

## Mount Hood Chapter, PCTA Project Paperwork Summary - One Day Projects

	Form Name	Purpose	Procedure	During project	After project
	<b>Crew Leader Checklist</b>	Provides list of actions needed to complete a project.	Use as reference for planning and timing of project requirements		Recycle
	<b>Volunteer Sign-up sheet</b>	Ensures volunteers receive information on liability coverage and release PCTA of liability. <b>Required by PCTA and USFS.</b>	<b>Each volunteer signs at the trailhead.</b> Collect round-trip travel time and <b>Emergency Contact</b> from volunteers.	Crew Leader carries the form during project.	<b>Send to PCTA (#)</b>
	<b>Tool Checkout Form</b>	Provides a checklist for tracking tools.	Use to record tools taken for project and tools returned.		Recycle
<b>SAFETY</b>	<b>Job Hazard Analysis (JHA)</b>	Ensures volunteers receive information on tasks to be performed, possible hazards related to tasks, and abatement actions. <b>Required by USFS.</b> Will include one or more for specific project types such as: -Trail Maintenance -Crosscut Saw Use -Chainsaw Use	<b>Each volunteer signs at the trailhead.</b> Review during the Tailgate Safety Session.		<b>Send signature page(s) to PCTA (#)</b>
	<b>Trailhead Communications Plan (TCP)</b>	Provides important logistics information in the event of an emergency. <b>Required by JHA.</b>  Lists leadership roles in the event of an emergency.	Prepared beforehand and emailed to Dispatch and Agency partners. Cc to Regional Rep and Chapter Chair.  Assign at TH: - Situation Manager - First Aid Lead - Communications Lead	Three copies carried: 1-First Aid lead 2-Communications lead 3-Crew Leader	Update and re-use for future projects at same location.
	<b>Emergency Action Plan (EAP)</b>	Provides important steps to follow before and in the event of an emergency. <b>Required by JHA.</b>	Use as reference when dealing with an emergency.	Carried with TCP and in First Aid kit	Recycle
	<b>Tailgate Safety Session checklist (TSS)</b>	Provides a checklist of important topics to cover during safety session.	Use at trail head as reference for topics to discuss		Recycle
	<b>Project Report Summary</b>	Provides PCTA with volunteer hours and project accomplishments.	Complete online form on PCTA website after the project.		<b>Submit online at pcta.org, cc Regional Rep, Agency Partner, Chapter Chair.</b>

(#) PCTA, attn: Volunteer Programs, 1331 Garden Hwy, Sacramento, Ca 95833  
(can be sent by USPS or scanned and emailed)

Oct 2014