

APPENDIX D7. ATC INCIDENT REPORT FORM

Guidelines for Use of the ATC Incident/Search Report Form

The attached incident/search report form is intended for use by ATC, Trail club volunteers and agency partners. The form's primary role is to document information about incidents that occur on the Appalachian Trail to establish and maintain an accurate record. The form is intended to be used to report all incidents, from emergencies (incidents that require immediate action to prevent physical harm to persons or property) to other law-enforcement and land-management problems. This revised [9/95] incident report form now includes space (p. 2, bottom) for describing either a missing person or a perpetrator of a crime or misdemeanor. Use it to describe fully the individual(s) being sought.

The form should be filled out quickly, by hand or typewrite, and faxed or mailed to the appropriate Trail-management partners listed on p.2. Don't hold on to the form if you can't answer every question. Fill it out as completely as possible and send it. As a general guide, the sooner the notification is provided the better. A map should be attached. In general, copies of the form should be sent to the NPS A.T. Park Office, the land-managing agency partner, the ATC headquarters office, the affected ATC regional office, the affected Trail club, and the local law-enforcement agency. If duplication is a problem, return your copy to an ATC field office or ATC HQ at P. O. Box 807, Harpers Ferry, WV 25425; 304/535-2200; fax 304/535-2667 for distribution. Incidents also may be reported by phone.

Local emergency response and/or land-management agencies are obligated, equipped, trained, and staffed to respond to emergencies and law-enforcement incidents. Most of the Trail crosses NPS, U.S. Forest Service, or state-administered lands. Federal lands are generally managed under proprietary jurisdiction, and local and state officials are therefore responsible for handling emergencies; state lands are handled similarly...by state and local officials. It is important that volunteers and Trail staff understand that ATC or Trail clubs should never assume the lead role of managing an emergency, investigating an incident, crime or misdemeanor or contacting victims' families. These decisions and actions should be implemented by a supervising governmental official.

However, as articulated in the ATC Hiker Security Policy, "*in incidents or emergencies known to ATC that may put hikers at risk, ATC will actively assist appropriate law-enforcement and public-safety agencies on how best to inform hikers and other users.*" ATC can also play an important role in responding to inquiries from the press and general public, and ATC and the Trail clubs often can provide information to emergency response personnel about local contacts, access, terrain, and other features of the Trail that may be needed for prompt response to an emergency. Lastly, ATC and the clubs can and should take steps to prevent or mitigate recurrence including clean-up of vandalized sites, closing roads (with abutters' assent and cooperation), provide ridgerunners, etc.

In an ongoing emergency, perhaps the most important role ATC and the clubs can fill is that is disseminating accurate information as quickly as possible to the appropriate emergency response personnel and agency officials. In an emergency, ATC or Trail-club staff of volunteers should notify: (1) the appropriate local emergency response official, and (2) the NPS A.T. Park Office (304/535-6278 or fax 304/535-6270). If the incident is already in the news, or if it is likely that it will be in the news, notify the ATC public-affairs director (304/535-6331 or 535-2200; fax 304/535-2667). At the local site of the incident, ATC and club reps. should remain available to assist, as requested, in emergency response.

In an incident that is not an emergency, ATC's principal role is the same: providing accurate information to the right people as soon as possible. The Appalachian Trail Park Office should be notified within 24 hours of any law-enforcement incident or land-management incident that results in bodily injury or property damage/loss on NPS lands exceeding \$300. Other land-management agencies may have guidelines for notification of these types of incidents. ATC and ATPO are available by phone and fax during regular business hours to brief local, state, and federal officials regarding jurisdictional issues, NPS regulations, provision of segment or survey maps, deeds, and other land-management resources. If ATC or ATPO needs to be contacted during off-hours for emergency purposes, call the Jefferson County (West Virginia) Communications Center at 304/725-8484. They have staff home phone numbers and will relay your message.

ATC APPALACHIAN TRAIL INCIDENT/SEARCH REPORT

Reported by _____ Date of Report _____ Today's Date: _____

Reporter's telephone #s: Work _____ Home: _____

Type of Incident: Emergencies	Other Law Enforcement	Land Management Problems
<input type="checkbox"/> Crime(type: _____)	<input type="checkbox"/> Theft of personal prop	<input type="checkbox"/> Encroachment/Survey
<input type="checkbox"/> Fire	<input type="checkbox"/> Disorderly behavior	<input type="checkbox"/> Resource theft or damage
<input type="checkbox"/> Search/rescue/ medical emergency	<input type="checkbox"/> Drug/alcohol abuse	<input type="checkbox"/> Dumping
<input type="checkbox"/> Other(_____)	<input type="checkbox"/> Vandalism	<input type="checkbox"/> ATV/ORV use
<input type="checkbox"/>	<input type="checkbox"/> Other(_____)	<input type="checkbox"/> Other(_____)

Date/time of incident _____ Segment Map #: _____

Location (Be as specific as you can.):

Who was involved? (If this was a search, fill out other side of form.):

Witnesses:

Describe what happened. (Attach a second sheet if necessary.):

Were law enforcement, fire, or search/rescue personnel involved?

Involved agency name(s):

Name of involved agency contact(s):

Involved agency telephone number(s):

Report prepared by:

Phone:

Action taken (who, what, when, where):

Use additional Incident Report forms or additional sheets to record all information gathered to resolve this incident after the initial report is taken.

cc: ___ ATC Headquarters (Bob Proudman) ___ Trail club:
 ___ AT Park Office (Ranger)
 ___ ATC Regional Office
 ___ Agency Partner ___ Other

THE APPALACHIAN TRAIL PARK OFFICE (304/535-6278, FAX 304/535-6270) MUST BE NOTIFIED IMMEDIATELY OF ANY EMERGENCY ON THE APPALACHIAN TRAIL, or within 24 hours of any other law-enforcement or land-management incident that occurs on lands acquired by the National Park Service for the Appalachian Trail.

MISSING PERSON

Date of this report _____

Person's Name: _____ Trail Name: _____

Person's Home Address and Phone: _____

Description:

Age: _____ Sex: _____ Race: _____ Height: _____ Weight: _____ Hair Color: _____

Identifying features (Tattoos, scars, birthmarks, facial hair, jewelry, glasses, deformities):

Description of clothing (type and color):

Equipment description:

Other recreational equipment and description (cameras, skis, etc.):

Health problems (physical, mental, emotional):

Personality habits? _____ Experienced hiker/camper? _____

Home contact person and phone: _____

Vehicle make and model: _____ Location: _____

Itinerary:

Due back _____ Last seen (date and place) _____

Seen by whom? _____ Direction of travel _____ Miles/day _____

Overnight plans (staying in shelters, tent camping, hostels, motels?) _____

Actual itinerary (dates to be at shelters, road crossings, towns, etc.):

In company of: Other hikers (if so, need same information as above)

Pets (breed, sex, size, etc.)

Other information: