



# Safety Management Plan – Domestic Outings

This form will help you capture important emergency response information and should be filled out in detail before the start of your Outing. Send a copy to the National Office and your subcommittee chair or designated representative at least 60 days before the outing begins.

## Basic Trip Information

<u>Trip name</u>		<u>Start date</u>		<u>End date</u>		<u>Total # of days</u>	
<u>Primary outdoor activity</u>		<u>Number of leaders</u>			<u>Number of participants</u>		
		Total:	M:	F:	Total:	M:	F:
<u>Leader roles</u>	<u>Leader names</u>	<u>Cell phone #</u>		Entry location and time:			
1.	1.	1.		Exit location and time:			
2.	2.	2.					
3.	3.	3.					
For Entry & Exit - give enough detail to locate on a map – such as map quad name, nearest road, name of trailhead. Use approximate times.							

## Public/Private Land Use and Agency Information

<u>Location Name</u>	<u>Management Agency</u>	<u>Agency Contact Person</u>	<u>Agency Location</u>
<u>Agency Phone</u>	<u>Hours</u>	<u>Ranger Station or Outpost Facility Information</u>	

## Medical Facilities

	Medical Facility #1		Medical Facility #2	
Name				
Address				
Phone	Hours:		Hours:	
Services				

## Additional Emergency Contacts

	Sheriff	Police	EMS or Fire Department
Name			
Address			

Phone			
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**Itinerary**

Day	Date	Route: Include intended campsites and alternates, mileage, off-trail or on-trail, direction of travel, known hazards, map names, trail names, and landmarks.
		Evacuation: Include distance and type of help available (roadhead, ranger station, etc.).
1		
2		
3		
4		
5		
6		
7		
8		

OVER →

**Safety Management Checklist**

- Does the proposed itinerary **identify potential dangers** and **expected countermeasures**?
- Participant roster**
- Signed liability waivers for each participant**
- Two sets of Participant Medical Forms** (One set for leaders and a copy with each participant. Leaders should fill these out too. Form should include emergency contact information.)
- Copy of Safety Management Plan** (A copy should be sent to the National Outings office and another left with a designated contact person such as your Subcommittee Chair.)
- Patient Assessment Forms**
- Copies of permits**
- Group equipment list**
- Communication device** (whistles, cell phones, etc. Will it work in the field? Extra batteries on hand?)
- Emergency Response Card** (from the Outings Leader Handbook)

◆ Send a copy of this form at least 60 days before the start of your trip to the National Outings Office ◆  
[National.outings@sierraclub.org](mailto:National.outings@sierraclub.org)

**For life threatening emergencies or fatalities, after contacting the proper authorities, contact the Outings Department: 1-888-OUTINGS (1-888-688-4647)**