

Pacific Crest Trail Association Trailhead Communications Plan (TCP)

Agency Contact Information

Business Hours Contact: _____	Phone Number: _____
After Hours Contact: _____	Phone Number: _____
Dispatch: _____	Phone Number: _____
PCTA Contact: _____	Phone Number: _____

Project Information

Trailhead and County: _____	Best Location for Reception Near Worksite:	
Date/Time Going In: _____	Crew Leader Cell #:	
Date/Time Coming Out: _____		
Crew Leader Name: _____		
Gate Code/Combination: _____		

Crew Leader: Fill this out BEFORE arriving at trailhead. Bring two copies. At trailhead, give one copy to Communications Lead and put the other in the First Aid Kit (keep with a pen in a sealed waterproof bag.)

Communications Lead: Know in advance which device works best, and where reception is best near today's work site. Before leaving the main party, ensure the First Aid Lead has written the injury details. Ensure you have a pen, write down what the call-taker tells you. Return to the main party as quickly as possible and report to the Situation Manager.

Cell Phone Instructions

911 calls from cell phones can land in a far-away regional center. The call-taker needs the following information immediately:

- Your wireless phone number in case disconnected
- The location you're calling from. See below.
- What type of emergency you have (medical, require ambulance; injury specifics)

In addition to 911, if you might need a helicopter. List local medical helicopter phone number(s) here:

Radio Instructions

- Stand in a clear location, hold the radio upright.
- Check card with radio for other channels or repeaters.
- Wait for 2 seconds after keying the mike, then speak.
- Try at least 3 times, at least 10 seconds apart.
- If needed, move your location a few feet.

Forest: _____

Channel, Repeater: _____

Dispatch Center: _____

Script:

Script Example: "Central Oregon Dispatch, this is PCTA on Black Butte, we have an emergency."

Location Information

Name of Trailhead: _____	Road and Milepost: _____
Nearest Intersection: _____	County and State: _____
GPS Coordinates: <u>WGS 84</u>	Nearest Town/City: _____
Helicopter Landing Spot: _____	Township and Range: _____

Transport the Injured to

Nearest Hospital: _____	Distance from Trailhead: _____
Hospital Phone Number: _____	Hospital Address: _____
Driving directions from trailhead:	

Type driving directions here

**Make two copies of this sheet:
One for the Communications Lead. Send one with the injured person.**