

# Crew Leader Checklist for Burn Area Crews

## Mount Hood Chapter PCTA

revised 10/10/2019

### 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 (Nathaniel Brodie, nathaniel.brodie@usda.gov and Edan Lira, elira@fs.fed.us)  
If working on closed trail send also to jesus.armenta@usda.gov and carissa.silvis@usda.gov  
(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 Trail Maintenance Job Hazard Analysis (JHA) with crew.  
for "pg 4-Specific Concerns", check the Burned Area Job Hazard Analysis (JHA).
- 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) or Alternate Dispatch (see below)  
an Alternate Dispatch is allowed for trails other than Eagle Creek (which has insufficient cell coverage).
- 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.
- 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.