

BROWN OUTDOOR LEADERSHIP TRAINING

LEADER HANDBOOK 2018



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Dedicated:

This and every edition is dedicated to the past and present leaders who make BOLT such an amazing experience, and to Dean Rose, Francesca Lo, Tommy Hayes, Ryan Heath, and Shelley Adriance, without whose guidance, support and love, BOLT could not succeed.

Special thanks:

Rick Curtis and Princeton's Outdoor Action Program, Colorado Outward Bound School, Cornell's Wilderness Reflection Program, Harvard's First-Year Outdoor Program, Preston Cline of Adventure Incorporated, Medicine for Mountaineering, Mountaineering: Freedom of the Hills, Robert Davidson's "Reading Topographic Maps," Backcountry First Aid and Extended Care, The Outward Bound Wilderness First-Aid Handbook, The NOLS Toolbox, the Project WILD Manual, and Daniel Garvey's "Reflective Learning"

3. BOLT POLICIES

Our program specific policies are directly related to our mission, philosophy and efforts to provide a positive experience. Risk management is the highest priority for the BOLT program. Risk is inherent in the activities of the program and Leaders and BOLTers have a responsibility to identify, analyze, and manage those risks. This task requires vigilance and skill. Leaders must also be proactive in teaching BOLTers the necessary skills for mitigating the risks associated with backcountry travel.



NO SWIMMING



NO FIRES



NO DRUGS
OR
ALCOHOL



NO EXCLUSIVE
RELATIONSHIPS
|
THAT MEANS
NO SEX

The policies listed below, and in relevant sections throughout the handbook, must be followed unless reasoned judgment dictates otherwise. These policies are more than guidelines: they are designed to help keep you and your group safe and should be carefully and clearly discussed with your group when appropriate.

If any BOLT or Leader engages in behaviors that disrupts or distracts from the mission, philosophies or diversity statement of the program, BOLT's program director, in his or her sole discretion, may withdraw a student from a BOLT trip or may suspend or restrict continued participation in the program. Harassment, sexual misconduct, use of drugs and/or alcohol on a BOLT Trip are examples of behavior that will lead to removal from the trip and/or the program. If a student is evacuated or asked to leave the program due to their behavior, a refund will not be provided.

When appropriate, the program director may consult with or seek the support of the Office of Student Life and/or the Office Judicial Affairs to assist in addressing behaviors.

3.1 Alcohol and Drugs

Policy:

The use of alcohol or other drugs (unless prescribed by a physician) by BOLT Leaders or BOLTers on BOLT trips is strictly prohibited. BOLTers are informed of this in writing, have agreed to this by signing a waiver, and are reminded of this the day before the trip.

We need all persons within the group to be able to fulfill their responsibility for self-care and the care of others in order to best manage the risks associated with wilderness backpacking experiences.

Procedure:

If a BOLTer violates this policy on a trip, please notify base camp to initiate a plan for an evacuation. Given that our BOLTERS have been asked multiple times prior to the trip to refrain from using alcohol or other drugs (unless prescribed by a physician) while on the trip, it is the program's position that if someone is unable to make decisions that support group safety in a wilderness context that they should come off trail for the remainder of the trip.

3.2 Exclusive Relationships/Sexual Activity

Policy:

During the BOLT trip, there should be no exclusive relationships. BOLT is a group experience. There should be no sexual activity on a BOLT trip. Leaders especially must avoid emotionally intimate relationships with BOLTERS that might impair judgment, exclude other people, or take advantage of Leader-BOLTer power dynamics.

3.3 Swimming

BOLT has a **NO SWIMMING POLICY**. This is because we do not send certified lifeguards on each trip, and even lifeguards are not trained to function in a wilderness setting. Inform your BOLTERS of this policy before you start your trip and explain the rationale.

Definitions:

Wading: walking in water that is less than or equal to mid-thigh deep for the BOLTer

Dipping: sitting, dunking in water that is less than mid-thigh deep for the BOLTer

Swimming: entering water that is deeper than mid-thigh for the BOLTer or allowing one's feet to leave the ground in water shallower than mid-thigh.

Policies:

- Leaders should supervise all wading and dipping.
- A Leader should be downstream from where students are in the water.
- No student should be in the water at night.
- No student should be in water colder than 60 degrees.
- Students should wear closed-toe shoes in the water to prevent foot injury.

3.4 Fires

Policy:

As part of our LNT approach to backcountry travel, there are no open fires on BOLT.

3.5 Pranks

Policy:

Pranks are discouraged within BOLT as they have the potential to escalate and threaten the sense of safety within a group.

3.6 Shoes

Policy:

Closed toed shoes must be worn at all times, including while at camp, while crossing rivers, and while wading.

3.7 Communication & Technology

Policy:

BOLT leaders will turn on their phones to check for messages each morning and evening during the fall trip. Basecamp will go in to town each day from 8am-9am and 5pm-6pm for consistent cell coverage for calls. Leaders may try calling or texting at other times. Basecamp will respond as soon as the message is received and they are able to respond.

