

Leader Guidelines

Lake Oswego Parks & Recreation Department

Thank you for volunteering as a hike leader with the Lake Oswego Parks & Recreation Department (LOPRD). These guidelines will assist you in preparing and conducting safe hikes, as well as responding to emergency situations. **HAVE FUN HIKING!**

PLAN THE HIKE

When choosing a hike, consider the length, difficulty, and condition of the hiking trail, as well as the type of weather to expect at that time of year.

1. For potential hikes, check our website (www.lohikes.org > LEADER RESOURCES > Plan Your Hike), talk to the Schedulers, and consult hiking books and websites.
2. Obtain information about your selected hike and a map of the area. Determine the hike mileage, elevation change, driving mileage (round trip from Westlake Park), 2nd meeting place, and whether a parking pass is needed.
3. Write a brief description of the hike and submit the hike details online at: www.lohikes.org > LEADER RESOURCES > Hike Submission Form

SCOUT THE HIKE

1. Scout the hike with one or two other people who can assist you.
Tip: See the website (www.lohikes.org > LEADER RESOURCES > Volunteers) for a list of volunteers that may help scout or be a co-leader.
2. Before leaving for the trailhead, check wildfire and ranger station websites to make sure that the trail is open. For links and phone numbers, see www.lohikes.org > LEADER RESOURCES > Plan Your Hike.
3. As you drive to the trailhead from the 2nd meeting location, check or write the driving instructions. If needed, note potential restroom stops, a car shuttle spot, or an area from which to caravan. Confirm if a parking pass is required at the trailhead.
4. On the trail:
 - a. Measure the distance and elevation change to see if it differs substantially (over one mile) from your initial hike submission.
 - b. Note trail conditions (such as mud, rocks, roots, downed trees, stream crossings, and poison oak) and available restrooms/porta-potties.
 - c. Note interesting sights like wildflowers and views.
 - d. Identify a place to stop for lunch or a snack.

Note: If the trail enters a Wilderness Area, hiker groups are limited to 12 people. Plan for a second leader if the group needs to be split.

5. If you find problems (such as blocked access to the trailhead or unsafe trail conditions), discuss this with your monthly coordinator or the Schedulers. You may want to change the hike location or shorten the hike distance. If you must choose a substitute location, it is important to keep the same 2nd meeting place as published, since there is no way to ensure all hikers can be made aware of the change.

Note: If the hike location changes, ALWAYS notify Jordan Morales (**503-534-5434**) prior to the hike and explain the reason for the change.

6. Email your scout report to the newsletter editor at lohikesnews@gmail.com no later than **Wednesday** of the week before the hike. Send a scout report even if there are no changes from the original write-up.
7. Identify the nearest emergency service location, such as a ranger station or sheriff's office.

BEFORE THE HIKE

1. Write **driving directions** for carpool drivers. Include your cell phone number (or the cell phone number of a person who will be riding with you). Also include the driver donation amounts from the 1st and 2nd meeting places. Make 4-10 copies to hand out.
2. Sign out the **Hiker Leader Briefcase** from a LOPRD staff member or from the previous week's leader. Familiarize yourself with its contents. You must take the briefcase to the trailhead. Check the batteries in the walkie-talkies.
3. Check your pack. You must carry your essential items, the First Aid kit from the briefcase, and the sign-up Roster on the hike.
Tip: For information about essential items, see
<https://americanhiking.org/resources/10essentials/>
4. Check wildfire and ranger station websites to make sure that the trail is open. For links and phone numbers, see www.lohikes.org > LEADER RESOURCES > Plan Your Hike.
Note: Hikes are canceled if the Lake Oswego Parks & Recreation Department has an emergency closure; see www.ci.oswego.or.us/parksrec.
5. If conditions require a last-minute change to the hike location but the Lake Oswego Hikers email announcing your hike has already been sent, contact the schedulers to discuss options. They will contact Jordan Morales and the monthly coordinator about the change and may have the change posted to the website.

