

Prospectus Appendix G2

CERTIFICATION OF ACCEPTANCE FOR THE OPERATING SAFETY PLAN

Holder Signature

Date

Forest Service Authorized Officer Signature

Date

Outfitter/Guide Operating Safety Plan - Chugach National Forest

OUTFITTER/GUIDE
OPERATING SAFETY PLAN

Business Name: _____

Business License Number: _____

Company Status (check one):

Individual _____ Partnership _____ Corporation _____

Name of owner(s)/partner(s): _____

Phone Number(s): _____

Contact Name and Title of Person Authorized to Represent Your Business:

Name: _____

Title: _____

Phone: _____ Email: _____

Other Contact, if main contact is not available:

Name: _____

Phone Number: _____ Email: _____

Business Address: _____

Business Phone: _____ Cell Phone: _____

Business Email: _____ Fax _____

Web Page Address: _____

Year company was established: _____ Years with current owner (s): _____

Date prepared: _____

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I. PURPOSE

The purpose of this plan is to clearly define the responsibilities of the Chugach National Forest and the permit holder as they pertain to providing services and public safety as authorized through an outfitter/guide special use permit.

This plan does not supersede or nullify any clauses of the permit. It explains the general requirements to adequately provide for public service, health and safety. It defines required actions by the Holder and emphasizes the high degree of coordination and cooperation necessary to satisfactorily fulfill these responsibilities. The conditions of this operating and safety plan apply for all areas of operation as shown on the permit.

If your business has a standard Operating Plan, attach and reference where applicable.

II. THE HOLDER RESPONSIBILITIES

Holder is responsible for the safety of his/her employees and for the safety of the public while they are participating in activities covered by the terms of the permit. In redeeming this responsibility, the Holder will take the measures necessary to provide for safe conditions including: 1) providing safety equipment and supplies, 2) inspection, maintenance, and repairs of other equipment or animals used in connection with the permit, and 3) insuring all employees/guides are knowledgeable of terms and conditions of permits and operating and safety plans.

III. BACKGROUND INFORMATION

A. Other Permitted Areas

Please list other permitted areas (or applied for) by another district, forest, federal agency, state, or private agency:

B. Compliance with Laws and Regulations

Within the past five (5) years, have you or any of your company representatives or employees:

1. Been convicted of a Federal, State, or Local violation regarding Outfitting/Guiding operations or associated activities?
2. Had an Outfitter's license or Outfitter's Registration denied or revoked?

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3. Had a U.S. Forest Service permit denied, suspended, or revoked?

IV. OPERATION AND SAFETY

Please complete thoroughly, on additional sheets as necessary. Attach any brochures your company uses to advertise your guided services.

A. Services offered to the public, equipment used:

- If specific trip dates are not known, indicate an approximation of the number of trips that are anticipated within a specific time period. For example, you might estimate that 3 trips will occur each month from May through September.
- Itineraries should include dates, locations, routes, camps, and/or trails that you will be using.
- Attach a map that identifies the location of activities. Access points to each area need to be indicated.

Use Area	Activity	Special Equipment Needed	Trip Dates or Season of Use & # of Trips	Number of Clients (per trip)	Service Day Total (leave blank)

B. Describe accommodations available to people with disabilities:

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C. Names of employees to be used and applicable License # for each:

Name	License #	Telephone #

Please provide copies of appropriate certificates (ex. CPR/First Aid, Swift Water Rescue, EMT) for the above guides.

D. Emergency Survival Supplies and Safety Equipment:

List emergency survival supplies and safety equipment that is taken on trips. A sample list may be available for your specific activity in the appendices section.

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E. Communication Equipment and Procedures:

What equipment do you use? How often do you check in with someone in town or with your base?

F. Lost and Overdue Procedures:

What are your procedures in the event of lost or overdue clients or employees?

G. Emergency Notification Procedures

In the event of serious accident, guides will be responsible for ensuring proper first aid and procuring evacuation assistance if needed. Requests for medical evacuation, search and rescue, or law enforcement assistance should be made from the appropriate agencies such as Alaska State Troopers, Coast Guard, etc.

1. Incident Notification. The holder shall be required to contact the authorized officer as soon as practicable after the following incidents that occur on National Forest System (NFS) lands within the authorized area:

- a. Any incident resulting in death, permanent disability, or personal injuries that are life-threatening or that are likely to cause permanent disability;
- b. Any failure of a structural, mechanical, electrical component and its primary connection, or operator error, which impairs the operation or function of a passenger ropeway in a way that could affect public safety, or any ropeway incident that requires reporting to State authorities;

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- c. A search and rescue operation to locate a person; or
- d. Any incident that had or has high potential for serious personal injury, significant property damage, or significant environmental or other natural resource damage, including but not limited to avalanches, landslides, flooding, fire, structural failures or release of hazardous substances.

2. Method of Notification. The authorized officer shall determine protocol for how the notification must be made. Notification may be tailored to the unique characteristics of the permitted operation. At a minimum, notification shall be made by mail, phone, email or fax.

Glacier Ranger District
Chugach National Forest
P.O. Box 129
145 Forest Station Road
Girdwood, AK 99587-0129
(907) 783-3242

Cordova Ranger District
Chugach National Forest
P.O. Box 280
Cordova, AK 99574
(907) 424-7661

Seward Ranger District
Chugach National Forest
P.O. Box 390
334 – 4th Avenue
Seward, AK 99664
(907) 224-3374

Chugach National Forest Dispatch
Supervisor's Office
161 E 1st Ave, Door 8
Anchorage, AK 9901
(907) 743-9431

3. Contents of Notification. When notifying the authorized officer of an incident, the holder shall be required to specify when, where, and how it occurred, and who was present or affected by the event.

H. *Eagles and Eagle Nests*

The Bald Eagle Protection Act (16 USC 668-668d) will be adhered to. On land, Holder activities will occur beyond a 330-foot radius from bald eagle nest trees. "A bald eagle nest tree is a tree of any species that contains a structure built by eagles for the purpose of nesting. From river corridors, lakes, and coastal waters, bald eagle nest trees will be floated by without stopping, and clients will not be allowed onto the land.

I. *"Minimum Impact, No Trace" Techniques*

Various levels of Leave No Trace Techniques are required by permit holders. Ask permit administrator for details.

- Leave No Trace practices will be discussed with clients as part of every client orientation/safety briefing. Clients will be advised of the proper techniques for camping, hiking, garbage and human waste disposal, respecting wildlife, and the use of fire, as described in the "Leave No Trace – Outdoor Skills, and Ethics in Temperate Coastal Zones" brochure, published and distributed by National Outdoor Leadership School.

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- All refuse will be packed out. No trash or food waste will be buried. If fires are allowed in a particular Holder's permit, and if fire danger permits, combustible trash may be burned. All non-burnable materials must be packed out to an approved sanitary disposal area.

J. *Bear Safety*

Bear safety will be discussed with clients as part of every client orientation/safety briefing. Clients will be advised of the proper behavior in bear country and what to do in case of an encounter with a bear, as described in the "Bear Facts – The Essentials for Traveling in Bear Country" brochure, published and distributed by the State of Alaska Department of Fish and Game. It is up to the outfitter/guide what type of defensive equipment to have in the event of a bear attack.

K. *Authorization in advance is required for the following uses:*

- Improvements of any kind
- Additional use above authorized limit
- Overnight camping

L. *Use of Forest Service campgrounds and cabins is not allowed.*

VI. *SPECIFIC STIPULATIONS*

Specific stipulations listed in the following appendices apply if the Holder is authorized for the particular activity and/or location in their permit. If the specific stipulation applies, the stipulations are part of the permit and will be monitored for permit compliance. The following lists all the appendices (circle all that apply):

- A. Fishing and Boating (excluding whitewater rafting) N/A
- B. Hiking, Camping, and Campfires**
- C. Use of Livestock N/A
- D. Mountain Biking N/A
- E. White Water Rafting N/A
- F. Access through Seward Ranger District Recreation Facilities N/A
- G. Winter Travel N/A
- H. Guided Helicopter Activities N/A
- I. Glacier Access and Parking N/A
- J. Group Size and Restrictions for Seward Ranger District Guided Activities N/A
- K. Use in Nellie-Juan College Fjord Wilderness Study Area N/A
- L. Supervision of Children; Reporting Suspected Child Abuse or Neglect**

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Appendix B

Hiking, Camping, and Campfires

The following stipulations are to be included in the Operating Safety Plan for each of the activities listed below.

A. *Trail Use*

- Shortcutting switchbacks or trails are prohibited. Non-system trails will not be repeatedly used, cleared, or created. Authorization to use or maintain existing non-system trails must be obtained from the District Ranger or his or her delegate.
- Coastal Hiking – Avoid trails that show slight signs of use. In remote areas, either spread out or hike on durable surfaces.

