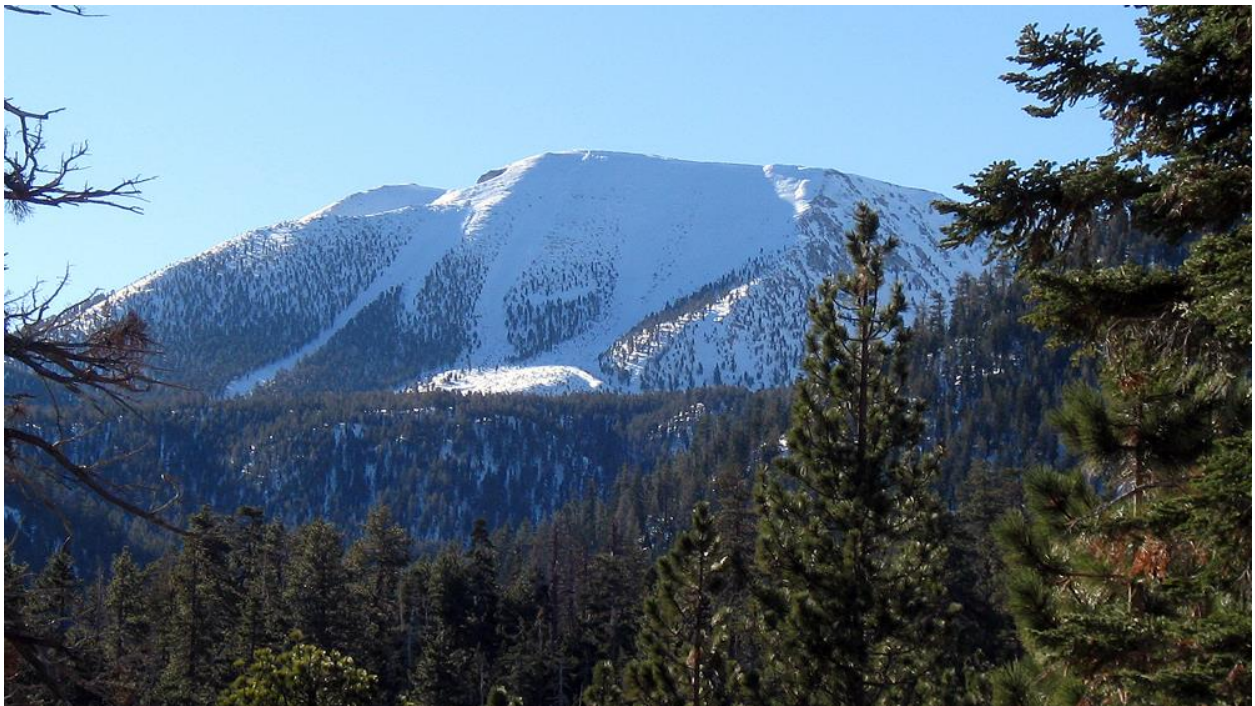


SAN GORGONIO WILDERNESS ASSOCIATION

VOLUNTEER HANDBOOK



REVISION 2018

Welcome to the San Gorgonio Volunteer Program!

As a volunteer you will have opportunities to work with some of the finest people in America.

You will meet Forest Service employees and other volunteers as you patrol the wilderness and forest recreation areas, assist visitors at the visitor and interpretive centers, maintain trails, or present nature and history information during various programs for the public. Through our combined efforts we improve the forest environment, and help visitors to the forest to have a safe and interesting time in our National Forest lands.

As a volunteer you will have the unique opportunity to contribute to our mission of “Caring for the Land and Educating and Serving the visitors”. The personal touch of a well-informed and friendly volunteer enriches a visitor’s forest experience. Whether you are greeting visitors on the trails or providing information, or working behind the scenes to help out, **volunteers make it happen!**

You are an integral part of helping people develop an awareness of, appreciation for, and conservation of the variety of plants, animals, and birds in our forest ecosystem.

You will be helping forest visitors to maintain and improve their physical, mental, and spiritual health as they enjoy and play in their National Forest.

To the new volunteer--Welcome to the San Bernardino National Forest. You are embarking on an adventure of service that you will enjoy and remain proud of for the rest of your life.

For returning volunteers--Welcome back and thank you for your continuing dedication.

Your forest service experience and growing knowledge make your services increasingly valuable.

Our volunteer program has been growing and improving since 1976, and is currently under the management of the San Gorgonio Wilderness Association Inc. since 1990. The Forest Service regards our volunteers as part of their extended staff. We strive to provide you with the necessary training and background to make your volunteer work here satisfying, challenging and enjoyable. Thank you for joining us to be part of this great tradition.

Val Silva

Executive Director

The U.S. Department of Agriculture Forest Service

As settlers homesteaded across the nation, some of them did not care for the land well.

In the mid-1800s some visionary people in the United States became concerned about the lands, waters, minerals, animals, and plants that were being affected by human settlement.

As a result of this Conservation Movement, the Forest Reserve Act was passed in 1891. Under congressional authority, forested lands could be put into federal ownership for protection, to be owned by all citizens of the United States, not by private landowners. In 1905 the Forest Service was established as an agency to take care of these federal reserves and by 1907 they were renamed National Forests.

In the San Bernardino area, some local people became concerned as mountain meadows were devastated by overgrazing, forested areas had been totally cut, mines left gaping holes and piles of tailings so that water supplies became polluted. These people petitioned the federal government to help keep these resources (especially water) safe for everyone. By 1893 a specific San Bernardino Forest Reserve was established.

The Forest Service under the Department of Agriculture is to manage these public lands for responsible use by the American public. The management goal is to take only enough so the resource can renew and be available again i.e., replanting logged trees, limiting grazing so that grass will renew, and allowing responsible recreation as being thus maintaining the environment.

The Forest Service also manages wilderness areas. In 2014 we celebrated the 50th anniversary of the passage of the 1964 Wilderness Act. “Wilderness is recognized as an area where the earth and community of life are untrammelled by man, where man himself is a visitor who does not remain.” The Act calls for “outstanding opportunities for solitude or a primitive and unconfined type of recreation.” This means these areas are managed differently than the Forest Service lands in that visitor impact on the wilderness environment and on the experience of other wilderness visitors is minimized.

The overriding management philosophy of the Forest Service has been to “provide the greatest good to the greatest number in the long run”. We aim to help maintain the wilderness experience so that “wilderness” will remain for future generations.

San Gorgonio Wilderness Association (SGWA)

Volunteers began assisting the San Gorgonio Ranger District in 1976. The volunteer program grew to include wilderness patrols in 1982 and reopening the Barton Flats visitor center in 1987. Trail maintenance and interpretive programs were added responsibilities. By 1990 San Gorgonio volunteers regrouped as a 501-(c)(3) non-profit corporation led by officers; governed by a board.

The Defenders of the Wilderness, who were instrumental in having the San Gorgonio wilderness area designated as Federal Wilderness land in 1964, lent their assistance to SGWA. Since the Defenders were already incorporated as a non-profit association, the closed Barton Flats Ranger Station could be reopened as a visitor center and offer maps and books for sale. Mill Creek Visitor Center and Lytle Creek Ranger Station also utilize volunteers and offer saleable items.

SGWA embraces the following objectives and purposes:

- To provide information about the National Forests and their management.
- To increase visitor satisfaction and sensitivity through education.
- To assist Forest Service personnel in maintaining, protecting and promoting forests, trails, wildlife, and ecologically friendly recreational use.
- To provide for recruiting and training of volunteers.
- To maintain and operate certain facilities/sites for the public.
- To undertake activities to raise funds to support these objectives.
- To support and conduct interpretive activities and projects.
- To assist search and rescue, and fire prevention as field helpers.
- To undertake/support certain Forest Service projects as approved by the board.

Areas of volunteer service include:

- Adopt-A-Trail-- maintenance of Whispering Pines and Ponderosa Trails off highway 38, and a section of the Pacific Crest Trail going through the wilderness.
- Barton Flats visitor center open May to October Visitor information/ site maintenance.
- Big Falls and Horse Meadows stations--weekend visitor information and help.
- Campfire programs--Set up, visitor information, program presentation, put away.
- Equestrian Patrols--must have own horse and meet horsemanship requirements.
- Fish Festival--working with Dept. Fish and Game to provide fishing experience for underprivileged children once a year.
- Forest Festival--single annual program at Barton Flats.
- Flood watch/damage repair-Forest Falls picnic and trails area.
- Interpretive programs--to various groups requesting nature/historical information.
- Trail maintenance--light trail work routine on foot patrols, trail reconstruction, tree removal requires special training.
- Trail foot patrols for safety, fire prevention and service--Weekends and holidays May-Oct. Gather trail information for web site and Ranger station use, monitor visitor passes.
- Santa Ana River patrols- monitor fishing rules, assist campers, remove illegal fire rings

- Security Assistant patrols-Infrequently for areas of high bear activity, fire evacuations, road blockage, flooding.
- Web site manager- on going appointed position

Facts about the San Gorgonio Wilderness

This is a recreational wilderness area surrounded by more than twenty million people within a two hour driving radius. Local communities depend on the more than 500,000 yearly visitors.

The area encompasses over 59,000 acres of pristine-semi-arid forest, two lakes, many streams and is the watershed for the Santa Ana River. Eleven of the highest peaks (over 10,000 feet) in Southern California including the highest, Mt San Gorgonio at 11,504 feet, are found here.

The well-known San Andreas Fault runs through the area. The highest reliable waterfall in southern California is Big Falls in Mill Creek canyon. This Wilderness contains over 100 miles of hiking and equestrian trails including part of the Pacific Crest Trail.

The wilderness provides habitat for many animals including black bears, big horn sheep, mountain lions, deer, bobcats, wild turkeys and countless other small animals and birds, as well as reptiles.

Luisenos and other Indians were the first people. Their legend of the two peaks, San Gorgonio and San Jacinto were that they were the first born of mother earth from whom all living creatures evolved. The Indian name for San Gorgonio was Mt. Pewipwi, meaning "White on top".

In the early 1800's the Spaniards claimed the area as part of Rancho San Gorgonio.

The first record of white men in the high country was 1852 when Colonel Henry Washington with the US Army Corps of Engineers and a survey crew established an "initial point" on San Bernardino Peak from which an east-west base line and a north-south meridian was established for surveying all of southern California. In his notes, Col. Washington recorded a "bald mountain about 5 1/2 miles distant, apparent height above the 'initial point' - 500 feet". This was the first official written notice of today's San Gorgonio Mountain.

On June 2, 1872, Watson Goodyear with the California State Geological Survey and Mark Thomas a mountain guide from San Bernardino completed the first recorded ascent of San Gorgonio, also known locally as "Old Grey Back". They noted gulches near the top with 20 feet of snow and found it necessary to stop every so often while descending in 32 degree weather to make fires to warm themselves. Later that summer Mr. Hayward narrowly escaped death at South Fork Meadow (Slushy meadow) when he was charged by a grizzly bear. By 1895 the grizzly was almost extinct in the San Bernardino Mountains. By the late 1870's it was a popular thing to try to climb The Mountain. After the San Bernardino Forest Preserve was established in 1893, the first 5 forest guards (forerunners of rangers) were hired, with two being assigned to this wilderness in 1898.

The first real trail to the summit (Vivian Creek trail) was constructed in the summer of 1898.

The proprietor of Forest Home Resort to attract more attention to his new resort in Mill Creek Canyon and allow his guests to go up the mountain on horseback backed this effort.

A young man, Albert Vivian, led the crew from Yucaipa..thus the name Vivian Creek Trail.

In 1910 several Redlands businessmen proposed a “Greyback Mountain Automobile Toll Road to the summit of San Gorgonio” with a restaurant on top.

During an annual summit trip of the Los Angeles Western Rangers led by filmmaker Harry James, the idea of preserving the high country was born. In 1925, a delegation of the Western Rangers, made a trip to Washington D.C. to present thousands of signatures and letters asking President Coolidge to preserve the San Gorgonio High country. This prompted the Forest Service to adopt a recreation plan banning roads and cabins in the area.

In 1926 San Gorgonio Mt., Cucamonga Peak and San Jacinto Mt. were proposed as potential wilderness areas. By 1929 Chief Forester Greeley issued a landmark Forest Service Regulation L-20, providing for these “Primitive areas” designated 20,000 acres between 7,500 ft. and the summit of San Gorgonio. Trail building in the area was primarily done by the Civilian Conservation Corps between 1933 to 1940. Those trails form the basis for today’s existing trail system.

Cross-country skiing became a very popular sport and plans were proposed to develop a road and establish a ski resort on the north side of San Gorgonio Mt. A road which still exists was begun and a major battle began between the conservationists and developers. This went so far as to have a corridor for a road removed from the primitive area. World War II stopped development and a communication station was proposed for the top of the mountain. The test site included two firmly anchored cabins and would have become the communication hub for southern California had it not been for the problem of needing 65 horse trains during the summer and air drops during the winter to supply the technicians stationed at the top. A tramway was proposed, but by 1946 it was decided to abandon the site for one more accessible. The cabins were removed, however one bedspring remained on the mountain until the 1970’s.

In 1947 the contention for ski resorts again resumed. The Chief tried to make peace by building an all-weather road to Poop Out Hill and opening the wilderness to cross country skiing. This road was closed to public vehicles in 1989 because of overuse of the South Fork (Slushy Meadow) area. Ski shelters built in the 1930-40’s were removed by 1956. Several more attempts to develop the area were successfully countered by Defenders of the Wilderness. Thus was a wilderness preserved without public roads or buildings for all to enjoy both winter and summer for hiking, camping, and cross-country skiing?

Heavy use during the late 1960’s prompted a permit system to limit use of the most used areas so natural plants and habitat could recover and maintain growth. In 1998 Forest Service Supervisor

Gene Zimmerman approved new/changed wilderness rules resulting from public hearings. These included a requirement for dogs to be on leashes, a reduction of pack stock from 12 to 8, a reduction of hiking/camping group size from 15 to 12 and elimination of open campfires.

Today in one of the most heavily used wilderness areas in the United States, we are challenged to preserve Wilderness so that urban citizens have a reasonable chance of finding solitude essential to mental, physical, and spiritual health as well as access to low cost recreation.

The Adventure Pass funds help to provide safe and suitable accommodations in camps and picnic areas with a Forest Service Ranger in the wilderness to officially enforce regulations.

Citizen user fees help to ensure that we will have Wilderness for future generations.

Preceding information adapted from John Robinson's book "The San Bernardino's" and a talk by John Flippin February 2004.

Job Descriptions

Field Operations

Wilderness/Dispersed Area Patrol

This volunteer serves as a patrol ranger in and around the San Gorgonio Wilderness and Cucamonga Wilderness.

Principal Duties and Responsibilities

- Checks hiking permits and educates visitors about wilderness/dispersed area rules, especially in relation to fires, and safety on trails. Local and natural ecological information is given on a friendly, informal basis. No attempt should be made to do law enforcement work. Serious regulation violations should be reported to the appropriate Forest Service Officer. Information should be obtained about the problem, location, persons involved, and what has been and is being done where applicable before calling in a problem. Phone numbers, addresses etc. are valuable information. (See Accident/Injury/Lost Hiker reports.) Patrols informally check for preparedness of hikers for their itinerary as to water, food, and clothing for rapid weather changes.
- Patrols trail and campsites for litter and unauthorized campfires. Litter is to be picked up and fire rings destroyed. Rocks and ashes (if cold) should be scattered out of sight and the area restored to its original condition.
- Reports any unusual conditions or use patterns observed while on patrol. This includes signs in need of repair or replacement, trails that need tread work, trees fallen across the trail, brush overgrowing the trail, and any other unusual use of sites or areas.
- Removes or reports hazards that may endanger hikers. When possible try to leave trails more passable. Note location of hazards by distance or hiking time from landmarks on reports.
- Reports by radio to San Bernardino dispatch any emergencies such as wild fires, injured or lost hiker, persons threatening harm to others, or persons causing or likely to cause significant damage to forest resources.
- The prior listed duties and responsibilities ALWAYS take precedence over the volunteer's personal wishes to travel a certain distance or reach any summits. Except as necessary to accomplish these listed duties/responsibilities, the volunteer should not engage in any high risk activities such as off-trail climbing, swimming, foot or horse running, snowboarding or skiing.
- SAFETY is the highest priority, and Forest Service Safety and Health Regulations must be followed at all times. Report immediately to the Forest Service or Volunteer Co-coordinator any personal injuries. Complete a written injury report.

Requirements for the Position

- Volunteers are expected to attend training sessions as well as volunteer a minimum of two days service per month.
- They provide their own hiking, backpacking, camping equipment, and are expected to be in good physical health to do trail patrols.
- Volunteers will need to purchase and wear one set of official SGWA/Forest Service uniform.
- Supervision is by the Executive Director, Volunteer Coordinator, an Assistant Coordinator, or Equestrian Coordinator.
- The Coordinator makes assignments, provides verbal or clear written instructions as necessary.
- Where required, an Adventure Pass or equivalent must be displayed on your parked car.
- Return radio and written report to the designated place at the end of your shift.
- Volunteers are to have current First Aid training/CPR Blood Borne Pathogen certification on file.

Equestrian Patrol

Equestrian volunteers are a unit familiar with the San Geronio area trails, have a horse available and means of transportation for that horse.

Principal Duties and Responsibilities

- All horse patrol people and horses will be evaluated and trained for work by the Equestrian Coordinator at Tulakes Work Camp. They are expected to adhere to all Forest Service Health and Safety codes as listed in the Forest Service Handbook/ Job Hazard Analysis.
- Each member will be required to know rules for camping in dispersed areas. Equestrians are encouraged to camp overnight in wilderness areas. If interested in learning more about packing horses and overnight camping, training will be provided.
- For safety of members, all patrolling should be done in pairs. In an emergency one member is expected to stay at the scene while the other rides for help as needed.
- In extenuating circumstances, one member patrols may be allowed on the advice and consent of the Volunteer Coordinator or Equestrian Coordinator. Only members who have attained full permanency status may patrol alone.
- The official SGWA/Forest Service uniform is required while doing trail patrols. If doing trail work/repair, long sleeves and long pants are appropriate. An SGWA t-shirt can be worn. Regulation Forest Service hats or a plain straw or felt hat without insignia may be worn.

Take Safety Precautions!

- The horse must be at least 3 years old and have progressed to a point in training that it is “safe”.
- The horse’s physical condition must be able to effectively work around people and other horses without becoming unruly.
- The horse must be able to handle rapidly changing situations. For safety reasons no stallions will be permitted.
- Horses must be able to stand tied, cross water and trail objects.
- No horse will bite or kick.
- All equestrians must use a saddle.
- Keep the bridle, reins, stirrup leathers, and cinch straps in the best possible condition. Your safety depends on them.
- To avoid your horse being frightened by an obstacle, dismount and lead him past it.
- When riding in groups, do not ride closer than one horse’s length to the horse in front of you. Be alert for overhead branches. Be aware of what other horses are doing.
- Hold your mount to a walk when going up or down hills.
- Do not ride double unless it is an emergency.
- Equestrian Volunteers represent the Forest Service and should be considerate of visitors. The general public has little knowledge of horses. Engage them in conversation so your horse will know they are OK. Advise them to go off the trail on the downhill side and give them time to situate themselves where they are safe for you to pass. Leave a positive impression about horses.
- Move off the trail for other horses--don’t put visitors in jeopardy, as their horses may not be trained for mountain riding. Be cautious when checking permits of other horsemen, as their horses may bite or kick your horse. Avoid accidents, Ride safely!

Trail Maintenance

This volunteer works with a group of people supervised by a Forest Service trained Trail Boss.

Principal Duties and Responsibilities

- **Safety is the number one priority!** All Forest Service safety policies apply to this job.

- Improves trail by removing overgrowth of brush, limbs and downed trees that would interfere with backpackers or equestrians.
- Works with sign installation and repair.
- Levels trail tread after washouts, dirt slides, rock slides and removes flooding debris.
- Improves stream crossings when possible.
- Collaborates with supervising person to write a work report for Volunteer Coordinator records. Assures that the report is given to the Volunteer Coordinator.
- Cares for, cleans and properly stores all tools used on the job with appropriate guards for saws and other equipment.
- Wears personal protective gear and goggles when indicated.
- Understands Forest Service Safety and Hazard section for trail maintenance.
- Reports hazards that might endanger anyone, and any unusual use of sites or areas.

Controls Over the Position

Always works directly under supervision of Forest Service or SGWA Trail Boss Leader.

A “B” sawyer, crosscut-saw-qualified, volunteer for trail tree removal may supervise work.

Requirements for the Position

- Volunteers for this job must be in good physical health.
- Attendance at general volunteer training and mandatory tool/trail maintenance safety training. (There will be a review of safety information before beginning each day’s projects.)
- Hard hats, leather gloves, sturdy hiking boots, long pants, and long sleeve shirts are required.
- Volunteer must supply his own transportation to the work site, and is not considered on the job until reaching the trailhead of entry or designated safety discussion area.
- Regular uniforms need not be worn; however, the SGWA t-shirt can be worn under the civilian long sleeve shirt.
- Volunteers are expected to have current First Aid/CPR Blood Borne Pathogen certification on file.

Forest Service Supplied Materials

- Hard hats, eye protection, shovels, pulaskis, mcleods, saws, loppers, clippers etc. are available for use.
- Equestrian support may be available for transport of tools and equipment on long distance maintenance projects.
- Accident/injury must be reported immediately to supervisor, and injury report must be completed.

Interpretive Sites Operations

Provides information to visitors and staffs visitor centers or interpretive sites.

Barton Flats

- Works at the visitor center to give information to the public, issues permits, sells Adventure Passes, maps and other items. Puts out flags, signs etc. as needed.
- Maintains records as needed and requested by Interpretive Sites Manager.
- Cleans and maintains visitor center buildings and grounds.
- Completes special projects such as patrolling and improving nature trails in the immediate vicinity.
- Plans and makes exhibits/displays, and uses them in educating the public.
- May construct shelving and paint facilities.
- Works with Forest Festival Co-coordinator in preparing the area for this public event.
- Removes Safety Hazards to the public and staff...SAFETY is of the highest priority!

Controls over the Position

Works under the immediate direction of the Visitor Center Hosts, and the Interpretive Sites Manager or Volunteer Coordinator as designated. At times may take direction from Forest Service personnel.

Requirements for the Position

- Volunteer must love working with people, including children and love the out of doors.

- Attendance at Volunteer Training is mandatory for knowledge of new information.
- Volunteers are to have current First Aid training/CPR Blood Borne Pathogen certification on file by first service date.
- Barton Flats Volunteers are responsible for providing quality service to the public. If quality and professionalism cannot be maintained, the volunteer may not be allowed to work at Barton Flats.
- Volunteers must supply their own transportation to and from Barton Flats. (Volunteers are not an employee of the Forest Service during this travel time).
- Volunteers will need to purchase and wear one set of official SGWA/Forest Service uniform.

Big Falls and Horse Meadows

- Provides information to visitors and hikers. May sell maps, Adventure Passes, etc. at the discretion of the Sites Manager.
- Opens the area as needed with signs, flag, display tables set up, water at Horse Meadows.
- Keeps the building and area clean.
- Removes /reports hazards that may endanger anyone. SAFETY is high priority and all Forest Service safety and health regulations will be followed at all times. It is the responsibility of the volunteer to be acquainted with those specific to his duties.
- Reports immediately to Sites Manager/Volunteer Coordinator, or Dispatch as appropriate any accidents/injuries to self/others.

Controls of the Position

Works under the immediate direction of the Sites Manager, Volunteer Coordinator as designated.

Requirements for the Position

- Attendance at yearly volunteer training session.
- Have familiarity with the area of work and surrounding forest.
Will work 2 days or more a month during the summer season June-Sept.
- Volunteers are responsible for providing quality service to the public under the guidance of the immediate supervisor. If quality and professionalism cannot be maintained, a volunteer's services in this position will be discontinued.
- Volunteers must supply their own transportation to and from work, purchase and wear official SGWA/Forest Service uniform with official name tag while at work.

- Volunteers are expected to have current First Aid/CPR Blood Borne Pathogen certification on file.

Greyback Amphitheatre Ranger Talks

Provide campfire interpretive programs at Greyback Amphitheatre, Saturday nights and some holidays Memorial Day through Labor Day.

Principal Duties and Responsibilities

- Obtain and read the information sheet about “Ranger Talks”.
- Review and schedule program you wish to present with the Program Manager.
- Prepare and present at least one program each summer season. You may be asked to repeat the same program. The program should be enjoyable, educational and suitable for children.
- The program may be related to San Gorgonio Wilderness, wildlife of the forest, care and preservation of the forest, relevant historical information, nature, all on approval of the Campfire Program Manager.
- Volunteer provides all props, visuals, and handouts as appropriate.
- Helps Forest Service person/Program Manager with set up/take down of equipment as asked.
- Keep area safe and clean. Report all unsafe situations to person in charge.

Controls over Position

Works under immediate supervision and direction of Camp Fire Program Manager.

Topic and content of talk to be reviewed with Program Manager before presentation.

(Campfire Manager may assist in preparing a power point format)

Requirements for the Position

- Attendance at volunteer training at beginning of season.
- Volunteers should be acquainted with the surrounding forest and area.
- Volunteer must have public speaking skill, and enjoy teaching, especially children.
- National Association of Interpretation training and membership desirable.

- Volunteers must provide their own transportation to and from presentation site, as well as
- Purchase and wear the official SGWA/Forest Service uniform.

Forest Service/SGWA Supplied Materials

- Sound system, Smokey Bear suit, electricity generator, stage with white screen backdrop.
- Maps and various items for sale to visitors, SGWA Brochures.
- Wood and a burning campfire as allowed on site.
- On site personnel include a Campfire Manager, Barton Flats Camp person, and usually a Forest Service person.
- Introduction to the program, “housekeeping items”, announcements, water and hot drink will be provided. Check with Campfire Manager for details.

Interpretive Sites / Visitor Center Manager

- The Visitor Center Manager performs the same types of duties as the Visitor Center Staff.
- The manager however, has the authority and responsibility to train, schedule, and direct the duties of the other volunteers.
- The manager works under the direction of the Lead Volunteer Coordinator and with the Interpretive Program Manager.
- Information in the job description for the Barton Flats Visitor Center also applies to the manager.
- The Interpretive Sites/Visitor Center Manager must be on duty at least Thurs, through Sunday and holidays.

Other Volunteer Jobs

There are many opportunities for a variety of volunteer skills. All of these require general volunteer training and in some cases specialized training or skills. If interested in any of these, please contact the Volunteer Coordinator, or Executive Director.

Trail Boss Leader

Veteran volunteers who have taken the US Forest Service trails training session or are currently taking it may apply. They can survey for, plan for and lead trail maintenance projects weather permitting. They

should be qualified to give safety briefings on tools and project hazards. Crew leaders with “B” sawyer crosscut saw qualification cards can supervise bucking of fallen trees.

First Aid/CPR Trainer/Facilitator

If wishing a trainer position, must be EMT, Red Cross or American Heart Assn. certificated.

A facilitator surveys availability of qualified instructors, location of classes and provides that information to the Volunteer Coordinator. With approval can either notify volunteers needing recertification, or facilitate a group training session.

Volunteer Activities and Hours Record Keeper

Works at Mill Creek office once a week to post patrol reports and other activity records into computerized data systems.

Volunteer Trainer

Veteran volunteer with expertise in updating materials or a desire to present part of the training.

Work with Volunteer Coordinator to plan for and present training.

Forest Festival

Work with Forest Festival Coordinator on assignments for things that need to be done. See insert or last page for person to contact.

Fish Festival

Work with Fish Festival Coordinator on assignments that need to be done for this project. See insert last page for person to contact.

Adopt-a-Trail

Work with project manager to survey trail, clean up, and do repairs etc.

Uniform Manager

Collects orders for uniforms from volunteers, keeps price lists current and available. Consolidates orders and funds for business manager to place order.

Inventories and checks in new uniform supply from manufacturer-contractor.

Bags and distributes orders to volunteers. Maintains inventory of stock.

Awards Luncheon

Veteran volunteers may apply.

Works with coordinator to plan, purchase, prepare, set up, serve, and clean up food, room and decorations.

May work with coordinator to plan, purchase, awards to be presented to volunteers.

Newsletter

Work with editor/lay out person. Write for the paper, or work with printing, distribution, etc.

If you have expertise in some other area, please let the Volunteer Coordinator or Director know how you are willing to serve.

The Executive Director supervises volunteer Managers/Leaders, Coordinators.

- Wilderness and Dispersed Area Patrol Scheduler
- Equestrian Patrol Manager/Scheduler
- Interpretive sites Barton Flats Manager/Scheduler
- Fish Festival Manager
- Forest Festival Manager
- Trail Crew Leader
- Fund Raising Manager
- Special Projects Leader/Coordinator

Minor Volunteer

Questions have arisen regarding the role and status of minors wishing to volunteer, particularly children of adult volunteers. Ten years is the minimum age for a volunteer, with those ages 10-17 designated as “Minor Volunteers”. The following policies are written to clarify and make consistent the role of minor volunteers serving within SGWA.

- All minor volunteers will have on file a properly executed volunteer agreement signed by the parent/guardian.
- Uniform may be an SGWA hat, khaki pants and plain green t-shirt without the forest service emblem. A patch designating volunteer status may be sewed on the sleeve. (See uniform section) T-shirts with pictures or writing may not be worn while on duty.
- The minor volunteer will at all times be in the immediate vicinity and under the direct supervision of a responsible parent/guardian or responsible person agreed upon. The exception is that a minor may be without parental supervision under the direct responsibility of a Forest Service employee, such as when a minor rides along with a Fire Prevention Technician for a day on a “show-me” trip.
- Minor volunteers may not participate in public contact regarding Forest Service direction, policy or procedures, may not use radios and may not check hiking permits. On trail patrol or horseback may not engage in Forest Service related public contact. They may assist in picking up trash, breaking apart fire rings, and minor trail work.

Barton Flats Visitor Center, Horse Meadows, and Big Falls Information Centers

- Minors may not be behind the counter, or information area as visitors may ask them to provide information beyond their authority. Minors may assist in setting up or taking down exhibits, and host at refreshment tables at events. Group volunteer projects are permitted as long as there is no anticipated public contact requiring discussion of Forest Service policies, procedures or direction.
- A minor volunteer may not sell books or other articles for the SGWA.
- The parent or supervisor of a minor will ensure that the minor conducts activities in a safe manner. Hazards should be removed by the parent/guardian/minor and report should be made to the Volunteer Coordinator or a Forest Service person. Any personal injury must be reported to the Volunteer coordinator or a Forest service person.
- It is important that minor volunteer activities be conducted in a manner that reflects well on the Forest Service. If professionalism is not maintained, or problems occur because of a minor’s volunteer service, the volunteer agreement will be terminated at the discretion of the SGWA and Forest Service, and the minor will not be allowed to volunteer.

Termination of Volunteer Status Adult or Minor

Volunteers will have their volunteer agreements terminated for unacceptable behavior and/or failure to meet the requirements of their position. Initially, informal communication between the Volunteer Coordinator or Forest Service Supervisor to inform him/her that his/her actions are not acceptable. If the volunteer's actions are either serious or a repetition of previously identified unacceptable behavior, his/her volunteer agreement will be terminated.

A copy of the terminated volunteer agreement will be mailed to the volunteer, and all Forest Service or SGWA supplied equipment must be returned in good order within ten days of receipt of termination. Failure to return equipment will result in issuing a bill for collection to the prior volunteer.

Uniform Policies for San Gorgonio Wilderness Volunteers

The U.S. Forest Service requires SGWA volunteers to wear the Forest Service Uniform during significant contact with the public, when it is important to establish authority or to be identified as an official Forest Service representative. It is a privilege and an honor to represent the U.S. Forest Service as recognized in these roles. We strive to be well trained and knowledgeable as we serve, protect, and educate the public. Regulation uniforms are available for purchase through SGWA, see Volunteer Coordinator.

Along with the privilege of wearing the uniform comes the responsibility to wear it correctly. There are established policies for both employees and volunteer's uniforms.

Please review and follow these standards of dress so that you can be shown respect by the public in situations that may occur while at work.

The standard uniform consists of Forest Service regulation approved, shirts, pants, belt and a Forest Service cap with insignia. Regulation jackets, shorts, socks, and heavy jackets are available. Undershirts in tan, green, or white may be worn so they do not show beyond the sleeve of the shirt, at the neck or waist. At all times present a professional image.

Volunteer patches should be sewn on the right-hand sleeve equal distance from the shoulder, as is the Forest Service patch on the left sleeve. The same insignia should be on the jacket. SGWA t-shirts are available and may be worn while doing trail work.

Uniform shorts are available. If a volunteer has green shorts very similar to the regulation shorts he may show these to the Volunteer Coordinator for approval or disapproval. At all times when shorts are worn on trail patrols, long pants must be carried in the event the volunteer needs to go off trail for service to the public, or for weather change.

Hats of regulation baseball or Stetson type are available for purchase. Certain civilian hats that provide better all-around skin cancer protection may be worn (outside only). The color needs to compliment the uniform (khaki, tan, brown, dark green) with no insignia, logos, decorations etc. with a maximum 4 inch brim. It is suggested the Volunteer Coordinator be provided with a description before purchasing such a hat, as it will be subject to his/her approval.

