

# NEMBA Emergency Action Plan

Volunteer and participant safety is a critically important element of any NEMBA event. Event organizers must have an emergency plan in place ahead of events. To use this EAP form:

- Make a digital copy of this form, or print all 4 pages of the form
- Fill out pages 1 & 2- keep one copy for yourself, one copy goes to local rescue professionals, and send one copy to [office@nemba.org](mailto:office@nemba.org)
- Fill out pages 3 & 4- make this available to volunteers/staff on the day of the event

Please send any questions to [office@nemba.org](mailto:office@nemba.org).

# NEMBA Emergency Action Plan (Organizer Form) ①

\*\*Keep one copy for yourself, send one copy to NEMBA Regional, give one copy to local rescue team.\*\*

Chapter	
Event Name	
Event Date	
Est. # of Participants	
Event Contact	
Site/Trail System	
Local Emergency Number(s)	
Event Emergency Point Person (Name and Phone)	
Event Staff/Volunteers with medical training or first aid- certified	
Evacuation Points -or- EMS Meeting points	
Nearest Hospital	
Location of nearest AED	Location: Is AED On-Site (Y/N)

## Before the Event:

- Share routes/work site locations with local rescue teams. Rescue Contact:  
Name/ Phone\_\_\_\_\_Contact Date\_\_\_\_\_
- Share emergency plan with all volunteers and organizers
- Ensure all volunteers know [how to determine GPS location coordinates](#) in the field using smartphone.
- Attach maps of routes with GPS coordinates of evacuation points , HQ, to this sheet

**During An Incident:**

- Be a resource to injured party and team.
  - If person can walk or ride out, provide team with volunteers or equipment to assist, as needed
  - If 911 or evacuation is required
    - Send volunteers to confirm location
    - Send any equipment and people with medical experience as needed (ex: first aid kit, AED, blankets, water)
    - Assist first responders in locating injured party, as needed

**After the Event:**

- Notify regional of any incident requiring medical attention as soon as possible after the event: [office@nemba.org](mailto:office@nemba.org).

**Add Google Map/Routes/Coordinates Here (or use addition page as needed)**

# NEMBA Emergency Action Plan (Staff/Volunteer Info Form) ③

Share this page with all event staff and volunteers.

Chapter	
Event Name	
Event Date	
Est. # of Participants	
Event Contact	
Site/Trail System	
Local Emergency Number(s)	
Event Emergency Point Person (Name and Phone)	
Event Staff/Volunteers with medical training or first aid- certified	
Evacuation Points -or- EMS Meeting points	
Nearest Hospital	
Location of nearest AED	Location: Is AED On-Site (Y/N)

**In any incident-**

**Remain calm, make yourself [easy to be found](#) by rescue professionals, use common sense**

## HOW TO FIND YOUR GPS COORDINATES on your SMARTPHONE

**GOOGLE MAPS** - Press and hold on location to drop a pin. Scroll down to read GPS coordinates.

**APPLE MAPS** - Press on the map to drop a pin. You'll see the coordinates on the card for that Dropped Pin.

**TRAILFORKS** - Click 3 bars in top left of app then click on red box on bottom "Emergency Info" and read GPS coordinates.

**ALLTRAILS** - Click 'Navigate' on the bottom navigation bar. Tap the overflow menu icon (three dots). Tap 'Navigation Info' and read GPS coordinates.

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## FIRST AID INCIDENT STEPS

- **Scene survey** - Is the scene safe? If there's an active hazard- don't attempt a rescue.
- **Secure the site** – attend to the group & delegate roles to those assisting, Send away all others. Mark injured person's location on trail (with jacket, etc.)
- **Assess Method of Injury** – Form a general impression of the patient/injury:

**Life Threats** – Airway, Breathing, Circulation, Spinal

**Patient** – Look, Ask, Feel, Listen

**Do Not Move the Patient** (unless in danger of further injury or incident)

- **Transport decision** - Does Rider need Emergency Evacuation?:

**Non-EVAC** – patient can walk or ride out – Non-Life Threatening

**Rapid-EVAC** – Life Threat, Limb injury, Spinal - call 911 and tend to rider (ABC's), support C-spine if needed, control bleeding, stabilize. Prep for transport and arrange meeting location, refer to map for checkpoints nearby. Secondary survey, call emergency contact if possible, document time, location, nature of injury, care taken, witnesses.

**Not Sure:** call 911, administer First Aid. Make decision on level of injury.

- **Administer FIRST AID** – follow-up assessment, determine necessary first aid
- **Establish a plan**
- **On-going Treatment/Monitor**
- **Let First Responders or Event Organizer contact Emergency Contact of Participant,**
- **Document Incident** – Contact event organizer as soon as possible following incident:

Time

Location

Names of involved and witnesses

Objective description of what happened, and actions taken