



Florida Trail Association Emergency Action Plan (EAP)

(Complete with volunteers at each Tailgate Safety Session)

Crew Leader: *Delegate the following roles at the trailhead. This limits confusion that can accompany a serious accident. Show everyone where the EAP is kept, in case you become incapacitated.*

| Title | Volunteer Assigned | Duties |
|-----------------------------|--------------------|---|
| Situation Manager | | Usually the Crew Leader |
| Alternate Situation Manager | | |
| First Aid Lead | | Most medically experienced in crew; carries first aid kit and takes notes |
| Communications Lead | | Carries radio/cell phone, ensures it is charged, tuned, and ready; carries Trailhead Communication Plan, calls for assistance |

IN THE EVENT OF AN EMERGENCY, FOLLOW THESE STEPS:

1. The First Aid Lead initiates care for the patient(s). Get patient's medical and emergency contact information from Crew Leader. Write medical or SOAP notes.
2. Communications Lead uses Trailhead Communications Plan (TCP) and calls 911 or Dispatcher if needed. Relay pertinent medical or SOAP notes written by the First Aid Lead.
3. Evacuate, send medical and emergency contact information and medical or SOAP note with patient.
4. Get emergency treatment by a medical provider, if needed. (Inform agency authorities and FTA first, if possible. See Volunteer Injury Instructions: Treatment Procedures for details.)
5. Report injury to agency authorities and FTA. In non-emergency situations, this notification occurs before formal medical care is sought. See Volunteer Injury Instructions for FTA Contacts. Agency contacts are listed on TCP.
6. Contact the individual named on the injured person's sign-up sheet.
7. Documentation. 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); and witness statements should be included. All injuries should be reported within 24 hours of occurrence.