B. *Camp Operations*

- Avoid camping close to water and trails and select a site, which is not visible to others.
- If a fire breaks out in camp, the outfitter will take immediate charge for suppression of the fire. Employees will be aware at all times of the location of buckets, shovels, fire extinguishers, and other firefighting equipment.
- Permanent camps and/or improvements are not allowed.
- Caches of equipment or gear are not allowed unless specifically authorized.
- Care shall be taken to prevent contamination or pollution of natural water sources. Equipment, dishes, clothes, and bodies will be washed at least 300 feet from any water source.
- Camping is not allowed within a minimum of 300 feet from Forest Service public use cabins. Further evaluation will take place on a case-by-case basis.
- When the campsite is dismantled, the area is to be left clean. All evidence of use will be removed and the site will be naturalized by scattering organic material over the area.
- Standing dead or live trees or branches of live trees will not be cut.
- Food, food related items, and garbage must be stored acceptably. Acceptable storage is: 1) stored in a bear-resistant container, 2) stored in a closed vehicle constructed of solid, non-pliable material, or 3) suspended at least 15 feet clear of the ground at all points and four (4) feet horizontally from any supporting tree or pole.
- Cooking/eating areas need to be separated from sleeping areas to reduce human/bear interactions.
- Disturbance to vegetation will be minimized by: 1) not chopping, carving, or cutting live trees or disturbing plants, 2) not leveling ground for tent sites, 3) not building drainage trenches around tents or campsites.

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- Guides must provide for client health and safety while camping. This includes but is not limited to food preparation and storage, water treatment, toilet facilities, and refuse disposal.

C. *Fires*

When building a fire please use Leave No Trace practices.

- Use stoves to minimize the impacts from open fires.
- The amount of dead and down wood and driftwood at the site, fire hazard, the need for a campfire, and suitability of a site must be evaluated before a fire is started. Fires will be built using a fire pan, a mound fire, or existing fire pits. Rock rings will not be constructed. Do not construct fires under trees, in roots, or on duff layers. Use dead and down wood and/or driftwood that is no larger than the diameter of an adult's wrist. Burn wood down to white ash or very small coals. Before leaving camp make sure all embers are dead out, scatter all ashes and cover fire site with a thin layer of sand, gravel or dirt.

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Appendix L

Supervision of Children; Reporting Suspected Child Abuse or Neglect

If the holder, holder's employees, agents, or contractors learn of facts that give reason to suspect that a child under the age of 18 has suffered physical or mental injury, sexual abuse or exploitation, or negligent treatment (child abuse), the holder, holder's employees, agents, or contractors shall as soon as possible report the child abuse to Alaska Department of Health & Social Service and as soon as practicable thereafter to the Authorized Officer. The operating plan must include:

1. The name, address, telephone number, facsimile number, and e-mail address of Alaska Department of Health & Social Services.
2. A schedule for providing periodic training on the signs of child abuse and the reporting requirement when child abuse is suspected.
3. A Sample for Reporting Suspected Child Abuse or Neglect and, to the extent mandated by applicable state law, the requirement for all employees who work with children under the age of 18 to undergo a criminal background check.

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**Sample of
Reporting Suspected Child Abuse or Neglect**

**AUTHORITY:
Crime Control Act of 1990 (42 U.S.C. 13031)**

Information on suspected child abuse or neglect that the holder or the holder's agent obtains should be reported to Alaska Department of Health & Social Services with authority to take emergency action to protect children who are abused or neglected. Retain a copy for your records. Some of the information obtained in this type of reporting may be subject to protection by the Privacy Act 5 U.S.C. sec. 552a.

Date of Initial Call(s):

January 1, 2013

Name, Title, Organization, Address, Telephone Numbers, Fax Number, and E-Mail

Address of Persons Contacted:

Alaska Department of Health & Social Services

Anchorage: 1-855-478-4444, AncIntake@alaska.gov

South-central: 1-855-352-8934, hss.ocsscointake@alaska.gov

Action Taken in Response:

Date of Follow-Up Call(s) or Other Contacts:

Name, Title, Organization, Address, Telephone Numbers, Fax Number, and E-Mail

Address of Persons Contacted:

Action Taken in Response:

Permit Holder's Name, Address, and Telephone Numbers:

Child's Complete Name, Including Middle Initial Gender Age Date of Birth

Child's Address and Telephone Numbers:

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Name of Child's Parents or Guardian:

Relationship:

Parents' or Guardian's Address and Telephone Numbers:

Name of Persons Suspected of Abuse or Neglect: Fred Thomas

Relationship:

Address and Telephone Numbers of Persons Suspected of Abuse or Neglect:

Check all that apply:

Physical Injury Sexual Abuse Emotional Neglect or Abuse

Physical Neglect Other (specify):

—

State the nature and extent of the current injury, neglect, or sexual abuse to the child in question and the circumstances leading to the suspicion that the child is a victim of abuse or neglect:

If known, provide information concerning any previous injury, sexual abuse, or neglect experienced by this child or other children in this child's family, including any previous action taken in response:

State other information that may be helpful in establishing the cause of the child's status:

Signature and Title of Person Making Report:

Signed Here Date:

Distribution: