

**Dispatch Center Local Mobilization Guide/Dispatch Operating Plan**

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Local Mobilization Guides/Operating plans will contain the following elements and procedures:

- **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, 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 (i.e. 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

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APPENDIX P-1

- 1 • **Emergency Operations (Fire/Non-fire)**
- 2 ○ Notification of a reported incident
- 3 ○ Jurisdiction verification
- 4 ○ Response plan activation
- 5 ○ Agency and area notification
- 6 ○ Move-up and cover procedures
- 7 ○ Call-back procedures
- 8 ○ Evacuation of incident area
- 9 ○ Closing public/private roads
- 10 ○ Ordering additional personnel, equipment, and aircraft
- 11 ○ Fire Weather Watch and Red Flag Warning notification
- 12 ○ Temporary Flight Restrictions (TFRs)
- 13 ○ Agency duty officers (roles and responsibilities)
- 14 ○ Aviation Mishap Response Guide
- 15 ○ Utility company notification (power and gas)
- 16 ○ Law enforcement dispatching procedures/requirements
- 17 ○ HazMat/spill response notification procedures
- 18 ○ Local government requesting all-risk assistance
- 19 ○ Search and Rescue
- 20 • **Local Agreements**
- 21 ○ Copies of all interagency or inter-unit agreements and associated
- 22 annual operating plans that govern the use of fire management
- 23 resources
- 24 ○ Maps delineating areas of responsibility for fire suppression coverage
- 25 • **Communications**
- 26 ○ Procedures for assigning/managing local radio frequencies
- 27 ○ Procedures for obtaining additional frequencies
- 28 ○ maps of repeater sites
- 29 ○ instructions for using local dispatch radio consoles, phones, computers,
- 30 fax machines, paging systems, etc.
- 31 • **Weather**
- 32 ○ Procedures for Processing of weather observations via Weather
- 33 Information Management System (WIMS)
- 34 ○ Daily posting and briefing procedures
- 35 ○ Broadcasts of fire weather forecasts to local fire suppression personnel
- 36 ○ Procedures for processing spot weather forecast requests and
- 37 disseminating spot forecasts to the field
- 38 ○ Procedures for immediate notification to fire suppression personnel of
- 39 Fire Weather Watches and Red Flag Warnings
- 40 • **Fire Danger**
- 41 ○ Locally significant fire danger indices and recording of those values
- 42 daily
- 43 ○ Procedures for update and posting of monthly the seasonal trends of
- 44 those values versus seasonal averages
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- 1 • **Briefings**
- 2 ○ Time frames and frequencies/locations for daily briefings
- 3 ○ Method for documenting briefings (time given, content of briefing, and
- 4 person(s) conducting and receiving briefing)
- 5 • **Preparedness Levels**
- 6 ○ General information relating to the local preparedness plan:
- 7     ▪ Procedures for identifying preparedness level
- 8     ▪ Notification to management
- 9     ▪ Dispatching roles and responsibilities at each preparedness level
- 10 ○ Trigger Points
- 11     ▪ Specific triggers that cause the preparedness level to move up or
- 12     down, such as number/size of fires, amount and type of resources
- 13     available/committed, regional/national fire situation, condition of
- 14     local fuels, observed fire behavior, human-caused risk or predicted
- 15     lightning activity level, etc.
- 16     ▪ Specific actions tied to each preparedness level, such as extended
- 17     staffing, repositioning of suppression resources (crews, engines,
- 18     airtankers, smokejumpers, etc.), the activation of local Multi-
- 19     Agency Coordination (MAC) groups, making contact with other
- 20     agencies, and hiring of call when needed (CWN) aircraft,
- 21     emergency equipment rental agreements (EERA), or
- 22     administratively determined (AD) pay plan crews
- 23 • **Aviation**
- 24 ○ Ordering/scheduling requirements and procedures
- 25 ○ special use airspace
- 26 ○ Special use mission requirements
- 27 ○ Incident/accident reporting and documentation procedures
- 28 ○ Flight management/tracking procedures
- 29 • **Expanded Dispatch Plan**
- 30 ○ Indicators for considering establishment of expanded dispatch
- 31 ○ Recommended organization and points of contact
- 32 ○ Overhead positions to order
- 33 ○ Location/facilities, equipment/supplies, support needs
- 34 ○ Procurement or buying unit team considerations
- 35 • **Service and Supply Plan**
- 36 ○ Current copies of competitive and non-competitive Incident Blanket
- 37     Purchase Agreements (I-BPAs)
- 38 ○ Source lists for incident-only contracts.
- 39 ○ protocols for the use of Dispatch Priority Lists (DPLs)
- 40 ○ protocols for incident business coordination with agency administrative
- 41     personnel
- 42 ○ contact lists and hiring procedures for AD or non-fire personnel,
- 43     ground, and logistics support
- 44 ○ a list of locations for use as Staging Areas, Mobilization Centers, and
- 45     Incident Command Posts (where applicable)
- 46 ○ procedures for Local and Geographic Area Cache ordering

