

Lee and North River Ranger Districts Volunteer Pre-Trip Safety Checklist

**After each work trip, please email this checklist and your completed Tailgate Safety Session form to: Lee District Office (Stephanie.L.Chapman@usda.gov)
Or North River Ranger District (Steven.R.Beri@usda.gov)**

Complete	Pre – Trip checklist, to be completed by group leader.
	I/We have a signed agreement with the Forest Service that identifies this particular project as within our scope of work. (Form 301a)
	I/We have read, discussed and signed the combined OF301b and Tailgate Safety Session form. (This includes all participants that are active members of the sponsoring organization, and any persons, including parents and siblings, not actively enrolled in the sponsored organization. Signature of the combined OF301b and Tailgate Safety Session form will document that all participants have been recruited, trained and are serving in accordance with the provisions of this agreement as stated in both 301a form. This includes providing parental permission for volunteers under 18 and emergency contact information that is maintained by group leader.)
	I/We have appropriate Personal Protection Equipment for each member of the group. Use clothing and equipment appropriate for the job. At a minimum, field work requires long sleeved shirts, long cuffless pants, sturdy leather boots (minimum 8" top if using chainsaw), gloves, eye protection, ANSI approved hard hats.
	I/We understand the procedure to follow if one of my crew has an injury or accident related to the work project identified in our Volunteer Agreement. The procedures are as follows: <ol style="list-style-type: none"> 1. If someone is injured their health and welfare is the most important priority. They should seek medical assistance immediately. 2. After addressing the immediate medical needs of the injured person, have them report the incident to their immediate FS liaison/supervisor and file a Form CA-1, Federal Employee’s Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation. Injuries MUST be reported within 48 hours of the incident. 3. Even if the injury does not require immediate medical attention the volunteer should still report the injury and file a CA-1 with their FS liaison/supervisor within 48 hrs. in case problems due to the injury arise later on. 4. CA-1 forms can be obtained at the Lee Ranger District Office or on-line at http://www.dol.gov/owcp/dfec/regs/compliance/forms.htm

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Lee District - Emergency Response Numbers

Emergency	911
Non Emergency Numbers	
Shenandoah Co. Sheriff's Office	(540) 459-6100
Page Co. Sheriff's Office	(540) 743-6571
Warren Co. Sheriff's Office	(540) 636-3830
Rockingham Co. Sheriff's Office	(540) 564-3800
Frederick Co. Sheriff's Office	(540) 662-4131
Hardy Co. Sheriff's Office (WV)	(304) 530-0222
Hampshire Co. Sheriff's Office (WV)	(304) 822-3894

Hospitals	Address	Phone Number	Helipad	Burn Center
Shenandoah Memorial Hospital	759 S. Main Street Woodstock, Va 22664	540-459-1100	Yes	No
Winchester Medical Center	1840 Amherst Winchester, Va 22601	540-536-8000	Yes	Yes
University of Virginia Medical Center	1215 Lee Street, Charlottesville, VA 22908 Level 1 Trauma Center	434-924-2231	Yes	Yes
Page Co. Memorial Hospital	200 Memorial Drive Luray, VA 22835	540-743-4561	Yes	No
Warren Co. Memorial Hospital	351 Valley Health Way, Front Royal, VA 22630	(540) 536-8000	Yes	No
Grant Memorial Hospital	117 Hospital Dr, Petersburg, WV 26847	(304) 257-1026	Yes	No
Hampshire Memorial Hospital	363 Sunrise Blvd, Romney, WV 26757	(304) 822-4561	Yes	No
Potomac Valley Hospital	100 Pin Oak Ln, Keyser, WV 26726	(304) 597-3500	Yes	No

North River District - Emergency Response Numbers

Emergency		911
Non-Emergency Numbers		
Steve Beri	NRRD Recreation Program Manager	(540) 432-0187
Garnett Strother	NRRD Lead Recreation Technician	(540) 432-0187
Mary Yonce	NRRD District Ranger	(540) 984-4101
Search & Rescue		
Rockingham-Augusta Search and Rescue (540) 828- 4527 Virginia State Police (Harrisonburg) (540) 434-8593 Augusta County Sheriff (540) 245-5333 Rockingham County Sheriff (540) 564-3800		
Hospitals		
Augusta Medical Center 96 Medical Center Dr, Fishersville, VA 22939		(540) 332-4000
Sentara RMH Medical Center 2010 Health Campus Dr, Harrisonburg, VA 22801		(540) 689-1000
Ground Ambulance:		
Churchville Volunteer Fire and Rescue 3829 Churchville Ave, Churchville, VA 24421	(540) 337-6043	
Bridgewater Volunteer Fire and Rescue	Fire: (540) 828-3121 Rescue: (540) 828-3395	
Harrisonburg Fire and Rescue	Fire: (540) 432-7703 Rescue: (540) 434-2323	
Clover Hill Fire & Rescue	Fire & Rescue: (540) 879-9930	
Staunton Fire and Rescue	Fire: (540) 332-3884 Rescue: (540) 885-3444	
Augusta County Fire and Rescue 18 Government Center Lane, Verona, VA 24482	(540) 245-5624	
Rockingham County Fire and Rescue 57 E Gay St, Harrisonburg, VA 22802	(540) 564-3175	
Highland County Rescue, Monterey	(540) 468-2295	

Planning for Medical Emergencies

Date: _____ Project Location: _____ Group
Name _____

Prior to each trail project or work trip, we need to ask and be able to answer the following questions:

1. Does everyone have their required PPE? _____
2. What are we going to do if someone gets hurt?

3. Are there people on the crew that can provide medical support? _____
Person: ____ ---- _____
4. Qualifications: _____
5. What type of equipment is available to transport injured personnel?

6. How will we get them off the trail?
Route by foot _____
Route by vehicle _____
7. Where is the nearest Hospital? _____
8. How long will it take to get them to a hospital? _____
9. Nearest dependable cell phone coverage? _____

Notes:

Emergency Medical Care Guidelines

Legality

Do only what you know how to do and keep records of what you do for the patient.

Blood-borne Pathogens

Use PPE (pocket mask, waterproof gloves, goggles) if contact with body fluids is possible.

Treatment Principles

- Prevent further injury by removing injured from danger.
- Rapid assessment: Airway, Breathing, Circulation and life-threatening injuries
- Thorough exam: Look for method of injury.
- Check for deformities, contusions, abrasions, punctures, burns, tenderness, lacerations, or swelling.
- Stabilize patient and make a transport decision.
- Document on-scene observations and treatment (send with patient).

Medical Response Procedures

- In case of medical emergency, seek medical care immediately.
- All injuries must be reported to direct supervisor.
- Identify nature of incident, number injured, patient assessment(s), and location (geographic and GPS coordinates).

Patient Assessment

Initial Patient Assessment

- General impression of patient
- Major bleeding control
- Airway
- Breathing
- Circulation
- Wrist or neck pulse

Patient Information

- Chief complaint
- Age & weight

Level of Consciousness

- Alert & oriented
- Verbal (responds to voice)
- Pain (responds to painful stimuli)
- Unresponsive

Breathing

- Normal
- Difficult/labored breathing
- Not breathing – start rescue breathing

Pulse

- Present
- Absent – Start CPR

Skin Color

- Normal
- Pale
- Bluish
- Flushed/red

Skin Moisture

- Normal
- Dry
- Moist/clammy
- Profuse sweating

Skin Temperature

- Normal/warm
- Hot
- Cool
- Cold

Pupils

- Equal and reactive to light
- Fixed
- Slow response
- Unequal
- Dilated
- Constricted

Make a transport decision

Thunderstorm Safety

Approaching thunderstorms may be noted by a sudden reverse in wind direction, a noticeable rise in wind speed, and a sharp drop in temperature. Rain, hail, and lightning occur only in the mature stage of a thunderstorm.

Situation Awareness

Observe the 30/30 rule: If you see lightning and hear the thunderclaps follow in less than 30 seconds, take the storm precautions identified below. Do not resume work in exposed areas until 30 minutes after storm activity has passed.

Hazard Control:

- Take shelter in a vehicle or building if possible.
- If outdoors, find a low spot away from tall trees, wire fences, utility lines and other elevated conductive objects. Make sure the place you pick is not subject to flooding.
- If in the woods, move to an area with shorter trees.
- If only isolated trees are nearby, keep your distance twice the tree height.
- If in open country, crouch low, with feet together, minimizing contact with the ground. You can use a pack to sit on, but never lay on the ground.
- If you feel your skin tingle or your hair stand on end, immediately crouch low to the ground. Make yourself the smallest possible target and minimize your contact with the ground.
- Don't group together.
- Don't stay on ridge tops, in wide open areas, or near ledges or rock outcroppings.
- Don't operate landline telephones, machinery, or electric motors.
- Don't handle flammable materials in open containers or metal hand tools.

Hazard Tree Safety

Hazard trees, both dead snags and live green trees, are one of the most common risks encountered on the trail. All trail workers should frequently survey their work area for potential hazard trees.

Situation Awareness

Environment:

- Current and forecasted winds
- Steep slopes
- Diseased or bug-kill areas

- Number and height of hazard trees
- Potential for trees to domino

Hazard tree indicators:

- High risk tree species (rot and shallow roots)
- Numerous downed trees
- Dead, broken, or limbs overhead
- Accumulation of downed limbs
- Absence of needles, bark or limbs
- Leaning or hung-up

Hazard Control

- Eliminate the hazards with qualified sawyers, or heavy equipment.
- Avoid hazards by designating “No Work Zones” (flag, sign, and map).
- Modify tactics or project location to avoid high risk areas.
- Post lookouts to help secure high risk areas. • Utilize road/traffic controls in high risk areas.
- Provide timely feedback to others regarding any hazard trees.

Forest Service Manual on Safety:

FSM 6700 - SAFETY AND HEALTH PROGRAM CHAPTER 6710 - SAFETY AND HEALTH PROGRAM ADMINISTRATION

6716 - PERSONAL PROTECTIVE EQUIPMENT 6716.03 - Policy Acquire, maintain, and use personal protective equipment for all recognized hazardous jobs when engineering and administrative means of eliminating the hazard are not feasible. Employees shall report to work in appropriate dress that enables them to perform their regular duties. In most cases for fieldwork, this means longsleeved work shirt, cuffless work trousers, and high-topped, leather, lace-up boots. The need for personal protective equipment is determined by job conditions. Any requirement of personal protection equipment identified in an approved job hazard analysis, form FS-6700-7, or otherwise identified and approved by a line officer, shall be provided. See FSH 6709.12, section 14. Personal protective equipment for jobs identified in chapter 3 of FSH 6709.11, Health and Safety Code Handbook, does not require purchase justification. Review and replacement of safety and health items shall be done regularly.

6716.11 - Hard Hats 6716.11a - Requirements Hard hats (helmets) must meet the following requirements to be acceptable for use by a Forest Service employee, unless an exception has been approved as set forth in FSM 6716.11b. Helmets meeting these requirements are available in the

General Services Administration (GSA) Wildfire Protection Equipment and Supplies Catalog. 1. The helmet must meet the requirement for Class A and B helmets as specified in the American National Standards Institute (ANSI) Standard Z89.1, 1986; 2. The helmet must be made from polycarbonate or polythalamate, with a melting point not less than 350 degrees Fahrenheit; and 3. The helmet must be yellow for Forest Service usage, for reasons of both easy visibility and standardization. (Exceptions can be requested.)

POSSIBLE TAILGATE SAFETY DISCUSSION TOPICS	
Personal Protection Equipment (PPE)	<p>Use clothing and equipment appropriate for the job. At a minimum, field work requires long sleeved shirts, long cuffless pants, sturdy leather boots (minimum 8" top if using chainsaw), gloves, eye protection, ANSI approved hard hats.</p> <p>Only those chain saw operators, certified by the US Forest Service may use a chain saw while volunteering. They must use the following PPE: gloves, chaps, hardhat, safety glasses, hearing protection, sturdy boots with slip resistant soles and any other PPE or safety equipment determined by their chain saw instructor/FS liaison.</p>
Dehydration and/or low blood sugar, excessive heat 95° to 100° temperatures.	<p>Consume (in addition to regular meals) fruit and liquids that replace the loss of carbohydrates and maintain blood sugar levels to normal limits.</p>
Falls, Sprains	<p>Be sure of footing. Wear cuffless pants. Wear lace-type, sturdy boots with non-skid (Vibram-type) soles. Know how to fall. Keep knees slightly bent. DO NOT STICK OUT YOUR ARMS TO BREAK YOUR FALL. Pick a landing spot and roll with the fall. When contouring a slope do not lean into the hill as this tends to loosen footing. For a more secure footing stand erect or slightly lean out.</p>
Blisters	<p>Wear 2-3 pairs of socks, without darns. For maximum comfort and protection the following is suggested: a light cotton or wicking sock next to skin, a heavier cotton sock to adsorb excessive perspiration and an outer wool sock for cushioning. Socks must fit snugly to eliminate wrinkles and to avoid overlap.</p>
Twigs in eyes	<p>Correct spacing between individuals, 10 feet minimum. Watch for limbs at eye level. Eye protection highly recommended.</p>

<p>Chopping tools, cutting tools, handsaws, hacksaws, knives, chisels/punches, digging bars, grubbing tools, wrenches, pliers, screwdrivers, vises, jacks, handtrucks, hoists, peaveys, shovels, wheelbars, wedges, chains, slings, hammers</p>	<p>Project supervisors shall ensure that volunteers are trained in the proper use and care of the hand tools required by the work project or activity. Training, appropriate use of tools and PPE; Operating limitation of tools, inspections, adjustments and maintenance, safety features, care and cleaning.</p> <p>Have the right tool for the right job. Keep jaw teeth, cutters, and blades sharp. Sharp tools improve accuracy, lower fatigue, and lessen the risk of accident and injury. Inspect tools. Keep all tools clean and in good working order. Keep handles tight. Before using tools near electricity, turn off electricity. Use non sparking tools in presence of flammable materials. Never throw tools. Discard or repair damaged tools promptly. Discard a tool instead of repairing it by welding or brazing. Provide suitable storage racks and bins for tools needing repair. Always use the proper PPE for the work on the project. Always carry tools on the downhill side in case of a fall. Provide a safe working distance between other workers, and a safe working area where you are not tripping over things.</p>
<p>Chain Saw Use</p>	<p>Chain saw use is limited to only those volunteers who have been certified by the US Forest Service to operate a chain saw. Once certified all safety equipment, refresher/recertification trainings and first aid requirements must be adhered to prior to operating a chain saw on national forest lands. Use proper carrying, starting, stopping and cutting methods at all times.</p> <p>Refer to and adhere to all job hazard analysis (JHAs) received during Chain Saw or refresher training. Certifications are valid only with current CPR/First Aid training.</p>
<p>Driving Safety</p>	<p>Changes in climatic conditions require adjusting to different weather situations. Do not drive in adverse weather conditions if the trip can be delayed. Avoid being rushed; you will need more time to prepare the vehicle and get to your destination. Remove all frost and snow prior to starting your trip. Make sure vents are clear of snow to provide adequate airflow for defrosting.</p> <p>Check with local unit or District as necessary prior to driving on mountain roads regarding logging traffic and other items such as construction, washouts, slowdowns and closures. Proceed slowly around corners and drive on the right side. Be able to stop within 1/2 of viewing distance.</p>

<p>Avoiding / Treating Tick Bites</p>	<p>A. Spray clothing with insect repellent as a barrier.</p> <p>B. Wear light colored clothing that fits tightly at the wrists, ankles, and waist.</p> <p>C. Each outer garment should overlap the one above it.</p> <p>D. Cover trouser legs with high socks or boots.</p> <p>E. Tuck in shirt tails.</p> <p>F. Search the body on a regular basis, especially hair and clothing; ticks generally do not attach for the first couple of hours.</p> <p>G. If a tick becomes attached, pull it by grasping it as close as possible to the point of attachment and pull straight out with gentle pressure. Wash skin with soap and water then cleanse with rubbing alcohol. Place the tick in an empty container for later identification, if the victim should have a reaction. Record dates of exposure and removal.</p> <p>H. Do not try to remove the tick by burning with a match or covering it with chemical agents.</p> <p>I. If you can not remove the tick, or the head detaches, seek proper medical help.</p> <p>J. Watch for warning signs of illness: a large red spot on the bite area; fever, chills, headache, joint and muscle ache, significant fatigue, and facial paralysis are reactions that may appear within two weeks of the attack. Symptoms specific to Lyme disease include: confusion, short-term memory loss, and disorientation.</p>
<p>Avoiding / Treating Bee Stings</p>	<p>A. Be alert to hives in brush or in hollow logs. Watch for insects travelling in and out of one location.</p> <p>B. If you or anyone you are working with is known to have allergic reactions to bee stings, tell the rest of the crew and your supervisor. Make sure you carry emergency medication with you at all times.</p> <p>C. Wear long sleeve shirts and trousers; tuck in shirt.. Bright colors and metal objects may attract bees.</p> <p>D. If you are stung, cold compresses may bring relief.</p> <p>E. If a stinger is left behind, scrape it off the skin. Do not use a tweezers as this squeezes the venom sack, worsening the injury. F. If the victim develops hives, asthmatic breathing, tissue swelling, or a drop in blood pressure, seek medical help immediately. Give victim antihistamine, (Benadryl tabs).</p>

<p>Avoiding / Treating Mosquito Bites</p>	<p>A. Wear long sleeves and trousers. B. Avoid heavy scents. C. Use insect repellants. If using DEET, do not apply directly to skin, apply to clothing only. D. Carry after-bite medication to reduce skin irritation.</p>
<p>Poisonous Plants</p>	<p>Identify and remove plants when possible. Clean with fresh water and soap. Brief volunteers about poisonous plants that are present in the work area. Even those who have no history of reactions may become sensitized after contact and have a serious reaction. Wear proper field attire. Provide and apply a skin protectant or barrier cream. Fasten pant legs securely over boot tops. Wear gloves and keep them away from the face and other exposed parts of the body. Do not touch skin with hands, clothes, or equipment that may have contacted poisonous plants or noxious weeds. Wash with soapy water for one to three minutes. Avoid the smoke of burning poison plants. Upon returning from field use rubbing alcohol to cleanse skin that contacted poisonous plants.</p>
<p>Venomous Snakes</p>	<p>Learn how to identify venomous snakes. Wear snake leggings or 8" high boots. Be careful where you place your hands and feet on paths at all times. First Aid for snake bites 1. Avoid panic 2. Immobilize the bitten extremity and obtain medical assistance 3. If you are alone when bitten, walk slowly, resting periodically. Use a makeshift crutch if the lower extremity is involved and keep activity to a minimum.</p>
<p>Trash Collection</p>	<p>Be alert to sharp objects that could cut or stick you. Use leather gloves to protect your hands from sharp objects when picking up or bagging trash. Rubber gloves can protect your hands from contamination, but not from sharp objects. Do not grab into piles of trash without looking for sharp objects such as glass or needles. Report all cuts to supervisor no matter the size.</p> <p>CHEMICAL BURNS, EXPLOSIONS (METH CONTAINERS): Hazardous chemicals can come in all shapes and size containers. If you can't identify the contents of an object, leave it alone. Tell your supervisor the location of the object. Any hazardous wastes should not be moved except by trained personnel. Dispose of all wastes properly.</p>

<p>Trash Collection (continued)</p>	<p>Use caution when lifting or carrying trash bags. Lift with your legs, not your back. Do not exceed your personal ability. Watch your footing in slippery or steep areas.</p> <p>Garbage attracts animals and insects. Watch for snakes or insects as you gather trash. Be prepared for bee stings. In heavy infested areas spray and allow hornets and bees to die before picking up trash. Clean area thoroughly to avoid attracting new insects and animals.</p>
<p>Avoid making mistakes that may lead to accident/ injury</p>	<p>A. Listen For The Alarm (L.F.T.A.) We often receive a subtle, internal warning about an unsafe act before an incident occurs. Tune in to this warning, often manifested as an uneasy feeling or idea that something is wrong. This feeling is diminished when we repeat an unsafe act many times without consequences. It also is diminished when we are in such a hurry or are so preoccupied that the matter distracts us from feeling different when faced with an unsafe situation. Listen For The Alarm and heed the warning the first time! Slow down and remain focused on the task at hand.</p> <p>B. Step Back, Think, Organize, Proceed (S.T.O.P.) Step back and consider all aspects of the job. Think about what you are about to do. Organize the job and co-workers to insure quality and quantity of task accomplishment. Proceed in a determined effort to accomplish given tasks in a safe manner</p>
<p>Avoid Random Acts of Violence</p>	<p>A. Before coming out of the woods and to your vehicle, look the area over for any disturbance or unknown individuals.</p> <p>B. Always let someone know your destination/itinerary; call in if you will be late.</p> <p>C. Make sure cell phones have sufficient battery power and/or carry back-up charger.</p>
<p>Human confrontation</p>	<p>A. If a person approaches you and looks angry or threatening use your cell phone, even if you are in an area where you cannot transmit, to give the impression that you are in contact with someone.</p> <p>B. Try to be intentional in your actions. You may feel intimidated, but act in control.</p> <p>C. Keep cool. If the person you are speaking to is angry, listen - don't react.</p> <p>D. Refer those who disagree with FS policy to your supervisor or the district ranger.</p> <p>E. Never get into a private vehicle. If you are stranded, call for help. Stay in your vehicle until help arrives.</p> <p>F. If you meet individuals on isolated roads, stay in your vehicle; let them approach you.</p>

Other Site Specific Conditions/Concerns	
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Appendix 1: Medical Incident Report

Use items one through nine to communicate situation to communications/dispatch.

1. CONTACT COMMUNICATIONS/DISPATCH

Ex: "Communications, Div. Alpha. Stand-by for Priority Medical Incident Report." (If life threatening request designated frequency be cleared for emergency traffic.)

2. INCIDENT STATUS: Provide incident summary and command structure

Nature of Injury/Illness		Describe the injury (Ex: Broken leg with bleeding)
Incident Name:		Geographic Name + "Medical" (Ex: Trout Meadow Medical)
Incident Commander:		Name of IC
Patient Care:		Name of Care Provider (Ex: EMT Smith)

3. INITIAL PATIENT ASSESSMENT: Complete this section for each patient. This is only a brief, initial assessment. Provide additional patient info after completing this 9 Line Report.

Number of Patients:	Male/Female	Age:	Weight:
Conscious?	<input type="radio"/> YES	<input type="radio"/> NO = MEDEVAC!	
Breathing?	<input type="radio"/> YES	<input type="radio"/> NO = MEDEVAC!	
Mechanism of Injury: What caused the injury?			
Lat./Long. (Datum WGS84) Ex: N 40° 42.45'x W 123° 03.24'			

4. SEVERITY OF EMERGENCY, TRANSPORT PRIORITY

SEVERITY	TRANSPORT PRIORITY
<input type="checkbox"/> URGENT-RED Life threatening injury or illness. Ex: Unconscious, difficulty breathing, bleeding severely, 2°-3° burns more than 4 palm sizes, heat stroke, disoriented.	Ambulance or MEDEVAC helicopter. Evacuation need is IMMEDIATE.
<input type="checkbox"/> PRIORITY-YELLOW Serious injury or illness. Ex: Significant trauma, not able to walk, 2°-3° burns not more than 1-2 palm sizes	Ambulance or consider air transport if at remote location. Evacuation may be DELAYED.
<input type="checkbox"/> ROUTINE-GREEN	Non-Emergency. Evacuation considered

Not a life threatening injury or illness. Ex:
Sprains, strains, minor heat-related illness

Routine of Convenience.

5. TRANSPORT PLAN:

Air Transport: (Agency Aircraft Preferred)

Helispot Short-haul/Hoist Life Flight Other **Ground Transport:**

Self-Extract Carry-Out Ambulance Other

6. ADDITIONAL RESOURCE/EQUIPMENT NEEDS:

Paramedic/EMT(s) Crew(s) SKED/Backboard/C-Collar

Burn Sheet(s) Oxygen Trauma Bag

Medication(s) IV/Fluid(s) Cardiac Monitor/AED **Other (e.g., splints, rope rescue, wheeled litter)**

7. COMMUNICATIONS:

Function	Channel Name/Number	Receive (Rx)	Tone/ NAC*	Transmit (Tx)	Tone/NAC*
<i>Ex: Command</i>	<i>Forest Rpt, Ch. 2</i>	<i>168.3250</i>	<i>110.9</i>	<i>171.4325</i>	<i>110.9</i>
COMMAND					
AIR-TO-GRND					
TACTICAL					

*(NAC for digital radio system)

7. EVACUATION LOCATION:

Lat./Long. (Datum WGS84) Ex: N 40° 42.45'x W 123° 03.24'	
Patient's ETA to Evacuation Location:	
Helispot/Extraction Size and Hazards:	

8. **CONTINGENCY:** Consideration: If primary options fail, what actions can be implemented in conjunction with primary evacuation method? Be thinking ahead...

REMEMBER:

- **Confirm ETA's of resources ordered.**
- **Act according to your level of training.**
- **Be Alert. Keep Calm. Think Clearly. Act Decisively.**



Lee Ranger District National Sawyer Certification Card Process

The USDA Forest Service, Lee Ranger District offers a National Sawyer Certification Card course for Forest Service volunteers each year, typically in March. The course offered is the Missoula Technology and Development Center's (MTDC) *Chainsaw and Crosscut Saw Training Course* (6700 Safety & Health, December 2006 0667-2804). (**

Note: We do not cover cross cut saws in this course**)

How to get certified:

1. Complete a FS Individual Volunteer Agreement or be a member of an organization with a current FS Sponsored Group Volunteer Agreement.
2. Complete the two-day chainsaw class.
 - a. Day one consists of a classroom session covering chainsaw safety and cutting techniques.
 - b. Day two consists of a field day where you demonstrate your skills and abilities using a chainsaw.
3. On your own, complete first aid and CPR. **Your National Sawyer Certification card is only valid if you have a current first aid and CPR certification.**
4. The National Sawyer Certification Card is issued with a three-year expiration date, which can be subject to review any time prior to expiration.

How to maintain your National Sawyer Certification Card after your INITIAL certification:

1. Maintain a valid first aid and CPR certification.
2. Note: CPR and first aid certification are valid for only two years. To keep your National Sawyer Certification card valid for the full three years, you must renew your CPR and first aid certification after year two. You are prohibited from using a chainsaw on national forest lands with an invalid National Sawyer Certification card.
3. On YEAR THREE you must complete a FIELD RECERTIFICATION to demonstrate your chainsaw proficiency. (You do not need the classroom session to be recertified.) Contact Wade Bushong at wade.bushong@usda.gov or 540-984-4101 to set up your field recertification. Field recertifications typically occur in March, but Wade may schedule other dates also.

Frequently Asked Questions:

When does my card expire?

Your National Sawyer Certification card has a three year life only **IF** you maintain a current CPR/first aid certification. On the 3rd year, you must complete a field recertification. If your CPR/first aid expires, your certification is not valid UNTIL you renew your CPR and first aid certification. You are prohibited from using a chainsaw with an invalid National Sawyer Certification card.

I have taken a chainsaw class somewhere else, but never got my card. Can you recertify me?

No. Without a National Sawyer Certification card (even expired) from either the Forest Service or another agency offering one of three currently approved chainsaw certification courses, you must take the Lee Ranger District's two-day

National Sawyer Certification Course. Without a National Sawyer Certification card, we have no way of verifying the when, where, or content of your initial class. The three currently approved courses are: NWCG, Wildland Fire Chain Saws S-212; MTDC, Chain Saw and Crosscut Saw Training Course; or Soren Eriksson's Game of Logging curriculum.

I took your National Sawyer Certification class, but never finished my certification. Can I still do my field session?

Maybe. Depending on when you took the class. If you completed the classroom session in the past year, contact the Lee Ranger District to set up a field certification date. If you took the class over a year ago, you should probably take the class again to review the skills before taking your field session.

Will you accept a chainsaw card from the National Park Service?

Yes, as long as the class you took was one of three currently approved chainsaw certification courses, you have a copy of your National Sawyer Certification card, and your CPR/first aid certifications are current. The three currently approved courses are: NWCG, Wildland Fire Chain Saws S-212; MTDC, Chain Saw and Crosscut Saw Training Course; or Soren Eriksson's Game of Logging curriculum. (** Note we do not certify for use of a cross cut saw in this course**)

My National Sawyer Certification card expired about 6 months ago. Do I have to take the class again?

If you took the class with the Lee Ranger District, you will need to complete the three year recertification and provide your current first aid and CPR certifications.

My National Sawyer Certification card expired over a year ago. Do I have to take the class again?

If you took the class with the Lee Ranger District, you need to complete the three year recertification. If you took the course somewhere else, check with the Lee Ranger District Office for more information. Most likely, you will need to take the course again. This class is typically offered each March.

I have my old National Sawyer Certification card from the Park Service, but it expired about 6 months ago. Can you recertify me?

Maybe. You should contact the Lee Ranger District for more information. Most likely, you will need to complete the three year recertification and provide your current first aid and CPR certifications.

I have my old National Sawyer Certification card from the Park Service, but it expired over a year ago. Can you recertify me?

You should contact the Lee Ranger District for more information. Most likely, you will need to take the National Sawyer Certification class with the Forest Service. This class is typically offered each March.

I took my training on the Lee District and want to use my National Sawyer Certification card on another ranger district, is that ok?

Yes, the National Sawyer Certification card you received is valid throughout the Forest Service as long as your CPR/first aid certifications are current. Your volunteer agreement is only valid on the Lee Ranger District, so you will need a new agreement wherever you plan to volunteer.

Personal Protective Equipment (PPE)

Maintain PPE in a clean and fully functional condition (see FSH 6709.11, 21.13).

Table 1-Non-fire PPE requirements for saw use

PPE	Chain Saw Operations	Crosscut Saw Operations
Hard Hat	Hard hat or cutting helmet meeting ANSI Z89.1	Same as chain saw
Safety Glasses	ANSI Z87.1 (clear safety glasses, at a minimum) or equivalent (mesh “bug-eye” type or mesh face shield type) (OSHA 1910.266(d) (1) (vii) (B) Note)	Same as chain saw
Hearing Protection	Hearing protection required for gasoline powered chain saw use	None required
Gloves	Gloves or chain saw mitts are required for all chain saw operations. Leather required for sharpening. Alternative style of gloves may be used for inclement weather conditions, based on JHA.	Same as chain saw
Shirt, Pants	Long sleeved shirt and long pants	Long sleeved shirt and long pants.
Leg Protection	Chaps or cut-resistant pants for chain saw use shall meet the requirements of Forest Service 6170-4 or ASTM F-1897 (current version). Chaps shall overlap boots at least 2”.	None required
Boots	Cut-resistant or leather, laced 8 inch (204mm) high boots that provide ankle support and nonskid soles (hard toes are optional). OPTIONAL-Use JHA to determine proper footwear for the environment and/or related tasks.	Cut- resistant or leather, laced boots that provide ankle support and nonskid soles (hard toes are optional). Use JHA to determine proper footwear for the environment and/or related tasks..
Specialized PPE	Wear additional PPE as identified by local conditions, safety data sheets (SDS), or JHA/RA	Same as chain saw

Forest Service Trail Volunteer Agreement Process

Thank you for your interest in volunteering to maintain trails with the USDA Forest Service! With your support, the George Washington and Jefferson National Forests' Lee Ranger District can complete important and essential trail projects. The Lee Ranger District has nearly 350 miles of multiple use trails, most of which are maintained with the time and talent of committed volunteers such as yourself.

This document hopefully will answer any questions you may have about what you need to do to sign up as a volunteer, lead a work trip, and what to do in case of an accident or injury.

***Special note: Your agreement is only valid on the LEE RANGER DISTRICT. If you are planning to work on another district, such as the North River Ranger District, you will need to sign another volunteer agreement with that district.

How to become an Individual or Sponsored Group Trail Volunteers

1. Contact the Lee Ranger District Volunteer Coordinator for information on trail maintenance needs and standards.
2. Complete and sign the Volunteer Service Agreement Form (OF 301a). These agreements are valid for up to five years, with an annual review. There are two types of agreements: Individual and Sponsored Group.
 - Attachments include: position description and *Lee Ranger District Safety Checklist for Group or Individual Volunteers*
 - Mileage and other reimbursements are not available unless predetermined on the volunteer agreement form.
3. Obtain personal protective equipment (PPE) as described in the *Lee Ranger District Safety Checklist for Group or Individual Volunteers*. Hardhats and gloves can be borrowed from the Lee District office.

How to oversee a trail work-day

1. Make sure all participants have volunteer agreements.

For SPONSORED GROUP VOLUNTEERS:

Guests are always welcome to help on the trails, **IF**, they complete the needed paperwork. A guest is any person who is NOT a dues paying member of your club/organization. Guests may volunteer for episodic or one day events when they sign the **Volunteer Sign-up Form for Groups (301b form) AND the Tailgate Safety Session Form**. If this form is not available, or if the guest will be volunteering for more than one event, please ask them to formally join your organization or sign the individual volunteer agreement form 301a, prior to the event. If this trip occurs on a Saturday, return this form to stephanie.l.chapman@usda.gov as soon as possible – Monday morning would be great!

For Individual Volunteers:

If you would like to bring a friend or family member along on your work trip, they must complete an Individual Volunteer Agreement Form 301a prior to the work trip. If this trip occurs on a weekend, return this form to stephanie.l.chapman@usda.gov as soon as possible – Monday morning would be great!

2. Prior to each trail project, develop a Tailgate Safety Session. Every person should participate in your tailgate discussion, then sign the Tailgate Safety form you provide. These Tailgate Sessions are designed to determine

Personal Protection Equipment required for the work and any safety or medical concerns that should be considered. If you are working alone, complete the tailgate safety form, then initial and date every time you work on the trail. You can use the same form for multiple work sessions. These tailgate safety forms should be returned to stephanie.l.chapman@usda.gov.

3. Prepare a Medical Plan. Depending on the complexity of your trip, the number of participants, and the location, you need to complete some version of a medical plan. You will find information for this in *Lee Ranger District Safety Checklist for Group or Individual Volunteers*. **At a minimum you should always know the nearest emergency medical facility, emergency phone numbers for participants, and have a plan for evacuating a sick or injured person.**
4. Record your volunteer hours. This can also include travel time to your worksite. Send your hours to stephanie.l.chapman@usda.gov by October 1 each year. PATC volunteers should input their hours into their organization database. When you reach a total of 250 hours you are eligible for the Volunteer America the Beautiful Pass, an annual permit worth \$80. The hours can be accumulated over several years, but once you receive a pass, your hours start over at 0.
5. Only volunteers who have been certified by the Forest Service may operate a chainsaw while volunteering. Currently, there are three approved courses you can take to receive a National Sawyer Certification card: NWCG, Wildland Fire Chain Saws S-212; MTDC, Chain Saw and Crosscut Saw Training Course; or Soren Eriksson's Game of Logging curriculum. The Lee Ranger District offers a chainsaw class each spring and all are welcome to participate. We do not offer classes in cross-cut saw certification.
6. If your work trip requires you to travel behind a locked gate for trail access, contact stephanie.l.chapman@usda.gov for an authorization letter. She will need the date of the project, Forest Service road and trail number, the type of trail project, and number of people participating in the trail project.

In the event of an accident or injury

The Forest Service is solely liable for the medical expenses of individual volunteers who suffer service-related injuries. The procedures are more complex when volunteers sign up under a group volunteer agreement. The FS covers the expenses if the group does NOT have medical insurance for the service-related injuries. The group covers the expenses if the group HAS insurance for service-related injuries. If the group's insurance does not fully cover the cost of medical treatments, the FS covers the remaining costs.

If a volunteer is injured, the volunteer's health and welfare are the priority. Seek medical assistance immediately. You must go to an emergency room at a hospital. The ASC Human Resources Worker's Compensation team is the point of contact for processing and managing all service-related injury and illness claims. No other personnel or sub units in the Forest Service maintain compensation files.

To receive authorization for medical treatment, call the ASC Contact Center at 877-372-7248 and follow the prompts to the Workers Compensation team. If a volunteer is injured on a weekend or after hours, a supervisor or agency representative can give verbal authorization for medical care.

The volunteer must report the injury to his or her supervisor and file form CA-1 Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation within 48 hours of their injury.

Even if medical treatment is not necessary or the injury does not appear to be service related, fill out form CA-1 to protect the volunteer and the agency if problems arise later.

Only volunteers who have a valid Volunteer Agreement or who have signed the 301b form as part of a sponsored group AND who were wearing their required PPE and working on tasks as described in their position description will be considered eligible to have their medical expenses covered.

VOLUNTEER SERVICE AGREEMENT—Natural & Cultural Resources Volunteer Sign-up Form for Groups

All volunteers that participate with an organized group on an episodic volunteer project with a federal land and water management agency must be signed up on this form (unless otherwise signed up under an individual Volunteer Service Agreement, OF-301a). Volunteers under age 18 may not use this form, and must complete an individual Volunteer Service Agreement (OF 301a). This form must accompany a group Volunteer Service Agreement (OF-301a), completed by the group leader. Group leaders are responsible for ensuring every individual signed up on this form understand the duties to be performed and the terms of the project.

PROJECT TITLE:					I understand the health and physical condition requirements for this position, and I know of no medical condition or physical limitation that may adversely affect my ability to provide this service.	I consent to being photographed, and to the release of my photographic image.		
GROUP NAME:		AGENCY:						
GROUP LEADER (Last, First):		AGREEMENT # (OF-301A box 21):						
VOLUNTEER NAME (Last, First)	VOLUNTEER E-MAIL ADDRESS	VOLUNTEER TELEPHONE NUMBER	MONTH & YEAR OF BIRTH	VOLUNTEER SIGNATURE	Yes	No	Yes	No
					Yes	No	Yes	No
					Yes	No	Yes	No
					Yes	No	Yes	No
					Yes	No	Yes	No
					Yes	No	Yes	No
					Yes	No	Yes	No
					Yes	No	Yes	No
					Yes	No	Yes	No
					Yes	No	Yes	No

VOLUNTEER NAME (Last, First)	VOLUNTEER E-MAIL ADDRESS	VOLUNTEER TELEPHONE NUMBER	MONTH & YEAR OF BIRTH	VOLUNTEER SIGNATURE	I understand the health and physical condition requirements for this position, and I know of no medical condition or physical limitation that may adversely affect my ability to provide this service.	I consent to being photographed, and to the release of my photographic image.
					Yes No	Yes No
					Yes No	Yes No
					Yes No	Yes No
					Yes No	Yes No
					Yes No	Yes No
					Yes No	Yes No
					Yes No	Yes No
					Yes No	Yes No
					Yes No	Yes No
					Yes No	Yes No
					Yes No	Yes No
					Yes No	Yes No
					Yes No	Yes No

Burden Statement: Completing this form is voluntary, but failure to provide the information will prevent program participation. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1093-0006. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The U.S. Department of the Interior (USDOI), U.S. Department of Agriculture (USDA), U.S. Department of Defense (USDOD), and U.S. Department of Commerce (USDOC) are equal opportunity providers and employers and prohibit discrimination in all programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means of communication of program information should contact the volunteer program to which they are applying. If you would like to file a Section 508-related complaint, please contact the DOI Section 508 Program via email [HYPERLINK "mailto:section508@ios.doi.gov" section508@ios.doi.gov](mailto:section508@ios.doi.gov) or phone (202) 208-1530.

Privacy Act Statement: Collection and use is covered by Privacy Act System of Records INTERIOR/DOI-05 Interior Volunteer Services File System (which may be viewed at <https://www.doi.gov/privacy/doi-notices>) and OPM/GOVT-1 General Personnel Records (which may be viewed at <https://www.opm.gov/information-management/privacy-policy/#url=SORNS>) and is consistent with the provisions of 5 USC 552a (Privacy Act of 1974), which authorizes acceptance of the information requested on this form. The information is used to identify persons interested in participating in a government volunteer program, managing the volunteer program, including tort claims and injury compensation. Records or information contained in this system may be disclosed outside the agencies participating in this program as a routine use pursuant to 5 U.S.C. 552a(b) (3). Completing this form is voluntary, but failure to provide the information will prevent program participation.

VOLUNTEER TAILGATE SAFETY FORM

Date	
Group Leader	
Volunteer Project	
Project Location	
Number of Participants	

Brief Narrative of Safety Topics Covered

****Required Personal Protective Equipment: Use clothing and equipment appropriate for the job. At a minimum, field work requires long sleeved shirts, long cuffless pants, sturdy footwear, gloves, eye protection, ANSI approved hard hats.**

Volunteers signing the attached 301B form have received this Tailgate Safety Briefing.

NOTE: (1) To be turned in to Lee Ranger District Volunteer Coordinator within 48 hours following each session. (2) Have all attendees sign OF 301B Group Agreement Form.