## **BLM logoGeographic Area Coordination Center (2022)**

**Checklist #8**

| **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 | Geographic area coordination center MOU or interagency agreement |
| 2 | Completed operating plan |
| 10 | Delegation of authority for center manager  |
| 15 | COOP plan |
| 18 | SOPs and references material |
| 26 | Jurisdictional boundary maps |
| 27 | Reference materials |
| 32 | *NWCG Aviation Mishap Response Guide and Checklist* |
| 34 | GACC/NWS operating plan |
| 48 | Center evacuation plan, security plan, and safety practices |
| 49 | Employee incident qualification cards (Red Cards) |
| 53 | Employee IQCS Responder Master Record |
| 53 | Employee training documentation files |
| 57 | Employee driving authorization forms |
| 58 | Risk assessment(s)  |
| 60 | Documentation of tailgate safety sessions |
|  | *Interagency Standards for Fire and Fire Aviation Operations* (<https://www.nifc.gov/standards/guides/red-book>) |

| **CHECKLIST ITEM #** | **CHECKLIST REFERENCES** |
| --- | --- |
| 51 | Employee Orientation Checklist (<https://www.nifc.gov/standards/blm-preparedness-review>) |

**ADMINISTRATIVE**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| **Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed** |
| 1 | A current memorandum of understanding (MOU) or interagency agreement is in place.*[RB Ch 8, Ch 19]* |  |  |
|  | a. Signed by all GACC cooperators |       |       |
|  | b. Reviewed annually |       |       |
| 2 | A GACC 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 |       |       |
|  | b. Administrative oversight/support groups involved with the coordination center |       |       |
|  | c. Clear fiscal reimbursement procedures and interagency funding procedures |       |       |
|  | d. The coordination center’s organizational charts |       |       |
|  | e. Communication protocols for local and geographic area cooperating agencies, including briefings, planned meetings, and conference calls |       |       |
|  | f. Procedures for incident management team mobilization and close-out |       |       |
|  | g. Supporting documentation, such as any local initial attack or fire and aviation agreements for units serviced by the center |       |       |
| 3 | If a dispatch system other than three-tier is used in the GACC, written authorization from DOI national office or USFS regional office is on file.*[RB Ch 19]* |       |       |
| 4 | Center employees utilize the appropriate funding codes and demonstrate fiscal accountability. |       |       |
| 5 | Geographic area initial attack agreements have been updated and ordering procedures established for within GACC and NICC.*[National Interagency Mobilization Guide]* |       |       |
| 6 | Procedures are in place for each functional area (coordinator on duty, overhead, crews, equipment, aircraft, predictive services, etc.)*[RB Appendix P]* |       |       |
| 7 | Roles and responsibilities of personnel are known and followed.*[RB Ch 19]* |  |  |
|  | a. Agency duty officers |       |       |
|  | b. Geographic area coordinating groups |       |       |
|  | c. Geographic area committees/groups |       |       |
|  | d. NICC |       |       |
|  | e. NMAC |       |       |
|  | f. National Interagency Radio Support Cache and communications duty officer |       |       |
|  | g. Fire operations personnel |       |       |
|  | h. Federal law enforcement |       |       |
|  | i. Aviation management |       |       |
|  | j. Disaster and Assistance Operations, Emergency Support Function #4 contacts |       |       |
|  | k. Procurement and contracting staffs |       |       |
|  | l. Geographic area cache |       |       |
| 8 | Emergency notification process established for meeting cooperating/participating agency contact requirements. Roles are clearly understood by personnel.*[RB Ch 19, Ch 7]* |  |  |
|  | a. Agency contacts during normal hours |       |       |
|  | b. Agency contacts after hours |       |       |
|  | c. Agency-specific notification requirements |       |       |
| 9 | Personnel recruitment/hiring are complete and staffing levels reflect budget allocations. |       |       |
| 10 | Coordination 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 |       |       |
|  | b. Includes a process for completing employee performance evaluations |       |       |
| 11 | 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]* |       |       |
| 12 | Method for documenting personnel and detailers (incoming resources) briefings (time given, content of briefing, and person(s) conducting and receiving briefing) are in place. *[RB Appendix P]* |       |       |
| 13 | Specific actions tied to each preparedness level, such as extended staffing, prepositioning of suppression resources, activation of multi-agency coordination (MAC) groups, making contact with other agencies, etc., are identified.*[RB Appendix P]* |       |       |
| 14 | Agency severity request approvals and protocols for ordering and use of severity resources are documented.*[RB Ch 10]* |       |       |
| 15 | A current continuity of operations plan (COOP) is in place and identifies:*[RB Ch 19]* |  |  |
|  | a. Centers required to maintain communication with resources or aircraft have a back-up power source and redundancies in communication systems for possible loss of radios and/or telecommunications equipment |       |       |
|  | b. Back-up computer system (other agency, DSL, etc.) |       |       |
|  | 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) |       |       |
|  | d. Notification procedures in place for COOP activation |       |       |
|  | e. Pre-identified alternate location with adequate supplies |       |       |
| 16 | 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 |       |       |
|  | b. Information is shared between personnel |       |       |
|  | c. Information is archived |       |       |
| 17 | Critical/trigger points are identified for activating skilled support positions (may be included in GA mobilization guide). |  |  |
|  | a. Air space coordinator |       |       |
|  | b. Communications coordination (COMC) |       |       |
|  | c. MAC group |       |       |
|  | d. Fire behavior analyst |       |       |
| 18 | Standard operations procedures (SOPs) are developed and kept current for skilled support positions, includes work descriptions, expectations, chain of command, etc. |       |       |
| 19 | IROC[<https://famit.nwcg.gov/applications/IROC/documents>] |  |  |
|  | a. Resources are current, and a process is in place to status appropriately. |       |       |
|  | b. Current contracts and agreements are entered in IROC as appropriate. |       |       |
|  | c. Resource naming conventions meet national standards. |       |       |
|  | d. Standards are identified and utilized for IROC operations. |       |       |
|  | e. Rosters for resources are developed and maintained per established standards. |       |       |
|  | f. Personnel are identified and trained in use of COGNOS reports and/or Query Studio and other analytical reports. |       |       |
|  | g. Selection areas are set appropriately for ordering between approved dispatch centers and other GACCs. |       |       |
|  | h. Employee(s) identified to function as IROC administrator and GACC point of contact for IROC assistance. |       |       |
|  | i. Data maintenance and archiving standards are in place. |       |       |
| 20 | Personnel are identified as administrators and are able to provide technical assistance for: |  |       |
|  | a. IROC |       |       |
|  | b. FireCode |       |       |
|  | c. Automated Flight Following (AFF) |       |       |
|  | d. Situation Report/ICS-209 |       |       |
|  | e. IQCS (imports and transfer of employees) |       |       |
|  | f. Unit identifier assignment and repository |       |       |
|  | g. Wildland Fire Decision Support System (WFDSS) |       |       |
| 21 | Process for mobilization of incident management teams is established.*[RB Ch 19]* |  |  |
|  | a. Team rosters are current and maintained. |       |       |
|  | b. IMT status and rotations are posted on GACC website. |       |       |
|  | c. IMT contacts are current and available. |       |       |
|  | d. Planned attendance at IMT closeouts. |       |       |
| 22 | Contacts maintained and call-out procedures established for agency public affairs specialists. Procedures for responding to media requests are in place.*[RB Appendix P]* |       |       |
| 23 | Incident business management protocols including use of dispatch priority lists (DPLs) EERAs and I-BPAs are understood.*[RB Ch 19]* |       |       |
| 24 | Incident business coordination and processes identified with agency administrative personnel. Staff is familiar with the guidelines as described in the *NWCG Standards for Interagency Incident Business Management* and geographic area supplements. |       |       |
| 25 | National and area mobilization guides are current, available, and utilized. A process is in place to update changing information annually.*[RB Ch 10, 19]* |       |       |
| 26 | Jurisdictional boundary maps are current and accessible.*[RB Ch 19]* |       |       |
| 27 | Reference materials are available.*[RB Ch 19, Appendix P]* |  |  |
|  | a. *National Interagency Mobilization Guide* |       |       |
|  | b. *Geographic Area Mobilization Guide* |       |       |
|  | c. *Interagency Resource Ordering Capability (IROC)*  |       |       |
|  | d. *Interagency Standards for Fire and Fire Aviation Operations* |       |       |
|  | e. *WIMS User Guide*  |       |       |
|  | f. *National Predictive Services Handbook* |       |       |
|  | g. *Interagency Situation Report User’s Guide* |       |       |
|  | h. *ICS – 209 Program User’s Guide* |       |       |
|  | i. *North American Emergency Response Guidebook (DOT)*  |       |       |
|  | j. *NWCG Standards for Helicopter Operations* |       |       |
|  | k. Aircraft identification/ recognition/capability guide |       |       |
|  | l. *NWCG Airtanker Base Directory* |       |       |
|  | m. *NWCG Standards for Airtanker Base Operations* |       |       |
|  | n. *NWCG Standards for Aerial Supervision*  |       |       |
|  | o. *Interagency Smokejumper Operations Guide* |       |       |
|  | p. National retardant contract  |       |       |
|  | q. Interagency call-when-needed helicopter contract |       |       |
|  | r. *NWCG Standards for Airspace Coordination* |       |       |
|  | s. Military/National Guard Operating Plan (if applicable) |       |       |
|  | t. Aviation safety plans  |       |       |
|  | u. AP1B |       |       |
|  | v. Frequency guides |       |       |
|  | w. National regional/state/local aviation plans |       |       |
|  | x. Local airport, SEAT base, air tanker base, helibase and smoke jumper base locations |       |       |

