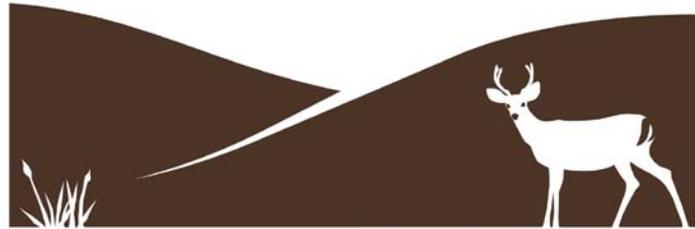


SAFETY AND RISK MANAGEMENT PLAN
AT THE
ANN & SANDY
CROSS CONSERVATION AREA

ANN & SANDY
CROSS



CONSERVATION AREA

TEACHER INFORMATION PACKAGE

Last updated April 2010

A. INTRODUCTION

A Safety and Risk Management Program has been developed by the Ann & Sandy Cross Conservation Area (ASCCA) to prevent, manage, recover from and limit the negative effects of risk occurrences.

Note: All standards currently meet or exceed current CBE requirements for an Approved Class B1 trip.

ASCCA's Safety Policy:

The ASCCA is committed to providing a safe and healthy environment for all staff and volunteers. We will also make reasonable efforts to alert visitors to hazards and manage risk on an ongoing basis.

This handout includes information on the following:

- General safety and risk management information related to school groups;
- Prevention procedures related to the Specific Risk Occurrences identified in ASCCA's Safety and Risk Management Program;
- ASCCA's General Emergency Response Procedures.

For more detailed information, please request a copy of the Safety and Risk Management program manual from ASCCA staff.

B. GENERAL SAFETY AND RISK MANAGEMENT INFORMATION RELATED TO SCHOOL GROUPS

General

Teachers must ensure they bring their class medical information to be prepared for an emergency. The supervision ratio that is recommended for this location is 1:5 for Kindergarten and 1:6 for Grade 1 to Grade 9 (not including the teacher). Please check with your school board to find the supervision ratio for your school.

Prevention is key to avoiding any accidents. Safety is a shared responsibility and therefore teachers should assist ASCCA in ensuring that students conduct themselves in a safe manner. With the help of parent volunteers, teachers should be able to handle any situation before it becomes dangerous. If an accident should occur, the Area volunteer/staff will be prepared to handle the situation following the procedures for this area (see Section D).

Teachers should reference the appropriate Policies and Procedures found in their Off-site Activities Procedures Manual for more information.

Please remember that the teacher is required to be with their students at all times while at the Area and during the program. If a student needs to use the washroom or leave the larger group at any time, the teacher should send this student with a parent volunteer and continue to supervise the larger group. At no time should the Area volunteer be left to supervise the class.

Preparation for Teachers, Students and School Volunteers

All teachers are required to participate in an onsite inservice for each of the programs that they are participating in before the class visit date. During the inservice, teachers will be made aware of the hazards of their field trip. Teachers must discuss with the Education Team Leader if any students, teachers or parent volunteers are allergic to insects and/or pollens.

All school volunteers must meet the requirements of Policy 3085 Volunteers. School volunteers are welcome to attend the Teachers' Inservice.

Students, teachers, and parents should be prepared mentally and physically before they come out to the area. They should be prepared to hike in hilly terrain and be outside for approximately five hours.

Trail lunch sites (picnic shelters) do not have hand-washing facilities and therefore teachers must bring anti-bacterial lotion on the hikes. Pit toilettes are located at the lunch sites.

It is no longer recommended that a private vehicle be provided by the school. Therefore, teachers should be familiar with and able to execute their school's procedures regarding misbehaviour and non-life threatening injuries.

Family Emergency

In the event of a family emergency where a parent needs to contact a student participating on the field trip they can call the Belvedere House staff at 403-931-1042. Staff will then radio Cross Conservation Area Educators and the teacher and the student will be notified of the situation. Further action will be decided by both the educator and the teacher.

Natural Hazards

Wildlife

Bears and cougar are not common at the Ann & Sandy Cross Conservation Area, but they have been seen. Deer and elk have antlers and sharp hooves to protect themselves. Other animals, such as squirrels, may bite and can transmit diseases or parasites. All wildlife can be dangerous. Any contact, such as feeding, can be harmful to both the animal and the feeder. Feeding animals human food may make animals dependent on humans. Most animals will avoid school groups due to the noise students make. All animals should be observed from a distance.

Insects

Rocky Mountain ticks or wood ticks are seen occasionally. They are active in the spring from when the snow begins to melt up to about late June. Wood ticks do not drop from trees as their name suggests, but are found on blades of grass waiting for a suitable host.

Adults are small (5-6 mm in length), and have a flat reddish body. They attack almost anywhere on the host (most commonly on the nape of the neck in humans). Ticks painlessly insert their mouth parts through the host's skin and then secrete an adhesive substance that glues the tick to their host from which they draw blood.

To reduce the possibility of picking up ticks, pants can be tucked inside of socks. Repellents containing DEET can be sprayed or rubbed on to clothing likely to come in contact with low shrubs or grass. After an outing, teachers should carefully inspect themselves and their companions especially around the head and neck.

If a tick has attached itself, the whole body, including the mouth parts, must be removed. Grasp it firmly near the head with tweezers or fingers and pull steadily so that the mouth parts do not break off in the skin. It is not recommended to touch the tick with a few drops of gasoline, turpentine or ammonia, a hot needle or the tip of a freshly extinguished match as it may cause the tick to spit up and increase the chance of infection. Once the tick is removed, treat the bite area with an antiseptic to avoid scratching. If the tick is attached too firmly to be removed without breaking it, or if following the removal, the person experiences a fever, headache, or any swelling around the area of a bite, see a doctor immediately.

Plants

Some individuals may have a serious reaction to the vegetation in the area. Pollen and grass related allergies and asthma may be a serious threat to a child's health. Teachers should learn about these problems and treatments as they relate to students, and should be prepared to handle this type of situation.

Another potential hazard may be a reaction to the stinging nettle. This plant grows in disturbed areas along trails and it emits an acid-like substance when touched. This substance can cause painful bumps and a temporary rash on exposed skin. Teachers should learn to identify nettles and keep their students away from it. As well, they should inform the Area Educator if any students, teachers or adult volunteers are allergic to insects and/or pollens.

Emergency Procedures

The Area Educator (volunteers or staff) will carry hand-held radios and a first aid kit. In an emergency, the Area Educator will contact staff at Belvedere House to call 911 or assist in an emergency. The General Manager, Education Team Leader or most senior person in charge will coordinate the emergency situation. All Area staff are trained in Standard First Aid. Volunteers leading education programs are not required to have first aid training. Please check with your Area Educator about their first aid certification. **We strongly recommend that participating teachers have first aid training, and carry a first aid kit and cell phone.**

The Fire Department and Ambulance respond from either Priddis, Okotoks or the City of Calgary in approximately 20-minutes response time. All trails on the site are vehicle accessible. (See area map attached)

Emergency Procedures for the Teacher-in-Charge are noted in the appropriate Policies and Procedures found in the CBE Off-site Activities Procedures Manual.

C. SPECIFIC RISK OCCURRENCES

Eighteen Specific Risk Occurrences have been identified in ASCCA's Safety and Risk Management Program. The following table summarizes the prevention procedures that relate to school groups. Additional information can be obtained by referring to the ASCCA's Safety and Risk Management Program Manual.

Specific Risk Occurrence	Prevention Procedures Related to School Groups
Accident (to person, injury or death)	School groups will be alerted to any recently reported wildlife or other danger by posted signs or via announcements during the orientation. School teachers will be notified prior to the visit if the incident poses a threat (risk) to school groups visiting the area.
Accident (from vehicles, equipment or machinery)	School groups will not have access to Area vehicles or machinery.
Bomb Threat/Terrorist	Little can be done specifically to prevent this Risk Occurrence because it cannot be anticipated.
Break-in	Break-ins will not affect school groups because a break-in would occur after-hours.
Drowning	Teachers will be made aware of any hazards associated with the dugout on the Fescue Trail and Pine Creek when used during school programs. School groups will be supervised while studying ponds or Pine Creek. School children shall not be allowed in the dugouts or beaver ponds or Pine Creek.
Explosion (propane, Natural Gas)	Annual inspections by qualified Natural Gas inspectors are conducted at Belvedere House to minimize the probability of leaks or other problems that may cause an explosion. Staff, volunteers and teachers will report to management any strange odors that might be related to natural or propane gas leaks.
Fire (building)	No smoking is permitted on ASCCA property.
Fire (forest, grass)	No smoking is permitted on ASCCA property.
Fire (vehicles)	School groups will not be allowed to drive Area trucks or operate any equipment or machinery.
Basement Flood	Basement floods will not affect school groups.
Illness or collapse of person	Teachers are to bring their children's medical information with them on their visit date. Teachers are responsible for their group's safety

Specific Risk Occurrence	Prevention Procedures Related to School Groups
	and supervision while on site.
Lost persons	<p>The supervision ratio that is recommended for this location is 1:6 (not including the teacher) for Kindergarten to Grade 6. Please check with your school board to find the supervision ratio for your school.</p> <p>School children will be instructed on the importance of staying on the trail and remaining with the group.</p>
Media	The General Manager of ASCCA will deal with the media, if required.
Poisoning (via pesticide, herbicide, hazardous materials)	School groups shall not have access to any pesticides, herbicides or other toxic or poisonous materials. Any of these products on site shall be clearly labeled and stored away from school groups.
Power outage	A supply of emergency equipment (e.g., candles, lighters, flashlights, blankets) is available in Belvedere House.
Storm/tornado	<p><u>Prior to visit</u> - If there are any weather concerns on the day of the program, the teacher will contact the Education Team Leader. Likewise, the Education Team Leader will contact the teacher prior to the class visit if there are any weather concerns on the day of the program.</p> <p><u>At Belvedere House</u> - The Education Team Leader, along with the teachers, will assess weather conditions before school groups embark on their outdoor activities. School groups will not venture outside if a severe storm or a tornado appears imminent.</p> <p><u>During the outdoor program</u> - The Area Educator, along with the teachers, will assess weather conditions when school groups are outside. If signs of severe weather conditions become apparent, the school group will head back to Belvedere House via the safest route.</p>
Wildlife (injury or death)	<p>Teachers will be notified of any wildlife injury or death that may pose a hazard to school groups.</p> <p>School groups will be instructed to stay away from all wildlife, including injured wildlife.</p>
Wildlife (threat to persons)	<p>Teachers will be notified of any wildlife that is a threat to persons or may pose a hazard to school groups.</p> <p>School children will be instructed to stay away from all wildlife.</p> <p>Area Educator will carry a first aid kit and a hand-held radio when leading any education program.</p>

D. GENERAL EMERGENCY RESPONSE PROCEDURES

The following is the ASCCA's General Emergency Response Procedures. Please refer to the Safety and Risk Management Program Manual for the specific emergency procedures that have been developed for each of the Specific Risk Occurrences listed in Section C.

1. IN A LIFE THREATENING EMERGENCY, CONTACT 911!

Be prepared to answer the following questions:

What is the nature of the emergency?

- Injury, medical problem, fire, etc.

Can you provide additional details?

- Number and ages of persons injured
- Are the injured conscious or unconscious?
- What emergency procedures have been performed?
- Are any of the injured wearing medic alert bracelets?

What is the location of the incident?

- The Ann & Sandy Cross Conservation Area

1. Belvedere House and Manager's Residence -194001 160 St W (rural fire number for Belvedere House parking lot);
 - The legal location for Belvedere House is NE Quarter of 17, Township 22 , Range 2 , West of the 5th Meridian (NE-17-22-2 W5M).
 - Lat and long: WGS 84 - N 50 degrees 52minutes 39.2 seconds; E 114 degrees 13 minutes 59.2 seconds
 2. Habitat Manager's residence and cabin -144134 2219 Dr W (rural fire number location)
 - The legal location for Habitat Manager's residence and cabin is SE Quarter of 9, Township 22, Range 2, West of the 5th Meridian (SE-9-22-2 W5M)
 - Latitude and longitude: WGS 84 - N 50 degrees 51 minutes 07.2 seconds; E 114 degrees, 13 minutes 11.0 seconds
- If on the land, provide legal land description or grid co-ordinates (see Emergency Map). Meet ambulance at location.

Who will meet the emergency crew and where?

- Upper parking lot at front door of Belvedere House OR Habitat Manager's Residence and Cabin
- Request ambulance with a 4 wheel drive

What phone number are you calling from?

- This information is important for call back. Check the phone for its number. N/A for radios.
- Also give the dispatch the Executive Director's phone number 403-931-3377 or 403-850-8938 cell and Belvedere House 403-931-2042, 403-931-1042.
- Ask dispatch to call the Executive Director if you cannot reach her.

2. ADMINISTER FIRST AID

- In an emergency situation, your safety comes first. Follow emergency procedures and take the necessary steps involved to the best of your abilities. Always wear rubber gloves and protective equipment.

3. IN THE CASE OF NON-LIFE THREATENING EMERGENCIES

- Emergencies should be supervised by the most senior person on the scene of the incident (referred to as “Incident Commander”).
- If someone of higher seniority arrives at the scene, defer command to them and/or emergency personnel. Contact the Executive Director, Habitat Manager or Belvedere House staff immediately.

ORDER OF SENIORITY OF ASCCA PERSONNEL

Position	Name	Telephone Number
Executive Director	Jacquie Gilson	403-931-3377 or 403-931-3355 403-850-8938 (cell)
Habitat Manager	Reg Rempel	403-931-3111 or 403- 931-7546 403-850-5935 (cell)
Belvedere House staff	Christina Keough Maureen Luchsinger & Laura Griffin	403-931-1042 403-931-2042
Area Stewards	Any	403-850-8939 (cell)

IF YOU ARE THE INCIDENT COMMANDER

(After taking care of steps 1-3)

4. CROWD CONTROL

- Remove all visitors to a safe place ASAP. Have educational groups and visitors do a head count. If required, make use of bystanders, but make sure they report back to you.

5. COMMUNICATION GUIDELINES

- **Do not speak to the media under any circumstances!**
- Refer the media to the Executive Director.

6. PROVIDE UPDATES

- Keep the Executive Director and Belvedere House staff informed of actions being taken at the scene of the incident.

7. DOCUMENT

- Document everything as the incident unfolds. If possible, designate a scribe to record everything that takes place and dictate to them the steps that you have taken. Complete the Standard Emergency Report Form ASAP.

8. INITIATE FOLLOW-UP PROCEDURES**PLEASE REMEMBER THESE FOUR THINGS:**

1. Once emergency crews arrive they will take over – assist them as requested.
2. We should act as reasonable persons would be expected to act.
3. Do not worsen a situation or condition.
4. Never make admissions of fault or liability.

Grid map of publicly accessible land at the Ann & Sandy Cross Conservation Area:

