EMERGENCY RESPONSE PLAN

When faced with an emergency or accident, take steps to reduce danger and ensure proper care for injured persons. The safety and well-being of crew members should be the first priority. Contact supervisor as soon as reasonably possible to report accidents or damage to equipment.

The following flow charts and other materials can be used as a guide for deciding how to respond to the situation.

Documents Included:
- Utah State University “Hazard, Accident, and Incident Procedures” flow chart
- Wilderness First Aid “Evacuation Plan Flow Chart”
- Utah State University “Property Loss/Bodily Injury Report” form
- Utah State University “Vehicle Accident Report” form

If a situation arises where a person needs medical assistance and the crew is not able to take the injured crew member to the nearest hospital or an immediate evacuation is the only reasonable option to ensure the injured crew member gets the medical care they need, members of the crew will be sent to find cell service.

The crew leader will go over the emergency response plan and related protocols at the beginning of the field season.

Following proper procedures will prevent most problems. If anyone is found to be using equipment or vehicles in an unsafe manner that would create risk of bodily harm or damage to the equipment, the supervisor or any crew member must intervene to correct it. Flagrant disregard of safety procedures or endangering the safety of any person, must be reported to supervisor.
HAZARD, ACCIDENT AND INCIDENT PROCEDURES

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

Is it an **EMERGENCY** situation?

Yes

Call 911

No

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

**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

1. Is the injury or illness severe enough to require additional medical treatment? Make this assessment in a timely fashion.
   - Yes → Can the person walk out on their own without aggravating their condition?
   - No → Is the person unable to continue with the trip?
   - 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.
      - Yes → Prepare for evacuation.

2. Can the available evacuation routes be safely traveled by the person?
   - Yes → Will walking out and carrying gear create additional Accident Potential for the person or the group?
      - No → Allow the person to hike out with appropriate group support and with gear.
      - Yes → Allow the person to hike out with appropriate group support, but do not let them carry gear.
   - No → Can the person walk out on their own without aggravating their condition?
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
  o Heart Rate: __________
  o Respiration Rate: __________
  o Blood Pressure: __________
  o Level of Responsiveness: __________
  o Skin Color, Temperature, and Moisture: __________________________
  o Circulatory/Sensory/Motor: __________________________
  o 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: ___________________________________ State: _________________________________
City: ________________________________________ 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].

Witneses

Name: ______________________________________ Address: ___________________________
Phone #: ____________________________

Name: ______________________________________ Address: ___________________________
Phone #: ____________________________

For Bodily Injury Cases

Victim’s Name: __________________________ Phone #: __________________________
Address: __________________________________________________________
City: __________________________________ State: __________________________ Zip: __________

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: __________________________ Make/Model: __________________________

Lic. Plate #: __________________ Veh. Year: ____________

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?:

____________________________________________________________________________________

____________________________________________________________________________________

Description of Damages to Veh:

Describe any Bodily Injury:

Witnesses

Name: __________________________ Address: __________________________ Phone #: __________________________

Name: __________________________ Address: __________________________ Phone #: __________________________

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

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

Address: __________________________ State: UT Phone #: __________________ Zip: ____________

City: __________________________ State: UT Veh Year: ____________ Make/Model: __________________________

Lic. Plate #: __________________________ 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
Working in Summer Conditions

Concept:
Conditions in the summer can be unpredictable and dangerous. From pop-up thunderstorms to hot, sunny days, various health concerns can arise if the crew is not sufficiently prepared.

Primary Safety Concerns:
The primary safety concerns of working in the summer include dehydration, overexposure to the sun, heat exhaustion, hypothermia (if cold and/or wet), snake or insect bites, and other health problems.

Procedure:
1. The field crew should discuss the signs and symptoms of the major health concerns listed above and be prepared to administer care in the field. For example, a dehydrated crew member may appear tired, complain of thirst, be disoriented or easily confused, and/or not urinating at regular intervals. Other crew members should encourage the person to take a break, sip water regularly, and try to decrease their body temperature.
2. The crew leader is responsible for being aware of the physical well-being of the crew. Taking regular water and snack breaks and asking everyone how they are is a normal part of looking after the crew.
3. Every crew member should carry enough water to remain hydrated throughout the day.
4. Stay situationally aware of the insects and venomous snakes around you. Alert others to the presence of dangerous creatures so they can also avoid hazardous interactions.
5. If a crew member has a medical condition that would be difficult to address in the field (i.e. allergic to bee stings or has asthma), they should notify the crew leader and make sure they have their necessary medications on hand. If necessary, they should alert others on how to administer them.
6. Personal protective equipment (PPE) that is recommended includes a full-brimmed hat, long-sleeved lightweight shirt, pants, and sunscreen.

Contact Information:
PI: Clark Rushing
Phone: 435-797-0337
Email: clark.rushing@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.
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:
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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 Logan, 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:
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