

Friends of the Tonto National Forest

Volunteer Check Out/Check In Policy

Your safety while doing field work is important to the Tonto National Forest. They need to know when you go out and when you have returned safely.

When you are working on the Forest under a volunteer agreement, have reviewed and signed a Job Hazard Analysis for the project you are working on, and are following this simple check-out and check-in protocol, you are covered by Workman's Comp Insurance.

Use the list below so you will have the information ready to give to the dispatch office when you call in before your trip. If you are leaving very early, you can call dispatch during working hours the day before your trip. **Dispatch phone number: 480-457-1555. This is a landline and does not receive texts.**

It is mandatory that you check back in with dispatch before they close for the day to let them know you are safe.

Please also let someone you know (family/friend) where you are going and when you expect to return.

Regular dispatch hours are:

7 days a week, 8:00 AM to 4:30 PM

Information dispatch may ask for when you call:

Your full name

Your cell phone number

What you will be doing (for example, riparian photopoints, trail monitoring, trash pickup, water development inventory, etc.)

Where you will be going, with enough detail that someone can find you if something happens

Which District will you be on?

- | | |
|---------------|--------------------|
| 1. Cave Creek | 4. Payson |
| 2. Globe | 5. Pleasant Valley |
| 3. Mesa | 6. Tonto Basin |

You can tell them that Patti Fenner, from Friends of the Tonto NF, sent a list of photopoint volunteers to dispatch, that shows UTM locations of sites each volunteer will be visiting. If you have been assigned more than one site, tell them which one you will be going to on that day.

Emergency contact phone number

