



Participant Considerations (what skills, knowledge, and fitness level do the participants need to be successful?):

Leadership (who will be the leader? What skills, knowledge and fitness level does the leader need to be successful?):

Trip Itinerary (where will you be each day?)

DATE	Start and End Times	Starting Place	Ending Place	Notes (miles, need to know)

Weather Report (what is the expected weather?):

Maps I will need:

Permits (what permits do I need?):

[Clothing and equipment \(please customize these lists to fit your needs\):](#)

Food and water (what is your basic food and water plan?):

Accommodations (beyond camping/backpacking do you need a campground or hotel?):

Transportation (how will you get to your destination? How will you return?):

Communication devices (what emergency devices will you have?):

Risk Analysis: Key factors - there can be others unexpected!

<b>Environmental Factor Hazards</b>	<b>Mitigations (steps you will take to reduce the risk)</b>
<b>Human Factor Hazards</b>	<b>Mitigations (steps you will take to reduce the risk)</b>

Safety Briefing: Please write a script for an initial safety briefing for your trip which conveys the hazards and mitigations you have identified in the above analysis.

## Emergency Information

Local Assistance:

Nearest Search and Rescue Unit:

Phone #:

Notes:

Land Management Agency:

Address:

Phone #:

Additional Emergency Contacts:

Address:

Phone:

Nearest Lodging in case of emergency:

## Emergency Response Reminders

REMEMBER:

- Keep Cool
- Assess the situation
- Create a safe scene for participants
- Provide appropriate first aid
- Collect needed information
- Make phone calls; Emergency services first then SUU Police—then call Briget Eastep
- Please do not speak to the media
- If an incident requires you to contact an individual's emergency contact be compassionate and caring...avoid comments placing blame or admitting fault.

SUU Emergency Phone List:

OEC Director	Briget Eastep	(435) 704-4239
SUU Police	Dispatch	(435) 586-1911

- Fill out Incident Report form: <http://www.suu.edu/ad/facilities/pdf/Incident.pdf>

Notes: