Pueblo Interagency Dispatch Center
Expanded Dispatch Plan
MARCH 2015

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The purpose of this expanded dispatch plan is to address when and where; and to provide guidance on implementing an Incident Support Organization (ISO). In advance of complex incidents Pueblo Interagency Dispatch Center (PIDC) has planned for an expanded dispatch organization to assure the workload associated with large and complex incidents. Expanded Dispatch is a lateral expansion of the regular dispatch operation and is not a replacement.

OBJECTIVES

A. Address when, where and how to implement an ISO.
B. Allow the local dispatchers and the local fire organization to function in their regular duties.
C. Provide a smooth and safe transition from mobilization to demobilization of all resources utilized.
D. Provide the local unit with a complete package of all actions taken to suppress the fire and/or cope with all-risk incidents.
E. Establish guidelines for expansion of the Pueblo Dispatch Organization to support multiple or all-risk situations.

BACKGROUND

When multiple incidents are occurring at the same time or there is a single large incident, the workload often exceeds the capabilities of the normal dispatch organization. An Incident Support Organization (ISO) is established to provide logistical support to the incident. The ISO is composed of two functional branches: Expanded Dispatch and Administrative Support.

A. EXPANDED DISPATCH

An expanded dispatch relieves the normal dispatch organization by focusing on large and/or complex incidents, allowing the normal dispatch organization to focus on initial attack and other duties.

The volume of orders and the complexity of the incident(s) determine staffing levels and the level of expertise required. Often in less complex situations one dispatcher handles more than one functional area of dispatching. Dispatch recorders (EDRC) and support dispatchers (EDSD) may be able to handle simple situations. The addition of a supervisory dispatcher (EDSP) is necessary in situations of multiple incidents or a long duration incident. A coordinator (CORD) is essential in the most complex situations. The intelligence section coordinates with local Public Affairs, Initial Attack, and Expanded so they can disseminate consistent information and minimize duplication of efforts.

The technical support function operates as a subset of expanded dispatch and provides specialized skills, which assist off-incident support operations. These skills can vary from situation to situation. Common technical support needs are telecommunications, transportation services for personnel and equipment, equipment inspection, ramp services, mobilization center management and security at various sites.

The level of complexity dictates the level of staffing.

B. ADMINISTRATIVE SUPPORT

The administrative support function of the incident support operation provides administrative advice and services for the ISO and the incident. They can provide equipment and personnel timekeeping services for off-site operations, procurement service, hire local administratively determined (AD) employees to support operations, follow up on local compensation or certain claims actions, as well as provide payments, fiscal advice and interpretation.

As complexity increases, a comptroller or Incident Business Management Advisor may be requested/assigned to help the local administrative officer manage incident related responsibilities.

PIDC will recommend to the agency administrator to order a Buying Team any time a Type 1 or 2 Incident Management Team is mobilized into the area or in the event of multiple incidents that require procurement/contract assistance.

The administrative support operations may be under the management or direction of a Unit Administrative Officer.

C. COMPLEXITY and MANAGEMENT
An increase in complexity requires more management involvement. Examples of complexity factors are: multiple incidents, multiple agency involvement, or competition for resources is high.

The Pueblo Dispatch zone has an interagency coordinating group who oversees the zones fire management program. Normally, the Pueblo Dispatch Center Manager and staff have the delegated authority to respond to incidents as requested or required by local fire management. During times of high fire complexity the interagency coordinating group come together to form our multi-agency coordination group (MAC) to coordinate incident prioritization, resource allocation and to issue coordinated situation assessments.

D. Article 28-Fire and other Incidents Section 2 – Union Representation at Incidents
Supervisory Dispatchers will advise the Center Manager or Acting anytime when a staffing level of 300 individuals exists on a Forest Service Incident or there are 300 Forest Service employees on other than a Forest Service incident is reached and a command post has been established. The council Vice-President (CVP) or designee will be notified within 24 hours after the staffing reaches 300. That notification will inform the location of the incident and the name of the incident commander. The IC will be notified of the name and the contact information of the CVP or designee.

Region 2 Dispatch Centers will provide the CVP with the names and contact information for the Incident Commander, Human Resource Specialist (HRSP) and Agency Administrator. Region 2 CVP is Karen Mora and can be contacted at 970-295-5715295-5715 or kmora@fs.fed.us.

IMPLEMENTATION

A. The decision to expand is made using the following criteria:
1. Planning level 4 or 5.
2. A Type 1 or 2 Incident Management Team is ordered.
3. Multiple Type 3 or Type 4 incidents.
4. Impacts of incident activities are beyond the means of regular staffing.

B. Decision to expand lies with the Center Manager or Acting.

C. Steps of implementation:
1. Place request for Incident Support Operations using the PBC support order.
   a. Once in place, time will be charged to the appropriate incident cost code.
   b. Expanded dispatch, technical support and administrative support functions all work under the guidance of the Dispatch Center Manager or Acting.
   c. ISO supports all incidents.
   d. The Center Manager or Acting will oversee the expanded dispatch operation.
   e. A local dispatcher may be included as part of the expanded dispatch organization.
2. Fax the expanded dispatch phone list to: initial attack dispatch, incidents, RMCC, and Neighboring Dispatch Centers.
3. Provide a list of available local resources.
4. Prepare all records for transfer to expanded dispatch.

EXPANDED SET UP

A. PIDC can support 1 EDSP and 3 EDSD/EDRC desks for small expanded operations.

B. On Site: The use of the dispatch center and the PSICC SO mailroom.

C. Off-site location:
1. Place all orders for the following with local PSICC procurement.
2. Resource order special needs: "Critical incident emergency response – requested resource needed today or tomorrow."
    a. Wingate Motel, Pueblo – 719-586-9000.
        1) conference room with standard set-up of 8 tables and 12 chairs.
        2) one additional room for expanded dispatch.
    b. Communications – Century Link 2014 Federal Fire Season Process
        0600-1700 PST – 1-800-879-1023 (new service)
        After hours – 1-877-417-5777 (new service)
        1) 12 phone lines with long distance
            (phone lines pull down from the ceiling in the Wingate conference room).
        2) 12 data lines with high speed internet capability.
    c. Spectrum Computers – 303-433-9960.
        1) 10 laptop computers – equipped with newest version of ROSS.
        2) Set up local network with router.
    d. 2 fax machines.
    e. 1 high speed copier with duplex capability – rental.

C. Pull expanded dispatch tubs located in the PIDC cage in the PSICC supervisor's office warehouse. Tubs are marked "Expanded – Overhead, Box 1, etc.

D. Personnel:
1. Center Manager or acting can provide a list of locally available resources.
2. Expanded dispatch may operate a 24-hour operation depending on activity.
3. Security awareness must be completed and rules of behavior signed for all incoming non-federal dispatchers to utilize USFS computers.
4. Resource order special needs:
    a. Must be self-sufficient for rental car, meals and lodging.
    b. POV authorized if within one day of travel or 30 day detail.
    c. AOV authorized if within one day of travel or 30 day detail.
    d. Motel arrangements can be made with the Center Manager or Acting prior to arrival.
    e. Rent vehicle at airport.
    f. Best Jet port: COS.
5. Report to: Pueblo Interagency Dispatch Center, 2840 Kachina Drive Pueblo, Colorado 81008 - 719-553-1600.
6. Expanded Dispatch Ordering:
    Proficient in ROSS
    a. Supervision
        1) 2 each EDSP – 1 day shift, 1 night shift (if needed).
        2) 1 each EDSP (t) – check regional priority trainee list first.
        3) 1 CORD.
    b. Overhead/Crews
        1) 2 each EDSD – 1 day shift, 1 night shift.
        2) 1 each EDRC(t) or EDSD(t)
    c. Supplies
        1) 3 each EDSD - 2 day shift (one to work with Buying Team), 1 night shift.
        2) 1 each EDRC (t) or EDSD (t).
    d. Equipment - (special needs indicate – experience with DPL list).
        1) 2 each EDSD – 1 – day shift, 1 night shift.
        2) 1 each EDRC (t) or EDSD (t).

7. Initial attack dispatch staff ordering will be processed through ROSS by the PIDC initial attack floor in coordination with the Center Manager and Lead Dispatcher (OPS).
    a. Aircraft
        1) 1 each – Aircraft Dispatcher (ACDP).
        2) Special needs: High complexity office, individual proficient in high level initial attack.
        3) Proficient in WildCad, AFF and ROSS.
    b. Initial Attack
        1) 2 each – Initial Attack Dispatcher (IADP) – 1 Day Shift, 1 Night Shift.
        2) Special needs: proficient in WildCad and ROSS.
        3) 1 each – Initial Attack Dispatcher (IADP) – 1 Swing Shift.
        4) Special needs: proficient in WildCad and ROSS.
        5) 1 each – Initial Attack Dispatcher (IADP (t)) or Expanded Dispatch Recorder (EDRC (t)) – night shift.
    c. Intelligence
        1) 1 each – Initial Attack Dispatcher (IADP).
        2) Special needs: fully qualified IADP with working knowledge in WIMS, SIT, 209. Current FAMWEB account.

E. Buying Team:
    a. Order T2 Buying teams only if they come with a contracting specialist.
    b. Order T1 Buying teams if there is more than one IMT incident or the T2 buying team cannot provide a contracting specialist.
    c. Consider ordering procurement personnel to assist with federal agency local procurement staff.

F. Technical Support Staff:
    1. Local communication person(s).
    2. Local computer person(s).
    3. Driver/runners – may be needed for day and/or night shifts (IA, Buying Team and Expanded)
    4. Procurement help for IA – may not be necessary if a Buying Team is ordered.
    5. Pueblo Air Tanker Base support (loaders, RAMP, RADO, EDRC, etc.) as per ATBM.
    6. Ramp Manager – stationed at the airport to track incoming resources.
    7. Staging Area Manager – stationed at technical support base that will be supplying the incident.
    8. Status Check-in recorder to work at the technical support base.
    9. Local medical liaison for the jurisdictional agency, serves as a contact for expanded dispatch in case the need arises for medical care.
    10. Local Public Information officer to work in the initial attack office or the PSICC S.O.
    11. Cache Demobilization Specialist.
    12. Incident Business Advisor or Local Administrative Officer – To assist and advise the support base on local purchases and equipment rental agreements. (position will only be ordered in the event of a large incident(s) and/or multiple T3 incidents).

INTELLIGENCE DISPATCH OPERATIONS

A. Located in the Pueblo Interagency Dispatch Center Initial Attack Office.
B. Gathers information from each of the functional areas.
C. Responsible for coordinating information from initial attack and expanded dispatch for the Interagency Situation Report.
D. IMT's submit ICS 209 reports to Expanded Dispatch.

EXPANDED DISPATCH OPERATIONS

A. PIDC will provide expanded with:
   1. List of available local resources (drivers etc.)
   2. Service and Supply Plan
   3. Incident resource orders
   4. Expanded dispatch kit
   5. PIDC - Incoming Briefing Guide
   6. Briefing to include:
      a. meals and lodging information
      b. scheduling
      c. building access
      d. building floor plan
      e. incident and weather information
      f. phone usage
   7. ETS2 travel Instructions and Log Book

B. Ordering procedures will follow the National and Rocky Mountain Area Mobilization Guides Reference: Rocky Mountain Area Interagency Mobilization Guide - Chapter 10 pg. 44- 46

C. Neighborhood ordering:
   1. Pueblo Interagency Dispatch Center's neighbors are:
      a. Durango Dispatch (DRC),
      b. Ft. Collins Dispatch Center (FTC)
      c. Great Plains Dispatch (GPC) and
      d. Montrose Dispatch (MTC).
   2. When a resource is unavailable through neighborhood ordering, the requesting unit will place the order with RMC. RMC will normally not check with the requesting dispatch centers' neighborhood, unless neighborhood resource ordering has been withdrawn (or requested by PIDC). Only when permission from the home unit is granted may a resource be reassigned from one neighborhood to a second, non-adjacent neighborhood. A copy of the printed ROSS order should be relayed through RMC to the home dispatch center. At the dispatch center manager's discretion and with RMC approval, a dispatch center may temporarily withdraw their participation in the neighborhood.
   3. Any dispatch center may order initial attack resources directly from an adjoining RMA dispatch center (and Taos Dispatch Center Region 3).
      Additionally, dispatch centers may order resources from approved adjacent RMA dispatch centers (neighbors) for extended attack, large fire support, and non-fire incidents in order to support incidents within their own dispatch center zone.
   4. Agreements are in place with SWCC and RMCC: Pueblo Dispatch (PBC) and Taos Dispatch (TDC) can order direct for initial attack resources.
   5. State/County Ordering - resources mobilized during initial attack that will remain on the incident per the IC or IIMT's request.
      a. ROSS order will be created and filled using the ROSS 5000 – 8000 blocks.
      b. Needed date and time will reflect when the order was placed through Pueblo Dispatch Center.
      c. Documentation – "resource was mobilized during initial attack - was not mobilized using ROSS. The needed date and time reflected on this order indicates when Pueblo Dispatch received the order to be filled. All financial tracking will be reflected on shift tickets."

D. Rocky Mountain Area Wide Ordering: Allows RMA dispatch centers to order resources statused in ROSS directly from one another under certain parameters and rules during PL 1. During PL2 through PL5, area wide ordering is turned off and all ordering will be done with traditional neighborhood ordering processes.
   1. Every attempt will be made to fill orders from the most efficient source.
   2. When appropriate, orders will be negotiated and alternatives presented, to increase efficiency.

E. ROSS status availability definitions:
   1. Availability Definitions
   2. Some resources are restricted from accepting assignments in other states
      a. Available Local
         1) available within PBC Zone.
         2) available for name request – individual should have called in and advised expanded dispatch.
         3) available as a subordinate on an engine, crew, helicopter or team.
      b. Available GACC
         1) available within PBC Zone.
         2) available for RMA (CO, WY, KS, SD, NE).
      c. Available Nationally
         1) available within PBC Zone.
         2) available for RMA.
         3) available nationally.

F. ROSS Incident blocks:
   1. All incidents will be set up with the following block numbers
   2. Center Manager or acting can change standard
      a. 1-299 – Initial Attack.
      b. 300-500 – Pueblo Reload Base (controls numbers).
      c. 501-2000 – Incident Management Teams.
      d. 2001 – 4000 – Buying Team purchases.
      e. 5000 – 8,000 - State generated numbers.
      f. 10,000- 12,000 – Incident Replacement Orders.
      g. 100.000 - ? – Regional and National Cache Orders.

G. Region 2 Priority Trainee Program:
   1. Region 2 Training Coordinator emails the priority training list to the Center Manager and Assistant Center Manager.
   2. Priority Training list is forwarded to expanded dispatch by email or fax.
   3. Region 2 Training Coordinator notify' s the dispatch center manager/acting verbally or by email to pueblo dispatch @ pueblodispatch@yahoo.com that XXX trainee should be expecting a resource order from a specific "incident".
   4. Region 2 Training Coordinator has already contacted the "trainee" and confirmed that they are available. If for some reason they do not take the assignment – contact Region 2 Training Officer prior to cancelling order.
   5. Dispatch staff will confirm that ROSS status of trainee it is set "local".
   6. Expanded Dispatch will advise RMC order.
   7. Expanded Dispatch will advise Kim Bang - Region 2 Training Officer

H. Overhead Orders – Name Requests: Reference Rocky Mountain Area Interagency Mobilization Guide, Chapter 20.
   1. Notify RMC that a name request is expected.
   2. Confirm that the name request order meets request criteria.
   3. Resource request must have a status of available local.
   4. Pueblo Interagency Dispatch Center Manager, Assistant Center Manager or Expanded Supervisory dispatcher will approve all name requests.
   5. Individuals expecting a name request need to notify Pueblo Dispatch to let them know they are expecting an order.
   6. Pueblo Dispatch will advise RMC.

I. IARR - Interagency Resource Representative:
   1. Assist with any significant incident problems, such as; accidents, discipline and health issues.
   2. Assist the local GACC and dispatch centers in providing accurate resource information. (location, days out,

demob point, etc.).
3. Assist with demob by consolidating area crews to common jetports, aircraft utilization and logistics on the receiving unit.
4. PIDC will cooperate and assist all IARR's.
5. PIDC will arrange travel for them if required.
6. IARR's will take care of all their lodging and transportation needs.

J. Teams:
1. Rocky Mountain Area Interagency Mobilization Guide: Reference: Chapter 20 – pg. 54 - 70
2. There will be no travel before "official finalized" resource order is received at RMC. Dispatch Center will call RMC to get verbal authorization to travel, if the team order has not been processed after one hour. Team members will notify home Dispatch Center of travel plans before leaving. This includes vehicle ID's, ETD, ETA, RON locations and cellular phone numbers.
3. T1 or T2 IMT order consideration
    a. Items to note in special needs (ROSS)
        1) Authorization of vehicle travel (POV, AOV, and rental).
        2) Authorization for Laptop computers and/or cell phones.
        3) Best Jet Port.
        4) Initial team briefing – date, time, place.
        5) AD's authorized.
        6) How many trainees authorized for misc. overhead.
        7) S-420/520 mentoring program.
        8) Short or long team if request is for out of Rocky Mtn. Basin
    b. Documentation consideration
        1) Request IC to contact incident agency - prior to the order being filled.
        2) List current incident conditions – values at risk.
    c. Verify pre-orders and initial orders for RMA IMT (T1 and T2) have been entered into ROSS
        1) Pre-orders = Pre-Travel.
        2) Initial Orders = orders that occur after the in-briefing.
    d. Check with Agency Administrator on ordering IBA.

J. Crews:
1. PIDC Crews
    a. Pike Interagency IHC Crew.
    b. San Isabel Regulars T2IA Crew.
    c. Rio Grande Regulars T2IA Crew.
    d. Mid Plains T2IA Crew.
    e. East Divide T2 IA Crew.
    f. Juniper Valley T2 Crews (Canon City and Buena Vista).
2. References
    a. Pueblo Interagency Zone Crews ordering guidelines at
       http://gacc.nifc.gov/rmcc/dispatch_centers/r2pbc/new_pages/enginecrews.html)
    b. Rocky Mountain Area Interagency Mobilization Guide, Chapter 30.
3. Standard crew size is 20 person maximum and 18 person minimum, including crew boss, crew representatives, and trainees.
4. All crew orders will be filled with crew rosters except for the Juniper Valley T2 Crews (manifest will be provided by the prison).
5. Review ordering considerations in ROSS when ordering T2/T2IA.
6. Justification for T1 Crew - Critical need statement:
    a. Extreme fire behavior.
    b. Steep and hazardous terrain.
    c. Fast moving incident – identification of resources threatened.
7. Special Needs:
    a. With transportation (on pavement, off pavement).
    b. Doubled lunched.
    c. Self-sufficient/purchasing authority.
    d. Break down capable.

K. Equipment:
  1. After exhausting agency resources, cooperator resources and the Dispatch DPL (Dispatch Priority List).
     a. place order with neighborhood dispatch centers.
     b. RMC or
     c. buying team.
  2. Pueblo Interagency will mobilize closest available resources to all incidents.
  3. Emergency Equipment Rentals:
     a. Equipment orders and local purchases will be placed with appropriate procurement personnel (local agency purchasing agent or buying team).
     b. Incident needs rental cars for misc. overhead will be the responsibility of that individual or home unit, unless negotiated.
     c. VIPR notification requirement - any time a weed washing unit is ordered, notify - Steve Waters (R2 Compliance Inspector for VIPR contracts) 208-866-7291.
  4. Reference: Dispatch Priority List http://gacc.nifcgov/rmcc/logistics/equipment.htm
  5. Engines and Water Tenders
     a. Rocky Mountain Mobilization Guide Reference: Chapter 40. Engines and Water Tenders, although the national standard staffing for most engines is two personnel, all engines and tender orders shall specify the staffing deemed appropriate to ensure firefighter safety. Rocky Mountain area Engines ordered for incidents within the RMA will be staffed with a minimum of three personnel. Engines responding to their respective jurisdictions within the RMA may be staffed to their agency/local minimum standards. In most instances, it will be necessary to specify 3 personnel on T 4-7 engines to ensure that the principles of LCES are adequately met. When ordering engines, RMA centers must specify on the resource order the staffing requested. Engine orders without staffing specification will have the staffing requirement clarified with the ordering entity prior to processing the resource order. Reminder to document the names of the staff on the engine order if a roster is not created in ROSS. Rosters are preferred.
     b. Interagency Standards for Fire and Fire Aviation Operations (Redbook): Reference Chap. 14-4. Staffing requirements: If a Water Tender resource order is for a non-tactical – the water tender may be staffed with a crew of one driver/operator when it is used in a support role as a fire engine refill unit or for dust abatement. These operators do not have to pass the WCT but are required to take the annual refresher training. If a Water Tender resource order is for a tactical water tender and is used as a "direct fire suppression missions such as pumping hose lay, live reel use, running attack or to suppress fires, they will carry a minimum crew of two.

L. Aircraft: All aircraft orders including subordinate A's numbers and support positions will be placed through the Pueblo Interagency Dispatch Aircraft Desk.

1. Charter transport - expanded will provide a flight request form to PIDC Aircraft Desk.
    a. PIDC will arrange transport.
    b. PIDC will keep expanded informed about aircraft request status.
2. Commercial air travel will be arranged by Expanded Dispatch.

M. Supplies:
1. Order according to agency authority.
2. Local purchases are to be placed directly with agency procurement or buying teams.
3. All other NFES requests are to be placed with RMK.
4. Type 1 and 2 IMT's order through RMK.
5. Type 3 and 4 IMT's orders though dispatch/expanded dispatch.
6. A specific block of numbers has been issued for the Pueblo Tanker Base (See ROSS Incident Blocks).
    a. Tanker Base assigns' S numbers on card stock.
    b. Card Stock is turned into dispatch/expanded.
    c. ROSS is updated by dispatch according to card stock.

N. Demobilization:
1. Coordinate with the Pueblo Dispatch Center Manager or acting prior to the release of any resource.
2. Assure all avenues for reassignment are checked.
3. Reassign resource if available.
4. Release resource if there are no needs within the zone or if there are no reassignment opportunities.
5. Actual Demobilization date and times will be entered into ROSS.

O. Mobilization:
1. Out-of-Zone Resources
    a. Resource Orders will need a WildCAD incident created to track activity.
    b. Expanded Dispatch creates WildCAD incidents for all Resource Orders sending resources out of zone.
    c. Expanded Dispatch will enter WildCAD incident information into WildCAD link Incident Log.

P. Travel
1. Commercial Aircraft
    a. Expanded dispatch will handle commercial travel using the TMC travel book
    b. A copy of the resource order, travel itinerary, and travel worksheet for all completed and/or cancelled flights will be filed in the TMC log book
2. Primary Jet Ports used within Pueblo Zone, does not include all:
    a. DEN – Denver, CO
    b. COS – Colorado Springs, CO
    c. PUB – Pueblo, CO
    d. ALS – Alamosa, CO
    e. MCI – Kansas City, MO

3. Charter aircraft:
   a. Will be placed through the Aircraft Desk in Initial Attack.
   b. Will be coordinated with RMCC and/or adjacent dispatch centers to ensure cost effective transportation.
   c. Will use current AMD/USFS Source lists. Lists are available on the internet.
   d. Initial Attack Aircraft will be responsible for point-to-point flight following in accordance with the RMA MOB Guide.
   e. Flight plan will be faxed to:
      1) RMCC.
      2) Receiving unit and
      3) other unit(s) involved in the transport.
4. ROSS Documentation:
   a. Charter aircraft
      1) ROSS travel will be indicated with legs according to the flight strip.
      2) Fax flight strip to RMCC, PIDC IA and the home unit.
      3) Confirm by phone call receipt of fax.
      4) Retain a copy of flight strip for records.
   b. Commercial Aircraft and Ground Travel:
      1) Travel that can be completed in one day may be done with ETD/ETA.
         a) Mode of travel will contain:
            I.   Will contain resource contact name and cell phone number.
            II.   resource vehicle type and license plate number.
      2) Travel that takes more than one day will be completed in ROSS under travel itinerary with travel legs completed.
         a) Will contain resource contact name and cell phone number.
         b) Resource vehicle type and license plate number.
         c) Travel will begin at home unit to the incident (home> airport> legs> airport> incident.
         d) Mode of transportation is documented in all legs of travel.
         e) Rest overnight (RON) locations.

Q. Final Incident Package:
   1. Expanded Dispatch is responsible for assembling the final incident packet.
   2. Will be turned over to the Dispatch Center Manager or acting.
   3. Will contain the following:
      a. Day and night shift organizational charts with
         1) Names.
         2) Positions.
         3) Home units.
         4) Contact information.
         5) Assignment dates.
      b. Expanded dispatcher evaluations.
      c. Narrative of any outstanding or follow up items.
      d. ROSS report of all resources remaining on the incident.
      e. Final copies of resources orders.
      f. Pertinent supplemental documentation with request number written at the bottom.
   4. Incident Demobilization Plan.
   5. Incident Action Plans.
   6. Maps.
   7. Shift briefings.
   8. Unit Logs.
   9. Supervisory Dispatcher incident narrative that includes special situations/issues.

KIT INVENTORY

Item	Number On Hand	Number Needed	Number to Order	NFES/Form Number
CATALOGS & GUIDES				
Fireline Handbook		1		NFES 0065 & 2165
Fire Business Mgt. Handbook		1		NFES 2160
NFES Catalogs		1		NFES 0362
RMA Mob Guide		1		*
National Caterer/Shower Guide		1		NFES 1276
Expanded Dispatch Job Aides		1		NFES 2400
Pueblo Mob Guide		1		*
PSICC Service/Supply Plan		1		*
PBC SATO Travel Book		1		*
Unit Identifiers		1		NFES 2080
National Mob Guide		1		NFES 2091
PIDC Phone Directory		2		*
Expanded Dispatch Plan		1		*
MAPS				
US Road Atlas		2		NFES 0364
OFFICE SUPPLIES				
Black Pens		1		*
Blue Pens		1		*
Red Pens		1		*
Dry Erase Pens		1		*
Dry Erase Board		2		*
Sharpies, assorted package		2		*
White Board Eraser		2		*
Index Tabs		1		*
White-Out, Bottles		5		*
Clipboard		5		*
Post-It Notes, 2x3, Pkg		2		*
Post-It Notes, 2x4, Pkg		2		*
Phone Message, Pkg		5		*
Post-It Flags, Pkg		5		*
Rulers		5		*
Scissors		5		*
3-Hole Punch		3		*
2-Hole Punch		3		*
Rubber Bands,assorted box		1		*
Binder Clips, large, box		2		*
Binder Clips, Med, Box		2		*

Item	Number On Hand	Number Needed	Number to Order	NFES/Form Number
Binder Clips, small, Box		2		*
Butterfly Clamps, Med, Box		2		*
Metal Binder Rings, Med, Box		2		*
Paper Clips, Small, Box		2		*
Staples, Box		2		*
Thumb Tacks, Box		2		*
FORMS				
PIDC Expanded Incident Log		10		*
Mobile Food and Shower Service Request		20		NFES 2052
Passenger and Cargo Manifest				
Crew Performance Rating		25		ICS form 224
Detail Request		20		*
Daily Meal Order/Invoice book		3		NFES 2052
Emergency Firefighter Time Report		50		NFES 0866 / OF-288
Fax cover sheets		25		*
Fire overhead performance rating		50		*
General Messages		100		NFES 1336 / ICS 213
Status Check-in books		5		NFES 1509
Incident Replacement Requisition		50		NFES 1300
Incident Status Summary		25		NFES 1333 / ICS 209
Individual Performance Rating		25		NFES 2074 / ICS 226
Unit Identifiers		5		*
Passenger and Cargo Manifest		50		SF 245 (6-77)
Spot Weather Forecast		50		NFES 1061
Unit Log		50		NFES 1137 / ICS 214

*obtained locally

Appendix 1 – Expanded Dispatch Supervisory Dispatch Briefing Check list

**Expanded Dispatch Supervisory Dispatcher
Briefing   Check List**

Date _____

Safety of Firefighters and positive customer service is the highest priority of Pueblo Interagency Dispatch Center

Daily Dispatch Briefing times (initial attack) 1000   and (expanded dispatch) _____

A.   INCIDENT IDENTIFICATION

Name of the incident: _____ Incident Number: _____
Job Code: P_____ Override _____

Incident start date: /   /   time: _____
  Cause: _____ determined _____ not determined __ under investigation
  Mutual Aid period _____ to _____

Size of incident: _____ acres.

Current Incident Commander: _____
Incoming Incident Commander: _____   arrival: date _____ time: _____
  Briefing location: _____ date and time _____

General Weather Conditions: _____ National Weather Service   FWZ _____

Fire Behavior: _____

Fuel types at fire: _____

ICP location: _____
Helibase location: _____

B. INCIDENT AGENCY INFORMATION

Master Phone list: Located in   Wildcad > Links> Phone Numbers _____ (shown location)

Fire Management Officer or County Contact _____

Colorado Division of Fire Prevention and Control FMO _____

PIDC Coordinator for expanded dispatch _____

IA Operations Manager _____

C. **Incident Management Team Briefing Check List**

_____ **Logistics Section Chief or SUPL   Contact information**

Type 3 _____

Type 2 _____

Type 1 _____

_____ **Public Information Officer Contact Information**

_____

_____

_____

_____ Copy of resource orders provided to the team.

_____ Buying team ordered _____ eta

           BUYL _____ contact _____

_____Copy of Buying Team in Brief provided to EDSP

_____ Access to ROSS provided to team members.

        1. _____
        2. _____
        3. _____
        4. _____
        5. _____
        6. _____

D. ROSS

Supply

_____ Team will create S numbers and go direct to Buying Team and Cache

_____ Team will not create S numbers and go direct with Expanded Dispatch

Aircraft Overhead

_____ All aircraft orders including subordinate A's and support positions will be placed through the Pueblo Interagency Dispatch Aircraft Desk.

AD ROSS account access:

Access will be provided to the Supervisory Dispatcher to create expanded dispatcher profiles.
Supervisory Dispatcher will delete access to expanded dispatchers at the end of their assignment.

INCIDENT BLOCKS

ROSS block numbers – All incidents will be set up with these block numbers – unless directed by the Center Manager or Assistant Center Manager.

- 1-299 – Initial Attack

- 300-500 – Pueblo Reload Base (controls numbers)

- 501-2000 – Incident Management Teams

- 2001 – 4000 – Buying Team purchases

- 5000 – 8,000 - State generated numbers

- 10,000- 12,000 – Incident Replacement Orders

- 100.000 - ? – Regional and National Cache Orders

E. Plans

_____ COOP Plan

_____   Expanded Dispatch Plan

_____   Mob Guide (PIDC)

_____ Incident Demobilization Plan – use actual demob dates and times in ROSS.

F. Notifications

_____ **Advise** the Center Manager or acting of any Medivacs, Emergency Releases or situations that require agency awareness.

G. Other active incidents within Pueblo Zone:

Incident Name _____

Incident Name _____

Incident Name _____

Incident Name _____

Incident Name _____

Appendix 2 – Buying Team Briefing –Check List

Daily Dispatch Briefing times (initial attack) 1000   and (expanded dispatch) _____

INCIDENT IDENTIFICATION

Name of the incident: _____ Incident Number: _____

Hosting Unit _____ Job Code: P_____

Incident start date: /   /   time: _____

    Cause: _____ determined _____ not determined __ under investigation

    Mutual Aid period _____ to _____

Size of incident: _____ acres.

Current Incident Commander: _____

Incoming Incident Commander: _____   arrival: date _____ time: _____

    Briefing location: _____ date and time _____

General Weather Conditions: _____ National Weather Service   FWZ _____

Fire Behavior: _____

_____

Fuel types at fire: _____

ICP location: _____

Air tanker Base Locations: _____

Air tanker Base Locations: _____

Pueblo Zone Incident Contact Information   * main contact

R2 VIPR Contact – Kim Luft (o) 303-275-5405 © 303-903-1476

Center Manager - Tammy Milton (o) 719-553-1639 © 719-505-2033

Assistant Center Manager -   Cindy French (o) 719-553-1615 © 719-248-8965

Initial Attack Operations Manager – Eric Toft or _____

Expanded Dispatch Supervisory Dispatcher _____

Agency Administrative Point of Contact _____

Administrative Officer - (District Ranger, Sheriff, etc.) _____

Incident Agency Fire Management Officer _____

Colorado Division of Fire Prevention and Control FMO - _____

- Liaison for county/private/state land fires

IBA – Incident Business Advisor _____

Incident Management Team Contacts and Local Procurement Contact Information

Logistic Section Chief /contact _____

Logistic Section Chief / Contact _____

Supply Unit Leader/ Contact _____

Supply Unit Leader/ Contact _____

Incident Procurement _____

Incident Procurement _____

Closes Towns or Cities from Incident

Name _____ **Size** _____ **Mileage from Incident** _____

Name _____ **Size** _____ **Mileage from Incident** _____

Name _____ **Size** _____ **Mileage from Incident** _____

ROSS – Resource Orders

INCIDENT BLOCKS
ROSS block numbers – All incidents will be set up with these block numbers – unless directed by the Center Manager or Assistant Center Manager.

- 1-299 – Initial Attack
- 300-500 – Pueblo Reload Base (controls numbers)
- 501-2000 – Incident Management Teams
- 2001 – 4000 – Buying Team purchases
- 5000 – 8,000 - State generated numbers
- 10,000- 12,000 – Incident Replacement Orders
- 100.000 - ? – Regional and National Cache Orders

Ordering Buying Team - indicate Government computer, rental vehicle and cell phone are authorized.

Supply Orders
_____ Team will create S numbers and go direct to Buying Team and Cache
_____ Team will not create S numbers and go direct with Expanded Dispatch

Status of Caterer Order _____ name _____eta

VIPR / Dispatch Priority Source List (DPL) location;
Rocky Mountain Area Coordination Center Web Site > Equipment> Dispatch Priority List
http://www.fs.fed.us/business/incident/dispatch.php

Final Package
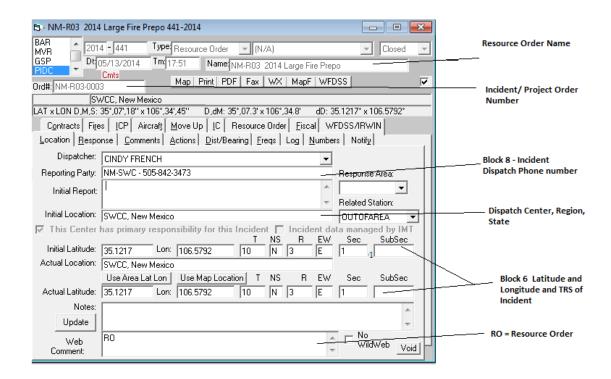_____Each juridical agency involved with the incident will get its own buying team box.
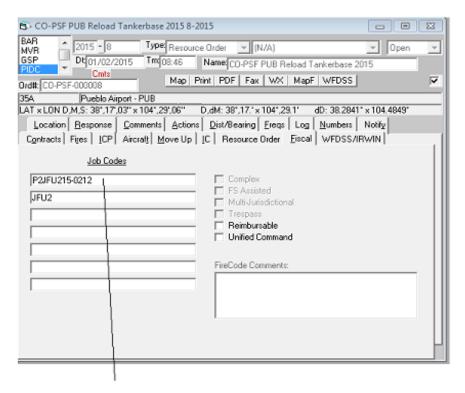
Appendix 3 – WildCAD

WildCAD
Expanded dispatch will be assigned to create WildCAD incidents for all out of zone resource orders placed with this center.

1. See IA Ops Manager for access to WildCAD
2. See WildCAD SOP's for exact format and direction
3. **Commit all local Crews to this incident**

Location Page

Financial Codes

Finacial Code Break down
P2 represent hosting unit is USFS - P# - # is the region that the USFS is in
JFU2 - represents unique fire code
0212 - represents the override code of the hosting Forest Service Unit (0212 PSF, 0209 RGF)
1502 - reprsents the override code for non - Forest Service Fires