



WAY FORWARD
ADVENTURES

2021 STAFF MANUAL

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MISSION & VALUES

Mission: WayForward Adventures empowers people through outdoor adventure to identify how they are wired and who God has made them to be.

Values: Three CORE VALUES WayForward will stay committed to:

1. Scripture: We will teach, learn and make decisions based on God's Word.
2. Adventure: Everyone who participates in a WayForward trip will go on adventures.
3. Community: Designed to live together, we will promote Christ-like community.

THE WAYFORWARD PRODUCT

“Don't ask what the world needs. Ask what makes you come alive, and go do it.

Because what the world needs is people who have come alive.”

— Howard Thurman

When we take part in the great adventure of following Jesus, he invites us to have life to the fullest extent. This means leaving behind everything the world says we should be, and discovering who God has created us to be.

Our product is not a backpacking trip - our product is impact.

Adventure + Discovery = Impact

We believe that getting out of the ordinary and into the unknown (adventure) prepares our hearts to hear from God. As Mark Batterson says, “it is a change of place and change of pace that gives us a change of perspective.” When we see life from a new perspective, we can learn about who God has created us to be (discovery). We are then set up to live out who God has created each of us uniquely to be (impact). Living a life of impact is not being who the culture says you should be, but rather being who you were created by God to be. This life creates a wake of impact in the world, constantly affecting those around us and pointing others towards Christ.

It is for this reason that we strive to make every trip a ‘10’. From the moment our clients arrive to the moment they depart, we want to serve and love them well so that their experience can act as a springboard into a deeper relationship with Christ as they go back home. We want to encourage our clients through discussion and exemplify what it means to be faithful to the call God has on their life.

Employee Handbook

At WayForward, what we do, how we do it and what we believe matters. This section is intended to provide definition to key parts of the organization and a framework to how we go about our work.

ROLES

The following description of roles pertains to the summertime operations of WayForward Adventures.

Director

The Director of summer operations is responsible for the summer program at WayForward Adventures. This role communicates the vision of WayForward to the staff. The Director will ensure that all trips are executed safely and with excellence, that all trips are prepared for and communicated with in advance of the trip and that the appropriate communications with the Forest Service are made. The Director may delegate portions of these responsibilities to other members of the team including the Guide Team Leader, Base Camp Coordinator and WayForward Staff.

Guide Team Leader

The Guide Team Leader (GTL) is responsible for the preparation of guides leading WayForward trips. This role ensures that the ministry objectives of WayForward are being met on the trail. The GTL is responsible for training guides in technical and ministry skills, coordinating schedules and trip logistics and ensuring appropriate safe behavior on the trail. The day before a trip begins, the guides will meet with the GTL and discuss all the details of the trip (i.e. route, any known facts about the personality of the group, any known medical needs that could need attention, etc.). At the end of each trip, the guides need to complete a trip evaluation and survey by the following morning with the GTL.

Guide Field Trainer

The Guide Field Trainer (GFT) is an experienced or senior member of the WayForward Guide Team who is responsible for the training, discipleship, and evaluation of 1st year guides in the field, as well as promoting WayForward Adventures' core values and culture among the staff at basecamp. The GFT will be a heavily used asset on trail and will work with the GTL to train up the guide class in both the hard and soft skills of guiding a WayForward trip.

Base Camp Coordinator

The Base Camp Coordinator (BCC) is responsible for overseeing all operations at Base Camp. This includes, but is not limited to, base camp food, trail food, hospitality, schedules and merchandise. This role creates the environment for trips to arrive and feel welcomed and to come off the trail to a sense of celebration and reflection. The BCC will coordinate all staff and is expected to create an environment at basecamp conducive to staff maturity and growth.

Summer Staff - Job Descriptions

WayForward Adventures staff performs a variety of roles in support of the Director, Guide Team Leader, and Base Camp Coordinator. Responsibilities include, but are not limited to, transporting trips, preparing meals, making town runs, cleaning of base camp, and preparation of facilities for participant lodging.

Guide*

At the heart of what WayForward does is the time our clients spend on trail, and the guides are on the front line of that effort. Guides are expected to create the space on the trail for participants to discover how God has wired them. We believe for that to happen, hard skills of guiding must be second nature so that the guide's mental energy can be focused on orchestrating how the entire trip will fit together to create the space that will serve our client best. Guide responsibilities include completing a pre and post trip review with the GTL, carrying out the on-trail operations of a WayForward Trip with excellence and serving their trip during their stay at base camp. Additional details of Guide responsibilities can be found in WayForward Adventures Guide Manual.

*Each trip has a Head Guide and an Assistant Guide. To qualify as a Head Guide during the summer, you must demonstrate mastery of the hard skills of guiding, proficiency leading content, and be selected by either the GTL or Director.

Base Camp Cook

The Base Camp Cook will oversee the weekly process of creating a menu, maintaining base camp food inventory, working with the BCC to order food, and food preparation for the staff and guests who are staying at base camp. Each trip will enjoy a welcome dinner when they arrive at Base Camp, breakfast & lunch the next day, and then a celebration dinner the night they come off the trail. It will be critical to pay close attention to dietary restrictions and preferences of the members of the trip.

Trail Food Packer

The Trail Food Packer is responsible for ensuring that trail menus are selected and posted for upcoming trips, managing the food packing team, making sure food allergies have been considered, maintaining trail food inventory, and working with the BCC to order food. After a food order arrives, the process of separating and organizing the food into appropriate portions and stored in appropriate containers begins. Food packing for upcoming trips will be started as early as possible, ideally 3-5 days before a trip is scheduled to start. On the morning of a trip hitting the trail, the Trail Food Packer will make sure any frozen or refrigerated items are placed in the trail food bags and place the meals in the shade.

Gear Manager

The Gear Manager oversees all things relating to gear. This includes preparing and setting out client packing stations, preparing guide gear, maintaining gear, re-filling med kits, cleaning gear after trail use and assisting guides during packing stations. This person is also responsible for notifying the Guide Field Trainer or GTL of gear that needs to be sent back to a retailer for replacement or repair. WayForward will need to be notified if gear comes back damaged and certainly if it is unusable for a future trip.

Mascot Wrangler + Support Staff

The Mascot Wrangler will be the person making sure that any kids at Base Camp are supervised, safe, and taken care of. In certain cases (such as a study morning), childcare will be split into shifts for 2-3 hours. It is the Mascot Wrangler's responsibility to make sure all shifts are covered for the appropriate times.

Guest Services Manager

The Guest Services Manager will take the lead in making groups feel welcome, taken care of, and comfortable while they are at WFA Base Camp. This includes making sure all tasks are taken care of when serving clients meals, coordinating with the Guest Services team to flip the client wing and clean base camp in between client stays, and having the client wing ready for a trip's return from the trail.

Merchandise Manager

The Merchandise Store Manager is responsible for maintaining merchandise inventory, assisting clients in the sale of merch, and organization of the store. WayForward uses Square as a point of sale system, which will track our inventory levels and take client payment. The Store Manager will need to learn and be proficient in using Square on the WayForward Ipad, and notify Erin when we are running low on an item.

Media Manager

Media responsibilities will include organizing/prepping all photography and videography that comes off the trail with each trip. They will create slideshows and videos for celebration dinner as well as keep up with all social media throughout the summer.

Transportation Manager

The Transportation Manager will be responsible for car maintenance, upkeep, and making sure all trips get to and from the trailhead. This includes coordinating with the GTL which cars a group will be taking to the trailhead, checking with drivers to make sure they have received clear instructions on directions, taking cars in for fuel and maintenance and washing vehicles in between trips.

EXPECTATIONS

WayForward expects ALL staff to...

1. Draw closer to God through serving the body of Christ. It is not only the participants on the trail or the guides leading them that are experiencing growth in their relationship with God and each other. We believe that this is part of the work of serving the body of Christ. While we will meet together as a community to spiritually grow, our hope is that you also take ownership in personal spiritual growth over the summer.
 - a. Best practices for personal spiritual growth look like:
 - i. Making time to spend time with the Lord in His Word and prayer daily
 - ii. Asking the Lord the grow you
 - iii. Seeking mentorship from older staff and friends outside of WayForward
2. Work together to make the WayForward trip a reality. Success is the sum of many different roles doing their part to accomplish the goals of a WayForward trip. We believe that in our work, no one role is more important than another and that at any point, we may have to step out of our defined role to do something that needs to get done. No task is too small for any staff person! Ownership of each role is key to the success of the organization.
3. Work hard and play hard. We believe that a good balance of both fun and hard work will set WayForward up for maximum impact.

FAITH & CONDUCT POLICY

It is imperative that, in order for WayForward Adventures to maintain its identity as a Christian faith-based non-profit organization, each person involved uphold a high level of excellence in Christian standards. There must be observable evidence of belief in and acceptance of Jesus Christ as Savior and Lord. All volunteers, regardless of level of service, and all others associated with or representing WayForward Adventures in any way, must be supportive of the spiritual position of WayForward Adventures, which are as follows:

- We believe that the Bible is the inspired and inerrant Word of God and as such allows us to confidently know about God Himself and about how we should live in relationship with Him and others.
- We believe that the Scriptures of the Old and New Testaments, being given by divine inspiration, are the Word of God, the final and supreme authority in all matters of faith and conduct.
- We believe that just as God calls us to community with Himself. He Himself is a God of community, existing in the form of the Father, the Son, and the Holy Spirit, all of whom are worthy of equal honor and praise.
- We believe that all humankind was created by and for God, but that the human race has consistently chosen its own path away from God, both individually and corporately. The result of humanity's choice has been a broken relationship with God.
- We believe that Jesus Christ lived a sinless life and, through His death and resurrection, has provided a way for all who trust in Him to have their sins forgiven and to enter into a relationship with Him.
- We believe that ,simultaneous with an individual's trust in the person and work of Christ, the gift of God's Spirit is given to the individual so that life with God can be lived out by Christ's strength and on His terms.
- We believe in life after death for everyone who has lived. Those who have trusted in Christ will enjoy a relationship with Him forever, but those who have not trusted in Him will incur the wrath of a God whose offer of forgiveness and reconciliation has been rejected.

WayForward Staff Policies

FOOD POLICY

WayForward Adventures will provide three well-rounded meals a day for all staff. While we do our best to accommodate needs, any special circumstances or dietary restrictions will need to be covered at a staff member's own expense. Additionally, staff will be responsible for covering their own snacks between meals and meals during days off. Should a staff member want to eat the regularly scheduled meal at base camp during their day off, there will be a \$4 charge per meal. Leftovers from another meal that have been cleared by the base camp cook may be eaten by any staff member. There will be a fridge for staff to keep personal items in, but we ask that you be courteous with the amount of fridge space you use. WayForward food will take priority over personal items. ALL staff are expected to attend each meal during the work day. It is a group effort to set the table and clean up after each meal. Even if a staff member is choosing to abstain from eating, they are still expected to attend the meal.

LAUNDRY POLICY

Staff will need to provide their own laundry detergent and dryer sheets to do laundry over the summer. Please be courteous when using the washer and dryer and remove your clothes once the cycles are completed. The times the washer and dryer will be available to staff will be determined by the Base Camp Coordinator.

VACATION POLICY

Full summer staff will receive seven unpaid vacation days. Vacation dates must be submitted to krista@wayforwardadventures.com by **April 15th**. Please wait for approval prior to confirming your vacation plans.

