



FRIENDS OF SCOTCHMAN PEAKS WILDERNESS, INC

Working for Wilderness since 2005

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phil@scotchmanpeaks.org

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Will Valentine, Board Member
Sagle, Idaho

Sandy Compton
Program Coordinator
Heron, Montana
sandy@scotchmanpeaks.org

Britta Mireley
Assistant Program Coord.
Sagle, Idaho
britta@scotchmanpeaks.org

Annie Gassmann
Lincoln County Outreach
Libby, Montana
annie@scotchmanpeaks.org

Ray Brown
Sanders County Outreach
Thompson Falls, Montana
ray@scotchmanpeaks.org

Dear Hike Leader,

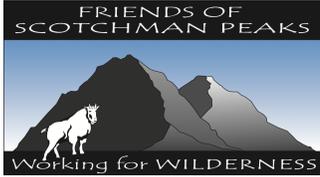
Thank you for volunteering to be a FSPW Hike Leader!

We really appreciate your effort to help us connect our Friends with the Scotchman Peaks area! For “we cannot protect something we do not love, we cannot love what we do not know and we cannot know what we do not see. Or hear. Or sense.” –Richard Louv

In this packet you will find a list of Hike Leader Responsibilities, FSPW Safety and Communication Protocols, a Hike Sign-in Sheet, and an Incident Report Form. Please let us know if you have any questions or concerns regarding your hike by emailing trails@scotchmanpeaks.org.

Happy Hiking!

FSPW Staff



Hike Leader Responsibilities

Prior to the day of the hike:

- **Scout the hike:** Hike leaders need to be familiar with the section of trail on which the hike will take place. They should have walked the trail in the past to be sure they know the trailhead location, availability of parking, location of intersecting trails or other possible points of confusion, and the general difficulty of the hike. If possible, the hike leader should check the current trail conditions a week or so in advance of the hike.
- **Pre-trip Communication:**
 - **Hiker sign-ups will be emailed to you** as individuals submit them. The hike size limit is calculated through the online registry, so if individuals contact you directly, please make sure that they have signed up on our website.
 - **Automated registration responses** are sent out by FSPW informing participants of their reservation. However, to inform participants about the unique needs for your particular hike, please send your participants an email soon after their registration is submitted to inform them so they can prepare adequately
 - **One week before your hike**, please send all participants a courtesy “one week to go” email reminding them of gear needs, weather forecasts, carpooling arrangements, and meeting times.
 - **If someone contacts you with a cancellation** please let us know as soon as possible so that we can offer the spot to other interested participants.
- **Review the FSPW Safety and Communications Protocols.** Be prepared in case of an emergency. FSPW has outdoor safety gear available to loan for your trip: first aid kits, bear spray, animal resistant food canisters, GPS units, and several area maps. Please feel free to contact us to set a time to pick up gear.
- **Print the Hike Sign-in Sheet and the Incident Report Form.**
- **Check the weather forecast.**

Prior to leaving the Trailhead/Meeting Point:

- **Meet Hikers:** Meet the hikers at the designated meeting point a few minutes prior to the scheduled departure time and wait a few minutes past the scheduled departure time in the event of late hikers.
- **Register all hikers on the Sign-in Sheet.** Ensure that all hikers have signed the sign-in sheet. This is very important from a liability standpoint.
- **Conduct a “tailgate” safety session:**
 - Ensure that all hikers have adequate food, water, and gear for the hike.
 - Brief hikers on the following: hike overview, safety precautions, and emergency procedures, environmental concerns, possible dangers of dehydration, untreated water, bees, ticks, bears, etc.
 - Assign a “sweep.” Assign an experienced hiker to be the “sweep” (last person in the hiking group). The “sweep” is responsible for assuring that all hikers are in front of them.
 - First aid issues –Check in with hikers about pre-existing health or medical issues (bee allergies in particular). Designate a First Aid Leader and a Communication Leader (see safety protocols). Ensure that there is a first aid kit for the hike and make sure that all members of the hike know who is carrying it. The best practice is for the First Aid Lead or the “sweep” to carry the first aid kit.

During the hike:

- **Take leader actions:** Be the lead person at the front of the hiking group. If leading at the front becomes inadvisable for some reason (i.e. assistance required for a struggling hiker), the lead should be passed to some other reliable hiker with knowledge of the remaining hiking trail. Ensure the new lead hiker is aware of possible confusing intersections ahead.
- **Keep the group together:** On the trail, at every trail junction or every 30 minutes, make stops to ensure that all hikers are still with the leader. It is the leader’s responsibility to keep the hiking group intact between the leader and a sweep. **Make sure all hikers are accounted for.** If someone is missing, assess the situation and determine the best course of action to find the lost hiker.
 - **In the event of a lost hiker:**
 - Determine who saw the missing hiker last, and where.

- The hike leader, last witness, and co-leader (or sweep) return to spot of last sighting.
 - Shout for the missing person.
 - If no response, two people begin a spiral search from last sighting, leaving one person on trail as a “focus point.”
 - Continue to shout for the missing person. If they are not found by spiral search within 100 yards of the last sighting, leave a person at the last sighting or mark in some very recognizable way and send someone to the nearest phone reception to call 911. Request search and rescue.
 - Return rest of the party to trailhead, particularly if it is late in the day.
- **Take pictures and/or videos:** Our mission at FSPW is to share the value of wilderness and we need your help! Take pictures of your adventure to inspire others!

After the hike:

- **Double check.** Make sure all hikers are accounted for. If someone is missing, assess the situation and determine the best course of action to find the lost hiker.
- **Fill out the information at the top of the Hike Sign-in Sheet.** We use this volunteer data to receive funding from grants.
- **Within 14 days of the hike,** make sure to return Sign-in Sheet and any gear that was borrowed to FSPW, as well as, send pictures and a brief report to the program coordinator.



Friends of Scotchman Peaks Wilderness Safety and Communications Protocol

In the case of an emergency, your #1 priority is to seek professional help.

The Hike Leader should know/do the following before leaving for the trailhead:

- Know which communication device works best and where reception is best.
- Be aware of pre-existing medical conditions of participants.
- Have a printed copy of the Incident Report Form and a pen/pencil, in case of emergency.
- Have at least one first aid kit.

Before beginning the hike:

- Go over safety protocols with the group. Determine who has First Aid training and appoint the following positions:
 - First Aid Leader (the person with the highest level of current First Aid training)
 - Communications Leader
- Make sure that the Communications Leader has been given the Cell Phone Instructions below

Cell Phone Instructions (for Communications Leader, given by Hike Leader)

- 911 calls from cell phones can land in a far-away Cell Reception regional center. The call-taker needs the following:
 - Your wireless phone number in case disconnected
 - The location of the injured party, a description of the terrain, and proximity to nearby roads, trails, and possible heli rescue spots (if needed).
- Before the Communications Leader leaves the main party, ensure that the First Aid Leader has written the injury details. The Communications Leader should have a pen to write down what the call-taker says when the 911 call is made. They should then return to the main party as quickly as possible and report to the Hike Leader.

Hospitals:

If the injury/illness is not serious enough to call for professional assistance, but the impacted individual still needs medical care, you can take them to either of the following hospitals:

- *The intersection of Highways 56 and 200 is the halfway point between Libby and Sandpoint. Any transport north of that intersection should go to Libby. Any transport west of that intersection should go to Sandpoint.*
- Bonner County Hospital
 - 520 N 3rd Ave, Sandpoint, Idaho 83864
 - 208-263-1441
- Cabinet Peaks Medical Center
 - 209 Health Park Dr, Libby, MT 59923
 - 406-283-7000
- Bull River Clinic – *Only open Monday, Tuesday, Thursday, 9am-5pm*
 - 1029 Montana Highway 200 (200 yards east of the intersection of Highways 56 and 200)
 - 406-847-2100

After the emergency is over, please finish completing the Incident Report Form and let the FSPW staff know what happened:

You should try to contact us in the following order:

- Sandy Compton – 208-290-1281
- Phil Hough – 208-946-9127

Friends of Scotchman Peaks Wilderness - Hike/Event Sign In



I am aware that wilderness and backcountry, by definition, have certain wild and unpredictable qualities and conditions. I assume all risk for anything that happens to me during this event and hold free from liability the Friends of Scotchman Peaks Wilderness, any co-sponsors or hike leaders.

Name of Hike/Event _____ Date _____ Weather _____

Event Leader(s) _____ Total volunteer hours _____ (include drive time)

Number of volunteer cars _____ Total volunteer miles (approximately) _____

Note to leaders: Please take a moment to briefly describe on the back of this form, the hike or event, including notable events and weather. Thanks!

Return the form to FSPW staff or by mail to Friends of Scotchman Peaks Wilderness, P.O. Box 2061, Sandpoint, ID 83864

*If this is your first event as a Friends of Scotchman Peaks Wilderness Volunteer, thanks for coming! Please put a star by your name.

Please Print Name	Signature	E-mail/Phone	Emergency Contact Name/ Phone Number	Sign me up for...		
				Volunteer Info	Weekly Updates	E-News- letter
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Friends of Scotchman Peaks Wilderness - Hike/Event Sign In - Page 2

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Name of Hike/Event _____

Date _____

Please Print Name	Signature	E-mail/Phone	Emergency Contact Name/ Phone Number	Sign me up for...		
				Volunteer Info	Weekly Updates	E-News- letter
9.						
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11.						
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Friends of Scotchman Peaks Wilderness, Inc.

Incident Report Form

Field Lead name

When did the accident happen?

A. Time

B. Date

Where did the accident happen?

Number of people in group

Tell, in your own way, how the accident happened.

Where were you when the accident occurred?

Was anyone injured, and if so, extent of injury known?

Actions taken at onset of incident:

Provide a brief description of the remaining events after initial response was carried out.

Signature of Field Leader:

Today's date: