



Pacific Crest Trail Association Emergency Action Plan (EAP)

(Complete with volunteers at each Tailgate Safety Session)

Delegate the following roles at the trailhead. This limits confusion that can accompany a serious accident. Show everyone where the EAP is kept, in case you become incapacitated.

Title	Volunteer Assigned	Duties
Situation Manager		usually the Crew Leader
Alternate Situation Manager		
First Aid Lead		most medically experienced in crew; carries first aid kit and takes notes
Communications Lead		carries radio/cell phone, ensures it is charged, tuned, and ready; carries Trailhead Communication Plan, calls for assistance

IN THE EVENT OF AN EMERGENCY, FOLLOW THESE STEPS:

1. The First Aid Lead initiates care for the patient(s). Get patient's medical and emergency contact information from Crew Leader. Write medical or SOAP notes.
2. Communications Lead uses Trailhead Communications Plan (TCP) and calls 911 or Dispatcher if needed. Relay pertinent medical or SOAP notes written by the First Aid Lead.
3. Get emergency treatment by a medical provider, if needed. (Inform agency authorities first, if possible. See Volunteer Injury Instructions: Treatment Procedures on page 3 for details.)
4. Evacuate, send medical and emergency contact information and medical or SOAP note with patient.
5. Report injury to agency authorities and PCTA. In non-emergency situations, this notification occurs before formal medical care is sought. See Volunteer Injury Instructions for PCTA Contacts. Agency contacts are listed on TCP.
6. Contact the individual named on the injured person's sign-up sheet.
7. Documentation. At a minimum, a form CA-1 (Report of Injury) should be completed by the injured party for all injuries (even if medical treatment is not sought); and witness statements should be included. All injuries should be reported within 24 hours of occurrence.