OUTDOOR UW

OFF-SITE EMERGENCY ACTION PLAN (EAP)

For use on Outdoor UW/Hoofer off-site trips

In the case of an emergency when in the field, all Outdoor UW/Hoofer trip leaders should refer to Outdoor UW/Wisconsin Hoofers Emergency Guide in serious and life-threatening situations. A serious incident is defined by any of the following:

- An injury or illness severe enough to require immediate medical care
- A missing trip participant/lost group
- A real or credible threat to trip participants
- Any incident involving law enforcement personnel
- Motor vehicle accidents (see Fleet accident procedure)

Follow these protocols to ensure emergency situations are handled properly. For all non-emergency situations contact club advisor/Outdoor UW professional staff.

Emergency Protocol

1. Ensure that your group is safe/in a safe location – this comes before all other concerns
2. Provide appropriate first aid, completing SOAP note or Radio Report (in Emergency Guide within first aid kit
3. Determine if an evacuation is necessary –
    a. YES – *Life threat*: Call 911 (if cell service available) ***OR*** activate 'SOS' on InReach Explorer ***OR*** contact search and rescue *(see page 2)*
    b. YES – *No life threat*: contact support needed (club advisor (first), call 911, search and rescue) *(see page 3)*
    c. UNSURE – contact club advisor, modify/end trip. If the incident delays the trip substantially, make sure the current trip plan is feasible, if not, change trip plan. Club advisor can aid in this decision *(see page 4)*
    d. YES – *Fatality has occurred (see page 5)*
4. Maintain medical confidentiality to others consistent with HIPPA regulations
5. Complete incident/accident reporting with as many individual accounts as possible ASAP while recollections are fresh and before trip members discuss the event amongst themselves

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Evacuation Protocol – Life Threat

1. Call 911 (if cell service available) ***OR*** activate 'SOS' on InReach Explorer ***OR*** contact search and rescue
2. Arrange transportation to the nearest suitable medical facility
3. Contact advisor (call, text, or text via Inreach Explorer (if no cell service)). Decisions concerning evacuation from the field should be made in conjunction with the club advisor.
4. Trip leader should remain with evacuee(s) until pick-up arrives, leaving other participants in safe location
5. When possible, evacuations should occur in groups of three or more. Ideally, a leader, the evacuee, and another participant. Someone must travel to the hospital to be an advocate for the injured.
6. Be prepared with food, extra clothing, sleeping bags, and marked maps
7. Maintain everyone's health, keeping everyone fed and hydrated – *do not create another emergency*
8. Communicate with your group on regular updates and on-going evacuation to ensure everyone is sharing the same vision
9. When deciding on evacuation, factors to take into account include:
    a. Severity of injury
    b. Location
    c. Terrain
    d. Resources available
    e. Search and rescue
    f. Transportation
    g. Landing zones
    h. Nearest bailout point
    i. Availability and ability of group members

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Evacuation Protocol – No Life Threat

1. Consult SOAP note or Radio Report (in Emergency Guide within first aid kit)
2. Contact advisor first (call, text, or text via Inreach Explorer (if no cell service)). Decisions concerning evacuation from the field should be made in conjunction with club advisor. Based on that decision, 911 ***OR*** Search and Rescue may need to be contacted
3. If evacuation should occur, trip leader should remain with participants who must leave the field until pick-up arrives, leaving other participants in safe location
4. Arrange transportation to the nearest suitable medical facility if needed
5. Trip leader should remain with evacuee(s) until pick-up arrives, leaving other participants in safe location
6. When possible, evacuations should occur in groups of three or more. Ideally, a leader, the evacuee, and another participant. Someone must travel to the hospital to be an advocate for the injured.
7. Be prepared with food, extra clothing, sleeping bags, and marked maps
8. Maintain everyone's health, keeping everyone fed and hydrated – *do not create another emergency*
9. Communicate with your group on regular updates and on-going evacuation to ensure everyone is sharing the same vision
10. When deciding on evacuation, factors to take into account include:
    a. Severity of injury
    b. Location
    c. Terrain
    d. Resources available
    e. Search and rescue
    f. Transportation
    g. Landing zones
    h. Nearest bailout point
    i. Availability and ability of group members

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Evacuation Protocol – Unsure

1. Consult SOAP note or Radio Report (in Emergency Guide within first aid kit)
2. Contact advisor first (call, text, or text via Inreach Explorer (if no cell service)). Decisions concerning evacuation from the field should be made in conjunction with club advisor.
3. Evacuation may occur or trip plans may be changed
4. If unable to contact advisor, create a plan that fits the needs of the group/ individuals
5. When deciding on evacuation, factors to take into account include:
    a. Severity of injury
    b. Location
    c. Terrain
    d. Resources available
    e. Search and rescue
    f. Transportation
    g. Landing zones
    h. Nearest bailout point
    i. Availability and ability of group members

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Fatality Protocol

Should a fatality occur, adhere to the following:

1. Make the appropriate resuscitation efforts within your scope of practice and wilderness protocols.
2. Notify the authorities (usually local Police or Sheriff). Communicate only factual information with limited subjective comments.
3. Notify club advisor/Outdoor UW professional staff immediately. Use the term 'ZULU' when reporting the fatality
4. In the case of an apparent fatality, leave the body *as is* until external support arrives or unless directed otherwise. Safe-guard/ protect body until removed by the authorities.
5. If the incident site is not reasonably accessible by emergency services, the following should be done prior to evacuating the body:
    a. Take photographs and mark the incident site. Include a drawing and measurements where possible (e.g. distance from campsite to incident site, height of fall, etc.)
    b. Get written, individual witness statements signed from all participants (regardless of whether they were direct witnesses). Do this as soon as possible while recollections are fresh and before trip members discuss the event
    c. Collect any other relevant evidence
    d. If you are instructed to transport the body, use gloves and wrap the body as well as possible in a sleeping bag and/or tarp.

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Missing Participant/Lost Group Protocol

If participant is missing:

- Keep rest of group together in a central location, if possible.
- Gather and document information regarding:
  - When and was the participant(s) last seen
  - What they were doing?
  - What was their emotional and physical state?
  - What clothing, gear, and footwear was worn?
  - Did they have food and water?
- Is there a life threat (freezing temperatures, fast moving water, natural disaster)?
  - If so, expedite emergency protocol
- If no life threat and conditions allow
  - Assign search teams of at least two people.
  - Communication should be made when leaving the site including, but not limited to, where they will be and when they expect to return.
  - If a participant has been missing for more than 1 hour, call club advisor or TEXT club advisor using InReach Explorer (if no cellular service)
    - Consult SOAP note or Radio Report (in Emergency Guide within first aid kit)

If Group is lost:

- Whether in a group or alone, a lost party should stay calm, stay put and try to be visible.
- Make noise by blowing on a safety whistle or through other means.
- If able, call/ text club advisor or text club advisor using InReach Explorer (if no cellular service)
  - Consult SOAP note or Radio Report (in Emergency Guide within first aid kit)
- If unable to contact anyone, STAY TOGETHER.
  - If confident, attempt to return to prior campsite to reorient self.
  - If not confident, do not move from location.

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Media Request/Communication Protocol

1. Thoroughly read the Wisconsin Union Emergency Communication Plan
2. Send any press/external inquiries to the Wisconsin Union's Communication Director – do not speak to external audiences about incident in question
3. Alert Outdoor UW/Hoofer Advisors about any inquiries

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