in the open within earshot of the participants in the campground.
8. No dogs are permitted except service dogs
9. There must be an overnite SMP prepared at least 2 weeks prior and reviewed by the Angeles ICO SPH Monitor. For any SMP changes (with respect to leaders/coleaders) within the 2 weeks before the outing, approval must be obtained by the Chair, Vice-chair and Past Chair with advice of Certification Coordinator
10. A minimum of 15 students are needed to justify a bus. There should be at least 5 students for a van.
11. All participants 18 or older (including students) at an overnight whether they are parents, agency personnel, or ICO or students must have Mandated Reporting Training. However,

parents and 18 year old students do not count as mandated reporters because they do not have a formal position in the Sierra Club and, as such, are not required to formally report child abuse (although they are encouraged to share their suspicions with a Mandated Reporter, per National ICO rules

12. Only parents known to the agency personnel should be permitted on overnight outings; it is the ICO Leader's responsibility to ensure that this is followed.
13. Besides agency personnel, parents, and ICO leaders, only adults who have passed the ICO trip assistant requirements are permitted. The ICO Outing Leader is responsible for ensuring that all certifications are completed at least 2 weeks before.
14. The food allowance for overnights is \$6.00 per participant per meal.
15. Tents must be allocated to be gender specific with genders separated by substantial distance with an adult tent in between. If the student is non-binary, they should discuss with the ICO Outing Leader and the Agency Person-in-Charge about the best sleeping arrangement.
16. Multiple minors are not permitted in tents during the daytime unless closely supervised by adults. Minors not assigned to a specific tent are not permitted in another's tent.
17. Unstructured time during an overnight is any time without a structured group activity. This is sometimes called 'free time', or 'free days'. Remember that both legally, and practically, there are no true 'free days'. We are ultimately responsible for the well-being of participants at all times on the Outing. Unstructured time for minors is permissible, but Leaders will give greater attention and oversight for what they are doing, where they are, who they are with, what types of activities are allowed, what hazards they may be exposed to, and their general safety and care. Therefore, unstructured time must be planned and closely supervised by ICO leaders and trip assistants. (Angeles Chapter Leadership Handbook)
18. On overnight trips, an adult will share a tent with other adults, occupy a tent singly, or share a tent with their own child only.
19. As with all ICO outings, both the ICO Leader and Coleader for an overnight trip cannot come from the same agency to preserve different perspectives that we generally have on outings.
20. As with all ICO outings, one of the leaders must bring a personal vehicle for emergency purposes.
21. To be eligible for ANY overnight trip, agencies must have previously participated in at least three (3) ICO hikes during that year or the previous year. Only students who have participated in at least one day hike are permitted on an overnight trip. The ICO Outing Leader is responsible for coordinating with the Agency Liaison to be sure that this is enforced by checking the participant list.
22. It is the responsibility of the ICO Outing leader to check at the end of the overnight trip prior to the bus pickup to ensure that all the equipment is gathered properly and tent components are gathered together and packed correctly. The ICO Leader may want to consider offering participants a training tent setup and take-down at the Agency site prior to the outing.

23. It is the responsibility of the ICO Outing Leader to arrange for the pick up and return of equipment and supplies. The person who picks up the equipment should complete a check out form in the Equipment Garage and in the Google Drive detailing what has been borrowed. Tents and other supplies should be returned clean and dry within 2 weeks. If anything is damaged, that should be noted on the equipment and mentioned upon return.
24. The ICO Outing Leader's instructions are to be followed by all participants including supervising Agency employees.
25. Within 2 weeks after the trip, a debrief with the Angeles ICO Safety and Procedures Handbook Monitor should be conducted and include the leader, coleader, agencies' teachers, and trip assistants, if possible. The purpose is to facilitate learning, building best practices, identify challenges, and improve policies. Questions to discuss during debrief could include- How would you rate the following: 1) Communication among the adults and students and among the adults and among the students; 2) Were all ICO policies followed? Were there any safety issues that arose with the students and adults? 3) What worked well on the overnight? 4) What didn't work well on the overnight? 5) Was a debrief meeting held after the campout where each attending adult had an opportunity to share how they felt the campout went? 6) What would you change next time logistically, site/location, equipment, food, etc; organizationally, and relationally (such as how people worked together, communicated, and respected each other).
26. The first aid required to be carried, inspected, and kept current for backpacking trips is referred to as "Remote". The contents of remote first aid kits are shown in the appendix. The ICO Leader is responsible for the inspection of first aid kits.
27. Any person who has a cluster of symptoms of a respiratory illness (two or more, such as fever, cough, congestion, sore throat, shortness of breath, body aches, etc.) during an overnight will wear a mask in public indoor spaces or when unable to physically distance outdoors. They should stay in their tent and away from others. They should take their meals in their tent or separate from the group. When well enough to do so, they may continue to participate in activities on the outing, but must wear a well-fitted mask for any indoor activities, or when they can't physically distance outside for 5 days from the time they resume normal activities. If they have gastrointestinal symptoms they will isolate until they are without symptoms for 48 hours. (Angeles Chapter Leadership Handbook)
28. ICO Leaders of Outings longer than 72 hours will include in their Safety Management Plan a contingency plan for a participant who becomes too ill to participate. Leaders will also create a contingency plan for what to do in cases where they themselves are unable to continue the Outing due to illness or injury. Any illness requiring professional medical evaluation or evacuation will be reported as an incident. Leaders will check local regulations to see what vaccinations, masking, or testing may be required for their destination/venue. (Angeles Chapter Leadership Handbook)
29. Each day, Leaders should have a daily briefing of the schedule, timing, meals, risks, and any other pertinent information to the entire group of participants. (2026 National Handbook)

30. Every 3 years, overnight leaders, co-leaders, and trip assistants will be required to read the handbook and take a self-administered test; if there are substantial updates to the handbook, an in-person or zoom training may be needed
31. ICO Equipment Borrowing: ICO equipment may be borrowed only after completing and signing an Equipment Loan Agreement (see Appendix) The borrower is responsible for the care, safekeeping, and timely return of all equipment in good condition, excluding normal wear and tear, and must promptly report any loss, damage, or malfunction. The ICO leader issuing the equipment is responsible for verifying that the equipment is in good working condition before checkout, ensuring that it is used appropriately and inspecting the equipment upon its return. The loan of equipment is made to the borrower as an individual and does not imply that ICO sponsors, endorses, or is otherwise connected with the trip or activity for which the equipment is being used.

IV. POLICIES REGARDING TRANSPORTATION

1. If you are cancelling a trip, please don't forget to tell the Bus Coordinator, Treasurer, and Calendar Coordinator and make sure you get a cancellation confirmation. If you cancel directly with the bus company, please cc the Bus Coordinator. The bus has shown up a couple of times and no one was there. There is still a bill for that. If you plan to reschedule, inform the Bus Coordinator and the Calendar Coordinator.
2. If you decide to switch bus companies by cancelling one and booking another, please involve the Bus Coordinator and cc the Calendar Coordinator, and check with ICO Chair if costs go up dramatically.
3. Please book all buses through the Bus Coordinator or at least cc him. The treasurer will only pay bus bills that are sent through the Bus Coordinator
4. Please try and avoid long email chains, they are confusing and sometimes a bill or bus request gets lost in them.
5. Bus reservations must be submitted through the online form at least four (4) weeks prior to the date of a trip. Please ensure that the cost of the trip does not exceed the maximum. If this is a rescheduled trip due to weather or natural disasters, it does not need to be 4 weeks in advance; the Leader needs to coordinate the change with the Bus Coordinator and notify the Calendar Coordinator, and the treasurer. If the rescheduled trip exceeds the maximum cost allowed, this must be approved by the Chair.
6. An ICO leader, no matter what the cause, must make all bus cancellations 48 hours prior to the date of the trip. To cancel a bus, the leader contacts the bus coordinator (see the list of contacts below) and the bus company, if the trip is less than 72 hours away and the Treasurer and the Calendar Coordinator.
7. A minimum of 20 students on the bus for day outings and 15 participants (other than leaders and volunteers) for overnight trips.
8. No more than one trip requiring a mountain driver per school year. Contact Bus Coordinator for advice.

9. The Sierra Club discourages driving participants in private vehicles. The Sierra Club policy regarding automobile liability policy can be found at <https://community.sierraclub.org/page/policy-transportation-outings>. A volunteer's personal auto insurance is primary in the event of a claim. Carpool transportation is at the sole risk of the participants, both driver and passengers, even if they are Leaders or staff of the Outings or activity [Angeles Chapter Handbook]
10. Using rental vehicles, with full insurance coverage, is the best option. If leaders do drive participants in private vehicles during the Outings, the leader's personal insurance is intended to cover any claims. In general, collision/loss insurance (CDW/LDW) and supplemental liability insurance obtained with rental vehicles takes precedence. After that, your own collision/loss and liability insurance is next. Finally, depending on the facts and circumstances of the situation, the Sierra Club has liability insurance that covers the Sierra Club, but most likely will not cover the owner/driver of the vehicle. People considering using a rental car to transport participants also need to review the *Outings Leader Handbook* and ICO Addendum to the OLH, both on the extranet site. People will need to register for the **Sierra Club Campfire** website to have access. When renting a vehicle, one should write "Sierra Club/their name" in order to be covered by Sierra Club's liability insurance. [2026 National Handbook]
11. Without a Commercial Drivers License (CDL) one can transport only ten passengers if any of them are children. ICO Leaders cannot rent a 15-passenger van. Sierra Club does not have insurance coverage for this.
12. When renting a van, there must be 2 mandated reporters in the van at all times.

V. Outings Leaders Certifications which must be kept current:

1. First Aid and CPR (every 2 years, in-person required after online renewal). For helpful guidance from National: <https://www.sierraclub.org/angeles/leadership-outings/first-aid>
2. Sierra Club Membership (every year unless lifetime membership)
3. Mandated Reporting (each year)
4. Angeles Chapter Outdoors Leadership Training (after initial seminar, need either self-study or a new seminar every 4 years)
5. Background Check (includes monthly checks for changes in status which are done automatically)
6. Renewal of DMV check every 2 years if plan on renting a van.
7. Annual renewal of the Angeles ICO Safety and Procedures Handbook
8. If a Leader has not led or co-led an Outing in the previous four years, then the Leader will need to undertake a new provisional hike, demonstrating the requisite skills before leading an Outing.
9. The Unaccompanied Minor Module Outings Leader Training found on [Campfire Learning](#), is highly recommended for all ICO volunteers working with unaccompanied minors.*
10. For ICO leaders and co-leaders doing overnight trips, the leader and co-leader must also be certified by ICO for overnight trips
11. For leaders and co-leaders doing backcountry backpacking trips, at least one ICO leader or co-leader must also be certified with Wilderness First Aid (by Jan 2027 - 2026 National Handbook) and O2 rated, according to National.

VI. Qualifications for Certified ICO Outings Roles

A. Steps to Become an ICO Trip Assistant

1. Complete the four ICO Trip Assistant application forms found on the ICO website and email them to the ICO Trip Assistant Coordinator, they include.
 - a. Trip Assistant Application Form (inc. a copy of current Sierra Club Membership Card)
 - b. Trip Assistant Code of Ethics Form
 - c. Trip Assistant Agreement Form
 - d. Authorization for Background Check Form (inc. copy of driver's license)
2. Later in the ICO Trip Assistant Application Process the Trip Assistant Candidate will complete and email to the ICO Trip Assistant Coordinator the following two items.
 - a. Review Parts I & II of the Angeles ICO Safety and Procedures Handbook and turn in a self-assessment. A passing score is answering 85% or 19 of 23 questions correctly.
 - b. Provide a completed Mandated Reporter Training Certificate.
3. After submitting the four ICO Trip Assistant application forms a 20-minute phone appointment will be set up between the Trip Assistant candidate and the ICO Trip Assistant Coordinator.
4. Be approved by the Trip Assistant Coordinator based on paperwork review, references checked, and phone interview.
5. Attend ICO Monthly New Member Orientation from 7 to 7:30 PM, on the third Monday of the month. (The Zoom link will be sent to Trip Assistant Candidate)
6. Complete the background check. The ICO Trip Assistant Coordinator will connect the candidate to the ICO Background Check Coordinator who will walk the candidate through the background check process and inform the candidate and all ICO personnel the results.
7. Once all these 7 steps have been successfully completed, the candidate will become an active ICO Trip Assistant, sent a congratulation email, placed on the ICO Trip Assistant Google email Listserv, sent a copy of the current ICO Trips/outings Calendar, and their name added to the Active ICO Trip Assistant roster, which will be sent to the active ICO leaders.
8. Once an active ICO Trip Assistant, you can contact the ICO leader of the hike/outing you would like to help with. They should provide you with the start time, address, and possibly a parking pass. You can discuss what age-appropriate information/lesson or activity you could share with the students during the hike/outing.
9. If you desire report back to the ICO Trip Assistant Coordinator after your first outing, to let them know what your experience was like.
10. To continue as an active ICO Trip Assistant (continue to help on ICO hikes/outings) each year, the following three items must be submitted to the ICO Trip Assistant Coordinator every 12 months.
 - a. Copy of Mandated Reporter Training Certificate
 - b. Copy of current Sierra Club Membership Card

- c. Send an acknowledgement email that updates to Angeles ICO Safety and Procedures Handbook has been reviewed.
- d. Every four years, the entire Angeles ICO handbook must be reread and a self-administered test conducted.

B. Steps to become an ICO O1 Day Outing Leader

1. Join the **Sierra Club***
2. Be at least **21** years old*
3. Complete the **ICO Volunteer Application**, and **ICO Code of Ethics***.
4. Pass a Criminal Background Check [National Minors Policy]
5. Pass a CA DMV Driver License check if they are going to rent a van or drive participants [National Minors Policy]. Expires after 2 years. Cost paid for by Sierra Club.
6. Must have Mandated Reporting annually updated [National Minors Policy]
7. Attend a monthly ICO General Meeting preferably before proceeding with ICO-specific certifications and ideally continue to attend monthly meetings to be updated on policies, learn best practices, and become part of the decisionmaking process.
8. Participate on at least five Sierra Club outings, three (3) of which must be ICO outings. If they are an Agency employee, the ICO outings should include at least one outing not associated with the employee's agency.
9. Obtain a mentor and attend hikes with the mentor, getting advice about the hike and learning the ICO Policies and best practices.
10. Obtain current First Aid and CPR certification in person. The **Red Cross** and American Heart Association are the only two providers certified by the Sierra Club for First Aid classes unless the free classes held by the Angeles Chapter are attended (check with the **Leadership Training Committee**.)
11. Attend an Angeles Chapter Sierra Club leader training. A one-day leadership training workshop is held twice a year (spring and fall). The Chapter **Leadership Training Committee** has details posted on their website.
12. Demonstrate knowledge of the Angeles ICO Safety and Procedures by reading the handbook and doing a self-administered test. Annual knowledge about these policies should be demonstrated for recertification with an acknowledgement of an email describing updates and the possibility of a new zoom or in-person training if updates are substantial; every four years, the entire Angeles ICO Safety and Procedures handbook must be reread and a self-administered test conducted.
13. Conduct a provisional hike in which you plan a hike with the help of your mentor, and then have an evaluator on the hike as well as a coleader to serve as your sweep.

- a) Provisional hike leaders bear the responsibility for planning and implementing a trip from start to finish. This includes establishing and maintaining contact with the participating agency.
 - b) Ensure that the Provisional outing is announced in the ICO Take a Hike list by informing the Calendar Coordinator at least 4 weeks before the outing is to take place
 - c) .Request a bus through the online trip request form at least 4 weeks prior to outing.
 - d) Obtain 4 weeks prior to the trip an evaluator for the hike who has a minimum of 2 years experience as a leader.
 - e) Obtain a coleader for your trip 2 weeks prior to the trip
 - f) Prepare a Safety Management Plan for the trip two weeks prior to the start of the hike and have the plan approved by your mentor, your outing evaluator, and the Leader Certification Chair 2 weeks prior to the outing.. Examples of Safety Management Plans can be found in the leader G-drive.
 - g) Provisional hike leaders associated with an agency must lead their provisional hike for an agency other than their own. For Agency employees, the provisional must be an agency different than their own.
 - h) Ensure that 1 week before the hike, the Agency Liaison and Agency Lead in Charge will have Sierra Club trip participant forms signed for each participant for more than 20 students accounting for potential attrition.
 - i) Prepare an introduction to the students outlining safety, plan of the day, and land recognition and include this in the Safety Management Plan.
 - j) After the hike, complete the Provisional Hike Review form and submit it to the evaluator.
 - k) Ask the evaluator to complete their review form and submit it to the Certification Coordinator. Note that Evaluators can be mentors..
 - l) After the hike, complete the Trip Followup Report online
14. Receive ICO Chair approval that your provisional was conducted safely and appropriately once the provisional hike review forms are completed, reviewed, and approved..
15. Receive Sierra Club Leadership Training Committee and Safety Committee approvals for leader certification. NOTE: these are Angeles Chapter level groups, not ICO.
16. Complete Angeles ICO Safety and Procedures Handbook self-assessment. The first year, attend a 2-hour Zoom training session.
17. Annually, certify via an email that you have read updates to the Handbook.
18. Agency employees who become leaders are expected to not just lead for their own schools.

19. All leaders are encouraged to go on overnight trips, but as trip assistants not as coleaders until they have their overnight certification.

20. After a person completes their provisional hike and becomes a new ICO Leader, they should continue working with a mentor throughout their first year (such as for guidance on becoming a school liaison, planning trips, scheduling buses, leading hikes, and preparing to lead a campout.

21. For a leader to be an Evaluator, they must have been an ICO leader for 2 years.

22. The Unaccompanied Minor Module: Outings Leader Training found on Campfire Learning, is highly recommended for all ICO volunteers working with unaccompanied minors.[National Minors Policy]

23. If a Leader has not led or co-led an Outing in the previous four years, then the Leader who wants to continue to lead (not just co-lead) will need to undertake a new provisional hike, demonstrating the requisite skills before leading an Outing.

C. Steps to become an ICO overnight O1 Leader to Co-lead an overnight trip

1. Attend an Overnight trip
2. Be a certified ICO leader
3. Pass the overnight leader training exam by attending an in-person training session
4. Stay current on overnight Policies by staying current as an ICO Leader and every 3 years, read the handbook and take a self-administered test; if there are substantial updates to the handbook, an in-person or zoom training may be needed.

D. Steps to become an ICO overnight O1 Leader Certified to Lead overnight

1. Be a certified ICO leader
2. Lead 2 ICO day hikes, one of which is with a different agency, not including their provisional. (approved 11/11).
3. Be an ICO co-leader on 2 ICO overnight trips with an experienced overnight leader preferably where overnight includes our equipment and coleader is actively involved in decision-making with the leader at all stages of the overnight experience, and where one agency is one where the leader is not affiliated.
4. Attend an Overnight Leader Training held by ICO. Have completed and submitted one Sierra Club ICO Overnight Safety Management Plan
5. Lead 2 overnight trips with an experienced overnight co-leader. At least one of those with an agency that the leader is not affiliated with.

6. Stay current on overnight Policies by staying current as an ICO Leader and every 3 years, read the handbook and take a self-administered test; if there are substantial updates to the handbook, an in-person or zoom training may be needed.

E. Steps to become an ICO Backpacking O2 Leader

1. Be an O2 rated leader via Angeles Chapter
2. Be an ICO overnight Leader

F. Steps to become an ICO Coleader if already a Sierra Club Leader:

1. Contact Angeles ICO Certification Coordinator
2. Complete Angeles ICO Safety and Procedures self-assessment
3. Complete background check
4. Complete mandated reporting and send certificate to Certification Coordinator
5. Attend an ICO outing with leader permission
6. Be approved by ICO Chair to Co-lead based on the above.
7. If, after becoming a Co-leader and there is interest in becoming an ICO leader, the individual will need to do a Provisional

VII. POLICIES for Obtaining and Safeguarding Photograph and Video Permissions for LA ICO Outings

1. The primary person responsible for obtaining the photograph and video permission is the outing leader.
2. The “Inspiring Connections Outdoor Trip and Participant Information” form contains a “Publicity Permission.” By signing this Permission, the parent or guardian authorizes his/her child’s words or photograph to appear in ICO promotional materials. A signed Publicity Permission is not required in order for participants to participate in the outing.
3. If the outing leader intends to use photographs from the outing as promotional material for ICO, he/she must assure that a Publicity Permission is signed by the parent or guardian of each youth participant who is photographed.
4. The Agency Liaison should inform the Outings Leader if there are students who do not want their photographs to be used in social media.

VIII. SUMMARY: How to Plan a Hike as an ICO Leader. Please check policies for details

1. Obtain a co leader no later than 2 weeks before the hike
2. Prepare a SMP if this is the first time that ICO has been to the location or an SMP doesn’t exist on Gdrive
3. Complete a bus/trip request 1 month before even if not ordering a bus
4. Ensure that the Agency Liaison will get 20 students; if the Agency Liaison doesn’t, the school is on probation. If the Agency Liaison doesn’t get 20 students a second time, the school can no longer go on trips until a proposal is prepared and submitted to Angeles ICO.

5. Ensure that the minors policy is followed on the trip
6. Ensure that the required adult-to-student ratio is planned for by the Agency
7. Cancel the bus no later than 72 hours before the trip
8. Be sure that no dogs come on the hike unless they are service dogs and have been approved in advance by the Outings Leader
9. Complete a trip report after the outing plus store the Trip Permission Slips

IX. ANGELES ICO SPH MONITOR

The Monitor maintains the integrity of Angeles ICO Safety and Procedures Handbook (SPH), and their implementation- More specifically: the monitor:

1. Keeps the Handbook updated by:
 - a. Regularly reviewing and recommending updating outdated procedures to ICO membership
 - b. Communicating and maintaining updated ICO procedures, Sierra Club policies, and certification checklists on the Gdrive
2. Review any Handbook compliant issues, and handle remediation processes
 - a. Develop an action plan for leader improvement when needed and publicize ICO's appeals process.
3. Trains ICO leaders in the policies and certifies that they have been trained
 - a. Prepares and delivers training on Handbook
 - b. Prepares self-administered exams
 - c. Reports results to the Certification Coordinator
4. For Overnight Outings:
 - a. Maintains training checklists for Overnight Outings Certification
 - b. Facilitates the conduct of the training
 - c. Facilitates the evaluation of trainees
 - d. Reports results to the Certification Coordinator
 - e. Facilitates the conduct of Overnight Debriefs with Leaders, coleaders and Agency Liaison to identify lessons learned for training and effectiveness
 - f. Decides if any actions need to be taken by the leaders in the future.
5. Provides a 72-hour response time to questions about the Handbook

B. Procedures when Handbook Violations are Observed

1. Complaints from Leaders about possible violations to the Handbook content should be sent to the Monitor
2. When the Monitor is made aware of leaders' handbook violations occurring during an ICO outing (either through a debrief or some indication by a participant in the outing), the Monitor will ask other ICO leadership team members to meet with the leader and others attending the outing, then meet by zoom to discuss the oversights and develop a plan of action.
3. Develop an action plan for leader improvement, when a leader has fallen short of properly following Handbook contents. This can include the submission of "Near Miss" reports, as required by National, when policies are not followed. Link to form: <https://sierraclub.tfaforms.net/f/incident-type>
4. Consider developing and teaching "Learning Assists", which are short training lessons focused on areas needing improvement.

5. The action plan will depend on the seriousness of the Handbook violation and could include decertification if needed. In the rare case of decertification, the ICO leader will be directed to the ICO appeal process. The ICO Appeal Process consists of the following steps See *Page 92 Leader Health and Behavior Issues in Collated Policy FAQs and Guidelines copied into Appendix.*

C. Procedures for Keeping Angeles ICO Handbook Updated

1. When changes to the Handbook are required by Chapter or National, membership need only be informed by email.
2. Decisions about which Handbook contents will be changed and how they will change are made by the Monitor based on input from Angeles ICO leadership.
3. All changes are proposals which are then brought up at the next ICO meeting as an announcement for feedback from those present (should be announced on the agenda in advance so that those who are interested attend the meeting). If the feedback does not indicate a need to modify the PROPOSED change, then the change will be implemented as planned. If the feedback indicates a need to modify the PROPOSED change, then the Monitor will take this input into account to finalize a PROPOSED change which will be inserted into the Handbook.
4. Changes to the Handbook will take effect immediately.
5. Changes to the Handbook will be collated into a document called Updates in June/July of each year and then announced to the membership for their education.
6. Proposed changes to the Handbook will be entertained once a year unless new policies are mandated by National.
7. Changes desired by an ICO member will be considered once a year in June and should be sent by email to the Monitor with the following info:
 - a. What does current Handbook say about this issue?
 - b. What changes to the Handbook do you desire?
 - c. Why?
 - d. How would this change impact the rest of the handbook?

