



**ORIGIN
EXPEDITIONS**

Policy and Protocol

1st Edition

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Section 1: Core Supervision

The primary responsibility of the guide team is to ensure the safety of clients.

Visual Supervision for Teen Groups

1. Guides are to visually supervise clients at all times. *Exceptions:*
 - A. Using the bathroom, bathing, and solos.
 - B. Clients may remain out of sight *alone* for up to 20 minutes at a time, but may not do so out of range of verbal supervision (the guides and client must be able to communicate audibly). Factors such as wind, flowing water, or terrain must be considered when determining this distance. Clients must show a guide exactly where they will be. Clients may remain alone for longer than 20 minutes, however, guides must visually check on them once every 20 minutes to ensure safety. This policy should be communicated to the client.
2. Clients must receive permission before going out of sight.
3. Clients must inform a guide when they return.
4. When multiple clients leave sight at the same time, they must be separated by at least 100 feet.

Visual Supervision for Adult Groups

1. Guides are to visually supervise clients at all times. *Exceptions:*
 - A. Using the bathroom, bathing, and solos.
 - B. Clients are welcome to spend up to 3 hours unsupervised at the discretion of the guides for runs, solo hikes, yoga, relaxing, etc. Clients must provide guides a detailed plan of exactly where they will be, when, and what time they should return. Swimming is the exception: clients who choose to swim out of sight must be visually checked on once every 15 minutes.
2. Clients must receive permission before going out of sight, and provide guides a detailed plan and return time.
3. Clients must inform guides when they return.
4. Clients are welcome to be out of sight together while adhering to the policies listed in articles 1-3.

Earshot for Teen Clients

1. Guides are to be within speaking/shouting distance of clients at all times, *no exceptions*. Even while bathing or using the bathroom, students should be able to call for help if needed.
2. If it is suspected that students might be attempting to plan a meetup during the night for romantic or sexual relations, it is appropriate for guides to forbid students from having private conversations. The reason for doing so can be communicated to students. More details in general supervision.

Rule of Three for Teen Clients

1. Guides and clients must follow the “rule of three” at all times. Two students can never be alone with each other, and no one guide and one student can be alone together. One student must always be accompanied by at least another student and a guide, or two guides. Two students must be accompanied by a guide.
2. *Exceptions* can occur during emergencies.

Section 2: General Supervision

These policies apply to teen and adult students.

Interactions With the Public

Clients are encouraged to be friendly and respectful towards the public, however interaction should remain limited. Clients must decline offers to join individuals outside of Origin at their camps, should not hike/paddle with members of the public, and should not share logistical details of the program with anyone outside of Origin. It is appropriate to say hello in passing, help the public with directions, or talk briefly, however any action that might compromise the privacy and feeling of solitude for an Origin course should be avoided. *Exceptions* can be made when assisting the public during emergencies, or when seeking assistance for emergencies.

No Romantic or Sexual Relations

It is not appropriate for clients to engage in romantic, exclusive, or sexual relationships of any kind on an Origin trip. Safety concerns include the spread of sexually transmitted disease, pregnancy, and emotional conflicts. Clients sign an agreement prior to enrollment that they will not engage in these types of activities while in the program.

Teen Clients

1. Guides must address flirting between students directly.
2. Guides should look for and address behaviors such as note passing and whispering.
3. Guides may make changes to sleeping arrangements to ensure that students will not engage in romantic or sexual activity.
4. Guides must address cliques and any other signs of exclusivity.

Staffing

Teams must always be supervised by at least two guides, one of whom must be a course proctor. In teen teams, there must be at least one guide of the same sex as the students.

Section 3: Sleeping Arrangements

Teen Clients

Clients must be separated into sleeping arrangement based on sex. Guide’s sleeping arrangements must allow for clear visual and auditory supervision of all students, and be positioned as evenly as possible among the client shelters. Guides must use good judgement in

cases where same-sex romantic or sexual relations may be an issue, and position sleeping arrangements according to provide adequate supervisions. Guides may sleep in the same tent as clients in certain circumstances (see section 5), the rule of threes applies to these sleeping arrangements.

Adult Clients

Sleeping arrangements should be within earshot of other team members or guides to ensure communication in the event of an emergency.

Section 5: Safety Watch for Suicidal & Self-Injurious Ideation/Behavior

At Origin, we do not work with at-risk populations. However, in the unlikely event that a client expresses suicidal ideation or an inclination to self-harm, use the policy and protocol below.

Signs of Ideation

1. A thought, statement, or desire to be harmed or dead (e.g. "I want to kill myself")
2. Ambivalence about living (e.g. "I don't care if I wake up tomorrow")
3. Direct statements that a client will, if given the chance, kill or harm her/himself
4. Direct statements that a student would enter a dangerous statement that is likely to result in harm.
5. Expressed willingness to engage in careless or harmful behavior.

Guide Response

While maintaining client's privacy, the guides must clarify with the client the intent of the statement or behavior. Directly ask the client "do you plan on hurting yourself?"

1. If the answer is "no," Continue to clarify, verify if the language was being used in a literal sense. If not, inform the client to try not to use language like this unless it reflects true intent. Consider explaining that it is possible another client might have a history of self-harm or suicide ideation, and that such language might alienate or trigger that individual.
2. If the answer is "yes:"
 - a. Start with a statement such as "*What I hear is that you are considering hurting yourself. I'm responsible for your safety, and in order to keep you safe we will need to follow specific procedures for the remainder of the trip.*"
 - b. Begin an *Incident Report* and document the conversation. Place the client on "safety watch."
 - i. *Student Contract on the Incident Report:* Must be written (preferably by the client) where the client agrees not to self-harm, and to tell a guide if they have an urge to do so. Sign and date by the client, and by the guide as a witness.
 - c. Inform the guide team and director.
 - d. If it is logistically sound and staffing is available, devise a plan to remove the client from the course as soon as possible.

Safety Watch

These policies and protocols will be communicated to the client. Reassure them that these precautions are being used to ensure the client's safety:

1. Compensate any items the client may use to harm themselves, including knives, lighters, p-cord/rope. Consider removing the sleeping bag drawstring.
2. Ensure that the client is within sight at all times, and never more than 20 feet from a guide.
3. When using the restroom and, while best maintaining their privacy, client must be within earshot of a guide of the same sex, and either call their name once every 10 seconds or sing.
4. A guide will sleep in the same tent with the client and one other client or guide of the same sex. If more than one client expresses ideation, they should be allocated to the same tent.
5. Clients must remain within 5 feet of a guide, and no less than 30 feet away from the edge of a ledge when near a steep dropoff. Avoid such terrain if possible.
6. At night, client shoes must be held by the guide. Clients must wake the guide to use the restroom, and while out of sight must call their name once every 10 seconds.
7. Clients will not be allowed to use knives or other sharp objects.
8. Check in with client once in the morning, afternoon, and night about ideation (in private). Document responses in the incident report. Report during call-in.

Removal From Course

1. Communicate with the director to create a plan for client removal.
2. If removal is possible, communicate to the guide team and client the plan.

Section 6: Disordered Eating

In the event that a client is refusing to eat, is eating minimal or no food, is purging, or is overeating to the point of illness (perhaps due to stress), they must be placed on *Eating Contract*.

Eating Contract

Begin by starting an incident form, document observed eating habits in the last 24 hours (or longer if relevant). Communicate to client that they are on *Eating Contract* and in order to stay in the program they must:

1. Visually demonstrate the consumption of three cups of food three times daily. If overeating, no more than eight cups.
2. **With Teens:** while best maintaining the privacy of the client, the client must call their name once every 10 seconds or sing while remaining within earshot of a guide of the same sex. This is to ensure there is no purging. **With Adults:** no additional supervision is required, however use your best judgment in determining signs of purging.
3. Client must write and sign a contract on the incident form agreeing to eat "an appropriate amount of food as deemed by guides for the remainder of the trip.

4. The client must fulfill the contract over 72 hours to be taken off contract.

Section 7: Crisis Intervention and Holds

In the unlikely event that a client presents immediate harm to themselves or another person, our policy is as follows:

1. Do NOT intervene if it could possibly cause you, the client, or anyone else even more harm. Direct the other clients to another location both to insulate them from the incident and protect the volatile client's dignity. *Maintain a rule of three's, even if it means having another client stay with the intervening guide.* Call the director as soon as possible, and, if the situation is critical, consider calling 911 or other more immediate support.

2. Remain calm. Attempt to verbally calm the client. Try to mirror their volume, energy, and language. *Validate* how they feel. Convince them to calm down and take deep breaths and talk about it with the guides and the group. Be supportive.

3. If it is clear that the client must be physically restrained, the situation is moderately urgent, and it seems safe to do so:

If possible, try not to approach the client head on and attempt to close distance by side-stepping. Attempt to calmly hold an arm or a hand to direct them away from the group or into a seated position. (E.G. calmly grab their shoulder "Lets walk over here and talk about what's going on.")

4. If the client is actively hurting themselves or another person, and intervention is critical, restrain the client as taught in the guide training.

5. If at any point your intervening poses an increased risk to you, the client, or anyone else, stop your intervention. Maintain a safe distance from the client while continuing to visually monitor them. Call 911, the director, and other resources if you have not already.

Section 8: Heat-Related Issues

For treatment with heatstroke, heat exhaustion, heat cramps, or other heat related illness, see *Chapter 18: Medical & First Aid Treatment*.

1. Hiking is not allowed in temperatures above 100F.
2. Clients should drink a minimum of 3 liters of water a day regardless of the air temperature. On days above 100F, they should drink at least 4. Ensure all clients are eating salty snacks or consuming electrolyte supplements.
3. Preemptively plan routes so that the group is located near a water source for swimming or cooling.
4. If temperatures are above 85F, consult the director to ensure no clients are on medications that could create hazardous results at high body temperatures.
5. Consider hiking at night, in the morning or evening, and resting during the day.

Section 9: Cold-Related Issues

For treatment with hypothermia, frostbite, or trench foot, see *Chapter 18: Medical & First Aid Treatment*.

1. Hiking is not allowed in temperatures below 10F.