

CRLO 2020 PROCEDURES PRIMER 5/11/20

Listed procedures currently on the training checklist

1. **Retrieve keys from lock box & combo** – same combination as when it was at Tularcitos Station. Wear your uniform while retrieving keys so that Zen Center people know you are conducting official business, not prowling. If challenged, tell them that Leslie gave permission to Scott McClintock to keep it there.
2. **Lost Key Plan (¬ification)** – waiting for additional key. Until then, if the keys are missing, call Patrol 18 at (805) 680-3321. If he does not answer, abort the shift and notify Scott (760) 585-8400.
3. **Gate and Trap Door operation** – We normally leave the gate “dummy-locked” while we are in the tower. This means the gate hardware is all locked so it cannot be removed, but the plunger is not through the shackle, and the gate looks like it is locked but can actually be opened. This is to accommodate a quick emergency evacuation. There is a combo padlock on the trap door, “daisy-chained” with the USFS lock. These locks have to be carefully looped together to be effective.
4. **In service: flag & radio protocols** – Raise the flag(s) as soon as practicable in the morning, A) to serve as a wind vane, and B) so that target shooters can see that somebody is there, hopefully dissuading them from shooting at the tower. Also, we can enhance the shooter’s sentence in jail if we can show that it looked inhabited at the time. When winds are strong, you can reduce stress on the flagpole by removing the Forest Service flag and flying just the US flag. If the pole is still bending to a worrisome degree, remove the US flag also.
5. **In & Out of service checklists** – Checklists are posted on the top surface of the map cabinet
6. **Scanning for smoke** – Detailed scan with binoculars every 15 min. Break the landscape into pie-shaped and slowly scan back & forth from the top of the nearest tree line up to the horizon. Conduct passive naked-eye macro scanning in-between the binocular scans. bolts on the deck
7. **Frequent foot patrols to blind spot** – we encourage lots of trips to the pit toilet area to scan the area behind the “blind spot”. These trips also serve to keep you awake, promote blood circulation, and break up the monotony. Deploy the cowbell to the pit toilet on the first trip in the morning, and retrieve it on the last trip.
8. **Trap door deadbolt operation** – Everyone should practice, at least once per season, retrieving the rebar rod “deadbolt” from its mount, deploying it through the u-bolts on the deck, and securing it with a cotter pin or nail. The cotter pin goes through a hole drilled through the north end of the rod. Note the deadbolt is NOT to be used as a hand rail.
9. **Hidden door key location** – locate the hidden key located in the west catwalk railing. Make sure the cover block fits securely.
10. **Identifying landmarks** - To identify and memorize the names of prominent peaks and ridges, use the Osborne to sight them and locate them on the Osborne map. You should also practice with the topo maps stored in the map case.

11. **Location of population densities** – become familiar with the azimuths of locations with concentrations of people, such as Carmel Valley Village, Tassajara Hot Springs at the south end of T. road, Jamesburg, China Camp campground, White Oaks campground.
12. **Daily Log & Diary entries** – Always review at least a week’s worth of previous log entries for situational awareness. If unsure about what info goes where in the log, consult the example log sheets in the cover of the binder. Know that data from the logs is cultivated for government statistics and must be accurate and complete.
13. **Reporting needs to tower leader** – Scott’s contact info is posted in the front of the Operations Manual. Report any significant problems or occurrences.
14. **Contact next shift if needed (contact list)** - If something needs the attention of tomorrow’s crew, (example: we’re out of toilet paper) check the schedule and contact list in the binder and notify them directly.
15. **Maps: A. Firefinder, B. Topos, C. Large scale** – Our different variety of maps offer different information and perspectives. The large scale map is mounted on the top of the map case.
16. **Maps: D. Recreation, E. Off-forest** – The folded USFS recreation maps are kept in the window sill left of the map case. They cover all Ranger Districts in the LPNF. Their primary purpose is to identify hiking trails and campground locations to answer hikers’ questions. The Monterey Ranger District map is the same one pasted onto the Osborne. The off-forest map covers the unincorporated area north of the forest boundary, and off of the USFS map. It is obscenely expensive to obtain and should be handled with care.
17. **Panorama photos – storage & use** – Use them to identify landmarks in smoke reporting. Store them face down (to prevent fading) on each side of the cab. If you find inaccuracies or have suggested additions to them, tape a small note to the feature directly onto the panorama.
18. **Smoke Reporting** – practice reporting pretend smokes.
19. **Determining legal description** – see Operations Manual, page 13.
20. **Greeting visitors & positive image to public** – make sure all contacts with visitors and USFS staff are positive. Apologize for not being able to conduct public cab tours due to the pandemic. DO allow any USFS or other government agency staff members aboard.
21. **Safety consciousness & accident prevention** – always remember you are in a 100-year-old elevated structure, and maintain particular care on the staircase. Safety cautions are:
 - A. Tassajara road – speed & blind corners
 - B. Staircase – most dangerous element of this job
 - C. Trap Door – have hands free to unlock. Yellow safety chains to prevent falls
 - D. Wildlife – snakes (look down when you get out of your car), mountain lions
 - E. Aggressive human visitors – trap door, deadbolt, radio for assistance
 - F. Target shooters – also squirrel hunters
 - G. Earthquake response – drop to floor, hang onto Osborne pedestal, exit when safe, inspect tower legs and braces, report to dispatch
 - H. Heat issues – stay hydrated
 - I. Virus precautions – Hantavirus as well as Coronavirus. Sanitize hands frequently.
 - J. Do not text while driving on duty

