



ThreeRivers

PARK DISTRICT

A decorative background graphic at the bottom of the page shows rolling hills. The hills are rendered in three overlapping layers of color: a light yellow-green on top, a medium green in the middle, and a dark green at the bottom. The hills are stylized with smooth, rounded tops.

Park Patrol Volunteer Manual Supplement

November 2008

(minor changes made November 2009)

SUPERVISOR PHONE LIST

Park Patrol Volunteers should contact the designated staff supervisor listed below to sign up on the patrol schedule, to report any problems (non-emergency), turn in patrol logs or to direct any questions about the operations of that site. Additional staff members at each site may also be designated to provide site supervision to volunteers.

(Note: the Park District is on a central phone system. Area code 763 is used regardless of park location.)

Supervisor	Patrol Location	Winter trails	Summer trails
Sonja Bercich Park Operations Supervisor sbercich@threeriversparkdistrict.org 763-694-7687 (VC) 7689 (voice mail)	Hyland Lake Park Reserve	Ski, snowshoe, walking trails	Bike/hike, skate trails
Bruce Bolduan Park Operations Supervisor bbolduan@threeriversparkdistrict.org 763-694-7660 (winter, chalet) 763-694-7662 (summer, Baker campgrd) 763-694-7663 (voice mail)	Baker Park Reserve	Ski Trails	Bike/hike, skate trails
	Crow-Hassan Park Reserve	--	Hike trails
	Carver Park Reserve	Ski trails	--
	Lake Rebecca Park Reserve	Multi use trail (ungroomed), horse	Bike/hike, skate, mtn bike trails
Jill Caffee Park Operations Supervisor jcaffee@threeriversparkdistrict.org 763-694-7754 (voice mail)	Carver Park Reserve	--	Bike/hike trails
Shaun Mertes Facility Supervisor smertesi@threeriversparkdistrict.org 763-694-7894 (main #) 7755 (voice mail)	Elm Creek Park Reserve	Ski, walking trails	Bike/hike, skate, mountain bike trails
Brian Pabst Park Operations Supervisor bpabst@threeriversparkdistrict.org 763-694-7698 (voice mail)	Eagle Lake Regional Park	Only for HS ski races, youth ski league	No summer patrolling.
Tim Reese Farm Supervisor (Contact: Becca Conser, 763-694-2007, rconser@threeriversparkdistrict.org)	Gale Woods Farm	No winter patrolling except for events	Fall hiking and cross-country running meets
Lynn Stoltzmann Park Operations Supervisor lstoltzmann@threeriversparkdistrict.org 763-694-7750 (VC) 7751 (voice mail)	French Regional Park	Ski, snowshoe, walking trails	Bike/hike trails
	Fish Lake Regional Park	No winter patrolling.	Skate, hike trails
Jenna Tuma Park Operations Supervisor jtuma@threeriversparkdistrict.org 763-694-7777 (VC) 7778 (voice mail)	Cleary Lake Regional Park	Ski, snowshoe, walking trails	Bike/hike, skate trails
	Murphy-Hanrehan Park Reserve	Ski trails	Mountain bike trails
Kevin Whitlock Park Police Sergeant kwhitlock@threeriversparkdistrict.org 763-694-7711 (voice mail) FAX: 763-425-3450 Three Rivers Park District Public Safety North Office Elm Creek, 12521 James Deane Parkway, Maple Grove, MN 55369	Baker, Carver, Crow-Hassan*, Elm Creek and Murphy-Hanrehan Park Reserves*.	Horse trails	Winter horse trails*
Volunteer Resources Staff Deb Vosler , Volunteer Coordinator, dvosler@threeriversparkdistrict.org direct line 763-559-6704 Brad Blackett , Volunteer Resources Assistant, 763-559-6706, bblackett@threeriversparkdistrict.org Noreen Buhmann , Volunteer Resources Manager, 763-694-2042	Three Rivers Park District Regional Trail System (See patrol needs table for trail segments.)	No patrolling Nov. 15-Mar. 31	Apr. 1-Nov. 14 only
	Contact Volunteer Office staff with any questions about the overall Park Patrol Program, the Volunteer Program or the Park District. 763-559-6706, FAX: 763-557-4943, volunteer@threeriversparkdistrict.org Three Rivers Park District Field Operations Center (French Park) 12615 Co. Rd. 9, Plymouth MN 55441		

(last updated 9-26-11)

\\MASTER\SYSTEMS\Users\op9\Wp\P\park & staff phone list-manual.doc

TABLE OF CONTENTS

Welcome to the Park Patrol 38-40

- Goal of Position 38
- Major Responsibilities 38
- Restrictions 38
- Patrol Locations 38
- Qualifications 38
- Commitment 39
- Patrol Training 39
- Three Rivers Park District Will Provide 39
- The Patrol Volunteer Will Provide 39
- Supervision 39
- Visibility/Clothing 40
- Scheduling and Recording Patrol Hours 40
- Park Ordinances and Rules 40

Handling Emergencies 40-43

- Whom You Should Contact 40-41
- Rescue Procedures 41
- Park Patrol First Aid Treatment Guidelines 42
- First Aid Protocols (Treatment of Minors, Fish hooks, Epi-pens) 42
- Bloodborne Pathogens Exposure Control 42-43
- Missing Person Search and Rescue 43
- Ice and Water Accidents, Severe Weather 43
- Fire Emergencies 43
- Reporting Accidents 44

Equipment 44-47

- Cellular Phones 44
- Radios 45
- Rescue Toboggan and Snowmobile Used During the Winter 45
- Rescue Vehicles Used During the Summer 45
- Emergency Medical Equipment 45
- First Aid Room 45
- Trailhead (Snowmobile) Pack 45
- Patrol Trail Pack 46
- Public Access Defibrillators 47

Appendix 49-59

- National Ski Patrol - Viking Nordic 50
- Ski Pass Requirements 50
- Trail Information 51-54
- Wise Winter Tips/Dressing for Winter 55-56
- Bloodborne Pathogens Exposure Control 57-59

WELCOME TO THE PARK PATROL

Volunteers are essential to Three Rivers Park District. Through your help, we can offer key programs and much-needed services in our unique system of parks. The volunteer Park Patrol is a vital part of this system. The Park Patrol was founded to help ensure a safe and enjoyable experience for park guests at all Three Rivers Park District cross-country ski facilities. The program was expanded in 1992 to include activities year-round. In addition to cross-country skiing, which is still the core of the Park Patrol program, patrollers generally support recreation areas year-round and may also patrol by bike, in-line skate, foot, horseback and snowshoe on designated trails, as well as help with races and special events.

It is each individual effort that makes the program work. Each one of you represents a high level of care and competency in communicating information, promoting safe trail use, and, if necessary, providing first aid assistance. This assures park guests, especially new ones, that people really do care about their park experience and encourages them to return again and again (eventually joining the Park Patrol!). There's only one way that can happen day after day, season after season - through you.

GOAL OF POSITION

To assist in the maintenance of a safe and enjoyable cross-country ski, bike, hike, horseback, and in-line skate environment; to provide temporary first-aid and other help as needed; and to increase park guest satisfaction through personal contact and sharing of park information.

MAJOR RESPONSIBILITIES

- To foster and maintain good public relations
- To provide a level of visibility on park trails
- To inform trail users of park rules
- To patrol trails for unsafe or hazardous conditions and report and repair these conditions as they occur
- To communicate park and trail information
- To assist guests with minor equipment repair on the trail
- To offer temporary first-aid and other assistance to trail users
- To check inventory and assure maintenance of first aid packs, supplies and equipment
- To prepare and submit necessary reports and information

RESTRICTIONS

- Patrollers provide coverage only as designated in plan or by unit supervisor.
- Patrollers may not travel on trails or park areas using a mode of transportation not allowed.
- Patrollers may not patrol closed trails unless directed to by unit supervisor.
- Due to the risk of injury, patrollers may in-line skate only on trails approved for patrollers, providing the volunteer has signed a skate skills certification form.
- Volunteering on roller skis or off-road skates is not allowed.

