

Back Country Horsemen of Washington Emergency Evacuation Plan And Emergency Action plan Trail Work Leader and Trail Ride Leader

1. Purpose:

- a. In order for Back Country Horsemen of Washington (BCHW) to be in compliance with the United States Forest Service (USFS) Health and Safety Code Handbook (FSH 6709.11) an Emergency Evacuation Plan (EEP) is a requirement for tailgate safety briefings. The USFS EEP is applicable for other land management agencies' volunteer trail projects and equestrian recreation activities. These guidelines include the EEP and Emergency Action Plan (EAP) These guidelines work for all land managers, so specific references to USFS or rangers has been generalized to "land managers".
- b. The EEP is an evacuation procedure that includes contact with outside agencies to get personnel removed from the area.
- c. The EAP lists the actions to take immediately in case of an injury. This will include first aid efforts and may not need outside agency help with evacuations. The EAP lists all emergency contacts relevant to the area.

2. Objective:

- a. Implementation of an EEP/EAP is not only a requirement of land management agencies but is also prudent for BCHW and personal liability protection. Emergency management is critical for proper situational response in case of an injury or life-threatening situation involving work crews or equestrian activities. Trail Work/Ride Leaders are responsible for developing and discussing emergency evacuation procedures and Emergency Action procedures and alternatives in the event a person(s) becomes seriously ill or injured.
- b. It is recommended that an EEP and an EAP and an incident report form be included in the First Aid Kit provided for work/ride projects. These are to be taken to each work party or on the trail ride. Ensure other members of the work/ride party know the location of these documents.
- c. The discussion below is guidance for developing an Emergency Evacuation plan and an emergency action plan. Local conditions may require different remedies.

3. Implementation:

- a. Prior to a work/ride party Trail Work/Ride Leaders conduct a tailgate briefing. Discuss actions of the EEP/EAP and understood by all participants before embarking and/or leaving trailhead.
- b. Follow existing land manager procedures for a Communication Plan (CP).
- c. Develop and implement EEP and EAP procedures in cases where no emergency evacuation management is outlined.
- d. Keep a copy of the EEP, EAP, and Incident report form possibly with the first aid kit. Take these to each work/ride activity. Ensure other members of the work/ride party know the location of these documents.

4. Guidelines for an Emergency Evacuation Plan (EEP):

- a. Ensure the developed evacuation plan includes the following considerations:
 - Carry maps and a GPS, and be competent with their usage.
 - Have a second person knowledgeable about the area and knowing the way back to the trailhead.

5. Guidelines for an Emergency Action Plan

- a. Using the provisions of the CP provide the following information when reporting a health/injury incident.
 - Nature of the injury or illness.
 - Type of assistance needed.
 - Location of emergency with best access route – road and trail numbers.
 - Local hazards – ground vehicles or aviation.
 - Weather conditions.
 - Topography – especially in wilderness situations.
 - Number of persons to be transported.
 - Estimated weight of passengers for air evacuation.
- b. Be prepared at the first opportunity to immediately provide the following information when reporting a health/injury emergency to the patient's personal contact.
 - Nature of injury or illness.
 - Type of assistance needed and/or provided.
 - Location where a family member can meet the injured person.
 - Location of emergency or professional medical assistance and contact info.
 - Estimated time of arrival at meeting location.
- c. Other considerations
 - Disposition of trail stock and equipment that require care and transportation.
 - Work/Ride Leader must immediately report to the land management agency a health/injury incidence that occurred during a volunteer trail work/ride project that subsequently required professional medical assistance plus immediately report in writing a full accounting of the incident to the BCHW President within 7 calendar days .