

Pacific Crest Trail Association

Trailhead Communications Plan (TCP)

Fill this out BEFORE arriving at trailhead. Send to Tracker, Dispatch (if applicable), Agency Contact and PCTA Staff. Print three copies: 1 - Communications Lead, 2 - First Aid Lead to send with patient, 3 - Crew Leader.

Know in advance which devices work best and where reception is best. In the event of an injury, Communications Lead will contact Emergency Services.

Project Information

Crew Leader Name: _____ Date/Time Going In: _____
Crew Size: _____ Date/Time Overdue: _____
Tracker: _____ Is the crew camping? _____

Project Notes:

Location Information

Trailhead: _____ Nearest Town: _____
Agency Unit and District: _____ Road and Milepost: _____
GPS Coordinates (WGS 84): _____ Nearest Intersection: _____
County and State: _____ Gate Code or
Combination: _____

Contact Information

Crew Leader Cell Phone: _____ Crew Ldr Other Device: _____
Primary Agency Dispatch Ctr: _____ Dispatch Phone: _____
Dispatch Hours: _____ Dispatch Email: _____
Agency Contact (business hrs): _____ Phone: _____
Agency Contact (after hrs): _____ Phone: _____
Other Agency Contact (optional): _____ Phone: _____
Crew Ldr's Emergency Contact: _____ Phone: _____
PCTA Regional Rep: _____ Phone: _____
PCTA Director of Trail Ops: Jennifer Tripp Phone: 916-285-1853
County Sheriff (non-emergency): _____ Phone: _____
Tracker (if not one of the above): _____ Phone: _____

Transport the Injured to

Nearest Hospital: _____ Distance from Trailhead: _____
Hospital Address: _____ Hospital Phone: _____

Driving directions from trailhead:

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Communication Instructions

In the event of an emergency, collect written injury details before you call for help. Bring a pencil and write what the call-taker tells you. Report back to the main party as quickly as possible.

Primary Device(s): _____
Best Location for Reception _____
Near Worksite: _____

If Using a Radio

- Stand in a clear location, hold the radio upright
- Wait for 2 seconds after keying the mike, then speak
- Try at least 3 times, at least 10 seconds apart
- If needed, move locations and/or change channels

Channel, Repeater: _____
Dispatch Center: _____

Radio Alphabet

Alfa	Hotel	Oscar	Victor
Bravo	India	Papa	Whiskey
Charlie	Juliet	Quebec	X-Ray
Delta	Kilo	Romeo	Yankee
Echo	Lima	Sierra	Zulu
Foxtrot	Mike	Tango	
Golf	November	Uniform	

Script: Type here (replace example):
Script example: "Central Oregon Dispatch, this is Carpenter [leader] on Black Butte [repeater]"

If Using a Phone

Try agency dispatch's phone number, or 911. Be aware 911 dispatchers may not be familiar with the public land unit you're on. The call-taker needs:

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

Instructions for Other Devices
