



## The Calgary Weekend Hikers INCIDENT MANAGEMENT GUIDELINES

Each incident will be different. These guidelines will provide a quick checklist to run through should an incident occur while hiking. Please keep a copy of these guidelines and the report forms (2 copies) in a waterproof envelope along with a pencil in your daypack at all times. Stay calm and do your best.

- 1. TAKE CHARGE:** Your job is to manage, think and organize. If you feel unsure of yourself and if someone else in the group has more managerial skills than you, and is willing to take the lead, ask them take charge. Select others to do the work. Ask for advice but make firm decisions. Keep the group together until you have assessed what needs to be done.
- 2. MEDICAL:** Check with the group and select a doctor, nurse or first-aider to lead the aid for the casualty. Direct others with first aid training to assist. If possible, ask about existing medical conditions or look for a medical card attached to or inside of the injured hiker's daypack. Have the medical leader report to you as soon as possible regarding injuries. The key questions are: Can the casualty be moved? Is helicopter rescue evacuation required?

**Casualty can be moved to the trailhead:** after rest and stabilization, go to item 3 below. If practicable, involve the casualty and /or spouse in the decision-making.

- 3. ORGANIZE THE RETURN TO THE TRAILHEAD:** If the casualty can walk on his or her own, or with assistance, select several strong hikers to support the casualty in walking by taking some of the weight. This will be tiring and there will be a need for several pairs of people to alternate their assistance for short distances. Be insistent that supporters or carriers rest before they tire. Keep the group together while returning to the trailhead. Members of the group will be required to carry the packs of the casualty and helpers.

**Casualty cannot be moved – needs helicopter evacuation:** See items 4,5 and 6 below.

- 4. ORGANIZE:** Select a place for the entire group to gather. Continue to hold the group together until a plan is in place. Select two or more strong hikers to return rapidly but SAFELY to the trailhead to summon help as required. Complete two copies of the TRAIL INCIDENT REPORT form and give one copy to the lead member of this group to hand over to the rescue team. Once the rescuers have been notified, leave it to them to do their job. No one from the group should return to the scene, in order to reduce the risk of the need for a second rescue.
- 5. FIRE AND SHELTER:** Select someone to organize a group to gather firewood and be ready to start a fire, if it is safe to do so. Review what resources are available in the group for shelter, clothing, water and food. A fire provides warmth and comfort and serves as a signal to the helicopter.
- 6. REORGANIZE THE GROUP:** Select one or two strong hikers to stay with the casualty until the helicopter evacuates the casualty. The safety of the remaining group is critical and only the necessary people should stay behind with the casualty.

**7. RETURN TO THE TRAILHEAD:** When all tasks have been assigned, arrange for a person to lead the remainder of the group back to the trailhead. Caution everyone not to talk to the media, but refer the media to the Club President or Hike Planning Co-ordinator. If the media is persistent, relate only the facts of the incident and avoid opinions or speculation as to what happened and why.

**8. REPORT:** Forward the second copy of the TRAIL INCIDENT REPORT to the Club President as soon as possible. This will be used to prepare the report to be sent to the Club's insurance company.

# The Calgary Weekend Hikers TRAIL INCIDENT REPORT

**ONE COPY OF THIS REPORT IS TO BE DELIVERED TO THE RESCUE TEAM**

**When completing this report, remember: FACTS ONLY, NO OPINIONS**

1. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Date Time Name of Casualty Age Sex

2. Name of Hike Coordinator: \_\_\_\_\_ No. in Party: \_\_\_\_\_

3. Location: (Give 6 figure grid reference as well as location and approximate distance from trailhead)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Nature of Injury: Conscious \_\_\_\_\_ Unconscious \_\_\_\_\_ How Long? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

5. Is there a Doctor \_\_\_\_\_ Nurse \_\_\_\_\_ First-Aider \_\_\_\_\_ with the casualty?

6. Can the casualty be moved? Yes \_\_\_\_\_ No \_\_\_\_\_

Returning to trailhead \_\_\_\_\_ Remaining at scene \_\_\_\_\_ Moving to shelter \_\_\_\_\_

7. What assistance do you need at the site?

Medical: \_\_\_\_\_

Other: \_\_\_\_\_

8. Is helicopter evacuation required? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you need a Doctor \_\_\_\_\_ Paramedic \_\_\_\_\_ to ride in the helicopter?

9. Will you have a signal fire at the site? Yes \_\_\_\_\_ No \_\_\_\_\_

Other signal? \_\_\_\_\_