D. Keeping Leaders and Trip Assistants Knowledgeable about Handbook

1. A training program for the handbook was developed and delivered to all leaders in August & September 2025. New leaders need to read the Handbook and take the self-evaluation quiz. See Appendix for the self-evaluation quiz.
2. Annually, the Monitor will review any new content needing to be added and decide if new tests, new zoom meetings, or new in-person meetings are needed to keep the leaders current. A new set of zoom meetings for training new leaders may be identified where there are enough new leaders.
3. Updates to the Agency Agreement may need to be reviewed if new content is approved.
4. Each summer, on an ANNUAL basis the Monitor will consolidate new or newly changed ICO content (not all changes such as those related to committees, but those changes related to the Sections on Safety, Transportation, Overnight Trips, and Outings Leaders Certifications to Keep Current that Angeles ICO or National created during the year).
5. The Monitor will send out an email describing the updates. The email will ask ICO Leaders and Trip Assistants to reply to the email after carefully reviewing the updates, acknowledging that they have read, understood, and will be implemented in order that they are certified for

their Fall hikes. If they have any questions, they should ask the Monitor for clarification. The Certification Coordinator and Trip Assistant Coordinator will then update these individual's certification records so they will be ready for the Fall ICO trips.

6. As with Angeles Chapter, every 4 years, ICO Leaders, Co-leaders, and Trip Assistants will be required to read the entire ICO Handbook and take a self-administered test. Overnight ICO leaders, co-leaders, and prospective overnight leaders will be required to read the handbook and take the self-administered test every 3 years (the test will need to be updated to include the latest changes).
7. If there are substantial changes to the handbook, or there are a large number of new ICO leaders, the Monitor may decide that zoom training sessions are needed or even in-person training.

X. ICO CHAPTER LEADERSHIP ROLES AND JOB DESCRIPTIONS

We are all volunteers. Angeles ICO does not have any paid staff. So there is much to do in order to deliver services to over 2000 students a year. Your help is needed. Please reach out to us at ico@angeles.sierraclub.org and we'll get you started helping the students! Please find the roles below that need to be filled each year. If there is a role you don't see that you want to serve, let us know that as well.

A. Elected Officers

[Note that at Angeles ICO, decisions are typically made at monthly meetings collaboratively based on attendance]

1. ICO Chairperson: prepares agenda for each meeting, requests funding from the Angeles Chapter ExCom, approves provisional leaders' evaluations to become leaders, approves Safety Management Plans. This person is the liaison between the Chapter and National Sierra Club and prepares the annual report. All questions should be directed to the Chair who will distribute to the proper Committee/contact. The Chair will complete the annual compliance audit form between December 1st and December 30th of every year. Please see Sierra Club's Minors Policy FAQs for additional guidance. Serves for 2 years
2. ICO Past Chair: mentors and guides the Chairperson.
3. ICO Vice-chair - attends each meeting to shadow the Chair. Serves a 2-year term as SPH Monitor
4. Secretary - takes notes at each meeting & posts them in Gdrive & distributes to members, keeps track of Destination Contact List and the List of Who Is Currently Filling Each Role. Serves for as long as willing
5. Treasurer - pays all bills and interfaces with Sierra Club Foundation; submits reimbursement requests to National; completes annual financial statement for Angeles Chapter; maintains and updates the trip report spreadsheet.. Updates the New Agency List. Flags to ICO chair when the maximum cost is exceeded for the trip. Advises ICO Chair by July meeting of each year on any changes needed to the max trip costs. Sends to leaders a reminder at beginning of

academic year about allowable maximum trip costs. Monthly followup spreadsheet is sent to Campfire Event Recorder. Serves as long as willing

B. Administrative Committees and Coordinators

1. **Trip Assistant Coordinator**- Consists, at a minimum, of the current Coordinator and past coordinator. Connects promptly to individuals interested in becoming an ICO Trip Assistant. . Sends them the steps involved in completing the Trip Assistant application process. Explains and walks them through the ICO Trip Assistant application process. Provides the five ICO application forms, collects completed application forms, and records them on the Trip Assistant roster. Periodically update the five ICO Application forms, and over see their placement on the Angeles ICO website which include; a) Trip Assistant Application Form, b) Trip Assistant Code of Ethics Form, c) Trip Assistant Agreement Form, d) Angeles ICO Safety and Procedures Handbook self-assessment, e) Authorization for Background Check Form (inc. copy of drivers license). ICO Trip Assistant candidates must also submit three additional items every 12 months: a) Copy of Mandated Reporter Training Certificate, b) Copy of current Sierra Club Membership Card, c) Annually send an acknowledgement email that updates to the Angeles ICO Safety and Procedures handbook are reviewed. In addition, Trip Assistant Coordinator: a) Conducts initial phone interview, b) Calls to check candidates references, c) Provides candidates the Zoom link and encourages them to attend an ICO Monthly Orientation Meeting via Zoom, d) Send candidates a copy of the Angeles ICO Safety and Procedures Handbook and self-assessment. Collects, grades and certifies a passing score on the self-assessment by correctly answering 85% or 19 of 23 questions. e) Connects them to the Background Check Coordinator who will walk them through the background check process, f) Sends instructions and links to complete their initial and yearly Mandated Reporter training, g) Collects all five ICO Application forms, two additional items and records them on the Trip Assistant roster. When an ICO Trip Assistant candidate, completes all the application steps, submits all required forms, after a discussion a decision will be made to approve this candidate or not. If the ICO Trip Assistant candidate is approved, they'll be sent a congratulation email. This new ICO Trip Assistant will be added to the ICO Trip Assistant Google Listserv, be sent a copy of the current ICO Trips/outings Calendar, and added to the Active ICO Trip Assistant roster, which will be sent to the active ICO leaders. **Other duties include:** a) Maintains and publishes a list of active ICO Trip Assistants and responds quickly to requests from leaders about whether a person is a certified trip Assistant. b) Maintains the angeles-ico-trip-assistant listserv, by adding new trip assistants and removing those who become ICO Leaders, or have not submitted the required yearly updated Mandated Reporter certificate and Sierra Club Membership card. c) Notify active ICO Trip Assistants when 12 months expire for their Mandated Reporter certificate, review of updates to the Handbook, and Sierra Club Membership. Send candidates instructions on how to renew each. Keep a record when these required items are submitted. d) Ask and monitor that ICO Trip Assistants annually send an acknowledgement email that they have reviewed the ICO Handbook. e) . Conducts monthly Trip Assistant introductions at the ICO monthly meetings.
2. **Calendar Coordinator** (formerly: Updater of the Take-a-Hike list): Maintains the ICO Take a Hike List, checking in with leaders if there is not a co-leader listed and then sends it to the

Certification/Records Manager twice a month, except only once a month during the summer, on the 10th and the 25th of each month. Reads the trip reports and follows up with leaders about low numbers (20 students are required to justify a bus) and informs Chair. Take a Hike List will include if a DMV check is required because of a van rental, and triggers Background Check Coordinator to do the check. The Take a Hike Like will keep cancelled trips on the list. The Coordinator will also check that requested outings are being conducted with agencies that have completed the Agreement.

3. Background and DMV Check Coordinator: Interfaces with vendor and ICO leaders and volunteers to ensure that background checks and DMV checks are completed
4. Leader Candidate Coordinator. Helps any ICO new member become a leader by walking them through the process, helping them find a mentor, helping them find an evaluator for their provisional, and reporting to the Leader Certification Coordinator when the individual has completed all their requirements for becoming an Outings leader. .Responsible for communicating the certification requirements to and keeping track of the progress of individuals who are working toward earning the ICO camping certification and O1 and O2 ICO ratings. Upon completion they will present a certificate to that individual and communicate completion to the Leader Certification Coordinator. For now, this is folded into the Leader Certification Coordinator
5. Leader Certification/Records Coordinator -Reviews the Take a Hike list to make sure that leaders have the correct certs and agreements are signed with partner agencies. If they have the correct certs, then approves the hikes and renames the list as Angeles ICO Certified Outings List and sends the schedule to the listserve and to the Angeles Chapter Safety Committee. Contacts leaders if they need to renew a certification, instructing them how to do that. Enters ICO specific data in Leader Management System on Campfire. When informed by the Leader Candidate Coordinator that a candidate is eligible for a provisional hike, this person will check to confirm that the candidate is listed as "Provisional 'O' on the Leader Management System. and then inform the candidate when that permission is granted. This person collects the completed forms from the provisional leader and the evaluator and sends them on to LTC Admin:ltcangeleschapte@gmail.com and to the ICO Chair for review and approval. This person is also the Chapter Safety Committee liaison for all certification related issues. Maintains the angeles-ico-leaders listserve. Coordinates the process of 2 special cases: 1) Sierra Club leaders from other sections becoming ICO leaders and 2) ICO leaders with O1 rating becoming O2 rated. The process involves checking on their existing certifications, helping them to get properly certified, and helping find an evaluator/mentor for their provisional. Keeps the leader roster updated. Monitors the angelesico email ico@angeles.sierraclub.org, and distributes emails to relevant roles. For each overnight, checks that the leader is certified to do overnight, ensures that an outing requiring third party MOUs has received those MOUs, ensures that a safety mgt plan is in place for the trip and if not notifies the leader to create one. Checks that Agency leaders are not an ICO leader or Co-Leader of a trip or campout. Checks if leader is certified to rent a van. Reviews Safety Management Plans for new locations. Serves as liaison to Angeles Chapter LTC Admin. Maintains the roster of leaders and distributes to members

6. Bus Coordinator: downloads the Trip requests and sends requests to the bus companies under partnership with Angeles ICO; Maintains spreadsheets of schools & agencies and destinations. Transmits bus company confirmations to leader and treasurer if the bus company has not already done so.
7. Fundraising Committee raises funds for ICO through grant-writing, fundraisers, and letter appeals. Reports on grant expenditures as necessary and provides all funders (agencies, foundations and individuals) with updates as appropriate. Anyone can serve on the Committee.
8. Equipment Committee. manages and stores ICO equipment including for overnight trips, backpacking, snow trips, and educational resources and[makes decisions on spending for equipment
9. ILO Backpacking Program Committee Manages the backpacking and outdoor leadership high school clubs including arranging for events (campouts and backpack trips), transportation, job opportunities, and education. This program is under development. Any updates will be found in a separate document.
10. ICO Mentor: Any ICO Outing Leader with at least 2-3 years of ICO experience. Helps candidates with all steps involved in organizing, planning, and executing Provisional Hikes, including identifying appropriate schools, ordering buses, pre-hike planning. Must have completed an ICO Mentor checklist prior to accepting responsibility for mentoring a leader candidate. Helps to find an evaluator approved by the Certification Records Manager, and ensures that after hike written reviews of candidate are turned into the Certification Records Manager
11. ICO Evaluator, Assesses that the provisional hike leader is able to complete the hike successfully in accordance with all policies and procedures. Must have completed an ICO Evaluator checklist prior to accepting responsibility. Completes the followup evaluation form. The evaluator cannot be a relative, or a close friend, or from the same school as the leader candidate,, but could be the mentor.
12. Website Coordinator makes periodic updates to the website at the request of ICO
13. LAMI Liaison: Maintains the annual Agreement with LAMI
14. Harwood Lodge Liaison: Arranges ICO Harwood outings with Harwood scheduler.
15. FamCamp Liaison: Attends the FamCamp (a California State Parks access program) three-day two night campout training, which affords a two year certificate for ICO to use the FamCamp Program/equipment. Within ICO this person will schedule ICO campouts with FamCamp, and be responsible that FamCamp policies are followed and document that all FamCamp equipment is properly used, returned, and notifies FamCamp of completion of trips.
16. National ICO Service Trip Liaison: Contacts National ICO leadership after the new year to ask if they will grant permission and pay for all travel, food, lodging expenses for Angeles ICO to take high school students on a National Sierra Club Service Trip during the summer. If National grants permission and a National SC Service trip is Identified, then our ICO Service

Trip Liaison works with the National Sierra Club Service trip leader to recruit ICO students, collect paperwork, hold zoom meetings with interested students and parents. The ICO Service Trip Liaison books the transportation and lodging for themselves and the students, attend the trip and see that the students are safely returned home. They will then send to the National ICO office a reimbursed request for any out of pocket expenses they made.

17. Angeles Chapter Outings Management Committee Liaison: composed of 1 rep from each section or group) Meets every other month. By attending, liaison can see what is going on at the Chapter and National level. Reports at ICO meetings.
18. Third Party MOU Coordinator. Responsible for Agreements with third party vendors/partners, such as LAMI, Santa Monica Mountains Task Force, Sierra Club Yosemite Heritage House, etc. Also conducts the New Agency Liaison Orientation at monthly meetings.
19. Campfire Trip Reporter: Inputs data about outings into Campfire. Receives the Calendar spreadsheet (what used to be called the Take-a-Hike list) from the Certified Outings Coordinator every 2 weeks. For new hikes, enters Campfire and creates an event completing the required information with general information to not convey the exact location of the hike, and checks that the hike is not to be published on the website and the public is not permitted. Approves the Hike. Receives once a month a spreadsheet from Treasurer who has compiled followup trip reports, and modifies the event on Campfire by inputting the exact location, the partner agency, and other required information (e.g., # of participants). To perform this role, must be given Outings Management Permissions on Campfire by the ICO Chair or designee. Approx hrs/mo: 2-3.

