**Local Dispatch Center (2022)**

**Checklist #9**

| **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 operating plan |
| 4 | Center manager delegation of authority |
| 14 | Center mobilization guide/dispatch operating plan |
| 16 | Continuity of operations plan (COOP) |
| 17 | Reference materials |
| 19 | Medical emergency plan |
| 30 | Aviation flight hazard maps, military operating areas sectionals, etc. |
| 31 | *NWCG Aviation Mishap Response Guide* *and Checklist* (or equivalent) |
| 41 | Expanded dispatch operating plan |
| 49 | Referenced items |
| 58 | Employee incident qualification cards (Red Cards) |
| 59, 61 | Employee training records |
| 62 | Employee driving authorization forms and defensive driving documentation |
| 63 | Risk assessments |
| 65 | Documentation of tailgate safety session |
| 68 | Documents listed |

| **CHECKLIST ITEM #** | **CHECKLIST REFERENCES** |
| --- | --- |
| 57 | 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 center cooperators |  |  |
|  | b. Reviewed annually |  |  |
| 2 | A center 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. 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 closeout |  |  |
|  | g. Supporting documentation, such as any local initial attack or fire and aviation agreements for units serviced by the center |  |  |
| 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. |  |  |
|  | b. Other personnel recruitment/hiring is complete and staffing levels reflect budget allocations. |  |  |
| 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 |  |  |
|  | b. Includes a process for completing employee performance evaluations |  |  |
| 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]* |  |  |
| 6 | Supervisors are familiar with administrative issues and prepare proper documents as required. |  |  |
|  | 1. Time and attendance/fire time reports |  |  |
|  | 1. Travel vouchers/per diem forms |  |  |
|  | 1. Accident/injury reporting (CA1/CA2/CA16)/ECOMP |  |  |
|  | 1. Credit card purchases and records |  |  |
|  | 1. Fleet gas cards |  |  |
| 7 | Each BLM employee has reviewed and signed an Employee Performance Appraisal Plan (EPAP) for the current season. *[370 DM 430]* |  |  |
| 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*] |  |  |
| 9 | Dispatch staff trained in and follows center procedures for:  *[RB Ch 19]* |  |  |
|  | 1. Interagency Resource Ordering Capability (IROC) |  |  |
|  | 1. Computer Aided Dispatch (CAD) |  |  |
|  | 1. Initial attack dispatcher |  |  |
|  | 1. Aircraft dispatcher |  |  |
|  | 1. FireCode |  |  |
|  | 1. Wildland Fire Decision Support System (WFDSS) |  |  |
|  | 1. Automated Flight Following (AFF) |  |  |
|  | 1. Cross-training between functions, initial attack, aircraft, logistics support, intelligence, etc. |  |  |
| 10 | Individual development plans (IDP) for BLM employees are in place for dispatch center employees (IDPs are required for supervisors and optional for non-supervisors).  *[370 DM 410]* |  |  |
| 11 | IROC  [<https://famit.nwcg.gov/applications/IROC/documents>] |  |  |
|  | 1. Resources are current and a process is in place to status appropriately. |  |  |
|  | 1. Current contracts and agreements are entered in IROC as appropriate. |  |  |
|  | 1. Resource naming conventions meet national standards. |  |  |
|  | 1. Standards are identified and utilized for IROC operations. |  |  |
|  | 1. Personnel are identified and trained in use of COGNOS reports and/or Query Studio and other analytical reports. |  |  |
|  | 1. Selection areas are set appropriately for ordering between approved dispatch centers. |  |  |
|  | 1. Rosters for resources are developed and maintained per established channels. |  |  |
| 12 | Fire records archiving and documentation meet agency standards.  *[RB Ch 11]* |  |  |
| 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]* |  |  |
|  | 1. Information is kept at each functional desk. |  |  |
|  | 1. Information is shared between personnel. |  |  |
|  | 1. Information is archived. |  |  |
| 14 | Current local mobilization guide/dispatch operating plan is established and utilized.  *[RB Ch 19]* |  |  |
|  | 1. Dispatch daily office routine and checklist established. |  |  |
|  | 1. Resource tracking and statusing system established for initial attack resources. |  |  |
|  | 1. Resource statusing system established for resources available for within unit and off unit assignments. |  |  |
|  | 1. Contains minimum required elements identified in Red Book appendix P. |  |  |
| 15 | Trigger points are established to determine staffing levels for:  *[RB Appendix P]* |  |  |
|  | 1. Requesting resources after closest forces have been exhausted using established agreements/mob guide criteria |  |  |
|  | 1. Callout of other local fire specialists, support personnel, casual hire employees, etc. |  |  |
|  | 1. Call-out procedures for public affairs fire information officers based on identified agency requirements |  |  |
| 16 | A current continuity of operations plan (COOP) is in place, and identifies:  *[RB Ch 19]* |  |  |
|  | 1. Back-up power source |  |  |
|  | 1. 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. Contingency plan for loss of radios |  |  |
|  | e. Notification procedures in place for COOP activation |  |  |
|  | f. Pre-identified alternate location with adequate supplies |  |  |
| 17 | Reference materials are available (most current version). Can be hard copy or electronic, but must be accessible during loss of network connectivity, COOP, etc.  *[RB Ch 19, Appendix P]* |  |  |
|  | a. *National Interagency Mobilization Guide* |  |  |
|  | b. Geographic area mobilization guide |  |  |
|  | c. IROC information |  |  |
|  | d. *Interagency Standards for Fire and Fire Aviation Operations* |  |  |
|  | e. *WIMS User Guide* |  |  |
|  | f. *Interagency Situation Report User’s Guide* |  |  |
|  | g. *SIT209 User’s Guide* |  |  |
|  | h. *North American Emergency Response Guidebook (DOT)* |  |  |
|  | i. *NWCG Standards for Helicopter Operations* |  |  |
|  | j. Aircraft identification/recognition/ capability guide |  |  |
|  | k. *NWCG Airtanker Base Directory* |  |  |
|  | l. *NWCG Standards for Airtanker Base Operations* |  |  |
|  | m. *NWCG Standards for Aerial Supervision* |  |  |
|  | n. *Interagency Smokejumper Operations Guide* |  |  |
|  | o. National retardant requirements contract |  |  |
|  | p. National call-when-needed helicopter contract |  |  |
|  | q. *NWCG Standards for Airspace Coordination* |  |  |
|  | r. Military/National Guard Operating Plan (if applicable) |  |  |
|  | s. Aviation safety plans |  |  |
|  | t. AP1B (access through NIFC.ftp site) |  |  |
|  | u. Frequency guides (access through NIFC .ftp site) |  |  |
|  | v. National regional/state/local aviation plans |  |  |
|  | w. Local airport, SEAT base, air tanker base, helibase and smoke jumper base locations |  |  |
|  | x. Fire danger operating plan (FDOP) or other preparedness operating plan. A FDOP or FDAD or FWOAD is required in sage grouse areas.  *[RB Ch 10]* |  |  |
|  | y. Current fire danger pocketcards or seasonal trend analysis  *[RB Ch 10]* |  |  |
|  | z. Fire management plan  *[RB Ch 9]* |  |  |
|  | aa. Mutual aid/initial attack agreements |  |  |
| 18 | Standardized incident and communication center protocols identified in the “Medical Incident Report” section of the *IRPG*.  [*RB Ch 7]* |  |  |
| 19 | 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]* |  |  |

