

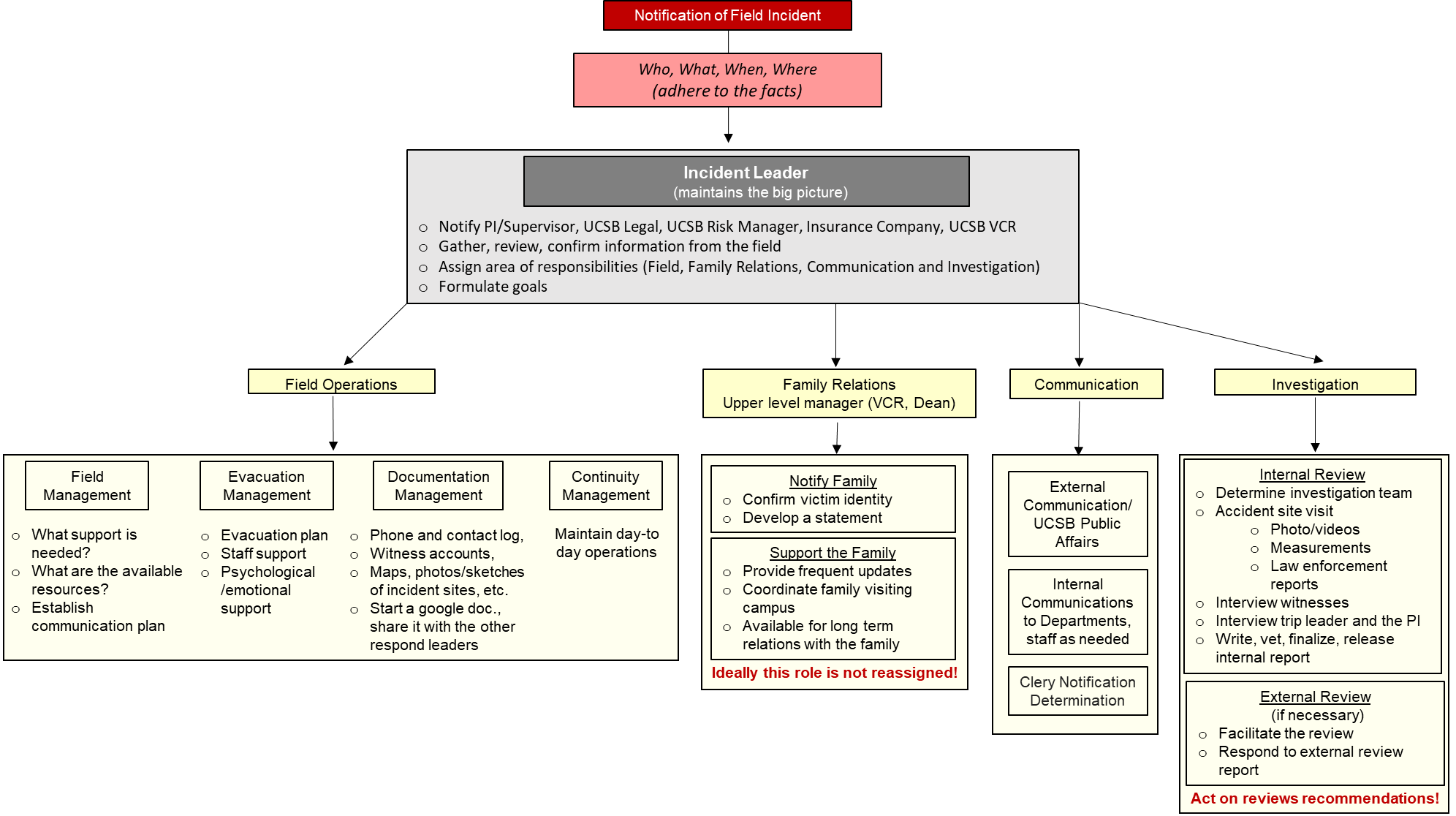


Crisis Management Plan

(FIELD OPERATIONS)

The following outline is adapted from the crisis management protocol used by NOLS (National Outdoor Leadership School).

It is intended to provide a management framework for campus/departmental response.

**CRISIS RESPONSE FLOWCHART AND CHECKLIST:**

**IN THE FIELD:**

Crisis in the field is a serious incident:

* Fatality
* Serious injury (threat to life or limb)
* Serious illness (threat to life)
* Major environmental or political disturbance (flood, fire, earthquake, terrorism, etc.)

|  |  |  |  |
| --- | --- | --- | --- |
| **During a crisis in the field contact**: | | | |
| Role | Main Contact | Secondary Contact | Back up |
| Principal Investigator |  |  |  |
| Department Chair or MSO |  |  |  |
| EH&S Director |  |  |  |
| UC Travel Insurance | 24/7 numbers:  1-800-527-0218 (US)  1-410-453-6300 (outside US call collect) | 1-866-451-7606 (From U.S. and Canada)  1-410-453-6330 (From outside the U.S.) | Campus Risk Manager: |

In case of crisis initiate first aid respond and emergency procedures. Contact the numbers above and report:

* Who -
* What
* When
* Where

**The report should be concise and factual.**

**ON CAMPUS:**

Once notification of a crisis in the field comes in, initiate a response within the first hours following the flow chart and checklist on page 2.

|  |  |
| --- | --- |
| **Suggested Incident Leaders:**  EH&S Director  EH&S Research Safety Manager  Department Chair and/or Chair of appropriate committee | **Suggested Family Relations Leader:**  Associate Vice Chancellor of Research  College Dean  Director of Finance & Administration, Academic Affairs |
| **Suggested Field Operations Leader:**  Lab Manager:  Dive and Boat Safety Officer Eric Hessel 805-451-5099  Field Safety Officer Nelly Traitcheva 805-680-2118 | **Suggested Communication Leader:**  Department MSO  Office of Research |
| **Suggested Incident Investigator:**  Appropriate Committee or Control Board and Experienced field researcher familiar with the victims work | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Important phone numbers:** | | | |
| Role | Main Contact | Secondary Contact | Back up |
| EH&S Director |  |  |  |
| Campus Risk Manager |  |  |  |
| EH&S Field Safety Officer |  |  |  |
| EH&S Dive Safety Officer |  |  |  |
| Family Relations |  |  |  |
| Chief Campus Counsel (Legal) |  |  |  |
| Public Affairs |  |  |  |
| Clery Notification Coordinator |  |  | UCPD: |
| UC Travel Insurance | 24/7 numbers:  1-800-527-0218 (US)  1-410-453-6300 (outside US call collect) | 1-410-453-6330 (From outside the U.S.)  1-866-451-7606 (From U.S. and Canada) | Campus Risk Manager: |
| UCPD |  |  |  |
| CAPS (Counseling & Psychological Services 24/7): | | Employee Assistance Program: | |
| Title IX |  |  |  |
| Student Health | 24hr Nurse line: |  |  |