|  |  |
| --- | --- |
| http://mountaineers.org/images/tenderapp/M_logo.png | Safety Management Plan Global Adventures[[1]](#footnote-1) |

# One of the roles of the trip leader listed in Mountaineering, The Freedom of the Hills 8th edition is Guardian of Safety. ”The paramount concern of any party is safety, starting in the planning stage. A leader should ensure that everyone has appropriate equipment, experience and stamina and that the route chosen is reasonable for the party and in safe condition.”

|  |  |
| --- | --- |
|  **Trip Name:** |  |
|  **Trip Dates:** |  |
|  | Leader #1 | **Leader #2** |
|  **Name:** |  |  |
| **Home address:** |  |  |
| **Home phone:** |  |  |
| **Cell phone:** |  |  |
| **Email address:** |  |  |
|  | Emergency Contact #1  |
|  **Name:** |  |  |
| **Home address:** |  |  |
| **Home phone:** |  |  |
| **Cell phone:** |  |  |
| **Relationship to you:** |  |  |
|  | **Emergency Contact #2**  |
|  **Name:** |  |  |
| **Home address:** |  |  |
| **Home phone:** |  |  |
| **Cell phone:** |  |  |
| **Relationship to you:** |  |  |

 **Where to keep your Safety Management Plan**

* Leader’s daypack
* Daypack of assistant leader or daypack of trusted/valued trip member (only to be accessed if needed)

#### Trip-Specific Hazards and Remedies (add rows as needed)

|  |  |
| --- | --- |
| Potential Hazard | Leader steps to prevent problems |
| 1. | 1.
2.
 |
| 2. | 1.
2.
 |
| 3. | 1.
2.
 |

#### Daily itinerary with contact information to reach the group each day (add rows as needed)

|  |  |  |  |
| --- | --- | --- | --- |
| **Trip Day (s)** |  **Trip Date (s)** | **Location** | **Contact information** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Daily list of service providers you plan to use (add rows as needed)
(Include contact information for all concessionaires, guides, drivers, etc.)

|  |  |  |  |
| --- | --- | --- | --- |
| **Trip Day (s)** |  **Trip Date (s)** | Service provider | **Contact information** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Daily Emergency Evacuation Details (add rows as needed)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Trip Day** | **Description of Trip Leg (start, stop, miles, elevation gain/loss)** | **Exit point to medical care (miles & elevation gain/loss)** | **Means of extraction (walking, pack animal, land vehicle, helicopter, etc.)** | **Days to Medical Care** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

###### Daily List of Emergency Services Available to the Group (add rows as needed)

(Include American embassy/consulate)

|  |  |  |  |
| --- | --- | --- | --- |
| **Trips Day (s)** |  **Trip Date (s)** | Service  | **Contact information** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

###### Participant Emergency Contacts At Home (add rows as needed)

|  |  |  |  |
| --- | --- | --- | --- |
| **Member Name** | **Emergency Contact Name** | **Relationship to Member** | **Contact Phone Numbers** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Plan for Communication with At-Home Contact During the Trip**

|  |  |  |  |
| --- | --- | --- | --- |
| **Trip Segment - Dates** | **Segment Risk Level\*** | **At-Home Contact Name/Phone\*** | **Check-In Schedule** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

* For trip segments rated low risk, recommend a periodic check-in at pre-agreed dates & times, every 4-5 days. List check-in dates & times in the table.
* For trip segments rated moderate risk, recommend a periodic check-in at pre-agreed dates & times, every 2-3 days. List check-in dates & times in the table.
* For trip segments rated high risk, recommend a daily check-in at a pre-agreed time. List daily check-in time in the table.
* For any incidents involving SAR, hospitalization or significant medical treatment, fatalities, or if the group has missed two successive check-ins, the group leader or the at-home contact will call the Mountaineers at (206) 521- 6030 to communicate the situation and, as appropriate, initiate the crisis response plan. The group leader will make this call unless communications have been disrupted and calls are not getting through.

Checklist for safety/emergency equipment to have available throughout trip:

1. Cell phone capable of making local and international calls
	1. Is it charged? Have you practiced using it?
2. Satellite phone or SPOT satellite communicator (if remote)
	1. Is it charged? Have you practiced using it?
3. First Aid Kit
	1. Have you reviewed the contents to make sure it is complete?
	2. Are you familiar with all of the contents and their uses?
4. Trip specific safety equipment – list below
5. Topographic maps of trip route
	1. Are you familiar with the maps?
	2. Do you have a compass to go with the maps?
	3. Do have an extra of each topo map to be available to be sent out to rescuers showing location of problem/victim?
6. Participant Rosters with passport info (#, issue and expiry dates)
7. Two sets of Participant Medical Forms: one set for the leader and a copy with each participant. Leader should fill out medical forms for themselves as well. All forms should include emergency contact information.
8. Complete trip member emergency contact information and insurance details

**Emergency Response Plan**

**Scene Management:**

1. STOP. Get calm and stay calm
2. Protect yourself and your group members
3. Reestablish primary leader and first aid leader
4. Survey the scene (Is it safe? What happened? How many victims? Can bystanders help?)

**Patient Care/First Aid:** *(Stay within your level of training!)*

1. Get consent to help the patient. (unconscious = consent)
2. Use protective barriers (gloves, breathing device)
3. Check the **ABC**s and address life-threatening problems
* **Airway:** Is the patient’s airway clear?
* **Breathing:** Is the patient breathing?
* **Circulation:** Is there life-threatening bleeding?
1. Do a secondary survey and record patient information (use the **Accident Report Form** as a guide)
2. Stabilize patient and scene *– then use hut communication to call for assistance. Cell service is unlikely*

**Develop an Evacuation Plan**

* How are you going to safely get the patient help?
* Considerations: urgency, distance, terrain, group strength, route, communication devices.
* Write down the plan.
* If your group splits up, make sure each party has identical copies of the evacuation plan.
* **Self-evacuation** (unaided by those outside your group)
* Never let anyone walk out unaccompanied.
* A leader should accompany the evacuation.
* A party of four or more is necessary for longer evacuations (longer than one hour).
* **Sending a messenger team for help**
	+ Team size of four is ideal. Should have necessary gear and food to be self-sufficient.
	+ Record the GPS coordinates at the site where the injured person is located; mark a copy of the map with your location as exactly as possible. Send this information out with the people going out to get help, along with copies of the evacuation plan patient report.
	+ Patient(s) and field group should stay in one place, so that a rescue team can find them.

**Other Guidelines During an Incident:**

Make sure everyone has something to do and no one is alone. Everyone is distracted and more likely to injure themselves. Consider the hypothermia risk to the group and take precautions as needed (food and hot liquids, extra warm clothing).

Start with the patient’s own supplies in providing care. Most likely the patient is not carrying pain or other medications they are allergic to. Be sure to review the person’s documents to be aware of any medications or allergies that might be relevant to rescuers and those providing treatment.

Always remember two things: • Warm is alive. • Create no new victims.

Add other trip-specific considerations

**Emergency contact procedures:**

**Who to Call**

When your group is able to communicate with the outside world, do the following:

* **See Emergency Services Contact information**

**For all life-threatening emergencies, SAR situations or fatalities:** Once the situation is stable, call the Mountaineers at (206) 521- 6030 to provide advice on managing through the incident, notify emergency contacts and relevant committee/club leadership, and serve as spokesperson for external organizations such as the media.

**Lost Hiker:**

* Determine when hiker was last seen and record gps coordinates or mark location on the map where they were last seen.
* Plan a search party – don’t send anybody out alone; nobody should be waiting alone while group searches. Every group should have map and compass, confidence to find their way back, and a plan for where they will search.
* Designate a time and place to reassemble all search groups – mark on everyone’s map
* If hiker is not found in finite time, contact emergency services
* Do not endanger the rest of the group searching after dark or in dangerous terrain

#### MOUNTAINEERS 7 STEPS FOR FIRST AID RESPONSE

Step 1 .  Take Charge of the Situation

Step 2.  Approach the Patient Safely

Step 3.  Perform Emergency Rescue and Urgent First Aid.

* DO NOT MOVE THE PATIENT AGAIN UNTIL STEP 7!!!!!

Step 4.  Protect the Patient.

* DO NOT MOVE THE PATIENT TO END EXPOSURE TO HEAT, COLD OR WEATHER but build shelter around them.

Step 5.  Check for Other Injuries

Step 6.  Plan What to Do

Step 7.  Carry Out the Plan

OTHER EMERGENCY RESPONSE GUIDANCE:

SERIOUS ACCIDENTS:

DEFINITION:

* Requires evacuation, or assistance back to the trailhead
* Requires hospitalization or treatment by a medical professional, or
* Results in death

PROCEDURES:

* Stay calm – take charge of situation, work w/designated first aid person.
* Utilize the entire group; organize and assign individuals to do certain tasks
* Elicit individual expertise (medical, climbing, scrambling).
* Don’t let anyone leave unless you’ve assigned them to go get help, and no one should be solo - your obligation is to the whole group, not just the injured person.
* Be careful that a 2nd accident does not occur.

LOST HIKER

* Determine when hiker was last seen.
* Plan a search party – don’t send anybody out alone; nobody should be waiting alone while group searches.
* Designate a time and place to reassemble all search groups
* If hiker is not found contact the local sheriff or park ranger.

*AFTER ANY RESCUE INITIATED, CONTACT THE MOUNTAINEERS VIA EMERGENCY LINE: 206-521-6030*

1. **Just before leaving for your trip**

Post your emergency response plan on the Global Adventures website including all emergency contact information for trip members and services by day. [↑](#footnote-ref-1)