# Backcountry Horsemen of Idaho
# Emergency Action Plan (EAP)

*(Complete with volunteers at each Tailgate Safety Session)*

Delegate the following roles at the trailhead with all crew members. **No person should have more than one role.** This limits confusion that can accompany a serious accident. Show everyone where the EAP is kept, in case you become incapacitated.

| Title | Volunteer Assigned | Duties |
|---|---|---|
| Situation Manager | | usually the Crew Leader |
| Alternate Situation Manager | | |
| First Aid Lead | | most medically experienced in crew; carries first aid kit and takes notes |
| Communications Lead | | carries radio/cell or Sat phone, ensures it is charged, tuned, and ready; carries Trailhead Communication Plan, calls for assistance |

## IN THE EVENT OF AN EMERGENCY, FOLLOW THESE STEPS:

1. The First Aid Lead initiates care for the patient(s). Get patient's medical and emergency contact information from Crew Leader. Write medical or SOAP notes.

2. Communications Lead uses Trailhead Communications Plan (TCP) and calls 911 or Dispatcher if additional treatment needed. Relay pertinent medical or SOAP notes written by the First Aid Lead to 911 or Dispatch.

3. Get emergency treatment by a medical provider, if needed. Evacuate, send medical and emergency contact information and medical or SOAP note with patient.

4. **Report injury to agency authorities as soon as possible and no later than 24 hours after the injury.** (This is essential for injury treatment to be considered for payment by the agencies.) In non-emergency situations, this notification occurs **before** formal medical care is sought.

5. Contact the individual named as the injured person's emergency contact.

6. Documentation. At a minimum Report of Injury should be completed by the injured party for all injuries (even if medical treatment is not sought); and witness statements should be included. **All injuries should be reported within 24 hours of occurrence.**