

Some KHC Guidelines (Draft)

Before the Outing:

1. Be sure to have a trip plan. Bring the registration list including emergency contacts.
2. Know if you have cell coverage or not. If no coverage, how are you contacting emergency services?
3. Leaders need to be clear that they are not medics, nor are they first aid attendants.
4. Participants need to speak up if there are any safety concerns. They can't assume that the leader is always making the right decision.

When the Incident Occurs

- Notify the authorities, as required. Call 911.
- Ensure that someone stays with the injured person for as long as is required.
- Contact the Emergency contact. The Hike Leader or designate will be the person responsible during this phase.
- After the incident is over, the hike leader must get the Incident Form from our website and he/she should fill it out as soon as possible (if we wait we forget details).
- Send the Incident form to the President who will review it. It will then be sent to FMCBC and the Insuror. A copy will be kept in KHC files.
- The President will inform the Board of the relevant details. If there is a need, the President may need to call an emergency Board meeting, but this would be a rare occurrence.
- If media enquiries happen, where possible the president or designate should represent the club.
- The Hike Leader and/or president should follow up after the event by contacting the injured participant. It may be appropriate to send something to the participant.