

## **Coalition for the Upper South Platte**

### **Fuels Reduction: Chipping**

### **Standard Operating Procedures**

**TABLE OF CONTENTS**

	<b><u>Page</u></b>
<b>1. MISSION STATEMENT</b>	<b>4</b>
<b>2. INTRODUCTION AND WHY WE PROVIDE A CHIPPING PROGRAM</b>	<b>4</b>
<b>3. PRE-SEASON PLANNING</b>	<b>5</b>
<b>4. BASIC POLICIES FOR ALL CHIPPING PROJECTS</b>	<b>5-6</b>
<b>5. PROJECT RANKING AND PRIORITIZATION</b>	<b>7</b>
<b>6. PROJECT PLANNING TIMELINE</b>	<b>7</b>
<b>6.1 Initial Contact</b>	<b>7</b>
Internet	<b>7</b>
Calls or In-Person Contact	<b>7</b>
Contact Checklist	<b>7</b>
<b>6.2 Within One Week of Initial Client Contact</b>	<b>8</b>
Copying of Project Status and Documentation	
<b>6.3 One Day Prior to Chipping Project</b>	<b>8</b>
<b>6.4 On the Project Day</b>	<b>9</b>
Arrival	<b>9</b>
Before Project Begins	<b>9-10</b>
During Project Work	<b>10</b>
Assignment Descriptions- Project Work	<b>11</b>
Departure	<b>11</b>
Closeout Actions	<b>11</b>
Field Staff Closeout Actions	<b>12</b>
Administrative Closeout Actions	<b>12</b>
<b>6.5 Post-Project Follow Up</b>	<b>12</b>
<b>7. POLICY ATTACHMENTS</b>	<b>13</b>
<b>7.1 Pre-Project Discussion</b>	<b>13</b>
<b>7.2 Volunteer Project Safety Policy</b>	<b>14-17</b>

**8. FORMS\_\_\_\_\_ 18**

**Note:** All forms are embedded in this document. Please double click on the form to pull up the full document in Word, which can then be updated for specific needs.

<b>Form Attachment 1: Chipping Intake Form</b>	<b>19</b>
<b>Form Attachment 2: Chipping Volunteer Sign-up Sheet</b>	<b>20</b>
<b>Form Attachment 3: Fuels Reduction Project Information &amp; Planning Sheet</b>	<b>21</b>
<b>Form Attachment 4: Mitigation Project Information and Planning Sheet</b>	<b>22</b>
<b>Form Attachment 5: Tailgate Safety Worksheet</b>	<b>23</b>
<b>Form Attachment 6: Fuels Reduction Safety Requirements</b>	<b>24</b>
<b>Form Attachment 7: Project Information Sheet Template</b>	<b>25</b>
<b>Form Attachment 8: Incident Report Form</b>	<b>26</b>
<b>Form Attachment 9: Emergency Medical Services (EMS) List</b>	<b>27</b>
<b>Form Attachment 10: Donation Receipt</b>	<b>28</b>
<b>Form Attachment 11: Talking Points Handbook</b>	
<b>29</b>	

# ***COALITION FOR THE UPPER SOUTH PLATTE***

## **Standard Operating Procedures**

### **1. MISSION STATEMENT**

The Coalition for the Upper South Platte (CUSP) protects the water quality and ecological health of the Upper South Platte Watershed, through the cooperative efforts of watershed stakeholders, with emphasis placed on community values and economic sustainability.

### **2. INTRODUCTION**

These policies have been developed to enhance future and current client experiences in the neighborhood fuels reduction: chipping program and provide a clear and consistent direction for these interactions. In an effort to provide the most beneficial involvement for the individual, the community or the community they serve, the following objectives guide CUSP's chipping program:

- ✓ To ensure and provide as many scheduled chipping days for as many community members as our schedule allows
- ✓ To provide knowledgeable and professional programs to individuals and communities
- ✓ To provide clear and concise policies and protocol for all fuel reduction activities
- ✓ To provide the appropriate level of service for each participating group or individual determined by chipping protocol

### **WHY DO WE PROVIDE A CHIPPING PROGRAM?**

The chipping program is an integral part of our organization. CUSP provides community members with an affordable option to remove mitigation materials from their property. Our chipping program helps us to identify areas for funding, have quantifiable data to report for future funding, gauge the amount of fuels reduction occurring within our watershed and fulfill our mission. Acquiring funding for green forest health and fuels reduction is always a challenge. In order to sustain, create and enhance the health of the Upper South Platte Watershed, we need chipping clients, slash site customers and private, large properties seeking to obtain or complete fuels mitigation via contractors or crew members.

The indispensable work of volunteers for chipping provides in-kind services that can turn into support for funding from grantors. Most importantly, volunteers become ambassadors to the community and stewards for water and forest health. Together we can create a healthier watershed to be sustained for generations to come.

### **3. PRE-SEASON PLANNING - CHIPPING**

Winter and early spring months will focus on scheduling returning patrons and communities, and preparing for upcoming chipping projects by completing the following steps:

- ❑ Conduct annual outreach and project scoping by contacting returning communities to schedule and assess their needs, priorities and scheduling. Returning chipping HOAs and POAs can be found in the Filemaker database > Entities or in the Chipping Binder located at the office.
- ❑ Contact and schedule chipping dates for various individuals that mitigate annually. The list of returning individual chipping clients can be found in the Filemaker database > Contacts or in the Chipping Binder located at the office.

### **4. BASIC POLICIES FOR ALL CHIPPING PROJECTS**

All staff, volunteers, community groups and individuals working on projects under the jurisdiction of the Coalition for the Upper South Platte are asked to proceed under the following guidelines:

- ❑ All projects will be pre-approved by the Fuels Reduction Coordinator and/or Volunteer Coordinator and Deputy Operations Director for Field Crew.
- ❑ All chipping clients, whether individuals or communities, will complete the “Chipping Intake Form” at <http://cusp.ws/forest-issues-2/chipper/> (Form Attachment 1).
- ❑ The Fuels Reduction Coordinator and/or Volunteer Coordinator will automatically receive a copy of the chipping intake form. The chipping intake form will be entered into the Filemaker database and kept on file for a period of three (3) years.
- ❑ The Fuels Reduction Coordinator and/or Volunteer Coordinator will contact potential clients within three (3) business days of the client completing a new chipping intake form. The Coordinator must review important points (see section **6.1 Initial Contact**) with the client and may request photos of piles and property access from the client at this time.
- ❑ After the initial contact is made and determinations of slash amounts are made, the Coordinator will review the staff calendar and schedule a temporary chipping date for the individual or community. The Coordinator will take note of other volunteer projects occurring near the same time and communicate with the Deputy Operations Director for Field Crew to schedule the final date for the chipping project.
- ❑ After the chipping date is confirmed, the Coordinator will create a Project Record: Crew from Project Landowner in the FileMaker database. The record will include: contact information, scoping form, directions, meeting times and location, notes, and photos (if received).

## ***COALITION FOR THE UPPER SOUTH PLATTE***

### Standard Operating Procedures

- ☐ The date will be entered on the staff calendar at <http://uppersouthplatte.info/>. The chipping project will be denoted by: Chipping, (name of individual or HOA) and project record number from the Filemaker database.
- ☐ All projects will be scheduled and covered by insurance provided through the Coalition for the Upper South Platte.
- ☐ All chipping projects involving volunteers will have an instructional and safety briefing before any chipping takes place.
- ☐ All employees will adhere to **“7.2 Volunteer Project Safety – Policy Attachment”**.
- ☐ Volunteers providing service and support to the Coalition for the Upper South Platte will be treated with respect and consideration and without discrimination of race, religion, color, sex or sexual orientation, age, national origin, expression of gender, political affiliation or disability.
- ☐ Children under the age of sixteen (16) must be accompanied by an adult on chipping projects.
- ☐ In the event of inclement weather, projects will be rescheduled at the mutual convenience of CUSP and the individual or community.
- ☐ The chipper will receive routine maintenance prior to every project to include greasing all zerks, ensuring the chute is functioning properly and checking tires and gas.
- ☐ Pets, whether staff or volunteer's, are not permitted at chipping work projects.
- ☐ Documentation in the form of a “Chipping Volunteer Sign-up Sheet” (Form Attachment 2) will be completed by any chipping volunteer. If the volunteer is the homeowner or a chipping client within a community, they must provide the acreage they have treated and any hours associated with their mitigation (per person).
- ☐ CUSP staff will ensure there is a clean trap under the chipper before leaving an individual's or community's property to ensure any infected material (e.g. mistletoe), seeds or other debris is not dispersed at another location.
- ☐ CUSP employees will not accept tips from chipping clients.
- ☐ CUSP field staff will add all project details including work completed, photos taken, volunteer numbers and hours to the Project Record: Crew > Daily Activity in the Filemaker database within a maximum of one week after the project.

## **5. PROJECT RANKING AND PRIORITIZATION**

- ❑ Returning individual and community clients will be prioritized.
- ❑ All other chipping is scheduled on a first come, first serve basis. Scheduling priorities will focus on finding larger projects that can consume a day, or compiling several small projects to provide a full day for crew members.

## **6. PROJECT PLANNING TIMELINE**

### **6.1 Initial Contact**

**Internet:** When Volunteers complete a “Chipping Intake Form” (Form Attachment 1) they will receive an auto reply advising them they will be contacted by one of our staff within three (3) business days of their intake form submission. The initial chipping intake form will then be auto forwarded to the Fuels Reduction Coordinator and/or Volunteer Coordinator.

**Calls or In-Person Contact:** Staff receiving walk-ins or calls from an individual, association or company should encourage the client to complete a chipping intake form located on the CUSP website: <http://cusp.ws/forest-issues-2/chipper/>. If for any reason the client is unable to complete this form, staff will complete it with them or take down all their information on the “Fuels Reduction Project Information and Planning Sheet” (Form Attachment 3).

The Fuels Reduction Coordinator and Volunteer Coordinator will automatically receive a copy of intake forms and must enter chipping clients’ information into the Filemaker database. Staff will retain the form on file for a period of three (3) years.

**Contact Checklist:** The Fuels Reduction or Volunteer Coordinator will contact the prospective client by telephone within three (3) business days after a client completes a chipping intake form. Questions and notes will include:

- ✓ Note the total acreage of property or average property lot size for an HOA
- ✓ Check for client’s understanding of information in the chipping flyer
- ✓ Advise client to keep track of total area mitigated
- ✓ Advise client to keep track of hours mitigated to include: cutting, moving, and stacking
- ✓ Discuss access to property and stacked piles, request photos if needed
- ✓ Discuss what days the client or another responsible party are available to be present for chipping
- ✓ Discuss the suggested donation rate. The rate is currently \$85 per hour (2015)
- ✓ Ask how the client heard about CUSP
- ✓ Schedule a tentative chipping date
- ✓ Discuss pertinent medical concerns of participants that may affect project locations and/or project offerings. Medical ‘flags’ may include, but are not limited to: disabilities, asthma, diabetes and/or insect allergies.

At the time of contact, an overview of current or future funding matching the clients’ interests and needs will be reviewed.

## **6.2 Within One Week of Initial Client Contact**

Each prospective client or community will be called by CUSP staff one week after contact to confirm the tentative date or offer a chipping date in line with the client's request. Efforts will be made to offer a chipping date within two weeks of initial contact, if scheduling permits.

**Copying of Project Status and Documentation:** All correspondence regarding chipping projects will be forwarded to and between the Fuels Reduction Coordinator, Volunteer Coordinator and the Deputy Operations Director for Field Crew.

- ❑ The Fuels Reduction Coordinator and/or Volunteer Coordinator will automatically receive a copy of the intake form and must keep that form on file for future reference, and enter clients' chipping intake information into Filemaker database > Contacts > Project Landowner > Scoping. If the client is not already a Project Landowner in the database, the Coordinator must make them one at this time. Once a Project Landowner is in the database, a "Project Scoping" record can be created in the Filemaker database.
- ❑ When the Coordinator schedules a temporary chipping date for the individual or community, it will be immediately entered on the CUSP staff calendar as tentative. The Coordinator will take note of other volunteer projects occurring near the same time and communicate with the Deputy Operations Director for Field Crew to schedule the final date for the chipping service.
- ❑ After the chipping date is confirmed, the Coordinator will create a "Project Record: Crew" number in Filemaker. Contacts or Entities > Project Landowner > Scoping > Create Project Record: Crew. The record will include: contact information, scoping form, directions, meeting times and location, notes, and photos (if received).

**Note:** If you do not have access to the Filemaker database, the Coordinator will enter information on the "Mitigation Project Information and Planning Sheet" (Form Attachment 4) and pass the document off to the Field Crew Lead, to be completed on-site at the time of the project.

- ❑ Once "Project Record: Crew" is created, the project record number (PR#) will be entered on the staff calendar (<http://uppersouthplatte.info/>). The chipping project will be denoted by: Chipping, (name of individual or HOA) and project record number from the Filemaker database in the brief description box on the staff calendar. In the full description box on the staff calendar, the individual or HOA contact name and contact number will be entered for reference.
- ❑ If additional volunteer groups join the chipping project, a project-specific "Project Information Sheet" (Form Attachment 7) will be created, emailed to the volunteer group and uploaded into Filemaker > Project Record: Crew> Documents, photos and media tab. All project correspondence will be retained electronically for a period of three (3) years.



### **6.3 One Day Prior to Chipping Project**

The scheduled Field Crew Lead will contact the individual or community referenced in “Project Record: Crew” and confirm meeting location and time.

### **6.4 On the Project Day**

**Arrival:** CUSP staff will be on-site a minimum of 15 minutes prior to the project meeting time to perform daily maintenance of the chipper. Upon arrival, the Project Lead will designate Staff Assignments/Group Leaders and Speakers for:

- ☐ Photographer
- ☐ GIS
- ☐ General Daily Maintenance
- ☐ CUSP General Talk
- ☐ Project Specific Talk
- ☐ Safety Talk
- ☐ Project Demonstration

**Before Project Begins:** Project Lead and staff will address:

**Crew Safety:** Prior to operating the chipper, employees must fill out a “Fuels Reduction Safety Requirements Form” (Form Attachment 6). Staff must address employee safety in the “Tailgate Safety Worksheet” (Form Attachment 5) by conducting an internal pre-project discussion of outcomes and goals, determining the site is safe from hazards and ensuring tools and materials are staged. All employees will be aware of the location of the non-emergency contact for “Emergency Medical Services (EMS) List” (Form Attachment 9) and the CUSP spot device, located in the CUSP vehicle.

**CUSP general talk:** A staff member will address who we are as an organization and why we do what we do. Refer to the Talking Points Handbook (Form Attachment 11).

#### **General Chipping Volunteer Safety Guidelines:**

- ✓ Controls on the chipper will **ONLY** be operated by a CUSP staff member.
- ✓ Do not wear loose clothing or any jewelry (including watches) when chipping. Loose items can get caught on the branches and be pulled off or pull you towards the chipper.
- ✓ We often communicate in hand signals. A CUSP staff member will review the hand signals and what they mean with the volunteers. Emphasis on recognizing these and being cognizant of hand signal communication is important for safety.

## ***COALITION FOR THE UPPER SOUTH PLATTE***

### Standard Operating Procedures

- ✓ All volunteers **must** wear ear protection. If a volunteer does not have their own, a CUSP crew member will provide the ear protection.
- ✓ All volunteers **must** wear eye protection.
- ✓ All volunteers **must** wear a hard hat around the chipper.
- ✓ All volunteers are **strongly advised** to wear pants and long sleeve shirts. It is very easy to scrape up your arms and legs if they not covered. Please wear long sleeves and long pants.
- ✓ All volunteers **must** wear closed-toed shoes. Work boots and hiking shoes are best.
- ✓ Be conscientious of those around you when picking up or dragging material to the chipper. Sudden movements with materials in hand can cause injury to others.
- ✓ Pay particular attention to the material in the chipper as you bring up your pile. This material is caught in the rollers and can often swing back and forth and up and down. You do not want to get hit by one of these pieces.
- ✓ Chipping can be physically demanding. Use your legs to lift and listen to your body to determine what you can manage safely and efficiently.

**Portable Restrooms:** Are generally **NOT** available on chipping projects.

**Caravanning:** CUSP chipping projects with volunteers are often in communities or HOAs. These projects often bring many vehicles that will follow behind the chipper from one location to the next. Caravanning vehicles will remain a reasonable (30ft) distance behind the chipper.

**Paperwork:** Prior to the project, each participating volunteer must complete a “Chipping Volunteer Sign-up Sheet” (Form Attachment 2). The form will include the names of each volunteer, a place to enter acreage mitigated and hours spent mitigating, email and other contact information for each participant (excluding youth), and the total hours worked completed ***at the close of the project.***

**Pre-Project Discussion:** This discussion is to be held prior to every volunteer project, addressing topics found in “**7.1 Policy Attachment - Pre-Project Discussion,**” including: CUSP General Information, Project Specific Information, Safety, and Project Demonstration.

**Project Demonstration:** A CUSP staff member will physically demonstrate how to properly carry materials up to the chipper and how to properly feed the chipper.

**During Project Work:** All staff, technical assistants and volunteers will follow plans, guidelines, and safety precautions, and perform tasks designated by the Project Lead.

- ❓ Project Lead will ensure that all volunteer participants are working in a safe manner, and have proper equipment and knowledge under the supervision of field staff or group leaders.

## ***COALITION FOR THE UPPER SOUTH PLATTE***

### Standard Operating Procedures

- ❑ Crew members will **immediately** inform the Project Lead of **any changes, needs or emergencies** and will assist with the following duties as assigned.

### **Assignment Descriptions - Project Work:**

**Photos:** A CUSP staff member will be designated to document the event through photographs. Photos should be taken of the work site prior to, during and after project completion. These photos should be taken on a field iPad. Staff photographers will be mindful that photos serve a number of reporting purposes – all photos should be appropriate for public viewing, publishable and accessible to grantors and funders.

**GIS:** A GIS trained staff member or volunteer will be designated to document the event through GIS data collection. This information will be used for mapping, monitoring and reporting to the appropriate agencies or grantors. The GIS naming convention must be entered into the Activity Record on Project Record: Crew in the Filemaker database.

**Breaks:** Breaks are encouraged often in order to prevent dehydration and/or exhaustion, especially if participants have travelled from a lower altitude. The Project Lead will determine if intervals of more or less time are needed in accordance with factors of climate and participants' needs.

**Lunch:** At about noon each workday, a break for lunch of approximately thirty (30) minutes will occur. Participants will be encouraged to eat in a shaded location and to hydrate well.

### **Departure:**

- ❑ The total hours worked by each participant will be entered at the close of the project on the "Chipping Volunteer Sign-Up Sheet" (Forms Attachment 2)
- ❑ Staff members will ensure they have obtained all mitigation data from each individual
- ❑ Participants will be given CUSP information and encouraged to donate
- ❑ Participants will be thanked for their participation
- ❑ A staff member will mention and encourage volunteers to fill out the survey located at <http://volunteer.cusp.ws/> after the project is complete.
- ❑ Participants will be guided in exiting parking areas of the project site

### **Closeout Actions:**

**On-Site Closeout Actions:** These actions are to be coordinated by the Project Lead through supporting staff.

**Equipment:** The trap under the chipper will be cleaned out by crew members before leaving a location and before the chipper is turned off. Cleaning out the trap ensures we

## ***COALITION FOR THE UPPER SOUTH PLATTE***

### **Standard Operating Procedures**

do not transport any unwanted materials to our next location (e.g. mistletoe). Crew members will stabilize the chipper for transport by strapping down the chute.

**Site Cleanup:** All litter, tools, etc. will be removed during a site walk-through. CUSP's work is represented at each site, and as such, sites will be exited in better condition than they were found.

#### **Field Staff Closeout Actions:**

CUSP field staff/lead will add all project details including work completed, photos taken, volunteer numbers and hours to the Project Record: Crew > Daily Activity Record tab in the Filemaker database **within a maximum of one week after project**.

CUSP field staff/lead will print Project Record: Crew, the chipping volunteer sign-up sheet and any payments/donations made by client(s) to document the event, and submit these documents to Office Administration.

**Note:** If not using the Filemaker database, please turn in the "Mitigation Project Information and Planning Sheet" (Form Attachment 4) to administration with "Chipping Volunteer Sign-Up Sheet" (Form Attachment 2)

#### **Administrative Closeout Actions:**

**Project Record: Crew:** Within seven (7) days after the project, the Project Lead or Field Staff will complete, print and submit the "Project Record: Crew" to office staff for data processing, to include the following attachments to be filed:

- ☐ A completed "Chipping Volunteer Sign-up Sheet" (Form Attachment 2)
- ☐ Any and all payment(s) to include donations "Donation Receipt" (Form Attachment 10)

**Information References:** Printed "Project Record: Crew" sheets with the above attachments will then be filed by year and by county in the "Completed Projects" book. Notebooks are located near the main file cabinet at the CUSP office.

**Note:** If not using the Filemaker database, please attach the above documents to "Mitigation Project Information and Planning Sheet" (Form Attachment 4).

#### **6.5 Post-Project Follow Up**

The Coordinator will send an email to the contact for the project thanking them and providing the link to the CUSP survey.

**END OF SOP**

## **7. POLICY ATTACHMENTS**

### **7.1 Pre-Project Discussion**

Appreciation for volunteer participation is one of our foremost messages. CUSP could not accomplish this work without the help of volunteers and support from donors.

- ❑ **Staff and Group Leader Introductions**
- ❑ **Watershed Facts / What is a watershed?:** Refer to “Quick Facts” in the Talking Points Handbook (Attachment 11)
- ❑ **CUSP General Info:** Sample talking points will vary according to project type. Refer to “Quick Facts” in the Talking Points Handbook (Form Attachment 11)

CUSP was formed in 1998 as a group of stakeholders - local governments, state and federal agencies, businesses and citizens, banded together to ***protect the water quality and ecologic***

## ***COALITION FOR THE UPPER SOUTH PLATTE***

### Standard Operating Procedures

***health of the Upper South Platte Watershed...*** The Coalition for the Upper South Platte was formed as a non-profit. Our programs address issues such as:

- ❑ Identification and prioritization of areas in need of restoration
- ❑ Forest health and fuels mitigation
- ❑ Recreation opportunities (trails, OHV use, wilderness)
- ❑ Fire rehab
- ❑ Fire suppression
- ❑ Environmental education
- ❑ Invasive weed control
- ❑ Mine assessments

### **The Upper South Platte Watershed:**

- ❑ Covers 1.6 million acres
- ❑ Supplies drinking, industrial and agricultural water for over 75% of Colorado residents.
- ❑ The 1996 11,700-acre Buffalo Creek Fire was the largest fire in Colorado history at the time. Flooding from the fire resulted in several deaths and blocked the flow of the North Fork of the South Platte.
- ❑ The 2002 Hayman Fire was a catastrophic event, burning 137,000 acres.

### **Project Specific Info:**

- ❑ Why we are here: Describe the work to be accomplished, including goals, objectives and process.
- ❑ Partners: Note public and private partners, including funders, grantors and volunteer groups.
- ❑ Project Details: Detail timeframes, breaks, lunch and locations of water and restrooms (if available).

**Project Demonstration:** Safely demonstrate how to chip.

### **7.2 Volunteer Project Safety Policy**

- ❑ **General Safety**
- ❑ **Project-Specific Safety Concerns**
- ❑ **Emergency Response Plan**

### **General Safety**

## ***COALITION FOR THE UPPER SOUTH PLATTE***

### Standard Operating Procedures

The safety of volunteers and all participants is our main priority at all times. Safety guidelines will strictly be adhered to as set forth in the **Personnel Handbook Safety Policy**, which contains example planning, reporting and investigation forms.

#### **General Chipping Volunteer Safety Guidelines:**

- ✓ Controls on the chipper will **ONLY** be operated by a CUSP staff member.
- ✓ Do not wear loose clothing or any jewelry (including watches) when chipping. Loose items can get caught on the branches and be pulled off or pull you towards the chipper.
- ✓ We often communicate in hand signals. A CUSP staff member will review the hand signals and what they mean with the volunteers. Emphasis on recognizing these and being cognizant of hand signal communication is important for safety.
- ✓ All volunteers **must** wear ear protection. If a volunteer does not have their own, a CUSP crew member will provide them with ear protection.
- ✓ All volunteers **must** wear eye protection.
- ✓ All volunteers **must** wear a hard hat around the chipper.
- ✓ All volunteers are **strongly advised** to wear pants and long sleeve shirts. It is very easy to scrape up your arms and legs if they are not covered. Please wear long sleeves and long pants.
- ✓ All volunteers **must** wear closed-toed shoes. Work boots and hiking shoes are best.
- ✓ Be conscientious of those around you when picking up or dragging material to the chipper. Sudden movements with materials in hand can cause injury to others.
- ✓ Pay particular attention to the material in the chipper as you bring up your pile. This material is caught in the rollers and can often swing back and forth and up and down. You do not want to get hit by one of these pieces.
- ✓ Chipping can be physically demanding. Use your legs to lift and listen to your body to determine what you can manage safely and efficiently.

#### **Project-Specific Safety Concerns**

The Volunteer Coordinator, Deputy Operations Director, Operations Director, supporting staff and participating agencies will actively seek to identify and address any potential safety concerns in the planning phase and throughout the project.

Participants will be advised in advance, and in a pre-project discussion, of potential safety concerns inherent to the scope of the project that are personal, environmental and tool related. Including, but not limited to:

- ❑ **Altitude sickness:** All field staff will be familiar with and able to identify the first signs of high-altitude illness: headache, lightheadedness, weakness, trouble sleeping and an upset stomach. If a participant exhibits these symptoms, they will be instructed to rest

## ***COALITION FOR THE UPPER SOUTH PLATTE***

### **Standard Operating Procedures**

and to hydrate. If symptoms persist, the participant will be taken to a lower altitude until symptoms subside. More severe symptoms include difficulty breathing even while resting, coughing, confusion and the inability to walk in a straight line. If these symptoms occur, participants will be moved to a lower altitude right away and emergency services will be contacted.

- ❑ **Natural elements:** Projects often occur in an exposed mountain environment. Preparations for the elements will include: appropriate attire and footwear for working near water, and using caution when working near water and/or hiking on loose soils and decomposed granite. Field staff will make every effort to identify and fell potential hazard trees prior to volunteer projects. Participants will be advised when hazard trees may be present.
- ❑ **Weather:** CUSP will always err on the side of caution when working in questionable weather conditions such as: snowstorms, thunderstorms, lightening, flooding, debris flows, wildfires, high winds, tornados or extreme heat. The decision may be made to delay or cancel the project entirely if such weather conditions are present; projects may also be postponed or ended early.
- ❑ **Tools:** Appropriate use of the chipper will be discussed.
- ❑ **Horseplay:** Wrestling, running, pushing, or throwing any item in play or other disorderly conduct will not be permitted at volunteer projects. Participants may be removed from the project if horseplay occurs.
- ❑ **Personal Vehicles:** Volunteers using personal vehicles to travel to project work sites and/or using personal vehicles in the scope of the project (i.e. hauling materials) will receive a safety talk to include, but not limited to: volunteers will always travel with another person and be aware of and avoid potential hazards (e.g. remaining a safe distance from the chipper and flying material expelled from the chute).
- ❑ **Hard Hats:** Hard hats will be worn by each participant and staff member on all chipping projects at all times while the chipper is running.
- ❑ **Children:** Under no circumstances will children be left unattended at volunteer projects. The Project Lead, staff and volunteer Group Leaders will be aware of each child's whereabouts at all times. This will be communicated to all parties (staff and volunteers).

### **Emergency Response Plan:**

The Project Lead or highest-ranking staff will handle any actions or acts of nature resulting in the potential for damage or injury to property or person. Administrative follow-up or incident reports will be completed if required.

### **Non-Emergency Contacts:**



## ***COALITION FOR THE UPPER SOUTH PLATTE***

### **Standard Operating Procedures**

The “Emergency Medical Services (EMS) List” (Form Attachment 9), which is organized by county, will be consulted in the event of a non-emergency or if needed for any reason. An “Emergency Medical Services (EMS) List” is located in each CUSP vehicle. The list includes:

- ☐ Phone numbers and locations of Sheriff/Police Departments
- ☐ Phone numbers and locations of surrounding Fire Departments

### **Medical Emergencies:**

The Project Lead will gather sufficient information to determine the nature of the problem and to select the most appropriate response. The best course of action will depend on the level of the emergency. CUSP staff will err on the side of caution in all emergencies. Once a participant or staff member is safely being assisted, an “Incident Report Form” must be filled out and turned into the Operations Director (Form Attachment 8).

- ☐ **First Aid – Minor Injury or Illness:** If the injury is minor, including cuts, abrasions and/or minor strains or sprains, the injured party can remain at the project and participate. CUSP staff, all of which are CPR and First Aid certified, will administer first aid.
- ☐ **Minor Medical Problem:** If a participant experiences minor sprains, illness or mild symptoms of dehydration, the injured party can remain at the project but will not participate in the project. A CUSP staff member or qualified volunteer will treat the injured person, place them in a comfortable area and monitor them for the remainder of the project.
- ☐ **Medical Transport by Staff or Volunteer Leader:** If a participant has cuts requiring stitches or possible broken bones, the injured party must be treated or evaluated at a medical facility for non-life-threatening injury. The Project Lead determines who will transport the injured person.
- ☐ **Medical Response by Emergency Services or Evacuation by Helicopter:** Serious and/or life-threatening medical situations require a call to 911 to determine the method of transport. In this situation, the CUSP staff with the highest level of medical training will remain with the injured party. The Project Lead will designate a staff member to make the call to 911. If a call cannot be made, a crew member will activate the SOS button on the spot device carried at each CUSP project.

The person making the 911 call will gather as much information as possible to assist EMS, including:

- ☐ Age of the injured party
- ☐ Nature of the injury

## ***COALITION FOR THE UPPER SOUTH PLATTE***

### Standard Operating Procedures

- ☐ Medical history and medications
- ☐ Vital signs (if possible)
- ☐ Exact location of the group
- ☐ Estimated travel time by vehicle

The follow-up Incident Report (Form Attachment 8) documentation will be completed by the Project Lead and submitted and reviewed by the Operations Director.

### **END OF POLICY ATTACHMENTS**

## **8. FORMS**

## **Page**

**Note:** All forms are embedded in this document. Please double click on the form to pull up the full document in Word, which can then be updated for specific needs.

<b>Form Attachment 1: Chipping Intake Form</b>	<b>19</b>
<b>Form Attachment 2: Chipping Volunteer Sign-up Sheet</b>	<b>20</b>
<b>Form Attachment 3: Fuels Reduction Project Information &amp; Planning Sheet</b>	<b>21</b>
<b>Form Attachment 4: Mitigation Project Information and Planning Sheet</b>	<b>22</b>
<b>Form Attachment 5: Tailgate Safety Worksheet</b>	<b>23</b>
<b>Form Attachment 6: Fuels Reduction Safety Requirements</b>	<b>24</b>
<b>Form Attachment 7: Project Information Sheet Template</b>	<b>25</b>
<b>Form Attachment 8: Incident Report Form</b>	<b>26</b>
<b>Form Attachment 9: Emergency Medical Services (EMS) List</b>	<b>27</b>
<b>Form Attachment 10: Donation Receipt</b>	<b>28</b>
<b>Form Attachment 11: Talking Points Handbook</b>	<b>29</b>

***COALITION FOR THE UPPER SOUTH PLATTE***  
Standard Operating Procedures

**COALITION FOR THE UPPER SOUTH PLATTE**

Standard Operating Procedures

**The Coalition for the Upper South Platte**  
**Chipper Project Intake Form**

- Please provide CUSP with photos of your stacked piles via e mail, if requested.
- If there is difficult terrain on your property please email photos of those access points, if requested.
- Suggested donation rate per hour is \$85.00
- CUSP does not accept; root balls, material gathered with heavy equipment, lumber of any kind, and piles not properly stacked, please review our brochure at:  
<http://cusp.ws/wp-content/uploads/2014/05/FuelReductTrifold.pdf>

Landowner name \*

\_\_\_\_\_

Phone \*

\_\_\_\_\_

Email \*

\_\_\_\_\_

Is this for an individual or a group? Y

N

Total Lot Acreage \* \_\_\_\_\_

HOA, Subdivision or Community (if group):

Number of Sites: \_\_\_\_\_

Average Lot Size: \_\_\_\_\_

Project Physical Address: \*

\_\_\_\_\_

Mailing Address: \*

\_\_\_\_\_

Acreage Treated: \_\_\_\_\_

Mitigation Hours: \_\_\_\_\_

Please describe access to your property and chipping stacks:

Please provide detailed Directions to your property from Woodland Park, CO 80863:

## Standard Operating Procedures

### CHIPPING VOLUNTEER LISTING

Date:

We **do not** need email or phone # for anyone under the age of 18 on this form

01/25/2015Page 21

**COALITION FOR THE UPPER SOUTH PLATTE**

Standard Operating Procedures

**FUELS REDUCTION PROJECT INFORMATION & PLANNING SHEET**

**PR #:** \_\_\_\_\_ **PL#:** \_\_\_\_\_ **Scope ID:** \_\_\_\_\_ **FINAL PROJ DATE/TIME:** \_\_\_\_\_

**STAFF CONTACT** \_\_\_\_\_ **TODAYS DATE/TIME** \_\_\_\_\_ **COUNTY** \_\_\_\_\_

**CURRENT GRANT** \_\_\_\_\_ **TEMP PROJ DATE** \_\_\_\_\_ **CWPP** \_\_\_\_\_

**\*ALT DATE/TIME (cancellation/ reschedule due to weather)** \_\_\_\_\_

**SITE VISIT NEEDED?** Y N **ENTERED IN DATABASE?** Y \_\_\_\_\_

**LANDOWNER NAME/HOA** \_\_\_\_\_

**CONTACT INFO: Home** \_\_\_\_\_ **Cell** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

**PHYSICAL ADDRESS** \_\_\_\_\_

**MAILING ADDRESS** \_\_\_\_\_

**SPECIAL NOTES:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TOTAL ACREAGE** \_\_\_\_\_ **# OF SITES** \_\_\_\_\_ **AVERAGE LOT SIZE** \_\_\_\_\_

**CHIPPING FLYER (other handouts)** \_\_\_\_\_ **FIRE WISE/ADAPTED COMMUNITY** Y N

**FUTURE FUNDING SITE?** Y N \_\_\_\_\_

**ADVISE or ASK PATRON:** circle one / fill blank

**The acreage TREATED will need to be tracked:** Y N

**Hours MITIGATED will need to be tracked (per person):** Y N (includes: cutting, dragging, stacking)

**CUSP will need photos of piles stacked (up close of how stacked and one from far away):** Y N

**\*These photos when received should be attached to MEDIA on the PROJECT RECORD** Y \_\_\_\_\_

**Aprox. size of piles:** \_\_\_\_\_ **Aprox. time to chip?** \_\_\_\_\_

**What is access like on the property (ask for pictures of access if concerned) ? (steep, narrow etc.):**

\_\_\_\_\_

**Suggested Donation Rate/Hour (\$85):** Y N

**CUSP does not accept; root balls, material gathered with heavy equipment, lumber of any kind, and piles not properly stacked, please review brochure for proper examples.**

**COALITION FOR THE UPPER SOUTH PLATTE**

Standard Operating Procedures

**COALITION FOR THE UPPERSOUTH PLATTE**

MITIGATION PROJECT INFORMATION & PLANNING SHEET

ONGOING PROJECT? Y / N \*\*\*\*\*AREA \_\_\_\_\_

PROJDATE/TIME \_\_\_\_\_ COMMUNITY \_\_\_\_\_

STAFF CONTACT \_\_\_\_\_ COUNTY \_\_\_\_\_

GRANT \_\_\_\_\_ CWPP \_\_\_\_\_

SPECIAL NOTES \_\_\_\_\_

LANDOWNER NAME/HOA \_\_\_\_\_

CONTACT: NAME \_\_\_\_\_

MAILING ADDR \_\_\_\_\_

PHYSICAL ADDR \_\_\_\_\_

DAY/EVE PHONES \_\_\_\_\_

CELL PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_ FAX \_\_\_\_\_

# OF SITES \_\_\_\_\_ TYPE MITIGATION \_\_\_\_\_

LOCATION DESCRIPTION/ DIRECTIONS (*attach map if needed*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SITE VISIT? \_\_\_\_\_ DATE/TIME \_\_\_\_\_ STAFF \_\_\_\_\_

OWNER SIGNATURE (*if required*) \_\_\_\_\_

HANDOUTS DISTRIBUTED & # (*chipping brochure, Watershed Watch, etc*)

\_\_\_\_\_

PROJECT INFO: FAXED \_\_\_\_\_ EMAILED \_\_\_\_\_ MAILED \_\_\_\_\_

**COALITION FOR THE UPPER SOUTH PLATTE**

Standard Operating Procedures

**COALITION FOR THE UPPER SOUTH PLATTE  
TAILGATE SAFETY WORKSHEET**

**WORK TEAM PRESENT:**

<b><u>E</u></b>	<b>DATES:</b>								<b>NOTES</b>

<b><u>C</u></b>									<b>NOTES</b>
<b><u>S:</u></b>									
<b>Employee PPE</b>									
<b>Hazards :</b>									
<b>a. Environmental</b>									
<b>b. Man made</b>									
<b>c. Equipment</b>									
<b>Communication Devices / radio?</b>									
<b>Vehicles safely parked? Chocks, e-brake set?</b>									
<b>LCES / SA discussion</b>									
<b>Water to drink?</b>									
<b>Emergency Plan:</b>									
<b>Other</b>									
<b>Initial</b>									

**TEAM LEADER ACKNOWLEDGEMENT:** \_\_\_\_\_



***COALITION FOR THE UPPER SOUTH PLATTE***

Standard Operating Procedures

**The Coalition for the Upper South Platte**

Fuels Reduction Safety Requirements

These safety rules are designed to provide you with knowledge of the recognized and established safe practices and procedures that apply specifically to fuels reduction projects. If you are in doubt about the safety of any condition, practice, or procedure consult your supervisor for guidance. **Please note:** other rules and regulations can be found within the CUSP Employee Handbook, and CUSP Safety Policy. (Date and initial below when completed).

Date/INT: \_\_\_\_\_ Read and understand the Morbark model 2012-D Safety Manual.

Date/INT: \_\_\_\_\_ Undergo on the ground training with a qualified CUSP staff member.

Date/INT: \_\_\_\_\_ No staff will operate a power saw until S-212 has been completed and qualified CUSP staff has signed off.

Date/INT: \_\_\_\_\_ Have read and understood OSHA guidelines for operation of equipment.

I, \_\_\_\_\_, have read/been read and understand all of the safety rules of CUSP. I agree to act in accordance with the safety rules at all times while working, and understand that the violation of any rule is cause for stern disciplinary action which could include termination of employment.

Supervisor Signature: \_\_\_\_\_



## **Group name (add their logo) and CUSP Project Location/Area**

**Workday:** day, month date, year

**Project Location:** area

**Difficulty Rating:** Easy, Moderate, Difficult

**Project Times:** am-pm

**Meeting Location:** detailed

**Map Link:** google maps short URL example: <https://goo.gl/maps/92ybG>

**Directions:** Detailed

**Number of Volunteers Anticipated:** up to ?

**Workday Description:** Describe partners, area, significance and importance of project work:

### **Important Notes:**

- CUSP will provide hard hats; tools and materials necessary to complete project work
- Due to variable weather conditions and safety for our volunteers all vehicles and drivers must remain onsite for the duration of the project
- **What type of restroom? Portable, outhouse, none available**
- A safety review and work demonstration will proceed the project work
- Weather, which could create hazardous conditions, may cause the project to be canceled or rescheduled; staff will monitor weather and notify you of any changes, which will also be posted to [www.cusp.ws/Volunteer](http://www.cusp.ws/Volunteer).

**Requirements of Volunteers:** attach current documents

Prior to the project each volunteer must submit a **completed Liability Release form**, [CUSP 2014 Release Form](#) the group also needs to submit a **Volunteer Listing**, [VOLUNTEER LISTING 2015](#) attached.

**Please print documents on both sides.**

**COALITION FOR THE UPPER SOUTH PLATTE**

## Standard Operating Procedures

**COALITION FOR THE UPPER SOUTH PLATTE  
ACCIDENT/INCIDENT INVESTIGATION REPORT**

<input type="checkbox"/> Injury - First Aid Only <input type="checkbox"/> Injury - Medical Treatment <input type="checkbox"/> Property Damage <input type="checkbox"/> Near Miss - Record Only		Name of injured Employee	Occupation
		Assigned Department	Supervisor
Date & Time of Incident	Date Incident Reported	Incident Location	Witnesses

**SUMMARY** -Describe the incident (photo and/or sketch may be necessary).


**ANALYSIS** -Describe conditions that led to the incident (environmental conditions, tools/equipment used, task being performed, etc.).


**RECOMMENDATIONS** -Describe any controls and/or corrective procedures that may prevent reoccurrence of similar incidents.


**MANAGEMENT SYSTEM IMPROVEMENTS** – Describe measures taken by management to improve the system and prevent reoccurrence of similar incidents (employee training, new equipment, changes in safety policies, changes in operating procedures, etc.).

Action Taken:		Date:
Action Taken:		Date:
Action Taken:		Date:
Report Completed By:		Date:
Report Reviewed By:		Date:
Report Reviewed By:		Date:

## ***COALITION FOR THE UPPER SOUTH PLATTE***

### **Standard Operating Procedures**

## **Emergency Medical Services Non Emergency List**

### **By County**

#### **Clear Creek**

##### **Police**

- **Clear Creek County Sherriff**  
405 Argentine Street  
Georgetown, CO 80444  
Ph. 303-569-3232

##### **Fire**

- **Dumont Fire Department**  
681 CR 308  
Idaho Springs, CO 80452  
Ph. 303-567-4342
- **York Gulch Fire Station**  
1181 York Gulch Road  
Idaho Springs, CO 80452  
Ph. **Cannot Find**

#### **Douglas**

##### **Police**

- **Douglas County Sheriff's Office**  
4000 Justice Way  
Castle Rock, CO 80109  
Ph.303-660-7505

##### **Fire**

- **Mountain Communities Fire Department**  
15000 Westcreek Road  
Sedalia, CO 80135  
Ph. 303-647-2361
- **Larkspur Fire Department**  
9414 Spruce Mountain Rd  
Larkspur, CO 80118  
Ph. 303-681-3284

**COALITION FOR THE UPPER SOUTH PLATTE**

Standard Operating Procedures

*Coalition for the Upper South Platte*, PO Box 726, Lake George, CO 80827  
719.748.0333      www.uppersouthplatte.org

**Donation Receipt**

**Donor Information**

Name \_\_\_\_\_

Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Email \_\_\_\_\_ Web Address \_\_\_\_\_

**Donation Information**

Item(s) Donated \_\_\_\_\_ Value \_\_\_\_\_

Received By \_\_\_\_\_

**Thank you for your support!**

The Coalition for the Upper South Platte is a 501(c)(3) organization and donations are tax deductible as charitable contributions  
EIN: 84-1469785

*White - to Donor*

*Yellow - Bookkeeping*

*Pink - to Developing*





# Background Information

## *Coalition for the Upper South Platte*