Civilian weather-protection-clothing for rain, snow, cold etc. may be worn when conditions warrant. Wear clothing that assures safety foremost. Civilian cold weather gear may be worn together with regulation pants and shirts in the field when on duty and the weather is cold.

Appropriate wear for various duties

Volunteers should wear the regulation shirt and pants when on duty where they will meet the public and going directly between duty and home. If stopping at a restaurant or bar on the way, the volunteer must change into a civilian shirt.

Patrols must include at least one volunteer in uniform to contact the public. New volunteers going on patrol before they get their uniform will let the uniformed volunteer make initial contact with the public.

Trail maintenance volunteers may wear civilian clothing. The uniform pant may be worn with civilian shirt. Long pants and long sleeve shirts along with appropriate protective gear, sturdy work gloves and hard hats are to be worn for safety.

At Barton Flats, Big Falls and Horse Meadow information stations, the full uniform can be worn, or volunteer t-shirt and uniform pants/shorts. Some volunteer vests may be provided, see site manager.

Horse Patrol will wear the same regulation uniforms that regular trail patrols wear. They may wear their boots, chaps, and plain neutral color protective hats without decoration.

Youth/Minor Volunteers are regulated by the same dress codes as adult volunteers but must not wear the Forest Service insignia. (See Minor Volunteer section).

Professionalism

Once in uniform, the volunteer for the forest is a servant of the public. He /she will allow no prejudice to impede the performance of duty.

All members of the public will be treated as respected owners of the public lands, of which we are trustees. They will not be talked down too, nor verbally abused.

If a violation of Forest Regulations occurs, it will be brought to the attention of the visitor in a courteous manner. Emphasis will be placed upon educating the public to better protect and enjoy the forest, rather than trying to punish for violations. The key to this approach is a professional attitude, not always easy, but which is appreciated.

U.S. Dept. of Agriculture prohibits discrimination based on race, color, national origin, sex, age, religion, disability or familial status.

Safety

Volunteers are responsible for following safety rules contained in this handbook.

More detail is included in “The Forest Service Health and Safety Handbook, Forest Service Job Hazard Analysis book and in the San Bernardino National Forest Volunteer Safety Program Desk Guide”. These books are available for your use in the Mill Creek station and at USFS fire stations.

Training

New volunteers are required to have instruction on safety policies and procedures during an all-day new volunteer orientation. Returning volunteers will have a review of pertinent safety related procedures on an annual basis. In addition, specialized safety procedures related to a specific job will be reviewed just prior to doing the job. A copy of volunteer-signed record of instruction will be kept on file in the SGWA office.

Volunteers will receive a copy of the Volunteer Safety Program Desk guide prepared by Forest Service personnel.

All volunteers are requested to maintain current First Aid and CPR - Blood Borne Pathogens certification with a copy of the most recent certificate on file at the SGWA office. Generally volunteers are asked to find their own classes through Red Cross, American Heart Assn., EMT training or at work place classes.

Scheduling-Sign up for Duty

Without SGWA Volunteers, a wonderful recreation area would not exist. **Volunteers make it Happen!**

You may sign up for any job/volunteer opportunity for which you have been trained.

(See job description section) Basic training is offered in the spring and other times at the discretion of the Volunteer Coordinator.

SGWA requests a minimum of 2 days per month, or equivalent, per season, which is May to October. New volunteers will be paired with a veteran for the first time on a new job. Whenever possible volunteers will work as a team of two or more. Volunteers may choose different jobs each month or continue to do the same all season. Volunteers may be asked to serve in an area of need; however, requests of job choice will always be considered first.

Just as any job, it is the responsibility of the volunteer to **Keep Scheduled Job Dates.**

All Jobs are listed on the SGWA scheduling web site. Enter the website through the SGWA web site: www.sgwa.org Volunteer section or directly at www.sangorgoniowilderness.org.

To schedule –

- Find the job you want and sign up. It will ask for your name and e-mail address. If the job is full it will say full and you can look for another job to schedule.+
- Trail Patrols are listed as Day or Overnight. You will be assigned a trail to patrol. If you have a preference please send an e-mail to sgwa-vol@earthlink and we will try to accommodate your request.
- You can also schedule by e-mail to the appropriate coordinator. We are also very happy to talk to you so feel free to call.
- Generally only Veteran volunteers do mid-week trail patrol; however, visitor center staffing, and work with Forest Service trail crews is available mid-week.

Friends or relatives on patrol: Two persons over ten years of age may infrequently accompany a veteran patrol on a “show-me” patrol. They must understand that duty requirements or emergencies may require the patrol to abandon a planned itinerary.

If it becomes necessary to cancel a scheduled workday due to illness etc., the volunteer must call the volunteer supervisor for that job and let them know you will have people waiting for you that need to know.

The Forest Service and the public are depending on the SGWA to manage, protect, and serve in our San Gorgonio and Cucamonga Wilderness areas. Without volunteers, the Wilderness could be closed to public use.

Visitor Contacts

Visitor contact is probably the most important function of a volunteer.

People form perceptions about each other by how they speak coupled with non-verbal body language. Uniformed authoritative figures lose their individual identity, therefore, it is imperative that as uniformed representatives of the Forest Service and SGWA we project the best image possible.

- Reduce your “threat” potential. Be an approachable person. Remove sun glasses for eye contact. Reduce your “threat” potential. Cultivate a pleasant, friendly manner .Be an approachable person.
- Nothing says “good service” like a personable, impartial, professional and business-like manner.
- Let the other person know by your manner and reception that you don’t expect trouble from him, and don’t consider him a nuisance.
- When talking with a visitor, who has knowingly or unknowingly violated a forest rule, it is kinder to ask about his knowledge of the rule rather than highlighting the error. Your explanation and comments set the stage for future compliance in making the forest a safer and better place.
- Did you take time to explain the why as well as the what?
- A thank you for doing it correctly “next time” goes a long way in making for happy visitors.
- Conversations will often be determined by circumstances. Rather than trying to police, **greet, inform, and assist** in a friendly manner, let the visitor ask questions or comment.
- Don’t show hostility even if the other person does. A quiet, calm, reasonable manner will cause his hostility to simmer down and maybe even evaporate.
- Persons on the way out after a hike, you might ask, “How was the trail, was water available? Did you meet other hikers, horses? Where were they? Did you see any wild animals?”
- Overnight campers may respond to-- “How was the campsite? Were there others in camp?”
- Asking to see their permit should be the last topic of your conversation with the visitor. Check for Trailhead, Dates, and Number in party, portable stove, designated campsite. Sign the permit at the top and explain they will not need to have it signed again should they meet another ranger.
- If they say they have **no permit** remember you are **not** law enforcement.
- If they do not have one explain why it is needed, tell them to get one next time. If they choose not to leave, wish them a safe trip. **Do not argue** with them.
- If your contact is with someone who has already set up camp, after the initial friendly contact, check to see if their campsite is in compliance with rules.
- Remember a campsite is another’s temporary home. Respect it as such, and he will respect your space.
 - Are they in an area authorized for camping?

- Do they have proper permits?
 - Are they at least 200 feet from streams, lakes, meadows, trails or other campers?
 - They have no campfire nor have they constructed a fire ring.
 - Is stored food in bear canisters or properly hung from tree branches?
- If there is non-compliance, discuss the non-compliance giving the reason for the rule and kindly ask them to comply. If there seems to be resistance to moving camp, ask them if they'd like help in moving to an acceptable site. For safety reasons it is not necessary to move camp after dark.
 - If the violation presents a threat of injury or endangers others, and they choose not to terminate the violation, DON'T ARGUE or threaten...back off a good distance and report the situation to dispatch. Monitor the situation until dispatch or your supervisor tells you what to do.

Questions commonly asked of volunteers

1. **Fishing-** The wilderness is not stocked. Stocked waters are the South Fork of the Santa Ana River and Jenks Lake. Bear Creek has special regulations. Minimum size is 8 inches, only artificial lures with barbless hooks may be used. Maximum catch is five fish.
2. **Hunting-** Allowed in National Forest including wilderness during appropriate hunting seasons. Check with Fish and Game for regulations and licenses. Call 310-590-5132.
3. **Target shooting-** Allowed in designated areas only when fire danger permits. All weapons must be visible. Hunting allowed in wilderness during hunting seasons. Weapons are allowed at campsites of campers.
4. **Firewood-** Downed and dead wood OK for legal campfires. Firewood for home use requires a permit, \$10-25 per cord. Ask at ranger station for allowed areas to get it. NO fires in the wilderness, dispersed camps only with permit from ranger.
5. **Miscellaneous forest products-** Pine cones, yucca stalks free with required permit. Gathering manzanita, ferns, etc. for commercial use requires a permit and fee.
6. **Trees most commonly seen-** Jeffrey, sugar, ponderosa, lodgepole pines, and various oaks. White fir, big cone Douglas fir. Deciduous aspen, large and small leaf maple.
7. **Animals-**Lizards, rattlesnakes, gopher and other snakes, coyotes, mule and white tail deer. Squirrels, chipmunks, bats, bobcats, raccoons, and birds. Seldom seen black bear, wild turkey, bighorn sheep, and mountain lions.
8. **Developed campgrounds-** Reservations recommended. For US Forest campgrounds call 1-877-444-6777 or on the internet try (recreation.gov). Some campgrounds may be on first come basis, groups by reservation only.
9. **Interagency Passes to National Parks and Federal Lands-** Available at Ranger stations, NPS. Reduced rate for senior lifetime and blind or permanently disabled persons.

10. **Forest Adventure Pass-** Annual or daily pass for parking use in San Bernardino, Los Padres, Cleveland, or Angeles National Forests. Not required to park at visitor centers or where use fees are collected. Annual pass \$30, second pass for second car \$5. Daily use pass \$5. If car is ticketed for lack of pass, a \$5 daily pass can be bought and sent to the address on the ticket...Must scratch off ticketed date to be valid. An Interagency Pass also serves as an Adventure Pass in the above listed forests.
11. **Where can I get a bear box?**-Available for purchase or rent at Mill Creek Work Center.
12. **Can I drink the water from a spring?**-With increase in human and animal forest use, it is recommended to boil 5-10 min. or treat with iodine tablets all natural water.
13. **Can I ride my mountain bike on the trails?**- Bicycles are not permitted on Wilderness trails.

Reports and Records

Reports and records are required for SGWA statistics, your record of volunteer hour, and sometimes for legal issues.

- You will have some paperwork.
- Sign up at any event, patrol, duty station is required. You will find a **signup sheet** at the location – put your name on it the time you start and when you leave. This is necessary for keeping track of you – if you sign in but don't sign out we assume you are missing. It is also used for hours.
- Trail Reports, after each patrol you need to complete a trail report. This report keeps track of the number of visitors you see and any trail conditions.
- Accident Reports, if you have an accident injury you must complete an accident report form the same day, give it to the immediate supervisor.
- Incident report. If you have an illegal campfire, you assist an accident victim or other illegal event you discover (not lack of wilderness permits) complete an incident report. Give it to the immediate supervisor. If there is an incident that requires you to call San Bernardino Dispatch, fill out an Incident Report before the call or as soon after as possible. (**Incident Report Form**) If in doubt, fill it out and give it to supervisor, or coordinator.

Accident or Injury Forms should be filled out while caring for those involved in an accident or injury. It is always advantageous to gather pertinent information before calling San Bernardino Dispatch for help. You will then have much of the data they will ask you to provide. Be careful in your choice of words to the injured or bystanders. If you have a calm manner it will help them.

Ascertain the extent and seriousness of the injury by asking the victim his name and what happened. Is he able to move fingers, toes, etc.? How severe is the pain? Is it something that can be treated on the spot with offering of first aid items you carry? Stay with the injured until they are able to continue on their journey or help arrives to take them away.

Be sure to **give the dated report to the volunteer coordinator as soon as possible that day.**

(**See Accident/Injury report**) It is good to keep a copy for your records as well.

A **Lost Hiker Report** must be filled out for any reported missing person in the forest.

(**See Lost Person Questionnaire**). Gather information from those reporting the missing person. The more information you are able to list in detail the more chance of the lost person being identified by others. Be sure to include information about the person giving you the report, as authorities may want to contact them also. When you have completed the information on the form, call it in to San Bernardino Dispatch. Be specific as to where you are located on a trail, where the lost person was last seen and where they were headed. A copy of this report must be given to your Volunteer Coordinator on the date it was written. It is wise to keep a copy of the information should you be contacted later.

Stay in the area of search until your supervisor or a Search and Rescue person releases you to leave.

General Safety Guidelines

Your safety is a personal responsibility: Know safety procedures for the various jobs you do. If something appears to be unsafe, ask for help or clarification of action. If in doubt and no one is available to help “Don’t do it”. Example: moving a picnic table alone. Evaluate what could go wrong and how to prevent it before starting a task. Constant safety awareness prevents more accidents and injuries than knowing about safety manuals.

Private vehicles: While operating your own vehicle you are not on the job. Use your own insurance should you have an accident. While we may be in work uniform while driving to and from work, we are not in volunteer status until we arrive at the work location and go “in service”. If it is necessary to change work locations such as going between trail heads, different patrol locations on the Santa Ana River, between Barton Flats and Tulake, we are not on duty until we get out of our vehicle at the new duty location. However, if you have been trained and tested for driving a Forest Service vehicle in the performance of your job and have that in writing, or you are riding with Forest Personnel in a Forest Service vehicle, you are on duty. Always follow standard rules of driving, and use extra precautions to avoid accidents.

Confrontation, Weapons encounters, Hazardous situations: Volunteers may occasionally find themselves faced with hazardous situations when making contacts with antagonistic individuals or groups. Forest Service policy states: “When damage to resources and property cannot be prevented without risking personal injury to the employee, the volunteer, or the public, the **RISK WILL NOT BE TAKEN**”.

Avoid all confrontations: Instead, radio for a Forest Officer or Deputy Sheriff immediately to handle rowdiness or serious violations. **Do not approach a hazardous situation!** Indicators to alert you to a **hazardous situation** include when you have a hostile person, reason to believe the person is intoxicated, under drug influence, or has weapons.

Law enforcement: SGWA volunteers may gather, report, and provide information that will assist Forest Service or other law enforcement personnel. However, volunteers will **NOT perform any direct law enforcement duties**, such as directing visitors to take actions to comply with rules, regulations, or laws; or restraining visitors with regards to the same.

Volunteers may **educate visitors** as to rules and regulations that apply to the situation, and compliance. Once the visitor has been educated, the volunteer must **not argue** or do anything to try to force compliance. If noncompliance could result in physical harm or significant damage to property, equipment, or natural resources, the volunteer should back away from the situation and immediately **notify Forest Service Personnel**.

Hunting: Archery season for deer starts early September with rifle season starting the second Saturday of October through November. Sometimes hunters in camouflaged clothing carrying bows, rifles or handguns are scouting territory at other times of the year.

- If they ask about firearm regulations: California Law states you are not able to carry firearms unless hunting or in approved shooting areas.

- Weapons may be loaded in approved target shooting areas, or hunting areas.
- Hunting is not allowed within range of any paved roads, public campgrounds, or recreation sites, nor across any dirt roads, not in the South Fork drainage of the San Gorgonio Wilderness (i.e. near the South Fork Trail), or on any established public trail.
- Crossbows should not be used to take game birds and mammals during archery season.
- Bow hunters may not carry a firearm in the field during archery season.
- Target shooting is authorized ONLY in Lightning Gulch area on Forest Road 2N93 off Hwy 38, east of the turnoff to the Heart Bar Public campground. No target shooting is allowed anywhere if fire danger level reaches high, or red flag, warning.
- Upon seeing hunters you may **initiate a friendly conversation if you feel comfortable**, then ask to see their permit to be in the wilderness. If they do not have one explain why it is needed, tell them to get one next time and let them decide to leave or not without confrontation.

Reporting: Please report safety issues promptly to the Executive Director, his/her assistant, or an appropriate Forest Service employee. Report visitor and self-injuries as soon as possible.

Injury and accident forms must be filled out on scene, to establish when, where, to whom, and how the injury happened, and what was done by whom to help the victim. Even if there is no need to go to a doctor, there is documented proof that might be invaluable should the injury turn serious later. It is advisable to also keep a personal copy if the injury is serious

Equestrians: All general safety measures are in force for equestrians and their mounts. Safe riding rules will be reviewed annually by the equestrian manager. (See equestrian job description.)

Project work: For trail maintenance or the use of tools, wear a long sleeved shirt, long pants, gloves and a hard hat if indicated. The crew must have communication by radio and an evacuation plan in case of emergency.

Users of tools such as shovels, Pulaski's, axes, McLeod's, saws and pruning tools must be trained and have demonstrated knowledge of safe tool use. Guards should cover sharp blades during transport. Place equipment not in use at a safe distance beyond work area. Store all tools properly.

Adequate food and water must be consumed during work, or hiking to job sites.

Always use common sense and personal protective gear when using chemicals, paint or cleaners. Read directions and follow manufactures instructions for use.

Weather: Listen to the weather forecast before going in service. Take appropriate protective clothing and shelter.

During rainstorms with lightning, stay away from single tall trees or rocks. Turn the radio off. Stay out of dry creek beds. Avoid tops of ridges, ledges, outcrops of rocks and wide open spaces where you are the tallest point around. Equestrians should dismount.

If a building is not available, seek shelter in deep caves, in a group of trees, head-high clumps of bushes. Remove metal objects touching you. This includes packs with metal frames, metal frame glasses and metal tools. Cover yourself with a plastic poncho or tarp. If your hair stands on end, your skin tingles, or you feel an electrical charge...drop to the ground immediately.

Foot travel: Comfortable boots and socks are mandatory. A pair of synthetic liner socks with a pair of wool or wool blend socks helps prevent blisters. Protect hot spots before they blister by using “moleskin”.

Plan ahead for safe routes. Watch for stones, wet clay, sliding shale and uneven tread.

When walking over slippery, loose ground or steep downhill, shorten steps, keep knees bent, use edges of boots to limit sliding. Use precaution when crossing streams on slippery rocks or logs.

Hiking poles are useful in the above situations.

Back country travel: Plan ahead. Leave your itinerary and expected time of return with family and supervisor. Travel in pairs or small groups.

- Always carry the following:
- Radio with an extra batterie and know how to use the radio.
- Pencil and paper are necessary for keeping notes and records of hikers/campers contacted etc.
- Adequate containers for water and carry water purification equipment.
- Food and snacks.
- Map and compass and know how to use them.
- Matches in a waterproof container and a back packer stove if overnight is planned.
- For possible night or delayed forest exit, bring a led headlamp with extra batteries.
- Signal mirror and whistle.
- Sunglasses, sunscreen, first aid kit, pocketknife, and duct tape for emergency repairs.
- Sanitation trowel, toilet paper/tissues, and trash bags.
- For unexpected weather carry gloves, for layers, extra clothes, including long pants, and rain gear.

Staying overnight: Take a tent or shelter, sleeping and cooking equipment.

Select a campsite in an area free of dead limbs/dead trees, away from falling rocks or flash flooding area. Tent should be set with drainage in case of rain. Take bear canister to store food

If you get lost: Keep calm, Stop moving and try to orient yourself with surrounding area. Know how to use and trust your map and compass. Look for landmarks in trying to orient yourself.

If you reach a trail, follow it until you reach a known spot. Only as a last resort should you travel downhill parallel to a stream or drainage.

If you are unsuccessful in finding your way, stay in one place, conserve your strength. Find camp shelter and a water supply. Building a campfire in the wilderness is prohibited-to build a small fire so smoke may be seen by searchers should not be done except under extremely dire circumstances, and only under perfect weather conditions and in an area clear from brush. Try calling for help on the radio or your cell phone. Use your whistle to call for help, or a mirror to signal aircraft or searchers above you.

First Aid and CPR

Although SGWA volunteers are required to have a current certificate in First Aid /CPR and Blood Borne Pathogens the use of either on visitors encountered on the job is discouraged due to legal liability.

If you choose **to use them, you must do so as an ordinary person and not a Forest Service Volunteer.** State to the person needing help “I am trained in First Aid, do you wish me to help you?” I have a first aid kit which you may use.” Lay it out for them and let them take from it.

If the person says “NO”, you must not provide aid, but survey the situation...*if it could be life threatening, call 911 or Dispatch.* Report the situation, needs and location. Do no more.

Possible wilderness emergency situations

Someone is visibly ill, bleeding or unconscious. Remember the 3 C’s--Check, Call, Care.

Check/survey the scene, for unusual voice, odor, sounds, behavior and NOTE TIME OF DAY.

Call for Help or send someone for help if indicated.

Care: If conscious, ask person his name, what happened, how they feel, medications, pre-existing conditions such as diabetes, allergies, etc. someone you may contact, contact phone number.

Move the injured person only if he is in an unsafe area to give care, or to reach a second victim.

Survey the person from head to toe, have him respond to touch or move each part of body.

Suspect **stroke**, Observation for these signs:

F-ask him to smile...check face

A-ask him to raise one arm, then the other

S-get him to speak, observe for slurring, confusion (Name, phone, and meds, what happened?)

T-note abnormal tongue movement or use

Bruises Observed, try these:

R-rest

I-immobilize

C-Use ice if you have it

E-elevate the injured part

Bleeding: Have patient put pressure on active bleeding using gauze, bandana, shirt etc.

Check bloody area for open wound, puncture wound, abrasion, and open fracture.
An Ace roller bandage can be used to hold gauze, bandana etc. tightly over the bleed.
Has victim lost a lot of blood; is he able walk out or do paramedics need to come?
Use gloves as a barrier against contamination with body fluids whenever possible.

Ill on a hot day, hiking with altitude

Have person lie or sit in shade. Ask if they have been drinking enough fluids.
Have them drink water, Gator Aid, juice in small sips and rest. Call for help if person is
unable to walk out. If vomiting, headache, hot, suspect heat exhaustion. Treat as above.
Rehydrate slowly, continuously, with electrolyte containing liquids, rest in shade.

Non Responsive Person--Suspect fainted, diabetes- low blood sugar, stroke, or heart attack.

