| **Location:** |       |
| --- | --- |
| **Date:**MM/DD/YY |       |
| **Respondent:**First, Last |       |
| **Reviewed by:**First, Last |       |

**For the National Preparedness Review, you will need to have the following items available for review:**

| **CHECKLIST ITEM #** | **DOCUMENTATION** |
| --- | --- |
| 1 | Center MOU or Interagency Agreement |
| 2 | Completed Annual Operating Plan |
| 4 | Center Manager Delegation of Authority |
| 14 | Center Mobilization Guide/Dispatch Operating Plan |
| 16 | Continuity of Operations Plan (COOP) |
| 17 | Reference materials |
| 18 | Medical Emergency Plan |
| 29 | Aviation flight hazard maps, military operating areas sectionals, etc. |
| 30 | *Interagency Aviation Mishap Response Guide* *and Checklist* (or equivalent) |
| 40 | Expanded Dispatch Operating Plan |
| 48 | Referenced items |
| 57 | Employee Red Cards |
| 58, 60 | Employee training records |
| 61 | Employee driving authorization forms and defensive driving documentation |
| 62 | Risk assessments  |
| 64 | Documentation of tailgate safety session |

| **CHECKLIST ITEM #** | **CHECKLIST REFERENCES** |
| --- | --- |
| 56 | Employee Orientation Checklist |

