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--Planning and Logistics--

Logistics Planner

Pre-Trip	<ul style="list-style-type: none">- Practice anchoring and navigation skills- Check in with Ashton about campsite reservation dates- Check in with Ashton/Site Directors about which boats are available on those dates- Update permission slip (attached in this folder) with relevant dates and contact info.- Distribute permission slip to students in your class ~1 week before the trip departure date<ul style="list-style-type: none">- Be sure to distribute the note about deer ticks with this as well- Organize group gear<ul style="list-style-type: none">- Ask your class who has tents and coolers they're willing to bring in and share with the group<ul style="list-style-type: none">- Keep in mind that tent space must be single-gender- Ask the group if there are any food allergies<ul style="list-style-type: none">- Go over food plan with them...present your ideas and ask if there are any objections/suggestions from the group- Island campsites have built-in charcoal grills- Go food shopping (check in with Ashton about budget beforehand)
Day of Trip	<ul style="list-style-type: none">- Bring grocery shopping receipt to Office Manager and fill out reimbursement form- Collect any outstanding permission slips- Make copies of returned permission slips<ul style="list-style-type: none">- Leave originals at with the Site Directors- Bring a copy of each student's permission slip with you on the trip

	<ul style="list-style-type: none"> - Load personal gear, group gear, food (I recommend you pack all the food into coolers before putting on boats), and water into sailboats and powerboat <ul style="list-style-type: none"> - Encourage sailors to line their bags of gear with trash bags so that tents/sleeping bags/warm clothes do not get soaked while sailing there - Complete Outer Harbor Float Plan and leave with the Site Directors - Review communication/check in plan with Courageous on-land team <ul style="list-style-type: none"> - Typically check in once anchored, around dinner, at wake up, and when heading back to boats - Things not to forget to put on powerboat: <ul style="list-style-type: none"> - Medical kit (make sure it is extra well-stocked) - At least 2 extra VHF radios - Backup gas tank or jerry can - Extra PFD - Trash bags - 2 rolls of toilet paper - Paper towels - Make sure each boat (sailboats and powerboat) has a waterproof chart
<p>During Trip</p>	<ul style="list-style-type: none"> - Ensure that boats are safely anchored, check on them throughout the trip - Check in with Courageous (stick to plan that was established!) - Set clear expectations (see Courageous' official camping policies on page 12): <ul style="list-style-type: none"> - Never alone on island - Check in with an instructor about where you are going and who you are going with during unstructured time - Supervise, supervise, supervise! - Remind sailors to check themselves for ticks (see note re: ticks)

	<ul style="list-style-type: none"> - Oversee camp set up, ensure separation between male and female tents - Facilitate food preparation and cleanup - Set a clear bedtime, check tents - Ensure that all food is kept out of tents and stored in coolers on top of picnic tables overnight (there are relentlessly pesky rats and other pests on the islands)
Post-Trip	<ul style="list-style-type: none"> - Unload boats - Clean boats (clear trash from inside, scrub decks) - Return group gear to students who provided it - Leftover food and materials back to boathouse - Report any boat issues in maintenance log - Fill out and give site directors any incident reports from the trip

Permission Slip

The following is the permission slip you should distribute to sailors and their families at least one week prior to camping. As you can see, there are editable fields where you can plug in specific information about your trip. Make sure you emphasize that sailors are each responsible for bringing their own plate/bowl and utensil--I have found that this is the most common forgotten item and they are pretty critical!

You may click on this [link to the editable permission form](#). Because the settings are set as view only, you will have to make a copy of the document in your own Google Drive before you can edit.



Dear Parents of [Step 4/Step 5/IITs],

We will be going on a one-night, two-day sailing/camping trip from [INSERT DATES HERE]. This could be shifted depending on the weather forecast for the week. Courageous will update you with any changes in plans as soon as possible.

During the trip, Courageous will provide all meals excluding lunch on the first day. Each sailor is also required to bring two gallons of water. Sailors will be accompanied by their instructors, [INSERT NAMES OF INSTRUCTORS HERE].