CURFEW / DAYS OFF POLICY

It is the aim of WayForward leadership to provide staff with one day off a week. **These days off will begin at 9 pm the previous work day and end at 9 pm the following evening.** Days off are given for staff to rest & recharge for their work. Any off-site activities you wish to participate in, including errands, should be planned on your day off.

With the nature of our work and potential for unforeseen emergencies, we expect staff to remain on site during work days even after the work has been completed for the day. The choice for off-site activities during work days will be made by the director at his/her discretion.

Please make responsible decisions that reflect the WayForward Adventures statement of faith above while on your day off. Any activity done on a staff's day off that goes against the beliefs or rules of the organization is grounds for dismissal from the summer. While we seek to provide our staff with these routine days off for rest, we also ask for flexibility on this throughout the summer. With a constantly changing schedule and unexpected situations, we're making decisions to maintain the overall health of the organization and everyone involved. We're an all hands on deck outfitter and strive to serve others with a Philippians 2 mindset.

GUEST POLICY

When we have the space available, we love having guests come visit us at WayForward Base Camp! We encourage you to invite your family and friends to come serve with us this summer and experience being a part of the WayForward family.

We expect guests to be part of the day's work and not pull staff away from what needs to get done. Invite your guest to help in your particular area and utilize this opportunity to jump in and serve base camp together; ie, dishes, cooking, etc. Unless previously discussed, or it's your day off, you should not expect to leave camp.

Guests will have food and lodging comped in return for jumping in and helping work at base camp. Lodging may be a bed, cot, or sleeping bag within the lodge or in an air conditioned office container. Please fill your guest in on meal times and make sure they arrive promptly to help set the table.

We ask that guests help promote community and participate in all meals, devotionals and community activities. This may be the first experience of genuine community a guest has, so we want to do our best to make them feel welcomed and included in all base camp activities.

All guests' stay will be limited to 3 days and 2 nights unless otherwise approved by the Director.

CELL PHONE / SOCIAL MEDIA POLICY

WayForward allows staff to have their cell phones over the summer. Designated cell phone free times include meals, devotional/worship times, and community activities. During work hours, cell phones are to be used on an "as needed" basis for staff communication and music. After work hours or on days off, staff are free to use cell phones at their own discretion. **However, we want our staff to take time to disconnect just as much as we want our clients on trail to.**

We also ask that staff do not live stream or put moments on their social media stories at base camp without approval of those involved. While we'd love for you to tell people about WayForward and what you're doing, we don't want staff to be worried about being on someone else's social media each day. We want to be present and respectful of one another.

Any photos of clients or trips must come from a WayForward Adventures account or be properly cited that it's from a WayForward Adventures trip by tagging @wayforwardadventures in the caption. All media, even that taken on personal devices, obtained during employment at WayForward is property of WayForward. Unauthorized use or publication, or exploitation of images or content of this material is prohibited.

PAYMENT POLICY

All paid staff will receive their compensation on the last day of the month. Any questions about compensation can be emailed to the Director at todd@wayforwardadventures.com.

RELATIONSHIPS POLICY

Dating is prohibited with other interns, staff and/or guides while employed by WayForward. The decision to date or pursue a relationship at this time is grounds for dismissal. Going into the bedroom of the opposite sex is prohibited. While Serving alongside other staff is a great way to get to know someone, we want to be focused on the mission at hand.

CREDIT CARD POLICY

WayForward credit card is for company purchases only and must be documented properly by scanning the receipt and placing it into the appropriate dropbox folder. All staff borrowing the WayForward credit card must turn in receipts to the person whose name is on the card as soon as possible after making a purchase.

