WELCOME TO THE PROGRAM!

The City of Port Coquitlam’s Adopt-a-Street, Park or Trail (SPOT) Program is designed to help keep Port Coquitlam’s streets, parks and trails clean, natural and safe for all members of the community. Port Coquitlam has an impressive 50+ public parks and is surrounded by the Traboulay PoCo Trail which spans 25 kilometers. Port Coquitlam’s parks and trails are an important part of its identity and provides the public with a number of benefits such as promoting physical activity at no cost, social interaction, encouraging connection with the natural environment, supporting tourism and recreational programming, offering a natural habitat for many species and animal wildlife and much more.

The Program encourages and challenges residents, families, youth groups, seniors, businesses, schools, associations and clubs to participate. By working together as a team, we can make a difference in our community and environment.

As part of the Program, volunteers are asked to “adopt” a local street, park or section of trail for a selected period of time and perform specific duties related to keeping the area clean and safe, with the support of the City. Through the adoption process, participants will assist with litter pick-up, weed removal, watering gardens and/or trees and performing graffiti removal.

The benefits and possibilities of the Adopt-a-Street, Park or Trail program are unlimited. The City will assist you in choosing an area, providing supplies for clean up, removing the collected litter and also posting signage recognizing contributions.

For more information regarding the Adopt-a-SPOT Program, please contact:

Rob Loxterkamp, Adopt-a-SPOT Program Supervisor — Volunteer Services
Tel: 604-927-7953 | Fax: 604-927-7910 | Email: spot@portcoquitlam.ca

or

Deanna Hall, Program Coordinator — Volunteer Services
Tel: 604-927-7906 | Fax: 604-927-7910 | Email: spot@portcoquitlam.ca
PROGRAM INFORMATION

WHAT’S INVOLVED

The Adopt-a-Street, Park or Trail Program is open to all volunteers, including businesses, community or service organizations, youth groups, schools, leadership programs, families, groups or individuals who successfully complete the application process.

If you or a group are interested in becoming involved, the following steps need to be completed in order to be accepted:

✓ Complete an online Adopt-a-SPOT Application Form available at www.portcoquitlam.ca/spot
✓ Participate in an Adopt-a-SPOT Program Orientation.
✓ Complete a Sharps & Universal Precautions Quiz.
✓ Complete the Statement of Commitment, Release and Waiver Form and Photo Release Form.
✓ Successfully complete a criminal record search (individual or designated contact person for group).
✓ Complete a Parental Consent Form if under the age of 19 (can be obtained online at www.portcoquitlam.ca/volunteer or from the Program Coordinator).

The following form must be completed during Adopt-a-SPOT volunteer shifts and submitted monthly:

✓ Activity Log

The following form must be completed in the event of an injury:

✓ First Aid Report

The following form must be completed in the event that support is required:

✓ Action Required Report

LIABILITY

All individual volunteers or designated contact persons for volunteer groups are required to be registered with the City’s Volunteer Program, and Activity Logs must be accurate and submitted in a timely fashion. The City has insurance coverage in the event of injury and/or property damages arising out of the activities of the program. If any participant in the program is injured while volunteering, please submit a First Aid Report. For further information about this insurance coverage, please contact the Program Coordinator.
OPPORTUNITY DESCRIPTION

DESCRIPTION

Make positive changes by enhancing the visual appeal of a nearby street, park or trail. Volunteers will work in a group or a minimum or two people providing litter / garbage clean up, removing debris from trails (i.e. light branches, rocks) and report any hazards to the Program Coordinator.

SKILLS, EXPERIENCE, QUALIFICATIONS REQUIRED

- Enjoy the outdoors
- Physically able to perform the required tasks
- Ability to work independently and as part of a team
- Be reliable and safety-conscious
- Completion of a Sharps Safety Training quiz
- Accompanied by an adult if under age 19

TIME COMMITMENT

Must commit to a minimum adoption period of 1 year. At the end of the one year period, you may reapply for renewal of the same or a different area or resign from the Program. Visit your spot at twice per month, keeping it clear of litter.

WORKING CONDITIONS

Volunteers will be active in various streets, parks or trails throughout Port Coquitlam. Volunteers will be supplied with gloves, litter pickers, garbage bags, safety vests, and other materials required for safe clean-up for their chosen area. Volunteers are expected to follow appropriate safety guidelines as outlined in the Adopt-a-SPOT Program Manual.

DUTIES

- Designate a contact person / representative. The contact person is required for submitting all required documentation (forms and activity logs) and will serve as the liaison to the City.
- Visit the selected area a minimum of twice per month.
- Clear area of litter / garbage; garbage can be left at the nearest City trash can (if nothing is available, contact the Program Coordinator to arrange trash pickup).
DUTIES (CONTINUED)

- Remove all branches and rocks from pathways and dispose of in surrounding bush (follow safety standards when lifting large or heavy objects).
- Remove graffiti from signs and other public installations.
- Report all hazards – erosions, sink holes, missing or damaged signs, dangerous / fallen trees, damaged bridges, rest benches and park equipment, and sharp objects such as broken glass or needles.
- Complete and submit an activity log once per month – report any vandalism, dumping activity, unusual / suspicious events, or graffiti or hazards as outlined above.

BENEFITS

- Enjoy living in a cleaner, safer and more beautiful community
- Have a positive impact on the environment
- Gain a sense of satisfaction from giving back to your community
- Get some exercise
- Enjoy Port Coquitlam’s outdoor spaces
- Obtain hours towards student volunteer requirements
- Recognition of commitment through the posting of a minimum of 1 sign featuring the individual or group’s chosen name within the area of the adopted street, park or trail
- Recognition during National Volunteer Week celebrations each April
PROGRAM INFORMATION

RECOGNITION

Adopt-a-SPOT Volunteers will be recognized for their efforts with the posting of a minimum of 1 sign on the street, park or trail of their choice. Adopted roads or trails that measure a minimum of 1 kilometer will be marked with a sign on either end of the adopted area. Parks that measure 2 hectares or more in size may also be marked with an additional sign. Groups that adopt a large stretch of road or trail (measuring 3 kilometers or more) may be recognized with additional signage at the discretion of the Adopt-a-SPOT Program Supervisor. Signs will be posted no sooner than two months into an adoption term on the condition that monthly reports are being sent in.

Individual volunteers or designated contact persons for volunteer groups will also be recognized along with all registered Parks & Recreation volunteers during National Volunteer Week.

Please note: Groups that do not send in monthly reports for a period of three or more consecutive months may have their recognition signs removed and be asked to return their clean-up supplies, effectively ending their participation in the Adopt-a-SPOT Program.

ACTIVITY LOGS

All individual volunteers or designated contact persons for volunteer groups are asked to submit a monthly activity log outlining their activities in their adopted area, along with any graffiti, vandalism, dumping or hazards that may have come to their attention during their clean-up activities. Monthly activity logs are an important part of the Adopt-a-SPOT Program as they provide valuable insight into the time that volunteers are giving to the City of Port Coquitlam, ongoing concerns or issues in the area, and confirm that the agreed upon commitment is being met. Activity Logs can be completed online at www.portcoquitlam.ca/spot or physical copies can be dropped off at the Parks & Recreation offices located upstairs at the Gathering Place (#200 - 2253 Leigh Square Place). The Adopt-a-SPOT Program Supervisor will send out a monthly reminder to complete an Activity Log, and will connect with any groups who fail to submit a log for two or more consecutive months. If a group does not send in a monthly report for three or more consecutive months, they may have their recognition signs removed and be asked to return their clean-up supplies, ending their participation in the Adopt-a-SPOT Program.
CITY OF PORT COQUITLAM

PROGRAM INFORMATION

OBTAINING SUPPLIES

The City of Port Coquitlam agrees to provide the clean-up supplies required by an Adopt-a-SPOT group. This includes an initial supply of safety vests, reusable and disposable gloves, litter pickers, buckets, garbage bags, and dog waste bags. Groups in areas where sharps and graffiti have been reported as ongoing issues may also be supplied with sharps kits and graffiti wipes.