Gear to Pack:

- Lunch for day 1
- Plastic bowl and utensil
- 2 gallons of water

- Reusable water bottle
- Any additional snacks your sailor will want during the trip
- Sleeping bag
- Sunscreen
- Bug spray
- Flashlight
- Shoes that can get wet (beaches are very rocky)
- Any needed medications (please send in original bottles and let staff know that you have them with you)
- Clothes for 2 days including warm layers for cool nights and long socks to help with tick protection
- Book (optional...we'll have some down time)

Items that we need for group use: We are asking sailors to gather coolers and tents for communal use. We would really appreciate families to pitch in and let the group borrow these items. The instructors will do their best to return the items in the same condition they came in but items tend to rattle around a lot while being transported via boat to the islands. So if your items are fragile, brand new or expensive please do not send them!

We are very aware and mindful of the risks associated with overnight adventures on our Harbor Islands. Our training in these areas will ensure the safety of all of the sailors throughout the trip. Please also see the attached information regarding deer ticks.

If you have any questions, please feel free to contact Ashton/Nora/Site Directors at 857-452-1769.

Permission Form *(Please return to Courageous ASAP.)*

I give my child, _____, permission to participate in the [Step 4/Step 5/ IIT] camping trip to [INSERT ISLAND NAME HERE] Island.

Parent/Guardian Signature: _____ Date: _____

Will you be in town during this camping trip? yes/no

Best emergency contact phone numbers during trip:

Two alternate phone numbers/contacts:

Before you leave Courageous, make sure to make a copy of each signed permission slip. Leave the originals with Ashton/Nora/Site Directors and take the copies with you to the island. I recommend you put them all into a plastic page protector to keep them as dry as possible! Any sailor that does not have a signed permission slip may not participate in the camping trip. In the case that students have not turned in their permission slip the day of the trip, the next step is to have Ashton/Nora/Site Directors call the parents for verbal permission and/or ask them to text or email a photo of the signed permission slip. In order to avoid this, make sure to repeatedly remind sailors to bring in their permission slips.

Grocery List

As stated in the permission slip, sailors are expected to pack their own lunch to eat en route to the island the day of the trip. Sailors and staff will eat dinner, dessert, breakfast, and lunch together on the island during the trip. Below is a suggested shopping list for camping trips based on cost, ease of transport, and ease of cooking. Changes may be necessary depending on food allergies or restrictions.

After you go shopping make sure to hold onto your receipt and turn it in with a completed reimbursement form from the Office Manager.

Dinner	Dessert	Breakfast	Lunch	Snacks
Tortillas Cheese Black Beans Salsa Hot Dogs Buns Ketchup Mustard	Marshmallows Chocolate Bars Graham Crackers	Pancake Mix Syrup Bananas Cooking Spray	Bread Peanut Butter Jelly Nutella	Chips Granola Bars Chips Apples Carrots Hummus Extra Water

*For nut allergies, substitute sunflower seed butter for PB.

*For gluten allergies, bring corn tortillas for quesadillas as well as gluten free bread for lunch.

Here are other things you should be sure to bring with you that you can more than likely find at Courageous (check before you grocery shop just in case!):

- Frying Pan
- Spatula
- Tin Foil
- Paper Towels

- Wet Wipes
- Ice
- Trash Bags
- Lighter & Matches
- Charcoal (Match-Light will make your life easier!)
- Lighter Fluid

Packing List

- Lunch for first day
- Plastic plate/bowl and utensil
- 2 gallons of water per person
- Reusable water bottle
- Sleeping bag
- Sunscreen
- Bug Spray
- Flashlight
- Shoes that can get wet (for rocky beaches on the islands)
- Bathing suit
- Any medications you take
- Clothes--including warm layers and long socks
- Book (*optional*)

Staff, you should bring portable cell phone chargers to ensure that your battery lasts throughout the trip in case of emergency

Courageous Policies

The following document outlines Courageous' specific policies for camping and any other off-site field trip or event.

While it is dense, this guide serves to create the safest possible experience for sailors and staff when they are not on site. If there are specific aspects of this that you feel are not applicable to your particular group, that is a conversation that you should open up with Ashton and the Site Directors well before your trip.

The following guidelines apply when students go to "public" sites such as parks or museums. These guidelines are referenced from the American Camping Association.

