

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 **closest** source of **Emergency Care**.
2. **Verify** the appropriate **Agency and PCTA personnel** to contact in case of injury.
3. **Delegate the following roles at the trail head**
 - a. Situation Manager (usually the Crew Leader)
 - b. Alternate Situation Manager
 - c. First Aid Lead, most medically experienced, carries First Aid Kit, initiates care, takes notes
 - d. Communications Lead, carries Radio, calls for assistance

IF AN INJURY OCCURS, FOLLOW THESE STEPS:

1. **Initiate Care** for patient - **First Aid Lead**
 - a. Write medical or SOAP notes.
 - b. Get patient's emergency contact info from Crew Leader (Sign-up sheet).
2. **Call 911 or Dispatcher** if needed - **Communications Lead** *Refer to TCP*
 - a. Relay pertinent medical or SOAP notes written by the First Aid Lead.
3. **Get Emergency Treatment** by a medical provider, if needed.
 - a. Inform agency authorities first, if possible. *Refer to the TCP*
 - b. Go to the closest source of emergency care. *Refer to the TCP*
 - c. 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
 - a. Even if you do not seek treatment
 - b. In non-emergency situations, notification occurs before formal medical care is sought.
 - c. 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**.
 - a. 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);
 - b. Witness statements should be included.
 - c. **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