

WORLD MIND SCHOOL

Weather & Safety Protocols: City Park, Denver

2020 - 2021

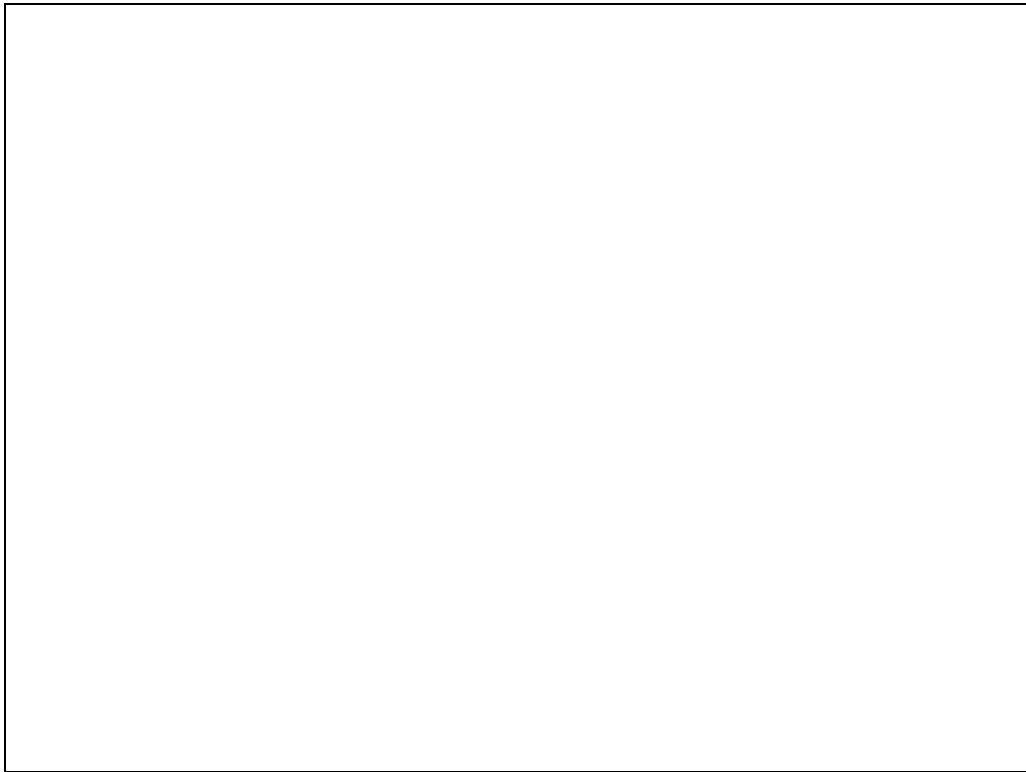


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Introduction

This booklet outlines the weather and safety protocols for all operations at Worldmind Preparatory School. Every teacher keeps a copy of this manuscript in their field folder, along with complete student rosters that include emergency contacts and specific considerations and information for each student.

Risk assessment is an essential part of operations at Worldmind Preparatory School. 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. Worldmind staff ensures that all assessment forms are completed and revised as required after an incident or before a maximum of 1 year has passed.

Hazards are 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 requires immediate additional control measures implemented and documented on the Risk Assessment Form. Hazard scores are used to evaluate all activities, sites and groups to uncover, mitigate and eliminate harm.

All lead teachers 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
- A biohazard bag and all biohazard items
- All lotions, soaps, sunscreens, insect repellents, and other skin products

The Happy Bag contains only these contents, always packed in the same configuration, and is taken along everywhere the class goes.

Registration

All participants must have all registration paperwork completed and filed before attending in-class sessions, including all supplementary forms, HCP, EP, AP, MAP, and EMAP. Students without all forms completed and filed will not be admitted into the class.

Location Directory

Primary Emergency Shelter - Graystone Mansion

Secondary Emergency Shelter - Denver Museum of Nature and Science

Uncollected Student Protocol

- If a parent or guardian is 15 or more minutes late to pick up their child, teachers use the school phone to contact the parent/guardian using the contact information on the student contact form.
- If unsuccessful, or parent or guardian has not collected their child in an additional 15 minutes, the teacher calls the Worldmind Director and the other contacts listed on the child's registration form.
- If other emergency contacts are unsuccessful, and an additional 30 minutes has elapsed, the Director contacts the proper authorities.
- At no time is a student left alone, and a minimum of 1 staff stays with the student.
- At no time is a student taken home or anywhere else by Worldmind staff.
- An uncollected student remains in the care of Worldmind staff until the student can be collected by a parent/guardian, a designated adult, or proper authorities if required.

Missing/Lost Student Protocol

All teachers play “1-2-3 - Where Are You?” at the start of each class session to ensure all students know the protocol if lost. If it is discovered that a student is missing:

Missing for 0 to 5 Minutes

- Call out “1-2-3, where are you?” and listen for a response. If there is no response, alert all teachers immediately.
- Call in all other participants back to teachers. All other participants remain in a group with one teacher until the missing student is located.
- Conduct a roll call and headcount to ensure accurate accountability.
- One teacher checks the area where the student was last seen.

Missing for 5 to 10 Minutes

- While maintaining a proper adult-to-child ratio, all surplus adults expand and continue the search.
- Supervisory teachers continue to look after the rest of the students at the tarp.

Missing for 10 to 15 Minutes

- Lead teachers call the Director.
- Conduct a paper search for missed information on daily details such as early pick-up, etc.
- Surplus adults continue to expand the search area.
- Supervisory adults account for other participants in the group.

Missing Beyond 15 Minutes

- Lead teacher calls 911.
- Director calls parents or emergency contacts of the missing student.
- Key adults remain at the site to assist authorities.
- Lead teacher contacts parents/guardians of other participants for immediate pick-up.

Security and Boundaries/Barriers Protocols

All classes take place at designated sites within City Park that have been previously chosen and inspected by the Director and teachers. All Worldmind class sites have completed a site assessment. Classes do not take place at any other site except with written consent from the Director and all parents/guardians. Written consent is required for all field trips and excursions.

Zone Security

- Teachers designate zones within the class site.
- Each zone must be secured by a teacher at all times.
- Teachers maintain accountability for all students in their zone using headcounts, visual scanning, voice contact, and roll calls.
- Teachers communicate when students change zones by verbal confirmation and by phone if necessary.
- At no time are students or zones left unattended by a teacher.
- Teachers maintain a required teacher-to-student ratio of 1:8 across zones.
- If a teacher needs to move zones or leave for any reason, they must first coordinate with other teachers to ensure ratios are maintained and students are attended to.