XI. APPENDICES:

APPENDIX A: ICO AGREEMENT WITH ICO AGENCY PARTNERSHIPS

APPENDIX B: MODEL SMP FOR DAY OUTING

APPENDIX C: MODEL and BLANK SMP FOR OVERNIGHT

APPENDIX D: HANDBOOK SELF-ASSESSMENT

APPENDIX E: ICO NATIONAL SIERRA CLUB MINORS POLICY

APPENDIX F: GUIDANCE FROM ANGELES CHAPTER LEADER HANDBOOK (PAGE 92) RE LEADER BEHAVIOR ISSUES

APPENDIX G: INSTRUCTIONS TO OBTAIN MANDATED REPORTING:

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APPENDIX A: ICO AGREEMENT WITH ICO AGENCY PARTNERSHIPS

ICO Agreement with ICO Agency Partnerships (Required to be Signed by the Agency Liaison)

Inspiring Connections Outdoors (ICO) is a section of the Sierra Club Angeles Chapter. We are excited to have you become a partner with ICO to share the wilderness with your students. For our partnership to be successful, and to minimize any confusion, we have clarified each party's responsibilities in this Agreement. Please carefully read, sign, and return this Agreement to your ICO liaison so we can begin to schedule your school's ICO outings for the year. If you have any questions about these terms, please don't hesitate to raise them with your ICO liaison.

A. In this partnership ICO will provide the following:

1. Up to 3 single-day hikes/outings and 1 overnight campout for the same group and Agency Liaison. For elementary schools with multiple classes or groups, there should be no more than 3 hikes per group of students (or class), but there will be no limit on the total number of hikes at the school.
2. Two trained ICO leaders per outing plus possible ICO-trained trip assistants.
3. Transportation if needed.
4. Presence of a private vehicle for emergency evacuation if needed.
5. Equipment for overnight campouts and a food budget of \$6.00/per participant per meal.
6. Additional ICO trips are possible if the agency liaison submits a proposal for more trips at least 2 months in advance of when the maximum number of trips are exceeded, have the proposal approved by their ICO liaison, attends an ICO monthly meeting to present their proposal, and the proposal is approved at the meeting. The proposal should include how the agency's group contributes to, and volunteers for, conservation efforts; information about the mission or vision of the Agency Liaison's group; and a detailed budget showing how the money will be spent.
7. ICO leaders are responsible for safety; when participant behavior is a problem from a safety perspective, the leader will consult with the Agency Lead in Charge but ultimately the ICO leaders' decisions take precedence.
8. During an outing, after consultation between the agency Lead in Charge and the ICO leader, all Agency Responsible Adults need to follow the instructions of the ICO Outings leader. Instructions and directions of ICO leaders are final and cannot be overridden by Agency Responsible Adults.

B. In this partnership the Agency/School agrees to provide the following (Please ensure that students and parents are aware of these requirements):

1. A Sierra Club ICO Trip and Participant Information form signed by the guardian will be provided for each participant under the age of 18 years old.

2. A Sierra Club ICO Trip and Participant Information form signed by themselves will be provided for each participant 18 years old and older.
3. Provide an Agency Lead in Charge if the Agency Liaison cannot attend the outing, and ensure that the Agency Lead in Charge knows of this agreement and is introduced to the ICO Outings leader in advance of the outing.
4. A minimum of 20 student participants must attend each outing/hike (to justify transportation costs). No less than 72 hours before the outing, the agency liaison should confirm to the ICO leader the number of Trip and Participant Information forms that have been returned. The trip will be cancelled if less than 20 Trip Forms for students have been turned in. If the ICO leader believes there may be some attrition between Trip Forms turned in and the number of students showing up for the bus on the day of the outing, the ICO leader may insist that more than 20 signed Trip Forms be returned to continue the outing.
5. At least 2 formal Agency Supervisors are on each outing. Adults who have not fulfilled the background check requirement and have not completed Mandated Reporter training, including legal guardians, other family members, staff of a vendor or concessionaire, or untrained Sierra Club staff/volunteers will not count for these ratios. One of the Supervisors will be designated the Agency Lead-in-Charge for the outing.
6. If a school fails to bring at least 20 students on a trip, the ICO liaison will notify the Agency liaison that the school is on probation from the ICO program. While on probation, if a future trip that academic year falls below the 20-student minimum, then the ICO program at the school will be suspended until the Agency liaison submits a corrective plan to the ICO Chair. This plan must be presented at an ICO monthly meeting and must include an outline of steps that will be taken by the Agency liaison to improve student participation for the next school year. If the school only misses the minimum once in a school year, probation does not carry over—the clock resets the following year.
7. For single-day outings, student-to-agency adult supervision ratios for kindergarten through 8th grade is 10 students to 1 adult. For single-day outings, student-to-agency adult supervision for 9th grade through 12th grade is 15 students to 1 adult. Agency Adult supervisors must be at least 21 and can include Agency employees who are not serving as an ICO leader for the hike and other responsible adults. Agency employees who have become ICO leaders can not serve as both an ICO leader and an Agency Supervisor for the outing. Adults who have not fulfilled the background check requirement and have not completed Mandated Reporter training, including legal guardians, other family members, staff of a vendor or concessionaire, or untrained Sierra Club staff/volunteers will not count for these ratios.[National Handbook 2026]
8. If an Agency's Responsible Adults (including agency liaison or Agency Lead-in-charge) brings their own children, the adult does not count toward the required ratio.
9. The Agency Lead in Charge must communicate any student medical issues to the ICO Leader and Coleader at the start of hike. A student's self-administered medicine, such as an inhaler or EpiPen (epinephrine) for anaphylactic allergic reactions should be brought on the

trip and carried by the student in case it's needed. Except in cases of acute anaphylaxis, the ICO leader cannot administer these medicines unless explicitly permitted in writing.

10. The participants in the outing constitute a single group during the outing. This group cannot be separated at any time unless explicitly permitted by the ICO leader for special circumstances.

11. Each participant must wear closed toe shoes (no open-toed shoes like sandals or crocs are permitted). The ICO Leader will advise you on the amount of water that each participant should carry. Water, food, and other personal supplies should be carried by each participant individually on their back in a backpack so that both hands are free. ICO has extra backpacks they can loan if needed.

12. The Agency Liaison is responsible for ensuring that the Agency Lead in Charge is familiar with this agreement. The Agency lead in Charge for the outing is responsible for ensuring that all adult supervisors follow ICO leader instructions during the outing.

13. If the Agency desires a beach outing, the Agency agrees that, without a lifeguard, none of the participants may enter into the water. Therefore, the ICO leader will attempt to make arrangements for a certified lifeguard.

14. To ensure participants can hear instructions, no earbuds or headphones or electronic devices during the hike. Smart phones are permitted for pictures only, not for phone calls or texts.

15. No dogs are permitted, except for service dogs.

16. If the agency/school decides that the ICO outing is an LAUSD-sponsored trip, the Agency liaison is responsible for completing all LAUSD and i-Field Trip procedures in adequate time before the outing.

17. The Sierra Club ICO Trip and Participant Information Form allows photographs of all participants to be published on social media. If a student does not want their photograph published, the Agency liaison must inform the ICO Outings Leader.

18. Appropriate attire for all ICO leaders, adults, teachers, trip assistants, and participants is required for all ICO activities. Examples of inappropriate attire include sheer or revealing clothing or bathing suits and clothing with offensive/profane or threatening messages, graphics, or language, with judgment at the discretion of the ICO leader. Clothing and footwear should be sensible, comfortable for the planned activity, and take the weather into consideration.

19. For campouts/overnight outings, the following additional requirements apply: participating students must have attended at least one prior ICO outing, there must be a student-to-responsible adult ratio of 10-to-1, a minimum of 15 students must be committed to attend with Agency Lead in Charge (this accounts for possible late attrition by having a wait list), there may be a pre-overnight/campout parent meeting by zoom, and there is a recognition that ICO provides all camping equipment and a food budget of \$6.00/per participant per meal.

Name of School/Agency

Agency Address (Pickup location for bus)

Required: Print and then Sign by Agency Liaison

PRINT Name: Agency Liaison
Date

Agency Liaison Signature

Contact email

Contact cell phone

OFFICE USE ONLY -

The signing and implementation of this Agreement is to be monitored and enforced by the ICO Leader who is the ICO Liaison to the Agency. The ICO Leader should send the Agreement to the Agency Liaison and have them return the signed copy back to them. The ICO Leader sends the signed form to ICO Chair or Designee. Upon receipt, outings can begin scheduling outings for this school/agency. This Agreement will remain in effect until the Agency Liaison changes. 6/18/2026

APPENDIX B: SMP FOR DAY OUTING: MODEL AND LINK TO BLANK

Link to blank: Safety Management Plans exist for a location so leaders should review existing Safety Management plans on the Gdrive ([Safety Management Plans](#)) before completing a new one.

Section I: Leader(s) Information

Outing Name: Rising Sun Trail to Solstice Canyon Trail	Dates for Outing: Saturday, March 1, 2025
Leader Name: Phuong Nguyen	Phone number: 562-241-4821
Leader Name: Ann Majchrzak	Phone number: 310-569-8526

Section II Outing Information – Fill out this section if you are not using Campfire Events

Outing Purpose Statement & Description of Activities:

Take students who have hiked a few times before to a beautiful hike in the Santa Monica Mountains. Students will learn to appreciate nature and the history of the Chumash people, the historical ruins of Roberts' and Keller house, and TRW testing for satellites. Teach students to appreciate the joy of hiking and the historical aspects of the surrounding area. Remind students about the Leave No Trace rule.

Outing Announcement: Include trip date(s) and time(s), fees (if any), brief description of outing, difficulty rating, participant pre-requisites, leader name and contact information.

A 3.5-mile loop mostly shaded trail in the Santa Monica Mountains of Malibu, California. Considered a moderately challenging route uphill on the Rising Sun Trail (1.5 miles, 469 ft gain), but an easy hike back down the paved Solstice Canyon Trail 2 miles) back to the parking lot.

May take approximately 2-2.5 hours to complete. The Solstice Canyon Trail is a popular, well-maintained route with some spur-trail opportunities for more adventurous travelers. There are a number of historical ruins such as the Roberts' and the Keller's house, Tropical Terrace Ruins, and TRW, the site of a former space research facility (1961-1973).

MACES School Hike date, Saturday, March 1, 2025.

Time: 11:00 am-2:30 pm

Provisional Leader: Ms. P. Nguyen 562-241-4821

Leaders: Ann Majchrzak 310-569-8526 and Laurie Woerfel 626-375-6396

You will be required to complete a Medical Info Form listing allergies, medications, and general medical history. If you are feeling unwell, please do not participate.

Meeting Place:

Solstice Canyon

3700 Solstice Canyon RD

TRW Loop Trail, Malibu, CA 90265

Phone: (805) 370-2301

Intersection of Corral Canyon Road and Solstice Canyon Road, Malibu, CA, 90265

GPS Coordinates: N 34.0350 W 118.7445

Pre-Trip Talk: Include the tone you plan to set for your talk, a welcome greeting, conduct, safety guidelines, conservation topics, Leave No Trace points you want to cover and liability waiver information.

Introduce leaders, welcome volunteers and students.

Review safety guidelines & preparation (backpack, water, food, shoes, etc)

Reviews leave no trace behind.

Collect participation/waiver forms.

This is a very popular area for birding, hiking, and running, so you'll likely encounter other people while exploring. Highlights include stunning views, unique rock formations, historical ruins, the oldest still-standing stone building in Malibu, a small waterfall, and creek. Challenges to be aware of are: loose rocks uphill, steep climb for Rising Sun Trail. Reviewers recommend starting early, bringing plenty of water, and wearing good shoes.

A 3.5-mile loop mostly shaded trail in the Santa Monica Mountains of Malibu, California. Considered a moderately challenging route uphill on the Rising Sun Trail (1.5 miles, 469 ft gain), but an easy hike back down the paved Solstice Canyon Trail 2 miles) back to the parking lot.

May take approximately 2-2.5 hours to complete. The Solstice Canyon Trail is a popular, well-maintained route with some spur-trail opportunities for more adventurous travelers.

History- Thousands of years ago, the Chumash were the first to use the land (N Paso Robles to N Malibu) for food, water and shelter. After the Mission Period (1769-1833), the land was used by ranchers to graze cattle, sheep, and horses. There are a number of historical ruins such as the Roberts' and the Keller's house, Tropical Terrace Ruins, and TRW, the site of a former space research facility (1961-1973).

Please be sure to send communication to participants regarding Sierra Club's stance on vaccines (may be with unvaccinated participants and that Sierra Club requests that they let the leader know if they develop symptoms or test positive for covid after the outing).

In Case of an Emergency:

1. Ensure the area is safe to enter
2. Stabilize patient and administer first aid
3. **Call 911 or follow the steps you created below for OUT OF 911 area**
4. Continue to care for patient until medical help arrives
5. Contact the Emergency Line/On-call person immediately. **Call 1-888-OUTINGS**
6. If possible, someone should go with the patient to the hospital. The most experienced leader should stay with the rest of the group
7. Complete an [Incident Report](#)

Please send a copy of your Safety Management Plan to your Outings chair or entity designee

Section III: Resources

Please check all resources that apply to your Outing:

Available resources	Location of resource	Notes on use
☒ 911	If NOT in 911 area, write steps for emergency response	No cell service after PCH/Corral Canyon RD. Call 911 first. Will use InReach SOS if there is an emergency. For non-emergencies <u>Emergency Dispatch</u> at 661-723-3620
☐ NO Cell phone		Signal reliability: no service once on Corral Canyon Road from PCH. Location of best signal: Corner of PCH /Corral Canyon Road
☐ Radio		Call sign: Channel: Repeater:
XInReach/PLB		Ann Majchrzak
☐ Landline		Phone number:
XFirst Aid Kit	Ann, Phuong, Laurie	
XMedical Forms	First Aid Kit	Phuong
XVehicle		Location of keys: Top lid of Phuong's backpack Location of spare keys:
XOther		Busy trail

Partner Contacts: no partners

Name: Ann Majchrzak Laurie Woerfel	Position: ICO Leaders	Work phone:	Mobile phone: 310-569-8526 (Ann) 626-375-6396 (Laurie)

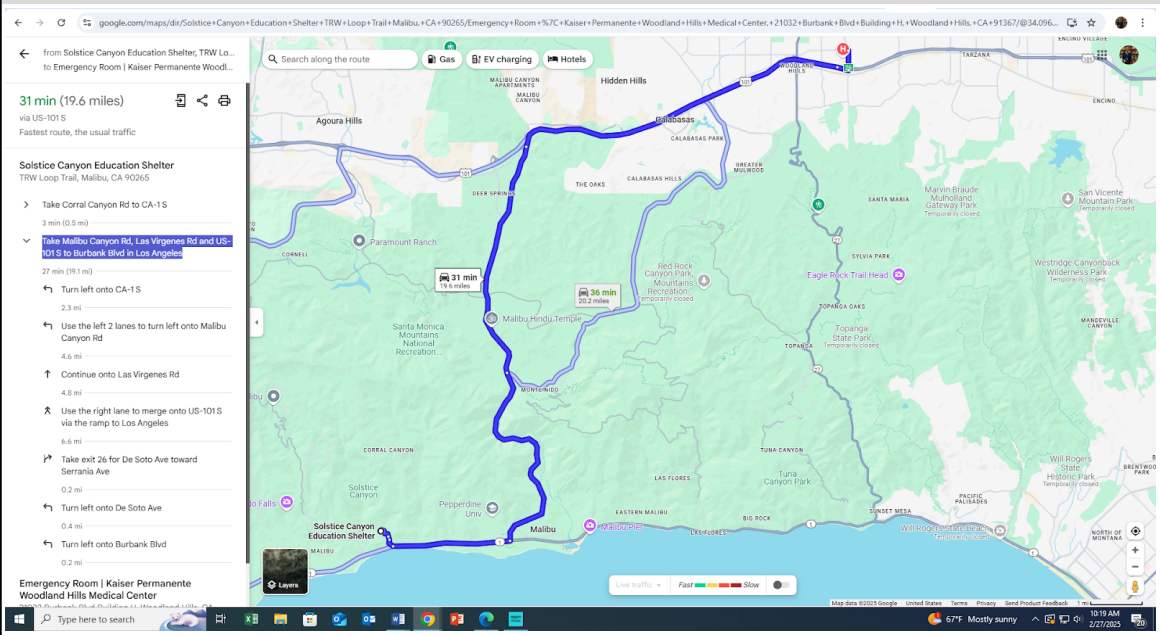
Land/Water Management or Facility Contact: US Forest Service, Imaginary Peak Wilderness

Visitor/Ranger Station: King Gillette Ranch, 26876 Mulholland Highway, Calabasas, CA, 91302 805-370-2301 - General information: (805) 370-2301 - Emergencies: Call 911	Position:	Work phone: (805) 370-2301	Mobile phone:
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Name:	Position:	Work phone:	Mobile phone:
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Map from Solstice Canyon Trail to Kaiser Permanente Woodland Hills Medical Center Emergency Room
818.719.2000

Solstice Canyon Education Shelter
TRW Loop Trail, Malibu, CA 90265



Clinic or Hospital Name:	Address:	Phone number:	Distance from site
Kaiser Permanente Woodland Hills Medical Center Emergency Room NON- Life threatening Conditions: MALIBU Urgent Care	5601 Desoto Ave Woodland Hills, CA 91367 23656 Pacific Coast Hwy Malibu, CA 90265	818.719.2000 (310) 456-7551	31 mins 19.6 miles 13 mins (4.6 miles)

Directions from site to Kaiser Permanente (including hiking and trailhead information if applicable):

Take Corral Canyon Rd to CA-1 S

Take Malibu Canyon Rd, Las Virgenes Rd and US-101 S to Burbank Blvd in Los Angeles

Take exit 26 for De Soto Ave toward Serrania Ave

Turn left onto De Soto Ave

Turn left onto Burbank Blvd

Emergency Room | Kaiser Permanente Woodland Hills Medical Center

21032 Burbank Blvd Building H, Woodland Hills, CA 91367

Closest Ambulance comes from:

Westmed McCormick Ambulance Service

28734 PCH, Malibu

310-349-8900

Distance from site (miles):

Closest Fire Station or Police:

Los Angeles County Fire Dept. Station

88

23720 Malibu Rd, Malibu, CA 90265

310-456-2812

Distance from site (miles): 13 min (4.7 miles)

APPENDIX C: Model SMP for Overnight

The 17 page SMP for Overnight can be found here: Both models and blanks:

 **Overnight trips**

APPENDIX D: HANDBOOK SELF-ASSESSMENT

Angeles ICO Safety and Procedures Handbook Self-Testing for Comprehension WITHOUT ANSWERS

(updated 6/18/26)

Choose the best answer for each question.

- 1) EFFECT OF NON-COMPLIANCE: If you violate the 2025 Sierra Club Minors Policy:
 - a) You can be decertified as a leader
 - b) You can cause an audit of Angeles ICO, which can lead to ICO Chapter deactivation
 - c) Both of the above
 - d) None of the above
- 2) Which of the following is NEVER allowed during the ICO outing
 - a) Alcohol
 - b) Dogs (except service dogs)
 - c) The use of smartphones in places or situations where privacy is expected
 - d) Displays of affection between minors

- e) Revealing clothing
- f) Earbuds or headphones
- g) ALL of the above

3) WATER: The Angeles ICO Handbook specifies that ICO Outings leaders:

- a) NEVER allow participants in the ocean unless a lifeguard is present
- b) Allow participants in waterfall pools only if swimming is not needed
- c) Allow participants to walk through tidepools provided it is safe
- d) All of the above
- e) Allow participants in the ocean provided it appears safe to the Outings Leader and provided it is not above their knees

4) In what situation are ICO leaders and trip assistants allowed to administer prescription medications to minors?

- a) In any emergency situation.
- b) When the minor requests it.
- c) Only with prior written permission and instructions from the parent/guardian, except in cases of acute anaphylaxis.
- d) Only if a nurse is present.

5) When hiking:

- a) All participants must be in visual eye contact with a leader, co-leader or trip assistant
- b) Can be spread out so far that the leader does not see the co-leader for significant periods of time
- c) Only allow groups of small enough numbers and on trails that are not too winding so that leader can always see the co-leader.
- d) Are allowed to spread out just as long as you can hear them

6) Every outing must have at least 2 Sierra Club leaders and fulfill a certain set of requirements. Which of these are NOT true:

- a) The coleader may be a non-ICO Sierra Club leader
- b) Both leaders must have passed the annual Mandated Reporting training.
- c) Both leaders must have certified annually their knowledge of any updates to the Angeles ICO Safety and Procedures Handbook
- d) The coleader must be identified 2 weeks before the start of the outing
- e) The leader can also be the Agency Lead-in-charge for that outing
- f) They are all true

7) Parents are allowed to attend day outings without mandated reporting

- a) Only if they have completed the trip participant form
- b) Only if they have applied to become ICO volunteers
- c) Only if they agree to take the mandated reporting class in the future
- d) All of the above

8) The Outing Leader is responsible for ensuring that the ratio of Responsible Agency Adult Supervisors-to-participating minors is appropriately planned and implemented. This ratio is:

- a) 1-to-10 for K thru 8
- b) 1-to-15 for grades 9-12
- c) All of the above
- d) 1-to-15 for all grades

9) What counts in the Adult Supervisor-to-participating Minor ratio is:

- a) Agency employees who are NOT ICO-Certified leaders
- b) Parents who are considered Responsible Adults by the Agency
- c) Agency employees who do NOT bring their own children
- d) All of the above
- e) A and B only

10) When hiking, some participants may want to split off for bathroom breaks or because they are tired. What do you do?

- a) NEVER allow it; entire group has to go everywhere together
- b) Allow a subgroup to leave provided there are 2 adults with them even if they don't have Mandated Reporting
- c) Allow a subgroup to leave if there is only 1 mandated reporter present with them
- d) Allow a subgroup to leave only if 2 mandated reporters from ICO are present with both the subgroup and the main group
- e) Allow a subgroup to leave only if both the main group and subgroup each have 2 mandated reporters, only one of which must come from ICO.

11) Sometimes minors exhibit problem behavior that can cause unsafe challenges for the Outing (such as repeatedly walking in front of the Leader or throwing rocks, etc.). The Outing Leader has the following options to address the behavior:

- a) Immediately address the problem behavior by taking the participant aside along with the Agency Lead-in-Charge or the Coleader to discuss the behavior and impact on the outing.
- b) Ask the Agency Lead-in-Charge to continue to correct the behavior.
- c) Turn the entire group around and end the Outing, flagging the participant from participating in future trips.
- d) All of the above

12) One-on-one communication is strictly prohibited between ICO leaders and minors. One-on-one communication means:

- a) Any communication which is out of sight or sound of others
- b) Any communication at all even within sight of others
- c) Any talking with leaders
- d) All of the above

13) During an outing, a minor provides you with their cell phone and Instagram contact, asking you to text them. What do you do?

- a) Do not text them
- b) Text them as you would any friend
- c) Text the student but include another registered ICO leader, mandated reporter or legal guardian over the age of 21.
- d) All of the above

14) When planning an outing, what must the ICO Outing Leader do:

- a) Check if a Safety Management Plan exists for the location, and if so, update it, and if not, prepare one and send to ICO Chair
- b) Assume a Safety Management Plan exists
- c) Create a Safety Management Plan every time you go on a hike
- d) Ignore Safety Management Plans because we are ICO
- e) Only do Safety Management Plans for overnight trips

15) What should an Outing Leader carry in their packs during the outing:

- a) Safety Management Plan
- b) Incident Report form
- c) Mandated Reporting Contact list
- d) Refusal Medical Treatment forms (for adults)
- e) All signed trip participant permission forms (one for each participant)
- f) A first aid kit that has been inspected to meet the Sierra Club required contents
- g) Ten essentials (part of Leadership Training Class)
- h) Bus confirmation
- i) Emergency Response Card
- j) All of the above
- k) All of the above but leave the Permission forms in the car

16) Agencies can be put on probation from future ICO outings when:

- a) They fail to meet the minimum 20 student participants in one outing in the year
- b) They fail to meet the minimum in two outings in the year
- c) There is no probation.
- d) The agency reaches the minimum 20 student participants.

17) Agencies can return from suspension by:

- a) Never
- b) Submitting a proposal to ICO chair indicating what they will do differently in the next year to ensure the minimum number of participants are met
- c) Just waiting until the following year
- d) Hoping that the agency will reach the minimum 20 student participants in the next year.

18) A group within an Agency is allowed each year:

- a) 3 single-day hikes
- b) An overnight per year provided participants have attended one of the day hikes
- c) The opportunity to prepare proposals to request more outings if they would like, following the proposal content in the Handbook
- d) All of the above
- e) A & B only

19) Buses are the responsibility of the Outing Leader who is planning the trip. Which of the following should the Leader do:

- a) Tell bus coordinator, treasurer, and Calendar Coordinator if you cancel but never cancel less than 48 prior to outing
- b) Involve bus coordinator if switching bus companies
- c) Contact bus company a few days before to ensure they have your confirmation
- d) Book buses by completing the Trip Request form 4 weeks prior.
- e) All of the above

20) As an Outing Leader, you have several requirements that you must keep current. These include:

- a) First aid & CPR
- b) Sierra Club membership
- c) Mandated Reporting
- d) Angeles Chapter Outdoor Leadership Self-Study
- e) Renewal of DMV
- f) ICO Safety and Procedures Handbook Self-review and evaluation
- g) All of the above

21) Which of the following is NOT considered a major incident requiring an incident report?

