

INCIDENT COORDINATOR - EMERGENCY PROCEDURES

Injured Person

- 1) One of the Incident Coordinator members needs to take charge of the situation. Establish the identity, medical conditions, and physical capability of the injured person through conversation with the injured or by canvassing group members.
- 2) Assess skills and resources immediately available from the group. (First aid skills/kits, contents of people packs) the nature and extent of the injury and apply any first aid available. Determine if there are any members present who could provide medical guidance.
- 3) If needed, dispatch a group of members to the location of the injured member.
- 4) At the location, assess the area for potential dangers and hazards or move the person to a more secure location. If there is a potential spinal injury, do not move the person.
- 5) Keep the injured person warm, comfortable, and off the ground.
- 6) Determine if the injured person can be assisted to walk or ski out.
- 7) If the person is unable to move, call for evacuation by phone or by SOS with a satellite device.
- 8) If there is no satellite device available, contact the bus driver by radio to call for help. The bus driver usually carries one.
- 9) If there is no radio contact, assign a group to go back to the bus.
- 10) A minimum of one person to stay with the injured person and two people to walk for help.
- 11) Check the emergency contact information inside the name tag. (Guest emergency contact information is kept on the bus with the Transportation Director)

Missing Person

- 1) One member of the Incident Coordinator group takes charge of the operation.
- 2) Establish the identity, any medical condition, and capability of the lost person.
- 3) Determine the last known location, and what the person was wearing by canvassing the group members.
- 4) Dispatch a strong group of four persons with GPS and a satellite device to search for the lost person. Establish an area to be searched. Use the radio, whistles, and calls.
- 5) Inform the bus driver and the Day leader of the situation.
- 6) If after 45 minutes there is no sign of the lost person, call for help by the cellphone or satellite SOS.
- 7) Call for volunteers to stay and work with the Warden Service or RCMP when the bus leaves.

CALLING FOR HELP

Kananaskis Country: 911 or 403-591-7767 by voice call or SOS by satellite device.

National Parks: 911 or Banff/Yoho/Kootenay dispatch 403-762-4506 by voice call or SOS by satellite device (SPOT or inReach)

Jasper: 911 or 780-852-3100 by voice call or SOS by satellite device

DO NOT TEXT TO THE PHONE NUMBERS ABOVE!