

## CHAPTER 8620 - FACILITY OPERATING PLAN

(1987)

Because lookouts around the state are different, facilities have different operating systems, equipment, and lookout responsibilities.

The facility operating plan is an opportunity for unit administrators and lookout supervisors to specify local policy and procedure. It tailors the standard operating procedure to fit individual situations.

The facility operating plan is a required addition to the Wildland Fire Detection Procedures Handbook. It is recommended that lookout personnel have the opportunity to contribute to the plan, which must be reviewed and updated annually.

The plan should include enough detailed information so a new lookout or lookout supervisor can learn the basic procedures necessary to successfully operate the facility. The lookout should know exactly what is expected of him/her, as well as what can be expected from supervisors and station personnel.

### FORMAT AND CONTENT

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The format of the facility operating plan parallels that of the standard operating procedure. Each facility operating plan must address the subjects outlined below. Each section should include information more specific than that included in the standard operating procedure. The plan should address methods or techniques that the lookout must comply with, as well as additional performance factors that will be considered during his/her evaluation.

If local policies and procedures are not more specific than those covered in the standard operating procedures, then a statement to that effect should be entered under the appropriate section. Additional sections may be added.

The examples listed under each category below are items that should be considered:

### ADMINISTRATION

8620.1

(1987)

- Unit chain of command with a brief explanation of administrative contacts available at headquarters--personnel or finance, for example.
- Ranger district chain of command.
- Shift schedules: What time does the lookout report to work? What time is the lookout released?

- Whom should the lookout contact to make a schedule change or report an absence?
- What is the policy on uncovering the lookout during periods of zero visibility or inclement weather? Who authorizes it and how is the information transmitted to the lookout?
- Who handles the lookout's timeslip? If it's not the lookout, then how does it get signed?
- What kind of logistical support is available to the lookout? Who provides the support and how is contact made?
- What should the lookout be expected to provide? Transportation, food, uniforms?
- Will the lookout need to make purchases? Who gives authorization and what are the approved payment procedures?
- Is there a policy regarding personal phone calls or visits from family and friends? What about pets?

## **DETECTION**

**8620.2**

(1987)

- What are the expected daily hours of performance? Specify start and stop times.
- Are there any specific search procedures or timing that you want the lookout to use?
- Are there specific topographic areas which should receive special attention?
- What are the applicable debris burning regulations and where do they apply?

## **LOCATION**

**8620.3**

(1987)

- Identify what location information the supervisor or ECC requires or expects from a smoke report.
- What method is used for tracking known source smokes or reported control burns?
- Are there any landmark or sight records that must be kept? If so, what are their content and format?
- How precise do you want the azimuths and distance to be: 1/2-degree or to the minute? 1/8-mile or 1/4-mile?

## **COMMUNICATION**

**8620.4**

(1987)

- What are the specific tones or frequencies to be used?

- What is the policy for communicating with fire districts or other agency personnel?
- Is there a CB radio policy? What is appropriate use and what is not?
- Do you want the lookout to assist with access information, or do you commonly rely on other sources?
- Are there any special procedures regarding second or third reports?
- Is there a special policy regarding the reporting of smokes which the lookout feels are debris burning fires?
- When is it appropriate to relay weather changes? What are significant changes?
- Local communication booklets or lists of radio identifiers and frequencies should be included.

## **WEATHER OBSERVATION**

**8620.5**

(1987)

- Identify specific weather forms with instructions and samples.
- List the schedule for reporting weather data. Who is it reported to, and how is contact made?
- Make sure a copy of the Fire Weather Observers' Handbook is available to the lookout.

## **RECORDS AND REPORTS**

**8620.6**

(1987)

- Instructions and samples of radio logs, smoke reports, sight records, visitor records, material requisitions, financial documents, timeslips, etc.
- Retention schedules for various paperwork.

## **MAINTENANCE**

**8620.7**

(1987)

- Identify what maintenance projects are appropriate for periods of poor visibility.
- Include maintenance schedules for building, grounds, and equipment. Daily, weekly, and monthly.
- What are reporting procedures for radio and telephone problems?
- What is the maintenance schedule for the access road?
- Include instructions for generators, water pumps, and outbuildings.
- List the facility opening and closing routines.

- Are there special procedures to follow when the power goes off? When it returns?
- List any inspection schedules.
- Include the procedures for removing garbage.
- Is there a special water source or spring maintenance schedule?

## **PROPERTY MANAGEMENT**

**8620.8**

(1987)

- Include inventories of property and equipment, as well as inventory schedules.
- What are the ordering procedures for various supplies: fuel, water, laundry, weather equipment, and forms?
- What are the reporting procedures for lost or damaged equipment?
- Identify the winter storage locations of various equipment.
- Facility security measures should be detailed here. What do they consist of; how and when do you use them? A facility security evaluation should be made to determine the need for fences, gates, door and window locks, lighting, and alarms. Upon request, the California State Police will visit specific sites and make recommendations.

## **SAFETY**

**8620.9**

(1987)

- The ECC should establish contact with the lookout at least twice a day to monitor safety. If this is not handled with routine morning and evening weather reports, then a special morning and evening lookout check should be initiated.
- Contingency plans should be developed if the lookouts don't respond to radio or phone contacts, or if they call for help. Procedures for obtaining the nearest law enforcement, medical, or administrative help should be described here.

- Because of long travel times from CDF facilities to the lookouts, other agencies or reliable local citizens should be considered for emergency notification. Use of the closest available helicopter should also be considered.
- Tower evacuation plans should be described. Med-evac or site evacuation plans must be developed.
- Detail accident or injury reporting procedures.
- Establish lists of phone numbers for emergency notification.
- Any site specific safety hazards should be described and addressed here.
- Describe site specific measures to be taken in case of wildfire involving the lookout. Does the lookout have any firefighting responsibilities; have tools and training been provided?
- Personal security measures to protect the lookout's safety should be described here. The unit fire prevention staff may have specific recommendations.
- Policies allowing casual visitors inside the facilities or allowing them to ascend towers should be addressed.

## **PUBLIC RELATIONS**

**8620.10**

(1987)

- Does the lookout have specific public relations duties, handouts, etc.?
- Are there tour procedures for groups?
- A general CDF information sheet or handout might be appropriate to help the lookout answer general questions.

## **PERSONAL FITNESS**

**8620.11**

(1987)

- Describe designated physical fitness programs, if one is required.
- Identify dress or uniform standards that apply.
- Describe grooming standards.

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