If you should run out of any given supply, please fill out a Resupply Request Form and submit it to the Adopt-a-SPOT Program Supervisor. The Program Supervisor will attempt to put together a resupply kit with the requested materials within one business week, for pick-up at the Gathering Place (#200 - 2253 Leigh Square Place) at your convenience. If you are representing a large group or require a significant amount of supplies, please provide additional time for the order to be filled.

GENERAL SAFETY GUIDELINES

- Any person under the age of 19 must be accompanied by an adult.
- In order to assure safety, work in pairs or groups of three or more. If adopting an area as an individual, bring a buddy with you while performing duties.
- Report all injuries or accidents to the Program Coordinator immediately.
- Maintain phone access. Have a cell phone with you and/or know the location of accessible phones near your chosen route, in case of emergency.
- For safety reasons be identifiable. Wear gloves, safety vests, suitable footwear and weather-appropriate clothing.
- Keep yourself supplied with water, especially during hot weather.
- Safely identify suspicious objects using tongs. Do not reach for foreign objects with your hands.
- Do not use motorized vehicles on the trails or in the parks.
- Please avoid cutting or damaging any trees, shrubs and plant material.
- Do not traverse trails and parks during storms or periods of high winds.
- Do not enter or attempt to clean creeks or rivers, even to collect litter.
- Do not pick up exceptionally heavy or unyielding objects.
- Stay on one side of the street. Avoid crossing back and forth and do not block streets.
SAFETY GUIDELINES AND BEST PRACTICES

DOMESTIC ANIMAL ENCOUNTERS

If you encounter issues related to domestic animals, including stray or aggressive dogs or consistent issues with pet owners not disposing of excrement, please connect with the City of Port Coquitlam’s Bylaw Services office at 604 927-5440 or bylawservices@portcoquitlam.ca.

BEAR ENCOUNTERS

If you see a bear that is going about its regular bear business such as walking through your yard, trails, or open park spaces, don’t panic, leave it alone and do not cut off its escape path. It is normal for bears to roam through urban areas, especially as development encroaches on wild space. Report the sighting to the Provincial Conservation Officer Service 24 hotline at 1 877 952-RAPP or report it on-line at www.rapp.bc.ca.

If you encounter a bear feasting on residential garbage or a bear that is acting threatening or aggressive call the Provincial Conservation Officer Service 24hr hotline at 1 877 952-RAPP or report it on-line at www.rapp.bc.ca. Dispatchers can provide advice for sightings when public safety is not threatened and a Conservation officer may be dispatched depending on the circumstances.

AVOIDING BEAR ENCOUNTERS

Human-bear encounters can happen on the walking trails that crisscross and encircle Port Coquitlam. Trail users are advised to watch for and be cautious around bears and other wildlife. Bear attacks are rare in urban areas in Canada, but be aware that these are wild animals and their actions are unpredictable.

- Travel as a part of a group.
- Be alert where bears may not be able to see, hear, or smell you: on twisting trails, in dense brush, near running water, or when the wind is in your face.
- Avoid wearing strong perfumes.
- Make noise (clap or sing); let the bear know you are on the trail.
- Keep children close to you at all times, don’t let them wander ahead or lag behind.
- Avoid wearing headphones while walking or jogging.
- Watch for fresh bear signs (droppings, tracks, scratches on trees, overturned boulders, or smashed logs).
- Keep your dog on a leash at all times.
- Never approach a bear, maintain a distance of at least 100 metres.

For more information on bears, including what to do if you encounter one, please visit the City of Port Coquitlam webpage on Bear Safety at www.portcoquitlam.ca/bears.
SAFETY GUIDELINES AND BEST PRACTICES

HANDLING SHARPS

A sharp refers to a syringe, needle, broken glass or any other object that may be contaminated with HIV/AIDS, HEPATITIS B/C with the potential to infect by puncture or cut. All Adopt-a-SPOT Volunteers are required to complete Sharps Safety Training and demonstrate safe handling knowledge through a Sharps Safety Quiz.