- a) An incident that requires more than simple first aid
- b) Requires care by a medical professional
- c) Requires evacuation from the field
- d) A minor headache

22) Can a participant bring a pocket knife for whittling wood during an ICO trip?

- a) Yes, as long as it's kept in a sheath.
- b) Yes, with the ICO leader's permission.
- c) No, weapons of any kind are prohibited.
- d) Yes, if it's for emergency purposes only.

23) When does the Leader need to leave a personal vehicle at the trailhead even when a bus is there?

- a) Never, because bus can take the kids to the emergency room
- b) Always
- c) Only if it's hot
- d) Only if the bus seems really old and might break down

APPENDIX E: ICO NATIONAL SIERRA CLUB MINORS POLICY JUNE 2025

California's Assembly Bill 506 (AB506) became law on September 16, 2021 and went into effect on January 1, 2022. This new law sets new requirements for youth serving organizations in three areas: screening, training, and policies. In addition, the law allows insurance carriers to seek verification of compliance with these requirements. The law requires the following:

- All administrators, employees, and volunteers must complete a fingerprint based state and federal-level background check; anyone with a history of child abuse is excluded from working or volunteering in a youth serving organization.
- All administrators, employees, and "regular" volunteers (see 2b. below) must complete child abuse and neglect reporting training.
- Youth serving organizations must develop and implement child abuse prevention policies and procedures which include (but are not limited to):
 - policies to ensure incidents of suspected child abuse are reported to the appropriate entities. Section 11165.9 of the California Penal Code
 - policies requiring the presence of at least two mandated reporters when employees and volunteers are in contact with or supervising children.
- Insurers may request information of youth serving organizations to show compliance with these requirements as part of their loss control and underwriting program

The Sierra Club is committed to providing a safe and nurturing environment for all minors. Sierra Club does not tolerate the abuse or mistreatment of minors including, but not limited to, physical, emotional, or sexual abuse or exploitation. This policy sets forth background check, mandatory training, and child abuse and neglect reporting requirements for Sierra Club's Inspiring Connections Outdoors (ICO) employees and volunteers. It is designed to promote a positive environment and compliance with applicable laws and best practices regarding the protection, safety, well-being, and respectful treatment of minors who engage with Sierra Club's ICO program. Failure to comply with policy may result in termination of employment/volunteer status and potential legal action.

Volunteer Application Submission	All Sierra Club Inspiring Connections Outdoors (ICO) Volunteers must complete a Volunteer Application form provided by their ICO entity.
Screening Requirements	● Sierra Club requires that all ICO staff and volunteers undergo and pass one background check screening which includes a Social Security Number Trace, Confidence Multi-state Criminal & National Sex Offender Database Check, and Current County

of Residence Check, via Sierra Club's designated background check provider. The screening process includes an automatic monthly background check to promote a consistently safe environment. These checks will monitor for any changes in background status and will be in place until an individual's employment or volunteer engagement with the ICO program ends.

- Additionally, any ICO staff member or volunteer who will perform any driving of minors in any capacity must complete a Motor Vehicle Records check. The Motor Vehicle Records Check is not ongoing and must be renewed every two years.
- Any ICO staff (prospective or current) and volunteers who undergo a background check pursuant to this policy must be cleared as qualified by Sierra Club's designated background check provider *before* they are permitted to work or volunteer with an ICO program. The screening process could take up to fourteen (14) days or more and could delay the volunteer's or employee's projected start date.
- Employment offers and approval of volunteer status are conditional until the passing of all required background checks. Any prospective or current employee or volunteer who refuses a required criminal background check, makes a false statement about their background check, is a registered sex offender, or is flagged for a barrier crime will not be eligible to work or provide support for the ICO program, including the performance of administrative tasks or duties.
- If an ICO employee or volunteer is charged with a barrier crime while they are employed by or volunteering with Sierra Club, they must inform the Sierra Club of the charge and outcome by emailing ico@sierraclub.org.
- Sierra Club reserves the right to take any disciplinary or corrective action against an employee or volunteer who has engaged in conduct that may pose a threat or whom Sierra Club reasonably believes has taken action that poses a threat to the safety of any of its other employees, volunteers, members, or program participants, including minors.

Mandatory Reporter Training	• Current and prospective Sierra Club Inspiring Connections Outdoors (ICO) staff and volunteers engaging with minors (for a full list of roles refer to the chart on Sierra Club's ICO Minor's Policy FAQs document) must complete Duty to Report Mandated Reporter Training on child abuse and neglect. Additional training may be required for specific roles. • Sierra Club also requires “refresher” training to be completed at minimum, every two (2) years. Some states, like California, may require training to be completed annually. Entities are responsible for knowing their respective state training requirements and ensuring the training cadence obligation is met by all approved volunteers. Please refer to the Child Welfare Information Gateway for state-specific information and Sierra Club's ICO Minors Policy FAQs for additional guidance. • Volunteers must save their certificate and email it to their ICO Outings Chair or the entity's ICO Outings Leader Management User. If you are unable to reach these individuals, please email it to program.safety@sierraclub.org • Any Mandated Reporter training provided by outside parties at the request of an ICO entity must first be approved by Sierra Club staff • Additional Training: The Unaccompanied Minor Module: Outings Leader Training found on Campfire Learning, is also highly recommended for all ICO volunteers working with unaccompanied minors.
Compliance Tracking and Incident Reporting	• In every case, suspected or actual abuse, whether the alleged abuse occurred on or off an ICO trip, must be reported to both Child Protective Services (CPS) and submitted as an incident report through Sierra Club's Incident Reporting Form within 24 hours. Individual entities are responsible for checking state-specific requirements and are welcome to reach out to ico@sierraclub.org and program.safety@sierraclub.org with questions. Failure to report known or suspected child abuse result in both civil and criminal liability dependent on state law. • Any conduct by an adult toward a minor participant that constitutes abuse, mistreatment, or sexual activity will result in immediate intervention and/or disciplinary action, up to and including separation from Sierra Club and cooperation with law enforcement.

	● Each ICO entity/group must use Sierra Club’s outings leader’s database, Campfire Leader Management to track ICO volunteer completion and renewal dates for: ■ Volunteer Applications ■ Background Checks ■ Motor Vehicle Records Checks (as needed) ■ Mandated Reporter Training ■ Additional Training Modules (as needed) ● Each ICO entity/group will complete the annual compliance audit form between December 1st and December 30th of every year. Please see Sierra Club’s Minors Policy FAQs for additional guidance. ● Any audit that identifies non-compliance by an entity or individual will result in written corrective action plans with specific completion deadlines sent to the entity. ● Entities that demonstrate egregious non-compliance or fail to meet prescribed deadlines for corrective actions will have their clearance to run ICO programs revoked and/or have their entity deactivated. ● Before any entity is granted approval to run ICO programs or has their ICO privileges reinstated, they must provide evidence of meeting compliance requirements and outline their systems for maintaining ongoing compliance with ICO policies.
Supervision of Minors	● It is required that there be at least (2) two Mandated Reporters present whenever ICO employees or volunteers are in contact with, or supervising minors and a minimum ratio of 1:15 be maintained for larger groups. <i>Exception: In the case of emergency, it is permissible that one Mandated Reporter remains with the group while the other performs the evacuation.</i> *Note: Specific activities may require smaller ratios. See specific activity for policy/guidelines information on the <u>Policy Campfire Page</u>. ● One-on-one contact (one-to-one contact means out of sight or sound of others) between adult ICO leaders or volunteers and

	minor participants is prohibited both inside and outside the ICO program — except in the case of an emergency if doing so is not reasonably practical. One-on-one contact is considered being in a location where one is not able to be heard or seen by others. • If the two Mandated Reporter requirements cannot be met for a planned ICO trip, the trip must be canceled. It is the responsibility of the entity to ensure that sufficient supervision is provided for all activities. The presence of a Mandated Reporter from a partner organization can meet the requirement for one (1) of the two (2) Mandated Reporters needed if the adult: ❖ Works or volunteers for a partner agency and ❖ Provides a record of the partner agency’s up-to-date youth protection training policy. ➤ This record must be kept on file by the ICO entity organizing the trip and will be audited annually. • Adults who have not fulfilled both the background check requirement and completed Mandated Reporter training will not count for these ratios. • All ICO Leaders must be 21 years of age or older, be in good standing, and have completed all requisite training. • Parents/guardians who wish to participate in overnight trips must be trained Mandated Reporters. Record of their completed training must be submitted to the respective organizing entity prior to attending the activity and kept on file.
General Policies	The following additional requirements apply to all ICO outings: • All minor participants must have a <u>Waiver /Participant Info Form</u> signed by parents or legal guardians. • Written notice of Sierra Club’s ICO Minor’s Policy for employees and volunteers must be provided to the parents or legal guardians of a minor participating in the ICO program prior to the minor engaging in any activities. The policy can be shared via email, text, or a copy can be provided in-person to the parent/legal guardian.

	• Private online communications (email, texting, phone calls, chat, instant/direct messages, Facebook, Snapchat etc.) or contact with ICO-participants must include another registered ICO leader, mandated reporter or legal guardian over the age of 21. • Alcohol, recreational and illicit drugs, and tobacco are expressly prohibited on ALL ICO trips. This includes the use of electronic cigarettes, personal vaporizers, or electronic nicotine delivery systems that simulate tobacco smoking. • Using or possessing any weapons during ICO outings is prohibited. • ICO staff and volunteers must respect the privacy of youth members in situations such as showering and changing clothes. ICO staff and volunteers must also protect their own privacy in these situations. • The use of smartphones, cameras, mirrors, drones, etc., in places or situations where privacy is expected is prohibited. • Volunteers are prohibited from accessing, displaying, or possessing pornography on Sierra Club's property, equipment, or on trips with minors. • Sierra Club staff, leaders, and volunteers will not participate in or tolerate sexual activity during ICO trips or outings, including inappropriate displays of affection, with or between minors. • Appropriate attire is required for all ICO activities. • On overnight trips, minors will be assigned to tents or accommodations based on their gender identity. In cases where minors identify as non-binary or have other specific needs, the trip leader will work with the individual and their guardian(s) to determine an appropriate and comfortable sleeping arrangement. • ICO leaders and volunteers will sleep within hearing of the participants. • No youth is permitted to sleep in the tent or share the accommodations of an adult other than his, her, or their own parent or legal guardian. • Youth sharing tents must be no more than two years apart in age. • It is strongly encouraged that separate shower and latrine facilities are made available for each gender identity. When such
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	accommodations are not possible, separate times for use should be scheduled and posted/shared. Likewise, youth and adults must shower at different times. • Except in situations of acute anaphylaxis, ICO leaders and volunteers may not administer prescription medications (oral or topical) or over-the-counter oral medications to minors [revision in 2026 National Handbook], other than those identified by the parent/ legal guardian on the medical form along with written permission and instructions for dispensing. • Non-prescription topical medications may be used in administering appropriate first aid treatment if necessary. • In addition to the requirements outlined above, Sierra Club may have additional guidelines and policies specific to certain roles or program areas. These guidelines further safeguard Employees, Volunteers, Minors, and other Participants who engage with the organization and must be adhered to. Individuals are responsible for ensuring they follow all additional guidelines required for their particular role or program area. • Refer to Leader-Provided Transportation for all Outings section to read driving policies.
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Detailed information and additional requirements can be found in Sierra Club’s full Inspiring Connections Outdoors Minors Policy.

Definitions

Accompanied Minor: A Minor accompanied by a parent or legal guardian.

Alone: Being in a location where one is not able to be heard or seen by others

Appropriate Attire: Exercising good judgment and wearing proper clothing for all ICO-related activities is expected from all ICO staff, volunteers, and participants. Examples of inappropriate attire include sheer, or revealing clothing or bathing suits and clothing with offensive/profane or threatening messages, graphics, or language. Clothing and footwear should be sensible, comfortable for the planned activity, and take the weather into consideration.

Barrier Crimes: Sierra Club prohibits knowingly hiring an employee or approving volunteer status to anyone who has been convicted of any of the following crimes: a crime involving rape or sexual assault, murder, child abuse, abduction, domestic violence, human trafficking, arson, a weapons felony, physical assault or battery, drug use or possession, or distribution of drugs in the last five years.

Any misdemeanor or felony conviction against children, including child pornography, is also a barrier crime. An employee or volunteer will be considered unqualified for hiring or service if evidence of a barrier crime is found on their record through the screening process carried out by Sierra Club's designated background check provider.

Bullying: Seeking to harm, intimidate, or coerce someone perceived as vulnerable.

Employee/Staff: "Employee," as used herein, means an individual hired for a paid position and working or providing services for Sierra Club, including, but not limited to, administrators, independent contractors and board members.

