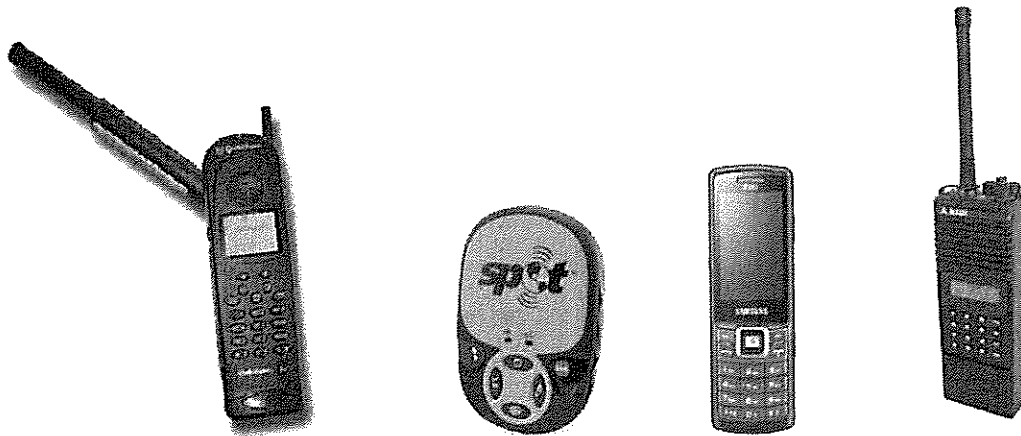


Volunteer Information Guide for the Los Padres National Forest 2015

- Volunteer Wilderness Ranger Project Check list
- Contact List
- Overnight Check in form
- Project Volunteer Hours and Signature sheet
- Quick Reference Guide for Radio Tower Sites (Repeaters)
- Map of Radio sites with Groups, Channels, Tones and Frequencies Table
- Quick guide for Handheld and Vehicle Radios
- Radio procedures
- Instructions for using the Spot Satellite GPS Messenger
- How to use the Satellite Phone
- Quick guide for Radios (to print, fold and keep with radio)



Volunteer Wilderness Ranger Project Check List

- ✓ <http://lpforest.org/volunteer-rangers/documents/>

In Order To Request A Project

- ✓ Have a **VWR Agreement for Individual Voluntary Services** (OMB 0596-0080) on file with the district. Must attend and complete VWR training or other forest service approved training.

Before Starting A Project

- ✓ Initiate a project request with District Representative. This can be by email or by phone.
 - SBRD – Jason Beckstrand <jasonnb@lpforest.org> or Pancho Smith <jsmith03@fs.fed.us>
 - SBRD (Front Country Trails) Chris Orr <corr@santabarbaraca.gov>
 - SLRD – Joe Duran <jduran@fs.fed.us>
 - ORD – Heidi Anderson <handerson@fs.fed.us> or <ojaitrails@gmail.com >
 - MPRD – Loreigh Brannan <lbrannan@fs.fed.us> or Roy Morris <rjmorris01@fs.fed.us>
 - MRD – Tom Murphy <tmurphey@fs.fed.us>
- ✓ District representative approves and logs project. Receive a dispatch radio call number.
- ✓ Print Basic Information for Volunteers document.
- ✓ Print Overnight Form.
- ✓ Print Volunteer Hour And Signatures Form.
- ✓ Print Job Hazard Analysis Sheet covered for each project.
- ✓ Print Emergency Response Plan.

Conducting A Project

- ✓ Beginning of project contact Los Padres dispatch and “**go in service**”.
 - Verify they received your overnight form. If needed.
 - Give your name and cell or home telephone number
 - Give your dispatch radio call number
 - Give your destination and estimated time of return
- ✓ Have on hand JHA, overnight form, volunteer signature sheet.
- ✓ Cover JHA before project begins and have all attendees sign the volunteer signature sheet.
- ✓ End of project contact Los Padres dispatch and “**go out service**”. If it is the end of the project of a multi-day project. “**close out your overnight form**”.
- ✓ All projects require the group leader to go “in and out of service” daily. Contact LP Dispatch by cell phone, satellite phone, or radio in the morning and again in the evening.