BOLTer participants are discouraged from bringing any form of technology on a BOLT trip. iPods, iPads and other forms of personal electronics detract from the immersive group experience. If BOLTers do choose to bring cell phones their phones must be kept off for the duration of the trip. BOLTers are encouraged to bring waterproof cases or use plastic bags to protect their phones from water damage. BOLT assumes no responsibility for damaged belongings.

3.8 Other Activities Outside the Scope of BOLT

Policy:

Outdoor activities beyond the scope of the program's mission and/or training are not permitted. Activities within the scope of BOLT include camping, hiking, backpacking, and initiatives / problem-solving activities. Activities beyond the scope of BOLT include but are not limited to bouldering, rock climbing, trail running, biking, mountaineering, and water travel. Any person on a BOLT trip who knowingly engages in activities outside the scope of BOLT or fails to report such an event promptly to a BOLT superior assumes liability for any resulting personal injury or property damage or loss to any member(s) of their group or the BOLT organization.

3.9 Non-Compliance Policy

All members of the BOLT program (BOLTers, Leaders, Leader Mentors, and other staff) must comply with all official BOLT policies. These policies have been designed to minimize risk to all persons and to promote the goals of BOLT and of Brown University as written in the Mission Statements.

Any actions that knowingly contradict BOLT policy can result in increased risk of injury, assumption of liability, removal from the program, and immediate withdrawal from any trip. Violations must be supported by strong justification, usually a medical or other emergency. All policy infractions are treated seriously.

Any person on a BOLT trip who knowingly disobeys BOLT or University policy or fails to report such an event promptly to a BOLT superior assumes liability for any resulting personal injury or property damage or loss to any member(s) of their group or the BOLT organization.

If a BOLTer or Leader on a BOLT trip disobeys policies as explained by a trip leader, the trip leader is required to inform the BOLT Director as soon as possible. If a trip leader is on hand and fails to notify the BOLT Director, they may assume personal liability for

resulting injury, loss, or damage.

For all official BOLT events not encompassed by either the fall or spring backpacking trip, BOLT policies must still be obeyed. While the risk in these events is assumed to be less significant than while backpacking, policy infractions can still result in assumed liability and ejection from the event and/or BOLT program.

As a member of the BOLT Program, you are subject to all Brown University Policies and Tenets of Community Behavior. Behaviors that violate federal, state, and local laws or campus policies are subject to Non-Academic Disciplinary Procedures.

3.10 Transportation Policies

All drivers must follow all transportation policies of Brown University. For all drivers of a University leased/rented vehicle, BOLT follows the safe drive driving policies and procedures of driver authorization for all drivers prior to the first time driving for the program or on BOLT sponsored events. In addition to the University's procedures for driver clearance, BOLT also requires additional documentation and that all drivers be approved to drive by the BOLT Director.

Driver Violations

The Director will follow these procedures with drivers who show violations on their records:

1. A driver who has a violation recorded three years ago or earlier but who has a clean record for the past three years is allowed to drive.

2. A driver with a violation within the last three years must meet with the BOLT Director to discuss the circumstances surrounding the violation. If the Director decides that the driver's approach to driving is currently a safe and reasonable approach, then the driver will be allowed to drive.

3. Appeals of any decision can be made to the Director of Student Activities.

Drivers will be asked to read the Transportation Policies for the University available on the website for the Office of Insurance and Risk as well as BOLT's policies. Each fall and spring, the BOLT Director or Student Managers will orient drivers to safe driving procedures before they can drive for BOLT sponsored events.

Driver Orientation Talk:

The Director or Managers will refer drivers to the written policies and address the following topics:

- Mandatory seat belt rule
- No alcohol beverage consumption prior to or while driving school vehicles
- Advice for driving mini-vans such as noticing the larger "blindspots" and having a passenger step out to assist with backing out of parking spaces or to be a second set of eyes to help when changing lanes.
- Clean-up procedures
- Accident procedures

Driver Responsibilities:

- 1. Drivers must have a valid United States driver's license on their person when driving.** Any driver of a rental vehicle should be listed as an additional authorized driver on the Rental Agreement when not the renter.
- 2. Consumption of alcohol or use of drugs other than those prescribed by a physician and used accordingly is prohibited.**
- 3. Caution must be used when taking over the counter or prescription medication that may impair one's ability to operate a vehicle.**

Accident Procedures:

If involved in a motor-vehicle accident with your vehicle, you should follow these standard procedures:

- 1. Attend to any immediate threat to the health and well-being of the passengers.**
- 2. Exchange driver's licenses, get registration and insurance information from the driver of the other vehicle, and file a report with the local police.** Do not admit fault.
- 3. Fill out two copies of the accident report form (these are located at the back of the BOLT Transportation Guide).** Write an account of the details of the incident, driver, date, time of day, road and weather conditions, and if possible make a diagram.
- 4. Contact the BOLT Director immediately and hold on to one copy of the accident report for BOLT.**
 - Rachael Wise: Office: (401) 863-1185 , Cell: (419) 618-1982
- 5. Call the police and hand in a copy of the accident form to the police department.**
- 6. Within 24 hours fill out an accident report with Risk Management.**

If the vehicle is damaged without another party being involved, you should write a report of the incident and file a police report. Immediately contact the trip Director so that BOLT can contact the rental agency and the Office of Insurance and Risk.