EMERGENCY PROCEDURES GUIDE

1. THINK: There is no emergency which shouldn't be proceeded by 20-30 seconds checking for hazards and assessing the situation. Look for possible MOI do not put yourself in danger.

2. ASSESS FIRST AID PRIORITIES: Safely approach the victim, perform any urgently needed first aid: ABCs. Treat victims where they lie, unless more serious objective hazards dictate moving them. Treat for shock. Detailed physical exam: be thorough, systematic, and record findings.

3. GET EVERYONE INTO A SAFE PHYSICAL AND EMOTIONAL STATE.
Stabilize the entire situation and ensure the group is safe from immediate objective dangers. Be as directive a leader as necessary and don't let other participants become additional victims. Keep people away from the victim if they are not needed there. Monitor the psychological state of all participants.

4. IF NO IMMEDIATE LIFE THREATENING SITUATION EXISTS OR IF YOU HAVE ALREADY ADMINISTERED FIRST AID, YOU HAVE TIME TO THINK THROUGH YOUR OPTIONS. RELAX.
Your response at this stage is vitally important. Be confident and competent. Indecisive or nervous leadership will result in ineffective action and panic. Consider meeting with other staff away from the participants. Remember, you can't always make the best decision but you can avoid making a bad decision. Take some time to assess your resources and consider all factors. Be conservative.

5. READ SECTION 4 AGAIN.

6. MAKE A PLAN. Evaluate all resources and variables: injuries, group size and condition, terrain, equipment, weather, location, time of day etc.
   A. Decide if evacuation is needed.
      1. Hypothermia, frostbite, internal injuries, head or respiratory injury, and fractures all require evacuation.
      2. Don't hesitate to involve the group in evacuation.
   B. Decide on need for outside support.
      1. Manpower for search, evacuation, or medical treatment.
      2. Equipment needed.

   NOTE: Avoid outside help if the rescue can be safely managed without it. Draw on internal resources first, but don't hesitate to involve "official" rescue persons if you need them. Be aware that once contacted, rescue authorities take over responsibility and call all the shots.
   C. Decide who needs to be notified.
      1. Contact persons.
      2. Local authorities or emergency personnel (if necessary).
   D. Decide on disposition of the trip.
      1. Participate in resolution of emergency.
      2. Continue with trip activities.
   E. If support is being requested, choose and brief runners. (Remember you need a minimum of two-three people)
      1. Runners.
      2. Prepare 2 copies of the Emergency Response Form.
      3. Mark map with your exact location or rendezvous point.
      4. Equip the runners with necessary equipment for the trip.

7. TAKE ACTION. Put the plan into action. Keep calm and maintain a low profile. Only communicate with people necessary to effect the rescue. Make sure to refrain from talking directly with any member of the media who may respond to the scene.

8. WHILE WAITING.
   A. Shelter victim and group.
   B. Monitor victim regularly.
   C. Keep the group healthy, sheltered and insulated make sure everyone eats and hydrates.