**ADMINISTRATIVE**

**Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 1 | A current Memorandum of Understanding (MOU) or interagency agreement is in place.*[RB Ch 8, Ch 19]* |  |  |
|  | a. Signed by all center cooperators | Choose an item. |       |
|  | b. Reviewed annually | Choose an item. |       |
| 2 | A center annual operating plan has been reviewed, updated, and approved prior to fire season and defines:*[RB Ch 8, Ch 19]* |  |  |
|  | a. The roles and responsibilities of each interagency partner’s fiscal and infrastructure support responsibilities | Choose an item. |       |
|  | b. Administrative oversight/support groups involved with the coordination center | Choose an item. |       |
|  | c. Clear fiscal reimbursement procedures and interagency funding procedures | Choose an item. |       |
|  | d. Center’s organizational charts | Choose an item. |       |
|  | e. Communication protocols for local and geographic area cooperating agencies, including briefings, planned meetings, and conference calls | Choose an item. |       |
|  | f. Procedures for Incident Management Team mobilization and closeout | Choose an item. |       |
|  | g. Supporting documentation, such as any local initial attack or fire and aviation agreements for units serviced by the center | Choose an item. |       |
| 3 | Adequate Staffing:*[RB Ch 19]* |  |  |
|  | a. Supervisory positions identified in the centers organizational charts are filled and are advising all agency FMOs/Board of Directors of center activities | Choose an item. |       |
|  | b. Other personnel recruitment/hiring is complete and staffing levels reflect budget allocations | Choose an item. |       |
| 4 | Center Manager has a signed Delegation of Authority providing an adequate level of operational authority from all participating agencies.*[RB Ch 19]* |  |  |
|  | a. Includes appropriate supervisory authority | Choose an item. |       |
|  | b. Includes a process for completing employee performance evaluations | Choose an item. |       |
| 5 | Where appropriate, a delegation of authority from the Center Manager to staff is completed and identifies roles and responsibilities for Acting Center Manager, Coordinator on Duty, Floor Supervisor, and/or Internal Duty Officer.*[RB Ch 19]* | Choose an item. |       |
| 6 | Supervisors are familiar with administrative issues and prepare proper documents as required: |  |  |
|  | 1. Time and attendance/fire time reports
 | Choose an item. |       |
|  | 1. Travel vouchers/per diem forms
 | Choose an item. |       |
|  | 1. Accident/injury reporting (CA1/CA2/CA16) through SMIS
 | Choose an item. |       |
|  | 1. Credit card purchases and records
 | Choose an item. |       |
|  | 1. Fleet gas cards
 | Choose an item. |       |
| 7 | Each employee has reviewed and signed an Employee Performance Appraisal Plan (EPAP) for the current season.*[370 DM 430]* | Choose an item. |       |
| 8 | Extended staffing and specific action plans are approved for predicted activity, high fire danger, and request for duty extension of resources by local fire managers or the GACC. [*RB Ch 10, Ch 19*] | Choose an item. |       |
| 9 | Dispatch staff trained in and follows center procedures for:*[RB Ch 19]* |  |  |
|  | 1. Interagency Resource Ordering Capability (IROC)
 | Choose an item. |       |
|  | 1. Computer Aided Dispatch (CAD)
 | Choose an item. |       |
|  | 1. Initial Attack Dispatcher, D-311
 | Choose an item. |       |
|  | 1. Aircraft Dispatcher, D-312
 | Choose an item. |       |
|  | 1. FireCode
 | Choose an item. |       |
|  | 1. Wildland Fire Decision Support System (WFDSS)
 | Choose an item. |       |
|  | 1. Automated Flight Following (AFF)
 | Choose an item. |       |
|  | 1. Cross-training between functions, initial attack, aircraft, logistics support, intelligence, etc.
 | Choose an item. |       |
| 10 | Individual development plans (IDP) for employees are in place for dispatch center employees (IDPs are required for supervisors and optional for non-supervisors). | Choose an item. |       |
| 11 | IROC: |  |  |
|  | a. Resources are current and a process is in place to status appropriately | Choose an item. |       |
|  | b. Current contracts and agreements are entered in IROC as appropriate | Choose an item. |       |
|  | c. Resource naming conventions meet national standards | Choose an item. |       |
|  | d. Standards are identified and utilized for IROC operations | Choose an item. |       |
|  | e. Personnel are identified and trained in use of COGNOS reports and/or Query Studio and other analytical reports | Choose an item. |       |
|  | f. Selection areas are set appropriately for ordering between approved dispatch centers | Choose an item. |       |
|  | g. Rosters for resources are developed and maintained per established channels | Choose an item. |       |
| 12 | Fire records archiving and documentation meet agency standards.*[RB Ch 11]* | Choose an item. |       |
| 13 | Procedures are in place for recording key events, and other information in a format accessible to all personnel (e.g., COD notes, shift briefs):*[RB Appendix P]* |  |  |
|  | a. Information is kept at each functional desk | Choose an item. |       |
|  | b. Information is shared between personnel | Choose an item. |       |
|  | c. Information is archived | Choose an item. |       |
| 14 | Current Local Mobilization Guide/Dispatch Operating Plan is established and utilized.*[RB Ch 19]* |  |  |
|  | a. Dispatch daily office routine and checklist established | Choose an item. |       |
|  | b. Resource tracking and statusing system established for initial attack resources | Choose an item. |       |
|  | c. Resource statusing system established for resources available for within unit and off unit assignments | Choose an item. |       |
|  | d. Contains minimum required elements identified in *Red Book Appendix P* | Choose an item. |       |
| 15 | Trigger points are established to determine staffing levels for:*[RB Appendix P]* |  |  |
|  | a. Requesting resources after closest forces have been exhausted using established agreements/mob guide criteria | Choose an item. |       |
|  | b. Callout of other local fire specialists, support personnel, casual hire employees, etc. | Choose an item. |       |
|  | c. Call-out procedures for public affairs fire information officers based on identified agency requirements | Choose an item. |       |
| 16 | A current continuity of operations plan (COOP) is in place, and identifies:*[RB Ch 19]* |  |  |
|  | a. Back-up power source | Choose an item. |       |
|  | b. Back-up computer system (other agency, DSL, etc.) | Choose an item. |       |
|  | c. Ability to maintain operational capability by reverting to alternative processes or backup system when any mission essential information technology system becomes unavailable (e.g., IROC, FireCode, Flight Following, Computer Aided Dispatch, Fire Intelligence Reporting systems) | Choose an item. |       |
|  | d. Contingency plan for loss of radios | Choose an item. |       |
|  | e. Notification procedures in place for COOP activation | Choose an item. |       |
|  | f. Pre-identified alternate location with adequate supplies | Choose an item. |       |
| 17 | Reference materials are available:*[RB Ch 19, Appendix P]* |  |  |
|  | a. *National Interagency Mobilization Guide* | Choose an item. |       |
|  | b. *Geographic Area Mobilization Guide* | Choose an item. |       |
|  | c. *Interagency Standards for Resource Ordering Guide (ISROG)* | Choose an item. |       |
|  | d. *Interagency Standards for Fire and Fire Aviation Operations* | Choose an item. |       |
|  | e. *WIMS User Guide*  | Choose an item. |       |
|  | f. *Interagency Situation Report User’s Guide* | Choose an item. |       |
|  | g. *SIT209 User’s Guide* | Choose an item. |       |
|  | h. *North American Emergency Response Guidebook (DOT)*  | Choose an item. |       |
|  | i. *Interagency Helicopter Operations Guide* | Choose an item. |       |
|  | j. *Aircraft identification/recognition/capability guide* | Choose an item. |       |
|  | k. *NWCG Airtanker Base Directory* | Choose an item. |       |
|  | l. *NWCG Standards for Single Engine Airtanker Operations* | Choose an item. |       |
|  | m. *Interagency Aerial Supervision Guide* | Choose an item. |       |
|  | n. *Interagency Smokejumper Operations Guide* | Choose an item. |       |
|  | o. National Retardant Requirements Contract  | Choose an item. |       |
|  | p. National Call-When-Needed Helicopter Contract | Choose an item. |       |
|  | q. *NWCG Standards for Airspace Coordination* | Choose an item. |       |
|  | r. *NWCG Standards for Airtanker Base Operations* | Choose an item. |       |
|  | s. Military/National Guard Operating Plan (if applicable) | Choose an item. |       |
|  | t. Aviation safety plans  | Choose an item. |       |
|  | u. AP/1B (access through NIFC .ftp site) | Choose an item. |       |
|  | v. Frequency guides (access through NIFC .ftp site) | Choose an item. |       |
|  | w. National regional/state/local aviation plans | Choose an item. |       |
|  | x. Local airport, SEAT base, air tanker base, helibase and smoke jumper base locations | Choose an item. |       |
|  | y. Current and complete *Interagency Aviation Mishap Response Guide and Checklist* or equivalent | Choose an item. |       |
|  | z. Fire Danger Operating Plan (FDOP) or other preparedness operating plan. *[RB Ch 10]* | Choose an item. |       |
|  | aa. Current Fire Danger Pocket Cards or Seasonal Trend Analysis *[RB Ch 10]* | Choose an item. |       |
|  | bb. Fire Management Plan *[RB Ch 9]* | Choose an item. |       |
|  | cc. Mutual Aid/initial attack agreements | Choose an item. |       |
| 18 | A current medical emergency plan that identifies medical evacuation options, local/county/state/federal resource capabilities, capacities, ordering procedures, cooperative agreements, role of dispatch centers, and key contacts or liaisons is in place, and contains standardized communication center protocols.*[RB Ch 7, Ch 19]* | Choose an item. |       |

**INITIAL ATTACK**

**Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 19 | Pre-planned dispatch plan established and procedures (CAD, run cards, etc.) understood by initial attack dispatcher(s). *[RB Ch 10, Ch 19]* | Choose an item. |       |
| 20 | Established radio operations procedures are in place and personnel understand frequency authorization and use protocols.*[RB Ch 19]* | Choose an item. |       |
| 21 | Radio user has access to the SAFENET and SAFECOM reporting systems.*[RB Ch 7, Ch 16]* | Choose an item. |       |
| 22 | Maps depicting initial attack response areas, land ownership, jurisdictional and protection boundaries, hazards, and resource concerns are posted/available.*[RB Ch 19]* | Choose an item. |       |
| 23 | CAD and GIS products are current and functioning, and a CAD/GIS administrator/POC is identified.*[RB Ch 19]* | Choose an item. |       |
| 24 | Initial attack reference material: |  |  |
|  | a. Vehicle/structure fire guidelines  *[RB Ch 11]* | Choose an item. |       |
|  | b. Protocols for ordering and use of area supported air ambulances *[RB Ch 7]* | Choose an item. |       |
|  | c. *WildCAD (CAD) User’s Guide* | Choose an item. |       |

**AIRCRAFT AND AVIATION MANAGEMENT**

**Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 25 | Aircraft availability, authorities, and ordering procedures are established for fire, logistical and administrative flights.*[RB Ch 19]* | Choose an item. |       |
| 26 | Operational procedures between dispatch center and air tanker base(s) are established.[*RB Ch 19]* | Choose an item. |       |
| 27 | Air tanker, smokejumper and rappeller use procedures and restrictions are identified.*[RB Ch 19]* | Choose an item. |       |
| 28 | Air Space:*[RB Ch 19]* |  |  |
|  | a. Procedures for ordering and establishing TFRs are in place | Choose an item. |       |
|  | b. Military air space (MTR, SUA, MOA), Restricted Area operating guidelines are in place | Choose an item. |       |
|  | c. Ordering procedures in place with FAA for temporary towers when airports are overloaded | Choose an item. |       |
| 29 | Aviation flight hazard maps, military operating areas sectionals, etc., are available.[*RB Ch 19]* | Choose an item. |       |
| 30 | *Interagency Aviation Mishap Response Guide* *and Checklist (*or equivalent) complete and updated. | Choose an item. |       |

**INTELLIGENCE**

**Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 31 | Protocols are in place for timely request and dissemination of Fire Weather Forecasts, Spot Weather Forecasts, Fire Weather Watches, and Red Flag Warnings to firefighters, Incident Commanders, and field-going personnel.*[RB Ch 10, Ch 19]* | Choose an item. |       |
| 32 | An individual is identified who knows the location and conditions of RAWS. A current weather station catalog is available.*[RB Ch 10, Ch 19]* | Choose an item. |       |
| 33 | The center has a person(s) trained in National Fire Danger Rating System or Canadian Forest Fire Danger Rating System (CFFDRS) assigned to data quality assurance responsibilities. | Choose an item. |       |
| 34 | Seasonal inputs are maintained including:*[RB Ch 19]* |  |  |
|  | a. Vegetative state | Choose an item. |       |
|  | b. Fuel moisture values | Choose an item. |       |
|  | c. Daily state of the weather observations | Choose an item. |       |
|  | d. Updated breakpoints *[RB Ch 10]* | Choose an item. |       |
| 35 | Weather data is being archived daily in WIMS.*[RB Ch 19]* | Choose an item. |       |
| 36 | Coordination/communication with the local NWS Forecast Office occurs annually prior to fire season and during post-season AARs.*[RB Ch 19]* | Choose an item. |       |
| 37 | Dispatch center website is maintained with current information.*[RB Ch 19]* | Choose an item. |       |
| 38 | Process is in place for submission of Daily Situation Report and ICS-209s.*[RB Ch 11, Ch 19]* | Choose an item. |       |

**EXPANDED DISPATCH/INCIDENT BUSINESS MANAGEMENT**

**Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 39 | Expanded Dispatch workspace is identified:*[RB Ch 19]* |  |  |
|  | a. Area has adequate office space, including suitable lighting, heating/cooling systems, and security | Choose an item. |       |
|  | b. Adequate communications equipment (telephones, fax machines, copiers, and computers) | Choose an item. |       |
| 40 | An Expanded Dispatch Operating Plan is in place:*[RB Ch 19]* |  |  |
|  | a. Provides specific details about when, where, and how to implement and Expanded Dispatch | Choose an item. |       |
|  | b. Logistical support facilities are identified, procured, and available for immediate setup, along with necessary equipment | Choose an item. |       |
| 41 | Incident Management Team mobilization procedures and contacts are identified.*[RB Appendix P]* | Choose an item. |       |
| 42 | Buying Team mobilization procedures and contacts identified.*[RB Appendix P]* | Choose an item. |       |
| 43 | Incident business coordination and processes identified with agency administrative personnel.*[RB Appendix P]* | Choose an item. |       |
| 44 | Individuals are trained and established protocols are in place for use of Dispatch Priority Lists (DPLs).*[RB Appendix P]* | Choose an item. |       |
| 45 | Personnel contact list for:*[RB Appendix P]* |  |  |
|  | a. AD or non-fire personnel support | Choose an item. |       |
|  | b. Ground Support | Choose an item. |       |
|  | c. Logistics Support | Choose an item. |       |
| 46 | Established local and geographic area cache ordering procedures.*[RB Appendix P]* | Choose an item. |       |
| 47 | Commercial travel procedures have been established including use of agency corporate card.*[RB Appendix P]* | Choose an item. |       |
| 48 | Expanded/incident business management plans, guides, and reference materials:*[RB Appendix P]* |  |  |
|  | a. Expanded Dispatch Operations Plan | Choose an item. |       |
|  | b. Identified staging areas/mobilization centers | Choose an item. |       |
|  | c. Incident Management Team briefing package | Choose an item. |       |
|  | d. Copies of competitive I-BPAs and BPAs/preseason agreements | Choose an item. |       |
|  | e. Source lists for incident-only sign-ups/EERAs | Choose an item. |       |
|  | f. Dispatch priority lists (DPLs) | Choose an item. |       |
|  | g. Service and Supply Plan *[RB Ch 19]* | Choose an item. |       |
|  | h. National Mobile Food Services Contract, <http://fsweb.wo.fs.fed.us/aqm3/pages/nifc/> | Choose an item. |       |
|  | i. National Mobile Shower Facilities Contract, <http://fsweb.wo.fs.fed.us/aqm3/pages/nifc/> | Choose an item. |       |
|  | j. *National Incident Radio Support Cache (NIRSC) User’s Guide*, NFES 0968 | Choose an item. |       |
|  | k. *NWCG Standards for Interagency Incident Business Management a*nd geographic area supplements | Choose an item. |       |
|  | l. *National Fire Equipment System* Catalog, NFES 0362 | Choose an item. |       |
|  | m. *Standards for Interagency Hotshot Crew Operations* | Choose an item. |       |

**FACILITIES AND EQUIPMENT**

**Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 49 | Facilities meet the needs of personnel, equipment, and mission responsibilities:*[RB Ch 19]* |  |  |
|  | a. Adequate meeting/briefing space | Choose an item. |       |
|  | b. Adequate break room is available for employees | Choose an item. |       |
|  | c. Space is available for extended staffing, MAC Group, additional support positions, etc. | Choose an item. |       |
| 50 | Radio communication system and equipment meets operational needs:*[RB Ch 15, Ch 19]* |  |  |
|  | a. Adequate number of frequencies | Choose an item. |       |
|  | b. Frequency recording capability | Choose an item. |       |
|  | c. Alert tones available | Choose an item. |       |
| 51 | Radio equipment is serviced by technician annually for preventative maintenance. | Choose an item. |       |
| 52 | Copying/Computer/GIS systems meet operational needs for quantities and capabilities. Software is compatible with IRM and agency requirements.*[RB Ch 19]* | Choose an item. |       |
| 53 | Agency contacts are identified and procedures established for IT support including after hours and on weekends. | Choose an item. |       |
| 54 | Dispatch Center meets agency standards for:*[RB Ch 19]* |  |  |
|  | a. Dispatch Center Supervisor | Choose an item. |       |
|  | b. Assistant Dispatch Center Supervisor | Choose an item. |       |
|  | c. Dispatch Center Members | Choose an item. |       |
|  | d. Minimum Dispatch Center staffing | Choose an item. |       |

**QUALIFICATONS AND TRAINING**

**Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 55 | Supervisors are familiar with safety reporting processes as required:*[RB Ch 19]* |  |  |
|  | a. Safety Management Information System (SMIS) | Choose an item. |       |
|  | b. SAFENET reporting | Choose an item. |       |
|  | c. SAFECOM reporting | Choose an item. |       |
| 56 | Employees have completed the *Employee Orientation Checklist.**[RB Ch 19]* | Choose an item. |       |
| 57 | The Incident Qualifications and Certification System has produced current Red Cards for all dispatch center employees.*[RB Ch 19]* | Choose an item. |       |
| 58 | Dispatch center employees have a documentation file for:*[RB Ch 19]* |  |  |
|  | a. Current season training | Choose an item. |       |
|  | b. Past season fire training | Choose an item. |       |
|  | c. Certifications and experience (hardcopy or electronic) | Choose an item. |       |
|  | d. Fire experience | Choose an item. |       |
|  | e. Task books initiated appropriate to their training needs. | Choose an item. |       |
|  | f. Performance evaluations | Choose an item. |       |
| 59 | Dispatch center has access to training materials and equipment. | Choose an item. |       |
| 60 | Employees are being provided the following mandatory training:*[RB Ch 6, Ch 7, Ch 13, Ch 19]* |  |  |
|  | a. Annual Fireline Safety Refresher (as required by position) | Choose an item. |       |
|  | b. Work/rest requirements | Choose an item. |       |
|  | c. Driver duty limitations | Choose an item. |       |
|  | d. Risk Management Process | Choose an item. |       |
|  | e. CPR | Choose an item. |       |
|  | f. First Aid | Choose an item. |       |
|  | g. Blood Borne Pathogens (BBP) | Choose an item. |       |
|  | h. Risk Assessment (RA) | Choose an item. |       |
|  | i. HAZMAT – First Responder Awareness Level | Choose an item. |       |
|  | j. USGS Hazard Communications – GHS | Choose an item. |       |
|  | k. Any specific training identified by RA | Choose an item. |       |
| 61 | Each employee who drives a government vehicle has a current state driver’s license and a government authorization to operate motor vehicles.*[RB Ch 7]* | Choose an item. |       |
| 62 | Center has RAs completed for all work practices/projects that have potential hazards.*[RB Ch 7]* | Choose an item. |       |
| 63 | Personnel with fireline qualifications are trained in the use of all required PPE.*[RB Ch 7]* | Choose an item. |       |
| 64 | Center has participated in a documented tailgate safety session weekly or as required (driving, long shifts, center projects). May use “6 Minutes for Safety.”*[RB Ch 7]* | Choose an item. |       |