

RECORDS AND REPORTS

8614

(1987)

As with many jobs, the paperwork involved with an efficient lookout operation can be a substantial responsibility. It is important to fill out the various records, forms, and reports mentioned below accurately and completely and to organize them so they may be recalled as necessary.

On the other hand, it is easy to become inundated with paperwork over the years if unnecessary work is being required or all forms, records, or reports are kept forever.

To avoid needless paperwork, lookout record requirements should be reviewed annually with the lookout supervisor to determine what is essential, what is of historical value, what is an appropriate retention period, and what is to be discarded. Proper filing drawers or cabinets should be available to help the lookout organize this material.

SAMPLING OF PAPERWORK

8614.1

(1987)

Listed below are a few examples of the kinds of paperwork that a lookout may be required to manage.

- The facility operating plan, as described in this handbook.
- Maps must be catalogued and filed so they are readily available. Many will have information added to them which must be accurate and neat.
- Weather records, as previously discussed.
- Radio logs must accurately document all radio traffic.
- Smoke reports may be kept as part of the radio log or documented on special forms. Include the date, time, and location.
- Sight records are lists of landmarks identified by azimuth and distance. These may include section, township, and ranges or map references.
- Time reporting documents (timeslips) may be kept by the lookout.
- A daily diary or notebook to leave information for the relief lookout upon shift change.
- Visitor records that log all visitors and note the date and time.
- Maintenance records, including checklists and schedules as well as notes on special maintenance items.

- Ordering forms, Material Requisition and Transfer form F-72, or other local request forms used for ordering supplies.
- Assorted inventory sheets.
- Various checklists for:
 - Opening the lookout.
 - Closing the lookout.
 - Daily, weekly, and monthly duties.
 - Safety procedures.
 - Emergency phone numbers.
 - Unit radio identifiers.
- Training records.
- Instructions for equipment, such as radios, scanners, and appliances.

FORMS AND/OR FORMS SAMPLES: RETURN TO CDF LIBRARY HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

[\(see next section\)](#)

[\(see Table of Contents\)](#)