

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



**DATES:** May 7-8, 2019  
**COST:** \$650 (USD only)  
**LOCATION:** Westminster College  
1840 South 1300 East  
Salt Lake City, UT 84105

**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**

Westminster College  
1840 South 1300 East  
Salt Lake City, UT 84105

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

## **TRAVEL TO TUCSON**

**Airport:** Salt Lake International Airport (SLC)

## **TRANSPORTATION**

**Ground Transportation options at SLC:**

- <https://www.slairport.com/>

**Driving directions:**

- <https://www.westminstercollege.edu/about/campus-map/directions>

**Public Transportation:**

- <https://www.rideuta.com/>

## **LOGGING**

- Plenty of hotel options are available in Salt Lake.

## **DINING OPTIONS**

- A number of restaurants are within walking distance of the classroom.
- Feel free to 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