



Worldmind

Weather and Safety Protocols



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Introduction

This booklet outlines all weather and safety protocols for any and all operations at Worldmind Nature Immersion School. Every instructor will keep a copy of this manuscript in their field folder, along with complete student rosters that include emergency contacts and specific considerations information for each student.

Risk Assessment is an essential part of operations at Worldmind Nature Immersion School (WNIS). All members of staff are required to participate in the Risk Assessment process and ensure that all activities, sites, and groups are assessed according to these guidelines. All staff will ensure that all assessment forms are completed and revised as required, after an incident, or before a maximum of 1 year has passed.

Hazards will be qualified in probability and severity according to this rating structure:

Probability

1	2	3	4	5
<5% chance Very Unlikely	25% Chance Somewhat Unlikely	50% Chance Possible	75% Chance Probable	>95% Chance Very Likely

Severity

1	2	3	4	5
Not Serious Only TLC needed	Minor Injury First Aid Required	Injury Non-immediate Professional Medical Attention Required	Serious/ Multiple Injury Emergency Medical Attention Required	Major Accident Very Severe Injuries/ Fatality

Hazard Scores for probability and severity are multiplied to provide a number from 1 to 25. Any hazard with a score of 12 or above will require immediate additional control measures implemented and documented on the Risk Assessment Form. Hazard scores will be used to evaluate all activities, sites, and groups to uncover, mitigate, and eliminate harm.

All lead instructors will carry a “Happy Bag”. The happy bag is a waterproof roll bag that contains:

- a complete First Aid Kit
- Blanket

- Mat
- Emergency shelter
- Extra snacks
- Extra clothing
- Field binder containing complete roll sheets, student info cards, and all medical care forms
- A biohazard bag and all biohazard items
- All lotions, soaps, sunscreens, insect repellents, and any other skin product

The Happy Bag will have only these contents, always packed in the same configuration, and be taken along everywhere the class goes. Children are NEVER allowed to access the Happy Bag for any reason and are briefed as such as part of daily safety briefings.

Child Arrival and Departure Protocol

Arrival

- Only children with signed, up to date, consent and enrollment forms are allowed to participate at WNIS.
- The instructor meets parent/guardian at the meeting site, specific and consistent with class location.
- Instructor has parent/guardian sign child in, checks off the student on roll sheet, and assumes physical responsibility for the child at that time.
- The instructor uses roll sheet to ensure all students in the class are accounted for.

Departure

- Authorized parent or guardian whose name and contact information is listed on the class roll sheet will come to meeting site to pick-up their child.
- Instructors will not release any child to any person not listed as the student's pick up form.
- No child is allowed to make their own way home or to another pick-up location

Uncollected Child Protocol

- If a parent or guardian is 15 minutes or more late to pick up their child from the designated pick up location, instructor will contact the parent/guardian using the contact information on the student roll sheet.
- If unsuccessful, and parent/guardian has not collected the child in a further 15 minutes, instructor will call WNIS Director, and the other contacts listed on the child's emergency contact form.
- If other, emergency contacts are unsuccessful, and a further 30 minutes has elapsed. Director will contact proper authorities.
- At no time will a child be left alone, and a minimum of 2 staff will stay with the child.
- At no time will a child be taken home, or anywhere else by WMNIS staff
- Uncollected child will remain in the care of WMNIS staff until the child can be collected by parent/guardian or designated adult, or proper authorities if required

Security and Boundaries/Barriers Protocols

All classes take place at designated sites that have been previously chosen and inspected by the Director and Teachers. All WNIS class sites have a completed site assessment. Classes will not take place at any other site except with written consent by the Director.

Zone Security

- Teachers designate zones within class site.
- Each zone must be secured by a teacher at all times.
- Teacher will maintain accountability for all children in their zone, though visual, and voice contact.
- Teachers will communicate when children change zones, by verbal confirmation, with radio if necessary.
- At no time will children or zones be left unattended by a Teacher.
- Teachers will maintain required adult:child ratio of 1:6 across Zones.

- If a teacher needs to move zones, or leave they must coordinate with other teachers to ensure ratios are maintained and children are attended before doing so.

Boundaries

- Teacher will set and augment physical boundaries using a natural barrier, such as a trail, group of trees, or water feature, as needed depending on site, student needs, and activities.
- Physical boundaries are shown to the children with a verbal safety briefing.
- All boundaries are secured visually and physically by Instructor as part of Zone Security.
- Children are required to respect Physical Boundaries set by the Instructor.
- If a child crosses the boundary, the Instructor in that Zone retrieves the child while maintaining visual contact with their Zone.
- If visual contact cannot be maintained, Instructor must coordinate with other Instructors to retrieve the child.

Cell Phone Use/ Media/ Photography Protocol

- Cell Phone use by teachers is prohibited during class, excepting:
 - To take a photo
 - To use speechnotes for later evaluation or reflection
 - Where vital contact is needed
 - Purposes of educational enrichment
 - To contact parents or the Director
- Lead Instructor must carry school provided emergency cell phone, programmed with contact info for all current parent/guardians.
- All parent/guardians in possession of these cell phone numbers.
- All class participants must have a signed Media Release Form on file.
- Photos of students to be used for media purpose must have no faces or place landmarks in them.
- Photos for weekly update on closed Worldmind Families Facebook Page may have faces and landmarks in them.
- Teachers are prohibited from using photos from class, mentioning students or names on any personal media platform without prior consent of Director.
- Any Media use or mention of Worldmind name, curriculum, locations, trips or any other similar material prohibited without prior consent of Director.

Privacy Protocol

All Information concerning students or school operations and business is on a need-to-know basis. No information of this type may be shared or disclosed to anyone other than need-to-know persons who are privy to the information at the disposal of Director.

- Teachers do not discuss student information except in a closed, pre-designated setting with only need-to-know individuals.
- Do not discuss school operations, financials, or any other business matter except in a pre-designated setting with need-to-know individuals.
- Briefings and debriefings on daily classes may take place before and after scheduled classes, provided that no parents or students are present.

Child Ratios Protocol

- Classes at Worldmind Nature Immersion School keep a strict Adult:Child ratio of 1:5.
- Max class size of 10.
- Children ages 3-6.
- Instructors will maintain a 1:5 ratio at ALL TIMES.
- More Aids may be present as needed.

Members of the Public/School Visitor Protocols

- Teacher gives a safety briefing to children outlining protocol for encounters
 - Hikers, walkers may come through the site periodically
 - Instructor monitors ANY encounter with member of public
 - Children are required to stay within the class site boundaries
 - Respect members of public by giving right of way and wide space
- Teacher approaches all unauthorized, lingering members of the public, and direct children back to class activities.
- If deemed inappropriate, teacher will gather children back at tarp.
- Conduct a roll call.
- Move group to a safe place if necessary.
- Contact Director and Police if necessary.

School Visitors

- All visitors must have prior authorization to attend class from the Director.
- All visitors must have signed waiver forms on file before attending class.

Cancellations Protocol

- Class cancellation is at the sole discretion of the Director.
- Worldmind class cancellations will follow the public-school cancellations in the district where the class is being held.
- Should a cancellation be deemed necessary by the Director, all Staff and Students will be alerted via e-mail and text messaging by the Director.
- All make-up days and any other augmentation of school schedule will be prepared by the Director.

Medications Protocols

- Medication Administration Permission (MAP) forms and Health Care Plan (HCP) are required for any child needing routine or emergency medication administration during class.
- HCP and MAP forms are required for any child to carry emergency medications (inhaler or Epi-Pen).
- HCP, MAP and student cards will be kept in field binder in Happy Bag.
- Medications must be kept in the original labeled bottle or container.
- Prescription medications must contain the original pharmacy label that lists
 - Child's name

- Prescribing practitioner's name
- Pharmacy name and telephone number
- Date prescription was filled
- Expiration date
- Name of the medication
- Dosage
- How often to give the medication?
- Length of time the medication is to be given
- Over-the-counter medication must be kept in the originally labeled container and be labeled with the child's first and last name
- Staff will carry medications in the field unless otherwise specified a Health Care Plan.
- In the event of self-carry, staff will maintain the Health Care Plan and MAP in the Happy Bag at all times.
- Medications will be returned to the parents/guardians in accordance with the Health Care Plan.
- If medications must be retained by Worldmind, they must be clearly labeled and stored in a locked container.

Staff Medication Acceptance Protocol

- Only staff as authorized on the HCP/MAP accept medication from parent/guardian.
- HCP and MAP forms complete and present in field binder.
- Accepting party place signature on MAP.
- Medication placed in locked cooler.
- Locked container placed in Happy Bag.
- At no time will medication of any kind be accepted by any staff without HCP and MAP.
- At no time will accepted medication be placed anywhere other than designated locked cooler.

Staff Medication Administration Protocol

- Instructor will retrieve MAP form, student card, Dispensing Log, and locked medication container from the Happy Bag.
- Record who, what, when, how much medication was dispensed on the Medication Dispensing Log.
- There must be two staff present when dispensing medication to a child.
- If unclear how to dispense the medication, call parent/guardian or emergency contact before the medication is dispensed.
- Check to make sure the MAP form is completed and signed by appropriate parties.
- Ensure that only MAP authorized staff administers medication which may include the Director or Instructor.
- Administer medication to child according to HCP form.
- Complete the Dispensing Log entry.
- Place medication back in locked cooler.

- Place locked MAP, HCP, Dispensing Log, and student card back in Happy Bag.

Administration of Medication in an Emergency Situation (i.e., Allergic Reaction)

- ANAKIT means a non-prescription injectable anti-spasmodic drug used as an antidote for severe allergic reaction (anaphylaxis).
- EPIPEN (Epipen Jr.) means a non-prescription automatic injectable antispasmodic drug used as an antidote for severe allergic reaction (anaphylaxis).
- Any child that may require an emergency administration of medication because of severe allergic reaction must have a written Emergency Action Plan designated on their MAP form.
- All Staff will be briefed on any child that may need an emergency administration.
- If an emergency medication administration is required, Instructor follow the EAP on the MAP.
- Fill out Incident Form

Returning Medication Protocol

- Staff will return medication according to HCP.
- Receiving party will place their signature on the MAP

Active Shooter Protocol

- Blow three short blasts with safety whistle located in the first aid kit to signal a lockdown.
- All children and instructors take cover in the brush. Stay low to the ground and quiet.
- Keep everyone calm and quiet.
- If separated, communicate by walkies or cell phones to make a decision whether to move the group to the designated indoor emergency shelter, or another safe place such as nearby bathrooms.
- Do not leave the children alone.
- Do not allow children to scatter or run.
- Blow a second blast on the safety whistle to signal the end of a lockdown.
- As soon as the scene is safe, call all parents/guardians from roll sheet, and coordinate immediate pickup or follow instructions from proper authorities.
- Fill out an incident form

Injury/Medical Emergency Protocol

- Wilderness First Aid and CPR certifications are required for all Instructors.
- Do a scene size-up to ensure the safety of self and group.
- Ask another instructor to call in the children to a single zone or to tarp to monitor nearby.
- Uphold ratios, even in cases of movement or evacuation.
- Do not leave any children unattended.
- If alone, call all children to tarp and instruct them to sit down and stay on the tarp.
- Get First Aid Kit from Happy Bag.

- Conduct Primary Assessment to determine Mechanism of Injury and/or Nature of Illness- “Find it Fix it Fast”
 - Airway
 - Breathing
 - Pulse
 - Bleeding
 - AVPU/Spine
- Conduct Secondary Assessment to “Complete and Treat”
 - Physical Exam
 - Vitals
 - Soap Notes
 - Patient History
- For Level 2 severity and above call child’s parent/guardian or emergency contact for immediate pick-up and Director.
- For Level 4 or 5 severity call **911**, child’s parent/guardian/emergency contact, Director.
- Have another instructor make subsequent calls as necessary.
- Fill out incident form.

Illness Protocol

Child shall not attend class if they don’t feel well enough to take part in normal activities, or if the illness is on this list:

- DIARRHEA - frequent, loose or watery stools compared to child’s normal ones that are not caused by food or medicine.
- FEVER - with behavior change or other illness. Fever of 100°F or above.
- “FLU-LIKE” SYMPTOMS - fever over 100°F with a cough or sore throat. Other flu symptoms can include tiredness, body aches, vomiting and diarrhea.
- RASH WITH FEVER - Body rash without fever or behavior changes usually does not need to stay home from school.
- VOMITING - throwing up two or more times in the past 24 hrs.
- EYE INFECTION- Eyes red, swollen, watery, or mucous. Child may not attend class for 24 hours after symptoms appear. If drops are required, child must use drops for a minimum of 24 hours before attending class.
- If a child becomes ill during class, treat according to above Injury Protocols.
- Conduct Secondary Assessment as needed to determine Nature of Illness
 - Physical Exam
 - Vitals
 - Soap notes
 - Patient History
- For Level 2 severity illness or above call child’s parent/guardian to coordinate immediate pick-up, and Director.
- For level 4 or 5 severity, call **911**, child’s parent/guardian/emergency contact, Director.
- Uphold ratios.
- Do not leave children unattended at any time.

- Do not leave children alone at any time.

Whistle Communication Protocol

- If verbal communication is not possible use following code to communicate:
 - Three short blasts: Initiate Lockdown
 - Single long blast: Accident/Incident or Danger, all children to tarp
- All Instructors will carry an Emergency Whistle on their person.
- Children who want to practice or blow their whistles must alert everyone they are practicing, and do so in a supervised fashion away from the group.
- Instructor will run periodic, scheduled Emergency Drills with permission of Director.

Emergency Drills Protocol

- Emergency Drills scheduled and conducted by Director.
- Director alert all local Authorities that an Emergency Drill will be conducted.
- Instructor will address any concerned member of the public.

Behavior Management Protocol

- Worldmind uses Conflict Mediation for all negative interactions and behavior.
- Children are not allowed to hurt living things, or property.
- Instructor will anticipate and avoid problematic behavior by facilitating engagement of all children.
- Behavior and actions are unacceptable, not feelings or people.
- When approaching a conflict, make sure you can still see all the children in your Zone.
- If needed ask another Instructor to monitor your Zone.
- Do not leave any Hazards such as water or climbing areas or children unguarded during Conflict Mediation.
- Help children stop.
- Point out what you observe.
- Interpret words and body language. “I see you putting up your hands, do you want her to stop?”
- Ask questions. “Did you like it when she took your ball?”
- Bring children together close enough to see and hear each other
- Bring back a child who runs away, or give time and space if needed.
- Get down to child level. Support both children.
- Identify feelings.
- Empathize. Show you understand each child’s feelings. “You feel mad he broke your castle.”
- Suggest feelings. “Are you mad that he took your toy?”
- Be matter of fact. “You didn’t like it when he took your toy.”
- Help children face at other and speak directly to the other child. “Tell her.” Give children exact words. “Tell her: I don’t like it when you hit me!” Stay with them as they talk.
- Guide and support children through this process.
- Define the problem.

- Help children be specific about limits. “I hear you saying Stop, what do you want Alexander to stop doing?”
- State what each child doesn’t like. Repeat it in the child’s own words. “Bennet says he doesn’t like it when you push him.”
- Problem solve. Ask: What could you do to solve this problem?
- Offer information. “I know playing in the water might get you wet.”
- Offer ideas. “I know some kids make a waiting list, Want to try it?”
- Help children define limits and set them on other children. “Jessica says you can play with the train if you don’t crash the track.”
- Get a commitment. Ask children for a verbal agreement or sign a written contract.
- Put the solution into action.
- Try the children’s solution first. Problem solve again and try a new one if it doesn’t work.
- If a child’s behavior is unresponsive to Conflict Mediation, give that child space by directing other children to another place or Zone.
- Keep close proximity to them, but allow them isolation as they need.
- If they return to the group, try Conflict Mediation again. Get verbal confirmation they will keep others safe before allowing them close to other group members.
- If a child’s continued exhibited behavior becomes a psychological or physical danger, call Director or parent/guardian as directed.
- Never allow anyone to leave the group without an Instructor escort.
- Maintain child/ Instructor ratios.

Bullying Protocol

- Bullying is defined as a single incident or repeated incidents of targeted harassment of others through emotional, physical, verbal, or psychological abuse.
- All forms of bullying will be challenged.
- No form of bullying will be tolerated.
- Any victim of bullying will be supported by all Worldmind Staff, closely supervised with regular welfare check-ins.
- Bullying behavior will be dealt with according to Conflict Mediation Protocols as defined in the Behavior Management section.
- Instructor inform the Director of any incident of bullying, and care for with sensitivity at all times.
- All incidents of bullying will be recorded with an Incident form.
- Director will coordinate parent meetings as necessary.
- Exclusion may be considered only if behavior leading to exclusion has been thoroughly explored and discussed.
- Behavior that is physically or psychologically dangerous to self or others will be subject to immediate exclusion at the discretion of the Director.

Resting and Sick Child Protocol

Instructor will carry a resting shelter and sleeping bag for children to rest in when not feeling well.

Personal Belongings Protocol

- Instructor ensure children bring all belongings in a backpack. Including:
 - Extra Clothing
 - Water Bottle
 - Snack and Lunch Box for all day
 - Journal
 - Writing Utensils
- Encourage children to keep toys in their backpacks.
- Special, Lovey type toys that the child does not want to share are OK anytime
- Special toys that the child is OK to share with everyone in the class are OK anytime, with the exception of sleds
- Toys that the child only wants to share with a few people must stay in the backpack until after class.
- Each child use a backpack box, as a portable cubby to hold all belongings.
- Instructor help each child keep track of their things by using the backpack box.
- Instructor visually ensure the security of backpack boxes.
- Don't allow them to be left out alone during movement, hiking etc.

Snack and Food Protocol

- Children will bring their own snack and lunch each day.
- Extra snacks, which include fruit bars, raisins, crackers, and fig bars are stored in the Happy Bag.
- Food sharing preferences determined by parent/guardian and denoted on Student Information Card.
- Allergy information denoted on Student Information Card
- Special Occasion snacks allowed with prior consent from Director.
- Group camp stove/fire cooking allowed as part of pre-designed Worldmind curriculum with prior consent from Director.
- Children are allowed to eat anytime they feel the need, unless otherwise stated on Student Information Card
- Instructor uphold all food sharing and allergy requisites.
- For Allergy Ingestion Use Emergency Medicine Administration Protocol and Injury Protocol.
- Call Director for Level 2 Severity or higher
- Call 911 and follow Medical Emergency Protocol for Level 4 severity or higher

Toileting Protocol

- Ask parents to take children to bathrooms on the way down to the designated drop off site.
- Stop periodically during the class and offer bathroom breaks.
- If a child needs to use the bathroom, take a group with you to escort the child.
- Maintain ratios at all times.
- All class sites have access to privies, or indoor facilities with regular scheduled maintenance.
- Use the portable handwashing station with flowing water, biodegradable soap, and paper towels, where no handwashing is available.

- Place trash in the trash bag.
- Use potette if needed.

If a child has an accident

- Take the child, with a group as necessary to maintain ratios, to the bathroom.
- Use the blue mat from the happy bag for a place to stand if necessary.
- Put on gloves in case you need to help the child.
- Get the child's spare clothing from their backpack, or get school spares from the happy bag.
- Help the child change into clean clothing if needed.
- Place dirty clothes in a plastic bag.
- Place plastic bag in a Ziploc.
- Place Ziploc in the biohazard bag in the happy bag.
- Disinfect blue mat if used.
- Discard gloves in trash and wash hands.
- Return dirty clothing to parent/guardian at pick-up.

Weather Protocols

Worldmind Staff make day to day decisions about weather and how to best serve our students in weather events.

Director uses National Weather Service Information, Wind-chill/Heat Index charts, and Public School District Information to inform our activities at school during inclement weather.

Class site changes and cancellations are at the discretion of the Director and are made according to the Cancellations Protocol.

Instructors conduct severe weather and emergency evacuation drills as part of everyday curriculum as needed.

Evacuation to Emergency Indoor Facility Protocol

- Call children in to tarp.
- Do a head count and roll call to ensure everyone is accounted for.
- Move the whole group all together in Sandwich Formation, 1 Instructor in front, 1 behind, all children in between, to the designated Indoor/Emergency Facility.
- Once inside do another roll call and headcount.
- Alert the Director of an emergency class site change.
- Director will call parent/guardians and coordinate pick-up.
- Do not leave children alone at any time for any reason.
- If for any reason an Emergency Indoor Facility is not available, direct children to personal vehicles.
- Call Director and if necessary, under direction of Director or Authorities, drive to nearest available indoor facility.

Blizzard

- WMNIS cancels class as the public-school district in that county dictates.
- Cancellation if driving conditions are unsafe or other public services are cancelled.

- If a blizzard or dangerously snowy conditions occur during class in session, use Evacuation Protocol to evacuate to designated Emergency Indoor Facility.

Thunderstorm/Lightning

- Cancellation/Delay of class at discretion of Director.
- Instructor will use prevention and Evacuation Protocol to evacuate before threat is present.
- If Thunderstorm/Lightning conditions exist during class in session, use Evacuation Protocol to evacuate to designated Emergency Indoor Facility.
- If threat from lightning is direct and imminent direct children to sit under a mid-height tree, knees up with feet and buttocks only contacting the ground.
- Evacuate as soon as it is safe using above Evacuation Protocol.

Sun

- Possible cancellation, delay, or shortening of class at sole discretion of Director.
- Check parent/guardian preferences to sun protection located on student card in happy bag.
- Instructor will carry sunscreen in the first aid kit in Happy Bag and surplus water.
- Monitor all children for sun protection and temperature health at all times.
- Apply sunblock if needed or put on protective clothing.
- Ensure all children are drinking adequate water. If child does not have own water, give water from surplus water.
- If needed, build a shelter using the tarp.
- If child welfare is compromised, call Director to request an Emergency Site Change.
- Evacuate to designated Emergency Indoor Shelter using the Evacuation Protocol.
- If heat injuries are present, treat using Wilderness First Aid

Sunburn

- If child comes to class with sunburn, Instructor ensure all parent/guardian preferred sun protection measures are in place.
- If child sustains sunburn in class, use parent/guardian preferred sun protective measures, and direct child to shade or shelter for monitoring.
- If sunburn causes a Level 2 severity injury or above, alert Director, and call parent/guardian as directed to coordinate child pick-up.

Heat Stroke

- Instructor will monitor all children for temperature health at all times.
- Instructor will ensure all children are dressed appropriately at all times to mitigate risk of heat stroke. Signs include:
 - Headache
 - Dizziness, Lightheadedness
 - Red, Hot, Dry Skin (lack of sweating)
 - Muscle weakness, Cramps,
 - Rapid Pulse
 - Rapid Breathing

- If overheating is suspected, direct child to sit down in the shade under a tree for back support.
- Give water.
- Check the child's student card for treatment info, if needed and allowed give electrolyte powder from First Aid kit, Call Director if electrolyte powder is administered.
- Ensure child is lightly dressed.
- Monitor until child's condition improves.
- Continue monitoring child for temperature health for duration of class.
- **If condition declines or returns, follow Injury Protocol.**
- Treat with Wilderness First Aid, and call Director to coordinate pick up.
- FOR LEVEL 2 SEVERITY OR ABOVE, call Director, parent/guardian, or emergency contacts.
- Call 911 for severity Level 4 or higher.
- Fill out incident form.

Frostbite

- Severe cold temperatures may result in cancellation, delay of class at discretion of Director.
- Instructor monitor children at all times for temperature health. Signs include:
 - Numbness
 - Pins and Needles, Burning, Stinging Sensation
 - Skin blue or Red
 - Skin Waxy
- If Frostbite threat is present, evacuate children to designated Indoor Emergency Shelter using the Evacuation Protocol.
- Maintain ratios at all times.
- Treat frostbite with Wilderness First Aid.
- Place parts in warm water, or use warm compress.
- Do not rub.
- Dry and cover the child with blanket from happy bag.
- Give warm water.
- Monitor child until feeling returns or condition improves.
- For Level 2 severity or above, call Director, parent/guardian, or emergency contacts to coordinate child pick up.
- **For Level 4 Severity or above CALL 911 immediately.**
- Fill out incident form.

Hypothermia

- Severe cold temperatures may result in cancellation, delay of class at discretion of Director.
- Instructor monitor children at all times for temperature health. Signs Include:
 - Shivering
 - Lethargy, Clumsiness
 - Slurred Speech
 - Weak Pulse

- Shallow, Slow Breathing
- Instructor ensure children are warm and dry at all times.
- If hypothermia threat is present, evacuate children to designated Indoor Emergency Shelter using the Evacuation Protocol.
- Maintain ratios at all times.
- Ensure child is dressed in warm, dry clothing.
- Cover child in blanket from Happy Bag, use Mylar blanket from First Aid kit also if necessary.
- Give warm water.
- Monitor until condition improves.
- For Level 2 severity or higher, call Director, parent/guardian, emergency contacts to coordinate child-pick up.
- **For Level 4 Severity or higher CALL 911 immediately.**

Tornado

- Cancellation of class as dictated by Director.
- If tornado threat is present during class, Evacuate to designated Indoor Emergency Shelter using the Evacuation Protocol.
- Once inside, direct group to pre-designated tornado shelter.
- If place designated for tornados is unavailable or shelter has been taken elsewhere, direct group to basement or lowest floor in the building.
- Find a windowless, small, center room, such as bathroom, closet.
- Crouch on floor, covering head.
- If tornado threat is direct and imminent, or group is outside or on the road, take shelter in a low-lying ditch. Assume a protective posture, crouching face down, covering head.
- Follow Specific Disaster Protocol to ensure all children are returned to their families.

Landslide/ Mudslide

- Cancellation of class according to Director.
- If landslide/mudslide threat is present in class in session, Evacuate using Evacuation Protocol. Signs include:
 - Seeping, Saturated Ground
 - Cracks, Bulges in ground
 - Broken water/utility lines
 - Tilting fences, power line poles.
 - Rapidly rising water.
- Once inside, direct group to highest floor or rooftop. Stay alert, if location is compromised, Evacuate to safer location using Evacuation Protocol.
- Follow Specific Disaster Protocol to ensure all children are returned to their families.

Flood

- Cancellation of class according to Director.

- If flood threat is present during class in session, Evacuate using Evacuation Protocol.
- If flood threat is direct and imminent, Evacuate group to **high ground** using Evacuation Protocol. Use emergency shelter.
- Stay in place.
- Do not attempt to move group through water.
- Follow Specific Disaster Protocol to ensure all children are returned to their families.

Wildfire

- Cancellation of class according to Director.
- If wildfire threat is present during class in session, Evacuate using Evacuation Protocol.
- If wildfire threat is direct and imminent, direct group to crouch in pond or stream.
- Do not try to outrun the fire.
- Cover head and upper body with wet clothing.
- If water is not available, shelter in a rocky area clear of brush/ grass.
- Cover body in wet clothing.
- Breath air through wet clothing close to ground.
- Follow Specific Disaster Protocol to ensure all children are returned to their families.

High Winds

- Cancellation of class according to Director.
- If high wind threat is present during class in session, Evacuate using Evacuation Protocol.
- If Evacuation is not possible, use Emergency Shelter and follow Specific Disaster Protocol.

Air Quality

- Cancellation delay of class according to Director.
- If air quality threat is present during class in session, Evacuate using Evacuation Protocol.

Inadequate Clothing

- Instructor will ensure all children are appropriately dressed at Drop off. Clothing includes:
 - Base Layer
 - Warm Layer
 - Waterproof Layer
 - Socks
 - Mittens and Hat
 - Appropriate Footwear, Waterproof/Snow boots
 - Extra changes of clothing, socks, mittens
 - No cotton or denim in cold temperatures.
- If child is not dressed appropriately, Instructor will address the parent/guardian.

- Instructor do NOT allow child in class if child is not dressed appropriately or in possession of appropriate clothing.
- Instructor ensure children are warm and dry throughout entire duration of class.
- If child is cold and/or wet, help child change into warm dry clothes.
- Provide cover using the emergency shelter.
- Maintain ratios.
- If child in class is not in possession of dry adequate clothing, use surplus clothing to ensure child is warm and dry.
- If no adequate clothing is available, Call Director to coordinate child pick up.
- If group or individual safety is in question **Call Director**. Evacuate using Evacuation Protocol if necessary.
- For School-Age Groups Only: A student without proper clothing may be allowed to attend class if parent/guardian is available for emergency pick-up if necessary.

Child Health Welfare

- Instructor will monitor all children for health and welfare. Methods include:
 - Regular verbal Check-ins
 - Observation and Detection of discomfort
 - Observation of physical warning signs
 - Observation of psychological warning signs
 - Common Sense evaluations based on child activities
- Instructor use student information card to be advised of specific needs/treatment.

Specific Disaster

- Only for use in the case of any medical, weather, or disaster emergency.
- Only for use AFTER evacuation to Emergency Indoor Facility has occurred.
- Do a headcount and roll call, to ensure all children are accounted for.
- Stay together.
- Do not allow any child to leave the group for any reason.
- Instructor do not leave the group for any reason.
- As long as possible maintain communication with Director through cell phone.
- Director will coordinate all Emergency Pick-ups of children.
- Follow Departure Protocol to release children into custody of parent/guardians.
- Do not allow release of custody to authorities **without** verbal consent of parent/guardian or Director.
- Stay on the scene until released by Director.
- If NO communication is available, group stay put and together until rescue and reunification can occur.
- Instructor maintain custody of all children until reunification with Director or parent/guardian occurs.

Plants and Animals Protocol

Possible animal and plant encounters are assessed at each site as part of regular Site Assessments and are designated on the Site Assessment Form.

If frequency and severity ratings dictate, Worldmind will cease use of the site.

Children receive regular safety, identification, and usage briefings about flora and fauna as part of Worldmind Curriculum.

Regular Drills are practiced as part of Worldmind Curriculum.

- When anyone detects a hazardous plant or animal, they yell, “ _____ FREEZE!!”
- Everyone freezes.
- Instructor comes to evaluate.
- Instructor follow Encounter Protocol

Animal Encounter Protocol

- Report the sighting of any atypical wildlife to the local Animal Control.
- Gather children together and direct the group to stay together and stay calm.
- Back away slowly.
- If no threat is present, observe from a safe distance.
- Give Safety Briefing, including:
 - Respect animal’s space
 - Be quiet
 - Watching only
 - Never approach, feed, frighten, or chase the animal
- If safety threat is present, Evacuate to another location or Indoor Emergency Shelter using Evacuation Protocol.
- If injury or medical emergency has occurred, follow Injury or Medical Emergency Protocols.

Hazardous Plant Encounter Protocols

- Gather children together.
- Back away to safe distance.
- Give Safety Briefing, including:
 - Identification
 - Watching only
 - Never eat or touch
 - Inform everyone to the location/presence of a hazardous plant

Poison Ivy

- Instructor use Site Assessment form to be advised of possible Poison Ivy encounter.
- Give Safety Briefing about Poison Ivy using Hazardous Plant Encounter Protocol.
- If potential contact has occurred:
 - Wash area with soapy water from portable hand washing station.
 - Change clothing.
 - Treat with Wilderness First Aid according to student information card.
 - Place clothing in plastic bag
 - Place plastic bag in biohazard bag in Happy Bag
 - Return clothes to parents at pick-up
- Call Director for Level 2 Severity or above.
- Call 911 and follow Medical Emergency Protocol for Level 4 severity or higher.

- Fill out Accident/Incident Form

Cactus

- Instructor use Site Assessment form to be advised of possible Cactus encounter.
- Give Safety Briefing about Cactus using Hazardous Plant Encounter Protocol.
- If contact has occurred:
 - Follow Injury Protocol
 - Treat using Wilderness First Aid and Student Information Card
 - Wash area with soapy water
 - Use tweezers from First Aid kit in happy bag to remove spines
 - Cover area with sterile dressing and bandage
 - Monitor for changes.
 - Monitor for shock
 - Change clothing, place in plastic bag
 - Place plastic bag in biohazard bag in Happy Bag
 - Return clothes to parents at pick-up
- Call Director for Level 2 Severity or above.
- Call 911 and follow Medical Emergency Protocol for Level 4 severity or higher.
- Fill out Accident/Incident Form

Dogs

- Follow Members of the Public Protocol.
- Direct children to give space.
- Give Safety Briefing, including:
 - Do not approach a dog
 - Do not run from a dog or scream
 - Remain motionless when approached by a dog
 - If knocked over by a dog, roll into a ball and lie still
 - Do not play with a dog unless supervised by Instructor
 - Immediately report stray dogs or dogs displaying unusual behavior to an Instructor
 - Avoid direct eye contact with a dog
 - Only pet a dog if Instructor has received permission from the owner and tells you it is ok
 - Allow the dog to sniff you
 - Follow instructions from owner and Instructor
- If a bite occurs:
 - Follow Injury Protocol
 - Treat with Wilderness First Aid and Student Information Card
 - Call Director to report ANY dog bite.
 - Get Dog details and Owner contact information.
 - Call Director for Level 2 Severity or higher.
 - Call 911 and follow Medical Emergency Protocol for Level 4 severity or higher.
 - Fill out Accident/Incident Form

Mountain Lion/Bobcat/Lynx

- Instructor use Site Assessment form to be advised of possible Wildcat encounter.
- Give Safety Briefing about Wildcats using Animal Encounter Protocol.
- Group together and be loud to avoid surprising a Wildcat.
- Follow Animal Encounter Protocol
- If threat from big cat is direct and imminent:
 - Be as big as possible, gather together, stand up high, wave clothing
 - Be as loud as possible, yell, bang sticks and gear
 - Act defiant not afraid
 - Throw rocks or sticks
 - Don't run or crouch down
 - Slowly back away and give animal escape route
- If attack occurs:
 - Fight off by throwing rocks and sticks
 - Treat with Wilderness First Aid
 - Call Director for Level 2 Severity or higher.
 - Call 911 and follow Medical Emergency Protocol for Level 4 severity or higher.
- Call Director for any Big Cat sighting.
- Fill out Accident/Incident Form

Bear

- Instructor use Site Assessment form to be advised of possible Bear encounter.
- Give Safety Briefing about Bears using Animal Encounter Protocol including:
 - Evacuation if a cub is spotted
 - Throw all food away in trash receptacles
 - Follow Bear protection warnings/procedures in the area
- Group together and be loud to avoid surprising a Bear.
- Follow Animal Encounter Protocol.
- If threat from Bear is direct and imminent:
 - Face the bear and back away, keep distance
 - Avoid direct eye contact
 - Move slowly and calmly
 - Do not run
 - Do not throw food
 - Speak allowed so the bear is aware of your presence
 - Move to safety and Evacuate using Evacuation Protocol
- If attack occurs:
 - Fight off the bear with whatever is available
 - Treat using Wilderness First Aid
 - Call Director for Level 2 Severity or higher.
 - Call 911 and follow Medical Emergency Protocol for Level 4 severity or higher.
- Call Director for any Bear sighting.
- Fill out Accident/Incident Form

Deer/Moose

- Instructor use Site Assessment form to be advised of possible Deer encounter.
- Give Safety Briefing about Deer using Animal Encounter Protocol, including:
 - Evacuation if fawns or bucks are sited
- Follow Animal Encounter Protocol
- If threat from Deer/Moose is direct and imminent:
 - Watch for changes in posture that may indicate a charge
 - Back away to safety
 - Be loud and big for Deer to scare it away from you
 - **MOOSE ONLY**- hold hands open up in the air, speak softly while backing away, RUN away if animal gets close
- If attack occurs:
 - Put large object, tree, bush, between self and charging animal
 - If knocked to the ground curl up in fetal position to protect head, neck, and organs
 - Treat using Wilderness First Aid
 - Call Director for Level 2 Severity or higher.
 - Call 911 and follow Medical Emergency Protocol for Level 4 severity or higher.
- Call Director for any Deer/Moose sighting.
- Fill out Accident/Incident Form

Coyote/Fox

- Instructor use Site Assessment form to be advised of possible encounter.
- Give Safety Briefing about Coyotes/ Foxes using Animal Encounter Protocol
- Follow Animal Encounter Protocol
- If threat from Coyote/Fox is direct and imminent:
 - Do not run or turn your back
 - Be as big and loud as possible
 - Wave your arms and throw objects
 - Face the coyote and back away slowly
- If attack occurs:
 - Fight back with whatever is available
 - Treat using Wilderness First Aid
 - Call Director for Level 2 Severity or higher
 - Call 911 and follow Medical Emergency Protocol for Level 4 severity or higher
- Call Director for any Coyote/Fox sighting.
- Fill out Accident/Incident Form

