

# Crew Leader Checklist for Burn Area Crews

## Mount Hood Chapter PCTA

revised 11/30/2018

### 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 and project description.
- Pick up tools and PPE for crew from cache.

### DAY BEFORE

- Check weather forecast and have backup plans in case of forecast of winds or heavy rains.
- Email **TCP** to Columbia Dispatch (waccc@firenet.gov)  
& Agency Contacts (Edan Lira, elira@fs.fed.us and Dawn Stender, dstender@fs.fed.us)  
If working on closed trail send also to Security Manager (Sharon Steriti, sharonsteriti@fs.fed.us)  
(cc Regional Rep (dhendricks@pcta.org) & Mt Hood Chair (lhovin@pcta.org))
- 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 (cell phone or radio).
- If working on a closed trail, check in (text or call) with Security Manager (Sharon Steriti, 360-624-6495).
  
- Display parking permits in vehicles when parking at closed trailheads.
- Minimize the number of cars at publicly visible but closed trailheads.

### 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.
- If checked in to work on closed trail, check out with Security Manager.
- Please report any near misses or safety concerns
  
- Submit online PCTA Project Report Summary
  
- Return tools and send Thank You note to crew and cc Agency Contacts.