



# INCIDENT MANAGER GUIDE

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## Role: Direct/oversee entire IM process

- Stand apart and see the big picture.
- Avoid immersion in activities.

## At the Trailhead:

- Determine who has first aid / medical experience.
- Discuss Get Help & Bivy Team concept for emergencies.
- Ask everyone to record a trip track if they can.

## Immediately after the Incident:

### 1. Take charge of the situation. Declare an incident.

### 2. Develop a general impression of the scene and attend to immediate threats.

- Take a deep breath and calm yourself.
- Assess scene safety: Identify immediate threats/hazards.
  
- Determine the nature of incident? # of patients? Triage?
- Account for ALL participants. Assess physical/mental condition.
- Launch First Aid Team. Conduct Primary Check(s).
- If the incident site is unsafe, patients with no suspected spinal injuries should be relocated a short distance to a safer area.

### 3. Conduct a Rapid Assessment\*\*\*:

- Can the patient walk out with help from others?
- If patient cannot walk out, initiate the Get Help Team.
- If patient cannot walk out, evacuation of the patient to the trailhead by an inexperienced group is **NOT** recommended.
- If the patient cannot walk out, the most viable option is to remain in place and wait for SAR.
- If SAR help is required, initiate the Bivy Team activities.

### \*\*\*Decision Criteria\*\*\*:

- Is the medical condition urgent? getting better? worse? stable?
- Is the weather outlook looking good or getting worse?
- Is distance to the trailhead long or short?

- Is the walk-out route terrain easy or rough?
- Is nightfall approaching?
- Does the group have adequate bivy resources for patient/group?

#### 4. Monitor the priority and focus for the different roles:

- **Incident Manager:** You are the focal point between teams. Solicit suggestions. Monitor teams' plans. Make decisions.
- **First Aid Team:** Treat/monitor patient. Document vitals.
- **Bivy Team:** Identify resources. Build shelters and heat water if needed. Promote group self-care: add layers, stay dry, eat, hydrate.
- **Get Help Team:** Assess options for getting help. Understand the patient's condition and what sort of help may be needed. If no wireless communication can be made and going for help is needed, mark route for SAR.

#### **Best Practice: For injured patient or lost hiker:**

**If SAR support *may* be needed, proactively initiate contact by call/text to county sheriff or 911.**

**If no connectivity, initiate Get Help Team activities.**

#### 5. To optimize composition of the Get Help Team, consider who is best prepared and can be self-sufficient while going?

- Important factors are conditioning, experience traveling at night or over difficult terrain, emotional status, and apparent skill set.
- The objective is to NOT increase the risk of a second incident or impede the Get Help Team's ability to make progress.
- Once the Get Help Team leaves there is little the IM can then do to assist.

#### 6. When time permits:

- For a serious incident contact the CMC emergency phone number 269-384-1056. Refer to the **CMC Emergency Contact Information for Trip Leaders** card for guidance. Communication to family and media is only to be done through the CMC CEO.
- For an incident requiring medical treatment complete **CMC Incident/Injury/Illness Report Form** on the CMC website: <https://CMC.org/members/LeaderResources> Member password needed.