



MOONLIGHT NEPAL TREKKING AND ADVENTURES GUIDELINES FOR EMERGENCY ACTION PLAN

“One of the true tests of leadership is the ability to recognize a problem before it becomes an emergency.”

Implementing the Emergency Action Plan (EAP)

The following section of the EAP outlines the roles and responsibilities of Moonlight Nepal Trekking and Adventures field staff:

1. **FIELD STAFF** (Trip leader or Activity Instructors) **emergency procedures at the scene of the emergency.**
 - a. Manage the situation in the field with human health, safety and well-being as the top priority. Work to ensure that scene is safe for all uninjured parties.
 - b. Assess emergency needs and develop a plan.
 - c. If at any point managing the situation requires accessing outside assistance, first inform the Moonlight Nepal Trekking and Adventures office in Kathmandu.
 - d. Assess the scene for safety for everyone (injured, first aiders, and uninjured parties)
 - e. Stabilize the situation - Limit the possibilities for further injury to people or extensive property damage.
 - f. Administer first aid. Attend to the well-being of injured or ill persons.
 - i. Provide pre-hospital emergency care according to the accepted procedures for the level of training you have.
 - ii. Comfort and reassure the patient and others guests/students.
 - iii. Start First Aid documentations.
 - g. Call 102/ambulance service in Nepal; inform Moonlight Nepal Trekking and Adventures “Doctor on Call” if outside assistance is necessary.
 - h. Field staff must use their judgment to determine the seriousness of each situation. However, the following conditions supersede instructor judgment and require an evacuation from the field:
 - a. Head injury or blow to the head resulting in loss of consciousness or altered mental status.

- b. Any injury or illness related loss of consciousness.
- c. Seizure
- d. Suspected spinal injury.
- e. Use of epinephrine.
- f. Near drowning.
- g. Lightning strike.

2. MOONLIGHT NEPAL TREKKING AND ADVENTURES HEAD OFFICE

Once informed the Moonlight Nepal Trekking and Adventures Head office in Kathmandu will decide on:

- a. Inform the school authorities and give an hourly status report.
- b. Insist on hourly report from the field.
- c. Evacuations: Coordinate with the insurance firm reference evacuations. The mode and urgency of the evacuation should be decided after considering seriousness of the injury or illness.

