



Pacific Crest Trail Association Mount Hood Chapter Trailhead Communications Plan (TCP)



Project Information

Crew Leader Name:		Date/Time In Service:	
Crew Leader Cell #:		Date/Time Out of Service:	
Crew Size:		Planned Trailwork:	
Project Notes:			

Project Location

Forest:		Name of Trailhead:	
Ranger District:		Road and Milepost:	
County and State:		GPS Coordinates:	
Nearest Town/City:		Township/Range/Section:	
Nearest Intersection:			

Closest Emergency Care

Nearest Hospital:		Hospital Phone:	
Hospital Address:		Distance from Trailhead:	
Driving directions to Hospital from trailhead:			

Contact Information

Columbia Dispatch:	columbiadisp@gmail.com, 360-891-5140 (voice), 360-891-5145 (fax)		
Alternate Dispatch:			
USFS (Business Hours):			
County Sheriff:		Fire and Rescue:	
PCTA, Mt Hood Chair (After Hours):	Roberta Cobb, 503-358-2364		
PCTA, Regional Rep (After Hours):	Dana Hendricks, 541-844-9133 / Michael Hanley, 206-295-9359 (circle one)		
PCTA, Trails Ops Mgr (After Hours):	Jen Tripp, 916-285-1853 (work), 916-243-9923 (cell)		

Emergency Action Plan Roles (delegate at trail head, in case of emergency)

Situation Mgr (crew ldr):		Alternate Situation Mgr:	
First Aid Lead:		Communications Lead:	
carries first aid kit, initiates patient care, takes notes		carries radio, calls for assistance if required	

Radio Instructions

Use cell phone if service is available, otherwise: - Stand in a clear location, hold the radio upright - Check radio for correct channel or repeater - Key and hold the mic, wait for 2 seconds, then speak - Try at least 3 times, at least a minute apart - If needed, move location and change channels	Cell reception: Radio channel (repeater): Radio reception: <i>Script Example: Columbia, this is <your name> on <repeater>.</i>
Radio Alphabet: Alpha, Bravo, Charlie, Delta, Echo, Foxtrot, Golf, Hotel, India, Juliet, Kilo, Lima, Mike, November, Oscar, Papa, Quebec, Romeo, Sierra, Tango, Uniform, Victor, Whiskey, X-Ray, Yankee, Zulu	

Send to Dispatch, Agency Contact and PCTA Staff. Print three copies of this sheet:

1-Communications Lead. 2-First Aid Lead to send with patient, 3-Crew Leader.

December 2017



Pacific Crest Trail Association Mount Hood Chapter 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

IN THE EVENT OF AN EMERGENCY, 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 the 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.
Some emergency care destinations:
 - Gresham - Legacy-GoHealth Urgent Care, 22262 NE Glisan St., Gresham OR, 97030, 503-666-5050
 - Gresham (24hr) - Legacy Mount Hood Medical Center, 24800 SE Stark St., Gresham OR, 97030, 503-674-1122
 - Hood River (24hr) - Providence Hood River Memorial Hospital, 810 12th St., Hood River OR, 97031, 541-386-3911
 - Morton (24hr) - Morton General Hospital, 521 Adams Ave., Morton WA, 98356, 360-496-5112
 - Oregon City (24hr) - Willamette Falls Medical Center, 1500 Division St., Oregon City OR, 97045, 503-656-1631
 - Portland (24hr) - Providence Medical Center, 4805 NE Glisan St., Portland OR, 97213, 503-215-1111
 - Salem - Salem Health, 890 Oak St. SE, Salem OR, 97301, 503-814-1572
 - Sandy - Adventist Health Urgent Care, 17055 Ruben Ln., Sandy OR, 97055, 503-668-8002
 - Vancouver (24hr) - PeaceHealth Southwest Medical Center, 400 NE Mother Joseph Pl., Vancouver WA, 98664, 360-514-2000
 - White Salmon (24hr) - Skyline Hospital, 211 Skyline Dr., White Salmon WA, 98672, 509-493-1101
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