**INITIAL ATTACK**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| **Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed** | | | |
| 20 | Pre-planned dispatch plan established and procedures (CAD, run cards, etc.) understood by initial attack dispatcher(s).  *[RB Ch 10, Ch 19]* |  |  |
| 21 | Established radio operations procedures are in place and personnel understand frequency authorization and use protocols.  *[RB Ch 19]* |  |  |
| 22 | Radio user has access to the SAFENET and SAFECOM reporting systems.  *[RB Ch 7, Ch 16]* |  |  |
| 23 | Maps depicting initial attack response areas, land ownership, jurisdictional and protection boundaries, hazards, and resource concerns are posted/available.  *[RB Ch 19]* |  |  |
| 24 | CAD and GIS products are current and functioning, and a CAD/GIS administrator/POC is identified.  *[RB Ch 19]* |  |  |
| 25 | Initial attack reference material (most current version). Can be hard copy or electronic, but must be accessible during loss of network connectivity, COOP, etc. |  |  |
|  | a. Vehicle/structure fire guidelines  *[RB Ch 11]* |  |  |
|  | b. Protocols for ordering and use of area supported air ambulances  *[RB Ch 7]* |  |  |
|  | c. *WildCAD (CAD) User’s Guide* |  |  |

**AIRCRAFT AND AVIATION MANAGEMENT**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| **Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed** | | | |
| 26 | Aircraft availability, authorities, and ordering procedures are established for fire, logistical and administrative flights.  *[RB Ch 19]* |  |  |
| 27 | Operational procedures between dispatch center and air tanker base(s) are established.  [*RB Ch 19]* |  |  |
| 28 | Air tanker, smokejumper and rappeler use procedures and restrictions are identified.  *[RB Ch 19]* |  |  |
| 29 | 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. |  |  |
|  | c. Ordering procedures in place with FAA for temporary towers when airports are overloaded. |  |  |
| 30 | Aviation flight hazard maps, military operating areas sectionals, etc., are available.  [*RB Ch 19]* |  |  |
| 31 | *NWCG Aviation Mishap Response Guide* *and Checklist (*or equivalent) complete and updated.  *[BLM NAP 5.12]* |  |  |

**INTELLIGENCE**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| **Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed** | | | |
| 32 | 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]* |  |  |
| 33 | An individual is identified who knows the location and conditions of RAWS. A current weather station catalog is available.  *[RB Ch 10, Ch 19]* |  |  |
| 34 | 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. |  |  |
| 35 | Seasonal inputs are maintained, including:  *[RB Ch 19]* |  |  |
|  | a. Vegetative state |  |  |
|  | b. Fuel moisture values |  |  |
|  | c. Daily state of the weather observations |  |  |
|  | d. Updated breakpoints  *[RB Ch 10]* |  |  |
| 36 | Weather data is being archived daily in WIMS.  *[RB Ch 19]* |  |  |
| 37 | Coordination/communication with the local NWS forecast office occurs annually prior to fire season and during post-season AARs.  *[RB Ch 19]* |  |  |
| 38 | Dispatch center website is maintained with current information.  *[RB Ch 19]* |  |  |
| 39 | Process is in place for submission of daily situation report and ICS-209s.  *[RB Ch 11, Ch 19]* |  |  |

**EXPANDED DISPATCH/INCIDENT BUSINESS MANAGEMENT**

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

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 40 | 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. |  |
| 41 | An expanded dispatch operating plan is in place.  *[RB Ch 19]* |  |  |
|  | a. Provides specific details about when, where, and how to implement an expanded dispatch | Choose an item. |  |
|  | b. Logistical support facilities are identified, procured, and available for immediate setup, along with necessary equipment. | Choose an item. |  |
| 42 | Incident management team mobilization procedures and contacts are identified.  *[RB Appendix P]* | Choose an item. |  |
| 43 | Buying team mobilization procedures and contacts identified.  *[RB Appendix P]* | Choose an item. |  |
| 44 | Incident business coordination and processes identified with agency administrative personnel.  *[RB Appendix P]* | Choose an item. |  |
| 45 | Individuals are trained and established protocols are in place for use of dispatch priority lists (DPLs).  *[RB Appendix P]* | Choose an item. |  |
| 46 | 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. |  |
| 47 | Established local and geographic area cache ordering procedures.  *[RB Appendix P]* | Choose an item. |  |
| 48 | Commercial travel procedures have been established including use of agency corporate card.  *[RB Appendix P]* | Choose an item. |  |
| 49 | Expanded/incident business management plans, guides and reference materials (most current version). Can be hard copy or electronic, but must be accessible during loss of network connectivity, COOP, etc.  *[RB Appendix P]* |  |  |
|  | a. Expanded dispatch 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 | Choose an item. |  |
|  | i. National mobile shower facilities contract | 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** |
| --- | --- | --- | --- |
| 50 | 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. |  |
| 51 | 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. |  |
| 52 | Radio equipment is serviced by technician annually for preventative maintenance. *[MS-1292, Radio Communications Manual; Radio Users Guide]* | Choose an item. |  |
| 53 | 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. |  |
| 54 | Agency contacts are identified, and procedures established for IT support including after hours and on weekends. | Choose an item. |  |
| 55 | 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** |
| --- | --- | --- | --- |
| 56 | 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. |  |
| 57 | BLM employees have completed the [*Employee Orientation Checklist*](https://www.nifc.gov/standards/blm-preparedness-review)*.*  *[RB Ch 19]* | Choose an item. |  |
| 58 | The Incident Qualifications and Certification System (IQCS) has produced current red cards for all dispatch center employees.  *[RB Ch 19]* | Choose an item. |  |
| 59 | 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. Position task books initiated appropriate to their training needs. | Choose an item. |  |
|  | f. Performance evaluations, if required | Choose an item. |  |
| 60 | Dispatch center has access to training materials and equipment. | Choose an item. |  |
| 61 | Employees are being provided the following mandatory training as required by position.  *[RB Ch 2, Ch 7, Ch 13, Ch 19]* |  |  |
|  | a. RT-130, *Wildland Fire Safety Training Annual Refresher* | 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, if required | Choose an item. |  |
|  | f. First aid, if required | Choose an item. |  |
|  | g. Bloodborne 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. |  |
| 62 | Each BLM 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]* | Choose an item. |  |
| 63 | Center has RAs completed for all work practices/projects that have potential hazards.  *[RB Ch 7]* | Choose an item. |  |
| 64 | Personnel with fireline qualifications are trained in the use of all required PPE.  *[RB Ch 7]* | Choose an item. |  |
| 65 | 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. |  |

**RADIO USERS (Dispatch, Field-going Personnel, Law Enforcement)**

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

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 66 | Radio equipment checked/updated annually or as changes occur.  *[MS-1292, Radio Communications Manual]* | Choose an item. |  |
| 67 | The help desk (REMEDY) system used for reporting/managing radio and radio related issues.  *[MS-1292, Radio Communications Manual]* | Choose an item. |  |
| 68 | Repeater location maps and channel/frequency plans are provided upon request.  *[MS-1292, Radio Communications Manual]* | Choose an item. |  |
| 69 | Radio user training provided at least annually.  *[MS-1292, Radio Communications Manual]* |  |  |
| a. Radio training includes use and operation of mobile radios | Choose an item. |  |
| b. Radio trainings includes operation and use of handheld radios | Choose an item. |  |
| c. Radio training includes channel/frequency plans | Choose an item. |  |
| d. Radio training includes user guides | Choose an item. |  |
| 70 | Knowledge of radio programming (if needed, analog/digital, CTCSS/NAC).  *[RB Ch 15]* | Choose an item. |  |
| 71 | Frequency authorization and use issues have been explained to the employee.  *[DM 377, MS 1291]* | Choose an item. |  |
| 72 | Radio user comments |  |  |