Hancock Field Station

Outdoor Science School
Chaperone Information Packet

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Chaperone Information Packet

WELCOME! We are excited you'll be participating in an OMSI Outdoor Science School program. This packet will provide you with the information you need to make your OMSI Outdoor Science School experience as rewarding as possible. Please read it carefully and refer to it throughout your planning process.

“OMSI respects, values, and celebrates the unique attributes, characteristics, and perspectives that make each person who they are.” In keeping with this opening line of OMSI’s equity statement, OMSI Outdoor School uses and supports inclusive pronouns. OMSI Outdoor School staff will introduce themselves using their pronouns (they, she, he, etc.) and will invite students, chaperones, and teachers to do the same. OMSI’s goal is for every student to have an opportunity to be true to themselves.

Who to contact for help:
If you have any questions about the packet or about your program, please contact your group leader. Your group leader should have all of the site specifics and contact information.

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Expectations of being a Chaperone
We look forward to having you as a part of the OMSI Outdoor Science School experience. The program offers exciting activities, new experiences, and fun. As a chaperone, you are a role model. Students’ behavior will reflect your own. Please give the attention, respect, and enthusiasm you expect from them. Note: Anyone possessing alcohol or illicit drugs of any kind will be asked to leave immediately. Tobacco products can be used only in specified areas within the site and only by persons older than 21 years of age.

As a chaperone you are responsible for the following:

Direct Supervision:
- Supervise the cabin group during rest time, transition times and throughout the night
- Enforce cabin boundaries – students should only be in or near their assigned cabin
- Supervise and participate in games during free times
- Fairly and efficiently rotate the cabin group through a shower schedule
- Ensure that everybody is equipped with standard field gear and arrives on time to each activity
- Check in with the health officer to know when to send students for medications
- Support the cabin during assigned cleaning activities such as Kitchen Party (setting tables, and washing dishes under the supervision of OMSI staff), Scrub Club (sweeping bathrooms and wiping down counters), and cleaning the cabin on departure day

Community Building:
- Include all students in activities
- Sit at and supervise a table with students during meals
- Hand out snacks and help students make lunches
- Discourage rough play, rude and exclusive behavior, and excessive competition
- Preview students’ campfire skits/songs for appropriateness, tastefulness, language, etc.
- Support OMSI instructors in the field by modelling ideal student behavior
- Refrain from using mobile devices in sight of students, and during activities and meals
- Stay on site, even during assigned breaks, to support the group in case of emergency

Upon your arrival, the program coordinator will meet with you to review this information. Please bring along any questions, concerns, or suggestions you have. We look forward to meeting and working with you!

OMSI Outdoors Program Rules and Policies
Teachers and parents, please read through the following policies with your student(s) so that everybody arrives on site already familiar with the expected community behaviors.

During your trip, you will be away from your family and school. You will be living and studying in a completely new area. It is important that you have a safe and enjoyable visit. The goal of these policies is to ensure you have the opportunity to build academic and social skills in a safe environment.

1. All policies maintained by school administration apply while participating in OMSI programs. If a rule is not stated, common sense, good judgment, courtesy, respect, and safety apply. In instances where OMSI’s policies conflict with school policies, OMSI is willing to work with the school to come to a fair, safe, and equitable compromise
2. As upstanding citizens, we obey all city, county, state and federal laws.
3. All living creatures, including people, are to be treated with courtesy and respect. This precludes the use of obscenities, jokes or slurs relating to another's race, religion, gender, sexual orientation, or physical or mental abilities. It also means that plants, creatures and all of nature deserve your respect and should not be damaged, injured, or harassed.
4. No adult may ever be alone with a child in a one-on-one situation.
5. Handling or harassing potentially dangerous organisms (animals, plants, insects, etc.) is prohibited.
6. No type of firearm, explosive, or firework is allowed. Sharp tools will be provided as needed and are to be used in a manner that will not injure one’s self or others. Do not bring any of these things with you.
7. Smoking or the use of alcohol or drugs (including marijuana) is not allowed. The use of any illegal substance, or marijuana, will result in immediate dismissal from the program.