PATROL LOCATIONS

Winter

Patrollers are generally needed at recreation areas on cross-country ski trails, and selected snowshoe and walking trails, as well as winter horse trails, races and events. Patrollers choose the site where they prefer to patrol and which is within their ability level. Ski trails vary in the level of difficulty. Refer to current Park Patrol brochure for further details on designated park locations.

Spring/Summer/Fall

Patrollers are generally needed at recreation areas on park trails, as well as at races and events during the non-snow season from approximately May 1 to October 31. Park Patrol volunteers may patrol by biking, walking, horseback riding, and in-line skating, depending on the trail designation or facility needs. The Regional Trail System is operated by Three Rivers Park District April 1 - November 14. Patrolling on Regional Trails may only be performed during this time period. Refer to current Park Patrol brochure for further details on designated park locations.

QUALIFICATIONS

- Age 16 or older (horse trail patrollers must be 18 or older)
- Good physical fitness
- Good customer service skills
- Intermediate skill level in chosen mode of patrolling - (You are able to participate safely)
- Completion of Volunteer Orientation
- Completion of required annual Park Patrol training (first aid, CPR, trail rescue simulation, and meetings)
- A Background check must be performed before a patroller may start. (National Sex Offender/Criminal Index Search which includes a search of court records, corrections records, and sex offender records)

COMMITMENT

Willingness to donate approximately 60 hours each year: 30 hours in winter and 30 hours during the rest of the year

PATROL TRAINING

To provide you with the skills and knowledge necessary to do the best job possible, a comprehensive training program has been established which includes a volunteer orientation; CPR; first aid; a rescue simulation session which includes OSHA standards for bloodborne pathogen control, meeting with Park Police and practice with patrol equipment; and finally, patrol meetings (winter and summer). Additional training is required for horse patrollers.

THREE RIVERS PARK DISTRICT WILL PROVIDE

- Park Patrol supplement to the Volunteer Manual to familiarize you with all aspects of the Park Patrol Program
- Patrol first aid and CPR courses at a nominal fee, reimbursed after 30 on-trail-hours (as explained in Park Patrol brochure); Rescue Simulations at no charge
- Bloodborne pathogens exposure control training and plan (See Bloodborne Pathogens Exposure Control, p. 42.)
- Three Rivers Park District Ski Pass and Horse Trail Pass fees waived while on duty
- Temporary name tag, patrol pack and first aid supplies, cell phone, red Park Patrol bib, and other materials necessary to be properly equipped for the job, available for checkout at each site. Patrollers carrying their own first aid pack may replace any personal first aid supplies used while on duty. Park Patrol identification cards will be mailed after completion of training.
- Use of cross-country ski or bike rental equipment, including safety gear, while on duty and as available at each site. Equipment should not be taken out of the park and should not be used when rentals are closed due to poor trail conditions which may damage equipment. Procedures established for the facility should be followed.
- A complimentary fountain drink (pop, coffee, hot chocolate or cider) on days when you are patrolling, as a thank you for your hard work, at sites with concessions

Refer to Part II of the Volunteer Manual, pages 16-17. This information is supplemental to basic District-wide volunteer information.

THE PATROL VOLUNTEER WILL PROVIDE

- Any expenses for training sessions and patrolling - travel to and from training and patrol sites, personal clothing and sport gear, snacks or meals while on-duty, and training registration fees
- Commitment to 60 hours of on-the-trail service per year; 30 hours during the winter season and 30 hours during the rest of the year; (Peak use months are Dec.-Feb. and Jun.-Aug. Shifts are usually four hours each.)
- Attendance at training sessions, patrol meetings, subsequent update sessions, and other sessions as requested by the Park District facility staff, Park Police, or Volunteer Coordinator

Refer to Part II of the Volunteer Manual, page 17. This information is supplemental to basic District-wide volunteer information.

SUPERVISION (See inside front cover for supervisor list)

Park Patrollers on park trails work under the direction of the Park Operations Supervisor at each site, including scheduling and site specific concerns. Horse Trail Patrollers and Regional Trail Patrollers work under the direction of the assigned Park Police Sergeant. Park Patrollers participating in special events will work under the direction of Park Police or program staff assigned to that event. The overall Park Patrol program will be coordinated by the Volunteer Coordinator.

VISIBILITY/CLOTHING

Park Patrollers are required to wear red Park Patrol jackets, shirts, or bibs as well as name tags at all times while on duty for visibility, safety, and identification purposes. Red Park Patrol bibs will be provided by the Park District at designated locations. National Ski Patrol members may use the official NSP jacket. North Central Mountain Bike Patrol members may use the official NCMBP jersey or jacket. Limited clothing will be available for purchase as well as patches which may be sewn on red clothing. All clothing must be neat in appearance and should not include tank tops or cut-off shorts. Black or white pants, shorts, tights, windpants or sweats are recommended.

SCHEDULING AND RECORDING PATROL HOURS

Contact the designated staff person for the area you plan to patrol prior to patrolling to schedule your hours.

- Ski, Bike/Hike and Skate Patrollers shall sign up for shifts on patrol schedules kept at each park. Schedules will reflect when patrollers are needed most. If a shift has filled, patrollers should sign up for another shift. Patrollers on the schedule have priority over drop-in patrollers for use of patrol equipment. Please report punctually for duty at the time and place agreed upon. In case of illness, emergency, or if you will be late for your shift, please call the park before your scheduled shift. Any site specific questions should be directed to the Park Operations Supervisor.
- Horse Trail Patrollers shall coordinate their patrol schedule, in advance, with assigned Public Safety Sergeant.
- Regional Trail Patrollers shall coordinate their patrol schedule, in advance, with assigned Public Safety Sergeant.

Sign in and out on a patrol log for each shift patrolled. If you carry your own logs, turn them in monthly to your supervisor.

PARK ORDINANCES AND RULES

As a representative of the Park District, you will need a working understanding of Three Rivers Park District and must be able to relate this information to park guests. Park Patrollers are required to read and be familiar with Park Ordinances, copies of which are available in patrol packs, nature centers, visitor centers, lifeguard houses, gate houses, park offices, equipment rental buildings and activity buildings.

Park Patrollers observing ordinances or rules not being obeyed should diplomatically approach the people involved and request compliance by educating these park guests on park rules. Resolve the situation using a positive attitude. Never argue. A courteous smile, good listening skills and patience will often ease a difficult situation.

If the situation appears unresolvable or seems to be moving beyond your control, contact the Park Operations Supervisor immediately or Park Police and turn it over to them. Do not hesitate to call Park Police for any situation where you need assistance - no matter how small the problem. Patrollers must report all accidents, unusual conditions and other matters that occur during their shift to the Park Operations Supervisor and/or Park Police.

Be alert. Try to detect potential problems before they develop. Use your best judgment and take the necessary steps to correct the problem before it develops too far.

HANDLING EMERGENCIES

The following information is supplemental to the *Handling Emergencies* section included in the Volunteer Manual.

WHOM YOU SHOULD CONTACT

Emergency: Call 911! (When immediate help is needed including all medicals, building fires, crime in progress, etc.) Ask them to contact Three Rivers Park District Police. Always identify what park you are in and what building you are in or near. This is especially important with the new central phone system to eliminate any possibility of confusion if an incorrect address displays on the system. **In addition, always notify your supervisor** or other designated staff member who in turn will notify attendants, etc. who may be involved in directing Park Police or ambulance personnel.

Non-Emergency: Call 911! (Any time you need Park Police!) Ask them to contact Three Rivers Park District Police.

KEY STAFF:

Park Police: Park Police are certified Emergency Medical Technicians (EMT) and licensed peace officers. They are responsible for all emergency coordination including accidents, missing persons, criminal behavior, breaking of ordinances, etc. Always notify the Park Police of every incident! Park Police are available at all hours, year-around, and have a close working relationship with local police departments. Park Police can respond to any situation within the parks, regardless of the location. Methods of patrol include: all terrain vehicles, snowmobiles, cross-country skis, horseback, marked squad cars, boat, mountain bikes and foot. Even if they cannot come to the park themselves, they will coordinate with local emergency services to cover the situation. Their main duties include administering first aid to injured park users, enforcing park ordinances, and educating park guests on park rules. They are also prepared for implementing emergency procedures during severe weather, fires and other disasters.

Park Service Officers: Park Service Officers (PSO) will be assisting Park Police at several sites during the winter and summer. PSO's are non-licensed civilians, similar to Community Service Officers. They assist Park Police in a variety of situations, handling basic problems except those requiring a licensed officer. They can be reached in the same manner as Park Police.

Park Operations Supervisors: Park Operations Supervisors (POS) or their designees (Facility Supervisors) will direct you in your volunteer job, including scheduling and site specific concerns. Notify these people A.S.A.P. of any emergency or problem at their facility. They will communicate with other park staff as necessary. Turn accident forms in immediately to the Park Operations Supervisors.

RESCUE PROCEDURES

Protect yourself. Consider your own safety first. Do not rush into the situation and put yourself in danger as well. This includes putting on extra clothes to keep yourself warm during the rescue process.

Secure the area so more accidents do not occur (block trail, etc.).

Alert Park Police, trailhead staff or other patrollers (by calling 911 or by messenger) that you are heading to or have arrived at the accident. Give as much information as you know or can deliver depending on the circumstances. Have them stand by for more information. (This may help give Park Police time to get to the park, call for ambulance assistance and/or for trailhead staff/patrollers to get the snowmobile or other equipment ready.)

Assess the situation. Keep calm, provide basic treatment (refer to First Aid Treatment Guidelines on page 42). In winter, prevent further heat loss and warm the victim AS SOON AS POSSIBLE. Find out what has happened - ask questions and record responses of the victim and any witnesses.

Re-establish contact with Park Police or trailhead. Make any corrections if necessary.

- Identify who you are. (*Note: Elm Creek and Hyland must use "Park Patrol" so as to eliminate confusion with the "Alpine Patrol".*)
- Give your location - be prepared to give the exact location; what park you are in and where you are in that park. Give junction numbers if used in that park, or identify landmarks.
- Explain what has or is occurring (be brief and to the point). Let them know the nature of the injuries and specify the number and approximate ages of the victims. This is very important in order for Park Police to arrange for enough appropriately sized equipment and transport vehicles to be brought to the scene.
- Specify the type of help and equipment needed.
- Ask them if you should wait for help to arrive or if you should treat and transport with the help of other patrollers or staff. Park Police will communicate via cellular phone how much you are to treat that person or if you should wait for advanced emergency assistance to arrive. If you are certified in advanced emergency skills, tell Park Police. (Say "I am also a certified EMT, First Responder, National Ski Patroller," etc.)
- Always keep your cellular phone on to receive incoming calls and be prepared to answer more questions as necessary.

Administer additional treatment that is necessary, within your training and communicated with Park Police. (Refer to First Aid Treatment Guidelines). If you cannot reach Park Police, and it is necessary to transport the victim, you may proceed in certain circumstances, according to the First Aid Treatment Guidelines, if there is an authorized staff or patroller to drive the snowmobile or if the victim is close to the trailhead and can be walked in.

Stay with the victim and continue to monitor the situation. Calm and reassure.

Fill out an Accident Report Form. This form must be completed and turned in to your supervisor immediately. Please be sure that all sections are complete. (A copy may be found on pages 26-28 of the Volunteer Manual Appendix.)

When help arrives you will need to:

- Complete any necessary first aid treatment.
- Assist or lead the loading of the victim on the rescue sled and assist Park Police or other authorized snowmobile operator in transporting the victim to the trailhead or other designated location. (NOTE: For summer patrol scenarios, in most cases, Park Police or other EMS vehicle should be able to drive directly to your location on the trail.)

PARK PATROL FIRST AID TREATMENT GUIDELINES

Guidelines for Treatment of Injured Park Guests by Park Patrol Volunteers (10/96)

Park Patrollers who have completed all training sessions as required by Three Rivers Park District for the current year may patrol Park District trails and events and perform first aid assistance as follows:

1. NOTIFY PARK POLICE OF ALL INCIDENTS

Update upon arrival on the scene and explain if there are injuries other than those reported earlier. In all cases, Park Police are responsible for determining the level of treatment that will be provided. Patrollers must communicate with Park Police. If you are certified in advanced emergency skills, tell Park Police and they will take this into consideration when they determine treatment.

2. TREATMENT

a. Basic Treatment

In all cases, perform an assessment. Continually maintain and monitor A B C's, control severe bleeding, treat for cold or heat exposure and shock, and stabilize injuries so as to prevent further injury. Check and record vital signs and information gathered from assessment, victim's statement and witnesses.

b. Additional Treatment

Patrollers may perform additional treatment for:

Injuries such as **cold/heat related injuries and exhaustion victims, ankle, arm, shoulder injuries, respiratory emergencies, and cuts, abrasions and burns.** Check capillary refill, movement and feeling in injured limb before any treatment, and again, after you've treated.

Patrollers may not perform additional treatment for:

Injuries such as **Possible femur fractures, open fractures, head injuries, and suspected neck or back injuries** which require more advanced training, equipment and more people to properly perform lifts and carries, backboarding, etc. Provide basic treatment (#2a) and follow Park Police officer's instructions. Any treatment which is beyond your training or confidence level should not be attempted.

3. TRANSPORT

Under certain circumstances, patrollers may proceed to transport:

Injuries such as **cold/heat related injuries and exhaustion victims, ankle, arm, shoulder injuries, respiratory emergencies, and cuts, abrasions and burns.** If Park Police cannot be contacted, transportation may be initiated if it is determined to be necessary due to severe weather, proximity to trailhead or the victim's rapidly deteriorating condition. Only authorized staff and patrollers may drive the snowmobile.

Don't move or transport:

- Possible femur fractures
- Open fractures
- Head injuries
- Suspected neck or back injuries (suspected due to the nature of the accident or due to reports of numbness, paralysis, lack of movement or unconsciousness)

FIRST AID PROTOCOLS

Treatment of Minors

Obtain consent from parents or legal guardian whenever possible. If the parent or guardian is not available, the consent to treat a minor is implied. Never withhold lifesaving care.

Fishhooks

- a) Do not remove fishhooks that are embedded in a person's skin.
- b) Assist person with a fishhook embedded in their skin by clipping fishing line and covering, immobilizing or removing the rest of the lure as best as possible. Take extra care to protect person from additional hooks on lure.
- c) Instruct person to have hook removed at urgent care, ER or Doctor's office.
- d) If a person has already removed their own fishhook and comes to you for treatment, have person thoroughly cleanse the wound and recommend that they seek medical care for further cleaning, tetanus booster or antibiotics.

