

MATC Volunteer Activity -- Emergency Response Plan (ERP)

Procedure:

- (1) Download this file- Go to "File" and "Download". Choose your download format of choice.
- (2) Complete the fields below.
- (3) Bring this form with you in the field, and make sure one other person has a copy of it as well.

Project Information

Project Name	
Date(s)	
Location Description	
Parking Lat/Long	
Work site(s) Lat/Long (start and end)	
Project Description Driving directions, access route, project activities	

First Aid Resources

First aid kit(s) location	
First aid kit check/refresh date	
VIP/VIF packet location	
First aid training level of leaders and participants	

Communication

Mobile phone service reliability Good, fair, poor, none, n/a	Parking	Worksite	Campsite
Satellite communicator (such as SPOT or Inreach) with crew?			
Who does it notify?	Name	Phone Number	
Date batteries last charged/ changed			

Emergency Resources

Hospital/Clinic Name		
Phone number		
Distance	Drive Minutes to get there	Miles
Address		
Directions to trailhead and project site for EMS		

Directions from trailhead to “pavement”/definitive cell phone service		
Road crossings	Trail North of Project	Trail South of Project

Action

1) If injury is serious/critical, evacuation and treatment should be priority. According to your communication capabilities, either find service and call 911 or use the SOS button on your satellite communicator. Once 911 and EMS is engaged, contact land manager for coordination and support.	
2) What is the plan for supervising the remaining program participants while treatment/assistance is being rendered? Note: Plans should not leave remaining participants without a vehicle.	
3) Additional plans for injuries to crew leaders: Discuss contingency plans and options during tailgate safety session in case crew leader(s) are injured. Specific information to share and discuss during tailgate safety session:	
Location of keys, first aid kits, satellite communicator, ERP/project info sheets	
First aid and CPR certification levels of other crew	
Back-up crew leader	
List contingency plans for participant and crew leader evacuation. Include agency support available.	

Documentation

It is important to properly document injuries to volunteers as close to the time of the emergency as possible. It is also important to report near misses. Utilize the instructions in your VIP/VIF packet.

Consider including a .gpx or .kml file to the leaders and participants to help with navigation in and out of the work site. It could also be useful for EMS.

Resources

- MATC President: 207-884-8237
- MATC Vice President: 207-717-3384

- Club Coordinator: 207-518-1779
- APPA Safety Officer: 304-650-2677
- Augusta Communications Center: 1-800-452-4664 or 1-207-624-7076
 - Dispatch services for all State Public Safety agencies, including:
 - Maine State Police
 - Warden Services
 - Maine Forest Service
 - Marine Patrol
 - State Fire Marshal
 - and Other State agencies