Snakes

- Instructor use Site Assessment form to be advised of possible Snake encounter.
- Give Safety Briefing about Snakes using Animal Encounter Protocol, including:
 - Dress appropriately covering ankles, feet and legs

- Wear appropriate footwear with thick socks. Avoid sandals, open-toed shoes, or walking barefoot
- Wear long, loose-fitting pants
- Avoid sticking hands or feet into holes, thick grasses, and other places where you can't see snakes that may be hiding
- Stay on well-used trails and avoid wandering into tall grass, underbrush and weeds.
- Look before you sit. Watch ground where walking
- Carry a walking stick. Use the stick to whack bushes and grasses before walk on or near them
- Watch water diligently as snakes could be present
- Symptoms of a snake bite
 - Intense pain spreading out from the bite
 - A scratch or puncture(s) from fangs. Sometimes bites only show one fang mark.
 - Progressive swelling and bruising where bitten
 - Sweating
 - Weakness
 - Nausea and vomiting
 - Muscle twitching
 - Metallic taste in mouth
 - Lightheadedness or loss of consciousness
- What do Rattlesnakes Look Like?
 - Flat, triangular shaped heads
 - Openings between the nostrils and eyes
 - Hooded and elliptical pupils
 - Coloration — generally tan and brown patchwork
 - The rattle at the end of the rattlesnake's tail. Rattles may also be broken off, malformed or silent. Do not rely on the presence or absence of the rattler as the only form of identification.
 - Young rattlesnakes may not have a rattle — young rattlesnakes are still venomous.
 - ALL rattlesnakes are venomous
 - Any snake can bite and cause serious injury
- Follow Animal Encounter Protocol
- **If threat from Snake is direct and imminent:**
 - Calmly and quietly back up so you are out of the snake's range, at least 5 feet
 - Back away to safety, and if needed, Evacuate to another location using the Evacuation Protocol.
- If a bite occurs:
 - Remain calm
 - Follow Medical Emergency Protocol

- Keep the body part at or slightly below heart level
- Leave the bite site alone
- Do not use any first aid measures or any substance to the bite
- Remove all tight clothing or jewelry
- Note the time the bite happened
- Do not try to capture or kill the snake
- Remember its color and shape so you can describe it.
- Take a photo if possible
- Do not cut the bite or try to suck the venom out
- Call Director for any Snake sighting.
- Fill out Accident/Incident Form

Bees/Wasps

- Instructor use Site Assessment form to be advised of possible Bee/Wasp encounter.
- Give Safety Briefing about Bees/Wasps using Animal Encounter Protocol, including:
 - Wear long pants and long sleeves, in solid white, gray, or tan
 - Avoid perfumes, lotions, or heavy scents
 - Avoid the trash cans and food waste
 - Keep food covered, especially fruits and sweets
 - Stay far from wasp nests and beehives
 - Never swat or wave your arms at bees or wasps
- Follow Animal Encounter Protocol
- If threat from Bees/Wasps is direct and imminent:
 - Direct child/group to stay calm
 - Move slowly and calmly away to safety
 - Evacuate to alternate location using Evacuation Protocol
- If swarm occurs:
 - Cover face and head
 - Move calmly and swiftly to Indoor Emergency Shelter using Evacuation Protocol
 - Do not jump in water
 - Do not swat or wave
- If a sting occurs:
 - Treat using Wilderness First Aid and Student Information Card
 - Remove stinger by scraping with fingernail or another sterilized flat implement.
 - If allergy is present use Emergency Medication Administration Protocol and child Health Care Plan
 - Call Director for Level 2 Severity or higher
 - Call 911 and follow Medical Emergency Protocol for Level 4 severity or higher
- Call Director for any site location change.
- Fill out Accident/Incident Form

Mosquitos/Biting Insects

- Instructor use Site Assessment form to be advised of possible Mosquito/Biting Insect encounter.
- Give Safety Briefing about Mosquitos/Biting Insects using Animal Encounter Protocol, including:
 - Wear long pants and long sleeves.
 - Apply insect repellent to exposed skin or clothing
 - Don't apply repellent to skin covered by clothing
 - Don't apply repellent to hands
- Instructor carry insect repellent in Happy Bag to be applied if necessary according to Student Information Card
- If a swarm/multiple bites occur:
 - Evacuate to alternate location using Evacuation Protocol
 - Call Director for any site location change
- If bites occur:
 - Wash bite with soap and water
 - Treat using Wilderness First Aid
 - Call Director for Level 2 Severity or higher
 - Call 911 and follow Medical Emergency Protocol for Level 4 severity or higher
- Fill out Accident/Incident Form

Ticks

- Instructor use Site Assessment to be advised of tick encounter.
- Give Safety Briefing about ticks including:
 - Description of ticks.
 - Cover exposed skin with long sleeves and pants. Tuck pants into socks.
 - Avoid tall grass and brush when possible.
 - Do tick checks every 2 hours.
 - Inform Instructor if a tick is seen
- If a bite occurs:
 - Instructor get tweezers and gloves from First Aid kit in Happy Bag.
 - Wearing gloves, use tweezers to grasp body of tick as close to skin as possible.
 - Pull straight up to remove tick from skin.
 - If for any reason tweezers cannot be used, place liquid soap from hand washing station onto cotton ball.
 - Place soapy cotton ball over tick for 30 seconds
 - Remove cotton ball with tick attached.
 - If tick remains in skin, try again with a new soapy cotton ball until tick is removed.
 - Place tick in Ziploc bag.
 - Retain tick to give to parents at pick-up.
 - Wash bite area with soap and water.
 - Monitor child for signs of illness, such as fever, nausea, or localized pain.

- Call Director
- Call 911 and follow Medical Emergency Protocol for Level 4 severity or higher
- Fill out Accident/Incident Form

Fire Lighting/ Camp Stove Protocol

Fire lighting will only occur as part of designated, scaffolded Worldmind Curriculum and with permission of Director.

Only where permissible by local law and always in accordance with local fire warnings.

Only Instructors with Level 3 Forest School Association Certification

- Designate a fire pit in grill space.
- Designate a ONE-WAY flow of entrance and exit to the fire pit.
- Only allow designated children to enter through the entrance and exit through the exit space.
- Only allow designated children to come to the fire pit, all observers must be seated 5 feet away from fire pit.
- Fill the Emergency Dowsing container with water.
- Have fire gloves ready.
- Give Fire Safety Briefing including:
 - Entrance and Exits
 - Weather Conditions
 - Use of Flint and Steel
 - Stop, Drop, and Roll
 - Maintain Respect Position, one knee up, one knee down
- Designate students, max team of three, to come to fire pit.
- Monitor use of flint and steel.
- If a fire is started, keep it small and contained. Max size of a softball.
- Use dowsing water, dirt or sand to contain.
- Continue to monitor children around fire.
- When fire lighting is finished, use dowsing water to put out the fire.
- Once extinguished, use bare hands to mix water and charcoal to ensure no heat or embers remain. If heat is detected, continue dowsing until charcoal can be mixed with bare hands.
- If a burn occurs:
 - Treat using Wilderness First Aid and Injury Protocol
 - Call Director for Level 2 Severity or higher
 - Call 911 and follow Medical Emergency Protocol for Level 4 severity or higher
 - Fill out Accident/Incident Form
- If fire becomes out of control:
 - Evacuate using Evacuation Protocol
 - Follow Wildfire Protocol
 - Follow Specific Disaster Protocol

Tool Use Protocol

Tool use is introduced only as part of scaffolded Worldmind Curriculum, and with permission of Director.

Only where permissible by local law and only in cooperation with local authorities.
Only Instructors with Level 3 Forest School Association Certification.

Tool Protocol

- If using tools, Use Zone Security
- Alert another instructor that you are using tools.
- Communicate and coordinate to ensure all children, boundaries, and hazards are being supervised.
- Get the Tool Sign Off sheet in field binder in Happy Bag.
- Give tool talk.
- Ensure Children are using required protection including work gloves and safety eyewear.
- If child has used the tool before according to the tool sign-off sheet, they each must give a tool talk and be signed off before using the tool.
- Monitor every child using tools.
- If you must stop monitoring, have children stop using the tool until you can monitor them again.
- **Designate a Tool Spot** where every tool will be placed when not in use.
- **Designate a Tool Zone** two arms and a tool length away from any tool user and do not allow anyone to enter it during tool use.
- If needed, designate a site manager to help direct anyone away from tool zone.
- Once tool use is completed, ensure tools have been put back in the designated Tool Spot.
- If injury occurs follow Injury/Medical Emergency Protocol
- Call Director for Level 2 Severity or above.
- Call 911 and follow Medical Emergency Protocol for Level 4 severity or higher.
- Fill out Accident/Incident Form.

Bowsaw

- Brief children on the Tool Spot and Tool Zone
- Give Tool Talk IDENTICALLY to the Tool Talk Sheet
- Only allow children to use the Bowsaw once they hear the Tool Talk, or have given a Tool Talk to you.
- Sign the children off on the Tool Sign-Off Sheet.
- Monitor the children by ensuring:
 - Gloves are on helper hands at all times
 - Respect Position, one knee up one knee down, is maintained
 - Safety eyewear in place
 - Children have placed themselves away from cutting edge and have adequate space to saw
 - Children begin sawing using the crossed hands formation
 - Children are saying “To Me” before pulling
 - Children are sawing calmly and rhythmically

- Bowsaw is placed back in Tool Spot when finished

Loppers

- Brief children on the Tool Spot and Tool Zone
- Only allow use of Loppers if child has previously been signed off on the Bowsaw. If Child has not used the Bowsaw, child must wait until such time as Bowsaw has been signed off.
- Give Tool Talk IDENTICALLY to the Tool Talk Sheet
- Only allow children to use the Loppers once they hear the Tool Talk, or have given a Tool Talk to you.
- Sign the children off on the Tool Sign-Off Sheet.
- Monitor the children by ensuring:
 - Child is bare-handed
 - Safety eyewear in place
 - Child remains two arms and a tool length away from anyone
 - Body parts away from cutting edge
 - Child uses Loppers calmly and controlled
 - Loppers are placed back in Tool Spot when finished

Billhook

- Brief children on the Tool Spot and Tool Zone
- Only allow use of Billhook if child has previously been signed off on the Loppers. If Child has not used the Loppers, child must wait until such time as Loppers have been signed off.
- Give Tool Talk IDENTICALLY to the Tool Talk Sheet
- Only allow children to use the Billhook once they hear the Tool Talk, or have given a Tool Talk to you.
- Sign the children off on the Tool Sign-Off Sheet.
- Monitor the children by ensuring:
 - Gloves on helper hands
 - Two arms and a tool length away from anyone other than partner
 - Respect position maintained
 - Safety eyewear in place
 - Children designate a holder and a whacker
 - Holder hold the Billhook on wood, body parts clear of cutting edge
 - Whacker must ask, "How many times?"
 - Holder gives desired answer.
 - Whacker asks, "How hard?"
 - Holder gives desired answer.
 - Whacker asks, "Are you ready?"
 - Holder gives answer, Whacker must wait until Holder has given positive response.
 - Once Holder is ready, Whacker whacks the Billhook according to agreed upon terms.
 - Q and A dialogue persists repetitively until wood is split.
 - If children do not follow dialogue sequence, stop them until they do it.

- Ensure Billhook is placed back in designated Tool Spot when finished

Sheath Knife

- Brief children on the Tool Spot and Tool Zone
- Only allow use of Sheath Knife if child has previously been signed off on the Billhook. If Child has not used the Billhook, child must wait until such time as Billhook has been signed off.
- Give Tool Talk IDENTICALLY to the Tool Talk Sheet
- Only allow children to use the Sheath Knife once they hear the Tool Talk, or have given a Tool Talk to you.
- Sign the children off on the Tool Sign-Off Sheet.
- Monitor the children by ensuring:
 - Gloves on helper hands
 - Safety eyewear in place
 - Bare hand on knife handle
 - Body parts clear of cutting edge
 - Two arms and a tool length away from anyone
 - Sideways placement of Whittling or Carving
 - Smooth, controlled movements
 - Correct placement of knife when not using
 - Ensure Sheath Knife is placed back in Tool Spot when finished

Use/ Management of Natural Materials Protocol

Worldmind uses all natural, outdoor classrooms.

Children use natural materials in their activities in class, including rocks, sticks, leaves, natural water, dirt, and sand.

Site Assessments, Risk-Benefit Analysis, and Woodland Management Forms required for each class site.

Instructor analyze potential footprint for all non-natural materials used for class, such as science and art experience materials, and denote on lesson plan Session Pack, and Woodland Management Form.

1. Instructor monitor use of materials to ensure:
 1. Children are not contacting hazardous or protected materials, as denoted on the Site Assessment and Woodland Management Form
 2. Children are using materials in a way that preserves bodily safety
 3. Safety eyewear in place if applicable
 4. Activities do not damage or harm Woodland or inhabitants
 5. All living things and property are respected
 6. Significant changes made to the landscape are returned, e.g. fill in holes
 7. Children are briefed on protected and delicate materials, and how to harvest without harm to the Woodland
 8. Children are briefed on potential usage hazards and limits, e.g. throwing

9. Harvesting of living plant material stays in line with common sense, Woodland Management, and local rules.
1. If injury occurs follow Injury/Medical Emergency Protocol.
2. Call Director for Level 2 Severity or above.
3. Call 911 and follow Medical Emergency Protocol for Level 4 severity or higher.
4. Fill out Accident/Incident Form.

Climbing Protocol

For all climbers.

For any climbing area, including trees, rocks, man-made play areas

Instructor will bodily test any structure for stability before allowing any climbers.

Instructor will place bouldering mats on ground before allowing climbers and adjust them as needed.

1. Instructor is responsible for monitoring all climbing areas in their Zone.
1. Do not allow climbing on any structure that has not been tested by an Instructor.
2. If a child wants to climb in a known and used climbing area that has been tested for safety by an instructor, alert the nearby instructor that you need to spot a climber.
3. Get verbal confirmation from the other instructor that they are able to monitor the other children in your Zone while you are spotting.
4. If another instructor is not available, have the climber wait until another instructor is ready to watch your Zone.
5. Do not allow any climbing without an instructor spotting them.
6. Do not leave children unattended by another instructor in any Zone while you are spotting.
7. If the climbing spot is safe, and another instructor has control of your Zone, the climber must say "Climbing!" and before attempting the climb, you must say to the climber, "Climb On!".
1. If the climber starts the climb before this sequence, have them stop and do it.

Before saying 'Climb On'

1. Asses the climbers plan, ask where they will go, what route will the take?
2. Asses the Fall Zones (potential landing spots), make sure they are clear of debris, rocks
3. Position yourself in the most effective place.
4. Place the bouldering mats in the most effective places.
5. Assume the spotting stance, HEAD UP, EYES ON CLIMBER, HANDS UP, KNEES AND ELBOWS BENT.
6. Watch the climber's hips to know how balanced they are and if they will fall. Hip placement will help to predict the climber's trajectory if they fall.
1. If at any time the climber expresses fear or discomfort, help them to Stop and descend until they are feeling safe.
2. Communicate by asking "Are you feeling safe?", refrain from "Be Careful."
3. Allowable climbing height depends on climbers experience and prowess, if unknown, or YOU are feeling uneasy it's Ok to stop the climber or ask them to descend.

4. At no time will an instructor pick up a child and place them on the climbing area.
5. Only allow the climber to climb in an independent way that **THEY** are feeling confident and safe.
6. At no time will the spotter spot more than one climber at a time.

If multiple climbers are present

1. Only when the first climber is in a still and stable spot, can another climber enter the climbing area.
2. Tell the first climber to wait without moving.
3. Get verbal confirmation from the first climber that they will not move.
4. Another climber can be spotted to a still and stable place on the climbing area.
5. Never allow multiple climbers to climb simultaneously on the climbing area.

If the climber falls

1. Follow the climber's center of gravity to guide them to the ground.
2. Ideally, they should fall into your out stretch arms towards a point on their back or between their shoulders.
3. Direct them to the ground using a stable, controlled touch.
4. Protect their neck by cradling the climbers head and neck with your hands.
5. Assess/ treat the post fall damage using Wilderness First Aid.
6. Call Director for Level 2 Severity or above.
7. Call 911 and follow Medical Emergency Protocol for Level 4 severity or higher.
8. Fill out Accident/Incident Form.

Ice Protocol

Children may encounter ice at class site during winter months.

If ice may be present, group must follow Sandwich Formation to ensure no child reaches the destination ahead of Instructor.

Class sites are chosen based on topographical characteristics with **NO OPEN WATER**, and only small, shallow, slow running water features.

Ice Safety Briefing for any encounter with ice.

Waders are encouraged for playing on ice.

Children are NEVER allowed on OPEN ICE, except at specific class sites with ***KNOWN SHALLOW DEPTHS***

Safety briefings used for safety at school and in the event child encounters ice in an independent setting outside of class.

1. Instructor give Ice Safety Briefing before any encounter with ice, including:
 1. Color of ice, white indicates thicker ice, clear indicates weak ice that may break.
 2. Depth of water, can we see the bottom or are we already familiar with the body of water to know it is shallow.
 3. NEVER go on ice if we do not know the depth
 4. If ice cracks, it may break and we may fall through, and may get wet
 5. When we hear the ice crack, lay flat on belly and roll to safety
 6. How to get out if fallen in overhead, stay flat in water, kick to get out, no arms

7. Instructor needs to be present, NEVER go on ice if alone
8. Slipping and falling correctly
1. Instructor bodily test entire ice area, identify unsafe areas, demonstrate ice cracking or falling through, before allowing any children on the ice.
2. Set boundaries on the ice and monitor them as part of Zone security.
3. Verbally brief children on boundary location, make sure everyone can identify it.
4. Instructor monitor ice as a Zone, or a hazard in Zone.
5. Ensure everyone on the ice has had the Ice Safety Briefing.
6. If there is a potentially unsafe area, make a boundary and place body between group and the unsafe area, facing the group at all times.
7. If there are not enough instructors for Zone Security, or ice is hazardous, change to alternate location. Alert Director.
8. Ensure everyone on ice is wearing waders, waterproof boots, or can change into extra clothing.

If child gets wet

1. Coordinate with other instructor to change into dry clothes immediately.
2. Do not leave children unattended on or near ice.
3. Continue to monitor child for temperature health

Should child fall completely through ice or into deep water

1. Alert other instructor to call in all children to the tarp.
2. Call 911, use Medical Emergency Protocol
3. Direct child to float on back or tummy
4. If it is safe to attempt rescue and all other children are safe and supervised, **throw rope used for den building to child, pull child to safety.**
1. If class rope is not present, use a stick or branch to pull the child to safety.
2. Stay on belly, roll to shore.
3. Use Wilderness First Aid to treat injury.
4. Call Director for Level 2 Severity or above.
5. Fill out Accident/Incident Form.

Should Instructor fall completely through ice or into deep water

1. Other instructor call children into tarp
2. Direct those on ice to drop and roll off
3. Call 911 follow Medical Emergency Protocol
4. Do not attempt rescue
5. Do not leave children unsupervised at any time for any reason.
6. Fill out Accident/Incident Form.

Should YOU fall completely through ice into deep water

1. Stay calm
2. Stay horizontal in water
3. Kick feet to get up on the ice. Do not use arms.
4. Roll to shore, retracing steps
5. Change clothes

6. Get warm
7. Call Director for Level 2 Severity or above.
8. Call 911 and follow Medical Emergency Protocol for Level 4 severity or higher.
9. Fill out Accident/Incident Form.

Water Protocol

Worldmind class sites are carefully chosen for access to small, shallow, slow moving water features.

Full or fast moving water and open water sources such as lakes and ponds are prohibited at class sites, except under specific circumstances as per Director.

Instructor will fill out Risk Assessment weekly for all water features at all class sites.

Instructor must follow Water Protocol at all times during class.

1. Instructor secure all water features, including puddles, as part of Zone Security
2. Designate a Zone for water feature.
3. Designate an Instructor to secure boundaries and all children in the Water Zone.
4. Instructor must be in water, or next to the water.
5. Instructor continue to monitor water feature even if no children are in the water.
6. Instructor must be dressed appropriately to enter the water, wearing waterproof boots and pants, or waders.
7. Instructor must be present for any child in or near a water feature.
8. Do not allow any children in the water until and Instructor can be with them.
9. Communicate and coordinate with other Instructor to ensure all children, boundaries, and climbing areas in your Zone are supervised when spotting waders.
10. Do not leave any children unattended when spotting waders.
11. Do not leave waders unsupervised at any time.
12. Communicate and coordinate with all Instructors so everyone knows who is responsible for Water Zone.

When a child wants to enter the water:

1. Ensure the child is dressed appropriately, waterproof boots and pants, or waders for cold temperatures.
2. Child must verbally let Instructor know they are entering the water. If they do not, have them Stop and ask them to do so.
3. Instructor must give verbal and visual acknowledgment to the child before the child can enter the water.
4. If any child enters the water without verbal sequence, have them exit the water and do it.
5. Instructor place body in most effective place to help anyone that falls, and in close proximity to children.
6. If children spread out, place body equally between them.
7. If children spread out in a way that YOU believe you cannot help them effectively, ask them to stay closer together, or set a boundary.
8. Maintain Ratios

If child falls down in the water:

1. Move in close proximity to help them up if they need.
2. Do a verbal check-in to see if they have gotten wet, or if they feel cold.
3. If needed, communicate with other Instructor to help get the child changed into warm, dry clothes.
4. Continue monitoring for temperature health.
5. Do not leave any waders unattended.
6. Continue to monitor all Zones.

If child falls into deep or overhead water:

1. Alert other Instructor to call in all other children to tarp.
2. If all other children are safe and supervised and it is safe to attempt rescue, throw class rope to child and pull child to safety.
3. Call 911 and follow Injury/Medical Emergency Protocol
4. Use Wilderness First Aid to assess and treat injury.
5. Call Director for Level 2 Severity or above.
6. Fill out Accident/Incident Form.

