**A.T. Volunteer Activity** -- **Emergency Response Plan**

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| **Section 1: Project Information** |
| Project Name:       Date(s) for the project: |
| Club:      Club Section(s): |
| Land Manager Partner Agency:       ATC Region: |
| Brief Project Description (Worksite plans, Lat/Long, access plans; Campsite location, driving directions, lat/long) |

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| **Section 2: Resources** | |
| First Aid Training of Leaders and Participants: | |
| First Aid Kit(s) location: | FA Kit Checked/Refreshed Date: |
| VIP/VIF Packet:  Yes  No | |
| Satellite Communicator/SPOT/Inreach Device:  Yes  No Notifies: | |
| Batteries charged/replaced (date): | |
| Cell phone reliability information at parking / worksite / campsite: | |
| Trail Map:  Yes  No | |

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| **Section 3: Emergency Resources** | |
| Hospital/Clinic Contact (attach map to the hospital from worksite and campsite locations) | |
| Hospital/Clinic Name: | Phone Number: |
| Location: | Distance in min/miles: |
| Road crossings to N and S of project: | |
| Written directions to trailhead and project site (in case 911 Dispatch needs directions to route EMS): | |

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| **Section 4: Action** |
| **1) If injury is serious/critical, evacuation and treatment should be priority. According to your communication capabilities, either find service and call 911 or use the SOS button on your satellite communicator.** Once 911 and EMS is engaged, contact land manager for coordination and support. |
| **2) What is the plan for supervising the remaining program participants while treatment/assistance is being rendered?** *Note that plans should not leave remaining participants without a vehicle.* |
| **3) Additional plans for injuries to crew leaders:** Discuss contingency plans and options during tailgate safety session in case crew leader(s) are injured. Specific information that should be shared and discussed during tailgate safety session should include: sharing where keys, first aid kits, SPOT/satellite communicator, ERP/project info sheets are located in backpacks; other crew volunteers first aid and CPR certification levels, possible ‘back-up’ crew leader in case of emergency, etc. List contingency plans for participant/member and crew leader evacuation. Include agency support available and existing contingency plans. |
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| **Section 5: Documentation** |
| It is important to report near misses as well as volunteer injuries are properly documented as close to the time of the emergency as possible. Utilize the instructions in your VIP/VIF packet. |
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