

2018 Check-In/Out Form

Montrose Dispatch

Fax: (970) 240-5369 or e-mail: montrosedispatch@gmail.com

All information provided on this form is for dispatch use only and will be submitted to the dispatch office **before** engaging in fieldwork. An updated form should be resubmitted yearly or at any time that this information changes.
Do not turn in a hand written form, use the fillable version only.

Name:

Date:

Seasonal
Permanent

Phone Numbers

Supervisor's Name

Work:
Home:
Cell:

Work:
Home:
Cell:

Crew Name:

(ie. Ouray Timber)

Do you generally work in the field alone?

Yes
No

Duty Station:

Grand Valley Ranger District
Gunnison Ranger District
Norwood Ranger District
Ouray Ranger District
Paonia Ranger District
Supervisor's Office

Resource Area:

Administration
Archeology
Engineering
Hydrology
Lands
Law Enforcement
Range
Recreation
Timber
Wildlife
Volunteer
Hosted
Other:

Personal Vehicle Information:

Make:
Model:
Color:
Year:

Do you regularly carry a SPOT messenger?

Yes - ESN:
No

Any other information that could be used to get in contact with you:

Checking In and Out via Radio: The Basics

The GMUG Check-in Check-Out Program, describes in copious detail how the check-in check-out process works when using radios to communicate with Montrose Dispatch. The GMUG Radio User's Guide explains how to use the radios and describes the radio system on the Forest. Additionally, the SPOT User's Guide describes the standard operating procedures for these devices.

It is your responsibility to read these document and understand the expectations of you as a field-going employee and as a supervisor of field-going employees.

All these documents can be found on the GMUG Safety Center share point site at: https://ems-team.usda.gov/sites/fs-r02-gmugs/_layouts/15/start.aspx#/ .

Good Radio Communication Practices

- When making a call, always declare who you are calling, your identification and/or crew name, and the frequency that you are calling on. When identifying yourself, remember to use your last name and crew name as it is listed on the contact form. For example, if you are trying to reach Montrose Dispatch, you would say:

“Montrose Dispatch, Smith with Ouray Timber Crew, on Storm King.”

- When responding to a transmission from someone trying to reach you, it is appropriate to answer, “This is Smith, go ahead” or repeat who is calling you, “Jones, Smith”.
- Give the geographic name and a legal description or lat/long of the location you are working as well as your estimated time of return.

“We will be in the Long Creek area today. Township 49 North, Range 12 West, Sections 27 and 34. Estimated time of return is 1730.”

- Common words to use include:

Break

Clear

Back in station

Back to the office

On good roads

If your normal supervisor is out for ANY reason (leave, work related travel, flexing time), please tell dispatch the name of the person who to contact in the event that you do not check back in. This person must have given their contact information to dispatch.

If you are working later than dispatch’s regular hours of operation, make arrangement to check in with another individual. If you have already checked out with dispatch and realize that you will be returning after hours, inform dispatch of the individual with whom you will be checking-in so that they can contact them.

Call dispatch at 970-249-1010 with any questions.

I have read and understand the most recent GMUG Check-In and Check-Out Program.

Employee Signature:

Supervisor Signature: