

FAIRFIELD OSBORN PRESERVE
Emergency Response Protocol & Procedures

Contact Numbers

FOP Office	795-5069	FOP Cell	322-6915
SSU Police	664-2143	School Office	664-2171
Director Cell	889-5429		

Preserve Location

6543 Lichau Road, Penngrove, 94951
Fairfield Osborn Preserve, Sonoma State University, State of California
Northwestern slope of Sonoma Mountain

Prevention

1. FOP staff members are trained in emergency response protocol & procedures during naturalist training program. Certification is not included, but many staff members have emergency responder training. Elementary school groups possess a 2-way radio and usually possess a cell phone.
2. Elementary school groups and public tours are led by at least one trained FOP staff member plus at least 1 additional adult. Group size is no more than 12 people total.
3. FOP staff members support safe behavior. The primary concern of each staff member is the health and safety of her/his group members.
4. Elementary school groups will remain on established trails and children will remain under adult supervision at all times.
5. Before tour, Manager or designee discusses safe behavior with visitors. For elementary school groups, Manager discusses participant's health concerns with teachers, checks parent permission slips, and relays information to FOP staff.

When an accident or injury occurs FOP staff member(s) in charge will:

1. Remain calm, behave professionally, communicate clearly.
2. Place non-injured group members under supervision of a responsible adult.
3. Evaluate and stabilize the injured party according to training and ability. **Do not lift or carry injured party** unless not doing so places them at greater risk.
4. Determine whether EMS should be activated. If so, notify Preserve Manager or designee by 2-way radio or cell phone. Have the following information at hand:
 - a. Exact location of injured party
 - b. Age and gender of injured party; any on-going medical concerns
 - c. Nature of injury or injuries
5. If you are unable to contact the FOP office by 2-way radio or phone, activate EMS directly by calling SSU Police Services.
6. Once EMS is activated, call the SST School Office and Preserve Director as soon as possible without interfering with care of the injured party.
7. The most highly trained adult must attend to injured party until EMS personnel arrive.
8. If a helicopter is used for evacuating injured party, construct an "X" with backpacks to flag pilot. Everyone must "duck and cover" to protect against flying debris.
9. Assist EMS personnel as necessary.
10. Return to education center for debriefing.
11. Submit written narrative of incident to Manager within 48 hours.