

# 2016 EASTERN AREA MOBILIZATION CENTERS ACTIVATION PLAN

The Eastern Area Coordination Center (EACC) is responsible for overseeing mob center operations for National and Eastern Area support. EACC will provide a coordinated, preplanned framework for the activation, support and management of all Eastern Area mobilization centers for response to wildfire, all hazard and Homeland Security incidents. This plan will be updated annually. It is the responsibility of each Host Dispatch Center to submit their annual Mobilization Center Operating Plan to EACC to supplement this document. A final plan will be posted to the EACC web page under the Policy and Reports/Eastern Area Products links.

## Established Eastern Area Mobilization Centers:

| Mob Center           | Host Dispatch Center                         |
|----------------------|--|
| Duluth, MN = DLH     | Minnesota Interagency Fire Center (MN-MFC)   |
| St. Louis, MO = STL  | Missouri-Iowa Coordination Center (MO-MOC)   |
| Manchester, NH = MHT | Northeastern Coordination Center (ME-NEC)    |
| Harrisburg, PA = MDT | Pennsylvania State Dispatch Center (PA-PASC) |

## Responsibilities of Mobilization Center:

1. To provide for safety, care and welfare of all personnel.
2. To provide for maximum efficiency in receiving, processing, staging and mobilizing of emergency resources.
3. To provide for minimum impact on local center operations and the local community private sector.
4. To ensure resources utilizing the mobilization centers will review and comply with the local mobilization center operation plans.
5. To ensure cost effectiveness of operations.
6. To ensure incident replenishment of Mobilization Center supply items.

## Host Dispatch Center Preseason Responsibilities:

Each host unit will meet annually with local interagency partners, an EACC representative and FS/NA Fire Operations Managers to review operating plans, lessons learned, etc. Host dispatch center must provide EACC with a copy of the Mobilization Center Operating plan annually by April 1st.

## **Eastern Area Mobilization Center Activation Levels**

### **Level 1 – National or Area Activation**

*EACC will activate mobilization centers based on National or Eastern Area needs.*

For Level 1, the Mobilization Center will be activated by EACC via a resource order placed through the responsible local Dispatch Center. The resource order will be utilized to commit mob center personnel, order supplies and services needed for the mob center. The resource order will indicate a needed date and time for the mob center to be functional. A minimum of four hours will be needed to establish the Level 1 Mobilization Center. The EACC will provide the local Dispatch Center with an estimated number of crews and approximated length of time anticipated for the Mobilization Center to be operative. All communication for the Level 1 Mobilization Center, i.e. crew arrival times, crew transportation and meal needs, etc. will be channeled through the local Dispatch Center.

#### **Closeout:**

It is recommended that After-Action Reviews (ARRs) are conducted at the end of the season with the local Dispatch Center and mob center manager. This report should be shared with EACC, FS and NA Fire Operation Managers.

**Examples of Level 1 Activation:** Mobilizing firefighters to be transported to incidents outside of the local dispatch coverage areas:

- ❖ Western fire assignments
- ❖ Fire assignments within the Eastern Area
- ❖ All-hazard assignments

### **Level 2 - Local Activation, short term**

*Activation of a mob center by the local Dispatch Center will be based upon local needs.*

For Level 2, the Mobilization Center may be activated by a local Dispatch Center via the local Center Manager and/or Assistant or by a local Expanded Dispatch organization for incidents that occur in the dispatch coverage area. A notification of activation should be made to the EACC Center Manager or Acting. The activation of the mob center should be documented on a resource order established by the local Dispatch Center to commit mob center personnel, order supplies and services. The resource order will indicate the time at which the mob center should be ready to function. A minimum of four hours is needed for implementation of the Level 2 Mobilization Center. The local Dispatch Center Manager or Expanded Dispatch Coordinator/Supervisory Dispatcher should estimate the number and types of resources planned to be staged and the duration of use. All communication for the Level 2 Mobilization Center, i.e. Crew arrival times, crew transportation and meal needs, etc. will be channeled through the local Dispatch Center.

## **Level 2 - Local Activation, short term Cont.**

### **Closeout:**

It is recommended that After-Action Reviews (ARRs) are conducted at the end of the season with the local Dispatch Center and mob center manager. This report should be shared with EACC, FS and NA Fire Operation Managers.

### **Examples of Level 2 Activation:**

- ❖ All hazard or wildland fire incidents within the local dispatch unit. The mob center would be activated to handle incoming firefighters, equipment and/or state resources for local support.

## **Level 3 – Activation, Long Term**

*EACC and the Eastern Area Coordinating Group (EACG) or Eastern Area Multi-agency Coordinating Group (EA MAC) will activate mobilization centers based on National or Area needs.*

The need for establishment of alternative Eastern Area Mobilization Centers at Level 3 will be determined by the EACC in concert with the EACG or EA MAC for all hazard, multiple large fires, or Homeland Security Incidents. These alternative mob centers will be utilized to support the established Eastern Area mob centers (STL, SLH, MHT, MDT) for staging resources, supplies, crews, etc. at strategic locations across the geographic areas near the affected response area. EACC will contact the local Dispatch Center that will host the alternative mobilization center. The mob center will be activated by EACC via a resource order placed to the responsible local dispatch center. A minimum of 48 hours is needed for implementation of the Level 3 Mobilization Center. Information regarding the number of resources and approximate length of time anticipated for the alternative mob center to be operative will be provided.

### **Closeout:**

It is recommended that After-Action Reviews (ARRs) are conducted at the end of the season with the local Dispatch Center and mob center manager. This report should be shared with EACC, FS and NA Fire Operation Managers.

### **Examples of Level 3 Activation:**


- ❖ World Trade Towers, 9/11 support
- ❖ Space Shuttle Columbia support
- ❖ California fire siege

## Mobilization Center Activation Protocol:


Mobilization center activation “Support Requests” are created on a “Parent Request” for the specific incident requesting the mobilization of the resource(s). The “Parent Request” on which “Support Requests” will be generated will generally be crew requests. Level 1 and 3 mob center activation requests are created by EACC while level 2 activation requests are created by the local dispatch center requiring support. Questions on mob center activation should be directed to the EACC Coordinator on Duty (COD).

## Examples of Level 1 and 3 Mobilization Center Activation Requests:

Navigate to the “Pending Request” screen

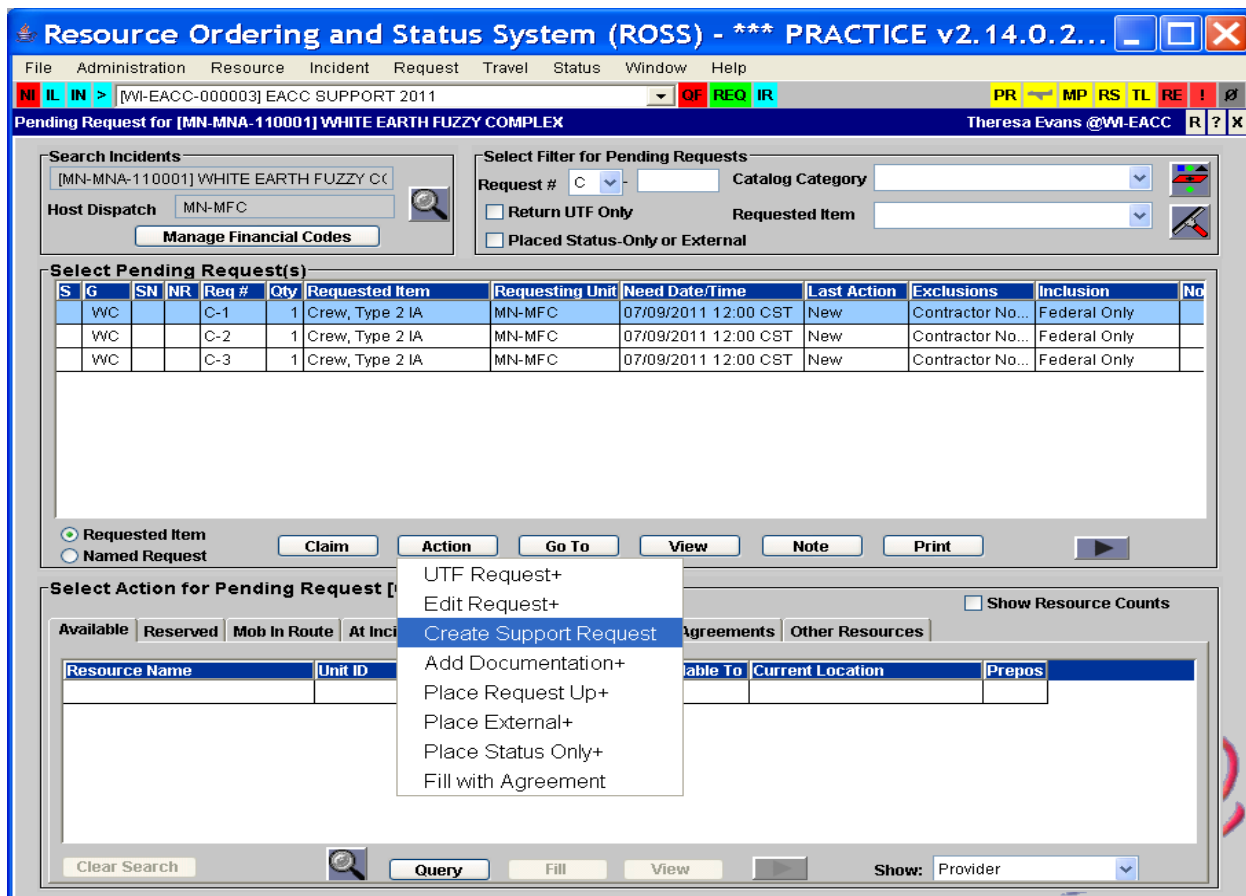
In the “Search Incidents” block search  for pending requests

In the “Select Filter for Pending Requests” block use the drop-down next to “Request #” and select “C” to filter for Crew requests

Click filter  for pending Crew requests

In the “Select Pending Request(s)” block

Highlight a crew request, Click the “Action” button; select “Create Support Request”



The screenshot shows the ROSS application window with the following details:

- Title Bar:** Resource Ordering and Status System (ROSS) - \*\*\* PRACTICE v2.14.0.2...
- Menu Bar:** File, Administration, Resource, Incident, Request, Travel, Status, Window, Help
- Search Incidents:** [MN-MNA-110001] WHITE EARTH FUZZY CC, Host Dispatch: MN-MFC
- Select Filter for Pending Requests:** Request #: C, Catalog Category: [blank], Requested Item: [blank]
- Select Pending Request(s) Table:**

| S | G | SN | NR | Req # | Qty | Requested Item  | Requesting Unit | Need Date/Time       | Last Action | Exclusions       | Inclusion    | NO |
|---|---|----|----|-------|-----|-----------------|-----------------|----------------------|-------------|------------------|--------------|----|
|   |   | WC |    | C-1   | 1   | Crew, Type 2 IA | MN-MFC          | 07/09/2011 12:00 CST | New         | Contractor No... | Federal Only |    |
|   |   | WC |    | C-2   | 1   | Crew, Type 2 IA | MN-MFC          | 07/09/2011 12:00 CST | New         | Contractor No... | Federal Only |    |
|   |   | WC |    | C-3   | 1   | Crew, Type 2 IA | MN-MFC          | 07/09/2011 12:00 CST | New         | Contractor No... | Federal Only |    |
- Action Menu:** UTF Request+, Edit Request+, **Create Support Request**, Add Documentation+, Place Request Up+, Place External+, Place Status Only+, Fill with Agreement

The “Create Support Request” window opens, the “Catalog” tab is the default

**Create Support Request**

Create Support Request For C-1 Crew, Type 2 IA

Need Date/Time 07/09/2011 12:00

Catalog Request Request(s) Created

Catalog  Pre-Orders

**Select Item to Request**

Catalog Supply

Category Service, Miscellaneous

Item Name

Item Code Keyword

| Catalog Item                   | Code |
|--------------------------------|------|
| Service - Equipment Inspection |      |
| Service - Excavation           |      |
| Service - Laundry              |      |
| Service - Medical              |      |
| Service - Mobile Mechanic      |      |
| Service - Mobilization Center  |      |
| Service - Road Grading         |      |

There are no reminders for this catalog item. View

**Select Features**

Available Features Requested Features

In the “Select Item to Request” block

Select “Catalog” - Supply

Select “Category” - Service, Miscellaneous

Leave “Item Name” - blank

Leave “Item Code” - blank

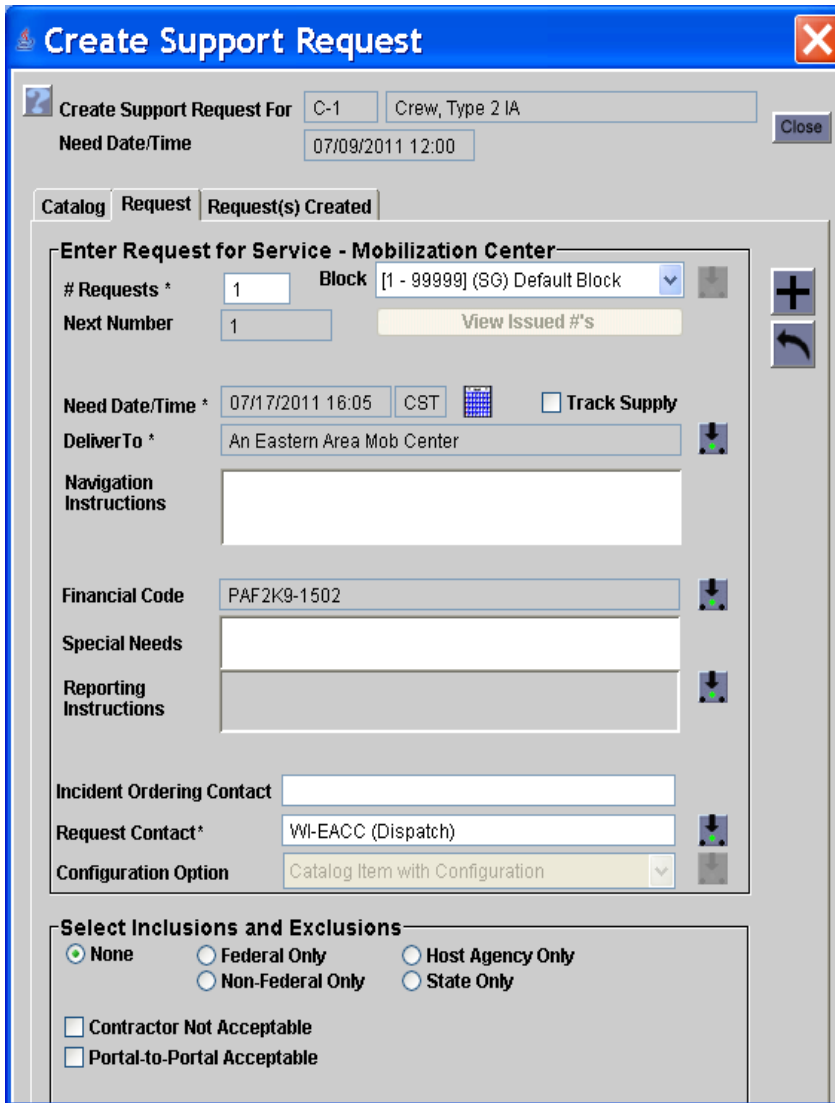
Leave “Keyword” - blank



Click filter to populate the “Catalog Item” menu

Highlight “Service - Mobilization Center”

In the "Create Support Request" window, select the "Request" tab




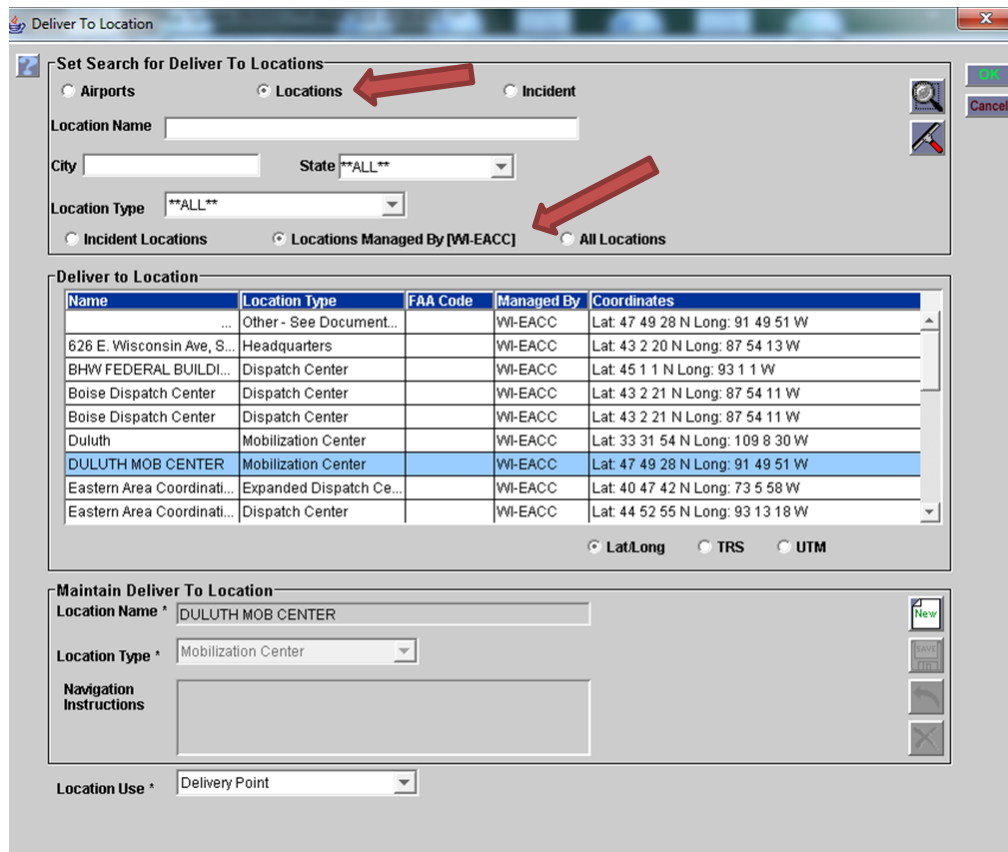
In the "Enter Request for Service - Mobilization Center" block

Under "# Requests\*" enter - 1 "Block" leave "Default Block"



In "Need Date/Time" click the calendar to set date and time needed per COD direction

In “**Deliver To**” click  to find the appropriate Mob Center  
 Select Locations radial button  
 Select Locations Managed By (WI-EACC); search for appropriate Mob Center



**Set Search for Deliver To Locations**

Airports  Locations  Incident

Location Name

City  State **\*\*ALL\*\***

Location Type **\*\*ALL\*\***


Incident Locations  Locations Managed By [WI-EACC]  All Locations

**Deliver to Location**

| Name                       | Location Type              | FAA Code | Managed By     | Coordinates                             |
|----------------------------|----------------------------|----------|----------------|---|
| ...                        | Other - See Document...    |          | WI-EACC        | Lat: 47 49 28 N Long: 91 49 51 W        |
| 626 E. Wisconsin Ave, S... | Headquarters               |          | WI-EACC        | Lat: 43 2 20 N Long: 87 54 13 W         |
| BHW FEDERAL BUILDI...      | Dispatch Center            |          | WI-EACC        | Lat: 45 1 1 N Long: 93 1 1 W            |
| Boise Dispatch Center      | Dispatch Center            |          | WI-EACC        | Lat: 43 2 21 N Long: 87 54 11 W         |
| Boise Dispatch Center      | Dispatch Center            |          | WI-EACC        | Lat: 43 2 21 N Long: 87 54 11 W         |
| Duluth                     | Mobilization Center        |          | WI-EACC        | Lat: 33 31 54 N Long: 109 8 30 W        |
| <b>DULUTH MOB CENTER</b>   | <b>Mobilization Center</b> |          | <b>WI-EACC</b> | <b>Lat: 47 49 28 N Long: 91 49 51 W</b> |
| Eastern Area Coordinati... | Expanded Dispatch Ce...    |          | WI-EACC        | Lat: 40 47 42 N Long: 73 5 58 W         |
| Eastern Area Coordinati... | Dispatch Center            |          | WI-EACC        | Lat: 44 52 55 N Long: 93 13 18 W        |

Lat/Long  TRS  UTM

**Maintain Deliver To Location**

Location Name \*  

Location Type \*

Navigation Instructions



Location Use \*

In “**Navigation Instructions**” type any instructions

In “**Financial Code**” leave default

In “**Special Needs**” type information here as directed by COD


In “**Reporting Instructions**” click  to open the reporting instruction window

Click  to type or copy information on reporting or click  to select from a pre-existing set of reporting instructions

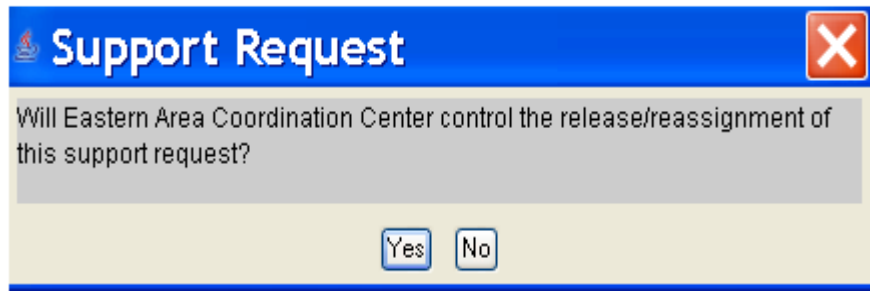
In “**Incident Ordering Contact**” identify who directed the dispatcher to create the request

In “**Request Contact**” identify who the dispatcher creating the request is “**EACC**”

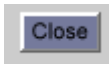
In “**Select Inclusions or Exclusions**” leave blank unless specifically directed otherwise by the COD

When completed click 

The following window will appear




Select **"NO"**

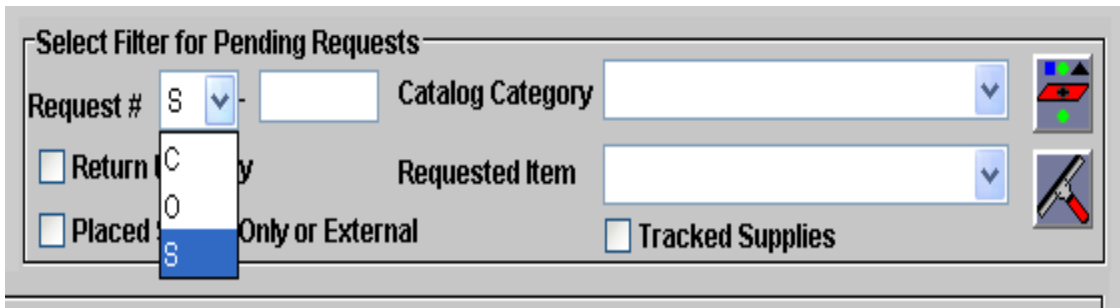



Click  to close the **"Create Support Request"** window

The **"Pending Request"** screen remains active

In the **"Search Incidents"** block search  for pending requests

In the **"Select Filter for Pending Requests"** block use the drop-down next to **"Request #"** and select **"S"** to filter for supply requests



Filter  for pending supply requests

Highlight the **"Service – Mobilization Center"** request

Select the **"Other Resources"** tab



**Select Action for Pending Request [S-3 - Service - Mobilization Center]**  Show Resource Counts

Available Reserved Mob In Route At Incident Demob En Route Contracts / Agreements Other Resources

| Organization Name                             | Unit ID | CWN Contracts / Agreements | Purchase Agreements |
|---|---------|----------------------------|---------------------|
| Allegheny Dispatch Center                     | PA-ALFC | 0                          | 0                   |
| Blackwater National Wildlife Refuge Dispatch  | MD-BWRC | 0                          | 0                   |
| Central Appalachian Dispatch Center           | WV-CAC  | 0                          | 0                   |
| Delaware State Center                         | DE-DESC | 0                          | 0                   |
| Emergency Incident Coordination Center - East | VA-EIC  | 0                          | 0                   |
| Huron-Manistee Dispatch Center                | MI-HMFC | 0                          | 0                   |
| Illinois Interagency Dispatch Center          | IL-ILC  | 0                          | 0                   |

Clear Search Query Action View  Government Controlled  CWN / Agreement

Highlight the **“Organization Name”** (Dispatch Center) that will operate the Mobilization Center, Click the **“Action”** button; select **“Place Request”**

A window will open asking if in fact you want to place the request with the dispatch office that was highlighted. If this is the intended dispatch office click **“Yes”**, if it is not the intended dispatch office click **“No”** and repeat steps to place the request with correct dispatch office.