8. Quiet hours are observed between 10:00 p.m. and 7:00 a.m., except under special circumstances (e.g. morning walk). During this time, participants should be in their cabins, in their bunks, and quiet.

9. Sleeping areas will be separated by gender. Displays of physical affection are not allowed.

10. Students should not visit others' sleeping areas. This is to prevent problems relating to personal possessions and bullying.

11. All personal and museum property should be used only with permission and treated with care.

12. OMSI staff reserve the right to enter, inspect, and/or repair any cabin or OMSI-owned building at any time. A courtesy notification will be given when possible, but is not required for OMSI staff to enter any OMSI building.

13. Unsafe activities must be avoided at all times (e.g. no climbing trees or running, sliding, or jumping on rough, slick areas).

14. Violations of these policies, particularly those relating to an individual's physical or mental health and well-being, will result in the disciplinary action below.

**Behavior Management:**

- **Step one:** The OMSI instructor and/or chaperone talks to the student to determine they understand the rules and are capable of following them. Student receives a short break from the group if necessary.

- **Step two:** If the behavior continues, the student meets with the teacher and an instructor to establish a verbal behavior contract. Student receives a break from the group and activities.

- **Step three:** If the behavior continues, the student meets with the teacher and a manager to establish a written behavior contract. Parents or guardians will be notified of the situation and the consequences if the behavior continues.

- **Step four:** If the behavior continues, further disciplinary action will be determined by the teacher which may include asking the parent or guardian to remove the student from the program.

**Actions Which Justify Immediate Removal of Student from Programs:**

All transportation, costs, and logistics for a student’s removal are the responsibility of the parent/guardian.

- Violent acts or threats of violence against students or staff
- Possession of alcohol, narcotics, marijuana, or tobacco products
- Theft or vandalism
- Possession of a weapon
- Offensive behavior or remarks toward students or staff, including the use of racial, religious, or sexual slurs or intimidation

**OMSI Outdoors Health, Safety, and Emergency Procedures**

Emergency phone numbers and procedures are posted near each phone on site, and detailed procedures concerning OMSI Outdoors’ emergency plans are available upon request.

**Medications:**

- All medications must be in their original containers, and stored in a locked container.
- The health officer dispenses all medications, unless that responsibility has been delegated to another adult member of the group when the student is in the field.
- Each student must be told it is their responsibility to report to the health officer at the proper time to receive medications.

**Minor Illness or Injury:**

Report any illness or injuries to a teacher or the designated health officer.
Serious Injury or Illness:
- DO NOT MOVE the injured/ill person(s). Contact the designated health officer, a teacher, or an OMSI staff member immediately. Send one adult (or two students) with the following information:
  - WHERE to find the injured person(s)
  - WHAT happened
  - WHO is injured
  - WHO is staying with the injured person(s)
- The emergency phone number from Hancock Field Station is 911. Although there is no cell phone reception in camp, phones are available throughout camp for emergencies. Only the designated health officer or group leader may initiate calling for emergency medical services, unless another person is the ONLY one able to call. Please notify OMSI management when calling for emergency medical services.

Missing Participant:
Notify a manager immediately. They will coordinate a search effort with the help of other trained OMSI staff.

Fire or Other Need for Evacuation:
An air horn signal (three short blasts, repeated) will sound. Everyone is required to gather in front of the dining hall (Berrie Hall) for instructions. Please travel in and line up by cabin groups. Each cabin chaperone should count their group to ensure all members are present.

Earthquake:
Wherever you are, drop to your hands and knees. This position protects you from being knocked down and also allows you to stay low and crawl to shelter nearby. Cover your head and neck with one arm and hand. Hold on until the shaking stops. If you're under shelter (e.g. a table or bed) hold onto it with one hand and be ready to move with your shelter if it shifts. When the shaking stops and it's safe, meet at the dining hall for more instructions.

Unexpected Guests and Arrivals:
If unfamiliar people arrive on site, greet them immediately and introduce them to OMSI staff members. Please help us ensure that nobody walks around the site without being greeted and escorted by an OMSI staff member. If a stranger becomes belligerent, will not leave, or becomes threatening, call local law enforcement immediately.

