When faced with an emergency in remote areas, use the following flow charts and other materials as a guide for deciding how to respond to the situation.

If you are traveling or working extensively in areas with no cell coverage, please contact Mark Chynoweth (mark.chynoweth@usu.edu) in advance to discuss additional safety procedures.

Documents Included:
- Utah State University “Hazard, Accident, and Incident Procedures” flow chart
- Wilderness First Aid “Evacuation Plan Flow Chart”
- “Call-In Procedures for Wilderness Emergency” template (modelled after Wilderness First Aid protocols for reporting a medical emergency)
- Utah State University “Property Loss/Bodily Injury Report” form
- Utah State University “Vehicle Accident Report” form
- Driving and hiking in rough terrain
- Travelling in wilderness
HAZARD, ACCIDENT AND INCIDENT PROCEDURES

HAZARD observed with potential to cause harm to people, property or the environment.

Is it an EMERGENCY situation?

No

Go to: http://www.usu.edu/riskmgmt/Hazard%20Main.htm and submit either a Service Request or a Hazard Report

Yes

Call 911

INCIDENT occurs that either has or has not resulted in injury or illness to a person (any) or property damage or environmental harm.

Go to: http://www.usu.edu/riskmgmt/incident.pdf and report the incident to Risk Management.

VEHICLE ACCIDENT occurs that either has or has not resulted in injury or illness to a person (any) or property damage of any kind.

Go to: http://www.usu.edu/riskmgmt/incident.pdf and report the accident to Risk Management.

IF an INCIDENT results a person having a WORK RELATED INJURY

Report the WORK RELATED INJURY to USU Human Resources
Evacuation Plan Flow Chart

Is the injury or illness severe enough to require additional medical treatment? Make this assessment in a timely fashion.

Yes → Is the person unable to continue with the trip?

No → Can the person walk out on their own without aggravating their condition?

Yes → This person needs a litter evacuation. Does the group have the skills, people, and equipment to safely evacuate the person?

No → Send appropriate members of the group out to secure professional help.

No → Can the available evacuation routes be safely traveled by the person?

Yes → Prepare for evacuation.

No → Will walking out and carrying gear create additional Accident Potential for the person or the group?

Yes → Allow the person to hike out with appropriate group support, but do not let them carry gear.

No → Allow the person to hike out with appropriate group support and with gear.
Call In Procedures for Wilderness Emergency

Calling In

1. Name and/or Organization: Utah State University Research Crew

2. Location (i.e. Area on Topo Map or Mile Marker on Road):

3. Critical or Stable:

4. Medical or Trauma:

5. Do you copy?

Patient Report

- Our phone number in case we get disconnected is
- I have a ___ year old M/F who
- Patient’s chief complaint is
- Patient’s last set of vitals are
  - Heart Rate:
  - Respiration Rate:
  - Blood Pressure:
  - Level of Responsiveness:
  - Skin Color, Temperature, and Moisture:
  - Circulatory/Sensory/Motor:
  - Pupils Equal Round Reactive to Light:
- Evacuation request
Utah State University – Property Loss/Bodily Injury Report

Today’s Date: ______________________ Date of Incident: ______________________ Time of Incident: ______________________

Exact Incident Location: ______________________________________________________
(Street, building, room, etc)

Reporting Person
Name: ___________________________ USU Department: ________________________
Email: ___________________________ Home Phone: _____________________________
Address: _________________________ Work Phone: _____________________________
City: _____________________________ State: _________________________________ Zip: ________________________

Incident Details
Police Called: ___________________ Police Dept: _____________________________
Police Report #: __________________

What happened?
Explain in detail the manner in which the incident or loss occurred. Please state the conditions present at the time of loss (e.g., weather, construction, cleaning).

__________________________________________

Witnesses
Name: ___________________________ Address: _____________________________ Phone #: __________________
Name: ___________________________ Address: _____________________________ Phone #: __________________

For Bodily Injury Cases
Victim’s Name: ____________________ Phone #: _____________________________
Address: _________________________ State: _________________________________ Zip: _______________________
City: _____________________________

Describe Injury: ___________________________________________________________

Was medical treatment provided?: □ Yes □ No

For Property Loss
If the loss is structural in nature or involves equipment, include a list of the items damaged, lost, or stolen and an estimate of the repair/replacement costs. Include any photos, receipts, and documentation of the lost/damaged items.

Provide your preliminary plans for recovery and relocation (If applicable):

__________________________________________

Signature: __________________________ Date: ________________________________

Please submit this report and all supporting documentation to USU Risk Management
6600 Old Main Hill, Logan, UT 84322 - risk@usu.edu
Utah State University - Vehicle Accident Report

Today's Date: __________________ Date of Accident: ________________ Time of Accident: __________________

Exact Accident Location: ____________________________________________________________

Nearest City to Accident: ___________________________________________________________

**USU Vehicle**  RESPONSIBLE DEPARTMENT: ___________________________

Lic. Plate #: ___________________ Veh. Year: ___________ Make/Model: _______________________

**USU Driver**

Driver's Name: ___________________________ Driver's Lic. #: __________________ DL State: UT

Driver's Email: ___________________________ Home Phone: __________________ Work Phone: __________________

Driver's Address:

City: ___________________________ State: UT Zip: __________________

Purpose of Vehicle Use: _____________________________________________________________

**Accident Details** - Please attach police reports, drivers insurance exchange, or other documentation as applicable.

Estimated Speed: __________________ Weather Conditions: __________________ Road Surface: __________________ Paved: __________________

Police Called: __________________ Police Dept: __________________ Police Report #: __________________

What happened?:

<table>
<thead>
<tr>
<th>Description of Damages to Veh:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Describe any Bodily Injury:</td>
</tr>
</tbody>
</table>

**Witnesses**

Name: ___________________________ Address: ___________________________ Phone #: __________________

Name: ___________________________ Address: ___________________________ Phone #: __________________

**Other Vehicle(s)** - If there is more than one vehicle involved, please submit additional report(s).

Driver's Name: ___________________________ Driver's Lic #: __________________ DL State: UT

Address: ___________________________ State: UT Zip: __________________

City: ___________________________ State: UT Veh Year: ___________ Make/Model: _______________________

Description of Damage to Veh: ___________________________

Describe any Bodily Injury: ___________________________

Insurance Co: ___________________________ Policy #: __________________

Agent Name: ___________________________ Agent Phone#: __________________

Signature: ___________________________ Date: __________________

Please submit this report and all supporting documentation to USU Risk Management Services
6500 Old Main Hill, Logan, UT 84322  risk@usu.edu
Driving and Hiking in Rough Terrain

Concept:
Vehicle and foot travel over rough terrain requires heightened awareness of the dangers facing the well-being of the vehicle and the individual. Being comfortable with four-wheel drive and knowing individual physical limits will ensure a safer working environment.

Primary Safety Concerns:
The primary concerns with vehicular travel over rough terrain include getting a vehicle stuck, damaging a vehicle, and driver fatigue. The primary concern with foot travel is physical injury (i.e. rolled ankle, tripping, falling, or striking objects).

Procedure:
1. All drivers should be comfortable with four-wheel drive before attempting to drive over rough terrain. If not, they should switch out with a more experienced driver.
2. Driver fatigue is possible while driving on back roads because of the constant need for heightened awareness. If a driver is showing signs of stress or fatigue, they should switch out with another driver.
3. If a vehicle is stuck or damaged, the crew leader and crew should assess the situation. If they are unable to fix the problem and need outside assistance, they should seek help according to the communication plan.
4. If a crew member is injured while traversing rough terrain, the crew should evaluate the situation. The crew leader should do what they can to take care of the injury. If evacuation is necessary, the crew should follow the emergency response plan.
5. All crew members should evaluate their well-being and their surroundings. If they are unsure they are able to work safely in the environment, they should voice their concerns to the crew leader.
6. Crew members who have never driven in 4-wheel drive or need a refresher should consider watching a 4x4 training video such as the following: **How to Drive Off Road 4x4 Part 1**: [https://www.youtube.com/watch?v=FcTTPV9JmiE](https://www.youtube.com/watch?v=FcTTPV9JmiE). Start watching from 26-47 minutes, then from 51-55 minutes. Resume at 58:30 to the end. Keep in mind these examples are more extreme than most situations we will face in the field. Note: there are commercials dispersed throughout the video. If you have in earbuds, the volume increases dramatically for the commercials.
7. Personal Protective Equipment (PPE) recommended for rough terrain includes sturdy boots or sneakers and high-quality socks.

Contact Information:
PI: Mark Chynoweth
Phone: 716 860 6790
Email: mark.chynoweth@usu.edu
Travelling in Wilderness

Concept:
Travelling to remote sites to conduct field work often involves limited to no cell service and long travel times to the nearest amenities and medical facilities. Not having easy access to nearby amenities requires preparation and a well-thought-out communication plan.

Primary Safety Concerns:
The primary concerns with working in the wilderness include limited communication, remote vehicle repairs, and emergency response in case of physical injury.

Procedure:
1. Before leaving Vernal, the individual or field crew needs to discuss their communication options when they reach the field site. If cell service is not available at the site, they should consider carrying a SPOT unit or satellite phone in case they need to seek help. They should designate an emergency contact in Logan who will be able to coordinate assistance if necessary.
2. Make sure the vehicles are equipped with the basic tools necessary to deal with minor vehicle repairs out in the field. For example, spare tires and a jack should be in the vehicle in case a flat tire needs replaced.
3. Make sure the vehicles have enough fuel to reach the field site and return to the nearest gas station.
4. Crew leaders should train field technicians on how to react in a situation where a crew member is injured and needs medical attention.
5. The crew leader is responsible for maintaining an up-to-date Wilderness First Aid certification or comparable training. The USU Outdoor Recreation Program offers weekend training sessions throughout the semester.
6. Personal Protective Equipment (PPE) recommended is a serviceable first aid kit.

Contact Information:
PI: Mark Chynoweth
Phone: 716 860 6790
Email: mark.chynoweth@usu.edu