

Check in Procedures for YodelME

For field staff doing check-in TO field:

1. Crew lead does check-in for entire crew on yodelME when leaving base.
 - i. Check-in TO field on app **and** contact Dispatch on phone to confirm you are leaving.
 - ii. Add manifest via text on yodel channel so Dispatch will know who is with crew lead. (Only crew lead will be visible on dashboard)
2. Maintain check-ins appropriately: maximum of 2 hour intervals for moderate-high risk activities (i.e. chainsaw work, burning, ATV use, driving on resource roads), and maximum 4 hour intervals for low risk activities (i.e. local road familiarization, checking weather station). See exceptions below.
3. If the crew splits up, manifests must be updated.
 - i. If a single individual splits off, they will initiate a check-in in yodelME *after* the manifest is updated via crew lead.
 - ii. If there are several individuals splitting off, one will become crew lead and will establish a yodelME check-in for the entire new crew *after* the manifest is updated via original crew lead.

For field staff doing check-out FROM field:

1. Crew lead does final check-out FROM field for entire crew at end of day on yodelme app **and** contact Dispatch on phone to confirm you are back in town.
 - i. Check-out can be done when crew arrives at paved roads, or later when at base. On gravel, crew must maintain check-ins. Crews must check-out from field once returned to base, at the latest.

Maintaining check-ins:

When cellular service is lost

For field staff that have cellular service but then lose it, the transition to alternative forms of checking in will be as follows:

- Field staff: try yodelME for check-in / check-out. If it does not work, use radio.
- Dispatch: if check-in/out contact comes by radio, manually reset the field staff check-in time in yodelME, noting “as per radio” in the comment field.
- When/if field staff re-establishes check-ins on yodelME, revert to yodelME check-in procedures.

How to ensure positive confirmation when transition is occurring to or from yodelMe monitoring?

- yodelME → radio: Field staff completes check-in with Dispatch on the radio. Dispatch will use radio for primary contact until successful check-in is received on yodelME app.
- Radio → yodelME: Successful check-in on yodelME automatically implies transfer to yodelME complete.