Pacific Crest Trail Association, Mid-Oregon 2013

**Project Paperwork Summary**

Find these forms at [www.pcta.org](http://www.pcta.org) under Volunteer Resources

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|  | **Form Name** | **Purpose** | **Procedure** | **Send to** |
| **BEFORE EVENT** | Volunteer Applications/ Profiles/ Medical and Emergency Info | Provides crew leaders with volunteer medical/emergency information. Provides PCTA with volunteer contact information for various uses. | Make sure all medical info and emergency contact are up-to-date at start of project. Forms/sheet should be stored in the first aid kit with the First Aid Lead during project. | Email or mail to PCTA HQ |
| Trailhead Communications Plan (TCP | Provides important logistics information in the event of an emergency. Required by JHA. | Prepare and send **before** project. Also, make two copies: one for the Communications Lead and one for Situation Manager. Update and re-use for future projects at same location. | Email to:1. PCTA Volunt. Coordinator
2. Agency Contact
3. Eugene or Central Oregon Dispatch
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| **AT THE TRAILHEAD** | Volunteer Sign-In Sheet | Ensures volunteers receive information on liability coverage and release PCTA of liability. Required by PCTA and USFS. | Each volunteer signs at the trailhead. Crew Leader carries the form during project. | Mail, or scan and email signed sheet to PCTA HQ |
| Emergency Action Plan (EAP) | Delegates leadership roles in the event of an emergency. Required by JHA. | Complete during the Tailgate Safety Session. Assign First Aid Lead first. Crew Leader carries the form during project. | Recycle/Reuse |
| Tailgate Safety Session and Tool Checklist (TSS) | Provides a checklist of important topics to cover during safety session. Provides a checklist for tracking tools. | Use during the Tailgate Safety Session. Crew Leader or volunteer carries the form during project to track tools. | Recycle |
| Job Hazard Analysis (JHA) | Ensures volunteers receive information on task to be performed, possible hazards related to tasks, and abatement actions. Required by USFS. Will include one or more of the following: - Trail Maintenance - General Chain Saw Use - General Crosscut Saw Use - Livestock Use (Packing) | Use during the Tailgate Safety Session. Crew Leader or volunteer carries the form during project to track tools. | Mail, or scan and email the signature page to PCTA HQ.Recycle/reuse the rest. |
| **AFTER****EVENT** | Project Report Form | Provides PCTA with volunteer hours and project accomplishments. | Collect round-trip travel time from volunteers at the project. Complete the form immediately after the project.  | Email or mail to: 1. PCTA Volunt. Coordinator
2. PCTA HQ
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| **Quick Reference Contact List** |
| PCTA HQ, Jennifer Tripp *1331 Garden Hwy, Sacramento, CA 95833* | jtripp@pcta.org  | 916 285 1853 |
| PCTA Mid Oregon Volunteer Coordinator, Bill Carpenter | bcarpenter@pcta.org  | 541 521 1638 |
| Eugene Dispatch | eicc.or@gmail.com | 541 225 6400 |
| Central Oregon Dispatch | centraloregondispatch@gmail.com  | 541 416 6800 |
| DNF Volunteer Coordinator, Joe Welke (Main Contact) | jpwelke@fs.fed.us | 541 383 4040 |
| DNF Recreation Forester, Marv Lang | melang@fs.fed.us | 541 383 4793 |
| WNF Trails Coordinator Santiam R. Zone, Brandon Haraughty | bharaughty@fs.fed.us | 503 854 4222 |
| WNF Wilderness and Trails Mgr Santiam R. Zone, Brad Peterson | bcpeterson@fs.fed.us | 503 854 3894 |
| WNF Wilderness and Trails Mgr McKenzie, Tyson Cross | etcross@fs.fed.us | 541 822 7231 |
| WNF Trails Coordinator Middle Fork, Kevin Rowell | karowell@fs.fed.us | 541 782 5305 |