



Responding to Work Party Injuries

Situation Manager: _____ (crew leader normally)
First Aid Provider: _____ (most experienced in crew)
Evacuation/Communications Manager: _____
Crew Manager: _____

In the event of an injury or incident, the Chief Crew Leader (if present) or an Assistant Crew Leader should carry out the following actions:

- **Insure the scene is safe for you, the crew and the injured party.**
- **Remain calm and in control. You are the overall situation manager.**
- **Administer or have a qualified person administer first aid unless patient refuses treatment.**
 - Follow the first aid protocol as per your level of training (CPR, WFR, WFA or First Aid Certification) or have it administered by a qualified person, with the permission of the injured person.
 - If the person is incapacitated or unconscious, then First Aid should be administered. However, you should attempt to have a witness to the fact that the person is incapacitated or unconscious and what actions were taken to get approval.
 - If the injured person refuses first aid- stay with them and monitor the situation, get help immediately and be sure and have a witness to the refusal.
- **When appropriate, call for help: Call 911 or radio dispatch.** Use InReach device if unable to connect with 911 or radio dispatch.
- **If outside assistance is required refer to the Emergency Action Plan for specific procedures for the area in which you are working.** As a general rule on National Forest and National Park Service lands, the first attempts at contact of emergency dispatch should be made using a radio. If contact is not made or is unreliable then 911 should be used to establish contact. On all other lands 911 is the generally preferred contact method. If contact is not made, use InReach device to message for help. If you do make contact, follow the instructions you receive.
- **Determine whether injured person needs to be evacuated and by what means.**
 - Can they walk out?
 - Can they be carried out?
 - Do they need to be packed out with assistance by stock?
 - Do they need immediate transport such as a helicopter, boat, ambulance etc?
- **Keep a written record of the emergency.**
 - If first aid is administered, document the patient's name, condition and first aid given using SOAP notes. SOAP is an acronym for subjective information,

objective information, assessment, and plan, all of which should be documented in case of an emergency. Whenever there has been an injury, whether or not first aid has been administered, complete the WTA *Work Party Incident* form. Forms can be found in your My Backpack account (wta.org) on the Crew Corner tab of the work party or the “Resources” section of Crew Leader Corner, under Work Party Forms.

- If emergency travel and attendance at a hospital or emergency care facility is required, be prepared to give the hospital or facility a copy of the SOAP notes (be sure and keep a copy yourself) along with the name of the injured person’s medical insurance coverage if this is known.
- **Immediately contact the Manager On Call or the Manager for your program**, whether or not outside help was required. If you cannot contact the appropriate manager, contact another member of WTA staff.
 - WTA staff will follow up with the injured party and the land manager. Copies of the *Work Party Incident* form and if available, SOAP notes, along with the Signup Sheet and the Safety Briefing Checklist should be provided to WTA as soon as possible.
- You should not make any commitments about who will pay the costs of any medical services. In most cases the cost of any medical care will not be covered by agencies or WTA.
- Washington Trails Association is not responsible for the costs of any medical care required by an injured volunteer.

| Contact | Telephone | Email |
|---|--|------------------------------|
| WTA Office | 206-625-1367 | volunteer@wta.org |
| WTA MANAGER ON CALL | 206-686-9377 (voice only) | manageroncall@wta.org |
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| Alan Carter Mortimer, Field Programs Manager | 206-327-1897 C | alan@wta.org |
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| Zachary McBride, Puget Sound Field Manager | 206-947-1967 C | zachary@wta.org |
| Ryan Ojerio, SW Regional Manager | 360-722-2657 C | ryan@wta.org |
| Krista Dooley, Youth and Volunteer Programs Director | 206-965-8566 O 206-251-9616 C | krista@wta.org |
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