**Radio Program Review – Dispatch Center**

**Checklist #6**

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

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

| **CHECKLIST ITEM #** | **DOCUMENTATION** |
| --- | --- |
| 1 | [*Interagency Standards for Fire and Fire Aviation Operations*](https://www.nifc.gov/standards/guides/red-book)*,* continuity of operations plan |
| 3, 6, 8 | *MS* [*1292, Radio Communications Manual*](https://doimspp.sharepoint.com/%3Au%3A/r/sites/blm-nrob/companyblog_manuals/MS-1292%20-%20Radio%20Communications%20Manual.url?csf=1&web=1) |

**DISPATCH CENTER MANAGERS, DISPATCHERS**

Objective: to identify shortfalls – requirements vs equipment/service/support provided.

**Key Code: Y= Yes N=No NR= Not Reviewed**

| **ITEM** | **DESCRIPTION** | **CODE****(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 1 | A current continuity of operations plan (COOP) is in place, and identifies:*[Interagency Standards for Fire and Fire Aviation Operations, ch. 19]* |  |  |
|  | 1. Centers required to maintain communication with resources or aircraft identifies procedures to maintain and/or transfer communications in the event of a possible loss of radios and/or telecommunications equipment.
 | Choose an item. |       |
| 2 | Radio communication system and equipment meets operational needs.*[Interagency Standards for Fire and Fire Aviation Operations, ch. 15, and ch. 19]* |  |  |
|  | a. Adequate number of frequencies | Choose an item. |       |
|  | b. Radio recording capability | Choose an item. |       |
| c. Alert tones available | Choose an item. |       |
| d. Repeater location maps and channel/frequency information is easy to use | Choose an item. |       |
| 3 | Do you know who the local technician is? | Choose an item. |       |
| 4 | Radio equipment is serviced by technician annually for preventative maintenance.*[MS-1292, para. 1.4 O, Radio Communications Manual; Radio Users Guide]* | Choose an item. |       |
| 5 | Procedures are established for support, including after hours and on weekends. | Choose an item. |       |
| 6 | Area(s) where coverage is unavailable/unreliable are identified and alternate communication plans/equipment are provided and adequate. *[MS-1292, para. 2.3, Radio Communications Manual]* | Choose an item. |       |
| 7 | Radio technicians are available to provide service/support to communication systems for dispatch employees when requested. *[MS-1292, para. 2.3, Radio Communications Manual]* | Choose an item. |       |
| 8 | A help desk system is used for console-related issues and meets dispatch requirements.*[MS-1292, para. 2.7, Radio Communications Manual]* | Choose an item. |       |
| 9 | Training is provided/offered on an annual basis and/or whenever system upgrades are implemented, altering standard operations.*[MS-1292, para. 8.3, Radio Communications Manual]* | Choose an item. |       |
| 10 | Any comments from the dispatch user on consoles: | Choose an item. |       |