



# VOLUNTEER COMMUNICATION PROTOCOLS WORKSHEET FOR LAND AGENCY PARTNERS

RANGER DISTRICT/FIELD OFFICE: \_\_\_\_\_

## LEAD LAND AGENCY POC INFORMATION

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

TITLE: \_\_\_\_\_

PHONE NUMBER (office): \_\_\_\_\_

PHONE NUMBER (cell): \_\_\_\_\_

EMAIL: \_\_\_\_\_

USUAL TIME of AVAILABILITY: \_\_\_\_\_

## SECONDARY LAND AGENCY POC INFORMATION

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

TITLE: \_\_\_\_\_

PHONE NUMBER (office): \_\_\_\_\_

PHONE NUMBER (cell): \_\_\_\_\_

EMAIL: \_\_\_\_\_

## VOLUNTEER CHECKING OUT AND CHECKING IN

How far in advance would you like CDTC Adopters to reach out to the Lead POC about intended field dates and times?

5 Days     1 Week     2 Weeks     3 Weeks    Other: \_\_\_\_\_

Opt out of a Check Out and Check In Policy

How would you like CDTC Adopters to make contact to the Lead POC (select all that apply)?

- Email
- via  Office Phone     Voicemail     Direct Contact
- Cell Phone     Voicemail     Text     Direct Contact

The CDTC Adopter must reach out to their Lead POC by the above selected time frame and provide a list of the volunteers who will be serving that day.





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## TOOLS, PPE, and EQUIPMENT

Does the land agency partner have a tool cache volunteers can check out tools with?

Yes  No

If Yes, what is the time window of access: \_\_\_\_\_

What type of equipment is available (select all the apply):

- |  |                                    |
|--|------------------------------------|
| <input type="radio"/> Satellite Phone (SPOT device or similar) | <input type="radio"/> Pulaski      |
| <input type="radio"/> Agency Radio                             | <input type="radio"/> Pick Mattock |
| <input type="radio"/> Hardhat                                  | <input type="radio"/> McCleod      |
| <input type="radio"/> Eye Pro                                  | <input type="radio"/> Loppers      |
| <input type="radio"/> Work Gloves                              | <input type="radio"/> Hand Saw     |
|  | <input type="radio"/> Shovel       |

Instructions for access:

If No, the CDTC will pursue funds to provide a regional tool cache for participating CDTC Adopters (this is a longterm strategy). CDTC Adopter Tool Caches include:

- |  |               |
|--|---------------|
| Satellite Phone (SPOT device or similar) | Pick Mattocks |
| Hardhats                                 | McCleods      |
| Eye Pro                                  | Loppers       |
| Work Gloves                              | Hand Saws     |
|  | Shovels       |

## IN EMERGENCY SITUATIONS

LEO CONTACT INFO: \_\_\_\_\_

SHERIFF OFFICE NUMBER OR RADIO FREQUENCY: \_\_\_\_\_

LEAD POC SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_