

CMC Emergency Contact Information for Trip Leaders

Procedures for Incidents/Accidents when 911 or emergency assistance is needed. If you call 911, also contact the CMC as soon as possible.



Emergencies: 1. Call 911 2. CMC Emergency Call Service: (269) 384-1056

Provide the following information:

1. Your name
2. Location you are calling from
3. Location of the patient/accident
4. Phone number & time to call you back
5. Patient's name, age, chief complaint
6. Time/date of accident
7. Trip name/trip leader name (or senior instructor)
8. Brief description of what happened

▶ The CMC representative will be transferred through to you, or will call you back as soon as possible.

▶ Wait by the phone until you hear from the representative, if possible.

Media Response

Do not speculate or answer questions from the press.

Please tell the media to call the CMC office to talk to the appropriate designated media spokesperson.

CMC's Executive Director will communicate with the family in case of life-threatening injury or fatality.

Emergency Procedures for CMC Trip Leaders

*Leaders- carry this card with you on all CMC trips

1. Secure/Size up the scene. Is danger present? Are people in harm's way?

2. Provide first aid care for the injured.

The volunteer with the highest level of first aid certification should take the lead.

- Treat ABC's and assess the injury
- Provide patient with first aid, comfort, and support.
- Document vitals, including time.

3. Call 911 for emergency help. If needed, send two runners with critical written information (see other side for details). 911 will dispatch to appropriate emergency response agency, such as the county sheriff and search and rescue, if needed.

4. If 911 is activated, also contact the CMC emergency service at (269)

384-1056 24hrs/any day (see other side for details).

5. Manage uninjured participants.

Designate one person to move uninjured participants to a safe place away from the incident. The goal is to help the patient feel safe, secure, and maintain privacy.

6. Plan evacuation, if necessary.

7. Document the accident/incident. Consider taking photos of the accident scene.

Make sure documentation is completed. **Complete a CMC Incident Report and return form to the CMC office within 48 hours.** Forms can be found by following **this link: <https://bit.ly/3uvCcdc>**