

Dispatch Center Local Mobilization Guide/Dispatch Operating Plan

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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

- 1 ○ Aviation procedures
- 2 ● **Emergency Operations (Fire/Non-fire)**
- 3 ○ Notification of a reported incident
- 4 ○ Jurisdiction verification
- 5 ○ Response plan activation
- 6 ○ Agency and area notification
- 7 ○ Move-up and cover procedures
- 8 ○ Call-back procedures
- 9 ○ Evacuation of incident area
- 10 ○ Closing public/private roads
- 11 ○ Ordering additional personnel, equipment, and aircraft
- 12 ○ Fire Weather Watch and Red Flag Warning notification
- 13 ○ Temporary Flight Restrictions (TFRs)
- 14 ○ Agency duty officers (roles and responsibilities)
- 15 ○ Aviation Mishap Response Guide
- 16 ○ Utility company notification (power and gas)
- 17 ○ Law enforcement dispatching procedures/requirements
- 18 ○ HazMat/spill response notification procedures
- 19 ○ Local government requesting all-risk assistance
- 20 ○ Search and Rescue
- 21 ● **Local Agreements**
- 22 ○ Copies of all interagency or inter-unit agreements and associated
- 23 annual operating plans that govern the use of fire management
- 24 resources
- 25 ○ Maps delineating areas of responsibility for fire suppression coverage
- 26 ● **Communications**
- 27 ○ Procedures for assigning/managing local radio frequencies
- 28 ○ Procedures for obtaining additional frequencies
- 29 ○ maps of repeater sites
- 30 ○ instructions for using local dispatch radio consoles, phones, computers,
- 31 fax machines, paging systems, etc.
- 32 ■ *BLM- The BLM National Radio Operations Branch internal*
- 33 *website hosts radio and frequency policy documents and related*
- 34 *information. The internal website is*
- 35 *<https://sites.google.com/a/blm.gov/nrob/>*
- 36 ● **Weather**
- 37 ○ Procedures for Processing of weather observations via Weather
- 38 Information Management System (WIMS)
- 39 ○ Daily posting and briefing procedures
- 40 ○ Broadcasts of fire weather forecasts to local fire suppression personnel
- 41 ○ Procedures for processing spot weather forecast requests and
- 42 disseminating spot forecasts to the field
- 43 ○ Procedures for immediate notification to fire suppression personnel of
- 44 Fire Weather Watches and Red Flag Warnings
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- **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, repositioning 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)

- 1 ○ protocols for incident business coordination with agency administrative
- 2 personnel
- 3 ○ contact lists and hiring procedures for AD or non-fire personnel,
- 4 ground, and logistics support
- 5 ○ a list of locations for use as Staging Areas, Mobilization Centers, and
- 6 Incident Command Posts (where applicable)
- 7 ○ procedures for Local and Geographic Area Cache ordering
- 8 ○ commercial travel procedures (including instructions on the use of the
- 9 agency corporate travel cards)
- 10 ○ Incident Management Team and Buying Team mobilization
- 11 ○ The following reference materials:
 - 12 ■ *National Food Service Contract, NFES 1276*
 - 13 ■ *National Shower Facilities Contract, NFES 2729*
 - 14 ■ *National Incident Radio Support Cache (NIRSC) User's Guide,*
 - 15 *NFES 0968*
 - 16 ■ *Interagency Incident Business Management Handbook* including
 - 17 *Geographic Area Supplements*
 - 18 ■ *National Fire Equipment Systems Catalog, NFES 0362*
 - 19 ■ DPL contracts for vendors located in the local area
 - 20 ■ A Continuation of Operations Plan (COOP)

21 **Administrative Items**

- 22 ● Funding; travel; time sheets; fire reports, etc.
- 23 ● Procedures for completing and archiving fire records
- 24 ● Procedures for mobilization of critical incident stress debriefing teams

25 **Medical Plan**

- 26 ● Criteria/definitions; agency notification and documentation requirements
- 27 ● Procedures for Emergency Medical Response and notification
- 28 ● Activation/evacuation information
- 29 ● Medical facility locations and phone numbers
- 30 ● Air and ground transport (Medevac) capability
- 31 ● Burn center information

32 **Media Plan**

- 33 ● General procedures
- 34 ● notification requirements to agency external affairs personnel
- 35 ● routing for media calls

37 **Required Reference Materials**

38 All coordination/dispatch centers will have the following reference materials
39 available:

- 40 ● *National Interagency Mobilization Guide*
- 41 ● *Geographic Area Mobilization Guide*
- 42 ● *Interagency Standards for the ROSS Operations Guide*
- 43 ● *Interagency Standards for Fire and Fire Aviation Operations*
- 44 ● *WIMS User Guide*
- 45 ● *National Predictive Services Handbook*

- 1 ● *Interagency Situation Report User's Guide*
- 2 ● *ICS – 209 Program User's Guide*
- 3 ● *North American Emergency Response Guidebook (DOT)*
- 4 ● *Interagency Helicopter Operations Guide*
- 5 ● *Aircraft Identification Guide*
- 6 ● *Interagency Air Tanker Bases Directory*
- 7 ● *Interagency SEAT Operations Guide*
- 8 ● *Interagency Aerial Supervision Guide*
- 9 ● *Interagency Smokejumper Operations Guide*
- 10 ● *National Retardant Contract*
- 11 ● *Interagency Call When Needed Helicopter Contract*
- 12 ● *Interagency Airspace Guide*
- 13 ● *Interagency Air Tanker Base Operations Guide*
- 14 ● Military/National Guard Operating Plan (if applicable)
- 15 ● Aviation Safety Plans
- 16 ● AP1B
- 17 ● Frequency Guides
- 18 ● National Regional/State/Local Aviation Plans
- 19 ● local airport, SEAT base, air tanker base, helibase and smoke jumper base
- 20 locations
- 21 ● current and complete *Interagency Aviation Mishap Response Guide*
- 22 ● Fire Danger Operating Plan or other preparedness operating plan*
- 23 ● Current Fire Danger Pocket Cards*
- 24 ● Fire Management Plan*
- 25 ● Mutual aid/initial attack agreements*
- 26 * Local Dispatch Centers only.
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