Adverse Events Checklist – Administrator in Charge at the Office

Purpose: to coordinate communication between the field staff, the victim's family, the media, and the campus. This form has a front and back page.

☐ Take copious notes when receive call from the field. Get the field staff phone number immediately in case disconnected. Use this question list if staff not operating from Incident Field Commander Checklist.

☐ **Information Request on Initial Call**

    o What is the summary of the situation (911)_____

       _____

       _____

    o Have specific requests been made for personnel and equipment? (911)

         ▪ Ambulance/ Helicopter/ SAR/ Wheeled Liter/ People

         ▪ If so, who was contacted at what time?_____

         ▪ Have they responded to the scene?_____

         ▪ What resources can we provide at the scene?_____

    o Full name of the subject/s and field incident commander name

       _____

    o Type and seriousness of injuries _____

       _____

    o What is the current plan and contingency plans for emergency care and/or emergency evacuation?_____

       _____

    o Location of subject/s described on map? Can a map photo be taken and transmitted? GPS coordinates available? _____

       _____

o Rendezvous location if different than incident site. Time of rendezvous. _____

   Evacuation route._____

o What are the current weather conditions? _____

o A list of people and resources at the scene. _____

   _____

   _____

o Description of terrain and difficulty of evacuation.

   _____

o **Time for Next Communication** and who initiates call.
   _____

☐ **Contact the parents** with specific information? Status/ Hospital/ How to contact us for more information as available?

☐ Call up the line of Administration and Risk Management?

☐   Determine resources needed at the scene and dispatch?

☐ Contact the University media office.

☐ Call OA or RTM for communication loop.

☐ Media response – "Write a short media release based on currently available information and level of information to be withheld due to family status.

☐ Call Back the Field at Agreed Follow-up Time?

   ☐ Remind field about evidence collection and chain of custody?

   ☐ Ask again of 'the group' status as well as victim(s)?