

IV PROGRAM MANAGEMENT, FACILITIES AND EQUIPMENT

Facility Preparedness

State and federal building codes ensure that basic safety is inherent in most public and commercial facilities yet it is the responsibility of each facility owner to ensure that safety features are working properly and it is the responsibility of facility user to ensure that safety practices are followed and problems are reported to the necessary authority. The following practices and equipment must be in place in any facility used by Stokes Nature Center:

- A lease or partnership agreement is in place for the use of the facility
- Any facility lease agreement includes the following:
 - Clear responsibilities outlined
 - Instructions or procedures for reporting safety concerns
 - Annual inspections of the facility and its safety features and by whom.
 - Outlined maintenance and responsibilities associated with: snow and ice removal, utilities, etc.
- The facility has adequate lighting, exit signs and safety features common to any public or commercial facility.
- First aid kits are accessible, clearly marked and regularly inspected.
- In remote locations and where appropriate, building owners will provide and maintain AED devices.

First Aid Kits

First aid kits are a very useful first line of defense tool when responding to a medical incident. Kits are useful for stabilizing a scene and/or preparing a patient for advanced EMS. All Stokes Nature Center facilities must be equipped with a first aid kit and all education programs will carry a first aid kit. There are three general styles of kits; the basic facility first kit, the day hike first aid kit, and the wilderness first aid kit and. **See appendix E** for specific inventories for each kit. As circumstances vary for each program, staff will determine which first aid kit is appropriate for each program.

POLICIES

1. Any group activity must have a first aid kit within 200 yards at all times.
2. Staff and contractors inspect and are familiar with their first aid kit inventory prior to every outing and restock missing items upon return.
3. The location of the first aid kits is to be included in all participant orientations at the start of a multi-day program.

GUIDELINES

1. Additional items specific to the activity/location may be added to the 1st aid kit.
2. At the Director of Education's discretion, items can be removed from a 1st aid kit if deemed not essential for the particular program area or an adequate replacement for it can be improvised in the field.

Communication Equipment

The use of communication devices in outdoor and field operations has become commonplace and improvements in the range and battery life of these devices now allow us to have communications with more remote areas of Utah. Stokes Nature Center strives to follow industry standards associated with communication yet we also acknowledge the inherent risks exist with reliance on a communication device.

Types of communication devices used by Stokes Nature Center are determined by the reliability of the device within a program area.

POLICY:

1. All offices must have at least one operable communication device (landline phone, cell phone or two-way radio)
2. Any group traveling outdoors must have at least one communication device appropriate for that environment.
3. **Additional Policies are outlined in detail in Appendix J - Communications and Evacuations.**

GUIDELINES:

1. Whenever possible and in range the device carried is a cell phone.
2. When traveling outside cell phone range groups will carry a two-way radio or satellite communication device.
3. **Additional Guidelines are outlined in detail in Appendix J - Communications and Evacuations.**

Vehicle Usage

By far, vehicle use is Stokes Nature Center's most dangerous activity. The potential to encounter challenging road conditions and other hazards is high in Utah. To mitigate our risks while a number of policies and guidelines are in place. This includes vehicle maintenance, driver training, driving practices, and policies related to passengers. **See Appendix G for details policies and guidelines associated with vehicles and driving.**

Participant Risk Training

The participants on any education program are a crucial part of our risk management program. Even youth participants play a crucial role in risk management. At the start of every education program and new activity within a program the participants will be given a training. The trainings will vary based on the duration and location of the program activity. **See Appendix O.**

For Guidelines and Policies Related to Specific Activities and Activity Areas Please See the Appendices.