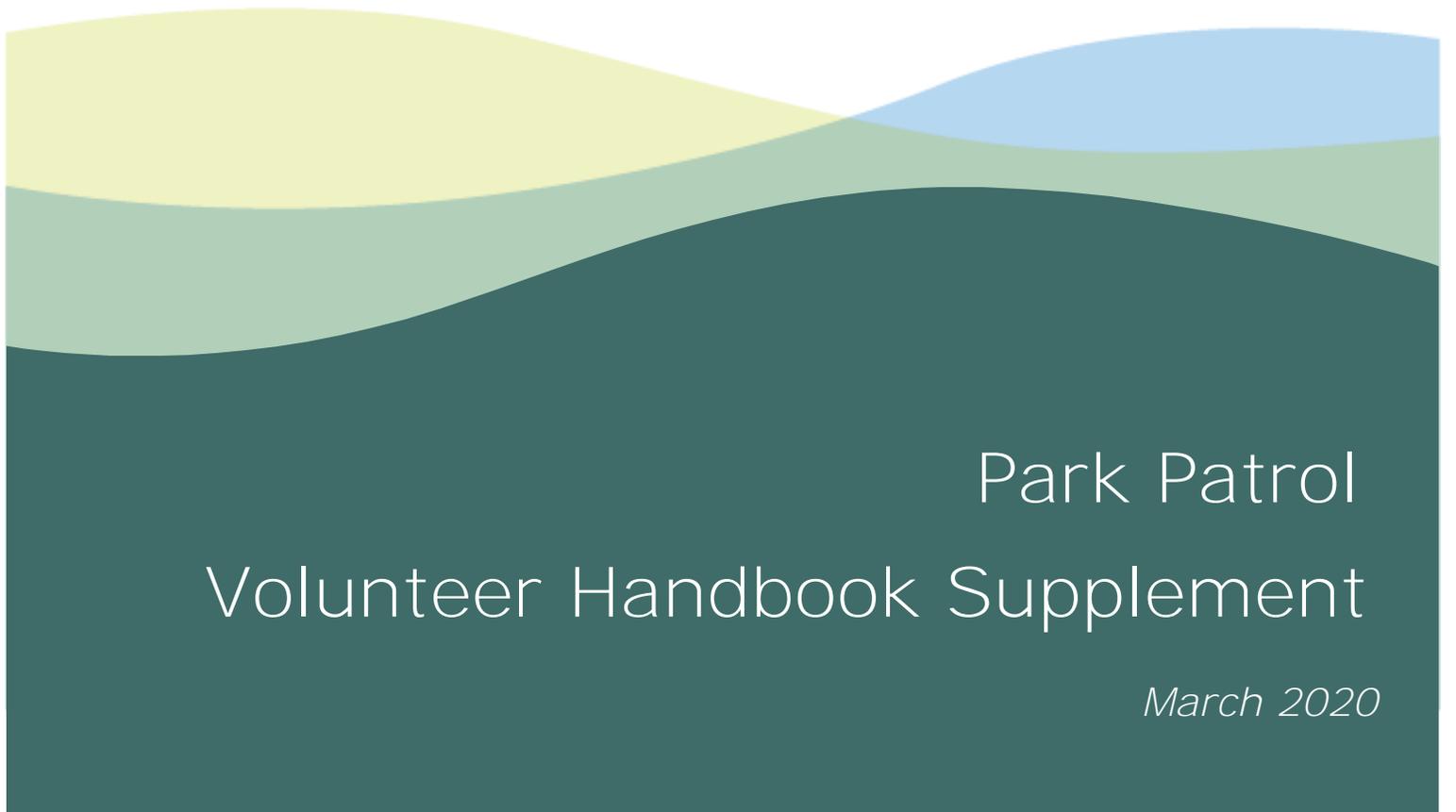




# *ThreeRivers*

PARK DISTRICT



Park Patrol  
Volunteer Handbook Supplement

*March 2020*

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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 support recreation areas and can 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
- To check first aid packs before patrolling to 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, 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 (Baker & Carver), 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 at least 30 hours of on-the-trail service per year. (Peak use months are Dec.-Feb. and Jun.-Aug. Shifts are determined by volunteer, unless volunteering at a race or event.)
- 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 Three Rivers 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 and rules.

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.

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.

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.

Where to find ordinances and rules:

[www.threeriversparks.org/page/public-safety](http://www.threeriversparks.org/page/public-safety)

[www.threeriversparks.org/page/special-use-permits](http://www.threeriversparks.org/page/special-use-permits)

[www.threeriversparks.org/activities](http://www.threeriversparks.org/activities) (also includes commercial and professional photography rules)

# 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 during your patrol 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, 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: [https://www.threeriversparks.org/page/volunteer-resource-center.](https://www.threeriversparks.org/page/volunteer-resource-center))

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 NEPHRINE 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 763-694-7641.

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

## 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: <https://www.threeriversparks.org/page/volunteer-resource-center>. 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

- Please carry a cell phone. If you are willing to receive calls from facility staff or Park Police, please give park staff your cell phone number.
- If you do not have a cell phone, check with the supervisor for your park in advance to see if one can be made available for your use during facility hours.

### Cellular Phone - 911 Instructions

Dial 911 for Emergencies and all calls for Park Police.

Cell phone calls are answered by the closest dispatch tower and address information may not be relayed.

- Identify who you are
  - Identify park location, city
  - **Answer all the Dispatcher's questions**
  - Request that Three Rivers Park District Police Officer be contacted (this may happen automatically) \*
- (\*except for parks in Scott County)

## 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

#### RESCUE EQUIPMENT

- Headlamp/flashlight
- Duct tape

#### WARM GEAR

- Ensolite Pad
- Space Blanket
- Sleeping Bag
- Blanket

#### MAPS/REPORT- CLIPBOARD

- 5 Trail Maps
- 1 Notebook
- 4 Pencils
- Accident Report Forms
- Phone numbers as appropriate for park to contact supervisor, trailhead, etc.

#### PERSONAL PROTECTIVE EQUIPMENT

- Pocket Mask (with one-way valve)
- Nitrile surgical gloves
- Antiseptic hand wipes
- Mouth/Eye Shield

#### FIRST AID SUPPLIES

- 1 Roll adhesive tape
- 6 Rolls 2"-4" Kling roll bandages**
- 10 Band-aids
- 10 Butterflies large/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>REPAIR KIT (Winter)</p> <ul style="list-style-type: none"><li>• Duct tape</li></ul>	
<p>MAPS/FORMS - CLIPBOARD</p> <ul style="list-style-type: none"><li>• Trail maps</li><li>• Notebook</li><li>• Pencils</li><li>• Accident Report forms</li><li>• Phone numbers - emergency &amp; referral</li><li>• Park Guest Referral forms</li><li>• Ordinance book</li></ul>	
<p>WARM GEAR (weather in the 50's or cooler)</p> <ul style="list-style-type: none"><li>• Ensolite pad</li><li>• Space blanket</li></ul>	
	<p>FIRST AID SUPPLIES</p> <ul style="list-style-type: none"><li>1 Roll adhesive tape</li><li>1 Roll Kling roll bandage 3" or 4"</li><li>10 Band-aids/butterflies</li><li>5 4x4" Dressings</li><li>1 Trauma dressing</li><li>10 Safety pins</li><li>• Bandage or medic scissors</li><li>• Cold pack (summer)</li></ul>
	<p>PERSONAL PROTECTIVE EQUIPMENT</p> <ul style="list-style-type: none"><li>• Pocket mask (with one-way valve)</li><li>• Nitrile surgical gloves</li><li>• Antiseptic hand wipes</li><li>• Mouth/eye shield</li></ul>

### 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 Golf- Clubhouse
- Baker Outdoor Learning Center – lodge near restrooms
- Carver - Lowry Nature Center & Campground Office
- Cleary Lake - Visitor Center
- Eagle Lake - Visitor Center
- Elm Creek - Eastman Nature Center
- Elm Creek – Chalet, Rental building
- 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)
- Mississippi Gateway - Visitor Center
- Murphy-Hanrehan - Trailhead building
- Silverwood - Visitor Center
- The Landing- Restroom building (The Livery)

### Additional AEDs (not public access):

To access these AEDs, ask staff for location and protocols.

- Baker – Rental Building
- Bryant - Pavilion
- 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
- Hyland – Alpine Ski Patrol (patrol room)
- Lake Minnetonka Swim Pond – Lifeguard office (summer only)
- Noerenberg Gardens - Shop
- Silverwood- Classroom Building
- The Landing – Visitor Center
- Public Safety (squads)
- Additional AEDs have been placed in maintenance shops.



PART III SECTION D  
PARK PATROL  
APPENDIX

NATIONAL SKI PATROL

TRAIL INFORMATION

WISE WINTER TIPS:  
DRESSING FOR WINTER

THREE RIVERS PARK DISTRICT POLICIES  
DOGS  
COMMERCIAL PHOTOGRAPHY

# NATIONAL SKI PATROL

For information contact the Volunteer Office at 763-694-2070, [volunteer@threeriversparks.org](mailto:volunteer@threeriversparks.org).

## Viking Nordic Patrol

The Viking Nordic Patrol is an independent organization and is credentialed through National Ski Patrol (NSP). The patrol works in connection with ski area operators, Park Reserve Districts (including Three Rivers) and citizen groups sponsoring races. Requirements:

- National Ski Patrol Outdoor Emergency Care (OEC) Course and American Heart Association BLS Healthcare Provider and annual refreshers.
- Skiing ability of an intermediate level is required to become a patroller. The patrol spends some time each year on skiing proficiency.
- Patrol service each year as directed.
- 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! Patrollers encounter a multitude of potential problems as well as emergency situations on the trails.

## Three Rivers Alpine Ski Patrol (Alpine, Snowboard, XC Ski)

Three Rivers Alpine Ski Patrol is a highly trained, regionally and nationally recognized group of volunteers. The demands of the position are high and so are the rewards. Highly motivated, enthusiastic skiers and boarders are encouraged to apply. The locations include: Elm Creek Winter Recreation Area and Hyland Hills Ski Area. Watch for a tryout opportunity in February/March.

Requirements: Patrollers must successfully complete and pass extensive emergency care and on the hill training; maintain National Ski Patrol membership and certifications and complete a minimum number of hours each season.

# TRAIL INFORMATION

The following information affects areas where patrollers are assigned. For more information on trails or facilities, check the website. [www.threeriversparks.org/activities](http://www.threeriversparks.org/activities); [www.threeriversparks.org/locations](http://www.threeriversparks.org/locations)

## Trail Pass Requirements

There is no fee for the general use of Three Rivers parks and trails. Certain activities in the park require either a pass, permit or parking fee. Trail (cross-country ski and horse) fees are waived for Park Patrol volunteers while on-duty.

Passes may be purchased online, by calling 763.559.6700, or at Park District facilities. Daily passes may be purchased online or at trailhead pay boxes and at Three Rivers visitor centers and ski chalets. Go to: [www.threeriversparks.org/page/special-use-permits](http://www.threeriversparks.org/page/special-use-permits)

## Minnesota State Ski Pass

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

## Trail Maintenance

The time for making a safe trail is before an accident occurs. Each time you ski, ride **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, 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 and if needed, help direct trail users.

# 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 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.
- 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.

# BIKING AND WALKING - PARK AND REGIONAL TRAILS

## Share the Trail

[www.threeriversparks.org/page/share-trail](http://www.threeriversparks.org/page/share-trail)

It pays to be nice on the trail! Follow these tips for sharing the trails within and between our parks.

- Be Predictable - Travel in a consistent and predictable manner. Always look behind before changing position on the trail.
- **Don't Block the Trail** - When in a group, avoid using more than half the trail.
- Dog Walkers - **Keep dogs under control and on a 6' non-retractable leash.**
- Keep Right - Stay to the right side of the trail as is safe, except when passing another user.
- Pass on the Left - Pass others, going in your direction, on their left. Faster traffic must yield to slower and oncoming traffic.
- Give Audible Signal - **When passing a frequently used warning is...“PASSING ON YOUR LEFT.”** A clear warning signal may be given by voice, bell or horn.
- Helmets - Bicyclists, skaters and skateboarders should always wear a properly fitted helmet.
- Stop Means Stop - Obey all stop signs along the trail.

## HORSE TRAILS

[www.threeriversparks.org/activity/horseback-riding](http://www.threeriversparks.org/activity/horseback-riding)

Horseback riding is allowed on designated trails. 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.

- Trails may close if conditions are muddy or icy and will close for the season March 15 until spring thaw and surface conditions are safe and firm enough to bear use without unacceptable damage.
- 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.

# 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

<https://www.threeriversparks.org/page/dogs-three-rivers>

Dogs on six foot, non-retractable leashes are welcome in the following areas:

- turf trails
- paved trails
- regional trails
- picnic areas
- campgrounds
- group camps

With the exception of service dogs, dogs are not allowed in the following locations:

- buildings
- beaches & swim ponds
- play areas
- archery ranges
- golf courses
- disc golf courses
- nature exploration areas
- near raptor aviaries
- winter downhill areas
- cross-country ski trails
- singletrack trails
- Baker Near-Wilderness Settlement
- Gale Woods Farm
- Kingswood Park
- Noerenberg Gardens

Dogs off leashes are welcome in our Dog off-leash areas. Park guests must pick up after their dogs and **dogs must always be under the owner's control.**

## COMMERCIAL PHOTOGRAPHY

<https://www.threeriversparks.org/activity/commercial-professional-photography>

Portrait and professional photography on park property requires a pass. Passes must be purchased in advance and are available [online](#).