



Safety Management Plan

Overnight / Multi-Day Domestic Outing

For Chapter and National Outings Trips

To use this GoogleDoc, go to File>Download. Then complete with your trip details.

Trip Name:		Trip #:	
Trip Dates:			
	Leader #1	Leader #2	Leader #3/Cook/Intern
Name:			
Best Phone #:			
Email address:			
	Emergency Contact #1		
Name:			
Best phone #:			
Relationship:			

Concessionaire / Outfitter Information & Division of Responsibilities

Working with a guide / outfitter can create confusion as to who has responsibility for what. Delineate those responsibilities here and share them with your concessionaire. *(If not working with a guide company, delete this section.)*

Guide / Outfitter Name:		Concessionaire Contact:	
Division of Responsibilities	Guide / Outfitter Responsibility	Leader(s) Responsibility	
Guide / Outfitter Emergency Response and Evacuation Plans	<input type="checkbox"/> Notes:	<input type="checkbox"/> Notes:	
Daily Safety Briefing	<input type="checkbox"/> Notes:	<input type="checkbox"/> Notes:	
Participant Time Management	<input type="checkbox"/> Notes:	<input type="checkbox"/> Notes:	
Participant Health Check-ins	<input type="checkbox"/> Notes:	<input type="checkbox"/> Notes:	
LNT / Environmental	<input type="checkbox"/> Notes:	<input type="checkbox"/> Notes:	
Emergency Response Roles	<input type="checkbox"/> Notes:	<input type="checkbox"/> Notes:	
Communication Tools (SAT, InReach)	<input type="checkbox"/> Notes:	<input type="checkbox"/> Notes:	
Other	<input type="checkbox"/> Notes:	<input type="checkbox"/> Notes:	

Itinerary with daily hazards and evacuation options

Identify unique daily hazards **beyond** basic environmental hazards (sunburn or dehydration) and evacuation/itinerary options

Date	Activity (Hiking, biking, paddling, etc)	Route/Location Include trail names, daily mileage, lakes/ rivers, direction of travel , etc.	Hazards & Evacuation Options Include known significant hazards for each day (river crossing, talus field, flash flood danger), and list out evacuation options. What trails/roads/services are available each day for evacuation.
			Notable Hazards? Evacuation Options:
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			Notable Hazards? Evacuation Options:
		If your trip is longer, add additional boxes below	Notable Hazards? Evacuation Options:

Mitigating Risk of Specific Trip Activities

Identify unique risks associated with specific trip activities (such as snorkeling/horseback riding/kayaking, people risks) and detail the safety measures needed for each component. Include specialized mitigation strategies

Specific Trip Component	Potential Hazard	Leader steps for risk mitigation
	1.	
	2.	
	3.	

Medical Facilities and Emergency Services



	Medical Facility #1	Medical Facility #2
Name:		
Address:		
Phone:	Hours:	Hours:
Services:		

Distance:			
Additional Emergency Resources			
	Sheriff	Police	EMS or Fire Department
Name:			
Address:			
Phone:			

Public/Private Land Use and Agency Information

Location Name:	Management Agency:	Agency Contact:

Emergencies & Evacuations

<p>IF YOU ARE HAVING AN EMERGENCY</p> <p><u>By phone:</u></p> <ol style="list-style-type: none"> Contact local emergency services (e.g. 911 in the US) if you need urgent medical help or other immediate assistance. If it is a life and limb emergency, also contact the Sierra Club Emergency Line: 888-Outings, International: 001-303-281-9914. A 24/7 answering service will pick up, indicate to them that this is an “Outings Emergency” and they will patch you through to Outings Safety. Do not call our individual work #s because we cannot guarantee they will be answered. <p><u>By text via WhatsApp:</u></p> <ul style="list-style-type: none"> Take a picture of the QR Code below and send your message in WhatsApp. This text will go to the entire Emergency Line Team. <div style="display: flex; align-items: center; justify-content: center;"> <div style="text-align: center;">  <p>Sierra Club WhatsApp for Emergencies WhatsApp group</p> </div> <div style="margin-left: 20px;">  </div> </div> <p><u>By inReach or Zoleo*:</u> If sending an inReach message, you need to send it to <u>EVERYONE</u> listed here:</p> <ul style="list-style-type: none"> Nancy Crane 314-610-4099 Amberleigh Hammond 303-717-4296 Doug Sandok 415-212-9203 	<p>*An inReach message can be sent to multiple people, but each person will only be able to see and respond to your message, not one another. inReach messages are limited to 160 characters at a time. Having a succinct message will improve your chance of getting support quickly. Here is a sample script: *This is ____ with a patient report/evac request. We are currently located at _____. Patient is ____, DOB ____, with chief complaint _____. Cause of the injury/illness is _____. (If you have findings from a physical exam, vitals, or other relevant patient history, include here). We suspect the following problem(s) _____. We plan to ____ and request _____.</p> <p><u>Evacuation/Medical Insurance</u> Leader or Participant Illness, Injury, and/or Evacuation while on Domestic Outing</p> <p>Chubb Policy #99125063 US/Canada 1-855-327-1414 MedAssist-USA@AXA-Assistance.us Chubb Travel/Medical Assistance Card Claims: Chubb Claim Form*</p> <p>*Before submitting a claim submit an Incident Report and any documentation if possible</p> <ul style="list-style-type: none"> Policy reimburses medical expenses (copays, co-insurance, remaining balance, etc.) only AFTER personal medical insurance <ul style="list-style-type: none"> Excess Medical: \$25,000 Medical Evacuation: \$50,000
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For National Outings only: Dr. Bob Lutz (Outings Medical Advisor): email:teamab@msn.com; cell (+1) 509-496-6200