TWRS Risk Management General Practices

I. Communication

- 1. Users are asked to keep TWRS staff apprised of travel plans.
- 2. Family and guests of UI personnel and research users are not permitted without Dean's office approval.
- 3. Orientations to relay TWRS expectations will take place as early as possible during a user's stay.
- 4. Users are asked to communicate any incidents, issues, or concerns as they arise. TWRS will keep users upto-date on incident reports, policy, safety updates, and relevant news as confidentiality and/or security allows.
- 5. Users will complete a registration and liability waiver form with insurance and emergency contact information on or prior to arrival at TWRS. Forms will be filed on site.

II. Care of Equipment and Cabin Space

A. Research Equipment

- 1. Staff and user cooperation is needed to see to the proper care and maintenance of equipment.
- 2. Staff and users are required to wear proper protective gear while using hazardous materials or equipment.
- 3. Hazards or improperly functioning equipment should be reported immediately to a TWRS staff member.
- 4. Any incidents should be reported immediately to station managers. Users and station managers must complete and submit an Incident Report Form within 24 hours of the incident.
- 5. Station users are held responsible for the repair or replacement costs of lost, damaged, or misused equipment. Compensation to TWRS for lost, damaged, or misused equipment will be worked out on a case-by-case basis with the administration.
- 6. Users are asked to inform station managers if new equipment is needed or desired. The workshop and TWRS tools are off-limits without permission from a staff member.
- 7. All equipment is expected to be returned to its proper place in good condition after use.
- 8. Equipment may not be "borrowed" from other station users without permission of the owner.

B. Cabin Space

- 1. Users must leave all cabin rooms in a clean and tidy state. After each use or activity, research equipment, A/V equipment, dishes, etc. need to be returned to their place of origin.
- 2. Group spaces must be cleaned before bed and/or before users depart the property. Tabletops must be kept clear when not in active use.
 - a. Hand soap, dishwashing soap, cleaning products, and toilet paper are provided by TWRS. Users must provide their own paper towels, hand sanitizer, or facial tissue.
 - b. Dishes must be washed promptly and put away, both out of respect for other users and to reduce pest problems.
 - c. Nonperishable food must be kept in cupboards or sealed bins. No food may be left on the countertops or tables overnight.
- 3. Outdoor research equipment (nets, flowmeters, flags, measuring tapes) is not to be brought into cabin living spaces, but may be stored in the research shed adjoining the Lanham Lab or in cabinets in the Lab classroom.
- 4. When a cabin is empty, main doors must be kept closed to deter animal invasion. Screen doors may be used only when people are inside and awake.

C. Waste

- 1. **Food waste** (except meat and dairy products) goes in compost buckets. All users are responsible for emptying and cleaning their compost buckets at the designated site regularly and before departure. Meat waste goes in general garbage or may be stored in a refrigerator until it can be burned.
- 2. **Recyclable items** (glass, tin, aluminum, plastics #2-7) must be rinsed out, crushed, and sorted into boxes in the staging shed. Users are responsible for processing and sorting their own recyclables or taking them out with their own gear. TWRS staff will pack and send out sorted recycle boxes regularly.
- 3. **Burnable items** (cardboard, paper, no adhesives) must be sorted by users into the designated bins in each cabin. Long-term users will be trained in safe disposal of burnables. TWRS staff will dispose of burnables for short-term users. Cigarette butts go in burnable garbage. Cooking grease should be stored in refrigerators and then burned in the burn barrel.
- 4. Items that do not fit the above categories go into **general garbage**. Items with food particles should be washed to reduce odor and attractiveness to pests, and large items should be crushed. Users are responsible for tying off their own garbage bags and delivering them to the staging shed. Bags with holes or unsecure ties should be double-bagged.

III. General Supervision

A. Discipline and Behavior Issues

- 1. The following goals guide the use of discipline at TWRS:
 - a) Offer the opportunity for each participant to succeed.
 - b) Minimize the exposure to risk for all participants.
 - c) Offer the opportunity to experience the benefits of the learning process.
 - d) Allow participants to build a cooperative framework in the social and academic aspects of the program.
- 2. "Disruptive Behavior" is any action by a station user that disrupts or decreases the positive research/learning environment or community of the group. The following steps will be taken by appropriate TWRS staff in response to disruptive behavior:
 - a) First offense: a TWRS staff member talks to the individual to determine if he/she understands the rules and is capable of adhering to them. The individual will agree to a verbal behavior contract.
 - b. Second offense: TWRS station managers will initiate a meeting with the individual and his/her supervisor, mentor, or advisor, and potentially a member of UI administration. The individual will agree to a written behavior contract.
 - c. Third offense: the individual will be asked to leave the station.
- 3. The following actions justify immediate expulsion:
 - a) Violent acts against others.
 - b) Possession of illegal drugs (anyone) or alcohol use by minors.
 - c) Theft or vandalism.
 - d) Possession of unauthorized firearms.
 - e) Overt sexual or offensive behavior or remarks toward others.

Reference student code of conduct FSH2300

B. Alcohol Policy (for additional information refer to U of I APM95)

- 1. Students are not allowed to consume alcohol.
- 2. Non-student visitors are allowed to consume alcohol in the privacy of their sleeping area if students are not present.
- 3. Alcohol may not be consumed in community and shared spaces.

- 4. Alcohol may not be stored in shared refrigerators.
- 5. Public inebriation is prohibited, as is any kind of disruptive or destructive behavior.
- 6. Underage drinking and/or providing alcohol to a minor is prohibited.
- 7. Users are discouraged from ordering large amounts of alcohol through the aviation service/mail plane. TWRS station managers have the right to terminate these orders.
- 8. Users who do not wish to follow TWRS alcohol regulations are asked to move their use off the property.
- 9. TWRS staff will respond to violations of these rules in the following manner:
 - a. First offense: TWRS station managers will meet with the individual to discuss their behavior, and the individual will agree to a verbal behavior contract.
 - b. Second offense: TWRS station managers will contact UI administration and the individual's mentor, advisor, or supervisor. The individual will agree to a written behavior contract.
 - c. Third offense: the individual will be asked to leave the station.

C. Firearms (for additional information check APM 35.35)

In accordance with University of Idaho campus policy, users are not permitted to bring firearms to TWRS. Exceptions are extended to TWRS staff, law enforcement officers, and visiting outfitters/hunters.

D. Pets

- 1. In the interest of creating a safe and productive research environment and minimizing impacts on local wildlife populations, users and guests **are prohibited from bringing pets to TWRS**.
- 2. **Dogs and other animals** not owned by the University are not permitted in University buildings except in special situations having prior approval by the president or the president's designee, except that animals providing assistance to persons with disabilities are permitted on University property and in University buildings without prior approval. Also exempt are resident manager and assistant manager pets which will be deemed companion necessary for TWRS.
 - a. Users with unauthorized or poorly-behaved pets will be sent out **at the user's expense**. Examples of poor behavior include biting, barking, harassing wildlife, failing to follow owner commands, and inconveniencing other users.
 - b. Users must comply with all TWRS station manager requests regarding leasning or pet behavior/control.

E. Fire Safety

1. Campfires

- a. While on-property, only use the designated fire ring at the barbecue pit. While camping in the area, try to find an existing fire ring rather than creating a new one.
- b. While on-property, only use firewood designated for campfire use by TWRS staff, as stovewood is specifically cut to length for each cabin stove.
- c. Do not leave any campfire unattended for any length of time. The fire must be put out cold before retiring.

2. Forest Fire

- a. Check in with TWRS staff or research fire conditions before going into the field, especially if there are fires already burning in area.
- b. Report smoke or fire to a TWRS staff member immediately. Make a note of smoke color, wind direction, and suspected fire location. If you see fire, attempt to gauge intensity, rate of travel, direction, and spread.
- c. Evacuate the area. Immediately return to TWRS if possible and await further instruction, or move to a safe area.
- d. Outside of TWRS, the nearest USFS contact is at Cabin Creek Ranger Station (2012: Shiloh Pope).

F. Fish and Game

- 1. Idaho Fish and Game regulations apply on and off TWRS property and must be obeyed at all times.
- 2. Fishing on and off TWRS property is legal with a current fishing license. Only TWRS users may fish on-property. Non-users will be regarded as trespassers and asked to leave.
- 3. Only catch-and-release fishing is permitted, and only barbless hooks may be used.
- 4. Hunting is not permitted on TWRS property, and TWRS users are not permitted to hunt during their stay without the prior permission of The Dean.

IV. Safety Guidelines

A. Hiking safety

1. Proper attire is a must when hiking on or near the TRFS. Steep rocky and rugged terrain is a commonplace and good shoes and proper clothing for the hike should be worn.

Group leaders will be in charge of taking the hiking first aid kit and it is highly suggested that at least one person in the group carries a hiking stick which can be used to relocate snakes off of the trail.

Also be prepared for the distance and length of the hike, see "Water section" for additional information.

B. Water

- 1. Dehydration
 - a. Generally, users should drink 1-2 liters of water a day.
 - b. Symptoms of dehydration include:

Mild: Slowed activity, decreased urination, headache.

Moderate: Increased pulse, slowed activity/awareness, decreased urination, cool, mottled skin with low elasticity, dry mucus membranes.

Severe: Strong increase in pulse, activity weak or unresponsive, no urination, cool, clammy, skin with low elasticity and delayed capillary refill, dried mucus membranes, sunken eyes.

c. Moderate-to-severe dehydration is grounds for immediate medical evacuation.

2. Giardia

- a. The waterborne protozoan *Giardia* is known or assumed to exist in all TWRS-area waterways except Pioneer Creek. Users must exercise caution in these waterways to avoid ingesting any amount of untreated water, especially in activities such as swimming, snorkeling, fishing, or rinsing dishes.
- b. All water outside of Pioneer Creek should be boiled, treated, or filtered before drinking.
- c. Symptoms of giardiasis include: abdominal pain, gas, bloating, diarrhea, headache, fever, nausea, and vomiting.
- d. Giardiasis cases should be evacuated at the nearest reasonable opportunity, depending on severity.

C. Temperature

Users are responsible for preparing for both cold and hot environmental temperatures, particularly in highelevation areas, foul-weather events, or during periods of heavy exertion. Dress for the weather. Extra water and a rain shell are good resources to carry.

- 1. Cold risks
 - a. Mild hypothermia: Severe shivering, poor coordination, cold skin.
 - b. Severe hypothermia: No shivering, stiff muscles, slow pulse and breathing, altered mental status.
- 2. Heat risks
 - a. Sunburn

- a. Mild hyperthermia (heat exhaustion): thirst, fatigue, flu-like symptoms, nausea, rapid pulse, shortness of breath, hot skin.
- b. Severe hyperthermia (heatstroke): all of the above, except for skin temperature (now cool or clammy) and with the addition of altered mental status.
- 3. Severe hypo- or hyperthermia is grounds for immediate medical evacuation.

D. Plant/ Animal Encounters

Users are advised to familiarize themselves with plant and animal risks in the area and to know their own limits or sensitivities. Users are not to harass wildlife under any circumstances

- 1. Tick Fever/Tick Bite
 - Spring is generally tick season in the FC-RONR, although ticks can be found at any time of year.
 - a. Users should check themselves for ticks regularly. Embedded ticks can be safely removed by a gentle but steady pulling with tweezers (no matches, gasoline, Vaseline etc.).
 - b. Tick fever is characterized by extreme fatigue, nausea and vomiting, and severe fevers and chills. It is treatable with antibiotics.
 - c. Tick fever cases must be evacuated at the nearest opportunity.

2. Rattlesnakes

Rattlesnakes are commonly-seen inhabitants of the FC-RONR and rarely pose a threat to users. However, caution should be exercised.

- a. Users are advised to not use headphones on the trail, nor any other audio equipment that may impede their ability to hear a rattlesnake warning.
- b. Users are not to attempt to touch, catch, or harm any rattlesnake.
- c. Any rattlesnake on the property is to be immediately reported to TWRS staff, who will safely relocate it.
- 3. A rattlesnake bite is grounds for immediate medical evacuation.
- 4. Bites/Stings/Allergic Reactions
 - a. Animal bites are to be immediately reported to a TWRS station manager. Users with deep skin-breaking bites or bites from an animal behaving strangely should be evacuated at the nearest opportunity.
 - b. Users discovering a bee/wasp nest are asked to report it to a TWRS staff member.
 - c. Poison ivy is uncommon, but has been observed east of Taylor near the Bighorn Bridge. Ask a staff member if you require assistance identifying poison ivy or need help obtaining treatment.
 - d. Allergies (Note: this section currently under risk management review)
 - 1. Users known to have a severe allergy are strongly advised to carry an Epipen on them at all times.
 - 3. If able, the user experiencing anaphalaxis must self-administer the Epipen.
 - 4. Anaphalaxis is grounds for immediate medical evacuation.

Other causes for immediate evacuation include: head and neck trauma, noticeable or lasting reduced levels of consciousness or awareness, severe blood loss, serious infection, animal bites, deep puncture wounds, fractures, and dislocations.

E. Falling Objects

1. Trees: The area surrounding TWRS has experienced several fires in the past decades, and deadfall or hazard trees can be a serious concern. Be aware of your surroundings and current weather conditions. Avoid snag zones during periods of high wind.

2. Rocks: Several trails or research areas around TWRS intersect with talus slides, rock walls, and overhangs. Be aware of your surroundings, listen carefully, and do not linger in risky areas.

F. Emergency Equipment/Training

- 1. A standard first aid kit is kept in each cabin. Users are not permitted to "mine" the kit for casual use (e.g. aspirin, ibuprofen), and must keep staff advised of use in case replacements are necessary.
- 2. Hiker's first aid kits are available for checkout and must accompany each hiking group. The group leader is required to make sure there is a first aid kit on each hike.
- 3. Extensive first aid, medical, and trauma supplies are kept in the Taylor Cabin (shelves inside side door).
- 4. An Automatic External Defibrillator (AED) is kept in the Taylor Cabin (shelves inside side door) for cardiac emergencies.
- 5. Station Managers will have a current certification in Wilderness First Aid (WFA) or higher (Wilderness First Responder (WFR), or Wilderness Emergency Medical Technician (WEMT)).

G. Airstrip Use

- 1. Use of the airstrip is limited to TWRS users or authorized guests transported by local aviation services (e.g. Arnold Aviation in Cascade, McCall Air in McCall, Middle Fork Aviation in Challis, Interstate Aviation in Moscow). Recreational users (hikers, rafters, hunters) are welcome to visit on foot, but may not fly in or out of TWRS except in cases of medical emergency.
- 2. Private aircraft on TWRS business are generally prohibited from landing at TWRS. Exceptions may be granted at the discretion of The Dean.

V. Trail Etiquette

A. Pack Strings

- 1. Pack strings have the right-of-way before hikers. Signal your location to the packer to avoid startling the stock, and move off the trail to a safe distance.
- 2. Do not attempt to touch, handle, or catch pack stock without the permission of the packer.

B. Other Users

- 1. Be aware of and respectful of other users. As many are specifically seeking a "wilderness experience," reduce your visual/audio impact as much as possible.
- 2. Always exercise "Leave No Trace" practices on the trail.
- 3. Offer assistance to travelers in need, or refer them to TWRS.