



Pacific Crest Trail Association Emergency Action Plan (EAP)

(Complete with volunteers at each Tailgate Safety Session)

Delegate the following roles at the trailhead with all crew members. **No person should have more than one role.** 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 additional treatment needed. Relay pertinent medical or SOAP notes written by the First Aid Lead to 911 or Dispatch.
3. Get emergency treatment by a medical provider, if needed. Evacuate, send medical and emergency contact information and medical or SOAP note with patient.
4. **Report injury to agency authorities and PCTA as soon as possible and no later than 24 hours after the injury.** (This is essential for injury treatment to be considered for payment by the agencies.) In non-emergency situations, this notification occurs **before** formal medical care is sought. See Volunteer Injury Instructions: Treatment Procedures on page 3 for details.
5. Contact the individual named as the injured person’s emergency contact.
6. 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.**