

North Country National Scenic Trail
Safety & Emergency Response

Pre-Planning

Identify a Tracker.

- A tracker is essential for those working alone and for two-person crews. If three or more VIPs are on site, having a tracker may still be very important depending on potential hazards (e.g. weather conditions, canoe operations).
- Your tracker is someone who knows where you are and when you plan to return.
- Establish a clear timeline for WHO will check in with the tracker and WHEN.
- The tracker's responsibility is to call for help if you do not check in or return at the designated time.
- The tracker should be able to communicate your intended location to emergency services should you not check in at the designated time.

Establish an Emergency Response Plan.

- Please complete the form BEFORE departing for the project site.
- Send a copy to your tracker based on crew size and potential hazards.
- Review the emergency response plan with the work crew at the start of each workday.
- Identify who will have a copy of the plan and where it will be carried (e.g. in the first aid kit, in a left side pocket of a VIP's backpack.)
- The plan should be updated and replaced for each workday, if needed.
- Provide printed copies to the crew leader, sawyer (if applicable), and others who are first aid/CPR certified. Another option is to complete the form by hand, take a photo, and send the photo to the appropriate contacts.

NOTE: If crews are separated by considerable distance and/or there are different emergency procedures and contact information, each crew should have their own emergency response plan.

Identify a Safety/Communication Lead.

When with a group, who will take the lead in emergencies? Who will be the one to call for or get help?

Completing the Emergency Response Plan

How you respond in an emergency may vary from work site to work site. For example, the nearest hospital varies depending on where you are located along the trail. Producing more than one response plan may be needed to ensure the information is accurate for each area.

1. *Location Information & Directions for Emergency Responders*

Identify where you will be working, including GPS coordinates, and how to get there. (Keep in mind that when you say "a trail" that means different things to different people and responders may think they can drive an 4x4 ambulance, ATV, or UTV to the site like on other trails. If the crew is building new trail, foot travel may be the only way to get there). Directions should be a written description of where responders should go in case of emergency. Directions should be clear and as precise as possible so the person who calls emergency responders can clearly communicate.

2. *Contact information*

Identify important phone numbers to call in case of emergency. Documenting several different people/places is important depending on the emergency that arises.

3. *Additional Notes*

Each work site, project, and situation is unique. Use this space to write down additional information that may be needed in case of emergency.

4. *Writing Space*

Leave this space blank during the pre-planning process. It is intended to give you a space to take notes during an incident, such as jotting down notes to relay to emergency services or information emergency services provides to you. This may include writing down the specific GPS coordinates if a person is injured along the trail and cannot be moved.

5. *Communication*

Consider your communication plan.

- a. Do cell phones work? If not, how will you get help?
- b. Does the land management agency where you are working have radios?
- c. Do you or anyone in the group have a satellite messenger/tracking device, such as SPOT or inReach?
- d. How will emergency response procedures change if a satellite-based tracking device is used to initiate emergency response? If you are relying on a satellite-based tracking device ensure that it is registered/activated before your trip.

6. *Response Plan*

Identify what you would do in an event of an emergency—life threatening and non-emergency situations.

7. *Volunteer Cell Phone Numbers*

This section can be completed in advance or during the safety talk at the start of the workday. These numbers allow volunteers to stay in communication during an incident. If cell phones do not have signal in your work area, consider this in your communication plan.

Documentation

All injuries and near misses must be reported to Volunteer Program Manager Nic Loiseau at 616-302-9842 and your NCTA RTC immediately following the incident or as soon as safely possible if treatment is needed.

Pre-Planning Notes:

North Country National Scenic Trail
Emergency Response Plan for _____
(location)

In a Medical Emergency

- Ensure the scene is safe.
- Avoid contact with blood/bodily fluids without the proper PPE.
- Ensure the patient's airway is open and they are breathing.
- Stop any bleeding.
- Notice any deformities.
- If a spinal injury is suspected, do not move the patient unless it is necessary to keep them safe.
- Keep the patient warm and dry.

Location Information & Directions

Site:	Nearest Town:
Trailhead:	Road & Milepost:
Nearest Intersection:	County & State:
GPS Coordinates:	

Verbal directions for emergency responders that describe how to get to the work site:

Contact Information

IN CASE OF EMERGENCY CALL: _____	
County Sheriff (non-emergency):	Phone:
Tracker (if not one of the above):	Phone:
Nearby Ranger Station (if applicable):	Phone:
Other:	Phone:

Additional Notes

Writing Space

Communication

Best location for cell phone reception near work site:

Identify any potential gaps in cell phone coverage:

Communication/response plan if cell phone coverage is lost or not available at work site:

Response Plan

List the steps taken in the event of an emergency. Include directions to the nearest hospital.

a. In a life-threatening situation:

b. In a “help needed, but non-emergency” situation:

What is the plan for the other volunteers while treatment/assistance is being rendered?

Note: Plans should not leave anyone stranded at the project site without a vehicle.

Volunteer Cell Phone Numbers

Name:	Cell #:
Name:	Cell #:
Name:	Cell #:
Name:	Cell #: