



Appalachian Trail VOLUNTEER INJURY INSTRUCTIONS



This packet contains information about dealing with injuries suffered by Appalachian Trail volunteer workers. It should be carried by each volunteer work leader. Volunteers should be familiar with the contents of this packet and ensure that it is complete (including specific contact information to be completed locally) before an accident resulting in injury occurs.

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 within 24 hours of occurrence.
- **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.
- **Followup** with agency authorities and ATC.

THIS PACKET INCLUDES:

1. **Appalachian Trail Volunteer Injury Instructions** (2 pages, dated April 2008).
2. **ATC's Trail Maintenance and Construction Tasks, Hazards, and Safety Gear** (revised February 2008).
3. **Form CA-1** (Report of Injury) (blank - 2 copies)
4. **Form CA-16** (Authorization for Examination or Treatment) (blank)

For additional copies, or to resupply this packet, contact your ATC Regional Office. (version: 30April2008)