

## Emergency Response Plan

*Objective:*

Lab directors should use this form to communicate procedures for responding to various emergency situations to field researchers. *Team members are expected to follow emergency communication instructions, perform supportive first aid, if trained, and assist emergency responders. Team members are not expected to perform search and rescue duties of emergency service personnel or any duties outside of their training.*

Location of Field Research:

<b>Departure Date:</b>		<b>Return Date:</b>	
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### Team Member Roles and Responsibilities

ROLE/TEAM MEMBER	RESPONSIBILITIES	TRAINING/CERTIFICATIONS
Lab Director (Name)		
Researcher (Name)		
Researcher (Name)		
Researcher (Name)		

### Emergency Communication Instructions

### Meeting Locations

SITUATION	POINT	ADDRESS

### First Aid Kit Locations

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## Situational Response Instructions

SITUATION	RESPONSE
Vehicle Accident/Break Down	
First Aid	
Medical Emergency	
Missing Person	
Rescue	
Legal/Government Authority	
Natural Disaster	
Civil Unrest	
Cancelled or Delayed Travel Arrangements (flight, train, etc.)	
Other	

## Emergency Contact Information

Local Hospital Phone Number	
Local Hospital Address	
Distance/Travel Time to Local Hospital	
Local Law Enforcement Number	
Local Emergency Services Number (e.g., 911)	
Local Towing/Repair Shop Number	
U.S. Embassy or Consulate Number (if international)	
International Medical Insurance Number	
Other	

Local Emergency Contact Person Name	
Daytime Phone Number	
Cell/After Hours Phone Number	

University Emergency Contact Person Name	
Office Phone Number	
Cell/After Hours Phone Number	

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## Team Signatures

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	Signature	Date
<b>Written by:</b>		
<b>Read and Understood by:</b>		
<b>Accepted by:</b>		

## Instructions

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**Emergency Response Instructions** should describe what the role of team member response should entail.

**Emergency Communication Instructions** should include the conditions and order in which to call emergency contacts. For example: *The field leader (indicate) will call local emergency services using satellite phone to manage the crisis. After emergency services handle the crisis, contact local emergency contact to help manage the situation on-site. Contact lab director/university emergency contact to inform them of situation as soon as possible. The lab director/university emergency will then immediately contact the field member's emergency contact and appropriate University offices regarding the incident. If providing a satellite phone, indicate instructions on use.*

**Meeting Locations** are designated meeting points in case of emergency. The location of the rally point may vary due to the situation and access to means of communication, so you may have multiple rally points for various incidents. For example: *National Park Ranger Station, American Embassy (address).*

**Situational Response Instructions** should describe how response should be conducted. For each incident, indicate who completes each role. For example: for the First Aid situation: *Have one team member notify the field leader of injury/incident while another team member stays with the patient. The field leader will provide basic first aid using the provided first aid kit. If the injury exceeds the capacity of the first aid kit or the training of the field leader, the field leader will call emergency services (911). The field leader should have team members stop the field activities and gather at rally point (where department van is located).*

**Emergency Contact Information** identifies appropriate numbers including area and country codes, if applicable.