

Outdoor Adventures Call Guide and Procedures

Calls and text messages made from the field should use the following coding:

- **GREEN** - An incident that does not require an immediate response or that can be self evacuated. Logistical support that is not time sensitive.
- **YELLOW** - Serious, but non-life or limb threatening injury, illness, behavioral incident, or vehicle collision that requires an immediate and timely response. Additional resources may be utilized to transport to definitive medical care (OA Admin/SAR/EMS).
- **RED** - Critical, time sensitive situations that require immediate response. Life or limb threatening illness or injury. 911 may need to be called first.

Organizational Tree

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Policies

1. "On-call" administrators will be designated pre-trip.
2. Communication devices (Garmin inReach) will be tested before being taken into the field.
 - a. Contact must be made with on-call before you leave. Send a text through Garmin Inreach to the on-call administrator to test the device and begin a communication thread.
3. Communication Plan will be established pre-trip with on-call. This will include frequency of communication, location updates, etc.
 - a. Communication plans can be updated to trip type (backpacking, camp and explore, etc).

Procedures

1. *In the case of an incident*
 - a. *Situation should be stabilized*
 - b. *Communication should begin with on-call.*
 - i. *Initial text/call should include color code at the beginning.*
Ex Call: "Hi this is [your name] with a GREEN call. We are at....."
Text: "GREEN - Itin update. We will be staying at...."
 - ii. *Communication plan should be clear moving forward (ie - what time are you checking messages, when will you send the next text, what time will you be back in service to make a phone call). Do not stop communication until the situation is handled and both on-call and leaders are clear that no further updates are needed.*
2. *When making a call/text and a timely response is required and "on-call" does not answer/respond:*
 - a. *Wait 10 min to give on-call a chance to call/text you back.*
 - b. *Call the next person on the org chart. If they do not respond in 10 min, move down the chart.*