



## Pre-Field Emergency Reference Sheet

Version 06\_2024

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The pre-field emergency reference sheet template is a form intended to help collate and organize important information that will help you respond to an emergency in the field. Having helpful contact numbers at your fingertips in case you need to reach out for external assistance can be the difference between a smooth response and a slow or clunky one. When time is of the essence, being organized with this information is critical.

The pre-field emergency reference sheet is important for you to review with the team as a whole prior to going into the field. It can live primarily in the digital space. Encourage everyone to bookmark it offline on their devices. Putting a hard copy in the sat phone, personal locator beacon, or InReach case ensures it's handy when you are calling out even if your device is out of battery. Also, give a copy to the team's home contact so they have all the information needed to facilitate and expedite a response.

### Instructions

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Fill in any relevant contacts or information. Delete irrelevant lines, or replace them (or add more lines) with any other important information that will help you in the event of emergency response. Delete or modify **instructional lines in blue** for your field-ready version. This resource is your phone book and clearing house of useful information to take with you in the field.

This project is funded by the US National Science Foundation (NSF) Division of Research, Innovation, Synergies, and Education (RISE) within NSF's Directorate for Geosciences (GEO), award numbers 2307410, 2307411, 2307412, and 2307413.



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## In-Field Communication Devices

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<b>Satellite phone number(s) being carried by the field team:</b>	
<b>InReach number being carried by the field team:</b>	





## Key Contacts

<b>Front Country Point of Contact:</b>	
<b>Phone Number:</b>	<b>Email:</b>
<b>PI/Team Leader:</b>	<b>PI/ Team Leader Phone Number:</b>
<b>Alternate Team Leader(s):</b>	<b>Alternative Team Leader(s) Phone Numbers:</b>
<b>Trip Expert:</b> (someone who is familiar with the field area and plan but is not going into the field and can be used as a resource in an emergency)	<b>Trip Expert Phone Number:</b>
<p><b>Life/limb allergies and medications within the group:</b> PI to filter responses from pre-field accommodation survey to identify any issues relevant to safety concerns, and to identify important info for team members to be aware of (allergies, medications, etc). Ensure the patient is ok with sharing this information with the team. It is good practice to specify where medicines are stored so team members can assist in time-sensitive situations (eg, epi-pen, glucose).</p>	





## External Resources

Think generally about resources that service or pertain to your field area, but also adjacent areas that may be used for evacuation routes. Check usability of numbers -- either confirm with a local contact that they are current or place a trial call to check in with the services.

NAME AND LOCATION	CONTACT
<b>Local search and rescue orgs:</b>	
<b>Local police department:</b>	
<b>Land management offices:</b> (NPS, Forest Service, BLM, international land mgmt agencies)	
<b>Nearby residents or landowners with local knowledge:</b>	
<b>Nearest medical facilities:</b> (specify facilities - hospital, clinic, remote nurse/doctor)	
<b>Local transport providers:</b> (helicopter pilots, ferry services, shuttles)	
<b>Phone number for a recorded weather report:</b> (or what channel on radio)	





## In-Team Emergency Equipment and Knowledge

<p><b>List emergency equipment being carried within the team:</b> (consider first aid supplies and prescription meds, communication devices, location tools and maps, bear spray, rifles, field-specific expertise/skills held within the group)</p>	
<p><b>List PPE carried:</b> (hard hats, fluo-vests, rubber gloves, etc)</p>	
<p><b>List medical knowledge and certifications that are within the field team:</b> (this is a good opportunity to make sure that you know what skills are within your team)</p>	
<p><b>Designated medical lead:</b> (you could potentially designate a point person for medical issues if they've got a clearly higher level of training than everyone else)</p>	
<p><b>Other skills on the team:</b> (4WD, whitewater rescue, navigation, technical climbing, crevasse rescue, etc.)</p>	
<p><b>Anticipate and list alternate evacuation routes:</b> (look broadly for exit routes that may be more practical than your entry route, depending on where you are)</p>	





## Secondary Information

Secondary information is helpful for group awareness and facilitating next steps from an incident, but less critical for emergency response.

Field Site Considerations
<b>Security concerns:</b> (consider risks for identity based harassment or violence)
<b>Visa requirements:</b>
<b>Immunization requirements:</b>
<b>Water access (if relevant):</b> (for some field locations, consider identifying key drinking water access locations, or purification methods)
<b>Notable hazards:</b> (helpful to define for group awareness and to keep top of mind)





## Other Information

**Travel information:** Consider including scheduled travel plans (flight numbers and dates) of team members, which can be helpful in case of delay or someone needs to reschedule travel.

**Insurance contact numbers - institution and/or personal policies:**

