ICE MANUAL & RESCUE PROCEDURES
FOREWORD

Welcome to NSSEO’s Ice Rescue Training. As we embrace the learning needs of our students and consider safety, this manual is designed to share information with staff and participants. The manual demonstrates commitment to student engagement and experiential learning by NSSEO staff, member district personnel and community partners. The staff at Sunrise Lake Outdoor Education Center wants to thank those who willingly support our work through words and deeds. We look forward to a positive and productive working relationship. Please know that your ideas and input are welcomed and suggestions for continuous improvement are encouraged and appreciated.

Bryan Bolger
Outdoor Education Specialist

Ice Manual and Rescue Procedures Committee

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Carol Alexander
Bob Rossdeutscher
Bryan Bolger

Advisors

White Bear Rescue Training Center- Mike Davenport
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The goals for the training are:

⇒ To know where the equipment is stored
⇒ To learn the pre-checks and setup required on days with significant ice
⇒ To be made aware of the setup and safety aspects of ice activities (skating, curling, broomball, etc)
⇒ To participate in an ice rescue drill
⇒ To review the forms required for the SLOEC Ice Rescue Log
⇒ To build participants competency and comfort level with the Ice Manual and Rescue Procedures
⇒ To provide SLOEC staff with an opportunity to practice preparedness and demonstrate our ability to implement an ice rescue

AGENDA

08:15AM Registration

08:30AM Arrive & Welcome
  Introductions
  Goals & Expectations
  Overview of Training Agenda
  Snow Removal Plan

08:40AM Review Sunrise Ice Manual
  Required Personnel, Environmental Conditions, Ice Emergency Setup, General Procedures, etc.

09:00AM Ice Suit Training
  Put on ice suit indoors

09:20AM Perform and Ice Rescue Drill
  Practice roles and perform a rescue drill

09:30AM Ice Suit Practical
  Get in the water and have everyone run through a rescue

11:30AM Q&A

11:45AM Wrap Up and Evaluation

12:00PM End time
Clear by Zones (Start with Zone 1)
Zone 1: When plowing, push most of the snow to the inside of the circle drive
Zone 2: Clear ramp and walks to office
Zone 3: Clear front walks, ramps, and decks
Zone 4: Clear back walks
Zone 5: Clear stairs and walk to emergency ice box
Zone 6: Salt as needed, when salt don't forget front entrance by gate
Pile snow by X's
REQUIRED PERSONNEL

SLOEC has land and lake ice activity areas. Whenever there are participants on the lake ice, the Outdoor Education Specialist or Superintendent’s designee must be on grounds and an Ice Guard must be supervising ice activities (this does not apply to the land ice rink). The Outdoor Education Specialist orientates all SLOEC staff to the emergency procedures and their specific responsibilities as outlined in this manual. A trained SLOEC Ice Guard (someone who has been trained to implement the Ice Manual and Rescue Procedures) must be present on the lake ice to supervise whenever there are students on the lake ice. The only exception to this is when NWSRA rents SLOEC during normally closed times (i.e., winter play day). If NWSRA chooses to use the lake ice, their staff supervising the lake ice must be trained in NSSEO’s Ice Manual and Rescue Procedures. SLOEC Ice Guard(s) are responsible for orientating Visiting Staff to ice policies and procedures, specifically their role in the event of an emergency. A Sunrise Staff person must be in the office to answer an emergency call for the duration of time students are on the ice on the lake. A Sunrise Staff Person does not need to be in the office for use of the land ice rink.

ENVIRONMENTAL CONDITIONS

In alignment with standards set by The Red Cross, groups are allowed on the lake ice activity areas only if the ice is at least 6 inches thick. The O.E. Specialist or his designee has the final say whether the condition of the ice allows for safe use of the ice activity areas. This decision will be based upon environmental conditions and the abilities of the students.

Additional Environmental Conditions to be considered:
1 Ice Texture/surface- Make certain the ice is not too wet, slushy, or bumpy to make skating an impractical experience.

2 Snow Covering- Consider an alternative activity if the volume or quality of the snow prevents clearing the skating area prior to the arrival of the program.

3 Air Temperature- Check with visiting program regarding the students Home School recess restrictions due to low temperatures for any student(s) on grounds.

4 High Winds- There is minimal shelter to block the wind while on the ice. Consider wind chill readings when checking Home School recess restrictions.

