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.

• **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
  - 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

• **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 venters, 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*
- National Mobile Shower Facilities Contract*
- NWCG Standards for Interagency Incident Business Management including geographic area supplements
- 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
National Interagency Fire Center
3833 S. Development Avenue, MS 1100
Boise, ID 83705-5354
sm.fs.fsaqmisb@usda.gov

** Local dispatch centers only