



Hancock Field Station

Outdoor Science School Student Packet

3400 SW Abalone Street
South Beach, Oregon 97366



Student Information Packet

WELCOME! We are excited that you will be participating in an OMSI Outdoor Science School Program. The purpose of this packet is to provide you with all of the information required to make your OMSI Outdoors Science School experience as rewarding and successful as possible. Please read this packet carefully and refer to it throughout your planning process.

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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OMSI Outdoors Program Rules and Policies

Teachers, 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 week. 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.
2. As good 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.
4. No adult will ever be alone with a child in a "one-on-one" situation.
5. Handling potentially dangerous organisms (animals, plants, insects, etc.) is prohibited.
6. Firearms, explosives, or fireworks of all types are not allowed. Sharp tools will be provided as needed and are to be used in a manner that will not injure 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 p.m. and 7:00 a.m., except under special circumstances (e.g. early morning wildlife watch). During this time participants should be in their bunks and quiet.
9. Separate sleeping areas for male and female students will be strictly maintained. 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. Unsafe activities must be avoided at all times (e.g. no climbing trees or running, sliding, or jumping on rough, slick areas).
13. 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.

Discipline Actions:

- Step one: The instructor/chaperone talks to the student to determine if he/she understands the rules and is capable of adhering to them, with the student receiving a time out if it is deemed appropriate.
- Step two: If the action continues, the student meets with the teacher and Manager. A verbal behavior contract may be agreed upon, with time out observed.
- Step three: If the action continues, the student meets with the teacher and Manager. A contract is written and signed by the student, the teacher and the Manager. The parents are notified about the situation and the consequences if the behavior continues.
- Step four: If the action continues, further disciplinary action will be determined by the teacher which might include asking the parent/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.

1. Violent acts or threats of violence against students or staff.
2. Possession of alcohol, narcotics, marijuana, or tobacco products.
3. Theft or vandalism.
4. Possession of a weapon.
5. Offensive behavior or remarks toward students or staff, including use of racial, religious, or sexual slurs or intimidation.

OMSI Outdoors Health and Safety Policy

Parents release their students to the schools during OMSI programs. As a result, **teachers/group leaders and chaperones/counselors are responsible for all medical issues.** OMSI Instructors have Wilderness First-Responder first aid, American Red Cross CPR and Life Guard training and certification. They carry first aid kits in the field, and are available for advice. However, they are not authorized to perform or assist in procedures beyond basic first aid. This section describes in detail how to handle different situations.

If a student's parent/guardian is on site (e.g. as a chaperone), they will assume primary responsibility for the health and safety of the student in lieu of the Health Officer.

Dispensing Medications:

The Health Officer makes a list of which students are taking which medications at which times. **They keep all medications in their possession (ideally in a locked box) and assumes the responsibility of dispensing the medications to the students when needed.** In the event that medications are needed when a student is off site or in the field, the Health Officer either dispenses or designates a chaperone to dispense the medications to the correct students at the proper time(s). If an over-the-counter (OTC) medication is deemed necessary (i.e. a student has a headache, upset stomach, or diarrhea), the Health Officer is responsible for dispensing the medication and informing the parents of the situation. OMSI Outdoors might have limited quantities of common OTC medications, but we strongly suggest you bring a supply.

Minor Injury or Illness:

If a minor injury or illness occurs on site, **the Health Officer is responsible for treating and monitoring the** situation. Examples include cuts, scrapes, blisters, slivers, headaches, vomiting, and other common first aid situations. OMSI staff will advise and provide materials. If a student cannot participate in an activity, the Health Officer, will arrange for the monitoring and caring for the student during the activity.

If a minor injury or illness occurs off site or in the field, OMSI staff will preliminarily treat and stabilize the situation. Upon returning to the site, the Health Officer will be given full responsibility to further treat or monitor the student's condition.

Emergency:

If an emergency occurs on site, **the Health Officer is responsible for making decisions regarding emergency medical services** (i.e. whether to call an ambulance or Air Life or to transport the student to the hospital). If the group does not have a member who is adequately trained to stabilize an injured participant, OMSI staff will stabilize the patient while the Health Officer determines the emergency medical service plan. OMSI staff will advise and provide materials.

If an emergency occurs off site or in the field, OMSI staff will preliminarily treat and stabilize the situation. They will determine if the patient can be moved or return to the site. They will relay this and all other pertinent information to the Health Officer, who will determine the emergency medical service plan.

Transportation to a Medical Facility

If a student must be transported to a medical facility and an ambulance or Air Life is not used, **it is the Health Officer's responsibility to transport the student.** For this reason, we strongly suggest that a separate vehicle is brought to site if buses or other transportation is not scheduled to remain on site for the duration of the program. If a separate vehicle is not available and OMSI Outdoors vehicles must be used, the group will be charged for use of the vehicles at \$0.75 per mile.