Boundaries

- Teachers set and augment physical boundaries using a natural barrier, such as a trail, a group of trees, or a water feature. These boundaries shift as needed depending on site, student needs, and activities.
- Physical boundaries are shown to students with a verbal safety briefing.
- All boundaries are secured visually and physically by teachers as part of zone security.
- Students are required to respect physical boundaries set by the teachers.
- If a student crosses the boundary, the teachers in that zone retrieve the student while maintaining visual contact with their zone.
- If visual contact cannot be maintained, teachers must coordinate with other teachers to retrieve the student.

Cell Phone Use/Media/Photography Protocol

- Cell phone use by teachers is prohibited during class, with the exception of:
 - Taking photos
 - Recording mandated roll calls and data collection
 - Using Speechnotes for later evaluation or reflection
 - When vital contact is needed
 - Purposes of educational enrichment
- Lead teachers must carry a school-provided emergency cell phone, programmed with contact info of all current parents/guardians.
- All parents/guardians must possess the school cell phone number.
- All class participants must have a signed Media Release Form on file.

- Photos of students to be used for media purposes must have no faces or place landmarks in them.
- Photos for a weekly update on closed Worldmind Families Facebook Page may have faces and landmarks in them.
- Teachers are prohibited from using photos from class or mentioning students' names on personal media platforms without prior consent of the Director and parents.
- Any media use or mention of Worldmind's name, curriculum, locations, trips or any other similar material is prohibited without the prior consent of the Director.

Student Ratios Protocol

- Classes at Worldmind Preparatory School keep a strict teacher-to-student ratio of 1:8.
- Max class size of 8.
- Children ages 5-12.
- Teachers maintain a 1:8 ratio at ALL TIMES.
- More aids may be present as needed.

Members of the Public/School Visitor Protocols

Members of the Public

- Teachers give a safety briefing to students outlining the protocols for encounters with members of the public.
- Hikers, walkers, service technicians, etc. may come through the site periodically.
 - Teachers monitor ANY encounter with a member of the public.
 - Students are required to stay within class site boundaries, strictly enforced by teachers.
 - Respect members of the public by giving right of way and wide space.
- Teachers approach all unauthorized/lingering members of the public and direct students back to class activities.
- If the situation is deemed inappropriate, teachers gather students in a group.
- Headcount and roll call.
- Move the group to a safe place if necessary.
- Contact the Director and police if necessary.
- Fill out the Public Encounters Log.

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.
- Sign-in on Visitor Log.

Cancellations Protocol

- Class cancellation is at the sole discretion of the Director.
- Worldmind class cancellations follow the public school cancellations in the Denver County School District.
- Should a cancellation be deemed necessary by the Director, all staff and students are alerted via email and text messaging by the Director.

Complaints Protocols

- Complaints can be filed by calling the Department of Health and Human Services at: 303.866.4511.
- Or submit an email to: cdhs_communications@state.co.us

Withdrawal and Disenrollment

- If parents wish to withdraw their child, written notice must be submitted to the Director.
- No refunds are issued.
- Worldmind reserves the right to disenroll any child/family who:
 - Presents a risk to the health, safety and well-being of other children or staff
 - Or whose needs cannot be met in our school.
- Refusal or inability to follow our policies or submit essential paperwork may also result in disenrollment.
- Upon disenrollment, Worldmind submits to the family a Disenrollment Notice Form with a statement of disenrollment and Worldmind-endorsed resources if applicable.

Medication Protocols

- Medication Administration Permission (MAP) forms and a Health Care Plan (HCP) are required for students needing emergency medication administration during class.
- HCP and MAP forms are required for students to carry emergency medications (inhaler or EpiPen).
- HCP, MAP and student cards are kept in the field binder in the Happy Bag.
- Staff carry medications in the field unless otherwise specified by a Health Care Plan.
- In the event of self-carry, staff maintain the Health Care Plan and MAP in a locked cooler in their backpack at all times.

- Medications are 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 cooler.

Staff Medication Acceptance Protocol

- Only staff as authorized on the HCP/MAP accept medication from parent/guardian.
- HCP and MAP forms are complete and present in field binder.
- Accepting party places a signature on the sign-in/out form.
- Medication placed in a locked cooler.
- At no time is medication of any kind accepted by staff without HCP and MAP.
- At no time is medication placed anywhere other than designated locked cooler.
- At no time is the locked cooler placed anywhere other than the 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).
- Students 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 are briefed on students that may need an emergency administration.
- If an emergency medication administration is required, teachers follow the EAP on the MAP.
- Fill out an Incident Form.

Returning Medication Protocol

- Staff returns medication according to HCP.
- Receiving party places their signature on the sign-in/out sheet.

Active Shooter Protocol

- Teachers are notified about an active shooter, lockdowns, and other danger via Twitter from Denver Police and Denver County Schools.
- Teachers initiate emergency evacuation AWAY from the shooter location.
 - If the shooter is in the park, the class evacuates the park and proceeds to the Graystone Mansion or Denver Museum of Nature and Science or nearest indoor location to initiate lockdown.

- If the threat from the active shooter is direct and imminent:
 - All students and teachers take cover in the brush, stay quiet and low to the ground.
 - Teachers keep everyone calm and quiet.
 - If separated, teachers communicate by cell phones to decide whether to move the group to the Graystone Mansion or Denver Museum of Nature and Science or to another safe place, such as nearby bathrooms.
 - Teachers do not leave students alone.
 - Teachers do not allow students to scatter or run.
- As soon as the scene is safe, teachers call all parents/guardians from the roll sheet and coordinate immediate pick-up or follow instructions from proper authorities.
- Fill out an Incident Form.

Lockdown Protocol

- Teachers are notified of lockdown via Twitter or the Director.
- For lockdown, use the Evacuation Protocol to move class inside the Graystone Mansion or Denver Museum of Nature and Science.
- Keep the class calm and quiet.
- Keep away from doors and windows.
- Alert the Director via phone.
- Fill out the Lockdown Log.
- Fill out an Incident Form.
- Once lockdown has been lifted, move students back to the class location.
- Continue class as usual.
- If lockdown lasts until the end of class, coordinate with the Director and parents/guardians to arrange delayed pick-up, and if needed, delay of future classes.
- Do not allow students to leave location during lockdown.

Injury/Medical Emergency Protocol

- Wilderness First Aid and CPR certifications are required for all teachers.
- Do a scene size-up to ensure the safety of self and the class.
- Ask another teacher to call in the students to a single zone to monitor nearby.
- Uphold ratios, even in cases of movement or evacuation.
- Do not leave any students unattended.
- If alone, call all students into a group and instruct them to sit down and stay together.
- Get the first-aid kit from the Happy Bag.

- Conduct primary assessment to determine the mechanism of injury and/or nature of illness - “Find it, Fix 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 the student’s parent/guardian or emergency contacts for immediate pick-up, and call the Director.
- For level 4 or 5 severity, call **911**, the student’s parent/guardian/emergency contacts, and the Director.
- Have another teacher make subsequent calls as necessary.
- Fill out an Incident Form.

Illness Protocol

- If a student becomes ill during class, treat according to the above injury protocols.
- Conduct secondary assessment as needed to determine the nature of illness.
 - Physical exam
 - Vitals
 - Soap notes
 - Patient history
- For level 2 severity illness or above, call the student’s parent/guardian to coordinate immediate pick-up, and call the Director.
- For level 4 or 5 severity, call **911**, the student’s parent/guardian/emergency contacts, and the Director.
- Uphold ratios.
- Do not leave students unattended at any time.
- Do not leave students alone at any time.

Emergency Drills Protocol

- Emergency drills scheduled by the Director and conducted by the teachers.
- The Director alerts all local authorities that an emergency drill will be conducted.

- The teachers address any concerned members of the public.

Behavior Management Protocol

- Worldmind uses conflict mediation for all negative interactions and behavior.
- Students are not allowed to hurt living things or property.
- The teachers anticipate and avoid problematic behavior by facilitating engagement of all students.
- Behavior and actions are unacceptable -- not feelings or people.
- When approaching a conflict, make sure you can still see all the students in your zone.
- If needed, ask another teacher to monitor your zone.
- Do not leave any hazards such as water, climbing areas, or students unguarded during conflict mediation.
- Help the students to stop, and 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 students together close enough to see and hear each other.
- Bring a student back who runs away, or give time and space if needed.
- Get down to child level to support both students.
- Identify feelings, and empathize. Show you understand each of their 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 students face others and speak directly to the other student: "Tell her."
- Give them exact words: "Tell her: I don't like it when you hit me!" Stay with them as they talk.
- Guide and support students through this process.
- Define the problem.
- Help students be specific about limits: "I hear you saying 'stop.' What do you want Alexander to stop doing?"
- State what each student doesn't like, and repeat it in the student'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 students define limits, and help them set the limits with other students: "Jessica says you can play with the train if you don't crash the track."
- Get a commitment. Ask the students for a verbal agreement, or sign a written contract.

- Put the solution into action.
- Try the students' solution first; problem solve again and try a new one if it doesn't work.
- If a student's behavior is unresponsive to conflict mediation, give that student space by directing other students 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 student's continued exhibited behavior becomes a psychological or physical danger, call the Director or parent/guardian as directed.
- Never allow anyone to leave the group without a teacher escort.
- Maintain student/teacher ratios.

Bullying Protocol

Bullying is defined as a single incident or repeated incidents of targeted harassment of others through emotional, physical, verbal, or psychological harm.

- All forms of bullying are challenged.
- No form of bullying is tolerated.
- Victims of bullying are supported by all Worldmind Staff, closely supervised with regular welfare check-ins.
- Bullying behavior is dealt with according to conflict mediation protocols as defined in the Behavior Management section.
- Teachers inform the Director of all incidents of bullying and bring care and sensitivity to all situations.
- All incidents of bullying are recorded with an Incident Form.
- The Director coordinates 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 is subject to immediate exclusion at the discretion of the Director.

Nondiscrimination Policy

Worldmind is committed to inclusivity and equal opportunity for all staff, students, and families. Worldmind does not discriminate or allow unlawful harassment of any kind in our community on the basis of age, color, disability, national or ethnic origin, ancestry, political affiliation, race, religion or creed, gender, sex (including pregnancy, childbirth and related medical conditions), sexual orientation, gender identity or expression, military service, marital

status, or other classes protected by law. This non-discrimination policy applies to all aspects of affiliation with Worldmind Nature Immersion School, including Worldmind Preparatory School.

This is a zero tolerance policy. Worldmind staff, parents, or students who participate in language or actions that harass, demean or belittle another person based on the classifications listed above will first have a meeting with the Worldmind director. If this behavior continues, it will result in expulsion from the school without tuition reimbursement.

Weapons Play Protocol

Rough-and-tumble and power play are both acceptable forms of play at Worldmind. Only if the play is hurtful to real people or property is an intervention necessary. Play specifically referencing weapons such as guns, bombs, swords, and the like is regarded as power play. When encountering weapons play in class:

- **Observe carefully** - Teachers ensure all parties are willingly engaged, comfortable and happy. If anyone expresses discomfort during the game, begin conflict mediation and social supportive learning.
- **Set rules** - Ask the group to make rules and regulations for check-ins, Sportscast to the group.
- **Model the check-in** - Periodically ask, "Is everyone still having fun?"
- **Pause** - Pause the game when a boundary or rule is crossed, or pause the game to draw attention to any member who looks uncomfortable.
- **Remember witnesses** - Witnesses to weapons play may need some attention to express their feelings. Make sure the group acknowledges their concerns, and work with the witness individually to quell worries and establish context.
- **If weapons play or violent play is overly realistic, overly specific, or raises another concern, record in reflections and consult the Director before taking any other action.**

Rest Period Protocol

- Students in full-day programs bring their own sleeping materials, consisting of a pillow, blanket and comfort item if needed.
- Teachers carry a few spare knapsacks.
- Teachers transition class to the Denver Museum of Nature and Science classroom for lunch and a rest period that follows, lasting approximately 1 hour.
- All students participate in the rest period after lunch.

Rest period reflection is a quiet, introspective time where each student spends time alone engaging in a reflective, mindful activity such as: coloring, drawing, journaling, or utilizing a sit spot.

Personal Belongings Protocol

- Teachers ensure students bring all belongings in a backpack:
 - Extra clothing
 - Water bottle
 - Snack and lunch box
 - Journal
 - Writing utensils
- Encourage students to keep toys in their backpacks.
- Special, lovey type toys that students do not want to share are okay anytime.
- Toys that students only want to share with a few people must stay in their backpack until after class.
- Students may use a rolling backpack box as a portable cubby to hold all belongings.
- Teachers help students keep track of their things by using the backpack box.
- Teachers visually ensure the security of backpacks and do not allow backpacks to be left out alone.

Snack and Food Protocol

- Students bring their own snack and lunch each day.
- Lunch takes place during the designated time spent in the Denver Museum of Nature and Science classroom.
- Snack time is offered only as part of directed community time.
- Extra snacks, which include fruit bars, raisins, crackers, and fig bars, are stored in the Happy Bag.
- Special occasion snacks are allowed with prior consent from the Director.
- Food sharing is prohibited and enforced by teachers.
- Allergy information is denoted on the Student Information Card.
 - For allergy ingestion, use the Emergency Medicine Administration Protocol and the Injury Protocol.
 - Call the Director for level 2 severity or higher.
 - Call 911 and follow the Medical Emergency Protocol for level 4 severity or higher.

Toileting Protocol

- Parents take students to bathrooms prior to sign-in.
- As part of transitions, teachers take the entire class for bathroom breaks approximately 30-45 min into class.
- Restrooms are also available during lunch and rest periods.
- The restrooms inside the Denver Museum of Nature and Science and the City Park restrooms west of the museum parking lot are used ONLY during class time.
 - When using park restrooms, teachers MUST use a wipe from the Happy Bag to clean the toilet seat.
 - Leave the door slightly ajar to monitor safety.
 - Do not leave other students unattended or out of visual contact while helping students in the bathroom.
 - Students must wash hands with soap and water after using the bathroom.
- Teachers escort any student needing the bathroom while maintaining ratios.

If a student has an accident:

- Take the student to the bathroom with a group as necessary to maintain ratios.
- 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 student.
- Get the student's spare clothing from their backpack or get school spares from the Happy Bag. Help the student change into clean clothing if needed.
- Place dirty clothes in a plastic bag, and place the plastic bag in a ziplock.
- Place the ziplock in the biohazard bag in the Happy Bag.
- Disinfect blue mat if used.
- Discard gloves in the trash and wash hands.
- Return dirty clothing to parent/guardian at pick-up.

Weather Protocols

- Worldmind staff make day-to-day decisions about the weather in order to best serve our students in weather events.
- The 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.

- Teachers conduct severe weather and emergency evacuation drills as part of the everyday curriculum as needed.
- Students that cannot move to class on their own have an evacuation plan established as part of initial paperwork.
- Evacuation plans are carried in the field notebook.

Universal Evacuation to Emergency Indoor Facility Protocol

- Call students into a group.
- Do a headcount and roll call to ensure everyone is accounted for.
- If the destination is close and the situation allows:
 - Move the whole group together in sandwich formation -- 1 teacher in front, 1 behind, all students in between -- to the Denver Museum of Nature and Science.
- If the destination is far or path is difficult:
 - Dump all items from inside the wagon onto the ground.
 - Help all students into the wagon.
 - Teachers pull the wagon to the Denver Museum of Nature and Science.
- Students that cannot leave the area quickly enough to maintain safety are given a ride in the wagon to the Denver Museum of Nature and Science.
- Once inside, do another roll call and headcount.
- Alert the Director of an emergency class site change.
- The Director calls parents/guardians and coordinates pick-up.
- No student is left alone at any time for any reason.
- If for any reason the Denver Museum of Nature and Science is not available, direct students to secondary facility.

Evacuation of Students with Disability

- Establish a communication method with students prior to first class.
- Establish if the student has the ability to comprehend and follow verbal directions.
- For students unable to follow verbal directions, use Non-Verbal Procedure:
 - Gesture and/or provide physical prompts to guide the student to the evacuation site
- If the student refuses or is unable to comply with evacuation instructions, follow Refusal or Inability to Comply Evacuation Procedure:
 - Lift the student using a two-man carry and place into the wagon.
 - Pull to the evacuation site.
- For students with mobility impairments, establish an evacuation plan as part of initial paperwork. All other students are evacuated based on the Universal Evacuation Plan.

Blizzard

- Worldmind cancels class as the Denver County Public School District dictates.
- Cancellation occurs if driving conditions are unsafe or if other public services are canceled.
- If a blizzard or dangerously snowy conditions occur while class is in session, use the Evacuation Protocol to evacuate to the Denver Museum of Nature and Science.

Thunderstorm/Lightning

- Cancellation/delay of class is at the discretion of the Director.
- Teachers use prevention and the Evacuation Protocol to evacuate before the threat is present.
- If thunderstorm/lightning conditions exist while class is in session, use the Evacuation Protocol to evacuate to the Denver Museum of Nature and Science.
- If the threat from lightning is direct and imminent, direct students to sit under a mid-height tree, with knees up and only feet and buttocks contacting the ground.
- Evacuate as soon as it is safe using the Evacuation Protocol.

Sun

- Possible cancellation, delay or shortening of class is at the sole discretion of the Director.
- Check parent/guardian preferences to sun protection located on the student card in the Happy Bag.
- Teachers carry sunscreen in the first-aid kit in the Happy Bag, along with surplus water.
- Monitor students for sun protection and temperature health at all times.
- Apply sunblock if needed, or put on protective clothing.
- Ensure all students are drinking adequate amounts of water. If students do not have their own water, surplus water is provided.
- If needed, build a shelter using the tarp.
- If student welfare is compromised, call the Director to request an emergency site change.
- Evacuate to the Denver Museum of Nature and Science using the Evacuation Protocol.
- If heat injuries are present, treat using Wilderness First Aid.

Sunburn

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

Heat Stroke

- Teachers monitor students for temperature health at all times.
- Teachers ensure students 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 the student to sit down in the shade under a tree for back support, and give water.
- Check the student's student card for treatment info. If needed and allowed, give electrolyte powder from the first-aid kit. Call the Director if electrolyte powder is administered.
- Ensure the student is lightly dressed.
- Monitor until the student's condition improves.
- Continue monitoring the student for temperature health for the duration of class.
- **If the condition declines or returns, follow the Injury Protocol.**
- Treat with Wilderness First Aid, and call the Director to coordinate pick-up.
- **For level 2 severity or above**, call the Director, parent/guardian, or emergency contacts.
- Call 911 for severity level 4 or higher.
- Fill out an Incident Form.

Frostbite

- Severe cold temperatures may result in cancellation or delay of class at the discretion of the Director.
- Teachers monitor students at all times for temperature health. Signs of frostbite include:
 - Numbness
 - Pins and needles, burning, stinging sensation
 - Skin blue or red
 - Skin waxy
- If a frostbite threat is present, evacuate students 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 a warm compress. Do not rub.
- Dry and cover the student with a blanket from Happy Bag, and give warm water.

- Monitor the student until feeling returns or condition improves.
- For level 2 severity or above, call the Director, parent/guardian, or emergency contacts to coordinate student pick-up.
- **For level 4 severity or above, CALL 911 immediately.**
- Fill out an Incident Form.

Hypothermia

- Severe cold temperatures may result in cancellation, delay of class at the discretion of the Director.
- Teachers monitor students at all times for temperature health. Signs of hypothermia include:
 - Shivering
 - Lethargy, clumsiness
 - Slurred speech
 - Weak pulse
 - Shallow, slow breathing
- Teachers ensure students are warm and dry at all times.
- If a hypothermia threat is present, evacuate students to the Denver Museum of Nature and Science using the Evacuation Protocol. Maintain ratios at all times.
- Ensure the student is dressed in warm, dry clothing.
- Cover the student in blankets from Happy Bag, and use mylar blanket from first-aid kit if necessary, and give warm water.
- Monitor the student until the condition improves.
- For level 2 severity or higher, call the Director, parent/guardian, emergency contacts to coordinate student pick-up.
- **For level 4 severity or higher, CALL 911 immediately.**
- Fill out an Incident Form.

Tornado

- Cancellation of class as dictated by the Director.
- If a tornado threat is present during class, evacuate to the Denver Museum of Nature and Science using the Evacuation Protocol. Drive to the Specific Disaster meeting spot if directed.
- Once inside, direct the group to the pre-designated tornado shelter inside the Barnes & Noble store.
- If the place designated for tornados is unavailable or shelter has been taken elsewhere, direct the group to the basement or lowest floor in the building.
- Find a windowless, small, center room, such as a bathroom or closet.
- Crouch on the floor, covering the head.

- If the tornado threat is direct and imminent, or the group is outside or on the road, take shelter in a low-lying ditch. Assume a protective posture, crouching face down and covering the head.
- Follow Specific Disaster Protocol to ensure all students are returned to their families.

Landslide/Mudslide

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

Flood

- Cancellation of class according to the Director.
- If a flood threat is present while class is in session, evacuate using the Evacuation Protocol.
- If a flood threat is direct and imminent, evacuate the group to **higher ground** using the Evacuation Protocol. Use emergency shelter.
- Stay in place. Do not attempt to move the group through the water.
- Follow Specific Disaster Protocol to ensure all students are returned to their families.

Wildfire

- Cancellation of class according to the Director.
- If a wildfire threat is present while class is in session, evacuate to the Denver Museum of Nature and Science, and drive to the Barnes & Noble at Colorado Mills using the Evacuation Protocol.
- If a wildfire threat is direct and imminent, direct the group to crouch in a pond or stream.
- Do not try to outrun the fire.
- Cover head and upper body with wet clothing.
- Cover body in wet clothing. Breathe air through wet clothing close to the ground.
- If water is not available, shelter in a rocky area that is clear of brush/grass.
- Follow Specific Disaster Protocol to ensure all students are returned to their families.

High Winds

- Cancellation of class according to the Director.
- If a high wind threat is present during class, evacuate using the Evacuation Protocol.
- Wind gusts pose hazards from flying debris, falling and broken branches, and fallen trees.
- If high wind is present, assess trees and environment for potential hazards. Place class in a safe area that is adequately sheltered and away from trees, or evacuate to the emergency shelter.
- If evacuation is not possible, use emergency shelter and follow Specific Disaster Protocol.
- High wind speed = 15mph or higher.
- Use reasonable judgment in the safety and comfort of the community when high wind is present.

Air Quality

- Cancellation delay of class according to the Director.
- If an air quality threat is present during class, evacuate using the Evacuation Protocol.

Inadequate Clothing

- Teachers ensure all students 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 a student is not dressed appropriately, teachers address the parent/guardian.
- Teachers do NOT allow a student in class if the student is not dressed appropriately or is not in possession of appropriate clothing.
- Teachers ensure students are warm and dry throughout the entire duration of the class.
- If a student is cold and/or wet, help the student change into warm dry clothes.
- Provide cover using the emergency shelter, while maintaining ratios.
- If a student is not in possession of dry adequate clothing, use surplus clothing to ensure the student is warm and dry.
- If no adequate clothing is available, call the Director to coordinate student pick-up.

- If the group or individual safety is in question, **call the Director**. Evacuate using the Evacuation Protocol if necessary.

Student Health Welfare

- Teachers monitor all students 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 student activities
- Teachers use student information cards to be advised of specific needs/treatment.

Specific Disaster

- Only for use in the case of a medical, weather, or disaster emergency.
- Only for use AFTER evacuation to the Denver Museum of Nature and Science or other emergency shelter has occurred.
- Do a headcount and roll call to ensure all students are accounted for.
- Stay together, and do not allow any student to leave the group for any reason.
- Teachers do not leave the group for any reason.
- As long as possible, maintain communication with the Director via cell phone.
- The Director coordinates all emergency pick-ups for students.
- Follow Departure Protocol to release students into the custody of parents/guardians.
- Do not allow the release of custody to authorities without verbal consent of parent/guardian or the Director.
- Stay on the scene until released by the Director.
- If NO communication is available, the group stays put and stays together until rescue and reunification can occur.
- Teachers maintain custody of all students until reunification with the 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.

Students receive regular safety, identification, and usage briefings about flora and fauna as part of the Worldmind curriculum. If new hazards are detected, teachers communicate and move class sites as necessary.

Regular drills are practiced as part of the Worldmind curriculum.

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

Animal Encounter Protocol

- Report the sighting of any atypical wildlife to the local Animal Control.
- Gather students 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 a safety briefing, including:
 - Respect the animal’s space
 - Be quiet
 - Watching only
 - Never approach, feed, frighten, or chase the animal
- If a safety threat is present, evacuate to another location or to the Denver Museum of Nature and Science using the Evacuation Protocol.
- If an injury or medical emergency has occurred, follow Injury or Medical Emergency Protocols.

Hazardous Plant Encounter Protocols

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

Poison Ivy

- Teachers use Site Assessment Forms to be advised of possible poison ivy encounters.
- Give a safety briefing about poison ivy using the Hazardous Plant Encounter Protocol.
- If potential contact has occurred:
 - Wash the area with soapy water from a portable hand washing station.
 - Change clothing.
 - Treat with Wilderness First Aid according to the student information card.
 - Place clothing in a plastic bag.

- Place the plastic bag in a biohazard bag in the Happy Bag.
- Return clothes to parent/guardian at pick-up.
- Call the Director for level 2 severity or above.
- Call 911 and follow the Medical Emergency Protocol for level 4 severity or higher.
- Fill out an Accident/Incident Form.

Cactus

- Teachers use Site Assessment Forms to be advised of possible cactus encounters.
- Give a safety briefing about cacti using the Hazardous Plant Encounter Protocol.
- If contact has occurred:
 - Follow the Injury Protocol.
 - Treat using Wilderness First Aid and Student Information Card.
 - Wash the area with soapy water.
 - Use tweezers from the first-aid kit in the Happy Bag to remove spines.
 - Cover the area with sterile dressing and bandages.
 - Monitor for changes.
 - Monitor for shock.
 - Change clothing, place in a plastic bag.
 - Place the plastic bag in a biohazard bag in the Happy Bag.
 - Return clothes to parent/guardian at pick-up.
- Call the Director for level 2 severity or above.
- Call 911 and follow the Medical Emergency Protocol for level 4 severity or higher.
- Fill out an Accident/Incident Form.

Dogs

- Follow Members of the Public Protocol.
- Direct students 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 teachers.
 - Immediately report stray dogs or dogs displaying unusual behavior to a teacher.
 - Avoid direct eye contact with a dog.
 - Only pet a dog if a teacher has received permission from the owner and tells you it is okay.
 - Allow the dog to sniff you.
 - Follow instructions from the owner and teachers.

- If a bite occurs:
 - Follow the Injury Protocol.
 - Treat with Wilderness First Aid and with information on the student card.
 - Call the Director to report ANY dog bite.
 - Get dog details and owner contact information.
 - Call 911 and follow the Medical Emergency Protocol for level 4 severity or higher.
 - Fill out an Accident/Incident Form.

Mountain Lion/Bobcat/Lynx

- Teachers use Site Assessment Forms to be advised of possible wildcat encounters.
- Give a safety briefing about wildcats using Animal Encounter Protocol.
- Group together and be loud to avoid surprising a wildcat.
- Follow the Animal Encounter Protocol.
- If a threat from a 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 the animal an escape route.
- If an attack occurs:
 - Fight off by throwing rocks and sticks.
 - Treat with Wilderness First Aid.
 - Call the Director for level 2 severity or higher.
 - Call 911 and follow the Medical Emergency Protocol for level 4 severity or higher.
- Call the Director for any big cat sightings.
- Fill out an Accident/Incident Form.

Bear

- Teachers use Site Assessment Forms to be advised of possible bear encounters.
- Give a safety briefing about bears using the 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 the Animal Encounter Protocol.
- If a threat from a bear is direct and imminent:

- Face the bear and back away, keep a distance.
- Avoid direct eye contact.
- Move slowly and calmly.
- Do not run.
- Do not throw food.
- Speak aloud so the bear is aware of your presence.
- Move to safety, and evacuate using the Evacuation Protocol.
- If an attack occurs:
 - Fight off the bear with whatever is available.
 - Treat using Wilderness First Aid.
 - Call the Director for level 2 Severity or higher.
 - Call 911 and follow the Medical Emergency Protocol for level 4 severity or higher.
- Call the Director for any bear sightings.
- Fill out an Accident/Incident Form.

Deer/Moose

- Teachers use Site Assessment Forms to be advised of possible deer/moose encounters.
- Give safety briefing about deer using the Animal Encounter Protocol, including:
 - Evacuation if fawns or bucks are sighted.
- Follow the Animal Encounter Protocol.
- If a 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 to scare deer away from you.
 - **MOOSE ONLY** - Hold hands open up in the air, speak softly while backing away, RUN away if the animal gets close.
- If an attack occurs:
 - Put a large object, tree, or rock between self and the charging animal.
 - If knocked to the ground, curl up in the fetal position to protect the head, neck, and organs.
 - Treat using Wilderness First Aid.
 - Call the Director for level 2 severity or higher.
 - Call 911 and follow the Medical Emergency Protocol for level 4 severity or higher.
- Call the Director for any deer/moose sighting.
- Fill out an Accident/Incident Form.

Coyote/Fox

- Teachers use Site Assessment Forms to be advised of possible coyote/fox encounters.
- Give a safety briefing about coyotes/foxes using the Animal Encounter Protocol.
- Follow the Animal Encounter Protocol.
- If a threat from a 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 an attack occurs:
 - Fight back with whatever is available.
 - Treat using Wilderness First Aid.
 - Call the Director for level 2 severity or higher.
 - Call 911 and follow the Medical Emergency Protocol for level 4 severity or higher.
- Call the Director for any coyote/fox sighting.
- Fill out an Accident/Incident Form.

Snakes

- Teachers use Site Assessment Forms to be advised of possible snake encounters.
- Give a safety briefing about snakes using the Animal Encounter Protocol, including:
 - Dress appropriately, covering ankles, feet and legs.
 - Wear appropriate footwear with thick socks. Avoid wearing 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 are unable to 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 the ground while walking.
 - Carry a walking stick. Use the stick to whack the grasses before walking in or near them.
 - Watch water with vigilance, 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
 - Check for the rattle at the end of a 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, but they are still venomous.
 - ALL rattlesnakes are venomous.
 - Any snake can bite and cause serious injury
- Follow the Animal Encounter Protocol
- **If a threat from a 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 the 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 apply 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 the snake's 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 the Director for any snake sighting.
- Fill out an Accident/Incident Form.

Bees/Wasps

- Teachers use Site Assessment Forms to be advised of possible bee/wasp encounters.
- Give a safety briefing about bees/wasps using the Animal Encounter Protocol, including:
 - Wear long pants and long sleeves, in solid white, gray, or tan.
 - Avoid perfumes, lotions, or heavy scents.
 - Avoid trash cans and food waste .

- Keep food covered, especially fruits and sweets.
- Stay far away from wasp nests and beehives.
- Never swat or wave your arms at bees or wasps.
- Follow the Animal Encounter Protocol.
- If a threat from bees/wasps is direct and imminent:
 - Direct student/group to stay calm.
 - Move slowly and calmly away to safety.
 - Evacuate to an alternate location using the Evacuation Protocol.
- If swarm occurs:
 - Cover face and head.
 - Move calmly and swiftly to the indoor emergency shelter using the Evacuation Protocol.
 - Do not jump in water.
 - Do not swat or wave.
- If a sting occurs:
 - Treat using Wilderness First Aid and information on the student card.
 - Remove the stinger by scraping with a fingernail or other sterilized flat implement.
 - If the student has an allergy, use the Emergency Medication Administration Protocol and their Health Care Plan.
 - Call the Director for level 2 severity or higher.
 - Call 911 and follow the Medical Emergency Protocol for level 4 severity or higher.
- Call the Director for any site location change.
- Fill out an Accident/Incident Form.

Mosquitos/Biting Insects

- Teachers use Site Assessment Forms to be advised of possible mosquito/biting insect encounters.
- Give a safety briefing about mosquitoes/biting insects using the Animal Encounter Protocol, including:
 - Wear long pants and long sleeves.
 - Apply insect repellent to exposed skin and clothing .
 - Do not apply repellent to skin covered by clothing.
 - Do not apply repellent to hands .
- Teachers carry insect repellent in the Happy Bag. Repellent is applied as necessary according to the student information card.
- If a swarm/multiple bites occur:
 - Evacuate to an alternate location using the Evacuation Protocol.

- Call the Director for any site location change.
- If bites occur:
 - Wash bite with soap and water.
 - Treat using Wilderness First Aid.
 - Call the Director for level 2 severity or higher.
 - Call 911 and follow the Medical Emergency Protocol for level 4 severity or higher.
- Fill out an Accident/Incident Form.

Ticks

- Teachers use Site Assessment Forms to be advised of tick encounters.
- Give a 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 teachers if a tick is seen.
- If a bite occurs:
 - Teachers get tweezers and gloves from the first-aid kit in the Happy Bag.
 - Wearing gloves, use tweezers to grasp the body of the tick as close to the skin as possible. Pull straight up to remove the tick from the skin.
 - If for any reason tweezers cannot be used:
 - Place liquid soap from the hand washing station onto a cotton ball.
 - Place a soapy cotton ball over the tick for 30 seconds.
 - Remove the cotton ball with the tick attached.
 - If the tick remains in the skin, try again with a new soapy cotton ball until the tick is removed.
 - Place the tick in a ziplock bag, and retain the tick to give to parents at pick-up.
 - Wash the bite area with soap and water.
 - Monitor the student for signs of illness, such as fever, nausea, or localized pain.
 - Call the Director.
 - Call 911 and follow the Medical Emergency Protocol for level 4 severity or higher.
- Fill out an Accident/Incident Form.

Tool Use Protocol

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

- Tools are used only where permissible by local law and only in cooperation with local authorities.

Tool Protocol

- If using tools, use zone security.
- Alert another teacher that you are using tools.
- Communicate and coordinate to ensure all students, boundaries, and hazards are being supervised.
- Give tool talk.
- Ensure students are using required protection, including work gloves and safety eyewear.
- Monitor every student using tools.
- If you must stop monitoring, have students 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** that is 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 the tool zone.
- Once tool use is completed, ensure tools have been put back in the designated tool spot.
- If an injury occurs, follow the Injury/Medical Emergency Protocol.
- Call the Director for level 2 severity or above.
- Call 911 and follow the Medical Emergency Protocol for level 4 severity or higher.
- Fill out an Accident/Incident Form.

Use/Management of Natural Materials Protocol

- Worldmind uses all-natural, outdoor classrooms.
- Students use natural materials in their class activities, including: rocks, sticks, leaves, natural water, dirt, and sand.
- Site assessments, risk-benefit analysis, and woodland management forms are required for each class site.
- Teachers analyze potential footprint for all non-natural materials used for class, such as science and art experience materials, and denote the lesson plan session pack and the woodland management form.
- Teachers monitor the use of materials to ensure:
 - Students are not coming in contact with hazardous or protected materials, as denoted on the site assessment and the woodland management form
 - Students are using materials in a way that preserves bodily safety

- Safety eyewear is in place if applicable
- Activities do not damage or harm woodland or inhabitants
- All living things and property are respected
- Significant changes made to the landscape are returned, eg. fill in holes
- Students are briefed on protected and delicate materials and how to harvest without harm to the woodland
- Students are briefed on potential usage hazards and limits, eg. throwing
- Harvesting of living plant material stays in line with common sense, woodland management, and local rules
- If an injury occurs, follow the Injury/Medical Emergency Protocol.
- Call the Director for level 2 severity or above.
- Call 911 and follow the Medical Emergency Protocol for level 4 severity or higher.
- Fill out an Accident/Incident Form.

Climbing Protocol

- This protocol is used for all climbers and climbing areas, including trees, rocks, and man-made play areas.
- Teachers bodily test structures for stability before allowing any climbers.
- Teachers only allow climbers to climb within arms reach.
- Teachers are responsible for monitoring all climbing areas in their zone.
- Do not allow climbing on any structure that has not been tested by teachers.
- If a student wants to climb in a known and used climbing area that has been tested for safety by teachers, alert the nearby teachers that you need to spot a climber.
- Get verbal confirmation from the other teachers that they are able to monitor the other students in your zone while you are spotting.
- If another teacher is not available, have the climber wait until another teacher is ready to watch your zone.
- Do not allow any climbing without a teacher spotting the climber.
- Do not leave students unattended by another teacher in any zone while you are spotting.
- If the climbing spot is safe, and another teacher has control of your zone, the climber must say, “climbing!” and before attempting the climb, you must say to the climber, “climb on.”
- If the climber begins climbing before this sequence, have them stop and follow the appropriate steps.

Before saying “climb on”

- Assess the climber's comfort level. Ask where they will go and what route they will take.

- Assess the fall zones (potential landing spots) to ensure they are clear of debris and rocks.
- Position yourself in the most effective place.
- Assume the spotting stance: HEAD UP, EYES ON CLIMBER, HANDS UP, KNEES AND ELBOWS BENT.
- Watch the climber's hips to know how balanced they are and if they will fall. Hip placement helps to predict the climber's trajectory if they fall.
- If at any time the climber expresses fear or discomfort, help them to stop and descend until they are feeling safe.
- Communicate by asking, "Are you feeling safe?" and refrain from saying, "Be careful!"
- Allowable climbing height depends on the climber's experience and prowess. If unknown or if YOU are feeling uneasy, it is okay to stop the climber or ask them to descend.
- At no time will a teacher pick up a student and place them on the climbing area.
- Only allow the climber to climb in an independent way where THEY are feeling confident and safe.
- At no time will the spotter spot more than one climber at a time.

If multiple climbers are present

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

If the climber falls

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

Ice Protocol

- Students may encounter ice at class sites during winter months, including:
 - Ice from the stream
 - Ice present in grassy/snowy open areas
 - Ice on trails
- If ice may be present, the group must follow sandwich formation to ensure no student reaches the destination ahead of the teachers.
- Teachers conduct an ice safety briefing for any encounters with ice.
- Waders are encouraged for playing on ice.

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

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

- Teachers give an ice safety briefing before any encounter with ice, including:
 - Color of ice - White indicates thicker ice, clear indicates weak ice that may break.
 - Depth of water - Must see the bottom or must already be familiar with the body of water to know that it is shallow.
 - NEVER go on the ice if the depth is unknown.
 - If ice cracks, it may break; there is a chance of falling through and a chance of getting wet.
 - When you hear the ice crack, lay flat on your belly and roll to safety.
 - How to get out if fallen in overhead - Stay flat in the water, kick to get out, no arms.
 - Teachers need to be present, NEVER go on the ice if alone.
 - How to slip and fall correctly
- Teachers bodily test the entire ice area, identify unsafe areas, and demonstrate ice cracking or falling through before allowing any students on the ice.
- Set boundaries on the ice, and monitor them as part of zone security.
- Verbally brief students on boundary locations; make sure everyone can identify the boundaries.
- Teachers monitor ice as a zone or a hazard in the zone.
- Ensure everyone on the ice has had the Ice Safety Briefing.
- If there is a potentially unsafe area, make a boundary by standing between the group and the unsafe area, facing the group at all times.

- If there are not enough teachers for zone security or if ice is hazardous, change to an alternate location. Alert the Director when changing locations.
- Ensure everyone on the ice is wearing waders, waterproof boots, or can change into extra clothing.

If a student gets wet

- Coordinate with other teachers to change into dry clothes immediately.
- Do not leave students unattended in or near ice.
- Continue to monitor the student for temperature health.

Should a student fall completely through ice or into deep water

- Alert other teachers to call all students into a group.
- Call 911, follow the Medical Emergency Protocol.
- Direct student to float on back or tummy.
- If it is safe to attempt a rescue and all other students are safe and supervised, **throw the rope used for den building to the student, and pull the student to safety.**
- If the class rope is not present, use a stick or branch to pull the student to safety.
- Stay on the belly, roll to shore.
- Use Wilderness First Aid to treat injury.
- Call the Director for level 2 severity or above.
- Fill out an Accident/Incident Form.

Should teachers fall completely through ice or into deep water

- Other teachers call students into a group.
- Direct those on ice to drop and roll off the ice.
- Call 911, follow the Medical Emergency Protocol.
- Do not attempt to rescue.
- Do not leave students unsupervised at any time for any reason.
- Fill out an Accident/Incident Form.

Should YOU fall completely through the ice into deep water

- Stay calm.
- Stay horizontal in the water.
- Kick feet to get up on the ice. Do not use arms.
- Roll to shore, retracing steps.
- Change clothes, and get warm.
- Call the Director for level 2 severity or above.
- Call 911 and follow the Medical Emergency Protocol for level 4 severity or higher.

- Fill out an Accident/Incident Form.

Water Protocol

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

Teachers fill out risk assessments for all water features at all class sites.

Teachers must follow Water Protocol at all times during class.

- Teachers secure all water features, including puddles, as part of zone security.
- Designate a zone for the water feature.
- Designate a teacher to secure boundaries and all students in the water zone.
- Teachers must be in the water or next to the water.
- Teachers continue to monitor water features, even if no students are in the water.
- Teachers must be dressed appropriately to enter the water, wearing waterproof boots and pants or waders.
- Teachers must be present for students in or near a water feature.
- Do not allow students in the water until teachers can be with them.
- Communicate and coordinate with other teachers to ensure all students, boundaries, and climbing areas in your zone are supervised when spotting.
- Do not leave students unattended when spotting.
- Do not leave students unsupervised at any time.
- Communicate and coordinate with all teachers so everyone knows who is responsible for the water zone.

When a student wants to enter the water:

- Ensure the student is dressed appropriately, in waterproof boots and pants or in waders for cold temperatures.
- A student must verbally communicate to teachers that they are entering the water. If they do not, have them stop and ask them to do so.
- Teachers must give verbal and visual acknowledgment to the student before the student can enter the water.
- If a student enters the water without verbal sequence, have them exit the water and communicate properly before reentering.
- Teachers physically position themselves in close proximity to students and in the most effective place to help anyone that falls.
- If students spread out, place your body equally between them.

- If students spread out in a way that YOU believe you cannot help them effectively, ask them to come closer together or set a boundary.
- Maintain ratios.

If a student falls down in the water:

- Move in close proximity to help them up if needed.
- Do a verbal check-in to see if they have gotten wet or if they feel cold.
- If needed, communicate with other teachers to help the student get changed into warm, dry clothes.
- Continue monitoring for temperature health.
- Do not leave waders unattended.
- Continue to monitor all zones.

If a student falls into deep or overhead water:

- Alert other teachers to call all other students into a group.
- If all other students are safe and supervised, and it is safe to attempt a rescue, throw the class rope to the student, and pull the student to safety.
- Call 911 and follow the Injury/Medical Emergency Protocol.
- Use Wilderness First Aid to assess and treat injury.
- Call the Director for level 2 severity or above.
- Fill out an Accident/Incident Form.