If you encounter sharps, please contact the Adopt-a-SPOT Program Supervisor as soon as possible and describe in detail the nature and location of the sharps. If the sharps could pose an immediate safety risk to the public, please also contact the City Parks Department at 604 927-5480 or the Weekend Parks Reporting Line at 604 329-9880 as soon as possible and describe in detail the nature and location of the sharps.

If you have been trained in safely handling sharps, have access to a sharps kit and feel confident that you can safely handle the sharps, be sure to follow best practices as outlined below:

- Place the sharps container next to the sharp.
  - **Do not** hold the container with your hand
- Preferred method - use pliers or tongs
  - If you are not comfortable with the preferred method, use properly gloved hand
- Pick up the sharp with pointed end facing away
- Keep your other hand clear of sharp & container
  - Pick up only one sharp at a time
- Do not hold the container, or insert your fingers into the opening.
- Place the sharp into the sharp container pointed-end first
  - Never attempt to recap, purposely bend or break a needle or syringe.
- Secure the lid on container & stow it in a safe space.
- When finished, remove gloves.
- Wash hands thoroughly as soon as possible.

Please report all sharps encounters to the Adopt-a-SPOT Program Supervisor. Sharps containers that have been used can be exchanged for empty ones. Please connect with the Program Supervisor in advance to arrange an exchange.
SAFETY GUIDELINES AND BEST PRACTICES

GRAFFITI

If you encounter graffiti in your SPOT, please notify the Adopt-a-SPOT Program Supervisor in your monthly Activity Log, including the location and any words or images that could be deemed especially offensive to the general public.

If the graffiti is in a place that you can safely access and you have graffiti wipes, please consider taking a few minutes to try to remove it. If the graffiti is large in scale, in a place that you cannot safely access, or if you do not have access to graffiti wipes, please complete an Action Required Form or notify the Adopt-a-SPOT Program Supervisor so that appropriate follow-up action can be taken by the Parks department.

DUMPING

According to City of Port Coquitlam Bylaw #3421, no person may dump or deposit snow, fill, soil, garden waste, building or construction materials or any discarded or unused item in any park/facility, without written approval of the Director. If you encounter dumping, please complete an Action Required Form so that appropriate action can be taken by the Parks department. If you happen to witness dumping on public property, please record the license plate of the offending vehicle (if possible) and provide this information in the Action Required Form.

VANDALISM, BROKEN EQUIPMENT, AND OTHER HAZARDS

If you encounter vandalism (such as damage to public benches, tables or park equipment), illegal substances, or other situations which could pose an immediate safety risk to the public, including erosion, sink holes, dangerous/fallen trees, please connect with the Adopt-a-SPOT Program Supervisor as soon as possible and describe in detail the nature and location of the hazard. If you are unable to reach the Program Supervisor, please contact the City Parks Department at 604 927-5480 or the Weekend Parks Reporting Line at 604 329-9880 as soon as possible and provide the necessary information.
SAFETY GUIDELINES AND BEST PRACTICES

GEOCACHES

Geocaching is a real-world, outdoor treasure hunting game using GPS-enabled devices. Participants navigate to a specific set of GPS coordinates and then attempt to find the geocache (container) hidden at that location.

While cleaning your SPOT, it is possible you may come across a geocache. If you do, please do not move or discard it. This could prove frustrating to people attempting to locate it in the future—and we would hate to ruin a game that gets people active and outdoors in their community.

How can you recognize a cache? Geocaches vary greatly in size and appearance. They may range from large, clear plastic containers to film canisters to a fake rock with a secret compartment. Some common forms include:

- a 35 mm film canister
- a sandwich-sized plastic container
- an ammunitions can
- a large bucket

Geocaches should always contain a log sheet or log book for people who have found it to sign, as well as some type of small tradable goods, such as small plastic toys, tokens or memorabilia. These are designed to make the game a true treasure hunt. Please do not remove the contents of a geocache.

For more information about geocaching, including how to play, and to see geocaches near you, please visit [http://www.geocaching.com/guide/](http://www.geocaching.com/guide/).
## PORT COQUITLAM PARKS & TRAILS

### PARKS

<table>
<thead>
<tr>
<th>Park Name</th>
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<td>Aggie Park</td>
<td>Davison Park</td>
<td>Kilmer Park</td>
<td>Rowland Park</td>
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<td>Birchland Park</td>
<td>Donald Walkway</td>
<td>Kroeker Park</td>
<td>Settlers Park</td>
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<td>Birchwood Park</td>
<td>Eastern Drive Park</td>
<td>Kwayhquitlum Park</td>
<td>Shaughnessy Park</td>
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<td>Blakeburn Park</td>
<td>Elks Park</td>
<td>Lions* Park</td>
<td>Sheila Barrett Park</td>
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<td>Cameron Park</td>
<td>Evergreen Park</td>
<td>McLean Park</td>
<td>Sitka Spruce Park</td>
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<td>Cascara Park</td>
<td>Fortress Park</td>
<td>McMitchell Park</td>
<td>Skyline Park</td>
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<td>Castle Park*</td>
<td>Fox Street Park</td>
<td>Minnekhada Park</td>
<td>Sun Valley Park</td>
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<td>Cedar Park</td>
<td>Gates Park*</td>
<td>Nacht Park</td>
<td>Terry Fox Park</td>
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<tr>
<td>Central Park</td>
<td>Granny Smith Park</td>
<td>Peace Park</td>
<td>Thompson Park*</td>
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<td>Chelsea Park</td>
<td>Greenmount Park</td>
<td>Pinemount Park</td>
<td>Wellington Park</td>
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<td>Citadel Heights Park</td>
<td>Imperial Park</td>
<td>Robert Hope Park</td>
<td>Westwood Park</td>
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<tr>
<td>Coutts Park</td>
<td>James Park</td>
<td>Routley Park</td>
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*Denotes a park 5 hectares or larger*

### TRABOULAY POCO TRAIL

- Hyde Creek Recreation Centre to DeBouville Slough (1.8km)
- DeBouville Slough to Prairie Avenue (2.9km)
- Prairie Avenue to Dominion Avenue (1.5km)
- Dominion Avenue to Peace Park (4km)
- Peace Park to Pitt River Road (1.4km)
- Pitt River Road to Shaughnessy Street (2.2km)
- Shaughnessy Street to Red Bridge (4.5km)
- Red Bridge to Gates Park (1.5km)
- Gates Park to Lions Park (1km)
- Lions Park to Hyde Creek Recreation Centre (3.9km)
STATEMENT OF COMMITMENT

The Adopt-a-SPOT Program is a partnership between the citizens, businesses and groups who wish to contribute their time in keeping the parks, trails and streets clean and safe in Port Coquitlam. Both the City and individuals / groups adopting these areas, commit to each other to perform certain duties to help the appearance of their community.

It is understood that at no time is the safety of any volunteer to be placed in jeopardy in the performance of their duties.

The Adopter agrees to:

- Perform agreed upon duties along a specified street, park or section of trail.
- Designate a contact person who will ensure that all participants are responsible people, and that all minors under the age of 19, are provided with adult supervision. The contact person will discuss safety precautions with participants and ensure that the appropriate tools and equipment are used.
- Deal with hazardous material in a proper manner, following the Safety Guidelines and Best Practices outline in the Adopt-a-SPOT Handbook.
- Complete an injury report and inform the Program Coordinator any injury incurred by any participant during cleanup activities. The injury will be reported within two working days of the incident and shall include:
  a) The name of the injured person.
  b) The time and date of the incident.
  c) The nature of the injury.
  d) Details of the incident.
  e) The name of any hospital or clinic attended.
- Complete monthly Activity Logs outlining their activities in their adopted area, along with any graffiti, vandalism, dumping or hazards that may have come to their attention during their clean-up activities.

The City agrees to:

- Supply operating materials necessary for the adopted area: e.g. litter bags, litter pickers, safety vests, a Sharps container, dog bags, graffiti removal spray, rags and gloves; and make arrangements for free removal and disposal of litter from the nearest City trash can.
- Formally recognize volunteer efforts.
- Provide a contact person from the City.
- Provide training, guidance and advice.
STATEMENT OF COMMITMENT

I have read and understood this statement of commitment and agree to the terms of participation.

