

2018

GREAT BASIN MOBILIZATION GUIDE

TO: Great Basin Agencies and Great Basin Mobilization Guide Holders

FROM: Great Basin Coordination Group

Attached is the 2018 Great Basin Mobilization Guide. This guide has been written to reflect the interagency needs and procedures of the Great Basin.

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GREAT BASIN MOBILIZATION GUIDE

PREFACE

The Great Basin Mobilization Guide identifies established standards and procedures that guide the operation of the Great Basin Area Multi-Agency logistical incident dispatch/coordination activities. The guide is a supplement to the National Mobilization Guide, and shall be considered current and applicable until amended. Dispatch Centers shall supplement the Area Guide as necessary.

Units should provide accurate information in a timely manner to the Great Basin Interagency Coordination Center (GBCC) through normal channels by the dates specified. The goal is to complete and distribute the Great Basin Mobilization Guide each year before the onset of fire season.

Please review each chapter of the Great Basin Mobilization Guide carefully and be sure to submit all information pertaining to your unit or area of expertise.

Through appropriate dispatch channels, local centers and units should provide the Great Basin Coordination Center with the following information prior to the designated due dates.

Second Week of January - Local Dispatch Centers consolidate and forward comments and suggestions for Chapter 10, 20, 30, 40, 50, 60, and 80 of the Great Basin Mobilization Guide to the Great Basin Coordination Center.

Third Week of January - Great Basin Coordination Center consolidates comments and suggestions from Great Basin vested parties to the Great Basin Dispatch Steering Committee for review.

Second Week of February - Great Basin Dispatch Steering Committee disseminates proposed Mobilization Guide changes to the Great Basin Coordination Center for review.

Third Week of February - Local Dispatch Centers consolidate and forward comments and changes for Chapter 70 of the Great Basin Mobilization Guide to the Great Basin Coordination Center.

First Week of March - Great Basin Coordination Center forwards change proposals to the Great Basin Coordinating Group for approval.

Second Week of April - Great Basin Coordination Center takes the revised Great Basin Mobilization Guide to the publisher for printing.

First Week of May - Great Basin Mobilization Guide is disseminated to Local Dispatch Centers and Units.

* Schedule may be adjusted pending release of National Mobilization Guide.

It is every unit's responsibility to ensure the information submitted is correct and final before it is submitted to the Coordination Center for publishing. Any unit failing to submit information by the specified due date risks not having their information published in the Great Basin Mobilization Guide.

If you have any questions or comments, please contact the Great Basin Coordination Center.

Proposed Updates/Suggestions/Changes Form: If you have any proposed updates, suggestions, or changes for the mobilization guide, please fill out and submit the following form to the appropriate Coordination Center, at any time throughout the year.

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CHAPTER 10 - OBJECTIVES, POLICY, AND SCOPE OF OPERATION

MISSION STATEMENT

The principal mission of the Great Basin Coordination Center (GBCC), is the cost effective coordination of emergency response for all incidents within the geographic area. This is accomplished through planning, communications, situation monitoring, need projection, and expediting resource orders between Federal Land Management Agencies, State Agencies, and their cooperators.

• TOTAL MOBILITY

Positioning and utilizing established resources to meet anticipated and existing fire protection needs within the Great Basin regardless of geographic location or agency affiliation.

• PRIORITIES

Priorities can be adjusted to meet specific situations. Standard criteria for establishing priorities are found in the National Interagency Mobilization Guide.

When competition occurs, GBCC and if activated, the Great Basin Multi-Agency Coordination (GBMAC) Group will establish priorities for incidents and the assignment of critical resources. This may require advance notice of 24 to 48 hours prior to release of resources out of the geographic area.

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

SCOPE OF OPERATION

• GENERAL

- **NATIONAL RESPONSE FRAMEWORK (NRF)** See National Interagency Mobilization Guide

- **OFFICE OF FOREIGN DISASTER ASSISTANCE (OFDA)**
See National Interagency Mobilization Guide

- **MUTUAL AID AGREEMENTS**

All Mutual Aid Agreements must be in writing. A copy of the agreement relating to adjacent units/areas outside the Great Basin and/or National Resources will be furnished to the Great Basin Coordination Center.

Mutual aid agreements have the primary purpose of providing Initial Attack (IA) and short-term logistical support between adjoining units and dispatch centers.

Mobilization will be within the legal authority of existing formalized parent agreements. Local formal agreements and MOU's are not necessary. However, cooperating units and centers must specifically identify operating procedures in local operating plans. Prior to the mobilization of IA resources, it is agreed that:

- An official resource request will be processed through dispatch channels for IA resources remaining on the incident beyond IA.
- No IA resource responding across geographic boundaries will be mobilized further than that adjoining center boundary.

GREAT BASIN COORDINATING GROUP (GBCG)

• MISSION STATEMENT

The Great Basin Coordinating Group (GBCG) is established to provide an interagency approach to wildland fire management within the Great Basin Geographic Area.

• MEMBERSHIP

The GBCG will be compiled of the lead fire manager or his/her representative from each of the following agencies:

- Forest Service (Intermountain Region)
- National Park Service (Pacific West Region, Intermountain Region)
- Bureau of Land Management (Idaho, Utah, Nevada and Arizona State Offices)
- Bureau of Indian Affairs (Western Region)
- Fish and Wildlife Service (Region 1, Region 6, Region 8)
- State Agencies (Idaho, Utah, and Nevada)

Agency representatives are responsible for ensuring that respective agency policy and procedures are maintained and that agency administrators are informed. The members will coordinate recommendations for agency acceptance and implementation.

MOBILIZATION / DEMOBILIZATION

Great Basin Coordination Center (GBCC) will coordinate movement of all resources across recognized Great Basin Geographic Area unit dispatch boundaries and between each center. Unit dispatch centers at the local level may coordinate directly, via the neighborhood policy. Resources mobilized will be ordered through established ordering channels.

Currently the Great Basin has border agreements in place which allow for resource sharing/ordering between local dispatch offices across geographic area boundaries. Local dispatch centers adjacent to one another that have established agreements, may engage in resource ordering across geographic area boundaries. The sending GACC must grant approval to the local center before any National Resources are mobilized across geographic boundaries. Resources mobilized across geographic area boundaries cannot be reassigned without prior approval from sending GACC and local unit.

• SAFETY IS THE HIGHEST PRIORITY

• QUALIFIED RESOURCES

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

• WORK/REST, LENGTH OF ASSIGNMENT, AND DAYS OFF

Work/Rest Guidelines

Work/Rest Guidelines should be met on all incidents. Plan for and ensure that all personnel are provided a minimum 2:1 work to rest ratio (for every 2 hours of work or travel, provide 1 hour of sleep and/or rest).

Length of Assignment

Standard assignment length is 14 days, exclusive of travel. Assignments may be extended to 21 or an additional 14 days, but may not exceed 30 days. See [National Interagency Mobilization Guide](#)

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. See [National Interagency Mobilization Guide](#)

Idaho Department of Lands

Idaho Department of Lands has a standard 14 day commitment of all personnel and other resources, except team members.

- **INCIDENT OPERATIONS DRIVING** See [National Interagency Mobilization Guide](#)

- **INITIAL ATTACK DEFINITION** See [National Interagency Mobilization Guide](#)

- **RESOURCE MOBILIZATION** See [National Interagency Mobilization Guide](#)

- **IDAHO DEPARTMENT OF LANDS**

Idaho Department of Lands (IDL) resources include Idaho state compacted resources, Fire Service Organizations and IDL exclusive use contractors (referred to as IDL resources).

To achieve more timely mobilization of IDL resources within Idaho, local dispatch offices within the Great Basin will send requests for Northern Idaho IDL resources directly to the Northern Rockies Coordination Center (MT-NRC). Local dispatch offices in the Northern Rockies will send requests for Southern Idaho IDL resources directly to the Great Basin Coordination Center (UT-GBC) in ROSS and will follow-up with a phone call to the respective geographic area coordination center (GACC). All dispatch offices will ensure the special needs block contains documentation clearly stating the order is for IDL resource.

- **NIGHT MOBILIZATION**

Night mobilization between the hours of 2200 and 0500, for other than initial attack or first reinforcements, is to be avoided. Mobilization utilizing commercial carriers (for example, scheduled airlines, national contract aircraft, bus carriers, etc.) can be the exception. If incident objectives necessitate "night mobilization", then mode of travel and travel times will be negotiated with the ordering office to ensure personnel safety and rest requirements are met.

- **WILDLAND FIRE ENTRAPMENT / FATALITY**

Notification will be made immediately by telephone through agency channels directly to GBCC. GBCC will ensure notification of state/regional Agency Administrators in addition to NICC. The completed written report will be submitted to NICC within 24 hours, with a copy sent to GBCC. See the [National Interagency Mobilization Guide](#)

- **SERIOUS ACCIDENT / INJURY REPORT**

The report will be submitted using local/agency protocols and additionally shall be reported through established dispatch channels to the NICC via the GBCC.

Any incident requiring transport by ground or air ambulance or any injury that requires admission to a medical facility will be reported to the local dispatch center. Additional upward reporting will be completed per agency requirements.

See the Interagency Standards for Fire and Fire Aviation Operations (Red Book) for additional direction.

• **REPORT OF SERIOUS INJURY OR DEATH OF A NATIVE AMERICAN FIREFIGHTER**

These special instructions will follow the same channel back to the incident. The following applies to these situations:

- The Incident Management Team (IMT) will notify the Great Basin Coordinator immediately with the name of the individual, crew name, home unit, and the situation.
- The Coordinator will notify the Great Basin Coordinating Group representative for the respective agency, followed by notification of 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 See National Interagency Mobilization Guide

• **NOTIFICATION OF COMMITMENT OF NATIONAL RESOURCES**

Great Basin local dispatch centers will notify GBCC of the commitment of National Resources within their local unit. Notification will be done over the phone or by electronic mail within **15 minutes** of commitment. Notifications are required when:

- National Resources are committed internally to an incident or are no longer available for dispatch.
- National Resources are available again (resources on duty and available for dispatch).
- National Resource dispatch location has changed.
- In the event 50% of the smokejumpers at home bases are dispatched or committed.

• **TIMELY FILLING OF RESOURCE ORDERS**

Prompt notification and consistent communication is needed to ensure timely processing of resource orders. GBCC should call and advise the local dispatch center when they have placed an order in ROSS. The local dispatch center should document their efforts in ROSS, allowing GBCC to track the status of the request. Orders that are unable to be filled (UTF) should be placed back into the system as soon as possible.

• **UNABLE TO FILL (UTF) PROCEDURE** See National Interagency Mobilization Guide

• **NOTIFICATION OF RELEASE AND DEMOB OF RESOURCES**

At planning level 3 and above, the demobilization of **ALL** out of area resources will be communicated to the GBCC 24 hours prior to release.

• **STANDARD CUBES WEIGHT POLICY AND GEAR FOR ALL PERSONNEL (EXCLUDING SMOKEJUMPERS, RAPPELLERS AND HELICOPTER MANAGERS)**

When mobilizing Type 1 and 2 teams within the Great Basin, there are some exceptions to the National 65 pound weight limit. Positions that are approved to carry additional weight are designated on internal Team Rosters. Also, See National Interagency Mobilization Guide

• WILDLAND FIRE WEATHER FORECASTS

See [National Interagency Mobilization Guide](#)

- Local dispatch centers will broadcast fire weather information reports twice a day (morning and afternoon) during fire season as determined by the dispatch center and units. Fire Weather Watches and Red Flag Warnings will be broadcast and disseminated at time of issuance.
- Wildland fire agencies will post the fire weather reports at all stations including helibases and airtanker bases, etc.
- Incident Commanders on all incidents will be responsible for all suppression and prescribed fire resources assigned to them being briefed on current and expected fire weather information prior to any line assignment.

COST CODING See [National Interagency Mobilization Guide](#).

• BUREAU OF LAND MANAGEMENT See [National Interagency Mobilization Guide](#)

• BUREAU OF INDIAN AFFAIRS See [National Interagency Mobilization Guide](#)

• NATIONAL PARK SERVICE See [National Interagency Mobilization Guide](#)

• FISH AND WILDLIFE SERVICE See [National Interagency Mobilization Guide](#)

• FOREST SERVICE See [National Interagency Mobilization Guide](#)

NATIONAL FIRE PREPAREDNESS PLAN See [National Interagency Mobilization Guide](#)

GREAT BASIN PREPAREDNESS LEVELS**• DETERMINING AND ESTABLISHING PREPAREDNESS LEVELS**

Preparedness levels are established to:

- Identify current and potential incident activity.
- Identify commitment of Great Basin resources.
- Establish predetermined actions to be taken by GBCG, GBCC, GBMAC, agency administrators and fire management officials within each preparedness level.

In concurrence with the GBCG chair, the GBCC center manager will monitor current and predicted activity and determine preparedness levels based on the following elements:

- Fuel conditions.
- Resource availability within and outside of the Great Basin.
- Forecasted potential incident activity. The following resources may be used:
 - RAWs observations
 - Fire danger indices occurring within the Predictive Services Areas (PSAs)
 - Great Basin predictive services products
 - National Fuel Moisture Database
 - Local subject matter experts (i.e. FMOs, intelligence officers, center managers, fuel specialists, fire behavior analysts).

As levels increase, all management direction/considerations from each previous level will apply at the next higher level.

At higher preparedness levels, units not experiencing significant activity may be requested to provide resources meeting their pre-identified draw-down levels. Geographic area preparedness levels may be responsive to national preparedness levels, which may result in a commitment of resources outside the geographic area.

ALL PREPAREDNESS LEVELS

Description: The following activities apply regardless of the level of incident activity.	
Management Direction/Considerations	Responsibility
Report wildland and prescribed fire activity via the Interagency Situation Report program.	Agency Administrator
Submit ICS-209 to GBCC by 1900 local time daily for all incidents meeting reporting criteria. See Chapter 60 for additional information.	Incident Commander/ Agency Administrator/ Dispatch Center
Provide GBCC with timely intelligence on existing and emerging incidents via established channels.	Agency Administrator
Maintain updated incident information throughout the geographic area via the Interagency Situation Report program and GBCC website.	Geographic Area Coordinator
Ensure incident qualified personnel are available to respond as necessary.	Agency Administrator

GREAT BASIN PREPAREDNESS LEVELS

PREPAREDNESS LEVEL 1	
Description: <ul style="list-style-type: none"> • Conditions are not conducive for large fire growth in most of the geographic area. • PSAs are experiencing low to moderate fire danger. • Fire potential is expected to remain low. • Resource capability is adequate with little or no commitment of local resources. • Resources are available to send outside the geographic area. 	
Management Direction/Considerations	Responsibility
Maintain initial attack and readiness capability.	Agency Administrators

PREPAREDNESS LEVEL 2	
Description: <ul style="list-style-type: none"> Increased initial attack activity is occurring. PSAs are experiencing moderate to high fire danger. The potential for large fires is increasing. Resource availability remains adequate. Moderate resource commitment is occurring within the geographic area and/or outside the geographic area. One IMT may be committed in GACC. 	
Management Direction/Considerations	Responsibility
Consider severity needs and assess long range forecasts.	Agency Administrator/ GBCC Center Manager
GBCC Predictive Services products including the Interagency Situation Report are produced daily or as requested.	GBCC Center Manager
Monitor wildland and prescribed fire activity and commitment of resources.	Agency Administrator/ GBCC Center Manager

PREPAREDNESS LEVEL 3	
Description: <ul style="list-style-type: none"> Large fires are occurring with two or more IMT(s) committed or on order. PSAs are experiencing high fire danger and large fire potential is increasing. Predictive services products indicate continued increased in fire activity. Initial attack capability has been reduced because of new and emerging incidents and commitment of resources. Resources are being requested and mobilized from outside the geographic area. 	
Management Direction/Considerations	Responsibility
Coordinate activation and implementation of fire restrictions.	Agency Administrator
Consider activation of mobilization centers/staging areas.	GBCC Center Manager
Consider prepositioning resources as appropriate.	Agency Administrator / GBCC Center Manager
Consider limiting or discontinuing prescribed fire activities.	Agency Administrator
Activate daily Incident Commander calls if requirements are met.	GBCC Center Manager Agency Administrators
Consider activation of Great Basin MAC Group.	Agency Administrator/GBCG/ GBCC Center Manager

PREPAREDNESS LEVEL 3 Continued	
Consider Frequency Coordinator, Helicopter Coordinator, and Airspace Coordinator activation.	GBCC Center Manager
Consider WFDSS and/or FBAN support.	GBCC Center Manager

PREPAREDNESS LEVEL 4	
Description: <ul style="list-style-type: none"> Large fire activity is increasing and is predicted to remain high. The majority of Great Basin IMTs are committed and/or unavailable. PSAs are experiencing high, very high to extreme fire danger. National and initial attack resources within the Great Basin are heavily committed. Competition for resources is substantial. Resources are being reassigned as they become available. Significant resource support from outside the geographic area is occurring. 	
Management Direction/Considerations	Responsibility
Consider limiting or discontinuing prescribed fire activities.	Agency Administrator
Activate Great Basin MAC Group.	Agency Administrator/GBCG/ GBCC Center Manager
Consider activation of a Frequency Coordinator and Airspace Coordinator.	GBCC Center Manager
Consider activation of a Public Information Officer.	Agency Administrator/GBCG/ GBCC Center Manager

PREPAREDNESS LEVEL 5	
Description: <ul style="list-style-type: none"> Commitment of IMTs is expected to remain substantial within the Great Basin and/or Nationally. Multiple dispatch zones are experiencing complex incidents with insufficient resource capability. PSAs are continuing to experiencing high, very high to extreme fire danger. Predictive services products indicate continued increased initial attack and potential for more large fire activity and significant fire growth on existing fires. The majority of support for initial attack and emerging large fire(s) is required from outside the geographic area. 	
Management Direction/Considerations	Responsibility
Activate Frequency Coordinator.	GBCC Center Manager

PREPAREDNESS LEVEL 5 Continued	
Consider limiting or discontinuing prescribed fire activities.	Agency Administrator
Consider activation of an Airspace Coordinator if not activated in previous level.	GBCC Center Manager
Consider activation of a Public Information Officer.	Agency Administrator/GBCG/ GBCC Center Manager

PREPAREDNESS LEVEL 5 TO 4
Description: <ul style="list-style-type: none"> • Large fire potential is predicted to diminish over the next five (5) to seven (7) days. • At least two Great Basin IMTs are available for assignment and/or reassignment. • The need for resource allocation and/or reallocation is decreasing.
PREPAREDNESS LEVEL 4 TO 3
Description: <ul style="list-style-type: none"> • Large fire potential is predicted to diminish for the next seven (7) to ten (10) days. • At least two Great Basin IMTs are available for assignment. • The need for resource allocation is decreasing. • Competition for National resources is diminishing. • Significant resource support from outside the geographic area is diminishing.
PREPAREDNESS LEVEL 3 TO 2
Description: <ul style="list-style-type: none"> • Management objectives are expected to be met on existing/emerging incidents. • The majority of significant fires are releasing resources and reaching containment. • Initial attack resources are readily available. • Fuel and weather conditions are not conducive for significant fire growth.

NATIONAL MULTI-AGENCY COORDINATING GROUP (NMAC) ORGANIZATION

See National Interagency Mobilization Guide

- **NMAC CORRESPONDENCE** See National Interagency Mobilization Guide

All NMAC decisions affecting Geographic Areas and/or providing management guidance will be documented on the NICC web site located at:

<http://www.nifc.gov/nicc/administrative/nmac/index.html>

Additional information may be required from Geographic Areas and Coordinating Groups in order to effectively develop strategy.

- **FOLLOW-UP EVALUATION.** See National Interagency Mobilization Guide
- **NIFC DIRECTORS' DELEGATIONS.** See National Interagency Mobilization Guide

GEOGRAPHICAL AREA MAC GROUP ORGANIZATION

Great Basin MAC Group (GBMAC)

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 Great Basin. When Preparedness Levels criteria have been reached, GBMAC support should be activated.

GBCC Coordinator

Individual who serves as the subject matter expert for a functional area of Overhead, Crews, Aircraft or Equipment at the geographic area coordination center. The Coordinator will help facilitate the movement of resources within and outside of the Great Basin to help the Basin meet existing and anticipated incident, preparedness, severity, wildfire and prescribed fire needs regardless of location or agency affiliation.

Intelligence Coordinator

Individual who serves as the subject matter expert and focal point for intelligence gathering, Daily Situation Report, recommending preparedness levels, assists the Center Manager, COD and GBMAC with daily reports and tracking of the overall fire management activity within the Great Basin.

Unit Dispatchers

Individuals serving as the central point for one or more agencies in passing information and resource requests to and from field units. Monitors field fire management situation, severity, and resource commitment. Assists in coordinating intra-agency and interagency suppression needs for affected units in a specific area. Serves in a specific unit dispatch office or interagency dispatch office.

• GBMAC CORRESPONDENCE

GBMAC correspondence affecting the Great Basin Geographic Area and/or providing management guidance will be posted on the GBCC website.

• CONSIDERATIONS FOR ACTIVATION OF THE GBMAC

Activation of the GBMAC supporting organization should be considered when the character and intensity of the emergency situation significantly impacts or involves multiple agencies, states and dispatch zones at Planning Level 3 or higher.

- GBCC Center Manager will coordinate with the GBCCG Chair to activate the GBMAC support group. Once activated, a qualified MAC Coordinator and support staff will be assigned to relieve GBCC of incident prioritization, reassignment and allocation of national resources.
- The GBMAC support group should be co-located with GBCC in Salt Lake City, but could work from other locations depending on the complexity of the situation.
- GBMAC support group will be activated at Preparedness Level 4*.

• GBMAC SUPPORT GROUP FUNCTIONS

Activation of GBMAC support improves interagency coordination at top management levels and provides for allocation and timely commitment of multi-agency emergency resources on any incident. Participation by multiple agencies in the GBMAC will enhance:

Overall situation status information

Incident priority determination

Resource acquisition or allocation

State, federal disaster coordination

Political interfaces

Coordination of information provided to the media and agencies involved

• **GBMAC ORGANIZATIONAL RELATIONSHIPS**

A GBMAC organization represents the agencies from which it is composed. The flow of information is from GBCG / GBMAC through GBCC, to expanded or normal dispatch channels.

The organization does not become operationally involved in decisions or discussions affecting tactical operations with Incident Commanders or Area Command, but does encourage the communication of intelligence and situational updates.

• **COMPOSITION OF THE GBMAC ORGANIZATION**

The GBMAC Group is made up of personnel from those agencies who 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 (e.g. commit resources and authorize expenditure of funds).

Typically a GBMAC Group would include:

Regional Director/Fire Operations Officer level for USDA-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 Services

Roles and Responsibilities of the GBMAC Group

Prioritizes incidents and/or approve incident prioritization
Ensures the collective resource situation status is provided and current, by agency
Determines specific resource requirements, by agency
Determines resource availability by agency (available for out-of-jurisdiction assignments)
Determines need for and designates mobilization and demobilization centers
Allocates scarce/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 or representatives as appropriate
Critiques incident support organization and recommends improvements
Coordinates Wildland Fire and Aviation Safety Teams (FAST)

Roles and Responsibilities of the GBMAC Coordinator

The GBMAC Coordinator serves as a facilitator in organizing and accomplishing the mission, goals and direction of the GBCG / GBMAC group. The position provides expertise on the functions of a GBMAC support, organization and the proper relationships with dispatch centers and incidents. Initially, the duties of the GBMAC Coordinator are carried out by the GBCC Center Manager.

The GBMAC Coordinator qualifications include:

- Recommended Training:
FEMA NIMS IS-701A Multiagency Coordination Systems
Great Basin MAC Refresher or Workshop.
- Required Experience:
In depth knowledge of the Decision Support Tools (WFDSS, ICS-209 processes) and Appropriate Management Response.
Familiar with protocols based on National and GACC Preparedness Levels, use of IMTs, Area Command and knowledge of the dispatch coordination system.

The GBMAC Coordinator should perform the following:

- Coordinates with GBCC and COD for mobilization of resources
- Manages facilities and equipment necessary to carry out GBMAC support functions
- Coordinates with GBCC Predictive Services to ensure that required information is being provided to the GBMAC Group with the timeframes specified
- Recommends incident priorities within the geographic area regardless of agency affiliation
- Facilitates the GBCG/GBMAC group conference calls, meetings, and implement decisions made
- Receives, reviews, distributes and implements NMAC decisions to agency representatives
- Recommend the need for Fire and Aviation Assistance Team (FAST) or Aviation Safety Assistance Team (ASAT) when appropriate.
- Coordinate the assignment and/or reassignment of the following resources:
 - Type 1, 2 and 3 Incident Management Teams
 - Type 1 and T2 IA crews
 - Air Attack Platforms
 - Hoist and Short-haul helicopters
 - Type 1 and 2 helicopters
 - Type 3 helicopters that have been made available for assignment

• **INCIDENT SUPPORT ORGANIZATION (ISO)** See National Interagency Mobilization Guide

• **EXPANDED DISPATCH ORGANIZATION**

The Expanded Dispatch Supervisory Dispatcher (EDSP) is a facilitator accomplishing the direction provided by the Center Manager or Fire Management Officer who has delegated authority from the agency administrator. Facilitation is accomplished by adequately staffing and supervising the operations of the expanded dispatch organization, maintaining positive and effective liaison with the host agency, IMT(s), and assist in clarifying the roles and responsibilities for the ISO and the host agency dispatch unit as needed. The individual filling this position must be a qualified EDSP, and capable of performing all functional areas within the expanded dispatch organization.

An Expanded Dispatch Coordinator (CORD) is normally assigned in the most complex situations or incidents. These incidents could have considerable external influences affecting the ISO, a local MAC Group, or where span of control within the ISO and/or expanded dispatch becomes an issue.

See National Interagency Mobilization Guide

• **TECHNICAL SUPPORT**

The technical support function of the ISO provides specialized skills which assist off-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, mobilization or demobilization 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).

The ISO will make every effort to perform pre-use mechanical and compliance inspections for all contracted equipment mobilized to incidents. The equipment packet should include the resource order, Vehicle/Heavy Equipment Safety Inspection Checklist, form OF-296, compliance inspection forms, and initiated shift tickets. The packet shall be provided to the contractor, who will present this to the IMT upon arrival at the incident. See [National Interagency Mobilization Guide](#)

- **ADMINISTRATIVE SUPPORT**

The Administrative Support function are Timekeeping, Procurement, Hiring, Comp/Claims and payments. See [National Interagency Mobilization Guide](#)

- **MAC GROUP COORDINATOR** See [National Interagency Mobilization Guide](#)

- **COMPLEXITY** See [National Interagency Mobilization Guide](#)

- **EXAMPLE ORGANIZATIONS** See [National Interagency Mobilization Guide](#)

- **INCIDENT SUPPORT ORGANIZATION, EXAMPLE** See [National Interagency Mobilization Guide](#)

- **INCIDENT SUPPORT ORGANIZATION, EXAMPLE - COMPLEX INCIDENT**
See [National Interagency Mobilization Guide](#)

- **ITEMS TO HELP PREPARE FOR EXPANDED DISPATCH**

Pre-Season Preparedness

- Designate a room away from, but still near the initial attack dispatch office.
- Arrange for adequate telephone installation. At least three lines pre-wired for activation when needed.
- Arrange access to a fax machine with a dedicated telephone line at or close to the office.
- Arrange for adequate computer terminal installation.
- Ensure computers are available and downloaded with the most recent version of the Resource Ordering Status System (ROSS).
- Ensure printers are available with extra ink cartridges and paper.
- Assemble supplies: pens, pencils, pads, locator tabs, copies of service and supply plans, mobilization guides, airport designators (Airport Facility/Guide), list of unit identifiers, a road atlas, etc.
- Set up pre-season meeting with local support groups: transportation, procurement buying unit, communications, etc., and establish an on-call list of key individuals.
- Train a group of local people as dispatch recorders and support dispatchers to allow for efficient activation of the expanded, or additional initial attack, support.

Indicators for Considering Expanded Dispatch

- Multiple initial attack or extended attack fires requiring additional support operations.
- If a single incident goes to a Type 2 or Type 1 complexity.
- When fire weather indices indicate extreme fire behavior and risk of ignition is high.

Actions to Take Concerning Expanded Dispatch

When it is determined that an expanded dispatch organization is needed, establish an EDSP to manage and supervise the expanded operation. This position will assist with the decision making process and ordering of additional personnel for the organization.

When a Type 1 or Type 2 IMT is ordered, the minimum order for personnel should consist of one EDSP, one EDSP-T, three Expanded Support Dispatchers (EDSD), one EDSD-T or Expanded Dispatch Recorder (EDRC).

MOBILIZATION PROCEDURES FOR MILITARY ASSETS AND INTERNATIONAL ASSIGNMENTS

- **ESTABLISHED RESOURCE ORDERING PROCESS** See [National Interagency Mobilization Guide](#) and [Military Use Handbook](#). (NFES 002175).

- **Great Basin Procedures**

National Guard assets may be utilized for incident support for transportation, aircraft and personnel. Mobilization of National Guard resources will be coordinated according to their establish procedures by state.

Idaho National Guard

- Within the State of Idaho, Idaho Department of Lands will serve as the liaison/contact for any request for Guard assets.
- All units within Idaho will order through established dispatch channels to Boise Interagency Dispatch Center (BDC), with notification to GBCC and/or NRCC for coordination.
- BDC will contact the Idaho Department of Land's Fire Bureau Duty Officer to place the order.

Utah National Guard

- Within the State of Utah, State of Utah Division of Forestry will serve as the liaison/contact for any requests for Guard assets.
- All units within Utah will order through the established dispatch channels to Northern Utah Interagency Fire Center (NUC), with notification to GBCC for coordination.

Nevada National Guard

- Within the State of Nevada, State of Nevada Division of Forestry will serve as the liaison/contact for any requests for Guard assets.
- All units within Nevada will order through the established dispatch channels to Sierra Front Interagency Dispatch Center (SFC), with notification to GBCC for coordination.

Wyoming National Guard

- The Wyoming National Guard shall be requested directly from the Wyoming State Forestry Division Fire Management Officer of Homeland Security.

Arizona National Guard

- All requests for Arizona National Guard resources will be ordered through the Arizona Dispatch Center to the Arizona State Forestry. An informational copy of the resource order must be sent through the normal dispatch channels to Southwest Coordination Center.

- **CIVILIAN SUPPORT** See [National Interagency Mobilization Guide](#)

- **DEMOBILIZATION PROCEDURES** See [National Interagency Mobilization Guide](#)

- **INTERNATIONAL OPERATIONS** See [National Interagency Mobilization Guide](#)

- **Canada Support** See [National Interagency Mobilization Guide](#)

- **Australia And New Zealand Support** See [National Interagency Mobilization Guide](#)

- **Mexico Support** See [National Interagency Mobilization Guide](#)

- **Support To Other Nations For Large Scale Mobilizations**
See [National Interagency Mobilization Guide](#)

ORDERING CHANNELS

After available local resources have been exhausted, as well as those available under the Great Basin neighborhood policy, mutual aid agreements, memoranda of understanding (MOU), and/or operating plans between units as outlined in this chapter, requests for assistance shall be placed directly with GBCC.

• GREAT BASIN COORDINATION CENTER

The GBCC in Salt Lake City, Utah is the focal point for internal and external requests for agencies within Nevada, California (part of the Humboldt-Toiyabe National Forest), the BLM Boise Smokejumpers, Utah, Idaho (South of the Salmon River), Arizona (Arizona Strip District and Lake Mead National Recreation Area) and Wyoming (Bridger-Teton National Forest and Grand Teton National Park).

• UNIT DISPATCH CENTERS

Agencies and local unit dispatch centers in the Great Basin, are as follows:

Idaho/Wyoming Zone

Boise Dispatch Center (BDC)

- Boise National Forest, FS (BOF)
- Deer Flat National Wildlife Refuge, FWS (DFR)
- Great Basin Cache Personnel (GBK)
- Idaho State Office, BLM (ISO)
- Boise District, BLM (BOD)
- National Interagency Fire Center (Personnel dispatch)
- Southwest Idaho Supervisory Area, Idaho Department of Lands, State (SWS)
- Mountain Home AFB (MHQ)

Central Idaho Interagency Fire Center (CIC)

- Salmon/Challis National Forests, FS (SCF)
- Idaho Falls District, BLM (IFD)
- Central Idaho State (CIS)

Eastern Idaho Interagency Fire Center (EIC)

- Bear Lake National Wildlife Refuge, FWS (BLR)
- Camas National Wildlife Refuge, FWS (CSR)
- Caribou-Targhee National Forest, FS (CTF)
- Eastern Area, Idaho Department of Lands, State (EIS)
- Fort Hall Agency, BIA (FHA)
- Grays Lake National Wildlife Refuge, FWS (GLR)
- Idaho Falls District, BLM (IFD)
- Idaho National Laboratory (INE)
- Southeast Idaho Wildlife Refuge (SER)

Payette Interagency Dispatch Center (PAC)

- Payette National Forest, FS (PAF)
- Southern Idaho Timber Protection Association, State (SIS)

South Central Idaho Interagency Dispatch Center (SCC)

- Craters of the Moon National Monument, NPS (CMP)
- Hagerman Fossil Beds National Monument & Minidoka National Historic Site, NPS (HFP)
- Hagerman National Fish Hatchery, FWS (HFR)
- Idaho Department of Parks and Recreation, State (IPS)
- Minidoka National Wildlife Refuge, FWS (MNR)
- Bureau of Reclamation - Snake River - East, BOR (USL)
- City of Rocks National Reserve, NPS (CRP)
- Eastern Idaho Area Office, Idaho Department of Lands, State (EIS)
- Twin Falls District, BLM (TFD)
- Sawtooth National Forest, FS (STF)
- Sawtooth Fish Hatchery, FWS (SFH)
- Magic Valley Fish Hatchery, FWS
- Mountain Home AFB (MHQ)

Teton Interagency Dispatch Center (TDC)

- Bridger-Teton National Forest, FS (BTF)
- Grand Teton National Park, NPS (GTP)
- National Elk Refuge, FWS (NER)
- Teton County (TDX)

Nevada Zone**Central Nevada Interagency Dispatch Center (CNC)**

- Battle Mountain District, BLM (BMD)
- Humboldt/Toiyabe National Forest, FS (HTF)
- Winnemucca District, BLM (WID)

Elko Interagency Dispatch Center (EIC)

- Eastern Nevada Agency, BIA (ENA)
- Elko District, BLM (EKD)
- Humboldt/Toiyabe National Forest, FS (HTF)
- Nevada Division of Forestry, State (NCS, NWS, NSS, NNS)
- Ruby Lake National Wildlife Refuge, FWS (RLR)
- SHO-PAI, Duck Valley Tribe, (DVT)

Ely Interagency Communication Center (ECC)

- Ely District, BLM (ELD)
- Great Basin National Park, NPS (GBP)
- Humboldt/Toiyabe National Forest, FS (HTF)

Las Vegas Interagency Communication Center (LIC)

- Ash Meadows National Wildlife Refuge, FWS (AMR)
- Desert National Wildlife Refuge, FWS (DSR)
- Lake Mead Recreation Area, NPS (LAP)
- Southern Nevada District, BLM (SND)
- Moapa Valley National Wildlife Refuge, FWS (MVR)
- Pahrnagat National Wildlife Refuge, FWS (PRR)
- Humboldt/Toiyabe National Forest, FS (HTF)
- Nellis AFB (NFAQ)
- Nevada Test Site (NTE)

Nevada Division of Emergency Management (DEMC)

- Local governments in Nevada

Sierra Front Interagency Dispatch Center (SFC)

- Anaho Island National Wildlife Refuge, FWS (AIR)
- Carson City District, BLM (CCD)
- Fallon National Wildlife Refuge, FWS (FLR)
- Stillwater National Wildlife Refuge, FWS (SWR)
- Humboldt/Toiyabe National Forest, FS (HTF)
- Western Nevada Agency, BIA (WNA)

Utah/Arizona Zone**Color Country Interagency Fire Center (CDC)**

- Arizona Strip District, BLM (ASD)
- Bryce Canyon National Park, NPS (BRP)
- Color Country District, BLM (CCD)
- Dixie National Forest, FS (DIF)
- Glen Canyon National Recreational Area, NPS (GLP)
- Grand Staircase Escalante National Monument, BLM (CCD)
- Rainbow Bridge National Monument NPS (RAP)
- Southern Paiute Field Station, BIA (SPA)
- Southwest Area, Utah Division of Forestry, Fire & State Lands, State (SWS)
- Cedar Breaks, NPS (CBP)
- Zion National Park, NPS (ZIP)

Moab Interagency Fire Center (MFC)

- Arches National Park, NPS (ARP)
- Canyon Country District, BLM (MOD)
- Canyonlands National Park, NPS (CAP)
- Hovenweep National Monument, NPS (HOP)
- Manti-LaSal National Forest, FS (MLF)
- Natural Bridges National Monument, NPS (NBP)
- Southeast Area, Utah Division of Forestry, State (SES)
- White Mesa/Ute Mountain Agency, BIA (UMA)

Northern Utah Interagency Fire Center (NUC)

- Bear River Migratory Bird Refuge, FWS (BBR)
- Golden Spike National Historic Site, NPS (GSP)
- West Desert District, BLM (SLD)
- Timpanogos Cave National Monument, NPS (TIP)
- Utah State Office, BLM (USO)
- Uinta-Wasatch-Cache National Forest, FS (UWF)
- Wasatch Front, Utah Division of Forestry, State (NWS)
- Bear River, Utah Division of Forestry, State (BRS)
- Tooele-Dugway Proving Grounds (TDAQ)
- Skull Valley Band of Goshute Indians, BIA (SKT)
- Northeast Area, State (NES)
- Region 4, Intermountain Regional Office, FS (R04)

Richfield Interagency Fire Center (RFC)

- Capitol Reef National Park, NPS (CRP)
- Central Area, Utah Division of Forestry, State (SCS)
- Fishlake National Forest, FS (FIF)
- Richfield Field Office, BLM (RID)
- Fillmore Field Office, BLM (RID)
- Fish Springs National Wildlife Refuge, FWS (FSR)
- Southern Paiute, (SPA)
- Manti-LaSal National Forest, (MLF)

Uintah Basin Interagency Fire Center (UBC)

- Ashley National Forest, FS (ASF)
- Northeast Area, Utah Division of Forestry, State (NES)
- Ouray National Wildlife Refuge, FWS (OWR)
- Uintah and Ouray Agencies, BIA (UOA)
- Green River District, BLM (VLD)
- Dinosaur National Monument, NPS (CO-DSP)

• **ORDERING PROCEDURES** See [National Interagency Mobilization Guide](#)

○ **Support To Border Fires** See [National Interagency Mobilization Guide](#)

○ **Mobilization And Demobilization Information**

All resource information, including travel, will be relayed electronically through the Resource Ordering Status System (ROSS).

All times, Estimated Time of Arrival (ETA) and Estimated Time of Departure (ETD) will be recorded in the local time zones.

A Cache Shipping Status Form will be used by caches to relay shipping information for supplies. For example, radio requests filled by the National Interagency Radio Support Cache (NIRSC).

Travel information for resources mobilizing to and demobilizing from an incident will be transmitted by creating a travel itinerary in ROSS. Travel legs will reflect the mode of travel, carrier (with flight numbers), departure location, date and time, and arrival location, date and time.

○ **Neighborhood Policy**

Orders as the result of an incident, preparedness, severity, wildland and prescribed fire will follow established ordering channels.

All dispatch centers may order agency, cooperator and contracted resources directly from their neighbor(s). The following list defines the Great Basin neighborhood for each dispatch center:

UNIT	MAY ORDER FROM
BDC	PAC, CIC, SCC, NV-EIC, JFC, CNC
CDC	RFC, LIC, ECC, MFC
CIC	PAC, SCC, ID-EIC, BDC, JFC
CNC	SFC, NV-EIC, ECC, LIC, JFC, BDC
DMC	SFC
EIC (ID)	TDC, CIC, SCC, NUC
EIC (NV)	CNC, ECC, NUC, BDC, SCC, JFC
ECC	NV-EIC, LIC, RFC, NUC, CDC, CNC
JFC	BDC, PAC, CIC, SCC, NV-EIC, CNC – <u>Contact GBCC</u>
LIC	ECC, CDC, CNC, SFC
MFC	UBC, RFC, NUC, CDC

1	NUC	NV-EIC, SCC, ECC, ID-EIC, RFC, UBC, MFC
2	PAC	BDC, CIC, SCC, JFC
3	RFC	ECC, NUC, MFC, CDC
4	SFC	CNC, DMC
5	SCC	NV-EIC, BDC, CIC, ID-EIC, NUC, PAC, JFC
6	TDC	ID-EIC
7	UBC	NUC, MFC

The following conditions must be met when utilizing the Neighborhood Policy:

- Resource ordering standards apply for all resource movement. This includes initial attack procedures, resource orders/ROSS, commit notifications and reassignment procedures.
- Commitments of national resources require a courtesy call to GBCC within 15 minutes of commitment.
- When a resource is unavailable through the neighborhood policy, the requesting unit will place the order with GBCC, who will obtain resources through established dispatch channels. **GBCC will normally not check with the requesting dispatch center's neighborhood (unless the Neighborhood Policy has been withdrawn).**
- A resource from a neighboring unit may only be reassigned with the permission of the home dispatch center.
- The sending dispatch center will give GBCC a courtesy call when resources are being mobilized outside of the geographic area, this includes both local and national resources. This will be followed up with a resource order.
- If GBCC needs a resource which has been mobilized through the neighborhood policy, once permission has been granted by the home dispatch, GBCC will place the order with the current dispatch center.
- At a Dispatch Center Manager's discretion and with GACC approval, a local dispatch center may temporarily withdraw their participation in the neighborhood policy.
- GBCC has the authority to withdraw the Neighborhood Policy, for tactical resources, based on the following criteria and local center managers have been consulted;
 - Large fire activity
 - Preparedness Level has reached PL 4 or higher
 - GMAC has been activated
- Resources being ordered through local initial attack/neighborhood agreements are exempt from the withdrawal.

• **NON-INCIDENT RELATED ORDERING** See National Interagency Mobilization Guide

• **RESOURCE TRACKING**

Sending units will relay ATD and ETA for all resources assigned.

Receiving units are responsible for ensuring the status of resources, if they do not arrive within a reasonable time limits of the most recently communicated ETA.

- **Mobilizing Resources Across GACC Boundaries**
When traveling across geographic boundaries, resources should observe the following procedures;
 - When mobilizing to or from an incident, resources will check-in with GBCC via the GBCC 1-800 Number: **1-800-844-5497**, or to the number identified on the resource order.
 - For helicopter flight crews, telephone check-ins on a two-hour interval or during fuel stops is recommended.
 - Miscellaneous overhead, driving to or from an incident, have the option to check-in with the GBCC or their home dispatch.

GREAT BASIN IMT LEND/LEASE OF RESOURCES

The Great Basin Lend/Lease Policy is an informal agreement between incidents that provides an avenue to share critical resources for short periods of time to fill critical operational needs. This is an effective and efficient way of managing resources that are either unavailable or where incidents only need these resources for a limited time.

Typically, Lend/Lease should not exceed 48-72 hours (validated each day by Operations). Lend/Lease of resources should only be used when two or more IMTs are assigned within the same local dispatch area, or in the event of a close proximity boundary incident in the adjacent dispatch area. In this case, it is critical for good communication to occur between the two affected dispatch centers and GBCC.

Resource orders are not initiated by the receiving incident. Tracking of these resources is done on a separate spreadsheet maintained by the local dispatch center. The Lend/Lease resource spreadsheet data will be shared with the GBCG and GMAC Group daily. Roles and responsibilities of each functional area within an IMT organization (e.g. I-suite procedures) can be found in the Great Basin Area Lend/Lease Procedures document on the GBCG website: <https://gacc.nifc.gov/gbcc/business.php>.

CHAPTER 20 - OVERHEAD / TEAMS**NATIONAL INTERAGENCY INCIDENT MANAGEMENT SYSTEM (NIIMS)**

See National Interagency Mobilization Guide

- **OVERHEAD POSITIONS LISTED IN THE NIIMS WILDLAND FIRE QUALIFICATION SYSTEM GUIDE** See National Interagency Mobilization Guide

INCIDENT QUALIFICATIONS and CERTIFICATION SYSTEM (IQCS) POSITION CODES

See NWCG link: <https://iqcsweb.nwcg.gov/business>

OVERHEAD MOBILIZATION AND DEMOBILIZATION

- **MOBILIZATION**

GBCC will fill orders from the most logical source available. This choice will be made on the basis of urgency or need, availability, delivery time, reasonable cost effectiveness, operational impact on other units, consideration of the integrity of the overall program, and, above all, safety. Units filling requests for personnel are responsible for ensuring **ALL** performance criteria are met.

All efforts should be made to fill requests with federal and state personnel/equipment first, followed by cooperators, AD's, contractors and supplemental fire department resources.

See National Interagency Mobilization Guide

GBCC will accept requests for general clerical, driver, or laborer positions only after all sources available at the local unit level have been exhausted or have been determined to be unavailable.

See National Interagency Mobilization Guide

Name requests for suppression or all-hazard incidents should be rare and are appropriate only for highly specialized positions or to meet agency objectives. All name requests processed through the GACC will require Coordinator on Duty (COD) approval.

See National Interagency Mobilization Guide

If a request requires individuals to be self-sufficient for the duration of the assignment, they must be able to procure food, lodging, and local transportation.

- **DEMOBILIZATION**

Orderly flow of personnel and resources from the incident to their place of origin must follow the reverse order of mobilization and remain within established communication channels. Emphasis will be placed on having personnel home no later than 2200 local time during all demobilization. It must be recognized that occasionally the availability of large transport aircraft will dictate the time frames of the demobilization of resources.

GBCC shall inform other centers with fire activity, as resources are being released and becoming available within the Great Basin for possible reassignment.

Demobilization notifications shall specify the last days off and how many days left, before end of commitment and final demobilization.

If a resource is released for disciplinary reasons, no reassignment will be considered. The home unit and appropriate GACC will be informed of disciplinary action.

Host units, ICs or appropriate evaluators will complete performance evaluations based on qualification levels or the ability to do the job, for suppression/support resources. Sub-standard performance evaluations shall be immediately filled out and sent to the local line officer and to the responsible agency coordinating group representative.

- 1 • **INTERAGENCY WILDLAND FIRE MODULES** See National Interagency Mobilization Guide
- 2
- 3 ○ **Interagency Wildland Fire Module Mobilization** See National Interagency Mobilization Guide
- 4
- 5 • **SMOKEJUMPERS** See National Interagency Mobilization Guide
- 6

7 With the exceptions noted below, all Great Basin units will order smokejumpers from GBCC via
8 established dispatch channels.

- 9
- 10 ○ **Smokejumper Numbers** See National Interagency Mobilization Guide
- 11
- 12 ○ **Smokejumpers Gear Weights And Volume** See National Interagency Mobilization Guide
- 13
- 14 ○ **Booster / Individual Smokejumper Requests**
- 15 When a long term commitment is requested and cannot be met through a preposition or IA load, a
16 booster of jumpers can be ordered by individual Overhead requests. The request may be filled
17 using jump ships, driving, charter aircraft or commercial travel and can be negotiated between the
18 requesting unit and the GACC. If smokejumper aircraft are used to deliver boosters, the load should
19 travel in a jump ready configuration.
- 20
- 21 ○ **Great Basin Smokejumper Bases**
- 22 Movement of smokejumpers within the Great Basin will be coordinated through GBCC. During
23 periods of high activity and upon the request of the GACC, a smokejumper coordinator may be
24 assigned to GBCC to assist with smokejumper operations. GBCC must be notified when fifty (50)
25 percent of the smokejumpers at a local unit have been committed.
- 26

27 Orders for initial attack ready smokejumpers with aircraft within the Great Basin shall be on an
28 Aircraft resource order. Smokejumper booster orders shall be on an Overhead order.

29

- 30 ▪ **Great Basin Smokejumper Base (BLM)**

31 The primary mission of the BLM Great Basin Smokejumpers is to provide professional,
32 effective, and safe fire suppression and fuels reduction services to BLM and interagency land
33 managers.

34

35 The BLM Great Basin Smokejumpers operate under a BLM Operating Plan to supply
36 dedicated "contingents" of smokejumpers to be pre-positioned upon request in Nevada, Utah,
37 Idaho, Colorado and Oregon, for a defined period of time. Each contingent consists of a
38 minimum of twelve smokejumpers plus a spotter and a smokejumper aircraft. A contingent can
39 be activated anytime aircraft are available, using an Aircraft resource order for tracking of the
40 ship.

41

42 The De Havilland DHC-6 Twin Otter will be the primary aircraft utilized by the Great Basin
43 Smokejumpers. The normal configuration for this aircraft is eight (8) smokejumpers with gear
44 plus one (1) pilot and one (1) smokejumper spotter, both of whom stay with the aircraft.

45

46 Additional smokejumpers or aircraft ordered to supplement operations will be coordinated by
47 JFC and GBCC.

48

49 Utilization of BLM Great Basin Smokejumpers will be overseen by the BLM State Duty Officers
50 and the Chief, Division of Fire Operations.

51

- 52 ▪ **McCall Smokejumper Base (USFS)**

53 The primary mission of US Forest Service, McCall Smokejumpers is to provide professional,
54 effective, and safe fire suppression and fuels reduction services to USFS and interagency land
55 managers.

In order to maintain the flexibility of responding to several concurrent requests, the McCall Smokejumpers have two De Havilland DHC-6 aircraft with a standard load of 8 smokejumpers with gear.

If the need exists for more than 8 jumpers, e.g., multiple fires requiring 4-6 jumpers each, or an emerging fire that could require 14-16 jumpers, a special request for another load can be made with no delays in the departure time.

A full 20-person smokejumper crew can be delivered to an incident where a Type 1 Crew is needed. The 20-person crew request should be used in situations where all 20 jumpers would be dropped in the same location. This 20-person crew is equipped to be self-sufficient for 2 days. No pump or hose is included with this load. Concurrence of NICC must be obtained prior to use of smokejumpers as a Type 1 Crew.

- **Northern Rockies Smokejumper Bases**

- **West Yellowstone Smokejumper Base (USFS)**

The West Yellowstone jump base is located in West Yellowstone, Montana (MT). Units that can order direct are Eastern Idaho Interagency Fire Center and Teton Interagency Dispatch Center.

- **Missoula Smokejumper Base (USFS)**

The Missoula jump base is located in Missoula, MT. Central Idaho Interagency Fire Center can order direct for an IA load.

- **Grangeville Smokejumper Base (USFS)**

The Grangeville jump base is located in Grangeville, ID. The Payette Dispatch Center can order direct for an IA load.

- **HELICOPTER MODULE**

- **Ordering CWN / On-Call Helicopters**

Whenever a CWN/On-Call helicopter is ordered, a qualified Helicopter Manager and module is required to manage this resource. If none are available locally, a manager/module must be ordered simultaneously with the aircraft order through GBCC.

Units requesting helicopter modules for CWN/On-Call helicopters will do so using an Overhead support request for each position. Helicopter module requests should be coordinated with anticipated helicopter delivery time and location. Ordering a helicopter module for a CWN / On-Call helicopter is not automatic. Ordering units should attempt to fill helicopter module positions internally first.

Cross reference notations should be made on the corresponding Aircraft resource order to identify which module is assigned to which helicopter. When CWN/On-Call personnel/modules are required to arrive with module/mission specific equipment or qualification (radios, flight helmet, ICT3, etc.) it must be specified at the time of request in the Special Needs section in ROSS.

- **Personnel Requirements For CWN / ON-CALL Helicopters**

Helicopter managers and helicopter crewmembers must be qualified in accordance with agency policy. See the Interagency Helicopter Operations Guide (IHOG), Chapter 2 for a summary of personnel requirements.

For all agencies within the Great Basin, the following CWN/On-Call Helicopter Manager/Module requirements shall be met:

Helicopter Type	FAA Standard/Transport Category	FAA Standard Category Temporarily Designated for Limited Use	FAA Standard Category Permanently Designated for Limited Use or FAA Restricted Category
1	Manager plus four (4) Helicopter Crewmembers	Manager only	Manager only
2	Manager plus three (3) Helicopter Crewmembers	Manager only	Manager only
3	Manager plus two (2) Helicopter Crewmembers	Manager only	Manager only

1 ○ **Project Use**

2 Project use requires a Helicopter Manager only, with a request for additional Helicopter
3 Crewmembers as necessary.

4 ○ **Support Equipment Required**

5 CWN/On-Call modules, when assigned, shall arrive with the following support equipment:

- 6 ▪ If helicopter personnel/modules are required to arrive with special needed items (flight
7 helmets, radios, etc.) it must be specified at the time of request.
- 8 ▪ The Helicopter Manager shall have a portable programmable radio and necessary operational
9 and contract administrative paperwork and forms (30 pounds additional weight is approved).
- 10 ▪ If additional support equipment (cargo nets, vehicles, etc.) is needed, receiving unit must
11 furnish or order.

12 • **HELICOPTER RAPPELLERS** See National Interagency Mobilization Guide

13 ○ **Helicopter Rappellers / Helicopter Manager Gear Weights And Volume**

14 See National Interagency Mobilization Guide

15 ○ **Great Basin Helicopter Rappellers**

16 There are 5 USFS Forest/Regional aircraft with personnel that are available for use within the
17 Great Basin and Nationally. Availability is subject to the needs of the home unit.

18 ○ **Rappeller Booster Requests**

19 When ordering a booster load of rappellers individual Overhead requests will be placed in
20 ROSS. Requests can be filled by one or more Rappel Bases within or outside the Geographic
21 Area. Additional personnel qualification needs (i.e. Type 5 IC, FAL1) should be specified in the
22 resource order under Special Needs. Transportation can be accomplished by driving, chartered
23 aircraft, or commercial travel, and can be negotiated by the sending and receiving units.

- **NON-STANDARD OVERHEAD GROUPS** See National Interagency Mobilization Guide

- **COMMUNICATIONS COORDINATOR (COMC)** See National Interagency Mobilization Guide

- **Frequency Coordination**

The Great Basin Frequency Coordinators are responsible for coordinating with NIRSC at NIFC, local units, and GBCC for assignment, coordination and control of frequencies.

- **EMERGENCY MEDICAL SERVICES (EMS) by STATE**

- **EMS Reciprocity In Idaho**

The priority for EMS used on wildland fires in Idaho shall be EMS providers licensed by the State of Idaho. For 2016, further direction, priority, and details can be found in the Idaho supplement to Chapter 50 of the Interagency Incident Business Management Handbook.

- **EMS Resources And Reciprocity In Utah**

The Utah Division of Forestry, Fire and State Lands maintains an MOU program with local fire departments for the purpose of providing firefighting and EMS coverage in the State. MOU resources can be ordered through the Utah Interagency Fire Centers (NUC, CDC, UFC, RFC and MFC), the Utah Centers operate on the closest forces concept and will order local EMS when available.

- **EMS Protocol**

The IC or Medical Unit Leader (MEDL) will gather the medic's State EMS cards, make a copy, fill out the Medical Reciprocity Form and submit this information to the Utah Bureau of State Emergency Medical Services Office at <https://bemsp.utah.gov/> 801-273-6666 or Toll Free: 800-284-1131.

EMS providers will contact the local medical control facility (closest hospital with an emergency room) and provide the following information; Location of the incident, that medical EMS support is located on scene, the kind and type of resources on scene and an estimated duration of the incident.

Medical control is provided through the hospital where patients will be transported. This is also a good time to get info on the closest trauma centers, burn centers, and medical air ships for the area.

EMS providers from out of state have 48 hours to complete the documentation in order to continue working within the state. EMS Bureau can grant a 21 day certificate to work on an incident in Utah.

- **EMERGENCY STRUCTURE PROTECTION MODULES – R4 STRUCTURE WRAPPING**

Structure Wrapping personnel can be ordered for the wrapping and un-wrapping of federally owned buildings (e.g. historic buildings, lookouts etc.). This module consists of five to ten personnel with equipment who are fireline qualified and trained in OSHA fall protection standards and climbing.

Units can order Structure Wrapping personnel through GBCC. The orders should be placed as individual Overhead requests for "THSP" with "structure wrapping personnel" documented in special needs. GBCC requires advanced notification of the need for this specialized resource.

Module Coordinator, Richard Newton, 208-994-1268

Training Coordinator, Farrington Goodlander, 208-821-5014

- **FLIGHT MANAGER**

See National Interagency Mobilization Guide or Chapter 50 of the Great Basin Mobilization Guide

1 • **INCIDENT BUSINESS ADVISOR**

2
3 The Incident Business Advisor (IBA) serves as liaison and advisor to the Agency Administrator (AA),
4 working directly for the AA or their delegate. The IBA is recognized as an interagency position and
5 serves as a “bridge” to the AA, the IMT, and other incident support functions. This bridge provides a
6 communication flow to assigned resources with the focus being successful incident business
7 management practices. The IBA will facilitate the unit’s ability to implement sound incident business
8 practices such as cost effectiveness and adequate financial documentation.
9

10 • **INCIDENT METEOROLOGIST (IMET)** See [National Interagency Mobilization Guide](#)

11 • **CACHE SUPPORT POSITIONS** See [National Interagency Mobilization Guide](#)

12 **NATIONAL INCIDENT MANAGEMENT TEAMS** See [National Interagency Mobilization Guide](#)

13 • **INTERAGENCY INCIDENT MANAGEMENT TEAMS**

14 See [National Interagency Mobilization Guide](#)

15
16 Great Basin Geographic Area has two Type 1 IMTs and four Type 2 IMTs.

17
18 The decision as to which type of team to utilize is based on incident complexity and other
19 considerations. An Incident Complexity Analysis can be found in the [Interagency Standards for Fire](#)
20 [and Fire Aviation Operations](#), Appendix F and G. The Complexity Analysis may be used by the
21 ordering unit, in consultation with the responsible Line Officer or Manager, in making decisions
22 regarding the type of IMT to be ordered.
23

24 Incidents that do not meet the above criteria will be filled on a case by case basis at the agency’s
25 discretion upon approval from the GBCG.
26

27 The primary mission of these teams is for wildland fire management. FEMA requests for teams will
28 be honored by all federal agencies, and on a case-by-case basis by the state and local cooperators.
29

30 • **INTERAGENCY INCIDENT MANAGEMENT TEAM CONFIGURATION**

31 See [National Interagency Mobilization Guide](#)

32 • **TYPE 1 INCIDENT MANAGEMENT TEAMS**

33 The Great Basin and Rocky Mountain Geographic Areas have three Type 1 IMTs on a combined
34 Rocky Mountain/Great Basin rotation and national rotation. The teams are identified on the national
35 rotation as “Rocky Basin”. They are identified by the ICs last name and/or team number. This rotation
36 is established following the Great Basin team selection meeting. Great Basin Type 1 IMTs will comply
37 with the [Great Basin IMT Operating Guide](#).
38

39 ○ **General Procedures**

40 All requests for Type 1 IMTs will be made through established dispatch channels.

41 GBCC and NICC will place resource orders for the on-call national IMT with the appropriate
42 Coordination Center as follows:
43

44 **GBCC - Team 1 (Lund)**

45 **GBCC - Team 2 (Martin)**

46 **RMCC - Pechota**

47 It is the responsibility of the IC’s GACC to notify cooperating Coordination Center of internal
48 commitment of a team.
49
50
51
52
53
54
55
56
57

Type 1 IMTs are on-call on a year round basis. Each on-call period will begin at 0001 hours Wednesday (MT) and continue through the following Tuesday at 2400 hours (MT).

The Rocky Basin Type 1 IMT call-out schedule will begin the next rotation after the team selection meeting, and continue through the year.

Once a team has been mobilized, GBCC will notify the next Type 1 IMT on rotation and they will fill the remainder of that call-out period along with their scheduled call-out period. This will ensure that the existing scheduled rotation remains the same. The IMT that is now currently up on rotation is required to be available for mobilization within eight hours.

If the Type 1 IC and Deputy are unavailable for call-out, the entire team is unavailable. The next team on the schedule will move up to on-call status. The Deputy IC may be allowed to take the team with the GBCC approval.

When more than two primary Command and General Staff members are unavailable for dispatch, the team is unavailable. The next team on the schedule will move to the on-call status for the remainder of the week, plus its regularly scheduled week.

Long team configuration shall be the normal response within the Great Basin and Rocky Mountain Area unless the requesting unit specifically requests a short team. The Rocky Mountain Team configuration will be accepted within the Great Basin.

Great Basin Teams will comply with the national standard on team configuration for short and long teams when mobilized. Any deviation from the national standard will require the approval of the requesting unit and is the responsibility for the IC to negotiate.

See National Interagency Mobilization Guide

On-call team members will be available for mobilization within two hours during the designated period of call-out.

If a short team is mobilized, the remaining members of the team will be kept in on-call status for twenty-four (24) hours. After 24 hours, these members may be available for single resource assignments

- **Team Performance Evaluations**

Team Performance Evaluations will be completed by agency line officers for all incidents within their jurisdiction. Performance evaluation forms or narratives shall be completed utilizing the National Evaluation Form found in the Interagency Standards for Fire and Fire Aviation Operations. The evaluation form will be forwarded to the Great Basin Operations Committee Chair within 14 days of the close-out by the IC.

Agency line officers should follow-up with the IC 60-90 days following the close of the incident to provide feedback on the incident finance package.

- **ROLES & RESPONSIBILITIES FOR TEAM COORDINATION AND MOBILIZATION**

- **National Interagency Coordination Center (NICC)**

NICC is responsible for the Type 1 IMT rotation nationally. The GBCC will coordinate with the Type 1 IMTs as their teams come up on rotation.

- **Great Basin Coordination Center (GBCC)**

GBCC is responsible for coordinating and rostering the team members.

Maintains current information on the Rocky Basin Team regarding rotation/availability for national and Great Basin/Rocky Mountain call-up.

1 Coordinate with the IC on roster configuration and substitutions as needed.
2 Receive, implement and process mobilization requests from the ordering units through appropriate
3 channels.

4
5 Notify IC and local dispatch center of on-call/standby status of team and any current fire activity
6 which could potentially affect team status.

7
8 Provide team status information on the GBCC Intel Morning Report. This information will be shared
9 as appropriate with NICC and the local dispatch centers.

10
11 Coordinates travel arrangements between sending and receiving units when necessary.

12
13 Provides an end-of-the-year report of team utilization in the GBCC Annual Reports.

14
15 ○ **Local Dispatch Centers**

16 Local dispatch centers are responsible for ensuring the status of team members via ROSS, 24
17 hours prior to their on-call rotation period.

18
19 Notify each team member of on-call status if different than regular rotation schedule. It is
20 incumbent on each team member to make notification to his/her IC and the local dispatch center
21 if he/she will be unavailable for the call-out period.

22
23 Receive mobilization/demobilization order and process according to dispatch plan.

24
25 Coordinate with GBCC concerning team members' transportation arrangements if needed.

26
27 • **TYPE 1 TEAM REASSIGNMENT AND DEMOBILIZATION PROCEDURES**

28
29 **Reassignment**

30 No reassignment of out-of-area Type 1 teams, from one incident to another, will occur unless done in
31 coordination with NICC. Reassignments of in-area teams may occur, but should be coordinated with
32 the Geographical Area Center Manager or GMAC Coordinator, (if in place) and NICC.

33
34 **Demobilization**

35 Normal demobilization procedures for Type 1 Teams will involve demobilizing the entire team at the
36 same time. In rare circumstances, a unit can request continued assistance from an individual team
37 member prior to team departure. Concurrence from the team IC and the team's sending GACC will
38 be necessary for this to occur.

39
40 • **PROCEDURES FOR NOTIFICATION OF ON-CALL STATUS**

41
42 Team members are responsible for statusing themselves in ROSS. Dispatch centers will confirm team
43 member availability, especially if outside the normal team schedule. Established team rosters, with
44 substitutes as they occur, shall be created by and be the responsibility of the GBCC. These lists shall
45 be posted to the GBCC website.

46
47 GBCC will notify RMCC and local dispatch centers of any changes in the rotation.

48
49 • **TYPE 1 INCIDENT MANAGEMENT TEAM ROTATION PROCESS**

50 See National Interagency Mobilization Guide

• **ROCKY MOUNTAIN / GREAT BASIN TYPE 1 INCIDENT MANAGEMENT TEAMS**

There are three Type 1 IMTs in the Rocky Mountain/Great Basin Areas. The Team Incident Commanders are:

GB Team 1 - Beth Lund E-mail: elund@fs.fed.us

GB Team 2 – Kim Martin E-mail: kmartin@fs.fed.us

RM – Todd Pechota E-mail: tpechota@fs.fed.us

• **CURRENT-YEAR ROTATION**

The on-call status runs from 0001 hours MT on Wednesday to 2400 hours MT on the following Tuesday.

2018 Type 1 Team Rotation Schedule	
Alert Dates	Team
Jan 31 – Feb 6 2018	Rocky Mountain Team - Pechota
Feb 7 – Feb 13	Great Basin Team 2 - Martin
Feb 14 – Feb 20*	Great Basin Team 1 - Lund
Feb 21 – Feb 27	Rocky Mountain Team - Pechota
Feb 28 – March 6	Great Basin Team 2 - Martin
March 7 – March 13	Great Basin Team 1 - Lund
March 14 – March 20	Rocky Mountain Team - Pechota
March 21 – March 27	Great Basin Team 2 - Martin
March 28 – April 3	Great Basin Team 1 - Lund
April 4 – April 10	Rocky Mountain Team - Pechota
April 11 – April 17	Great Basin Team 2 - Martin
April 18 – April 24	Great Basin Team 1 - Lund
April 25 – May 1	Rocky Mountain Team - Pechota
May 2 – May 8	Great Basin Team 2 - Martin
May 9 – May 15	Great Basin Team 1 - Lund
May 16 – May 22	Rocky Mountain Team - Pechota
May 23 – May 29*	Great Basin Team 2 - Martin
May 30 – June 5	Great Basin Team 1 - Lund
June 6 – June 12	Rocky Mountain Team - Pechota
June 13 – June 19	Great Basin Team 2 - Martin
June 20 – June 26	Great Basin Team 1 - Lund
June 27 – July 3	Rocky Mountain Team - Pechota
July 4 – July 10*	Great Basin Team 2 - Martin
July 11 - July 17	Great Basin Team 1 - Lund
July 18 – July 24	Rocky Mountain Team - Pechota
July 25 – July 31	Great Basin Team 2 - Martin
Aug 1 – Aug 7	Great Basin Team 1 - Lund
Aug 8 – Aug 14	Rocky Mountain Team - Pechota
Aug 15 – Aug 21	Great Basin Team 2 - Martin

2018 Type 1 Team Rotation Schedule	
Alert Dates	Team
Aug 22 – Aug 28	Great Basin Team 1 - Lund
Aug 29 – Sept 4*	Rocky Mountain Team - Pechota
Sept 5 – Sept 11	Great Basin Team 2 - Martin
Sept 12 – Sept 18	Great Basin Team 1 - Lund
Sept 19 – Sept 25	Rocky Mountain Team - Pechota
Sept 26 – Oct 2	Great Basin Team 2 - Martin
Oct 3 – Oct 9*	Great Basin Team 1 - Lund
Oct 10 – Oct 16	Rocky Mountain Team - Pechota
Oct 17 – Oct 23	Great Basin Team 2 - Martin
Oct 24 – Oct 30	Great Basin Team 1 - Lund
Oct 31- Nov 6	Rocky Mountain Team - Pechota
Nov 7 – Nov 13*	Great Basin Team 2 - Martin
Nov 14 – Nov 20	Great Basin Team 1 - Lund
Nov 21 – Nov 27	Rocky Mountain Team - Pechota
Nov 28 – Dec 4	Great Basin Team 2 - Martin
Dec 5 – Dec 11	Great Basin Team 1 - Lund
Dec 12 – Dec 18	Rocky Mountain Team - Pechota
Dec 19 – Dec 25*	Great Basin Team 2 - Martin
Dec 26 –Jan 1*	Great Basin Team 1 - Lund
Jan 2 – Jan 8	Rocky Mountain Team - Pechota
Jan 9 – Jan 15	Great Basin Team 2 - Martin
Jan 16 – Jan 22*	Great Basin Team 1 - Lund
Jan 23 – Jan 29	Rocky Mountain Team - Pechota
Jan 30 – Feb5	Great Basin Team 2 - Martin

• CURRENT-YEAR TYPE 1 TEAM MEMBERS

Current-year team member rosters for the Rocky Mountain/Great Basin Type 1 IMT are listed on the following websites:

<https://gacc.nifc.gov/gbcc/overhead.php>

https://gacc.nifc.gov/rmcc/overhead_teams.php

• TYPE 2 INCIDENT MANAGEMENT TEAMS

The Great Basin has established four Type 2 IMTs. The Great Basin Type 2 IMT rotation and call-out schedule will run from May until October. Each one week on-call period will begin at 0001 hours Friday MT and continue through the following Thursday at 2400 hours MT. Each IMT will comply with the Great Basin IMT Operating Plan. The ICs for these teams are:

Team 3 – Taiga Rohrer E-mail: taiga_s_rohrer@nps.gov

Team 4 - Tim Roide E-mail: troide@blm.gov

Team 5 – Russell Bird E-mail: russelbird@fs.fed.us

Team 6 – Brook Chadwick E-mail: jhchadwick@fs.fed.us

- **General Procedures**

All requests for Type 2 IMTs will be made through established dispatch channels.

When more than two primary Command and General Staff members are unavailable for dispatch, the team is unavailable.

Great Basin Type 2 IMTs will adhere to National guidelines regarding weight limitations, shift lengths, and length of fire assignments.

Long team configuration will be the normal response within the Great Basin, unless the requesting unit specifically requests a short team.

Type 2 IMT members that are on-call shall be statused as available local.

If a short team is mobilized, the remaining members of the team shall be kept on-call for twenty-four (24) hours. After 24 hours, these members may be available for single resource assignments.

Once all Great Basin Type 2 IMTs are committed, additional Type 2 IMTs from outside the Great Basin will be ordered through GBCC using established dispatch channels.

- **Type 2 Team Configuration**

Great Basin IMTs will comply with the national standard on team configuration for short and long teams when mobilized. Any deviation from the national standard will require the approval of the requesting unit agency administrator and is the responsibility for the ICs to negotiate.

- **Roles And Responsibilities For Type 2 Team Coordination And Mobilization**

GBCC Will Coordinate The Following:

Receive and implement mobilization requests from the ordering units and process orders through appropriate channels.

Maintain current information on team status regarding rotation for the Great Basin and disseminate standby and alert notices to the appropriate ICs and dispatch centers.

Established team rosters, with substitutes as they occur, shall be created by and be the responsibility of GBCC. These lists shall be posted to GBCC website.

Advise/coordinate with appropriate ICs on substitution needs pertaining to the team.

Provides status information on the Great Basin Morning Report, and as needed to other GACCs, NICC and local dispatch centers.

Local Dispatch Centers will coordinate the following:

Ensure the status of individual team members is accurate in ROSS 24 hours prior to on-call rotation.

Notify each team member of on-call status if different than regular rotation schedule. It is incumbent on each team member to make notification to his/her IC and the local dispatch center if he/she will be unavailable for the call-out period.

Receive mobilization/demobilization order and process according to dispatch plan.

Coordinate with GBCC concerning team members' transportation arrangements if needed.

• CURRENT YEAR ROTATION

All teams will adhere to the **one week** rotation period. IMTs are mobilized on a first and second team rotation basis. Once an IMT is mobilized, or if a team is unavailable for dispatch, the next team on rotation will assume their position until they are mobilized or the rotation period ends.

When the IMT is released, members arrive at their home unit with less than a 14 day assignment, they will be put on an “off-call” basis for a minimum of 24 hours. This IMT will assume their position at the bottom of the rotation until the completion of the current rotation cycle, at which time they will return to the established rotation.

If a team is staged or prepositioned within the geographic area, the team will be considered as part of the rotation and will be the first utilized whenever possible.

If both teams in rotation are mobilized, additional orders for Type 2 IMTs will be placed with GBCC to be placed with NICC. During periods of high fire activity, the GBCG may approve early activation of the IMTs not in rotation. An early activation can be a maximum of three days prior to the scheduled call out period with concurrence from GBCG and the affected IC. The GBCG may further alter the rotation to address IMT member fatigue or exercise a team that hasn’t had an assignment.

Alternate methods of filling team positions, other than the Command and General Staff, can be utilized and will be closely monitored. Positions may be shared or assigned to a department or agency to fill that has a “pool” of qualified people. It is critical that local dispatch centers and GBCC know the method being used in filling the position in order to coordinate any changes, i.e. trainee prioritization list.

2018 Great Basin Type 2 IMT Rotation		
The call-up period will begin at 0001 hours MT on Fridays and continue through 2400 hours MT on Thursday.		
	Team Name	Team Name
Alert Dates	First out	Second Out
May 18 - May 24	Team 5 - Russ Bird	Team 6 - Brook Chadwick
May 25 - May 31*	Team 6 - Brook Chadwick	Team 3 - Taiga Rohrer
June 1 - June 7	Team 3 - Taiga Rohrer	Team 4 - Tim Roide
June 8 - June 14	Team 4 - Tim Roide	Team 5 - Russ Bird
June 15 - June 21	Team 5 - Russ Bird	Team 6 - Brook Chadwick
June 22 - June 28	Team 6 - Brook Chadwick	Team 3 - Taiga Rohrer
June 29 - July 5*	Team 3 - Taiga Rohrer	Team 4 - Tim Roide
July 6 - July 12	Team 4 - Tim Roide	Team 5 - Russ Bird
July 13 - July 19	Team 5 - Russ Bird	Team 6 - Brook Chadwick
July 20 - July 26	Team 6 - Brook Chadwick	Team 3 - Taiga Rohrer
July 27 - Aug 2	Team 3 - Taiga Rohrer	Team 4 - Tim Roide
Aug 3 - Aug 9	Team 4 - Tim Roide	Team 5 - Russ Bird
Aug 10 - Aug 16	Team 5 - Russ Bird	Team 6 - Brook Chadwick
Aug 17 - Aug 23	Team 6 - Brook Chadwick	Team 3 - Taiga Rohrer

	Team Name	Team Name
Alert Dates	First out	Second Out
Aug 24 - Aug 30	Team 3 - Taiga Rohrer	Team 4 - Tim Roide
Aug 31 - Sept 6*	Team 4 - Tim Roide	Team 5 - Russ Bird
Sept 7 - Sept 13	Team 5 - Russ Bird	Team 6 - Brook Chadwick
Sept 14 - Sept 20	Team 6 - Brook Chadwick	Team 3 - Taiga Rohrer
Sept 21 - Sept 27	Team 3 - Taiga Rohrer	Team 4 - Tim Roide
Sept 28 - Oct 4	Team 4 - Tim Roide	Team 5 - Russ Bird

1 • **CURRENT-YEAR TYPE 2 TEAM MEMBERS**

2 Current-year team member rosters for the Great Basin Type 2 IMTs are listed on the following web
3 page: <https://gacc.nifc.gov/gbcc/overhead.php>
4

5 • **TYPE 1 AND 2 TEAM MOBILIZATION ORDER CHECKLIST**

6 The mobilization order checklist can be found on GBCC website at:
7 <https://gacc.nifc.gov/gbcc/overhead.php>
8

9 • **NATIONAL AREA COMMAND TEAMS**

10 See [National Interagency Mobilization Guide](#).
11

12 • **NATIONAL AREA COMMAND TEAM CONFIGURATION**

13 See [National Interagency Mobilization Guide](#).
14

15 • **NATIONAL AREA COMMAND TEAM ROTATION PROCESS**

16 See [National Interagency Mobilization Guide](#).
17

18 • **NATIONAL INCIDENT MANAGEMENT ORGANIZATION TEAMS (NIMO)**

19 See [National Interagency Mobilization Guide](#).
20

21 • **TYPE 3 INCIDENT MANAGEMENT TEAMS**

22
23 The Type 3 IMTs have been vetted through the GBCG and are available for off unit assignment within
24 and outside of the Great Basin. Incident assignments within the geographic area will follow the closest
25 forces concept. For T3 IMT assignments outside of the Great Basin, the pre-established rotation will be
26 followed.
27

28 • **TYPE 3 ROTATION**

29
30 The Type 3 IMT rotation will run from May 13, 2018 to October 13, 2018. Rosters for the teams will be
31 maintained by GBCC and ICs will work with the GBCC Overhead desk for accuracy.
32

33 Each of the following states will host at least one T3 IMT;
34

35 IDAHO
36 NEVADA
37 UTAH
38 WYOMING
39

40 Once the Type 3 IMT Incident Commanders have been chosen, the information will be posted on the
41 Great Basin Coordination Center Webpage. <https://gacc.nifc.gov/gbcc/overhead.php>

- 1 • **INCIDENT SUPPORT TEAMS.** See the National Interagency Mobilization Guide
- 2
- 3 ○ **National Interagency Buying Teams** See National Interagency Mobilization Guide
- 4 National BUYTs consist of seven (7) positions: two (2) qualified procurement personnel, four (4)
- 5 personnel support positions and one (1) procurement or leader trainee. Each team shall have at
- 6 least one Contracting Officer with a minimum of \$150,000 warrant authority.
- 7
- 8 ▪ BUYT status and ROSS roster will be maintained by GBCC.
- 9
- 10 ▪ All BUYT members will be ordered through and mobilized by GBCC and Local dispatch center.
- 11
- 12 ▪ The National BUYT call-out schedule is on a year-round rotation.
- 13
- 14 ▪ BUYT leaders have the option of standing their team down at any time. If a team stands down,
- 15 the remaining members may be available for single resource assignment.
- 16
- 17 ▪ Once a team has been mobilized, the next team in rotation will be notified and placed on 24
- 18 hour call status for the remaining period. Once a team has been demobilized, regardless of
- 19 length of assignment, the released team will move to the last position in the rotation.
- 20
- 21 ▪ Once the National BUYT is committed, additional team(s) must be obtained from the National
- 22 Roster.
- 23
- 24 ○ **National Interagency Buying Team Configuration** See National Interagency Mobilization Guide
- 25
- 26 ○ **National Interagency Buying Team Rotation Process**
- 27 See National Interagency Mobilization Guide
- 28
- 29 ○ **Great Basin Geographical Buying Teams**
- 30 Great Basin Geographic Area has established National and Geographical Buying Teams. When
- 31 activated, a BUYT will be assigned to and work for the Line Officer or designate Administrative
- 32 Representative of the unit with the incident(s). The teams will be requested as a team only through
- 33 established dispatch channels and not as miscellaneous overhead.
- 34
- 35 The Geographical BUYTs consist of four (4) positions: one (1) qualified procurement personnel,
- 36 two (2) support personnel, and one (1) trainee. Each team shall have at least one (1) procurement
- 37 official with a minimum \$25,000 warrant authority. Support personnel from the incident agency may
- 38 be used.
- 39
- 40 ▪ BUYTs status and ROSS rosters will be maintained by GBCC.
- 41
- 42 ▪ All BUYT members will be ordered and mobilized through GBCC and local dispatch centers.
- 43
- 44 ▪ BUYT members are unavailable for non-team assignments without prior approval of the BUYT
- 45 leader.
- 46
- 47 ▪ BUYT leaders have the option of standing their team down at any time. If a team stands down,
- 48 the remaining members may be available for single resource assignment.
- 49
- 50 ▪ Geographic rotation schedule will mirror the National BUYT rotation, there will be two teams
- 51 available per two week rotation period. Once a team has been mobilized the next team on
- 52 rotation will be notified. Permission must be obtained from the GBCG prior to early call out of
- 53 the off-rotation BUYT.
- 54
- 55 ▪ If a unit needs additional procurement assistance, orders may be placed for the specific
- 56 required positions. The Administrative Representative will provide those accommodations and
- 57 services that are necessary for the unit to function in the absence of a BUYT.

- GBCC will maintain a Geographical BUYT rotation located at:
<https://gacc.nifc.gov/gbcc/overhead.php>
 - **Buying Teams Members**
 BUYT members for the Great Basin Buying Teams are listed on the following web page:
<https://gacc.nifc.gov/gbcc/overhead.php>
 - **Buying Team Substitution Procedure And Alternate List**
 For Both National and Geographical Buying Teams, a substitute can be filled from the Alternate BUYT member list. It is the responsibility of the BUYT Leader and/or BUYT Coordinator to provide substitutions and an updated roster to GBCC.

 Every effort will be made to substitute BUYT personnel within the Geographic Areas. The BUYT Coordinator will maintain the list of in-GACC qualified BUYT member alternates. A prioritized list of BUYT member trainee(s) is maintained by the Great Basin Training Center to be utilized if needed.

 If the BUYT Leader is unavailable, please contact the BUYT Coordinator for a substitute:

 Sierra Hellstrom, USFS - Region 4, at:
 801-625-5764 (Office) 801-940-4935 (cell) 801-625-5365 (Fax)

 If a substitute team leader is not available, the entire team is unavailable. The next team in rotation will move up to on-call status.
 - **Procedures For Notification Of On-Call Status**
 The BUYT leader will ensure that GBCC has a current roster prior to the on-call date. GBCC will notify the BUYT leader of any changes to the rotation. BUYT members are responsible to know the on-call schedule and to be available. If unavailable, team member is responsible to inform the BUYT leader and local dispatch of status.
 - **Procedures For Mobilization of A Buying Team**
 All orders for BUYT will follow standard dispatch procedures. When a BUYT is mobilized, GBCC will work with the BUYT leader to ensure roster accuracy. Transportation information will be processed through regular dispatch channels.