22. **Location & use of “Hot Sheets”** – Check on every shift for important procedural and safety notices
23. **Location of all tower binders** – next to desk
24. **Reporting- extreme weather & precipitation** -
25. **Emergency procedures scenarios** – How would you call this in? Example: a forest visitor comes up to the tower and reports that his off-roading buddy just drove off the road and crashed in the canyon near the entrance to White Oaks Campground. His buddy is bleeding and can’t get out of his jeep. Use the term “emergency traffic” in the pre-call.
26. **Evacuation procedures & escape routes** – Don’t wait for the USFS to order your evacuation. Two routes: Northbound Tassajara Rd and MIRA observatory.
27. **Evacuation kit & equipment** - Evac backpack & helmets in the wardrobe cabinet.
28. **Evacuation notices on door** - Checklists taped to inside of door. Take the one on the left with you.
29. **Lightning operations** – Ops Manual p. 17. 10 seconds-2 miles
30. **Safety gear: ceiling detectors, first aid kits** – first aid kits in bookshelf. Ceiling detectors should have the battery date on the outside.
31. **Safety gear: fire extinguisher** – located in southeast corner
32. **Housekeeping, windows & cleaning supplies** – Locate mop/broom/dustpan/Windex. Clean the floor at the end of shift, remove trash and take it home.
33. **Overnight procedures** – Sign off via radio at usual time. Avoid bright lights so as not to interfere with Observatory operations. Secure trap door and deadbolt. Refer to COVID-19 OVN instructions.
34. **Radio Ops** – See in-detail handouts
35. **Pandemic protocols – masks & cab ventilation** - Face covering must be worn inside cab if working with a partner not from your household. You can remove mask on catwalk if 6 ft from your partner. Open door and windows for ventilation as much as possible, even if it requires wearing a jacket.
36. **Pandemic protocols – cleaning** - Clean all surfaces with disinfectant at beginning of shift, mid-shift, and at the end of the shift. Disinfect radio control knobs without getting liquid into the radio.
37. **Pandemic protocols – distancing/visitors** - Visitors are not allowed up the stairs or in the cab during the pandemic.
38. **Photos & FB Group encouraged** – CRLO volunteers are encouraged to take digital photos of unusual occurrences, and of smokes seen *after they are reported* and e-mail them to Scott for use in future training. They are also encouraged to join the CRLO Face Book group as a vehicle to informally share photos and information. For those conscientious objectors of social media, it is worth breaking your code for this one exception.
39. **2 Artifacts: lamp & Osborne pedestal** – Only two items inside the cab survived the tower closure and roof-leak water damage between 1989 and 2019. They are our only ties to the past other than the legs and cab itself. The lamp on the south wall used to be

plumbed into the propane system, and now has been converted to battery-powered led lights.

40. **Out of service: Closeout log** – Use the out-of-service checklist for reminders.
41. **Out of service: Radio or cell phone** – Use cheat sheets if necessary. Radio comms are often unreadable in the late afternoon, so telephone can be used. If no signal, call out of service from the 11.25 mile marker. **DON'T FORGET** : If Dispatch loses track of you, they call Scott.
42. **Next: addtl trng or scheduling shifts** – If the trainer and trainee agree that additional time with a trainer is preferred, it can be easily arranged with a trainer or a veteran. When the new volunteer is ready to schedule a shift, he/she consults the online schedule to find an open date and sends an e-mail to Scott.