



**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.

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.					
2.	2.	2.					
3.	3.	3.					
				Exit location and time:			
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>	
Name				
Address				
Phone		Hours		Hours
Services				

Additional Emergency Contacts:

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

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** – **applies to restricted trips and certain entities.** *Leaders and participants should fill these out.*
- 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 plan, emergency contacts**
- Patient Report and Incident Report Forms**
- Copies of permits** – *Wilderness and/or special use/commercial use permits.*
- Group and individual 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).