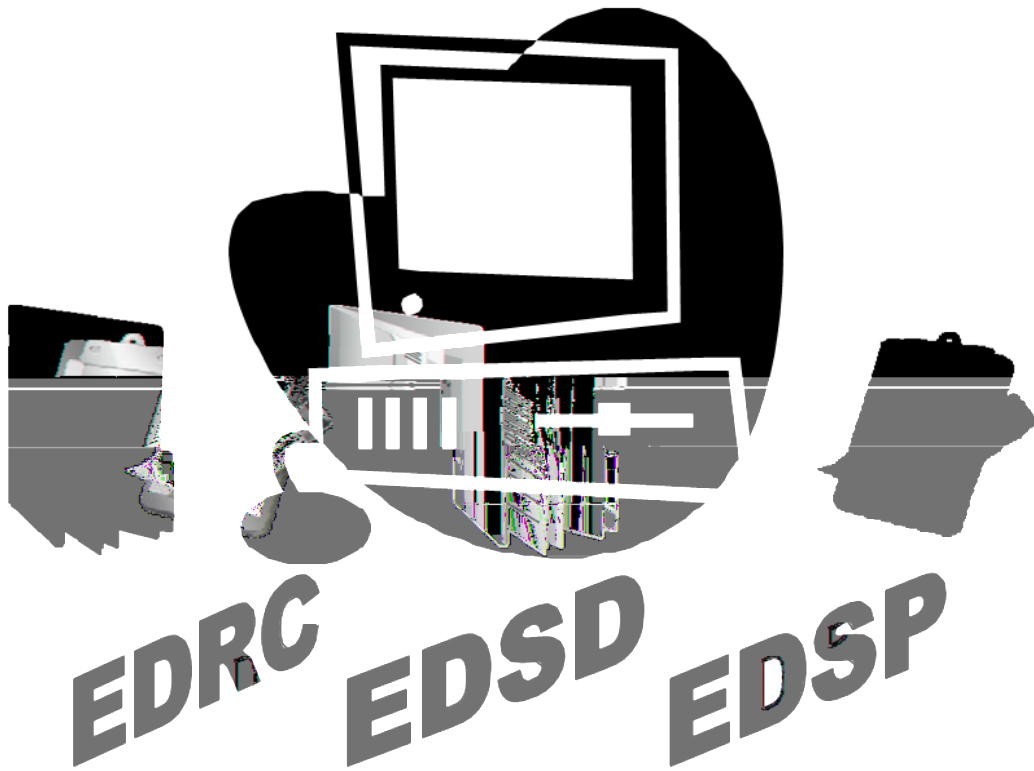


Expanded Dispatch

Job Aid



Last Updated 3/2023

This booklet provides users with position checklists and job aids for each specific Expanded Dispatch position.

It is intended to be used as an on-the-job reference for qualified Expanded Dispatch personnel who have completed all prerequisites and the following course or courses:

D-110 Dispatch Recorder
D-310 Support Dispatcher
D-510 Supervisory Dispatcher

These Job Aids are not intended to replace training, nor can they be expected to cover every situation.

Users will need to obtain specific direction from their supervisor on questions or when procedures need clarification.

This publication is managed by:

National Coordination System Committee

Material is updated by:

Dispatch Position and Curriculum Management Subcommittee

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Position Checklists

DISPATCH RECORDER

Seek out EDSP, EDSD or unit dispatcher for initial briefing.

- Job Aid - - EDSD/EDRC INITIAL BRIEFING.... Page 9

Acquire a IROC log on and determine roles.

Process resource requests using established procedures and ordering channels.

- Job Aid - - ORDERING INSTRUCTIONS.... Page 8

Utilize supplemental forms when appropriate, such as Flight Request, Food Service Request, Crew Manifest, etc.

Relay pertinent information through established dispatch channels.

Track resources and document in accordance with established procedures. Participate in briefings and utilize shift/dispatch log when appropriate.

SUPPORT DISPATCHER

Seek out EDSP or host unit dispatcher for initial briefing.

- Job Aid - - EDSD/EDRC INITIAL BRIEFING.... Page 9

Gather available information necessary to immediately assess situation, determine priorities and take appropriate actions.

Acquire an IROC log on and determine roles.

Start a dispatch log for the assigned functional area

Mobilize resources specific to one or more of the functional areas: crews, overhead, equipment, and supplies.

Use and/or direct the use of established procedures associated with IROC.

- Job Aid - - RESOURCE ORDER INSTRUCTIONS.... Page 8

Use and/or direct the use of forms supplementing the resource order form. Use and/or direct the use of resource tracking and status systems.

Supervise dispatch recorders.

Maintain high level of professionalism with both internal and external contacts. Monitor functional area and communicate any needs to supervisory dispatcher.

Coordinate with other functional areas to ensure safe, efficient and cost-effective mobilization and demobilization.

Conduct shift briefings for relief and dispatch recorders.

- Job Aid - - INFO NEEDED FOR SHIFT BRIEFING.... Page 10
- Job Aid - - CHANGE OF SHIFT BRIEFING FORM.... Page 11

Prepare performance evaluations for dispatch recorders.

- Job Aid - - PERFORMANCE EVALUATION FORM.... Page 22

SUPERVISORY DISPATCHER

Order a trainee EDSP when appropriate.

Seek out supervisor or host unit dispatcher for initial briefing.

- Job Aid - - EDSP INITIAL BRIEFING.... Page 14

Gather available information necessary to immediately assess situation, determine priorities and take action. Reevaluate as necessary.

- Job Aid - - BRIEFING WITH THE INCIDENT MANAGEMENT TEAM CHECKLIST.... Page 15

Acquire IROC access for local center and establish roles. Develop an effective organization to meet present and future needs.

- Job Aid - - DEVELOPING AN ORGANIZATION.... Page 17

Review resource orders to evaluate incident needs.

- Job Aid - - INCIDENT SUPPORT CHECKLIST.... Page 18

Provide guidance and supervision as necessary to all functional areas in the expanded dispatch organization.

Facilitate the orderly, safe, and effective mobilization and demobilization of resources. Establish and direct priorities for flow of resource orders and intelligence information. Ensure compliance with established dispatch protocols.

Provide training for subordinates as necessary.

Ensure the safety, welfare, and accountability of assigned personnel. Conduct operations considering local, area and national guidelines.

Schedule and conduct briefings with all dispatchers to ensure complete information exchange.

- Job Aid - - INFO NEEDED FOR SHIFT BRIEFING.... Page 10
- Job Aid - - CHANGE OF SHIFT BRIEFING FORM.... Page 11

Ensure coordination between functional areas.

Define performance expectations for expanded dispatch personnel. Direct implementation of authorized off-site emergency procedures.

- Job Aid - - EMERGENCY PROCEDURES PREPARATION.... Page 19

Advise management, identify alternatives, make recommendations to implement management direction.

Complete performance evaluations for subordinates.

- Job Aid - - PERFORMANCE EVALUATION FORM.... Page 22

Complete final incident package for return to unit.

Job Aids

PRE-ASSIGNMENT CHECKLIST

This checklist outlines who, what, when, where, why, and how questions that will aid you in preplanning your organization prior to arrival at your incident assignment.

Who:

- WHO has jurisdiction on the incident?
- WHO are the contacts at the incident?
- WHO are the contacts with local knowledge?
- WHO are the contacts within the upward chain of command?

What:

- WHAT is my assignment?
- WHAT shift will I work?
- WHAT are the ordering channels?
- WHAT is the geographic area?
- WHAT are the agency procedures?
- WHAT are the methods of tracking resources?

When:

- WHEN is my assignment?
- WHEN did the incident begin?
- WHEN did, or will, expanded dispatch become functional?

Where:

- WHERE is the incident?
- WHERE are the local suppliers?
- WHERE are we in the history of this incident?

How:

- HOW complex is the incident?
- HOW many incidents are being supported?
- HOW do the communications systems operate?
- HOW many people is expanded dispatch supporting?
- HOW long is the anticipated duration of the incident?

Why:

- WHY am I here?
- WHY do I need all of this information?

RESOURCE ORDERING INSTRUCTIONS

The National Interagency Mobilization Guide identifies standard procedures which guide the operations of multi-agency logistical support activity throughout the coordination system at <https://www.nifc.gov/nicc/mobguide/index.html> . Geographic Area and Local Mobilization Guides are used to supplement the National Interagency Mobilization Guide.

Resources are requested and mobilized using the Incident Resource Ordering (IROC) system. Standard interagency operations when using IROC are identified within the Interagency Standards for IROC Operations Guide (ISROG) located at: <https://www.nifc.gov/nicc/logistics/references/ISROG.pdf> The Food Service Request Form, the Infrared Aircraft Scanner Request Form, and the Preparedness/Detail Request Form are the approved forms that, when associated with a IROC request, satisfy documentation required of resource mobilization. Technical support and user guide and quick reference cards for the IROC can be accessed online at: <https://famit.nwcg.gov/applications/IROC>

Prior to incident mobilization, all resources will be requested by a standard resource categorization and identified with a unique request number through established dispatch channels.

The standard categorization system is:

A	=	Aircraft
O	=	Overhead
C	=	Crews
E	=	Equipment
S	=	Supplies

Responsible agency management fiscal codes must be included on each resource order.

A two letter (alpha) identifier for the state in which the responsible agency is located, followed by a three- or four-character (alpha and/or numeric) identifier for the responsible agency, and a unique order or incident number containing a maximum of six (6) characters (numeric) will make up the incident/project order number.

Resources assigned to incidents will be identified by a valid Unit Identifier comprised of a two (2) letter (alpha) identifier for the State in which the resource is based, followed by a three (3) or four (4) character (alpha and/or numeric) identifier for the sending agency.

See https://wfmi.nifc.gov/unit_id/Publish.html - on this page select Unit Identifiers and it will open a Unit ID Report document for the list.

In the event that manual systems become necessary, instructions for completing resource orders in card stock format are included in an appendix to this document.

SUPPORT DISPATCHER/DISPATCH RECORDER INITIAL BRIEFING CHECKLIST

- ✓ Fire Activity, type of incident, anticipated needs and shortages locally, geographically and nationally.
- ✓ Priorities for current shift and critical orders to expedite.
- ✓ Verify that the EDSD or EDRC has appropriate IROC privileges in local dispatch area. Confirm local ordering procedures:
 - How Supplies are ordered and who issues S#'s.
 - How local personnel are mobilized.
 - How vendors are mobilized with Equipment requests
- ✓ Identify incident ordering contacts. Obtain a map to incident or ICP. Not-to-exceed order times.
- ✓ Obtain phone lists for internal/external key contacts - who will be responsible for the contacts and frequency of contacts.
- ✓ Desk log procedures.
- ✓ Verify shift schedule and accommodations.
- ✓ Expectations for briefings between dispatchers (e.g., not to exceed 30 minutes).
- ✓ How media/contractor/outside phone calls will be handled.
- ✓ How time sheets will be handled.
- ✓ How the resource tracking information will be displayed. Special situations. Local procedures for handling:
 - Aircraft incidents
 - Spills
 - Emergencies (fatalities, deployments, etc.)

INFORMATION NEEDED FOR SHIFT BRIEFING

1. At the conclusion of each shift, it is the responsibility of each dispatcher in every functional area to ensure the shift log has been updated to reflect all significant shift activity. This should include the following information. Any movement of national resources such as:

Complex Incident Management Teams	Leadplanes/ASMs
NIICD Telecommunications Supplies	Air Tankers
National Shower Facilities	Infrared Aircraft
National Mobile Food Units	Type 1 Helicopters
Type 1 Interagency Hotshot Crews	Type 2 Helicopters
Smokejumpers	Smokejumper Aircraft

(See National Mobilization Guide, Chapter 10 for complete list.)

2. List how issues or items from previous shift brief were resolved.
3. Any significant incident activity (i.e., “The Magdalena fire blew up; there is a rumor that they will order an incident management team.”)
4. Any departure from established standard operating procedures (i.e., “The geographic area has put a stop to the ‘Neighborhood Policy’ and all orders must go through the Geographic Area Coordination Center)
5. Any schedule changes (i.e., “Demobilization is scheduled to start two days from now, we’re altering the shifts to accommodate incident base.”)
6. Any messages relating to injury notification or emergency releases.
7. Any significant resource shortages (i.e., “All Type 1 crews are committed and there are no more caterers available nationally.) Planned logistical aircraft movement (i.e., “The NIFC 737 will be moved to Moses Lake after a trip tomorrow for our scheduled demobilization two days from now.”).
8. Brief summary of shift activities (i.e., “Some reassignments and a few outstanding requests remain unfilled.”)
9. Any follow-up or interaction with other sections (i.e., “The crew desk should be letting the supply desk know how many lunches will be needed for incoming crews since the equipment desk just advised the EDSP that the caterer was going to be late.”)

CHANGE OF SHIFT BRIEFING FORM

Date: _____

Time: _____

NAME: _____off-going shift

NAME: _____on-coming shift

FUNCTIONAL DISPATCH POSITION:

Aircraft _____ Overhead _____

Crews _____ Supply _____

Equipment _____ Intelligence _____

+++++

1. Discuss pending requests.
2. Discuss orders and requests that have problems/situations that the next shift dispatchers are likely to encounter.
3. What level of activity can the next shift dispatcher expect in this function?
4. Is there any technical information to be passed on? (equipment, supply, etc.).
5. Review pertinent notes with next shift dispatcher.
6. If you remember something after you leave, please call back with information (ensure EDSP has your local contact information).
7. Comments/Notes:

FLIGHT REQUEST INFORMATION

1. Name and phone number of person requesting a charter and/or name of person requesting a charter for 5 or more crew mobilization or demobilization.
2. Reason for charter and urgency of flight.
3. Date of requested flight and financial code.
At least 48-hour notice is needed for demobilization of a large number of crews.
4. Flight route/itinerary.
 - Which airport to which airport.
 - Not more than two drop-offs, preferred.
5. Time - When can the crews be at designated airport, ready-to-load (RTL)?
 - Consider time of day: mornings preferable over mid-afternoon.
 - Crews need to be at the airport 2 hours prior to loading.
 - Do they need lunches or water?
6. Location – Any needs at the airport?
 - You also need to establish alternate airports if weather is a factor.
7. Passenger Flight needs:
 - Roster/Manifest
 - Body weights (actual not estimated)
 - Luggage weights (actual not estimated)
 - Location of boarding (FS ramp etc.)
8. Cargo Flight needs:
 - Type
 - Weight
 - Volume
 - Any conflicts with passengers or crew?
9. Establish if there is a Crew Representative or Liaison, if so, get a phone number.
10. Fill out the necessary portions of the flight request/schedule.
11. Relay information to EDSP and Unit Aircraft Dispatcher.

Blocks 1, 2 and 3 should be filled in by expanded dispatch before passing on to Unit Aircraft Dispatcher.

AIRCRAFT FLIGHT REQUEST / FLIGHT SCHEDULE

AIRCRAFT INFORMATION	
FAA#	
FLIGHT SCHEDULE NUMBER	
MAKE	
COLOR	
VENDOR	
TELEPHONE	
PILOT	

INITIAL REQUEST INFORMATION		CHARGE CODE	<input type="checkbox"/> POINT TO POINT <input type="checkbox"/> HELICOPTER <input type="checkbox"/> MISSION FLIGHT <input type="checkbox"/> AIRPLANE
DATE	TO	1	
TIME	FROM		

2	MISSION DETAILS
---	------------------------

PASSENGER AND CARGO INFORMATION									
NAME/CARGO TYPE	WT	ORDER#	DPT	DST	NAME/CARGO TYPE	WT	ORDER#	DPT	DST

FLIGHT ITINERARY													
DEPARTURE							ARRIVAL			DROP OFF		KEY POINTS	RELAYED TO/FROM
DATE	PAX	WT	AIRPORT	ETD	ATD	ETE	AIRPORT	ETA	ATA	PAX	CARGO		

FLIGHT FOLLOWING	RADIO FREQUENCIES				
_ FAA FLIGHT PLAN FILED _ AGENCY FLIGHT FOLLOWING	UNIT	TRANSMIT		RECEIVE	
	NAT'L FLIGHT FOLLOW	FREQUENCY	TONE	FREQUENCY	TONE
	AIR GUARD	168.650	110.9	168.650	110.9
		168.625	110.9	168.625	110.9

NATIONAL INTERAGENCY COORDINATION CENTER FLIGHT FOLLOWING: 800-994-6312	NOTES: AIRCRAFT IS AFF EQUIPPED.
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SUPERVISORY DISPATCHER'S BRIEFING WITH THE HOST AGENCY AND DISPATCH CENTER CHECKLIST

Use the following checklist for pre/post arrival. Once travel arrangements are made contact the Host Dispatch Center to notify of arrival information.

PRE-INTELLIGENCE GATHERING

Number of fires	Existing Expanded Operation	IROC Access
Complexity	Expanded Dispatch Plan	Firenet Access
Jurisdictions	Location	Contact Information

AT THE INCIDENT

Expectations	Incident Information	Documentation	Logistics
Briefings <ul style="list-style-type: none"> ▪ Daily ▪ End-of-Shift Shift Length Conference Calls <ul style="list-style-type: none"> ▪ Time ▪ Numbers 	Updated info Map for ICP Expected Duration General Area Map Weather Forecast	Firenet access File Structure Desk Logs Paper/Electronic Final Package	Pre-Order NERV Transportation/Drivers Equipment Inspections Maps <ul style="list-style-type: none"> ▪ Spike camps ▪ Helibase ▪ Drop Points

Aviation	Contacts	Medical & Hazmat	Demobilization
Resource Ordering <ul style="list-style-type: none"> ▪ Crew Swaps ▪ Tactical Aviation ▪ Logistical ▪ Support Tracking Information flow between expanded and local dispatch.	IMT GACC Cache IBA PAO Agency Administrator BUYT Local Dispatch Neighbor Dispatch(s) GATR FBO	Aircraft Incidents Spills Medical Emergencies Serious Injuries Fatalities Shelter Deployments Any other "incident within and incident" Who is responsible for what in each situation?	Demob Plan Travel Agency Transportation Travel Log

Ordering	Local Resource Ordering Procedure
Ordering Chain Service and Supply Plan Priority Trainee Procedures Not-to-Exceed Times <ul style="list-style-type: none"> ▪ Cache Requests ▪ Resources Orders VIPR/Best Value Procedures Neighborhood Policy Local resource availability Local AD Hire/Paperwork Jetport Special Needs AIMS Process	Local agency personnel <ul style="list-style-type: none"> ▪ Can expanded go direct or involve the Host Dispatch? Local Cooperator Procedures <ul style="list-style-type: none"> ▪ Special needs/concerns? Contract Resources <ul style="list-style-type: none"> ▪ Fallers, drivers ▪ Engines ▪ Dozers ▪ Crews ▪ Water tenders ▪ Miscellaneous local EERAs i.e., copiers, computers ▪ How will pre-inspections be done? ▪ Are equipment inspectors available?

OTHER BRIEFINGS

Buying Team (BUYT)	Agency Administrator (AA)	Finance/Purchasing	Geographic Area Coordination Center
<ul style="list-style-type: none"> ▪ Information flow and interaction between expanded and the BUYT ▪ Where will the BUYT be located? ▪ How will orders for the BUYT be separated from orders filled through expanded dispatch? 	<ul style="list-style-type: none"> ▪ Who is the day-to-day point of contact between the EDSP and the AA for the fire? ▪ When/how often will the AA(s) be briefed? ▪ What should these briefings contain? ▪ General Coordination with the AA 	<ul style="list-style-type: none"> ▪ What are the local procurement procedures? ▪ Is a local purchasing agent going to be assigned to expanded? ▪ Is a buying team in place or on order? ▪ What is their ETA? ▪ Who is the Incident Business Advisor? ▪ Ask for the agency's List of Prohibited Items 	<ul style="list-style-type: none"> ▪ How are supply orders handled? ▪ How do they handle charter and agency/owned aircraft? ▪ What information is needed for resource reassignments? ▪ Any special needs/concerns? ▪ Priority Trainees ▪ Name Requests

SUPERVISORY DISPATCHER'S BRIEFING WITH THE INCIDENT MANAGEMENT TEAM CHECKLIST

When you receive the resource order, contact the dispatch office, to determine what time/place the team briefing/transition is scheduled. Attempt to attend that meeting.

If you are unable to make the team briefing, arrange a trip to the incident base to talk with the Logistics Section Chief and Planning Section Chief. As a minimum, brief with the Supply Unit and Resource Unit Leaders face-to-face.

Communications

- How many phone/fax lines, where are they located at the ICP?
- Is there internet access for ICP?
- What is the best method/time to get a hold of key players? (LSC, PSC, etc.)

Establish how local purchase supply orders will be handled.

- Will the Ordering Unit go directly to the Buying Team with all local purchases? Or, will they send the orders to Expanded first?
- Clarify which S#'s need to go through Expanded – i.e. radio kits, radio items.

Establish agreement on consolidation of orders.

- Outline a schedule for consolidation of ordering for twice a day with placement to the national cache.
- Concurrence with the Logistics Section Chief, Supply Unit and the cache with the exception of emergency and critical needs.
- Daily resource reconciliation on placed orders between Support Dispatcher and Supply Unit:
 - Orders that are open and have not been placed.
 - Orders that are placed and have no delivery information.

- When orders that have been placed may have to be “killed” or an alternative developed to meet the needed date and time.

Agree on procedures for ordering:

- Airtankers.
- Helicopters and modules.
- Medivacs.
- Emergency releases.

Establish not-to-exceed times for certain types of orders.

High priority requests that need immediate action.

Discuss incident priorities and who initiates order request numbers.

Reach agreement on “special situations.” Local procedures for handling:

- Aircraft Incidents.
- Spills.
- Medical emergencies, serious injuries, deaths, shelter deployments.
- Who is responsible for what in each situation?

Discuss daily Expanded Dispatch/IMT briefing and exchange of information.

- Emphasize that you want daily copies of the Incident Action Plan. Will they send a driver; should you arrange to pick it up? Or fax it? Will it be posted on the internet?
- Request that you also receive notification of any changes in suppression objectives or tactics that may impact ordering.
- Emphasize the importance of the Logistics Section Chief briefing the Expanded Dispatch Supervisor on any problems or special needs.
- Discuss the time frames Situation Unit Leader should brief Dispatch. Request that the Planning Section Chief brief the Expanded Dispatch Supervisor after each planning meeting and verify that orders have been placed for “Critical Needs” listed on the 209.

Discuss expectations for developing the demobilization plan.

- When will a Demobilization Unit Leader be ordered/in place?
- Emphasize to the Planning Section Chief that you will keep them posted on geographic/national shortages and priority release resources.
- Ensure a written Demobilization Plan is prepared and agreed to by Expanded Dispatch and IMT.

DEVELOPING AN ORGANIZATION

Major items to consider when developing an organization to meet present and future needs.

Receive your briefing with the agency administrators/Center Manager:

- Determine the complexity of the situation.
 - Current and expected workload
 - Interface with IA dispatch and separation of duties
 - Types and number of Management Teams
 - Any sensitive local issues, protocols or procedures
- Determine the availability of resources.
 - Critical resource needs
 - Local and neighboring availability
 - GACC and National shortages
- Determine limitations presented by briefing.
 - Agency Administrator, Center Manager, IBA

DETERMINE YOUR NEEDS

Staffing

- How many functional areas?
 - Traditional vs. non-traditional, build in flexibility
 - Consider IROC skill level within expanded
 - Who will accomplish IROC administrative duties?
 - Will expanded have any Intelligence or Aircraft responsibility?
 - How will Equipment and Supply be handled? (Buying Team, ICP Cache orders, local/geographic/national procurement procedures, etc.)
 - Is there a need for 24/hour coverage?
 - Specialized functions? (Buying Unit, Demob, timekeepers, reception, ground support/equipment inspection, staging areas?)

Office Space

- Each functional area
 - Specialized function locations: Ground Support, Cache, Buying Team
 - Shipping/receiving for supplies ○ Break Room ○ Restrooms ○ Personnel ○ Parking
 - Is security and access adequate?
- Communications
 - What type of communication is available at the expanded/incident?
 - Telephones/Cell phone: Enough lines for each functional area?
 - IT Equipment and Support
 - Computers/Laptops: Is the hardware and Software adequate?
 - Internet connectivity and support: Is there adequate internet bandwidth?
 - COOP—where is the plan, how do you activate?
 - Fax machines/copy machines
 - FIRENET email capability
 - Forms, reference materials, supporting office supplies

SET GROUND RULES

Shift Schedules

- Shift lengths and breaks
- Shift briefing procedures
- Meals and accommodations (proximity to expanded, time period allowed, etc)
- Resource order system (IROC)
- Other logs, local procedures and/or protocols?
- Where are documents stored – Firenet/hard drive/hard copy?
- When to notify the Supervisory Dispatcher
 - Accidents/injuries
 - Calls from the press
 - Unusual requests on resource orders
 - Problems dealing with another office/individual
 - Morale or fatigue issues

FOLLOW UP

- Review your briefings
- Constantly re-evaluate your needs and adjust organization as necessary
- Review your ground rules.
- Review critical resource requests.
- Evaluate your expanded operation: Are customer needs being met?

INCIDENT SUPPORT CHECKLIST

Camp crews	Radio systems (NIICD)
Cache vans (if available)	Buses (crew transport from airport)
Tractor ordered to move cache van	Fuel tender- gas/diesel
Catering Service (and support: potable water, refrigeration truck, etc.)	Chainsaw support- Bar/2-cycle oil Traffic control (local sheriff's department)
Showers	Logistical shuttle
Chemical toilets and pumping service	Local hotel information
Phones for incident base and staging areas	Local restaurant information
Power to incident base	Cell on Wheels - COW
Water tenders from private industry for roads and water hauling	Mobile office support trailer GIS Support trailer
Dumpsters	Refrigerator truck/trailer- Ice
Tents for IMT- HVAC/Heat	

EMERGENCY PROCEDURES PREPARATION

Find **WHERE** the emergency plans and guides are located.

- Continuity of Operations Plan (COOP)
- Search and Rescue Guide
- Medical Plans ○ Burn Centers ○ Medivac
- Hazardous Materials Plan
- Aviation Mishap Guide
- Local Office/Building Evacuation Plan
- Procedures for initiating Critical Incident Stress Debriefing

Find out **WHAT** role the local dispatch center will play.

Find out **WHO** is responsible to activate the necessary procedures.

Find out **WHAT** contacts need to be made and **WHO** will be making those

DEMOBILIZATION CHECKLIST

Demobilization Guidelines Process / Procedures for Expanded Dispatch

Note: This is a *guideline* that an EDSP might consider using whenever an incident has over 200 miscellaneous personnel or there is more than one IMT assigned to a Dispatch Center. Forms needed to use this process would be the “DEMOB WORKSHEET” and “RELEASE SCHEDULE”.

Preparation:

- Set up the following three ring binders:
 - Air Travel
 - “GONE” Incident Name
 - “HERE” Incident Name
 - “Release Schedule”
- Make out a “DEMOB WORKSHEET” for every O#, C# and tactical E# resource and file in the “HERE” binder. Suggestion: Use colored paper for these sheets so that the original is clearly identifiable. If there is more than one incident, use different colors for each incident.

BEFORE Demobilization Begins:

- Meet with the Planning Section Chief to go over demob plan and coordinate how Expanded will facilitate releasing of resources. Review the “RELEASE SCHEDULE” with them. If the IMT wants to use their own form that is fine as long as all of the information you need is covered. For example: does traveler have a gov’t credit card, have they rented a car and from where, do they need a flight, etc.
- Contact the local GACC and find out how they want to be notified of available resources that want to be reassigned.

Demobilization Process:

When the "RELEASE SCHEDULE" arrives from ICP.

- Make enough copies of the Release Schedule to ensure each desk has a copy.
- Deliver a copy of schedule to appropriate desk.
- File original in the "Release Schedule" book.

Crews/Overhead Desk

- Using the copy of the "RELEASE SCHEDULE", determine who is available for reassignment.
- If reassignments are wanted, go into IROC, and add to documentation that the person is waiting/ available for reassignment. Make another copy of the schedule and highlight the person waiting for reassignment. Put in a "Reassignment Folder".
- If air travel is needed, make a copy of the "RELEASE SCHEDULE" and highlight the people who need air reservations and give to Air Travel Desk.

