EMERGENCY ACTION PLAN

1) A contact person is responsible for making sure that an emergency alert and/or an emergency response process is being prepared if a fieldworker has not returned when scheduled, no radio/cell contact has been received as planned, and the person’s whereabouts are unknown or uncertain.

2) An alert is issued thirty (30) minutes after missing the scheduled call-in time. Contact person or another person should stay near the phone at the fieldworker’s office or lab. The Supervisor and Project Leader/Coordinator/Manager should be notified about the situation.

3) One hour after the missed call-in time, the project’s search procedures should begin.

4) One person should remain near the phone, and at least one person familiar with the field area should begin tracking the scheduled route. Pairs of trackers should be used when possible.

5) Tracking personnel should call back to the lab/office every 20 minutes to see if fieldworker has made contact.

6) Tracking continues until the missing fieldworker is located or word is received that she/he is safe.

EMERGENCY RESPONSE PLAN

EMERGENCY……………………………………………………………………………………………………call 911

GIVE: NAME

LOCATION OF EMERGENCY

TYPE OF EMERGENCY

TYPE OF HELP REQUIRED

Notify any other supervisory personnel as applicable and provide them with the same information. If your project is located within a national park or wildlife refuge, notify the appropriate federal staff (law enforcement rangers or dispatch office.)