

RISK MANAGEMENT TRAINING FOR ADMINISTRATORS
COURSE DESCRIPTION
SPONSORED BY NOLS RISK SERVICES



DATES: April 16-17, 2019
COST: \$650 (USD only)
LOCATION: NOLS Southwest
2751 N Soldier Trail
Tucson, AZ 85749

COURSE DESCRIPTION

Whether your program is small or large, wilderness based or study abroad, you have a responsibility to your staff and participants to invest in risk management planning. Building a comprehensive risk management plan can feel daunting. Our goal is to provide you a structured approach and tools to build a risk management plan appropriate for your organization. We'll share our experiences managing risk in wilderness environments around the world. At NOLS, we've had fifty years to learn the risk management lessons that you may just be starting to face. Let us share our experience with you.

TRAINING BENEFITS

Every training strives to meet the unique demands of its audience. Working within this framework, it is our intent that each participant gains the skills and tools to build or enhance an existing risk management plan. Specifically you will:

- Learn a structured approach to organizing a risk management plan.
- Think analytically about curriculum, administrative processes, staff hiring and training, field support service, and crisis planning.
- Use the Risk Management framework to evaluate an incident and a program for weaknesses in their risk management plan.
- Participate in exercises to help you evaluate your approach to staffing, contracting, and emergency and crisis planning.
- Receive the NOLS Wilderness Medicine Protocol Package, the NOLS Crisis template and many other documents to assist you in building your plan.
- Build a risk management action plan for your organization.

COURSE LOCATION

NOLS Southwest
2751 N Soldier Trail
Tucson, AZ 85749

The course will run from 8:00am to 5:00pm, with a one-hour break for lunch each day.

TRAVEL TO TUCSON

Airports:

Directly to Tucson: Tucson International Airport (TUS)

2.5-hour drive away: Phoenix Harbor International Airport (PHX)

Driving times:

- From Tucson International Airport (TUS) – about 35 minutes
- From Tucson – about 33 minutes
- From Phoenix – about 2 hours and 15 minutes

Transportation:

- Tucson Stagecoach Express Shuttle, (520) 889-1000, runs a commercial van shuttle from the airport to local destinations. Book online 24 hours in advance to make a reservation at <https://stagecoachexpressshuttle.com/tucson.php>
- Uber & Lyft, Download the app and hail a ride! Both are prevalent and reliable in Tucson.
- Total Ride, info@totalride.com, is a local ride hail app. Download the app to contact a driver or email the company for more information.

LOGGING

Accommodations are plentiful in Tucson with motels, bed and breakfasts, hostels and campgrounds. More information is available from www.visittucson.org.

We recommend the Comfort Suites at Sabino Canyon Hotel - it is the closest hotel to the NOLS campus and has stores and restaurants conveniently located within walking distance. Please call the hotel directly for the latest NOLS discount information.

Comfort Suites at Sabino Canyon

[7007 East Tanque Verde Road](#)

[Tucson, AZ 85715](#)

(866) 890-1399

<http://www.tucsoncs.com/>

Direct link to reservation for NOLS students:

<https://www.choicehotels.com/arizona/tucson/comfort-suites-hotels/az023/rates?ratePlanCode=LNOLS>

Campgrounds

For those individuals driving to Tucson, camping is a less expensive option.

- Camping is also available at NOLS Southwest for a small fee of \$7/night which includes access to our shower house and free wifi. Contact nols_southwest@nols.edu to make accommodations.

- There are also numerous campgrounds on Mt. Lemmon in the Santa Catalina Mountains on the Coronado National Forest. Visit the Coronado National Forest website for more information:
<https://www.fs.usda.gov/recarea/coronado/recreation/camping-cabins/recarea/?recid=25602&actid=29>

DINING OPTIONS

- A number of restaurants are about 5 miles down the road from the classroom.
- Feel free to pack a lunch and eat on campus.
- Bring plenty of snacks and coffee to keep you energized throughout the day.

NOLS RISK MANAGEMENT TRAINING (SAMPLE AGENDA)

Day 1

- Introduction, Goals, and Objectives
- Definition and History of Risk Management at NOLS
- Risk Management Oversight
- Core Curriculum/Program Activities
- Administrative Process
 - Marketing
 - Enrollment Packet
 - Participant Agreement
 - Accepted Participant Behaviors & Expulsion Policies
 - Health Review
 - Subcontractors
- Staff Training and Program Risk Management
 - Evaluation and Incident Review
 - Hiring

Day 2

- Staff Training and Program Risk Management, continued
 - Policies, Practices and Procedures
 - Staff Training
- Field Support Services and Emergency Planning
 - Equipment/Food
 - Transportation
 - Medical Treatment
- Summary Exercise: New Program Planning Exercise
- Emergency Response Incident
 - Emergency Response Plans
 - Crisis and Media Plans
 - Exercise: Incident/Program Review
- Action Planning for Your Organization
- Evaluations and Conclusion