Diabetes or other serious conditions

Children with diabetes or other serious conditions needing medication or special care must provide to OMSI Outdoors, at the time of registration, a Physician's Treatment Orders or other medical management plan, that addresses both usual daily needs and treatment and care orders and those

applicable to emergency situations in remote areas. OMSI's programs are offered to all children, regardless of disability, provided there is a reasonable accommodation that would address their needs.

It is the **Health Officer's responsibility to provide care or arrange for caregivers to accompany students with diabetes or other serious conditions needing medication or special care and to regularly check to see that the directions given by their physician are being followed and that the child is safe.** If caregivers are needed, they are required to be present at all activities in which the students are participating; if a student cannot participate in certain activities, the caregiver is responsible for supervising the student. The Manager or Assistant Manager can suggest alternate activities or projects related to the program for the caregiver to perform with the student.

If you have any questions or concerns about these or any other health, safety, and emergency procedures, or if you need advice about specific situations, contact the Manager at least two weeks before the program.

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's 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 when the student is in the field.
- Each student must be told it is his/her 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)
 - WHO is injured
 - WHAT happened
 - WHO is staying with the injured person(s)
- 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.

Missing Participant:

Notify the 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 will sound and everyone is to gather in front of the dining hall for instructions. While moving there, please travel as a cabin group with the cabin chaperone.

Earthquake:

Drop, cover your head, and hold on to what is around you. Crouch under tables if indoors. When safe, meet at the dining hall for more information.

Random Guests and Arrivals:

If at any time 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. The 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.

Receiving Mail

Hancock Field Station only receives mail three times a week: Monday, Wednesday, and Friday. We recommend that parents send mail a week before the program. This will ensure that the mail arrives while the program is in progress. A return address will guarantee a return if the mail arrives late.

Student's Name,
School or Group Name
Hancock Field Station
39472 Highway 218
Fossil, OR 97830

Notes about the Weather

The average spring and fall temperature is a very comfortable 60° F. The average annual rainfall is about 10 inches. Early spring and late fall groups should be prepared for cold temperatures, rain, and even snow. Early spring days are in the 40s and 50s; in late spring, summer, and early September we have had temperatures 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 Hancock Field Station, 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 having meals that are nutritious and homemade. We eat family style, in which the main meal is brought to each table for students to serve themselves. There is a side table that will have options for adults, people with special dietary needs, and big eaters.

OMSI Outdoors can provide foods made without a given allergen, but our facility is *not* a dedicated allergen-free kitchen. We take all possible measures to cook allergen-free foods on separate clean surfaces, but there is always a slight risk of cross-contamination.

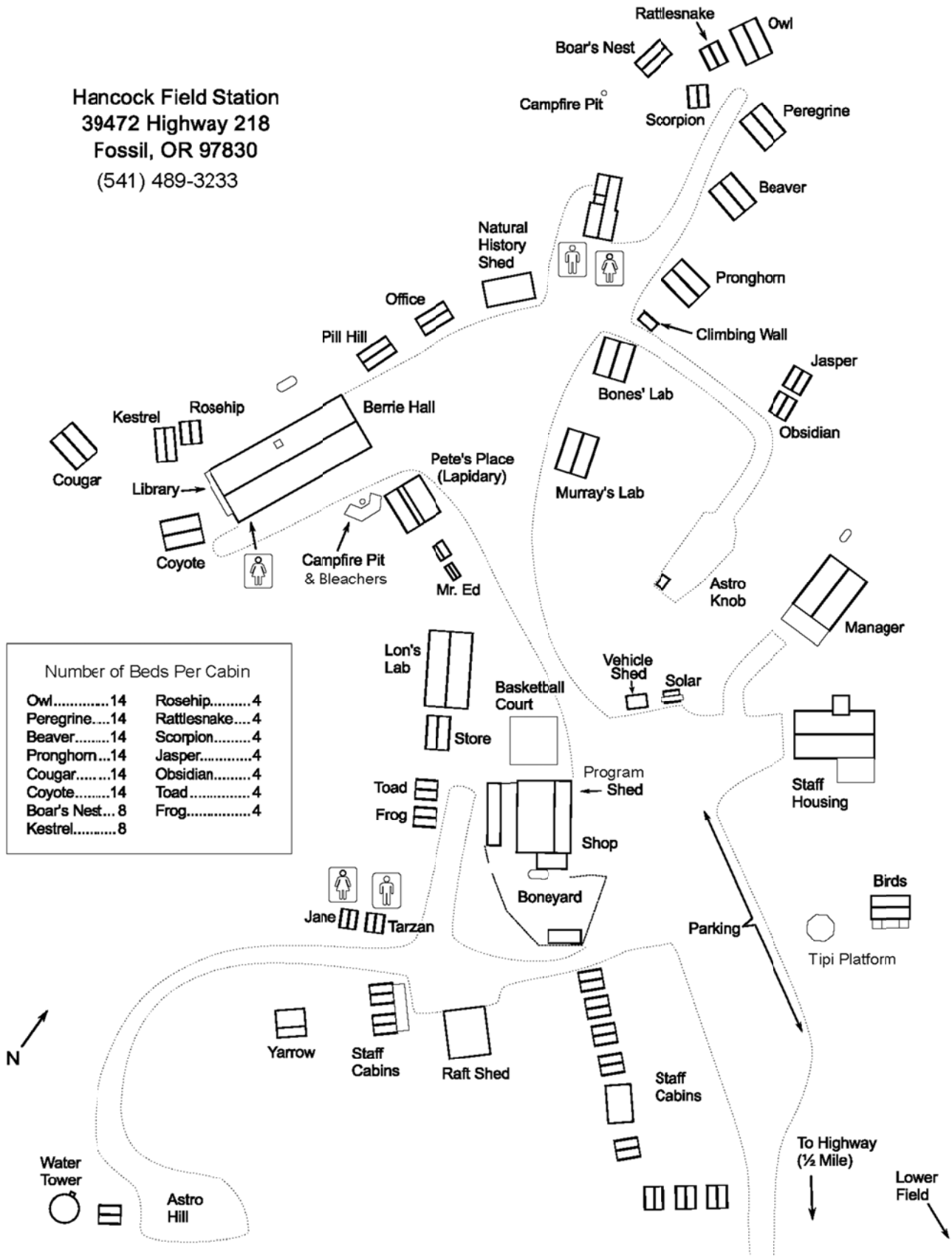
If any participant has a life-threatening allergy to a particular food, write the details on the *OMSI Outdoors Health and Medical Form* as well as contacting the group leader immediately to discuss if your family should/can bring supplementary food.

