

Tool Trailer Guidelines and Resources

Dane County Parks Volunteer Program
4212 Robertson Road, Madison WI 53714
PH: (608) 516-3703



Greetings!

Welcome to the DCP Volunteer Tool Trailer. In this trailer you will find a wide assortment of tools and supplies you may need for your volunteer event. This binder is meant to be a resource for you and should be your first point of reference for anything located in the trailer. If needed, please complete the feedback forms (either on paper or electronically by using the QR code on pg. 18), if you need to report something as missing, broken, or needing restocking.

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Contact Information

Emergency	911	
Non-Emergency	Dane County Sheriff's Non-Emergency County Dispatch	(608) 255-2345
Park Ranger	See map with phone numbers on page 19	
DCP Volunteer Program	Claire Lamberg, Land & Water Volunteer Coordinator	(608) 516-3703 lamberg.claire@countyofdane.com parksvolunteer@countyofdane.com
Parks-Related Issues	Dane County Land & Water Resources Department	(608) 224-3703 dane-parks@countyofdane.com
Poisoning Related Emergencies	Human Poisonings	800-222-1222
	Animal Poisonings	800-224-4500
	Pesticide Spills	800-943-0003

If you or someone nearby is experiencing a medical emergency, you are witnessing a crime, or some other urgent event occurs, **call 911**. After calling 911, Dane County Parks should also be notified if any incident occurred on county lands that require notification of emergency services.

Reminders

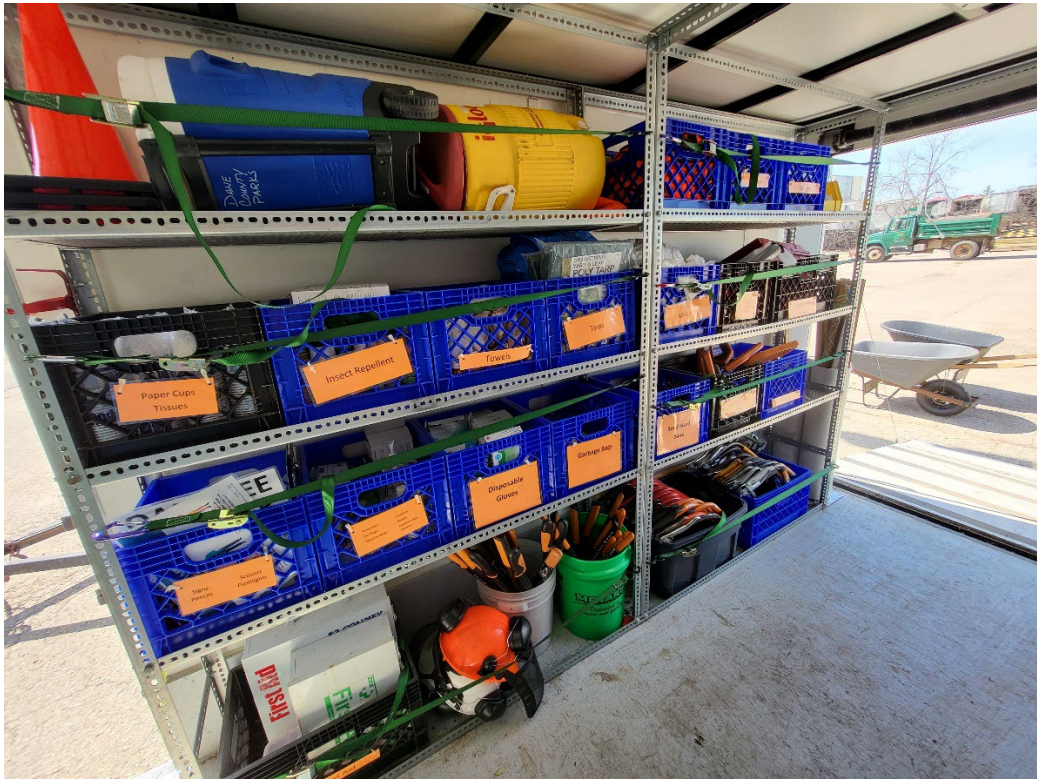
Volunteers are expected to be welcoming, considerate, and respectful ambassadors and to be a positive reflection of Dane County Parks. When working in any capacity, volunteers are representatives for Dane County Parks and are expected to follow basic rules of etiquette and courtesy. The following are some guidelines to follow when working in a park and interacting with the public.

