

Check In / Check Out Procedure

Check In:

Each volunteer must check-in with someone (“Contact”) prior to leaving for the field. That person may be a friend, relative, neighbor, or another club member. The volunteer will inform the Contact of:

- Where the volunteer is starting and going, including specific parking lots and if they plan to visit multiple locations.
- What vehicle they will be driving – make, model, color, license plate number.
- Cell phone number and cell phone provider.
- What section of trail they will work on, e.g. direction from the parking, the intended turnaround point or loop.
- If they plan to leave the designated trail, e.g. to check a side trail, campsites, etc.
- Intended time of return.
- Contact information for any additional people in the group.
- The emergency contact information for the NPS/USFS office in that area.

Prior to leaving, the volunteer must assess that they have:

- Adequate water
- Food
- Appropriate clothing for the potential weather conditions (warmth, rain gear, etc.)
- First aid kit
- Training to perform the intended tasks
- Personal protective equipment based on the task and JHA

The maintainer may also consider leaving a card on their dash board indicating that they are maintaining the AT, their expected time out, and an emergency contact number.

Check Out on Return:

Contact must know that their responsibility is to verify that the volunteer maintainer has actually returned. If the volunteer does not return when expected the Contact should first try to contact the volunteer or other persons in the group. If the volunteer or their party cannot be reached the Contact should contact the NPS/USFS emergency contact or simply dial 911.