Epi-pens

An Epi-pen is a medically prescribed epinephrine injection kit, used to treat anaphylactic shock, an overwhelming allergic reaction to food, insect sting or drug. First Responders and EMT's cannot administer epi-pens as determined by the State Medical Director and Board of Health. Assistance may be provided; however, the patient must only need assistance and must hold the pen themselves.

BLOODBORNE PATHOGENS EXPOSURE CONTROL

Three Rivers Park District recognizes that certain employment and volunteer classifications, through their normal job duties, may have exposure to bloodborne diseases, specifically human immunodeficiency virus (HIV) and hepatitis B, along with other bloodborne pathogens. Accordingly, the Park District has established specific administrative procedures regarding training of employees and volunteers who may have this exposure and has developed specific procedures to follow when administering first aid.

In providing first aid, it is essential that you know what constitutes "an exposure" in order to know whether or not you must follow special reporting and follow up procedures. An exposure is defined as "a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials...". In order to reduce the potential for exposure it is imperative that you participate in the training provided by Three Rivers Park District and always follow universal precautions. These are detailed in Three Rivers Park District Safety Policies Manual, Bloodborne Pathogens Exposure on file at all work sites . If you have questions regarding bloodborne disease, they may be directed to your supervisor or to Human Resources at 763-559-6753.

MISSING PERSON SEARCH AND RESCUE

Notify the Park Police when you become aware that a person is missing. Park Police will plan the search and be in charge of the situation. Cooperate and be as helpful as you can. Ask any witnesses who may be involved to stay and assist. Collect information such as time, location last seen, description of person, clothing, foot size, full name, address, parent/spouse/roommate/neighbor name and phone number, medical history, level of ability in activity, rental information, last meal eaten, likely places this person would go, missing person's car description and license plate number, etc. It may be possible that a person has left and is at home. It is also possible that a person wandered off the trail and cannot find his/her way back or has sustained an injury and cannot get back. Be prepared to go outside for an extended period of time. If you do not feel physically up to helping with the search, say so. You may become a victim yourself if you are not properly dressed or are too tired.

ICE AND WATER ACCIDENTS, SEVERE WEATHER

In the case of an ice accident, do not attempt to begin a rescue yourself. Notify Park Police by 911 or radio and be prepared to assist. **DO NOT GO ONTO THE ICE OR IN THE WATER YOURSELF!** Prepare the snowmobile, gather blankets, clothing, etc. to treat hypothermia and other injuries as a result of the accident.

In the case of severe weather such as a blizzard, ice storm, tornado, etc. where the park must suddenly close to ensure the safety of park guests, Park Police and Park Operations Supervisors will direct you to help clear the trails and inform people of the situation. Park guests should not be told what to do specifically; they should be given information about the weather conditions, on where they may find shelter in the park and allowed to make their own choice of what to do. Park guests may choose to leave the park and drive home on their own, but they should not be told that they must leave.

FIRE EMERGENCIES

Be prepared in case of fire. Familiarize yourself with the use of the fire extinguisher provided at your work location. Personal safety is important. Evacuate or clear area when there is any doubt as to ability to control fire. All empty extinguishers should be reported to the Park Operations Supervisor or Park Police, who will send them for refilling.

In case of any fire, do the following:

- Evacuate area or building.
- Notify authorities - Call 911.
- Aid in protection and public safety at and near the fire.
- Treat any injured people.
- Keep the situation calm.
- Help gather information on people present and those evacuated who left the area.

Small fires that can be easily controlled can be cared for as follows:

<u>TYPE OF FIRE</u>	<u>CONTROL METHOD</u>
CLASS A fires in ordinary combustible materials such as wood, cloth, rubber and many plastics fmany plastics	CONTROL WITH WATER , use fire extinguisher ABC type
CLASS B flammable petroleum products, liquids, greases	DO NOT USE WATER , use fire extinguisher ABC type
CLASS C electrical	DO NOT USE WATER , use fire extinguisher ABC type
CLASS D combustible metals	DO NOT ATTEMPT TO CONTROL , CALL 911 for Fire Department

ABC FIRE EXTINGUISHER USE

- P** Pull pin.
- A** Aim the nozzle at the base of the flames.
- S** Squeeze the trigger.
- S** Sweep from side to side.

Call Park Police or Park Maintenance Staff and have area checked to be sure fire is extinguished. Park Police should be notified of ALL fires. Report fire to supervisor.

REPORTING ACCIDENTS

In the case of any accident or first aid treatment, be sure to fill out the Accident Report Form found on pages 26-28 of the Volunteer Manual Appendix. All report forms must be completed and turned in to your supervisor immediately. Accurate and detailed information is essential for insurance purposes or in the event that legal action may be taken or information is needed. If you are injured on-the-job, notify your supervisor or Park Police immediately! S/he will direct you to a medical clinic and have you fill out the Volunteer Report of Injury Form found on pages 24-25 of the Volunteer Manual Appendix.

EQUIPMENT

CELLULAR PHONES

The cellular phone is your sole means of communication when out on the trail. It is your quickest access to emergency services and Park Police. Please become familiar with its operation and follow these procedures:

- Cellular phones must be properly operated according to the user manual. A summary sheet of phone operations will be provided at each location along with the original user manual.
- Protect phones from theft or damage while patrolling. This includes protecting phone from contact with rain, snow, etc.
- Sign out/in on the Park Patrol Cellular Phone Log and record any calls made or received on this log. Notes may be made in the log about use of batteries to help the next patroller know the amount of charge left. Check battery charge before leaving trailhead; exchange if charge is low.
- Power should be left on while patrolling to allow Park Police or other park staff to call you.
- DirectConnect/Walkie talkie calls may be made freely between staff and other patrollers. Cell Phone calls should only be made for 911 calls for Park Police response; urgent calls to park facilities; and calls to supervisors or police not calling from a walkie/talkie phone. Phones may not be used for personal calls. **When possible, a landline phone should be used instead of a cell phone.**
- Calls on cellular phones are not private. Transmissions may be picked up inadvertently by other cellular users. Confidential or controversial material should not be discussed.
- Cellular phones in need of repairs should be reported to a Park Operations Supervisor or Facility Supervisor as soon as possible. Make a note in the cellular phone log as well.

Direct Connect/Walkie-Talkie Protocol

After initiating a call, speak into the microphone, then

- Identify yourself and state who you are calling. (Example: "Elm Creek Park Patrol (name) to (name or title)")

When answering a walkie-talkie call,

- Identify yourself and say go ahead. (Example: "This is Elm Creek Park Patrol, go ahead")

Cellular Phone - 911 Instructions

When calling 911 - be aware that a cellular phone functions differently.

Calls from new cellular phones are answered based on the cell tower that it hits. This means that your call may be answered by:

- Hennepin County Sheriff Dispatch
- City of Bloomington Dispatch
- Minnesota State Patrol Dispatch, etc.

Address information is not relayed from a cell phone.

The following steps must be taken in order to reach the proper dispatcher and EMS personnel and provide address location:

- **Ask to be transferred to the Hennepin South Main Dispatch.**
- Identify who you are - *Three Rivers Park District Volunteer Park Patroller.*
- Identify park location and city (Example: French Regional Park in Plymouth).
- Request that Three Rivers Park District Police be contacted.
- Relay details of what you have and what you need.
- Once transferred to the correct dispatcher, follow the rescue procedures on page 41.

RADIOS

Radios may occasionally be used at some locations for special events or other purpose. Radio Use Procedure:

1. Use only the channel as instructed by the staff person in charge.
2. Before transmitting, be sure the radio is not currently in use.
3. Identify yourself first then state who you are calling.
4. Keep transmissions as brief as possible so that others may access the radio system when needed. Remember that your transmission will be heard by all other radio users.

RESCUE TOBOGGAN AND SNOWMOBILE USED DURING THE WINTER

The snowmobile and rescue toboggan is used for searching for lost skiers, transporting injured skiers and occasionally for sweeps in extremely cold weather.

Only volunteers and staff who have been trained and authorized to operate the snowmobile may use the snowmobile. Identify who these people are at your site. At some locations, Park Police may be the only authorized personnel to use the snowmobile. Even authorized volunteers and staff should contact Park Police first before taking the snowmobile to transport an injured skier. Volunteers authorized to operate snowmobile should follow directions for it's use provided by park staff. (Note: Operation of snowmobiles at Elm Creek and Hyland Ski & Snowboard Areas follows Alpine Ski Patrol operations and is separate from park patrol.)

You can help even if you are not authorized to use the snowmobile. You may be asked (or can offer!) to prepare the snowmobile for use by locating the key, checking to be sure the trailhead pack, backboard or other equipment is loaded, checking to be sure the snowmobile and sled are free of ice and snow. You may also be asked (or can offer) to ride with Park Police to the scene and assist with loading and transporting.

RESCUE VEHICLES USED DURING THE SUMMER

In most cases, emergency vehicles will be able to drive right to the location of the victim. If this is not possible, Park Police in charge will coordinate other means of transporting.

EMERGENCY MEDICAL EQUIPMENT

EMS equipment in addition to the trailhead pack and patrol trail pack will be transported by ambulance, police squad or transferred to snowmobile as needed such as:

- Splints
- Backboard
- Oxygen
- Blankets
- AED (Automated External Defibrillator)

FIRST AID ROOM

Most sites do not have a dedicated first aid room (exception is Elm Creek Chalet in winter). Rather, most sites have a shared staff/volunteer patrol room where extra supplies are stored to restock packs as items are used. Ask the site supervisor for the best location to take an injured park guest when a private location is needed to provide care or discuss confidential information.

TRAILHEAD (SNOWMOBILE) PACK

The trailhead pack is designed to give the properly trained first aid personnel the equipment to conduct a safe and efficient rescue evacuation. The pack is designed to hold the items which a highly trained first aider would use such as a Park Police officer or other advanced first aider and ambulance staff. Less trained individuals may use the pack but must realize their limitations. **IT IS IMPORTANT TO NOTE THAT THE TRAILHEAD PACK STAYS WITH THE SNOWMOBILE (in winter) AT THE TRAILHEAD AND IS ONLY USED FOR EMERGENCIES.** Contents include:

Required Basic Supplies

<p><u>RESCUE EQUIPMENT</u></p> <ul style="list-style-type: none"> ● Headlamp/flashlight ● Duct tape <p><u>WARM GEAR</u></p> <ul style="list-style-type: none"> ● Ensolite pad ● Space blanket ● Sleeping bag ● Blanket <p><u>MAPS/REPORT - CLIPBOARD</u></p> <ul style="list-style-type: none"> 5 Trail maps 1 Notebook 4 Pencils ● Accident Report forms ● Phone numbers as appropriate for park to contact supervisor, trailhead, etc. 	<p><u>PERSONAL PROTECTIVE EQUIPMENT</u></p> <ul style="list-style-type: none"> ● Pocket mask (with one-way valve) ● Nitrile surgical gloves ● Antiseptic hand wipes ● Mouth/eye shield <p><u>FIRST AID SUPPLIES</u></p> <ul style="list-style-type: none"> 1 Roll adhesive tape 6 Rolls 2"-4" Kling roll bandages 10 Bandaids 10 Butterflies/large and small 10 4" x 4" Dressings 1 Trauma dressing 8 Triangular bandages 1 SAM splint 10 Tongue depressors 1 Scissors 2 Small plastic bags with ties ● Candy or glucose tablets
--	--

PATROL TRAIL PACK

These packs are intended to be carried by patrollers at all times. A thorough check of your pack should be made BEFORE you go on the trail to be sure everything is there and that you know where everything is. You will need to gain quick access to your equipment if an emergency occurs. You will notice that there is a list of required basic supplies, a list of suggested supplies and a list of suggested personal items. Each park may have a slightly different list of supplies. The reason for this is that some parks are very small and close to emergency services and some are not. You may find that one park may have two sizes of trail packs, a full pack and a fanny pack or equivalent. In any case, check the list for that park and be sure that the required basic supplies are there. If they are not, replace those items from the supplies in the patrol room or notify your supervisor. Patrollers may carry their own first aid pack providing the required basic supplies are carried. Supplies may be replaced as used while on duty. The contents include:

Required Basic Supplies

<p><u>REPAIR KIT (Winter)</u></p> <ul style="list-style-type: none"> ● Duct tape <p><u>MAPS/FORMS - CLIPBOARD</u></p> <ul style="list-style-type: none"> ● Trail maps ● Notebook ● Pencils ● Accident Report forms ● Phone numbers - emergency & referral ● Park Guest Referral forms ● Ordinance book <p><u>WARM GEAR (weather in the 50's or cooler)</u></p> <ul style="list-style-type: none"> ● Ensolite pad ● Space blanket 	<p><u>FIRST AID SUPPLIES</u></p> <ul style="list-style-type: none"> 1 Roll adhesive tape 1 Roll Kling roll bandage 3" or 4" 10 Band-aids/butterflies 5 4x4" Dressings 1 Trauma dressing 10 Safety pins ● Bandage or medic scissors ● Cold pack (summer) <p><u>PERSONAL PROTECTIVE EQUIPMENT</u></p> <ul style="list-style-type: none"> ● Pocket mask (with one-way valve) ● Nitrile surgical gloves ● Antiseptic hand wipes ● Mouth/eye shield
---	--

Suggested Additional Supplies

- Sleeping bag
- Candy or glucose tablets
- Hot/cold packs
- Hoof pick, fence tool, wire cutters (horse patrollers)

Auxiliary Equipment - Not usually carried while patrolling but carried for maintenance projects.

- Folding shovel
- Plastic bucket and trowel
- Clippers
- Signs

Extra Personal Items

- Wind/rain jacket and pants (waterproof for kneeling)
- Sweater or vest
- Warm gloves, glove liners, balaclava
- Insulated boot covers
- Headlamp/flashlight
- High energy snack food, water
- Pocket knife or multi tool
- Ski waxes, scrapers, cork,
- Bike repair kit, etc.
- Sunscreen, bug spray, sunglasses
- First aid items such as SAM splint, kravats, etc. depending on your level of training
- Warm items to provide care such as clothing, plastic bag or bivouac sac, etc.

You may choose to supplement your pack with some personal items to ensure your own comfort and safety, as well as care for park guests. Keep in mind that your pack should be kept as light as possible to reduce the risk of personal injury.

PUBLIC ACCESS DEFIBRILLATORS

Several Automated External Defibrillators (AEDs) were installed throughout the Park District in 2006. This equipment is accessible to the public. Patrollers should know the location of the AED cabinet at their facility. Always get (or send someone for) the AED when a patient is unresponsive, not breathing, and has no pulse. Perform CPR if needed.

The AED cabinet is alarmed in most facilities; however, this alarm does not signal 911. Close the door to stop the alarm. Call 911. When the alarm goes off, respond by checking to see who is opening the case and offer assistance.

Understand:

- Time is crucial: Sudden Cardiac Arrest victim survival rate decreases about 10% every minute.
- Cardiac arrest victim's best chance for survival is early CPR and early defibrillation.
- Sudden Cardiac Arrest is the leading cause of death in the U.S.
- Most sudden cardiac arrest occurs at home or in the community.
- Current survival rate for Sudden Cardiac Arrest is less than five percent in the U.S.

AED Set-up:

- Use on adult or child (no infant/child pads available at this time).
- Remove clothing from chest; shave chest areas for pads if needed.
- Open AED case and pull handle to turn on AED.
- AED will sense how fast you apply the pads and follow the steps at your speed.
- Place pads correctly on patient. Do not place over implants, piercings, medication patches or nipples.
- Deliver shock to the patient if AED advises shock, do not touch patient and stay clear.
- Continue to follow AED prompts and shock if advised until EMS arrives.
- Continue to perform CPR unless EMS personnel advise to stop CPR. (CPR coaching is on AED)
- Advise EMS and Public Safety about all information gathered and all actions taken.

AED Maintenance/Security:

- Contact your supervisor or Public Safety if you hear AED or cabinet beeping. (Low battery indicator)
- Contact Public Safety if you see anyone attempting to open cabinet or take AED.

AED Features and Use:

- Contents of AED case: AED with pads cartridge, gloves, razor, quick reference guide.
- Orange shock button, On/Off button, information "i" button, blinking ready light, battery.
- CPR coaching available on AED: Press the "i" button to start CPR coach.
- CPR mask in cabinet with AED.

AED Locations:

Public Access AEDs

Administrative Center – Reception area
Baker Campground office
Baker Near-Wilderness Settlement - kitchen
Carver - Lowry Nature Center
Cleary Lake Visitor Center
Coon Rapids Dam Visitor Center
Eagle Lake Visitor Center
Elm Creek - Eastman Nature Center
Elm Creek Chalet
French Boat Rental Building
French Visitor Center
Glen Lake Golf Course - Clubhouse
Hyland - Richardson Nature Center
Hyland Visitor Center
Lake Rebecca Boat Rental/Beach area
(summer only)
Murphy-Hanrehan Trailhead building
North Mississippi - Kroening Interpretive Center
Silverwood Visitor Center

Additional AEDs (not public access):

To access these AEDs, ask staff for location and protocols.
Baker Golf Course clubhouse (Cardiac Science AED)
Bryant Concession (staff office)
Carver Ski Trailer (winter only)
Elm Creek Swim Pond - Lifeguard office (summer only)
Elm Creek - Alpine Ski Patrol (patrol room)
French Field Operations Center – lunch-room
Fish Lake Pavilion – boat rental office
Gale Woods Farm Pavilion – storage room
Historic Murphy's Landing – Staff house
Hyland – Alpine Ski Patrol (patrol room)
Lake Minnetonka Swim Pond - Lifeguard office (summer only)
Noerenberg Gardens - Shop
Public Safety (squads)

(Additional AEDs have been placed in maintenance shops.)

**PART III SECTION D
PARK PATROL**

APPENDIX

NATIONAL SKI PATROL

**TRAIL PASS
REQUIREMENTS**

TRAIL INFORMATION

**WISE WINTER TIPS:
DRESSING FOR WINTER**

**BLOODBORNE
PATHOGEN EXPOSURE
CONTROL**

NATIONAL SKI PATROL

Viking Nordic Patrol

The Viking Nordic Patrol is an independent organization and is credentialed through National Ski Patrol (NSP). Like alpine patrols it provides protection and safety to cross-country skiers - basically within the metropolitan area of St. Paul and Minneapolis and its surroundings. The patrol works in connection with ski area operators, Park Reserve Districts (including Three Rivers Park District) and citizen groups which sponsor recreational skiing, races or special ski events.

To become a member of the Viking Nordic Patrol, a person must meet first aid requirements, be of intermediate skiing ability and be willing to work with people.

- First aid requirements are the National Ski Patrol Outdoor Emergency Care (OEC) Course and American Red Cross CPR for the Professional Rescuer or American Heart Association BLS Healthcare Provider. The OEC Course is usually offered August-November each year.
- Skiing ability of an intermediate level is required to become a patroller. The patrol spends some time each year on skiing proficiency.
- Each patroller assumes the responsibility for providing 10 days of patrol service each year, in addition to fulfilling annual first aid and skiing skills refresher requirements.
- Members pay annual dues. These dues help pay National Ski Patrol Region and National organizational expenses. New patrollers incur additional costs for training, patrol pack and supplies, and patrol jacket.
- A willingness to work with people is an important requirement for patrolling. Patrollers encounter a multitude of potential problems as well as emergency situations on the trails.

If you're interested in joining the Viking Nordic Patrol or want more information, call the Volunteer Office at 763-559-6704 for the name and number of the Viking Patrol Representative.

TRAIL PASS REQUIREMENTS

Trail (cross-country ski and horse) fees are waived for Park Patrol volunteers while on-duty.

Three Rivers Park District Horse Trail Pass

A daily or annual horse trail pass is required for each rider and may be purchased online, over the phone or at park facilities. Drop boxes are provided for purchasing daily passes.

Three Rivers Park District Cross-Country Ski Pass

Three Rivers Park District initiated a new cross-country ski pass in 2003 to support the development of enhanced ski facilities including trail lighting and snowmaking. A Three Rivers Park District Cross-Country Ski Pass is required for skiers age 12 years or older from December 1 through March 31. Three Rivers Park District annual Cross-Country Ski Passes are available for sale on-line at www.ThreeRiversParkDistrict.org and at any Park District visitor center and Hyland Ski & Snowboard Area. Daily ski passes will be available at trailhead pay boxes, park visitor centers and Hyland Ski & Snowboard Area. For current fees, check the web site (www.ThreeRiversParkDistrict.org) and publications at each site.

Minnesota State Ski Pass

The Minnesota State Ski Pass is no longer required on ski trails at Three Rivers Park District.

THREE RIVERS PARK DISTRICT TRAIL INFORMATION

The following information affects areas where patrollers are assigned. For further information on trails or facilities not included, check the website at www.ThreeRiversParkDistrict.org/trails, *Seasons*, supplemental brochures, or call 763-559-9000. (Examples: off-leash dog training areas and permits, skijoring and dogsledding trails and permits, snowmobile trails, etc.)

CROSS-COUNTRY SKI TRAILS

Trail Etiquette

The variety and high quality of the Three Rivers Park District cross-country ski trails attract many different types of skiers—from the dedicated racer to the weekend pleasure skier. Good common sense and courtesy help everyone to have a good time. You can do your part as a patroller by encouraging skiers to follow the general rules of ski etiquette:

- Ski only on designated trails.
- Ski under control at all times.
- Yield to faster skiers. Stay to the right and allow faster skiers to pass on the left.
- Use care when passing. Announce your intention to pass by stating "Passing on your left."
- When approaching a downhill slope, check to be sure all skiers have cleared the bottom. After finishing a downhill run, ski ahead or move to the side to allow others down.
- When approaching an uphill slope, let faster skiers pass. Keep to the right whenever possible.
- Sidestep and snowplow on the packed surface between the groomed tracks when possible or in the skating lane.
- Do not walk in set tracks or in the skating lane without skis.
- If you do fall and make a "sitzmark," please try to fill it in with snow from the side of the trail and hand pack it smooth for skiers coming later.
- When stopping to rest, move to the side or off the trail to allow skiers to easily pass.

Ski Trail Rules and Regulations

In addition to Park Ordinances, the following rules and regulations shall govern the conduct of cross-country skiing participants:

- All trails are marked with signs posted on the right side of trail. Skiers shall stay on prepared trails and observe all trail signs.
- On one-way trails, skiers shall follow the indicated trail direction. No backtracking shall be permitted, e.g., no climbing back up a hill to ski down it again.
- Ski trails are designed and maintained for cross-country skiing only. Running, hiking, biking, horseback riding, sledding, snowshoeing and snowmobiling are not permitted on ski trails.
- Pulk sleds for children or persons with disabilities are allowed on specified trails. Pulks must not damage the track, must meet generally accepted manufacturers standards for construction and must be operated properly. See pulk policy on page 53.
- Pets are not permitted on ski trails. (Only exception is for a service dog for a person with a disability.)
- "Hot-dogging" on trails is not permitted. Faster skiers shall step around slower skiers.
- Standing or congregating at the bottom of a hill may cause accidents and is not permitted.
- Ski skating is allowed on designated trails only.

Ski Trail Maintenance

The time for making a safe trail is before an accident occurs, not after. Don't wait for something to happen - prevent it before someone gets hurt. Each time you ski your park's trails, look for possible trouble spots. Is each intersection clearly marked? Are there any deep ruts or bare spots on the hills? If there are, cover them with packed snow. Do you notice people tending to congregate at the tops and bottoms of the hills? Please take steps needed to prevent potential problems.

Sometimes trail conditions will deteriorate to the point that it is best to close the trail. If you feel a trail has become too dangerous, or is too long for skiers to attempt on an extremely cold day, advise your supervisor of the situation and explain your reasons for wanting it closed. If he or she agrees, post "TRAIL CLOSED" signs at the trailhead and at the beginning of the trail you are closing. Give the name of the trail and a brief reason for its closure (e.g., "Dangerous Condition" or "Extreme Cold"). Inform Park Police on duty and then help to make sure the trail is not skied.

Ski Trail Conditions

Ski Trail Reports

Park staff is responsible for reporting bi-weekly trail conditions. Patrollers may be asked for input into this report. A listing of trail conditions is compiled at the Administrative Center. The trail report will be updated Tuesdays and Fridays by 3 p.m. or whenever there is a significant change in conditions and is then posted on the website and the trail hotline. The following guidelines are used to determine the condition of the trails for this report. Please use the official rating designation when filling out accident report forms. Volunteers and park guests may check the website, call the ski area or call the trail information hotline (763-559-6778) for current conditions.

Ski Trail Rating System

Traditional Ski Rating

- GOOD 1. Track recently set
- FAIR 1. Minimal bare spots
2. Minimal icy spots
- POOR 1. Track deteriorated over much of the trail trail
closed 2. Some portions of the trails may be closed
3. Icy spots beginning to affect skiability
4. Bare spots on at least 10% of the trail
- CLOSED 1. Lack of snow
2. Dangerously icy conditions
3. Temperature is -30° F. and/or -40° windchill factor occurs

Ski Skating Rating

- GOOD 1. Firm Pack
- FAIR 1. Minimal bare spots
2. Minimal icy spots
- POOR 1. Pack deteriorated over much of the
2. Some portions of the trails may be
3. Icy spots affecting skiing
4. Bare spots on at least 10% of the trail
- CLOSED 1. Lack of snow
2. Dangerously icy conditions
3. Temperature is -30° F and/or -40° windchill factor occurs

Consideration for trail closing will be made on a daily basis by park staff and the Division Facility Operations Manager.

Ski Trail Designation

Level of Difficulty

The difficulty factor of each trail is based upon the terrain of the particular park in which it is located. TRAILS ARE NOT RATED ON THEIR RELATIONSHIP TO TRAILS IN OTHER PARKS within Three Rivers Park District or elsewhere. Trail systems are designated to offer a variety of difficulty levels in each park. The trail difficulty rating is shown in the table below.

Ski Skating or Traditional?

Two styles of cross-country skiing require different grooming methods. Some trails may be restricted to diagonal stride only, also called traditional or touring. In most cases, one set of tracks is set in combination with a skating lane. However, this does not allow diagonal stride skiers, especially beginners, to ski side by side in a slower, quieter setting without faster skaters. Therefore some parks have double tracked, traditional only trails. Check the winter issue of *Seasons* for more information and new developments.

CROSS-COUNTRY SKI TRAIL DESIGNATION	Total Trail Distance	Traditional Only	Both Skate & Traditional	Lighted	Skating/no track	Least Difficult	More Difficult	Most Difficult	Snowmaking	Grooming
Baker	11.5K	2.0K	9.5K	--	--	✓	✓	✓	--	daily
Cleary	13.3K	3.7K	4.3K	4.6K	2.1K	✓	✓	--	--	daily
Carver	20.5K	14.9K	6.1K	--	--	✓	✓	✓	--	*
Eagle Lake	6.0K*	3.5K	2.5K	1K	--	✓	--	--	--	*
Elm Creek	14.7K	5.1K	11.5K	5.1K	--	✓	✓	✓	✓	daily
French	9.5K	1.6K	8.0K	6.2K	--	✓	✓	✓	--	daily
Hyland	10.8K	0.0K	10.8K	4.3K	--	✓	✓	✓	--	daily
Murphy-Hanrehan	19.4K	0.0K	19.4K	--	--	--	✓	✓	--	*

*secondary parks are groomed twice a week or as needed.

Guidelines For Use Of Pulks On Cross-Country Ski Trails

Pulks are allowed on both diagonal and ski skate trails at designated cross-country ski areas. If the pulk is used in the diagonal track, the pulk runners must conform to the track.

1. Safety conditions. Pulks will not be allowed on trails with extreme ice conditions. There are some trails in the system where pulks will be prohibited because of the level of trail difficulty. Pulks are not allowed at Murphy-Hanrehan, other exceptions are noted below.
2. Trail maintenance. Any pulk that may potentially cause damage to the trail on that day will not be allowed. This includes pulks that may not conform to the track (runners are too wide or too deep, etc.) or ones that may damage the trail due to trail conditions (not enough snow to pack or groom, soft snow, bare spots on trails with unfrozen soil, etc.) on that day.
3. Pulk construction. Pulks must meet generally accepted manufacturers standards for construction. Some sort of "stability bars" (fiberglass, aluminum, wood, or other metal) must connect the pulk with the person pulling it. Ropes, a rope-like device, or chains are not acceptable. (Sleds used on sliding hills are not acceptable.) An individual who is disabled may use a pulk that is adapted for their use, provided that the pulk does not damage the groomed trail.

Pulks will be permitted at the following sites. Specific trail exceptions are noted. Ask at sites not listed for updated information.

- | | |
|--|--|
| Baker | Fish Lake * |
| Carver | French - Not allowed on Challenge Hill Trail |
| Coon Rapids Dam * | Hyland - Not allowed on the Hill Trail |
| Elm Creek - Not allowed on Thicket Trail | [Murphy - Not allowed on any trails.] |
- * Trails are not specifically groomed for skiing; pulk allowed on packed multi-use trail.

