

Washington County 4-H Wagon Train EMERGENCY PROCEDURES

(For Specific Medical Emergencies refer to the Paramedic SOG's), all other guidelines refer to the Oregon 4-H Policy Manual)

For Emergencies Dial 911

UNUSUAL WEATHER CONDITIONS OR FIRE: (High Winds, Severe Weather, etc.)

1. The Wagon Master and senior members of the operational staff will stay informed by radio at all times of unusual weather conditions if it is to be expected in the forecast for the given area and/or notice is given regarding said weather conditions. Notice may be given via the host agency(s), support members returning with information from town, law enforcement agencies, or NOAA weather alert. All other group leaders will be informed immediately when any adverse conditions are expected and/or are imminently developing. The Wagon Master and Senior Staff shall have final authority to stop or modify Wagon Train activities if they deem conditions are unsafe.
2. There shall be a dedicated NOAA weather alert radio monitored by a member of the Senior Staff, who is in direct contact with the other Senior Staff, during expected forecasted weather or after notice has been given of unusual conditions.
3. The following are options exercised by the Wagon Master with the advisory of the Senior Staff or at the direction of local officials in the event of unusual conditions.
 - a. Shelter in Place – take shelter where you are. The reason to shelter in place may be necessary when the emergency is best dealt with by allowing it to pass through. Any unnecessary movement may cause the group to remain in the danger zone, may slow other emergency responders to the incident by clogging the road and disorient others in their attempt to locate us. This may be used as a tool to collect everyone safely together in preparedness for an evacuation. This may be an option short term until a suitable evacuation route or safe zone is found, or for a longer period of time until the danger has subsided. Pull everyone in for a family circle to ensure that a head count is taken to confirm everyone is accounted for as well as inform everyone what the plan is. Depending on the situation choose a suitable location near but not blocking the access road. Take inventory of resources, communicate amongst Senior Staff, Support, and local officials if necessary, and keep everyone ready to move in case an evacuation is ordered.
 - b. Evacuate to a Safe Zone – either by direction of local officials or that of Senior Staff members, the group shall travel to a designated safe zone via a designated route to remain until the danger has passed. This safe zone may differ depending on the emergency. A safe zone may be an area void of trees or on the lee side of a hill to escape winds or it may be high ground due to flooding. Again pull everyone in for a family circle to ensure that a head count is taken to confirm everyone is accounted for as well as inform everyone what the plan is.
 - c. Evacuate to Staging – either by direction of local officials or that of Senior Staff members, the group shall travel the safest route back to staging. At staging it may be determined to be used as the Safe Zone or Shelter in Place location. Or a temporary Safe Zone before being evacuated out of the area. Again pull everyone in for a family circle to ensure that a head count is taken to confirm everyone is accounted for as well as inform everyone what the plan is.

d. Immediately evacuate directly out of the area – either by direction of local officials or that of Senior Staff members, the group shall travel out of the current area via a designated route to remain until the danger has passed. Evacuating out of an area means that travel must be expedited by putting all walkers in wagons and support vehicles and immediately leaving the area. In this situation it is not possible to return to staging, travel is accomplished by what transport we have on the trail. Again pull everyone in for a family circle to ensure that a head count is taken to confirm everyone is accounted for as well as inform everyone what the plan is before heading out.

4. Conditions we may encounter

- a. Lightning Storms
- b. Hail
- c. Wind
- d. Flooding
- e. Extreme Heat
- f. Extreme Cold/Unexpected Snow/Ice
- g. Forest Fire
- h. Earthquake

It is imperative that the Senior Staff remain informed amongst themselves and that the entire group is informed as well. It is also critical that the Senior Staff is in direct contact with Support and the local officials to remain up to date on the situation. Although it is ones right to do what they want, outside of the direction of local officials, it is important to inform the entire group and assure them that the decisions of the Senior Staff are made using their best judgment for the group based on the information at hand and the advisement of outside sources and to please remain together in that decision. The options for traveling out of staging shall include all private vehicles leaving in an organized group. Evacuation may or may not take place immediately, at times it may be determined the best course of action is to remain sheltered in place while information is being collected, personnel can be rested and fed, and equipment and animals can be readied for departure. The other options of traveling are generally as we are out on the trail with the possibility of support joining us. When completely evacuating, moving to a Safe Zone or Staging during an emergency situation place all walkers in the wagons and/or support vehicles so we can move swiftly and safely. Even under dire circumstances cutting stock loose should be the last resort. Animals roaming freely in the area can cause a major accident to responding or departing vehicles. Please remember that no animal or material item is worth your life. There can be tough choices to be made under duress but remain calm and focused with the group. Although it is hard to think that leaving behind your private vehicle or animal is unthinkable it is our main objective to keep everyone safe and everyone must be prepared for the remote possibility of this occurring. In the event that Wagon Train is stopped due to weather, accident, etc. The Wagon Master and senior staff shall ensure a safe and organized departure.

FIRE: General guidelines for handling and reporting a fire.

1. If you spot a fire and can put it out **quickly and safely**, do so. It is required that each wagon carry a shovel that is accessible for use during a fire emergency on the trail. All motorized support vehicles should have a 2.5lb fire extinguisher and a shovel as well. During ODF and FS “Regulated Use” it is required that those items are carried on board support vehicles. Those guidelines are also the same for private lands since they too are subject to those same regulations during fire season.