Air Travel Desk

BEFORE demob begins, ensure you know how the local office does air travel.

- Contact the travel agent before and let them know that there could be an increased number of reservations needed. Verify with them how best to make numerous ticket purchases.
- Contact travel agent and make air travel from nearest jetport.
- Make sure to document the ticket price and locator code on the worksheet.
- Ensure travelers reach their home unit prior to 2200 hours. Keep in mind that many will be driving after they reach their jet port.
- Pull up itinerary on www.virtuallythere.com. Print itinerary and relay to ICP or relay the travel itinerary from the travel agency to the demob unit.
- Document on the travel worksheet the time the travel information was sent to ICP and your initials.

Complete IROC Travel Itineraries.

- Put the itinerary received from the Travel Agent and a copy of the "DEMOB WORKSHEET" in the Air Book binder. Highlight the name, O# and price of the ticket for local agency procurement reconciliation.
- Give the original "DEMOB WORKSHEET" to the Overhead/Crew Desk.

If no air travel is needed, and no reassignment is wanted, go into IROC, "Incident Resources" and set the person's status to "Released". Then make sure to "Set Travel (Will have Itinerary)". Go to the Travel section in IROC.

If the home unit is not listed, use IROC to determine the home unit and estimate driving times. Input all travel legs and make sure to set last leg or complete itinerary (CI) when complete. If the resource is a local agency resource, contact the Duty Officer and let them know their personnel are being released and pass on the ETA.

After IROC is completed, print the resource order for the O# file in the "Gone" binder.

FIRE TRAVEL DEMOB WORKSHEET

Dispatcher Making Travel: _____

Phone: _____ Email: _____

Travelers NAME: _____

Order/Req. O-__ _____
 Incident # _____
 Incident Name: _____
 Agency Charge Code: _____
 CBA/Zone Code: _____
 Purpose Code: Critical Mission

Date/Time Available to Travel: _____

Nearest Jet Port: _____

Home Jet Port: _____

Final Destination: _____

COST OF TICKET: _____ RECORD LOCATOR: _____

COMMERCIAL _____ CHARTER _____ POV/AOV/RENTAL _____

TRAVEL ITINERARY

CITY	DATE	TIME	CARRIER OR AIRCRAFT TYPE	FLIGHT OR N#
ETD:				
ETA:				
ETD:				
ETA:				
ETD:				
ETA:				

NOTIFICATION CHECKLIST

Relayed to ICP	Initials	Date/Time
<hr/>	<hr/>	<hr/>
IROC	Initials	Date/Time
<hr/>	<hr/>	<hr/>
Travel Notebook	Initials	Date/Time
<hr/>	<hr/>	<hr/>
Gone Notebook	Initials	Date/Time
<hr/>	<hr/>	<hr/>

<p>_____</p> <p><i>Expanded Dispatch</i></p>	<p>INSTRUCTIONS: The immediate job supervisor will prepare this form for each subordinate overhead. It will be delivered to the coordinator before the rating official leaves the assignment. Rating will be reviewed with the employee, who will sign at the bottom.</p>
--	--

Overhead Performance Rating

1. Name		2. Fire Name and Number							
3. Home Unit Name / Address:		4. Location of Assignment							
5. Position	6. Dates of Assignment	7. Complexity			8. Level of Activity				
		Single	Multi	Light	Moderate		Heavy		

9. Evaluation

Enter X under the appropriate rating number and under the proper heading for each category listed Definition for each rating number follows:

0 – Deficient. Does not meet minimum requirements of the individual element.
DEFICIENCIES MUST BE IDENTIFIED IN REMARKS.

1 – Needs to Improve. Meets some or most of the requirements of the individual element.
IDENTIFY IMPROVEMENT NEEDED IN REMARKS.

2 – Satisfactory. Employee meets all requirements of the individual element.

3 – Superior. Employee consistently exceeds the performance requirements.

Rating Factors	EDRC Dispatch Recorder				EDSD Support Dispatcher				EDSP Supervisory Dispatcher				CORD Coordinator			
	0	1	2	3	0	1	2	3	0	1	2	3	0	1	2	3
Knowledge of the job																
Following of procedures																
Completion of work in a timely manner																
Work completed properly																
Attitude																
Initiative																
Communications																
Working with others																
Adaptability to task																

10. Remarks: :

11. Signature of person being evaluated (This rating has been discussed with me.)	12. Date
---	----------

13. Signature of rating individual /s/	14. Home Unit	15. Position	16. Date
---	---------------	--------------	----------

Appendix A: Internet Reference Source List

ADMIN

AD (Administratively Determined) for each Department:

[USDA Forest Service AD Pay Plan](#)

[DOI AD Pay Plan](#)

[Albuquerque Service Center Intranet](#) (FS only)

[Pay Period Calendar](#)

AIRCRAFT

Airport Location <http://www.airnav.com/> or worldwide at <http://www.landings.com/>

SAFECOMS: <https://www.safecom.gov/>

REFERENCE GUIDES:

[Interagency Standards for Fire and Aviation Operations. - Redbook](#)

[National Interagency Mobilization Guide](#)

[Interagency Standards for Resource Ordering Guide \(ISROG\)](#)

[National Interagency Dispatch Standard Operating Guide for Contract Resources](#)

[Interagency Incident Business Management Hand Book](#)

[Wildland Fire Incident Management Field Guide](#)

[Field Operations Guide ICS 420-1](#)

Burned Area Emergency Rehabilitation:

[DOI Burned Area Emergency Stabilization and Rehabilitation Handbook](#)

[NPS Post Wildland Fire Program](#)

[USFS Burned Area Emergency Response - BAER](#)

FOREST SERVICE

[Customer Help Desk 1-866-945-1354](#)

[Forest Service Hand Book](#)

[Forest Service HB Health & Safety HB](#)

FORMS

Forms, Reports and Templates: https://www.nifc.gov/nicc/logistics/coord_forms.htm

DISPATCH

[Incident Management Situation Report \(IMSR\)](#)

[Interagency Resource Ordering Capability \(IROC\)](#)

[Geographic Area Coordination Centers](#)

[Incident Qualification and Certification System \(IQCS\)](#)

[Position Codes](#)

[Position Task Books](#)

[Unit Identifiers](#)

[e-Isuite](#)

[WFDSS](#)

[Firecode](#)

[Firenet](#)

EQUIPMENT & SUPPLIES

[NERV Rental Vehicles](#)

[National Interagency Incident Communications Division](#)

[NFES Catalog, Part 1](#)

[NFES Catalog, Part 2, Publications](#)

[Forest Service Contracting Website](#)

[VIPR Virtual Incident Procurement](#)

MAPS

Map-Rand McNally: <http://www.randmcnally.com/>

Map: <http://mapquest.com/> or <http://www.mapblast.com/>

Google Maps: <https://www.google.com/maps>

OTHER AGENCIES

[U.S. Fish and Wildlife Service](#) [U.S. National Park Service](#)

[Department of Homeland Security](#)

[Federal Emergency Management Agency \(FEMA\)](#)

WEATHER

[Earth Networks](#)

[National Fire Weather Page](#)

[National Oceanic & Atmospheric Administration](#)

[Storm Prediction Center](#)

[GOES Geostationary Satellite Server](#)

[National Climatic Data Center](#) [NEXRAD Weather Radar](#)

[Meso West](#)

Appendix B: Manual Resource Order Form Instructions

RESOURCE ORDER FORM INSTRUCTIONS GENERAL GUIDELINES:

A. RESOURCE ORDER NUMBER AND REQUEST NUMBERS

1. Only the originating unit's order and request number will be relayed to the other dispatching units.
2. Do not relay your office reference number (if one is used).
3. Generally, when an order is placed from the incident, the expanded dispatch organization will assign the request number and pass that number back to the incident.

There are times when the incident will assign the request numbers and pass them to the expanded dispatch organization.

B. MOBILIZATION

1. When the resource departs the home unit and travel information is relayed, the resource becomes the responsibility of the receiving unit.
2. Confirmation of arrival for resource is not required, except for aircraft.
3. The receiving unit, at the final destination, shall initiate follow-up action if the arrival schedule has not been met.
4. All these activities should be documented on the Resource Order documentation sheet.

C. TRAVEL TIME

1. Each dispatch/coordination center will use the local time of the location the resource is departing.
2. Use the local time for the destination of the resource when passing the estimated time of arrival (ETA).
3. All times will be referred to in military time.

D. CLOSING THE RESOURCE ORDER.

1. The resource order will be kept open until all the resources are released or reassigned to another order except supplies.
2. Resource orders may be closed and filed according to local office procedures after all resources have been released or reassigned.

BLOCK #	INSTRUCTIONS
	Header - Initiate Order
1	Enter DATE/TIME the order was initiated or received
2	Enter name of incident or project.
3	<p>A national resource order numbering system, which allows for identification of a particular resource order throughout the coordination system is assigned by the host unit. XX-YYY(Y)-AAAAAA</p> <p>XX represents the two letter STATE designator where the unit headquarters is located.</p> <p>YYY(Y) is the pre-assigned three (or four) letter UNIT identifier. (See NWCG Unit Identifier System of Record) https://www.nwcg.gov/positions</p> <p>XX-YYY(Y) should accurately reflect the host unit Agency.</p> <p>AAAAAA is the individual incident NUMBER assigned.</p> <p>ONLY ONE INCIDENT/PROJECT ORDER NUMBER IS ASSIGNED FOR EACH INCIDENT.</p>
4	Cost coding data - At the minimum, a standard fire incident code generated by the USDA/DOI FireCode System must be assigned and passed. If the order is for preparedness, severity, or non-fire activity, the appropriate management codes must be assigned and passed. Office reference number is optional and for internal use only
5	Enter unit, airport, dispatch office, etc, where need is or where incident is located. It may be used for a geographical location or general area. It may also be used for giving specific directions for resources to use to get to the incident, for a shipping address for some supplies, and/or for a billing address if different from the incident address. Equipment and accountable supply orders require this block be used for the billing address. If items are sent directly to the incident base, a detailed physical location is needed. If the ship to address is different than the billing address and not the incident base, a street address is needed. If more space is needed, use the documentation sheet.
6	Section, Township, Range, Base Meridian.
7	Optional location method using standard map references (atlas, topo, etc.).
8	All orders require a phone number. If no incident phone exists, the administrative unit's or expanded dispatch's phone number can be used.
9	Agency with primary jurisdiction. The agency responsible for the fire protection on the land in question. Normally the agency is the same as Block #3. Use USFS, BLM, BIA, NPS, FWS, or State. For FEMA, use FEMA.
10	Office or location giving you the order (incident, forest, ranger unit, dispatch center, geographic area coordination center, NICC).

11	<p>AIRCRAFT INFORMATION The latitude and longitude of the incident by degrees, minutes, and seconds. Required for all Aircraft orders and Equipment orders for radios. Bearing - Azimuth from the VOR nearest the incident. (VOR: Very high frequency Omni directional Range is a compass bearing off a specific point. Distance - In nautical miles, straight line distance from the VOR indicated. Base or OMNI – FAA identifier for the VOR. Air Contact - Call sign or name of air contact. (Air Attack 02, Lead 21). Frequency - Radio frequency and tone, if applicable, for air contact. Ground Contact - Call sign or name of ground contact. (Incident Commander, dispatch center). Reload Base - The air tanker base to be used for reloading. This is usually the closest air tanker base to the incident. Other Aircraft/Hazards - Other aircraft in the area and any known hazards. (Smokejumpers, helicopters, lead planes, towers, wires, heavy smoke, thunderstorms, etc.)</p>
Block 12 (left side)	<p>Receive Request</p>
12 (left half)	<p>Enter the request number. Requests for each resource category will be numbered sequentially, beginning with "1", preceded by the resource function letter. Each single resource will be assigned a request number. A single request number will be assigned for strike teams. Individual overhead positions will be given separate request number. All request numbers must be prefaced by the letter designating the kind of resource ordered.</p> <p>A - Aircraft, including:</p> <ul style="list-style-type: none"> Airtankers Helicopters dedicated AM and FM frequencies infrared mapping <p>C - Crews, including:</p> <ul style="list-style-type: none"> hand crew, specify type camp crew <p>O - Overhead, including:</p> <ul style="list-style-type: none"> incident management teams specialty teams individual overhead positions <p>E - Equipment - Major firefighting and support items, including:</p> <ul style="list-style-type: none"> engines, specify type dozers caterer and specialized items, including: radio systems retardant plants <p>S - Supply, including:</p> <ul style="list-style-type: none"> NFES cache items local purchase
12 (left half)	<p>Enter date and time when that request is received by you.</p>
12 (left half)	<p>The requestor's name and their office identification plus initials.</p>
12 (left half)	<p>Quantity is always one, EXCEPT SUPPLIES. When ordering supplies, list the unit of issue from the NFES catalog (kt, ea, cs, pk, etc.)</p>

12 (left half)	Be sure more than one line is allowed for each resource ordered. For some items it is desirable to leave extra lines between requests. Anticipate the number of lines needed to identify major resource components, i.e., an engine strike team will need at least six lines before entering the next request number. Certain resource requests require additional information, e.g., Food Service Request form, Flight Request/Schedule form. Be sure to use the required form and attach it to the Resource Order. Supply requests and some equipment requests MUST start with the NFES number followed by the appropriate description. Crew orders must state type of crew, configuration, tool requirements, meal needs, time frames, transportation and/or unusual needs for assignment.
12 (left half)	Enter the date and time resource(s) are to be at location shown in DELIVER TO block. ASAP is not acceptable.
12 (left half)	Enter location resource(s) are to be delivered. If an airport, enter its 3_character FAA airport identifier. Otherwise, enter full name of the location. An asterisk may be entered, and information put in REMARKS. If delivery point is described in Block 5, enter "BLK 5". Additional information may be entered in REMARKS.
12 (right half)	Place Request
12 (right half)	Who the request is placed with (office and individual's name) and who is placing the request (your name or initials).
12 (right half)	Time the order was placed.
12 (right half)	Assign Resources and Relay Information
12 (right half)	When the order is filled, enter the unit identification of the resource filling the request. Use the two-letter state identification and the three-letter unit identification.
12 (right half)	Enter name of resource or the resource's identification. For instance, engine call sign, crew name with last name of unit supervisor and number of people, aircraft "N" number, vehicle number, etc. For locally purchased supplies, write the vendor's name.
12 (right half)	In the Release To block, enter the closest commercial jetport the sending unit prefers as a demobilization point.
12 (right half)	Enter actual time of departure and estimated time of arrival. When this information has been passed to the ordering office, the small box is blackened in.
12 (right half)	Release Resource
12 (right half)	Enter the actual date the resource is released. For consumable supplies, there will be no release.
12 (right half)	Who or where resource is released to
12 (right half)	Enter ETD/ETA, date(s) may also be needed for travel extending over two or more days
12 (right half)	If a resource is being reassigned to a new incident, use the "RELEASED" column on the ORIGINAL Resource Order to tell you which order they were REASSIGNED TO. On the new Resource Order under the Resource Assigned, put the ORIGINAL Resource Order number & Request number above the resource's name. Document what happened on both orders in the Action Taken section and in the Released and Resource Assigned sections. Officially, their sending unit thinks they are still on the original incident, so you need to know what order they came on so you can release them off of it to the sending unit. If the resource is reassigned outside of the unit originally ordered for, use the "Action Taken" on the original Resource Order to document where it is sent, date released, time of departure, and estimated time of arrival. When the resource is released from your zone of control, you will release them off of the ORIGINAL order that you received them on, so you need to keep good documentation on what they do so you know what order they came off of originally.

	Documentation
13	Be sure the request number from item 12 is referenced for each action that is documented.
13	Date any information is relayed.
13	Time any information is relayed
13	To whom the order is being placed or received from and who you are. Use initials, or names and what unit they are on, e.g., Kass_MCD/RT.
13	Enter what action has taken place concerning each resource. Notes, travel itinerary, etc. will be documented in this block. This is extremely important. Document EVERYTHING. These are legal documents and may be needed to back you or the agency up sometime. It's also important to leave tracks, so that anyone working on the order will know exactly what has been done. Do NOT use sticky notes and think that is all you need. It is NOT acceptable procedure. If the unit cannot fill the order, (in Block 13) write out the DATE/TIME and who it was that could not fill the order. Then drop to the next available line in Block 13 and place the request with another unit. Avoid using the back of the resource order card for documentation. When all blocks are filled on the front of the card attach a DOCUMENTATION SHEET. DO NOT write on the back of the resource orders.
	Closing the Order
	The order is ready to close when all the items in Block 12 are released or if all supplies have been shipped. Review the order to confirm documentation is complete and resources have been released.

Figure 1:

INCIDENT/PROJECT ORDER NUMBER																			
RESOURCE ORDER		INITIAL DATE/TIME	2. INCIDENT/PROJECT NAME			3. INCIDENT /PROJECT ORDER NUMBER			4. OFFICE REFERENCE NUMBER										
5. DESCRIPTIVE LOCATION/RESPONSE AREA		6. SEC. TOWN		6. SEC. TOWN		6. SEC. TOWN		8. INCIDENT BASE/PHONE NUMBER		9. JURISDICTION/AGENCY		10. ORDERING OFFICE							
11. AIRCRAFT INFORMATION					LONG.					LAT.									
BEARING		DISTANCE		BASE OR OMNI		AIR CONTACT		FREQUENCY		GROUND CONTACT		FREQUENCY		RELOAD BASE		OTHER AIRCRAFT/HAZARDS			
12. Request Number	Ordered Date/Time	From		Q T Y	RESOURCE REQUESTED	Needed Date/Time	Deliver To	To		Time	Agency ID	RESOURCE ASSIGNED	ETD		RELEASED		Time		
		To						From					ETA		Date		ETA		
13. ORDER RELAYED		ACTION TAKEN		ORDER RELAYED		ACTION TAKEN		ORDER RELAYED		ACTION TAKEN		ORDER RELAYED		ACTION TAKEN		ORDER RELAYED		ACTION TAKEN	
Req No	Date	Time	To/From					Req No	Date	Time	To/From					Req No	Date	Time	To/From

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COMMON TERMINOLOGY

4390 Starter Kit

4390 is the National Fire Equipment System (NFES) Catalog number assigned to a communications kit that gives all the basic items in order to provide an incident with a complete communications package. These items include VHF radios, UHF radios, repeaters and all the accompanying hardware.

Administrative Payment Team (APT)

A team that supports incident agencies by processing payments for resources. Resources may include emergency equipment, casualties, local vendors for supplies, etc.

Air Contact

Specific aviation resource for air to air or air to ground contacts on an incident.

Air Tanker

Fixed-wing aircraft certified by Federal Aviation Administration (FAA) as being capable of transport and delivery of fire-retardant solutions.

Aircraft Call Number

Radio call sign of aircraft. This may be the FAA assigned tail number.

Aircraft Flight Request/Schedule

Form that documents route of travel and times for aircraft missions, as well as information needed to request air transportation.

Airport Designator

Three or four-letter code for airports that designates a location that is assigned by the FAA.

Blanket Purchase Agreement (BPA)

Agreement set up for purchase of goods and/or services by a local unit.

Buying Team

A team that supports incident procurement through the local administrative staff and is authorized to procure a wide range of services, supplies, and land and equipment rentals. In addition, the Buying Team Leader has the responsibility of coordinating property accountability with the supply unit leader.

Cache

A pre-determined complement of tools, equipment and/or supplies stored in a designated location, available for incident use.

Cache Van (Mobile Cache Support Van)

A trailer or van containing commonly used fire equipment and supplies. Often sent to an incident or staged near a potentially active area.

Camp Crew

An organized group of camp personnel under the leadership of a supervisor.

Closest Forces

Closest equivalent resources which could be assigned regardless of agency affiliation.

Command Staff

The command staff consists of the information officer, safety officer and liaison officer. They report directly to the incident commander and may have an assistant or assistants, as needed.

Compact

A formal working agreement among agencies to obtain mutual aid.

Demobilization

Release of resources from an incident in strict accordance with a detailed plan approved by the incident commander.

Dispatch Log

Form which documents the shift activities of dispatchers.

Dispatch Office Operating Guide

Guide which describes local office policy and procedures.

Emergency Equipment Rental Agreement (EERA)

An agreement to rent equipment from a private vendor which includes a description of the equipment and the price.

Emergency Operations Center (EOC)

A pre-designated facility established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency.

Expanded Dispatch

Organization created to handle increased workload of normal dispatch operations. Expanded dispatch relieves the normal dispatch organization by focusing exclusively on large or complex incidents.

Flight Leg

One segment of a flight.

Food Service Request

A required form used to document supplemental information needed to mobilize national caterers.

Geographic Area

A boundary designated by governmental agencies (wildland fire protection agencies) within which they work together for the interagency, intergovernmental planning, coordination, and operations leadership for the effective utilization of emergency management resources within their area. There are ten geographic areas.

Geographic Area Coordination Center (GACC)

The physical location of an interagency, regional operation center for the effective coordination, mobilization, and demobilization of emergency management resources. There are 10 geographic area coordination centers.

