

Incident Management Cards User Guide

Rev: 3-09-2022

The Incident Management Cards are intended to act as a self-help guide should the group experience an unexpected backcountry incident. Situation-specific incidents encourage the group to use their common sense rather than thinking these cards dictate what must happen. Nevertheless, the intent is to be overly thorough and fully complete in order to accommodate the many possible backcountry problems.

The card sets are provided in a Ziplock bag. It is suggested that you add a fresh pen and pencil, then store with your first aid kit.

The information on the cards has been developed so that as your incident is initially defined and then evolves, trip participants can be assigned to teams, then these cards handed out allowing each team to work *somewhat* independently. So, what or who are these teams?

First Aid Team: Those individuals with the best grasp of backcountry first aid. Ideally this team consists of a **Primary** first aid individual and a secondary first aid **Scribe**. The Primary does their best to assess and treat the injuries, while the Scribe provides for the documentation, acts as a check and balance, a second set of eyes, and offers moral support and encouragement during a difficult situation.

Get Help Team: These individuals are tasked with getting help should that be needed. If necessary, they may contact 911 using their cell phones, texting, satellite messengers, PLB's, or hiking back to the trailhead. How this team first prepares prior to the call can make the effort more effective.

Bivy Team: Occasionally the group will determine that they *might* need to spend the night. Or the group may simply need to hunker down for a few hours while the patient is being cared for. In either scenario the trip participants will need to be monitored to ensure their wellbeing (Add extra clothing layers? Eat? Drink?).

Incident Manager: Although not necessarily a "Team" per se, this one individual provides coordination among the other teams. Although challenging, an effort should be made to not get overly involved in the other teams' activities, but instead oversee their progress, provide advice, and communicate status between teams. Usually, this individual is the trip leader, but based on available skill sets within the group this role may be delegated. Although this individual should consider advice and suggestions from the larger group, ~~but~~ ultimately the Incident Manager needs to make decisions in a timely manner.

As the incident develops and any injuries are assessed, the Incident Manager (e.g., the trip leader) determines that some or all of the incident management teams need to be configured. Since this may be everyone's first-time backcountry emergency, what do these individuals, or these teams do? With the appropriate Incident Management Card distributed, guidance, procedures, advice, and best practices answer that question. Here is a short overview as to how this new version of the cards differ from the original and previous card set:

Incident Manager Guide: The title has been changed from Incident Commander to Incident Manager to better reflect the role this individual will play during an incident. He/she will "manage" not "command" the actions and activities of the team.

Bivy Guide: The title has been changed from Spend-the-Night Guide to Bivy Guide. More often than not, the team will not need to spend the night but instead hunker down for a few hours while treating the patient. It needs to be made clear that while hunkering, even if not spending the night, actions and activities may still need to occur.

Get Help Guide: The title remains unchanged. Getting help may not necessarily require the team to hike out for help, but instead using today's technology "help" may be summoned by phone, text, PLB, or satellite messenger.

First Aid Sequence and Procedures and **Medical Report Record:** These two cards are the responsibility of the First Aid Team. The two companion cards, when used together, can provide an additional layer of mutual support and thoroughness for the first aid team. The intent is for the **Primary** first-aiders to use the First Aid Sequence and Procedures card to remind what actions should be completed and in what order.

The first aid **Scribe** enters the Primary's findings into the Medical Report Record as the Primary works through the process. Between these two cards the numbering sequence for the **Patient Assessment** section is consistent, which will allow easy referral between the two roles should reminders, clarifications, and/or requests for missing info be needed.

First aid activities often tend to be stressful and mentally taxing, but the team of two, with the cards in hand, now have the necessary guidance to bring the situation to its best outcome.

Injury – SAR Report Record and **Missing Person – SAR Report Record:** Completed by the Get Help Team

These two cards should be self-explanatory. Depending on the nature of the incident, injury or a missing person, the cards allow for important situation-specific information to be collected that will aid the group or SAR in the efforts to locate the missing hiker.

Missing Person Search Procedures: Used by the Incident Manager

Requested by trip leaders, this new card provides a best-practice procedure should the group decide to implement their own search (perhaps even while waiting for SAR assistance). This card provides the Incident Manager with an organized two-phase approach for search implementation. The primary goal is to locate the missing hiker, but the process is also intended to provide for a managed search framework to ensure no additional hikers get misplaced. Since missing hikers often find their way back to the group, especially important is to designate turnaround points/times for a deployed group of searchers.

CMC Emergency Contact Information for Trip Leaders: Typically used by the Incident Manager

This CMC-provided card outlines how the Colorado Mountain Club will be notified should there be a more serious incident. In the case of a life-threatening injury or fatality, the CMC CEO, or designate, is responsible for family and media communication. The guidelines on this card are typically implemented "as time allows." The priority will always be to first provide the first aid, get help, and protect the patient and trip participants from the elements.

Cover Card: On the backside of this card are the phone numbers for country sheriffs responsible for areas the CMC tends to visit the most. Keep in mind a 911 call should be attempted first, as either a cell call or a text.

Personal Information Form: A suggestion was added that this card be located within the hiker's first aid kit. Although perhaps not an ideal location, a standard recommendation would help rescuers quickly locate personal information when treating an unresponsive patient. Some hikers may opt to also keep a second card handy, perhaps toward the top pocket of their pack.

<https://cmcdenver.org/backcountry-incident-management-first-aid-resources-and-procedures>

Questions or comments contact: Rich.McAdams@hotmail.com