After Project

- ✓ To complete project volunteer must submit the following to District Representative
 - Project Report Project – www.hikelospadres.com and Volunteer Hour and Signatures Form
 - Log volunteer hours at www.hikelospadres.com/hours?
 - Incident Report (if necessary)
 - Return Keys, Radio, Spot, and Satellite Phone etc.

OVERNIGHT CHECK-IN

LOS PADRES COMMUNICATIONS CENTER

General Operating Hours: 0730 – 1800 (Winter)
 Fire Season: 0730 – 1830 (Summer)

PH: 805-938-9142 Ext. (0) Business
 PH: 805-961-5727 Emergency
 FAX: 805-961-5797

[FAX this form to LPCC prior to your overnight trip.]

| | | | |
|--|-------|--|-------|
| District Employed: | | | |
| Method of Check-In: (IE: radio, cellular phone, satellite phone - provide phone number.) <i>(Unit must be able to check-in at designated times – NO EXCEPTIONS, Reference Health & Safety Code Handbook Section 3-2.)</i> | | | |
| Radio Call Sign/Identifier: | | | |
| Project Leader Name: | | | |
| Number in Group: | | USFS SPOT Tracker: Yes <input type="checkbox"/> No <input type="checkbox"/> SPOT ID: | |
| SPOT Contact: <i>(Recommended to be Supervisor/Work Leader)</i> | | | |
| Supervisor/Work Leader Name: <i>(Mandatory Entry)</i> | | Office Phone: | |
| | | Home Phone: | |
| Date In: | Time: | Date Out: | Time: |
| Entry Location: | | | |
| Exit Location: | | | |
| Does your project require work prior to or later than normal operating hours? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, advise Dispatch if unable to utilize the phone for check-in or check-out so arrangements can be made to receive your radio call. If using a phone, call the LPCC On-Call Dispatcher at 805-961-5727. | | | |
| REMARKS: <i>(Indicate check-in times for after hours.)</i> | | | |
| | | | |

*Check-in is **required** twice a day between 0730-0830 and between 1600 to one hour prior to LPCC going out-of-service. If a unit fails to check-in at required or designated times, the LPCC On-Call Dispatcher will be notified

[This portion of form for LPCC use.]

| DAY | AM (Time) | PM (Time) | DISPATCHER | LOCATION OF UNIT |
|-----------|-----------|-----------|------------|------------------|
| Sunday | | | / | / |
| Monday | | | / | / |
| Tuesday | | | / | / |
| Wednesday | | | / | / |
| Thursday | | | / | / |
| Friday | | | / | / |
| Saturday | | | / | / |

Closed Out By: _____ Date: _____ Time: _____

(This form is to be kept in the "Next Day Slot" for unit daily check-in.) Revised: 04/2/2014

K:\dispatch\0000_lpcc\Forms\lpcc_forms\Overnight_Form.doc

Hosted Programs Accomplishment Report

FOREST : Los Padres DISTRICT : _____ DATE : _____

PROJECT NAME : _____

PROJECT TYPE : _____

| | VOLUNTEER'S NAME | M/F | RACE | (<15) | (15-18) | (19-24) | (25-35) | (36-54) | (55+) | HOURS WORKED | DATES WORKED | SIGNATURES |
|----|------------------|-------|-------|-------|---------|---------|---------|---------|-------|--------------|--------------|------------|
| 1 | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| 2 | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| 3 | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| 4 | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| 5 | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| 6 | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| 7 | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| 8 | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| 9 | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| 10 | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| 11 | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| 12 | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| 13 | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| 14 | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| 15 | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |

TOTAL PERSON HOUR: _____

PROJECT DESCRIPTION: _____

Signature on this doc covers the signature for Leaders FS-1800-7 and JHA FS-6700-7 and any other additional JHAs used during the project.
 Signing Project agreement, grants the LPPFA permission to all of the foregoing to use photographs, motion pictures, recordings or any other record of this event for legitimate purposes.

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Quick Reference Guides for Radio Communication on Los Padres National Forest

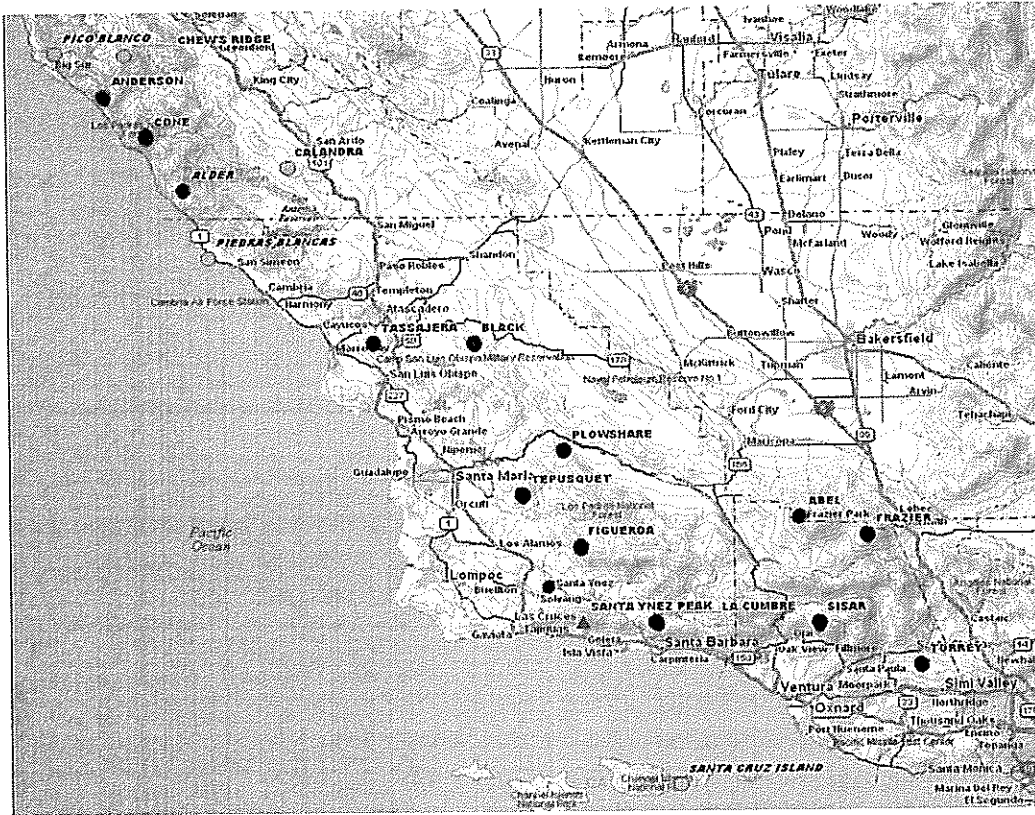
For a more detailed listing of Groups, Channels and Frequencies used on the forest and surrounding agencies during fires or other emergencies, check for the most up to date version of Los Padres NF BK GPH Radio Channel Listing on the Forest Web site.

| USER GROUPS | |
|--------------------|------------|
| Group 1 | MRD East |
| Group 2 | MRD West |
| Group 3 | SLRD North |
| Group 4 | SLRD South |
| Group 5 | SBRD Back |
| Group 6 | SBRD Front |
| Group 7 | Ojai |
| Group 8 | MPRD North |
| Group 9 | MPRD South |

| LPF CHANNEL LISTING for Groups 1, 2, 3, 4 and 5 | | | |
|--|-------------------|----------|----------|
| CH | NAME | RX | TX |
| 1 | Forest Net Repeat | 170.4625 | 164.9125 |
| 2 | Admin Net Repeat | 171.5500 | 164.1500 |
| 3 | Forest Net F3 | 170.4750 | 170.4750 |
| 4 | Varies by group | | |
| 5 | R5 Crew Net | 168.2000 | 168.2000 |
| 6 | Air/Ground | 167.4750 | 167.4750 |
| 7 | Varies by group | | |
| 8 | Varies by group | | |

| LPF CHANNEL LISTING for Groups 6, 7, 8 and 9 | | | |
|---|-------------------|----------|----------|
| CH | NAME | RX | TX |
| 1 | Forest Net F1 >8 | 170.4625 | 170.4625 |
| 2 | Forest Net Repeat | 170.1625 | 164.9125 |
| 3 | Forest Net F3 | 170.4750 | 170.4750 |
| 4 | Forest Net F4 | 172.3500 | 172.3500 |
| 5 | R5 Crew Net | 168.2000 | 168.2000 |
| 6 | Air/Ground | 167.4750 | 167.4750 |
| 7 | Admin Net | 171.5500 | 171.5500 |
| 8 | Admin Net Repeat | 171.5500 | 164.1500 |

