

UNIVERSITY OF ALASKA FAIRBANKS SAFETY SYSTEM POLICY AND PROCEDURE

DOCUMENT NUMBER: 1001
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SUBJECT: Recreational Procedure

RECREATIONAL PROCEDURE

PURPOSE: To provide guidelines for recreational programs at the University of Alaska Fairbanks (UAF).

OBJECTIVE: To assure that reasonable care is taken in the delivery of recreational programs.

SCOPE: Applies to all University of Alaska Fairbanks departments.

I. PROCEDURE

The following procedures will be followed when planning and implementing recreational activities.

- A. Two staff members will lead each recreational activity. This allows one staff member to remain with the group should an emergency arise requiring one staff member to leave. On recreational activities, where UAF contracts with outside vendors, one staff member may lead the excursion if the vendor provides an on-site representative.
- B. When contracting with outside vendors, UAF requires insurance certificates and resumes.
- C. On any overnight recreational activity, mandatory pre-trip meetings must be held in order to discuss potential hazards and other related issues.
- D. Recreational activity leaders should have prior experience in leading group travel.
- E. Participants must be familiar with the activity itinerary before going on any trip. Location, time, what is being provided, and what participants must provide will be clearly designated.

- F. Alcohol is prohibited on all recreational activity trips.
- G. At least one of the activity leaders is required to have a current First Aid/CPR certification.
- H. Participants must advise the recreational activity leader of any medical restrictions that would restrict participation in any event.
- I. Vehicle drivers and participants are required by law to wear seat belts while traveling. There must be two designated drivers per vehicle.
- J. Canoe and/or boating participants are required to wear Coast Guard approved life vests at all times when in the vessel.
- K. A first aid kit must be carried on all trips.
- L. The National Weather Service (452-3553) should be contacted when deemed necessary to identify weather conditions for outings when weather is a consideration.
- M. A copy of the Field Safety Manual will be carried on all outings. This manual is available through the EHS&RM, 474-5413.