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**HIKE ORIENTATION (Revisi9on January 2013)**

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**ANATOMY OF A HIKE**

**Before the Hike**

1. Hike Leader volunteers to lead a hike, either recreational or educational/themed.
2. Pre-hike if necessary, with Assists if they are available. Every member of the hike team is responsible for knowing the trail and the location of the stops.
3. Hike Chair emails weekly notice of hike with cell phone numbers of each hike team member.
4. As appropriate, Hike Leader offers trail discussion opportunity and/or “MSC commercial” to Assists.
5. Hike Leader picks up hike bin from MSC office; double check for complete contents. (See Hike Bin Contents, p. 5 and Hike Bin Procedures, p. 6)

**At the Trailhead**

1. Hike team (Lead and Assists) arrival times:

For an 8 am start (begin talking), public is asked to arrive by 7:45. Hike team should arrive at 7:30.

For a 9 am start (begin talking), public is asked to arrive by 8:45. Hike

team should arrive at 8:30.

In case of inclement weather, Hike Leader and Assists arrive as

scheduled. The decision to cancel a hike is made at the trailhead by the

Hike Leader.

1. Hike team preliminaries BEFORE the public arrives
2. Complete hike name and date on waiver sheets.
3. Hike Leader and Assists complete waivers. Form must be filled out completely.
4. Hand out radios; test working order.
5. Give MSC-supplied first aid kit to Assist.
6. Confirm which Assist will be taking the rear “sweep” position.
7. Confirm content with any Assists who will deliver a trail stop presentation.
8. Hike team preliminaries AFTER the public arrives
9. Assists welcome and check in arriving hikers
10. Each hike attendee, including Stewards, must complete a waiver in full. Parents must complete waiver and sign for each child under 18.
11. Check for appropriate hiking footwear, weather-appropriate attire, and adequate water.
12. Only assistance dogs are permitted on public hikes.

(See Role of Assistant Hike Leader, p. 4)

1. Hike Leader carries signed waivers in his backpack for emergency contact info. A few blank waivers should be carried for late arrivals.
2. Some Hike Leaders and Assists choose to carry extra water (optional).

**The Hike**

1. Start on time.
2. Hike Leader delivers “Opening Script.” (See p. 20)
3. Do the hike, either recreational or educational.

Be aware of pace. All hikes should be completed if possible within the specified time frame so that members of the public return to their cars when expected. However, pace should be slowed or rest stops should be added if necessary to ensure participant safety. As a result, a planned discussion stop may need to be dropped.

1. Make judicious use of walkie-talkies.
2. Present the MSC Commercial as the last stop.

(See MSC Commercial pp. 14-19)

1. End on time.
2. Back at the trailhead, thank hiking guests again, distribute maps, brochures, donation envelopes, etc.

**After the Hike**

1. Return equipment to hike bin
2. Walkie-talkies (off), first aid kit, waivers and donations/money from book sales in yellow envelope
3. Leader tallies number of hikers and emails attendance (public/Stewards/total) to Hike Chair, along with any noteworthy comments
4. Return hike bin to MSC office by Tuesday noon, with a note if bin needs restocking.

**THE ROLE OF ASSISTANT HIKE LEADER**

**Help ensure safety of all participants on the hike**

* Make sure all public participants have adequate water, proper shoes, etc.
* Understand appropriate first aid management
* Identify any safety issues during the hike
* If necessary, lead individual public participants back to the trail head
* Consider bringing extra water

**Serve as an ambassador for MSC**

* Make public feel welcome before, during and after the hike
* Find opportunities to educate public about MSC

**Perform other designated roles as directed by the hike leader**

* Make sure all stewards and public participants have completed sign in sheets
* Carry MSC first aid kit
* Perform designated role during the hike, e.g., “sweep” at end of hikers
* Stay with individuals during “bathroom breaks”
* Help keep the group together during the hike
* Use the provided 2-way radios to communicate (when necessary) during the hike
* Perform selected speaking parts during the hike, especially during educational hikes
* Deliver the MSC “commercial” near the end of the hike

**HIKE BIN CONTENTS**

The bins are re-stocked on Wednesdays by Hike Program Stewards. Please leave a note if you notice that the bin needs something.

**Hike Leader Items**:

Yellow Reporting and Funds envelope

Orange Accident Reporting envelope with 3 Forms

Donation envelopes

Donation Receipt book

First-Aid Kit

3 Clipboards with pens attached.

20 Hike Waiver sheets

Land Use Permit

3 Radios

Accessory pouch with pens, rubber bands, clips

**Informational Items**:

Hike brochures

Activity guides

Bajada brochures

City of Scottsdale maps of the Preserve

5 Flora/5 Wildflower guides protected in plexiglass box

**HIKE BIN PROCEDURES**

We are trying to gain better coordination and control of the hike bin radios. We need to avoid both under-charging AND over-charging the radios in between hikes. We have developed the following process for addressing both the under- and the over-charging, which we’ve outlined below.

We’d like to implement this process now and see if we can keep all our radios in service. Please follow the guidelines below as closely as possible. Please communicate to us if you have alternative suggestions to improve this process. This is a test of an idea; we are eager to make it as convenient and easy for hike leaders as we can.

Thank you,  
Gary Shapiro and Paul Staker

**When picking up hike bins from the MSC office (anytime from Thursday AM on):**

1. Check to ensure that 3 radios are in the bin.
2. If you don’t have 3 radios, take up to 3 radios from the chargers that match the bin you are taking. For example, if you will be using Hike Bin 2, take the radios in the chargers marked “2”. If you will be using the Saturday hike bin, take the radios in the chargers marked “Saturday.”
3. Complete the “sign-in/sign-out” form for your bin and leave it on the shelf .

**When returning hike bins to the MSC office (must be dropped off by Tuesday PM):**

1. Please return your hike bin ASAP; all bins should be in the MSC office by Tuesday afternoon.
2. Leave all radios in the bin.
3. If you discovered a radio that isn’t working properly, please label the radio with masking tape marked “Not Working,” and leave the radio on Jill’s desk with a note indicating what the problem is.
4. Complete the “sign-in/sign-out” form for your bin and leave it on top of the bin.
5. Yellow envelopes should be removed from bin and given to Nancy. Yellow envelope should contain waivers and money from donations and book sales. Please include a note in the yellow envelope if you notice anything particularly low or missing from your bin.

**FIRST AID & ACCIDENT PROCEDURES**

***Fundamentals***

**Basics:**

● Have current certification in first aid and CCC or CPR – SFD courses are

adequate, Wilderness First Aid training is better, more advanced training

is best.

● Don’t advertise your knowledge of first aid/CCC/CPR.

● Think in terms of first aid ***management*** rather than first aid ***administration.***

● Document and report

**Equipment:**

● Fully-charged cell phone with service that works most places in the

Preserve

● A way to determine your location (e.g. map, GPS, appropriate cell phone

app, etc.)

● Basic first aid kit (although you rarely should use it)

● Water

● Clean bandanna

● Cactus kit – comb and tweezers/forceps/pliers

● Accident report form (in orange envelope in hike bin) or method of

documentation

These are general guidelines and do not replace certified training and personal good judgment. Always follow the instructions of medical professionals and 911 operators.

**Fundamental First Aid Management:**

● Always ask for permission from victim or relative, or determine that

victim is alone and unresponsive

● Don’t claim expertise

● Before doing anything, quickly assess the victim for life-threatening or

immobilizing injuries

● If victim is unresponsive and not breathing, call 911 and initiate CCC/CPR

● If injury appears life-threatening or immobilizing, call 911

● Try to find out what happened

● Protect yourself (with gloves, etc.) if necessary

● Know when to call 911 and do so immediately (or have someone else do it

and confirm) if necessary – err on the side of caution; call 911 if in doubt

● No drugs - no alcohol, no antibiotic creams, no

aspirin/ibuprofen/acetaminophen, no nothing

● Awake and alert adult victim can refuse assistance and/or ignore advice –

document

● Document everything and confirm with witnesses if possible

● Report all incidents to MSC ED and to Preserve staff immediately, with

accident report to follow. Relevant phone numbers are on accident report form.

These are general guidelines and do not replace certified training and personal good judgment. Always follow the instructions of medical professionals and 911 operators.

**When to Call 911:**

● Victim unconscious and/or unresponsive – even for just a few seconds

● Victim not breathing – start CCC while 911 is being called

● Victim immobilized (broken leg, badly sprained ankle, broken hip,

dislocation, etc.)

● Victim in great pain (or having chest pain) which does not subside

quickly

● Heavy bleeding that doesn’t stop after a few minutes or direct pressure

● When in doubt, call 911 and let them guide you!

**Dealing with 911 Operators:**

● Let them lead you and then do (or have someone else do) what they tell

you to do!

● Be prepared to describe symptoms based on your quick assessment

● Be prepared to provide location information

● Tell them what you are doing with victim (CCC, direct wound pressure,

etc.)

● Provide any other background that would be helpful or that they request

(e.g. basic victim demographics, what happened, etc.)

These are general guidelines and do not replace certified training and personal good judgment. Always follow the instructions of medical professionals and 911 operators.

**FIRST AID & ACCIDENT PROCEDURES**

***Cactus Encounters***

**Remember fundamentals!**

**Treatment:**

● Have the victim do as much as possible for themselves with their own

gear or with yours

● Caution victim against touching cactus, scraping it off against another

body part or article of clothing, etc.

● Use comb to flick off cactus segments – but be careful not to flick them

on to someone else

● Use pliers, etc. to remove other visible spines

● Don’t try to control bleeding unless severe and localized

● Assess ability of victim to continue

These are general guidelines and do not replace certified training and personal good judgment. Always follow the instructions of medical professionals and 911 operators.

**FIRST AID & ACCIDENT PROCEDURES**

***Good Samaritan Law***

“Any health care provider licensed or certified to practice as such in this state or elsewhere, or a licensed ambulance attendant, driver or pilot as defined in 41-1831, or any other person who renders emergency care at a public gathering or at the scene of an emergency occurrence gratuitously and in good faith shall not be liable for a any civil or other damages as the result of any act or failure of act to provide or arrange for further medical treatment or care for the injured persons, unless such person, while rendering such emergency care, is guilty of gross negligence.” As amended Laws 1978, Ch. 205.1

In this context:

● Gratuitously – with no expectation of payment or reward.

● Gross negligence – providing care beyond one’s level of training (e.g. trying to perform a tracheotomy after watching the procedure on television) or doing something that a reasonable person would not do; serious carelessness; near total disregard for the welfare of others and the consequences of an act.

These are general guidelines and do not replace certified training and personal good judgment. Always follow the instructions of medical professionals and 911 operators.

**TRAIL TO HIKE LEADERSHIP**

The hike program has instituted a “Trail to Leadership” to identify the steps that Stewards should take to first become Assistants on hikes and over time to become Hike Leaders. The purpose of this process is to help interested Stewards develop the skills to become successful contributors to the program with appropriate support from existing Hike Leaders. The position of “Hike Training Facilitator” has been established to assist interested Stewards through these steps.

**To Be a Hike Assistant**

1. Attend New Steward Orientation
2. Attend Hike Orientation
3. Attend two public hikes. Identify yourself to the Hike Leader as a Hike Assistant in Training.
4. Notify Training Facilitator that you have fulfilled these items

**To Be a Wellness (Recreational) Hike Leader**

Complete the Hike Assistant requirements above PLUS

1. Attend Natural History 1

Class dates: Saturday, March 31, 2012

1. Complete First Aid/CCC

COS: <http://www.scottsdaleaz.gov/fire/CPRclasses>

Also: <http://www.horizonsafetytraining.com/c_basis_first_aid.html>

<http://heartsaversinc.com/SCHEDULE.html>

1. Assist on three different hikes
2. Do a minimum of two stops and one commercial
3. Notify Training Facilitator that you have fulfilled these requirements. Hike leaders will notify Training Facilitator when you have done a hike stop or commercial.
4. Hike mentor accompanies you on your first hike as Lead.

**To Be an Exploration (Educational/Themed) Hike Leader:**

Compete all of the above requirements PLUS training specific to the theme(s) you choose, either existing themes or newly designed ones.

**SIGNING UP TO LEAD OR ASSIST A HIKE**

**Development of the Schedule**

The hike schedule is developed twice a year, first for the fall (October-December) and then for the winter/spring (January-April). The schedule is intended to provide a variety of recreational and educational hikes. It is completed 60 to 90 days before the start of the relevant season.

**Signing Up to Lead or Assist**

Once the hike schedule is complete, all qualified Hike Leaders and Assistants will receive it in an email. Everyone is invited to respond to the email and identify hikes on which they would like to lead or assist. The minimum requirement on each hike is one leader and two assistants, but two additional assistants may be added if attendance is expected to be high.

**WHAT’S IN THE MSC COMMERCIAL?**

**INTRODUCTION:**

* The key to building brand awareness and recall is for our “audience” to hear the same message over & over, especially from different sources, so it becomes easy to remember
* The message needs to be simple and in terms that the audience can understand, so while there are several aspects to our organization, it is better to focus on only 1-2 ideas depending on the interests of the audience than to overwhelm them with everything that we do

**IMPORTANT NOTE:**

* If your audience is not familiar with our organization, be sure to use our full name of McDowell Sonoran Conservancy throughout the conversation to help the audience remember our name!

**HOW TO USE:**

* Consistently use the general description as your opening – especially the words highlighted in blue
* Memorize a fact or two from the sub-topics that you think is interesting to continue the conversation depending on the interests of your audience.
* Other than the words highlighted in blue, use your own words so you are comfortable in the conversation.

**GENERAL DESCRIPTION OF McDOWELL SONORAN CONSERVANCY:**

The McDowell Sonoran Conservancy is a group of volunteers who help protect and promote the McDowell Sonoran Preserve. We do this in so many ways – from trail building to patrolling the trails, guiding hikes, education, and research. Our goal is that future generations will be able to enjoy this ecological treasure of desert and mountains the same way we do today.

**DEPENDING ON THE OBJECTIVE OF THE CONVERSATION, HERE ARE SOME SUB-TOPICS TO DISCUSS:**

**1. Awareness/Volunteer/Donate**

* trained more than 400 volunteers
* have volunteered thousands of hours annually, saving the City of Scottsdale over $500,000 per year in time
* 3 ways to get involved with the McDowell Sonoran Conservancy are to volunteer as a steward, donate, and political support
* Bring your family and friends to the Preserve to enjoy a hike or any of our planned events

**2. Trail Usage**

* The volunteers in the blue shirts are our McDowell Sonoran Conservancy Stewards and they help to build and maintain the MSP trails system.
* McDowell Sonoran Conservancy has more than 400 volunteers that help save City over $500,000 per year in time
* If you love enjoying the area and the outdoors, you can volunteer…We have more than 400 trained volunteer stewards who have collectively devoted more than 180,000 hours of their time to the Preserve
* About 250,000 visits were made to explore the Preserve this past year, and McDowell Sonoran Conservancy Stewards were there to help guide them

**3. Political**

* currently the City of Scottsdale has been able to secure 27,600 acres (or, about half) of the designated land for the Preserve in just over 20 years.
  + ***NOTE:*** *if you are giving a formal speech or presentation, the City has asked that we use the numbers specified in blue*
* it is a big investment in this economic climate to keep the land purchase a priority in the budget
* we truly believe the Preserve is worth the investment because the Preserve is the gift we are giving to all our future generations.
* we ask that you continue to support funding the land purchases.

**4. Donation**

Your gift will:

* help us take care of the McDowell Sonoran Preserve, a living ecological treasure and significant wildlife habitat.
* help us keep the Preserve wildlife corridors protected.
* protect the Preserve so that future generations will continue to enjoy this living treasure.
* provide a unique living classroom for kids to explore.
* help us protect the Preserve, including its unique plants and animals, geology and human history so that future generations will continue to enjoy this living ecological treasure.

Or, for specific purposes:

* Maintaining the Preserve, educating the community about this important resource, and protecting natural open space all depend on your annual support.
* What better way to support those who appreciate the Sonoran Desert and mountains than by making a tribute gift in their honor to help protect the natural diversity that makes the area so unique?
* Through a planned gift, you are making an important choice to protect and steward our area's most important conservation lands.
* Your corporate gift will help the McDowell Sonoran Conservancy to maintain a healthy, sustainable place to live and work, strengthening the sense of community and expanding cultural and ecological educational opportunities.

**5. Conservation**

* The Arizona Game and Fish Department considers the McDowell Mountains and surrounding Sonoran desert as the most significant wildlife habitat in the Valley outside the Tonto National Forest.
* The Preserve has a rich human history. Artifacts from archaic peoples along with ranching and military artifacts have been found throughout the Preserve.
* The Sonoran Desert is the most biologically diverse desert in the nation.
* The Preserve improves quality of life in a variety of ways, including: reducing the urban heat island effect, improving air quality, providing a place for recreation and respite, and home to a number of birds and animals.
* A few hours of your time can help protect millions of years worth of nature’s work
* Play a part in protecting this precious natural (or unique Sonoran) desert resource

**SAMPLE COMMERCIAL**

**Preface**

“Before we return to the trailhead, I want to spend a few more minutes with you and tell you something about the McDowell Sonoran Conservancy.”

**Part 1: Who are we?**

“You have just spent the last (number) hours hiking along these wonderful trails. You have learned a great deal about the desert – perhaps too much (hopefully a laugh at this point?) You have met some wonderful people. Now, ask yourself: How did this all happen?”

“It happened because of an organization called the McDowell Sonoran Conservancy.”

“We are a non-profit organization with more than 400 volunteers who care about the Preserve, so much so that they spend thousands of hours each year working to protect the McDowell Sonoran Preserve.”

“The MSC and its volunteers spend time educating whoever wants to learn about the Preserve. We offer guided hikes, such as the one that you have just enjoyed, and offer public lectures in schools and other venues about all aspects of the McDowell Sonoran Preserve.”

“We spend time preserving this 17,000 acre parcel of the Sonoran desert; that is, keeping it as pristine as possible so that it remains in its natural state for now and in the future. For example, we build trails, patrol them, and maintain trailheads in order for everyone to enjoy this treasure. We also have citizen scientist volunteers led by our scientific partners, collecting and monitoring ecological data to make sure the Preserve is healthy and sustainable. ”

“We also speak on behalf of the Preserve to governments, corporations and community groups, and work to engage the community in our efforts so that the Preserve will forever be protected.”

**Part 2: How does this all happen?**

“How does this all happen? It happens because of the time, talent, and treasure that the MSC volunteers bring.”

“Do you have a role in the success of the McDowell Sonoran Conservancy? Of course you do, and in several ways. You help us by spending time with us on public hikes, for example.”

“You could also help by becoming a Steward. If that commitment appears a bit too steep, you can help by contributing to MSC.”

**MSC GUIDED HIKES**

**HIKE LEADER OPENING SCRIPT**

**Greeting**

1. Welcome hikers
2. Ask if everyone has signed the waiver
3. Introduce hike team members
4. Explain that we are all volunteer Stewards with MSC

**Safety and Trail Etiquette**

1. Confirm appropriate footwear (visual check done at sign-in)
2. Confirm water/amount of water. Offer extra if available. Encourage

regular consumption of water and energy snacks.

1. Encourage sun protection and weather-appropriate clothing
2. Remind hikers to remain behind leader, in front of assist in rear
3. Emphasize remaining on trail, yielding to all other users.
4. If there is a need to step off trail, step to the safest side.
5. Use caution stepping off trail. Watch for cacti and holes.
6. Request Steward instruction how to remove cholla balls.
7. Offer Steward assistance if nature calls.
8. Encourage hikers to ask for Steward help if they feel ill, have trouble keeping pace, need to return to the trailhead, etc. If the situation warrants, an Assist accompanies the returning hiker.

**Hike Description**

1. Trail name and/or themed hike title
2. Type of hike: recreational or educational
3. Distance (mileage out and back or round trip)
4. Approximate length and number of stops
5. Pace
6. Footbed, grades, elevation gain
7. Estimated total hike time

Ask if there are any questions, encourage questions on the trail, and…**HIKE**!

**HIKE PROGRAM TEAM**

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