- Be courteous and polite to park visitors at all times.
- Understand that county lands are owned by everyone and access is typically granted to multiple user groups.
- Volunteers are not exempt from park rules and regulations and should set a positive example for the public.
- Be aware of how your activities can affect other park visitors and neighboring land owners (noise, smoke, chemicals, etc.) and attempt to minimize conflict however possible.
- Work in a safe manner, especially near trails and public use areas where visitors are concentrated.
- Give park visitors the right-of-way on trails and roads.
- Greet park visitors in a friendly manner and if asked, explain what you are doing and why your efforts are important.
- Be able to explain the volunteer program and direct people through the proper channels if they express an interest in participating.
- Know the rules of the park. (Dogs on leash, park hours, etc.)
- If someone takes issue with your activities in the park, be polite and feel free to direct them to Dane County Parks' staff to answer their questions/concerns.
- Consider every interaction with a visitor as an opportunity to promote and encourage new volunteers.

Reference Pictures – Tool Trailer



Front of trailer: The floor space by the side door should be clear of items. All items should be secured with a bungee cord or ratchet strap to the wall. Brooms attach to the wall clips.



Middle of trailer: All items must go back into their labeled bins or labeled shelf area. Bins should be secured by ratchet straps in the front of each row. The fronts of each standing tool area should be secured with a chain so tools can't fall out the front.



Back of trailer: All items should be secured with a bungee cord or ratchet strap. Wheel barrows can be stored standing upright and as close to each other as possible. They can be secured with a bungee cord to the shelf edges at the front and back of the row to keep them from moving around.

Reference Pictures – DCP Feather Flag



DCP feather flag: Is stored in a black carrying case labeled “Dane County Parks”. Separate pieces marked “A”, “B”, “C”, “D”, etc. Silver “donut” can be filled with water to weigh it down, or can be weighed down with stones/bricks. Stored next to pop-up tents.


Closing and Cleaning Up Procedures




1. **Please leave things better/cleaner** than you found them.
 - a. Bag up and dispose of all trash. Tied bags can be left in or near a DCP waste receptacle following an event, NOT in the trailer.
 - b. Sweep out the floor of the trailer.
2. **Close vents on trailer ceiling** (if opened).
3. **Return items to where they were found** - refer to the images provided in this binder and the signs on the crates and/or walls.
4. **Double check** that everything has been returned to the trailer.
5. **Secure items** on shelves and sides of trailer with ratchet straps and/or bungee cords. Make sure everything is pulled tight so the items won't move around and get damaged while the trailer is in motion.
6. **Put the wheelbarrows in last** – store them standing up. All wheelbarrows should be able to fit between the shelving units, leaving the area by the side door open. Attach bungee cords to the metal shelving on each end to keep the wheelbarrows together. The wheelbarrows do not need to be individually tied down (pg. 5 + 7).
7. **If the trailer is not returned clean and in orderly condition there will be a \$75/hour cleaning fee billed to the group.** Hours will be rounded up to the next whole hour.

Other Friends Groups and volunteers rely on this trailer and issues can go unnoticed without proper follow-up. If something breaks or gets damaged during your event, that's okay - email the DCP Volunteer Program at parksvolunteer@countyofdane.com so we can go about fixing or replacing it. We understand that the weather and other factors can make it hard to return things into the trailer clean and dry. Let us know if these circumstances arise so that we can take care of the trailer in this type of situation.


Common Materials and Tools

Personal Protection Equipment (PPE)





<p>Earplugs</p>		<p>The earplugs in the trailer are single use and are meant for hearing protection. Please discard in the trash after use.</p>
<p>Gloves</p>		<p>4 Types:</p> <p><u>Leather</u> - use these when pulling or handling plants with thorns or toxic sap, such as Wild Parsnip. These are great for handling heavy objects or poky things like fencing. These are the most durable.</p> <p><u>Rubber</u> – most rubber gloves in the trailer are your average gardening gloves made with cloth material on the top of the hand and rubber material on the palm. These are generally lightweight, flexible and offer some water protection, though many are not waterproof.</p> <p><u>Cloth</u> – lightweight and breathable, but these gloves offer the least amount of protection.</p> <p><u>Nitrile Disposable Gloves</u> – use for activities that require gloves to be disposed of following completion. Will tear easily with prolonged use but provide good protection of skin.</p>








<p>High Visibility Vests</p>		<p>High visibility gear helps drivers and other community members see workers when they are out in the field or by the road. This increases safety for all.</p>
<p>Safety Glasses</p>		<p>Safety glasses are important for eye protection. Commonly worn while chain sawing or any activity that involves flying debris.</p>
<p>Safety Helmets (2)</p>		<p>To be used when pruning something above your head or when operating a chainsaw and cutting brush/ felling trees in a wooded environment.</p>

Tools



<p>Drain Spade</p>		<p>Drain spades have long and thin blades that are curved inward. They are ideal for transplanting plants, digging holes, and weeding in tight spaces. Often referred to as a transplanting spade.</p>
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<p>Hand Pruners</p>		<p>Hand pruners are used for clipping plant stems and thin woody stems. Do not attempt to use on thicker branches, it could damage the blades.</p>
<p>Hoe</p>		<p>Hoes are tools used to remove weeds in a garden setting.</p>
<p>Hand Trowel</p>		<p>A handheld shovel/spade. Used for digging small holes or weeding.</p>
<p>Hand Weed Pullers</p>		<p>Hand weed pullers have forked blades that are meant for manually pulling weeds from soil. Shove the forked blade onto the base of the weed, and pull out the plant and roots.</p>
<p>Hedge Clippers</p>		<p>These are used to cut, trim, or prune hedges and bushes.</p>
<p>Hard Rake</p>		<p>Hard rakes (also called bow or hoe rakes) are used for pushing around, grooming, and leveling material such as soil, mulch, gravel, and compost.</p>

<p>Loppers</p> 		<p>Loppers are used for thicker, woody stems thicker than a pencil. For anything smaller, hand pruners will work. Loppers have long handles that give you leverage to cut thicker stems. There are two types of loppers in this trailer: Anvil and Bypass. Loppers are stored in the labelled bins on the lowest shelf on the left side.</p> <p><u>Anvil</u> (left) – Has one straight blade that closes down a flat edge or ‘anvil’. Easier to use but are not as precise and won’t give as clean a cut. Use on dead wood.</p> <p><u>Bypass</u> (right) – Has two curved blades that pass each other like scissors. Better for cleaner, precise cuts. Use on live wood.</p>
<p>Pitchforks</p>		<p>Pitchforks are common farming tools used to lift loose materials like hay, straw, and leaves.</p>
<p>Posthole Digger</p>		<p>A tool with two shovel-like blades that form a cylinder. Used for digging holes for fence posts, tree saplings, etc.</p>
<p>Pull Lopper</p>		<p>There are various kinds of pull loppers which are used to prune branches out of reach. Always wear a helmet when pruning above your head. Be sure to communicate with the DCP Forester prior to any major pruning jobs. Refrain from oak pruning of any kind during oak wilt season (April-July).</p>

<p>Rakes (collapsible)</p>		<p>Best for gathering leaves and other organic materials.</p>
<p>Bow Saws</p>		<p>Used for cutting through branches and small trees. Use with caution.</p>
<p>Folding Saws</p>		<p>Used for cutting through branches and small trees. Use with caution.</p>
<p>Shovels</p> 		<p>3 different kinds: Round-point (standard) shovels (left), scoop shovels (middle), and square shovels (right).</p>
<p>Trench Diggers</p>		<p>An angled shovel meant for digging trenches.</p>
<p>Serrated Weed Cutter</p>		<p>Used for cutting weeds.</p>
<p>Wedge Splitter</p>		<p>Used with a mallet to create a wedge for splitting wood.</p>

Other Items

<p>Collapsible Bag (kangaroo)</p>		<p>Can be used with a liner as a trash can, or (without a liner) for leaves and other organic materials to be disposed of prior to storage in the tool trailer.</p>
<p>Coolers</p>		<p>The 5-gallon cooler should only be used with water. If it is used with some other type of beverage, like Gatorade, it is the event organizer's responsibility to clean thoroughly with soap and water and dry before returning to storage.</p> <p>The hard sided large cooler can be used with any type of contained beverage. If something leaks inside the cooler, it is the event organizer's responsibility to clean thoroughly with soap and water and dry before returning to storage.</p> <p>If they are used, please keep the tops off and let them dry after use.</p>
<p>DCP feather flag (1)</p>	<p>One "Dane County Parks" feather flag. Can be used to mark meeting location, entrance, etc. Refer to pg. 8 for reference picture.</p>	
<p>Flashlights</p>	<p>Batteries should be included. If batteries are needed, please make a note on the feedback form.</p>	
<p>Pop-up tents (4)</p>	<p>Four 10x10 pop-up tents for shade, protection from rain, etc.</p>	
<p>Tarps</p>	<p>Tarps have many uses – the two most common are transporting and covering materials.</p>	
<p>Tool Box</p>	<p>Contains items such as sharpening files, utility knives, hammers, wire cutters/strippers, twine, tool cleaning brush, etc.</p>	

Thank You!