Ground Contact

Specific ground resource for air to ground contact on an incident.

Hand Crew

A number of individuals that have been organized and trained and are supervised principally for operational assignments on an incident.

Incident

An occurrence either human-caused or natural phenomenon, that requires action or support by emergency service personnel to prevent or minimize loss of life or damage to property and/or natural resources.

Incident Action Plan (IAP)

Contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written. When written, the plan may have a number of attachments, including incident objectives, organization assignment list, division assignment, incident radio communication plan, medical plan, traffic plan, safety plan, and incident map.

Incident Base

Location at the incident where the primary logistics functions are coordinated and administered. (Incident name or other designator will be added to the term Base.) The incident command post may be collocated with the base. There is usually only one Base per incident.

Incident Command Post (ICP)

Location at which primary command functions are executed. The ICP may be collocated with the incident base or other incident facilities.

Incident Management Team (IMT)

The incident commander and appropriate general and command staff personnel assigned to an incident.

Incident Qualification Card

A card issued to persons showing their incident management and trainee qualifications to fill specified incident management positions in an incident management organization.

Initial Attack A planned response to a wildfire given the wildfire's potential fire behavior. The objective of initial attack is to stop the spread of the fire and put it out at least cost. An aggressive suppression action consistent with firefighter and public safety and values to be protected.

Large Transport Aircraft (NICC jet)

A large commercial size aircraft used to transport incident personnel and cargo.

Manifest

List of cargo and/or passengers.

Military Time

The 24-hour clock system where midnight is 2400, one minute after midnight is 0001 and progresses to 2400 daily.

Mobilization Center

An off-incident location at which emergency service personnel and equipment are temporarily located pending assignment, release, or reassignment.

Mobilization Guide

A written description of procedures used by federal, state, and local organizations for activating, assembling, and transporting resources that have been requested to respond to or support an incident.

Multi-Agency Coordination (MAC)

A generalized term which describes the functions and activities of representatives of involved agencies and/or jurisdictions who come together to make decisions regarding the prioritizing of incidents, and the sharing and use of critical resources. The MAC organization is not a part of the on-scene ICS and is not involved in developing incident strategy or tactics.

National Interagency Coordination Center (NICC)

Coordinates allocation of resources to one or more coordination centers or major incidents within the nation. Located in Boise, Idaho.

National Interagency Fire Center (NIFC)

A facility located at Boise, Idaho, jointly operated by several federal agencies, dedicated to coordination, logistical support, and improved weather services in support of fire management operations throughout the United States.

National Interagency Radio Support Cache (NIRSC)

Located at the National Interagency Fire Center, this cache stores, maintains, manages, and issues national cache radios and other communications equipment.

National Resource

A National resource are those that have national utilization, high demand, limited availability, and unique status reporting requirements identified by NICC.

National Wildfire Coordinating Group (NWCG)

A group formed under the direction of the Secretaries of the Interior and Agriculture to improve the coordination and effectiveness of wildland fire activities and provide a forum to discuss, recommend appropriate action, or resolve issues and problems of substantive nature.

Ordering Channels

The paths that orders follow from one organizational level to another.

Per Diem

Per diem is the allowance for lodging (excluding taxes), meals and incidental expenses. The General Services Administration (GSA) establishes per diem rates for destinations within the Continental United States (CONUS).

Personal Protective Equipment (PPE)

That equipment and clothing required to mitigate the risk of injury from or exposure to hazardous conditions encountered during the performance of duty. PPE includes but is not limited to fire resistant clothing, hard hat, flight helmets, shroud, goggles, gloves, respirators, hearing protection, chain saw chaps, and shelter.

Position Code

The four-letter code for each position in the Incident Command System.

Position Task Book (PTB)

Position Task Books have been developed for designated positions within the National Interagency Incident Management System. Each PTB lists the performance requirements (tasks) for the specific position in a format that allows a trainee to be evaluated against written guidelines. Successful performance of all tasks, as observed and recorded by an evaluator, will result in a recommendation to the agency that the trainee be certified in that position.

Predictive Services (Intelligence)

Those Geographic Area and National-level fire weather or fire danger services and products produced by wildland fire agency meteorologists and intelligence staffs in support of resource allocation and prioritization.

Preparedness Level

Increments of planning and organization readiness commensurate with increasing fire danger.

Resource

Personnel, equipment, services and supplies available, or potentially available, for assignment to incidents. Personnel and equipment are described by kind and type.

Resource Order Form

The form used by dispatchers, service personnel, and logistics coordinators to document the request, ordering or release of resources, and the tracking of those resources on an incident.

Resource Request

A request for a particular resource identified by a unique number on an incident. Each request begins with the letter of the corresponding function. For example, O=Overhead, C=Crews, etc.

Situation Report

A daily report that outlines incident activity and provides an overview of weather, anticipated activity, and resource availability.

Staging Area

Locations set up at an incident where resources can be placed while awaiting a tactical assignment.

Tail Number

FAA identification of an aircraft - usually located on tail of aircraft.

Unit Identifier

A unique code that includes a two-letter state identifier, followed by a preassigned three- or four-letter identifier where typically the last letter identifies a specific agency.

Vendor

A contractor of goods and/or services.

Zulu Time (Z)

The time in Greenwich, England - the 24 worldwide zones begin and end there. Also known as Greenwich Mean Time (GMT) and Universal Coordinated Time (UTC).

COMMON ACRONYMS

A/C Aircraft
ATA Actual Time of Arrival
ATD Actual Time of Departure
BIA Bureau of Indian Affairs
BLM Bureau of Land Management
CAD Computer Aided Dispatch
CIMT Complex Incident Management Team
EERA Emergency Equipment Rental Agreement
ETA Estimated Time of Arrival
ETD Estimated Time of Departure
ETE Estimated Time En Route
FAA Federal Aviation Administration
FBO Fixed Base Operator
FEMA Federal Emergency Management Agency
IA Initial Attack
ICP Incident Command Post
IROC Incident Resource Ordering Capability
IQCS Incident Qualification and Certification System
IQS Incident Qualification System
IR Infrared
IRSS Incident Resource Status System
MAC Multi Agency Coordinating Group
NFES National Fire Equipment System
NICC National Interagency Coordination Center
NIFC National Interagency Fire Center at Boise
NPS National Park Service
NTE Not to Exceed
NWS National Weather Service
PAX Passengers
PTB Position Task Book
RON Remain Overnight
R & R Rest and Recuperation
SOP Standard Operating Procedures
TFR Temporary Flight Restriction
USFS United States Forest Service
USFWS United States Fish and Wildlife Service
UTF Unable to Fill

COMMON ABBREVIATIONS

i/s or I/S In Service

o/s or O/S Out of Service

e/r or > Enroute

ops Operations

IR Infrared flight

w/ With

w/o Without

+ And

@ At

a/c Aircraft

pax Passenger

SOB Souls on Board

FOB Fuel on Board

UTL Unable to Locate

AOV Agency Owned Vehicle

GOV Government Owned Vehicle

POV Privately Owned Vehicle

cx Cancelled

wx Weather

Re: Regarding

Info Information

(t) or (T) Trainee