



Administrative Risk Management Training

COURSE DESCRIPTION

Sponsored by NOLS Professional Training

DATES: May 15-16, 2012
COST: \$565 USD Tuition Only
LOCATION: San Francisco, CA
Fort Mason Center
Landmark Building A, San Francisco, CA 94123
Classroom: Gate House building

Course Description:

Whether your program is small or large, wilderness based or study abroad, you have a responsibility to your staff and participants to invest in risk management planning. Building a comprehensive risk management plan can feel daunting. Our goal is to provide you a structured approach and tools to build a risk management plan appropriate for your organization. We'll share our experiences managing risk in wilderness environments around the world. At NOLS, we've had forty years to learn the risk management lessons that you may just be starting to face. Let us share our experience with you.

Training Benefits:

Every training strives to meet the unique demands of its audience. Working within this framework, it is our intent that each participant gains the skills and tools to build or enhance an existing risk management plan. Specifically you will:

- Learn a structured approach to organizing a risk management plan.
- Think analytically about curriculum, administrative processes, staff hiring and training, field support services and crisis planning.
- Use the Risk Management framework to evaluate an incident and a program for weaknesses in their risk management plan
- Participate in exercises to help you evaluate your approach to staffing, contracting, and emergency and crisis planning.
- Receive the Wilderness Medicine Institute of NOLS Medical Protocol Package, the NOLS Crisis template and many other documents to assist you in building your plan.
- Build a risk management action plan for your organization.

Registration/Cancellation Policies

A deposit of \$250.00 is due with your application. If you are registering within 30 days of the course start date, tuition payment in full is required to reserve your spot in the course. Tuition is payable by check (with driver's license number), Visa/MasterCard or cash.

If you cancel prior to April 15, 2012, NOLS will retain a \$25 administrative fee. If you cancel between April 15 and May 7, 2012, NOLS will retain the \$250 deposit. There will be no refunds on or after May 7, 2012. Tuition fees are not transferable to other courses or any person outside of your organization. A full refund will be given if we are forced to cancel the course for any reason.

Course Location

The Risk Management Training is taking place at the Fort Mason Center in the Gate House building.

The course will run from 8:00am to 5:00pm, with a one-hour break for lunch each day.

Driving Directions: From Phoenix Airport

- **From the airport** Take the ramp to **US-101 N**
- Keep right at the fork, follow signs for **US-101 N/San Francisco** and merge onto **US-101 N**. Drive approximately 10 miles.
- Slight left to stay on **US-101 N** (signs for **Golden Gate Bridge/Ninth St/Civic Center**). Drive almost one mile.
- Take exit **434A** to merge onto **US-101 N/Mission St** toward **G G Bridge**. Drive ½ mile.
- Turn left onto **S Van Ness Ave** and drive two miles.
- Turn left onto **Lombard St**
- Take the 2nd right onto **Gough St**
- Turn left onto **Bay St**
- Turn right onto **Laguna St**
- Turn left onto **Marina Blvd**
- Turn right at **Buchanan St, Fort Mason Center is on the left.**



Parking

There are a couple of parking options available at the Fort Mason Center. There is a complimentary lot located directly outside the gates at the Fort Mason Center which, space permitting, you are welcome to park in. Paid parking is also available on campus at the rate of \$8.00 per vehicle per day during the week and \$10.00 per vehicle per day on the weekends.

Lodging

Holiday Inn Express Hotel and Suites San Francisco Fisherman's Wharf
550 North Point Street, San Francisco, CA
(415) 409-4600
hiefishermanswharf.com

San Francisco Marriott Fisherman's Wharf

1250 Columbus Avenue, San Francisco, CA
(415) 775-7555
marriott.com

Chelsea Motor Inn
2095 Lombard St, San Francisco, California
(415) 563-5600
chelseamotorinn.com

Meals

You will be responsible for your own meals during the training and will be allotted a one-hour lunch break. Listed below are a few restaurants in the area:

Fresh Bay Cafe

3659 Buchanan Street
San Francisco, CA 94123-1708
(415) 928-8868

Greens Restaurant

Fort Mason
San Francisco, CA 94123
(415) 771-6222
greensrestaurant.com

Round Table Pizza

1503 North Point Street
San Francisco, CA 94123-1711
(415) 563-1001
roundtablepizza.com

The Pub at Ghirardelli Square

851 Beach Street
San Francisco, CA 94109
(415) 351-0500
thepubsf.com

NOLS Risk Management Training Sample Agenda

Day 1

Introduction, Goals and Objectives

Definition and History of Risk Management at NOLS

Risk Management Oversight

Core Curriculum

Administrative Process

- Marketing
- Participant Materials
- Medical Screening
- Insurance
- Contracts
- Risk Management Reviews

Field Staff Training and Development

- Employee Policies and Procedures
- Staff Qualifications, Hiring Screening
- Staff Training/Accepted Field Practices
- Staff Evaluation

Day 2

Field Support Services

- Equipment
- Transportation
- Medical Treatment
- Emergency Response Plans
- Crisis and Media Plans

Incident/Program Review Exercise

Action Planning for your Organization

Evaluations and Conclusion