Radio for Help: "San Bernardino, Recreation 4xx Victor with medical emergency.
When they respond, tell them where you are and what the emergency looks like.
Open Airways--check for breathing...if no breath. Perform CPR as you were trained.

RADIO OPERATIONS

Communication in the Field

The radio is the most important tool you will carry.

It is the responsibility of each field volunteer to understand the radio system and how to use it effectively and efficiently (YOUR HEALTH AND SAFETY MAY DEPEND ON IT). Any volunteer that does not feel that they have an understanding of the radio system, radios, or their use, should seek additional training.

WHY THE NEED TO CARRY A RADIO

- Monitor Call In and Out of Service
- Call to Report Emergencies
- Call to Advise of Changing Locations in the Field
- Radio Traffic to Avoid Potential Hazards (alert tones)

They are used for calling in and out of service, emergencies such as an injured hiker requiring medical assistance, any fire requiring firefighters, threat from other hikers with or without guns, other medical emergencies, lost hikers, and responding to Dispatch requests.

Radios should be turned on when checked out and carried on all trail patrols. They should also be on and listened to while on duty at all interpretive sites and Tulakes Camp.

All radios must be returned to the coordinator or put in drop box, unless otherwise instructed. **DO NOT GIVE TO ANYONE ELSE!**

There are certain standards and procedures volunteers should follow when using the Radio System. This is not only for your own safety but to ensure that communications are efficient and understandable.

PROTOCOLS

The Forest Service expects SGWA personnel to use the same degree of courtesy and professionalism they demand from paid personnel. Please pay attention to radio protocols and etiquette.

- Use an identification code. Anyone using a Forest Service radio must use an identification code, known as a Radio Call Sign: Radio Call Signs are issued by the Forest Service and SGWA.
- Plan your message. Before you start transmitting relax and rehearse what you want to say before picking up the radio to talk.
- Use clear & plain text. The Forest Service, like all fire services, uses the Clear Text protocol of using plain English vocabulary instead of coded or slang terminology. Clear text ensures that in a

high stress environment, where radio traffic is heavy and signals may be hard to understand, that all communications are easily understood. At no time should “CB speak”, such as “10-4” or “Roger” be used.

- Monitor the channel before transmitting. Avoid walking on someone else's call.
- Never under any circumstances interrupt emergency or fire traffic.
- Your transmission is not private. It may be heard by everyone with a Forest Service radio.
- Keep your transmission short.
- No profanity on the air.
- Do not tie up a net unless a repeater is necessary for communications. If working on a project, in a common area, use a direct tactical channel such as SGWA Direct or R5 Project to chat.
- Use the phonetic alphabet if you are not being understood...i.e. spell words.

RADIO TRAFFIC PRIORITIES

1. Communications involving injury, death, or imminent danger.
2. Public emergencies and threat to public safety.
3. New fire or smoke reports.
4. Active fire suppression communications.
5. Law enforcement activities not included above.
6. Normal forest business.

PROCEDURES

There is a basic order to follow when calling, or receiving a call, on a radio. Communications will work best when you're understood the first time around.

CALLING IN SERVICE

- Turn the radio on.
- Check for Radio Traffic - Check for Repeater Squelch Tail or “kerchunk”. Before going in service monitor your channel for a minute to make sure that the frequency is clear and you won't be disrupting any other communications.
- Select the proper channel and call Forest Service Dispatch. Always identify the unit or forest you are calling, then identify yourself using your call sign, and the Tone you are calling on. Identify San Bernardino Dispatch as “San Bernardino”.
- The Tone you are calling on is the forest repeater input tone, not the radio's channel number.

- Depress the PTT talk switch hold depressed 1-2 seconds before talking to guarantee your message will be heard.
- Talk approximately 2 inches from/across the microphone, in a conversational volume.
- Take finger OFF the talk button to wait for response. If there is no response wait 1-5 minutes and try again when there is no on-going radio traffic.
- Since numbers can sound similar over the air, always say one number at a time. For instance instead of saying “one-sixty” or “one hundred-sixty”, instead, you should say “one-six-zero” (1-6-0).

Example for the San Bernardino National Forest

Volunteer - “San Bernardino, Rec four-four-three Victor - Tone 4” - Then wait for a response from Dispatch

Dispatch - “Rec four-four-three Victor, San Bernardino”

Volunteer - “San Bernardino, Rec four-four-three Victor, plus one, in service, Vivian Creek”

Dispatch - “Rec four-four-three Victor, in service 0900 hours” (Dispatch uses military time -24 hour clock time)

In the event that you were unable to make contact with Forest Service Dispatch you may go in to service using your cell phone at the following number. **San Bernardino Forest Dispatch (909) 383-5652**

MONITOR

Monitor the radio till the end of your shift, if overnight until 9 PM, 2100 hours.... Then turn it off after calling out of service.

STATUS CHECKS

- At approximately 5 to 6 pm (1700 to 1800 hours) Dispatch will call for status checks on all call signs that they have checked in service.
- When they call your number you are to say your call sign and your status, usually code 4, which means that you are still in service and “OK”.
- If you do not answer or go out of service during the day Dispatch will call the volunteer coordinator to confirm your status.

CALLING OUT OF SERVICE

- At the end of a shift, or 2100 hours on an overnight patrol, call out of service.

- **YOU MUST CALL OUT OF SERVICE** or it is assumed you are still out there, lost, or in some sort of emergency. If unable to reach dispatch by radio, try a cell phone call to Dispatch.

If you don't call out of service the SGWA coordinator is called and a search may be initiated. Please don't let them embarrass you or us by finding you home in bed, having forgotten to call out of service.

REPORTING A SITUATION / EMERGENCY

- Wait until no one is talking on the radio, don't interrupt!
- If possible fill in a situation/emergency form to help you give concise information before you call.
- Be sure to state your call sign or name, location, and the nature of the emergency. Take note of any additional information that may be needed, such as road markers, if a vehicle is involved, and if so, how many and direction of travel.
- Be ready to describe the situation, evaluate seriousness.
- When reporting a life threatening, or medical emergency, always use the words "emergency traffic" when initiating the call. This alerts any station listening to the nature of the call, assuring a prompt reply and clearing the air for the duration of the call.
- If the emergency involves personnel prepare to describe the injuries, how many people are injured, and if evacuation by search and rescue or helicopter will be needed.
- Never use the name of a seriously injured or dead individual over the radio.

CALL DISPATCH FOR

- An injured or sick hiker you or others on scene are not able to help.
- Any fire or large smoke requiring fire fighters.
- Threat from others with or without guns that you can't handle.
- Lost hiker that can't be found by his companions.

DO **NOT** CALL DISPATCH FOR

- Hiker without permit
- Illegal camp sites
- Campfire you and campers can put out
- Threatening person who calms down
- Non-threatening hiker with gun or bow and arrows
- Minor injuries that can be cared for on the trail
- A situation already heard on the radio unless you have information

CUCAMONGA CONSIDERATIONS

- Lytle Creek (San Bernardino area) contact Dispatch - Tone 9 (San Sevaine Peak) or Tone 2 (Cajon Mtn.) repeaters may work best.
- Baldy (Angeles area) poor to non-existent radio communications with Dispatch along Baldy road, Baldy village, and the lower portion of Icehouse Canyon. This is due to line of sight issues with the San Bernardino repeaters.
- Try contacting dispatch by radio when you have line of sight to the repeaters while in the valley or via phone where service is available.
- You will be able to communicate with San Bernardino dispatch as you ascend and near Icehouse Saddle.
- You have the option of contacting Dispatch before the scheduled status check if you expect to be without radio communications, “in the blind”.
- You can contact Angeles dispatch via radio for an emergency, or other special circumstances. Just preface your normal identifier with “BDF”. i.e.; “*Angeles, BDF-Rec 4XX Victor with emergency traffic*” This identifies you to Angeles as a San Bernardino unit.

THINGS TO REMEMBER

- Make sure you know the channel settings (use a frequency listing)
- Use clear text-plain English. No 10-codes or other lingo.
- Formulate a clear concise message before you transmit.
- Listen before you transmit.
- Identify with call sign.
- Remember Priorities for radio traffic.
- Use “Breaks” during long messages.
- Properly manage and maintain rechargeable batteries.

San Bernardino National Forest

<http://www.fs.usda.gov/sbnf/>

Supervisor's Office

602 S. Tippecanoe Ave.
San Bernardino, CA 92408
(909) 382-2600 (Voice)
(TDD/TTY dial 7-1-1)

Front Country Ranger District

Lytle Creek Ranger Station (District Office)

1209 Lytle Creek Road
Lytle Creek, CA 92358
(909) 382-2851

Mill Creek Visitor Center

34701 Mill Creek Road
Mentone, CA 92359
(909) 382-2882

Barton Flats Visitor Center

State Highway 38, 7 miles east of Angelus Oaks
Barton Flats
(909) 794-4861

San Gorgonio Wilderness Association

SGWA Office
34701 Mill Creek Rd.
Mentone, CA 92359
(909) 382-2906 Fax (909) 794-1125

<http://www.sgwa.org/>

Mountaintop Ranger District

Big Bear Ranger Station & Discovery Center

P.O. Box 290
41374 North Shore Drive, Highway 38
Fawnskin, CA 92333
(909) 382-2790

<http://www.nationalforestassociation.org/bigbeardiscoverycenter.php>

San Jacinto Ranger District

Idyllwild Ranger Station (District Office)

P.O. Box 518
54270 Pinecrest
Idyllwild, CA 92549
(909) 382-2921

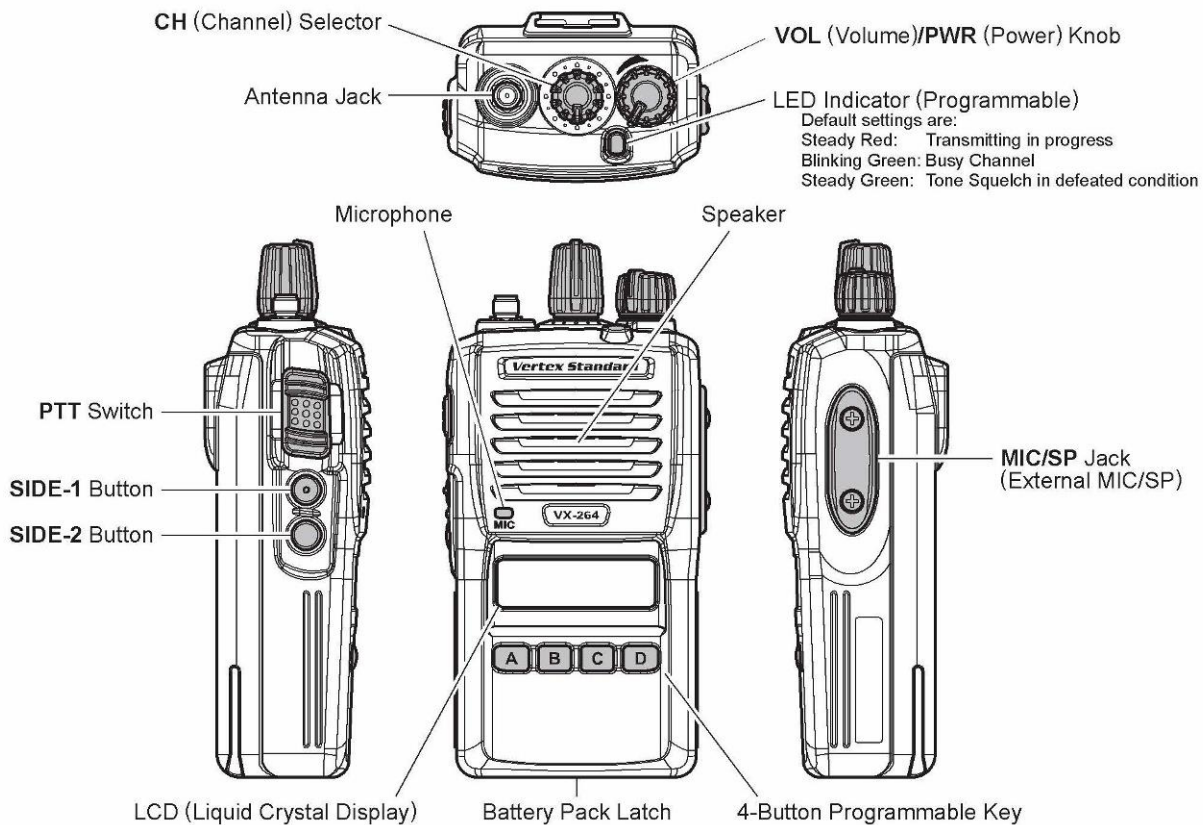
Santa Rosa & San Jacinto Mountains National Monument Visitor Center

51500 Highway 74
Palm Desert, CA 92260
(760) 862-9984

MOTOROLA/VERTEX RADIO VX-264

Basic Radio Functions:

- **Turn On** = Power/Volume knob clockwise
- **Lamp** = Press Side 1 Button on/off
- **Low Power** = Press and Hold Side 2 Button on/off
- **Select Channel** = Rotate encoder knob
- **Change Group** = Key A (Up) / Key B (Down)
- **To transmit** = Press PTT key
- **Scan within Group** = Press Key C start/stop
- **Set Channel for Scan** = Press and Hold Key C on/off
- **Scan across Groups** = Press Key D start/stop
- **Set Group for Scan** = Press and Hold Key D on/off

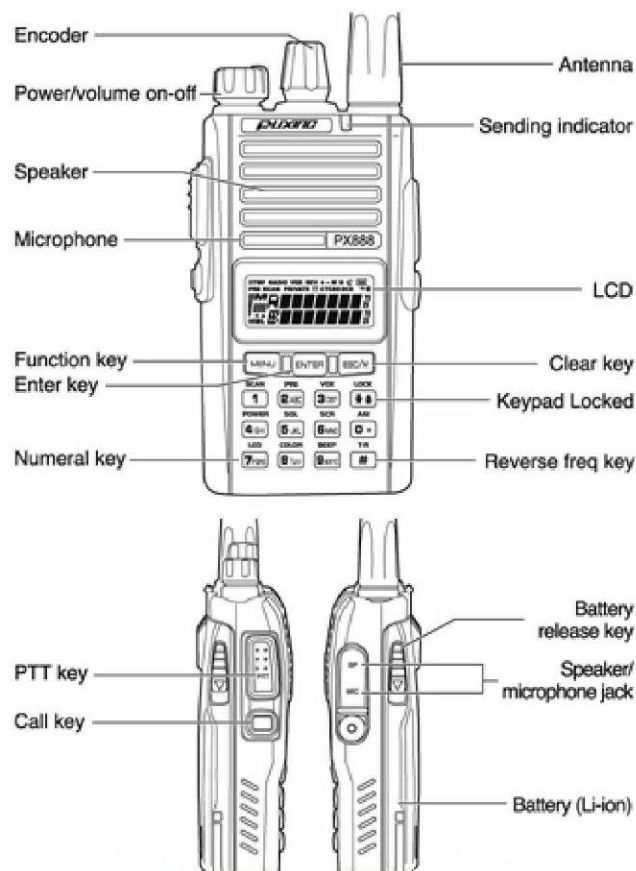


PUXING RADIO

PX-888

Basic Radio Functions:

- **Turn On** = Power/volume knob clockwise.
- **Single Channel Mode (default) + Channel names.** Turn radio on.
- **Select Channel** = Rotate the encoder knob or enter the channel number from the keypad.
- **Scan** = MENU + 2 + ENTER
- **Stop Scanning** = ESC/M
- **To transmit** = Press PTT key
- **Change Single or Dual Watch Mode** = Hold down ENTER during power on
- **Dual Watch Change A/ B Channels** = MENU + PTT
- **Key Lock/Unlock** = [*] hold for 2 seconds
- **Can't get out of a function?** - Turn radio OFF then back ON to reset.





SAN BERNARDINO NATIONAL FOREST

FOREST / ADMIN REPEATER SITE AND TONE MAP



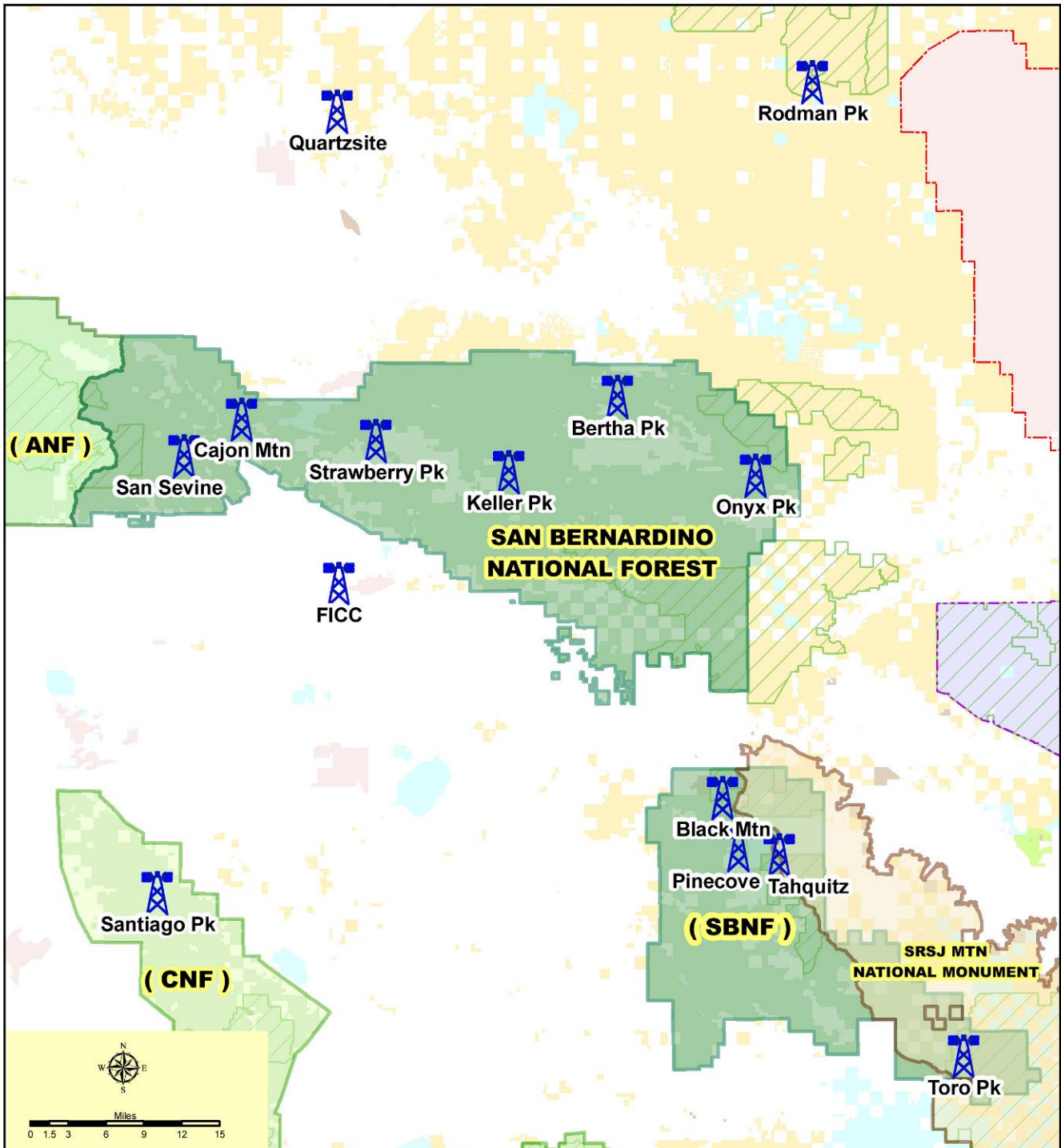
| Repeater | Tone | Freq |
|------------|------|-------|
| Cajon | 2 | 123.0 |
| Strawberry | 3 | 131.8 |

| Repeater | Tone | Freq |
|----------|------|-------|
| Keller | 4 | 136.5 |
| Bertha | 5 | 146.2 |
| Onyx | 6 | 156.7 |

| Repeater | Tone | Freq |
|-----------|------|-------|
| Rodman | 12 | 127.3 |
| Santiago | 13 | 141.3 |
| Pine Cove | 14 | 151.4 |

| Repeater | Tone | Freq |
|-------------|------|-------|
| Black | 8 | 103.5 |
| San Sevaine | 9 | 100.0 |
| Tahquitz | 11 | 114.8 |

NOTE: Keep on tone 8 when not using a Repeat Frequency



SOAP NOTE

*This is a SOAP Note to use in reporting an accident/incident. This is a common format that all rescue personnel use. **S: Subjective**—What you found, how the patient currently is, and what the patient has said to you (Scene Survey; Initial Assessment); **O: Objective**—What you have found (Head to Toe Exam, Vital Signs, SAMPLE—OPQRST); **A: Assessment** (Problems & Anticipated Problems); **P: Plan** for Treatment*

Scene Survey (safety, initial impression, gloves)

| | | | | |
|---------------|--------------------|-----------|-------|-----------------------|
| # of patients | MOI (if observed): | Location: | Time: | Description of Scene: |
|---------------|--------------------|-----------|-------|-----------------------|

Initial Assessment (ABCDE)—Stop & Fix immediate threats to life

| | | | | |
|---------|------------|--------------|-----------|---------------------|
| Airway: | Breathing: | Circulation: | Decision: | Environment/Expose: |
|---------|------------|--------------|-----------|---------------------|

Patient Information

Patient Name: _____ Age: _____ Sex: _____ Phone #: _____ Address: _____
 City, State, Zip: _____ Emergency Contact Name/Phone: _____

Focused Exam & Patient History (Head to Toe, Vital Signs, SAMPLE)

If Trauma, start with Head to Toe; If Medical, start with SAMPLE

Head to Toe Exam

(palpate; look for DOTS—Deformities, Open Wounds, Tenderness, Swelling & check CSM's—Circulation, Sensation, Movement in all extremities)

| |
|---------------------------|
| Head, Face, Neck |
| Shoulders |
| Chest |
| Abdomen, Pelvis |
| Lumbar Region |
| Upper & Lower Extremities |
| Back & Spine |

SAMPLE

| |
|-----------------------|
| S: Symptoms: |
| A: Allergies: |
| M: Medications: |
| P: Past History |
| L: Last Intake/Output |
| E: Events |

OPQRST

| |
|-----------------------------|
| O: Onset: |
| P: Preventative/Palliative: |
| Q: Quality |
| R: Radiates/Refers |
| S: Severity (1-10) |
| T: Time: |

Vitals

| Norms | A0x3 or 4 | 60-100 (sr) | 12-16(ru) | PERRL | PWD |
|-------|-----------|-------------|-----------|--------|------|
| Time | LOC's | HR | RR | Pupils | SCTM |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Focused Spinal Assessment (FSA): To be done only after a complete Focused Exam & Patient History has been done.

| | | |
|-----|----|---|
| Yes | No | One or more hour from definitive care |
| Yes | No | Currently A0x3 or 4? |
| Yes | No | No distracting injuries? |
| Yes | No | No alcohol/drugs: recreational, OTC's, prescription? |
| Yes | No | Normal CSM's in all extremities? |
| Yes | No | No spinal pain or tenderness upon palpation of spine? |

Important! Only do this step if you have been trained to do so. If you have not been trained in FSA you must maintain spinal precautions. If the answer to each of these 5 questions is "Yes" you **may** release spinal precautions. If the answer to ANY of these 5 questions is "No" you **must** maintain spinal precautions.

Verbal Report for radio transmission. Complete all information.

I have a _____ year old _____ (male, female). Patient's **chief complaint** is: _____.

Patient states _____
 (what patient said in their own words.)

Patient is currently: _____ (most current LOC).

Patient found in _____ (position).

Patient exam reveals (results of head to toe exam, read from above). Then state, "No other injuries found."

Give vitals: give one set of vitals. If nothing has changed since your first set, simply say "vitals unchanged since original assessment."

SAMPLE: If anything relevant was found in sample let them know what is relevant only.

Assessment (Problem List) & Anticipated Problems & Plan: Info you wrote on back page

Assessment/Anticipate Problems & Treatment Plan

| Assessment (Problem List) | Anticipated Problems | Treatment Plan |
|---------------------------|----------------------|----------------|
| | | |
| | | |
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| Additional Information |
|------------------------|
| |
| |
| |

| Definitions & Helpful Information | |
|---|---|
| <p>ABCDE's Airway management; Look in mouth, clear obstructions Breathing adequacy: Look, listen, feel Circulation: Assess for pulse & major bleeding; control bleeding, treat for shock. Decision: Maintain manual stabilization of the spine unless patient has no significant MOI. Environment/Expose: Assess and treat environmental hazards; expose serious potential life threatening wounds.</p> <p>AVPU Scale (use for LOC's—Level of Consciousness) A0x4: Alert & Oriented to Person, Place, Time & Events A0x3: Alert & Oriented to Person, Place & Time A0x2: Alert & Oriented to Person & Place A0x1: Alert & Oriented to Person V: Verbally responsive – responds to verbal stimuli P: Painfully Responsive – responds to painful stimuli U: Unresponsive – does not respond to any stimuli</p> <p>Head to Toe – DOTS: When performing a head to toe exam you want to carefully examine & palpate each body section for DOTS. Don't be too gentle! You might not find an injury if you are too gentle. Make sure to remove/move clothing as necessary. You want to get down to skin in injured or possibly injured areas.</p> | <p>SAMPLE Symptoms: ex: Headache? Dizziness? Nausea? Allergies: to medications, OTC's, Foods, Insects, Pollens Medications: Prescription, OTC's, Alcohol or recreational drugs Pertinent Medical History: Medical history that relates Last Intake/Output: Food/Water; Urination, Vomiting Events: Events leading up to incident/illness</p> <p>OPQRST Onset: Was the onset sudden or gradual? Provokes/Palliates: What makes it worse? Better? Quality: Describe the pain, sharp vs dull; constant vs erratic Radiates/Refers: Does the sensation move anywhere? Severity: How does this rate on a scale of 1 -10? Time: How long has it been going on?</p> <p>Vital Signs LOC's: See AVPU scale. Heart Rate (HR): Beat per minute; regular/irregular, strong/weak Respiratory Rate (RR): Breaths per minute; labored/unlabored Pupils: PERRL (Pupils are Equal, Round & Reactive to Light)—this is a late changing sign Skin (SCTM): Skin color, temperature, moisture</p> |

Contact Info: Mazama Office: 503.227.2345 — Mazama Lodge: 503.272.9214

| Rescue Request | | | | | | | Party Information: | | | | |
|---------------------------|-------------|--------------|-----------|-----------|---------------|-------------|------------------------------|--|---------------------------|--|--|
| Patient Name, Age: | | | | | | | Cell Phone #: | | FSR Radio Channel: | | |
| Vitals | Time | LOC's | HR | RR | Pupils | Skin | # remaining at scene: | | | | |
| 1 st | | | | | | | Equipment at scene: | | | | |
| Last | | | | | | | Equipment needed: | | | | |
| Date: | | | | | | | On-scene plan: | | | | |
| Injuries | | | | | | | | | | | |
| Description: | | | | | | | | | | | |
| Location: | | | | | | | | | | | |
| Terrain/Weather: | | | | | | | | | | | |

Lost Person Questionnaire

Investigator

| Date | Time | District Mission Number | Recording Official |
|------|------|-------------------------|--------------------|
| | | | |

Source of Information

| Name | Address | Town | St |
|--|---------|------------------------------|--------------|
| | | | |
| Relationship to Subject | | Phone Number | Second Phone |
| | | | |
| How / Where to Contact Now | | How / Where to Contact Later | |
| | | | |
| What Informant Believes to Have Happened | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Subject Information

| Name | | Age | Sex | Nickname(s) | | |
|---------------|-------------|--------|-----|-------------|-----|--|
| | | | | | | |
| Home Address | | Town | | St | Zip | |
| | | | | | | |
| Local Address | | Town | | St | Zip | |
| | | | | | | |
| Home Phone | Local Phone | D.O.B. | | Birthplace | | |
| | | | | | | |

Physical Description

| Identification | Clothing / Style | Color | Size | Health |
|--|---|--|--|--|
| Height: | Shirt / Sweater: | | | Overall Health: |
| Weight: | Pants: | | | Physical Condition: |
| Age: | Outer Wear: | | | Medical Problems: |
| Build: | Inner Wear: | | | Psychological Problems: |
| Complexion: | Head Wear: | | | Medication: |
| Distinguishing Marks: | Rain Wear: | | | Amounts: |
| Eyes: | Gloves: | | | Consequences of Loss: |
| Hair Color: | Extra Clothing: | | | Eyesight w/o Glasses: |
| Hair Style: | Footwear: | | | Medic-Alert: |
| <input type="checkbox"/> Beard <input type="checkbox"/> Mustache <input type="checkbox"/> Sideburns <input type="checkbox"/> Glasses | <input type="checkbox"/> Jewelry <input type="checkbox"/> Photo Available? <input type="checkbox"/> Return Photo? <input type="checkbox"/> | <input type="checkbox"/> Sole Sample Available <input type="checkbox"/> Scent Articles Available <input type="checkbox"/> Scent Articles Secured <input type="checkbox"/> Clothing Visible from Air? | | <input type="checkbox"/> Smoker <input type="checkbox"/> Alcohol <input type="checkbox"/> Drugs <input type="checkbox"/> Gum <input type="checkbox"/> Candy <input type="checkbox"/> A Leader <input type="checkbox"/> A Survivor <input type="checkbox"/> Legal Problems <input type="checkbox"/> Personal Problems |
| Youth / Child | Equipment | | | |
| <input type="checkbox"/> Afraid of Dark <input type="checkbox"/> Afraid of Animals <input type="checkbox"/> Afraid of Strangers <input type="checkbox"/> Cry When Hurt <input type="checkbox"/> Cry When Scared <input type="checkbox"/> Hides When Afraid <input type="checkbox"/> HUG-A-TREE Trained <input type="checkbox"/> Has a Safety Word | <input type="checkbox"/> Pack <input type="checkbox"/> Tent <input type="checkbox"/> Sleeping Bag <input type="checkbox"/> Ground Cloth <input type="checkbox"/> Fishing Gear <input type="checkbox"/> Climbing Gear <input type="checkbox"/> Liquid Container <input type="checkbox"/> Fire Starter | <input type="checkbox"/> Stove <input type="checkbox"/> Fuel <input type="checkbox"/> Compass <input type="checkbox"/> Map <input type="checkbox"/> Food <input type="checkbox"/> Knife <input type="checkbox"/> Camera <input type="checkbox"/> Lens | <input type="checkbox"/> Skis <input type="checkbox"/> Snowshoes <input type="checkbox"/> Money <input type="checkbox"/> Credit Cards <input type="checkbox"/> Other Documents <input type="checkbox"/> Rope <input type="checkbox"/> Camp Tools | <input type="checkbox"/> Hitchhiker <input type="checkbox"/> Religious <input type="checkbox"/> Educated <input type="checkbox"/> Local Hero <input type="checkbox"/> Extravert <input type="checkbox"/> Introvert <input type="checkbox"/> Loner <input type="checkbox"/> Depressed |

Continue

Place Last Seen

| Date | Time | Common Name / Description |
|--------------------------------|------|---------------------------|
| Description | | Additional Comments |
| Subject Last Seen by: | | |
| Talked to Subject About: | | |
| Weather at That Time: | | |
| Weather Since: | | |
| Subject's Direction of Travel: | | |
| Subject's Attitude: | | |
| Subject's Condition: | | |

Subject's Trip Plans

| Itinerary | Transportation | Additional Comments |
|------------------------------------|--------------------------------|---------------------|
| Started At: | Transported By: | |
| Date: | Vehicle Location: | |
| Time: | Make / Model: | |
| Destination: | License: | |
| By Way of: | Vehicle Location Confirmed by: | |
| Purpose: | Time Confirmed: | |
| Length of Stay: | Additional Vehicles at Scene: | |
| Size of Group: | Alternate Plans / Routes: | |
| Has Subject Made This Trip Before: | Discussed With: | |

Subject's Outdoor Experience

| General Experience | Additional Comments |
|--|---------------------|
| <input type="checkbox"/> Familiar With Area <input type="checkbox"/> In Area Recently <input type="checkbox"/> Formal Outdoors Training <input type="checkbox"/> Medical Training <input type="checkbox"/> Scouting <input type="checkbox"/> Military <input type="checkbox"/> Overnight <input type="checkbox"/> | |
| <input type="checkbox"/> Travels Alone <input type="checkbox"/> Stays on Route <input type="checkbox"/> Travels X-C <input type="checkbox"/> Lost Before <input type="checkbox"/> Will Stay Put <input type="checkbox"/> Keeps on Move <input type="checkbox"/> Climber <input type="checkbox"/> Athletic | |

Contacts Upon Reaching Civilization

| Name of Person That Subject Would Contact | Relationship | Phone | Who Is There Now |
|---|--------------|-------|------------------|
| | | | |

Overdue Groups

| Description | Group Characteristics |
|-------------------------------|-----------------------|
| Kind of Group: | Personality Clashes: |
| Leader: | Actions If Separated: |
| Experience of Group / Leader: | Competitive Spirit: |
| Local Point of Contact: | Intragroup Dynamics: |

Actions Taken So Far

| By Family / Friends | By Others |
|---------------------|-----------|
| | |