



Green Mountain Club Check-In/Check-Out Communication Policy

Working on the Long/Appalachian Trail can pose hazards that are different and potentially more serious than those encountered when simply hiking. This is particularly true when working alone--even in areas that are not considered remote.

Compliance with this Check-in/Check-out policy is required for Green Mountain Club volunteers. This policy serves to train volunteers on the requirements of the Check-in/Check-out procedure and to provide volunteers and their Point-of-Contact(POC) with a model communication plan. Trail volunteers are responsible for their own safety and conduct when they are in the field and are expected to follow Check-in/Check-out policy GMC volunteer protocols.

Check-in Steps

Point of Contact (POC)

Prior to leaving for the field, volunteer must identify Point-of-Contact:

- POC should be person known and trusted by you, the volunteer, such as a friend, relative, neighbor, or club member who will not be on the work trip.
- POC must be familiar with the details for the volunteer's work trip.
- POC must be familiar with the check-in/check-out communication plan prior to the volunteer's work trip.
- POC must be available by phone during the entirety of the volunteer's work trip.
- POC must be competent to follow the contingency steps involved in the communication plan.

Trip Information

Prior to leaving for the field, share with POC written information about work trip, including but not limited to:

- Vehicle Information: license plate number, make, model, and color.
- Parking Location, including nearest town.
- Trip activity (General Trail Maintenance., chainsaw work, shelter work, corridor monitoring, etc.).
- Phone Numbers for:
 - You, the volunteer
 - Trip Leader (if any)
 - Club coordinator or other designated contact.
- Specific location of work.
- Planned access and departure route to work location.
- Scheduled return or communication time.
 - When selecting a scheduled return or communication time, account for with cell reception limitations and the realistic life of your phone battery.

Communication Plan

Prior to leaving for the field, establish and share with POC a communication plan, which must include the following:

- Volunteer must contact the POC at or by the designated return time.
- If POC is not contacted by scheduled time, POC will:
 - Repeatedly attempt to contact the volunteer by phone or other means.
 - Contact pre-determined emergency response number for work location of volunteer (likely 911).
 - Notify Keegan Tierney, GMC Director of Field Programs, 802-777-9431.
- Keegan will notify Land Agency Partner contact as appropriate.

- Club will delineate any subsequent required steps.

Supervised Group

If volunteer is part of a supervised group, the below guidelines apply:

- Each volunteer shall follow their own Check-In/Check-Out procedure utilizing their own POC.
- Group leader shall know how many members began the work trip, how many returned and if all members of the group are accounted for.
- Group leader shall have participants contact information, including POC, from all volunteers participating in the work project.
- Groups may want to consider a buddy system where two members can confirm each other's presence during and upon completion of a work trip.

Check-Out Steps

Follow the established Communication Plan.

- Volunteer must contact the POC at or by the designated return time.
- If POC is not contacted by scheduled time, POC will:
 - Repeatedly attempt to contact the volunteer by phone or other means.
 - Contact pre-determined emergency response number for work location of volunteer(likely 911).
 - Notify Keegan Tierney, GMC Director of Field Programs, 802-777-9431.
- Keegan will notify Land Agency Partner contact as appropriate.
- Club will delineate any subsequent required steps.

Supervised Group

- Group leader ensures all trip members are accounted for
- If not all trip members are accounted for, Group leader will:
 - Repeatedly attempt to contact the trip member by phone or other means.
 - Attempt to contact the trip members POC.
 - Contact pre-determined emergency response number for work location of volunteer (likely 911)
 - Notify Keegan Tierney, GMC Director of Field Programs, 802-777-9431
- Keegan will notify Land Agency Partner contact as appropriate.
- Club will delineate any subsequent required steps.