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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, 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 educate trail users on etiquette, safety and rules
- To patrol trails for unsafe or hazardous conditions and report and repair these conditions as they occur
- To communicate Three Rivers 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 such as
- To check first aid packs before patrolling to required assure supplies are in good condition
- To prepare and submit necessary reports and information

RESTRICTIONS

- Patrollers provide coverage only as designated in plan or by unit supervisor.
- Patrollers must follow all park rules and hours.
- 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.
- 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 on Regional Trails, at recreation areas on park trails, and 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 unless accompanied by parent who is also a patroller)
- Good physical fitness
- Good customer service skills
- Intermediate skill level in chosen mode of patrolling - (You are able to participate safely)
- Completion of New Patroller Orientation and required annual Park Patrol training (first aid, CPR, patrol simulation, and meetings)
- A Background check must be performed before a patroller may start.

COMMITMENT

Willingness to donate approximately 30 or more hours each 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 which includes OSHA standards for bloodborne pathogen control; a patrol simulation session; and finally, patrol meetings (winter and summer).
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. 10.)
- 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 the Volunteer Handbook. 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 the Volunteer Handbook. This information is supplemental to basic District-wide volunteer information.

SUPERVISION

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.

- Patrollers must schedule patrol shifts in advance (preferably 48 hours or more). Use VicNet or contact the unit supervisor to schedule.
- Unit Supervisors
  - Park Trails Unit (bike, hike, skate): Park Operations Supervisors or Facility Supervisors
  - Regional Trails Unit: Regional Trails Manager or Volunteer Office
  - Horse Trails Unit: Park Police Sergeant
  - Programs/Events: will vary
- To report hours: use VicNet, sign in and out at site, or record your shifts and send a monthly log of volunteer hours to your unit 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 Handbook.

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 Assistants: Park Service Assistants (PSA) will be assisting Park Police and facility staff with facility, public relations, security and safety support. 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 9). 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 the website: http://www.threeriversparks.org/volunteer/resource-center.aspx.)

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.

EPINEPHRINE PENS
An epinephrine pen (Epi-pen or AviQ pen) is a medically prescribed epinephrine injection kit, used to treat anaphylactic shock, an overwhelming allergic reaction to food, insect sting or drug. EMRs and EMT’s may administer epinephrine pens as determined by medical direction. Basic first aiders may provide assistance as follows:
- Recognize the emergency and call 911
- Help the victim locate his/her epinephrine pen
- Remove the safety cap
- Ask the victim if he/she can self-administer.
- If not, press pen firmly against the outer side of the person’s thigh, halfway between the hip and knee
- Hold pen in place for about 10 seconds
- Remove pen by pulling straight out from the leg

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.

More information on Bloodborne Pathogens (BBP) can be found in your patrol trainings handouts as well as on the website: http://www.threeriversparks.org/volunteer/resource-center.aspx
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:

TYPE OF FIRE CONTROL METHOD
CLASS A fires in ordinary combustible materials such as wood, cloth, rubber and many 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 the website: http://www.threeriversparks.org/volunteer/resource-center.aspx. 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.
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:

- 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; notify staff if charge is low.
- Power should be left on while patrolling to allow Park Police or other park staff to call you.
- Cell Phone calls should only be made for 911 calls for Park Police response and urgent calls to park facilities. 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.

<table>
<thead>
<tr>
<th>Cellular Phone - 911 Instructions</th>
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<tbody>
<tr>
<td>Calls from new cellular phones are answered based on the cell tower that it hits. This means that your call may be answered by:</td>
</tr>
<tr>
<td>- Hennepin County Sheriff Dispatch</td>
</tr>
<tr>
<td>- City of Bloomington Dispatch</td>
</tr>
<tr>
<td>- Minnesota State Patrol Dispatch, etc.</td>
</tr>
</tbody>
</table>

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.
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 its 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

<table>
<thead>
<tr>
<th>RESCUE EQUIPMENT</th>
<th>PERSONAL PROTECTIVE EQUIPMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Headlamp/flashlight</td>
<td>• Pocket Mask (with one-way valve)</td>
</tr>
<tr>
<td>• Duct tape</td>
<td>• Nitrile surgical gloves</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>WARM GEAR</th>
<th>FIRST AID SUPPLIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Ensolite Pad</td>
<td>1 Roll adhesive tape</td>
</tr>
<tr>
<td>• Space Blanket</td>
<td>6 Rolls 2”-4” Kling roll bandages</td>
</tr>
<tr>
<td>• Sleeping Bag</td>
<td>10 Bandaids</td>
</tr>
<tr>
<td>• Blanket</td>
<td>10 Butterflies large/small</td>
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<tr>
<th>MAPS/REPORT- CLIPBOARD</th>
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<tbody>
<tr>
<td>5 Trail Maps</td>
<td>10 4” x 4” dressings</td>
</tr>
<tr>
<td>1 Notebook</td>
<td>1 Trauma dressing</td>
</tr>
<tr>
<td>4 Pencils</td>
<td>8 Triangular bandages</td>
</tr>
<tr>
<td>• Accident Report Forms</td>
<td>1 SAM splint</td>
</tr>
<tr>
<td>• Phone numbers as appropriate for park to contact supervisor, trailhead, etc.</td>
<td>10 Tongue depressors</td>
</tr>
<tr>
<td></td>
<td>1 Scissors</td>
</tr>
<tr>
<td></td>
<td>2 Small plastic bags with ties</td>
</tr>
<tr>
<td></td>
<td>• Candy or glucose tablets</td>
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</table>
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

<table>
<thead>
<tr>
<th>REPAIR KIT (Winter)</th>
<th>FIRST AID SUPPLIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Duct tape</td>
<td>1 Roll adhesive tape</td>
</tr>
<tr>
<td>MAPS/FORMS - CLIPBOARD</td>
<td>1 Roll Kling roll bandage 3” or 4”</td>
</tr>
<tr>
<td>• Trail maps</td>
<td>10 Bandaids/butterflies</td>
</tr>
<tr>
<td>• Notebook</td>
<td>5 4x4” Dressings</td>
</tr>
<tr>
<td>• Pencils</td>
<td>1 Trauma dressing</td>
</tr>
<tr>
<td>• Accident Report forms</td>
<td>10 Safety pins</td>
</tr>
<tr>
<td>• Phone numbers - emergency &amp; referral</td>
<td>• Bandage or medic scissors</td>
</tr>
<tr>
<td>• Park Guest Referral forms</td>
<td>• Cold pack (summer)</td>
</tr>
<tr>
<td>• Ordinance book</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WARM GEAR (weather in the 50’s or cooler)</th>
<th>PERSONAL PROTECTIVE EQUIPMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Ensolite pad</td>
<td>• Pocket mask (with one-way valve)</td>
</tr>
<tr>
<td>• Space blanket</td>
<td>• Nitrile surgical gloves</td>
</tr>
<tr>
<td></td>
<td>• Antiseptic hand wipes</td>
</tr>
<tr>
<td></td>
<td>• Mouth/eye shield</td>
</tr>
</tbody>
</table>

### Suggested Additional Supplies

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

### 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 – lunchroom
- Fish Lake Pavilion – boat rental office
- Gale Woods Farm – Farm Education Center & Pavilion storage room
- The 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

THREE RIVERS PARK DISTRICT POLICIES:
DOGS
COMMERCIAL PHOTOGRAPHY
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.ThreeRiversParks.org/trails, 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 25.
- 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 or daily 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

<table>
<thead>
<tr>
<th>Traditional Ski Rating</th>
<th>Ski Skating Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GOOD</strong></td>
<td>1. Track recently set</td>
</tr>
<tr>
<td>1. Track recently set</td>
<td>1. Firm Pack</td>
</tr>
<tr>
<td><strong>FAIR</strong></td>
<td>1. Minimal bare spots</td>
</tr>
<tr>
<td>1. Minimal bare spots</td>
<td>2. Minimal icy spots</td>
</tr>
<tr>
<td>2. Minimal icy spots</td>
<td>1. Minimal bare spots</td>
</tr>
<tr>
<td><strong>POOR</strong></td>
<td>1. Track deteriorated over much of trail</td>
</tr>
<tr>
<td>1. Track deteriorated over much of trail</td>
<td>2. Minimal bare spots</td>
</tr>
<tr>
<td>2. Some portions of the trails may be closed</td>
<td>2. Minimal icy spots</td>
</tr>
<tr>
<td>3. Icy spots begin to affect skiability</td>
<td>3. Icy spots begin to affect skiability</td>
</tr>
<tr>
<td>4. Bare spots on at least 10% of the trail</td>
<td>4. Bare spots on at least 10% of the trail</td>
</tr>
<tr>
<td><strong>CLOSED</strong></td>
<td>1. Lack of snow</td>
</tr>
<tr>
<td>1. Lack of snow</td>
<td>2. Dangerously icy conditions</td>
</tr>
<tr>
<td>2. Dangerously icy conditions</td>
<td>3. Temperature is -30F and/or -40 windchill factor occurs</td>
</tr>
<tr>
<td>3. Temperature is -30F and/or -40 windchill factor occurs</td>
<td></td>
</tr>
</tbody>
</table>

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.

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

*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 notes. Ask at sites not listed for updated information.

- Baker
- Carver
- Coon Rapids Dam*
- Elm Creek- Not allowed on Thicket Trail
- Fish Lake*
- French- Not allowed on Challenge Hill Trail
- Hyland- Not allowed on Hill Trail
- Murphy-Hanrehan- 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 ultraviolet rays. Different lenses are also available for different ski conditions. A clear or yellow lens is nice when it’s snowing.
THREE RIVERS PARK DISTRICT POLICIES

DOGS

Three Rivers offers miles of trails and abundant scenery for you and your dog to enjoy year round. Our paved, regional and skijoring/dog sledding trails are dog-friendly. **Dogs must be kept on a 6-foot, non-retractable leash** except in designated off-leash areas. Owners must pick up after their dog. Leashed dogs are allowed on all paved trails except where posted otherwise. They are not permitted on turf trails, with the exception of designated trails in parks where no paved trails exist. Dogs on-leash are also allowed in campgrounds and group camps, but not in picnic or beach areas.

**Where to find it**

<table>
<thead>
<tr>
<th>Location</th>
<th>Miles of Trails</th>
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<tbody>
<tr>
<td>Baker Park Reserve</td>
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<td>Bryant Lake Regional Park</td>
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<td>Carver Park Reserve</td>
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<tr>
<td>Cleary Lake Regional Park</td>
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<td>Coon Rapids Dam Regional Park</td>
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<td>Crow-Hassan Park Reserve</td>
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<td>Eagle Lake Regional Park</td>
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<tr>
<td>Elm Creek Park Reserve</td>
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<tr>
<td>Fish Lake Regional Park</td>
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<tr>
<td>French Regional Park</td>
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<tr>
<td>Hyland Lake Park Reserve</td>
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<tr>
<td>Lake Minnetonka Regional Park</td>
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<td>Lake Rebecca Park Reserve</td>
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<tr>
<td>Murphy-Hanrehan Park Reserve</td>
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<tr>
<td>Silverwood Park</td>
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</tbody>
</table>
COMMERCIAL PHOTOGRAPHY

Commercial photography on park property requires a permit which must be purchased in advance.

- Photography sessions must be scheduled at least two (2) weeks in advance.
- Participants may not climb on, move, or alter anything within the park.
- Sessions may not interfere with any other park programming or activities.
- Photo shoots may be restricted to specific areas of the park.
- Public areas may not be obstructed during the session.

Major Film, Advertisement, and Product Photography requires a permit. Please contact the Reservations office at 763.559.6700 for information or email photography@threeriversparkdistrict.org.

Commercial Portrait Photographers can purchase an annual or hourly permit. The fees associated with these permits are $25 per hour (plus tax) and $250 (plus tax) for the annual permit. Annual permits can be purchased through the Reservation office by calling 763.559.6700 or email photography@threeriversparkdistrict.org.

**Hourly permits can be purchased at these locations:**
- Administrative Center
- Baker Park Reserve - Operations Center
- Bryant Lake Regional Park - Concessions (summer)
- Carver Park Reserve - Campground (summer), Lowry Nature Center
- Coon Rapids Dam Regional Park (summer)
- Cleary Lake Regional Park - Visitor Center
- Elm Creek Park Reserve - Chalet (winter), Eastman Nature Center, Swim Pond (summer)
- Fish Lake Regional Park - Visitor Center (summer)
- French Regional Park - Visitor Center
- Gale Woods Farm - Education Building
- Hyland Lake Park Reserve - Visitor Center, Richardson Nature Center, Ski and Snowboard Area
- Lake Minnetonka Regional Park - Swim Pond (summer)
- Silverwood Park
- The Landing

One hourly permit (of 1 hour) can be applied to an annual permit if the sticker is brought in for exchange within 2 weeks of purchase. Exchanges can be completed at the Administrative Center at 3000 Xenium Lane N, Plymouth, MN 55441.