Power Outage:
Activity will continue as scheduled. A manager will inform the OMSI staff via radio of any instructions for the group and communicate with the group leader if there is reason to adapt the program or evacuate the site.
Packing list

**Standard Field Gear**
We ask that all students, chaperones, teachers and OMSI staff wear or bring these items during activities. Keep this list in mind when packing.

- Comfortable, broken-in shoes, good for walking all day that cover the entire foot
- Pants that cover the ankles
- Warm layers
- Rain jacket or poncho
- Two reusable water bottles (one liter, or 32-ounce capacity), filled at the start of each activity
- Sunscreen
- A sturdy day pack to hold water, lunch, notebook, pencil, and other gear

Note: All participants must bring a lunch for the first day of their program.

**Sleeping/Nighttime**
- Warm sleeping bag (pack an extra blanket if needed)
- Pajamas
- Pillow (can be as simple as a stuff sack that can be filled with clothing)
- Flashlight/headlamp for in-bunk reading and travelling around camp after dark

**Clothing**
- Two pairs of shoes that are well broken-in. One for out in the field, and a backup pair, if they get wet
- Multiple pairs of socks (wool sock preferred, but not required)
- Two pairs of pants, long enough to cover the ankles
- Appropriate number of t-shirts, underwear, and socks
- Full brimmed hat for sun protection
- Warm hat/gloves (optional)

**Personal Gear**
- Toiletries (toothbrush/paste, hairbrush, soap)
- Washcloth and towel
- Optional:
  - Reusable lunch bag/containers
  - Camera
  - Cash or check to purchase goods in the OMSI store
  - For adults only: reusable travel mug

**Please do not bring:**
- Electrical equipment (cell phones, radios, computer games, blow dryers)
- Snacks or candy (they attracts rodents which may damage your gear)

All clothing and gear should be marked with the owner’s name. OMSI is not responsible for lost or broken items. Found items will be kept on site for two weeks. Please call your group leader as soon as possible to arrange for their return. Unclaimed items will be donated to charity.
Receiving Mail
Hancock Field Station receives mail on Monday and Wednesday. We recommend mail is sent at least a week before the program. This will ensure that the mail arrives while the program is in progress. In the event that mail arrives late, mail with a return address will be sent back to the sender.

Student name and school or group name
Hancock Field Station
39472 Highway 218
Fossil, OR 97830

Notes about the Weather
The average spring and fall temperature is approximately 60°F during the day. The average annual rainfall is about twelve inches. Early spring and late fall groups should be prepared for cold temperatures, rain, mud, and even snow. Early spring days are in the 40s and 50s; in late spring, summer, and early September temperatures can reach 100°F. Most days are sunny and warm, but groups should be prepared for both hot and cold weather. No matter what time of year, there is a drastic temperature difference between night and day.

In cases where extreme weather requires evacuation of the site, schools/groups will be refunded the unused portion of fees. No other weather related refunds will be issued.

OMSI Outdoors Kitchen
OMSI Outdoors prides itself on serving meals that are nutritious and homemade. At Hancock Field Station we eat family style – the main meal is brought to each table and students are able to serve themselves. There is a side table with supplemental food options for adults, people with special dietary needs, and big eaters.

Vegetarian, dairy-free, gluten-free, and other diets can usually be accommodated as needed. OMSI Outdoors can provide foods made without a given allergen, but our facility is not dedicated allergen-free. We take all possible measures to cook allergen-free foods on separate, clean surfaces, but there is always a slight risk of cross contamination. If any participant has a life-threatening allergy to a particular food, contact the program coordinator immediately to discuss if the family should send supplementary food. All pertinent dietary information should be delivered to the program coordinator at least two weeks in advance so that the kitchen staff can be prepared.