Inappropriate Behaviors/Displays of Affection: Physical contact between adults and the children/youth they are responsible for or supervise should always be public, age-appropriate, and non-sexual in nature. Good judgment should always be exercised when working with minors. Some examples of inappropriate behavior include:

- Tickling/wrestling
 - Rough housing
 - Piggyback rides
 - Backrubs or massage
 - Seating a child on one's lap
 - Patting on the buttocks (sports)
 - Unwanted physical contact
 - Photography without permission
 - Giving/receiving gifts
 - Contact via electronic or social media without permission
 - Grabbing, shaking
 - Slapping, spanking
 - Pinching, pushing
 - Kicking
 - Touching private body parts
 - Intimate, romantic, or sexual contact
 - Belittling, embarrassing
 - Shaming
 - Referencing physical development or appearance
-
- Showing pornography

Mandated Reporter: Individuals who are **legally** required to report suspected child abuse or neglect to the appropriate authorities; the specific list of mandated reporters may vary slightly from state to state but are often individuals whose work/roles involve frequent interactions with children.

For purposes of this Sierra Club policy, **all** Sierra Club ICO employees and volunteers are required to report any known or suspected inappropriate behavior or abuse of a minor that comes to their attention to their respective state's Child Protective Services in the county where the abuse is suspected to have taken place or is suspected of taking place, in accordance to their state's specified reporting requirements.

Minor: Any person under the age of 18 years old. Youth, children, and minors are used interchangeably.

Unaccompanied Minor: A Minor who is not accompanied by a parent or legal guardian.

Volunteer: A volunteer is an individual providing services on behalf of the Sierra Club for no remuneration or expectation of compensation.

- a. **ICO Outings Chair:** The Chair provides overall leadership and direction to a local ICO group/entity. Chairs are responsible for making sure that the group/entity complies with SC policy and standards. The Chair is responsible for maintaining positive and professional relationships with all partners. The Chair must be responsive to ICO volunteers and SC staff. The Chair can also be set up as a Praesidium user with the ability to initiate Praesidium Background Checks or the chair can assign this role to another group/entity volunteer.
- b. **ICO Outings Trip Leader:** The ICO Outings Trip Leader coordinates and serves as the lead on trips with minors. ICO Outings Trip Leaders are responsible for maintaining all trip paperwork (physical or digital). Outings Trip Leaders are the main point of contact for ICO Outings Leaders providing leadership to ICO Outings Leaders.
- c. **ICO Outings Leader:** The ICO Outings Leader supports the ICO Outings Trip Leader on ICO outings. The ICO outings Leader must be responsive to the ICO Outings Trip Leader.

APPENDIX F: GUIDANCE FROM ANGELES CHAPTER LEADER HANDBOOK ON LEADER BEHAVIOR ISSUES (page 92)

When any issues or problems come to the attention of a Subcommittee Chair regarding a Leader, the following actions will be taken in a timely manner:

- a. Review any issues or problems reported, and Outings evaluations if applicable.
- b. Contact and interview anyone pertinent involved in the issue, problem, or challenge.
- c. Contact and interview any third parties, if applicable.
- d. Contact the Leader and listen, acknowledge, and discuss the challenges that were raised. Explain and discuss the impact the Leader's issues have had on the group, the issues that need to be changed, and that there may be reasonable and specific consequences if the problem behavior or health challenges are not changed or improved. Be kind but firm in the discussion.
- e. Document these steps and all communications. Despite careful training and experience, there are rare situations when a leader may need to be suspended or removed from leadership. The Sierra Club National Outings program reserves the right to suspend or revoke leadership privileges if it is found that the leader's actions or behaviors present a safety concern, medical risk, or they conduct themselves in a manner detrimental to the activities or participants of the Outing, or to the program. If a complaint against a leader is particularly egregious such as accusations of sexual harassment/assault, threats of, or

actual physical violence, the OC Chair may temporarily suspend a leader before an investigation into the allegations is completed.

- f. Issues Addressed Timely by Subcommittee
- g. Action Choices: Improvement Development Plan, Suspension, Revoke Leadership Privileges
- h. If it is believed that the leader's problem behaviors, lack of leadership skills, or health challenges present an ongoing safety concern or medical risk, is disruptive, or otherwise detrimental to leadership, action should be taken. The authority to suspend or revoke leadership privileges belongs with the Outings Administrative Committee (OAC) [renamed ICO Outings Compliance Review Committee).

Appendix G: INSTRUCTIONS to obtain MANDATED REPORTING to leaders/overnight parents/volunteers:

Since this is your first time taking the Mandated Reporting training with Praesidium, To Enroll:

1. Go to <https://www.praesidiumacademy.com/redeem>
2. Fill in your contact information including First Name, Last Name, Email Address, and desired Password.
3. Enter the appropriate registration code for your organization [which is] - **reg-303-sierraclub**
4. Click Validate to confirm registration code.
5. Click the checkbox to agree to the Terms & Conditions.
6. Click Redeem.
7. **IMPORTANT:** Write down your user login and password for future reference.
8. Answer the Registration Questions about your status and role within the organization.
9. Click Save & Continue.
10. To begin taking training immediately, scroll down and click: **Duty to Report: Mandated Reporter (ENG) CANRA Mandated Reporter** (if you live or will be leading outings/events/activities in California).

Please send to Leader Certification Coordinator: (Ann Majchrzak: majchrza@usc.edu) proof of completion so it can be entered into the information system that keeps track of this stuff.

Frequency: This course must be completed every year in State of California. To take the training again after initial enrollment at Praesidium, the volunteer should use their username/password to login and find the course they need to take (no code needed, only login credentials are required).

APPENDIX H: Remote First Aid Kit (backcountry)

Frontcountry v. Backcountry as defined by National: FRONTCOUNTRY / BACKCOUNTRY DEFINITIONS

- Frontcountry is defined as any location where a professional, state-regulated Emergency Medical Services (EMS) can reach the group within one to two hours via

vehicle/foot/helicopter.

- Backcountry is defined as any location where a professional, state-regulated Emergency Medical Services (EMS) cannot reach the group within one - two hours by vehicle/foot/helicopter.

(Should be used when you are more than 2 hours from definitive medical care. Most trips will fall under this category. Quantities listed are minimum required)

Equipment	Admin Supplies
CPR Microshield	First aid book
Emergency blanket	Contents list
Resealable/biohazard plastic bags	3 – Patient Report Form
3 pair – Non-latex gloves	1 – Incident Report
Trauma shears	Writing utensil
Tweezers	SC Emergency Procedure Card
2 – Disposable face masks (surgical style or KN95)	
Digital thermometer with single use sleeves, or disposable thermometer strips	
Safety pins	
Wound Management	Bandages
Irrigation syringe	4 – 3 x 3 sterile gauze pads
Antiseptic wipes	2 – 4 x 4 sterile gauze pads
Sting relief wipes	2 – non-stick pads
Tincture of benzoin	2 – trauma pads
One inch cloth or surgical tape	2 – gauze roller bandages
8 – antibiotic ointment	10 – bandaids
8 – hydrocortisone cream	4 – bandaids, large
4 – sterile cotton tip applicators	2 – knuckle / fingertip bandaids
1 – temporary dental filling	10 – wound closure strips (steri-strips®)
	2 – 2 nd Skin burn pads
	2 – eye pads
Blister / Sprain	OTC Medications
3 – Moleskin (sheets)	12 – diphenhydramine (Benadryl®)
1 – Molefoam (sheet)	10 – acetaminophen (Tylenol®)
2 – elastic roller bandage (Ace®). Consider one 2 inch and one 4 inch	10 – ibuprofen (Motrin®)
1 – Sam Splint®	4 – aspirin
2 – triangular bandage / cravats	12 – loperamide (Imodium®)
	6 – antacid (Tums®)
	4 – electrolyte replacement (powdered Gatorade is acceptable)

Medications

Medication	Indications	Adult Dose	Cautions/other info
Ibuprofen (Motrin®)	Pain relief, fever, headache	400mg; may take up to 800mg every 8 hours as needed	May upset stomach; take with food. Should avoid if allergic to aspirin.
Acetaminophen (Tylenol®)	Pain relief, fever, headache	1000mg every 4-6 hours as needed	
Aspirin	Suspected heart attack	Chew one pill	
Diphenhydramine (Benadryl®)	Allergic reaction	25-50mg every 4 hours	Use for 24 hours after symptoms resolve. May cause drowsiness
Loperamide (Imodium®)	Diarrhea	2 pills after first loose stool, then 1 after each loose stool	No more than 4 pills in 24 hours. Take with 6-8 ounces of fluid
Antacid (Tums®)	Heartburn	Chew 1-2 as needed	No more than 10 in 24 hours
Electrolyte tablets	Dehydration	2 tablets every hour as needed	Take with a full glass of water. No more than 20 tablets per day.

Refer to packaging for children's dosing

APPENDIX I: FIRST AID KIT CONTENTS AND 10 ESSENTIALS FOR FRONT COUNTRY DAY OUTINGS

The kit contents listed below are the recommended minimum that should be in a basic first aid kit per National. This presumes you are within two hours of definitive medical care. If you are more than two hours from definitive medical care, you should be using the Remote kit contents. Quantities are minimum required. Items may be added at the subcommittee's discretion and/or leader preference.

BASIC FIRST AID KIT CONTENTS (Front Country)

A FIRST AID KIT: *One of Your 10 Essentials*

For your own kit, start from scratch or add to a ready-made medical kit. Above all, know what to do with what you have. The longer you are away from urban medical care, the more you may want to carry. Some trips may call for additional items based on the nature of the trip. While no quantities are listed here, you may have more than one person requiring your care at any given time. Look over your kit before each trip; replenish any used items and replace any expired medications. If you are unfamiliar with a medication, carry a card that covers over-the-counter dosing, indications and side effects.

	Day Hiking / Backpacking	Optional but Useful
WOUND MANAGEMENT		
Adhesive bandages ex. band aids	+	
Gauze pads and gauze roll	+	
ACE bandage	+	
Triangular bandage aka cravat for slings	+	
Adhesive wound closure strips ex. steri strips/ butterfly bandage	+	
Adhesive tape 1-inch roll	+	
Blister care of choice- ex. mole skin/ 2nd Skin/ gel bandages	+	
Cotton swabs ex. Q tip	+	
10ml syringe for irrigation	+	
Liquid all-purpose soap (handwashing and cleansing wounds)	+	
Non-adhering bandage ex. telfa		+
Heavy compress dressing/ sanitary pad (for heavily bleeding wounds)		+
MEDICATIONS		
Antibiotic ointment	+	
Ibuprofen	+	
Acetaminophen	+	
Antihistamine ex. Benadryl	+	
Personal medications (pack more days than needed when backpacking)	+	
Emergency electrolytes ex. Gatorade powder	+	
Iodine/ chlorine water treatment	+	
Antidiarrheal		+
Hydrocortisone cream		+
MISCELLANEOUS		
Exam gloves (at least two sets)	+	
Medical report form and pencil	+	
Additional baggie: e.g. a zip lock for making a cold compress with snow or to use for irrigation (puncture a corner)	+	
Waterproof case (zip lock bags works fine)	+	
CPR face mask	+	
Sanitizer	+	
Scissors (small, may be found on a Swiss Army knife)/ trauma shears	+	
Safety pins	+	
Splinting materials ex. SAM splint (can be improvised from items carried)		+
Tweezers		+
Hand warmers		+
Thermometer		+

In addition to the First Aid Kit, the following items are recommended:

1. Navigation: map, compass, altimeter, GPS device, personal locator beacon (PLB) or satellite messenger
2. Headlamp: plus extra batteries
3. Sun protection: sunglasses, sun-protective clothes and sunscreen
4. First aid including foot care and insect repellent (as needed)
5. Knife plus a gear repair kit
6. Fire matches, lighter, tinder and/or stove
7. Shelter carried at all times (can be a light emergency bivy)
8. Extra food Beyond the minimum expectation
9. Extra water Beyond the minimum expectation
10. Extra clothes Beyond the minimum expectation

APPENDIX J: Best Practices for Rattlesnake Bite Prevention on ICO Hikes

These guidelines have been suggested based on the combined experience of ICO and Sierra Club leaders specifically suited to ICO outings:

As many of you might be aware, rattlesnake bites are on the rise particularly in the areas in which we hike any open field, Santa Monica mountains, Palos Verdes Peninsula, any Angeles Crest front range, Debs Park, Griffith Park, etc.); and people's reactions to snake bites are as varied as their reactions to bee stings.

