

## **Incident Commander in the Field - Adverse Events Checklist**

Purpose: to remember important steps for a major event (medical or behavioral). Checklist available in Trip Leader Packet. This form has a front and back page.

- ☐ Assess Scene Safety.
- ☐ Emergency Medical Response for Victim.
- ☐ Designate/Clarify Field Incident Commander.
- ☐ Initiate the Emergency Call Guide and/or 911 with Information Below.
- ☐ 'Runner's Checklist' initiated if appropriate.
- ☐ Information Prepared for Calls:
  - A clear summary of the situation (911).
  - Specific requests for personnel and equipment (911).
    - Ambulance/ Helicopter/ SAR/ Wheeled Litter.
  - Full name of the subject/s and field incident commander name.
  - An outline of the intended plan and contingency plans.
  - Location of subject/s marked on a map or GPS coordinates.
  - Rendezvous location if different than incident site. Time of rendezvous. Evacuation route.
  - Type and seriousness of injuries.
  - First aid conducted at the scene.
  - Weather conditions.
  - A list of people and resources at the scene.
  - Description of terrain and difficulty of evacuation.
  - Time for Next Communication.
- ☐ Monitor Victim/ SOAP Notes/ (Subjective/Objective/Assessment/Plan).

California State University, Northridge  
Safety Operational Protocols for Staff and Programs in Outdoor Recreation  
Department of Recreation & Tourism Management  
Outdoor Adventures of Associated Students

- ☐ Monitor Safety Needs of Group.
- ☐ Initiate Evacuation Plan if appropriate.
- ☐ Media response: “We are currently gathering all the facts and our media spokesperson can provide you with whatever information we currently have”.
- ☐ Spokesperson name: \_\_\_\_\_
- ☐ Spokesperson phone: \_\_\_\_\_
- ☐ Take Photos of Scene.
- ☐ Re-check Status of Victims.
- ☐ Re-check Status of Group.
- ☐ Create second copy of SOAP for EMS.
- ☐ Secure evidence (e.g. gear) if Law Enforcement not involved until given to Admin Incident Command at base or campus.
- ☐ Complete an Accident/Incident Report.
- ☐ Obtain written accounts of incident from witnesses (what happened not why)