



MCM CHECK-OUT / CHECK-IN PROCEDURE

11/20/2020

BACKGROUND

The Appalachian Trail Conservancy (ATC) and the National Park Service (NPS) have established a requirement that any volunteer who goes to the Appalachian Trail (A.T.) to perform volunteer work, either alone or with others, must notify another person of his/her plan, the location(s) where he/she will be working, and his/her expected time of return.

Each Trail club is required to have a Check-In/Check-Out policy. The purpose of this requirement is to assure that if a volunteer is injured on the trail and cannot get to his/her vehicle or summon help, another person will be able to (1) realize that the volunteer is missing and (2) inform rescuers where to look for him/her.

While the ATC/NPS requirement only applies to A.T. volunteer work (e.g., trail or shelter maintenance, boundary monitoring, scouting/leading A.T. hikes, etc.), this safety procedure can also be used when club members do trail maintenance or scout hikes in state or local parks.

PROCEDURES

Volunteer Responsibilities

Volunteers should:

1. Recruit someone to act as your Point of Contact (POC)
This person may be your spouse or partner, adult child, friend, neighbor, or any other responsible person you choose. If there is no one available to serve as your POC, you can ask your MCM Trail Supervisor, Shelters Supervisor, Monitoring Supervisor, or other MCM leaders to help you find someone to serve as your POC.
2. Notify your POC of your plans whenever you go out to perform volunteer work. We recommend that you use the attached In Case of Emergencies form for this purpose because it captures the information that would help rescuers find you in the event that you have an accident or injury (and gives your POC suggested phone numbers to call if you don't return home). However, you can choose to provide a similar set of information

to your POC in another form (such as a simple list). The Emergency Contact List provides a reference list of many of the emergency contact numbers; you can select the appropriate numbers to include on your form (or list) for the POC.

Even if you are going to be accompanied by another volunteer when you go to the Trail, it's a good idea to provide this information to your POC as a precaution.

3. Immediately notify your POC when you return from your volunteer work. If you are returning later than planned, and you have a cell phone, let the POC know ahead of time so he/she won't be worried or needlessly contact MCM leaders or work companions.

If your A.T. volunteer work always takes place in the same location, you may find it convenient to initially provide the location information to your POC using this form, then use emails to check in and out each time you go (rather than submitting a complete form or list each time).

POC Responsibilities

If the volunteer fails to contact the POC by the designated return time, the POC should:

1. Attempt to contact the volunteer by phone, text, email or other available methods if pertinent. If there is no response, contact the listed trip leader if the trip is an organized club trip. For nonorganized trips, contact listed work companions who were present on the work trip.
2. Notify the appropriate member(s) of the MCM leadership team listed below if you cannot reach the trip leader or a trip companion.
 - MCM Trail Supervisor: Jerry Wright, 443-803-5416
 - MCM Shelter Supervisor: Bill Saunders, 443-805-5408
 - MCM Boundary Monitoring Supervisor: Andy Buttles, 410-562-1832
 - MCM President: Janine Grossman: 410-750-9659
3. Notify emergency responders using the phone number(s) on the Emergency Contact List.

You should have the following information available before calling:

- The volunteer's name.
- The location where the volunteer was going, and the type of work that was planned. (Be as specific as possible.)
- Whether he/she was alone or was working with other volunteers (and if so, their names).
- Description of his vehicle and where he/she planned to park.

This information should be available on an In Case of Emergencies form or other information list given by the volunteer.

4. In addition, you can contact the following number(s) if the volunteer was working on the A.T.:

- Appalachian Trail Safety Officer: 304-650-2677.
- National Park Service 24-Hour Dispatch/Communications Center to inform them of the situation: 1-866-677-6677.
- Appalachian Trail Conservancy Mid-Atlantic Regional Office (Boiling Springs, PA): 717-258-5771.
- If the volunteer was working on the A.T. between Pine Grove Furnace State Park and Boiling Springs, PA, you can call the Cumberland County, PA, emergency dispatch center: 717-243-4121.
- If the volunteer was working on the A.T. between the Darlington Shelter (at the top of Blue Mountain) and Duncannon, PA, you can call the Perry County, PA emergency dispatch center: 717-582-4311.
- If the volunteer was working on the A.T. in Maryland between PenMar and Wolfsville Road, you can call Maryland State Parks, Department of Natural Resources (DNR) at 1-800-825-7275 (Park Watch) or 1-410-260-8888 (Communications Center).

Volunteer Hike Leaders

If a volunteer hike leader was scouting trails in a local Maryland park (including the A.T. in Maryland), you can also call one of the following phone numbers:

- Maryland State Parks (DNR) [including Patapsco Valley State Park]:
Call 1-800-825-7275 (Park Watch) or 1-410-260-8888 (Communications Center).

If the volunteer is planning to scout a section of the A.T. not listed above, the volunteer should provide you (on his/her In Case of Emergencies form or other list) the name and number of the police department that has jurisdiction of the area the hike leader is scouting.

IN CASE OF EMERGENCIES

PLANNED LOCATION INFORMATION FOR TRAIL WORKERS, MONITORS, AND HIKERS

CHECK-IN:

Name:		Date of Activity:	
Type of Work or Activity Planned:		Location(s) (attach map if feasible):	
The Car I Am Driving:	Make:	Model:	Color: License:
Where I will Park (list as many as apply):		Where I Will Work or Hike:	
Cell Phone Number (if carrying one):		When I Expect to Return Home:	
Other Devices I Carry that May Assist in Finding Me:			
Contact person familiar with trails/location:			
If no contact made, take the following action:			

CHECK-OUT: REMEMBER TO CONTACT YOUR POC WHEN YOU RETURN SAFELY AT THE END OF THE DAY.