 During high fire activity, incident and agencies are encouraged to share BUYTs with neighboring units. BUYTs can be supplemented with additional support personnel to ensure the needs of all incidents are being met.
- **ROLES AND RESPONSIBILITIES FOR TEAM COORDINATION AND MOBILIZATION**
 - **Geographic Coordination Center**
 GBCC will maintain the status of the team's leader and the ROSS roster. GBCC is responsible for mobilizing individual team members within their geographical area. The GACC will confirm the team status through the on-call team rosters distributed via dispatch channels.
 - **Local Dispatch Centers**
 Local dispatch centers are responsible for the status and mobilization of team members within their dispatch area.
- **ADMINISTRATIVE PAYMENT TEAMS (APT)** See National Interagency Mobilization Guide
- **ADMINISTRATIVE PAYMENT TEAM CONFIGURATION**
 See National Interagency Mobilization Guide

1 • **ADMINISTRATIVE PAYMENT TEAM ROTATION PROCESS**

2 See [National Interagency Mobilization Guide](#)

4 • **CRITERIA FOR ORDERING ADMINISTRATIVE PAYMENT TEAMS**

5 See [National Interagency Mobilization Guide](#)

7 • **BURNED AREA EMERGENCY RESPONSE (BAER) TEAMS**

8 See [National Interagency Mobilization Guide](#)

10 • **BURNED AREA EMERGENCY RESPONSE (BAER) TEAM CONFIGURATION**

11 See [National Interagency Mobilization Guide](#)

13 • **BURNED AREA EMERGENCY RESPONSE (BAER) TEAM MOBILIZATION PROCESS**

14 See [National Interagency Mobilization Guide](#)

16 • **CRITICAL INCIDENT STRESS MANAGEMENT (CISM)**

18 A critical incident is any unexpected, traumatic event that affects an individual's feelings of personal safety, their ability to perform daily activities, and their ability to concentrate on their normal job duties. A critical incident is not defined by the incident itself; it is defined by individuals and/or an organization's reaction to what occurred.

22 The decision to order Critical Incident Stress Management (CISM) should be made carefully and should be based on recognition of need, not strictly the occurrence of an event. What is appropriate will depend on the nature, severity and duration of the event; the number, skills, and cohesiveness of those involved; level of operational engagement, and the severity of their physical and emotional symptoms. The Agency Administrator or their designee should contact the Great Basin Coordination Center who will provide contact information for the CISM Coordinator to discuss the need for crisis intervention and determine the appropriate response strategy.

30 One of the most effective intervention strategies to deliver CISM is through Critical Incident Peer Support (CIPS). CIPS is about peers, or "people of mutual respect" helping each other. In wildland fire, it is the shared culture and experiences which form the foundation of peer support. A Critical Incident Peer Support Group consists of a group leader, peer supporters trained in critical incident stress response processes, and a licensed mental health professional.

35 • **ORDERING CRITICAL INCIDENT PEER SUPPORT GROUP(S)**

36 Critical Incident Peer Support Groups are mobilized through the normal dispatch channels. Requests for CISM services are made to the Great Basin Coordination Center. The Great Basin Coordination Center will create the incident and associated requests in ROSS. The CISM Coordinator will provide the names of the CIPS Group Members and the order will be filled via roster. CISM personnel are ordered as THSP Technical Specialist and not CISD or other mnemonics related to CISM.

42 Timeline – CISM intervention (peer support) generally starts no sooner than 48-72 hours after an incident. Crisis intervention is not an emergency however assistance should be ordered as soon as possible. It is important to allow time for affected individuals to disengage operationally, and re-connect with family or friends. Once this occurs individuals are typically emotionally ready to benefit from peer support. CIPS Groups are mobile and available to travel to the affected individuals or group's home unit. This allows personnel to return home prior to receiving services rather than being held at the incident location or remain operationally engaged until CIPS personnel arrive.

- **Mental Health Professional Acquisition**

A key component of CISM is trauma trained clinicians who utilize the International Critical Incident Stress Management (ICISF) model for crisis intervention. Since these specialists reside in the private sector only, the Forest Service and the Bureau of Land Management have an established contract for mental health professionals. If the services for a mental health professional exceed the \$2500 micro-purchase limit the national contract must be utilized. Mental health professionals whose services are less than \$2500 may be acquired directly from the vendor. The BLM and Forest Service National CISM Coordinators will facilitate all requests for services from the national contract specific to their agency. The BLM National CISM Coordinator will assist the other DOI wildland fire agencies who wish to make a request for mental health professional services through the BLM's acquisition authority for the contract. The Great Basin Coordination Center and/or the Great Basin CISM Coordinator can help to facilitate the process.

For more information refer to Great Basin Mobilization Guide, Supplement 1, Critical Incident Stress Management or the National Interagency CISM Peer Support website at: <https://gacc.nifc.gov/cism/>

- **NATIONAL FIRE PREVENTION/EDUCATION TEAMS (NFPET)**

NFPETs are ordered through normal dispatch procedures. Include a detail request form with the order when appropriate. See National Interagency Mobilization Guide

- **NFPET Configuration** See National Interagency Mobilization Guide

- **NFPET Coordinators** See National Interagency Mobilization Guide

- **WILDLAND FIRE AND AVIATION SAFETY TEAMS (FAST)**

Requests for a FAST team shall be approved by the GBCG and will be coordinated by the GBCG Chair and the GBMAC Coordinator or the GBCC Center Manager when a GBMAC Coordinator is not assigned. FASTs are chartered by the GBCG, with a Delegation of Authority form the GBCG Chair or the GBMAC Coordinator that specifies the objectives and scope of their mission. The FAST leader will coordinate with the GBMAC for conference calls and feedback while in the field.

The Great Basin FAST sample Delegation is located at: https://gacc.nifc.gov/gbcc/GB_MAC.php under the MAC Plan header.

A national FAST may be ordered through NICC and authorized through NMAC if qualified personnel are not available within the Great Basin.

- **FAST Configuration**

See National Interagency Mobilization Guide and Interagency Standards for Fire and Fire Aviation Operations

- **AVIATION SAFETY ASSISTANCE TEAMS (ASATs)**

During high levels of aviation activity it is advisable to request an ASAT. An ASAT's purpose is to enhance risk management, efficiency, effectiveness and provide technical assistance while reviewing aviation operations on wildland fires. See National Interagency Mobilization Guide

- **ASAT Configuration** See National Interagency Mobilization Guide

- **ASAT Mobilization Process** See National Interagency Mobilization Guide

An ASAT will operate under a Delegation of Authority from the appropriate State/Regional Aviation Manager(s) or GBCG/GBMAC. Formal written reports shall be provided to appropriate manager(s) as outlined at the in-brief. The team should be developed to fit the need of the requesting unit and may

consist of the following:

- THSP - Aviation Safety Manager
- THSP - Operations Specialist (helicopter and/or fixed wing)
- THSP - Pilot Inspector
- THSP - Maintenance Inspector (optional)
- THSP - Avionics Inspector (optional)
- ACDP - Aircraft Dispatcher (optional)

SPECIALIZED OVERHEAD POSITIONS

• FIRE SECURITY POSITIONS

The job titles for ground level security personnel working in the facilities and field security areas reflect the training and experience necessary to safely accomplish the job.

○ Security Specialist 1 (SEC1)

SEC1 is a qualified Peace Officer, Law Enforcement Officer (LEO), or Commissioned Officer. SEC1 is authorized or equipped to make arrests or serve warrants and is agency certified.

Peace Officers, LEOs, and Commissioned Officers who fill the SEC1 position shall report to the incident with their defensive equipment. Defensive equipment shall be transported and carried in accordance with respective agency policies.

The following is a comparison of equivalent ratings among agencies. Each agency is responsible to ensure that the individual is certified at the level specified as an SEC1.

SEC1: USFS: Law Enforcement Officer
 BLM: Ranger/Agents
 BIA: Commissioned Officers
 NPS: Commissioned Officers
 FWS: Refuge Officers

○ Security Specialist 2 (SEC2)

SEC2 has, at a minimum, Forest Service Level 2 Law Enforcement Training and experience (or another agency's equivalent) and is skilled in recognizing actual and potential security problems.

SEC2 is not authorized or equipped to make arrests or serve warrants, but is agency certified.

• HUMAN RESOURCE SPECIALIST (HRSP)

HRSP should be considered for all Type1 or Type 2 incidents. For incidents on USFS lands or jurisdiction, a HRSP is required if the incident has more than 300 people. ICs should evaluate the need for this position on incidents with less than 300 people and order as needed.

HRSP is responsible for the following:

Monitoring for inappropriate behaviors

Providing awareness/education on expectations for mutual respect and a harassment free work environment

Initiating corrective action to resolve and/or prevent problems and

Preparing reports on activities related to human resources.

1 Address inappropriate practices or conditions through the IC and/or other regular lines of
2 authority.

3
4 Matters that cannot be resolved during the incident will be relayed to the host incident unit for
5 further action.

6 HRSP are not utilized as the point of contact for coordination of Critical Incident Stress Management
7 (CISM) and Critical Incident Peer support activities. The IC is responsible for making the request
8 through the Agency Administrator when support is required.
9

10 • **UNION REPRESENTATIVES**

11
12 A union representative is required whenever three hundred (300) individuals (regardless of agency)
13 have been assigned to a Forest Service incident, or when three hundred (300) Forest Service
14 employees have been assigned on another agencies incident.
15

16 ICs are responsible for notifying GBCC and the local dispatch center when this criteria has been met.
17 GBCC will notify the Regional Union Vice-President: David Chevalier at 801-625-5492 (work) or 801-
18 641-6819 (cell). Notification will include the fire name and the name of the IC along with contact
19 information.
20

21 • **INTERAGENCY RESOURCE REPRESENTATIVE (IARR)**

22
23 IARR may be assigned to support Great Basin resources on incidents in other geographic areas when
24 four or more crews, or 15 engines or when agency management determines a need. Requests for IARR
25 will be initiated on the GBCC support order and report daily to the Coordinator on Duty (COD), IARR
26 coordinator or the GACC center manager.
27

28 As a representative of the Great Basin the IARR will act as liaison between area resources and the
29 IMTs, hosting GACC, hosting Agency Administrator/Fire Management organization, and represents the
30 interests of the sending area in relation to the GBCC resources.
31

32 Duties of the IARR consist of, but are not limited to;
33 Providing oversight and assistance to ensure resources performance, pay accident/injury, medical
34 care, human resources, R&R logistics, travel and cultural issues. They provide assistance, as needed,
35 to the local expanded dispatch, demobilization unit, mobilization centers, and GACCs. They may also
36 attend IMT briefings, strategy meetings and planning sessions to keep current on incident plans and
37 resource movement.
38

39 • **USFS REGION 4 - HAZARD TREE BLASTERS**

40
41 For information regarding hazard tree blasters, see the following link or contacts below.
42 http://fsweb.r4.fs.fed.us/unit/rf/safety_wellness/blasting/index.shtml
43

44 Regional Coordinator, Douglas Anderson at: (801) 625-5792
45 Regional Blaster, Rich Young at: Office (208) 384-3247 or Cell (208) 861-5780
46

47 • **AVIATION POSITIONS**

48 49 ○ **Area Aviation Coordinator**

50 The Area Aviation Coordinator may work with GBCC, GBMAC, or directly with the local unit.
51

52 They will interact with incident Air Operations Branch Directors, frequency managers and aviation
53 safety specialists.

Required minimum qualifications:

- Experience as an agency aviation program manager.
- In depth knowledge of the dispatch/coordination system, management of national aviation resources, and aviation management strategies based on National and GACC Preparedness levels.

Recommended minimum qualifications:

- Fully qualified as an Air Ops Branch Director (AOBD) or
- Air Support Group Supervisor (ASGS)

Situations in which an Area Aviation Coordinator should be ordered include, but are not limited to:

- MAC group is in place locally or at the geographic area level.
- Large incidents are in close proximity without an Area Command Team in place.
- Heavy initial or extended attack, where a large number of non-local aircraft are stationed within, or assigned to, a unit for an extended period of time.

○ **Airspace Coordinator**

An Airspace Coordinator should be considered when the activity has increased to a point that the local unit or GACC is unable to fulfill coordination duties and responsibilities. In these cases, additional personnel may be ordered to alleviate workload and assist with facilitating airspace issues with the FAA and/or DOD. The position may function at either at the local or GACC level.

The ordering unit should coordinate with GBCC and place the order for an Airspace Coordinator through regular dispatch channels. This is a THSP position not formally identified within the ICS system and should be identified in Special Needs in ROSS.

GBCC will coordinate with the National Airspace Program Manager prior to ordering an Airspace Coordinator. See the [Interagency Airspace Coordination Guide](#) for further information.

The interagency aviation managers will be informed by GBCC when an Airspace Coordinator has been ordered. The Airspace Coordinator will work closely with the identified local unit and GBCC during the course of operations.

○ **Ordering And Notification Procedures For Specialized Aviation Positions**

All aviation positions listed in this section are THSP positions not formally identified within the ICS system.

Aviation Safety Assistance Team members, Pilot, Maintenance, Avionics Inspectors, as well as Aviation Safety and Operations Specialist positions are ordered through normal dispatch channels through GBCC as a THSP.

Operations Specialist may be ordered for either fixed-wing or helicopter (rotor-wing) and should be specified in Special Needs. Helicopter Operations Specialists are drawn from Regional/State/Area Office aviation management or selected helicopter managers, local aviation managers, and others who possess the skills and qualifications to perform the job.

Fixed-Wing Base Operations Specialists should have a working knowledge of large air tanker bases, SEAT bases and retardant operations.

GREAT BASIN TRAINEE PRIORITIZATION PROGRAM

The Great Basin Trainee Priority Program provides a process to identify and promote employees in completing wildland fire management experience requirements. These requirements are needed to achieve Incident Command System (ICS) qualifications, agency positions and to support succession planning for incident organizations.

• GENERAL INFORMATION

The Great Basin Geographic Area Training Representative (GATR) and GBCC will coordinate and utilize the priority trainee list for mobilizing all trainees within and outside of the Great Basin.

The Incident Training Specialist will contact the GATR to fill trainee positions for the incident. Requests will be placed through normal dispatching channels as a name request.

• PROCEDURE

It is strongly recommended that anyone with an open taskbook work through local channels to be placed on the GB Trainee Prioritization program. Trainees will work with local unit fire training officers to complete the nomination form.

Local unit training officers will prioritize trainees by position and submit lists to the Zone Training Representative. The Zone Training Representatives will determine trainee priorities by position for the zone. Finally, the Zone Training Representatives and the Great Basin Training Committee will set the final Great Basin priorities for each trainee position.

The Great Basin GATR will compile and maintain the list to be posted to GBCC webpage.

When there is an opportunity for a trainee to mobilize within or outside of the Great Basin, the GATR and GBCC will utilize the priority trainee list to fill the orders.

When a trainee completes an assignment, the Incident Training Specialist with the IMT will ensure that all Great Basin priority trainees have an evaluation completed for the assignment. A copy of the evaluation and information about percentage of position task book completed will be sent to the GATR. If the trainee receives a negative performance evaluation, the GATR will forward that evaluation to the trainee's agency representative on the Great Basin Operations Committee (GBOC).

Once a trainee is recommended for certification, the Incident Training Specialist and the trainee's local unit training officer will notify the GATR so that another priority trainees can move up the priority list.

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CHAPTER 30 - CREWS

CREWS

All sending dispatch centers within the Great Basin shall have a roster in ROSS or be able to forward a crew manifest via electronic means for all types of crews, Type 1, Type 2 or Type 2 Initial Attack.

- **MINIMUM CREW STANDARDS FOR NATIONAL MOBILIZATION**

See National Interagency Mobilization Guide

- **TYPE 1 INTERAGENCY HOTSHOT CREWS** See National Interagency Mobilization Guide

- **Great Basin Type 1 Crews**

The GBCC will implement an out-of-area rotation for the 12 Great Basin Type 1 crews. Current guidelines are posted on the GBCC website at <http://gacc.nifc.gov/gbcc/crews.php>.

Type 1 crews will be notified if they are being held within the Great Basin due to drawdown levels and/or due to GBCG or GBMAC decisions. The procedures in the Standards for Interagency Hotshot Crew Operations in regards to crew training will be utilized. This guide can be found at the following website:

http://www.fs.fed.us/fire/people/hotshots/ihttps://www.nifc.gov/policies/policies_documents/StandardsInteragencyHotshotCrewOps.pdf_stds.pdf

Type 1 Interagency Hotshot Crews	
Idaho	Host Dispatch Center
Boise	Boise Interagency Dispatch Center
Idaho City	Boise Interagency Dispatch Center
Snake River	Eastern Idaho Interagency Fire Center
Sawtooth	South Central Idaho Interagency Dispatch Center
Nevada	
Ruby Mountain	Elko Interagency Dispatch Center
Black Mountain	Sierra Front Interagency Dispatch Center
Silver State	Sierra Front Interagency Dispatch Center
Utah	
Cedar City	Color Country Interagency Fire Center
Alta	Northern Utah Interagency Fire Center
Bonneville	Northern Utah Interagency Fire Center
Logan	Northern Utah Interagency Fire Center
Lone Peak	Northern Utah Interagency Fire Center

- **TYPE 2 AND TYPE 2 IA CREWS** See National Interagency Mobilization Guide

- **Crew Standard**

Prior to assignment, it is the responsibility of the host/home unit to ensure that T2IA and T2 crews meet the minimum crew standards for national mobilization that is outlined in the Interagency Standards for Fire and Aviation Operations, chapter 13.

- **Great Basin Type 2 IA / Type 2 Crews**

Type 2 and Type 2 IA crews ordered through NICC do not come with chainsaws or hand tools when transported by air. If chainsaws and hand tools are needed the resources will be ordered as Supply items.

- **IARR Crew Support**

Any time GBCC has committed four or more crews outside of the geographic area, mobilization of an IARR should be considered. GBCC is responsible for the mobilization, demobilization and proper notification to the receiving GACC when an IARR is mobilized. IARR will be self-sufficient.

Great Basin Type 2 Initial Attack Crews	
Idaho	
Boise Regulars Crew 3, 5, 8 and 9	Boise Interagency Dispatch Center
Patrick Environmental NCC 13A *	Boise Interagency Dispatch Center
Patrick Environmental NCC 13B *	Boise Interagency Dispatch Center
Payette Regulars	Payette Dispatch Center
Central Idaho	Central Idaho Interagency Fire Center
Targhee Regular Crew	Eastern Idaho Interagency Fire Center
Shoban #1	Eastern Idaho Interagency Fire Center
Centennial	Eastern Idaho Interagency Fire Center
Chloeta Fire NCC 14*	Eastern Idaho Interagency Fire Center
Southern Idaho Interagency	South Central Idaho Dispatch Center
Nevada	
BIA Sho-Pai 1	Elko Interagency Dispatch Center
BIA Eastern Nevada 1	Elko Interagency Dispatch Center
BIA Western Nevada	Sierra Front Interagency Dispatch Center
TDOX Zephyr	NV Dept. of Emergency Management Dispatch
Slide Mountain Handcrew	NV Dept. of Emergency Management Dispatch
BLM Vegas Valley Handcrew	Las Vegas Interagency Communication Center
Utah	
Color Country 1	Color Country Interagency Dispatch Center
Fishlake Regulars	Richfield Interagency Fire Center
Red Rock Regulars	Moab Interagency Fire Center
Northern Utah Regulars	Northern Utah Interagency Fire Center
Salt Lake County 1	Northern Utah Interagency Fire Center
Twin Peaks	Northern Utah Interagency Fire Center
Utah County 2	Northern Utah Interagency Fire Center
Weber Basin Job Corp	Northern Utah Interagency Fire Center
Ashley Regulars	Uintah Basin Interagency Fire Center
Green River	Uintah Basin Interagency Fire Center
Wyoming	
Teton Crew	Teton Interagency Dispatch Center
Great Basin Type 2 Crews	
Idaho	Host Dispatch Center
Southern Idaho Correctional Institute	Boise Interagency Dispatch Center
Sawtell Blazers	Eastern Idaho Interagency Fire Center
Shoban 2	Eastern Idaho Interagency Fire Center
Nevada	
BIA Sho-Pai 2	Elko Interagency Dispatch Center
BIA Eastern Nevada 2	Elko Interagency Dispatch Center
Rifle Peak Handcrew	NV Dept. of Emergency Management Dispatch
Utah	
BIA Southern Paiute	Color Country Interagency Dispatch Center
Dromedary Peak	Northern Utah Interagency Dispatch Center

* National Contract Crew

- **CAMP CREWS**

Camp crews are located within the dispatch centers indicated. Camp crews shall be ordered through normal dispatch channels using the designated Crew request in ROSS.

Idaho

Eastern Idaho Interagency Fire Center

Central Idaho Interagency Fire Center

Boise Interagency Dispatch Center

Nevada

Sierra Front Interagency Dispatch Center

Elko Interagency Dispatch Center

Utah

Uintah Basin Interagency Fire Center

Richfield Interagency Fire Center

Wyoming

N/A

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CHAPTER 40 - EQUIPMENT / SUPPLIES

EQUIPMENT / SUPPLIES

All equipment and supply orders will follow established ordering procedures. Cache orders will be filled to meet timeframes specified, using the most economical service. All National Fire Equipment System (NFES) items are shipped ready for fire line use. See [National Interagency Mobilization Guide](#)

• EQUIPMENT/SUPPLIES MOBILIZATION

All equipment requests will be processed using ROSS. Requests for supplies and equipment will be ordered in two specific categories: "E" for Equipment and "S" for Supplies.

Examples of Equipment resources are:

- National Contract Mobile Food Services - Caterers
- National Contract Mobile Shower Facilities
- Rolling Stock - engines, water tenders, dozers, etc.

Supplies are identified as materials or goods not defined in any other resource category.

Example of Supplies are:

- NFES items
- Mobile Cache Vans
- Local Purchases
- Services

• EQUIPMENT/SUPPLIES DEMOBILIZATION

When demobilizing contracted equipment, vendors awarded IBPAs as a result of competitive solicitations should be given priority to remain on the incident over resources with Incident Only agreements, unless the IC determines it necessary to deviate based on a specific incident need or objective.

• NATIONAL INTERAGENCY SUPPORT CACHE (NISC) ORDERING PROCEDURES

See [National Interagency Mobilization Guide](#)

- **NFES Items In Short Supply** See [National Interagency Mobilization Guide](#)

Recognized categories of supplies for return and accounting purposes include trackable, durable and consumable.

- **Trackable**

Items with high dollar value, sensitive property classification, limited availability, or other criteria set by each NISC. Trackable items are usually engraved or tagged with a cache identification number and must be returned to the issuing cache at the end of the incident use, or documentation provided to the issuing cache as to why it was not returned.

If the equipment is not operating in a satisfactory manner, a repair tag is to be affixed to the equipment with possible cause of the problem identified. The expectation of accountability is 100 percent.

- **Durable**

Items considered having a useful life expectancy greater than one incident. Durable items in usable condition or economically repairable should be returned. Acceptable loss rates for the following durable goods have been established:

- 10% for water handling accessories, helicopter accessories, tents, and camp items (heaters, lights, lanterns, tables, chairs, etc.)

- 20% for hose, tools, backpack pumps, sleeping bags, pads, etc.
- 30% for personal protective equipment

- **Consumable**

Items normally expected to be consumed during a single incident. Examples include: batteries, plastic canteens, cubitainers, forms, MRE's, fusees, petroleum products, and medical supplies.
Do not return used consumables.

- **Field Office Replenishment During Fire Season**

Agency dispatch centers will use ROSS to place restock orders to GBK. Restock orders must be the result of fire management activities and have the appropriate financial code. Miscellaneous "ABC" fires may be consolidated for ordering purposes to facilitate unit and cache procedures. Resource orders must be submitted no later than 30 days after fire closeout. The cache will make every effort to fill all restock orders prior to the end of each calendar year; however, back orders for cache restock will be canceled at the end of the calendar year. This will allow for close-out of incident specific fiscal charges.

- **Field Office Replenishment Outside Of Fire Season**

Whenever possible, local units must order directly from DLS for those items stocked in the Federal Supply System. All other items will be ordered directly from suppliers unless individual agency instructions prevail.

- **Incident Replacement Of NFES Items**

Prior to release from an incident, personnel may request replacement of equipment and supplies that were consumed, lost, damaged, or rendered unserviceable on the incident.

Authorized IMT members and/or host unit agency officials may approve replacement of items at the incident if available, or by approving an Incident Replacement Requisition; OF-315 / NFES 001300 for replacement of NFES items by the incident's servicing NISC (i.e., the NISC with primary responsibility to support the incident). Approval of replacement requests are based on Engine Accountability sheets or other fire equipment inventory documents approved by the requesting resource's home unit.

- If local policy allows for direct ordering between incidents and NISCs, request numbers should be assigned to Incident Replacement Requisitions by incident personnel and the requisitions placed directly with the servicing NISC. A block of request numbers from S-100,000 to S-199,999 is reserved for "incident-to-cache" ordering.
- For replacement of NFES items not carried by the NISC responsible for supporting the incident, replacement must be authorized using the *Incident Replacement Requisition (OF-315)*, and should be accomplished by ordering the item from Defense Logistics Agency (DLA) or approved vendor.
- Notify NISC personnel that a ROSS order represents an incident replacement, the ROSS user should enter the words "Incident Replacement Requisition" in the ROSS "Special Needs" field of each replacement request.
- The Incident Replacement Requisition form, with preassigned request numbers within the "incident to cache" block (S-100,000 to 199,999), will be faxed to the servicing NISC for processing. NISC personnel are required to enter any supply request in ICBS. The request numbers must fall within this range of "incident-to-cache" request number blocks that are set aside for this purpose. Also, no request numbers in this range can be entered in ROSS.
- If a resource was unable to get an Incident Replacement Requisition signed or submitted prior to leaving an incident, the form should be filled out and sent to the incident dispatch office for

request number assignment, approval and placement with the servicing NISC.

- Completed forms may be taken back to the requestor's home unit and submitted to their Geographic Area NISC for processing.
- Replacement orders should be placed within 30 days of control of the incident, and before the end of the calendar year ordering cut-off in mid-December.

NISCs may only fill requests for NFES items. For this reason, requests for non-NFES items should be recorded on a separate Incident Replacement Requisition for processing by a home unit, and not placed with a NISC. Refer to the Interagency Incident Business Management Handbook, Chapter 30, for procedures dealing with replacement of non-NFES supplies and equipment.

○ **Incident To Incident Transfer Of Equipment And Supplies**

Transfer of supplies between incidents is not encouraged due to the increased possibility of accountability errors. However, in special instances, when determined to be economically and operationally feasible and advantageous, the following must be accomplished by the SPUL from the incident that is releasing the items.

Documentation will be completed on the Interagency Incident Waybill (NFES 001472) and must include the following:

- NFES number
- Quantity
- Unit of issue
- Description
- Property number, if item is trackable
- Receiving incident name, incident number and resource request number

The SPUL will send the waybill transfer information to the servicing NISC to maintain proper accountability.

○ **Great Basin Cache Procedures (GBK)**

GBK is the primary NISC for all Great Basin units. Dispatch centers within the Great Basin can place orders for NFES items directly with GBK.

GBK will process orders in the following priority:

- Initial attack
- Extended attack
- Restock of local caches

Orders should be consolidated and prioritized by ordering offices. Expanded dispatch organizations should consider placing consolidated orders to GBK **2 times per day** to assist GBK workload. Priority/critical requests, primarily to meet an extreme need, should be noted on the resource order in "Special Needs", or fax cover sheet.

Orders will be sent to GBK via ROSS, hard copy, or fax at **(208) 387-5573/5548**.

All supply ordering questions should be directed to **GBK Supply Office at (208) 387-5104**.

Phone notification of all NFES supply orders placed with GBK via fax or ROSS is essential to ensure receipt and timely processing.

Resource order requests that GBK are unable to fill will be forwarded by GBK to the closest National Interagency Support Cache (NISC). Requested items may be replaced with a suitable NFES substitute, cancelled, or filled locally.

Resource orders to GBK shall include:

- Incident/Project Name, Order Number, and Fire Code or complete BLM FBMS financial code for non-suppression orders. All USFS financial codes require an override code.
- Complete billing and shipping address with the zip code should be include in the "Ship To:" box in ROSS, ***no P.O. Boxes will be used for shipping.***
- Incident Base phone number, jurisdiction or agency and ordering office.
- Request number, realistic date and time needed.
- Correct unit of issue (ordered by standard pack when practical), NFES number and description of item as identified in the NFES Catalog.
- Delivery instructions and mode of transportation preferred. If there is not a physical address associated with the delivery point (i.e., ICP, Helibase, etc.), driving instructions and/or a map may be required.

○ **Great Basin Incident Ordering**

Great Basin dispatch centers, expanded dispatch organizations may order directly to GBK for NFES supply items. GBK will retain responsibility for tracking and accounting of supplies that are sent to these incidents, through incident summary reports at GBK. The appropriate BLM FBMS financial code must be assigned by the ordering dispatch center before GBK can process these orders.

▪ **Incident to GBK orders:**

Type 1, 2 and Type 3 IMTs, may order directly to GBK using ROSS and the established dispatching ordering procedures with prior approval from the agency administrator and/or local center manager.

A block of "S" numbers from the "incident-to-cache" section (S-100,000 to S-199,999) will be assigned by the incident so GBK can initiate the order in ICBS. For long duration incidents, coordination between transitioning IMTs must take place to ensure "S" number duplication is avoided.

▪ **Incident to Local Dispatch orders:**

The host unit dispatch will initiate the "S" numbers between S-1 and S-99,999 in ROSS. NFES supply orders will be sent through ROSS and the ROSS/ICBS interface will push the orders through to GBK for processing.

○ **Great Basin Cache Restock Orders**

Restock orders are established to replenish local cache stocks. Issuing, tracking and accounting of these items will be the responsibility of the ordering unit. A financial code specific to the ordering unit will be used throughout the fiscal year for these types of orders.

At Great Basin preparedness levels 4 and 5, GBK may, in concurrence with GBCC Center Manager, discontinue filling orders other than those directly related to emergency incident support.

If an incident moves the Incident Command Post (ICP) or Base Camp, GBK must be notified immediately and provided new driving directions and/or map, as well as an incident phone number to facilitate timely planning and delivery.

- **Great Basin Cache Return Procedures**

Cache item returns should be made in the most expeditious manner available based on cost. Timely returns increase the logistical capabilities of the cache.

GBK will process returns for NFES items and credit the appropriate incident. Returns for credit should be received within 30 days after the control date of an incident.

All NFES items must be identified with the following information:

- The returning agency and/or office name.
- Incident name and Incident Number to ensure credit is applied appropriately.
- Use of the *OF-316 Interagency Incident Waybill* (NFES 001472) will be utilized.
- Returns for credit to specific project accounts will be accomplished within the same calendar year that items were issued.
- Items returned after the calendar year of issue will be credited to the agency's multiple fire account, unless accompanied by documentation of issue to specific project accounts.
- Items returned after the calendar year will affect fire loss/use reporting.
- Reports may be requested from GBK to assist in identifying outstanding supplies for return.
- Hazardous material shipping regulations are to be strictly enforced when returning hazmat items to GBK. See NFES Catalog section Hazmat Shipping Guide.
- Recycling is the responsibility of the incident or host agency and is strongly encouraged.
- Medical waste must be transported to a licensed facility for proper disposal.
Do not return medical waste to GBK.

- **Property Return Procedures For Local Purchase**

Supplies and equipment ordered with suppression funds will be returned to the ordering unit at the end of the incident. Local purchased property may be dispersed in the following ways:

- Items meeting NFES standards will be returned to the local cache or servicing NISC for re-use within the fire supply system.
- Items NOT meeting NFES standards will be purchased with project funds by the local unit.
- Items will be delivered to the unit's excess property program for disposal.

- **Incident Summary And Loss Use Report**

The Incident Summary and Loss Use report is provided to agency administrators, Type 1 and Type 2 IMTs regarding NFES supply item use for all Type 1 and 2 incidents. This form has been accepted by the NWCG as a tracking mechanism for all wildland fire by the interagency community. Guidelines and procedures for this accountability are provided in the Interagency Incident Business Management Handbook, Chapter 30.

These reports are compiled by the NISC and are forwarded to the responsible Agency Administrator by December 1st. The responsible Agency Administrator reviews the report and recommends appropriate follow-up action if losses are excessive. Such actions are documented

and filed with the final incident records. The reports may not include late returns which could affect year end fire loss/use calculations.

The loss tolerance use rate is defined as all property and supplies lost, damaged or consumed on an incident. This rate is reported as a percentage that is calculated from the total dollar amount for items issued compared to items returned. The reasonable anticipated fire loss use rate is 15 percent for trackable and durable items only. Consumable items are not included in this total.

- **Great Basin Mobile Cache Support Van**

There are two different configurations of cache vans within the Great Basin. The National Standard NFES **002069** provides the minimum standard of supplies and equipment identified in the cache catalog. The Great Basin Cache Van NFES **008667**, is a supplemented inventory designed to meet the initial support and incident base needs of Type 2 or larger incidents for one to two operational periods within the Great Basin.

Cache vans are not intended to be an all-inclusive tactical resource, or to be used in multiple initial or extended attack situations. If a cache van is available and deemed to be a necessary resource for tactical requirements in other situations, discussion and negotiation may take place between the unit FMO and GBCC for possible assignment.

- **GBK Ordering Procedures**

Great Basin Cache Vans should be ordered as NFES **008667** on a Supply resource order in ROSS. All trailer electrical systems will be 12 volt with standard ICC 7 prong plug configuration and wired to DOT standards.

All cache van commitments require a Supply resource order to be placed by the local dispatch to GBK. Units with vans prepositioned at their location will fill incident requests with that prepositioned van, noting the location mobilized from and/or the cache van number under the resource requested (i.e., NFES **008667**, Winnemucca, GBK-20) in ROSS.

Receipt of the resource order for the cache van from the local dispatch center enables GBK to commit the van and issue the contents and their value to the appropriate incident, to begin the back-fill process of another prepositioned van to the correct location.

When determining date and time needed, ensure that appropriate lead time is considered to allow team personnel or an agency representative to be in place at the delivery point to unload the contents.

If GBK is unable to fill an order for a cache van, GBK will forward the order to the nearest NISC that is able to fill the request.

When the cache van arrives at the incident, it should be unloaded in anticipation of retrieval by GBK. For planning purposes, IMTs can anticipate that GBK will retrieve a committed GBK cache van within 24-36 hours of commitment. Any deviation from this procedure must be negotiated in advance with GBK.

- **Replacement of GBK Cache Vans**

Replacement of committed GBK prepositioned cache vans will be automatically performed by GBK. **A resource order is NOT required for replacement vans.** Vans will be prepositioned at the same location from which the dispatch was made, unless GBCC requests a different location.

Costs for the movement of the cache van from its assigned location to the incident, to GBK for rebuild and back to its assigned location will be charged to the incident that originally ordered the movement of the van.

GREAT BASIN MOBILE CACHE SUPPORT VAN LOCATIONS

State	Location	Number	Type
IDAHO	GBK - Boise	2	Great Basin
	Salmon	1	Great Basin
	Idaho Falls	1	Great Basin
NEVADA	Winnemucca	1	Great Basin
	Carson City	1	Great Basin
	Elko	1	Great Basin
	Ely	1	Great Basin
	Las Vegas	1	Great Basin
UTAH	Moab	1	Great Basin
	Salt Lake City	1	Great Basin
	Richfield	1	Great Basin

Local Cache vans may be available for use within the local dispatch area. Make inquiries with the hosting dispatch office or local agency duty officer.

- NATIONAL INCIDENT RADIO SUPPORT CACHE**

See National Incident Radio Support Cache User's Guide (NFES 000968), or the NWCG National Fire Equipment System Catalogs: Part 1: Fire Supplies and Equipment (NFES 000362), Incident Communications Section.

Resource order requests for NIRSC resources, which include all **NFES 004000 series**, will be placed to GBCC and forwarded to NICC.

Resource orders to NIRSC shall include:

Incident/Project Name, Order Number, and Fire Code or complete BLM FBMS financial code for non-suppression orders. All USFS financial codes require an override code.

Complete billing and shipping address with the zip code should be include in the "Ship To:" box in ROSS, **no P.O. Boxes will be used for shipping.**

Incident Base Phone Number, Jurisdiction/Agency and Ordering Office.

NFES number and description of item as identified in the NFES Catalog.

A realistic date and time needed.

Delivery instructions and mode of transportation preferred. If there is not a physical address associated with the delivery point (i.e., ICP, Helibase, etc.), driving instructions and/or a map may be required.

The contact name and telephone number of the Communication Technician who will be receiving the order.

- **ALL NFES 004000 Series Communications Equipment**

All 004000 series must be returned to NIRSC at the National Interagency Fire Center as soon as an incident or the requirement has ended.

Before sealing the kit boxes ensure the contents will not be damaged in transit. Damages will be charged to the incident.

Accountable property reports are included in the communications kits and should be used as necessary to report lost or damaged equipment.

- **SMOKE PARTICULATE MONITORING KITS**

- NFES # 005840 - E-Samplers and NFES # 005841 – EBAMs**

These kits are available for deployment to wildland incidents and prescribed burns upon request from appropriate federal/state agencies and must have an appropriate USFS financial code. These kits are housed and maintained at the Rocky Mountain Interagency Support Cache (RMK) in Lakewood, CO. A National Smoke Monitor Coordinator will be available for technical support throughout the year.

For a complete list of kit components, refer to the NWCG Fire Supplies and Equipment Catalog, Part 1, NFES 0362. <https://www.nwcg.gov/catalogs-ordering-quicklinks>

For technical support contact information and program history, refer to the National Smoke Monitoring Program. <http://smokemonitorcache.blogspot.com/p/blog-page.html>

The E-Sampler Kits (NFES #005840) are designed to be used with no or limited modification. A limited number of EBAM kits (NFES #005841) are available for qualified users. EBAM kits require a significant amount of additional maintenance and calibration and should only be requisitioned by experienced personnel. The National Smoke Monitor Coordinator must be contacted at 720-347-5565 prior to placing an order for an EBAM kit.

- **Ordering Process**

Smoke monitor kits should be ordered as a Supply Request. Requests will be placed to GBCC for placement to the Rocky Mountain Area Coordination Center (RMACC) through established ordering channels. Each order must include an appropriate USFS financial code, complete physical shipping address, and receiving incident phone number.

Subject to kit availability, weekday orders processed by 1400 MT will be shipped that afternoon Next Day Air. Weekend orders processed prior to 1100 on Saturday can expect arrival on Monday; after 1100 Saturday expect arrival on Tuesday. In certain circumstances, arrangements can be made for expedited shipping after these general cut-off times. Contact RMK at 303-202-4940 if this is necessary.

- **Smoke Monitor Demobilization**

To maintain quality measurements and availability of monitors for the field, each kit will be returned to RMK for rehabilitation immediately after each assignment. Smoke monitor kits should not be reassigned unless pre-approved by the National Smoke Monitor Coordinator.

The incident or unit charged with custody of the smoke monitor kit is responsible for a complete inventory of that equipment upon return from the incident. NISMSC kits should be packed properly in their shipping cases and returned promptly to RMK. Do not stockpile kits. Incidents are responsible for ensuring all smoke monitor kits are returned or accounted for on a Property Loss Statement.

Return Shipping Address:
Rocky Mountain Interagency Support Cache
Denver Federal Center, BLDG 810, Door N27
Lakewood, CO 80225
303-202-4940

• **INCIDENT REMOTE AUTOMATIC WEATHER STATIONS (IRAWS) NFES 005869**

See National Interagency Mobilization Guide

• **NATIONAL CONTRACT MOBILE FOOD SERVICES AND NATIONAL CONTRACT MOBILE SHOWER FACILITIES** See National Interagency Mobilization Guide

• **ENGINES AND WATER TENDERS.** See National Interagency Mobilization Guide

The following principles and guidelines are set forth to establish some consistency within the Great Basin with regard to the hiring, dispatching and use of engines and water tenders. These principles and guidelines are established with the following objectives:

- Promote the use of closest forces, whenever possible.
- Promote the cost effective use of federal, state and private vendor resources.
- Preseason awarded contracts and local unit inspections are accomplished in order to facilitate efficient use of private resources during fire season.

The guiding principle in dispatching engines and water tenders to an incident is the use of the closest forces concept and/or DPL lists for the dispatch center. If federal, state, county, and cooperators have been exhausted within a local dispatch area, private equipment may be ordered using DPL or Incident only EERA.

When hiring private equipment for federal incidents, the local DPL will be used. Once the local DPL is exhausted the unit shall request from the neighboring dispatch centers or send the order to GBCC via ROSS. After all DPLs have been exhausted and/or if the date and time cannot be met, a qualified Contracting Officer may sign up equipment that meets the specifications and inspection requirements. Equipment currently on agreement within the VIPR system should not be signed up on an Incident Only EERA. See Interagency Incident Business Management Handbook Ch20 Page 20-7 & 20-8.

State incidents have varying procedures and authorities for hiring private equipment and do not have to follow the VIPR DPLs. Buying Teams involved in hiring equipment for state incidents are encouraged to consult agency-specific guides with appropriate state personnel prior to hiring.

• **INCIDENT SERVICE AND SUPPLY PLAN**

An updated service and supply plan should be available for each dispatch center to provide for fire readiness. Multiple copies should be available for local dispatch center, the expanded dispatch and incoming Buying Teams. Every effort should be expended to ensure that the maximum numbers of vendors with the appropriate types of equipment and services are identified in the DPL and incident only EERAs for the local dispatch area. See the Interagency Incident Business Management Handbook section 20, for specific documents to be included in the service and supply plan.

• **ORDERING COMPETITIVELY SOLICITED EQUIPMENT**

Dispatch priority for contracted resources does not preclude the government from using any agency owned or agency (federal, state, or local) cooperator resources for initial attack, extended attack and large fire support before mobilizing contracted resources under agreement. Agency owned and/or cooperator resources may be requested at any time.

