Alaska Pacific University
Off Campus Emergency Action Plan

Revised: 2011

Table of Contents

1. Introduction 2

2. Planning 4

3. Medical Care 5

4. Response Procedures 5

Appendix A. Debriefings and Incident Reviews 8

Appendix B: Definitions 11

Appendix C: Off Campus Risk Management Committee Responsibilities 13

Appendix D: Response Check List by Position 14

Appendix E: Document Review Process 20

1. Introduction

Purpose: The Alaska Pacific University (APU) Emergency Action Plan (EAP) guides the actions of instructors, staff, and participants during and after an incident involving an APU course or program. The goals of the plan are to:

1. Provide prompt and professional response to field incidents
2. Keep emergency response consistent and predictable
3. Allow for common sense and informed experience
4. To guide appropriate reviews which contribute to APU's knowledge of emergency response and risk management

The Role of the Off Campus Risk Management Committee (OCRMC) is to revise and implement this Emergency Action Plan and also to review and approve Off Campus Risk Management Plans (RMPs). This Emergency Action Plan is a universal document that applies to all remote and high-risk activities, as defined below. Risk Management Plans, in contrast, are created specifically for each activity (APU course, independent student activity) to identify the risks specific to that activity, propose mitigations, and delineate appropriate emergency response measures. In reviewing RMPs, the Committee's responsibility is to judge this mitigation of and response to risks, and not to judge the broader appropriateness of the activity.

The Off Campus Risk Management Web site with Risk Management Plan instructions, Online Field Trip Planner, Medical Protocols, Course Documentation, and other related documents is at:

My APU – Community – Risk Management – Off Campus Risk Management

Who needs to use document?

Any APU class, program, or activity that meets the following guidelines should use this plan:

- Remote travel (two or more hours away from definitive medical care)
- Areas with poor access to communication
- High risk activities.

Students engaged in independent study or research that involves the preceding conditions must also follow this plan under the guidance of an appropriate faculty sponsor. If you are unclear if the above applies to you, contact the chair of OCRMC for clarification.

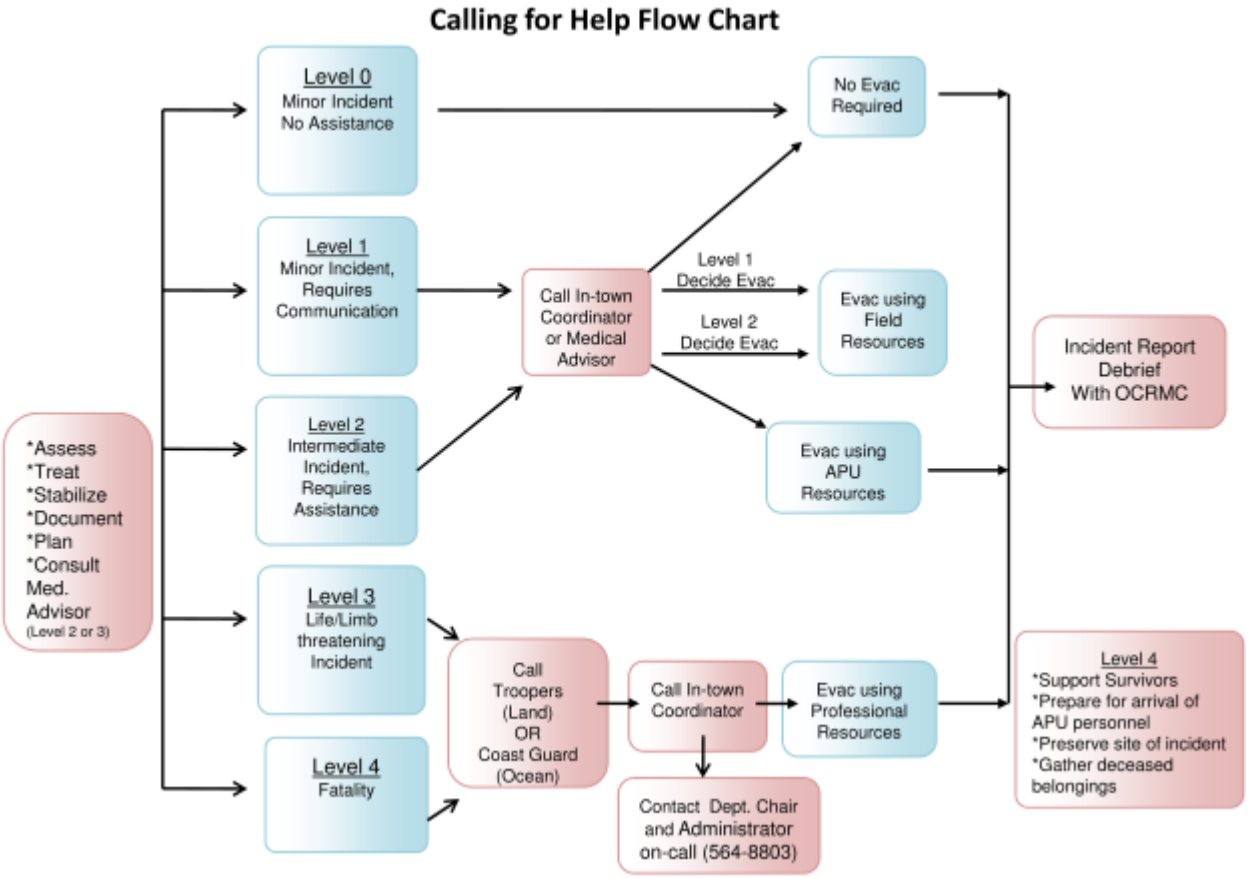
Planning Steps

Instructors, staff, and students that use this plan should:

1. Review this Emergency Response Plan Document and Instructions: Course or Student Risk Management Plans. (on the Off Campus Risk Management Web Site)
2. Review the APU medical protocols.
3. Have at least one designated and willing group member (preferably an instructor) with a current Wilderness First Responder and Adult CPR certification, or an OCRMC approved credential..
4. Develop a Risk Management Plan (RMP), including an Emergency Response Plan.
5. Submit a RMP to the Off Campus Risk Management Committee Chair for approval.
6. Arrange for an APU approved in town coordinator (APU provides one for the Blocks).

How a Response Works

APU uses a 5 level response system: 0, 1, 2, 3, + 4. The higher the level the more serious the incident.



Post Incident Review

For each incident personnel should document their activities and communication. Each semester the Off Campus Risk Management Committee will convene a post block debriefing. Each course will provide an oral and written account of incidents at the meeting, or request a de-briefing from the OCRMC chair. The OCRMC may also instigate a review.

2. Planning

Before you leave campus you should have the pieces in place to ensure an efficient, informed response.

1. Follow this plan if your activity is off campus, in areas with poor communication, and/or has a high risk activity. These activities include APU classes, programs, activities, and independent - for credit student learning that have high risk activities, are in areas of poor communication, and/or involve remote travel (2 hours or more from definitive medical care).
2. Develop a Risk Management Plan that includes an emergency action plan, submit it to the chair of the Off Campus Risk Management Committee for approval.
3. Review the APU Medical Protocols from the ES/OS Admin assistant.
4. Reserve and pick up a prescription drug kit (ES/OS Admin assistant) if applicable.
5. Attend the Block Risk Management Briefings, or request a meeting with the OCRMC Chair.
6. Arrange for an OCRMC approved in town coordinator. During the blocks APU provides one.
7. Reserve and pick up any communication devices required, such as a satellite phone. (Moseley)
8. Complete an online Field Trip Plan before leaving for the field (on line: MyAPU-Community-Risk Management-Off Campus Risk Management)
9. Scan in completed participant forms and related course information (waiver, health, insurance information, maps) and send to the Environmental Science/Outdoor Studies Administrative Assistant. Deliver hard copies to Moseley Sport Center. (on line: MyAPU – Community-Risk Management-Off Campus Risk Management)
10. ES/OS administrative assistant will post course documents on the OCRMC web site under “Class Documentation.”
11. Get an up to date APU Emergency Response Phone List from the OCRMC chair.

3. Medical Care

The goal of any response is to first avoid further injury or loss, then stabilize and treat patient(s). Once stabilized develop an evacuation plan. Then follow the appropriate response guidelines outlined in below. Remember to document your interactions with the patient.

Administer first aid according to your training. Contact APU's medical advisor or his/her substitute if you have questions about the following:

- Dispensing prescription drugs
- Performing a procedure covered under the "Medical Protocols" (online at the OCRMC website)
- A medical a condition that you are unsure of or how to treat. (See next section on Communicating with Medical Advisor)

This document does not authorize anybody to perform any activities for which they have not been trained. Moreover, in all cases rescuer well-being must be a primary consideration. This includes avoiding dangerous environmental conditions to wearing gloves to maintaining body substance isolation with all patients. No document can replace good judgment and common sense.

4. Response Procedures

Communication: Communication between the field and APU should only occur if assistance or advice is required. The EAP's rule is "no news is good news" unless extenuating circumstances would warrant otherwise. These circumstances may include such events as medical advice, change in logistics, family emergencies, extreme weather, earthquakes, overdue trips, and wildfires in the area.

Trip leaders and participants should recognize casual communications with family and friends may cause miscommunication and confusion. Thus such communication is discouraged. If necessary when communication occurs with someone besides the in-town coordinator, the in-town coordinator must be contacted.

Communication with the Medical Advisor: When the Medical Advisor is contacted the In-town Coordinator must also be contacted, either by field personnel or the Medical Advisor.

When the primary medical advisor is not available he/she, or APU, will designate a substitute.

If the medical advisor or her/his substitute does not initially answer, leave your call back number: Satellite phone or cell phone, and time you will have the phone on. Also indicate the level of incident and whether you need advice on initiating an evacuation. Do not wait for a response to initiate and evacuation in a case of life or limb (Level 3).

Field Instructors, staff, or student response: Incidents occurring off-campus are categorized from level 0 (minor incident) to level 4 (fatality). After the patients' assessments, prioritize the care according to level. Appropriate actions by field staff are listed below by incident level.

When the in-town coordinator is contacted:

1. Identify yourself and your course or program
2. State whether it is an emergency (state the level) or not
3. Give your location (latitude longitude and physical description)
4. Describe the situation: "John Doe has a broken right broken leg, otherwise stable."
5. Describe your plan and request: "We need a evacuation, ideally with ATV and trailer….."
6. Agree upon your next communication time: "We will call again at X hour." Or "We will have the Satellite phone turned on for 5 minutes every ½ hour starting at X hour."

When there is no answer: If the in-town coordinator does not initially answer, leave your call back number: Satellite phone or cell phone, and time you will have the phone on. Also indicate the level of incident and whether you need advice on initiating an evacuation. Do not wait for a response to initiate and evacuation in a case of life or limb (Level 3).

Document and communicate with the In-town Coordinator:

1. What is the status of the patient, or in case of Level 4, what is the disposition of the body and the belongings?
2. Where did the accident occur and at what time?
3. What activities was the course involved in at the time of the accident?

In-town Coordinator Duties and Response: If contacted due to an incident the in-town coordinator follows the response checklist (see below). He/she documents the series of events from initial call to completion the emergency response. Designated in-town coordinators pick up and return the in-town coordinator cell phone from Moseley Sport Center, and will receive an email detailing the in-town coordinator schedule and how to gain electronic access to off-campus course information. The OCRMC will approve In-town Coordinators.

In-town coordinator "On-call" responsibilities:

1. Check on the field course calendar (on the OCRMC website) and familiarize yourself with the courses that are out during your shift. Read the course info on line (OCRMC website) and/or at Moseley Sport Center.
2. Keep the cell phone with you at all times and stay within cell phone range.
3. Keep the phone charged and otherwise operational at all times.

4. Stay sober (within the legal limit for driving) while on duty.
5. Pay attention to text and voice messages on the phone and retrieve any new messages promptly.
6. At the end of your shift, pass on the cell phone to the next in-town coordinator at Moseley Sport Center.

Information to be provided by the in-town coordinator: The in-town coordinator should be prepared to discuss the following details of the incident with University officials:

1. The student's identity and emergency contact numbers.
2. The what, when, where of the accident.
3. The evacuation and field response plan.
4. If and what communications have occurred outside the university (family, Troopers, etc).
5. Status of the patient, or, in case of Level 4, the disposition of the body and the belongings.

Appendix A. Debriefings and Incident Reviews

This portion of document describes class debriefing meetings and provides guidelines for assembling internal and external incident reviews.

