



Appalachian Trail VOLUNTEER INJURY INSTRUCTIONS

This packet contains information about dealing with injuries suffered by Appalachian Trail volunteer workers. It should be carried by individual volunteers or work trip leader. Volunteers carrying the packet should be familiar with its contents.

Complete specific local contact information before any Trail work activity.*

IF AN INJURY OCCURS, a volunteer should follow these five steps:

- **Immediate Care and First Aid.**
- **Emergency Treatment by a Medical Provider, if needed.** (Inform agency authorities first, if possible.)
- **Reporting of Injury to Appropriate Agency Authorities.** (Ideally, this notification occurs before formal medical care is sought, or as soon thereafter as possible. Specific contacts for agency personnel should be known in advance and verified.) All injuries should be reported as soon as possible, but within 24 hours of occurrence.
- **Documentation.** Complete form CA-1 (Report of Injury) for all injuries (even if medical treatment is not sought). Be sure witness statements are included.
- **Follow-up** with agency authorities and ATC.

This Packet Includes:

1. ***Appalachian Trail Volunteer Injury Instructions** (2 pages, dated April 2018).
2. **Form CA-1** (Report of Injury) (blank)
3. **Form CA-16** (Authorization for Examination or Treatment) (blank) and **OWCP and the Treating Physician** – These items should be presented to treating physician/medical facility.
4. ***Emergency Response Plan** template (request digital form by emailing volunteer@appalachiantrail.org)

For additional copies, or to resupply this packet, contact your ATC Regional Office. (v.April2018)

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