

## 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 (COD), 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)
  - NWCG Aviation Mishap Response Guide and Checklist
  - 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. <https://doimspp.sharepoint.com/sites/blm-nrob/SitePages/home.aspx>
- **Weather**
  - Procedures for processing of weather observations via Weather Information Management System (WIMS)
  - Daily posting and briefing procedures
  - Protocols in place for monitoring, requesting, and disseminating fire weather forecasts, fire weather watches, red flag warnings and other severe weather events (e.g., severe storm warnings, flash flood warnings, tornado warnings) to firefighters, incident commanders, and field-going 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/AP1B and aviation sectional charts  
<https://www.daip.jcs.mil/pdf/ap1b.pdf>  
<https://www.daip.jcs.mil/pdf/ap1a.pdf>
- **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 Resource Ordering Capability (IROC)*
- *Interagency Standards for Fire and Fire Aviation Operations*
- *WIMS User Guide*
- *Interagency Situation Report User's Guide*
- *ICS – 209 Program (NIMS) User's Guide*
- *Emergency Response Guidebook (DOT)*
- *NWCG Standards for Helicopter Operations*
- *Aircraft identification/recognition/capability guide*
- *NWCG Airtanker Base Directory*
- *NWCG Standards for Aerial Supervision*
- *Interagency Smokejumper Operations Guide*
- *National Retardant Contract*
- *Call-When-Needed Helicopter Contracts\**
- *NWCG Standards for Airspace Coordination*
- *NWCG Standards for Airtanker Base Operations*
- *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, airtanker base, helibase and smokejumper base locations*
- *Current and complete NWCG Aviation Mishap Response Guide and Checklist*
- *National Mobile Food Services Contract* (<https://www.fs.usda.gov/managing-land/fire/contracting>)
- *National Mobile Shower Facilities Contract* (<https://www.fs.usda.gov/managing-land/fire/contracting>)
- *National Incident Radio Support Cache (NIRSC) User's Guide*

- ([https://www.nifc.gov/sites/default/files/NIICD/docs/2020\\_NIRSC\\_User\\_Guide\\_Web.pdf](https://www.nifc.gov/sites/default/files/NIICD/docs/2020_NIRSC_User_Guide_Web.pdf))
- *NWCG Standards for Interagency Incident Business Management* including geographic area supplements
  - *NWCG National Fire Equipment Systems Catalog*: PMS 449-1/PMS 449-2
  - DPL contracts for vendors located in the local area
  - A Continuity of Operations Plan (COOP)
  - Fire Danger Operating Plan or other preparedness operating plan as 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

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\*\* Local dispatch centers only