1. Maintain the regular supervision ratio with a minimum of two adults.
2. Use the buddy system and teach students "why" it is used. (To watch out for each other)
3. Take a head count every 15-30 minutes, before and after moving from one area to another, or more often if the activity or situation involves crowds, "attractive nuisances," or other distractions.
4. Make sure students know what to expect and what the rules are, in general, include expectations for unusual circumstances, such as using playground equipment or spending money.
5. Make sure that everyone is aware that Courageous behavior expectations carry over to off-site trips.
6. Explain the plan to all (students and staff) to address potential emergencies or situations, such as illness, extra bathroom trips, being approached by strangers, or meeting someone the student knows (students should tell a staff member right away).
7. If a student gets lost or separated from the group they should go immediately to one of the site's information areas (show the students how these areas are designated).
8. Instruct students to tell staff before going to the bathroom and to check back in when they return.
9. Do not invite others to join the group without the knowledge and consent of a staff member. Report uninvited guests or suspicious circumstances to staff immediately.

10. Define the area in which students are to stay unless specific permission is obtained from their assigned staff member.
11. If leaving the boundary area, require all students to go with a buddy.
12. When in a stationary area, like at the park, staff should spread out within the group, remaining visible, accessible, and attentive to the needs of the students.
13. At least one first aid kit should be on hand for every 35 people.
14. When Walking
 - a. Walk in pairs, on the right, to allow others to pass comfortably.
 - b. Have a staff member lead and another follow, in most instances.
 - c. Suit the pace to the slowest person.
 - d. Keep the group together.
 - e. Cross streets as a group at designated crossings only.
 - f. Obey traffic signals.
 - g. Count heads before crossing and at regular intervals.

Camping Trip Policies

1. All students and staff under the age of 18 must have parent/guardian sign permission slip on file at Courageous that details the date, time, and location of the camping trip.
2. Respect Wildlife. Watch animals from a distance and never feed or follow them.
3. Insects: Biting insects can be prevalent on the islands from June to September. Wearing long pants and long sleeved shirts will provide some protection from mosquitoes, biting flies, and ticks. Insect repellents containing 20-30% DEET on exposed skin and clothing are helpful.
4. Ticks: Courageous Sailing encourages students to wear long pants and long sleeved clothing and utilize appropriate insect repellent while on camping trips. Students are encouraged to do a tick check once per day while camping and upon arrival home.
 - a. During the pre-camping orientation, staff should inform students of the risk of ticks, bite prevention methods, and encourage students to check for ticks once per day while camping and upon arrival home.
 - b. Courageous Staff is encouraged to remind students while camping to apply appropriate insect repellent and wear appropriate clothing.
 - c. A Tick Information document should be sent home with students prior to the camping trip.
5. Sleeping Quarters
 - a. Students will sleep in separate, single gender tents in separate, single gendered groups. Instructors will sleep in close proximity dividing the student gendered groups. This applies to sleeping in tents and sleeping under the stars.
 - b. Quiet Time is from 10PM to 7AM. (Parks)
 - c. Lights out (in sleeping bags and quiet) at 12AM.
 - d. Students are prohibited from entering tents of the opposite gender at all times, including during daylight hours.

- e. If the group is using individual sites, male and female students should be at single-gender sites with male and female sites grouped together (as opposed to alternating). Instructors should be located in between the male/female groups.
 - f. Tips of the trade: Recommend smaller tents versus bigger tents.
6. Drinking Water: Campers going to Grape, Bumpkin, and Lovells Island should bring one gallon of drinking water per person for each day on-island. Only Peddocks Island has access to fresh water.
7. Supervision
- a. At least one male and one female staff member aged 18+.
 - b. At least one supervising staff member should be over age 21.
 - c. Ratio: See Supervision Chart.
 - d. Student trips away from the group:
 - i. Short trips away from the group (up to 20 min) should be in pairs (ex. Bathroom, pick up items from tents)
 - ii. Trips longer than 20 minutes should have an instructor escort (ex. Exploring ruins, sitting on the beach, etc)
8. Manhunt
- a. Timing: Played in daylight or dusk and should be completed by dark.
 - b. Each student must have clothing and gear that adequately prevents against tick bites and a flashlight.
 - c. Staff should set boundaries of where students may hide. Must be within earshot of the base (where the supervising instructor is based).
 - d. Students should be in pairs. Groups of threes are encouraged.
 - e. If all students have not been found within 30-45 minutes the game ends.
 - f. Group should agree upon the following two noise signals before a game begins:
 - i. Signal that ends the game
 - ii. Signal that identifies someone needs help
 - g. At least 1-2 instructors must be walking around monitoring game
 - h. Manhunt is a privilege that must be earned and instructors must deem it appropriate to play with students
9. Small beach campfires are permitted on bare beach sand below the high tide line and limited to no more than three feet in height or diameter. Firewood from outside the island is prohibited. Before leaving a campfire, the fire must be extinguished and free of litter with no evidence of food remains that could attract wildlife. Fires can never be left burning unattended and must be under the supervision of an instructor.
- a. Fires are not permitted in portable grills or stoves on docks or on boats.
 - b. Campfires must be under the supervision and management of an instructor.
10. Cooking
- a. Fires using charcoal briquettes for grilling must be built in metal fire receptacles where provided and under the direct supervision of instructors.
(Parks)

- b. Cooking must be under the supervision of an instructor.
 - c. The person cooking should wash their hands and follow other basic food safety protocols.
 - d. All trash is to be carried off the island to Courageous for disposal.
11. The following are prohibited per the Parks Department: alcohol, drugs, littering, fireworks, firearms, amplified music, pets. If these items are discovered:
- a. At Courageous Sailing: Items will be confiscated and parents will be contacted. Decision will be made on a case by case basis if student is able to participate in the camping trip.
 - b. At the Island: Alcohol would be dumped out. Drugs are confiscated by the Head Instructor. Supervising instructor contacts OIC/YP Director who contacts the parent. Parents are asked to be on site upon return from camping trip to pick up student.
12. Swimming at unguarded beaches or near all island docks is prohibited.
13. Boating Safety
- a. Navigation lights should be used when appropriate.
 - b. Operation of Courageous Sailing boats are limited to daylight hours.
 - c. Safety Boat should have the following supplies: spare gas can, navigation lights, anchor and rode, towlines, VHF monitoring channel 72.
14. Fishing is allowed on the Boston Harbor Islands as long as it is away from boaters and swimmers. If you are age 16 or over, you must have a MA, NH, RI, or CT fishing permit.
15. In Case of Inclement Weather: Courageous Sailing will make every effort to avoid the possibility of inclement weather during camping trips. On the off chance that inclement weather occurs while on the island, staff and students are to take shelter in a structure, or if that isn't available, in tents.

Camping Health Policies

1. Health Information: Prior to departure, the Head Instructor should be given relevant health and medical information for students and staff, as reported in their registration and/or hiring materials. This information is to remain confidential.
2. First Aid: Per Courageous Sailing policies, all supervising staff should have current CPR/AED/First Aid certification. One first aid kit should be available for every 25 people. In addition to basic first aid supplies, this first aid kit should include a breathing barrier and an emergency blanket.
3. Medications:
 - a. Head Instructor will be notified by the Youth Program Director or Health Care Consultant of any medications they will need to carry during the trip.
 - b. On the day of the trip the OIC will pick up the medications in their original containers, copies of the medication information form, and emergency contact information.
 - c. All medications and forms must be kept secure from possible theft or loss.

- d. Any medication not taken and all forms will be returned to the Youth Program Director or Health Care Consultant.
 - e. With parental permission, students are permitted to carry medications on their person and self-medicate. Under no circumstances are one's medications to be shared or given to another.
4. In the event of a medical emergency, staff should hail the Coast Guard or call 911 per the Communication Protocol. Staff should then immediately notify the Office-in-Charge and Youth Program Director..

Camping Trip Communication Protocol (adopted 8.2.11)
 Updated Spring 2017

1. Statement of Purpose

This communication protocol is established for vessels or parties outside the yellow flag boundary so that Courageous Sailing's representative/s:

- can maintain open lines of communication between themselves and any such vessel or party who is reporting to said representative.
- may receive timely and appropriately detailed updates regarding the location and well being of said vessel or party.
- can keep float plans updated to reflect the intended itinerary of any such vessel or party.

2. Definitions

- *Communications Officer* - the Communications Officer is designated by the Officer-in-Charge. The Communications Officer is responsible for initiating communications from the vessel or party and for ensuring that the vessel or party can be contacted. It shall be the sole responsibility of the Communications Officer to execute communication protocol.
- *Check-in* - A check-in is a confirmed communication between the Communications Officer and a representative of Courageous including information regarding present location, planned itinerary, and the well-being of the group. **No check-in is complete until a reply is received.**

3. Check-in Procedure

- Check-ins will take place three times daily at a minimum
 - 1) Between 08.00 and 09.00 (or at breakfast);
 - 2) Between 13.00 and 15.00 and (or at lunch); and
 - 3) Between whatever time all vessels are secured for the night and sunset (or at dinner).
- Check-ins will also occur whenever
 - 1) An individual joins or leaves the group.
 - 2) The group goes on or off anchor with the intent to change location (if merely re-setting an anchor, contact is not necessary);

- 3) The group's itinerary changes so that their expected position at a given time should vary by a distance greater than two nautical miles or so that their anchorage location should be amended
- 4) Severe weather has been encountered between 07.00 and 22.00
- 5) A serious though not necessarily emergency medical incident has occurred (e.g. head injury causing minor bleeding)
- 6) A serious though not necessarily emergency boating accident or systems malfunction has occurred (e.g. engine malfunction)
- Check-ins should be made at 30-minute intervals (at a minimum) in case of the above until Courageous Base has determined, with input from the Communications Officer, that the situation is resolved.

4. Procedure in the event of failed communication

A failed communication is defined as the following:

- Any one check-in from the Communications Officer to Courageous Base is missed;
- Any one of two randomly placed, non-emergency communication checks from Courageous Base to the Communications Officer is missed;
- Courageous Base lacks sufficient information to reasonably estimate the position of the vessel or party

If there is a failed communication then:

- As soon as contact is re-established from Courageous Base to the Communications Officer or any other individual with the vessel or party, Base shall instruct the vessel or party to return to Courageous via the most expedient route at such time as it is safe to do so

In the event the Communications Officer is unable to contact Courageous Base:

- After exhausting all resources available to make check-in (either directly or via relay), the Communications Officer judges that lines of communication are inoperable for a time lasting more than one check-in period

Then:

- The Communications Officer shall instruct the vessel or party to return to Courageous via the most expedient route at such time as it is safe to do so.

5. Line of Communication

- Phone call to Charlestown Site Director
 - May call Youth Program Director if Site Director does not answer or if it is outside of program hours
- Text to Charlestown Site Director
 - May text Youth Program Director if Site Director does not reply or if it is outside of program hours
- Phone call to Courageous Base (857-452-1769), and message left with
 - Program Manager
 - Education Director
 - Adult Program Officer in Charge
 - Executive Director
- VHF Transmission to:

- Courageous Base (ch. 69 or 68 (SYP hours only))
- To Camp Harbor View (daylight hours only) to Relay to Courageous Base (ch. 69)
- Spectacle Island Marina, Island Moorings or Hingham Harbor Marina (same company; ch. 14)
- Phone call to request message relay (all Harbormasters also monitor ch 16):
 - Boston Harbor Islands Ranger Line (617-223-8666, then press 0)
 - Boston Harbor Master (617-343-4721)
 - Hingham Harbormaster (non-emerg 781-741-1450; emerg 781-749-1212; other 781-741-1450)
 - Hull Harbormaster (781-925-0316)
 - Quincy Harbormaster (617-745-5896; working ch, 12)
 - Weymouth Harbormaster (781-682-6109)
 - Winthrop Harbormaster (617-207-9248, emerg pager 617-798-2100, working ch 6, emerg ch 9 and 16)
- In case of an imminent emergency - Phone call to US Coast Guard Command Center (617-223-5757) to relay to Courageous Base
- In case of an imminent emergency- VHF Transmission to US Coast Guard Sector Boston (ch. 9)

6. Miscellaneous

- Communication Log - Both the Communications Officer and shoreside contacts will retain a written log of all official communications.

Communication Log

Date	Time Called	Comm Officer	CSC Officer	Phone, VHF, other	Message	Time Replied

Keep in mind that leading a camping trip is a huge responsibility and you are a model for sailors you bring onto the island. Additionally, you are paid for more hours which means that you are working while on the trip. Effective communication and frequent check-ins are non-negotiable.

Leave No Trace

While representing Courageous on the Boston Harbor Islands, you must adhere to the 7 Leave No Trace (LNT) Principles.

- Plan ahead and prepare.
- Travel and camp on durable surfaces.
- Dispose of waste properly.
- Leave what you find.
- Minimize campfire impacts (be careful with fire).
- Respect wildlife.
- Be considerate of other visitors.

To learn more about what each of these principles entails, check out the resources from this link:

https://lnt.org/why/7-principles/?gclid=EAIaIQobChMIhYztzZiL4wIVkEsNCh0sSwJmEAAAYASABEgIET_D_BwE

If there is a rainy day leading up to your camping trip, go over LNT and ask sailors to brainstorm what each of these 7 principles would look like in action on your trip. Also feel free to reach out to Alexis if you need ideas for how to run this or have questions about the LNT principles in general.

--Safety--

Medical Forms and Information

Before you leave the site, make sure that you have copies of medical information for each sailor coming with you--staff included. It is easiest to create a spreadsheet that includes medical info as well as emergency contacts so that it is all in one place. As stated earlier, you also need to bring copies of each sailor's signed permission form. I recommend that you also keep medical information in a safe place that is unlikely to get wet, such as a plastic page protector. Additionally, make sure you review each sailor's medical information before the trip and clarify any questions you may have with Ashton or Nora.

Wind and Weather

Prior to camping, it is imperative that you keep a close eye on the wind and weather forecasts for Boston Harbor. Things can be particularly variable during the summer months so it becomes even more crucial to monitor wind and weather frequently. It is important to continue this monitoring once you have left the dock and are headed to the islands as well as the entire time you are on the islands. If anything pops up that looks suspicious, consult with Courageous Base as soon as possible (either via VHF or your cell phone, dependent on your current location.)

The following sites are great resources for closely monitoring wind and weather:

<https://www.noaa.gov/weather>

<https://www.sailflow.com/>

<https://www.wunderground.com/>

Free Phone Apps that are also great for monitoring the weather:

SailFlow

RadarScope

Weather Underground

Tick Safety

Given the high prevalence of ticks on the Boston Harbor Islands, please distribute the following note to sailors and their families prior to camping. It's easiest to include it with permission slips when you pass those out! It is also recommended that you go over the details of this with sailors and make time for many tick checks throughout the duration of the trip. You may click on this [link to the letter about ticks](#) to print and distribute to the sailors you are taking camping.

Dear Parents of Courageous Sailors,

We are so looking forward to being able to take your children to explore the wonderful Boston Harbor Islands through our sailing/camping trips this summer! Despite their potential for adventures, time on the beach, and the most spectacular sunset views, the Harbor Islands unfortunately are often rife with deer ticks. Deer ticks are known for their ability to spread Lyme Disease. They are particularly pesky given their tiny size.

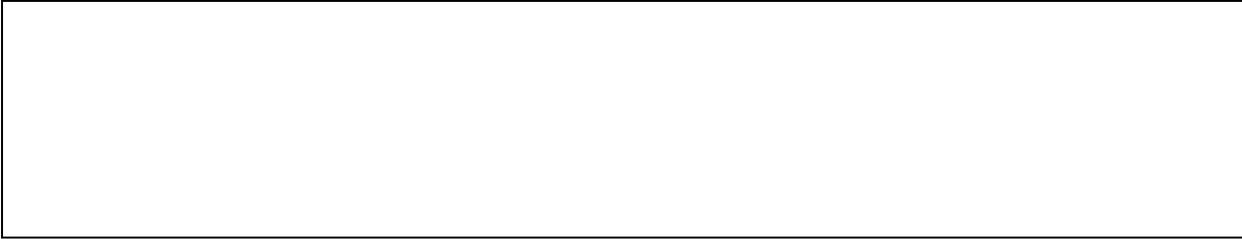
In order to best protect your child from deer ticks while camping, please ensure that they have **long pants** and **long-sleeved shirts** as well as **tall, thick socks** to wear while on the island. Although it is not proven to be entirely effective, bug spray containing DEET is another item that we highly recommend our sailors bring with them.

