



# FRIENDS OF SCOTCHMAN PEAKS WILDERNESS

**Thank you for volunteering to be an FSPW Hike Leader!**

**We appreciate your help in connecting people with the Scotchman Peaks area!**

In this packet you will learn everything you need to know before embarking on a hike in the Scotchmans. If you have any questions or concerns about leading a hike, please email FSPW staff at [trails@scotchmanpeaks.org](mailto:trails@scotchmanpeaks.org).

Happy Hiking!



Save the *wild* Scotchmans

[www.ScotchmanPeaks.org](http://www.ScotchmanPeaks.org) | [trails@scotchmanpeaks.org](mailto:trails@scotchmanpeaks.org)

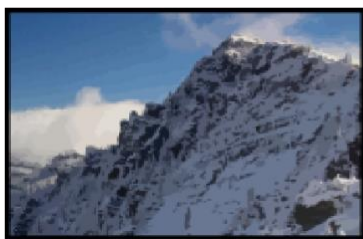
PO Box 2061, Sandpoint, ID 83864



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## Table of Contents

<b>HIKE LEADER RESPONSIBILITIES .....</b>	<b>3</b>
PRIOR TO THE DAY OF YOUR HIKE: .....	3
<i>Recruiting hikers</i> .....	3
<i>Monitoring hike registrations:</i> .....	3
<i>Communicating with hike participants:</i> .....	3
<i>Planning ahead and preparing:</i> .....	4
PRIOR TO LEAVING THE TRAILHEAD/MEETING POINT: .....	4
<i>Meeting hikers:</i> .....	4
<i>Conducting a safety session:</i> .....	4
<i>Protocol for late hikers:</i> .....	5
DURING THE HIKE: .....	5
AFTER THE HIKE: .....	6
<b>SAFETY AND COMMUNICATIONS PROTOCOL .....</b>	<b>7</b>
<i>Before leaving for the trailhead:</i> .....	7
<i>Before beginning the hike:</i> .....	7
<i>Cell Phone Instructions:</i> .....	7
<i>Hospitals:</i> .....	7
<i>After the emergency is over:</i> .....	8



# FRIENDS OF SCOTCHMAN PEAKS WILDERNESS

## Hike Leader Responsibilities

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### Prior to the day of your hike:

#### Recruiting hikers

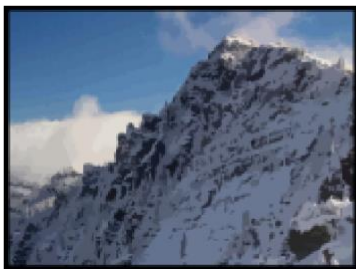
- Encourage your friends to join you on the trail! [Share our hiking schedule](#) online to help spread the word about your hike.

#### Monitoring hike registrations:

- We've created an online participant check-in page so you can monitor who has signed up for your hike. To access this page, follow the instructions provided in your confirmation email titled: *Your event has been approved!*
- Make sure everyone planning on attending the hike [signs-up on our website](#).
- If someone contacts you with a cancellation, please email us at [trails@scotchmanpeaks.org](mailto:trails@scotchmanpeaks.org) as possible
- There are group size limits for a variety of trails in the Scotchmans. Check our [trail descriptions](#) for details.
- Once your hike reaches capacity, notify [trails@scotchmanpeaks.org](mailto:trails@scotchmanpeaks.org) so we can mark the hike as FULL online.

#### Communicating with hike participants:

- **Send an email to participant right after they register for you hike**
  - The email can be as simple as: *"Hey there, thanks for signing up to hike with me! You'll be hearing from me a few more times before our adventure. I'll be sending out more details one week before our hike and the day before. So, make sure to be checking your inbox. See you soon."*
- **Email participants one week before your hike**
  - Send email to all participants reminding them of trail conditions, hike length, weather, gear needs, carpooling arrangements, and trailhead meeting instructions. Remind them to contact you if they can no longer make the hike.
- **Email participant one day before your hike**
  - Send email to all participants reminding them of trail conditions, hike length, weather, gear needs, carpooling arrangements, and trailhead meeting



# FRIENDS OF SCOTCHMAN PEAKS WILDERNESS

instructions. Remind them to contact you if they can no longer make the hike.

Planning ahead and preparing:

- **Make sure you are familiar with the trail you are hiking.**
  - You should know the trailhead location, availability of parking, potential obstacles like creek crossings, and the general difficulty of the hike.
- **Be prepared in case of an emergency.**
  - Review the FSPW Safety and Communications Protocols below. FSPW has outdoor safety gear available to loan for your trip including first aid kits, bear spray, bear canisters, GPS units, and several area maps. Please contact us at [trails@scotchmanpeaks.org](mailto:trails@scotchmanpeaks.org) if you'd like to pick up gear.
- **Decide if you are allowing dogs on your hike.**
  - Set clear expectations for participants. We strongly encourage leashes to respect wildlife and other hikers. Get more information on dog LNT here: <https://konoskitchen.com/blogs/the-bork-magazine/a-guide-to-leave-no-trace-hiking-with-a-dog>
- **Prepare trail maps and other materials**
  - Print out this hike leader packet and participant contact information to bring with you on the hike.
  - Pick up Scotchman Peaks maps, newsletters, and stickers from the FSPW office to distribute to hike participants. Contact [trails@scotchmanpeaks.org](mailto:trails@scotchmanpeaks.org) to set up a time to pick up these materials.

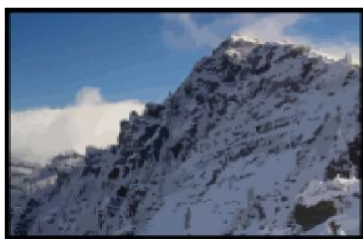
Prior to leaving the Trailhead/Meeting Point:

Meeting hikers:

- Meet the hikers at the designated meeting point a few minutes prior to the scheduled departure time. You can take this time to pass out maps and other materials. If anyone did not sign-up, get their name, number, and email to add them to the check-in page after the hike.

Conducting a safety session:

- Ensure that all hikers have adequate food, water, and gear for the hike.
- Brief hikers on the following:
  - hike distance and elevation gain
  - safety precautions and emergency procedures
  - environmental concerns
  - possible dangers of dehydration, untreated water, bees, ticks, bears, etc.



# FRIENDS OF SCOTCHMAN PEAKS WILDERNESS

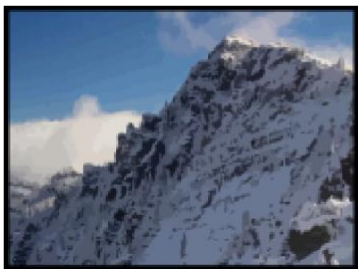
- Assign a “sweep.” Assign an experienced hiker to be the “sweep” (last person in the hiking group). The “sweep” is responsible for assuring that all hikers are in front of them.
- First aid issues. Check in with hikers about pre-existing health or medical issues (bee allergies in particular). Designate 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.

## Protocol for late hikers:

- Wait at least 10 minutes past the scheduled departure in the event of a late hiker. Give them a phone call if you have cell service. If there is no cell service and they have not arrived after 10 minutes, begin your hike.

## 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.
- **Turn back if changes in weather or other environmental conditions make the hike unsafe.**
- **Keep the group together:** Make stops frequently to ensure that all hikers are together, happy, and healthy. It is the leader’s responsibility to keep the group together.
- **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.



# FRIENDS OF SCOTCHMAN PEAKS WILDERNESS

- **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! Make sure to include pictures of the group enjoying themselves.

## After the hike:

- **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.
- **Return Gear.** Make sure to return any gear that was borrowed to FSPW within 7 days of the hike.
- **Complete online attendee check-in page.** Indicate whether hikers “Attended” or “Did Not Attend.” If someone attended the hike but did not sign-up, make sure to add their name and contact information using the “Add Sign-Up” button.
- If you have pictures, follow-up questions, or comments, please send them to [trails@scotchmanpeaks.org](mailto:trails@scotchmanpeaks.org).





# FRIENDS OF SCOTCHMAN PEAKS WILDERNESS

## Safety and Communications Protocol

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

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 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 – this should be the person with the highest level of First Aid training
  - Communications Leader - make sure that the Communications Leader has the cell phone instructions (see below).

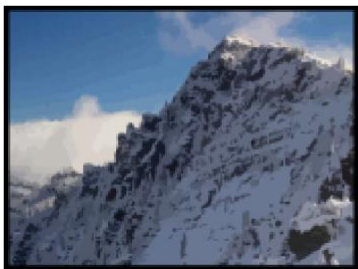
Cell Phone Instructions:

- 911 calls can land in a far-away regional center. The Communications Leader needs to know:
  - the wireless phone number in case disconnected,
  - the location of the injured party
  - a description of the area including terrain, proximity to nearby roads, trails, and possible helicopter rescue spots
- Sometimes the communications Leader may have to travel away from the group to reach cell service. In this event, 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 the hospitals listed below:

Note that 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.



# FRIENDS OF SCOTCHMAN PEAKS WILDERNESS

Bonner General 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

Cabinet Peaks Clinic at Bull River - *Only open Monday and Thursday, 9am-5pm*  
1029 Montana Highway 200  
406-847-2100

After the emergency is over:

- ☐ Contact the injured hiker's emergency contact. If you cannot find their emergency contact, contact FSPW staff at 208-946-9127.
- ☐ Let FSPW staff know what happened by contacting [trails@scotchmanpeaks.org](mailto:trails@scotchmanpeaks.org) and calling the number listed above.