

CHAPTER 10 - OBJECTIVES, POLICY AND SCOPE OF OPERATION

MISSION STATEMENT (NMG, Ch. 10)

The Eastern Area Coordination Center (EACC), located in Milwaukee, Wisconsin, is the geographic area coordination center (GACC) for the 20 northeastern states, Bureau of Indian Affairs (BIA), National Park Service (NPS), Forest Service (FS), Fish and Wildlife Service (FWS), and other cooperating agencies.

The principal mission of the Eastern Area Coordination Center is to provide safe, cost effective and timely coordination for our land management agencies successful emergency response for wildland fire. As a partner in the National Response Framework (NRF) and as interagency cooperators, we will also meet the requirements of all-hazard incidents as directed by the NRF or Presidential and Secretarial direction. This is achieved through planning, communication; area situation monitoring, coordinated agency needs projection, and expediting resource requests. The EACC also plays a significant role in providing logistical support to the needs for Homeland Security incidents, natural disasters (floods, hurricanes, ice storms, earthquakes) and planned land management activities.

The Eastern Area Interagency Mobilization Guide (EMG) supplements the National Interagency Mobilization Guide (NMG) and identifies area procedures that guide the operations of logistical support activity throughout the coordination system. This guide is intended to facilitate interagency dispatch coordination, ensuring that timely and cost effective incident support services are provided. It is designed to accommodate amendments as needed and will be retained as current direction until amended. The local mobilization guides should be used to supplement the Eastern Area Interagency Mobilization Guide (EMG).

TOTAL MOBILITY (NMG, Ch. 10)

EACC coordinates the positioning and utilization of resources to meet anticipated and existing incident, preparedness, severity, and wildland and/or prescribed fire needs within the Eastern Area regardless of geographic location or agency affiliation.

PRIORITIES (NMG, Ch. 10)

The single, overriding priority is the protection of human life; both that of our firefighters and of the public.

In addition to the above criteria, it is important that the following priority aspects are considered:

- Protecting communities and community infrastructure, other property and improvements, and natural and cultural resources
- Maintaining initial attack capability
- Limiting costs without compromising safety
- Meeting agency suppression objectives
- Support to National Response Framework (NRF) tasking's

Once the Eastern Area situation is assessed, it becomes imperative to advise all agencies and the National Interagency Coordination Center (NICC). This two-way communication provides all units the information they need to manage their resources in the most efficient manner.

When competition for resources exists within the area, the Eastern Area Coordination Center (EACC) will establish incident priorities until relieved of this responsibility by the Eastern Area Multi-Agency Coordination group (EMAC). EACC will also ensure timely reporting of these incidents to NICC.

A multi-agency coordinating group (MAC) may be established at the request of any member agency. This group will be staffed to the level necessitated by the existing wildfire/incident emergency.

Once established, the Eastern Area MAC group is delegated authority to:

- Establish priorities for fires/incidents within the area and report them to the EACC manager, who will then implement and report these priorities to NICC and the geographic area.
- Establish priorities for repositioning and suppression requirements among units.
- Allocate critical resources.
- Reallocate critical resources when necessary as situations change.

RESOURCE ALLOCATION DECISIONS WHEN THE EA MAC GROUP IS NOT ACTIVATED

Prior to circumstances which trigger activation of the EA MAC Group, any Agency Representative may initiate a conference call with the EACC and the other Agency Representatives for the purpose of the gathering and sharing situational intelligence. The conference calls should include a representative from each federal, state and/or compact that could potentially be affected by the current or forecasted weather or events. The purpose of the call is to identify potential resource needs and determine the level of interagency support that may be needed to help fill anticipated shortages. In such cases, decisions that affect movement of aviation assets and out of GA resources mobilization will be made by the EACC Center Manager, in consultation with the EACG Chair. When the EA MAC is not activated, these decisions are made by the EACG Chair.

The Center Manager will consult with the NICC and EA Dispatch Centers or sub-geographic MAC groups as appropriate. Decisions by the Center Manager will be relayed through to the EACG Chair until the EAC MAC group has assembled. Such decisions shall remain in effect after EA MAC group activation and becomes part of the official record. The EA MAC group will re-evaluate the decisions of the Center Manager in the normal course of business as they re-evaluate their own policies and decisions according to the situational needs at the time.

LOCAL AND GEOGRAPHIC AREA DRAWDOWN LEVELS AND NATIONAL READY RESERVE (NMG, Ch. 10)

The Eastern Area drawdown is established by the EA MAC group and implemented by the EACC Center Manager. EACC will notify the local dispatch offices and NICC of EA drawdown decisions and actions.

SCOPE OF OPERATION (NMG, Ch. 10)**GENERAL** (NMG, Ch. 10)**NATIONAL RESPONSE FRAMEWORK (NRF)** (NMG, Ch. 10)

Under provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (P.L. 93-288, as amended), federal agencies provide assistance to Presidential declared disasters and emergencies nationwide. The Federal Emergency Management Agency (FEMA) is the overall coordinator of the National Response Framework (NRF).

The NRF is based upon the fundamental assumption that a significant disaster or emergency will overwhelm the capability of state and local governments to carry out the extensive emergency operations necessary to save lives and property. These operations have been grouped into 14 Emergency Support Functions (ESFs) and 9 support annexes. Departments and agencies have been assigned primary and support responsibilities for each of these functions.

The Forest Service has been assigned the primary responsibility for ESF4 - Firefighting. By virtue of this responsibility, the Forest Service has the lead for ESF4 and is charged with support to the other 14 ESFs. Other ESFs may task the Forest Service for assistance outside the firefighting function by issuing a Resource Request Form (RRF).

Mission Assignments for initiating the activation of the Regional Response Coordination Center (RRCC) will be submitted to the Regional/Area ESF4 Coordinator, who will initiate the resource order to fill the ESF4 Primary Leader position at the RRCC. The ESF4 Primary Leader will then serve as the initiator for other resources based on Resource Request Forms (RRFs) issued by FEMA or other Federal agencies working at the RRCC. The Mission Assignment (MA) and/or the Resource Request Form (RRF) will serve as the obligating document allowing for the expenditure of FEMA funds. The Region/Area will create a unique funding code for Mission Assignments.

Activities will be accomplished utilizing established dispatch coordination concepts. EACC will coordinate ordering points with Regional Response Coordination Centers (RRCCs) and Joint Field Offices (JFOs).

Eastern Area ESF4 Coordinators

FEMA Region	States Involved	Contact Information
1	Maine, New Hampshire, Massachusetts, Vermont, Connecticut, Rhode Island	Bob Hartlove, FS Northeastern Area S&PF Office: (610) 557-4161 Cell: (610) 742-7593 24 Hour Operations: 610-557-4151
2	New York, New Jersey, Puerto Rico, U.S. Virgin Islands	Bob Hartlove, FS Northeastern Area S&PF Office: (610) 557-4161 Cell: (610) 742-7593 24 Hour Operations: 610-557-4151
3	Pennsylvania, Delaware, Maryland, District of Columbia, Virginia*, West Virginia	Bob Hartlove, FS Northeastern Area S&PF Office: (610) 557-4161 Cell: (610) 742-7593 24 Hour Operations: 610-557-4151
5	Ohio, Indiana, Michigan, Illinois, Wisconsin, Minnesota	Doug Ottosen, FS Eastern Region Office: (414) 297-3345 Cell: (414) 389-7434 24 Hour Operations: 414-944-3811 - EACC
7	Iowa, Missouri	Doug Ottosen, FS Eastern Region Office: (414) 297-3345 Cell: (414) 389-7434 24 Hour Operations: 414-944-3811 - EACC
7	Kansas, Nebraska	Kelly Kane, FS Region 2 Office: (303) 275-5748 Cell: (720) 236-2799 24 Hour Operations: (303) 445-4310 - RMCC

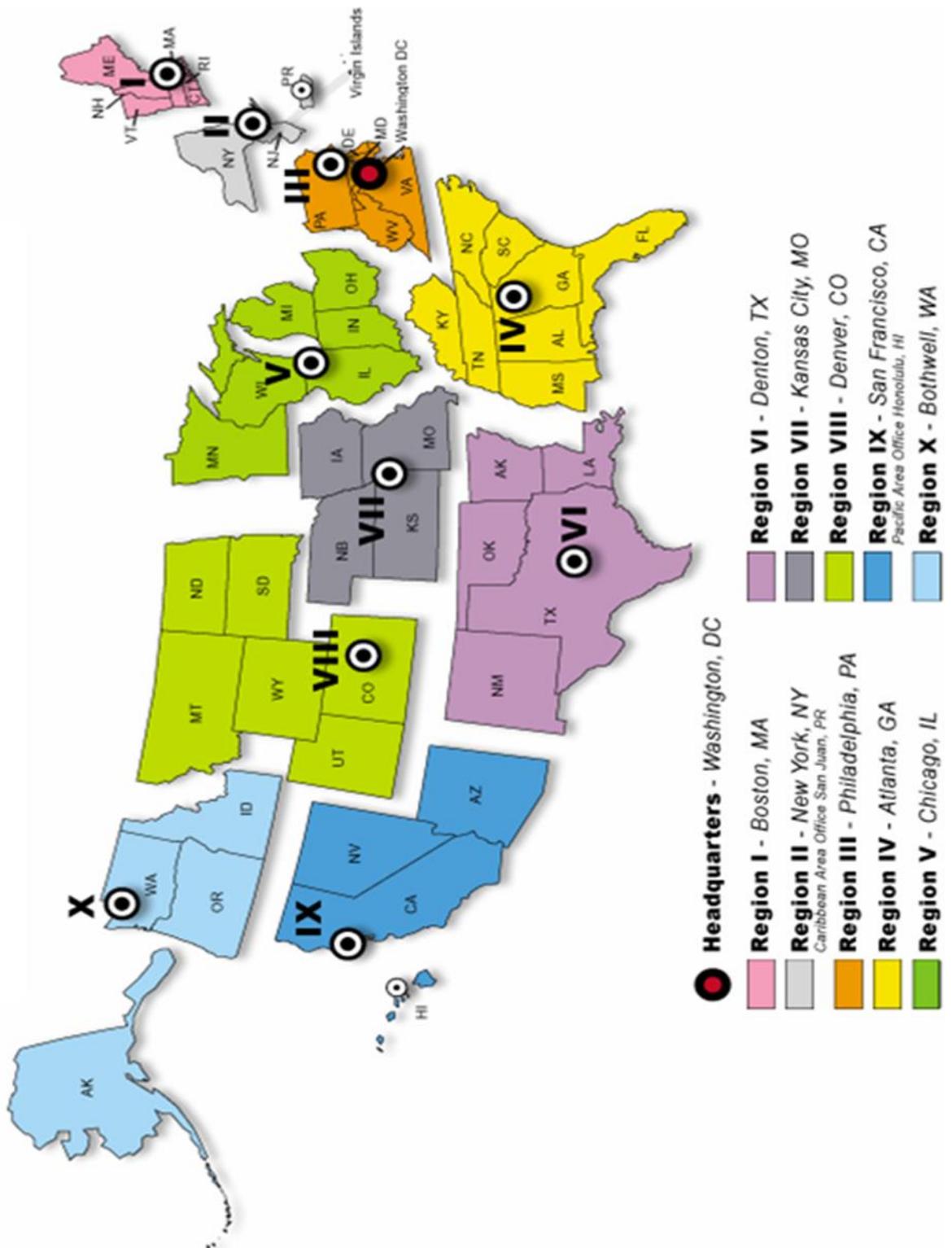
*Dispatch of Virginia resources for disaster assistance will be made through the Virginia Interagency Coordination Center (VICC), Charlottesville, VA.

The ESF4 Coordinator, FS Region 2, will function as the Regional contact for FEMA Region VII and will work through the Rocky Mountain Area Coordination Center to provide resources and support to disaster assistance in Kansas and Nebraska.

Doug Ottosen, FS Eastern Area, will work through EACC to provide resources and support for disaster assistance in Iowa and/or Missouri.

For additional FEMA contact information, please reference EMG, Ch. 70.

Department of Homeland Security Regions Map



FOREST SERVICE RESPONSE PROCEDURES - RESPONSE UNDER NRF

See the FS All-Hazard Guide for specific response procedures at: www.fs.fed.us/fire/ibp/all-hazard/all-hazard.htm

FIRE SUPPRESSION ASSISTANCE

Section 420 of the Stafford Act authorizes FEMA to provide federal assistance to the states under certain conditions. Forest Service assistance is provided under terms of the cooperative fire agreement between the Forest Service and the State. Regular Forest Service fiscal procedures are followed as covered under the Forest Service - State agreements and Forest Service fiscal procedures. The FEMA reimbursement is made to the State, unless other arrangements are made. All "fire" fiscal procedures and policy apply.

FEMA PRINCIPLE ADVISOR

The Forest Service has a primary responsibility for providing Principal Advisors and ESF4 personnel to FEMA for technical advice and assistance in support of Section 420 of the Stafford Act (FSM 3142). The Stafford Act authorizes FEMA to provide Fire Management Assistance Grants (FMAGs) to States for the suppression of any wildfire on publicly or privately owned forest or grassland that threatens such destruction as would constitute a major disaster.

The role of the Principle Advisor is to provide FEMA with an assessment of the wildfire situation; the threat posed to individuals and improved structures by the uncontrolled wildfire and the prognosis for the future course of the fire. The Principle Advisor position is typically filled by the Fire Management Officer on the National Forest within the State requesting the assistance, or the closest available National Forest Fire Management Officer. Principle Advisors will be designated by the Regional/Area ESF4 Coordinator (EMG, Ch. 10).

Principal Advisor reference FEMA web site: <http://www.fema.gov/fire-management-assistance-grant-program>.

OTHER THAN THE NRF OR FIRE SUPPRESSION ASSISTANCE (SECTION 420)

Without a Presidential declaration of a major disaster, Federal agencies must respond within the limits of their own authorities and agency funds. Appropriations bill language and Comptroller General (CG) decisions exist which can be used to guide the limits of response in individual situations.

COST REIMBURSEMENT - NATIONAL RESPONSE FRAMEWORK (NRF)

Funds to cover eligible expenses will be provided through reimbursement by FEMA. Expenditures eligible for reimbursement in accordance with 44 CFR 206, subpart A, section 206.8, paragraph c include:

- Overtime, travel and per diem for regular Federal personnel.

- Regular time and overtime wages, travel, and per diem of all state personnel, any temporary Federal personnel assigned solely to perform services required to assist in the emergency (AD personnel, seasonal employees).
- Cost of work, services, and materials procured under contract for the purposes of providing assistance.
- Cost of materials, equipment, and supplies (including transportation, repair, and maintenance);
- All costs incurred which are paid from trust, revolving, or other funds, and whose reimbursement is required by law.
- Other costs submitted by an agency with written justification or otherwise agreed to in writing by FEMA (includes indirect burden rates).
- Each DOI agency will be responsible for providing their own financial services and support to their field response operations.

OFFICE OF FOREIGN DISASTER ASSISTANCE (OFDA) (NMG, Ch. 10)

COOPERATIVE AGREEMENTS

All cooperative agreements must be in writing. A copy of the agreement relating to adjacent units/areas outside of the Eastern Area and/or National resources will be furnished to the Eastern Area Coordination Center.

MOBILIZATION/DEMOBILIZATION (NMG, Ch. 10)

EACC provides for mobilization and demobilization of resources between the 20 Northeastern States, Bureau of Indian Affairs (BIA), National Park Service (NPS), Fish and Wildlife Service (FWS), Forest Service (FS), National Weather Service (NWS), and other cooperators.

When resources are required, requests will be placed through established dispatch channels and documented through the Resource Ordering and Status System (ROSS) procedures. Confirmed resource orders received through proper dispatch channels provide the only authority for individuals to make travel arrangements and to expend funds to an incident charge code.

Any deviation from special needs and/or requirements as indicated on the ROSS resource order must be approved in advance by the requesting unit or incident and must be followed up by documenting the agreed upon changes in ROSS.

When an Eastern Area resource is reassigned from one incident to a second incident, a notification message will occur through the ROSS system.

Units responding to requests are responsible for ensuring the resources dispatched meet criteria specified in the National Interagency Mobilization Guide and/or the National Wildfire Coordinating Group (NWCG) Wildland Fire Qualification System Guide (PMS 310-1). All dispatchers, fire managers, and firefighters will follow safety guidelines, policies, risk analyses and management guidelines to minimize exposure to hazards.

A request will not be processed after the fact for a resource that has self-dispatched and has not gone through official dispatch channels.

Resource Commitment: All resources are expected to state their length of commitment prior to mobilization (including travel days). Using ROSS status for resource availability, resource commitment is expected to be a minimum of 14 days, excluding travel. The 14 day duration can be extended up to 30 days, excluding travel, upon agreement with the sending unit. This does not supersede state agreements.

To manage fatigue, every effort should be made to avoid off unit (excluding IA response) mobilization and demobilization travel between 2200 hours and 0500 hours local time.

WORK/REST, LENGTH OF ASSIGNMENT AND DAYS OFF (NMG, Ch. 10)

To maintain safe and productive incident activities, incident management personnel must appropriately manage work and rest periods, assignment duration, and shift length for personnel, including casuals, and contract resources.

In order to provide for safe, efficient, and effective support to wildland fire operations, the following policy on work/rest, length of assignments, and incident driving operations is established. This policy applies to all firefighters, overhead, dispatchers, and support personnel.

The Type 1 or 2 Incident Commander (IC) or Agency Administrator (AA) (incident host or home unit) may provide time off supplementary to mandatory days off requirements. For Type 3-5 incidents, paid days off should be rare exceptions. The Agency Administrator (incident host or home unit) may authorize day(s) off with pay. (Interagency Incident Business Management Handbook (IIBMH), Ch. 10, Personnel)

The Incident Commander's or Agency Administrator's authority to grant a day off with pay lies within 5 U.S.C. 6104, 5 CFR 610.301-306, and 56 Comp. Gen. Decision 393 (1977).

Work/Rest Guidelines

Work/rest guidelines should be met on all incidents. Plan for and ensure a 2:1 Work to Rest ratio. For example, for every two (2) hours of work/travel, provide one (1) hour of sleep/rest within a 24 hour period. It does not matter when the 24 hour period starts but it must be consistent for each subsequent 24 hour period.

Work shifts that exceed 16 hours within a 24 hour period and/or consecutive days that do not meet the 2:1 work/rest ratio should be the exception, and no work shift should exceed 24 hours. In situations where a work rest ratio has been compromised (for example, initial attack) incident management personnel will resume the 2:1 work/rest ratio as quickly as possible. Any time that exceeds the guidelines (in excess of 16 hours of work/travel within a 24 hour period) must be documented along with the appropriate mitigation actions taken.

The intent of the guidelines is to manage fatigue and provide flexibility for IC's and AA's managing initial attack, extended attack, and large fires. The guidelines are designed to ensure that for every 2 hours of work or travel, 1 hour of time off should be provided within a 24-hour period. It does not matter when the 24-hour period starts; all time recorded on the clock is counted as hours of work; time off the clock is counted as hours of rest, including meal breaks.

The IC or AA must justify shifts that exceed 16 hours and those that do not meet the 2:1 work to rest ratio. Justification will be documented in the daily incident records. Documentation shall include mitigation measures used to reduce fatigue.

The work/rest guidelines do not apply to aircraft pilots assigned to an incident. Pilots must abide by applicable Federal Aviation Administration (FAA) guidelines or agency policy, if more restrictive.

Length of Assignment

An assignment is defined as the time period (days) between the first full operational period at the first incident or reporting location on the original resource order and commencement of return travel to the home unit. Standard assignment length is 14 days, exclusive of travel from and to home unit, with possible extensions identified below.



Time spent in staging and preposition status counts toward the 14 day limit, regardless of pay status, for all personnel, including Incident Management Teams.

Days Off

After completion of a 14 day assignment and return to the home unit, two mandatory days off will be provided (2 after 14). State regulations may preclude authorizing this for State employees. Days off must occur on the calendar days immediately following the return travel in order to be charged to the incident (5 U.S.C. 6104, 5 CFR 610.301-306; and 56 Comp. Gen. Decision 393 (1977)). If the next day(s) upon return from an incident is/are a regular work day(s), a paid day(s) off will be authorized.

Pay entitlement, including administrative leave, for a paid day(s) off cannot be authorized on the individual's regular day(s) off at their home unit. Agencies will apply holiday pay regulations, as appropriate. A paid day off is recorded on home unit time records according to agency requirements.

Casuals (ADs) and contract resources are not entitled to paid day(s) off upon release from the incident or at their point of hire. Refer to the current AD Plan and the IIBMH for additional information.

Home unit Agency Administrators may authorize additional day(s) off with compensation to further mitigate fatigue. If authorized, home unit program funds will be used.

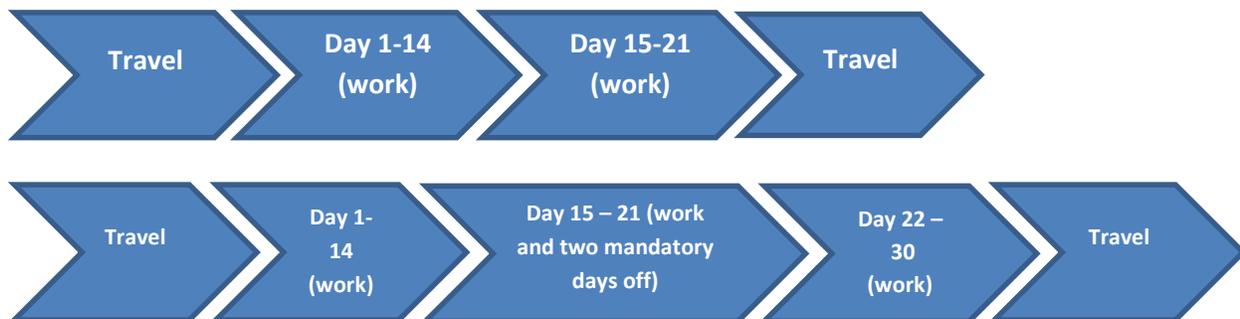
All length of assignment rules apply to aviation resources, including aircraft pilots, notwithstanding the FAA and agency day off regulations.

Assignment Extension

Prior to assigning incident personnel to back-to-back assignments, their health, readiness, and capability must be considered. The health and safety of incident personnel and resources will not be compromised under any circumstances. Personnel should anticipate the possibility of an extension when taking an assignment to Alaska. Assignments may be extended when:

- Life and property are imminently threatened,
- Suppression objectives are close to being met, or
- Replacement resources are unavailable, or have not yet arrived.

Upon completion of the standard 14 day assignment, an extension of up to an additional 14 days may be allowed (for a total of up to 30 days, inclusive of mandatory days off, and exclusive of travel). Regardless of extension duration, two mandatory days off will be provided prior to the 22nd day of the assignment.



Contracts, Incident Blanket Purchase Agreements (I-BPAs), and Emergency Equipment Rental Agreements (EERAs) should be reviewed for appropriate pay requirements and length of assignment. If the contracts, I-BPAs, or EERAs do not address this, the incident finance/administration section chief or the procurement official should be consulted as to whether compensation for a day off is appropriate.

Single Resource/Kind Extensions: The Section Chief or resource's incident supervisor will identify the need for assignment extension and will obtain the affected resource's concurrence. The use of the national Resource Extension Form is required. The form can be found in the EMG, Chapter 80 or on the internet at: http://www.nifc.gov/nicc/logistics/coord_forms/Extension_form.pdf.

- Follow home unit dispatch office guidelines for notification to the dispatch office.
- For all single overhead resources, the incident will work directly with the home unit to obtain approval signatures in the following order:
 - Incident Supervisor
 - Incident Commander or Deputy
 - Home Unit Supervisor
- For crews, equipment and aviation resources only, signatures should be obtained in the following order:
 - Incident Supervisor
 - Incident Commander or Deputy

- Home Unit Supervisor
- Sending GACC
- Host GACC
- NICC – national resources only

Incident Management Team Extensions: Incident Management Team extensions are to be negotiated between the incident Agency Administrator, the Incident Commander, and the GMAC/NMAC (if directed).

If the potential exists for reassignment to another incident during the extension, the home unit supervisor and affected resource will be advised and must concur prior to reassignment. (See IIBMH, Ch. 10, Personnel)

INCIDENT OPERATIONS DRIVING (NMG, Ch. 10)

These standards address driving by personnel actively engaged in wildland fire or all-hazard response activities, including driving while assigned to a specific incident or during initial attack fire response (includes time required to control the fire and travel to a rest location). In the absence of more restrictive agency policy, these guidelines will be followed during mobilization and demobilization as well. Individual agency driving policies shall be consulted for all other non-incident driving.

- Agency resources assigned to an incident or engaged in initial attack fire response will adhere to the current agency work/rest policy for determining length of duty day.
- No driver will drive more than 10 hours (behind the wheel) within any duty day.
- Multiple drivers in a single vehicle may drive up to their agency's duty day limitation provided no driver exceeds the individual driving (behind the wheel) time limitation of 10 hours.

A driver shall drive only if they have had at least 8 consecutive hours off duty before beginning a shift.

Exception: Exception to the minimum off-duty hour requirement is allowed when essential to:

- Accomplish immediate and critical suppression objectives, or
- Address immediate and critical firefighter or public safety issues.
- As stated in the current agency work/rest policy, documentation of mitigation measures used to reduce fatigue is required for drivers who exceed 16 hour work shifts. This is required regardless of whether the driver is compliant with the 10 hour individual (behind the wheel) driving time limitations.

EA MOBILIZATION AND DEMOBILIZATION INFORMATION STANDARDS

ROSS will be used by all levels of dispatch. All travel information will be entered into ROSS Travel function. All times (ETA and ETD) will be listed in the local time zone.

- Sending units will relay complete travel itinerary including departure and arrival times, airline flight numbers and/or ground transportation information via the ROSS Travel function, prior to the departure of the resource to the incident. If equipment is traveling a long distance, use Remain over Night (RON) as part of the travel leg.
- Receiving units within the Eastern Area are responsible for confirming arrival of resources they ordered.
- All Eastern Area resources (i.e. overhead, crews, engines, equipment, and aviation resources) dispatched through EACC will observe the following procedures. These procedures will enable the Coordination Center to track and mobilize resources more efficiently.
 - When mobilizing to an incident, resources will check in with the receiving unit by telephone to the number identified on the resource order form when they will be more than ½ hour late or deviate from planned travel.
 - Miscellaneous overhead driving to or being released from an assignment should check-in with the receiving unit.
- When a charter aircraft is used to move resources, a completed Aircraft Flight Request/Schedule, Form 9400-1a, must be faxed to EACC at 414-944-3838 prior to departure. EACC will relay the information to the appropriate dispatch center. Aircraft Flight Request/Schedule forms are found in EMG, Ch. 80 and on the EACC web site:
<http://qacc.nifc.gov/eacc/logistics/aviation/aviation.htm>.

Status/Commit messages are required to note the change in status (committed, released, out of service, etc.) of national resources. As stated in Chapter 50 – Aviation of the EMG, this notification will be done by electronic mail within 15 minutes of commitment. Use a short and concise format, i.e. *Helo 2HX has been committed to Michigan State, 20 miles north of Cadillac.*

For supply orders, a Cache Shipping Status Form will be faxed by caches to relay shipping information.

INITIAL ATTACK DEFINITION (NMG, Ch. 10)

Initial Attack (IA) is a planned response to a wildfire, given the wildfire's potential fire behavior. The objective of initial attack is to stop the wildfire and extinguish it in a manner consistent with firefighter and public safety and values to be protected.

An initial attack fire is generally contained by resources initially dispatched without significant augmentation of reinforcements. If containment occurs within two hours after initial attack, full control is expected within the first burning period.

Dispatch centers are to inform all resources of the name of the assigned Incident Commander and all other pertinent information. All changes in Incident Command leadership will be announced to assigned

and incoming resources during initial and extended attack incidents. This information should also be relayed to Fire Management staff.

Initial attack involving the commitment of resources across recognized dispatch boundaries must comply with the following guidelines:

- Resources dispatched are identified in formalized Agreements, Operating Plans, or Memorandum of Understanding and are located on or adjacent to mutual jurisdictional wildland fire management boundaries.
- At the time it becomes evident the incident will not be contained during the first operational period, resources involved will be formally ordered through established ordering channels.
- The Eastern Area Coordination Center (EACC) may order initial attack air tankers directly from the Southern Area Coordination Center (SACC).

RESOURCE MOBILIZATION (NMG, Ch. 10)

Resources mobilized through EACC will be requested and documented using established ROSS procedures. The Interagency Standards ROSS Operations Guide (ISROG) can be found on the following website: <http://www.nifc.gov/nicc/logistics/references/ISROG.pdf>.

NICC will not process requests for resources “after the fact”, i.e. requests for resources that have mobilized to an incident prior to being requested in ROSS and receiving a resource order.

RESOURCE MOBILIZATION PRIORITIES

The Eastern Area Multi-Agency Coordinating Group (EACG), in concert with various affiliates, has established priorities for resource mobilization.

The priorities are as follows:

1. Resources represented by the National Wildland Fire Coordinating Group (US Forest Service, National Park Service, US Fish and Wildlife Service, Bureau of Indian Affairs, and the twenty Northeastern States)
2. Casual Hires
3. Contractors

DEMOBILIZATION

To manage fatigue, every effort should be made to avoid off unit (excluding IA response) mobilization and demobilization travel between 2200 and 0500 local time.

Occasionally, the availability of transportation or other circumstances will dictate time frames during demobilization. If resources cannot reasonably be expected to arrive home by 2200 hours local time, mitigation measures are to be taken (such as remain overnight at a local hotel or mob center) and documented on the resource order.

Upon return from assignment, all personnel are required to provide a copy of their performance evaluation to their local dispatch center for record retention.

NONSTANDARD DEMOBILIZATION

There are several nonstandard demobilizations that may occur, such as when an agency requests an individual to be released, family emergencies, medical issues or disciplinary demobilizations. It is important to involve EACC and IARRs (Interagency Resource Representative) in any of these instances. When an emergency situation arises, confidentiality of the individual involved must be strictly maintained.

- **Agency Requested Release:** An example is when the sending unit requests the employee to be released due to unforeseen commitments, i.e. testimony for a trial or human resource issues.
- **Emergency Release:** When an emergency situation occurs, a family member or friend is to contact the home dispatch unit, who will initiate an emergency release form. The home unit will relay the message to EACC. EACC will promptly deliver the message through standard dispatch channels or through the IARR. Personnel will not be contacted on an incident unless it is an emergency.
- **Medical Release:** When there is an emergency on an incident, NICC and IARRs will contact EACC. EACC will notify the sending dispatch unit through dispatch channels. Provisions should be made to address any special needs, i.e. help deplaning, agency appointed escort, ambulance or special vehicle for transportation.
- **Disciplinary Release:** When a resource is released for disciplinary reasons, no reassignment will be considered. If a crew member is involved, the IARR will notify EACC. EACC will notify the home unit. The home unit will be responsible for disciplinary action. It is very important to document all details.
- **Performance Issues:** Unit leaders and/or Incident Commanders will complete performance evaluations for all substandard performance (based on qualification levels or the ability to do the job) for suppression/support resources. These evaluations will be sent to the local line officer. EACC will be notified immediately if resources are to be considered unavailable.

MOBILIZATION CENTER CRITERIA

A mobilization center is defined as an off-incident location at which personnel and equipment are temporarily located pending assignment, release, or reassignment. Eastern Area Mobilization Centers may be activated by EACC under the direction of EACG.

EACC is responsible for creating a ROSS order to activate the mobilization center. The Mobilization Center Manager is responsible for the mobilization center's operational oversight.

Dispatch Centers should pre-identify locations to facilitate opportunities for the preposition of resources during severe conditions and high levels of mobilization.

Eastern Area has three levels for mobilization center activation. Levels are based on physical size of the facility, transportation systems (commercial air/bus service) and the ability to properly support local numbers of personnel.

- Level 1 – National or Area Activation
- Level 2 – Local Activation
- Level 3 – Activation, long term

Level 1 and Level 3 Mobilization Centers are normally activated and supported by the EACC to meet the needs of the geographic area and national level.

Level 2 Mobilization Centers are normally activated and supported by a local area to meet a local area needs.

Eastern Area Mobilization Center Activation Plan is updated annually by March 1 and posted on the EACC web page.

MOBILIZATION CENTERS

Mobilization centers can be activated by EACC for activity generated outside the local area or by the local unit based on their needs. Below are the designated centers in the Eastern Area. The units listed are responsible for staffing the centers. Temporary mobilization centers may be designated at the discretion of the EA MAC Group or EACC.

When mobilization centers are activated under Level 1 or Level 3, they fall under the direction of EACC unless specifically redirected by the Center Manager.

Eastern Area Mobilization Centers

Responsible Unit	Mobilization Point
Minnesota Interagency Fire Center	DLH Duluth, MN
Mark Twain National Forest	STL St. Louis, MO
State of New Hampshire White and Green Mountain National Forests	MHT Manchester, NH
Pennsylvania Department of Conservation and National Resources	MDT Harrisburg, PA

Each responsible unit will meet annually with local interagency partners associated with the mobilization center to review the operational plan. Units activating and utilizing the mobilization center will need to review and comply with the local area mobilization center operating plan. Each mobilization center must provide EACC with a copy of their annual operating plan by March 1.

The sending unit will provide resources with personal protective equipment (PPE) and gear.

Mobilization Center Managers will keep EACC informed of all arrivals and departures from their centers through normal dispatch channels.

Additional information for Eastern Area Mobilization Center Activation Plans can be found on the EACC website under Dispatch.

Items to consider when operating a Mobilization Center:

- Feeding capability (local or on-site)
- Sanitation (service contract for portable toilets and hand/face washing)
- Gray water pumping for kitchen, if on site
- Showers available (on site or local – i.e. school, armory)
- Shelter day/night (sleeping, shade, inclement weather, lighting)
- Communications (internal (loudspeaker system), external sites, radios, FAX, phone)
- Security (day/night)
- Transportation
- Supplies (minimal cache)
- Medical Station (first aid capability)
- Support personnel recommended for staffing: STAM, FACL, GSUL, CAMP, SEC2, EMTB, SOFR, PTRC, and Micro-purchaser

DEMOBILIZATION FROM A MOBILIZATION CENTER

When release information is received for crews or overhead to arrive at airports other than at their home unit, EACC will contact the dispatch center nearest to that airport and pass on the arrival information and request activation of the mobilization center.

The mobilization center will coordinate with the home unit to confirm transportation details from the mobilization center to the home unit. Transportation for arriving resources will be at the mobilization center 1-1/2 hour prior to scheduled aircraft arrival time. If the time between notification and aircraft ETA is not sufficient to meet the 1-1/2 hour deadline prior to an aircraft's arrival, transportation will be arranged by the center.

When travel starts from the mobilization center to the home unit, the mobilization center will call EACC and the home unit with the ETA.

All sending units are requested to notify their home dispatch of any contacts, travel plans, or ETAs received from their personnel that have not come through normal dispatch channels.

EACC must be notified if a crew will be in travel status after 2200 hours local time. Travel after 2200 hours local time requires approval by the EACC Center Manager or Acting.

WILDLAND FIRE ENTRAPMENT/FATALITY (NMG, Ch. 10)

Entrapment: A situation where personnel are unexpectedly caught in fire behavior related, life-threatening positions where planned escape routes or safety zones are absent, inadequate, or have been compromised. An entrapment may or may not include deployment of a fire shelter for its intended purpose. This situation may or may not result in injury. This situation includes “near misses.”

Notification of such an occurrence will be made immediately by telephone through agency channels to EACC. EACC will report information to NICC.

A completed report will be submitted to NICC within 24 hours of the incident. Blank Wildland Fire Entrapment/Fatality forms are in the EMG, Ch. 80 and on the EACC web site at: http://gacc.nifc.gov/eacc/logistics/dispatch/dispatch_forms.htm.

REPORT OF SERIOUS INJURY OR DEATH OF A NATIVE AMERICAN FIREFIGHTER

These special instructions will follow the same channel back to the incident.

If a serious accident or fatality occurs with bureau or tribal personnel in a fire related accident, the incident is required to directly and immediately report to the BIA Designated Agency Safety and Health Official (DASHO) through the BIA Wildland Fire and Aviation Safety Specialist at NIFC.

The DASHO will notify the home unit with the information received from the incident. The home unit will notify the local tribal officers of the situation.

The tribal official will notify the family and receive special instructions on how the family wishes this injury or death to be handled.

NATIONAL RESOURCES (NMG, Ch. 10)**NOTIFICATION OF COMMITMENT OF NATIONAL RESOURCES (NMG, Ch. 10)**

Eastern Area units will notify EACC of the commitment of national and international resources within their local unit:

- Committed internally to an incident or are no longer available for dispatch.
- Available again (resources on duty and available for dispatch).
- Location changes.

UNABLE TO FILL (UTF) PROCEDURE (NMG, Ch. 10)

A 48 hour “UNABLE TO FILL” policy exists nationally. NICC will return requests to the ordering GACC with a “UTF” no more than 48 hours after receipt, unless notified that the order can be filled. Dispatch units have the responsibility to notify EACC immediately when the request is filled or unable to fill. EACC will determine the appropriate action needed at that time. NICC will not accept or process any request previously UTF’d unless a new request number is assigned.

STANDARD CUBES, WEIGHT AND GEAR POLICY FOR ALL PERSONNEL (NMG, Ch. 10)

All personnel dispatched through EACC must conform to the following limitations:

- One frameless, soft pack not to exceed 45 pounds.
- Either web gear or briefcase (not both), not to exceed 20 pounds.
- Maximum allowable crew weight, including equipment, is 5,300 pounds.
- All personnel baggage weights must be displayed separately from individual weights on flight manifests.
- Pre-identified Type 1 Incident Management Team members are authorized additional weight not to exceed 300 pounds for equipment, per team. The incident commander (IC) must designate, in advance, which team members are authorized additional weight and make this a matter of record.

WILDLAND FIRE WEATHER FORECASTS (NMG, Ch. 10)

Dissemination of fire weather information: Incident commanders on all incidents will be responsible for all suppression resources being briefed on current and expected fire weather danger information prior to any line assignment.

COST CODING (NMG, Ch. 10)

Refer to Chapter 10 in the National Interagency Mobilization Guide (NMG) for BLM, BIA, NPS, FWS, and FS cost coding procedures. The NMG can be found on the web at <http://www.nifc.gov/nicc/logistics/references.htm>.

NATIONAL PREPAREDNESS PLAN (NMG, Ch. 10)**WHY PREPAREDNESS LEVELS ARE ESTABLISHED (NMG, Ch.10)**

- Identify the level of wildland, prescribed fire, and all-hazard activity, severity, and resource commitment within the Eastern Area.
- Identify actions to be taken by Agency Administrators, Area Coordinator, EACG, and Unit Dispatchers of respective agencies to assure an appropriate level of preparedness/readiness for the existing and potential situation.
- To guide and direct Area or Unit fire management activities when essential to ensure preparedness or response capabilities for situations within the Area or to the national situation.

GEOGRAPHIC AREA PREPAREDNESS LEVELS (NMG, Ch.10)

Eastern Area preparedness levels are determined from information provided by units and predictive services personnel. Preparedness levels may limit activities within the area to ensure that sufficient resources are available for area mobilization. See the National Interagency Mobilization Guide for National Preparedness Level descriptions.

The Eastern Area Center Manager or acting will monitor the Area wildland fire and all-hazard situations to determine preparedness levels. As levels increase, all management direction/considerations from each previous level will automatically be continued at the next higher level.

Area preparedness levels are determined from the ground up, and at the higher levels may constrain activities in a single unit not experiencing similar activity.

EASTERN AREA PREPAREDNESS PLAN

The preparedness levels are established by the EACC Center Manager throughout the calendar year. These levels are determined by specific management direction with consideration to predicted fire behavior, weather resource availability, fire danger, and activity levels.

UNIT PREPAREDNESS PLAN

Unit preparedness levels shall be determined in accordance with agency/bureau/state/tribal direction through Agency Directives. A similar preparedness process should take place for interagency and unit dispatch centers.

Management Direction/Consideration at All Preparedness Levels

- Report wildland and prescribed fire activity via the Interagency Situation Report program as indicated in the Eastern Area Mobilization Guide. Unit Administrator
- For all incidents which meet the large fire criteria (100 acres in timber, 300 acres in grass, fatality, structures lost, IMT assignment, significant commitment of national resources), prepare an ICS-209 and submit through the FAMWEB system by 1700 daily until the incident is controlled. Incident Commander/Unit Administrator
- Provide EACC with timely intelligence on existing and emerging situations. Unit Administrator
- Via the Interagency Situation Report program (FAMWEB), provide a report of area fire activity or situations as indicated in the EMG. Unit Administrator/Unit Dispatcher
- Staff all dispatch centers in accordance with the level of activity and resource order workload not only at the local level but also at the geographic and national levels. This will range from an afterhours duty officer to staffing the center 24 hours if needed. Center Managers

PREPAREDNESS LEVEL DESCRIPTIONS (NMG, Ch. 10)

The following are Preparedness Levels for the Eastern Geographic Area:

PREPAREDNESS LEVEL 1 (NMG, Ch. 10)

Potential for escaped fire is low. Most units have low to moderate fire danger. Number and size of fires are typical for the time of year. Fires are usually contained within one to two burning periods. Local units are handling the situation with little or no commitment of non-local resources. An all-hazard incident of national significance or high resource commitment may increase the Preparedness Level without any of the above wildland fire criteria.

- All units staff at their budgeted initial attack level. Unit Administrator
- Status resource availability in ROSS. Unit Dispatcher
- EACC is staffed five days a week with a duty officer on call. Hours fluctuate based on activity level. EACC Center Manager
- NEK is open five days a week with a manager on call. NEK Manager
- Unit dispatchers or Fire Staff are available and/or on call after hours and on weekends. Unit Dispatchers and/or Fire Staff

PREPAREDNESS LEVEL 2 (NMG, Ch. 10)

Several units are experiencing moderate to high fire danger with NFDRS staffing classes of 2 or 3. Fire size and numbers are typical for this time of year. Fires range from 10 to 99 acres with an occasional fire reaching 100 to 300 acres. Fires are usually controlled with standard initial attack forces and contained within one or two burning periods. Potential for escaped fires is moderate and increasing. Resources from within the EA are adequate to deal with the situation. An all-hazard incident of national significance or high resource commitment may increase the Preparedness Level without any of the above wildland fire criteria.

- EACC extends hours to meet situation. EACC Center Manager
- Monitor current fire danger and predicted weather. Unit Administrator and EACC Center Manager
- Consider severity needs and assess long range forecasts. Unit Administrator
- Status resource availability in ROSS. Unit Dispatcher
- NEK extended hours to meet situation. NEK Manager and EACC Center Manager
- Consider initiating interagency (multi-agency) conference calls at compact/multi-state level. Unit Administrator/Agency Rep

PREPAREDNESS LEVEL 3 (NMG, Ch. 10)

High to very high fire danger is occurring in multiple states. Numerous units are having ¼ to 99 acre wildland fires. Several wildland fires have escaped initial attack, reaching 100 to 300 acres or larger in size. Fires are burning for 2-3 burning periods. Holding/suppression actions are requiring increasing numbers of resources for extended periods of time. Type 3 Incident Management teams are committed locally. One or more Type 1 or 2 IMTs are on order or assigned and mobilization of resources is occurring. Additional resources may be needed from outside of the geographic area. An all-hazard incident of national significance or high resource commitment can increase the Preparedness Level without any for the above wildland fire criteria.

- EACC seven day a week staffing. EACC Center Manager
- Agency/Geographic Area monitor Wildfire with resource objectives, incidents, prescribed fire activity and suppression requirements to maximize efficient resource utilization for identified priorities. EACC Center Manager and EACG Unit Administrator
- Ensure qualified personnel are available for fire assignment. Unit Administrator
- Canvas units for anticipated severity funding needs. Consider requesting funds to strengthen preparedness capabilities. Unit Administrator
- Consider staging a short team. EACC Center Manager and EACG
- Coordinate prepositioning of area resources as appropriate. (Aircraft, Crews, Radio Kits, Cache Vans) EACC Center Manager and EACG
- Evaluate and prepare for the need of training and hiring emergency firefighters. EACG
- Monitor critical fire cache supply inventories. NEK Manager
- Develop additional Predictive Services products and capabilities. EACC Center Manager
- Initiate EACG and unit dispatcher conference calls once a week or as needed. EACC Center Manager
- Consider the need to activate EA MAC Group. Area Coordinator, Unit, Agency Administrator
- Consider need to add FBAN at the GACC. EACC Center Manager
- Consider activation of mobilization center(s). EACC Center Manager
- Consider the need for weekly aviation calls. Area Coordinator, Unit, Agency Administrator

PREPAREDNESS LEVEL 4 (NMG, Ch. 10)

Two or more Compact Areas are experiencing very high to extreme fire danger. Numerous wild fires are escaping initial attack with large project fires occurring. Two or more units have incidents requiring Type 1 or 2 teams. Fires are burning over several burning periods. High complexity fire is occurring. There is no break in the predicted weather for 48-72 hours. A majority of initial attack resources are committed and/or competition for resources exists between units. Most resources are available from outside of the Geographic Area. An all-hazard incident of national significance or high resource commitment may increase the Preparedness Level without any of the above wild fire criteria.

- | | |
|---|--|
| • Ensure fire qualified personnel are available. | Agency Administrators and EACG |
| • Activate EA MAC Group if Eastern Area activity warrants. | EACG and EACC Center Manager |
| • Prescribed burning permitted with weekly or more often as conditions warrant, contact with agency administrator and sub geographic areas. | Agency Administrators and EACG.
Disseminate to EA units through EACC Predictive Services. |
| • Activate mobilization centers and staging areas as needed. | EACG and EACC Center Manager |
| • Train additional emergency firefighters. | EACG |
| • Send fire priorities to NICC by 0400 and 1800, and increase coordination efforts. | EACG Center Manager |
| • Consider prepositioning appropriate Incident Management Teams. | EACG and EACC Center Manager |
| • Activate Fire Information position(s) and coordinate news releases with appropriate agencies. | EACC Center Manager |
| • Daily Agency Administrator's conference call. | EA MAC reps make contact |
| • Units status resource availability in ROSS and submit critical resource shortage needs. | Unit Dispatchers |
| • Consider activation of Fire and Aviation Safety Team (FAST). | Unit Aviation Officers and Unit Dispatchers |
| • Evaluate the need for non-nontraditional firefighting resources (military, international). | EA MAC |
| • Evaluate the need for Area Command. | EA MAC |
| • Activate the FBAN (Fire Behavior Analyst) function | EACC Center Manager |
| • Unit of Dispatch Center Duty Officer available 24 hours a day, seven days a week. | Agency Administrators and Unit Dispatcher |
| • Consider EACC staffing 24 hours, seven days a week. | EACC Center Manager |
| • Consider filling only emergency incident supply and equipment orders. | EACC Center Manager and NEK Cache Manager |

PREPAREDNESS LEVEL 5 (NMG, Ch. 10)

Very high or extreme fire danger exists throughout the Eastern Area. Several units are experiencing major incidents which have exhausted available resources. Significant competition for resources is occurring. The majority of resources are from out of the geographic area. Traditional control methods are not effective. Extreme burning conditions prevail. Three or more large fires are occurring. Mop-up

is extensive. High to extreme fire danger expected to continue or increase over the next 48-72 hours. Resource shortages are occurring nationally. An all-hazard incident of national significance or high resource commitment may increase the Preparedness Level without any of the above wild fire criteria.

- Intensify coordination efforts with all wild fire protection agencies and news media. Agency Administrators and EACG
- Activate non-traditional firefighting resources. (Military, international) EA MAC
- Rx applications can be initiated or continued if the action is approved by an Agency Administrator at the Regional or State Office level and local resources are available to carry out the application without additional outside resource needs. This approval must be based on an assessment of risk, impacts of the proposed actions on Area resources and activities, and include feedback from the GMAC. Agency Administrators. Information to EA units through EACC Predictive Services.

NATIONAL MULTI-AGENCY COORDINATING GROUP (NMAC) ORGANIZATION (NMG, Ch. 10)

NIFC DIRECTORS' DELEGATIONS (NMG, Ch. 10)

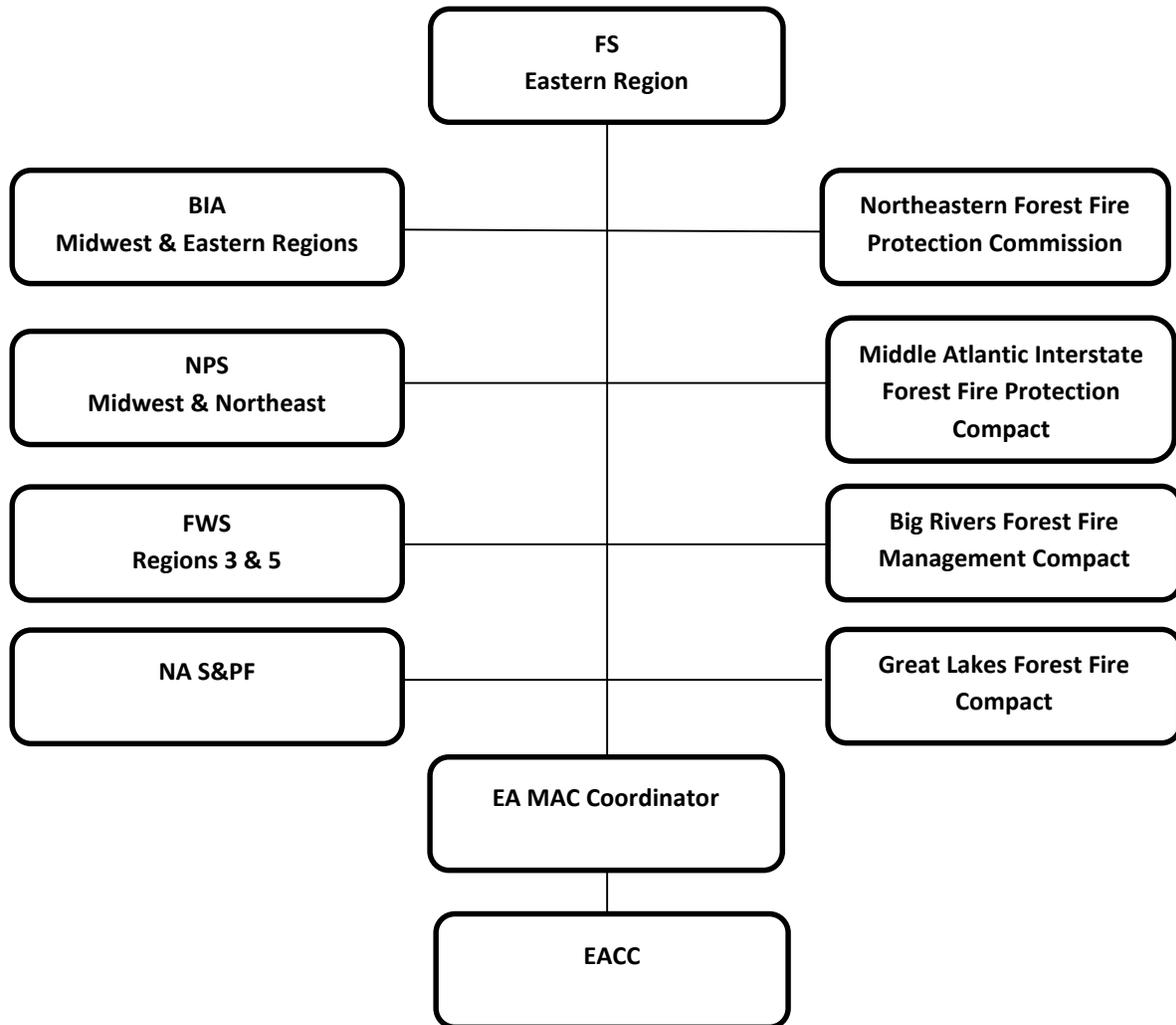
MULTI-AGENCY COORDINATING GROUPS (MAC) ORGANIZATION (NMG, Ch. 10)

NMAC ROLES/RESPONSIBILITIES (NMG, Ch. 10)

RESPONSIBILITIES of GMACs (NMG, Ch. 10)

- Determine and set Geographic Area priorities.
- Acquire, allocate, and reallocate resources.
- Issue coordinated Situation Assessment Statements.

EASTERN AREA MAC (EA MAC) GROUP



There may be a need for Geographic Areas to activate their MAC Groups (GMAC) when the National Preparedness Level is at a 5, enabling Geographic Area response to requests and direction from the NMAC.

MAC Group: A combination of facilities, personnel, equipment, procedures, and communications integrated into a common system with responsibility for coordination of resources from assisting agencies and support to multi-agency fire suppression operations within the Eastern Area. A MAC group should be established at the area or unit level when criteria for establishment are met.

Agency Administrator: Those personnel staffing line management positions in the highest tier of the organization within the Eastern Area. Examples are:

- Bureau of Indian Affairs
- National Park Service
- Fish and Wildlife Service

- Area Director
- Regional Director
- Regional Director

Forest Service	Regional Forester
Northeastern Area S&PF	Area Director
State Compacts	Compact Chairperson

Unit Administrator: Personnel staffing field line management positions within the Eastern Area.

Examples include:

Bureau of Indian Affairs	Agency Superintendents/Tribal Council
National Park Service	Park Superintendents
Forest Service	Forest Supervisors
Fish and Wildlife Service	Refuge Managers
State Division of Forestry	Local Foresters

EACC Center Manager: Serves as an advisor to the MAC group.

EASTERN AREA MAC GUIDELINES

A. Composition of the EA MAC Group.

The EA MAC group is made up of personnel from those agencies that have jurisdictional responsibility and those who are heavily supporting the effort or may be significantly impacted by the lack of local resources.

Agency representatives should be fully authorized to represent their agency (commits resources and authorizes expenditure of funds).

Typically a geographic area EA MAC group would include:

- Regional Director/Fire Operations officer level for Forest Service
- State Forester/Deputy State Forester level for State agencies
- State Fire Management Officer level for the Bureau of Land Management
- Area Fire Management Officer for the Bureau of Indian Affairs
- Regional Fire Management Officer for the National Park Service
- Regional Fire Management Coordinator for Fish and Wildlife Service

B. Roles and responsibilities of the EA MAC group are as follows:

- Prioritizes incidents.
- Ensures the collective resource situation status, by agency, is provided and current.
- Determines specific resource requirements, by agency.
- Determines resource availability by agency (available for out of geographic area assignments).
- Determines need for and designates mobilization and demobilization centers.
- Allocates limited resources to incidents based on priorities.
- Anticipates future resource needs.

- Reviews policies/agreements for resource allocations.
- Reviews need for other agencies involvement.
- Provides necessary liaison with out-of-area agencies as appropriate.
- Critiques operation and recommends improvements.

- C. The EA MAC Coordinator serves as a facilitator in organizing and accomplishing the mission, goals, and direction of the EA MAC group. The position provides expertise on the functions of an EA MAC organization and the proper relationships with dispatch centers and incidents. Initially, the duties of the EA MAC are carried out by the Eastern Area Coordination Center.

The EA MAC Coordinator needs to be highly skilled in incident management and National Incident Management System (NIMS). Experience in an area or zone coordination center, or as a planning section chief and/or completion of the national EA MAC training is desirable.

The EA MAC group coordinator performs the following:

- Fills and supervises necessary unit and support positions, as needed, in accordance with coordination complexity.
 - Arranges for and manages facilities and equipment necessary to carry out the EA MAC group functions.
 - Facilitates the EA MAC group decision process by ensuring the development, distribution, and display of information and archiving that will assist agency representatives in keeping informed of the total situation. The coordinator provides the data necessary for priority setting and allocation of resources.
 - Implements decisions made by the EA MAC group.
 - Receives reviews, distributes and implements EA MAC decisions to agency representatives and through established dispatch ordering channels.
- D. The EA MAC group situation unit coordinator position should be filled by an experienced situation unit leader and is responsible for the collection and organization of incident status and situation information and evaluation.
- E. The EA MAC group resources unit coordinator position should be filled by an experienced resources unit leader and is responsible for maintaining and providing current information regarding status of personnel, equipment, and aircraft committed and available within the EA MAC area of responsibility.
- F. The EA MAC group information unit coordinator position should be filled by an experienced information officer and is responsible for providing summary information from agency/incident information officers, as well as identifying sources for additional information to the media or other government agencies.
- G. Other support positions should be filled on an as needed basis.

EASTERN AREA MAC OPERATING PROCEDURES

The EA MAC group coordinator shall be notified at Planning Level 4.

The EA MAC group would normally be located at a location near the Eastern Area Coordination Center, but could work from other locations (or by conference call) depending on the complexity of the situation.

The EA MAC group is mobilized through the Eastern Area Coordination Center.

Normal flow of information to the EA MAC group is through dispatch/coordination centers (not incidents).

EA MAC will be activated at Planning Level 5.

EASTERN AREA MULTI-AGENCY COORDINATING GROUP (EA MAC) DECISIONS

All EA MAC Group decisions affecting the geographic area and/or sub-regional areas will be distributed electronically to all interagency partners.

FOLLOW-UP EVALUATION

The EA MAC Coordinator will document decisions and their results, and will report to the EA MAC during subsequent meetings.

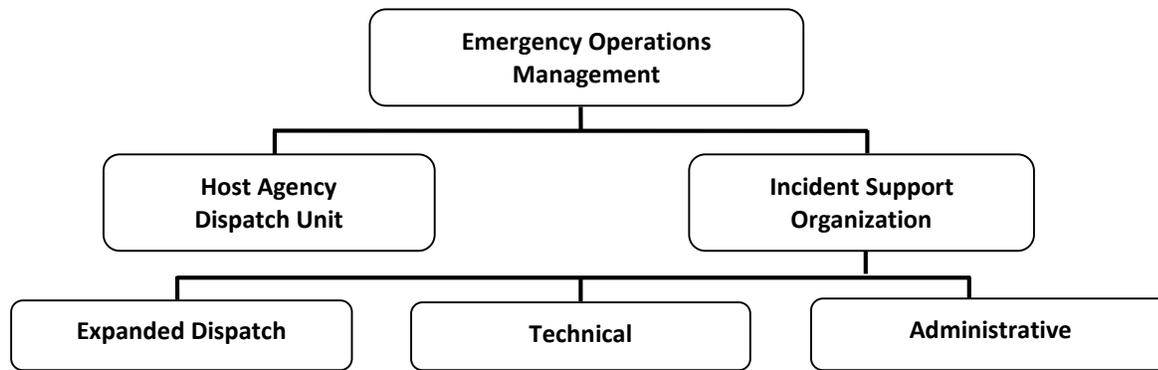
INCIDENT SUPPORT ORGANIZATION (ISO) (NMG, Ch. 10)

Agency administrators are responsible for emergency operations. They provide general guidance and interact with the MAC group. Typically, some or all of their responsibilities are delegated to personnel who can devote more complete attention to the situation. Often the unit fire management officer (FMO) has responsibility for the Incident Support Organization (ISO) and as a representative of the local EA MAC group. Routine initial attack and other dispatch functions continue, but are separated from the ISO.

Each office shall maintain a Dispatch Operating Plan which will include authorities, roles and responsibilities for all dispatching activities, personnel, procedures for routine and emergency operations, the resource order process, job aids and references for the integration of Buying Teams and sources of supply.

The ISO works to provide logistical support to the host agency and the incident(s). The ISO is implemented to address the increased business volume and to supplement established organizations. Staffing positions in an ISO are to be based on need rather than a preconceived organizational chart.

The ISO reports to the Agency Administrator and is composed of functional branches: Expanded Dispatch, Technical Support, and Administrative Support. The functional branches coordinate and cooperate to support the host agency and the incident(s).



EXPANDED DISPATCH ORGANIZATION (NMG, Ch.10)

Expanded dispatch relieves the normal dispatch organization by focusing exclusively on the large or complex incident. Expanded dispatch functions are overhead, crews, aircraft, intelligence, equipment, and supplies

Staffing levels and the degree of expertise required are determined by the volume of orders and complexity of the incident(s). Often in less complex situations, one dispatcher handles more than one functional area. Dispatch recorders and support dispatchers may be able to handle simple situations. The addition of a supervisory dispatcher might be appropriate in situations of multiple fires or for an incident of long duration. A coordinator would function only in the most complex situations.

The supervisory dispatcher supervises logistical support activities in accordance with direction provided by the Agency administrator or the EA MAC group coordinator. The individual filling this position must be a qualified supervisory dispatcher. The position is responsible for filling and supervising the necessary positions based on the complexity of the situation.

TECHNICAL SUPPORT (NMG, Ch. 10)

The technical support function of the ISO provides specialized skills which assist incident support operations. These can vary from situation to situation. Common technical support functions are telecommunications, caching of supplies, transportation services, equipment inspection, aviation ramp services, and mobilization center management and security. In many situations, full time staffing of these support skills is unnecessary. If the situation requires more attention, it may become a full-time responsibility for the duration of the incident(s).

ADMINISTRATIVE SUPPORT (NMG, Ch.10)

The administrative support function of the incident support organization provides administrative advice and services for the ISO and the incident. They can provide equipment and personnel timekeeping services for off-site operations, procurement services (usually in the form of a buying team), provide for the hiring of local casual employees, follow-up on local compensation and claims actions, as well as provide fiscal advice and make payments. When complexity increases, an incident business advisor (IBA) may be added to assist the local administrative officer in redeeming incident related

responsibilities.

An Incident Business Advisor (IBA1 or IBA2) may be ordered by the Agency Administrator to assist with incident business.

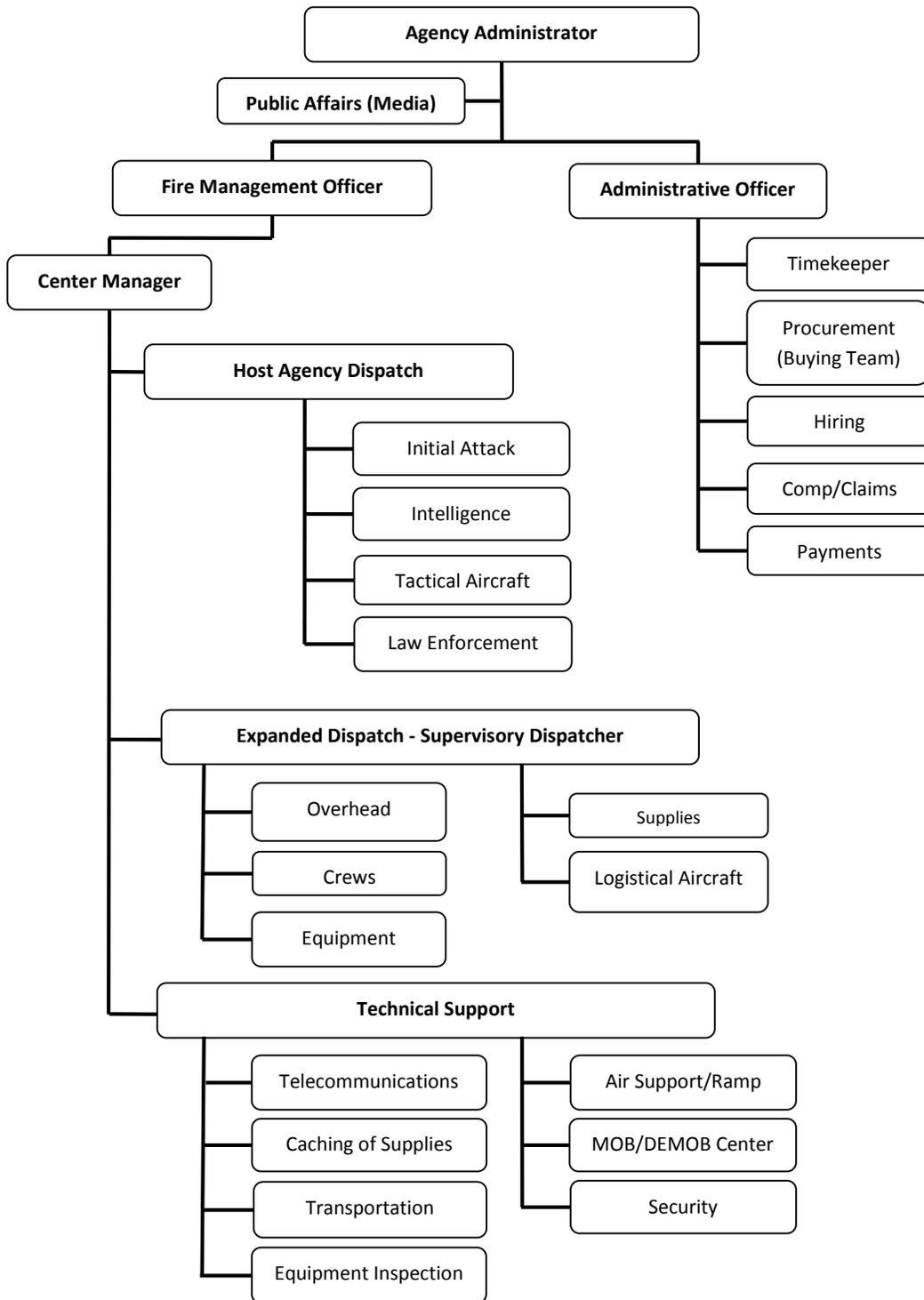
MAC GROUP COORDINATOR (NMG, Ch. 10)

The MAC Group Coordinator should only be assigned when a MAC Group is activated. The MAC Group Coordinator serves as a facilitator to multi-agency decision making. The position provides expertise in obtaining and summarizing multi-agency information to affect collective decisions at the MAC Group level and implementing agencies' priorities.

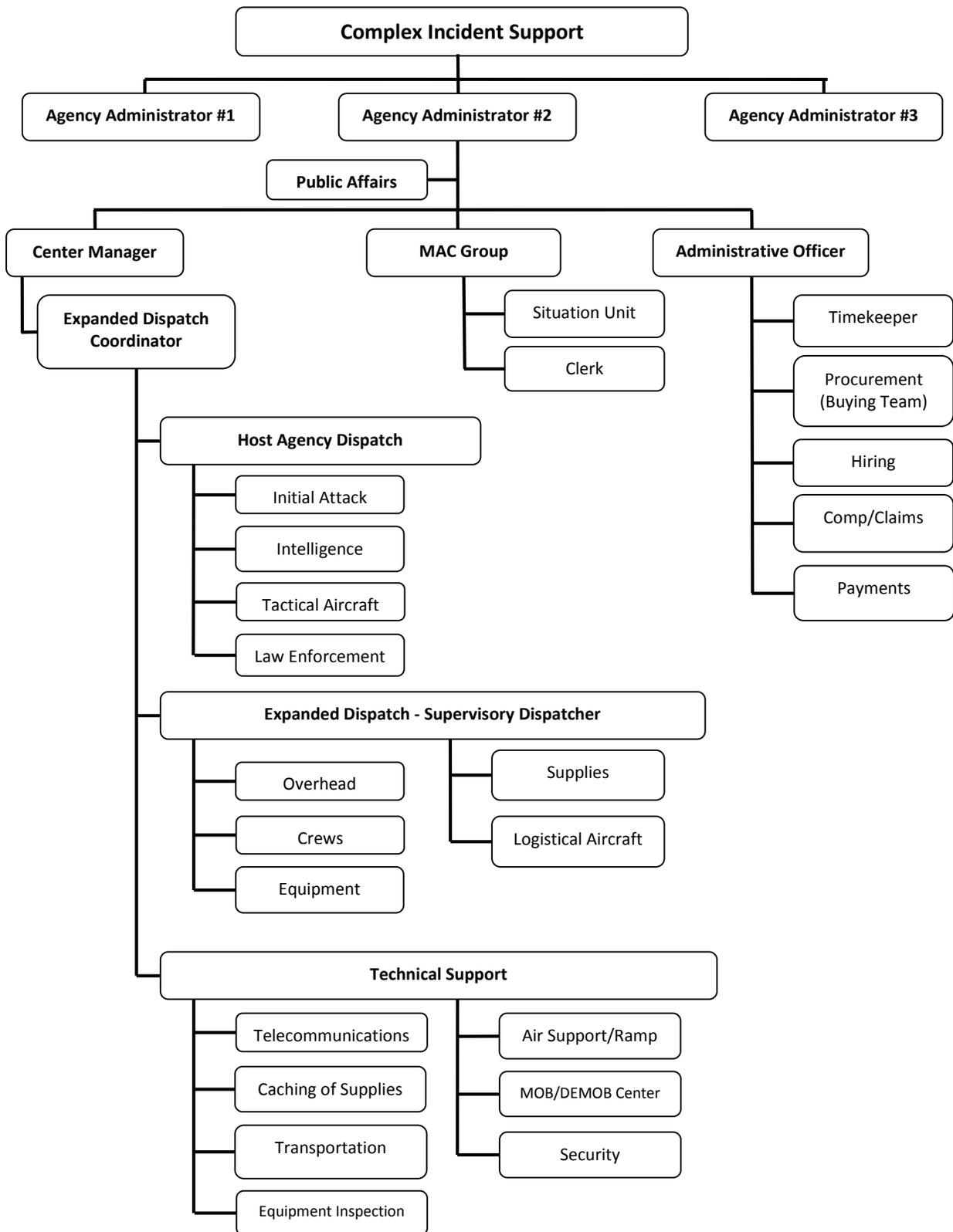
COMPLEXITY (NMG, Ch. 10)

EXAMPLE ORGANIZATIONS (NMG, Ch. 10)

Incident Support Organization, Example



Incident Support Organization, Example – Complex Incident



MOBILIZATION PROCEDURES FOR MILITARY ASSETS (NMG, Ch. 10)

For more information reference the Military Use Handbook, NFES 2175:

http://www.predictiveservices.nifc.gov/intelligence/military/Military_Use_Handbook_2006_2.pdf.

ESTABLISHED RESOURCE ORDERING PROCESS (NMG, Ch. 10)**CIVILIAN SUPPORT (NMG, Ch. 10)****DEMOBILIZATION PROCEDURES (NMG, Ch. 10)****INTERNATIONAL OPERATIONS (NMG, Ch. 10)****CANADA SUPPORT (NMG, Ch. 10)**

Mobilization involving the US and Canada are governed and directed by the diplomatic note, Reciprocal Forest Fire Fighting Arrangement Operational Guidelines, and by local initial attack agreements. (NMG, Ch. 10 and EMG, Ch. 90)

Requests to Canadian agencies will normally be made after US resources are depleted, shortages are projected, or reasonable time frames cannot be met. All requests for use of Canadian Resources must be ordered through NICC, except for local mutual aid that does not include provisions for any reimbursement. The US may request air tankers from Canada only after all available contract, Call – When – Needed (CWN), aircraft have been mobilized. The US may request helicopters from Canada after all available contract and CWN helicopters have been mobilized.

Guidelines for Canadian Mobilization

Canadian resources can be mobilized by the Eastern Area Coordination Center through three different procedures:

- Regionally: Through the international agreement (NMG, Ch. 10).
- Forests: Through a border agreement for initial attack.
- States: Responding to a compact member and sent to state protected lands (remaining a State resource).

Policy and Operating Procedures: Under the Canada/United States Reciprocal Forest Fire Fighting Arrangement and associated operations plan, the same policies apply to Forest Service and Department of Interior (DOI) employees.

Mobilization: The Canadian Interagency Forest Fire Centre (CIFFC)/NIFC Operational Guidelines do not override or supersede any existing cooperative wildland firefighting arrangements such as border agreements. Local agencies sharing common international boundaries are encouraged to enter into border agreements to facilitate preparedness and initial attack on fires posing a common threat. Beyond this, federal employees may only be mobilized under the CIFFC/NIFC arrangement through NICC.

State Employees: The Canada/United States Reciprocal Forest Fire Fighting Arrangement does not specifically provide coverage for tort claims or liability for state employees, thus until there is resolution to this issue they cannot fill positions on Incident Management Teams or firefighting crews. The Federal AD hiring policy is only authorized within the US and is not applicable for international support.

Passport Issues: Due to changing policies and procedures, prior to mobilization, dispatch centers should contact EACC for current information regarding passport requirements for emergency incident response.

Aviation: It may become necessary for US firefighting personnel to be transported on aircraft owned or contracted by the Provinces of Canada. US firefighting personnel are approved to ride in aircraft that have been approved by the Provinces of Canada for the purpose of wildland firefighting.

AUSTRALIA AND NEW ZEALAND SUPPORT (NMG, Ch. 10)

MEXICO SUPPORT (NMG, Ch. 10)

OTHER NATIONS SUPPORT FOR LARGE SCALE MOBILIZATIONS (NMG, Ch. 10)

ORDERING CHANNELS (NMG, Ch. 10)

GEOGRAPHIC AREA COORDINATION CENTERS (GACCs) (NMG, Ch. 10)

EASTERN AREA COORDINATION CENTER (EACC) - MILWAUKEE, WISCONSIN

The Eastern Area Coordination Center (EACC) is located in Milwaukee, WI. EACC is the Geographic Area Coordination Center (GACC) for the 20 northeastern states, Bureau of Indian Affairs (BIA), National Park Service (NPS), Forest Service (FS), Fish and Wildlife Service (FWS), and other cooperating agencies. EACC acts as a focal point for non-local resource ordering both within and outside the geographic area.

The Center Manager has been delegated authority from the Eastern Area Coordination Group (EACG) to set incident priorities and move resources throughout the geographic area and to geographic areas outside of the Eastern Area to meet incident needs.

The Eastern Area dispatch relationships have been established with the following dispatch centers:

- Central Appalachian Interagency Dispatch Center (WV-CAC)
- Delaware State Dispatch Center (DE-DESC)
- Emergency Incident Coordination Center (VA-EIC)
- Illinois Interagency Dispatch Center (IL-ILC)
- Indiana Interagency Dispatch Center (IN-IIC)
- Maryland State Dispatch Center (MD-MDSC)
- Michigan Interagency Dispatch Center (MI-MIDC)
- Michigan State Dispatch (MI-MISC)
- Minnesota Interagency Dispatch Center (MN-MFC)

- Missouri-Iowa Interagency Dispatch Center (MO-MOC)
- New Jersey State Dispatch Center (NJ-NJSC)
- Northeastern Interagency Dispatch Center (NH-NEC)
- Ohio Interagency Dispatch Center (OH-OIC)
- Pennsylvania State Dispatch Center (PA-PASC)
- West Virginia State Dispatch Center (WV-WVSC)
- Wisconsin Interagency Dispatch Center (WI-WIC)
- Wisconsin State Dispatch Center (WI-WISC)

This established ordering channel provides for the rapid movement of requests, agency review, efficient utilization and cost-effectiveness.

EASTERN AREA DISPATCH CENTERS

The seventeen (17) Eastern Area Dispatch Centers are responsible for coordinating the mobilization of resources within their areas of jurisdiction and the collection and dissemination of intelligence information on incidents within their area. These Dispatch Centers serve as the link between EACC and the individual Forests, Parks, Refuges, Tribes, BIA Agencies, States and other agencies.

Central Appalachian Interagency Dispatch Center - Unit ID: WV-CAC

This dispatch center is located on the Monongahela National Forest, Elkins, WV. CAC dispatches US Forest Service resources in West Virginia and Pennsylvania. They also dispatch for Aberdeen Proving Grounds in Maryland, Fort Dix Army Base in New Jersey, and the National Weather Service and Center for Disease Control in West Virginia.

Delaware State Dispatch Center - Unit ID: DE-DESC

This dispatch center is located at the Dept. of Agriculture, Forest Service office, Dover, DE. DESC dispatches Delaware State resources.

Emergency Incident Coordination Center - Unit ID: VA-EIC

This dispatch center is located at Shenandoah National Park, Luray, VA. EIC dispatches resources for National Park Service units in Maryland, Pennsylvania and West Virginia.

Illinois Interagency Dispatch Center - Unit ID: IL-ILC

This dispatch center is located on the Shawnee National Forest, Murphysboro, IL. ILC dispatches resources for Illinois State, US Forest Service, US Fish and Wildlife Service, National Park Service, and The Nature Conservancy located within Illinois.

Indiana Interagency Dispatch Center - Unit ID: IN-IIC

This dispatch center is located on the Hoosier National Forest, Tell City, IN. IIC dispatches resources for Indiana State, US Forest Service, US Fish & Wildlife Service, National Park Service, Crane Naval Weapons Depot, and The Nature Conservancy located within Indiana.

Maryland State Dispatch Center - Unit ID: MD-MDSC

This dispatch center is located at the DNR Forest Service office, Annapolis, MD. MDSC dispatches Maryland State resources.

Michigan Dispatch Center - Unit ID: MI-MIDC

This dispatch center is located on the Huron-Manistee National Forest, Cadillac, MI. MIDC dispatches resources for the US Forest Service, US Fish and Wildlife Service, Bureau of Indian Affairs, the National Park Service, and The Nature Conservancy located within Michigan.

Michigan State Dispatch Center - Unit ID: MI-MISC

This dispatch center is located at the DNR Forest, Mineral, & Fire Management office, Lansing, MI. MISC dispatches Michigan State resources.

Minnesota Interagency Fire Center - Unit ID: MN-MFC

This dispatch center is located at the Minnesota Interagency Fire Center, Grand Rapids, MN. MFC dispatches resources Minnesota State, US Forest Service, Bureau of Indian Affairs, US Fish & Wildlife Service, National Park Service, National Weather Service, and The Nature Conservancy within Minnesota.

Missouri - Iowa Interagency Dispatch Center - Unit ID: MO-MOC

This dispatch center is located on the Mark Twain National Forest, Rolla, MO. MOC dispatches resources for the States of Missouri and Iowa, US Forest Service, US Fish and Wildlife Service, Bureau of Indian Affairs, National Park Service, National Weather Service, Boone County Fire Department, and The Nature Conservancy within Missouri and Iowa.

New Jersey State Dispatch Center - Unit ID: NJ-NJSC

This dispatch center is located at the Forest Fire Service office, Trenton, NJ. NJSC dispatches New Jersey State resources.

Northeastern Interagency Dispatch Center - Unit ID: NH-NEC

This dispatch center is located on the White Mountain National Forest in Campton, NH. NEC dispatches resources for the States, US Forest Service, US Fish & Wildlife Service, Bureau of Indian Affairs, National Park Service, National Weather Service, Department of Defense in Connecticut, New Hampshire, and New York and The Nature Conservancy within the States of Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, and Vermont.

Ohio Interagency Dispatch Center - Unit ID: OH-OIC

This dispatch center is located on the Wayne National Forest, Nelsonville, OH. OIC dispatches resources for the Ohio State, US Forest Service, US Fish & Wildlife Service, National Park Service, National Weather Service, and The Nature Conservancy within Ohio.

Pennsylvania State Dispatch Center - Unit ID: PA-PASC

This dispatch center is located at the Bureau of Forestry, Division of Forest Fire Protection Office, Harrisburg, PA. PASC dispatches Pennsylvania State resources.

West Virginia State Dispatch Center - Unit ID: WV-WVSC

This dispatch center is located at the Division of Forestry Office, Charleston, WV. WVSC dispatches West Virginia State resources.

Wisconsin Interagency Dispatch Center - Unit ID: WI-WIC

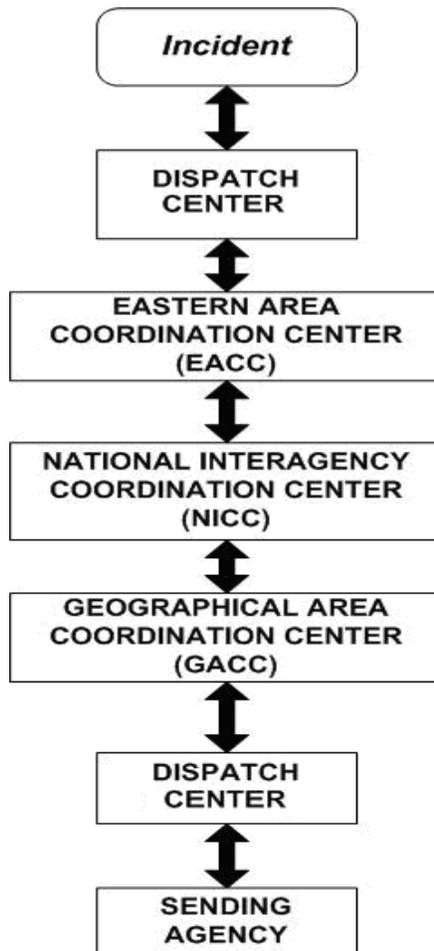
This dispatch center is located on the Chequamegon-Nicolet National Forest, Woodruff, WI. WIC dispatches resources for US Forest Service, US Fish & Wildlife Service, Bureau of Indian Affairs, National Park Service, Bureau of Land Management, and The Nature Conservancy within Wisconsin.

Wisconsin State Dispatch Center - Unit ID: WI-WISC

This dispatch center is located at the Division of Forestry Office, Cumberland, WI. WISC dispatches Wisconsin State resources.

ORDERING PROCEDURES (NMG, Ch. 10)

Resource order requests will be processed using the Resource Ordering and Status System (ROSS). Resource order requests, as the result of an incident, preparedness, severity, and wildland and prescribed fire will follow the established ordering channels displayed below. At the point in this flow chart when an order can be filled, reverse the process to insure proper notification back to the incident or requesting office. Local agency dispatch offices should use mutual aid agreements with cooperators whenever possible.



When Eastern Area resources are unavailable, requests for resources will then be placed with the National Interagency Coordination Center (NICC). Demobilization should follow the same dispatch channels. Units/Centers should stay within established dispatch channels.

ROSS NEIGHBORHOOD ORDERING

Dispatch centers may order resources from approved neighbors for initial attack, extended attack, severity, prescribed fire projects, planned management activities, and non-fire incidents in order to support incidents within their own Dispatch Center area.

Resource ordering standards apply for the movement of all resources. This includes initial attack procedures, resource orders, notifications for area resources, and ROSS travel and reassignment procedures. (Refer to NMG, Ch. 10)

Eastern Area Neighborhood Ordering Procedures:

- Neighborhood Ordering will be open year round.
- Dispatch Centers will utilize the closest forces concept when mobilizing resources.
- All orders must be placed in ROSS.
- All orders/requests will be followed up by a telephone call. The need for open communication between Dispatch Centers and EACC, as well as substantial documentation in ROSS, is critical in making this process a success.
- When a unit is unable to obtain sufficient resources to support an incident on their own or from their neighbors, the order will be placed with their GACC. The GACC shall notify the requesting Dispatch Center when the resource is not available within the Geographic Area and the order must be placed with NICC. The requesting Dispatch Center shall then have the option to cancel or modify the resource order.
- If the GACC needs a resource that has been mobilized neighbor to neighbor, the GACC will place the order with the Host Dispatch Center. Notification by phone call will occur to all affected Dispatch Centers and the information will be documented in ROSS.
- Dispatch Centers cannot reassign resources to another Dispatch Center if that resource was originally mobilized through the Neighborhood Ordering policy without the permission of the resource's home Dispatch Center.
- At a Dispatch Center Manager's discretion and with GACC notification, a Dispatch Center may temporarily withdraw their participation in the neighborhood.
- EACC has the authority to withdraw Neighborhood Ordering. This may be due to prioritization of incidents and resources by the GACC/GMAC at higher Preparedness Levels and incident activity. All affected Center Managers will be consulted regarding this decision. When Neighborhood Ordering is temporarily withdrawn, orders will be placed through normal dispatch channels.
- Conference calls may be conducted for information sharing between neighbors and the GACC.
- An After Action Review will be conducted at the end of the season to document successes and identify areas for improvement.
- A pre-season conference call will be conducted to review procedures.

- Orders for National resources (Type 1 Incident Management Teams, Buying Teams, Interagency Hotshot Crews, Type 1 and 2 helicopters, air tankers, 4390 radio starter kits, etc.) will not be included in Neighborhood Ordering. These requests will be placed to the GACC through normal dispatch procedures.
- Non-compliance with Neighborhood Ordering procedures may result in Neighborhood Ordering being turned off.
- Crossing geographic boundaries require a courtesy call to both GACCs.

Eastern Area/Southern Area Neighborhood Ordering Selection Areas:

The following list defines the neighborhood for each Dispatch Center which currently has established Neighborhood Ordering relationships.

<u>Dispatch Center</u>	<u>May order directly from:</u>
AR-AOC	MOC
IL-ILC	IIC, MOC, OIC, WIC, MIDC
IN-IIC	ILC, OIC, MOC
MI-MIDC	MFC, MOC, WIC, ILC
MN-MFC	MIDC, MOC, WIC
MO-MOC	ILC, IIC, OIC, MIDC, MFC, WIC, AOC
OH-OIC	IIC, ILC, MOC
VA-VICC	CAC, WVSC
WI-WIC	MIDC, MFC, MOC, ILC
WV-CAC	VICC, WVSC, NRPC
WV-WVSC	CAC, NRPC, VICC

INITIAL ATTACK AGREEMENTS

Agreements are established to authorize interagency involvement and provide cost effective suppression actions that benefit all agencies.

Within the Eastern Area, a unit may order resources directly from a neighboring unit, provided this direct ordering has been pre-identified in a written cooperative agreement or operating plan. When resources are requested utilizing a cooperative agreement, the sending unit can provide only the resources under its span of control. EACC should be notified when resources are committed. All initial attack resources responding to an incident under the authority of a cooperative agreement or operating plan cannot be reassigned to another unit's incident or be put into standby status without prior approval from the sending unit.

All resources initially ordered under cooperative agreements and remaining on the incident beyond the first 24 hours of initial attack must be formally ordered in ROSS using normal dispatch procedures. **This is the only instance that a ROSS "catch-up" Resource Order will be allowed.**

ORDERING BETWEEN LOCAL OFFICES ACROSS GACC BOUNDARIES

Local dispatch centers adjacent to one another may engage in resource ordering across GACC boundaries. Formal agreements will be required if there is any exchange of funds or a need for cross-billing authorities.

Local dispatch centers will work with their local fire management organizations to determine the type of resources (for example, single overhead resources, hand crews, equipment) and/or type of incidents (for example, initial attack/mutual aid, prescribed burning activities, natural resource work) that would be available to support neighboring zones.

The sending GACC must grant approval to the local center before any Geographic type resources are sent across GACC boundaries. Additional approval will be required as dictated by geographic and national preparedness levels and incident/resource prioritization. National resources cannot be mobilized without sending GACC approval.

Resources sent across GACC boundaries cannot be reassigned without prior approval from the sending GACC and the sending local unit. Initial attack resources will require a resource order processed through standard dispatch channels if extended beyond the first operational period.

SUPPORT TO BORDER FIRES (NMG, Ch. 10)

Border fires are defined as a wildfire that has crossed the boundary from one geographic area into another or where the fire is expected to cross the boundary within two burning periods. (NMG, Ch. 10)

Existing Eastern Area border Agreements should be followed where applicable:

- Minnesota Incident Command System (MNICS) - Ontario and Manitoba, Canada
- Northeastern Compact - Quebec, Nova Scotia, and New Brunswick, Canada

UNIT IDENTIFIERS (NMG, Ch. 10)

EACC shall designate both a Unit Identifier Data Custodian and alternate for the Geographic Area. The Unit Identifier Data Custodian is responsible for timely entry to proposed additions, modifications, and removals of Unit Identifiers and associated information in the system of record upon receipt of written requests.

GACC Unit Identifier Data Custodians are responsible to ensure the documented agency internal process has been completed and have authority to ensure appropriate NWCG Organizational Unit Codes are created. The National Unit Identifier Data Custodian is responsible for monthly publication of changes to NWCG PMS 931 Unit Identifiers after approval by the NWCG Unit Identifier Unit.

The EACC Intelligence Coordinator is the Unit Identifier Data Custodian for the Eastern Area.

MOBILIZATION AND DEMOBILIZATION INFORMATION (NMG, Ch.10)

Travel information for resources will be transmitted by using the ROSS travel function. Each travel segment will identify mode of travel, carriers name with flight numbers, departure and arrival locations with estimated departure time and estimated arrival time (ETD/ETA) using the local time and time zone.

NON-INCIDENT RELATED ORDERING (NMG, Ch. 10)

Requests not related to an incident, preparedness, severity, wildfire or prescribed fire (Rx) may also follow the dispatch ordering channels. Some exceptions do exist for non-incident resource orders.

EASTERN AREA LARGE FIRE TRAINEE ORDERING POLICY

The Eastern Area is committed to ordering a companion trainee for 10% of all overhead ordered on all large fires within the area under command of an Incident Management Team (IMT). Any IMT working within the Eastern Area will strive to order the full 10%. This requirement is apart from the trainees that the IMT normally carries.

Ten percent of all large fire overhead resource ("O" number) orders will generate a companion order for a trainee to shadow the qualified person for the duration of the assignment. Incident Management Teams may choose their own system to generate the 10% orders (for example, every 10th overhead order generates a trainee companion order, or targeted to national shortage or IMT designated priority overhead positions). The post incident evaluation of an Incident Management Team will include analysis of achievement of the 10% goal.

Trainees will be responsible for providing their task books to the trainer/evaluator. Each trainer/evaluator will have only one trainee. Ordering the trainee at the same time as the qualified overhead request is placed will ensure the 1:1 ratio.

The EACC will notify the EA Geographic Area Training Representative (GATR) of the deployment of any Incident Management Teams to Eastern Area incidents. The GATR will then inform the local Agency Administrators, the local dispatch center, and the training specialist on the IMT about the 10% trainee policy.

PRIORITY TRAINEE MOBILIZATION PROGRAM STANDARD OPERATING PROCEDURES

The Priority Trainee (PT) Mobilization Program is designed specifically for national mobilization training assignments. If training opportunities develop within the Eastern Area, the EACC will utilize the PT list to facilitate trainee assignments as necessary. In order for the PT program to succeed, it needs total commitment by the individual, the Supervisor, and the Agency Administrator.

The following Operating Procedures are established by the EACG to effectively and efficiently implement the PT program.

Nominating Process

The Eastern Area Geographic Area Training Representative (GATR) will send a letter in December notifying Fire Managers of the nomination procedures, attach the nomination form, and indicate submission deadlines. Individuals wishing to participate in the PT program will submit a nomination form along with a copy of their IQS/IQCS Master Record through agency accepted channels to their home unit. The home unit will prioritize each PT nomination by position and submit the nominations to their respective Eastern Area Training Working Team (EA TWT) representative. A list of EA TWT representatives can be found at <http://qacc.nifc.gov/eacc/eacg/eacg.htm>. EA TWT representatives will then prioritize the nominations by position for their respective area and submit the nominations to the GATR.

Requirements

Nominations must meet the NWCG 310-1 prerequisite training and experience for the trainee position for which they are applying. NWCG 310-1 can be found at <http://www.nwcg.gov/pms/docs/pms310-1.pdf>. Forest Service trainees must also meet the requirements listed in the Forest Service Fire & Aviation Qualifications Guide at <http://www.fs.fed.us/fire/publications/fsfaqg/fsfaqg.pdf>. Trainees must be in possession of an initiated Position Task Book (PTB). An agency can nominate a person for only a select number of ICS positions identified by EACG as critical shortage positions within the Eastern Area. A complete list of critical shortage positions can be found at http://qacc.nifc.gov/eacc/management_admin/training/trainingq.htm. Priority Trainees may only apply for one ICS position per year. Nominations that are not timely and complete will be returned to the EACG Agency Representative and will not be considered. All signatures are required on the nomination form.

- All of the prerequisites and qualifications for the position must have been met.
- PTs agree not accept any other assignments for the first 7 days of their availability period.
- During their availability period, the PT will have the trainee qualification visible and stasured available 'National' in ROSS through appropriate dispatch channels. All other trainee qualifications will be hidden for the remainder of the calendar year or until the Position Task Book (PTB) has been recommended for certification.
- The PT may remove his/her name from the PT list for reasons (management, personal, or medical) through their respective agency, GATR, and the appropriate dispatch channels.
- All sponsoring agencies will notify the GATR when PTBs have been completed and the individual is no longer a trainee in the identified position.

Evaluations

Per guidance of the EACG, trainee members of any of the National Wildfire Coordinating Group Type 2 Incident Management Team (IMTs) in the Eastern Area will be given an extra one point score when nominated to the PT program. The recognized Type 2 IMTs within EA include: Minnesota Incident Command System (MNICS) A-B-C teams, Northeast Compact T2, Maine T2, and Eastern Area T2.

The EA TWT will develop a “final” interagency Priority Trainee list at the Joint Working Team meeting in February. This final PT list will be submitted to EACG and the EACC, and will be posted on EACC’s website at http://qacc.nifc.gov/eacc/management_admin/training/training.htm.

Mobilization

When training requests come into EACC, EACC will fill requests from the “Available National” PT list first. If there are no PTs available to fill the order, EACC will then utilize other EA trainees. Open communication between the PT, their local dispatch center, the GATR, and EACC regarding availability status is critical, especially during National Preparedness Level 3 and above.

Name Requests

Name requests for positions on the PT list will not be honored unless if it is for a trainee on the PT list. EACC will notify the requesting unit to advise that the EA has a PT Program and would like to fill the request with an individual who has been identified as a priority. If the requesting unit agrees, then the request will be altered and filled with a PT. Conversely, if the requesting unit will not agree to the PT, then the requesting unit will be asked to retrieve the request.

- A Name Request for a trainee position should be honored providing the individual is on the PT list.
- A Name Request for a trainee position in which the individual is not the PT list will not be honored and every attempt will be made to fill the request with an individual on the PT list. If the ordering unit is unwilling to accept the PT, then the name request can still be honored in cases where the name requested individual has specific knowledge, skills, or abilities essential to the effective management of the incident.
- A Name Request for a trainee position on a “hard dollar” incident, such as an Rx burn, will be honored even if the individual is not on the PT list.
- A request for a trainee position in which there are no available PTs can be filled by any available EA trainee.
- A Name Request for a trainee position in which the individual is not on the PT list will be honored if the request is part of a crew/engine swap for a crew/engine already on assignment and the requested individual(s) come from the same unit as the crew/engine provider.
- A Name Request for a trainee position in which the individual is not on the PT list will be honored provided the individual is part of an IMT (Federal, State, National Interagency Management Organization (NIMO)) or other Team (Fire & Aviation Safety Team (FAST), Prevention, Buying, etc.) or if the requesting Incident Commander agrees to order an additional trainee from the PT list. Many IMTs develop a list of trainees or apprentices that have applied to the Teams and are not on the EA PT list. These trainees are used to strengthen depth and continue the success of the teams.

EMERGENCY/DISASTER RECOVERY PLANNING

Dispatch centers with mobilization responsibilities within the Eastern Area shall develop and maintain a disaster recovery plan specifically designated for implementation during an ordered emergency evacuation of existing facilities.

The recovery plan will pre-identify the location of facilities to be used and the processes to insure the transfer of personnel, supplies and related equipment required of dispatch mobilization.

The recovery plan will pre-identify two alternative locations. The primary alternative location should be within a reasonable driving distance. The secondary alternative location will be identified in a rural area, in a non-federal building, and beyond the fall out zone of a nuclear energy facility. The event that initiated the evacuation will dictate which location is to be used.

At the time of evacuation, the workload must be temporarily transferred to a neighboring dispatch center until the alternative location is fully functional and can resume operations. The recovery plan must pre-identify the alternative dispatch center, the process for the temporary transfer of workload, the estimated time to relocate and become fully functional.

All Dispatch Centers will provide EACC with a copy of their Emergency/Disaster Recovery Plans annually by April 1.

EACC CONTINUITY OF OPERATIONS PLAN (COOP)**Primary Alternative Location-COOP:**

Emergency evacuation from the Gas Light Building, Milwaukee, WI, may occur at any time. EACC will implement COOP operations based on the emergency or event that caused the initial evacuation.

If the emergency evacuation occurs when EACC is staffed, the Center Manager or Deputy Center Manager will be responsible for implementing the COOP.

EACC staff will relocate to an alternative primary location within reasonable driving distance from the Gas Light Building. The actual location will be determined by the extent of the emergency. EACC will temporarily hand off the Center's workload to the Illinois Interagency Dispatch Center (IL-ILC) or Michigan Interagency Dispatch Center (MI-MIDC). IL-ILC or MI-MIDC will continue to manage resource order support for existing and future incidents during the relocation process. If possible, EACC will provide telephone numbers and evacuation notification to all Dispatch Centers within the Eastern Area, NICC, GACCs, and multi-agency coordinating group members by a single group mailing or fax prior to exiting the Gaslight Building.

Permanent staff will obtain prepositioned items (laptop computers, office supplies, fax machine, printers) enroute to the new location.

Once established at their COOP site, a new telephone number list will be shared through the same distribution list. At this time, EACC will resume normal operations and conduct the handoff process with IL-ILC.

Secondary Alternative Location-COOP:

EACC has two secondary alternative locations identified within 200 miles north and west of the Center. The actual location will be determined by the extent of the emergency. This plan will be implemented by the Center Manager or Deputy Center Manager. The same actions above will be followed for the secondary alternative locations COOP.

Both COOP plans are on file at EACC and will be updated and exercised annually for preparedness, efficiency and mobility.

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