DRUG & ALCOHOL POLICY

WayForward Adventures shall maintain a workplace that is free of the influence of drugs and alcohol during WayForward business and programming. Staff who work under the influence of drugs or alcohol endanger their own health and safety and the health and safety of others. Staff may not consume recreational or illegal drugs at any time while serving at WayForward. Staff may at times consume alcohol as a part of the end of trip Celebration Dinner or upon occasions determined by the Director. Alcohol is prohibited at Base Camp and on trail otherwise. This exception to the policy should not be interpreted or construed as a reason to disobey the spirit of this policy or specific activities described in the procedures below. The Director will have ultimate decision making authority on what does and does not violate this policy.

- The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance by staff during WayForward Adventures activities or on official organization business shall be prohibited.
- Reporting for duty with alcohol or illegal drugs in the body shall be prohibited.
- Conducting business, which includes driving vehicles or operating WayForward Adventures equipment, while under the influence of alcohol or drugs shall be prohibited.
- While the consumption of alcohol during designated days off is not prohibited, remember that you represent Christ and WayForward at all times.
- Engaging in any use of these prohibited activities will result in disciplinary action up to termination.

SAFETY POLICY

Since WayForward Adventures strives to ensure a safe environment, it shall be the responsibility of each volunteer to adhere to the safety standards and emergency procedures established by the organization. Staff shall adhere to good safety practices as posted, instructed and discussed; refrain from any unsafe act that might endanger oneself, the people that WayForward Adventures serves or fellow workers/volunteers; use all safety devices provided for his or her protection; report unsafe situations or acts immediately to the Director; and assume his or her share of the responsibility for thoughtless or deliberate acts that cause injury to oneself, fellow workers and/or participants. Failure to comply with safety requirements can result in immediate termination.

CHILD ABUSE AND NEGLECT POLICY

Definitions: For purposes of this guideline, “child abuse” is any action (or lack of action) which endangers or harms a child’s physical, psychological or emotional health and development. Child abuse occurs in different ways and includes the following:

- Physical abuse – any physical injury to a child, which is not accidental, such as beating, shaking, burns, and biting.
- Emotional abuse – emotional injury when the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling and persistent teasing.
- Sexual abuse – any sexual activity between a child and an adult or between a child and another child at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.
- Neglect – depriving a child of their essential needs, such as adequate food, water, shelter, and medical care.

RESPONDING TO ALLEGATIONS OF CHILD ABUSE

Policy: Childcare workers may have the opportunity to become aware of abuse or neglect of the children under our care. In the event that an individual involved in the care of children at any WayForward Adventures event becomes aware of suspected abuse or neglect of a child under his/her care, this should be reported immediately to the Director for further action, including reporting to authorities as may be mandated by state law.

Procedures: In the event that an incident of abuse or neglect is alleged to have occurred at one of WayForward Adventures events or during our sponsored programs or activities, the following procedure shall be followed:

- WayForward Adventures will be notified, and the Director will complete an incident report and follow the remaining procedure listed below.
- The parent or guardian of the child will be notified. The exception would be if the parent were the alleged perpetrator. Then the proper authorities will be contacted.

- The worker alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave from working with children pending an investigation.
- WayForward Adventures will comply with the state's requirements regarding mandatory reporting of abuse as the law then exists.
- WayForward Adventures will cooperate with any investigation of the incident by state or local authorities. In the event there is no investigation of the incident by state or local authorities, a team will be formed to investigate the circumstances of the incident. The team should act only in consultation with WayForward Adventures insurance company and/or attorney.
- Any person who is not found innocent of the alleged abuse or misconduct will be removed from their position with children or youth.
- The Director will be WayForward Adventures spokesperson to the media concerning incidents of abuse or neglect, unless he or she is alleged to be involved. All other workers should refrain from speaking to the media.
- A pastoral visit will be arranged for those who desire it.

Refer to the Child Abuse Incident Report Resource for more information.