CHOOSE A SWEEP

If you have a co-leader, that person may become the Sweep. The Sweep should be:

1. An established member of Lake Oswego Hikers, familiar with the policies of the group.
2. In good physical condition, with a basic knowledge of first aid, hypothermia, dehydration, and medical emergencies.
3. Familiar with the trail (and have a map of the trail).
4. Able to use the walkie-talkies.

Responsibilities of the Sweep:

1. Walk at the end of the line of hikers so nobody gets left behind.
2. Know the trail that will be hiked, paying attention to junctions.
3. Be alert for poles or packs left on the trail, denoting that someone has gone off-trail for a bathroom break. Wait for them to return to the trail before continuing.
4. Ensure that all hikers are accounted for and back on the trail after lunch.
5. Notice any issues/difficulties that a hiker may be having.
6. Communicate with the leader if there needs to be a break or if a hiker is having difficulty.

AT THE MEETING PLACE

1. Have people enter their name, cell phone number, and emergency contact phone number on the **Roster**.
2. Collect the \$1 hike fee from each person and put it in the money pouch.
3. Mention the hike specifics so people can bring the correct gear and enough water. Be aware of hikers who may not have items needed when the weather is marginal (such as hot, wet, cold, or windy conditions). The leader may refuse to take anyone not properly equipped or who may be incapable of completing the hike.
4. If there are new hikers, have them fill out the green **Registration Form** and give them the **Hiker's Guide** handout.
5. Have people arrange carpools.
6. Hand out the driving instructions to the drivers.
7. Circle the names of the drivers on the Roster.
8. Mention rendezvous points, such as the 2nd meeting place and restroom stops on route.
9. Leave the meeting place on time if possible.

AT THE TRAILHEAD

1. Take the Roster, the money pouch, essential items, and a writing instrument in your pack. In case of emergency, also carry the first aid kit, Emergency Runner Card, and phone numbers of emergency services nearest to the trailhead.
2. Circle up. Have people count off and give their names. Verify that the number of hikers matches the number on the Roster and the money collected.
3. Split into groups if necessary (such as when entering a Wilderness Area where the group cannot exceed 12 people).
4. Describe the trail/map, lunch/rest stops, and restroom facilities (if any).
5. Introduce the person who is the Sweep. Hand out the walkie-talkies (one with the leader and one with the Sweep) and check that they work.
6. Describe how you will manage the group.
 - a. The leader is usually in the front and the Sweep is at the end.
 - b. At junctions, hikers should wait at the junction until everyone can see which way to turn.
 - c. If a hiker needs to go off trail for a bathroom break, they should leave their pack on the trail so the Sweep knows they are off trail. That hiker should be careful to check their path so they can successfully return to the trail.
 - d. If a hiker needs a rest stop (such as to drink water or remove a coat), have them inform the leader or the Sweep.
 - e. If a hiker gets injured or is having difficulties, have them inform the leader or the Sweep so that the appropriate action can be taken.
7. If a parking pass is needed, make sure drivers know to have the pass visible on their car's windshield.
8. Remind hikers that no car should leave without notifying the leader. So that no car is stranded, the last two cars should leave together.
9. Allow people to make announcements, such as about upcoming hikes.

ON THE HIKE

As the leader, ensure that the group walks at a reasonable pace and that hikers don't make wrong turns or get lost. Keep the group together as much as possible.

1. The leader sets the pace for the group. Although hiking paces vary considerably (especially within a large group), it is best to set a relatively uniform pace where possible, especially during uphill climbs or on variable terrain.
2. Establish a pleasant, friendly atmosphere and encourage interest in the surroundings.
3. Recommend that people eat and drink fluids, especially during exceedingly warm or cold temperatures.
4. Plan regular rest stops. A rule of thumb is a five-minute stop approximately every 30 to 45 minutes. For bathroom breaks, stop in an area that enables separation of men from women.
5. Account for all hikers at rest stops before resuming the hike.
6. Stop at all trail junctions and wait until everyone can see which way to turn.
7. After crossing a substantial stream or log, ensure that everyone crossed successfully.
8. Look for hikers who show signs of overexertion, overheating, fatigue, hypothermia, etc. during the hike and at rest stops. Check with the Sweep for any problems.

Note: If someone doesn't think they can finish the hike, or needs to go slower, decide if that person and a companion should stop, rest, and wait for the rest of the group to return – or return to the trailhead. They should be given a walkie-talkie to keep in communication with the leader.

AT THE END OF THE HIKE

1. Verify that all hikers have returned.
2. Drivers should notify the leader before leaving. In wilderness areas, remind drivers to carefully follow the driving directions in reverse – or wait and follow the leader out.
3. The last two cars (including the leader's car) should leave together.

AFTER THE HIKE

1. Return the walkie-talkies and first aid kit to the briefcase.
2. Fill out the back of the **Roster** with the estimated volunteer hours and fees.
 - a. Enter the **# of Volunteers** (including the co-leader and those who scouted with you).
 - b. For **Total Volunteer Hours**, enter the number of hours you spent planning the hike, hours you and your scouting partners spent scouting, and hours on the hike.
 - c. For **Net Fees to City**, subtract the amount to be given to the person who drove on the scout from the total fees collected from the hikers.
3. Give the **Roster**, money, and any green **Registration Forms** to a LOPRD staff member as soon as possible. You can also give the briefcase to LOPRD – or give it to the leader for the next hike and notify LOPRD who received it.

EMERGENCIES

Although emergencies are rare, be prepared for anything from minor cuts to major emergencies. You should carry the first aid kit, know where the nearest emergency services are located, and have a plan for reaching them as quickly as possible in an emergency.

During the hike, carry the following in your pack:

1. An **Emergency Runner Card** and a writing instrument
2. Phone numbers of emergency services nearest the trailhead.
3. **Hike Roster** with emergency phone numbers for all participants.
4. First Aid Kit, including any medication you may need
Note: The leader should not dispense drugs.
5. Other essential items, including:
 - Snacks and lunch plus plenty of fluids (1-3 quarts, 32-96 oz. including beverages containing sodium, potassium, and calories.)
 - Extra clothing, such as rain gear, gloves, and socks
 - Wind and sun protection (sunglasses, sunscreen, lip balm with SPF) and insect repellent
 - Map & compass – or a trail app (such as AllTrails) with the map downloaded (so cell coverage isn't needed)
 - Whistle (3 blasts signals an emergency)
 - Flashlight or head lamp
 - Matches and fire starter in waterproof container
 - Knife and tools for repair of equipment
 - Sitting pad, space blanket for shelter, and plastic to protect your pack in case of rain

IN THE EVENT OF AN EMERGENCY, the following procedure MUST be followed:

1. Stabilize the victim and provide the necessary first aid. Ensure safety of the rest of the group.
2. If the victim requires additional medical attention or evacuation, use a cell phone to call **911**. If the call fails, send a text message. (Note that a cell phone only works if there is a relatively clear and direct line between the phone and a transmission tower, so it may not work in heavily forested areas or deep canyons.)
3. If you cannot use the cell phone, select two hikers (who know the trail) to act as runners.
4. The runners should fill out an **Emergency Runner Card** with the victim's information and then head for the closest cell reception area, telephone, or emergency services location.
5. The leader should stay with the victim to continue to provide first aid – or designate someone to do so.
6. After the runners obtain necessary medical or evacuation services, they **MUST notify Jordan Morales at 503-327-9467**. If they cannot reach Jordan, they **MUST contact Cydny Fletcher at 503-697-6589**.
7. The hike leader must complete the City's **Accident/Incident Report Form** and return it to LOPRD staff within 24 hours of the incident.

CITY OF LAKE OSWEGO CONTACT INFORMATION

Lake Oswego Parks & Recreation Department (LOPRD) 503-675-2549

Lake Oswego Police Department - Lake Oswego Communication (LOCOM) 503-635-0238

Cydny Fletcher, Recreation Supervisor 503-697-6589 (office)

Jordan Morales, Outdoor Recreation Programs 503-534-5434 (office)