YCIC & OUTDOOR PROGRAM SAFETY PLAN

Yakima Canyon Interpretive Center
KEEN Outdoor Learning, Camps, Events & Activities

SITE ADDRESS: 24343 South Canyon Road

1. Purpose, scope & guiding commitments

This plan establishes minimum safety practices for activities conducted or coordinated by Kittitas Environmental Education Network (KEEN) at Helen McCabe State Park / the Yakima Canyon Interpretive Center (YCIC), and for KEEN programs, camps, field trips, volunteer work, public events, and group visits.

- Protect participants, staff, volunteers, contractors, visitors, and emergency responders.
- Identify hazards before activities begin and adjust, relocate, postpone, or cancel when conditions cannot be managed safely.
- Use clear supervision, communication, accountability, and emergency-response procedures.
- Treat safety as a shared responsibility while assigning clear decision-making authority.

This plan applies to KEEN-led activities. State Parks retains authority over park operations and closures; KEEN staff must follow lawful instructions, posted closures, emergency alerts, and directions from incident commanders or responding agencies.

This plan supplements, and does not replace, applicable law, licensing requirements, lease terms, State Parks rules, emergency-service direction, or professional medical advice.

2. Roles & authority

Role	Minimum responsibilities
KEEN Executive Director / designated organizational lead	Approves this plan; ensures resources, training, insurance and records; coordinates with State Parks and agencies; serves as organizational contact after major incidents.
Program Lead / Site Lead	Has on-the-ground authority to pause, modify, relocate or cancel an activity; completes the daily safety briefing and site assessment; assigns staff roles; maintains attendance and emergency information.
Activity / Group Leader	Maintains active supervision and group accountability; carries required communications and first-aid supplies; knows the route, hazards, and emergency actions; reports incidents.
Designated Safety Monitor	Monitors weather, wildfire, smoke, heat and alerts when assigned. This role should not be combined with an activity that prevents reliable monitoring.

All staff, volunteers & contractors	Follow the plan, report hazards immediately, maintain professional boundaries, and stop work or activities when an imminent hazard is observed.
Parents / guardians	Provide accurate registration, medical, allergy, emergency-contact and authorized-pickup information; supply required clothing/equipment; promptly report changes.

Any staff member may call 911 when there is an immediate threat to life or serious injury. Any staff member may stop an activity for a safety concern. Only the Program Lead or designated Site Lead may authorize resumption after the hazard has been assessed.

3. Site-wide safety management

3.1 Before opening, events, work parties or group use

- Review park status, weather forecast, wildfire and smoke conditions, road conditions, public alerts, and any State Parks notices or restrictions.
- Walk the activity area and access routes. Identify new hazards: fire fuels, smoke, unstable ground, erosion, fallen limbs, standing water, wildlife activity, broken glass, needles, damaged facilities, traffic conflicts, construction, or other hazards.
- Confirm which areas are open and suitable for the planned group, activity, age range, accessibility needs, and expected attendance.
- Confirm working communication method(s), cell coverage limitations, exact site address / directions for responders, and who will call 911.
- Identify the primary and alternate evacuation routes, assembly points, and a way to account for every person. Do not assume a route or safety zone remains safe from day to day.
- Ensure first-aid supplies, drinking water, emergency contact information, required PPE, and any activity-specific equipment are present and serviceable.
- Brief all staff and volunteers on hazards, boundaries, supervision assignments, communication signals, emergency actions, and who is in charge.
- Post or communicate closures and restricted areas. Do not allow public access to active work zones or unsafe facilities.

3.2 Routine site inspections

The Site Lead should complete and document a pre-use inspection for each KEEN-led activity or event. A more comprehensive inspection should be completed on a scheduled basis and after severe weather, wildfire, vandalism, construction, or a reported incident.

Inspection area	Check for / action
Access, parking & roads	Traffic flow, pedestrian routes, sightlines, gates, emergency vehicle access, blocked roads, trip hazards.
Trails & activity areas	Erosion, holes, loose rock, unstable slopes, branches, sharp objects, standing water, unsafe vegetation, signage and boundaries.
Fire conditions	Cured grass and fine fuels, wind, heat, active fires, smoke direction, escape routes and assembly areas.
Water / wetland / pond edges	Unprotected edges, slippery banks, depth changes, unstable mud, ice, water quality alerts; establish no-go boundaries where needed.

Facilities & equipment	Restrooms, handwashing, structures, decks, railings, electrical equipment, tools, fire extinguishers and first-aid supplies.
Public interface	Conflicts between KEEN groups, visitors, vehicles, contractors and other park users; secure work areas and protect privacy.

4. Emergency action procedures

For any immediate threat to life, serious injury, fire, missing child, or situation beyond staff capability: call 911. Give the exact location 24343 South Canyon Road, access point, nature of emergency, number of people involved, known hazards, and a callback number. Send a staff member to the agreed access point to meet responders if safe.

4.1 Emergency command & accountability

1. Stop the activity. Give a clear instruction using the group's established signal or voice command.
2. Move people away from the hazard to the pre-identified safe location or evacuation route. Do not move toward smoke, flames, floodwater, unstable ground, or another hazard.
3. Take the attendance roster, emergency contacts, charged phone/radio, first-aid kit, and essential medications only if immediately accessible and doing so does not delay evacuation.
4. Conduct a headcount using the current roster. Account for participants, staff, volunteers and visitors in KEEN's care. Report anyone missing immediately; do not send an unassigned person to search.
5. Call 911 when indicated. Provide first aid within the responder's training and stay with the injured person until relieved.
6. Notify the KEEN organizational lead and parents/guardians as soon as it is safe. One designated person should handle family communications so instructions remain consistent.
7. Document the event, actions taken, notifications, witnesses, and follow-up needs as soon as practical.

4.2 Wildfire, grass fire & evacuation

The original KEEN Fire Safety Plan correctly identifies cured tall grass and fine dead fuels as capable of very rapid fire spread. It also emphasizes daily assessment of wind, temperature, relative humidity, smoke direction, escape routes, and the capacity of a safety zone. These principles remain in effect.

- Before each activity, assess current fire danger, nearby fire activity, wind direction/speed, smoke, cured grass, route conditions, and the size/mobility of the group.
- Identify a primary and alternate route and assembly point for that specific activity. Consider the direction of fire and smoke, road traffic, fences, terrain, group size, mobility needs, and whether the route can be completed before conditions deteriorate.
- Do not use the old written direction to move north, or any mapped safety zone, as an automatic route. The supplied fire-plan map was not included; routes and safety zones must be verified on site and reviewed with State Parks and local fire personnel before approval.
- If fire is nearby, smoke is rapidly increasing, an evacuation order is issued, or the Site Lead judges the area unsafe, stop the activity and evacuate early. Do not wait for flames to be visible.
- Use vehicles / designated transport when that is the safest verified option and roads are open. Do not drive into smoke or through fire. Follow emergency personnel and official evacuation orders.
- Avoid cured grass and narrow corridors when fire is close. Do not cross fences or leave established routes unless the planned route is unsafe and an immediate life-safety decision requires it.
- Account for everyone at the assembly point. Do not re-enter the area until authorities say it is safe.

Site-specific map required: attach a current map showing KEEN activity areas, high-risk cured-grass areas, primary/alternate evacuation routes, assembly points, gates, vehicle access, emergency responder access, and areas that are not safe refuges. Mark the date and person who verified it.

4.3 Wildfire smoke & air quality

Check official AQI information (AirNow / Washington Department of Ecology or Department of Health sources) before and during outdoor programming when smoke is present or forecast. Consider the AQI for the actual activity location, not only a distant town monitor.

AQI / condition	KEEN operating response (conservative draft)
0–50 Good	Normal outdoor activity, with routine observation.
51–100 Moderate	Normal activity for most participants; monitor anyone with asthma or unusual sensitivity and follow their care plan.
101–150 Unhealthy for Sensitive Groups	Modify: reduce duration and exertion; avoid strenuous activity; offer an indoor/clean-air alternative or cancel for participants with relevant sensitivities. Notify families when conditions may affect participation.
151–200 Unhealthy	Cancel or relocate outdoor youth programming and strenuous outdoor activities. Do not rely on cloth or surgical masks as protection.
201+ Very Unhealthy / Hazardous	Cancel outdoor programs and events. Follow public-health and emergency-management guidance.

These are proposed KEEN action levels, not a substitute for individualized medical advice or current Washington DOH guidance. Staff should respond sooner if smoke is visibly dense, symptoms occur, forecasts worsen, or a participant's health plan requires stricter limits. Stop activity and move to cleaner air if anyone develops coughing, wheezing, chest tightness, shortness of breath, dizziness, or other concerning symptoms.

4.4 Severe weather, lightning, wind & cold

- Check the forecast before departure and monitor conditions during activities. Cancel or modify when severe weather is forecast or conditions make safe shelter or evacuation impractical.
- At the first thunder or visible lightning, stop outdoor activity and move immediately to a substantial enclosed building or hard-topped metal vehicle with windows closed. Picnic shelters, tents, yurts, sheds and isolated trees are not lightning-safe shelters.
- Wait at least 30 minutes after the last thunder before resuming outdoor activity. If safe shelter is not available, cancel/evacuate before the storm arrives; do not plan to shelter in an open structure.
- Suspend activities for high winds that create falling-branch, flying-debris, tent/yurt or equipment hazards. Keep groups away from trees and structures that may fail.
- For cold, rain, snow or ice, assess clothing, exposure time, footing, wind chill, and access to warm shelter/vehicles. End activity for shivering, confusion, loss of coordination, numbness, or other signs of cold injury.

4.5 Heat & sun exposure

- Check temperature, heat index, sun exposure and exertion before and during activities. Provide frequent water breaks, shade/rest periods, and lower-intensity options.
- Reschedule, shorten, relocate or cancel strenuous activities during extreme heat or when shade, water, and rapid access to cooling are not available.
- Watch for headache, nausea, weakness, dizziness, heavy sweating, confusion, fainting or hot/dry skin. Move the person to a cooler place, begin cooling, and seek emergency help for confusion, fainting, seizure, or suspected heat stroke.

4.6 Medical emergency or injury

- Call 911 for life-threatening symptoms, loss of consciousness, breathing difficulty, severe allergic reaction, suspected spinal/head injury, uncontrolled bleeding, seizure with emergency indicators, heat stroke, or any condition beyond staff training.
- Do not move a person with a suspected head, neck or spinal injury unless there is an immediate danger. Provide care within current training and dispatcher instructions.
- For minor injuries, provide first aid within training, notify the parent/guardian as appropriate, and complete an incident report.
- An AED location must be confirmed and posted if one is available. Do not imply an AED is on site until its location and access are verified.

4.7 Missing or separated participant

- Stop the group and immediately conduct a headcount. Notify the Program Lead and initiate the missing-person procedure; call 911 promptly if the participant is not immediately located or there is any indication of danger.
- Keep the remaining group supervised in a safe, known location. Assign specific adults to defined search areas only if safe and authorized; no one searches alone in hazardous terrain.
- Provide responders with the participant's description, last known location/time, clothing, medical or communication needs, and a recent photo if available and authorized.
- Notify the parent/guardian and KEEN organizational lead. Preserve a written timeline and do not resume the program until the situation is resolved and leadership authorizes it.

4.8 Water, wetland & shoreline hazards

- No swimming, wading, boating, or entering ponds/wetlands unless a separately approved activity plan, qualified supervision, appropriate equipment and required permissions are in place.
- Set and explain physical boundaries around water, steep banks, soft mud, culverts and unstable edges. Maintain direct supervision near water.
- If someone falls into water, call 911 when needed; use reach/throw assistance from shore if safe. Do not enter the water unless trained and equipped for rescue.

