Peak Steward Check in Policy

For purposes of increasing safety and facilitating response time to potential accidents, CFI Volunteer Peak Stewards will work with at least one other available CFI-associated person whenever possible when volunteering in the field. A CFI-associated person can be a staff member, agency partner, volunteer, or organization partner. All reasonable efforts will be taken to find a CFI-associated person who is available to work with that person in the field. If another person is not available and the Peak Steward must work alone in the field, the following check-in procedure must be followed.

What constitutes “working/volunteering alone”:
- Spending an entire day or days volunteering by yourself in the field.
- Spending a partial day volunteering alone in the field, such as hiking in alone as a Peak Steward.

Procedures
If you are going into the field alone, you must establish a firm check-in time and go through the following procedure:

1. Determine a reasonable time that you expect to be off the mountain and will be within communications range (e.g. cell phone range). Set a time later than that to allow for delays due to weather, longer than expected hike times, low cell phone coverage, dead phone batteries, working late, etc. For example, if you are scheduled to go to Mt. Belford alone for the day and expect to be back to the trailhead by 4:00, you may opt to check in by 8:00 p.m. of that day.

2. Peak Stewards will establish a personal contact (i.e. spouse/significant other, parent, friend, etc…) to check in with after EVERY volunteer day as a Peak Steward (unless a multi-day trip is involved in which the check-in will happen after the entire trip, assuming cell reception is unavailable in the backcountry). Prior to their departure, Peak Stewards will inform their personal contact of their designated check in time, this check in policy, and will relay any of CFI’s pertinent emergency protocol information to their personal contact.

3. Once Peak Stewards are out of the field and within cell phone range they will call their personal contact to check in and inform them that they are out of the field.

4. In the event that a Peak Steward does not check in by their established time, their personal contact will notify CFI’s Education and Outreach Coordinator or a proper CFI affiliate who will then implement CFI Missing Persons Protocol.

5. If the contact time is exceeded, the personal contact will then contact CFI’s Education and Outreach Coordinator who will then contact the appropriate Sheriff, USFS Ranger District and need-to-know CFI affiliates and follow CFI Missing Persons Protocol.

**In the event that a Peak Steward cannot establish a personal contact to perform check in duties, CFI’s Education and Outreach Coordinator will act as the contact person.**

I have read the Peak Steward Check in Policy and will abide by it.

signature_________________________________________ date____________________________