

II – ADMINISTRATIVE PROCESS

Insurance

[Policy] Stokes Nature Center holds liability insurance for the following areas of our operation: Organizational, vehicular, building and grounds

Organizational providers name: **Great American Insurance Group**

Policy #: **Contact us if needed**

Vehicular providers name: **Alliance of Nonprofits for Insurance**

Policy #: **Contact us if needed**

Building and grounds providers name: **North American Elite Insurance Company**

Policy #: **Contact us if needed**

Additionally Insured

[Policy] When Stokes Nature Center makes use of the vendor services that involve transportation or high-risk activities (water sports, animals, etc) an ‘additionally insured’ certificate must be obtained before use of these services.

[Policy] These certificates must be requested annually by SNC Directors and kept on file at Stokes Nature Center’s Center St Office and at the Nature Center location.

Risk Management Committee

Stokes Nature Center has a formal risk management committee to review and evaluate our operations and practices. The annual tasks of the committee are:

1. Review previous year’s incident reports and evaluate our actions and response.
2. Provide an annual Risk Management Summary report to the Board of Directors.
3. Evaluate new program areas and activities and set policy.

The risk management committee shall be made up of:

1. The Executive Director
2. The Director of Education
3. TBA, as needed

Marketing

Because the first impressions of Stokes Nature Center will be made through our marketing material therefore it is important that we accurately portray and communicate our services and education activities. It is important that marketing material does not show excessively risking activities, or make promises about safety. The following steps are taken to address this avenue for making first impressions with the public:

- [Guideline] SNC Directors review all marketing material for accuracy and the messages that may be relay through the images.
- To help education participants prior to registration, an outline of SNC’s risk management program is highlighted on our website:
<http://logannature.org/risk-management/>

[Guideline] Course material will include description of the activities and the physical challenges of the activities.

Participant Agreements, Medical Information & Participant Policies

Because a participant and his/her fellow participants are an important part of risk management SNC includes preparedness and risk management training into every education program. The course/program material and the participant agreements are important training tools in this process. The risk management training is discussed in the Program Management section.

1. Participant Agreement Forms (see appendix A)

- a) [Policy] All participants on multi-day programs of Stokes Nature Center must sign a participant agreement form.
- b) [Policy] At the start of each field program the staff ensures the forms are signed and filed properly. Staff ensures that agreement forms for minors are signed by a parent or legal guardian.
- c) [Guideline] At the Director of Education's discretion, participants on day programs may be asked to sign a Participant Agreement form. Determination is activity dependent.
- d) [Guideline] The risk management committee will annual review the participant agreement form.

2. Medical Information & Emergency Contact Forms (see appendix B)

- a) [Policy] All participants on multi-day programs of Stokes Nature Center must sign a medical information form.
- b) [Policy] At the start of each field program the staff ensures that the forms are signed and filed properly.
- c) [Policy] The medical information forms are confidential and review of the information is restricted to the assigned field staff and the Director of Education.
- d) Medical Screening: SNC currently does not pre-screen participants, yet reviews individual medical history and condition information prior to going into the field. Field Staff and/or Director of Education will privately discuss with the individual any condition that needs elaboration or special consideration for our program activities.

3. Policies & Guidelines for Participants

1. [Policy] Firearms and weapons: Though firearms are allowed on some public lands, Stokes Nature Center prohibits the transportation of personal firearms in our vehicles. (note: SNC staff carry pepper spray in bear country and discourage participants from bringing additional pepper spray)
2. [Policy] Illegal Drugs: Stokes Nature Center prohibits the use of illegal drugs on our education programs, on our managed properties and transported in our vehicles.

Non-Discrimination Policy and Participant/Employee Accommodations

[Policy] Stokes Nature Center does not discriminate in providing services on the basis of sex, marital status, pregnancy, parenthood, race, religion, color, national origin, age, sexual orientation, or physical handicap, in accordance with the Utah Antidiscrimination Act.

[Policy] Stokes Nature Center is committed to being inclusive to all individuals and does not discriminate individuals with restrictive physical or medical conditions.

Each of our education programs has its own unique physical challenges for participants, and this is outlined in the program/course literature. Within the regulations of our federal land agency partners and within the abilities of our staff SNC takes great effort to accommodate individuals with particular needs.

Organizational Policies and Procedure Manuals

SNC has several handbooks and manuals that contain policies and operational procedures. These include the:

1. SNC Employee Handbook
2. Program Operations Manual
3. See attached Appendices for activity specific policies and guidelines.