Debriefing Meetings

After each block, the chair of OCRMC organizes a debriefing meeting. The purpose of this meeting is to improve APU staff, faculty, and students' emergency response and risk management knowledge. At the beginning of each fall and spring session instructors, staff, and students involved in off campus courses and activities will gather to discuss courses and programs from a risk management perspective. Individuals will share lessons learned, and discuss any incidents. Instructors may request an individual meeting with the OCRMC chair in lieu of presenting at the larger debriefing meeting. Other participants invited to the meeting include OCRMC members, ES/OS department chairs, and deans. Additional participants may be invited at discretion of OCRMC. During the debriefing meeting the OCRMC will determine if an internal and/or external review of particular incidents is necessary.

Internal and External Incident Review Guidelines

The purpose of an incident review is to collect all of the facts and information about an incident. This allows an organization to better understand the details of what happened and how to reduce the potential of a future occurrence. The extent of the review will depend on the circumstances and the severity of the incident. A level 3 or level 4 incidents: a life threatening emergency or fatality, will likely require more review than a less serious incident. Similarly a near miss or a Level 1 incident might also require a review. For example, if a student was caught and partially buried in an avalanche, but uninjured, an internal review could help reveal important details surrounding the incident to help prevent it from happening in the future.

An Internal Review Team will have an appointed leader and be comprised of appropriate APU administrative staff and/or faculty including one member with a background in the activities performed by the party who had the incident. Individuals involved with the incident will not be asked to serve on the Internal Review Team to preserve the integrity of the information being collected.

For external reviews two members of the OCRMC will be assigned to research professionals and experts in the appropriate discipline. They will recommend to the OCRMC at least three people to serve on the external review. The OCRMC will accept the recommendations, or ask for more recommendations if not satisfied or the recommendations are not available to serve. APU's administration and insurance company will be consulted and involved for level 3 + 4 incident reviews.

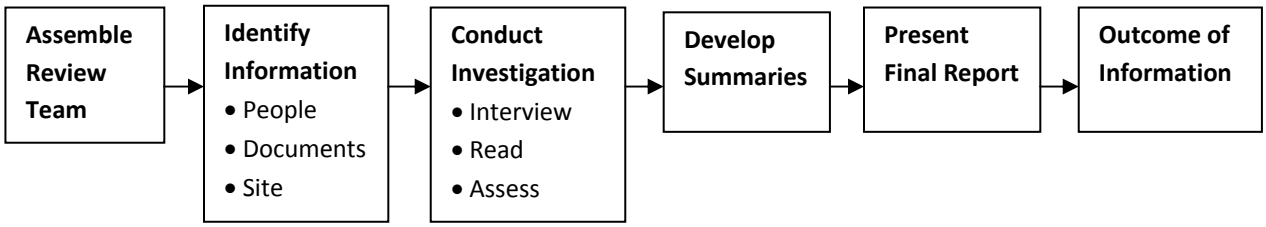
The review process should start as soon as the possible. The Review Team should discuss the feasibility of re-visiting the site where the incident took place. A site visit will help establish a context for the investigation and allow for photographs and diagrams to be created. The Review Team should also collect all of the documentation relevant to the incident. SOAP notes, trip logs, in-town coordinator notes, documentation from rescue personal, etc… can help put together a timeline surrounding the incident.

It is also important to get statements from everyone involved as soon as possible. A formal interview process can often be the best way to collect statements from all witnesses, and other participants/rescuers involved, but it is strongly recommended to have qualified members of the Review Team trained to conduct interviews. If interviews are not possible written statements are also acceptable.

After all of the information and statements have been collected each member of the Review Team should write up a report. A final written report should be completed by the Review Team Leader and submitted to the OCRMC chair. It is up to the OCRMC and APU administration to decide next steps, primarily how this information may help prevent future accidents.

The final report and collection of documents will be filed on the ORCMC web site and with the Dean of Finances. Key information from the incident will be entered into an incident database to enhance APU's knowledge of expertise in Emergency Response and Risk Management.

Flow Chart for Incident Review:



Considerations for conducting an incident review

Site documentation:

- Photos and diagrams of the incident site
- Measurements relevant to the incident
- GPS coordinates
- Consider re-visiting other relevant sites in the area; helicopter LZ, previous camp, route…

Incident Reports: detailed description of what happened before, during, and after the Incident

- Instructor(s) in field
- In-town Coordinator
- Incident Command Team
- Trooper report

Important Records: documents that already exist and should be included with final report

- Patient SOAP notes
- Field Trip Plan and Risk Management Plan
- Syllabus
- Copy of Map(s)
- Instructor's course Log: field notes leading up to incident
- Release of Liability waivers and Medical Forms

- Equipment List and any relevant equipment rental records
- Instructor's background, credentials, and current certifications
- Any relevant photographs taken by the participants/instructors

Witness Statements: first hand report from instructors/participants/witnesses involved with the incident

- Students involved with the accident
- Student Instructor
- Anyone else who may have witnessed the incident

Debrief of the Incident Command Unit/In-town coordinator/Instructor in the field

- Evaluate the effectiveness of the intervention/rescue
- Note any recommendations for future interventions/rescue
- Review program policies to try avoid a repeat of the situation

With substantial incidents, outside resources might be used to facilitate reviews.

Appendix B: Definitions

AST: Alaska State Troopers. Reached by telephone at 907.352.5452 manage most incidents requiring search and rescue.

Incident report: A document maintained by the in-town coordinator during an incident, including all communication between the field instructor/student and the other pertinent events during the response period. It provides a record of professional decisions and gives an accurate timeline of the chain of events in town.

Course Log: A field document maintained by the course instructor on remote courses that notes the main events of each date, including pertinent student issues. It provides a record of professional decisions and gives an accurate timeline of the chain of events.

Field: A term used interchangeably with off-campus, although generally associated with remote courses.

Medical Advisor: A consulting physician who provides additional training for remote courses and dispenses prescription medications to the University.

Medical Protocols: APU has medical protocols written by our Medical Advisor available on the OCRMC website. The medical protocol is a living, dynamic document, subject to annual review and periodic changes as necessary. It is intended as a ready reference, for use by instructors in the field. It is also designed as a reference for the base hospital emergency department, and those physicians who may be called upon to provide medical direction and control.

Minor Incident: A minor incident results in a loss of course/program time handled by the instructor and students that does not need outside assistance. Examples include stomach ailments, blisters, common respiratory ailments, and fatigue.

Near-miss: An event that does not result in lost time, but could have, is a *near miss*. For example, an avalanche that crosses the intended route but does not trap a student would be a near miss. Other examples include a capsized kayak in rough water or a fall on 4th class terrain that was arrested. Near misses are reported in the debriefing session, and on the incident report form if requested by the OCRMC chair.

Off-campus: A location outside of the Main Campus or Spring Creek Farm is considered *off-campus*. EAP is designed to be used in locations that expose the participant to remote travel (2 or more hours away from definitive medical care) and/or poor access to communication. Note this plan is useful even for incidents that happen in the greater Anchorage area.

OCRMC: Off-campus Risk Management Committee.

RCC: Rescue Coordination Center (RCC) 1-907-428-7230, who will contact directly the 212th Air National Guard Rescue Unit.

RMP: Risk Management Plan prepared by instructor previous to leaving for off-campus portion of the course.

Remote: A *remote* class takes place in either a high-risk environment that is more than two hours from definitive emergency care or that is lower risk but off the road system, likely requiring air evacuation in the case of a debilitating injury, accident, or illness.

Incident: An *incident* is an event that results in "lost time" to the student or the class such as a broken leg in any class or a debilitating sprained ankle in a class concerning backcountry travel would be considered incidents. Incidents are reported on the Incident Report form.

In-town coordinator: The in-town coordinator serves as a single point of contact between the University and the instructors and/or students in the field. Faculty and staff who want to serve as in-town coordinators need to be

1. Available:
    a. Ability to stay in the range of in-town phone for the entire scheduled time period
    b. Have no other conflicting responsibilities
    c. Commitment to be the best possible resource to courses in the field, i.e. staying sober while on duty.
2. Familiar:
    a. Have knowledge and skills to help the field and travel courses with emergency decisions
    b. Understand the APU Emergency Response Plan and other operating guidelines
3. Capable:
    a. Ability to work together with other resources within and outside the university
    b. Have good leadership and communication skills
4. Approved by the Off Campus Risk Management Committee.

Sat: Short for satellite phone.

SOP: Standard operating procedures.

USCG: United States Coast Guard (VHF channel 16 or 1-800-478-5555).

WFR: Wilderness First Responder.

Appendix C: Off Campus Risk Management Committee Responsibilities

1. Review and update the Off Campus Emergency Action Plan
2. Review course and student Risk Management Plan.
3. Update Off Campus Emergency Action Plan
4. Convene and facilitate Block briefings and debriefing meetings
5. Schedule and Train block In-town Coordinators
6. Participate in the Campus Risk Management Committee
7. Update relevant forms including:
    a. Emergency Response Phone list
    b. Emergency Response checklists
    c. Course and Student Risk Management Instructions
8. Update web site access including:
    a. Course Documentation
    b. Emergency Phone List

Appendix D: Response Check List by Position

Instructor Response:

Level 0: A minor incident (loss of course time) or near-miss (significant event) handled by the instructor and students. (See definitions)

1. Do not call the in-town coordinator.
2. Monitor injury or illness.
3. Complete Incident Report (online at OCRMC website); submit to OCRMP post trip.

Level 1: An incident handled by the instructor but requiring communication with the in-town coordinator or Medical Advisor if appropriate.

1. Assess the patient and determine whether they can travel without further injury/illness.
2. Discuss the situation among the course members; plan for its resolution, such as possible evacuation.
3. Communicate plan to In-town coordinator (907.529.0791).
4. Complete Incident Report and submit to OCRMP.

Level 2: **A non-life/limb threatening incident** requiring outside assistance for evacuation.

1. Assess and stabilize the patient.
2. Contact Medical Advisor or substitute if appropriate.
3. Plan the evacuation using your RMP, deciding if someone accompanies the patient.
4. Communicate/coordinate the evacuation with In-town coordinator (907-529-0791).
5. Prepare the patient and site for the evacuation.
6. Inventory and secure patient's equipment and belongings to be sent out with the patient.
7. Complete SOAP notes to accompany the patient during their evacuation.
8. Complete Evacuation plan, one copy with Patient, another with course.
9. Complete Incident Report, keep with course.

Level 3: **A life/limb threatening incident**.

1. Retrieve, assess, and stabilize the patient.
2. Plan evacuation using your RMP.
3. Call AST (907.352.5452); RCC (907.551.7230); or USCG (VHF ch16; 907.463.2000).

4. Communicate/coordinate the evacuation with in-town coordinator (907.529.0791).
5. Contact Medical Advisor for advice regarding patient health and treatment.
6. If appropriate, designate someone to accompany the patient.
7. Prepare the patient and site for evacuation.
8. Inventory and secure patient's equipment and belongings, taking care that they will be returned to patient.
9. Complete SOAP notes to accompany the patient during their evacuation.
10. Complete Evacuation plan, one copy with Patient, another with course.
11. Complete Incident Report, keep with course.

Level 4: **Fatality**

1. Ensure well being of remaining group members.
2. Assess, stabilize the body(ies), let Troopers remove body.
3. Photograph accident site.
4. Manage participant/instructor communication with external parties. (e.g.: cell phones)
5. Plan for the arrival of state and University personnel, the needs of the survivors, and changes to the course.
6. Call AST (907.352.5452); RCC (907.551.7230); or USCG (VHF ch16; 907.463.2000).
7. Call the in-town coordinator (907.529.0791).
8. Inventory and send out the deceased's belongings.
9. Support the survivors by letting them talk about the incident among themselves; however, discourage cell phone calls to friends until you are certain the next of kin have been informed. Prepare them for the arrival of both state and University personnel.
10. Prepare Incident Report and provide it to the university personnel who arrive at the site.
11. Assess course continuation.

In-town Coordinator Response Checklist:

Levels 1-4:

1. Initiate a Communication Log with the date and time of the call, and the phone/sat number of the caller.
2. Document the group name and their location.
3. Document the patient's name and status.

4. Determine the next contact time.
5. Discuss and implement the group's evacuation plan proposed by the instructors in the field.
6. Gather resources for the evacuation; e.g., other faculty, appropriate air or water taxis services, AMRG.
7. Communicate with Medical Advisor if necessary

8. Communicate incident to University as follows:
9. Level 1: Notify the courses or activities' Department Chair or Director.
10. Level 2, 3, 4: Notify the Administrator on-call (907.564.8803) and appropriate Dean
11. Email completed Incident Response Form to offcampusRMC@alaskapacific.edu.

Administrator on Call

Level 1: An incident handled by the instructor but requiring communication with the in-town coordinator or Medical Advisor if appropriate.

1. Notify the appropriate Department Chair

Level 2: **A non-life/limb threatening incident** requiring outside assistance for evacuation.
And
Level 3: **A life/limb threatening incident**
And
Level 4: **Fatality**

1. Notify the appropriate Department Chair
2. Notify the appropriate Dean

Department Chair or Director

*Take over Dean's Responsibilities if they are not available.

Level 0: A minor incident (loss of course time) or near-miss (significant event) handled by the instructor and students. (See definitions)

1. Debrief incident and report to Risk Management Committee Chair

Level 1: An incident handled by the instructor but requiring communication with the in-town

coordinator or Medical Advisor if appropriate.

1. Support Intown Coordinators and field staff
2. Develop statement of incident for media
3. Contact family or guardian of patient(s)
4. Implement debriefing strategy if necessary
5. Debrief incident and report to Risk Management Chair

Level 2: **A non-life/limb threatening incident** requiring outside assistance for evacuation.
and
Level 3: **A life/limb threatening incident**
and
Level 4: **Fatality**

1. Support Intown Coordinators and field staff
2. Contact Respective Dean
3. Contact Director of University Advancement if media attention is likely
4. Develop statement of incident for media and communication with the APU Community
5. Implement debriefing strategy, including Critical Incident Stress Debrief if necessary
6. Coordinate budget process
7. Inform Chief Financial Officer
8. Contact Participant families, or delegate to appropriate Dean (Levels 2+3)
9. Help arrange family travel and logistics if necessary
10. Contact Campus Security if necessary
11. Contact Land Managing Agency at local level.
12. Document all communication

Deans

*Take over Department Head or President's Responsibilities if they are not available.

Level 0: A minor incident (loss of course time) or near-miss (significant event) handled by the instructor and students. (See definitions)
and
Level 1: An incident handled by the instructor but requiring communication with the in-town coordinator or Medical Advisor if appropriate.
And
Level 2: **A non-life/limb threatening incident** requiring outside assistance for evacuation.

1. Support Department Chair, Program Director, Intown Coordinator, and field staff/instructors

Level 3: **A life/limb threatening incident**
and
Level 4: **Fatality**

1. Coordinate Incident command center with IT and Admissions
2. Support Department Head and Program Director.
3. Develop and implement in-house communication plan with Chair or Program Director.
4. Notify University Advancement and President's office
5. Document all communication

Office of University Advancement

*Delegate responsibilities when not intown.

Level 2: **A non-life/limb threatening incident** requiring outside assistance for evacuation.
and
Level 3: **A life/limb threatening incident**
and
Level 4: **Fatality**

1. Gather information from Dean, Department Chair, and Intown Coordinator
2. Develop and implement media response.
3. Work with IT on social media and internet communication
4. Document all communication

Business Manager

*Delegate responsibilities when not intown.

Level 2: **A non-life/limb threatening incident** requiring outside assistance for evacuation.
and
Level 3: **A life/limb threatening incident**
and
Level 4: **Fatality**

1. Gather information from Dean, Department Chair, and Intown Coordinator

2. Inform insurance company and legal advisor

3. Work with Department Head to coordinate budget.

President's Office:

*Delegate to appropriate Dean or CFA when not available.

Level 3: **A life/limb threatening incident**
and
Level 4: **Fatality**

1. Contact family or guardian after consulting with Dean, Department Chair/Program Director, and Intown Coordinator

2. Contact appropriate Trustees.

3. Work with University Advancement and media response

Appendix E: Document Review Process

The Emergency Action Plan is reviewed periodically by the Off-campus Risk Management Committee to update the information and adapt the best practices to APU. Changes to the EAP require approval by the Faculty Assembly, Risk Management Steering Committee, President's Council, and the Board of Trustees.

First Edition: September 1998

Revised: February 1999, July 2003, and April 2011