

# Nez Perce-Clearwater National Forest

## Check-out / Check-in Plan

Reviewed By:  Date: MAY 2018

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Summary of Review and Changes

<b>Date</b>	<b>Review/Edits</b>
02152018	Shared for annual review with GVC Dispatch Center.
02152018	New dispatch core business hours added. Updated link to Administrative Tracking Request form.
03222018	Added Garmin In-Reach Two-way Communicator as optional communication device
03222018	Added Caution Notice concerning the communication limitations of SPOT Messenger device.

# Nez Perce – Clearwater National Forest (NCF)

## Check out/in Plan

The goal of the Nez Perce-Clearwater National Forest Employee Check-out/in procedure is to provide a safety net for field going personnel by identifying when an employee has not returned from the field as planned and initiating an effort to locate that employee. This plan centralizes the check-in process by delegating Grangeville Dispatch Center (GVC) as the main point of contact. This plan applies to all NCF employees and volunteers, as well as employees and volunteers from another agency, forest, or group who are performing field work for the Nez Perce-Clearwater NF. The responsibility for tracking employees is shared by employees, supervisors and dispatch. Supervisors must provide check out/in training to all employees during orientation and prior to the employee performing fieldwork.

### When Check-out/in is required

All employees performing fieldwork are required to establish check-out upon departure from their duty station and check-in upon return to their duty station.

Check-out/in during Grangeville Dispatch normal business hours is typically reported to and monitored by dispatch. Employees with unique situations that don't fit into the requirements for checking-out/in with dispatch will establish check-out/in with their supervisor. Check-out/in outside of Grangeville Dispatch's normal business hours will be reported to the supervisor or designated district personnel.

All employees camping overnight or on multi-day hitches on the Forest are required to establish check-out/in at least once per day and fill out the Administrative Tracking Request form and submit it to dispatch at least 24 hours in advance. It is recommended that a check-in occurs when employees leave camp in the morning and when they return to camp at the end of their work shift. Employees will advise of the time of their next planned check-in during each check in.

Employees working at Remote Duty Stations (camp hosts, etc.) are required to check-in at the beginning of the work day and check-out at the end of the work day. An Administrative Tracking Request form will be submitted to dispatch that lists days off.

### Dispatch Business Hours and Extensions

Core Field Season- Business Hours		
May 1 <sup>st</sup> – 25 <sup>th</sup>	0700 - 1800	Monday – thru - Friday
May 26 <sup>th</sup> – June 23 <sup>rd</sup>	0700 - 1800	7 days a week
June 24 <sup>th</sup> – Sept. 15 <sup>th</sup>	0700 - 2000	7 days a week
Sept. 16 <sup>th</sup> – Oct. 14 <sup>th</sup>	0700 - 1800	7 days a week
Winter Hours		
Oct 15 <sup>th</sup> –May 1st	0700 - 1630	Monday – thru - Friday
NOTE: <i>Dates and times may change depending upon fire season requirements</i>		

Dispatch may extend business hours during the shoulder seasons (spring and fall) to accommodate field going employees. Dispatch often extends business hours during fire season and will also extend when a search is in progress or when requested to do so. A job code and 24 hour notice are required for dispatch to extend business hours for planned events.

All employees working in the field during the shoulder season when dispatch is not available (winter hours) are required to check-out/in through their home unit and/or supervisor following a pre-identified communication process that will be in place until the employee returns from the field. Check-out/in options may include direct communication with a supervisor or co-worker by phone, radio, Garmin In-Reach, \*SPOT Messenger or other two way communication device, before going in to the field (check-out) and returning home (check-in). It is the responsibility of the field going employee and their supervisor to identify the communication tool and plan that is most appropriate for them to utilize when in the field and returning home. It is the responsibility of the supervisor to ensure that the field going employee is following the communication process and is monitoring the status of the employee until they return home safely.

**\*Caution:**

SPOT® Satellite Messenger Devices should only be used when radio or phone coverage is impossible due to network coverage, or as a back-up. SPOT® Messenger Devices only allow for one-way communication from the employee in the field. This communication is limited to only “location pings” and “SOS” Emergency messaging.

**Administrative Tracking Request Form**

The Administrative Tracking Request form (see attached) is located on the Grangeville Interagency Dispatch website under the [Administrative Tracking Form](#) link.

Each field going employee will have a form on file with dispatch when hired or at the start of each field season and add changes are necessary. The supervisor is responsible for ensuring dispatch has a current form on file before the employee goes into the field.

For each distinct project or when an employee goes outside of their usual zone or district, the project leader will complete the form with as much information as available prior to departure for the field and email it to Grangeville Dispatch at [idgvc@fs.fed.us](mailto:idgvc@fs.fed.us). The project leader will ensure everyone on the project is aware of the emergency procedures, roles and responsibilities.

A dispatcher will file this form in the Admin Tracking Binder and an electronic copy of the form will be saved until the hitch is over. The Admin Tracking Binder is located in the Grangeville Dispatch Center.

*\*\*Examples of project and season long Administrative Tracking Requests are included in this document for your reference.*

## Responsibilities

### Employee

- Actively engage in training in regards to NCF Check out/in Plan and adhere to plan
- Actively engage in training in regards to communications equipment used in the field
- Carry and monitor handheld radio at all time when performing field work

### Dispatch

- Receive and document employee check out/in messages in WILD CAD
- Maintain Resource Check-in Spreadsheet and file administrative tracking form
- Recognize missed Check out/in and initiate Missed Check in Procedures

### Supervisor

- Conduct NCF Check-out/in training with all employees and enforce adherence
- Issue or facilitate the issuance of communication devices to be used in the field to include hand-held radio (required), sat phone (optional), Garmin In-Reach (optional), SPOT Messenger (optional\*)
- Maintain knowledge of employees' projects and field locations
- Maintain current emergency contact information for employees
- Receive and document employee check out/in messages outside Dispatch business hours

## Summary – Check out/in Process

### Check-out/in Procedures for day trips

1. Contact Dispatch with the following information when Checking-out to field:
  - Name
  - Location of work for the day
  - Provide an Estimated Time of Return (ETR)
2. Update your location if your itinerary changes
3. Check-in with Dispatch at end of shift

### Check-out/in Procedures for overnight trips & multi day hitches

1. Fill out and submit the Administrative Tracking Request to Grangeville Dispatch via [idgvc@fs.fed.us](mailto:idgvc@fs.fed.us) email (or fax 208-983-4065)
2. Upon departure and for subsequent check-ins, contact Grangeville Dispatch and provide the following information:
  - Name
  - Current location and location of work for the day
  - Camp site for that night
  - Next check-in time
3. Update your itinerary if it changes
4. Check-in and advise Dispatch that you are closing out your trip

## Missed Check-in Procedures

### Dispatch

- Dispatch will attempt to contact employee for 30 minutes after the missed check-in time. All means of communications will be used (radio, phone, cell). Attempts will be documented.
- After 30 minutes Dispatch will contact employee's direct supervisor. If supervisor is unable to be contacted, the District Ranger will be notified.

### Supervisor

- When contacted by Dispatch, the supervisor and/or District Ranger will contact the individuals below, in order, until a contact is made to verify employee status, discuss desired course of action (initiating SAR, contacting, LEO, other contacts, etc.) and coordinate with Dispatch.
  - First Line Supervisor
  - Second Line Supervisor or listed alternate
  - Line Officer

\*\*\*This plan will be reviewed and updated annually for any corrections or additions to ensure effectiveness. It is located on the NCF fire SharePoint and NCF Safety SharePoint.

## Example: Project/Hitch - Administrative Tracking Request

<b>Requesting Unit \District:</b>		Salmon River Ranger District- Rec		
<b>Date(s) Requested:</b>	<b>From:</b>	04/19/2017	<b>To:</b>	04/26/2017
<b>Requesting Person:</b>		<b>Phone:</b>		
Noel Payne		208-839-2108 or 208-839-2315		
Job Code:(For Overtime Only)		Supervisor/Staff Signature:		
CMTI1717				
Primary Contact: (Supervisor or FS Designee)		Phone: (Office & After hours)		
Jeremy Harris		office 208-983-4047 Cell 208-315-XXXX		
Secondary Contact: (Line Officer)		Phone: (Office & After hours)		
Jeff Shinn		208-839-2103		
Chief of Party or Field Contact:		MCC Crew leaders		
<b>Date(s) Requested:</b>	<b>From:</b>	04/19/2017	<b>To:</b>	04/26/2017
<b>Location: (general)</b>	Johns Creek Trail # 407 and 478			
<b>Location: (T x R or Lat. X Long.)</b>	45*49'31.51"N 155*53'01.47"W			
<b>Project Description:</b>	Retreading, brushing ,logging out			
<b>Check in Methods</b>				
<b>Radio :FZ/Repeater</b>	<b>Cell Phone</b>		<b>Sat. Phone</b>	
Piolot Knob, High Camp	N/A		Yes	
<b>Check in Times: Be Specific give both am \ pm</b>			0900 and 1530	
<b>Vehicle(s) Make /Door-License #</b>		5763, MCC truck		
<b>Person(s) or Crew: (please list all members of group at min. those using radio)</b>				
(Noel Payne) , MCC Crew- Daylan Barbash ,Britne MacCleary Stuart Robertson, Henry Jorden, Kathryn Briggs				
<b>Special Instructions/Needs:</b> the crew will be checking in with Jeremy Harris on Saturday and Sunday by sat phone				

## Example: Season-Long Employee Admin Tracking Request

<b>Requesting Unit \District\Crew:</b>		Volunteer Station Hosts at Moose Creek RS/Moose Creek RD/Nez-Clear NF	
<b>Date(s) Requested:</b>	<b>From:</b>	5/1/2017	<b>To:</b> 11/30/2017
<b>Requesting Person:</b>		<b>Phone:</b>	
Anna Bengtson		208-926-8932	
Job Code:(For Overtime Only)		Supervisor/Staff Signature:	
<b>Primary Contact:</b> (Supervisor or FS Designee)		<b>Phone:</b> (Office & After hours)	
Brad Bence- Wilderness Manager		(208) 926-8928 office (208) 926-XXXX home (509) 220-XXXX cell	
<b>Secondary Contact:</b> (Line Officer)		<b>Phone:</b> (Office & After hours)	
Jenni Blake – District Ranger		(208) 926-8930 office (208) 926-XXXX home (208) 983-XXXX cell	
<b>Chief of Party or Field Contact:</b>		Moose Creek Ranger Station Volunteer Cabin Host (various individuals)	
<b>Location: (general)</b>	Backcountry Ranger Station Volunteer at MCRS		
<b>Location: (T x R or Lat x Long)</b>	46 07.7 x 114 55.3		
<b>Project Description:</b>	Volunteer Hosts		
<b>Check in Methods</b>			
<b>Radio :FZ/Repeater</b>	<b>Cell Phone</b>	<b>Sat. Phone</b>	
Shissler			
<b>Check in Times: Be Specific</b> am \ pm, days of week		0800 and 1530	
<b>Vehicle(s) Make /Door-License #</b>			
<b>Person(s) or Crew:</b> (please list all members of group at min. those using radio)			
See attached list with employee information			
<b>Special Instructions/Needs:</b> Volunteers will check in 2X/day at above-specified times. Check in's will be with Fenn RS on weekdays and via sat phone with Lolo Pass Visitor Center on weekends. When Grangeville begins staffing 7 days/week, volunteers will check in with them on weekends.			



# Administrative Tracking Request

**Please Submit Request at least 48 hours in advance to:**

Grangeville Interagency Dispatch Center

FAX: 208-983-4065 or email to [idgvc@fs.fed.us](mailto:idgvc@fs.fed.us)

<b>Requesting Unit \District\Crew:</b>				
<b>Date(s) Requested:</b>	<b>From:</b>		<b>To:</b>	
<b>Requesting Person:</b>		<b>Phone:</b>		
Job Code:(For Overtime Only)		Supervisor/Staff Signature:		
Primary Contact: (Supervisor or FS Designee)		Phone: (Office & After hours)		
Secondary Contact: (Line Officer)		Phone: (Office & After hours)		
Chief of Party or Field Contact:				
Location: (general)				
Location: (T x R or Lat. X Long.)				
Project Description:				
<b>Check in Methods</b>				
Radio: FZ/Repeater	Cell Phone		Sat. Phone	
Check in Times: Be Specific am \ pm, days of week				
Vehicle(s) Make /Door-License #				
Person(s) or Crew: (please list all members of group at min. those using radio)				
Special Instructions/Needs:				