SEXUAL MISCONDUCT

Policy: It is critical to WayForward Adventures' mission and ministry that WayForward Adventures staff conform to the highest standards of sexual morality and conduct. In their work with WayForward Adventures and in their private lives, WayForward Adventures staff shall not engage in any relationship or activity which constitutes sexual misconduct, including but not limited to the following:

- Sexual relations or activities with any person outside of the marriage covenant.
- Sexual relations or activities which constitute sexual offenses as defined by federal or state law (laws defining offenses under state law vary from state to state).
- Any other sexual relations or activities which are contrary to the theological and moral affirmations of WayForward Adventures' ministry.

SEXUAL MISCONDUCT REPORTING PROCEDURES

Policy: Due to the sensitive nature of sexual misconduct and out of concern for the safety and privacy interests of all involved, WayForward Adventures requires that when staff become aware or have reasonable cause to suspect that another staff is engaging in sexual misconduct, the staff must report such misconduct immediately and in strict accordance with the following procedures. If uncertain as to whether or not a behavior is misconduct, ask the Director.

Procedures:

- The staff must immediately provide an accurate and verbal report of all relevant details to the Director of WayForward Adventures.
 - Any supervisor who receives a report of possible sexual misconduct must then: Immediately contact the Director at WayForward Adventures and provide the Director with a verbal account of the report received from the staff.
- Until a course of action is developed by Base Camp Leader and/or other WayForward Adventures management and the appropriate supervisor, staff with knowledge of the sexual misconduct must refrain from:
 - Contacting the person alleged to have engaged in sexual misconduct.
 - Investigating the case, or discussing the details of the case with any person other than the Director or appropriate personnel.
- Any communication with the press or report to governmental agencies must be coordinated in advance with the Director or his/her designee.

SEXUAL HARASSMENT POLICY

Policy: Unwelcome or unwanted sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, such as sexual jokes, gestures, graffiti, posters or other writings, or touching or other physical conduct, constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or other association with WayForward Adventures.
- Submission to or rejection of such conduct by an individual is used as a basis for employment or personnel decisions affecting that individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's ministry performance or creating an intimidating, hostile or offensive ministry environment.
- If a staff member feels that he or she has been subjected to or is a victim of sexual harassment, the staff member should confront the harasser and clearly let him or her know that the behavior or particular form of harassment is not acceptable nor tolerable. This person may also directly report the harassment immediately to the staff's supervisor at WayForward Adventures.

- Others who have observed sexual harassment should report the harassment IMMEDIATELY to the staff's supervisor.
- If a report of sexual harassment is mistaken or inaccurate but is made in good faith, the staff making the report will not be subjected to any form of disciplinary action for having made the report.
- The Director will review each report of harassment and, if deemed necessary, support an investigation. Once the review and any necessary investigation is completed, WayForward Adventures will take appropriate action to remedy or eliminate any sexual harassment found to have occurred and/or to prevent future harassment.
- WayForward Adventures will seek to maintain confidentiality in the review and investigation process as far as maintaining confidentiality is not inconsistent with investigating the report of harassment, eliminating or remedying any sexual harassment found to have occurred or preventing future harassment. Others will be informed of the report and any necessary investigation only if their involvement, in the opinion of WayForward Adventurers' senior leadership, is necessary to the review or investigation of the harassment report or to eliminating or rectifying any sexual harassment found to have occurred or to preventing future harassment.
- WayForward Adventures may, in its discretion, transfer, relocate or suspend any staff alleged to have committed sexual harassment, pending a review or investigation of a sexual harassment report.
- Any staff who engages in sexual harassment, fails to cooperate in a review or investigation of a sexual harassment report or otherwise violates or acts in a manner inconsistent with this policy and procedure may be immediately terminated or subjected to disciplinary action, at the discretion of WayForward Adventures.
- Staff having questions about any part of this policy and procedure may consult with the President of WayForward Adventures.

AUTO POLICY

Policy: All passengers (WayForward Adventures volunteers, and students/participants) must have a seat and must wear a seat belt. The only exception is to the buses that were created without seat belts before the law was in effect. This is to meet Texas, New Mexico and Colorado State laws. No person may be past a white line on the floor of the buses while the bus is in operation. All drivers using a personal vehicle for WayForward related business are required to maintain minimum coverage as defined by WayForward and to provide WayForward with a copy of their insurance certificate.

WayForward vehicles should only be used for business purposes. Personal cars should be used for days off, errands, traveling, etc.

DRIVER POLICY & PROCEDURES

- Drivers must do a thorough walk around and safety check before each trip. If there is any cause for concern the driver will immediately notify the Director.

- Drivers will immediately inform the Director if they (the driver) discover a problem with any vehicle no matter how large or small after the pre-trip inspection.
- Drivers must drive the designated routes provided by the Director. A driver may deviate from the selected route if: an emergency arises, traffic control devices direct (construction or emergency personnel), or the Director directs. This is for safety and security reasons.
- When stopped to pick up or drop off participants, drivers must come to a complete stop and put the vehicle in park.
- Drivers will NOT use their cell phone while driving. If it is an emergency phone call, they must pull over and come to a complete stop before getting on the phone.
- If a driver damages a vehicle while they are driving, they are to inform the Director by the end of the day on which the damage occurred. This includes hitting a curb(s). It must also be written down on the vehicle log form for accurate records. Writing it down does NOT count as informing the Director of the damage.

VEHICLE BREAKDOWN / ACCIDENT POLICY & PROCEDURES

- When a vehicle breaks down, the driver is to immediately ensure the safety of all persons onboard. If the vehicle is in an unsafe place (on a curve, in a blind spot on a road, or impeding traffic) the local police or 911 should be contacted to assist in avoiding an accident.
- After ensuring the safety of the passengers, the driver is to immediately notify the Director with the following information:
 - The location of the vehicle.
 - Are there participants onboard? If so, how many?
 - Issue with the vehicle.
- The Director will contact a wrecker company to move the vehicle.
- The Director will arrange for all students/participants to be transported to their destination.

ACCIDENT REPORTING POLICY

Policy: All accidents and injuries of any kind must be reported to the Director. The Director will handle all media communications.

Procedures:

- Fill out a copy of the Accident Report form attached.
- All incidents are to be reported to K&K Insurance at 260.459.5000.

MEDICAL / FIRST AID POLICY & PROCEDURES

Policy: WayForward Adventures' definition of medical attention is "any person feeling sick or requiring first aid including a band aid". All medical situations will be handled by properly certified individuals. All incidents will be documented on official WayForward Adventures medical incident forms. WayForward Medical Protocols are found in the attachments. These protocols provide medical guidance on WayForward events. It is the policy of WayForward Adventures that all trail guides maintain current Wilderness First Aid and CPR certifications. Other volunteers with medical certification wanting to assist with medical situations **MUST** provide the Director with a copy of their valid certification. All volunteers assisting with medical situations should DO ONLY WHAT THEY ARE CERTIFIED TO DO.

Procedures:

- The Director must be notified immediately for anyone requiring medical attention.
- Properly trained individuals will handle the situation for treatment and documentation until care can be transferred to more highly trained medical professionals.
- ALL medical attention must be logged on the WayForward Adventures medical incident forms.
- The Director is responsible for contacting 911 and all other parties that need to be notified about the situation. In the unlikely event that the Director is not immediately present, the Guide Team Leader will be responsible.
- Once the situation is under control, emergency contacts will be notified.

CRISIS MANAGEMENT PLAN

Policy: In the case of a crisis (fire, medical, etc), the Director is designated the person in charge. The Director will communicate to the staff person the designated meeting spot in the event of an evacuation. In the event that a designated meeting spot has not been identified, the staff person will find their supervisor or the Director for instructions. The Director will be in charge of all media statements.

Appendix

Appendix documents

- Child Abuse Incident Report Resource
- Incident Report Form
- Medical Protocols