| TONE SELECTION | | |
|-----------------------|-------|----|
| REPEATER | TONE | R5 |
| Frazier | 110.9 | 1 |
| Sisar | 123.0 | 2 |
| La Cumbre | 131.8 | 3 |
| Calandra | 136.5 | 4 |
| Black Mtn. | 146.2 | 5 |
| Torrey Hill | 156.7 | 6 |
| Mt. Abel | 167.9 | 7 |
| Cone / Santa Ynez | 103.5 | 8 |
| Tassajera | 100.0 | 9 |
| Mt. Toro | 107.2 | 10 |
| Plowshare | 114.8 | 11 |
| Figueroa | 127.3 | 12 |
| Tepusquet | 127.3 | 12 |
| Anderson | 141.3 | 13 |
| Tactical | 151.4 | 14 |



| Los Padres National Forest Frequencies and Tones | | | | | | |
|--|-----------------------|----------|----------|--|-------|------|
| CH | Groups 1, 2, 3, 4 & 5 | RX | TX | Repeater > | R5 | Tone |
| 1 | Forest Net Repeat > | 170.4625 | 164.9125 | Frazier | 110.9 | 1 |
| 2 | Admin Net Repeat > | 171.5500 | 164.1500 | Siser | 123.0 | 2 |
| 3 | Forest Net F3 | 170.4750 | 170.4750 | La Cumbre | 131.8 | 3 |
| 4 | Varies by Group | | | Alder | 136.5 | 4 |
| 5 | R5 Crew Net | 168.2000 | 168.2000 | Black Mtn. | 146.2 | 5 |
| 6 | Air / Ground | 167.4750 | 167.4750 | Torrey Hill | 156.7 | 6 |
| 7 | Varies by Group | | | Mt. Pinos (Abel) | 167.9 | 7 |
| 8 | Varies by Group | | | Cone Pk / Santa Ynez Pk | 103.5 | 8 |
| CH | Groups 6*, 7, 8 & 9 | RX | TX | Tassajera | 100.0 | 9 |
| 1 | Forest Net F1 *>8 | 170.4625 | 170.4625 | Chews Ridge | 107.2 | 10 |
| 2 | Forest Net Repeat > | 170.1625 | 164.9125 | Plowshare | 114.8 | 11 |
| 3 | Forest Net F3 | 170.4750 | 170.4750 | Tepusquet | 127.3 | 12 |
| 4 | Forest Net F4 | 172.3500 | 172.3500 | Anderson | 141.3 | 13 |
| 5 | R5 Crew Net | 168.2000 | 168.2000 | Figueroa | 151.4 | 14 |
| 6 | Air / Ground | 167.4750 | 167.4750 | | | |
| 7 | Admin Net F1 *>8 | 171.5500 | 171.5500 | | | |
| 8 | Admin Net Repeat > | 171.5500 | 164.1500 | *>8 Use Tone 8 for Forest /Admin Net F1 Direct | | |

Quick Guide for Handheld and Vehicle Radios

1/2015

Los Padres National Forest

Handheld and Vehicle of these work the same if you use the microphone key pad on the vehicle radio.

Check the map of repeaters and the current guide for groups and tones.

Groups

- Usually, it does not matter what group your radio is on.
- Refer to the guide for groups. There are 9 groups with 1 at the north end on MRD and 9 on the south end on the MPRD.
- To check what group your radio is on, hit the # key. (Will show group, then tone)
- If you want to change the group, turn the scan and priority buttons off (down on handheld).
- On the number pad, press # then the number of the group you want and press enter.
- Check to see if change made by pressing #.

Channels

- Change channels with the numbered dial on top.
- **Forest Net** reserved for use on fires or other emergency.
- **Admin Net** is for regular Forest Business including volunteers. **TRY THIS CHANNEL FIRST.**
- **Most of the time you will need to open a repeater with a tone to talk to LPCC (Dispatch).**
- It is ok to use either Channel.
- Channel 3 Forest Net 3 can be used when on a project, (Also known as car to car or line of sight), No Repeater needed.

Tones

- To use Forest Net or Admin Net you need to **open a repeater with a tone.**
- Check the Map of radio sites (repeaters). Depending on your location, pick the mountain top repeater that will reach who you are calling. (Near Figueroa or in the San Rafael Wilderness, use **Tone 14**, Near Pozo use **Tone 5**, Near Santa Maria use **Tone 12**, and on Hwy 166 use **Tone 11**.)
- If you need to **change tones**, turn scan and priority buttons off, press desired tone number on the key pad.
- Press transmit button on side of radio (or mic) to check if it turns on the repeater. You will hear a feedback noise if it opens the repeater.
- If it works continue to make your call.

Radio Procedures

Proper Radio Use

- Be courteous and professional.
- Use clear text, no CB talk. Ten code used by law enforcement personnel only.
- Swearing and obscene language is not allowed.
- Do not say patient names or deceased persons' names over the radio.
- Shield the microphone from wind when transmitting.
- Don't transmit too close to another radio user (causes feedback).
- Protect the PTT button from coming in contact with anything that could depress it (open microphone).
- To declare an emergency:
EXAMPLE: "Wilderness 44 – emergency traffic."
Tell dispatch your location, what type of incident you have (smoke check, fire, vehicle accident, medical aid), and any other pertinent information.

Transmitting and receiving a Radio message

- Listen for other radio traffic before proceeding with your message. Do not transmit if the channel is in use.
- Hold the microphone 1 to 2 inches from your mouth. Press the transmit button, and wait 2 seconds before speaking.
- Think before you talk.
- Speak in a normal, clear voice.
- Make your message brief, concise and to the point.
- When initiating a call, Press the transmit button and say the name or identifier of the person you are calling first, followed by your name or identifier.

*EXAMPLE: To call Dispatch say, **Los Padres** (call name for Dispatch), **Wilderness 44** (your call name), **Admin Net**, **Tone 3** (Tone 3 in La Cumbre Repeater) .*

- Release the transmit button and wait for Dispatch to say **Wilderness 44**.
- Continue with your message. When done say **Wilderness 44** clear to end the call.
- Write down and repeat received messages, if necessary.

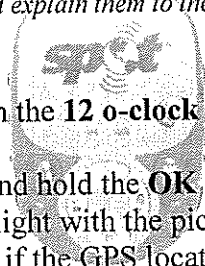
Radio Troubleshooting:

- Make sure you've selected the correct group, channel, and tone.
- Check the HI/LO toggle switch. The HI position will increase radio capability.
- Position the radio so the antenna is vertical.
- Try a different repeater.
- Change locations to higher ground or line of sight.
- Use a human repeater.
- Check batteries.

Basic Instructions for using the SPOT Satellite GPS Messenger

(Also read the instructions, available online at: findmespot.com)

(The messages sent by the SPOT unit are set up ahead of time using the SPOT website. The person who controls the SPOT unit and its password will set up these messages and explain them to the SPOT user).



Press and hold the **On-Off** button located in the **12 o'clock** position until its **green** light blinks.

To send the **OK/Check-in** message press and hold the **OK** button located in the **9 o'clock** position. When the message is successfully sent the light with the picture of an **envelope** above it will blink green. The **GPS** light will also blink green if the GPS location was obtained. If SPOT did not obtain a GPS location the GPS light will blink red; move to a better location and re-send the message.

To send the **Custom** message press and hold the button located in the **6 o'clock** position. When this message is successfully sent the light with the envelope above it will blink green. The GPS light will also blink green if a GPS location was obtained; if red, try a better location and re-send.

To send a non-emergency **Help** message, flip back the cover on the left side of the SPOT unit: this cover has a picture of two hands on it. Press and hold the button located underneath the cover until the light located in the button blinks green. The envelope light will blink green when the message is sent.

To send an *emergency* **SOS/911** message, flip back the cover on the right side of the SPOT unit: this cover is red and has the letters "SOS" on it. Press and hold the red button located underneath the **SOS** cover until the light in the button blinks green. The envelope message light will blink green when the SOS is sent. **Pressing the SOS button is like dialing 911!**

To cancel a **Help** or **SOS** message press and hold the **Help** or **SOS** buttons until they turn red. Sending and then attempting to cancel a **Help** or **SOS** message could cause confusion, so only use the **Help**, and especially the **SOS** button, if it is necessary.

When using the **Help** or **SOS** feature the SPOT unit will have sent the Help or SOS message even if the GPS light blinks red but the message/envelope light blinks green. Message is sent without GPS.