Information About Rattlesnake Bites, Treatment, Communication, and Costs

1. The goal is to get the rattlesnake bite victim the anti-venom within 2 to 3 hours.
2. Most ambulances, medical clinics, fire stations, ER's do NOT carry the anti-venom, only larger major hospitals.
3. Before the hike, update your Safety Management Plan by calling the large hospitals to confirm they have the anti-venom and that it is not expired (since it has only a limited shelf-life).
4. The value of an ambulance is getting the patient to the hospital that has the anti-venom as quickly as possible.
5. If the ambulance is delayed in getting the patient to the hospital the high cost of the ambulance is not worth it, unless of course the patient is having difficulty breathing or is in shock.
6. Many of our hikes do NOT have 911 cell phone coverage. In this case, you must either rely on the satellite coverage of your cell phone or a Satellite Communicator Device such as a Garmin InReach Messenger, Spot or Zoleo which has an SOS button.
7. Newer phones carry the Satellite texting capability (iphones past 14). For older phones, you can tap on SOS but there is no guarantee it will work since it depends on your carrier, the carrier handling the area you are in, and the physical openness of the space you are in at the time of the bite.
8. The Sierra Club National Office confirms that the Sierra Club Trip Participant Liability Release Forms the students' parents sign will be upheld and the parents will be liable for the ambulance, hospital, and treatment costs.

§ Ambulance transport can range from \$800 to \$2,500.

- § Hospital rooms daily rates vary; a standard room: \$1,500 to \$3,000 per day.
- § Intensive care unit (ICU): rates range from \$4,000 to \$10,000 per day.
- § Rattlesnake anti-venom costs from \$2,500 to \$15,000 per vial, and depending on the severity of the bite, a patient usually needs 4 to 12 vials, leading to total costs that can exceed \$100,000.

ICO Best Practices Regarding Rattlesnake Bite Prevention and Care

A. Before the trip.

1. Confirm that the hospital ER you list on your Safety Management Plan has the anti-venom, and that it is not expired (since it has only a limited shelf-life).
2. Pack and carry the following:
 - Safety Management Plan
 - Bus Confirmation Form (inc. bus companies phone numbers)
 - Completed Participants Liability Waiver Forms
 - Incident Report Forms
3. Check with your cell phone carrier (by phone or online) to see if your current phone is satellite compatible (i.e., you can make calls to 911 even if you are not within cell phone service area).
4. If your phone isn't satellite compatible, carry a satellite communicator device like a Garmin InReach Messenger, Spot or Zoleo which has an SOS button. Be sure to practice and know how to use your device, print out and carry instructions for use.
5. Encourage students to hike in long pants, leather shoes/boots, with socks that are above ankle height, and bring a hiking pole(s).

B. During the trip:

1. Carry a First Aid kit with the Sierra Club recommended front country first aid supplies.
2. Carry the 10 essentials including a whistle to use to alert Search and Rescue as to your precise location, if needed.
3. Carry and make sure your satellite communicator device is turned on and receiving/sending messages, and you're carrying the instructions, in case someone else must use the device.
4. In the pre-hike talk, explain the possible hiking dangers, including rattlesnakes. Emphasize the precautions they can take to minimize the chances of being bitten. (See Rattlesnake Info. Sheet on ICO Google Drive)
5. Encourage students to stay alert, observant, stay on the trail, and use a hiking stick if possible.

C. If a Participant is Bit by a Snake:

1. After removing the victim and everyone else to a safe area, examine the victim to confirm if they have been bitten by a rattlesnake.
2. How to tell if it's a rattlesnake bite.
 - § *Take a picture or get a good description of the snake if possible.*
 - § *They leave one, two, or three puncture marks on the skin, but you won't always see any marks.*
 - § *Rattles at the end of the tail. Young snakes may only have one rattle that does not make the rattle sound.*
 - § *Diamond-shaped markings, blotches, or speckles down the back.*
 - § *A deep pit between each eye and nostril.*
 - § *A triangular head, slit-shaped pupils, and fangs.*
 - § *A single row of scales on the underside of the tail.*

3. Call 911 with a cell phone, if no signal, push the SOS button on your satellite communicator device to reach the authorities. (ZOLEO uses Global Rescue service for SOS monitoring and emergency response coordination services.)
4. Provide the following care to the victim.
 - a) Reassure them: Remind the victim that-
 - It is estimated that one third of rattlesnake bites do NOT include venom at all.
 - Deaths from rattlesnake bites are extremely rare with medical treatment.
 - Let them know that you've been trained and have prepared to care for rattlesnake bite victims.
 - b) Limit Movement: Have them rest immediately and avoid unnecessary movement of the bitten limb, keeping the area below the level of their heart, to prevent the venom from spreading.
 - c) Talk Through the Plan:
 - Focus their attention on the goal of getting them to the hospital with antivenom within 2 to 3 hours, however, some people have waited 24 hours before seeking help and survived.
 - Talk about the steps being taken to get care, such as calling 911.
 - Depending on the victims symptoms, distance from trailhead, victims ability to walk or be carried, If possible, ask if they can walk slowly or be carried to the trailhead.
 - At trailhead, they will ride in the ambulance or leaders vehicle (along with their teacher) to the hospital's emergency room that has the antivenom, that you've already identified on your Safety Management Plan.
 - The rest of the children would be led by a coleader to the bus to return to the school site.
 - As soon as cell phone coverage is secured, have student call their parents to let them know what has happened and the address of the hospital they are going to.
 - If enough adults are present, ask another adult (making it 3 adults total in the car) to come along to help keep the child calm (since rapid heartbeat speeds up the blood circulation).
 - d) Control Breathing: If panic sets in, encourage slow, deep breaths.
 - e) Be Alert for Symptoms of Shock
 - § When the body loses too much blood or fluids, the circulatory system can't get enough blood to the vital organs, and shock results.
 - § Shock is a life-threatening condition. Immediate medical care can make the difference between life and death.
 - § Symptoms of shock, including:
 - o Passing out (losing consciousness).
 - o Feeling very dizzy or lightheaded, like you may pass out.
 - o Feeling very weak or having trouble standing.
 - o Not feeling alert or able to think clearly. You may be confused, restless, fearful, or unable to respond to questions.
 - o Experiences an abnormal increase in heart rate and an abnormal decrease in blood pressure.
 - f) Treatment for Shock
 - o Call 911 or other emergency services.
 - o Have the person lie down. If there is an injury to the head, neck, or chest, keep the legs flat. Otherwise, raise the person's legs at least 12 in. (32 cm).

- If the person vomits, roll them to one side to let fluids drain from the mouth. Use care if there could be an injury to the back or neck.
- Stop any bleeding and splint any broken bones.
- Keep the person warm but not hot. Put a blanket under the person, and cover them with a sheet or blanket, depending on the weather. If the person is in a hot place, try to keep them cool.
- Take the person's pulse in case medical staff on the phone need to know what the pulse is. Take it again if the person's condition changes.
- Try to keep the person calm.

g) Don't do the following:

- Do not apply ice or heat to the bite site
- Do not cut or slice around the bite site
- Do not suck out venom (poison)
- Do not take medicines or consume alcohol/caffeinated drinks
- Do not use a tourniquet to restrict blood flow

h) Document the What You See and What You Have Done,

- Take a picture of the snake, if possible, to identify it, or document the type of snake, appearance, location, and distinguishing marks.
- Time of injury/bite
- Make list of symptoms the victim is having including any numbness tingling, or burning, metallic taste, chills, nausea, vomiting, headache, difficulty breathing or swallowing, cramps, dizziness, fainting, fever, swelling, and bruising.
- Make a list of any first aid you or others have provided prior to EMT arrival.

i) Contacting and Reuniting Student with their Parents.

- After the student's parents have been contacted and arrive at the hospital the teacher can hand off the care of his/her student to their parents.
- Then the ICO leader will need to drive the teacher back to the school site to get their vehicle so they can drive home.

j) After the Trip, the leader will -

- Call the Sierra Club immediately for life-threatening emergencies, fatalities and incidents requiring rescue or evacuation at 1-888-OUTINGS (888-688-4647)
- Scan/email (or fax) the following documents program.safety@sierraclub.org (or 510-208-3140)
 - · Incident Report
 - · Sign-in Sheet or Individual Liability Waiver
 - · Participant Medical History Form
 - · Patient Report Form (if applicable)
- Mail the above *original* documents to:
Sierra Club/Program Safety, 2101 Webster Street, Suite 1300, Oakland, CA 94612

You can download the Incident Report and Patient Report here:

<http://www.clubhouse.sierraclub.org/outings/forms/>

k). The ICO leader will contact the Angeles ICo Chair to report the snake bite event and actions taken.

APPENDIX K: ICO EQUIPMENT LOAN AGREEMENT

ICO EQUIPMENT LOAN AGREEMENT

I, _____, am borrowing the following ICO equipment:

I accept full responsibility for the equipment listed above and agree to return it in the same good condition in which it was received, normal wear and tear excepted.

The ICO leader issuing the equipment is responsible for inspecting the equipment before it is loaned and verifying that it is in good working condition at the time of the checkout. The ICO leader is also responsible for ensuring that the equipment is used appropriately during the trip.

I understand that this loan of equipment is made to me as an individual and does not imply that ICO sponsors, endorses, organizes, or is otherwise connected to my trip or activities in any way.

Borrower's Signature: _____

Cell Phone Number: _____

Email: _____

Date: _____

Equipment Issued By: _____

Date Returned: _____

Condition Upon Return: _____

APPENDIX L: EMERGENCY CARD

<https://drive.google.com/file/d/17XPpuqLVtyH4QHq0zqC-mM5gH4ZSyYkP/view?usp=sharing>



In Case of an Emergency:

Scene Management:

1. STOP! Get and stay calm!
2. Protect yourself and your group members
3. Reestablish primary leader and first aid leader roles
4. Survey the scene (Is it safe? What happened? How many patients? Can others help?)

First Aid: (Stay within your level of training!)

1. Identify yourself and get consent to help the patient.
2. Use protective barriers (gloves, breathing device)
3. Check the ABCs and address life-threatening problems
 - Airway: Is the patient's airway clear?
 - Breathing: Is the patient breathing?
 - Circulation: Is there life-threatening bleeding?
4. Complete a patient exam, vital signs and patient history to the level you have been trained to. Use the Patient Report Form as a guide and to document your findings.
5. Stabilize patient and scene before calling/sending for help
6. Develop an Evacuation Plan: (The Patient Report Form has an evacuation plan template on the back.)
 - a. Do we self-evacuate, call for help or send for help?
 - b. Considerations: patient condition, distance to road, difficulty of terrain, group strength & stamina, ability to communicate with rescue services and weather.

IF URGENT EVACUATION

1. Call 911.
2. Continue administering first aid until medical help arrives
3. Then Contact:
 - a. The Emergency Line/On-call person immediately at **1-888-OUTINGS**. A 24/7 answering service will pick up, indicate to them that this is an "Outings Emergency" and they will patch you through to Outings Safety. **Do not call our individual work #s**

Updated: 5.4.2026



In Case of an Emergency:

Scene Management:

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2. Protect yourself and your group members
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Updated: 5.4.2026

because we cannot guarantee they will be answered., or

- c. By inReach* or other messaging device, send it to **EVERYONE** listed here:

- Nancy Crane 314-610-4099
- Amberleigh Hammond 303-717-4296
- Doug Sandok 415-212-9203

You should enter all these #s into your device as Contacts before your trip. You can add an _ before each name to force them to appear together and at the top of your contacts list.

*An inReach message can be sent to multiple people, but each person will only be able to see and respond to your message, not one another.

Here is a sample script:

**This is ____ with a patient report/evac request. We are currently located at _____. Patient is ____, DOB ____, with chief complaint _____. Cause of the injury/illness is _____. (If you have findings from a physical exam, vitals, or other relevant patient history, include here). We suspect the following problem(s) _____. We plan to ____ and request ____.*

4. If possible, someone should go with the patient to the hospital. The most experienced leader should stay with the rest of the group

If Not Urgent

Self -Evacuation! (unaided by those outside your group)

- A leader should accompany the evacuation - never let anyone walk out unaccompanied.
- A party of three or more is ideal for longer evacuations (longer than one hour) in case someone else gets injured.
- If your group splits up, make sure each party has identical copies of the evacuation plan.

Incident Report

At first opportunity, complete an [Incident Report](#)

- a. because we cannot guarantee they will be answered., or

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Incident Report

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Updated: 5.4.2026

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APPENDIX : WHO TO CONTACT: Who is Holding Which Role in 2026

Role	Person	email
Angeles ICO Safety and Procedures Handbook Monitor		
<u>ELECTED OFFICIALS</u>		
Chair		

Past Chair		
Vice-Chair		
Secretary		
Treasurer		
<u>ADMINISTRATIVE COMMITTEES & COORDINATORS</u>		
Trip Assistant Coordinator		
Calendar		
Background & DMV Check		
Leader Certification Records		
Bus Transportation		
Fundraising Committee		
Equipment Committee.		

ILO Backpacking Program Committee		
<u>LIAISON ROLES TO ANGELES CHAPTER</u>		
<u>Third Party MOU Coordinator</u>		
<u>Campfire Trip Reporter</u>		
<u>Outings Management</u>		