

APPENDIX E, PART 4**DISPATCH PROTOCOL FOR FIRES
2008**

The Dispatch Protocol is a procedure to be used by the Golden Gate National Recreation Area's Communications Center (CommSec) and responding units, outlining the initial actions to be taken and necessary notifications to be made in the event of a wildland fire within or threatening the Park's boundaries.

The Dispatch Protocol contains time-sensitive information such as names and phone numbers and, thus, should be reviewed and updated annually.

PROCEDURE

1. CommSec gathers the following information about the fire:
 - Location,
 - Type (Structure, Wildland, Vehicle),
 - Color of smoke,
 - Approximate size and character of fire,
 - Any threatened structures/people in the area (which will determine the type of resources dispatched (structural fire, medical, LE for traffic control, etc.),
 - Name, location, and phone number of reporting party.

2. CommSec notifies the following dispatch centers:
 - For Marin County: Marin County Woodacre Dispatch: 415-499-6717
This dispatch center will become the primary point of contact for ordering resources for both initial attack and extended attack fires in Marin County.
 - For San Francisco County: San Francisco Fire Dept.: 415-558-3268.
 - For San Mateo County: CAL FIRE Felton Dispatch: 831-335-5355 and North County Fire Authority: 650-991-8138.

San Mateo County Public Safety Communications: 650-363-4342 (Back-up contact).

3. CommSec will notify Wildland Fire Management, Presidio Fire Department, and, per request of responding Fire units, Law Enforcement personnel as necessary to provide additional support to the incident. The notification process is::

- A long tone followed by “[*Vegetation/Structural/Vehicle Fire*] reported in the vicinity of [*reported street/trail/beach, etc.*]”. Dispatcher will provide additional information. “The following units to respond [*based on the nature of the call*]:
 - Presidio Fire Units,
 - Fire Management Engine(s) 1166/1176
 - Presidio Fire will be paged out per normal procedure.
 - Responding units will provide enroute and on scene times for documentation by CommSec.
4. CommSec contacts the following individuals:
- Fire Duty Officer (Identified on Daily Resource Availability List),
 - Network Fire Management Officer – Roger Wong: 415-464-5232 (work) or xxx-xxx-xxxx (cell),
 - Chief Ranger – Yvette Ruan: 415-561-4745 (work) or xxx-xxx-xxxx (cell),
 - Public Affairs officer on duty.
5. CommSec and/or Woodacre Dispatch gathers the following fire size-up information from **Qualified** fire personnel upon arrival (first unit on-scene, Initial Attack Incident Commander). **Prompt the I.C. for this information if not relayed:**
- Specific fire location,
 - Fire size,
 - Fuel type,
 - Fire behavior (smoldering, creeping, running, torching, crowning),
 - Direction of fire spread and wind speed,
 - Values at risk (structures, etc.),
 - Best **safe** access,
 - Request for resources (type and quantity)
 - Special hazards (e.g. downed power lines, aerial hazards, hazmat, etc.).

Note: By this time, a **Qualified I.C.** should have arrived on-scene at the incident, assumed command, and identified himself/herself to CommSec and/or Woodacre Dispatch. In turn, the appropriate dispatch center will alert all incoming and on-scene personnel that an I.C. has been established. Additionally, the dispatch center(s) will broadcast similar updates of any changes in command. All incident tactical radio traffic should be relayed to the I.C. The I.C. will identify himself/herself on the radio by using the fire name, followed by “I.C.” **It is the**

understanding that, by agreement, MCFD in Marin County, CAL FIRE and/or NCFCA in San Mateo County, and PFD and/or SFFD in San Francisco County, will handle some fire incidents alone. CommSec will, nonetheless, request a copy of the appropriate incident dispatch log for Park records. Once obtained, CommSec will send a copy of the incident dispatch log to the Fire Management Office.

Definition of terms:

Fire Duty Officer (FDO): A designated daily fire supervisor in charge of coordinating wildland fire activities. The Fire Duty Officer is responsible for knowing fire resource availability and, if necessary, responding to wildland fires within or threatening the Park's boundaries.

Network Fire Management Officer (FMO): Currently, the Division Chief for Fire Management at Point Reyes National Seashore (PRNS), Roger Wong, is serving as the FMO for the Bay Area Network Parks (GGNRA, PRNS, Pinnacles National Monument, Eugene O'Neill National Historic Site and John Muir National Historic Site). The FMO will designate an acting FMO when he is unavailable.

