

## Pacific Crest Trail Association Check-In and Check-Out

1. Always fill out a **Trailhead Communication Plan (TCP)**, even when scouting by yourself.
2. Give your TCP to your PCTA Regional Representative, agency contact, and a **“tracker”**: a designated party able to contact emergency services (this may be agency dispatch, a staff person, or a designated personal contact).
3. Agree with your tracker on how to notify them that you are safely out of the field. Also agree on daily check-in procedures and the appropriate follow-up if you're overdue, missing, or involved in an emergency. (If using agency dispatch, be aware that they may require additional checks such as midday and/or, if overnighing, an end-of-day check from your campsite). Should emergency response be initiated, your tracker should also alert the PCTA contacts on the TCP.
4. **Carry a device (or, with a group, two devices)** that get reception at or near your site. For scouting missions, this requirement may be waived, although it is still best practice. Before arriving at the trailhead, ensure devices are fully charged and functioning.

Acceptable devices include:

- Cell phone
  - Agency radio
  - PCTA radio programmed to local frequencies/dispatch
  - Satellite phone
  - InReach or other two-way messaging device
5. It's best to keep your device on at all times in case you need to be contacted, for example in the case of a fire. However, if you need to keep your communication device OFF between checks, **establish a “receive” window** of at least 30 minutes when your device is ON so that people can get a hold of you. Record the time for this “receive” window on your TCP.
  6. Discourage volunteers from leaving the work party alone. If they are sick, injured, or very tired, send someone (and a communication device, and a copy of the TCP) with them. At a minimum, if someone walks out alone, arrange a way for them to notify you that they are safely out of the field.
  7. **Notify your tracker when you go into the field, and again when safely out.** If you forget to check out, they may initiate an emergency response!