5 Changing Conditions- The Ice Guard must be constantly aware of environmental conditions.
**Lake Ice Measurements:**

The O.E. Specialist or his designee, most often Maintenance/Custodial Personnel, will be responsible for taking an initial measurement to ensure **4 inches** of lake ice are present before safely proceeding to take the remaining two measurements. The procedure for measuring the ice is as follows:

1. The initial measurement will be taken at the northeastern most corner outside of the boat dock. The second measurement will be taken at the northeastern most corner outside of the skate area, or what the anticipated northeastern most corner will be after the installment of the snow fence. The third measurement will be taken at the northeastern most corner outside of the ice fishing area, or what the anticipated northeastern most corner will be after the installment of the snow fence.

2. The ice measurement must be taken in all three locations prior to the lake ice skating season, and will be taken periodically throughout the season. The frequency will depend on the air temperature and other environmental conditions (i.e. after rain). This decision to measure will be made by the O.E. Specialist or his designee.

3. New, clear ice is generally the strongest ice. Snow and water erode ice and add weight. When ice pulls back from the shoreline, the ice is also eroding from above and below. Cracks occur due to thermal contraction. Dry cracks are safe, wet cracks indicate that the ice needs to be twice as thick, about 12 in., to carry the same load. If the temperature fluctuates plus or minus 30 degrees, during which times temperature cross over the freezing point (32°), take another ice measurement.

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<td>8 Inches</td>
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<td>12 Inches</td>
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**Boundaries:**

There must be a boundary/border around the lake ice activity areas (skating, ice fishing, etc.). A fence is the standard border. However, depending on the abilities of the group, ice and snow conditions, etc. cones or snow banks may be used to identify “out of bounds” areas of the lake. The OE Specialist (or his designee) will determine with input from the visiting staff whether the participants will be allowed onto the lake ice activity area(s). Only SLOEC staff and NWSRA staff are allowed outside of fenced areas.
GENERAL SETUP for ICE EMERGENCY
SLOEC Ice Guard will set up the Ice Emergency Equipment and fill out the Daily Ice Log prior to the arrival of the students.

a) The Ice Rescue Equipment is set up when there is “substantial” ice, usually a ½ inch of solid ice or more, on the lake and a student group is on grounds. The O. E. Specialist or his designee will make final decision as to when the ice rescue equipment should be set up. This decision will be recorded on the Daily Ice Log.

b) Ice Rescue Suit box is placed in office for the duration of the ice activity season. The Ice Rescue Suit box includes:
   - 1 – Universal Ice Rescue Suit (ORANGE BAG)
   - 1 – Oversize Ice Rescue Suit (GREEN BAG)
   - 2 – Buoyant Slings
   - 2 – Rope Bag (300 feet YELLOW rope each) to be clipped to each suit
   - Blanket and/or sleeping bag in office

c) Both locks on the Ice Rescue Dock Box (located on the boating dock) are unlocked.

d) The following items are placed inside of the Ice Rescue Dock Box:
   - A Megaphone (brought from overnight storage in the office)

e) The following items remain inside of the unlocked Ice Rescue Dock Box:
   - 2 – Rope Bags with 300 feet RED rope each. (Extra rope used to extend yellow ropes if needed. Clip red rope to yellow rope loop extending from yellow rope bag)
   - Initialed Staff Ice Rescue Boots with crampons / metal spiked soles
   - Unzipped Sleeping Bag inside plastic bin
   - Insulated Pad
   - Ice Guard First Aid Box
   - 2 – Lifejackets
   - Ring Buoy

f) The following items are unlocked from, and remain on, the boating dock:
   - The Ice Rescue Ladder
   - The Shepherd’s Crook

g) The following items are unlocked from, and remain on/in, the skate shed:
   - Ring Buoy
   - The Shepherd’s Crook
   - Insulate Pad in Skate Shed
   - First Aid Kit is kept inside of Skating Shed

Note: SLOEC’s Snow Removal Plan highlights a cleared walkway to the north side of the dock and a snow cleared dock from the area in front of the Ice Rescue Dock Box and in front of the Ice Rescue Ladder.
GENERAL PROCEDURES for ALL ON ICE ACTIVITIES

a) Everyone must wear head protection while on the ice. This could be a stocking hat, with padding or a padded hood (not a baseball hat or thin nylon hood). Sunrise has hats available for students to borrow. Collect hats back from students at end of day. Hats are not to be shared and are washed prior to the next use.

b) Students must stay inside the designated area, or they will be removed from the ice and their skating privilege will be terminated for the day. This rule is strictly enforced.

c) Students are allowed on the ice only when the SLOEC Ice Guard is on the ice (first on the ice).

d) Rough housing, crack the whip, checking, etc. is prohibited.

e) If the fence border is compromised or not in use, snow banks and cones will be placed appropriately. In this situation, the O. E. Specialist and the visiting teacher must decide if the students are capable of staying within the designated area. If there is any doubt an alternate activity must be chosen.

f) Ice Guard shows a specific visiting staff where the WALKIE-TALKIE is located, has him/her use the radio to call the office, and explains this is his/her communication role in the event of an emergency.

g) The Ice Guard shows boundaries to students and re-emphasizes the boundary rule to them.

h) While there are students on the ice, the Ice Guard must constantly be on the look-out for potential accidents before they occur.

i) The Ice Guard will not wear ice skates while guarding.

j) The Ice Guard leaves the ice only after all of the students have left the ice (last off the ice).
TOP THINGS TO KEEP IN MIND DURING ICE RESCUEs

1. Do not go out on the ice alone, let someone know before you go.

2. Practice makes for a good plan.

3. Interview witnesses to identify the number of victims.

4. Try reaching and throwing before going out on the ice.

5. Do not go into frigid conditions without serious thermal protection/proper clothing.

6. Use personal floatation.

7. Stay connected, to a rope and buddy before going out on the ice.

8. Stay low, as you go, on thin ice.

9. Secure the victim - going fast and doing it twice is not recommended.

10. Don’t get tunnel vision, keep the big picture in mind, and keep everyone safe. “Risk a lot to save a lot, risk a little to save a little, risk nothing to save nothing”.

11. Handle the victim with care, hypothermia can easily cause their untimely demise. They should be handled gently and kept in a horizontal position. Remove wet clothing and dry the victim, re-warming should be done by medical personnel. Rapid re-warming (including hot beverages) can send chilled blood from the extremities to the heart, causing cardiac arrhythmia.

12. “You’re not dead until you’re warm and dead.” Victims with core body temperatures of less than 80 degrees have been successfully revived, even when their limbs have been literally “frozen stiff” and their eyes were fixed and dilated.

13. When emergency personnel arrive (fire and EMT) talk to the person in the passenger seat to communicate where they need to go (generally down by the boat dock). The passenger is the person in charge of the rescue, the driver is focused on driving.

14. Remember, 60% of all ice victims are would-be rescuers, your goal is to rescue a victim but your obligation is to keep all rescuers alive.
ROLES AND RESPONSIBILITIES DURING AN ICE RESCUE

The roles needed in an ice rescue are filled by the person closest to the defined emergency role/responsibility and may be completed by different people, depending on the emergency. Successful rescues require constant communication between team members. Please remember to keep radio communications frequent, clear and short.

The first person to spot a victim is the Primary Triangulator

- Radio and let staff know that there is an EMERGENCY and you need one person (designated 911 caller) to call 911 and a second person to get in the ice rescue suit.
  - Communicate the best location for the Ice Suit Rescuer to enter the lake ice. Let them know WHERE the emergency is and any other valuable information (student, staff, conscious, head above or below water, etc.). If you, the primary triangulator, can make contact with the victim, do so and let them know help is on the way and to keep their hands on top of the ice shelf.
  - Worst case scenario, their hands will freeze to ice shelf and will keep their head above water.
- Triangulators, STAY OFF THE ICE.

Triangulator Roll (second person, different from primary Triangulator):

- If a second person is available to triangulate, go to another view point (generally the boating dock) and spot the victim. There is a megaphone in the dock box if you need it to communicate with the victim. To triangulate make a line between you, the victim, and a fixed point across the lake.
  - Triangulator stays in a safe location and OFF THE ICE. Triangulation really comes into play if the victim goes under water.

Designated 911 caller:

- Make sure you radio to let everyone know that 911 is being called.
- Follow script in Emergency Action Plan. (ASK FOR BARTLETT FIRE)
- Warming blanket in the office if needed to warm up rescued victim before EMT or Fire arrive.

Crowd Control:

- Keep all non-essential staff OFF THE ICE/water. Visiting Staff can manage this responsibility with direction/help from trained Ice guard.
- We do not want people to go on the ice. This video shows what can happen: https://youtu.be/x10bdJ-is9U

Ice Suit Rescuer:

- Put on ice suit and go to location where the victim was spotted. WALK to the victim. When you are on thin ice remember to stay low, crawl or lay flat to distribute your weight so you don’t break through the ice as you reach the victim.
- Signals: PULL IN- two taps to the top of the head. STOP- closed fist above head.

Rope Manager:

- Get the additional rope (red rope) from the dock box if it is needed. Always keep an eye on the person in the ice rescue suit. Pull slowly at the start, to prevent the victim and Ice Suite Rescuer from crashing into the ice shelf.
- Signals: PULL IN- two taps to the top of the head. STOP- closed fist above head.