**AIRCRAFT AND AVIATION MANAGEMENT**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| **Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed** |
| 28 | Aircraft availability, authorities, and ordering procedures are established for fire, logistical and administrative flights.*[RB Ch 19]* |       |       |
| 29 | Ordering and operational procedures between NICC, GACC, dispatch centers and air tanker base(s) are established.*[RB Ch 19]* |       |       |
| 30 | Air Space*[RB Ch 19]* |  |  |
|  | a. Procedures for ordering and establishing TFRs are in place. |       |       |
|  | b. Military air space (MTR, SUA, MOA), restricted area operating guidelines are in place and understood. |       |       |
|  | c. Procedures for reporting drone intrusions are in place. |       |       |
|  | d. Ordering procedures are in place with FAA for temporary towers when airports are overloaded. |       |       |
|  | e. Attendance occurs at annual airspace meetings. |       |       |
| 31 | Aviation flight hazard maps, military operating areas sectionals, etc., are available.*[RB Ch 19, BLM NAP 7.2]* |       |       |
| 32 | *NWCG Aviation Mishap Response Guide* *and Checklist* complete and updated. Accident and mishap reporting procedures (SAFECOM) are in place and understood.*[BLM NAP 4.5.2]* |       |       |
| 33 | Procedures for flight following (including protocols for use of automated flight following and initial call on the national flight following frequency) are established.*[RB Ch 19, BLM NAP 5.9, National Interagency Mobilization Guide]* |       |       |

**PREDICTIVE SERVICES AND INTELLIGENCE**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| **Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed** |
| 34 | An operating plan, coordinated with the National Weather Service, that outlines products and services provided by each office is in place, coordinated with and communicated to affected local dispatch centers, and available on the GACC website.*[RB Ch 19]* |       |       |
| 35 | Website is developed and maintained to meet mission requirements and follows national formatting standards.*[RB Ch 19]* |       |       |
| 36 | Procedures used for gathering, accessing, and disseminating information are identified and available to personnel.*[RB Ch 19]* |       |       |
| 37 | Personnel are trained and knowledgeable in the following areas:*[RB Ch 19]* |  |  |
|  | a. FAMWEB |       |       |
|  | b. ICS-209 |       |       |
|  | c. Interagency Situation Report (SIT) |       |       |
|  | d. NFDRS data and FireFamily+ |       |       |
|  | e. AWIPS-CAVE |       |       |
|  | f. Data retrieval methods |       |       |
|  | g. Statistical analysis and year end reports |       |       |
|  | h. GIS |       |       |
|  | i. National Predictive Services 7-day Online Preparation System |       |       |
| 38 | Outlooks and forecasts are evaluated and quality control procedures are in place. |       |       |
| 39 | National Significant Wildland Fire Potential Outlook completed monthly.  |       |       |
| 40 | Predictive Services staff attends national meetings, seasonal workshops, conferences, fire reviews, etc., and provides on-site visits in order to meet mission requirements. |       |       |
| 41 | Interagency lines of communication are identified and maintained with scheduled briefings, meetings, and conference calls.*[RB Ch 19]* |       |       |
| 42 | Contacts are maintained and roles understood for:*[RB Ch 19]* |  |  |
|  | a. NWS offices |       |       |
|  | b. National Intelligence Subcommittee |       |       |
|  | c. National GACC managers |       |       |
|  | d. GMAC/NMAC/NWCG-FENC |       |       |
|  | e. Agency fuels specialists |       |       |
|  | f. National Interagency Fire Center |       |       |
|  | g. National Interagency Coordination Center |       |       |
|  | h. Local or regional entities |       |       |

