

Sample Form

Safety Management/Emergency Response Plan

Using this form: This form will help you capture information *before* beginning your outing. It is generic – make adjustments as needed. Leave a copy with your Outings Chair before the outing begins.

Basic Trip Information

<u>Trip name</u>		<u>Start date</u>	<u>End date</u>	<u>Total # of days</u>			
<u>Primary outdoor activity</u>		<u>Number of leaders</u>			<u>Number of participants</u>		
		Total:	M:	F:	Total:	M:	F:
<u>Leader roles</u>	<u>Leader names</u>	<u>Cell phone #</u>		Entry location and time:			
1.	1.	1.		Exit location and time:			
2.	2.	2.					
3.	3.	3.					
For Entry & Exit - give enough detail to locate on a map – such as map quad name, nearest road, name of trailhead. Use approximate times.							

Public/Private Land Use and Agency Information

<u>Location Name</u> (e.g., Ventana Wilderness)	<u>Agency who manages this area</u> (e.g., United States Forest Service)	<u>Agency contact person</u>	<u>Agency location</u>
<u>Agency phone</u>		<u>Hours</u>	<u>Ranger station or outpost facility information</u>

Medical Facilities

	<u>Medical facility #1</u>		<u>Medical facility #2</u>	
<u>Name</u>				
<u>Address</u>				
<u>Phone</u>		<u>Hours</u>		<u>Hours</u>
<u>Services</u>				

Additional Emergency Contacts

	<u>Sheriff</u>	<u>Police</u>	<u>EMS or fire department</u>
<u>Name</u>			
<u>Address</u>			
<u>Phone</u>			

Sample Form

Itinerary

Day	Date	Route: Include intended campsites and alternates, mileage, off-trail or on-trail, direction of travel, known hazards, map names, trail names, and landmarks.
		Evacuation: Include distance and type of help available (roadhead, ranger station, etc.).
1		
2		
3		
4		
5		
6		
7		
8		

Safety Management Checklist (all must be completed/packed before outing departs)

- Does the proposed itinerary **identify potential dangers** and **expected countermeasures**?
- Participant roster** (or Sign-in Sheet and Liability Waiver)*
- Signed liability waivers for each participant** (or one Sign-in Sheet and Liability Waiver signed by all)
- Two sets of Participant Medical Forms** (One set for leaders and a copy with each participant. Leaders should fill these out too. Form should include emergency contact information.)
- Copy of Safety Management Plan** left with a designated contact person (e.g., Outings Chair)*
- Patient Assessment Forms**
- Copies of permits**
- Group equipment list**
- Communication device** (whistles, cell phones, etc. Will it work in the field? Extra batteries on hand?)
- Emergency Response Card** (from the outings leader handbook)

***Make multiple copies of these forms. An extra copy should be left with your Outings Chair.**

**For life threatening emergencies or fatalities, after contacting the proper authorities, contact the Outings Department:
1-888-OUTINGS (1-888-688-4647)**