



**Administrative Risk Management Training**  
**COURSE DESCRIPTION**  
**Sponsored by NOLS Professional Training**

**DATES:** April 24-25, 2011  
**COST:** \$565 USD Tuition Only  
**LOCATION:** Atlanta, GA  
Georgia Institute of Technology  
Campus Recreation Center  
750 Ferst Drive NW

---

**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 March 17, 2012, NOLS will retain a \$25 administrative fee. If you cancel between March 17<sup>th</sup> and April 9<sup>th</sup>, 2012, NOLS will retain the \$250 deposit. There will be no refunds on or after April 9<sup>th</sup>, 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 Georgia Institute of Technology's Campus Recreation Center.

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

### **Driving Directions: From Hartsfield Int. Airport to 750 Ferst Drive NW**

- Head **west** on **S Terminal Pkwy**
- Slight **right** toward **Airport Blvd/Terminal Return**
- Continue straight onto **Airport Blvd/Terminal Return**
- Take the ramp to **I-85 N**
- Keep **left** at the fork to continue toward **I-85 N**
- Keep **left** at the fork, follow signs for **I-75 N/I-20/I-85 N/Atlanta** and merge onto **I-85 N**
- Take exit **249D** for **Spring St** toward **US-19/US-29/W Peachtree St**
- Turn **right** at **Linden Ave NW**
- Turn **left** at **W Peachtree St NW**
- Take the 2nd **left** onto **North Ave NW**
- Turn **right** at **Tech Pkwy NW**
- Turn **right** at **Ponders Ave NW**
- Turn **left** at **Ferst Dr NW**
- Destination will be on the right

### **Lodging**

Hampton Inn Atlanta Georgia Tech Downtown  
.4 miles from Georgia Tech University  
244 North Ave NW  
Atlanta, GA 30313  
1.404.881.0881

### **Regency Suites**

.7 miles from Georgia Tech University  
975 W Peachtree Street  
Atlanta, GA 30309  
1.404.876.5003

### **Days Inn**

1.1 Miles from Georgia Tech University  
300 Spring Street  
Atlanta, GA 30308  
1.404.523.1144

## Meals

### Food Court in the Student Center



Offering Creative Asian Cuisine with ever-popular menu features like stir-fry, sushi, and noodle dishes.

M-F 11am-3pm



Rosita's Cantina features Authentic Mexican Cuisine and fresh, homemade salsas.

M-F 11am-3pm



Your choice of tender meat toppings and fresh vegetables makes for a perfect pie!

M-Th 10:30am-6pm

Fri 10:30am-3pm



Need a food fix in a hurry? Then make it a grab-and-go meal from Simply To Go!

M-F 10am-6:30pm



#### Essential Eats

Entree Meats, Vegetarian, Vegetables and Sides.

M-F 7am-10:30am (Breakfast)

M-F 11am-3pm (Lunch)



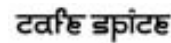
Zaya Mediterranean will be a wonderful addition to the retail variety offered on campus.

M-Fri 11am-6:30pm



M-Th 7am-4pm

Fri 7am-3pm



This Indian concept is sure to add some spice to GT Dining's Food Court

M-F 11am-3pm



#### Ms. Ruthie's Deli

Your Favorite Sandwiches on Freshly Baked Breads and Wraps.

M-F 11am-3pm



#### Chef Sharon's Station

Chef Attended Action Station

M-F 11am-3pm



#### Salad Bar

Over 22 Items to Choose From!

M-Th 11am-6:30pm

Fri 11am-3pm

### Additional Nearby Restaurants Include:

- Sun Dial Restaurant
- Sublime Doughnuts
- Cheescake Factory
- City Café Diner
- Rocky Mountain Pizza Company
- Boneheads
- Li'l Dino
- Papa Johns Pizza

# **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