4.9 Vehicle / transportation incident

- Use only authorized drivers and vehicles, with required licenses, insurance, restraints and passenger capacity. Follow applicable law and KEEN vehicle procedures.
- For a collision or breakdown, stop in a safe location if possible, activate hazard lights, account for all passengers, call 911 if injury or roadway danger exists, and notify KEEN leadership and families.
- Never leave a child unattended in a vehicle. Maintain a passenger roster and headcount at every loading, unloading and transfer point.

5. Participant protection & supervision

5.1 Registration and pre-program information

- Obtain a completed registration and signed parent/guardian permissions before participation. Collect emergency contacts, authorized pickup adults, relevant medical conditions, allergies, medication instructions, accommodation needs, and emergency treatment consent.
- Ask families to update information whenever circumstances change. Staff must know where the current roster and emergency information are kept and protect it from public access.

- Provide families with program description/curriculum, daily schedule or representative day, instructor names and relevant experience, location and transportation details, clothing/equipment list, safety policies, cancellation process, and contact method.
- Offer a pre-program orientation or meet-and-greet when practical. Explain whether parent participation is possible for a specific program; do not promise parent attendance where capacity, supervision, insurance or program design does not allow it.

5.2 Staffing, qualifications & background screening

- Before assignment, verify references, role-relevant experience, required background checks, and any legal screening requirements applicable to the role and program.
- At least one currently certified first-aid/CPR responder must be present and accessible for each program group; identify who this is in the daily briefing. For remote activities, consider wilderness first aid based on remoteness, response time and activity risk.
- Staff must be trained in this plan, child safeguarding and professional boundaries, headcounts, emergency communications, incident reporting, and the specific activities they lead.
- Do not assign a person to lead an activity beyond their training, experience, or approved role. Volunteers and interns work under a designated staff supervisor.
- KEEN must establish and document minimum adult-to-participant ratios and group-size limits for each age range and activity before registration opens. Ratios must meet applicable law and be adjusted for terrain, water, remoteness, participant needs and activity risk. Do not treat a single ratio as suitable for every activity.

5.3 Active supervision & safeguarding

- Maintain a current roster and conduct headcounts at arrival, before and after transitions, at trail junctions, after restroom breaks, during transportation transfers, and at departure.
- Use a buddy system as an additional safeguard, never as a substitute for adult supervision.
- Keep participants within defined boundaries and within the assigned leader's sight or hearing as appropriate to age and activity. Use closer, continuous supervision near roads, water, tools, fire, steep terrain and other hazards.
- Avoid one-adult/one-child isolated situations. Where individual support is necessary, use observable, interruptible settings and follow KEEN's safeguarding procedures.
- No corporal punishment, humiliation, intimidation, bullying, harassment, discrimination, or retaliation. Report suspected abuse, neglect, boundary violations or unsafe conduct immediately in accordance with applicable reporting obligations and KEEN policy.

5.4 Check-in, release & late pickup

- A designated staff member checks each participant in against the roster and confirms any same-day changes, health concerns or medication handoffs.
- Release a child only to an adult authorized in the registration record or confirmed through a documented parent/guardian authorization process. Verify photo identification for unfamiliar pickup adults.
- Record the time and identity of the person collecting each child. Never release a child to an unverified person or allow a child to leave independently without written authorization and an approved procedure.
- If a child is not collected, maintain supervision, contact the parent/guardian and emergency contacts, and follow the written late-pickup escalation process. Never leave a child alone.

5.5 Medication, allergies & illness

- Medication is accepted only with written parent/guardian authorization and clear instructions; prescription medication remains in its original labeled container. Store securely and accessibly to the staff member responsible for administration.

- Create an individual action plan for serious allergies, asthma, seizures, diabetes or other conditions requiring a response. Confirm that required medication or supplies accompany the participant and that assigned staff know the plan.
- Only staff authorized and trained under KEEN policy and applicable requirements may administer medication. Record each administration, including time, dose, staff member and any response.
- Do not admit a participant who is too ill to safely participate or whose symptoms create a health risk to others. Contact parents for repeated vomiting, fever with illness symptoms, or other concerning symptoms; follow current public-health advice.
- For a suspected anaphylactic reaction or severe breathing problem, use the participant's prescribed emergency medication if authorized and trained, call 911, and notify the parent/guardian.

5.6 Clothing, equipment, food & hydration

- Require sturdy closed-toe footwear and weather-appropriate layers. Provide program-specific packing lists, including water, sun protection, rain/cold protection and a change of clothes when appropriate.
- KEEN supplies and carries activity-appropriate first-aid and emergency equipment; participants should not be asked to supply essential group safety equipment.
- Collect allergy and dietary information in advance. Store and serve food in a way that reduces cross-contact and wildlife attraction. Do not share food when allergies or dietary restrictions are known.
- Staff carry adequate drinking water for the group or confirm reliable access to potable water; plan additional water for heat, exertion and remote activities.

5.7 Behavior, inclusion & participant support

KEEN's three rules of fun remain: Respect Yourself, Respect Others, and Respect the Environment. Staff should use positive guidance, clear expectations, reasonable accommodations, and early communication with families. Bullying, intentional endangerment, violence, or behavior that cannot be safely managed may result in removal from an activity after appropriate parent/guardian notification.

5.8 Photos, privacy & communication

- Obtain photo/video consent and honor opt-outs. Do not publish identifying information, medical details, or location-sensitive information about children.
- Keep participant records and emergency information confidential and accessible only to staff who need them for safety or program administration.
- Tell families how to reach the designated program contact during program hours. Staff must not use a phone while driving; calls are returned only when safely stopped.

6. Transportation procedures

- Before each trip, confirm the driver, vehicle, passenger list, approved route, pickup/drop-off locations, emergency contacts, and expected return time.
- Use a written loading and unloading count: count participants before boarding, after boarding, on arrival, before departure, and after unloading.
- A staff member performs a final vehicle sweep after every trip to ensure no child or belongings remain.
- Parents receive clear instructions for bus and site drop-off/pickup, late arrival, early release, and changes to authorized pickup. Retire the old Safeway bus schedule unless it is specifically reapproved for a current program.
- If transportation is provided by a third party, document the provider's responsibilities, insurance, driver screening, vehicle requirements, emergency communication and incident notification.

7. Public events, volunteers & contractors

- Each event has a named Event Lead, expected attendance, activity map, emergency access plan, first-aid coverage, communications plan, and weather/fire cancellation authority.
- Set capacity limits and use check-in or other accountability methods appropriate to the event. Identify areas open to the public and areas restricted to staff, participants or contractors.
- Provide volunteers with a briefing and defined task. Volunteers do not independently supervise children unless formally screened, trained and assigned under KEEN policy.
- Contractors receive site hazard information, work-zone boundaries, emergency procedures and contact information. Coordinate work that may affect public access, traffic, utilities, fire access or participant routes.
- For events with food, tools, fires, water activities, animals, vehicles or temporary structures, prepare an activity-specific risk assessment and obtain required permissions before the event.

8. Incident reporting, review & records

- Report all injuries, illnesses requiring care, near misses, missing-person events, property damage, unsafe conditions, safeguarding concerns, and emergency-service responses to the Program Lead and KEEN leadership.
- Complete a written incident report as soon as practical, documenting facts, times, location, people involved, witnesses, actions taken, notifications and follow-up. Avoid speculation or blame.
- Notify parents/guardians promptly when their child is injured, ill, involved in a significant behavior/safety event, or affected by an emergency.
- Preserve relevant records and cooperate with insurers, regulators, State Parks and emergency responders as appropriate.
- Review incidents and near misses to identify corrective actions, assign responsibility and due dates, and update training or this plan.

9. Training, equipment & review cycle

- Before each season, and whenever staff change, train all assigned personnel on emergency procedures, evacuation routes, headcounts, communications, child safeguarding, first aid roles, and activity-specific hazards.
- Conduct and document drills appropriate to the program, including fire/evacuation, missing participant, and communication failure. Do not stage drills that could be mistaken for real emergencies.
- Maintain an inventory and inspection log for first-aid kits, emergency communications, weather/smoke monitoring devices, fire extinguishers where applicable, PPE, and activity-specific equipment.
- Review this plan at least annually, after a serious incident, after a material site or program change, and when official guidance or legal requirements change.

10. Required site-specific information to complete before approval

Item requiring confirmation	Owner / status
Current site map: high-risk fuels, evacuation routes, alternate routes, assembly areas, gates, responder access, restricted areas	KEEN + State Parks + local fire authority — NOT PROVIDED; required
Exact 911 location description, street address / GPS coordinates for dispatcher use, best responder access point	Site Lead — complete and post
Cell coverage dead zones; backup radio / satellite communication plan	Site Lead — field test

Primary and alternate evacuation destinations and transport plan	KEEN + State Parks / emergency partners — verify
Restroom, first-aid, AED, fire extinguisher, potable water and shelter locations / availability	Site Lead — verify; do not advertise unconfirmed resources
Current staff roster, designated Program Lead, backup lead, certified first-aid/CPR responders	KEEN — update each program
Participant-to-adult ratios and maximum group sizes by age/activity	KEEN — approve before enrollment
Driver/vehicle approvals and transportation provider procedures	KEEN — complete if transportation is offered
Emergency contacts and local response agency coordination	KEEN — verify annually
State Parks lease requirements, closure procedures, and responsibility boundaries	KEEN leadership — reconcile with current lease

11. Daily activity safety briefing & checklist

Check	Complete / notes
Date, program/event, location and activity area recorded	☐
Program Lead, group leaders, Safety Monitor and first-aid responder identified	☐
Roster, emergency contacts, medical/allergy information and permissions available	☐
Weather, wind, heat/cold, lightning, wildfire and AQI checked	☐
Site walk completed; hazards and restricted areas communicated	☐
Primary/alternate evacuation routes and assembly point selected and shared	☐
Communication method tested; emergency access and 911 location confirmed	☐
First-aid kit, water, required medications, PPE and activity equipment checked	☐
Headcount points, boundaries, buddy plan and staff assignments reviewed	☐
Go / modify / relocate / cancel decision recorded by Program Lead	☐

12. Family-facing safety information: required parent packet updates

The existing parent packet contains useful family procedures, but should be revised before reuse. The following should be included in a current version:

- Current KEEN contact information and named program contact; remove former staff names, personal phone numbers and obsolete email addresses.
- Program-specific schedule, location, transportation arrangements, check-in/check-out process, and late/early arrival procedure. Do not reuse historical bus times unless confirmed for the current program.

- Program description and curriculum (the prior packet already included program descriptions and learning activities on the website); instructor biographies, relevant experience, and who is responsible for supervision.
- Safety overview: group boundaries, adult supervision approach, first-aid/CPR coverage, background-screening policy, emergency contacts, evacuation and cancellation procedures.
- Parent orientation / instructor meet-and-greet details and whether parent participation is available for that specific program.
- Updated medication authorization, allergy/medical action plans, emergency treatment permission, authorized pickup list and photo consent.
- Clear statement that KEEN carries group first-aid supplies and participants are not expected to provide essential safety equipment.
- Current smoke/AQI, lightning, heat, cold, wildfire, severe weather and cancellation policy.
- How families will be notified during an emergency, early closure, evacuation, or pickup change.

