The dispatch local mobilization guide/operating plan will contain or provide reference to the following elements and procedures. These elements or procedures may exist in other plans or references in the local dispatch office.

- **Organization**
  - Chain-of-command/table of organization for the center, local agencies and cooperators
  - Notification process/procedures; Roles/responsibilities etc.

- **Dispatch Operations**
  - General information
  - Dispatcher roles and responsibilities
  - Procedures for each functional area (Coordinator On Duty, Overhead, Crews, Equipment, Aircraft, predictive services, etc.)
  - Dispatcher training and qualification requirements
  - Dispatch Center Staffing Plan
    - Call-out procedures for additional personnel in emergency situations
    - Designation of duty officer for dispatch center.
    - Shift limitations and day off/EFF hiring
  - Procedures for dispatch of resources off unit

- **Daily Duties**
  - Check-in/out of administrative/fire personnel
  - Procedures for gathering and disseminating intelligence and Weather/briefings
  - Verification of initial attack response levels
  - Verification of status of suppression resources
  - Preparedness level establishment and verification
  - Procedures for providing information to the field about Suppression/Support Resource availability, radio frequencies to be used; burning conditions/fuel types; weather forecast updates; local fire activity; agency policies, fire activity, incident updates, weather updates, resource status
  - Procedures for recording radio traffic, key events, and other information in a format accessible to all personnel (i.e. COD Notes, Shift Briefs)

- **Initial Attack/Response Plan Elements**
  - Preplanned dispatch plans, Run-cards, and dispatch procedures
  - Management notification of a reported fire
  - Procedures for identifying preparedness levels
  - Process for assessing the appropriate response
  - Identification and notification of resources to respond
  - Cooperator support and planned response
  - Communications procedures
  - Procedures to follow when activity exceeds the initial attack/response plan
• Aviation procedures
  - **Emergency Operations (Fire/Non-fire)**
    - Notification of a reported incident
    - Jurisdiction verification
    - Response plan activation
    - Agency and area notification
    - Move-up and cover procedures
    - Call-back procedures
    - Evacuation of incident area
    - Closing public/private roads
    - Ordering additional personnel, equipment, and aircraft
    - Fire Weather Watch and Red Flag Warning notification
    - Temporary Flight Restrictions (TFRs)
    - Agency duty officers (roles and responsibilities)
    - Aviation Mishap Response Guide
    - Utility company notification (power and gas)
    - Law enforcement dispatching procedures/requirements
    - HazMat/spill response notification procedures
    - Local government requesting all-risk assistance
    - Search and Rescue

• **Local Agreements**
  - Copies of all interagency or inter-unit agreements and associated annual operating plans that govern the use of fire management resources
  - Maps delineating areas of responsibility for fire suppression coverage

• **Communications**
  - Procedures for assigning/managing local radio frequencies
  - Procedures for obtaining additional frequencies
  - Maps of repeater sites
  - Instructions for using local dispatch radio consoles, phones, computers, fax machines, paging systems, etc.
    - **BLM** - The BLM National Radio Operations Branch internal website hosts radio and frequency policy documents and related information. The internal website is https://sites.google.com/a/blm.gov/nrob/

• **Weather**
  - Procedures for Processing of weather observations via Weather Information Management System (WIMS)
  - Daily posting and briefing procedures
  - Broadcasts of fire weather forecasts to local fire suppression personnel
  - Procedures for processing spot weather forecast requests and disseminating spot forecasts to the field
  - Procedures for immediate notification to fire suppression personnel of Fire Weather Watches and Red Flag Warnings
- **Fire Danger**
  - Locally significant fire danger indices and recording of those values daily
  - Procedures for update and posting of monthly the seasonal trends of those values versus seasonal averages

- **Briefings**
  - Time frames and frequencies/locations for daily briefings
  - Method for documenting briefings (time given, content of briefing, and person(s) conducting and receiving briefing)