- 1 ○ commercial travel procedures (including instructions on the use of the
- 2 agency corporate travel cards)
- 3 ○ Incident Management Team and Buying Team mobilization
- 4 ○ The following reference materials:
- 5 ■ *National Food Service Contract, NFES 1276*
- 6 ■ *National Shower Facilities Contract, NFES 2729*
- 7 ■ *National Incident Radio Support Cache (NIRSC) User's Guide,*
- 8 *NFES 0968*
- 9 ■ *Interagency Incident Business Management Handbook* including
- 10 Geographic Area Supplements
- 11 ■ *National Fire Equipment Systems Catalog, NFES 0362*
- 12 ■ DPL contracts for vendors located in the local area
- 13 ■ A Continuation of Operations Plan (COOP)

#### 14 **Administrative Items**

- 15 ● Funding; travel; time sheets; fire reports, etc.
- 16 ● Procedures for completing and archiving fire records
- 17 ● Procedures for mobilization of critical incident stress debriefing teams

#### 18 **Medical Plan**

- 19 ● Criteria/definitions; agency notification and documentation requirements
- 20 ● Procedures for Emergency Medical Response and notification
- 21 ● Activation/evacuation information
- 22 ● Medical facility locations and phone numbers
- 23 ● Air and ground transport (Medevac) capability
- 24 ● Burn center information

#### 25 **Media Plan**

- 26 ● General procedures
- 27 ● notification requirements to agency external affairs personnel
- 28 ● routing for media calls

#### 30 **Required Reference Materials**

31 All coordination/dispatch centers will have the following reference materials  
32 available:

- 33 ● *National Interagency Mobilization Guide*
- 34 ● *Geographic Area Mobilization Guide*
- 35 ● *Interagency Standards for the ROSS Operations Guide*
- 36 ● *Interagency Standards for Fire and Fire Aviation Operations*
- 37 ● *WIMS User Guide*
- 38 ● *National Predictive Services Handbook*
- 39 ● *Interagency Situation Report User's Guide*
- 40 ● *ICS – 209 Program User's Guide*
- 41 ● *North American Emergency Response Guidebook (DOT)*
- 42 ● *Interagency Helicopter Operations Guide*
- 43 ● *Aircraft Identification Guide*
- 44 ● *Interagency Air Tanker Bases Directory*
- 45 ● *Interagency SEAT Operations Guide*

- 1 ● *Interagency Aerial Supervision Guide*
- 2 ● *Interagency Smokejumper Operations Guide*
- 3 ● *National Retardant Requirements Contract*
- 4 ● *Interagency Call When Needed Helicopter Contract*
- 5 ● *Interagency Airspace Guide*
- 6 ● *Interagency Air Tanker Base Operations Guide*
- 7 ● Military/National Guard Operating Plan (if applicable)
- 8 ● Aviation Safety Plans
- 9 ● AP1B
- 10 ● Frequency Guides
- 11 ● National Regional/State/Local Aviation Plans
- 12 ● local airport, SEAT base, air tanker base, helibase and smoke jumper base
- 13 locations
- 14 ● current and complete *Interagency Aviation Mishap Response Guide*
- 15 ● Fire Danger Operating Plan or other preparedness operating plan\*
- 16 ● Current Fire Danger Pocket Cards\*
- 17 ● Fire Management Plan\*
- 18 ● Mutual aid/initial attack agreements\*
- 19 \* Local Dispatch Centers only.
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