



Community Excursions

POLICY

Cascadia companions will be encouraged to participate in the greater community on a regular basis by going on excursions and taking part in community-based events and programs.

PROCEDURE

Companion safety and success in the community is assisted by excursion rules and procedures as outlined below.

SCHEDULED EXCURSION

Includes all excursions that are a scheduled part of the program (i.e. morning walks)

- All coworkers that are going on the excursion are assigned by the excursion leader to take responsibility for 1 or more companions.
- The excursion roll clipboard must be taken which indicates which companions are going on the excursion, who is the responsible coworker of companion(s) as well as either a cell phone or a walkie-talkie.
- The excursion leader will notify the office where they are going, when they plan to return and what form of communication device they will be using (making sure that the office has the cell number or has the other walkie-talkie turned on).
- All Cascadia health and safety policies and procedures will be followed when on an excursion. If the activity is in a community location, coworkers will make themselves aware of location procedures i.e. many if not all community locations identify emergency exit routes and have signs and posters placed in locations that are easily visible to assist in case of an emergency and will also follow all direction provided by on site facility staff responsible for the building.
- When coworkers take companions out in the community to participate in activities such as going for a walk, to the library, etc., coworkers must follow Cascadia Society emergency procedures as applicable.
- Coworker who is the excursion leader will ensure any and all medical needs are addressed prior to leaving for the outing - i.e. if a companion needs to take his/her medications while out, medication(s) are included in the companion's carrying case or pack with any associated medical information required.



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AS-NEEDED EXCURSION

Includes excursions that arise on a day-to-day basis (i.e. posting letters, walking to one of the residential homes, daily need for exercise, etc.)

- Coworkers leaving the Cascadia premises must record in the communication book which companions are with them, when they plan to leave and return.
- They must also have a form of communication noted: cell phone, walkie-talkie, etc.
- All Cascadia health and safety policies and procedures will be followed when on an excursion.
- Coworker who is the excursion leader will ensure any and all medical needs are addressed prior to leaving for the outing i.e. if a companion needs to take his/her medications while out, medication(s) are included in the companion's carrying case or pack with any associated medical information required.

DRIVING EXCURSIONS

Includes all day trips where a vehicle(s) is/are used for transportation.

- Coworkers on driving excursions must follow all Cascadia transportation policies including but not limited to emergency procedures and health and safety guidelines.
- Coworkers on driving excursions must record in the communication book which companions are with them, where they are going, when they plan to leave and return.
- The excursion leader will notify the office where they are going and what form of communication device they will be using (making sure that the office has the cell number).
- All Cascadia health and safety policies and procedures will be followed when on an excursion.
- Coworker who is the excursion leader will ensure any and all medical needs are addressed prior to leaving for the outing - i.e. if a companion needs to take his/her medications while out, medication(s) are included in the companion's carrying case or pack with any associated medical information required.

Standards associated with this policy: 1) 1.H.1, 2) 1.H.2, 3) 1.H.8 and 4) 2.E.3

RESPONSIBILITY OF: All Coworkers
MONITORED BY: Program Director