

Work Trip Process

Planning

1. Target work in cooperation with Section Maintainer or Maintenance Director.
2. Get familiar with:
 - Work to be done,
 - Directions to trailhead(s), and
 - Directions and distances to nearest medical facilities from trailhead(s).
3. Either write an announcement for the newsletter and website or give details to the appropriate Maintenance Director.
4. As participants make contact before the trip,
 - Give description of work,
 - Provide driving directions and, if possible or desired, help coordinate carpool arrangements,
 - Note any inexperienced volunteers and cover items in next line especially well with them,
 - Advise on probable temperatures and weather (clothing); meeting, hiking and work times; food/water needed, etc. (Remember mountain temps can be up to 20°F cooler. Boots and gloves are recommended.),
 - Answer any questions; Maintenance Director can assist with this if needed.

Execution

5. On trip day at meeting location, be sure all participants have signed Sign-up Sheet. (See that these procedures are followed at all meeting locations, if multiple.)
6. Conduct safety meeting:
 - Demonstrate correct usage of tools and how to avoid accidental injury.
 - Let volunteers know that safety is the top priority.
 - Cover safety methods: keep distance between each other - 10 ft minimum is recommended, work safe as individuals, be aware of others, and help them be aware of you by announcing before approaching.
 - Inquire if anyone has a medical condition and what is to be done for them in event of an emergency. (private)
 - Be sure that at least one first aid kit goes with each work party. Identify persons carrying them and any trained in their use.
7. Coordinate Work to be done. Accommodate volunteers of varying abilities. Slower (and faster) hikers should be paired up so that there are none alone. When done, be sure all are accounted for back at parking area.

Afterward

8. Within one week, either do a write-up for the newsletter or give details to the appropriate Maintenance Director.