

Pacific Crest Trail Association, Mid-Oregon 2012

**Project Paperwork Summary**

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

	Form Name	Purpose	Procedure	Send to
<b>BEFORE EVENT</b>	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 <b>before</b> 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 Trail Coordinator 2. Agency Contact 3. Eugene or Central Oregon Dispatch
<b>AT THE TRAILHEAD</b>	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.
<b>AFTER EVENT</b>	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 Trail Coordinator 2. Agency Contact 3. PCTA HQ

**Quick Reference Contact List**

PCTA HQ, Merrit Hoeh	1331 Garden Hwy, Sacramento, CA 95833	<a href="mailto:mhoeh@pcta.org">mhoeh@pcta.org</a>	916 285 1838
PCTA Mid Oregon Trail Coordinator, Paul Martin Smith		<a href="mailto:pmsmith@pcta.org">pmsmith@pcta.org</a>	541 207 3255
Eugene Dispatch		<a href="mailto:eicc.or@gmail.com">eicc.or@gmail.com</a>	541 225 6400
Central Oregon Dispatch		<a href="mailto:centraloregondispatch@gmail.com">centraloregondispatch@gmail.com</a>	541 416 6800
DNF Wilderness and Trails Mgr, Chris Sabo		<a href="mailto:csabo@fs.fed.us">csabo@fs.fed.us</a>	541 383 4795
DNF Recreation Forester, Marv Lang		<a href="mailto:melang@fs.fed.us">melang@fs.fed.us</a>	541 383 4793
WNF Trails Coordinator Santiam R. Zone, Brandon Haraughty		<a href="mailto:bharaughty@fs.fed.us">bharaughty@fs.fed.us</a>	503 854 4222
WNF Wilderness and Trails Mgr Santiam R. Zone, Brad Peterson		<a href="mailto:bcpeterson@fs.fed.us">bcpeterson@fs.fed.us</a>	503 854 3894
WNF Wilderness and Trails Mgr McKenzie, Tyson Cross		<a href="mailto:etcross@fs.fed.us">etcross@fs.fed.us</a>	541 822 7231
WNF Trails Coordinator Middle Fork, Kevin Rowell		<a href="mailto:karowell@fs.fed.us">karowell@fs.fed.us</a>	541 782 5305