2. If the fire is out of control either have a face to face with a Senior Staff member or have the Senior Staff contacted by radio and notified of the size and location of the fire. The Senior Staff will notify the local authorities. **Personal Safety** is paramount for anyone fighting and/evacuating a fire emergency.
3. Upon notification of a fire emergency, all personnel shall be called to assembly in a family circle where information shall be given in regards to what the next course of action is going to be.
4. Whatever course of action is determined it is imperative that any traffic is kept off of the main roads to the fire. Ensure that an accurate location and description is relayed to the local authorities. When safely possible, provide a "lead in" to the responding authorities that are a member of the Senior Staff and is equipped with communication equipment and route maps.

WATER EMERGENCIES: General guidelines for handling a water emergency.

1. If there is an emergency at the waterfront, the person in charge will begin sounding a very loud compressed air horn with a series of three short blasts and should send a runner to camp to notify the Paramedic directly or indirectly.
2. If the emergency alarm is sounded, all non-essential personnel are to remain in camp grouped together to prevent clustering directly around the emergency and any remaining personnel shall exit the water.
3. At no point shall another person enter the water unless it is safe to do so or they have been trained to attempt a water rescue. Make every effort to utilize the emergency flotation device from the shoreline.
4. Refer to First Aid/Medical Emergencies below for further
5. A compressed air horn and emergency flotation device shall accompany the adult in charge at the water recreation area when that area is out of site of the main camp. Otherwise they shall be kept readily available on the inside of the back door of the cook shack.
6. There shall be a minimum of two people 18yrs or older present at the location of the water recreation. This does not pertain to people watering their livestock, but it is advised they to still travel in pairs.

FIRST AID / MEDICAL EMERGENCIES: General guidelines for handling a medical emergency.

1. For specific treatment guidelines refer to the Paramedics Treatment Protocols. A copy of the current Treatment Protocols can be found at <http://web.multco.us/health/emergency-medical-services>.
2. In a preceding monthly general meeting provide an optional American Heart Association Basic First Aid and CPR certification course open to all participants that meet the age requirement.
3. During Wagon Train events an adult with current Paramedic certification will be on duty to handle Emergencies at all times. This Paramedics primary duty is to prevent and treat any medical emergencies while at the "Tune Up" and "Trek". The assigned Paramedic may have another leadership role so long as it does not interfere or prevent them from performing their primary responsibility at any time. The Paramedic is defined as having a current and valid State of Oregon Paramedic license operating under the Treatment Protocols of an Advising Physician and is employed by a home agency where they currently practice.
4. Other adults with past or current emergency training shall be identified in preparation for the trek in the event that additional assistance is required. Those adults operate under the auspices of the "Good Samaritan Law".

5. Oregon Revised Statute (ORS) 30.800 enacted 1985 Good Samaritan laws are designed to protect most professional rescuers from the risk of legal action as long as they act in good faith, within the scope of their training and are not negligent. Good Samaritan laws protect people who willingly provide emergency care without accepting anything in return. Good Samaritan laws may not protect people from legal liability resulting from a victim's injury if they provide care outside of their level of training. Good Samaritan laws may not protect a rescuer from legal liability resulting from a victim's injury if the rescuer stopped providing care and left the scene of the emergency before another rescuer of equal or more advanced training arrived to take over.
6. The Wagon Master, Ramrod or any other member of the Senior Staff should be contacted if emergency assistance is needed if the Paramedic cannot be notified directly.
7. In the event of an emergency all appropriate documentation shall be filled out and turned in to the regional 4-H office and if necessary the Paramedic's home agency.
8. If the illness or injury is determined to be more serious than what the Paramedic can treat or stabilize in the field then a member of the Senior Staff, in communication with the Paramedic, shall activate the local Emergency Services.
9. Once the local Emergency Services have been activated ensure that an accurate location and description is relayed. When safely possible, provide a "lead in" to the responding authorities that is a member of the Senior Staff and is equipped with communication equipment and route maps.

MISSING PERSON: Guidelines for handling a missing person.

1. In a preceding monthly general meeting review with participants regarding "Staying Found" and what to do if separated from the group.
2. Upon determination that a person is missing, notify Senior Staff and:
 - a. Determine when and where the person was last seen. Stay calm so others people are not frightened. Gather information about what that person was wearing and their description.
 - b. Determine (if possible) the state of mind of the person. Were they depressed, angry, threatening to run away? Did they fall behind while traveling on the trail, did they leave with someone outside of Wagon Train? A person who does not wish to be found will require a wider and more careful search.
 - c. Do a search of the immediate area with available Senior Staff. Ask any passerby's or nearby campers if they have seen the person. Before Senior Staff conducts a search of the immediate area ensure that the remainder of the group is under leadership.
 - d. Check with any known accompanying people.
 - e. Locate and mark the last known location. If all of these are unsuccessful then notify the local Emergency Services and determine the remaining course of action for the rest of the people.
 - f. Determine if there were indications that this may have been a kidnapping.
 - g. Complete an incident report and any other reports necessary.

ABUSE: See the "Oregon 4-H Policy Manual"

SEXUAL HARASSMENT: See the "Oregon 4-H Policy Manual"