Appendix A. Emergency contact sheet (complete and post)

Information	Current verified details
Emergency	911
Park / site name	Helen McCabe State Park / Yakima Canyon Interpretive Center
911 location description / address	[INSERT VERIFIED DISPATCHER DIRECTIONS]
Primary responder access gate / meeting point	[INSERT]
KEEN organizational lead	[NAME / PHONE]
Program Lead for today	[NAME / PHONE]
Backup Program Lead	[NAME / PHONE]
State Parks contact / dispatch	[VERIFY CURRENT CONTACT]
Local fire / law enforcement non-emergency	[VERIFY CURRENT CONTACT]
Nearest appropriate medical facility	[VERIFY ROUTE / FACILITY]
Cell service / radio channel / backup	[INSERT FIELD-TESTED PLAN]

Appendix B. Incident report minimum fields

- Date, time, exact location and activity.
- Name and contact information of person completing report.
- Names of people involved and witnesses; for minors, parent/guardian contact and notification time.
- Objective description of what happened and conditions observed.
- Injury or illness symptoms and first aid / care provided; do not include unnecessary medical details in general records.
- 911 / emergency services called, time called, responder arrival and instructions.
- Actions taken, evacuation/headcount results, and any disruption or closure.
- Notifications made, by whom, when and how.
- Follow-up, corrective actions, assigned person and due date.

Appendix C. Approval & revision record

Version	Date	Prepared / reviewed by	Changes / approval
Draft 1	November 2026	KEEN working draft based on supplied Fire Safety Plan and Outdoor Learning Programs Parent Packet	For staff / board / State Parks / emergency partner review; not yet approved.

Source basis & external guidance consulted

KEEN source documents reviewed:

- KEEN Fire Safety Plan (one-page text document supplied by KEEN). The document refers to a separate Safety Plan Map that was not included.
- KEEN Outdoor Learning Programs Parent Packet, 2026–2027 (seven pages).

External guidance used to inform proposed updates (verify current versions before formal adoption):

- National Weather Service, Lightning Safety for Outdoor Sports Activities: https://www.weather.gov/safety/lightning-sports
- Washington State Department of Health, Wildfire Smoke: Guidance for Canceling Outdoor Events or Activities and Closing Schools: https://doh.wa.gov/sites/default/files/2025-07/334-428.pdf
- AirNow / EPA, Air Quality and Outdoor Activity Guidance for Schools: https://www.airnow.gov/publications/activity-guides/air-quality-and-outdoor-activity-guidance-for-schools/
- Washington State Department of Health, EPA AQI changes and implications for Washington: https://doh.wa.gov/sites/default/files/2024-05/334-549.pdf
- Washington State Patrol, Wildfire Preparedness (May 4, 2026): https://wsp.wa.gov/wildfire-preparedness/

Appendix D. Emergency Call Script

KEEN – 911 Emergency Call Script

Location: Helen McCabe Park / Yakima Canyon Interpretive Center
Street address: 24343 South Canyon Road

Caller: "My name is _____. I'm calling from Helen McCabe Park at **24343 South Canyon Road.**"

What happened:
"We have a [medical emergency / serious injury / fire / other emergency]."

Exact location within the park:
"The person / incident is located at _____."

What is happening now:
"[Briefly describe what happened, the person's condition, and any immediate danger.]"

People involved:
"There are _____ people injured or affected. The person is approximately _____ years old. They are [conscious / unconscious] and [breathing normally / not breathing normally / unknown]."

Hazards or access concerns:
"[Tell the dispatcher about fire, smoke, traffic, water, electrical hazards, difficult terrain, or other dangers.]"

How responders can find us:
"Please enter through the main park entrance at 24343 South Canyon Road. We will send someone to meet the responders at _____ and guide them to the scene."

Callback number:
"My phone number is _____."

Stay on the line:
"I will stay on the phone and follow your instructions."

Information to have ready

- Exact location in the park, including trail, building, parking area, or landmark
- Number of people injured or in danger
- Person’s approximate age and condition
- What happened and when
- Any known hazards or access issues
- Your name and callback number