ASPHALT BIKE/HIKE TRAILS

Bike/Hike Trail Courtesy

Asphalt bike/hike trails at Three Rivers Park District are shared by many types of users. Bikers, hikers, in-line skaters, etc., should observe these trail courtesy guidelines to assure a safe and enjoyable experience for everyone:

- | | |
|------------------|---|
| Speed | Proceed at a reasonable speed; maintain control. Never exceed 15 m.p.h. |
| Lane Usage | Stay to the right.
Move off trail to the right when stopped.
Use lane in single-file. Don't cross over solid center lines. |
| Passing | Pass only when safe.
Always pass on the left.
Give audible notification before passing. Say, "Passing on your left." |
| Turning | Turn only when safe.
Signal your turns. |
| Yield | Yield to slower trail users. |
| Safety Equipment | Wear appropriate protective equipment, i.e., helmets, wrist/knee/elbow guards for in-line skating. |
| Caution | Watch for children, strollers, wildlife and different types of trail usage.
Proceed slowly around blind curves, steep hills, bridges.
Pavement and bridges may be slippery when wet or covered with leaves. Sand, acorns, cracks in pavement and rocks may cause a fall when in-line skating. |

Warning to In-line Skaters

Most bike\hike trails at Three Rivers Park District have been re-constructed in recent years and determined to be relatively safe for this activity. In-line skating is not recommended on all trails due to road crossings and steep slopes. In-line skating is not allowed at Bryant Lake Regional Park. Signs are posted at these sites to warn skaters. Volunteers may only in-line skate at approved locations while on-duty as instructed at the summer patrol meeting.

HORSE TRAILS

Trail Rules

- Horses are allowed only on designated trails. Riders and horses must enter and leave trails at access points only.
- When meeting on trails, riders must keep to the right.
- Removal of plant or animal life from Three Rivers Park District is prohibited.
- When there is snow on the ground, most trails are closed to horseback riding; many trails become cross-country ski or snowmobile trails. Designated winter horse trails are available in some parks. Horses are not permitted on cross-country ski or snowmobile trails due to safety and trail grooming concerns.

Summer Trails

Horseback riding is allowed on designated trails at the following parks:

Baker Park Reserve (9.0 miles), Carver Park Reserve (6.0 miles), Crow-Hassan Park Reserve (9.0 miles), Elm Creek Park Reserve (9.2 miles), Lake Rebecca Park Reserve (9.2 miles), Murphy-Hanrehan Park Reserve (9.7 miles)

Winter Trails

Winter horseback riding is allowed on designated trails, at the following parks:

Crow-Hassan Park Reserve (1.5 miles), Murphy-Hanrehan Park Reserve (3.0 miles)

Winter trails may close if conditions are icy and will close for the season March 15 until trails have thawed and surface conditions are safe and firm enough to bear use without unacceptable damage.

MOUNTAIN BIKING, HIKING, SNOWSHOEING, SKIJORING, DOGSLEDDING

Trail Hotline and Website

Trail Hotline: (763) 559-6778

Website: www.ThreeRiversParkDistrict.org/trails

Winter Trail Information

From approximately mid-November through March, the website and trail hotline will provide:

- Cross-country ski and skijor trail conditions
- Sliding hill openings and closings
- Winter horse trail openings and closings

Spring/Summer/Fall Trail Information

From April through November, the website and trail hotline will provide:

- Mountain bike trail openings and closings
- Autumn Hiking Program information and trail closings
- Horse trail openings and closings

WISE WINTER TIPS

Fuel Up

Eat some high-calorie foods before, during and after your outdoor winter activity. Dried fruits, nuts, "gorp," energy bars, and cookies taste great and help to keep you warm!

Drink Water

Sip liquids often, even if you don't feel thirsty. Dehydration is caused by perspiration and by simply breathing the cold, dry air.

Stay Dry

Layer your clothes, ventilate by unzipping or removing clothing before you get wet. When you stop, change damp clothes before you get chilled.

DRESSING FOR WINTER

Dressing for skiing is important for patrollers to know for their own needs and to help educate the public. Dressing incorrectly can mean an uncomfortable day of skiing - or worse!

Many first-time skiers overdress and find themselves shedding (or wishing they could shed) clothing a short way down the trail and are faced with the problem of all or nothing. Either they wear their (downhill) parka and cook, or they wear their sweat drenched cotton turtle neck and freeze. Cross-country skiing requires freedom of movement and generates considerable body heat and perspiration. Cross-country skiing also requires adjustment of clothing for a variety of conditions on the trail such as when stopping for a snack (or accident!), when skiing in a windy area, then a protected area, when the air temperatures drops, etc.

LAYERING

The layering method is the key to enjoyable, safe, cross-country skiing. It allows you to add or remove layers as the temperature fluctuates.

FABRICS

Polypropylene, wool, and other similar fabrics are good choices for cross-country skiing and other active sports since they either wick moisture away from your body or continue to insulate even when wet. Cotton is a bad choice since it retains moisture and no longer insulates when wet. In fact, a wet cotton shirt will pull heat away from your body.

UNDERWEAR

Begin with a good set of light or medium weight polypropylene, silk, or wool long underwear. Both turtle neck and crew neck tops are available. Tops and bottoms may be purchased in both men's and women's sizes. Avoid any cotton undergarments.

UPPER BODY

Wear a light wool or synthetic sweater. Microfleece is great. This is your insulating layer. If it is very cold, wear another light layer or vest, rather than one heavy layer. Carry an extra layer in your pack for stops.

The final layer for the upper body should be some type of windbreaker. Choose something with a tight weave that can be unzipped as needed. Take caution not to choose a waterproof fabric or a fabric that is so tightly woven that it does not allow perspiration to escape. A hood with drawstring and cuffs are good features. A longer windbreaker is better for colder conditions.

LEGS

Choose a pair of wool or synthetic pants that will dry quickly and offer freedom of movement. They should be worn with wind pants on a cold day or should be made of a tightly woven windproof fabric. Wind pants over polypropylene long underwear and lycra tights works great! So do baggy old army surplus wool pants or a pair of pants specially designed for cross-country skiing. Stay away from jeans or other cotton pants. One fall and you will be wet for the day.

HANDS

Mittens or gloves should always be worn to protect the hands. Choose gloves/mittens designed for cross-country skiing, not downhill. Choose a tightly woven wool or synthetic glove/mitten with a windproof covering. Polypropylene or wool liners are very useful for extra warmth or when you need to take your heavy gloves/mittens off. They also work well in warm weather with a windshell. Leather palms are commonly used, although leather does get wet and stay wet so good insulation material is important. Check the fabric content on the label. Use mittens, if your hands get cold easily, or gloves that do not restrict blood flow in your fingers. A dry pair in your pack is nice too!

FEET

Wear a couple pair of socks rather than one heavy pair. A lightweight synthetic liner and a medium weight wool sock help to reduce blisters and wick moisture away from your feet. Don't, repeat, DON'T wear cotton socks. You are guaranteed cold feet and can risk frostbite. Hint: start with a dry pair - don't wear the socks you drove in, since your car heater and winter boots have probably caused your feet to sweat. Also, bring an extra pair of wool socks to change into at the end of the day. It will warm you up faster than hot chocolate!

When the weather is cold, boot covers are nice to have. They may be purchased to fit your style of boots, or may be homemade. In a pinch, take a big wool sock and cut the tip off just enough to attach your binding.

Gaiters are also nice to have if the snow is loose and above the top of your boot. Gaiters keep snow from going down your boot or up your pants leg. They range in size from ankle to knee high.

HEAD

You lose up to 60% of your body heat through your head, so wear a hat! Choose a hat for the temperature, a light or medium weight hat for milder temps or a heavy weight, tightly woven hat for cold temps. Make sure your ears are covered. Frostbitten ears are very common. Swix and other brands of thin earmuffs, or a synthetic or wool headband will fit under your hat. A balaclava may be worn either under or over a hat and comes in many different fabric weights. A neck gaiter which can be pulled up over the chin or nose is another lifesaver on a cold, windy day!

EYES

Sunglasses should be worn on sunny days. The sun's reflection can cause headaches and even snow blindness in higher elevations. Glasses can also help protect your eyes from low branches or blowing snow. The lenses should be coated to filter out the sun's ultra-violet rays. Different lenses are also available for different ski conditions. A clear or yellow lens is nice when it's snowing.