

2 CRISIS MANAGEMENT PLAN

Leader/Planner:

Expedition destination:

Expedition area:

Aim:

Objectives:

- 1.
- 2.
- 3.
- 4.
- 5.

PLANNING AREA	ACTION REQUIRED	Deadline	Completed	Revision date
1. Risk assessment	a. Agree objectives with team b. Risk assessment meeting c. Review objectives			
2. Legal and insurance	a. Legal status b. Contracts/Booking conditions d. Insurance coverage agreed c. Insurance arranged			
3. Team screening and selection	a. Application forms prepared b. Interviews/selection process c. Criteria for selection d. Insurance screening			
4. Briefing and training	a. Training/Briefing programme b. Key briefing documents and timetable c. Key training events and timetable			
5. Emergency procedures	a. Emergency contacts in place b. Action plans on emergencies c. Contacts briefed/trained d. Chain of responsibility/roles			

EXPEDITION MEDICINE

PLANNING AREA	ACTION REQUIRED	Deadline	Completed	Revision date
	<ul style="list-style-type: none"> e. Next of kin details f. Medical questionnaires completed g. Assistance agencies 			
6. National and local contacts	<ul style="list-style-type: none"> a. Foreign Office b. Sponsors c. Local agents/reps 			
7. Medical umbrella	<ul style="list-style-type: none"> a. Staff/participant skills b. Medical kit c. Local medical support d. National/international medical support e. Casualty evacuation procedures 			
8. Communications	<ul style="list-style-type: none"> a. International b. National c. Local d. Network established 			
9. UK back-up	<ul style="list-style-type: none"> a. UK liaison point b. Access (phone, email, etc.) c. Detailed knowledge of plans 			
10. Share the experience	<ul style="list-style-type: none"> a. Plan for sharing data/learning b. Presentations/journals/reports c. How information will be shared (RGS/Uni/trade bodies, etc.) 			