



Los Padres National Forest

Check-In and Check-Out Program Plan

May 2014

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Check-In and Check-Out Program Plan

Reviewed by Safety Officer

Sign and Dates: /s/ *Tony R. Martinez*, April 18, 2014

Approved by Forest Supervisor

Sign and Date: /s/ *Kenneth E. Heffner*, May 9, 2014

Reviewed by Union Representative

Sign and Date: /s/ *Joe L. Duran*, April 18, 2014

Program Purpose

The purpose of this program is to ensure the Los Padres National Forest is in compliance with the Occupational Safety and Health Administration (OSHA) Standard 29 CFR 1910.38, FSM 6700, and FSH 6709.11, Chapter 10. This check-in and check-out program shall account for the location and safety of employees. The program is designed to ensure a set of protocols is in place to account for all employees in the office and when they are away from their duty station. All employees, including hosted, virtual, and telework employees; and volunteers shall be included in the Los Padres National Forest check-in and check-out program.

Responsibilities (Optional)

Additional position responsibilities beyond the six listed in policy include: N/A

Minimum Requirements

The program will include the following requirements:

- Workplace Assessment
- Protocols
- Training
- Recordkeeping
- Program Evaluation

Workplace Assessment

A check-in and check-out workplace assessment of the Los Padres National Forest was conducted on February 7, 2014 by the Forest Safety Committee. Recommendations were also received by District Rangers, Los Padres Communication Center (dispatch) and the local Union. Seven items were considered in the assessment: types of employees, work environments and settings, working conditions, types of travel and field activities, availability and status of communication systems and equipment, availability of dispatch or other personnel, and availability of emergency response resources.

Employees Covered

Types of employees include: All Los Padres National Forest employees, teleworking, volunteers, and hosted personnel.

Work Environments and Settings

Work environments and settings include: rural, urban and National Forest.

- district office(s)
- work centers
- warehouses
- fire stations
- visitor centers
- equipment shops
- recreation sites
- trailheads
- project sites
- wilderness
- roadless areas
- teleworking locations, including private residences

Working Conditions

Working conditions include: office (telework office included), field, and four season weather environments.

Types of Travel and Field Activities

Travel and field activities include: motor vehicle travel on highways; paved and unpaved roads, and four-wheel drive routes; and equestrian riding and hiking on designated and non-designated routes.

Availability and Status of Communication Systems and Equipment

Communication systems and equipment include: employees have access to and can communicate with two-way radios, phone (hardline, satellite, and wireless), and SPOT/SEND Satellite Emergency Notification Devices. (Refer to LPF-Standard Operating Procedure (SOP) for SEND Units).

Availability of Dispatch (LPCC) or Other Personnel

Availability of dispatch and other personnel includes: LPCC is scheduled to be open from 0730 to 1830 during high fire season and 0730 to 1800 outside of high fire season. An on-call dispatcher will be assigned after close of business and can be reached by calling the 24-hour number, **(805) 961-5727**, for emergency calls or for information received by managers/supervisors/work leaders regarding a field unit needing help outside the work schedule of LPCC. Be prepared to leave a message. The office is scheduled to be closed on Thanksgiving and Christmas Day.

Availability of Emergency Response Resources

Availability of emergency response resources includes: emergency first responders adjacent to the Forest on State, County and City jurisdictions. These resources offer 24/7 advance life support. The Forest also has responders assigned with basic life support capability on most firefighting modules.

Protocols

The Los Padres National Forest check-in and check-out program shall account for the location and safety of employees, virtual, hosted, and teleworking employees, and volunteers with the following set of protocols.

Definitions

The program will adhere to these definitions:

Check-In and Check-Out Procedures

The Los Padres National Forest will use Los Padres Communication Center as the primary system.

Specific process and instructions for the system include:

Contact LPCC by phone, radio, or fax.

Day (805) 938-9142, ext. 0; 24-Hour (805) 961-5727; and Fax (805) 961-5797

Employees will check out when: Leaving the office in official duty status

Employees will check in when: Returning to official duty station

The information required for check in includes: Radio identifier or last name and location. The Field Procedures Guide for In-Service and Out-of-Service protocols with LPCC can be found at <http://gacc.nifc.gov/oscc/ecc/lpcc/LOGISTICS/dispatch.php>.

Check-in/out example scenarios table.

Situation	Minimum employee accountability	Minimum supervisor accountability
Employee travels for off forest overnight location. (Meeting/training)	Check-in/out with supervisor	Approves travel with knowledge of departure and return dates.
Employee travels for fire assignment/incident.	Mob/DMob tracked through ROSS. Notifies supervisor/LPCC when arrives back on home unit.	Approves assignment, reminds employee to notify LPCC upon return.
Employee travels on forest. (Meeting/training/fieldwork)	Check-in/out with LPCC	Knows employee is trained on Check In/Out Plan
Employee travels on forest and will remain overnight.	Completes form, Overnight Check-In. Check-in/out with LPCC.	Knows employee is trained on Overnight Check-In form. Complies with form check-in/out process.

Communications Equipment

The equipment may include: radio (base or hand held), phone (cell or landline), or fax (with verbal confirmation)

Communications Training

The required communication training includes: initial session with supervisor or supervisor assigned individual and annual refresher with supervisor.

Responsibilities

Supervisors/work leaders require all employees to check-in and check-out.

LPCC initiates overdue and missing response procedures for employees.

Weekend and Afterhours Protocol

Employees will follow the primary check-in and check-out system on weekends and after hours.

Travel Status Protocol

Employees in travel status will follow the primary check-in and check-out system.

Protocol for Hosted, Virtual, and Telework Employees

Hosted, virtual, and telework employees will follow the same check-in and check-out procedures as employees.

Protocol for Volunteers

Volunteers will follow the same check-in and check-out procedures as employees.

Training

Los Padres National Forest employees, virtual, hosted, and telework employees, and volunteers must be properly instructed in the contents and use of the check-in and check-out program and system. Training will include:

- Overview of the written check-in and check-out plan
- Overview and demonstration of the primary check-in and check-out system
- Overview and operation of communication equipment such as radios, SEND devices, and satellite phones

Recordkeeping

The Forest Safety Officer will keep a signed copy of the written plan as well as post it to the Forest Website. LPCC will keep employee status logs within the WildCAD program.

Program Evaluation

The Forest program will be reviewed on an annual basis for outdated information and ineffective procedures. If necessary, the plan will be updated and new signatures will be obtained.