

Emergency Procedure Information for Visiting Groups

General Information

As a group on a field trip at Wolf Ridge, you are responsible for the welfare of your members. You should supply materials, vehicles, and trained staff to service their basic first aid needs. Wolf Ridge does not provide transportation for visitors. It is also your responsibility to bring health and insurance information for each of your students, to inform Wolf Ridge of any special needs/concerns, and to bring that information to the medical facility during an emergency.

Wolf Ridge does not supply emergency medical services to visiting groups. 911 is the only service available. However, all Wolf Ridge Program staff members are required to maintain (at a minimum) current certifications in Standard First Aid and CPR. However, some staff members are trained in wilderness medicine. In the event of emergencies, available staff members will assist and administer care to the best of their abilities.

Wolf Ridge maintains first aid kits and equipment for its staff. These supplies are distributed around Wolf Ridge and are accessible at a moment's notice. If a visiting group's supplies are unavailable, visiting groups can make use of these supplies. Ask a staff member to assist you. Your liaison is available for emergency assistance 24 hours a day. They will attend all meals and can be reached in the Lakeview home by dialing ext. 172 or 173 from any phone on campus. Someone will assist even if your liaison is not available.

From 8 am - 4:30 pm, you may also contact the office for emergency assistance. Available staff members will respond. After 4:30 pm, a permanent program staff member is on duty/on call to help respond to emergencies. Please contact your liaison if you need assistance, and the liaison will contact the program staff member if more help is needed. For medical emergencies, call 911.

911- Local Emergency Medical Response

A person can dial 911 from any phone at Wolf Ridge. There are public phones in the following locations: Dayroom A and B of Summit Lodge, the Weesner Commons of the MAC Lodge, Kit Room in Education Building, Lobby and Kit Room of Science Center, Entry to Office, Portable phones at Skyview Ropes Course, and Wetlands/Ski Chalet.

When a person at Wolf Ridge dials 911, both The Lake County Rescue Squad from Finland and the Ambulance service from Silver Bay respond.

The Finland Rescue group has a response time of 10-15 minutes. All Finland rescue members are either First Responders or EMT's. They have the same care capabilities as the ambulance squad. All Finland rescue members are volunteers and might arrive in their personal vehicles and street clothes. They will administer care until an ambulance arrives.

Depending upon road conditions, the Silver Bay ambulance will arrive in 25-40 minutes. Ambulance squad EMT's will continue to provide care and transport the patient to the nearest appropriate emergency facility. (Two Harbors- 1 hr; Duluth- 1.5 hrs).

Non-Medical Emergencies

FIRES

In the event of a possible fire in one of the buildings, immediately begin clearing the building in an orderly fashion. Emergency routes are posted on every dorm room door. Visiting groups should contact a Wolf Ridge staff member immediately. Staff members will assist in evacuating the building if it has not been done already.

*NOTE: Wolf Ridge fire alarm sensors are quite sensitive. Please leave the sensors alone.

Below are protocols that Wolf Ridge staff members follow.

1. Check building:
 - a. Gather at main entrance of building. One WR staff person should act as leader and direct the building search.
 - b. Get people out, gather at a logical meeting place (e.g. campfire ring). Stay out until the WR leader/Fire Dept. gives all clear.
 - c. The WR leader should organize and send staff/adults to check all rooms for people, fire, smoke, water. WR leader stays at the main entrance to relay "people count" info to arriving fire dept. personnel.
 - d. Leave doors shut with lights on in rooms that have been checked.
 - e. Check in with the leader when you complete your section check. Leader will direct further search or signal all clear.
2. In case of fire:
 - a. Use fire extinguishers if small.
 - b. Call fire department (911) if big, and call the WR office or duty phone.
3. In case of no fire:
 - a. Refer to fire alarm reset procedures in each building.
 - i. MAC and Summit Lodges: Call Lake County Dispatch (911) and inform them that the alarm was a false alarm.
 - b. Determine the cause of the false alarm.
 - c. Reset the alarm system. If sprinklers have been activated, turn off the sprinkler valve and contact Maintenance personnel (at home if necessary).
 - d. Attend to the needs of visitors who have soggy rooms.

WATER LEAKS (severe)

Contact a Wolf Ridge staff member in the office or you liaison by calling 172 or 173 on a Wolf Ridge Phone or knocking on the door of the Lakeview House. They will be able to turn off the main water valve in the building.

MISSING PERSON

Wolf Ridge owns 2000 acres of forested, hilly, land and maintains over 18 miles of trails. From time to time, visitors have gotten lost. All Wolf Ridge Program staff are trained to coordinate search procedures for a lost person. Notify your liaison or the office if a group member is missing. Depending upon the individuals, weather conditions, etc., we may let a short period of time pass to see if the group returns on their own. Below are basic protocols that Wolf Ridge staff members

follow:

1. Begin incident log- found in forms filing cabinet in office.
 - a. Who? Name(s) of missing person(s).
 - b. When? How long has the person(s) been missing?
 - c. What? Which class, activity, etc.
 - d. Where? Point Last Seen, direction headed.
 - e. Why? Specific conditions (medical, mental status, etc.)
 - f. Search routes, time search begins and ends, weather conditions, etc.
2. Establish control center (CC) and incident commander (IC).
 - a. Use Main Office front desk or dorm lobby near phones.
 - b. IC monitors all actions and searches from the control center.
 - c. Search teams check out of CC when they begin their search route.
 - d. Search teams check in at CC when they complete their search route.
 - e. Relay any pertinent information immediately to incident command.
3. Begin search procedure.
 - a. If sufficient time has elapsed to allow person to return on their own, begin search.
 - b. Turn on all campus lights, inside and out, including the forest ecology building.
4. Prepare search teams.
 - a. Divide available personnel into pairs.
 - b. Outfit each search team with supplies.
 - c. Establish search routes maximizing personnel (see winter/summer search routes).
 - d. Instruct search teams in appropriate search procedure (walk, stop, shout and listen frequently, keep flashlights on as much as possible, check out and in with control center).
 - e. Contact a permanent Wolf Ridge naturalist, if not on site.
5. HASTY SEARCH: Dispatch search teams
 - a. Search plateau buildings using one search team.
 - b. Dispatch search teams on major trails.
 - c. Dispatch one team to FEB to search and wait there, remaining in contact via telephone or radio.
 - d. All search teams must report back to the control center within 45 minutes of beginning search.
6. FINE SEARCH: Re-dispatch search team
 - a. Repeat search procedures searching ALL trails and adjoining routes.
 - b. Call neighbors with adjoining property.
7. Grid Search- Contact Lake County sheriff to take over search efforts

SEVERE WEATHER

Wolf Ridge Severe Weather Policy

Wolf Ridge provides programming in an outdoor environment that exposes participants to a wide variety of weather conditions. Wolf Ridge trains its staff to assess current weather conditions and take appropriate actions to mitigate risk associated with weather. Wolf Ridge monitors the current weather conditions. When a severe weather warning is issued, staff members guide participants to

the safest location in the situation. Most of the time this will be an indoor location; however, Wolf Ridge recognizes that due to the diverse locations that we operate programs in this may not always be possible. In such situations, staff members will move the group to the safest possible outdoor location.

Before Severe Weather Events:

Weather events will be monitored through the National Weather Service notification service, which provides up-to-date information on severe weather watches and warnings in Lake County via either email and/or mobile device. Severe weather alerts in effect will be communicated to educators prior to the beginning of class periods. When Lake County is under a severe weather watch, every educator teaching outdoors for that period will take a two-way radio with them for communication in the event that the weather conditions deteriorate into a severe weather warning. Exception: the ropes courses will turn on and use the emergency cell phone located at the Skyview ropes course shelter.

During Thunderstorms:

When the span of time between lightning flash and thunder is 30 seconds or less, all teachers conducting outdoor classes should assess their location and move towards safer areas.

During Severe Weather Warning Events:

Wolf Ridge staff will be monitoring severe weather events. When a severe weather warning is issued, the staff member monitoring the situation will immediately contact the educators in the field and advise them to seek shelter indoors or safer outdoor locations immediately.

After a Severe Weather Event:

Wait at least 30 minutes after the passing of the storm until resuming planned class activities.