



Docent Handbook: Lafferty Ranch

Welcome

LAND ACKNOWLEDGMENT

Lafferty Ranch is located on the ancestral homeland of the Coast Miwok and Southern Pomo people, past, present, and future. We recognize them as the first people and the first stewards of these lands. We are on occupied territory and acknowledge the ongoing devastation of colonization.

This land acknowledgment is the first step in LandPaths' journey to repair our relationship with the original people of this land, and to respect, make space for, and honor the deep connection of Indigenous people to the natural world.

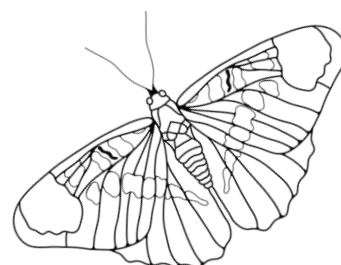
Join us in this process by connecting with and uplifting Native-led organizations and resources, which is a way for us all to start on a course of reparative study and action.

To read the rest of the land acknowledgment, go to landpaths.org/mission-statement-and-values



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WELCOME DOCENTS!



Thank you for your interest in participating as a docent at Lafferty Ranch! LandPaths full name is LAND PARTners THrough Stewardship and that means acting with you, and our partners at the City of Petaluma, as stewards and fellow adventurers.

We are so grateful to you for giving your valuable time and energy to help us meet the needs of the people and the land in Sonoma County. You are part of a foundation that ensures LandPaths continues to be able to meet the moment, whatever the future holds.

We can do nothing better with our lives than to love more and love deeply. That means investing in each other and the land, creating the community we know in our hearts is possible. This is the time. Let's co-create together! Welcome to the Docent Program at Lafferty Ranch!

Lee Hackeling, Executive Director of Operations

Craig Anderson, Executive Director of External Affairs

ABOUT LANDPATHS



LandPaths was founded in 1996 with the mission to foster a love of the land in Sonoma County. We were young, founded by action-oriented women. With a we-can-do-this attitude, we shared our love of nature and a responsibility for local landscapes.

More than two decades later, thousands have experienced outdoor firsts, and invested time and muscle into caring for the land. We have staunchly (even stubbornly) pursued diversity and inclusivity. LandPaths has grown into a trailblazer in Sonoma County.

We are committed to equity and reducing barriers to increase access to nature for people historically excluded from the conservation and outdoor movements. We offer nature-based summer camps and school programs, free hikes and outings in English and Spanish, and opportunities to participate in land stewardship across the county.

Over the past two decades, we have evolved to meet the changing needs of the community. And we remain compelled by belonging and joy, courage, and responsibility, and by our belief in nature as a curative agent for ecological, mental, and physical health. Climate change and the imperative to establish equitable access to health and happiness depend on us going all in on care for the land and each other.

Thank you for joining us in that commitment to change!

Dig further into LandPaths' background and history at these links:

[25th Year Interview Project and Historical Timeline](#)

VALUES

We practice these values, always, across the organization. They guide our work and weave through every program, outing, initiative, office interaction, and field experience.



LEAD WITH NATURE

Research proves that we are hardwired to respond positively to nature. Nature is enough. No bells and whistles needed.

FOSTER BELONGING

We create a welcoming and warm atmosphere that reflects our community. We ensure that the land and the people on it are treated with dignity and respect.

BUILD RECIPROCAL RELATIONSHIPS

We collaborate with volunteers, communities, organizations, agencies, and the land. We bring together the perspectives & ideas necessary to succeed. With integrity & honesty, we practice caring for the land & each other.

CULTIVATE COMMON PURPOSE

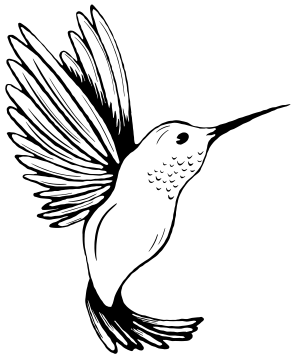
Through shared experiences, understanding, listening, stewardship, and place-based action, we expand what conservation looks like.

ACT WITH COURAGE

We respond with dynamic creativity to the changing needs of people and land. This means taking risks and bold action, and sometimes making the unpopular choice. We hope to always have the courage to fail.

NURTURE JOY

We are passionate about what we do, and we enjoy the camaraderie at the heart of our work. We celebrate personal and professional milestones and renew ourselves in nature with awe and humility.



THREE CORE INITIATIVES



Rooting Youth in Nature

We reduce the barriers and expand opportunities to get outside so that youth can experience wonder, joy, awe, belonging, and a sense of stewardship in nature.



Branching Out Conservation for Everyone

With a dedication to equity and inclusion, we reduce the barriers to increase access for people historically excluded from positive connection with nature and the outdoors.



Growing Community With Nature

We forge care and connection between people and the land. From stewardship days for all ages to conservation workforce training, we address community care with curiosity, determination, and creativity.

DOCENT PROGRAM OVERVIEW

Why Docents Like You are Essential to the LandPaths' Ecosystem!

You play a vital role in fulfilling LandPaths' mission. For most participants, you'll facilitate their first introduction to public access and connection to nature and community at Lafferty. Which is to say, you are essential. Your participation as a docent allows us to grow our capacity to offer outings: This means more opportunities for people to experience this beautiful preserve.

Steps to becoming a docent

1. Fill out an application
2. Sign up and attend both docent trainings
3. Complete the Agreement Form / Liability Waiver
4. Become First aid/CPR certified and keep current. Can be completed after docent training; ask us if you need help finding a course. We are happy to help!
5. Apprentice on at least one LandPaths outing with a staff member or current docent.
6. Commit to 4 enrichment activities throughout the year

Your goals as a docent are to:

- Create opportunities for the community to get outside, explore, and have access to Lafferty Ranch
- Offer engaging, joyful, and creative outings to get more people to experience the outdoors
- Guide participants towards discovering, for themselves, the meaning and impact of experience at Lafferty, rather than just increasing their ecological knowledge
- Help us build a community of neighbors and participants with the goal of creating a strong force for land stewardship in the form of People Powered Preserves

Cost & Scholarships

- Participation in the orientation training is free of charge
- The cost for subsequent enrichment activities depends on the activity. A typical LandPaths' offered enrichment workshop will cost approximately \$20 for each course; the cost of courses offered by outside organizations will vary. Scholarships are available for enrichment activities
- You pay for First Aid / CPR training; scholarships are available

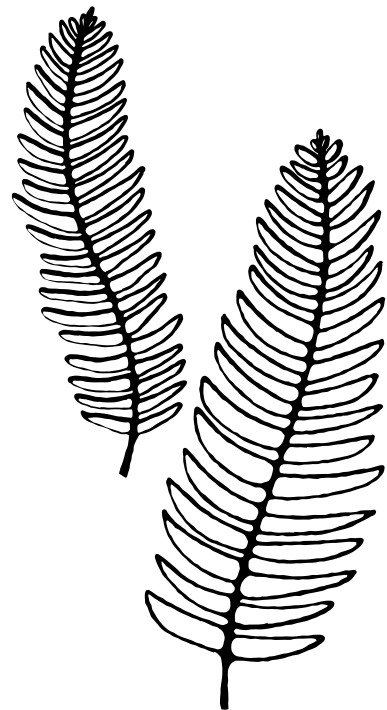
Docents should meet the following criteria:

- Be 18 years or older
- Comfortable presenting to small groups
- Be able to hike at least one mile and navigate uneven terrain
- Be able to carry a backpack with a first aid kit

DOCENT BENEFITS

LandPaths is very grateful to the volunteers who share their time, knowledge, energy and commitment. In reciprocity, volunteers who are actively involved in the program may take immediate family members or up to 4 guests with them hiking at Lafferty Ranch on the other preserves stewarded by LandPaths in Sonoma County.

Currently, the City of Petaluma is limiting outings to 10 per month and up to 20 people per outing. Therefore, we must limit visits to the property to the weekends. Before you decide to go, please check our calendar (www.landpaths.org) to make sure there is no Lafferty Ranch outing already for scheduled on that day. Thank you!



DOCENT COMMITTMENTS



-
- Make a one-year commitment
 - Choose a minimum of four dates for guided outings
 - Participate in 2 to 4 enrichment activities of your choice throughout the year
 - Be on time as it's not ideal to leave participants waiting for you to arrive. You should be at the preserve at least 15 minutes early.
 - Develop outings description and theme for registration page on LandPaths' online registration platform
 - Arrive prepared for each outing (ex: on time, know your route, materials, first aid kit, sign-in waivers, pens, maps, etc.)
 - Monitor conditions leading up to the day of outing. In case of cancellation, follow LandPaths' guidelines
 - Be equipped to take charge in case of emergency
 - Be prepared to administer First aid/CPR in case of emergency
 - Act as a goodwill ambassador for LandPaths
 - Provide receipt (book provided) for any donation received
 - Submit a written Field Report within a week of each guided outing
 - Record your volunteer hours monthly



DOCENT COMMITMENTS CONT.

Weather

Outings still take place in light rain, according to LandPaths' policy. We ask that you move forward with the outing, unless there is heavy rain in the forecast, or other unsafe weather conditions (ex: extreme heat, wind).

We have an existing system in place for notifying participants of weather-related cancellations. The outings registration page in NEON should always include instructions and a name and phone number to call in the case of questionable weather.

Donations

LandPaths accepts donations from outing participants to help support outings and stewardship of the land. We'll provide you with envelopes & a receipt book. Please write out a receipt with the donor's name for each donation. Any donations received must be brought to the LandPaths office within one week of your outing. If you cannot come to the office, contact your LandPaths' docent contact to find out next steps.

What Happens If You Run Across Someone Trespassing?

One of our goals is to invite people to participate in appropriate ways. If you encounter someone who is trespassing, explain that the property is not open for drop-in visits. Assume that they are unaware of the fact that they are trespassing and stay friendly. If you feel comfortable with it, you might even invite them to join us on a guided tour or other LandPaths activity; you are not expected to ask them to leave or escort them out. As a docent you are not meant to police the property. You are an ambassador to the public.

Tracking Your Hours

Tracking your volunteer hours is vital to your volunteer position. We want to offer rewards and other perks to you, based on hours, months, years, and decades of participation! On the organization side, it's helpful for us to track volunteer hours for grants and program assessment. Count the following as part of your hours:

- All outing prep time and time leading or assisting on a LandPaths' outing
- Training dates, CPR certification, apprentice outing, and attendance at enrichment workshops
- Any special projects that further develop the docent program
- Please enter your docent volunteer hours on a monthly basis. You might want to add a calendar reminder on your phone or in a paper notebook as a reminder!

DNA OF AN OUTING

Outings act as an invitation to discover one's own connection with nature. We intend them to raise participant's awareness, curiosity, joy, and sense of stewardship in nature. As a docent, your role is to invite people to experience Lafferty and to increase LandPaths' ability to get more people on the land in a meaningful way.

Principles of an Outing

We embed our values into every outing. They drive our principles.

- Always strive to create outings that address barriers such as language, transportation, comfort with the terrain, and endurance levels.
- Give priority to positive and inspiring experiences with the land and each other that build relationships based in joy and common purpose.
- Tap into "community wealth" by sharing your knowledge and encouraging participants to share their own.
- Ensure that participants feel safe, welcome, and comfortable in order to fully participate in the experience you've worked so hard to create.
- Facilitate a direct connection between the participant and nature, based on an unflagging belief that nature always awes and inspires.
- At the beginning of the outing, establish a sincere atmosphere of belonging, comfort, inclusivity, friendliness, and warmth.

Be Prepared, Confident and Engaged – Best Practices

- Make eye contact, face the entire group, stay aware of the volume and pitch of your voice, and establish an aura of confidence. These actions will go a long way to starting an outing off with a positive, inclusive vibe!
- Cultivate an ability to read and react to non-verbal gestures from participants to keep people engaged.
- Provide opportunities for mind and body connections to the land and the theme for the day.
- Nature is enough. Allow space for each person to experience it as they feel called to in the present. Planning is important, but over-planning can lead to the death of spontaneity. Aim to strike a balance between the two by having participants share their own questions, concerns, and observations during or at the end of the outing.
- Look for opportunities, through planned activities or discussion prompts, to inspire feelings like awe, wonder, empathy, curiosity, and even grief.
- Be actively engaging. Thought-provoking questions can be just as interactive as having participants do a hands-on activity. You might even come to the outing prepared with 2 or 3 questions that can inspire engagement with the land and each other.

DNA OF AN OUTING

Phase 1: Planning

Pro-Tip: Plan your outing at least six weeks in advance to allow time for outreach, registration, and other tasks that will ensure a successful experience. More time is your friend!

- Choose a date and time for the outing. Make sure the date and time is available by confirming with your LandPaths' docent contact.
- Identify a theme and intended audience.
- Feel free and inspired to invent your own new themes based on your own interactions with Lafferty! We welcome creative interpretations as long as they place nature squarely at the center. Examples of past outings include: Art in nature, nature journaling, sunset hikes, seasonal birding, the importance of oaks or other ecological focuses, family friendly hikes, Spanish language or bilingual hikes, yoga outings, exercise and adventure hikes that travel longer distances,
- Choose a route: Please be sure to make at least one, and even better two, site visits if you have not walked this route before. Think carefully through coordination, safety, talking points, etc. Consider parking, route, safety, theme, talking points, and materials needed, etc.
- The max # of participants to attend a Lafferty outing will always be 18, but docents may set lower max number if desired.
- Plan for assistance. Coordinate with other docents and volunteers to serve as co-leaders or hike sweep for your first four outings. After your four outings it is recommended to continue to have two trip leaders but not required.

Phase 2: Planning Questionnaire, Scheduling, Registration Page

- Submit a Planning questionnaire to your LandPaths' docent contact at least 6 to 12 weeks (3 weeks minimum) before your desired outing date. The questionnaire will be used to create the outings registration description in the LandPaths' event registration portal NEON.
- Once your date and theme is approved, your docent contact will create a registration page using your planning questionnaire. The link will go live where it will be shared by the Communications Lead on the website, in the general eblast, as a Facebook event, and on social media.
- Be sure to check-in with your docent contact 3 to 5 days before your outing. Together, you'll review details including:
 - Confirming that all participants have received a pre-outing prep email.
 - Review the participant list to get a sense of who is participating.
 - Think through any materials you will need in the field.

DNA OF AN OUTING

Phase 3: Day of Outing

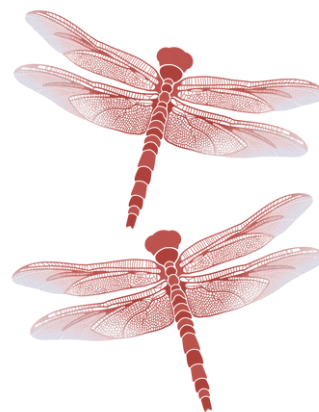
- Make sure you have all gear needed (ex: first aid kit, water, clipboards, sign-in sheets, maps)
- Arrive early – at least half an hour before the outing.
- Make sure you have any gate or door combinations needed to access Lafferty, if any.
- Be sure parking is clear and participants are greeted and sign-in.
- Be familiar with the way to begin an outing. (see Sample Outing and Facilitation below)
- Possibly ask for a volunteer to take photos of the day.
- Keep an ear open for any special or memorable quotes.
- If it's raining, be sure to remind the group that the trails are slippery along the way. Keep an eye on any participants who seem hesitant or need extra support.
- We do our best to prepare everyone for the difficulty of a hike. There will occasionally be someone who may be more challenged by the terrain than they expected.
- Be prepared to be flexible & adapt your plans, as necessary.
- Update guests about other LandPaths programs and opportunities or relevant updates about the preserve you are sharing today.
- Thank guests and participants prior to departure

Before you leave Lafferty

- Put gear and materials away
- Lock gate/doors

Phase 4: After the Outing

- Submit the following to your LandPaths' docent contact:
 - Field report within one week of completing your outing
 - Liability waivers/Sign-in sheets
 - Best photos from the outing
 - All donations with receipts within one week of your outing



On a regular basis

- Stay in touch with the LandPaths' docent team and ask for help if needed
- Provide feedback for program improvements, training ideas, etc.

OUTING PLANNING QUESTIONNAIRE

Use this document to guide the planning of your docent outings. You don't have to print this actual form, just use the information as your guide. You can send us the information directly in an email or as a word doc in an email. Please send this information to your LandPaths' docent contact at least 3 weeks before your outing. Have fun and let your creative juices flow! Lafferty is a special place so celebrate it in a way that feels right to you!

Proposed date & time:

Outing theme:

Outing Description: *ex. Join us for an evening exploration of the beautiful Lafferty Ranch! We will hike through oak woodlands, open grasslands, & enjoy a picnic dinner at sunset.*

Route and distance :*(If you are not sure of the distance just tell us your route):*

Approximate elevation gain/loss:

Group size: 18 (will stay the same)

Audience: Is this outing 'child focused,' 'family friendly,' 'geared toward adults but kids are welcome' or 'meant for adults?'

Safety considerations:

Weather considerations: *Will you continue in a light-medium rain? Heavy rain?*

Additional details: *What do the participants need to bring? Ex. flashlights, binoculars etc.*

OUTINGS FIELD REPORT

Use the following template to create the content for the outings field report. You don't have to print this actual form, just use the information as your guide. Please send the information directly in an email or as a word doc in an email to your LandPaths' docent contact within 24 hours of the outing.

Outing Name:

Date & Time:

Docent(s) name:

Weather Conditions:

Adult participants	
Youth Participants	
New to LP	
Number of Bilingual Participants	
Languages represented (other than English)	
Total Registered	

Activities/Flow of Visit:

Things That Worked Well:

Highlights, comments & quotes:

Recommendations/improvements:

Quick summary of Impact of this event:

SAMPLE OUTING INTRO & FACILITATION



Pro Tip: Total introduction should take no more than 10 minutes.

Intro to LandPaths & Preserve

- Welcome the participants to the property. Mention anything interesting you have already seen upon arriving or something you are looking forward to seeing on the outing
- Introduce yourself as a LandPaths Lafferty docent & introduce other Docents or guest experts. Please share your pronouns to help create a welcoming environment
- Give the Land Acknowledgment (see page 2 of this manual)
- Ask - How many here have visited site before? How many people have participated with LandPaths before? Welcome any new folks
- Ask if everyone has signed the waiver form. (Once you are sure everyone has signed, transition into an introduction to LandPaths and Lafferty Ranch)
- Give a short overview of LandPaths history and mission adapted from the About LP section on pg. 4
- Welcome to Lafferty Ranch– (Share with the group what makes it special to you and give context for docent program at Lafferty Ranch. You will learn this information on training day.)

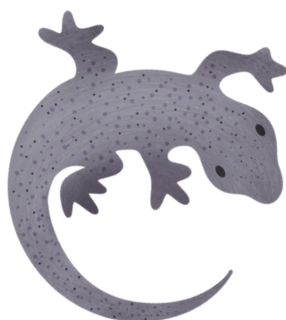
After introductions, briefly review outing logistics

- Flow and timing of outing
- Go over route on the map, breaks, & pace (we will stay together & leave together)
- Lunch/dinner timing if applicable
- Where the restrooms are, encourage folks to use our ample topographic diversity if needed (facili-trees)
- Safety- Do not forget to do a head count before you leave on the outing
- Establish sweep, make this clear to the group
- Anyone medically trained? Tell folks that docents are CPR certified & have first aid kit
- Stay as a group even if the participants know this property (Take frequent stops so your group does not get spread out, i.e., regroup breaks, checking in with sweep, leaving someone at trail junctions to direct people, etc.)
- State that the gate will remain unlocked in case of emergencies, but we will be leaving as a group

SAMPLE OUTINGS WRAP-UP



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- Circle up with all participants at the end of your outing. Reflect on the day. Come prepared with a simple reflection question to ask the group (ex: What did you find most inspiring, surprising, or memorable today?) Thank everyone for coming.
 - Share a quick bit of information about other ways to participate at LandPaths. A good way to prepare for this is to look up scheduled outings and stewardship days by going to the Calendar on the homepage at landpaths.org. Invite people out for stewardship and outings across preserves.
 - Invite participants to subscribe to the LandPaths general eblast (digital newsletter) which goes out twice a month to their email inboxes. This always contains an upcoming calendar and the latest happenings across the organization. They can also find LandPaths on Facebook and @landpaths on Instagram.
 - Stewardship Days – Volunteers attend a stewardship day with LandPaths staff to help care for the property & work on various projects. Anyone can sign up for these workdays at LandPaths.org on our online calendar, if there are any Lafferty stewardship days coming up. They can also sign up for stewardship at other preserves managed by LandPaths.
 - People who are interested in being notified of the next training dates for current and upcoming docent programs can email LandPaths (outings@landpaths.org)
 - Donations of time & \$ help us make these & future programs possible!



CANCELLING AN OUTING



CANCELLING FOR ILLNESS - Best Practices

- If you are sick, call LandPaths staff (see contacts on pg. 26) as soon as you can. If you start to feel sick a few days before the outing's scheduled date, assume that you won't be able to lead participants and get in touch with your LandPaths docent contact as soon as possible.
- Notify anyone that you've invited to co-lead the outing with you.
- Important Note: On the actual day of the outing, we'll have no way of contacting participants. They'll be waiting for you at the preserve entrance at the start time. It's essential that participants are notified and reached prior to the outing, or that there is someone there to greet them in person to let them know that the outing has been cancelled. The best practice is notify at least 48 hours in advance.

CANCELLING FOR INCLEMENT WEATHER - Best Practices

- Our policy is to move forward with outings in the case of a light rain, but to cancel in the case of a heavy rain. See the wind and rainfall guides on pg. 19 for actual numbers. When making the decision on whether to cancel an outing, it's critical to use your best judgment and do thorough research using forecasts, wind, and rainfall guides, to make your decision.
- Wait until the morning of the outing to make the call. If leading the outing with partners or volunteers, make sure that you stay in touch with them. Be able to contact them on the morning of the outing.
- Think about wind, as well as rain when pondering cancelling outings. For the safety of everyone, we do not lead groups into forests during high wind events.
- Consider creeks and water crossings as potential danger spots during or after rain events.
- Think about the nature of the outing and the nature of the group:
 - Can people leave the outing on their own when they want if they get a cold?
 - Can the theme of the outing successfully be achieved in the weather?
 - Are hiking conditions hazardous?
 - Are driving conditions hazardous?
 - Will there be children/families?
 - Will people be moving (helps to stay warm) or standing still?

RESOURCES FOR MONITORING WEATHER

NOAA.gov is your best resource for checking the weather.

In addition to maps, you can look at the **hourly weather forecast graphs**, which will let you know how much rain is projected to fall within a certain hour, and how much wind is predicted.

Rainfall Guide

Rainfall rate is described as light, moderate or heavy. Light rainfall is considered less than 0.10 inches of rain per hour. Moderate rainfall measures 0.10 to 0.30 inches of rain per hour. Heavy rainfall is more than 0.30 inches of rain per hour. Rainfall is described as the depth of water reaching the ground, typically in inches or millimeters (25 mm equals one inch). An inch of rain is exactly that, water that is one inch deep. One inch of rainfall equals 4.7 gallons of water per square yard or 22,650 gallons of water per acre!

Wind Speed Guide

 Beaufort Scale of Wind Force				
Beaufort Force	Description	When You See or Feel This Effect	Wind (mph)	Wind (km/h)
0	Calm	Smoke goes straight up	less than 1	less than 2
1	Light air	Wind direction is shown by smoke drift but not by wind vane	1-3	2-5
2	Light breeze	Wind is felt on the face; leaves rustle; wind vanes move	4-7	6-11
3	Gentle breeze	Leaves and small twigs move steadily; wind extends small flags straight out	8-12	12-19
4	Moderate breeze	Wind raises dust and loose paper; small branches move	13-18	20-29
5	Fresh breeze	Small trees sway; waves form on lakes	19-24	30-39
6	Strong breeze	Large branches move; wires whistle; umbrellas are difficult to use	25-31	40-50
7	Moderate gale	Whole trees are in motion; walking against the wind is difficult	32-38	51-61
8	Fresh gale	Twigs break from trees; walking against the wind is very difficult	39-46	62-74
9	Strong gale	Buildings suffer minimal damage; roof shingles are removed	47-54	75-87
10	Whole gale	Trees are uprooted	55-63	88-101
11	Violent storm	Widespread damage	64-72	102-116
12	Hurricane	Widespread destruction	73+	117+

Engineer Diary (www.strleng.blogspot.com)

RESOURCES FOR MONITORING WEATHER CONT.

Extreme Heat Guide

Heat Index Chart (Temperature Left, Relative Humidity Top)

	0%	5%	10%	15%	20%	25%	30%	35%	40%	45%	50%	55%	60%	65%	70%	75%	80%
115	103	107	111	115	120	127	135	143	151								
110	99	102	105	108	112	117	123	130	137	143	151						
105	95	97	100	102	105	109	113	118	123	129	135	142	149				
100	91	93	95	97	99	101	104	107	110	115	120	126	132	136	144		
95	87	88	90	91	93	94	96	98	101	104	107	110	114	119	124	130	136
90	83	84	85	86	87	88	90	91	93	95	96	98	100	102	106	109	113
85	78	79	80	81	82	83	84	85	86	87	88	89	90	91	93	95	97
80	73	74	75	76	77	77	78	79	79	80	81	81	82	83	85	86	86
75	69	69	70	71	72	72	73	73	74	74	75	75	76	76	77	77	78
70	64	64	65	65	66	66	67	67	68	68	69	69	70	70	70	70	71

Heat Index/Heat Disorders

Heat Index	Possible heat disorders for people in higher risk groups
80-90	Fatigue possible with prolonged exposure and/or physical activity.
90-105	Sunstroke, heat cramps and heat exhaustion possible with prolonged exposure and/or physical activity.
105-130	Sunstroke, heat cramps or heat exhaustion likely, and heat stroke possible with prolonged exposure and/or physical activity.
130 or higher	Heatstroke/sunstroke highly likely with continued exposure.

Heat Disorder	Symptoms	First Aid
Sunburn	Redness and pain. In severe cases swelling of skin, blisters, fever, and headaches.	Ointments for mild cases if blisters appear and do not break. If breaking occurs, apply dry sterile dressings. Serious, extensive cases should be seen by a physician.
Heat Cramps	Painful spasms usually in muscles of the legs and abdomen possible. Heavy sweating.	Firm pressure on the cramping muscles, or gentle massaging to relieve the spasm. Give sips of water. If nausea occurs, discontinue use.
Heat Exhaustion	Heavy sweating, weakness, skin cold, pale and clammy. Pulse thready. Normal temperature possible. Fainting and vomiting.	Get victim out of sun. Lay down and loosen clothing. Apply cool, wet cloths. Fan or move victim to air conditioned room. Sips of water. If nausea occurs, discontinue use. If vomiting continues, seek immediate medical attention.
Heat Stroke (sunstroke)	High body temperature (106 F or higher). Hot dry skin. Rapid and strong pulse. Possible unconsciousness.	<u>Heat stroke is a severe medical emergency. Summon emergency medical assistance or get the victim to a hospital immediately. Delay can be fatal.</u> Move the victim to a cooler environment. Reduce body temperature with cold bath or sponging. Use extreme caution. Remove clothing, use fans and air conditioners. If temperature rise again, repeat process. Do not give fluids.

INCIDENT REPORT FORM

You will receive an incident report form in your docent handbook folder. Do not print this one out to use. Please fill out an incident report form if the following occurs during your docent outing:

- A participant is injuring during your outing and requires assistance.
- A participant becomes angry or upset about something.

Please email the report to your LandPaths docent contact within 24 hours of the outing where the incident occurred.

Location of Incident:

Date of incident:

Time:

Name of injured:

Status of injured (staff, volunteer, participant):

What activity were you engaged in at the time of the incident?

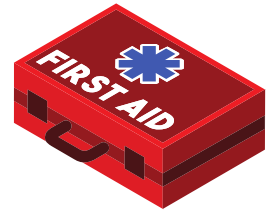
Give account of incident:

Injury:

Action Taken:

Witnesses:

IN CASE OF EMERGENCY



In case of emergencies including fire, property damage, criminal activity, illness or injury to **yourself or others in your program, immediately notify law enforcement that is less urgent our Petaluma PD officers can respond, since it is City property. Dispatch for non-emergencies is 707-778-4373. LandPaths' staff, unless it is determined that calling 911 is needed.** Then follow protocols below.

Protocols for Injury/Illness

- Determine if 911 is needed or if injury is superficial. Try Sheriff Dispatch prior to 911 for faster service: **707-565-2121**.
- If 911 is needed: Do not leave an injured person alone.
- If you are certified to administer First Aid, THEN:
 - Assign one or two reliable adults to handle crowd control.
 - Assign someone to call sheriff dispatch – **707-565-2121** or 911.
 - If an ambulance ride is necessary and the participant is a child, then a parent or guardian should accompany the child.
 - If a helicopter is necessary, direct someone to signal MediVac to a safe landing space (per your detailed training, by program).
- After the injury is dealt with, please contact LandPaths' Executive Director, Craig Anderson (or Lee if Craig is unavailable) to alert to the situation and review further action.
 - **Craig Anderson - 707-480-3760**
 - **Lee Hackeling - 707-480-2423**
- Fill out Incident report.
- Please do not make statements to the media about the incident. If you are approached for a quote or statement, direct the media to call Executive Director Craig Anderson.

Hospital Emergency Room Contact Information:

Petaluma Valley Hospital
Emergency Department
400 N McDowell Blvd, Petaluma, CA 94954
707-778-1111
6 Miles from main gate

If driving injured person to hospital, please call the hospital to let them know you are on the way.

COMMON ILLNESSES & INJURIES IN THE FIELD



From BAWT Wilderness Leadership Training Course Guide and CDC

Dehydration

Proper hydration is a crucial part of a successful hiking trip. Our bodies depend on hydration to stay warm when it is cool and to stay cool when it is hot and works best when coupled with the intake of salt. Always encourage the group to drink water and eat salty snacks throughout the entire day up until after dinner. It is important to drink water **BEFORE** you feel thirsty. By the time you feel thirsty you are already dehydrated.

Symptoms: Fatigue, thirst, dizziness, nausea, headache, dark yellow urine, lethargy, and constipation. Take these symptoms seriously; they may progress into vomiting, diarrhea, and severe headache.

Treatment: WATER, WATER, And WATER! Do not over hydrate though; this can be a problem as well. Keep the person warm and relaxed. If the person vomits, give small sips of water for at least an hour once vomiting has ended. Decaffeinated hot liquids are good. Monitor them closely; they need to continue drinking water regularly.

Heat Exhaustion:

The body can get so overheated that it cannot cool itself. The best way to prevent this is by staying hydrated. Further prevention includes wearing proper clothing: shirts that cover backs and shoulders, and hats that cover the head and forehead. Sunblock reduces the sun's effects on your skin and body.

Sun Exposure:

Spending time outdoors exposes us to the sun's harmful ultraviolet (UV) rays, even on cloudy days.

Protect Yourself from the Sun:

- Wear clothing to protect our exposed skin.
- Wear a hat with a wide brim to shade the face, head, ears, and neck.
- Drink plenty of fluids.
- Wear sunglasses that block both UVA and UVB rays.
- Use sunscreen.
- Use SPF 15 or higher.
- Look for "blocks UVA and UVB" or "broad spectrum" on the label.
- Apply liberally (minimum of 1 oz) at least 20 minutes before sun exposure.
- Apply to all exposed skin. Remember to apply to ears, scalp, lips, neck, tops of feet, and backs of hands.

Cuts and Scrapes - Wear gloves to treat cuts and scrapes.

Treatment: Wash the wound thoroughly to prevent infection. You can create a strong irrigator by using a syringe (minus the needle) or putting a hole in a Ziploc™ baggie and filling it with water. The most important thing is to make sure the wound is clean. Irrigate it as much as possible. Apply antibiotic ointment to prevent infection once the wound is clean of dirt and germs. Apply bandages whenever needed; just be sure they get discarded appropriately (especially if bloody.)

Muscle Cramps

Muscle cramps can be caused by dehydration and electrolyte loss. Water and electrolytes are lost when our bodies undergo strenuous activities and heavy sweating. To prevent cramps drink water and eat food. Cramps can be painful but usually dissipate with minimal negative effects.

Treatment: Sit down and relax; lie down if the patient feels it is necessary. Massage and stretch the muscle, slowly and gently. Drink plenty of water; even throw in a pinch of salt to replenish electrolytes. Often, just by walking gently, the cramp may dissipate.

COMMON ILLNESSES & INJURIES IN THE FIELD



Sprains

Sprains are stretched or torn ligaments in joints (most common is ankle). Prevent sprains by wearing hiking boots with ankle protection and be careful when walking on loose rocks.

Symptoms: swelling, bruising, and pain.

Treatment: RIICE it: Rest, Ice, Ibuprofen, Compression, and Elevation. Ice or a cold stream or lake water applied as quickly as possible will speed the healing process, reduce swelling and pain. Drinking water and taking an anti-inflammatory drug (ibuprofen) will help this process. Wrap comfortably in an elastic bandage for support. Check for circulation by asking participant if they feel any tingling after wrapping. Do not wrap too tight.

Ticks

If you find a tick attached to your skin, there's no need to panic. There are several tick removal devices on the market, but a plain set of fine-tipped tweezers will remove a tick quite effectively.

Treatment: How to remove a tick

- Use fine-tipped tweezers to grasp the tick as close to the skin's surface as possible.
- Pull upward with steady, even pressure. Don't twist or jerk the tick; this can cause the mouth-parts to break off and remain in the skin. If this happens, remove the mouth-parts with tweezers. If you are unable to remove the mouth easily with clean tweezers, leave it alone and let the skin heal.
- After removing the tick, thoroughly clean the bite area and your hands with rubbing alcohol, an iodine scrub, or soap and water.
- Dispose of a live tick by submersing it in alcohol, placing it in a sealed bag/container, wrapping it tightly in tape, or flushing it down the toilet. Never crush a tick with your fingers.
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Poison Oak and Stinging Nettle

Poison oak is a common allergenic plant that grows up to waist height or higher and has three connected leaves. The leaves are often reddish purple and shiny, however they are green in the early season. Poison oak grows around the base of trees, around rocks, alongside trails and water sources.

Avoiding negative effects depends on managing contacted areas. If skin has been in contact, do not itch or touch the area because it spreads very easily. Wash both hands and the area that has been in contact with the plant as soon as possible with oil cutting soap (dish soap) or TechNu™. TechNu™ is a product made specifically to manage poison oak and should be applied BEFORE rash occurs to hopefully prevent outbreak. Cortisone cream will soothe itching as will salt water. Clothing and equipment that has come into contact with poison oak must be washed carefully because the oil will remain on fabric and cause more rashes to appear. Do not bring poison oak oil into your home.

Stinging Nettle is a plant that can grow up to 5 feet and has a sharp stinging stalk. The sting is acute, but it will not last long and does not have long-term effects. These are only a few types of plants that can hurt a human. Use common sense and remember to leave nature the way you found it.

WHAT YOU CAN EXPECT FROM US



Confidentiality: LandPaths respects confidentiality. The information you provide on forms including the application, liability coverage and other documents is secured onsite. Personal information you share with staff will be kept confidential if asked, unless there is a concern about your safety or the safety of others. LandPaths is not responsible for the actions of others when you disclose personal information to your peers while participating.

Equal Opportunity: LandPaths serves all of Sonoma County, and does not discriminate based on race, color, religion, gender, national origin, disability, sexual orientation, age, marital status, social/economic status, or any other protected criteria. We will attempt to accommodate participant needs but there may be cases where our capacity cannot fully meet those needs. If this is the case, we will investigate other opportunities that would be a better fit for you in the community.

Expectations for LandPaths' Staff: Staff are expected to be respectful to all participants and acknowledge your vital contribution to the organization. If a staff person does not treat you fairly, we ask that you notify the Volunteer and Community Hub Lead unless that is the person in question. Please review "Communication Systems" to find the appropriate person to contact if that is the case.

Organization Support and Responsibilities: LandPaths will support you by providing clear expectations, direct supervision, and attention to your experience. Your LandPaths' docent contact will check in with you to receive updates, feedback, and questions. We appreciate and encourage open communication. LandPaths is responsible for providing training, supervision, and liability coverage for you when acting on behalf of the agency.

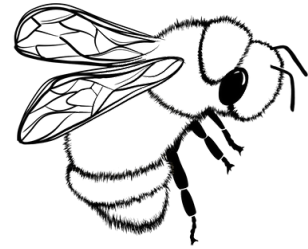
Recognition and Appreciation: We love to recognize and honor volunteer docents like you! To learn more or share how you prefer to be recognized for your service, please let your LandPaths docent contact know!

**Link to Lafferty Docent
Resources on Website:**



www.landpaths.org/laffertydocent/

IMPORTANT CONTACT INFORMATION



Title	Name	Contact Information	Questions/Concerns
Volunteer and Community Hub Lead	Laura Revilla	Email: laura@landpaths.org phone: 707-544-7284 cell: 408-656-9339	Any questions and concerns related to your participation as a Docent volunteer
Outings Field Specialist	Roxy Layden	Email: roxy@landpaths.org phone: 707-544-7284 ext. 103 cell: 707-495-3092	Questions or concerns about your specific docent outing logistics (ex: planning, dates, time, supplies)
Executive Director of Operations	Lee Hackeling	Email: lee@landpaths.org phone: 707- 544-7284, ext. 102	If your concerns above are not resolved by the staff above, please contact Lee
Executive Director of External Affairs	Craig Anderson	Email: craig@landpaths.org cell: 707-480-3760	If your concerns above are not resolved by the staff above or in case of an emergency, please contact Craig
LandPaths' Main Office		707-544-7284 618 4th Street, #217 Santa Rosa, CA. 95404	