

WASHINGTON NATIVE PLANT SOCIETY
Appreciate, Conserve and Study Our Native Flora

GUIDELINES FOR FIELD TRIP LEADERS

1. Introduction: Briefly explain who you are and why the hike, then introductions all around (some people may be uncomfortable with this, but even on a short day hike people can become separated. Introductions will get the group thinking in terms of a unit.
2. All participants must sign WNPS Release and Indemnity Form.
3. Minimum gear – make certain all participants are prepared.
 - ✓ Do you have a map of the area, compass, flashlight, space blanket?
 - ✓ First aid kit (note who is carrying it).
 - ✓ Are all participants dressed appropriately and properly equipped? (The leader should never take unprepared persons on a hike for the participant's safety.)
 - ✓ Do any participants have special medical concerns about which others should know?
 - ✓ Food and water.
 - ✓ Sunscreen, sunglasses, bug repellent, etc.
4. Logistics: tell participants the tentative schedule and rules for the hike.
 - When and where is the lunch break.
 - Rest and toilet stops.
 - What to do in an emergency.
 - Importance of staying on the trail, not leaving the group.
 - If anyone, must turn back, tell the leader and ensure a companion for the return.
5. Register group at the trailhead, if a signup sheet is provided by the US Forest Service or Park.
6. Count off total number in group at start of hike. During hike periodically count group to make certain you haven't lost anyone. Be aware of entire group at all times.
7. Keep group together during hike. Appoint a person to bring up the rear.
8. If there is a resource person for the hike he should remember to talk to the whole group throughout the hike and not just two or three. Make the hike enjoyable and/or educational for all participants.
9. If there is an accident, assess the situation (seriousness of injuries, etc.) then go for help if needed. Never leave an injured person alone.
10. If one does not already exist, consider doing a plant inventory or checklist of the hike for future reference. Note trail difficulties for future reference.
11. At the end of the trip, no one should drive off until all are accounted.
12. Have a supply of WNPS brochures to hand-out to interested nonmembers.

REMEMBER: Safety first, then have a Great Time!