

Appendix P Dispatch Reference

Dispatch Center Local Mobilization Guide/Dispatch Operating Plan

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 (e.g., 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
 - Incident name protocols

- **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

- **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
 - Access to FLIP/APIB and aviation sectional charts
- **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 Incident Blanket Purchase Agreements (I-BPAs)
 - Source lists for incident-only sign-ups
 - Protocols for the use of Dispatch Priority Lists (DPLs)
 - Protocols 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

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/recognition/capability 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/FLIP access*
- *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*
- *National Food Service Contract, NFES 1276**
- *National Shower Facilities Contract, NFES 2729**
- *National Incident Radio Support Cache (NIRSC) User's Guide, NFES 0968*
- *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)
- Fire Danger Operating Plan or other preparedness operating plans required by agency**
- Current Fire Danger PocketCards or Seasonal Trend Analysis as required by agency**
- Fire Management Plan**
- Mutual aid/initial attack agreements**

* Pre-season contact must be made to obtain this contract since it is no longer accessible on the USFS website. For copies of contracts, contact:

U.S. Forest Service Contracting
National Interagency Fire Center
3833 S. Development Avenue
Boise, ID 83705-5354
Phone: (208) 387-5665

** Local Dispatch Centers only