



# AWP Check-In and Missed Check-In Procedures

AVALANCHE AND WEATHER PROGRAMS  
MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE

## MOTI AWP CHECK-IN AND MISSED CHECK-IN PROCEDURES

The following information will be used as the Ministry's guidelines for check-in and missed check-in procedures. These guidelines are intended to ensure that there is a consistent approach throughout the province for appropriate and timely response in the event of a missed check-in.

## USING CHECK-IN PROCEDURES

Check-in procedures are used when working in circumstances where assistance would not be readily available to the worker in case of an emergency. The check-in procedure is not specific to winter operations and should be used throughout the year. Examples of when check-in procedures can be used include, but are not limited to, the following operations:

- servicing of equipment in remote locations
- summer surveys of avalanche paths
- avalanche fieldwork and mountain travel
- avalanche control operations
- search and destruction of misfired avalanche control charges
- search and rescue operations
- flight operations

## DETERMINE FIELD WORK OBJECTIVES

The Avalanche and Weather Program worker will out the **Fieldwork Pre-Trip Work-Sheet** (MOTI Avalanche Safety Plan Appendix IV) while including all team members in the discussion. This form contains both hazard identification and mitigation measures for field work planning and the specific fieldwork particulars required for TMCBC to initiate the Check-In procedures.

## TMCBC FIELDWORK PRE TRIP PARTICULARS FORM TO BE PROVIDED TO THE TMCBC

From the Avalanche Worker office, send the *TMCBC Fieldwork Particulars Form* to TMCBC when applicable:

- Check-in Date and Start Time
- ALL Party Members Names and Call Signs
- InReach mapshare tracking link sent to; TMCBC@gov.bc.ca (email address)
- Communication methods: Radio Repeaters/Trunks, cell, InReach device address
- Departure Point as listed in the Fieldwork Atlas
- Worksite Name(s) as listed in the Program's Fieldwork Atlas
- Travel Method (when traveling by helicopter, include phone number for the helicopter base)
- Local Contact: Name and Call Sign, Repeater number(s), Phone number
- Duration of Trip
- Next Check-in Time: This time is updated with each check-in
- Comments: password for the InReach Map Share link

**Avalanche and Weather Program**



**Fieldwork Check-In Particulars Form**

<b>Program</b>	Coast Chilcotin				
<b>Date</b>	1/10/2018				
<b>Start Time</b>	09:00				
<b>Name and Call Signs</b>	Michael Blancher 1 R 71, Jeff Van Driel 1 R 72				
<b>Tracking</b>	InReach	<a href="https://share.garmin.com/northwestSnowAvalancheProgram">https://share.garmin.com/northwestSnowAvalancheProgram</a>			
<b>Radio Repeater(s)</b>		Trunk Telephone Number	604 777 5323		
<b>Departure Point</b>	Click or tap here to enter text.				
<b>Destination</b>	Click or tap here to enter text.				
<b>Travel Method(s)</b>	Click or tap here to enter text.				
<b>Local Contact(s)</b>	Enter Contact	Phone	Enter Phone Number Here	Rptr	Enter Rptr #
	Enter Contact	Phone	Enter Phone Number here	Rptr	Enter Rptr #
<b>Next Check-In</b>					
<b>Duration</b>					
<b>Comments</b>	Password for the mapshare tracking link is <i>"...if you think you need one"</i>				

**APPROPRIATE CHECK-IN DURATIONS**

The team should appoint a member to be in charge of check-ins for the day and determine the check-in frequency. The frequency will reflect the type of work being conducted and the exposure to hazards at various stages during the work.

## CONTACT THE TMCBC TO START CHECK-IN PROCEDURES

Prior to departure, a team AWP member will send an inReach mapshare link to the TMCBC@gov.bc.ca via email or InReach. The TMCBC Operator will set up check-in procedures and confirm with the field team (TMCBC can contact the team through our Ministry radio, phone or InReach device).

## THE TMCBC OPERATOR'S RESPONSIBILITIES

- Record all the fieldwork particulars and add the team to the "Avalanche Check-in Board"
- Confirm with the field team that their inReach mapshare link has been received. If not, request the link be resent until received.
- Set an alarm for the field team's check-in interval to expire.
- Update check-in times and worksite locations as requested by the field team.
- If a check-in time is missed the Operator will follow the Missed Check-in Response process in the **Fieldwork Incident Response Plan**. The **Fieldwork Incident Response Plan** includes further call outs to the field team, asking the local contact to drive to the team's departure point and calling through the **Incident Commander Resource List** until a trained person has taken responsibility for responding to the incident.
- Provide the Incident Commander with the field teams InReach Mapshare link, their Fieldwork Check-in Form and any other pertinent information if available I.E; a copy of their Fieldwork Pre-Trip Plan
- Close check-ins for the field team as requested once they have safely returned and are finished for the day, "take them off of the board".

## THE INCIDENT COMMANDER'S RESPONSIBILITIES

- Oversee the entire rescue operation until rescue is resolved or until they are replaced by another Incident Commander.
- Requests the field team's inReach mapshare link, their TMCBC Fieldwork Check -In Particulars Form and if available; a copy of the Fieldwork Pre-Trip Plan work sheet.
- Dispatch the closest trained resource to the last known location.
- Continue to attempt to contact the field team.
- Assign a Safety Officer.
- Dispatch additional trained resources and equipment.
- Appoint and oversee Task Force Team Leader and Strike Team Leader
- Compile or assist in writing an incident report once the task has been resolved.

## THE LOCAL CONTACT'S RESPONSIBILITIES

- The Local Contact's primary purpose is to determine if the field team's vehicle is still parked at the departure point.
- They should attempt to make radio contact with the field team on the local simplex frequencies including the simplex channels.
- They may be able to visually see the field team from the highway.
- They may assist the Incident Commander by providing the current weather and visibility observations

## USING THE INREACH DEVICES

- The inReach device can be used as a GPS tracking device as well as for two-way messaging communication
- Prior to going into the field each inReach device should be set up in accordance with the InReach Set-up procedures appended to this document
- Prior to departing into the field at least one member of the field team will send an inReach mapshare link to the TMCBC at the TMCBC@gov.bc.ca (email address)
- When starting check-in procedures, the field team will confirm that the TMCBC Operator has received the mapshare link and **TMCBC Fieldwork Check -In Form**
- The InReach device should be kept in a location that it can transmit and receive while ensuring that it does not interfere with the operation of an avalanche transceiver
- The device should track for the duration of the field day and should be periodically checked for battery level. If battery level is insufficient a battery booster can be plugged in to the device or another team member should send the TMCBC a mapshare link and notify the TMCBC Operator of the change
- The inReach device is an acceptable means of communication for check-ins as long as a message from the TMCBC Operator confirms the new check-in time

## TRAINING

The Ministry will ensure that all applicable Ministry and Contractor staff are trained annually in this check-in procedure. Annual training will occur during the fall start up.

## NEW WORK SITES

If a staff member is planning to do work in a new area where there is no existing worksite identification or hazard assessment in an existing Fieldwork Atlas, the staff member will document and assess the new area and submit the updated Fieldwork Atlas to the appropriate locations prior to the commencement of work.

## INITIATING CHANGE

Ministry procedure documents of this nature benefit from suggestions for improvement. Written suggestions should be provided to the Manager, Avalanche and Weather Programs or to Senior Avalanche Officers. Please review the information on Proposals for Infrastructure or Policy Change in the Ministry Avalanche and Weather Programs – Overview policy memorandum, Nov. 23, 2009, CLIFF: 183170 for more information on the Ministry process for change implementation.