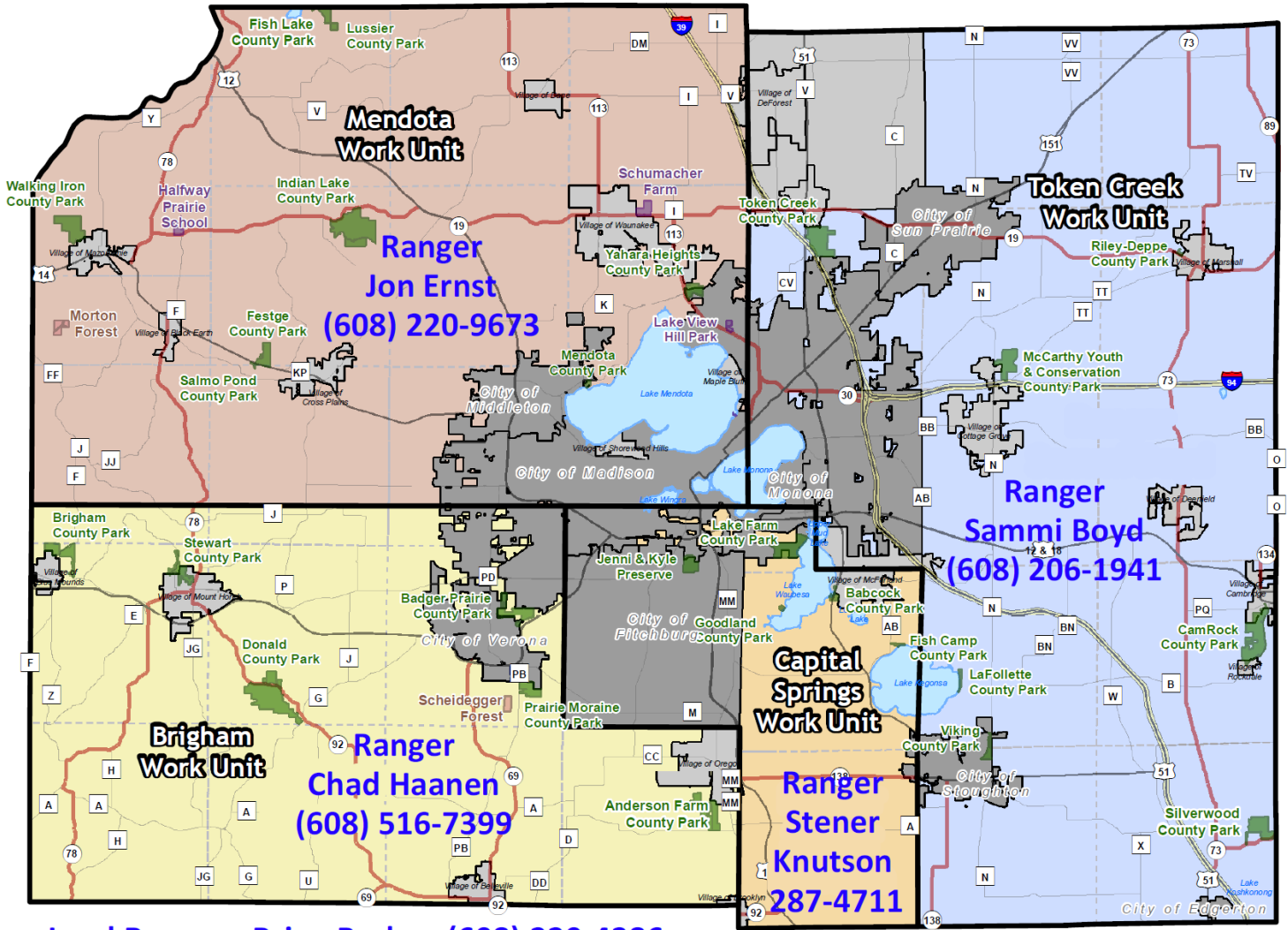
Our volunteers are vital to the Dane County Parks system. We greatly appreciate and value the time and effort that our individual volunteers and Friends Groups spend in all areas of our park system. Dane County Parks relies heavily on the help from our volunteers and we wouldn't be able to achieve the accomplishments and milestones that have happened within the parks without your help.

Thank you for all that you do!



Park Ranger Contact Map

Dane County Parks - Work Units



H:\Parks\Mapping\Dane County\Map\WorkUnit_Map
Map updated 11/30/2021 by Dane Co. LWRD.

QR Code – Reporting & Feedback

Scan this QR code with your smartphone to access the feedback reporting form for the Tool Trailer.

This allows you to report something in the trailer that needs immediate attention or to give us feedback on other things that could be changed to make the trailer better.

If you submit a form electronically, please let us know either by text or email so we can check it. We do not get notified when a form has been submitted.

