



Attachment 4

Emergency Action (EAP) and Communications Plan

(Discuss with trail volunteers at each Tailgate Safety Session)

The purpose of the EAP is to delegate important roles in a trail crew in advance of an accident or serious injury. This limits confusion in the event of a serious accident or injury. Assign a person in the trail crew with the highest level of medical training (EMT, WFR, etc.) as the “First Aid Lead.” The Crew Leader should take on the role of “Situation Manager” and another volunteer with relevant experience can be designated to be the back-up should the Crew Leader become incapacitated. Be sure that the trail crew is aware of who is carrying the first aid kit(s). The Crew Leader should be informed of any injuries sustained throughout the day, no matter how small. Check with the crew if anyone has allergies that the First Aid Lead needs to be aware of and if anyone is carrying an EPI (epinephrine injector) pen. Delegate these roles at the trailhead during the Safety Tailgate Sessions so that the crew is clear about the expectations of roles in the event of an emergency.

Evacuations - The Crew Leader should be familiar with the project area and plan in advance the route and mode of removal of an ill or injured person or the entire trail crew during an emergency. EMS personnel, certified Wilderness First Responders, or EMTs are to be in charge of moving injured volunteers. If the crew must be evacuated, the Crew Leader is responsible for maintaining control and group cohesion while evacuating to a destination point before dispersing from the project.

Role	Responsibilities
Situation Manager	The Crew Leader is in charge of the emergency incident until EMS personnel arrive. Ensure that outside help is being contacted, evacuation routes prepared, and the rest of the crew kept under control.
Alternate Situation Manager	Takes on the role of Situation Manager if the Crew Leader becomes incapacitated.
First Aid Lead	Individual with the most medical experience in crew; initiates care for the patient when injury occurs; performs patient assessment; carries first aid kit.
Communications Lead	Carries radio/cell phone, ensures it is charged, tuned, and ready; carries Trailhead Communication Plan, calls for assistance in event of emergency.

IN THE EVENT OF AN EMERGENCY, FOLLOW THESE GENERAL STEPS:

1. Determine if the scene is safe. Look out for any dangers or hazards to you, the crew and the injured party.
2. First Aid Lead cares for the patient(s). Get patient’s permission (if awake) to administer aid.
3. ***Serious or life threatening injuries*** – Call 911. If cell coverage is absent, use radio to contact the Ocoee-Hiwassee Ranger Station to relay the medical emergency. If cell and radio coverage is absent, activate the emergency medical beacon on the SPOT device.
4. ***Non-life threatening injuries*** - get medical treatment by a medical provider, if needed. Inform U.S. Forest Service contacts as soon as possible.
5. ***Follow Up*** - Notify U.S. Forest Service contacts as soon as possible. Contacts are listed below.

U.S. FOREST SERVICE CONTACTS			
National Forest	District	Contacts	Phone Number

COMMUNICATIONS

1. Radio Group: Zone 5

- Channels/Repeaters:

2. **Pre-trip Preparation.** Know in advance which device works best (cell phone, radio, or SPOT device), and where reception is best near the work site. Be sure that the cell phone(s) is fully charged and can keep a charge during the work trip. Check batteries. Always carry extra batteries and determine the repeater and channel on which communication will occur in the event of an emergency.

3. **Cell Phones.** Cell phone coverage on the unit may be spotty. If cell phone contact with 911 is made be sure to provide important information immediately in case being disconnected. Immediately provide 911 the cell phone number in case disconnected, the location calling from and what type of emergency you have (medical, require ambulance; injury specifics).

4. **Radios.** When using the radio avoid verbosity. When contacting the Ranger Station, identify yourself and the radio repeater you are using. No profane language, derogatory remarks, or names of those suffering serious injuries or fatalities.

- If working on Weekends (or after hours) on the District, follow the general procedures below in the event of an emergency:

1. Call 911 using a cell phone (Verizon Wireless is only service provider)
2. If there is no cell coverage, contact "Any available Law Enforcement Officer" by stating using a Forest Service radio.
3. If radio contact cannot be established, use SPOT device and press the **SOS** button to contact EMS in the region. Remain in the same location until help arrives.

5. **SPOT Device.** When using the SPOT device **press the SOS button only as a last resort when emergency communication cannot be established using a cell phone or by radio.** When working in areas without cell and radio coverage, you can press the "OK" button check in.