

**First Aid Policy Template for Chapter Entities That Sponsor Outings**  
**Part 1 - Initial Statement**  
**Loma Prieta Chapter of the Sierra Club**

You may use this form to state the first aid requirements for your group, section or other Chapter entity that sponsors outings. Use Part 2 (Annual Certification) to certify that the requirements have been met on an annual basis. For simplicity, assume that 'group' covers regional groups, activity sections, and other Chapter entities that sponsor outings. Consult the OAGC policy and guidelines

<http://mitchell.sierraclub.org/outings/policy/FirstAid/index.asp>

as you go through the forms.

Section A: Identification

Which group is this, who is filling out the form, and in what capacity? The form must be filled out by a responsible member of the group (*e.g.*, the Chair) following its approval procedures. If the group ordinarily requires a membership vote to impose leadership requirements, the information on the completed form should be consistent with such a vote.

Group/Section/Entity Name:	Loma Prieta Paddlers
Person Filling Out Form:	Tom Lee
Position:	Chairperson
Date:	January 24, 2004

Section B: Leader Requirements

Each outing must have one or more leaders prepared to handle first aid aspects of accidents or illness. In the following chart, list the first aid requirements adopted by your group for its leaders.

Column (1): The OAGC guidelines suggest more advanced first aid training and equipment as the time to obtain help increases. For example, if it will take 8-48 hours to obtain help on a backpack trip, the Leader should have Wilderness First Responder training, the Assistant Leader should have Wilderness First Aid, and the party should carry a 'remote' first aid kit. The chart below uses the five OAGC levels of 'time to help'; if these are not appropriate for your group, or if you want to use other criteria (or additional criteria), enter those in the first column.

Column (2): What level of first aid training is required for the outing leader? The Chapter requires minimum training such as American Red Cross Standard First Aid (6 hr class) or Medic First Aid (8 hr class) for *all* outings. The chart below shows 'Chapter minimum' as the requirement when help is less than an hour away; you can set a higher standard, if you wish.

Column (3): What level of first aid training is required for the assistant leader?

Column (4): What type of first aid kit must be carried on each type of outing?

(1) Other Criteria	(2)First Aid Leader Requirement	(3) First Aid Assistant Requirement	(4)First Aid Kit Required
Level 1 runs, time to help 1 hour or less  See Run List A	Basic First Aid	None	River First Aid Kit
Level 2 runs, time to help 1-8 hours.  See Run List B	Wilderness First Aid	Wilderness First Aid	River First Aid Kit
Runs with longer time to help than 8 hours are not club sponsored trips.			

\*see Column (2) instructions above for examples of minimum acceptable training

Section C: Leader Performance

## River Run List A

American – South Fork – Coloma to Greenwood  
Cache Creek- Rumsey Run  
Elkhorn Slough  
Merced – Pohono Bridge to Briceburg  
Mokelumne – Electra Run  
Mokelumne river races  
Trinity – Pigeon Point Run, Big Flat to French Bar, French Bar to Cedar Flat  
Arroyo Seco  
Bolinás  
Butte Creek  
NF Feather  
Pool practice

## River Run List B

American – South Fork – Gorge  
American – South Fork – Chili Bar  
American – North Fork – Shirttail  
Cache Creek- Wilderness Run  
McCloud  
Kings  
Rancheria Creek

In addition to meeting the training requirement, each leader will:

- 1) establish, carry, and maintain an appropriate River First Aid kit, which is itemized in the Loma Prieta Paddlers website, and be trained in its use;
- 2) be prepared to undertake an emergency evacuation (this includes research of possible courses of action);
- 3) report any incidents in accordance with Sierra Club requirements; and
- 4) contact the Sierra Club Outing Department at 1-888-OUTINGS (1-888-688-4674) as soon as possible after any life-threatening emergency or fatality**

## Section D: Review, Certification, and Publication:

Three reviews are necessary to comply with OAGC guidelines. Ideally, these reviews are ongoing -- each group is continually checking that leader training is current (for example, each time a hike is scheduled). The reviews must be conducted at least annually. For each review, list the person responsible (by position -- is it the Chair, the Outings Coordinator, someone else?).

1. This group/section/entity first aid policy must be reviewed on a periodic basis.

This policy will be reviewed every: (e.g., 6 months, 1 year)	Every year
Person Responsible: (e.g., chair, outings coordinator)	Executive committee member

2. Leader training must be current:

Leaders' training will be reviewed every:	Scheduler confirms that each trip leader reviews the First Aid Policy on the web annually.
Person Responsible:	Scheduler

3. This policy must be distributed to all who must comply with it.

This policy will be distributed to all leaders every:	Upon first submission to be trip leader. The policy is also available on the Loma Prieta Paddlers website.
Person Responsible:	Scheduler

**When this form has been completed, keep a copy with group/section records and mail the original to:**

**Activities Chair  
Loma Prieta Chapter, Sierra Club  
3921 E. Bayshore Rd #204  
Palo Alto, CA 94303**

**First Aid Policy Statement for Chapter Entities That Sponsor Outings  
Part 2 - Annual Certification  
Loma Prieta Chapter of the Sierra Club**

At least once each year, responsible members must review the first aid policy, review that leaders have met the first aid training requirements, and distribute copies of the policy to all leaders.

Use Part 1 of this form (Initial Statement) to record your first aid requirements. Use this part (Part 2 - Annual Certification) to certify that the requirements have been met on an annual basis.

For simplicity, assume that 'group' covers regional groups, activity sections, and other Chapter entities that sponsor outings. Consult the OAGC policy and guidelines

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as you go through the forms.

Group/Section/Entity Name:	
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Signature of Responsible Member	Date
I certify that the group/section/entity first aid policy has been reviewed:  PRINTED NAME: _____ POSITION: _____	
I certify that first aid training of all leaders has been reviewed:  PRINTED NAME: _____ POSITION: _____	
I certify that this first aid policy has been distributed to all outing leaders:  PRINTED NAME: _____ POSITION: _____	

**When this form has been completed (once each year), file a copy with group/section records and mail the original to:**

**Activities Chair  
Loma Prieta Chapter, Sierra Club  
3921 E. Bayshore Rd #204  
Palo Alto, CA 94303**