



SOLVE (Sustaining Our Lands with Volunteer Energy)
ROCK CREEK PARK STEWARD
Adoption Package

Fort Bunker Hill

Adopting Group: Brookland Neighborhood Civic Association

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ROCK CREEK PARK STEWARD

Site Adoption Package

Site Adopted	Fort Bunker Hill
Adopting Group	Brookland Neighborhood Civic Association
Site Leader Contact Information	Ian MacFarlane ijmacfarlane@verizon.net 202-526-4804
Secondary Contact	Anita Hairston anita_hairston@yahoo.com 202-247-5076
Adoption Term	October 20, 2015 – October 20, 2016
Agreement #	15-GV-ROCR-2003

1. The Adopting Group agrees to:

- a. Provide basic labor as a volunteer service to maintain **Fort Bunker Hill** and perform the work as outlined in the Site Assessment Form.
- b. Communicate with the National Park Service through a single point of contact, who is identified as the Site Leader for the Adopting Group.
- c. Provide necessary tools and equipment whenever possible. If tools or equipment are required and cannot be supplied by the Adopting Group, tools, equipment or assistance may be requested from the Volunteer Coordinator with at least two weeks lead time.
- d. Schedule and complete work trips at the frequency outlined in the Site Assessment Form.
- e. Follow all safety procedures as outlined in the Site Assessment Form.

- f. Ensure that all volunteer participants are covered under a current Volunteer Services Agreement prior to starting any work at the site. These agreements are to be collected by the group leader before the individual can begin work at the site. All participants under 18 years old must also submit an agreement signed by parent or guardian. Following the event, all Volunteer Service Agreements must be turned into the Volunteer Coordinator.
- g. Provide appropriate adult supervision and leadership for the group when work is being done. If the site leader cannot be present during a work trip a replacement leader should be identified.
- h. Complete monthly reports accounting for all volunteer hours through SOLVE Rock Creek Park Steward web page (coming soon) listed on the Rock Creek Park web site. The monthly report form can also be mailed to the partner upon request.
- i. Have work periodically evaluated by Park staff to confirm it meets the standards outlined in the Site Assessment Form. Park staff will work with Adopting Group to resolve issues at the site. The Park reserves the right to terminate the Site Adoption if subsequent evaluations do not conform to Park standards or NPS policy.
- j. Wear uniform vest provided while working in the field for personal safety and identification.
- k. Allow the release of the site leader's contact information to the Rock Creek Park Steward Mailing List. Through these mailings, you will be updated on Park issues and activities.
- l. Revisit this agreement during the term at the request of either the Adopting Group or National Park Service to modify Maintenance Tasks; Equipment, Tools, and Materials; and/or Safety Procedures. If changes are made, they must be placed in writing and signed by both parties.

2. The National Park Service agrees to:

- a. Provide maintenance standards, technical advice, guidance and inspection as may be necessary to properly complete site work.

- b. Provide necessary tools and equipment when the group is unable to provide them or furnish special project equipment or special work tools when necessary, as available funding allows.
- c. Provide appropriate recognition for the SOLVE Rock Creek Park Steward's site adoption.
- d. Revisit this agreement at any time at the request of either the Adopting Group or National Park Service to consider changes to the agreement. Any changes must be agreed to in writing by both parties.

Adopting Group

National Park Service

Site Leader

Volunteer Coordinator

Date

Date

National Park Service

National Park Service

Partnerships Coordinator

Facilities Operations Services Manager

Date

Date

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Site Assessment Form

Site Adopted: Fort Bunker Hill

Adopting Group: Brookland Neighborhood Civic Association

Site Leader: Ian MacFarlane

Adoption Term: October 20, 2015 – October 20, 2016

Thank you for joining the SOLVE Rock Creek Park Steward Program. The commitment you have shown to promote stewardship efforts at **Fort Bunker Hill** is essential to the long-term viability of the lands managed by Rock Creek Park. The partnerships created with visitors, local communities, and service organizations through the Rock Creek Park Steward Program are key to preserving and protecting the valuable resources that are entrusted to the National Park Service's care.

SITE DESCRIPTION

Fort Bunker Hill occupies a city block of Washington DC and was built in the fall of 1861 by the 11th Massachusetts Infantry and was named after the Revolutionary fortification at Bunker Hill, Massachusetts. It occupied an important position between Fort Totten and Fort Lincoln. Thirteen guns and mortars were mounted in the fort. Unfortunately, little evidence of Fort Bunker Hill is still visible. The area also includes an amphitheater that was used to host various live performances and a picnic ground.

SITE PHOTOGRAPHS



Example of English Ivy on the Ground



Example of Overhanging Trees



Trash on the Ground in the Park

MAINTENANCE TASKS

These tasks are to be completed at your adopted site as part of the SOLVE Rock Creek Park Steward Program.

- Scan the entire site for hazards to visitors. Report all problems with the site to the Volunteer Coordinator.
 - **Frequency:** Every time you are in the park and after major events (i.e. weather)
- Removing visible general litter from all areas within the park.
 - **Frequency:** Quarterly as needed
- Prune back vegetation to the edge of the trail tread and 8 feet above for any sections included in the adoption area. Native trees one inch and above are to be grandfathered in. Any overhanging branches that obstruct the path should be pruned back. All woody debris created from pruning should be placed and distributed behind the tree line.*
 - *Will require permit
 - *Should only be done on NPS recognized established trails, see attached map for NPS recognized trails.
 - **Frequency:** Twice per year

Any materials to be used in the park must be preapproved by park staff.

EQUIPMENT, TOOLS, AND MATERIALS

The Adopting Group has agreed to supply the tools that would be needed for the majority of projects to be undertaken at the site, and use them in a responsible manner which is preapproved by Rock Creek Park staff. **If special equipment, tools or assistance is required, please make arrangements with the Volunteer Coordinator, with at least two weeks lead time, to ensure it is available on the day of the scheduled project.** The Site Leader will be responsible for coordinating pick up or delivery of supplies from the Volunteer Coordinator in advance of the scheduled date of the project.

SAFETY

- Access to proper communication capabilities is required in the event it becomes necessary to alert proper authorities of an emergency. In the case of a life threatening emergency, call 911 first. In the case of an injury that is not life threatening call US Park Police Communications at (202) 610-7505 for assistance.
- Hold a Safety Briefing with all participating volunteers before any volunteer activity.
- All volunteers should always wear SOLVE vest when working at adopted site for personal safety and identification.
- Personal Protective Equipment (PPE) is required when working at adopted site. This may include: boots, gloves, SOLVE safety vests, eye protection, and hard hats, depending on the tasks for the work day.
- Be aware of your surroundings while working. If visitors are within 10 feet of your work area, stop work and wait for them to pass before continuing.
- At no time should you put yourself in a dangerous situation.

See Attached Safety Briefing Document for More Information

Hours Reporting

SOLVE Rock Creek Park Steward hours will be reported through the completion of a google form that will be emailed to the Site Leader and Secondary Contact and will be accessible through the Rock Creek Park Stewardship web page. Hours should be reported at least once a month. Follow the link provided (via email or the Rock Creek Park Stewardship web page) to the online fillable form, input all data requested, and click submit at the bottom of the form to complete the report. Additional assistance with the online form or a hard copy of the form may be mailed upon request to the Volunteer Coordinator.

To submit photos, or if you have a pressing issue with your site, please contact (email and/or call) the Volunteer Coordinator.

CONTACT INFORMATION – PARK PERSONNEL

National Park Service Staff will be available to assist SOLVE Stewards in completing their duties. The primary NPS point of contact is the Volunteer Coordinator. Other Park staff are available to assist if you are unable to reach the Volunteer Coordinator.

NAME	POSITION	PHONE	EMAIL
Nicholas Mueldener	Volunteer Coordinator	(202) 895-6016	Nicholas_Mueldener@nps.gov
Rita Gunther	Partnerships Coordinator	(202) 895-6226	Rita_Gunther@nps.gov
Jacob Breslin	Volunteer Ambassador	(914) 539-1438	Jacob_Breslin@nps.gov
General Park Info	Park Headquarters, M-F	(202) 895-6000	

IN THE EVENT OF AN EMERGENCY, ALWAYS CALL 911 FIRST.

U.S. Park Police Emergency: (202) 610-7500

U.S. Park Police Communications Phone Number: (202) 610-7505