

Appendix E.3: Making Tracks: Walking Safety General Session Duty Form Post-Session Follow-Up Checklist

To be completed by the MAKING TRACKS LEADER or a CREW LEADER

After each session the Making Tracks Leader or Crew Leader will use this checklist to ensure that the necessary materials have been obtained and safety checks have been completed.

*All of the tasks with an asterisk beside them can be completed by either the MTL or CLs. If no asterisk is present, only the MTL can complete the task.

TASKS	SESSION A	SESSION B	SESSION C	SESSION D	SESSION E	SESSION F
POST-SESSION FOLLOW-UP CHECK LIST						
*Record or inform the MTL about any problems that occurred during the session related to the health of the participants.						
*Record or inform the MTL about any problems that occurred during the session related to safety.						
*Inform the MTL about any challenges related to the route taken.						
*Check to see that the first aid kit is restocked.						
*Check that materials are in good condition, and if so have been properly stored.						
Review the Safety Plan.						
*Reflect on what worked well and didn't work well during the session. Think about ways that could improve the delivery of the session.						