*The button located in the 3 o'clock position with the picture of a shoe print is used for periodic tracking purposes ("bread crumbs"). This function is **not to be activated or be functional** on the SRF SPOT units.*

If the SPOT unit is only turned on when actually sending the **OK/Check-in** and **Custom** messages, and then turned off when the message is sent, the batteries will last a very long time. When sending a **Help** or **SOS** message it is best to leave the unit on. Carry three extra batteries, **AAA lithium** only.

How to use the Satellite phone

- Extend antenna so that when talking on phone the antenna is pointed straight up
- on phone keypad, press “RED” power button located on the lower left corner on the phone keypad
- wait for phone screen to turn on and display comes up
- enter pin#, 1111 and press OK
- Phone should connect. Wait for satellites to be found. Need picture
- Press and hold “0” until a plus sign (+) appears on the display
 - Anytime a number is to be dialed you must start here
- Enter phone 13 digit phone number (example. 001-805-967-5727)
- Press OK, and wait for call to go through.
- When finished press and hold “RED” power button until device turns off.

Quick Guide for Handheld and Vehicle Radios

1/2015

****Print me back to back then fold in half long ways and store with your radio for reference if needed.**

Handheld and vehicle radios work the same if you use the microphone key pad on the vehicle radio.

Check the map of repeaters and the guide for groups and tones.

Groups

- Usually, it does not matter what group your radio is on.
- For fire or other emergency
 - MRD is Group 1 (east) and Group 4 (west)
 - SLRD is Group 3 (north) and Group 4 (south).
 - SBRD is Group 5 (Backcountry) and Group 6 (Front country)
 - ORD is Group 7
 - MPRD is Group 8 (north) and Group 9 (south)
- To check what group your radio is on, hit the # key. (Will show group, then tone
- If you want to change the group, turn the scan and priority buttons off (down on handheld).
- On the number pad, press # then the number of the group you want and press enter.
- Check to see if change made by pressing #.

Channels

- Change channels with the numbered dial on top.
- **Forest Net** is reserved for use on fires or other emergency.
- **Admin Net** is for regular Forest Business including volunteers. **TRY ADMIN CHANNEL FIRST.**
- **Most of the time you will need to open a repeater with a tone to talk to LPCC (Dispatch)**
- It is **ok** to use either Channel.
- Channel 3 Forest Net 3 can be used when on a project (Also known as car to car or line of sight) No Repeater needed.

Tones

- To use Forest Net or Admin Net you need to **open a repeater with a tone.**
- Check the Map of radio sites (repeaters). Depending on your location, pick the mountain top repeater that will reach who you are calling. (Near Figueroa or in the San Rafael Wilderness, use **Tone 14**, Near Pozo, use Black Mtn **Tone 5**, Near Santa Maria, use Tepusquet Peak, **Tone 12**).
- If you need to **change tones**, turn scan and priority buttons off, press desired tone number on the key pad.
- Press transmit button on side of radio (or mic) to check if it turns on the repeater. You will hear a feedback noise if it opens the repeater.
- If it works continue to make your call.

Scan and Priority

- Check to see what Channels are being scanned in the group by turning channel dial and checking for SCN on the screen.
- With scan and priority buttons off, press ENT to add to scan and CLR to clear (removes).
- To turn scan **ON**, flip the scan button on top (up), It will blink when scanning.
- Press PRI on the Channel you want to have priority (Recommend FN 1)

Check your batteries and always have spares.

It takes more power to transmit than to receive.

When trying to transmit, check the light next to the antenna, red is good, yellow means the batteries are low.

Example Call to Los Padres Dispatch from Santa Maria Office (Repeater Needed)

- 1- Dial to **channel 2** for Admin Net.
- 2- Press **12** on key pad (tone for Tepusquet Repeater).
- 3- Key mic for a few seconds to activate repeater and speak clearly.
- 4- Los Padres – Ranger 3 - Admin Net Tone 12.
- 5- Un-key the mic.
- 6- Wait for a reply.

Example Call to hiking partner from you (No repeater needed)

- 1- Dial to **channel 3** for Forest Net 3.
- 2- Key mic and speak clearly.
- 3- Wilderness X (or name) – Your call name – Channel 3.
- 4- Un-key the mic.
- 5- Wait for a reply.