Individual or Contact Person Name (please print): _____________________________________________

Address: ______________________________________________________________________________

City: ___________________________ Postal Code: ________________________________

Phone Number: __________________________ E-mail Address: ________________________________

Individual or Organization’s Name (to be printed on recognition material):
____________________________________________________________________________________

Street, Park, or Trail to be Adopted
____________________________________________________________________________________

Period of Adoption beginning:
____________________________________________________________________________________

Individual or Contact Person Signature & Date:
____________________________________________________________________________________

Adopt-a-SPOT Program Supervisor Signature & Date:
____________________________________________________________________________________
RELEASE & WAIVER

Please Read Carefully

By signing this document, you waive certain rights including the right to sue.

To: The City of Port Coquitlam, its Officers, Employees, Directors and Volunteers, (“The Releasers”)

Assumption of Risk

I am aware that engaging in any Adopt-a-SPOT Program activity may involve certain risks, dangers and hazards including but not limited to contact with dangerous debris and collision with passing traffic. I agree to wear a safety vest and gloves while participating to minimize any such risks and I freely accept and fully understand and assume all risks and dangers.

Release of Liability

I agree to waive any and all claims against the Releasers and to release the Releasers from any and all liability for any loss, damage, injury or expense that I may suffer as a result of participating in the Program. However, I understand that this waiver does not preclude one from making a claim under the City’s Volunteer Insurance Policy.

I have read and understood this Release prior to signing it. I am aware that by signing this release, I am waiving certain rights that my heirs, next of kin, executors, administrators and assigns may otherwise have against the Releasers.

Individual or Contact Person Name (please print):

____________________________________________________________________________________

Individual or Contact Person Signature & Date:

____________________________________________________________________________________

Signed in the Presence of (Witness):

____________________________________________________________________________________
PHOTO RELEASE FORM

I hereby irrevocably consent to and authorize The City of Port Coquitlam [the City], its agents or assigns, the irrevocable and unrestricted right to use and publish images and audio of myself [“the Images”] for editorial, trade, advertising, promotion or any other lawful purpose in any manner or medium, and to alter the same without restriction without the payment of any compensation. Further, in favour of the City, I do hereby:

1) waive any right to notice or approval of any use of the Images;
2) release the City and its agents or assigns from all claims and liabilities relating to the Images of myself or by virtue of alteration, processing or use in composite form;
3) release all intellectual property rights, including copyright, which I have in or to the Images; and
4) assign to the City all moral rights which I have in or to the Images.

I hereby represent that I am over 18 years of age and the right to contract in my own name, and also state that I have read this document prior to signing same and that I fully understand its contents.

DATE: _________________ PRINT NAME IN FULL: ________________________________
ADDRESS: ________________________________
SIGNATURE: ________________________________

Signed in the presence of:

WITNESS: ________________________________

FOR PARTICIPANTS OF MINORITY AGE

PRINT NAME OF MINOR IN FULL: ________________________________

This is to certify that I/we as parent(s)/guardian(s) with legal responsibility for this participant, do consent and agree not only to his/her release, but also for myself/ourselves, and my/our heirs, assigns and next of kin to the Release and Assignment, as stated above, regarding my/our child’s involvement in the taking and use of the Images as stated above.

DATE: _________________ PARENT/GUARDIAN’S SIGNATURE: ________________________________
RELATIONSHIP TO PARTICIPANT: ________________________________
PARENT/GUARDIAN’S SIGNATURE: ________________________________
RELATIONSHIP TO PARTICIPANT: ________________________________

To be returned to the Volunteer Services Program Coordinator
**ACTIVITY LOG**

Please note that a online version of the Adopt-a-SPOT Activity log is available for your convenience at [www.portcoquitlam.ca/spot](http://www.portcoquitlam.ca/spot).

Date: ________________________________
Organization: _________________________
Location: ______________________________

<table>
<thead>
<tr>
<th>DATE</th>
<th># OF PARTICIPANTS</th>
<th>TIME SPENT</th>
<th>GRAFFITI / VANDALISM / DUMPING*</th>
<th>HAZARDS**</th>
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Contact Person: __________________________
Phone Number: __________________________
Volunteers: ______________________________

If you suffer any injuries during clean, please fill out First Aid Report and contact the Program Coordinator immediately at 604-927-7906 or halld@portcoquitlam.ca.

*If you noticed any graffiti/vandalism/dumping, please provide details here:

______________________________________

**Return this form to:**
Adopt-a-SPOT Program
The Gathering Place
#200-2253 Leigh Square
Port Coquitlam, BC V3C 3B8

**You may also reach us by fax or e-mail:**
Fax: 604 927 7910
E-mail: spot@portcoquitlam.ca
Copies of this form are available online at [www.portcoquitlam.ca/spot](http://www.portcoquitlam.ca/spot)
ACTION REQUIRED FORM

Please complete if City staff follow-up is required. Please note that a online version of the Adopt-a-SPOT Action Required Form is available for your convenience at www.portcoquitlam.ca/spot.

Date: ____________________________
Organization: ______________________
Contact Person: ____________________ Phone Number: ______________________
SPOT Location ____________________ Time of day: ______________________

TYPE(S) OF “ACTION” REQUIRING FOLLOW UP...

□ Dumping activity? Comments: ____________________________________________
□ Graffiti? Comments: ____________________________________________________
□ Vandalism? Comments: _________________________________________________
□ Hazards? Comments: ___________________________________________________

Did any member of your organization/group sustain injuries: □ Yes □ No
If yes, please fill out a First Aid Report and contact Program Coordinator.

Comments:
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

Return this form as soon as possible to:
Adopt-a-Street, Park or Trail Program
The Gathering Place
#200 - 2253 Leigh Square
Port Coquitlam, BC V3C 3B8

You may also reach us by fax or e-mail:
Fax: 604 927 7910
E-mail: spot@portcoquitlam.ca
Copies of this form are available online at www.portcoquitlam.ca/spot
FIRST AID REPORT

Please complete if a member of your group sustains an injury while volunteering. Please note that an online version of the Adopt-a-SPOT First Aid Report is available at www.portcoquitlam.ca/spot.

Name: ____________________________________   Phone #: ____________________________________
Organization: _______________________________  Contact person: _____________________________
Date and Time of Injury: ______________________  Date and Time of Reporting: _________________
Description of accident: ____________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
Please state all injuries – indicate left or right if applicable: ____________________________
__________________________________________________________________
__________________________________________________________________
Did you receive first aid? □ Yes □ No   If yes, First Aid Attendant’s name: ____________________________
Treatment completed by First Aid Attendant: ____________________________
__________________________________________________________________
First Aid Attendant’s Signature: ____________________________ Date: ________________

Did you go to a doctor or hospital? □ Yes □ No
If yes, give name and address: _________________________________________________

Were there any witnesses? □ Yes □ No
If yes, please list their name(s): _________________________________________________

SIGNATURES: ______________________        ______________________        ______________________
Injured Volunteer  Organization Contact  City Volunteer Coordinator

Return this form as soon as possible to:
Adopt-a-SPOT Program
The Gathering Place
#200-2253 Leigh Square
Port Coquitlam, BC V3C 3B8

You may also reach us by fax or e-mail:
Fax: 604 927 7910
E-mail: spot@portcoquitlam.ca
Copies of this form are available online at www.portcoquitlam.ca/spot
CONTACT LIST

Program Supervisor—Volunteer Services (Rob Loxterkamp) (604) 927-7953
Program Coordinator—Volunteer Services (Deanna Hall) (604) 927-7906
Parks Department (Dora Miller) (604) 927-5480
Weekend Parks Reporting (604) 329-9880
Parks and Recreation Administration Office (604)-927-7900
Poison Control (Emergency) (604) 682-5050
Fire and Rescue (Non-emergency) (604) 927-6443
RCMP (Non-emergency) (604) 945-1550
Conservation Officer (24 Hour Hotline) 1-877-952-7277
Police/Fire/Ambulance (Emergency) 9-1-1