

OUTDOOR RECREATION PROGRAM
IOWA STATE UNIVERSITY
WEEKEND AND EXTENDED TRIP – EMERGENCY INFORMATION

*(**to be completed prior to departure and retained by Trip Leader during trip**)*

TRIP: _____
DATES: _____ to _____ **DEPARTURE TIME:** _____ **RETURN TIME:** _____
TRIP LEADER (S): _____
SUPPORT LEADER (S): _____
TOTAL # OF TRIP PARTICPANTS: _____

GENERAL RESOURCE INFORMATION:

Area Management Agency(s): _____
Agency Telephone Number(s): _____

NEAREST EMERGENCY MEDICAL FACILITY

	<u>Name</u>	<u>Address</u>	<u>Telephone Number</u>
1.	_____	_____	_____
2.	_____	_____	_____

OTHER EMERGENCY NUMBERS

Outdoor Recreation Program: (515) 294-8200
ORP Assistant Director, Jerry Rupert: (515) 294-4774 (work); (515) 509-3407 (cell)
ORP Coordinator, Jarrad Chester: (515) 294-2929 (work); (270) 217-3180 (cell)
Associate Director, Jason Vlastaras: (515) 294-4982 (work); (727) 254-2875 (cell)
Recreation Services Director, Michael Giles: (515) 294-0994 (work); (515)-708-3136 (cell)
Associate Director, ISU Recreation Services, Garry Greenlee: (515) 294-0996 (work); (515) 290-0975 (cell)
ISU Recreation Services Main Office: (515) 294-4980
ISU Department of Public Safety: (515) 294-4428
Transportation Services: (515) 294-1882; Kathy Wellik, Transportation Services: (515) 294-1657

TRIP PLANNING

- ___ After receiving trip assignment, meet with the Assistant Director and pick-up a Trip Packet, Specific Equipment Check Lists, Med Forms, Evaluation Forms, Injury Report Forms, and begin research on the resource area.
- ___ Information Sheet for Extended Trips (must be done within 2 weeks after trip assignment)
- ___ Reserve equipment in Rec Trac (must be done within two weeks of trip assignment)
- ___ Trip Leaders meet and discuss logistics and divide up tasks
- ___ Submit trip itinerary to Assistant Director
- ___ Make reminder calls for pre-trip meeting (must be done at least one day prior to pre-trip meeting)
- ___ Conduct Pre-Trip Meeting
- ___ Organize and check all equipment (must be done before Pre-Trip meeting or at least three days before trip)
- ___ Shop for groceries (Obtain Fareway Voucher from Assistant Director)
- ___ Check in with Assistant Director with any final questions
- ___ Meet with Assistant Director after trip to give a verbal overview of trip
- ___ Turn in the cash bag and all paperwork, including a written summary of the trip, which includes topics such as logistics, equipment, staff teamwork, safety issues, etc.

Note: Each one of these must be completed and checked off at the end of the trip.

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TRIP LEADER CHECKLISTS

PRE-TRIP CHECKLIST

- ___ Emergency information form filled out
- ___ Pre-trip meeting reminder calls
- ___ Participant health forms complete (make copies)
- ___ Trip Leader health forms (make copies)
- ___ Hand held communication radios (new batteries)
- ___ Check out equipment in the Rec Trac
- ___ ORP ISU ID for re-entry upon return – make sure it works before you depart
- ___ Accident report forms
- ___ Trip evaluations and pencils
- ___ Road Atlas
- ___ Cash bag/Petty Cash or Travel Advance
- ___ Tool Box
- ___ Point of Departure List completed and left in the Special Attentions Box w/Health Forms & Itinerary
- ___ Fareway Voucher
- ___ Pick-up vehicle or keys

POST-TRIP CHECKLIST

- ___ Equipment checked in on Rec Trac
- ___ Equipment returned, cleaned, and put away (must be done by Friday)
- ___ Upload photos on computer (must be done by Friday)
- ___ Equipment checked-in on trip inventory list
- ___ Fill out Lost/Damaged Equipment Form if necessary
- ___ Return van(s) to transportation services ASAP and put key in the key deposit box at Transportation unless otherwise instructed – Fill van with gas
- ___ Cash bag reconciled (must be done by Wednesday)
- ___ Operational evaluation completed
- ___ Trip packet, participant evaluations and all other associated paperwork turned into the Assistant Director (must be done by Friday)
- ___ Participant & Staff Health Forms re-filed
- ___ Trip Summary
- ___ Process Refunds

Note: Each one of these must be completed and checked off at the end of the trip.

Pre-Trip Meeting Weekend & Extended Trips

Agenda Outline

Introductions:

- ___ Trip Leaders - emphasize skills and abilities
- ___ Participants - experience level

Paperwork (record information in the registration book):

- ___ Liability forms - for those signed up by another person
- ___ Health forms – check to make sure they are complete

Trip Leaders/Instructors: (stress this information)

- ___ What we are - Trip leaders, have a significant role in making decisions regarding trip activities, routes, purpose, conduct, and above all **SAFETY**. **Cannot guarantee safety** but will make every effort to create a safe environment. All trip participants are responsible for the safety of themselves and the other trip participants, including the trip leaders.
- ___ What we do - Trip planning, food management, equipment preparation, driving, agency contact, on-site trip direction and management.
- ___ What we are **not** - “**Wilderness Guides**” - trip leaders are not solely responsible for all of the activities associated with the trip. Group participation is highly encouraged in all aspects of the trip when appropriate.

Participants:

- ___ Are responsible for their own health insurance, because Recreation Services and Iowa State University **DO NOT** provide coverage. This is not mandatory. Participants can attend without insurance.
- ___ **Alcohol and recreational drugs are not permitted** on ORP trips/workshops.
- ___ Are responsible for helping preserve our natural environment. Discuss minimum impact camping.
- ___ May want to attend a pre-instructional session to improve comfort level with activity, if necessary.
- ___ **Must remember that they are part of a team and that responsibility for meals, clean up, equipment set-up, etc. while on the trip these are shared equally by the whole group, to make the trip and the experience successful and enjoyable for all.**
- ___ Are responsible for their conditioning and equipment preparation.
- ___ **Should expect to be open-minded, flexible, and willing to ask questions and give input.**

Trip Itinerary:

- ___ Trip Leaders Phone Numbers (optional)
- ___ Travel Route

Itinerary & logistics

Equipment:

- Outdoor Program Provides – Group Gear – some personal gear (provide checklist)
- Equipment Set-Up and Use
- Participants provide – Personal Gear - Provide checklist.

Menu Plan:

- Plan menu as a group. Provide menu suggestions if necessary.
- Indicate to trip participants that they are responsible for “road meals”

Safety Information:

- Be sure to **explain hazards**, especially ones specific to the activity, and consequences such as injury or death
- Athletic injuries, dehydration, altitude illness, hypothermia, frostbite, blisters
- Animals, plants and insects
- Weather
- Ticks
- Water Borne Illness
- Sunburn
- Someone in the group should know where everyone is at all times.
- Discuss how emergencies will be handled if they arise.
- Weather to be expected

Final Procedures:

- If you choose, distribute equipment such as packs at this time, recording the inventory numbers with participants they are assigned to
- Check health forms for drug allergies in the group, also, are there any special medical problems (i.e., epileptic seizures, diabetes, violent allergies to food or environmental elements)
- Check Rec Trac for trip equipment and make adjustments as necessary
- Speak with the female participants afterwards about “Bein a Lady in the Woods” – see attached sheet

Outdoor Recreation Program **Iowa State University**

Emergency Procedure Protocols

Site Specific Protocols

When an accident occurs, there are several protocols that must be carried out...some immediately and some at a later time. All are however extremely important. Following are those protocols in the order that they must be carried out:

Take Charge of the Situation

The Trip Leader must take charge of the situation immediately. If the Trip Leader is not capable of taking charge due to injury or other mitigating circumstances one of the Support Leaders needs to take on this role.

Approach the Patient Safely

Approach to the patient must be rapid but safe utilizing specific protocols from your First Aid Training. It is important, not only to protect the patient from further harm but to protect the rest of the group as well. If the terrain is steep, difficult or hazardous keep the rest of the group back. Have them prepare a shelter, organize equipment, build a fire, etc. as other trained staff approach the patient. The staff that is approaching the patient should have with them all necessary equipment including first aid supplies, water, safety equipment, etc. The exact approach to the patient will be site specific but a general rule is approaching the patient should be from the side or below.

Perform Urgent Care

Follow specific protocols from your professional First Aid Training. This would include a Patient Assessment, Initial Assessment, Patient Exam, Vital Signs, Focused History and Documentation. Treat all conditions as outlined in your First Aid Training.

Plan What to Do

After Urgent Care is provided, the patient is warm and as comfortable as possible and all injuries are known, then time can be spent planning what the next steps will be. The following must be decided:

- a. How will the patient be moved, if at all?
- b. Does the patient need to be evacuated?
- c. Is outside help needed? (Again, base this off of your First Aid Training)

To make these decisions, the patient's injuries, group size and physical and mental conditions, available resources, weather, group's location with respect outside assistance if needed, time of day, etc. must be evaluated.

Carry Out the Plan

After a complete examination of the entire situation the group is ready to carry out the plan. Every situation will be different and what needs to be done will be determined by the circumstances of those situations. Below is a list of items that may or may not need to be done. What needs to be done will be determined by the person in charge and the plan that has been developed.

- a. Gather and prepare all pertinent documentation.
- b. Call for assistance if needed.
- c. Prepare shelters for the patient and the other group members.
- d. Build a fire if necessary.
- e. Prepare food and drink for the entire group.
- f. Clear a helicopter landing zone.
- g. Prepare a stretcher for patient if needed.
- h. Organize any equipment that is needed for an evacuation.
- i. Clear a pathway if needed for evacuation.

This is not an exhaustive list but a list of items that need to be considered. Another point that was referenced earlier is the mental status of the group members other than the patient. All that is being done needs to be not only for the patient but the entire group. Their welfare must always be considered. They too can suffer from shock (psychological) by simply seeing and being involved in the accident, severe bleeding or death. This psychological condition can be just as deadly as an avalanche sweeping over the group. Often group members will become very despondent and not only unable to help in the rescue situation but are susceptible to injuring themselves. Such potential problems should be addressed before they occur. The group must be kept busy productively preparing for a successful evacuation.

Off Site Protocols

In the event that help is needed, the first decision that needs to be made is how you will contact outside assistance. The options available are via cell phone, satellite phone or sending runners for assistance. Phone service should not be relied on due to the remote locations the ORP sends their trips. These services have improved over the years but still are not always reliable. The appropriate phone numbers should be listed on the Emergency Information paperwork that is carried by the Trip leader.

If the Trip Leaders have determined that outside assistance is needed, a minimum of two individuals should be sent out, four is the ideal number. They should be stronger members of the group and mark their trail out if it is not obvious.

They should carry with them the following information:

- a. SOAP Note that includes the Name of the patient, Date accident occurred, Location of patient, Subjective information from patient, Objective information the care takers observed, Vital Signs, History, Assessment and the Plan you put into place.
- b. Number of patients (include SOAP Note for all)
- c. Distance from the road and the type of terrain the patient is located in.
- d. What first aid supplies are available to the patient.
- e. What equipment the group has available to them.
- f. Condition of the rest of the group.
- g. The type of evacuation that is needed; i.e. rigid stretcher, sliding on snow, lowering down a steep cliff, etc.
- i. Where the runners location is if they are making a call and where they can meet with the outside rescue team.
- j. Pertinent information for all of the individuals in the group such as names, phone numbers, addresses, etc.

Other Considerations

Once the party has left the field there are a number of other considerations that must be addressed. Two critical items are the Trip Leaders and participants interactions with media members and or individuals outside the group. Another critical piece is contacting the university and informing them of what has occurred.

The Trip Leaders need to inform the participants that the only people that should be talking to the media or outside individuals will be the Trip Leader. The Trip Leader should only be providing information to the medical staff that is pertinent to the condition of the patient(s). **The Trip Leader will not speak to the media at anytime.** That responsibility is left to the administrators of the university. This is why it is critical that the Trip Leader contact the university as quickly as possible to allow them to get up to speed on the situation. As was referenced earlier, there is a list of names and phone numbers on the Emergency Information Sheet that the Trip Leader has that provides the names of the individuals at the university that are available to be contacted. Typically the Assistant Director of the ORP is called first as he/she is the primary contact for the ORP. It is possible in some circumstances the Assistant Director of the ORP will not be available. In those instances, previous protocols will have been set-up prior to the departure of the trip. A list of those individuals is on the Emergency Information Sheet. They include the ORP Coordinator, the Director of Recreation Services, the Associate Directors of Recreation Services and the Main Office for Recreation Services.