**FACILITIES AND EQUIPMENT**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| **Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed** |
| 43 | Facilities meet the needs of personnel, equipment, and mission responsibilities.*[RB Ch 19]* |  |  |
|  | a. Adequate meeting/briefing space |       |       |
|  | b. Adequate breakroom is available for employees |       |       |
|  | c. Space is available for extended staffing, MAC Group, Communications Coordinator, Air Space Coordinator, FBAN, etc. |       |       |
| 44 | The center has a telephone system with an adequate number of lines for normal business volume, and the capability to expand as conditions dictate.*[RB Ch 19]* |       |       |
| 45 | Copying/computer/GIS/facsimile systems meet operational needs for quantity and capability. Software is compatible with information resource management and agency requirements for security.*[RB Ch 19]* |       |       |
| 46 | Computer systems and software meet mission requirements of the cooperating agencies.*[RB Ch 19]* |  |  |
|  | a. Hardware quantity |       |       |
|  | b. Hardware capability |       |       |
|  | c. Software is current and compatible with IT and agency requirements. |       |       |
|  | d. Agency contacts are identified, and procedures established for IT support, including after hours and on weekends. |       |       |
| 47 | Employees have access to a locked area to store data that may contain PII or personal items.*[RB Ch 19]* |       |       |
| 48 | An evacuation plan, security plan, and safety practices are in place to safeguard the health and welfare of employees.*[RB Ch 19]* |       |       |

**QUALIFICATONS AND TRAINING**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| **Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed** |
| 49 | GACC employees have red cards produced through IQCS or IQS.*[RB Ch 19]* |       |       |
| 50 | Training needs are identified for center employees and appropriate position task books are initiated.*[RB Ch 19]* |       |       |
| 51 | BLM employees have completed the *New Employee Orientation Checklist*.*[RB Ch 19]* |       |       |
| 52 | Dispatch staff trained in and follows (as applicable) center procedures for:*[RB Ch 2, Ch 11, Ch 19]* |  |  |
|  | a. *Interagency Resource Ordering Capability (IROC)*  |       |       |
|  | b. Computer-aided dispatch (CAD) |       |       |
|  | c. Aircraft dispatcher |       |       |
|  | d. FireCode |       |       |
|  | e. Wildland Fire Decision Support System (WFDSS) |       |       |
|  | f. Automated flight following (AFF) |       |       |
|  | g. RT-130, *Wildland Fire Safety Training Annual Refresher* (as required by position) |       |       |
|  | h. Work/rest requirements |       |       |
|  | i. Driver duty limitations |       |       |
|  | j. Risk management process |       |       |
|  | k. CPR (every 2 years or per certifying authority) – if required |       |       |
|  | l. First aid (every 2 years or per certifying authority) – if required |       |       |
|  | m. Bloodborne pathogens |       |       |
|  | n. Risk assessment (RA) |       |       |
|  | o. Any specific training identified RA  |       |       |
|  | p. HAZMAT – First Responder Awareness Level  |       |       |
|  | q. USGS Hazard Communications – GHS |       |       |
| 53 | Dispatch center employees have a documentation file for:*[RB Ch 13, Ch 19]* |  |  |
|  | a. Current season training |       |       |
|  | b. Past season fire training |       |       |
|  | c. Certifications (hardcopy or electronic) |       |       |
|  | d. Fire experience |       |       |
|  | e. Performance evaluations, if required |       |       |
| 54 | GACC personnel are cross-trained in each function (e.g., aircraft, crews, overhead, intelligence) and can provide coverage during days off, fire assignments, etc.*[RB Ch 19]* |       |       |
| 55 | Dispatch center has access to training materials and equipment. |       |       |
| 56 | Supervisors are familiar with safety reporting processes as required.*[RB Ch 19]* |  |  |
|  | a. Safety Management Information System (SMIS) |       |       |
|  | b. SAFENET reporting |       |       |
|  | c. SAFECOM reporting |       |       |
| 57 | Each center employee who drives a government vehicle has a current state driver’s license and a BLM Form 1112-11 to document authorization to drive government vehicles or to drive private or rental vehicles for government business and is current on defensive driving.*[RB Ch 7]* |       |       |
| 58 | Center has risk assessments (RAs) completed for all work practices/projects that have potential hazards.*[RB Ch 7]* |       |       |
| 59 | Personnel with fireline qualifications are trained in the use of all required PPE.*[RB Ch 7]* |       |       |
| 60 | 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]* |       |       |