

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



DATES: March 5-6, 2019
COST: \$650 (USD only)
LOCATION: REI Seattle
222 Yale Ave North
Seattle, WA 98109

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

REI Seattle (second floor)
222 Yale Ave North
Seattle, WA 98109

The course will run from 9:00am to 6:00pm, with a one-hour break for lunch each day.

PARKING

Parking is available in the REI garage under the store, accessed from Yale Ave. N. Participants will receive parking validation for both days. Be sure to get your ticket validated during regular business hours (before the end of the day) while REI staff is available.

TRAVEL TO SEATTLE

Airport: Seattle-Tacoma International Airport

TRANSPORTATION

Link Light Rail Station Airport directions:

- Connected to the fourth floor of the airport parking garage
- Trains arrive and depart on the platform level of the station
- Covered, level walkway to the airport terminal is one level down on the mezzanine.
- The well-lit walkway is separated from the main area of the garage and directional signs point the way to the main terminal skybridge

Link Light Rail Station Classroom directions:

- Depart airport station to Downtown
- Exit Capital Hill station
- Walk west on East John Street
- 2. Walk west on East Olive Way
- 3. Walk west on East Denny Way
- 4. Walk west on Denny Way
- 5. Walk northeast on Stewart Street
- 6. Walk north on Yale Avenue North
- 13 min (0.6 mi)

Rental cars, taxis, Uber, Lyft, and Wingz are all available at airport ground transportation.

LODGING

- Holiday Inn Seattle Downtown Seattle
- Hilton Garden Inn Seattle Downtown
SpringHill Suites by Marriott Seattle Downtown

DINING OPTIONS

There are a number of restaurants located within a few blocks of the store, including:

- Lunchbox Laboratory, Nollie's Café, Subway, Café Torino, and many others.

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