



In Case of an Emergency:

Scene Management:

1. STOP! Get and stay calm!
2. Protect yourself and your group members
3. Reestablish primary leader and first aid leader roles
4. Survey the scene (Is it safe? What happened? How many patients? Can others help?)

First Aid: (Stay within your level of training!)

1. Identify yourself and get consent to help the patient.
2. Use protective barriers (gloves, breathing device)
3. Check the ABCs and address life-threatening problems
 - Airway: Is the patient's airway clear?
 - Breathing: Is the patient breathing?
 - Circulation: Is there life-threatening bleeding?
4. Complete a patient exam, vital signs and patient history to the level you have been trained to. Use the Patient Report Form as a guide and to document your findings.
5. Stabilize patient and scene before calling/sending for help
6. Develop an Evacuation Plan: (The Patient Report Form has an evacuation plan template on the back.)
 - o Do we self-evacuate, call for help or send for help?
 - o Considerations: patient condition, distance to road, difficulty of terrain, group strength & stamina, ability to communicate with rescue services and weather.

IF URGENT EVACUATION

1. Call 911.
2. Continue administering first aid until medical help arrives
3. Then Contact:

The Emergency Line/On-call person immediately at **1-888-OUTINGS**. 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**

Updated: 5.4.2026

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individual work #s because we cannot guarantee they will be answered., or

- a. By inReach* or other messaging device, send it to **EVERYONE listed here:**
 - Nancy Crane 314-610-4099
 - Amberleigh Hammond 303-717-4296
 - Doug Sandok 415-212-9203

You should enter all these #s into your device as Contacts before your trip. You can add an _ before each name to force them to appear together and at the top of your contacts list.

*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.

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 ____."

4. If possible, someone should go with the patient to the hospital. The most experienced leader should stay with the rest of the group

If Not Urgent

Self -Evacuation! (unaided by those outside your group)

- A leader should accompany the evacuation - never let anyone walk out unaccompanied.
- A party of three or more is ideal for longer evacuations (longer than one hour) in case someone else gets injured.
- If your group splits up, make sure each party has identical copies of the evacuation plan.

Incident Report

At first opportunity, complete an [Incident Report](#)

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