**TRIP PLAN** *(Adapted from Colorado College)*

*Guidelines*

|  |  |
| --- | --- |
| **Leaders:** |  |

|  |  |
| --- | --- |
| **Trip Name/ Description/Activities:** |  |
| **Trip Location:** |  |
| **Departure Date & time:** |  |
| **Return Date & time:** |  |
| **Transportation:** |  |

|  |  |  |
| --- | --- | --- |
| **Cost Investigation** | | **Notes:** |
| **Permits:** |  |  |
| **Hotels/Campgrounds:** |  |  |
| **Entrance/Parking Fees:** |  |  |
| **Outfitter Fees:** |  |  |
| **Guide Tips:** |  |  |
| **Fuel Cost:** |  |  |
| ***Total Expenses:*** |  |  |

|  |  |  |
| --- | --- | --- |
| **Current Conditions** (Weather reports, updated trail access, etc.): | | |
| **Sustainability & Land Acknowledgment** | | |
| **Goals & Objectives:** | | |
| **List ALL possible hazards on the trip: \*Specific to your trip!** | | |
|  | |  |  |  | | --- | --- | --- | |  |  |  | |  |  |  | |  |  |  | |  |
|  | |  |  |  | | --- | --- | --- | |  |  |  | |  |  |  | |  |  |  | |  |
|  | |  |  |  | | --- | --- | --- | |  |  |  | |  |  |  | |  |  |  | |  |

**EMERGENCY ACTION PLAN**

**In case of Emergency call 911**

|  |  |  |
| --- | --- | --- |
| **TRIP LEADER(S)** | **CELL PHONE NUMBER** | **EMERGENCY CONTACT** |
|  |  |  |
|  |  |  |

**CALL PROCEDURES** 1) Expedition and group name 2) Situation color 3) Location  
GREEN LIGHT: Situation is normal. Team is reporting in from the field.  
YELLOW LIGHT: An incident has occurred that may or may not require assistance. Prepare for a response.  
RED LIGHT CALL: This is a life and limb emergency. Evacuation required.

**Evacuation Resources**:

**On Trail:** Cell phone coverage is

From the backcountry, report only serious emergencies by calling 911. Make sure to state who you are and your specific location. Knowledge of one's location is vital to the success of any rescue. Also, provide your cell phone number so you can be called back; don't move if they are planning to return a call. Sat phones may not work in heavy tree cover or valley bottoms. Climbing to a ridge top or into an open river plain may increase coverage.

**Possible Hazards:**

|  |  |  |
| --- | --- | --- |
| **ON CALL CONTACTS**  **\*CALL IN THIS ORDER\*** | **OFFICE PHONE NUMBER** | **CELL PHONE NUMBER** |
| Haley Gouine | XXX | XXX |

**Accident Reporting:** in the event of a serious accident or death of a client or employee the Park Service must be notified within 24 hours of the occurrence.

**TRIP ITINERARY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Group Pack List** | | | |
| Equipment | Quantity | Checked out in CSI | Packed |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| ***Notes:*** | | | |

**PACKING LIST** (Must be changed to fit your trip)

**HEAD:**

**UPPER BODY:**

**LOWER BODY:**

**FEET:**

**PERSONAL ITEMS:**