All pertinent dietary information should be delivered to the Coastal Discovery Center at least 10 days in advance so that the cook staff can be prepared.

OMSI Outdoors Store

OMSI Outdoors souvenirs are for sale on site. Commonly, these are T-shirts for \$10, and hoodie sweatshirts for \$25. Typically the store is open during the final recess time that a group is on site. Group leaders are welcome to opt out of the store for their students by simply informing the Assistant Manager. Only cash or checks are accepted; checks can be made out to 'OMSI'.

Hancock Field Station
 39472 Highway 218
 Fossil, OR 97830
 (541) 489-3233



updated 2/2015 JO

Packing list

Standard Field Gear

Standard Field Gear is what we ask all students, chaperones, teachers and OMSI staff to wear during activities. Please keep this list in mind when packing for OMSI Outdoor Science School.

- Comfortable, broken-in shoes, good for walking all day that cover the entire foot
- Pants that go down to the ankles
- Warm layers for the torso
- Rain Jacket or Poncho
- Reusable water bottle, filled at the start of each activity
- Sunscreen
- A day pack to hold the water bottle, as well as, lunch sack, notebook, pencil or other equipment

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

Sleeping/Night Time

- 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

Clothing

- 2 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)
- 2 pairs of pants, long enough to reach the ankles
- Appropriate number of T-shirts
- Full brimmed hat for sun protection
- Warm layers
- Optional:
 - o warm hat and gloves

Personal Gear

- Toiletries (tooth brush/paste, brush, soap)
- Washcloth and towel
- Reusable water bottle
- Day pack
- Optional:
 - o Reusable lunch bag/containers
 - o Camera
 - o Cash or check to buy an OMSI Outdoors t-shirt/sweatshirt
 - o For Adults only: reusable travel mug

Please do not bring:

- Electrical equipment (cell phones, radios, computer games, blow dryers)
- Snacks or candy (squirrels and mice are attracted, and will damage the food and other items)

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.

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 Outdoor Science School. A "Health Officer" (usually the teacher) is responsible for all medical and insurance information for each student and adult, 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.

- | | | | | |
|------------------------------------|--|--|-------------------------------------|--|
| <input type="checkbox"/> ADD/ADHD | <input type="checkbox"/> Asthma | <input type="checkbox"/> Autism | <input type="checkbox"/> Allergy | <input type="checkbox"/> Bed Wetting |
| <input type="checkbox"/> Bee Sting | <input type="checkbox"/> Blindness | <input type="checkbox"/> Deafness | <input type="checkbox"/> Depression | <input type="checkbox"/> Diabetes |
| <input type="checkbox"/> Dyslexia | <input type="checkbox"/> Heart Trouble | <input type="checkbox"/> High Blood Pressure | <input type="checkbox"/> Seizures | <input type="checkbox"/> Sleep Walking |
| <input type="checkbox"/> 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 medial 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 participations 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:** _____