UFSWQD VOLUNTEER SUPPORT FUNCTION PATROLLING CHECKLIST

Incident Name/#:_____

Name(s): _____   **Role:** _____

Date: _____   **Patrol Area Assigned:** _____

Shift Start Time: _____   **Shift End Time:** _____

BEFORE INSPECTION - mark off as you complete

- ☐ Review information given about incident prior to inspection. It may include:
    - o assignments/contact info
    - o Last inspection sheets (if relevant)
    - o Last photos taken of each issue area (if relevant)
- ☐ Sign in to volunteer sheet
- ☐ Get all needed supplies /documents
    - ☐ Maps, risk areas, etc.
    - ☐ Levee Patrol Form
    - ☐ Emergency Go-Kit
- ☐ Know your patrol area
    - ☐ Review the maps ahead of time
    - ☐ Review the existing areas of concern
        - ▪ Look at the last inspection report / photos taken again, if needed
- ☐ Ensure appropriate personal protective equipment (PPE), which may include:
    - ☐ Hi-visibility safety vest
    - ☐ Appropriate clothing for weather
- ☐ Know your contact information
    - ☐ Co-patrollers cell phone
    - ☐ LOGS Section Chief cell phone
    - ☐ Field Point of Contact (if relevant)

DURING INSPECTIONS

- ✓ Be safe!
- ✓ Record observations of existing issue sites (marked on maps) and of new signs of any distress
    - o Be very clear in your descriptions
- ✓ Take photos with geo-tagged enabled devices of every issue area
    - o Existing: stand at the staked location and take a photo of the issue for a consistent angle
    - o New: choose a good angle to take a photo from and stake that location
- ✓ Call LOG Section Chief or the field point of contact if you are having any issues or major concerns

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POST-INSPECTION - mark off as you complete

- ☐ Call/speak to the LOGS Section Chief to report a summary of your patrol
    - o Only one person per patrol area needs to do this, but they must cover all existing and new issue areas from their patrol
- ☐ Upload/scan inspection sheet into incident folder

- ☐ Upload all photos to incident folder and organize and name appropriately
  - o Save in the incident folder
  - o Organize by issue area
    - ▪ existing issue areas will already have folders, titled by issue # and a descriptive name
    - ▪ any new issue area observed will need a new folder. Create one and name it with a clear descriptive title of the issue and site location (ex: "Boil_Delta Park Section_Fazio Way").
  - o Photo naming convention: MM-DD-YYYY_Issue Area Name_#
    - ▪ First: month-day-year
    - ▪ Second: the name of the issue area
    - ▪ Third: the number of the photo (if you have multiple photos per site on that date)
  - o Note: you only need to upload 1-2 good photos per site, you don't need to upload all photos
- ☐ Return any District used supplies
- ☐ Sign out to volunteer sheet

Patroller signature(s): _____