- **Preparedness Levels**
  - General information relating to the local preparedness plan:
    - Procedures for identifying preparedness level
    - Notification to management
    - Dispatching roles and responsibilities at each preparedness level
  - Trigger Points
    - Specific triggers that cause the preparedness level to move up or down, such as number/size of fires, amount and type of resources available/committed, regional/national fire situation, condition of local fuels, observed fire behavior, human-caused risk or predicted lightning activity level, etc.
    - Specific actions tied to each preparedness level, such as extended staffing, prepositioning of suppression resources (crews, engines, airtankers, smokejumpers, etc.), the activation of local Multi-Agency Coordination (MAC) groups, making contact with other agencies, and hiring of call when needed (CWN) aircraft, emergency equipment rental agreements (EERA), or administratively determined (AD) pay plan crews

- **Aviation**
  - Ordering/scheduling requirements and procedures
  - Special use airspace
  - Special use mission requirements
  - Incident/accident reporting and documentation procedures
  - Flight management/tracking procedures

- **Expanded Dispatch Plan**
  - Indicators for considering establishment of expanded dispatch
  - Recommended organization and points of contact
  - Overhead positions to order
  - Location/facilities, equipment/supplies, support needs
  - Procurement or buying unit team considerations

- **Service and Supply Plan**
  - Current copies of competitive and non-competitive Incident Blanket Purchase Agreements (I-BPAs)
  - Source lists for incident-only contracts
  - Protocols for the use of Dispatch Priority Lists (DPLs)
 prototypes for incident business coordination with agency administrative personnel
• contact lists and hiring procedures for AD or non-fire personnel, ground, and logistics support
• a list of locations for use as Staging Areas, Mobilization Centers, and Incident Command Posts (where applicable)
• procedures for Local and Geographic Area Cache ordering
• commercial travel procedures (including instructions on the use of the agency corporate travel cards)
• Incident Management Team and Buying Team mobilization
• The following reference materials:
  ▪ National Food Service Contract, NFES 1276
  ▪ National Shower Facilities Contract, NFES 2729
  ▪ Interagency Incident Business Management Handbook including Geographic Area Supplements
  ▪ National Fire Equipment Systems Catalog, NFES 0362
  ▪ DPL contracts for vendors located in the local area
  ▪ A Continuation of Operations Plan (COOP)

Administrative Items
• Funding; travel; time sheets; fire reports, etc.
• Procedures for completing and archiving fire records
• Procedures for mobilization of critical incident stress debriefing teams

Medical Plan
• Criteria/definitions; agency notification and documentation requirements
• Procedures for Emergency Medical Response and notification
• Activation/evacuation information
• Medical facility locations and phone numbers
• Air and ground transport (Medevac) capability
• Burn center information

Media Plan
• General procedures
• notification requirements to agency external affairs personnel
• routing for media calls

Required Reference Materials
All coordination/dispatch centers will have the following reference materials available:
• National Interagency Mobilization Guide
• Geographic Area Mobilization Guide
• Interagency Standards for the ROSS Operations Guide
• Interagency Standards for Fire and Fire Aviation Operations
• WIMS User Guide
• National Predictive Services Handbook
Interagency Situation Report User’s Guide
ICS – 209 Program User’s Guide
North American Emergency Response Guidebook (DOT)
Interagency Helicopter Operations Guide
Aircraft Identification Guide
Interagency Air Tanker Bases Directory
Interagency SEAT Operations Guide
Interagency Areal Supervision Guide
Interagency Smokejumper Operations Guide
National Retardant Contract
Interagency Call When Needed Helicopter Contract
Interagency Airspace Guide
Interagency Air Tanker Base Operations Guide
Military/National Guard Operating Plan (if applicable)
Aviation Safety Plans
AP1B
Frequency Guides
National Regional/State/Local Aviation Plans
local airport, SEAT base, air tanker base, helibase and smoke jumper base
locations
Current and complete Interagency Aviation Mishap Response Guide
Fire Danger Operating Plan or other preparedness operating plan*
Current Fire Danger Pocket Cards*
Fire Management Plan*
Mutual aid/initial attack agreements*
* Local Dispatch Centers only.