

Field Crew Emergency Quick Reference

This card is a quick reference only. It supports, and does not replace, the [Organization] Emergency Response Plan. Full ERP: [document name], Rev [#], dated [date]. Copy kept at: [truck / site office / shared drive].

Site / Project

Crew Lead

Organization

Date Prepared

Revision

Reviewed with crew on

1Where we are

Site name

GPS coordinates

Lat

decimal degrees

Long

GPS coordinates

DMS

Legal land description / location ID

Nearest community

Access road and km marker

Gate / access code or key location

Directions for responders

EMS meeting point

Coordinates

where we meet the ambulance

Helicopter landing zone

Coordinates

First aid attendant

Level

First aid attendant

Level

Muster point

Alternate

2Emergency contacts

WHO	NUMBER
Emergency services <i>Confirm 911 availability for this location before work begins. Where 911 is unavailable, record the appropriate direct emergency numbers and response arrangements.</i>	911
Ambulance <i>direct, if no 911</i>	
Fire	
Police	
Air ambulance	
Nearest hospital <i>name, address, distance, drive time</i>	
Supervisor	
Company emergency line	
Health and safety contact	
Client / prime contractor contact	
Wildfire reporting	
Spill reporting	
Utility / pipeline emergency	
Poison control	
Other	
Other	

3Communications

Primary emergency communication method

Cell coverage

Full / Partial / None

Best signal at

Satellite device

Type

Carried by

Radio channels

Road

Crew

Emergency

Check-in schedule

Every

hours with

If check-in is missed

Wait

minutes, then:

4Emergency equipment on site

ITEM	LOCATION
First aid kit <i>type / level</i>	
AED	
Stretcher / spine board	
Fire extinguishers	
Spill kit	
Eyewash	
Emergency transport vehicle	
Survival / overnight kit	
Other site-specific emergency equipment	

5What to do

Serious injury or medical emergency

1

Make the scene safe. Do not become a second casualty.

2

Call 911 or direct ambulance. Give coordinates and EMS meeting point.

3

First aid attendant provides care.

4

Send someone to the EMS meeting point.

5

Notify supervisor.

Missing worker or missed check-in

1

Attempt contact by radio, phone and satellite device.

2

Notify the crew lead and follow the established search and escalation procedure.

3

Do not enter hazardous areas or search alone.

4

Contact emergency services immediately if danger is suspected or when the established escalation threshold is reached.

Fire or wildfire

1

Stop work, alert the crew and move away from danger.

2

Call emergency services or the designated wildfire reporting line. Provide your location.

3

Only trained personnel may attempt to control a small fire when safe, with appropriate equipment and a clear escape route.

4

Account for all workers. Follow the planned evacuation route and use an alternate safe location if conditions change.

Vehicle or equipment incident

1

Shut down equipment and secure the scene.

2

Check for injuries and follow the medical steps above.

3

Watch for fuel leaks, fire and traffic.

4

Notify supervisor.

Site-specific hazard:

1

2

3

Spill or release

1

Stop work and keep clear of the hazard.

2

Stop or contain the release only if trained, equipped and safe to do so.

3

Keep the spill away from drains and waterways where safe.

4

Notify the supervisor and appropriate spill reporting authority.

Severe weather or lightning

1

Stop outdoor work and seek shelter in a substantial enclosed building or fully enclosed, metal-topped vehicle.

2

Stay away from water, exposed ridges, isolated tall objects and electrical hazards.

3

Remain sheltered for at least 30 minutes after the last thunder before resuming outdoor work.

Wildlife encounter

1

Follow the site-specific wildlife encounter procedure.

2

Deterrent location:

3

Report all encounters to the crew lead.

6Key policies at a glance

Right to refuse: Workers have the right to refuse dangerous or unsafe work in accordance with applicable legislation. Follow the established work refusal procedure.

Report everything: All incidents and near-misses go to the crew lead the same shift.

Working alone: Check-in every hours. Follow the working alone procedure.

Regulator notification: Serious or critical injuries must be reported to within. Supervisor makes this call.

Preserve the scene: Following a serious incident, preserve the scene as required by applicable legislation. Do not disturb it except where legally permitted, including when necessary to protect life or relieve suffering.

[Insert site map here]

MAP SHOULD SHOW

- ☐ North arrow and scale
- ☐ Site boundary and work areas
- ☐ Access roads with km markers and gates
- ☐ Muster point(s)
- ☐ Primary and alternate evacuation routes, where available
- ☐ EMS meeting point (with coordinates)
- ☐ Helicopter landing zone (with coordinates)
- ☐ Emergency equipment locations
- ☐ Known hazards (water, steep ground, power lines, pipelines)
- ☐ Areas with cell or radio coverage
- ☐ Map source and date

LEGEND

- ☐ Muster point
- ☐ EMS meeting point
- ☐ Helicopter landing zone
- ☐ First aid / AED
- ☐ Fire extinguisher
- ☐ Spill kit
- ☐ Hazard

ROUTE TO HOSPITAL

[Insert route map or inset here]

Hospital

Address

Distance / drive time

Turn-by-turn directions

- 1
- 2
- 3
- 4

Card prepared by

Date

Next review