



**SIERRA
CLUB**

Safety Management Plan

1. Research who & what your resources are in the event someone gets injured or lost. **Fill out page 1** with this contact information **before** your outing or event. Feel free to expand sections as you need to.
2. Think about your route, hazards and how you would evacuate someone each day. **Fill out the Itinerary Section of page 2** with this information.
3. Leave a copy of this form with your Outings Chair or designee.
4. Find this and other forms here: <http://clubhouse.sierraclub.org/outings/forms>

Basic Outing or Event Information:

<u>Outing or event name</u>		<u>Start date</u>		<u>End date</u>		<u>Total # of days</u>	
<u>Primary activity</u>		<u>Number of leaders</u>			<u>Number of participants</u>		
		Total:	M:	F:	Total:	M:	F:
<u>Leader roles</u>	<u>Leader names</u>	<u>Cell phone #</u>		Entry location and time:			
1.	1.	1.		Exit location and time:			
2.	2.	2.					
3.	3.	3.					
For Entry & Exit - give enough detail to locate on a map – such as map quad name, nearest road, name of trailhead. Use approximate times.							

Public/Private Land Use and Agency Information:

<u>Location Name</u> <i>(e.g., Ventana Wilderness)</i>	<u>Agency who manages this area</u> <i>(e.g., United States Forest Service)</i>	<u>Agency contact person</u>	<u>Agency location</u>
<u>Agency phone</u>	<u>Hours</u>	<u>Ranger station or outpost facility information</u>	

Medical Facilities:

	<u>Medical facility #1</u>	<u>Medical facility #2</u>
<u>Name</u>		
<u>Address</u>		
<u>Phone</u>	<u>Hours</u>	<u>Hours</u>
<u>Services</u>		

Additional Emergency Contacts:

	<u>Sheriff</u>	<u>Police</u>	<u>EMS or Fire Department</u>
<u>Name</u>			
<u>Address</u>			
<u>Phone</u>			

Itinerary:

Day	Date	Route & Hazards: <i>Include information on: map names; trailheads and trail names (on or off- rail); direction of travel, per/day mileage, alternate trails out to roads (in case of emergency); intended and alternate campsites; known hazards (rushing rivers, downed trees); important navigational landmarks.</i>
		Evacuation Options: <i>List out evacuation options for each day. This should include distance, terrain and type of help available (road head, ranger station, etc.).</i>
1		Route & Hazards:
		Evac Options:
2		
3		
4		
5		
6		
7		
8		

Safety Management Checklist: (All must be completed/packed before outing departs)

- Safety Management Plan** – Does your plan include route details, daily hazard identification and evacuation options? Does your your Outing Chair or designee have a copy?
- Participant Medical History Forms (2 sets)** – Leaders and participants should fill these out. One set is for leaders and a copy is for each participant.
- Minor Medical Treatment Authorization** – For minors without parent or guardian on outing or event.
- Participant roster (or Sign-in Sheet and Liability Waiver)**
- Signed liability waivers for each participant (or one Sign-in Sheet and Liability Waiver signed by all)**
- Emergency Response Card**
- Patient Report and Incident Report Forms**
- Copies of permits** – Wilderness and/or special use/commercial use permits.
- Group equipment list**
- Communication devices** - Whistles, cell/satellite phones (extra batteries), etc.

Life-threatening emergencies, fatalities and incidents requiring rescue or evacuation
 should be reported immediately by telephone to the Sierra Club at:
1-888-OUTINGS (888-688-4647)
 or 001-303-281-9914 (if calling internationally).