



## Florida Trail Association VOLUNTEER INJURY INSTRUCTIONS



*This packet contains information about dealing with injuries of FTA volunteers. It should be carried by each volunteer leader. Volunteer leaders should be familiar with the contents of this packet and ensure that Trailhead Communication and Emergency Action Plans are in place before an accident resulting in injury occurs.*

### IF AN INJURY OCCURS, 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. Get emergency treatment by a medical provider, if needed. (Inform agency authorities first, if possible. See Volunteer Injury Instructions: Treatment Procedures on page 3 for details.)
4. Evacuate, send medical and emergency contact information and medical or SOAP note with patient.
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.**

### THIS PACKET INCLUDES:

1. Florida Trail Association Volunteer Injury Instructions
2. FTA Trailhead Communications Plan (1 sample copy, to be completed for each project)
3. FTA Emergency Action Plan (1 sample copy, to be completed for each project)
4. Form SOAP Note (blank – 2 copies)
5. Form CA-1 Report of Injury (blank – 2 copies)
6. Form FTA Witness Statement (blank – 2 copies)

Notify the FTA Trail Operations Director for the area where the injury occurred. If he/she is unavailable, please call the FTA Volunteer Program Coordinator.

Name	Title	Phone Number
Eric Mason	Trail Operations Director	906-360-3153
Megan Donoghue	Volunteer Program Coordinator	941-408-3098
Jim Schmid	FNST USDA FS Program Manager	850-523-8528