Emergency Personnel Coordinator:

- Meets emergency personnel (fire or EMT) at the front gate or on the circle drive and directs to the emergency. To communicate with emergency personnel talk with the person in the passenger seat.
ICE ACTIVITIES SET UP – Lake and Land

In addition to the General Setup, the SLOEC Ice Guard will set up the following prior to the arrival of the students.

a) Open Skating Shed and make certain skates, cones, brooms, skate aids, etc. are available

b) Ice inspected for sharp objects, surface texture, cracks and/or holes

c) Cones set up as a border, as needed

d) Skate aids and Ice Activity Equipment (broomball, curling) are set out on the ice as requested

e) WALKIE-TALKIE in PVC holder on Skating Shed and tested prior to arrival of the students and at the beginning of each ice activity period, designated SLOEC Staff will be in Office to Call 911 in the event of an emergency. (Office staff not required for land ice rink)

f) Ice Guard carries whistle to gain attention of students

PROCEDURES FOR DISTRIBUTING SKATES

a) Skaters will find a place where they can sit near the Skate Wagon and remember their shoe size

b) Skaters will receive a pair of skates of similar size and put on them on

c) If skates do not fit, invite students to exchange skates for a more comfortable size

d) Skaters, remember to protect skate blades and do not walk on cement or hard surfaces with skates

e) Once everyone has a pair of skates that fit, the Ice Guard will review emergency procedures and how/when participants will be asked to leave the ice

f) The group may follow the Ice Guard onto the ice
PROCEDURES FOR COLLECTING SKATES

a) Skates are taken off in the area where the participant received them, near the skate wagon.

b) Remember to keep pairs of skates together.

c) Students remove their skates and put their own shoes back on again.

d) Once skates are off and kept together, they can be handed to a Sunrise staff member who will spray the inside of the skates with disinfectant and return them to their designated space on the skate wagon (put one skate behind the other on one track on the skate wagon).

ICE FISHING SET UP

In addition to the “General Setup” for ice emergencies and the “Ice Activities Set Up”, SLOEC Ice Guard will set up the following and needed:

a) Ice fishing rods and reels

b) Bait

c) Ice auger

PROCEDURES SPECIFIC TO ICE FISHING

Participants enter the ice from a designated point and walk with a Sunrise Ice Guard to the Ice Fishing Area enclosed by fenced/bordered area, all participants (students and staff must stay within designated area).

Staff will distribute fishing equipment and oversee the use of augers to drill holes for fishing.

Please practice “Catch and Release.”

Sunrise Ice Guard will escort students back to shore.
**SUNRISE LAKE DAILY ICE LOG**

Directions: Please fill in all of the pertinent information requested below. For equipment checks please enter a “+” if the item is correctly placed and in good working order. If an item is not found in good working order put enter a “-”, and inform Bryan Bolger, O. E. Specialist/Director as soon as possible. This form should be filled out in its entirety prior to the group’s arrival.

Reporting Ice Guard: ________________________ Date: _____________________ Time: ________________

### Environmental Conditions

<table>
<thead>
<tr>
<th>Air Temperature: _____ F</th>
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<tbody>
<tr>
<td>Ice Thickness:</td>
</tr>
<tr>
<td>_____ inches North</td>
</tr>
<tr>
<td>_____ inches Boat Dock</td>
</tr>
<tr>
<td>_____ inches Other</td>
</tr>
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<td>_____ date last checked</td>
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Wind & Direction: (Enter N, S, NE, SW, etc.)

| _____ calm |
| _____ slight |
| _____ moderate |
| _____ heavy |

Sky:

| _____ clear |
| _____ occasional clouds |
| _____ partly cloudy |
| _____ overcast |
| _____ rain/snow |

Note significant changes in environmental conditions:

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

### Rescue Equipment only set up if there is substantial ice on lake and student group is on grounds

<table>
<thead>
<tr>
<th>Ice Rescue Dock Box:</th>
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<tbody>
<tr>
<td>_____ Unlocked dock box on boating dock</td>
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<tr>
<td>_____ Unzipped Sleeping Bag</td>
</tr>
<tr>
<td>_____ Staff Ice Rescuer boots</td>
</tr>
<tr>
<td>_____ Life Jackets (2)</td>
</tr>
<tr>
<td>_____ Ring buoy in dock box</td>
</tr>
<tr>
<td>_____ 1st Aid Kit (inventoried)</td>
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<tr>
<td>_____ 2 Rope bags (red rope)</td>
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<tr>
<td>_____ Megaphone in dock box</td>
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Rescue Equipment:

| _____ Shepherd’s Crook Accessible & Unlocked |
| _____ Ice Rescue Ladder Accessible & Unlocked |

### When a group is “ON” the ice

All Student & Staff must have a hat on when on ice

### Equipment Check

**Skating Shed (Lake Ice Rink):**

| _____ Unlocked |
| _____ 1st Aid Kits (inventoried) |
| _____ Insolated Pad |
| _____ Ice Guard Whistle |
| _____ Walkie-talkie checked |
| _____ Ice Inspected & Cleared |
| _____ Fence/Cones set as border (as needed) |

**Land Ice Rink:**

| _____ Ice Inspected & Cleared |

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**Minor Incident Log (see other side)**
**MINER INCIDENT LOG**

**Directions:** Please complete one section below for each activity period. Check the activity box that applies: Lake Ice Rink or Land Ice Rink. When no incident occurs, please indicate and initial “No Incident”. If a minor incident occurs, please provide written details using the **Incident Report** section below. If a Major Incident occurs, contact Bryan Bolger or his designee as soon as possible and complete a detailed written summary of the major incident.

<table>
<thead>
<tr>
<th>Ice Guard on duty:</th>
<th>Time:</th>
<th>School/Program:</th>
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<tr>
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<td>Lake Ice Rink</td>
<td>Name of Visiting Staff oriented to walkie-talkie</td>
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<tr>
<td>Land Ice Rink</td>
<td>No Incident, please initial:</td>
<td>Incident Report Complete below</td>
</tr>
<tr>
<td>Name of Student(s):</td>
<td>Name of Witness (es):</td>
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<tr>
<td>Details of incident:</td>
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ICE RESCUE USING ICE SUIT

SUIT UP

The ice suit is kept in the office. The rescuer should put on the suit in the office; if assistance is needed ask for help. Before putting on the suit the rescuer must remove all sharp objects (keys, watch, radio, pens, etc.). Step into the suit; first the legs, then the arms, place head inside hood before zipping up.

Once the suit is fully zipped up, attach the metal ring to the carabineer on the front of the suit.
Attach carabineer near the small red buoy on the end of the rope to the front of the suit, going through the ring and the carabineer, both. See below.

The second carabineer on the rope is attached to the carabineer and the ring on the rescue sling.

Then the rescue sling is placed over the head and onto the non-dominant shoulder and under the opposite arm. The rescuer carries a rope in bag to the scene. The rescuer at this point could “burp” the suit. To do so they can crouch down and pull the “burp grip” located at the top right of the suit at the end of the zipper.

During this time other Sunrise Staff or Visiting Staff are assisting in clearing the ice and keeping all non essential personnel OFF OF THE ICE.
BEFORE ENTERING THE WATER
Before the rescuer leaves the dock to enter the ice, be certain that at least one other trained staff is present to
hold the opposite end of the rope and feed it toward the emergency. This staff member ALWAYS keeps an
eye on the rescuer. That staff, or another trained person, should also have a second rope bag from the ice
rescue dock box ready to go. If the second rope bag is needed for length, open it and attach the carabineer on
red rope to the yellow rope loop coming out of the bottom of the bag. All staff on the dock need to have life
jackets on and non-essential personnel cleared from the area.

GETTING OUT TO VICTIM
The rescuer should walk upright until he or she is close to the victim. As the rescuer approaches the victim
the rescuer should be on his or her stomach as they get closer, if the rescuer feels the ice beginning to break
beneath their feet. At that time the rescuer should also get down on their stomach and crawl/slither to the
victim. As the rescuer approaches the victim he or she should talk to the victim to reassure them of their
safety. When the rescuer is in the water they should always keep their feet below them and not allow them to
rise out of the water.

During training, consider your plan and options available when the number of available staff to
perform a rescue is at a minimum. How would you fill required roles?
SECURING THE VICTIM AND RETURN TO SAFETY

Once the rescuer is close enough to touch the victim, the rescuer should reach out with their dominant hand and grab the same hand of the victim, “hand shake”. The rescuer slides the sling over the victims head and joined hands before securing the sling under both arms of the victim. The rescuer then slides into the water behind the victim, “burping” the suit if too much air is caught inside. Once rescuer is ready, gives the “ready” sign (2 taps on top of your head) to the staff on the dock managing the rope bags. The rope team begins to SLOWLY pull until the rescuer and victim until they are up over the ice shelf. During this time the rescuer helps push the victim over the ice shelf while the staff on the dock pulls the rope in a slow and steady manner. The rescuer stays with the victim at all times but if the victim is able and the ice allows both the rescuer and the victim can walk to the rope team. The victim should keep the rescue sling on tightly. If at any time the rescuer needs the rope team to stop pulling they hold a closed fist above their head, indicating “stop”.

GETTING UP OVER AN ICE SHELF

If the rescuer goes in the water, they can get themselves back on solid ice using the ice picks. To do so they will use the ice picks in the arms of the ice suit to grab onto the ice and pull themselves up while kicking with their feet to get themselves horizontal with the ice position (like swimming up onto the ice). Remember to stay flat on the ice, and distribute your weight to prevent you from breaking through the ice again. If the ice continues to break, continue to swim/break through the ice and don’t use the ice picks until you reach substantial ice. Once on solid ice secure ice picks back in pockets on forearm.
HYPOTHERMIA/ FROSTBITE

The Progressive Stages of Hypothermia:
As you deal with a victim, you’ll be able to track the progressive stages of hypothermia by observing the victim’s behavior.

<table>
<thead>
<tr>
<th>MILD</th>
<th>Shivering/ Slurred Speech</th>
</tr>
</thead>
<tbody>
<tr>
<td>MODERATE</td>
<td>Disorientation/ Drowsiness</td>
</tr>
<tr>
<td>SEVERE</td>
<td>Functions Stop/ Hallucinations</td>
</tr>
<tr>
<td>TERMINAL</td>
<td>Unconsciousness/ Death</td>
</tr>
</tbody>
</table>

Survival Time Frame:
Hypothermia strikes at least 25 times faster in water than on land. Victims wearing floatation will increase their survival time, since they do not use up valuable energy keeping themselves afloat. The following chart gives an approximate survival timeframe for an adult wearing a PFD.

<table>
<thead>
<tr>
<th>Water Temperature in °F</th>
<th>Exhaustion or Unconsciousness</th>
<th>Expected Time of Survival</th>
</tr>
</thead>
<tbody>
<tr>
<td>32.5</td>
<td>Under 15 min</td>
<td>Under 15 to 45 min</td>
</tr>
<tr>
<td>32.5 to 40</td>
<td>15 to 30 min</td>
<td>30 to 90 min</td>
</tr>
<tr>
<td>40 to 50</td>
<td>30 to 60 min</td>
<td>1 to 3 hours</td>
</tr>
<tr>
<td>50 to 60</td>
<td>1 to 2 hours</td>
<td>1 to 6 hours</td>
</tr>
<tr>
<td>60 to 70</td>
<td>2 to 7 hours</td>
<td>2 to 40 hours</td>
</tr>
<tr>
<td>70 to 80</td>
<td>2 to 12 hours</td>
<td>3 hours to indefinite</td>
</tr>
<tr>
<td>Over 80</td>
<td>Indefinite</td>
<td>Indefinite</td>
</tr>
</tbody>
</table>

Frostbite:
Frostbite occurs when body parts freeze from having been exposed to the cold. Severity depends on the air temperature, length of exposure and the wind speed. Frostbite can cause the loss of the nose, fingers, hands, arms, toes, feet and legs. The signs and symptoms of frostbite include a lack of feeling in an affected area, swelling and skin that appears waxy, is cold to the touch or discolored (flushed, white, yellow or blue).

To care for frostbite:
- Get the victim out of the cold.
- Do not attempt to warm the frostbitten area if there is a chance that it might refreeze or if you are close to a medical facility.
- Handle the area gently; never rub the affected area.
- Warm the affected area by soaking it in water not warmer than about 105° F until normal color returns and the area feels warm (for 20 to 30 minutes). If you do not have a thermometer, test the water temperature yourself. If the temperature is uncomfortable to your touch, it is too warm.
- Loosely bandage the area with dry, sterile dressings.
- If the victim’s fingers or toes are frostbitten, separate them with dry, sterile gauze.
- Avoid breaking any blisters.
- Take precautions to prevent hypothermia.
- Monitor the person and care for shock.
- Summon EMS personnel to seek emergency medical care as soon as possible.
EMERGENCY ACTION PLAN

Accidents/Situations: Any unexpected situation that would demand immediate action on the part of the Ice Guard or other trained personnel.

Ice Guard Awareness: The Ice Guard becomes aware of the situation. It should be noted that in some instances another person may call the attention of the Ice Guard to a victim who needs assistance. At this time the Ice Guard makes a sighting, considers the student population and determines whether or not to clear the skating area. This decision is based largely upon the location of the emergency situation. **ALL STUDENTS AND VISITING STAFF ARE TO STAY OFF OF THE ICE DURING A RESCUE.**

Ice Guard Signals To Clear Ice: The Ice Guard signals that the ice must be cleared. This may be done with the whistle or verbally if the group is small enough and close enough to hear and comprehend the commands.

Ice Guard Assigns Visiting Staff To Supervise Group: The Ice Guard directs visiting staff to supervise the evacuation of the ice skating area. The students should move back to nearest land (e.g.: ice skating-skate shed/ ice fishing-canoes). Once there, the assigned visiting staff should take a head count making sure all students are accounted for. All groups on ground should take a head count to make sure all students are accounted for. If there is no additional available visiting staff, then the Designated Emergency Visiting Staff must assume this responsibility and inform the Office that additional Visiting Staff is necessary for student supervision.

Contacts Office: The Designated Emergency Visiting Staff uses the WALKIE-TALKIE to contact the Office and informs the Sunrise Staff answering of potential/actual emergency situation.

Ice Guard Reaction: Ice Guard takes necessary rescue equipment, contacts Victim using the proper rescue technique to ensure against any further injury to the Victim or self and determines if additional Sunrise Staff is necessary or whether assistance from Visiting Staff and Paramedics is warranted. Ice Guard requests Designated Emergency Visiting Staff to contact the Office using WALKIE-TALKIE or contacts themselves.

Victim(s) OK? Yes: Paramedics are NOT needed. The victim(s) was not seriously injured and the Ice Guard was able to assist him/her to safety without a great deal of effort.

Victim(s) To Safety: Victim(s) is brought to the side. He/she is turned over to a visiting staff member to care for his/her other needs and monitor condition.

Ice Guard Returns To Duty: Ice Guard is now ready to resume duties they had before incident. Ice Guard can resume supervising the return of the students on the ice if scheduled.

Victim(s) OK? No: The victim's condition worsened or is more severe than originally thought by the Ice Guard.
Paramedics Needed? Yes.

Ice Guard Informs 911 Designee That Paramedics Are Needed. The Facilitator or visiting staff uses a walkie-talkie to contact the 911 designee. The Ice Guard or visiting staff provides the 911 designee with information about the emergency and directs them to immediately call the paramedics. If the Ice Guard is not able to contact the 911 designee, then any other SLOEC staff can assume the 911 designee role. In the event that the Ice Guard is unable to reach a Sunrise staff person, the Ice Guard places the 911 call. At the first available opportunity, the Ice Guard returns to the victim and continues emergency response procedures.

911 Designee Call Paramedics. The 911 designee should use the following script:

1. Dial 911
2. This is Sunrise Lake Outdoor Ed Center 7N749 Route 59 in Bartlett
3. State the emergency (either need police or fire department)
4. We need <Bartlett> (either police or fire) to respond because they are closest to our facility.
5. Then, (only if possible for a staff member)… relay that a staff member will meet Police or Fire Department at the entrance and direct them to the area needed
6. The 911 designee should not hang up until the 911 dispatcher does.

911 Designee Notifies All Available Personnel To Assist. Once the paramedics have been called, there is approximately 2 - 4 minutes before they arrive. During this time, the 911 designee or staff who placed the 911 call should locate and notify as many available Sunrise personnel as possible. Key personnel include the OE Specialist, maintenance staff, secretary, OE Teacher, OE Assistants and visiting staff. They should be directed to assist wherever needed.

911 Designee Assigns Person To Meet Paramedics. The Sunrise staff or another designated person should meet the paramedics when they arrive at Sunrise and direct them to the victim(s).

Designated Emergency Visiting Staff request Sunrise Staff in Office to call 911: If the Visiting Staff is not able to contact any Sunrise Staff in the Office, then the Visiting Staff should call the paramedics directly. When calling 911, staff should use the following script: "My name is (your name). I am calling from Sunrise Lake Outdoor Education Center in Bartlett and need Bartlett Fire/Police. The address is 7N749 Route 59, located between Stearns Rd. & West Bartlett Rd. We have an emergency on the ice. If necessary, share (type of student) has (nature of accident). Please send the paramedics. Tell them someone will meet them at the front gate to direct them to the emergency. Ask if any further information is needed and stay on the line until the dispatcher hangs up. If visiting staff calls 911 directly they must contact the SLOEC office as soon as possible & tell them that a call to 911 has been placed.

911 Called: Once the paramedics have been called the secretary or other Sunrise staff should notify as many available Sunrise personnel as possible. Key personnel are the maintenance man, the assistant and the secretary. They should be directed to assist at the skating shed or where ever the rescue is taking place.

Ice Rescue Needed? Yes
Ice Guard Calls For Assistance. If the Ice Guard needs help to properly rescue or care for the victim(s), s/he should call other SLOEC staff members for assistance.

Examples could include:

- Ice Suit Rescue
- CPR / AED
- Triangulation of victims location
- Lifting or moving a student
- Immobilizing a student on the ice

Triangulate Location of Victim:
The first person on the scene begins triangulation and asks for help if a second person is available to go to a second triangulation point. Preferably, two people triangulate the victim’s position. As they are triangulating the position of the victim, they make verbal contact with the victim if possible. Triangulate the victims location by sighting a straight line between you, the victim and a fixed point across the lake. Personnel that are triangulating stay on or move to a safe land position while keeping the victim in sight.

Victim To Shelter. Once contact is made with victim(s) and the situation warrants the victim being moved (severe cold, high winds, etc.), the victim is brought to shelter. The office is the most desirable shelter. If the victim’s condition contraindicates movement, the victim should be made as warm and comfortable as possible using the insulated pad while keeping the Victim stationary until emergency personnel arrive.

Victim Given First Aid. As soon as possible, the victim should be moved to the office, where emergency care can be given. If the victim is unable to be moved, emergency care should be administered at closest safe location (e.g.: ice skating-skate shed/ ice fishing-canoes or dock) or possibly on the ice if needed and conditions are safe.

Sunrise Staff Assigns Person to Meet Paramedics. The Sunrise Staff, usually Custodial Personnel, or another designated person should meet the paramedics when they arrive at Sunrise. This person should go to the area just inside of the front gate. When the paramedics arrive, this person will direct them to where the victim is being treated.

Paramedics Take Over: There should be an orderly transfer of responsibility to the paramedics for the care of the victim. Sunrise and visiting staff should return to their assigned duties, except for those who are involved with helping the victim(s) or are witnesses to the accident.

Chain Of Command Notified: At the first available moment, once the victim is taken care of, the O.E. Specialist should contact the visiting school nurse and/or principal. They should decide who would be most appropriate to contact the victim's parents. The O.E. Specialist next contacts Central Administration, the Executive Director, Business Manager, or Personnel Director.
**Victim's Parents Notified:** Whoever was designated to contact the victim's parents/guardian calls them. They should relate a factual account of what occurred and what action was taken (e.g. if child was taken to the hospital). Caution should be exercised when informing the parents, to prevent any undue alarm or unnecessary worry. There should be no attempt to make a medical evaluation of the victim's condition.

** Witnesses Interviewed:** As soon as possible, the O.E. Specialist should interview witnesses to the accident. All interviews should be conducted individually and privately.

**Reports Completed:** A record should be kept of all assists and rescues. If there has been a serious injury or fatality, all required reports should be filled out as soon as possible. Actions taken by all staff members with possible time frames and sequences should be recorded while they are fresh in everyone's memory. These reports will be used during the critique of the accident and for insurance information. Equipment and material used during the emergency should be reported, examined, and replaced as soon as possible.

**Staff Critique:** All staff members involved in the emergency should meet to critique the incident as soon as it is practical to do so. The accident, the probable cause, the rescue procedures and the actions of all personnel should be discussed and evaluated. If this meeting does not occur on the same day as the accident, it should be held as soon as possible with the entire staff in attendance.

**If Necessary, Corrective Action Taken:** If a change in the emergency procedure is required, then this change will be made as soon as possible.
EMERGENCY ACTION PLAN FLOW CHART

ACCIDENT / SITUATION

ICEGUARD AWARENESS

VICTIM RECOGNITION

ICEGUARD REACTION

ARE PARAMEDICS NEEDED?

IG CONTACTS VICTIM

IS VICTIM O. K.?

IG SIGNALS TO CLEAR ICE

IG CONTACTS VICTIM

IS ASSISTANCE NEEDED?

IG CALLS FOR ASSISTANCE

911 CALLED

VICTIM TO SHELTER

VICTIM GIVEN 1ST AID

PARAMEDICS TAKE OVER

CHAIN OF COMMAND NOTIFIED

WITNESS(ES) INTERVIEWED

REPORTS COMPLETED

STAFF CRITIQUE

IF NECESSARY, CORRECTIVE ACTION TAKEN

IG ASSIGNS VS TO SUPERVISE GROUP

VS CALLS OFFICE

IG assigns VS to meet Paramedics

VICTIMS PARENTS NOTIFIED

SS assigns VS to meet Paramedics

IG returns to duty

Victim to safety

Victim to shelter

Victim given 1st aid

Paramedics take over

Chain of command notified

Witness(es) interviewed

Reports completed

Staff critique

If necessary, corrective action taken