Nuts and nut oils are not used in cooking in OMSI Outdoors commercial kitchens, however, we may use foods that may contain traces of nuts, or were processed in a factory that also processes nuts. Additionally, peanut butter is usually an option during lunch-making. Peanut butter and jelly sandwiches are always made at a table that is separate from all other lunch items to avoid cross contamination. If participants have an airborne allergy they can be invited to make their sandwiches before the peanut butter is brought into the room. Depending on the severity of the allergy, peanut products can be removed from the kitchen for the duration of the visit.

OMSI Outdoors Store
OMSI Outdoors souvenirs are for sale on site. Commonly, these include postcards for 50c, t-shirts for $10, and hooded sweatshirts for $25, subject to availability. The store accepts cash and check only. Typically, the store is open during at least one recreation time while a group is on site. Group leaders may opt out of the store for their students. Please note that the store will be opened if another school sharing the site has requested it. The group leader may inform their group members that they are not authorized to make purchases at the store. Please contact the program coordinator if you have any questions regarding the OMSI Store.
OMSI Outdoors Health and Medical Form

All students and adults participating in OMSI Outdoors programs must fill out this form completely. Return this form to your teacher/group leader as early as possible. PLEASE PRINT CLEARLY IN BLUE OR BLACK INK. Note: teachers and chaperones are responsible for all medical issues at OMSI Outdoor Science School. A health officer (usually the teacher) is responsible for all medical and insurance information for each student and adult, and for collecting all medication and ensuring that each student receives medications as prescribed.

Participant Information
Participant Name: ____________________________ DOB and Age: ____________________________
Parent/Guardian: ____________________________ Home Phone: ____________________________
Street Address: ____________________________ Work Phone: ____________________________
City, State, Zip: ____________________________ Home Email: ____________________________
                                  Work Email: ____________________________

Emergency Contact: ____________________________ Home Phone: ____________________________
Relationship: ____________________________ Work Phone: ____________________________

Health and Medical History
Please check if participant is subject to the following and include explanation.

☐ ADD/ADHD  ☐ Asthma  ☐ Autism  ☐ Allergy  ☐ Bed wetting
☐ Bee sting  ☐ Blindness  ☐ Deafness  ☐ Depression  ☐ Diabetes
☐ Dyslexia  ☐ Heart trouble  ☐ High blood pressure  ☐ Seizures  ☐ Sleep walking
☐ Other
Explanation: ____________________________

List all current medications, time(s) taken, and for what condition(s): ____________________________

List any allergies to medications, the reaction, and the severity: ____________________________

List any past medical conditions, injuries, or medical illnesses that might affect the program, including any restrictions of activity for medical reasons: ____________________________

Date of last tetanus inoculation. MUST BE WITHIN LAST 10 YEARS. (If your child was immunized before attending school, he or she received a tetanus shot at age 5.): ____________

Describe any behavior problems or habits that would be disruptive to group learning: ____________________________

List any dietary restrictions (please be specific e.g., vegetarian, no pork, etc.): ____________________________

List allergies to any foods, the reaction, the severity, and the amount tolerated (e.g., “no raw milk/cheese but ok in baked goods”): ____________________________

Do you authorize the health officer to dispense over the counter drugs, such as Tylenol, Advil, or Benadryl if you are not reachable to give immediate permission? ☐ Yes ☐ No

Provider Information:
Doctor’s Name: ____________________________ Phone: ____________________________
Insurance Company: ____________________________ Agent Name: ____________________________
Insurance Address: ____________________________ Policy Number: ____________________________
City, State, Zip: ____________________________

My child has my permission to participate in all sessions and field trip activities. I am this child’s parent or legal guardian, who is under the age of 18 years and who wants to participate in OMSI’s programs. In consideration of my child’s or ward’s participation in the programs, I hereby release, waive, and discharge OMSI, and all of its instructors, employees, officers, directors, agents, and volunteers from any and all liability to me, to my child or ward, and to all my legal representatives, assigns, heirs, and next of kin for damage and injury to my child or ward or to any person or property arising out of participation in the program, whether on OMSI’s premises or elsewhere. This agreement includes but is not limited to claims or demands on account of injury or damage caused or allegedly caused by the negligence of OMSI or any of the individuals listed above.

Adult Participant or Parent/Guardian Signature: ____________________________ Date: ____________