2015

EASTERN AREA COORDINATION CENTER

Detailer Guide

Eastern Area Coordination Center Mission Statement

The principal mission of EACC is to provide safe, cost effective and timely coordination of resources for wildland fire emergencies. This is achieved through communication, planning, coordinating interagency needs, situational monitoring, and expediting resource requests. EACC also plays a significant role in providing logistical support for natural disasters (floods, hurricanes, wind storms, earthquakes) terrorism acts, and planned land management activities.

INTRODUCTION

Welcome

Welcome to the Eastern Area Coordination Center (EACC). EACC is the geographic area coordination center (GACC) for the 20 northeastern states, Bureau of Indian Affairs (BIA), Bureau of Land Management (BLM), National Park Service (NPS), Forest Service (FS), Fish and Wildlife Service (FWS), and other cooperating agencies.

Our physical address is: **EACC**
626 East Wisconsin Avenue, Suite 500
Milwaukee, WI 53202

Main Phone Number: **414-944-3811**

Main Fax Number: **414-944-3838** ***Intelligence Fax Number:*** **414-944-3839**

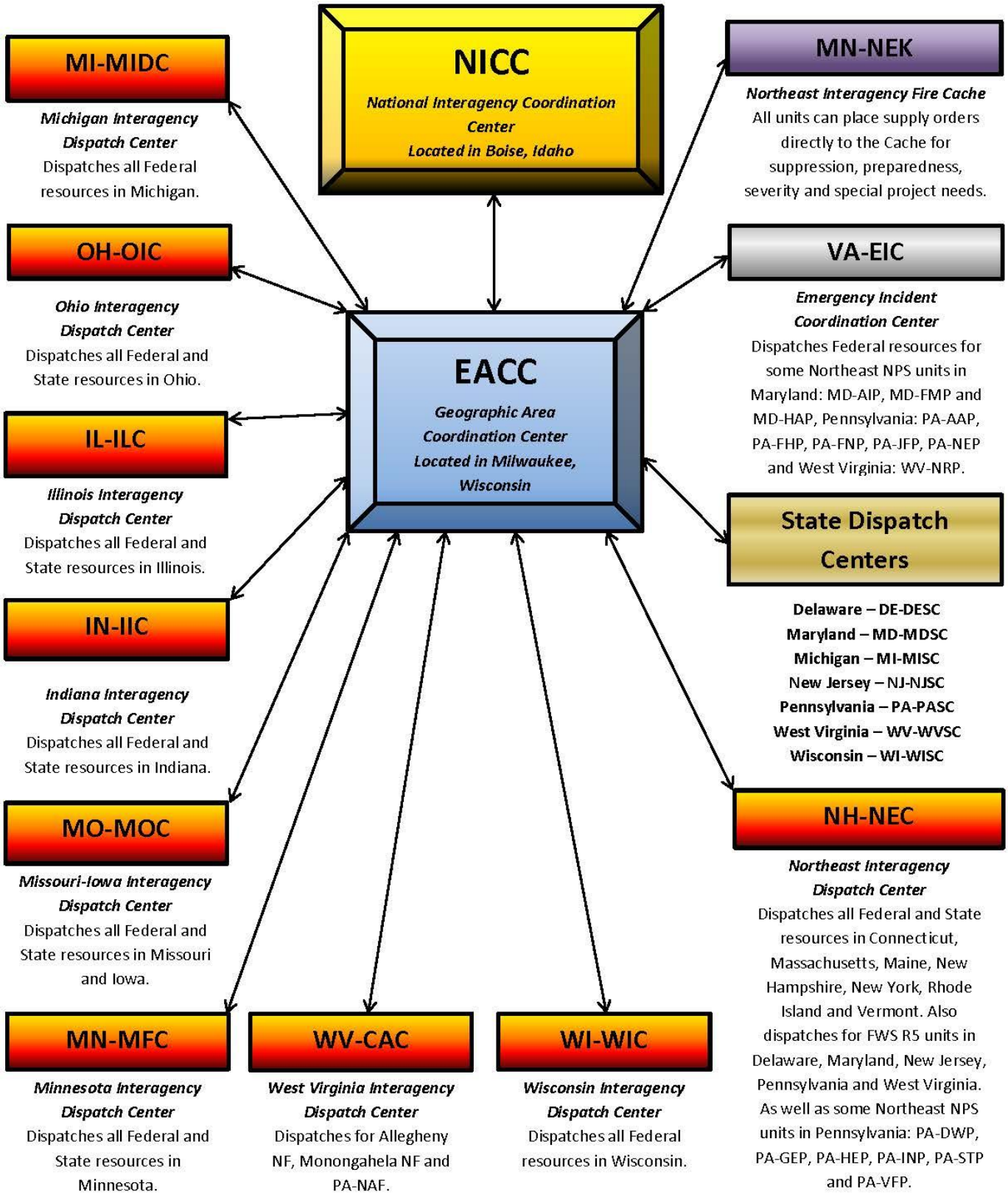
Website: **http://gacc.nifc.gov/eacc**

The Center Manager has been delegated authority from the Eastern Area Coordination Group (EACG) to move resources throughout the geographic area and to geographic areas outside of the Eastern Area to meet incident needs. Within the Eastern Area, the EACC will act as the focal point for internal and external requests not filled at the local level.

Eastern Area dispatch relationships have been established with the following dispatch centers: Delaware State Dispatch Center (DE-DESC), Illinois Interagency Dispatch Center (IL-ILC), Indiana Interagency Dispatch Center (IN-IIC), Maryland State Dispatch Center (MD-MDSC), Northeastern Interagency Dispatch Center (NH-NEC), Michigan Interagency Dispatch Center (MI-MIDC), Michigan State Dispatch Center (MI-MISC), Minnesota Interagency Fire Center (MN-MFC), Missouri-Iowa Interagency Dispatch Center (MO-MOC), New Jersey State Dispatch Center (NJ-NJSC), Ohio Interagency Dispatch Center (OH-OIC), Pennsylvania State Dispatch Center (PA-PASC), Emergency Incident Coordination Center (VA-EIC), Central Appalachian Dispatch Center (WV-CAC), West Virginia State Dispatch Center (WV-WVSC), Wisconsin Interagency Dispatch Center (WI-WIC), and Wisconsin State Dispatch Center (WI-WISC). This established ordering channel provides for the rapid movement of requests, agency review, efficient utilization of resources and cost-effectiveness.

Other Federal partners include the Bureau of Indian Affairs, Midwest & Eastern Regions, U.S. Fish and Wildlife Service, Regions 3 & 5, and the National Park Service, Northeast & Midwest Regions. EACC has a year round workload supporting wildland fire emergencies and natural disasters; working closely with Federal Emergency Management Agency (FEMA) and Department of Homeland Security (DHS). Fire season in the Eastern Area generally starts in February and continues until late October.

EACC DISPATCH RELATIONSHIPS



Interagency Dispatch Centers

IN-IIC	Indiana Interagency Dispatch Center
IL-ILC	Illinois Interagency Dispatch Center
NH-NEC	Northeastern Interagency Coordination Center
MI-MIDC	Michigan Interagency Dispatch Center
MN-MFC	Minnesota Interagency Fire Center
MO-MOC	Missouri-Iowa Interagency Dispatch Center
OH-OIC	Ohio Interagency Dispatch Center
VA-EIC	Eastern Incident Emergency Coordination Center
WI-WIC	Wisconsin Interagency Dispatch Center
WV-CAC	Central Appalachian Dispatch Center

State Dispatch Centers

DE-DESC	Delaware State Dispatch Center
MD-MDSC	Maryland State Dispatch Center
MI-MISC	Michigan State Dispatch Center
NJ-NJSC	New Jersey State Dispatch Center
PA-PASC	Pennsylvania State Dispatch Center
WV-WVSC	West Virginia State Dispatch Center
WI-WISC	Wisconsin State Dispatch Center

Cache

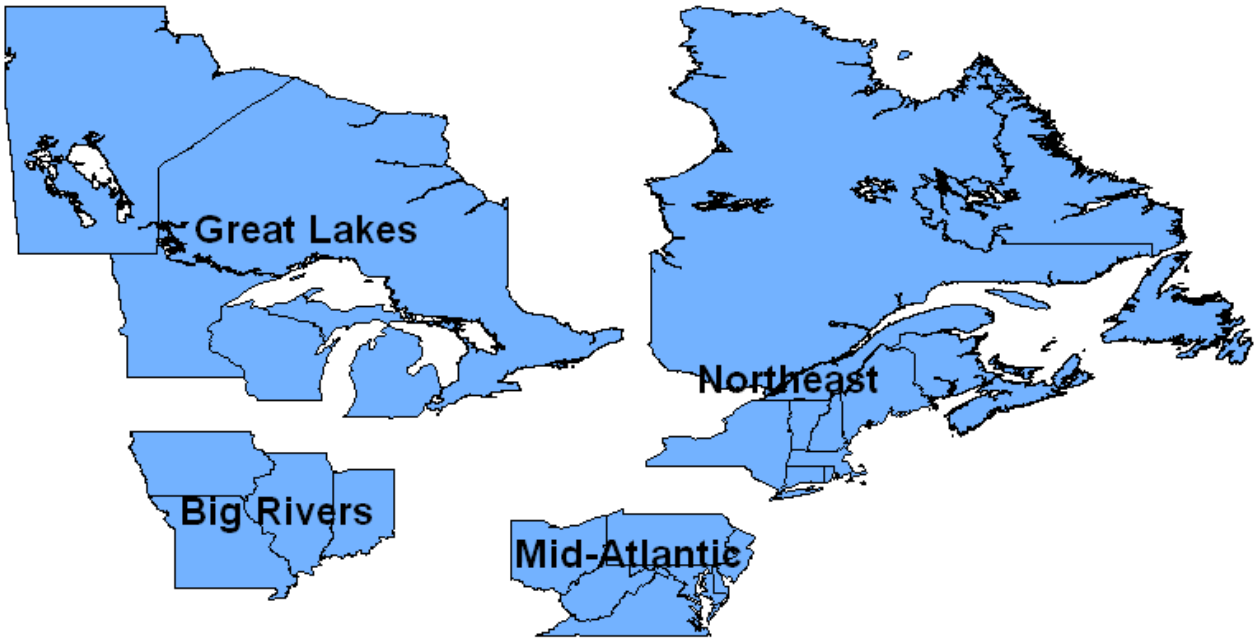
MN-NEK Northeast Interagency Fire Cache

Other Federal Partners

BIA	Bureau of Indian Affairs, Midwest & Eastern Regions
BLM	Bureau of Land Management
USFWS	U.S. Fish and Wildlife Service, Regions 3 & 5
NPS	National Park Service, Northeast & Midwest Regions
USFS **NAF**	U.S. Forest Service/ North East Area State & Private Forestry

EASTERN AREA COMPACTS

Compacts are essentially mutual aid agreements between the States authorized by Congress for the sharing of firefighter resources in the United States and adjacent areas in Canada. There are four Compact areas in the Eastern Area. EACC will generally not be involved with these types of mobilizations, however the Compact areas are a useful way to describe weather and/or fire activity in such a large Geographic Area.



GREAT LAKES: Manitoba, Michigan, Minnesota, Ontario, and Wisconsin

BIG RIVERS: Illinois, Indiana, Iowa, and Missouri

MID-ATLANTIC: Delaware, Maryland, New Jersey, Ohio, Pennsylvania, Virginia*****, and West Virginia*****

NORTHEAST: Connecticut, Maine, Massachusetts, Newfoundland/Labrador, New Brunswick, New Hampshire, New York, Nova Scotia, Quebec, Rhode Island, and Vermont

*****Virginia and West Virginia are in the Mid-Atlantic Interstate Forest Fire Protection Compact and the Southeastern Interstate Forest Fire Protection Compact.

For information on compact contacts, see EA Interagency Mob Guide, Chapter 70, Compacts and Chapter 90, Compact Mobilizations.

THE GAS LIGHT BUILDING

History

Built in 1930 as the Corporate Headquarters for what was then the Milwaukee Gas Light Company, the 20-story Wisconsin Gas Light Building has remained a popular downtown landmark. At that time it held the distinction of being the tallest building in Milwaukee and remained so until 1973.

The art deco building was designed to resemble a flame long before the weather flame we're so familiar with was actually installed. The shape of the building, as well as the color gradations of the brick and limestone exterior, help to achieve that effect.

The flame was erected in 1956. It was a time of rapid growth, when piped-in natural gas took the place of gas produced from coal, and thousands of homes were making the switch. Company officials decided to add the weather flame as a symbol of the product they sold. It was designed and built by the Federal Sign and Signal Corporation of Chicago. "The flame consists of 1,100 feet of glass tubes surrounded by a stainless steel frame covered with quarter-inch plastic. The tubing contains neon, other gases, and a phosphor coating that together produce various colors – red, gold, and blue. The flame stands 21 feet tall, has a 9-foot diameter at its widest point, weighs 4 tons, and can withstand 120 mile-per-hour winds (equivalent to a Florida hurricane)."

The flame was lit for the first time on December 7, 1956. Then company President, S. Lloyd Neymeyer, announced the installation of the flame to the Mayor at the time, Frank P. Zeidler. He stated that the weather flame was the company's way of thanking Milwaukee "…for the opportunity our Company has had to be of service here for the past 104 years, and for many, many years in the future." The public reaction was overwhelmingly in favor of the new weather flame.

In 1960, floodlights were added to the exterior of the building. The effect was breathtaking. For 13 more years the building remained lit every night until the 1973 OPEC oil embargo. The flame and building lights were turned off to conserve energy. A few years later, after the energy crisis eased, there were numerous public requests to turn the flame and lights back on. Eventually they came back on full time. By 1984, however, the flame's old equipment could no longer be used to predict the weather and it was restored enough to burn blue, representing natural gas. It wasn't until May 17, 1985 that the flame was restored to its original color code, which is as follows:

When the flame is **RED**, It's **warm** weather ahead!
When the flame is **GOLD**, Watch out for **cold**!
When the flame is **BLUE**, There's **no change** in view!
When there's a **FLICKERING FLAME**, Expect **snow** or **rain**!

WELCOME TO THIS HISTORIC PIECE OF MILWAUKEE!

Accessing the Building

To initially access the building you will enter the front door to the security point. Your bags will pass through the scanner. You will then proceed to the receptionist's desk where you will sign in and the receptionist will call dispatch for someone to escort you to EACC. You will be assigned a key card for the duration of your stay. Weekdays you can enter through the front door or the side doors located on the east and west side with your key card. Weekends the front doors are locked and you will need to enter by the side doors only using a proximity card. If a weekend day is your first day, please call the dispatch office when you get to the building and someone will come to let you in.

General Facilities Information

- The doors to the Gas Light Building are locked from 1800-0500, Monday through Friday and 24 hours a day Saturday and Sunday. Entry into the building can be obtained via a digital proximity card on either side of the Gas Light Building. The proximity cards can be obtained from your COD. **Do not give the proximity card to anyone else to use.**
- Agency personnel are permitted to use their Lincpass card to access building to bypass security and the metal detectors.
- The telephone number for the building security guards at the front door is 414-944-3669 or in the event of an ***Emergency 9-911.***
- Metal detectors are staffed by the security guards at the front door.
- No weapons, illegal substances or alcohol is allowed.
- The Gas Light Building is a smoke free building. Smoking is only allowed outside of the West entrance doors by the ashtray which is attached to the neighboring parking garage. *Please no large groups for smoking breaks, limit of 1 or 2 people at a time.*
- The first aid kit is located in the hallway between the Operations Room and Predictive Services and in the Regional Office (RO) Health Room located on the 5th floor of the RO lunch room.
- Fire extinguishers are throughout the EACC. The **fire extinguisher locations** are:
  - Operations Room on the corner of the hallway
  - Just inside the main door on the left wall
  - Just inside the side door on the right
  - By both stairwell exits
- An Automated External Defibrillator (AED) location is in the main hallway by the exit for the east stairwell.

Amenities available in the Immediate Area

- The **Lakeview Market** is a food court style restaurant located on the second floor of the US Bank Building, 777 East Wisconsin Avenue. Hours of operation are weekdays from 6:30 a.m. to 2 p.m. Navigate to the Southeast corner of Wisconsin Avenue and N. Van Buren Street and enter the building through the turn-style doors. Proceed up the escalator and at the top veer left then right through the common area until reaching the entrance to the cafeteria.

- The **Metro Market** – Milwaukee is located at 1123 Van Buren Street and daily hours are from 7 a.m. to 10 p.m. This urban market focuses on fresh food, produce, bread, and other general food items. It is located 5 blocks north of the Gas Light Bldg.

- **Post Office**- Located 6 blocks north at the corner of Juneau Ave & Jackson St. (Mon-Fri 9:00 am-6:00 pm; Sat 9:00 am-3:00 pm)

Location of 5th Floor Restrooms

Restrooms are located by exiting either door. From the main entrance turn left and proceed past the elevators, turn right at the hall and the restrooms are at the end of the corridor. From the back entrance proceed out the door and continue straight ahead to the restrooms at the end of the corridor.

EACC POLICIES

Conduct

Each person working at EACC is expected to maintain a professional attitude. The atmosphere is expected to be relaxed, functional, and friendly. **Sexual, ethnic, racial, or other inappropriate remarks, innuendos, bad attitudes and foul language will not be tolerated. Each person is to be treated with courtesy and mutual respect.** Please report any problems you encounter in this area to the COD immediately.

Performance Evaluation

All detailers will receive a performance evaluation to be completed by your assigned supervisor. A file copy will be maintained at EACC. Please inform the COD/EACC Staff if you have a Task Book that you want to work on while you are detailed here.

Detailers will also complete an EACC Detail Evaluation prior to demob. This form is located in your detailer guide.

Dress Code

The dress code for EACC is casual. Appropriate attire will be worn; clothing such as slacks, blouses, t-shirts, and jeans. Shorts are permitted only on weekends. See through, low cut tops, obscene t-shirts, short skirts/shorts/cut-offs and provocative attire is not acceptable. The uniform of the day on Fridays is Hawaiian. Please wear your best flowery/tropical shirt.

HOTEL, MEALS AND TRANSPORTATION

You MUST call EACC for lodging information prior to making any reservations!

Detailers are expected to use standard government per diem rates. Please see the link below: http://www.gsa.gov/portal/content/104877

Round trip airline tickets are recommended for all detailers working at EACC.

Detailers are encouraged to use the GO RITEWAY airport shuttle service to travel from the terminal to their lodging location. Reservations can be made online at http://www.goriteway.com/ or by calling 800-236-5450/414-769-2444

Milwaukee County Transit System

http://ridemcts.com

Ticket and Fare Prices

Adult Fare (age 12 or older)

Cash	$2.25	
Tickets	10 for $17.50	
Weekly Pass	$17.50	Valid for unlimited riding 5:00 a.m. Sunday through 5:00 a.m. the following Sunday
Monthly Pass	$64.00	Valid for unlimited riding from the first of the month through the last day of the month

Note: Weekly and Monthly Passes are good for unlimited rides on regular MCTS routes only. Those riding Freeway Flyers with a Weekly or Monthly Pass will need to pay an additional $1.00 cash each time they ride.

EMPLOYEE SAFETY

Security and Law Enforcement Contact Procedures

DECO Security manages facility security and is located near the main entrance in the lobby. The security service is staffed from 05:00 until 18:00, Monday thru Friday. The building is officially closed after 1800 weekdays, on weekends and holidays.

The DECO phone number is: EMERGENCIES ONLY – (414) 944-3969

Occupant Emergency Plan (OEP) Gaslight Building

The plan is available at each work station. Please take the time to review it upon arrival to EACC. The designated meeting place is Cathedral Square Park, 520 E Wells Street, 2 blocks north of the Gas Light Building. The EACC Center Manager, COD or EDSP will lead the group to the meeting area. All EACC personnel must be accounted for by COD.

When EACC evacuation occurs use the stairwells located to the East or West of the elevators. When exiting EACC's main entrance utilize the first stairwell exit door to your right. The other stairwell exit is located on the other side of the elevators next to the restrooms. Proceed through the **EXIT** door, go down the stairs to the first floor and exit the building via the East doors. When leaving via EACC's back door proceed straight ahead, pass through the **EXIT** door, go down the stairs and exit the building via the West doors.

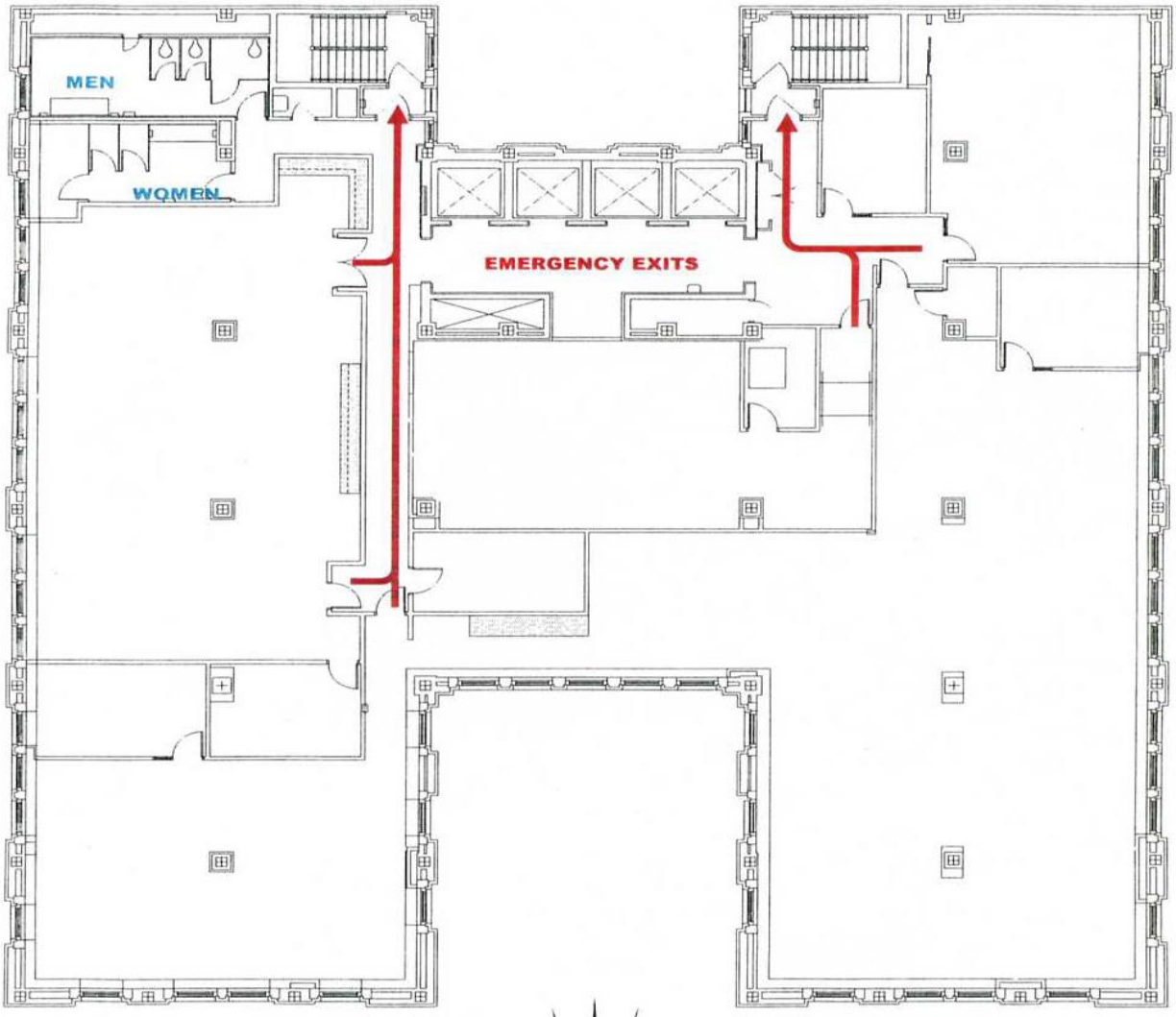
Once the building is cleared, occupants can return to the building. You may return through the East and West entrances with your badge or, if you forgot your badge, access is through Security at the front door.

NOTIFICATION OF EACC STAFFING WHEN GASLIGHT BUILDING IS CLOSED

It is the responsibility of the Center Manager or Acting to notify the FAM Director or Acting that EACC will be staffed before or after office hours, weekends and holidays when the Gaslight Building is closed.

The Center Manager or Acting will email a list of personnel scheduled to work and hours of shift to FAM Director and confirm receipt of information. If none is received then Center Manager or Acting will contact FAM Director by phone. It is the responsibility of the COD to notify Center Manager or Acting at start of shift that staffing has commenced and everyone has reported for shift. In addition, the COD should make notification to the **24 hour Building center (414-273-5500).** At the end of shift prior to departing the building, the COD will close out with the Center Manager or Acting and the 24 hour building center, EACC operations will close for the evening and staff will vacate building. Lastly, information will be passed on to FAM Director or Acting by the Center Manager. Be familiar with the EACC Emergency Evacuation Plan for 24/7 operations in event of an emergency. The plans can be found at each work station. These are our emergency procedures to be followed when the Gaslight building is closed.

FIFTH FLOOR 5



The Gas Light Building

East Wisconsin

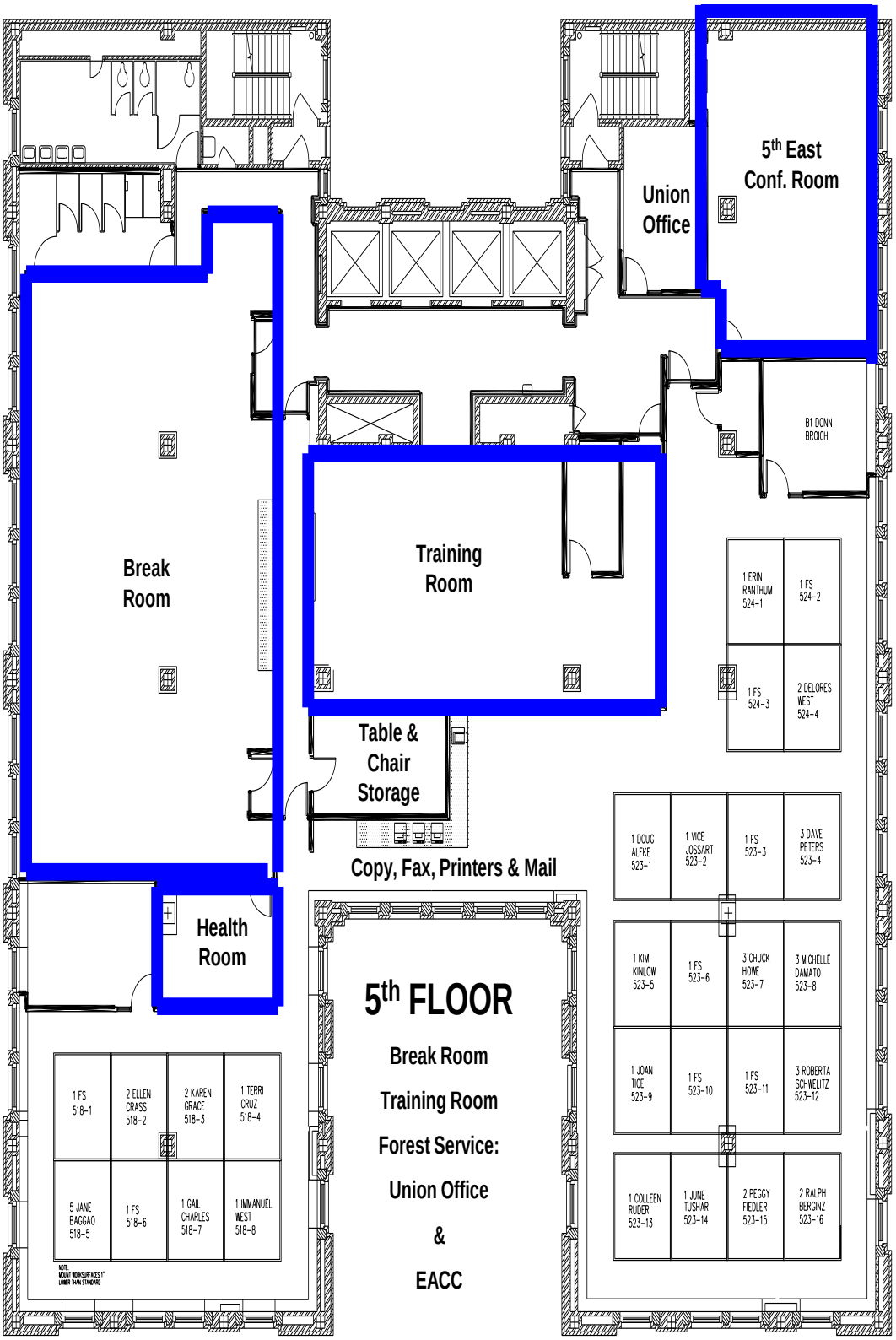
Severe Weather

In situations of severe weather, please tune into the local television stations in Milwaukee (Channels 4, 6, 10, 12, 18, 24, 36 and 58) or tune into a local broadcast radio station to keep informed of conditions.

EACC is located in <u>Milwaukee County</u>.

Your lodging is also in <u>Milwaukee County.</u>

If a severe weather siren is heard at EACC, seek shelter immediately. The Training Room, Break Room and 5th floor East Conference Room are pre-identified places to seek shelter.



Fire Alarms

There is a red pull station located by the two stairwell exit doors on the 5th floor to activate the fire alarm. Once the alarm has been activated, the strobe light will flash in combination with the fire alarm. A verbal message will be transmitted over the buildings PA system explaining the emergency. Proceed as directed in the Emergency Occupant plan, (OEP) on pg. 9, and located at each work station.

Fire Extinguishers

EACC has 3 fire extinguishers, one located by each entrance and a third located on the west wall in the main operations area.

Regional Office First Aid Kit

A first aid kit is available to all detailers for minor injury treatments and medicine for headaches/cold relief. The first aid kit is located in the Health Room accessed through the 5th floor break room. If an item you need is unavailable, please notify a permanent staff member.

Hospital and Clinic Information

Nearest Hospital/ Emergency Room to EACC:

Columbia St. Mary's Hospital Milwaukee
2301 North Lake Drive
Milwaukee, WI 53211
Phone: (414) 291-1000

Urgent Care Clinics:

Cathedral Square Urgent Care Center
734 N. Jackson Street
Milwaukee, WI 53202
414- 277-6500
Hours: 8 – 6 Mon/Fri, 8 – 4 Sat/Sun
Holiday Hours 8 - 3

Aurora Urgent Care Center
946 North Van Buren
Milwaukee, WI, 53202
414-276-4242
Hours: 8 – 8 Mon/Fri, 8 – 3 Sat/Sun
Holiday Hours 10 - 3

DETAILER'S EMERGENCY CONTACT LIST		
EACC Staff	**Cell Phone**	**2nd Cell Phone**
Laura McIntyre-Kelly	414-530-1403	651-442-9812
Beth Jablonski	610-742-7864	701-260-9899
Tom Viers	414-207-2098	231-690-6405
Jennifer Parrish	414-308-7775	618-969-1235
James Silverstone	414-343-6632	208-863-9258

MEDICAL PLAN	1. Incident Name EACC	2. Date Prepared 03/27/15	3. Time Prepared 1200	4. Operational Period **ALL**

5. Incident Medical Aid Station

Medical Aid Stations	**Location**	Paramedics Yes	Paramedics No
First Aid Kit	Lunch Room in the Health Room on South side of room. There is also an Oxygen Tank.		
Automated External Defibrillator	Main hallway by the East Stairwell		

6. Transportation

A. Ambulance Services

Name	Address	Phone	Paramedics Yes	Paramedics No
Bell Ambulance	549 E. Wilson Street, Milwaukee, WI	414-264-2355	X	
Meda-Care Ambulance Service	2515 Vliet Street, Milwaukee, WI	414-342-0226	X	
Medix Ambulance Service	2423 W. Lisbon Ave, Milwaukee, WI	414-933-7600	X	

B. Urgent Care

Name	Address	Phone	Hours	
Aurora Urgent Care	946 N. Van Buren St., Milwaukee, WI	414-276-4242	M-F S/S H	0800-2000 0800-1500 1000 - 1500
Columbia St. Mary-Cathedral Square Urgent Care Center	734 N. Jackson St., Milwaukee, WI	414-277-6500	M-F S/S H	0800-2000 0800-1600 0800 - 1500

7. Hospitals

Name	Address	Travel Time Air	Travel Time Ground	Phone	Helipad Yes	Helipad No	Burn Center Yes	Burn Center No
Columbia St. Mary's Hospital	2301 North Lake Dr, Milwaukee, WI.	10 min	15 min	414-291-1000	X		X	
Aurora Sinai Medical Center	945 North 12th Street Milwaukee, WI	10 min	16 min	414-219-2000		X		X

8. Medical Emergency Procedures

At the first sign of illness or injury, notify your immediate supervisor. For all medical emergencies, your supervisor will notify Gaslight Building Guards at 414-297-3694. After office hours call the EACC 24hr number, 414-944-3811

Prepared by (Medical Unit Leader)	10. Reviewed by (Safety Officer)
/s/ Tom Viers	/s/ Laura McIntyre-Kelly

OFFICE PROCEDURES

Telephone Use

When calls come into EACC, you may answer the call from any phone in the Center by picking up the handset and pressing the “Pick up” key. Please give out only our EACC main phone line, **414-944-3811** for all callbacks to customers. Do not give out individual desk phone numbers.

Please answer all phone calls professionally stating: **“Eastern Area Coordination Center this is (state your name)”.**

Speed Dial Feature

The phone system has been programmed with speed dial numbers of our customers in the Eastern Area, counterparts at NICC and neighboring geographic areas. The speed dial list is located in the reference stand at each dispatch station.

> **To use the speed dial**, locate the unit/office to be called from the speed dial list, pick up the handset and press the appropriate speed dial digits. The LCD window will display the phone number being called. It also displays incoming calls (Caller ID).

Transferring Calls

To transfer calls to another extension: **DO NOT put the call on Hold**. Press **XFER/CONF** (top right gray button on phone base) then **dial the 4 digit extension** and hang up.

Placing Calls

Long Distance Calls outside of Speed Dial List: press 9 + 1 + area code + phone number

Local Calls within the 414 area code: press 9 + phone number

Local Calls outside of the 414 area code: press 9 + area code (262) + phone number

Staff Extensions

Operations Dispatch Stations

Laura McIntyre-Kelly	3812	Pod 1	3818
Beth Jablonski	3821	Pod 2 - Supervisory Dispatcher	3817
James Silverstone	3844	Pod 3	3816
Tom Viers	3814	Pod 4	3824
Jennifer Parrish	3813	Pod 5	3822
Fire Weather Program Manager	3846	Pod 6	3823
Main Speaker Phone	3836	Pod 7	3830
Floor Coordinator	3849	Pod 8	3825
Aircraft Coordinator	3848	Pod 9	3834
Intel Support Desk	3832	Pod 10	3826
		Pod 11 - Supervisory Dispatcher	3827
		Pod 12	3828

Predictive Services Stations

Intel Support Detailer	3832
Pod 2	3843
Pod 3	3846
Pod 4	3847

OFFICE EQUIPMENT

Computer Use Policy

All detailers into EACC must read and sign the "Statement of Employee Information Security Responsibilities" document which outlines the protocol and guidelines to access information resources. All forms are kept on file in the Center Manager's Office.

- **DO NOT** change the look of the desktop of the computer by rearranging or deleting icons.
- **DO NOT** change any system settings.
- **DO NOT** change the screen savers!
- **DO NOT** add any bookmarks to Microsoft Internet Explorer. If you know of internet sites which would be of use at EACC, see your Floor Supervisor. If you have been entrusted with access to a file or to use certain software, please respect that trust and do not delete or change these files without prior approval.

Copier/Fax Machine

The EACC fax machine is located at the South end of the operations area.
To operate the copier/fax machine, start by pressing the lime green flashing button to "wake" the machine. Place document face up in the tray. Select copy or fax on the touch screen and proceed as directed. Eastern Area Dispatch Centers are pre-programmed.

For any fax number corrections or changes please relay the information to your Floor Supervisor.

Computer Printers

EACC has four printers. The laser jet printer, Hp Laser jet 4350, is located next to the copy machine and defaults as the main printer on each laptop computer. The color printer, Xerox Phaser 7500DT PS Operations, is also located next to the copy machine. The other two printers, Xerox Phaser 7500 and CP_13 are located in the Predictive Services area. All the color cartridge and toner supplies for the Operations area are located in a storage bin next to the color printer. Please see the Floor Supervisor for assistance in changing out any of the cartridges.

Shredder

The shredder is located in the common area between the Operations and Predictive Services areas.

Mega File Storage Unit (green machine)

The Mega File Storage Unit is located in the common area between the Operations and Predictive Services areas and contains all the office supplies. Turn on the machine and use the arrows or numbers to select the bin you need for the office supply you are seeking.

TIME KEEPING

INSTRUCTIONS FOR COMPLETION OF EMERGENCY FIREFIGHTER TIME REPORT, OF-288, FOR REGULAR GOVERNMENT EMPLOYEES

1. Emergency Time Report Number. Pre-printed number. Used for commissary. Do not delete or cross out this number.
2. Social Security Number. Leave blank.
3. Initial Employment. Leave blank.
4. Type of Employee. Check block for "Regular Gov't Employee".
5-9. Leave blank.
10. Name. Enter regular government employee's name. Do not use nicknames.
11-14. Street Address. Enter the employee's home unit name and mailing address, e.g., Forest, District, BLM, or state office.
15-19. Accident Notification. Enter name, address, and telephone number of person to be notified in case of an accident.
20. Fire Location Identification.

Column A, 1. Fire Name. Enter incident name.
Column A, 2. Fire No. Enter incident order number, e.g., MT-LNF-000016 or ID-BOD-000042. Do not use "P" number.
Column A, 3. Unit Code. (Organization code) Leave blank.
Column A, 4. Fire Location. Enter incident agency's three letter unit identifier for the specific location of the work assignment.
Column A, 5. State Code. Enter alphabetical code for state in which the employee was on-shift.
Column A, 6. Firefighter Classification. Enter the NWCG approved position code, e.g., PTRC, FFT2, CREP. If the position code is THSP, specify instead the incident job title of the position to which the individual is assigned, e.g., Camp Crew Boss, Voucher Examiner. Each time an individual changes a job, close out that column, start a new column for the new job, and enter the new position code or job title if necessary.

Column A, 7. Rate. Enter "GS" for general schedule employees or "WG", “WL”, or WS” for federal wage system employees.
Column A, 8a. Year. Enter the calendar year.
Column A, 8b-8c. Month/Day. Enter month and day on-shift. (Example: February 1 is 2/1). Enter dates consecutively from row to row and column to column. One exception is the posting of continuation of pay or posting of time when assigned to a complex with multiple incidents. In Remarks enter reason for breaks in dates.
Column A, 8d-8e. Start/Stop. Enter military clock time for each period of on-shift time.
Column A, 8f. Hours. Enter hours in single digits for whole hours, e.g., 1.00 for one hour, decimals for half and quarter hours, e.g., 0.50 for a half hour and 0.25 for a quarter hour. Show the net difference between d. and e. When applicable, **enter "T" for travel status**; **"H" for hazardous duty; or "E" for environmental differential.** Compensable travel time to and from the related waiting time should be recorded on separate lines from other compensable time, such as on-shift time. When compensable time (work, travel, ordered standby) in a calendar day totals less than eight hours, the Personnel Time Recorder shall enter a separate line on the OF-288, noting "Guarantee" in the Start/Stop column and leaves the Hours column blank. Clock time for guaranteed hours should not be shown. Guaranteed hours do not apply to the first and last day of assignment if these days fall on the individual's regularly scheduled day off.
Day(s) Off. No specific clock hours are to be entered. “Day Off” is entered after the date, with the Hours column left blank. If an employee is sick on the incident, record “Day Off” with the Hours column left blank and a notation in the remarks section for sick leave.
Column A, 9. Total Hours. Add column and enter total hours.
Column A, 10. Gross Amount. Leave blank.
Column A, 11. Inclusive Dates. Enter dates covered in the month/day column. For example, enter 9/4-9/7 for September 4 through September 7.
Column A, 12. Time Officer's Signature. The OF-288 should be signed by the Time Unit Leader or other authorized official. A Personnel Time Recorder will usually sign this block verifying that posting is accurate and complete for each column.
Column A, 13. Date Signed.

21. Leave entire section blank. Home units may utilize this space to record agency-specific cost accounting data.
22. Commissary Record. Itemize all commissary purchases here. Purchases must be supported by a Commissary Issue Record, OF-287, or equivalent form, but this form should not be attached to the OF-288. Enter total amount of commissary purchases.
23. Remarks. Indicate environmental differential/hazard information, job title changes, etc.
24. ADO Check Number and Stamp. Leave blank.
25. Employee Signature. Self-explanatory. All regular government employees are required to sign the OF-288 in other than black ink.
26. Time Officer's Signature. The form should be signed by either the Time Unit Leader or other authorized official in other than black ink.

INSTRUCTIONS FOR COMPLETION OF EMERGENCY FIREFIGHTER TIME REPORT, OF-288, FOR CASUALS

Items that are bolded and italicized are mandatory fields for payment processing.

1. Emergency Time Report Number. Preprinted number. Used for commissary. Do not delete or cross out this number.
2. Social Security Number. Enter individual's nine-digit SSN or Individual Taxpayer Identification Number (ITIN) (If using electronic time recording system, Time Unit ensures SSN is handwritten on payment copy of the OF-288.)
3. Initial Employment. Check "Yes" if individual is being hired for the first time this calendar year.
4. Type of Employee. Check "Casual".
5. Transferred From. If the casual was transferred from another incident, enter incident name and check current OF-288 against any earlier one to prevent overlapping time and duplicate payments.
6. Hired At. Enter state abbreviation and hiring agency's three-letter unit identifier, e.g., AK-GAD, CA-ENF, ID-BOD.
7. Employee Has. Check box at time of release if casual has been discharged or quit.
8. Entitled To Return Travel Time. Check "Yes" or "No" at the time of release.
9. Entitled to Return Transportation. Check "Yes" or "No" at the time of release.
10. Name. Enter casual's name, exactly as shown on identification. Do not use nicknames.
11-14 Street Address. Show casual's permanent mailing address, including city, state, and zip code. This is where the pay and tax information will be mailed.
15-19 Accident Notification. Enter name, address, and telephone number of person to be notified in case of an accident.
20. Fire Location Identification.

Column A, 1. Fire Name. Enter incident name.
Column A, 2. Fire No. Enter incident order number (e.g., MT-LNF-00016). Do not use "P" number.
Column A, 3. Unit Code. Leave blank.
Column A, 4. Fire Location. Enter incident agency's three letter unit identifier for the specific location of the work assignment.
Column A, 5. State Code. Enter alphabetical code for state in which the casual was on-shift.
Column A, 6. Firefighter Classification. Enter the NWCG approved position code, e.g., PTRC, FFT2, CREP. If the position code is THSP, specify instead the incident job title of the position to which the individual is assigned, e.g., Camp Crew Boss, Laborer.
Column A, 7. Rate. Enter AD-A through AD-M and hourly pay rate.
Column A, 8a. Year. Enter calendar year.
Column A, 8b-8c. Month/Day. Enter month and day on-shift. (Example: February 1 is 2/1). Enter dates consecutively from row to row and from column to column. One exception is the posting of continuation of pay or posting of time when assigned to a complex with multiple incidents. In Remarks enter reason for breaks in dates.
Column A, 8d-8e. Start/Stop. Enter military clock time for each period of on-shift time.
Column A, 8f. Hours. Enter hours in single digits for whole hours, e.g., 1.00 for one hour, decimals for half and quarter hours, e.g., 0.50 for a half hour and 0.25 for a quarter hour. Show the net difference between d. and e. **For hours in travel status, enter a "T" in the Hours column**. Compensable travel time to and from the point of hire and related waiting time is recorded on separate lines from other compensable time, such as on-shift time. Do not use a separate column when reporting travel time. When compensable time (work, travel, ordered standby) in a calendar day totals less than eight hours, the Personnel Time Recorder shall enter a separate line on the OF-288 noting "guarantee" after the month/day and posting the necessary

additional hours to the Hours column. Clock time for guaranteed hours should not be shown. Guaranteed hours do not apply on the first and last day.

Day(s) Off. No specific clock hours are to be entered. Enter “Day Off” in the Start/Stop column with “8” in the Hours column.

Column A, 9. Total Hours. Add column and enter total hours.

Column A, 10. Gross Amount. Leave blank.

Column A, 11. Inclusive Dates. Enter dates covered in the month/day column. For example, enter 9/4-9/7 for September 4 through September 7.

Column A, 12. Time Officer's Signature. The OF-288 should be signed by either the Time Unit Leader or other authorized official. A Personnel Time Recorder will usually sign this block verifying that posting is accurate and complete for each column.

Column A, 13. Date Signed. Self-explanatory.

21. Leave entire section blank. Home units may utilize this space to record agency-specific cost accounting data.

22. Commissary Record. Itemize all commissary purchases here. Purchases must be supported by a Commissary Issue Record, OF-287, or equivalent form, but this form should not be attached to the OF-288. Enter total amount of commissary purchases.

23. Remarks. Indicate THSP and specify the incident job title, promotion, reason for discharge, transfer, position changes, etc.

24. ADO Check Number and Stamp. Do not write in this Block. It will be used by payment personnel.

25. Employee (Signature). Self-explanatory. All casuals are required to sign the OF-288 in other than black ink.

26. Time Officer's Signature. The form should be signed by either the Time Unit Leader or other authorized official in other than black ink.

EXAMPLE – Government Employee

Column A	Column B	Column C	Column D
11. Street Address: Your address		16. Street Address:	
12. City: Your City	13. State: Your State	14. Zip Code: xxxxxxxx	17. City:
18. State:	19. Telephone No.:		
1. Fire Name: EACC Support 2015	1. Fire Name: EACC Support 2015	1. Fire Name: EACC Support 2015	1. Fire Name: EACC Support 2015
2. Fire No.: WI-EACC-00001	2. Fire No.: WI-EACC-00001	2. Fire No.: WI-EACC-00001	2. Fire No.: WI-EACC-00001
3. Unit Code: WGE5X7 / 0901	3. Unit Code: WGE5X7 / 0901	3. Unit Code: WGE5X7 / 0901	3. Unit Code: WGE5X7 / 090
4. Fire Location: Milwaukee	4. Fire Location: Milwaukee	4. Fire Location: Milwaukee	4. Fire Location: Milwaukee
5. State: WI	5. State: WI	5. State: WI	5. State: WI
6. Firefighter Classification: XXXX	6. Firefighter Classification: XXXX	6. Firefighter Classification: XXXX	6. Firefighter Classificati: XXXX
7. Rate:	7. Rate:	7. Rate:	7. Rate:
8. Date and Time a. Year: 2015	8. Date and Time a. Year: 2015	8. Date and Time a. Year: 2015	8. Date and Time a. Year: 2015

Mo b.	Day c.	Start d.	Stop e.	Hours f.	Mo b.	Day c.	Start d.	Stop e.	Hours f.	Mo b.	Day c.	Start d.	Stop e.	Hours f.	Mo b.	Day c.	Start d.	Stop e.	Hours f.
6																			
6																			
6																			
6																			
6																			
6																			
6																			
9. Total Hours----------->>					9. Total Hours----------->>					9. Total Hours----------->>					9. Total Hours----------->>				
10. Gross Amount ----------->> (Item 7 x item 9)					10. Gross Amount ----------->> (Item 7 x item 9)					10. Gross Amount ----------->> (Item 7 x item 9)					10. Gross Amount ----------->> (Item 7 x item 9)				
11. Inclusive Dates------>>					11. Inclusive Dates---->>					11. Inclusive Dates---->>					11. Inclusive Dates->>				
12. Time Officer's Signature: LMK					12. Time Officer's Signature: LMK					12. Time Officer's Signa: LMK					12. Time Officer's Signature: LMK				
13. Date Signed					13. Date Signed					Dat ned					13. Date Signed				

SAMPLE

21. SHOW "H" FOR HAZARD PAY AND "E" PLUS %FO RON AL D L IN THE "HOURS" COL ETER NG

A. Comm. BO 2600	B. Rate	C. Miles* /	D. Acc Classific	E.	F. Amount
A.					$ -
b					$ -
c					$ -
d					
					$ -
					$ -

Gross Salary or Equip. Rental *

Gross Ernings	$ -
Comm. Deduct.	$ -
Net Earning s	$ -

22. Commissary Record

a. Date	b. Item	c. Amount
Total ----------->>		$ -

23. Remarks

Note: The above items are correct and proper for payment from available appropriations.

24. ADO Check Number and Stamp

25. Employee (signature)

26. Time Officer (Signature)

* Equipment rentals must be supported with OF-294 and OF-297.

OPTIONA FORM 288 (Rev. 3/83)
USDA/USDI
50288-102

Eastern Area Coordination Center 626 East Wisconsin Ave, Suite 500 Milwaukee, WI 53202 414-944-3811 FAX – 414-944-3838	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.

Overhead Performance Rating

1. Name	2. Fire Name and Number
3. Home Unit Name / Address:	4. Location of Assignment ***Eastern Area Coordination Center*** ***Milwaukee, WI 53202***

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:

O – 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				**INTS** Intelligence Support			
	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 multi-task																

Remarks:

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

12. Signature of rating individual	14. Home Unit	15. Position	16. Date

EASTERN AREA COORDINATION CENTER
Detail Critique

Please circle. 1 being the weakest and 10 being the best

1	Orientation to EACC									
	1	2	3	4	5	6	7	8	9	10
	Deficient				Satisfactory					Superior
2	EACC Staff (ex. Helpfulness, Attitude, Professionalism)									
	1	2	3	4	5	6	7	8	9	10
	Deficient				Satisfactory					Superior
3	Responsiveness to questions to Supervisors									
	1	2	3	4	5	6	7	8	9	10
	Deficient				Satisfactory					Superior
4	Overall Center Organization									
	1	2	3	4	5	6	7	8	9	10
	Deficient				Satisfactory					Superior
5	Cleanliness of EACC									
	1	2	3	4	5	6	7	8	9	10
	Deficient				Satisfactory					Superior
6	Gas Light Building Facilities (ex. accessibility/restrooms/security)									
	1	2	3	4	5	6	7	8	9	10
	Deficient				Satisfactory					Superior
7	Would you recommend to a detail to EACC to other Dispatchers?									
	NO				Undecided					Yes
8	Hotel Accommodations	Name of Hotel _____								
	1	2	3	4	5	6	7	8	9	10
	Deficient				Satisfactory					Superior
9	Overall Experience									
	1	2	3	4	5	6	7	8	9	10
	Deficient				Satisfactory					Superior

Other Comments:

Name (Optional) _____

Eastern Area Coordination Center
DEMOBLIZATION CHECKOUT LIST

1. Incident Name / Number	**2**. Date / Time	**3**. Overhead Number

4. Unit / Personnel Released

5. Transportation Type

6. Actual Release Date / Time

7. Home Unit Supervisor Responsible for Collecting Performance Rating
Name:
Home Unit:
Address:
City, State, Zip:

8. Check List: You have been released from this incident, subject to check-off from the Floor Coordinator:

- ☐ Computer Security Responsibility form
- ☐ Performance Rating and Closeout
- ☐ Building key card returned
- ☐ EACC Critique form
- ☐ Release from incident in ROSS
- ☐ Travel itinerary in ROSS
- ☐ Refrigerator items
- ☐ Timesheet completed, approved, & signed (Office copy retained with EACC for files)
- ☐ Work area cleaned
- ☐ Personal belongings collected
- ☐ Task Book evaluated
- ☐ Shift/Replacement Briefing

9. Remarks

_____

_____

10. Floor Coordinator signature: Date:

WI-EACC 1/2012

INSTRUCTIONS FOR COMPLETING THE DEMOBILIZATION CHECKOUT

Prior to actual demobilization, the Assistant Center Manager or Center Manager will give each detailer an evaluation and review the demobilization checklist. Detailers are responsible to input their demobilization information and return travel into ROSS.

Item #	Item Title	Instructions
1	Incident Name/No.	Print Name and Number
2	Date/Time	Enter Date and Time prepared
3	Overhead No.	Enter Agency Request Number & Order Number
4	Unit/Personnel Released	Enter appropriate name of individual over-head, being released
5	Transportation Type	Method and vehicle I.D. number for transportation back to home unit. (i.e. NWA Flight # 2347). Enter N/A if own transportation is provided. *Additional specific details should be included in Remarks, Block #9.
6	Actual Release Date/Time	To be completed at conclusion of demobilization at time of actual release from incident. Would normally be last item of form to be completed.
7	Home Unit Supervisor Responsible for Collecting Performance Ratings	Enter the Name and address of Home Unit Supervisor who will be receiving the Performance Rating
8	Check List	Section to be completed by Supervisor. Review each item with your Supervisor to ensure items have been completed before release from the incident.
9	Remarks	Any additional information pertaining to demobilization or release

Hotel & Motel Safety

Vacations and business travel make hotels and motels our home away from home. It is just as important to be prepared and know what you would do in a hotel/motel emergency as it is in your own home.

BE SAFE WHEN TRAVELING!

- Choose a hotel/motel that is protected by both smoke alarms and a fire sprinkler system.
- When you check in, ask the front desk what the fire alarm sounds like.
- When you enter your room, review the escape plan posted in your room.
- Take the time to find the exits and count the number of doors between your room and the exit. Make sure the exits are unlocked. If they are locked, report it to management right away.
- Keep your room key by your bed and take it with you if there is a fire.
- If the alarm sounds, leave right away, closing all doors behind you. Use the stairs — never use elevators during a fire.
- If you must escape through smoke, get low and go under the smoke to your exit.

IF YOU CAN'T ESCAPE...

SHUT off fans and air conditioners.

STUFF wet towels in the crack around the doors.

CALL the fire department and let them know your location.

WAIT at the window and signal with a flashlight or light colored cloth.

FACTS

- On average, one of every **12 hotels** or motels reported a structure fire each year.
- The majority of hotel fire deaths result from fires that started in the **bedroom**.
- **Cooking equipment** is the leading cause of hotel/motel fires.

NFPA Your Source for SAFETY Information
NFPA Public Education Division • 1 Batterymarch Park, Quincy, MA 02169
www.nfpa.org/education

Stress in the Work Place

Anxiety is a signal our mind and body gives us that danger is near. The danger may come from internal or external sources. We feel the press of living through the stresses we experience. Stress is cumulative, as it draws upon our personal and physical resources. Different people have individual tolerances for higher-than-normal levels of stress and anxiety. When feeling over-burdened, excessive stress and anxiety can lead to lowered self-esteem and depression. In such a situation, the goal of psychotherapy is to validate your emotional experience, adjust the negative self-assessment engendered by emotional overload, and help you find the path of support and positive developmental change. Often, anxiety and stress are heightened by being caught between untenable choices in life, or between people we love (or even, sometimes, fear). These problems can be explored and understood in psychotherapy.

Below are some tips about what many have found to be at least temporarily useful coping skills for living with stress and anxiety. They are not foolproof. If you are feeling very distressed and your life is suffering, there is no substitute to talking with a professional.

1. Be flexible. Know what you can change and what you can't, go with the flow, be open to changes.
2. Laugh more. Watch a funny movie, tell a joke, read the comics.
3. Breathe slowly, deeply, and well. Relaxation begins with slow, deep breathing from your diaphragm.
4. Learn to say "no". It's hard to say no sometimes, but recognize you can't do everything, pace yourself.
5. Go ahead and make mistakes. No one's perfect. The only way we really learn is from our mistakes. Accept them as the natural process of growing in wisdom.
6. Play... with a lover, a friend, a child, a pet. Having fun is the natural way of lowering the body's stress hormones. Stress tenses, play loosens.
7. Get active. Exercise brings out the body's endorphins, natural pain-killers and pleasure-producing substances produced inside every one of us.
8. Eat well and avoid stimulants. A healthy diet makes the body strong and increases a sense of well-being. Watch those double-lattes. Caffeine and nicotine put more stress on our musculature and nervous system.
9. Talk to others. Sharing life's difficulties and problems with another person, whether a co-worker, friend, spouse, lover, or counselor, allows one to shed the weight of burdens shouldered alone.
10. Face your difficulties. Problems have a tendency to mount quickly, until there can seem to be so many as to be overwhelming. Tackle them one at a time. Set achievable goals. Your day will seem appreciably lighter after even one dreaded task is tackled.

    Plus. . .

11. Allow yourself to mourn. Changes, even good changes, can bring a sense of loss for how things used to be. You have the right to grieve this loss. In fact, everyone needs that time . . . to adjust, to reminisce, and to care, to process.