**Mount Hood Chapter PCTA**

**Emergency Action Plan (EAP)**

**BEFORE AN INJURY OCCURS**

List the following information on the Trailhead Communications Plan (TCP)

This limits confusion that can accompany a serious accident.

1. Identify the **closes**t source of **Emergency Care**.
2. **Verify** theappropriate **Agency and PCTA personnel** to contact in case of injury.
3. **Delegate the following roles at the trail head**
	1. Situation Manager (usually the Crew Leader)
	2. Alternate Situation Manager
	3. First Aid Lead, most medically experienced, carries First Aid Kit, initiates care, takes notes
	4. Communications Lead, carries Radio, calls for assistance

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**IF AN INJURY OCCURS, FOLLOW THESE STEPS:**

1. **Initiate Care** for patient - First Aid Lead
	1. Write medical or SOAP notes.
	2. Get patient’s emergency contact info from Crew Leader (Sign-up sheet).
2. **Call 911 or Dispatcher** if needed - Communications Lead *Refer to TCP*
	1. Relay pertinent medical or SOAP notes written by the First Aid Lead.
3. **Get Emergency Treatment** by a medical provider, if needed.
	1. Inform agency authorities first, if possible. *Refer to the TCP*
	2. Go to the closest source of emergency care. *Refer to the TCP*
	3. All injuries should be treated on the date of the accident or as soon as possible
4. **Evacuate,** send emergency contact information and medical or SOAP note with patient.
5. **Report injury** to Agency Authorities and PCTA
	1. Even if you do not seek treatment
	2. In non-emergency situations, notification occurs before formal medical care is sought.
	3. Agency and PCTA contacts are listed on TCP
6. **Notify Emergency Contact** for injured person as listed on the Volunteer Sign-up sheet.
7. **Documentation.**
	1. 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);
	2. Witness statements should be included.
	3. **All injuries should be reported within 24 hours of occurrence.**
8. As you seek treatment, you may request to have your medical costs compensated by the U.S. Government due to your status as a volunteer under FECA. This compensation coverage is through the U.S. Department of Labor, Office of Worker’s Compensation Programs (OWCP). This is federal, not state, OWCP. **It is not considered to be “insurance.”**

*See: PCTA Volunteer Injury Instructions for more details*