

## Crew Leader Checklist for Burn Area Crews

### Mount Hood Chapter PCTA

4/9/2018 rev 2

#### WEEK BEFORE

- Ensure volunteers will have sufficient on-site supervision to work safely, Two crew leaders for each crew.
- update Trailhead Communications Plan (TCP) add current date, project description
- Pickup tools and PPE for crew from cache

#### DAY BEFORE

- Check weather forecast, Have backup plans in case of forecast of winds or heavy rains.
- e-mail **TCP** to Dispatch, Agency Contacts and Incident Commander (IC) (cc Regional Rep and Mt Hood Chair)  
Incident Commander changes every two weeks, check with Dawn Stender for current IC
- Get final crew list from Volunteer Coordinator, in case of last minute changes/additions.

#### DAY OF PROJECT

- Review and sign Burned Area Job Hazard Analysis (JHA) with crew
- Review Trail Communications Plan (TCP) and Emergency Action Plan (EAP)
- Review Tailgate Safety Session checklist (TSS)
- Ensure all fill out Sign-up sheet, including emergency contact
  
- Check In with Columbia Dispatch.
- Check In with IC (can be a simple text stating the work party is entering/leaving the burned area)
  
- When entering closed Herman Creek Trailhead, Close barriers behind you
- Display parking permits in vehicles when parking at closed trailheads
- Minimize the number of cars at publicly visible but closed trailhead.

#### DURING

- Monitor weather throughout the day and adjust the work plan as needed.
- Discontinue assessment and repair work if encountering increasing winds or heavy rains.
- Consider midday check in with Columbia Dispatch.
  
- Be alert for hazardous trees along the trail.
- Flag any trees, logs, or other hazards you encounter and gps locations if possible
- Be alert for potential rolling material above the trail.
- Walk through high risk areas one at a time with others serving as lookouts.
  
- Work in pairs or more.
- First and Last person on trail must have Radios

#### AFTER

- Check Out with Columbia Dispatch.
- Check Out with IC
- Please report any near misses or safety concerns
- When exiting closed Herman Creek Trailhead, Close barriers behind you
  
- Submit online Project Report Summary (include GTRT in project name)
- return tools and send Thank You note to crew and cc Agency Contacts.
- Please send photos to Rachel Pawlitz: rpawlitz@fs.fed.us,  
and to Emily Bauska: ebauska@pcta.org and Vanessa Mohler vmohler@comcast.net