Staff members on each camping trip will be continually going over tick safety information and reminders with your sailors. It is our hope that given our preparation deer ticks will not pose any problems. In the event of a tick bite, we are all trained to respond and appropriately remove the tick.

If we do encounter any situations where students have been bit by a tick, we will absolutely let you know so that you can keep an eye out for the early symptoms of Lyme Disease.

The good news is that Lyme Disease is very treatable when it is caught early! Symptoms include severe fatigue, fever, headaches, achy muscles/joints, and swollen lymph nodes. Another early symptom is a rash in the shape of a bulls-eye (circular, getting darker as it expands larger) surrounding the site of the tick bite.

All of us on the Courageous Team are committed to making sure that your children are able to enjoy their time on the islands without bringing home any ticks. We just want to ensure that we are transparent with you both about the risks associated with the ticks that seem to love our islands as much as we do and also about how you/your children can best prepare to dodge them!



Incident Reporting

Should any incident occur, whether on the water or on the islands, an incident report must be filled out. The expectations for these are the same for incidents that happen both on and off site. Below is a copy of Courageous' incident report. Make sure to take some from the front desk before you leave the dock for your camping trip.

2019 Courageous Incident Report

To be filled out by each involved party. Please see instruction sheet if needed.
Your name: _____

When did the incident occur? (date, time, class/step):

Where did the incident occur? (be specific):

Group involved (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> SSS | <input type="checkbox"/> Step 1 |
| <input type="checkbox"/> Step 2 | <input type="checkbox"/> Step 3 |
| <input type="checkbox"/> Step 4 (Quests) | <input type="checkbox"/> Step 5 (420s/Lasers) |
| <input type="checkbox"/> ITs | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> P SYP | <input type="checkbox"/> UMass SYP |
|
 | |
| <input type="checkbox"/> Charlestown AP | <input type="checkbox"/> P AP |
| <input type="checkbox"/> UMB AP | |

Was this a medical incident? Y / N
Describe injury: _____

Was first aid administered? Y / N By whom: _____
Describe: _____

Other type of emergency? Y / N Describe: _____

Included a behavioral incident? Y / N Describe: _____

Incident Date: ____/____/____

Number of people/vessels involved: _____

Full names and ages (if YP student) of involved parties, list of involved vessels, etc. (attach more in narrative):

Description of the incident (see instructions / attach more in narrative):

Weather Conditions: _____
Wind (kts): 0-4 5-11
 12-15 16-20 gusty
 21-25 >25
Tide Times: Low: ____:____ High: ____:____

Incident Date: ___/___/___

Contributing factors (check all that apply & include in narrative):

<input type="checkbox"/> Inattention	<input type="checkbox"/> Misbehavior
<input type="checkbox"/> Failure to follow instructions	<input type="checkbox"/> Supervision
<input type="checkbox"/> Boat failure/Equipment	<input type="checkbox"/> Weather
<input type="checkbox"/> Traffic	<input type="checkbox"/> Sun
<input type="checkbox"/> Failure to get in on time	<input type="checkbox"/> Dehydration
<input type="checkbox"/> Other: _____	

How did the crew/student(s) interpret the event?

How were the crew/student(s) when you last saw them?

Lessons learned:

Did you personally contact...
 CSC Base? Y/N Time: ___:___
 Prepared by (print and sign) _____
 Whom did you talk to? _____
 Position/Flag Rating: _____
 ...the police/911? Y/N Date: ___/___/___ Time: ___:___
 Log #: _____
 ...the Coast Guard? Y/N Time: ___:___
 Names and telephone numbers of witnesses, if applicable:

Complete all sections, including an attached narrative, and place report on Program Director's desk immediately

Director (print and sign): _____
 Follow up call made? Date: ___/___/___ Time: ___:___
 Notes: _____

This form may look intimidating, but rest assured that all of the questions asked are critical to document for any incident--even if it seems minor to you.