

The Medical Forms and a Safety Management Plan (SMP) Decision Tree

Question: Is this a Day Hike or an Overnight / Multi-day Outing?

No, Day Hike Only (not overnight)

Considerations:

Are you within a 911 call area?
Does a Leader's phone have service all along the route?
Do you have a personal locator beacon, e.g. inReach

Yes

No

Can patient get professional, state-regulated Emergency Medical Services (EMS) or professional SAR care within 60 minutes? Assume patient cannot move on their own and location is furthest point on your hike away from trailhead.

Will your trip plan have you travel far enough that EMS will take < 1-2 hours to reach your group?

**YES,
"Frontcountry"**

YES

Medical Forms & SMP are NOT required. *

This is a Backcountry hike. Medical Forms and SMP Required.

**SMP is always recommended.*

YES Overnight Outing

Medical Form and SMP required for BACKCOUNTRY Day Hike OR an overnight outing.

IF MEDICAL FORMS and a SAFETY MANAGEMENT PLAN are required...

1. **Include the following wording in your trip write-up**
 - You will be required to complete a Medical Form listing allergies, medications, and general medical history, which the leader will review and retain with trip records. AND note: If you are feeling unwell, please do not participate.
2. Complete the **Safety Management Plan (SMP)** and...
 - a. Upload SMP to the Documents in Campfire Events and
 - b. notify the Outings Chair sponsoring your outing.
3. Review Medical Forms before the start of the outing and bring them along on the outing.

Keep all Medical Form information confidential.

After the outing, ARCHIVE the Sign-in/Waiver and Medical Forms by:

- a) if registration e-forms for both were used in Campfire Events, no other archive steps needed; or
- b) scan and upload both to the Outing Documents in Campfire Events; or
- c) scan and send both to PROGRAM SAFETY-EMAIL; or
- d) mail both to the National Sierra Club Office: 2101 Webster St, Ste 1300, Oakland, CA 94612.

****Shred all hard copies of Sign-in/Waiver and Medical Forms after they have been archived.****