

## Friends of Trees Crew Leader Emergency Preparedness

### Please Read Before Administering First Aid:

If the injured party is conscious, consent must always be obtained before any first aid can be administered. Furthermore, in accordance with the Good Samaritan Law, you must never administer first aid beyond the level at which you have been trained.

If administering First Aid, you must use Personal Protective Equipment at all times, such as nitrile gloves, and a CPR mask if you need to administer CPR.

<b>Crew Leader First Aid Emergency Protocol</b>	
<b>Check the Scene</b>	<p><b>Is the scene safe?</b></p> <ul style="list-style-type: none"> <li>• Look for anything that may threaten your safety or the safety of the injured person or your crew.</li> <li>• <b>If it's not safe</b>, get yourself to safety and call 911 immediately.</li> <li>• <b>If it is safe</b>, isolate injured individuals and assess the severity of the injury.</li> </ul>
<b>Assess the Severity of the Injury</b>	<p><b>In the event of <u>minor injury</u>:</b></p> <ol style="list-style-type: none"> <li>1. <b>Call FOT Lead.</b> Inform them of injury.</li> <li>2. Ask injured person if they can walk and are comfortable being moved. <b>DO NOT MOVE IF INJURED PERSON SUFFERED ANY HEAD OR SPINE INJURY</b> (See below section on major injury).</li> <li>3. <b>If there are two Crew Leaders:</b> <ul style="list-style-type: none"> <li>○ Have one CL escort the injured person back to staging site and the other continue on with the planting.</li> </ul> </li> <li>4. <b>If there is one Crew Leader:</b> <ul style="list-style-type: none"> <li>○ An FOT staff will come to pick up the injured person.</li> </ul> </li> <li>5. <b>First Aid Kits</b> <ul style="list-style-type: none"> <li>○ Each partner crew pair will be equipped with a field first aid kit. If you need access to one, contact your partner crew. FOT Staff also has a more comprehensive kit at the staging site.</li> </ul> </li> </ol> <p><b>In the event of <u>major injury</u>:</b></p> <ol style="list-style-type: none"> <li>1. <b>Call 911.</b> <ul style="list-style-type: none"> <li>○ Do not hesitate if the injured person has: severe bleeding, loss of consciousness, head or spine injury, shortness or loss of breath, change in mental status, chest pain, or coughing up or vomiting blood.</li> </ul> </li> <li>2. <b>Call FOT Lead.</b> Inform them of the incident.</li> <li>3. <b>Manage the situation</b> as best you can. The Crew Leader is in charge of managing the situation until FOT staff arrives. Keep everyone calm and organized. Enlist help from capable individuals if necessary.</li> <li>4. <b>Support FOT staff when they arrive.</b> It is likely that they will require assistance with the injured, crowd control, or helping to direct emergency personnel to the scene.</li> </ol>
<b>After the Situation</b>	<ol style="list-style-type: none"> <li>1. <b>Check in with FOT Staff and crew.</b> <ul style="list-style-type: none"> <li>○ If the situation permits, return to planting. If not, return to staging site. Make sure remaining volunteers are comfortable with continuing.</li> </ul> </li> <li>2. Fill out <b>Injury Report Form</b> when you return to the staging site.</li> </ol>

## Friends of Trees Crew Leader Emergency Preparedness

As a Crew Leader, take care of yourself. First and foremost, your own safety is your number one priority. If there is a situation that you deem unsafe, retreat, call 911 immediately, and then inform FOT staff.

- If an incident occurs while in the field with a crew, the Crew Leader is the point person in charge of managing the incident until an FOT staff person arrives and takes over.
- **FOT Staff should always be made aware of any incident, regardless of the level of severity.**

Municipal Non-Emergency Numbers	
Portland	503-823-3333
Vancouver	3-1-1
Gresham	503-618-2638
Oregon City	503-655-8211
Wilsonville	503-655-8211
Beaverton	503-629-0111
Milwaukie	503-786-7500

\*Please note that these numbers are available in the event there is a non-life threatening situation in which emergency personnel is necessary. If there is a life threatening situation, call 911.

### In the event of an earthquake:

Your number one priority is the safety of yourself and your family. Please know that Friends of Trees does not expect you to stay, and be responsible for volunteers. Below, we have lined up recommended best practices to follow, after a large scale earthquake event.

Crew Leader Earthquake Protocol	
<b>Immediately After an Earthquake</b>	<ul style="list-style-type: none"> <li>• <b>Be prepared for aftershocks.</b></li> <li>• <b>Look around</b> before coming out from under shelter or uncovering your head.</li> <li>• <b>Check yourself</b> to see if you are hurt and help others if you are trained to do so.</li> <li>• <b>Do not enter damaged buildings.</b> <ul style="list-style-type: none"> <li>○ If you are in a damaged building, go outside and quickly move away from the building.</li> </ul> </li> <li>• <b>Make contact with family/friends.</b> <ul style="list-style-type: none"> <li>○ Text messages are the best form of contact. Save phone calls for emergencies.</li> <li>○ Register yourself on Red Cross “Safe and Well” site <a href="http://Safeandwell.communityos.org">Safeandwell.communityos.org</a></li> </ul> </li> </ul>
<b>Seek Out Neighborhood Resources</b>	<ul style="list-style-type: none"> <li>• <b>Fire and Rescue services may not be available.</b></li> <li>• <b>Seek out the closest Neighborhood Emergency Meeting Area</b> where local trained volunteers will be gathering in the event of an earthquake (see map in binder at FOT staging site).             <ul style="list-style-type: none"> <li>○ This is the best place to seek help if you are unsure of what to do or require medical assistance.</li> </ul> </li> <li>• Look to volunteers and people in the neighborhood to provide assistance.</li> </ul>
<i>Take care of your health and safety first! Don't try to be a hero.</i>	