All requests for contract equipment hired from Competitive Solicitation Templates will be statused in ROSS and ordered utilizing the best value dispatch priority listing (DPL) for each equipment type. The first resource on the DPL that is available will be ordered. Upon release the resource will return to the original place on the DPL. No other rotations will be used. Each dispatch center should be provided a DPL by the Contracting Officer for that competitively solicited equipment. The specifications for that agreement will be adhered to in full.

The use of vendors and/or equipment who arrive at incidents without being ordered should be discouraged. Some situations may dictate the use of this resource to meet an immediate need. However, these resources should be replaced as soon as practical with equipment provided through established dispatch and hiring process using DPL.

DPL, IBPA and Incident Only EERA contracted resources **SHALL NOT BE HELD AS CONTINGENCY** unless ordered and placed under hire.

IBPA equipment that has been competitively bid may be used to fill severity requests normally at 75% of the work rate.

• INCIDENT ONLY AGREEMENTS

Incident Only Agreements are not on a national template or dispatch priority list. Resources will be hired and ordered using the established rates in the Great Basin Chapter 20 supplement of the Interagency Incident Business Management Handbook.

After local DPLs are exhausted, dispatch may order from neighbors or hire an incident only EERA. It is recommended that existing IBPAs be utilized over incident only, if date and time needed can be met. Once local DPL resources and IBPA commercial hire resources are exhausted, ALL resource requests will then be placed through established dispatch channels.

When hiring with "Fill with Agreement", an "agency identifier" will be used, designating the state and private ownership (e.g. NV-PRI), this will serve to identify the resource as privately owned equipment rather than an agency resource.

• SPECIALIZED EQUIPMENT AND SUPPLY PERSONNEL

○ Cache Demobilization Specialist (CDSP)

A CDSP will assist in the return of supplies, and provide advice in the handling of sensitive items and hazardous materials. Use of this position can help reduce costs associated with sorting and marking supplies, with documentation and to place supplies in an available status quickly. CDSP is recommended on all incidents with more than 500 personnel at full mobilization.

CDSP may be ordered by the IMT or local cache unit. The CDSP will report to the Logistics Section Chief or unit Fire Management Officer. A CDSP should be in place at the incident a minimum of 2 days prior to the demobilization date. However, they can be requested at any time to assist in the return of supplies, as needed.

○ Contract Equipment Specialist

The Fire Contract Equipment Administrator (FCEA) works directly with the Intermountain Regional Fire Equipment Contracting Officer and all other Contracting Officers associated with IBPAs under an interagency agreement from the Great Basin Coordinating Group.

The FCEA duties include the following:

- Provides fire contracting support within the Great Basin including Forest Service, Intermountain Region 4, and Bureau of Land Management, Idaho, Nevada, and Utah.
- Coordinates and/or conducts inspections and reviews of contractor equipment, and personnel

qualifications ensuring compliance to contracts and NWCG standards.

- Performs site visits after coordinating with local dispatch centers and fire management personnel to identify and evaluate contractor performance or other issues conducting formal and informal communications with GBMAC group, State FMOs, IMTs or local Fire Management officials.
- Serves as a point of contact for the Incident Contract Project Inspector (ICPI) and affected Contracting Officers dealing with contract compliance issues. Provides Contracting Officer with proper documentation and coordinates corrective actions with Contractor and IMT.
- Acts as representative for the Great Basin in national policy and procedural discussions as it relates to fire equipment and contract training.
- Will follow up with local FMOs and IMTs providing written feedback regarding site visits addressing specific issues and recommendations.

- **Incident Contract Project Inspector (ICPI)**

ICPIs may be ordered to provide support to the local unit and IMT with inspections and documentation of contracted resources. ICPI will work closely with Operations, Logistics, Finance and the local unit conducting contract compliance inspections. ICPIs coordinate actions with the IMT, Contracting Officers and/or the Regional Fire Contract Equipment Administrator on non-compliance issues.

- **GREAT BASIN SPECIALIZED EQUIPMENT AND SUPPLIES**

- **ATV / UTV Guidance For Use And Ordering**

All-Terrain/Utility Task Vehicles will be ordered through normal dispatch procedures upon approval by the IC or Safety Officer (SOF). Crews, Overhead or other personnel who arrive at an incident with an ATV or UTV should have the equipment documented on an initial Resource Order. If there is not proper documentation, and the incident wishes to operate the equipment, permission must be obtained from the IC or SOF and the equipment must be placed on a Resource Order, either in documentation or through a Support Request. It is at the discretion of the IMT or IC as to whether or not the equipment should be inspected prior to use.

ATV or UTV equipment that incurs damages on incidents without proper order/documentation from the incident is not covered by the incident and the home unit is responsible for costs.

Operation personnel requesting ATV or UTV equipment should consider the mission requirements in order to meet the needs of the incident. The Great Basin ATV/UTV Order Form will be utilized for all ATV/UTV rental requests. The order form can be found at:

<https://gacc.nifc.gov/gbcc/business.php>.

Incomplete order forms will not be accepted and the order will not be placed until the form is completed by the ordering unit.

Inspections of ATV/UTV's will be completed utilizing the Great Basin ATV/UTV Inspection form found at <https://gacc.nifc.gov/gbcc/business.php>.

Damages will be documented on form OF-289 with Great Basin Attachment along with the following procedures. The OF/289 and attachment can be found at <https://gacc.nifc.gov/gbcc/business.php>.

- **Great Basin Portable Camps**

Two 100-person camps are stored in McCall, Idaho, and pre-rigged for aerial delivery upon request. These camps can be airborne within two (2) hours of receiving the order utilizing the McCall Smokejumpers.

The camps are designed to facilitate the initial set-up of a remote camp and support 100 firefighters for the first shift. Firefighting equipment and supplies, such as tools, food, and water are not included and must be ordered separately.

- **Hand Held Infrared Systems**

Hand held infrared equipment and operators can be ordered through normal dispatch channels utilizing and Equipment and Overhead resource order. Many units require trained personnel to accompany the infrared equipment off unit. Ordering dispatch centers will need to coordinate with the sending unit to ensure qualified personnel to operate infrared equipment.

HAND HELD INFRARED EQUIPMENT	DISPATCH
Probeye with Operator (1) - USFS	Boise Dispatch
EV's with operator (2) - USFS	Boise Dispatch
Inframetrics with operator (1) - USFS	Boise Dispatch
Xedar 410 with Operator - BLM	Boise Dispatch
Xedar 410 with Operator - USFS	Payette Dispatch
Western Censor Palm IR 250 (50mm lens) with Operator - USFS	Payette Dispatch
Western Censor Palm IR 250 (75mm lens) with Operator - USFS	Payette Dispatch

- **Great Basin Mobilization Centers**

There are two primary Mobilization Centers (MC) identified in the Great Basin, the Boise Mob Center and the Salt Lake Mob Center. Any local dispatch center, coordination center or the NICC may request the activation of a MC for moving overhead and/or crews inside and/or outside of the Great Basin. The requesting center will place a Supply Order as "Service-Mob Center" and will include the appropriate incident management code (FS and BLM) following standard dispatch ordering procedures and channels. The host center will generate an incident (i.e. Boise Mob Center) with an incident type of Preparedness/Preposition. All associated ordering for that Mob Center will be completed on this incident.

The local center manager may activate their local MC based on movement of resources within their jurisdiction. In this case, the local unit will initiate the appropriate supply order and provide supporting management codes as necessary.

The local center manager will coordinate with the Mob Center Manager or Staging Area Manager to order supplies and fill staffing needs according to the local operations plan. The mob center will not assume the responsibilities for screening and outfitting of resources (i.e., boots, gloves, etc.) as this is the responsibility of the sending unit.

Units activating and utilizing the MC will need to review and comply with the MC Mobilization Operating Plan including timely notification and communication with the local dispatch center manager and/or the Mob Center/Staging area manager for coordination efforts.

- **Mobilization Center Operations**

Each mobilization center is unique with the lay out and number of personnel it can support at any given time.

The requesting unit will coordinate with the MC and GBCC to provide specific information as to the number and type of personnel in transit, arrival/departure information, and support services requested. This could include requests for ground transportation to the incident, hand tools, PPE, chain saws, etc.

MCs will not automatically arrange transportation and tooling to or from an incident without a resource order. Transportation needs to be coordinated between the sending and receiving units.

Crews requiring air transit are requested to arrive at the MC fully equipped with personal gear, PPE and double lunch by the home unit at a specific time no more than six (6) hours prior to, and not less than three (3) hours prior to scheduled departure when traveling by air. If crews require lunches or meals prior to departure, the MC requires six (6) hours notification.

- **Boise Mobilization Center Notification**

Boise dispatch Center Manager will be notified a minimum of 6 hours prior to the arrival of personnel, crews, and aircraft including notification of arrival and departure times.

- **Salt Lake City Mobilization Center Notification**

Northern Utah Center Manager will be notified a minimum of 48 hours prior to the arrival of personnel, crews, and aircraft including notification of arrival and departure times.

- **DEMOBILIZATION**

Orderly flow of personnel and resources from the incident to the place of origin must follow the reverse order of mobilization and remain within established communication channels. Emphasis will be placed on having personnel home no later than 2200 local time during all demobilization. It must be recognized that occasionally the availability of large transport aircraft will dictate the time frames of the demobilization of resources.

Local dispatch centers will work with GBCC to establish priorities for releases. Demobilization information shall specify the last days off, and how many days left, before end of commitment and final demobilization. GBCC will coordinate and facilitate reassignments as resources become available.

If a resource is released for disciplinary reasons, no reassignment will be considered. The home unit and GBCC will be informed of disciplinary action and documentation will be provided.

The local unit or IC will complete performance evaluations for all sub-standard performances based on qualification levels or the ability to do the job for suppression/support resources. These evaluations shall be immediately filled out and sent to the local line officer and forwarded to GBCC. GBCC will forward a copy to the Great Basin Operations Committee and to the responsible agency representative.

- **STAGING AREAS AND MANAGEMENT**

Staging areas are a pre-assigned location or at an incident, where resources can be placed while awaiting a tactical assignment. The resource is available, on duty and expected to mobilize within 15 minutes.

Staging Areas managed by IMTs are assigned to the team, within the IMT Operations Section.

Staging Areas assigned by local units or GBCC are managed by the local center manager or staging area manager.

Resources assigned to the Mob Center or Staging Areas are guaranteed 8 hours of time daily. They may be requested to work a longer day depending on need or fire weather forecast. See Interagency Incident Business Management Handbook for information on duty day regulations.

- **COST SHARE**

Agencies should consider entering into cost share agreements for support units such as Mobilization Centers and Staging Areas when appropriate.

- **AERIAL DELIVERY OF EQUIPMENT/SUPPLIES**

The McCall (USFS) and Great Basin (BLM) Smokejumper bases are capable of delivering nearly all types of equipment. Special requests can usually be airborne within several hours. Many items, such as chainsaws, pumps, hose, and fuel, are pre-rigged and ready for immediate dispatch.

Other cargo delivery needs can be met by moving the cargo aircraft, equipped with cargo rigging materials, chutes, and cargo kicking crew to any location with a suitable runway. The cargo can then be rigged and loaded on the aircraft for delivery. McCall Smokejumpers operate 2 Twin Otters with 2500-3500 lb. capacity. Great Basin Smokejumpers operate 3 Twin Otters with a 2500-3500 lb. capacity.

To order aerial delivery, an Aircraft request will be created in ROSS and sent to GBCC for processing. GBCC will coordinate with the available smokejumper resources for delivery.

CHAPTER 50 - AIRCRAFT

AIRCRAFT

Aircraft may be used for a wide range of activities, including point-to-point transport of personnel, equipment and supplies. Tactical use may include applications such as retardant delivery, helicopter logistical and tactical support, air tactical and leadplane operations, suppression or preparedness reconnaissance, helitorch operations, etc.

AIRCRAFT SOURCES

Sources for aircraft include agency-owned aircraft (Fleet), exclusive-use (EU), call-when-needed (CWN), or Department of Interior (DOI) On-Call contract aircraft. Rental aircraft are signed up by the DOI under an Aircraft Rental Agreement (ARA), or by state agencies through Cooperative Agreement or letters of authorization. Cooperator and military aircraft may be utilized provided an agreement and approval are in place. Use of active duty military aircraft by federal agencies is rare, and is coordinated by the NICC.

The State of Idaho may obtain Canadian aircraft through the Northwest Compact via the agreement with Idaho Department of Lands (IDL)

National Guard (NG) resources may be mobilized in accordance with current agreements.

When ordering long term NG resources, each state has identified a single dispatch center and state liaison who will coordinate and serve as the liaison/contact for any request for NG assets.

IDAHO: All units in Idaho will order through the Boise Interagency Dispatch Center (BDC) utilizing established dispatch channels. BDC will work with the IDL duty officer and the GBCG contact for notification and mobilization of NG resources. The ordering dispatch center will then notify GBCC regarding the order. BDC will contact the IDL Fire Bureau Duty Officer to place the order.

NEVADA: All units within Nevada will order through the Sierra Front Interagency Dispatch Center (SFC) utilizing established dispatch channels. SFC will work with the NDF duty officer and GBCG contact for notification and mobilization of NG resources. The ordering dispatch center will then notify GBCC regarding the order. SFC will contact the Nevada Division of Forestry (NDF) Duty Officer to place the order.

UTAH: All units within Utah will order through the Northern Utah Interagency Dispatch Center (NUC) utilizing established dispatch channels. NUC will work through the Utah Division of Forestry's duty officer and GBCG contact for notification and mobilization of NG resources. The ordering dispatch center will then notify GBCC regarding the order. Dispatch centers shall not contact the NG directly to order aircraft.

ARIZONA: All requests for Arizona National Guard resources will be ordered through the Arizona Dispatch Center to the Arizona State Forestry. An informational copy of the resource order must be sent through the normal dispatch channels to Southwest Coordination Center.

WYOMING: At certain times the National Guard has available helicopters, equipment and personnel that are useful in the suppression of forest and range fires on Federal and State lands. The National Guard units may be ordered through the State for state incidents or the RMACC for federal incidents. Only helicopter resources have been identified in a preseason agreement.

• Carding and Approval

All aircraft and pilots under DOI and USFS operational control must be approved and carded by either DOI or USFS. Aircraft and pilots requiring "special use or mission" endorsement require inspection by a USFS or DOI authorized inspector. Typically special use or mission flights are defined as anything other than point to point transport.

AIRCRAFT MOBILIZATION See National Interagency Mobilization Guide

Local units requiring aviation services other than those currently assigned within their dispatch boundaries must order additional services through the established dispatch channels. When aviation resources are in high demand, the GACC will coordinate aircraft assignments and utilization within the Great Basin. In situations where a GBMAC support has been formed, the MAC will coordinate with GBCC and local units on allocation and prioritization of resources. All aircraft movement will follow established dispatch procedures.

All BLM aircraft, exclusive use, CWN or On Call are national resources and are subject to movement and/or reassignment by BLM National Office and/or BLM State Office and will be coordinated through the GBCC and relayed to the local dispatch center.

State aircraft may be moved within each State's area of responsibility with coordination through the local dispatch centers. When movement of aircraft by the States will be crossing GACC boundaries, communication to each geographic area is requested.

The closest forces concept should be followed by all agencies for Initial Attack (IA), and is defined as: The resource that has the shortest timeframe to reach a predetermined incident location. Established dispatch channels will be followed at all times.

Agency aircraft identified below will be configured using a roster when mobilized to an incident:

- Aerial Supervision Modules (ASM 1) and agency pilots and the assigned aircrew
- Lead Planes and agency pilots
- Agency owned Air Attack platforms and the assigned aircrew
- Agency exclusive use Air Attack platforms and the assigned aircrew
- Agency exclusive use helicopters and the assigned module members
- Agency owned helicopters and the assigned module members

AIRCRAFT DEMOBILIZATION

See National Interagency Mobilization Guide

FLIGHT MANAGEMENT PROCEDURES / FLIGHT FOLLOWING

See National Interagency Mobilization Guide

• FLIGHT CREW / AIRCREW ORIENTATION

The local unit is responsible for providing an aviation briefing to:

- IMT aviation staff
- Incoming aviation resources
- Aviation Safety Assistance Teams (ASAT)

The briefing of non-local aviation resources should include, but is not limited to, the following:

- Local administrative procedures, meals, lodging, time, flight payment document procedures, etc
- Airport procedures, base security policy, and plan
- Specific fire, fuel, and fire behavior conditions and information
- Aerial hazards maps for the local area
- Contact procedures prior to entering a SUA, TFRs, Airspace Letters of Agreement (LOA), and Memorandum of Understanding (MOU)
- Weather (current and forecast)
- Crew/aircraft information sheets (see agency specific guide)
- Aircraft status summary
- Flight following procedures

Local information, fueling, water sources, sunrise/sunset times, etc.
Radio frequencies, map sets, and warehouse supplies

• AIRCRAFT DISPATCH FORM REQUIREMENTS

The Aircraft Dispatch Form is required for all non-local (outside of the ordering dispatch area) requests for the following:

Airtanker, Lead Plane, and ASM requests in initial attack, extended, and complex incidents.

Helicopters and Air Attack requests in initial attack or upon request of the sending unit or the GBCC.

For resources coming from outside the GACC (or leaving the GACC), contact the GBCC to see if the form is required.

If multiple aircraft are being ordered, or they are ordered within reasonably close timeframes of each other, one submission of the form to the GBCC or an adjacent neighbor dispatch will suffice. This form provides many benefits over the ROSS resource order for both dispatch and the aviation community such as readability of incident locations, elevations, frequencies, hazards, contacts, and flight following information. A ROSS request must then follow to the sending dispatch office as soon as practical. With the exception of neighborhood agreements across GACC boundaries, all requests not filled within the Great Basin must be in ROSS for placement to the NICC. Requesting units shall ensure that ROSS incident information is accurate to include current frequencies, reporting locations, and contacts.

• TYPES OF FLIGHTS

○ Point-to-Point

Point-to-Point flights originate at one developed airport or permanent helibase, with a direct flight to another developed airport or permanent helibase. A point-to-point flight is conducted higher than 500 feet above ground level (AGL) except for takeoff and landing. OMB Circular A126 requires justification and a cost comparison calculation for administrative flights, however, the resource order is sufficient for tactical prepositioning of aircraft. Refer to specific agency policy for guidance and required forms. The following are examples of point-to-point and/or administrative flights:

- Prepositioning
- Attending training
- Giving a speech
- Functional assistance trip
- Attending a workshop

If a vendor is moving an aircraft under their own volition (non-revenue), it is not considered mission or point-to-point and is technically outside of any dispatching responsibility of flight tracking and/or flight following and will not have a flight schedule form. If a vendor requests flight tracking and/or flight following, it may be given as a courtesy, but is not required.

○ Mission

Mission flights are defined as flights not meeting the definition of a point-to-point flight. A mission flight requires work to be performed in the air (retardant or water delivery, fire reconnaissance, smokejumper delivery) , or through a combination of ground and aerial work (delivery of personnel and/or cargo from helibase to helispot or unimproved landing sites, rappelling or cargo letdown, or horse herding).

• FLIGHT MANAGER

There will be a flight manager designated on all passenger flights originating within the Great Basin. GBCC will use the "National Mobilization Guide" direction for flight manager duties and responsibilities.

The flight manager is responsible for ascertaining the most efficient means of transportation to meet the criteria/schedule. The dispatch office will provide assistance in estimating aircraft costs but is not responsible for completing the cost comparison/justification worksheets/forms. The responsible party (flight manager or authorizing authority) must complete and sign (certify) the cost comparison/justification worksheets. Agencies are responsible for compiling documentation of the cost comparison/justification form and the flight invoice for each administrative flight.

• FLIGHT PLANS

All flights must be on a flight plan. There are two appropriate types of flight plans: FAA Flight Plan and Agency Flight Plan. The type of flight plan (method of flight following) is normally documented on the Flight Request/Schedule Form.

○ FAA Flight Plan

FAA flight plans **are required** when a flight proceeds beyond a geographic boundary (Exception: Initial Attack that requires crossing a geographic area border) or those flights within the Great Basin not on an Agency Flight Plan.

There are two types of FAA Flight Plans:

- Instrument Flight Rules (IFR) - FAA flight following is automatically provided by Air Traffic Control (ATC) on this type of flight plan.
- Visual Flight Rules (VFR) - The pilot must request FAA flight following. ATC may or may not provide it. It is the pilot's responsibility to confirm with dispatch which type of FAA flight plan will be used. The pilot shall close out the flight plan with the FAA once the flight is completed.

○ Agency Flight Plan

Agency flight plans **are required** when an FAA Flight Plan is not filed. Agency Flight Plans are most often used for flights taking place within the Great Basin. The responsibility of ensuring the safe completion of a flight (flight following) lies with the originating dispatch office, unless a positive, documented handoff occurs.

There are two types of Agency flight following:

- Automated Flight Following (AFF) - AFF is the preferred method of agency flight following (once radio communications have been confirmed). If the aircraft and flight following office have AFF capability, it shall be utilized. Periodic radio transmissions for flight following reasons are acceptable but should be short and infrequent when utilizing AFF.
- Radio Check-in/Check-out – This requires verbal communication via radio every 15 minutes through the duration of the flight. The dispatcher logs the aircraft call sign, location, and heading.

At the conclusion of the flight, the flight manager/pilot will ensure that the receiving dispatch office is notified of their arrival. The receiving dispatch office is responsible for notifying the originating dispatch office. If an aircraft is overdue, it is the receiving dispatcher's responsibility to initiate aircraft search and rescue actions. The flight following dispatch office shall be continually staffed while an aircraft is airborne. Flight following problems should be documented in the SAFECOM system.

Federal/state agencies and cooperators utilizing aviation resources for non-fire projects are not automatically tracked and/or flight followed on Agency Flight Plans. Any requests for the Great Basin dispatch centers to perform this function must be part of a Project Aviation Safety Plan and

1 coordinated well in advance of the project and will have a flight request schedule form completed.
2 Requests for flight following, is a courtesy, and is at the discretion of the dispatch office.

3 Vendors performing “End-Product” contracts will not be flight followed by Great Basin dispatch
4 centers.

5 • **AIRCRAFT FLIGHT REQUEST/SCHEDULE FORM**

6 Used for documenting aircraft, pilot, passenger, itinerary, and type of flight plan. Required information
7 on this form includes (but is not limited to):

8 Incident Name/Number and Request Number

9 FAA Registration, “N” number and Call Sign

10 Aircraft Make/Model/Color

11 Pilot and Vendor Name and Contact Information

12 Mission Description

13 Passenger/Cargo Information

14 Flight Itineraries

15 Flight Plan Type/Method of Flight Following

16 • **AIRCRAFT FLIGHT REQUEST/SCHEDULE FORM REQUIREMENTS**

17 The Aircraft Flight Request/Schedule Form is **required** to be completed (regardless of the type of
18 flight plan filed) for those flights that are:

19 Point-to-Point

20 Mission flights with fuel stops or passenger pickup (not direct to an incident)

21 Flights leaving the geographic area

22 Dispatch centers/aircrews will only utilize an approved agency Aircraft Flight Request/ Schedule form.

23 In accordance with the guidelines above, the sending dispatch office is responsible for initiating a
24 flight schedule form. This should occur before the aircraft begins flight. Dispatch offices should
25 communicate with pilots and/or flight managers to coordinate the completion of a flight schedule form
26 as accurately as possible. The type of flight plan must be documented as this information is critical for
27 initiating search and rescue actions. Once the flight schedule form is created by the sending office, it
28 must be faxed to GBCC. If the GBCC is the hiring/sending office, a form will be created and faxed to
29 the receiving dispatch office. The GBCC will fax the form to all the affected dispatch offices when
30 Agency Flight Plans are filed. The form will be faxed to the NICC by the GBCC for those flights
31 leaving the geographic area.

32 ○ **Responsibilities of the Sending Unit**

33 Obtain actual time of departure (ATD) and estimated time of arrival (ETA) from the initial
34 departure airport from pilot/vendor.

35 Relay the ATD, ETA, and type of flight plan/flight following being utilized (FAA or Agency, AFF or
36 Radio check-in) to the GBCC.

37 Notify the GBCC of known delays/advances of a flight plan exceeding 30 minutes.

38 Assist with search procedures for overdue aircraft. Utilize the Interagency Aviation Mishap
39 Response Guide and Checklist.

On any flight requiring stops enroute to a destination within the Great Basin, instruct the pilot-in-command or flight manager to contact the GBCC at 801-531-5320. Aircraft support vehicles should contact the GBCC at fuel stops.

On any flight proceeding beyond the Great Basin, instruct the pilot-in-command or flight manager to contact the NICC at 800-994-6312. Aircraft support vehicles should contact the NICC at each fuel stop

- **Responsibilities of the GBCC**

Relay the flight itinerary and type of flight plan/flight following being utilized to the requesting unit or NICC via phone/fax.

Notify the requesting unit or the NICC in delays/advances of a flight plan exceeding 30 minutes.

Assist with search procedures for overdue aircraft. Utilize the Interagency Aviation Mishap Response Guide and Checklist.

- **Responsibilities of the Receiving Unit**

Confirm arrival of all tactical aircraft by telephone to the GBCC.

Notify the GBCC of any delays of a flight plan exceeding 30 minutes; notify the GBCC of any aircraft overdue by more than 30 minutes.

Initiate/assist with search procedures for overdue aircraft. Utilize the Interagency Aviation Mishap Response Guide and Checklist.

- **AUTOMATED FLIGHT FOLLOWING (AFF)**

Automated flight following is the preferred type of Agency Flight Following. Automated flight following provides the dispatcher with a wide range of information on the flight, airspace, and other data that may be pertinent to the flight. This reduces pilot workload, clears overloaded radio frequencies, and provides the dispatcher with much greater detail and accuracy on aircraft location and flight history. AFF does not eliminate hand-off procedures.

- **Requirements to Utilize Automated Flight Following (AFF)**

Automated flight following does NOT reduce or eliminate the requirement for aircraft on mission flights to have FM radio capability and for the aircraft to be monitoring appropriate radio frequencies during the flight.

When utilizing AFF, periodic "ops normal" radio checks may be desirable. These should be very brief and less frequent than the 15-minute radio check-in procedures.

Procedures for flight requests, ordering aircraft, requirement for a flight manager, etc., are the same as radio check-in procedures.

The aircraft must be equipped with the necessary hardware (transmitter and antenna).

When a flight will cross "boundaries" (example: A flight will originate on Unit A, fly on Unit A, then continue on to Units B and C), coordination between dispatch offices of Units A, B, and C must be accomplished. If an aircraft is being dispatched, it is the responsibility of the sending unit to ensure that receiving dispatch centers responsible for flight following during any portion of the flight must be open.

- **Procedures for Utilizing AFF**

When an aircraft is ordered, or an aircraft requests flight following from a dispatch office and the above listed requirements are met, automated flight following shall be initiated.

Other standard information shall be communicated to the dispatch office, such as route of flight, passengers, purpose of flight, radio frequencies to monitor, known flight hazards, TFR information, ETD, etc. (no change from radio check-in procedures).

1 If the flight will cross dispatch boundaries, the originating dispatch office must coordinate with
2 affected units, and establish that the aircraft will be handed off when the border is crossed.

3 When an aircraft is initially airborne and outside of sterile cockpit environment, a radio call shall
4 be made to the flight following dispatch office to initiate AFF. This is required to positively verify
5 that both the aircraft and the dispatch office are utilizing automated flight following, radios are
6 operational, and that the dispatcher can “see” the aircraft on AFF. If there is a problem at this
7 point, revert to normal radio 15-minute check-in procedures until the problem is resolved.

8 When the aircraft has completed the flight and landed, the pilot or passenger (observer, flight
9 manager, ATGS, etc.) shall contact the flight following dispatch office via radio or telephone
10 informing them that they are on the ground.

11 ○ **Responsibilities of Pilot/Flight Manager**

12 Contact dispatch with a request to utilize AFF (preferably via phone prior to flight).

13
14 Provide dispatch with appropriate flight information (same as radio check-in procedures).

15
16 Obtain appropriate FM frequencies and tones to be monitored during flight and brief on radio calls
17 you will make and what response is expected.

18
19 Shortly after takeoff and outside of sterile cockpit environment, contact dispatch via radio to
20 initiate AFF.

21
22 If radio contact is not made with dispatch office, return to airport/helibase.

23
24 If radio contact is made and AFF is verified by dispatch office, monitor assigned frequencies,
25 including guard, for duration of flight.

26
27 If a deviation from planned and briefed flight route occurs, contact dispatch office via radio with
28 the change.

29
30 If AFF capability is lost at the dispatch office, or the signal is lost during the flight, flight following
31 will revert to 15-minute radio check-in procedures.

32
33 Although not required at any time during the flight, it is acceptable to check in via radio with
34 dispatch to confirm positive AFF.

35
36 Inform dispatch upon landing that the aircraft is on the ground.

37 ○ **Responsibilities of Aircraft Dispatcher**

38 When AFF is requested, ensure AFF program access is available and request standard flight
39 information from the pilot/flight manager. Document using existing dispatch forms and logs.

40
41 Provide pilot/flight manager with appropriate frequencies to monitor during the flight (dispatch
42 frequency, national flight following, etc.). Ensure these frequencies are monitored during duration
43 of flight.

44
45 If flight following will be handed off to another dispatch office during the flight, brief this with the
46 pilot, flight manager, providing frequency change, call sign, and other appropriate information.

47
48 Check AFF system to ensure icon for the aircraft is shown.

49
50 Shortly after takeoff, pilot, flight manager will call via radio to initiate AFF. Check aircraft icon color
51 and verify time and date.

52
53 Ensure the AFF system remains operating on your computer during the entire flight.

Set 15-minute timer and check flight progress as appropriate during the flight. Document using existing forms and logs.

An “ops check” radio call is acceptable at any time during the flight.

If the icon turns RED, it means the signal has been lost. Immediately attempt contact with the aircraft via radio and follow normal lost communication, missing aircraft, or downed aircraft procedures as appropriate.

If radio contact is made after a lost signal, flight may continue utilizing 15-minute radio check-ins for flight following.

Use standard contact procedure if computer system goes down during flight.

- **Procedures for Handoff Between Dispatch Offices**

When a flight crosses dispatch boundaries, flight following will be handed off from one dispatch office to another; a positive radio handoff must be made. This must be coordinated between the affected dispatch offices and the aircraft.

- **Coordination Requirements**

Flight following handoffs must be coordinated when using AFF. Affected dispatch offices will monitor appropriate frequencies, and if frequency changes are required, when and where they should be made.

Whenever possible, utilize national flight following frequency (168.650, Tone 110.9, both transmit and receive) for entire flight.

Ensure pilots/flight managers are briefed on any handoffs anticipated (call signs, frequencies and when to switch) and if a combination of AFF and radio check-ins will be required (when and where).

NOTE: Air Guard (168.625) is available to make contact with an aircraft or dispatch office if contact can't be made on established frequencies. Once contact is initiated, an alternative frequency will be assigned to continue flight following.

- **OVERDUE AND MISSING AIRCRAFT**

At 30 minutes past the last scheduled check-in, or the filed ETA, the dispatch office currently responsible for flight following will confer with intermediate and/or destination dispatch office(s) to determine the aircraft's location or whether the aircraft can be contacted by radio or located by other means. For mission flights, the aircraft is considered overdue at the scheduled check-in time. Refer to the Interagency Aviation Mishap Response Guide and Checklist for procedures to follow in the event of an overdue and/or missing aircraft.

AVIATION FREQUENCY MANAGEMENT

- **NATIONAL AIR GUARD FREQUENCY - 168.625 MHz (Tone 110.9 TX and RX)**

A National Interagency Air Guard frequency for aircraft will be used for emergency aviation communications. Continuous monitoring of this frequency in narrowband mode is mandatory by agency dispatch centers. Rx and TX tones are required nationally.

This frequency, 168.625 MHz, is restricted to the following use:

Air-to-air emergency contact and coordination.

Ground-to-air emergency contact.

Initial call, recall, and redirection of aircraft when no other contact frequency is available.

- **NATIONAL FLIGHT FOLLOWING FREQUENCY 168.650 MHz (tone 110.9 TX and RX)**

The national flight following frequency is used to monitor agency and contract aircraft. This frequency is used for flight following; it is not to be used during mission flights or incident operations.

All dispatch centers/offices will monitor the national flight following frequency at all times.

This frequency, 168.650 MHz, is restricted to the following use:

Flight following, dispatch, and/or redirection of aircraft

No other use is authorized

- **PREASSIGNED INITIAL ATTACK FREQUENCIES**

Initial attack AM and FM frequencies are issued annually by the National Incident Radio Support Cache (NIRSC) to a pre-identified geographic area which corresponds to the Great Basin dispatch zone boundaries. The frequencies issued are intended for initial attack incidents on any jurisdiction(s) within that zone. Often there are not enough frequencies available for individual units to always specify a particular I.A. frequency.

- **FM Frequencies (Air-to-Ground, VHF-FM)**

A standard air-to-ground (A/G) naming convention has been implemented in the Great Basin.

This naming convention utilizes a standardized frequency identifier (or name system) for initial attack zone air-to-ground frequencies. Air-to-ground frequencies are assigned a numerical name (example: a given frequency, 1xxx.xxx, will be designated as "A/G 1" and all other air-to-ground frequencies will get an ascending numerical name. The standard naming of the air-to-ground frequencies **will not** dictate the priority usage of a frequency.

Each zone has pre-assigned air-to-ground frequencies. These frequencies have been assigned considering geographical locations to avoid as much interference as possible. If conflicts arise, a request for an additional or new frequency will be placed through GBCC to NIRSC for a temporary frequency.

- **AM Frequencies – Air Tactics (Air-to-Air)**

Each zone has pre-assigned Air-to-Air frequencies. Frequencies allocated to zones for initial attack are not to be dedicated for project fire use. These frequencies may be used for All-Hazard incidents, Search and Rescue, etc. with the coordination through NIFC CDO.

Each dispatch center will receive their assigned Primary Air-to-Air by April. The Secondary and Tertiary are held at the GACC and will be ordered as needed through ROSS. All preassigned Air-to-Air frequencies should be ordered and held at the local dispatch on a GACC Preposition order. Throughout the fire season they should be assigned in ROSS to the fires they are used on and will be released to the GACC at the end of the season or when no longer needed.

Temporary frequency assignments will be requested for project fire use. Temporary frequencies cannot be reassigned when the incident is completed or no longer needed, they must be released to NIFC CDO.

- **Additional Frequencies**

The following are some reminders before ordering, and during use, of these frequencies:

- Are all assigned frequencies being used?
- Is the operation of all aircraft on one victor frequency?
- Has the traffic decreased enough so that the frequency can be released?

SUNRISE/SUNSET TABLES

Aviation bases and dispatch centers shall have official sunrise and sunset tables at their locations in order to determine start up and cut off times for the local areas. For aircraft dispatch, use the official sunrise and sunset tables for the aircraft base nearest the fire.

Official sunrise and sunset tables are published with standard times. During Daylight Saving Time add one hour to all times in the table. The term civil twilight refers to a point 30 minutes prior to official sunrise or 30 minutes after official sunset.

Sunrise/sunset tables can be accessed on the internet at the following address:

http://aa.usno.navy.mil/data/docs/RS_OneDay.html

SPECIAL FLIGHT CONDITIONS

• INSTRUMENT FLIGHT CONDITIONS – FSM 5716.12

Instrument Flight Conditions are for multi-engine or turbine powered single-engine aircraft for flights in Instrument Meteorological Conditions (IMC) that meet the applicable Instrument Flight Rules (IFR) requirements in Federal Aviation Regulations (FAR) Part 135, Part 91 and Part 61 as referenced in FSH 5709.16 or applicable contracts.

Low level (FSM 5716.3) fixed wing flight operations will be conducted only in daylight Visual Flight Rules (VFR) conditions (30 minutes prior to official sunrise until 30 minutes after official sunset).

• NIGHT FLYING - 5716.2

Night flying use is for multi-engine or turbine powered single-engine aircraft for night flights that meet the applicable requirements in FAR Part 91 and Part 61 as referenced in FSH 5709.16 or applicable contracts.

Pilots flying night missions shall land at airports or heliports that meet Federal Aviation Administration (FAA) lighting standards, except:

This restriction does not apply to helicopter flights utilizing Night Vision Goggles (NVG).

Low level helicopter flight operations will only be conducted using NVG. Helicopters will be approved for such an operation.

Reciprocating engine powered single-engine aircraft flights at night are authorized only for ferry and cargo-carrying missions at pilot-in-command discretion and in accordance with FAR Part 91.

STERILE COCKPIT PROCEDURES

Sterile cockpit procedures for all aircraft with agency communication radios will only monitor FAA VHF air traffic frequencies and agency guard frequency (for emergency only) within 5 miles of an uncontrolled airport. On departure, large air tankers and very large air tankers will cease operation on agency radios after reporting “rolling.” All other aircraft (including SEATs) will cease operation on agency radios before taxiing onto the active runway, or lifting off for helicopters. After reaching 5 miles from the airport, or outside class B, C, or D airspace, routine check-in and communication on agency radios will resume. On arrival, all aircraft will cease operations on agency radios (except for emergencies) at least 5 miles from the airport or when in contact with approach control or tower. The pilot will radio the dispatcher and advise they are either under FAA flight control or 5 miles from landing. After landing and when clear of the active runway, communication with dispatch or the base may resume.

AIRSPACE BOUNDARY DISPATCHING

See the Great Basin Interagency Airspace Boundary Management Plan and Checklist, Chapter 80—4.

STAGED / PREPOSITIONED AIRCRAFT

All aircraft prepositioned at the request of the GBCC on Staging/Preposition charge codes are available for local Initial Attack, following national commitment guidelines. Any assignment of these resources to large/project fires will have GACC concurrence prior to assignment.

Prior to prepositioning aircraft to local dispatch bases, coordination will be made through the local center manager/aircraft dispatcher. The local center will then create an incident in ROSS for the aircraft to be assigned to for dispatch and tracking purposes.

Suggested example: 2016 BDC GBC Preposition/Staging. This incident can also include GACC prepositioned crews, equipment, overhead and supplies.

Extended staffing of GACC prepositioned resources are to be made available for geographic wide IA response.

Any extensions of local resources on the GACC charge code are considered available for GACC wide response. Local units need to determine which resources are to be extended following this requirement.

Local units that have aircraft assigned to the GACC preposition code may utilize the code for additional airbase staffing as needed with the concurrence of the GBCC.

AIRBORNE THERMAL INFRARED (IR) FIRE MAPPING

See National Interagency Mobilization Guide.

• INFRARED (IR) FIRE MAPPING REQUESTS

Each request for an infrared flight will be ordered by 1500 daily. An infrared aircraft order form must be completed and a new request number will be assigned each day. An infrared scanner form needs to be completed on the NIROPS Web site at <https://fsapps.nwcg.gov/nirops/users/login>.

This webpage will give the user step by step instructions on how to order and IR flight. User accounts can be requested by webpage or by contacting NIROPS directly 505-842-3845.

If the website is unavailable, an Infrared Aircraft Scanner Request form (Chapter 80) will be submitted for each request. A new scanner request form must be completed and forwarded to NICC when scanning criteria or parameters change.

When competition exists for resources within their area, NIROPS will set priority for airborne thermal infrared fire mapping aircraft.

AERIAL SUPERVISION AIRCRAFT See National Interagency Mobilization Guide.

Aerial supervision aircraft will be ordered through established dispatch processes and the GBCC will advise the ordering unit of aircraft availability. The unit shall then advise the GACC whether or not to keep the order for a leadplane, ASM and/or air attack active in ROSS, or to UTF the order.

When competition for leadplanes, ASM and/or air attack aircraft exists between dispatch centers the GBCC shall coordinate priority assignments, reassignments, and diversion of these resources. Replacement of an incident's leadplane or air attack aircraft reassigned to another incident will be negotiated between the center and the requesting unit.

For incidents on which significant flight time may accrue, dispatch centers and the GBCC should mutually anticipate the need for relief air attack or leadplane resources.

This table summarizes interagency aviation supervision policy, but individual agency policy must be consulted for currency and consistency.

Incident Aerial Supervision Requirements		
When aerial supervision resources are co-located with retardant aircraft, they should be launched together on an initial order to maximize safety, effectiveness, and efficiency of incident operations. Incidents with 3 or more aircraft over/assigned to them should have aerial supervision over/assigned to the incident. Federal policy dictates additional requirements as listed below.		
Situation	Lead/ATCO/ASM	ATGS
Airtanker not IA rated	Required	*****
MAFFS	MAFFS Endorsed Lead / ASM	*****
VLAT	VLAT Endorsed Lead / ASM	*****
When requested by Airtanker, ATGS, Lead, ATCO, or ASM	Required	Required
Foreign Government Airtankers	Required if no ATGS	Required if no Lead/ATCO/ASM
Multi-Engine Airtanker: Retardant drops conducted between 30 minutes prior to, and 30 minutes after sunrise, or 30 minutes prior to, and 30 minutes after sunset	Required if no ATGS	Required if no Lead/ATCO/ASM
Single-Engine Airtanker (SEAT): SEATs are required to be on the ground by 30 minutes after sunset	See Level 2 SEAT requirements.	See Level 2 SEAT requirements
Level 2 SEAT requirements: Level 2 rated SEAT operating over an incident with more than one other tactical aircraft on scene	Required if no ATGS	Required if no Lead/ATCO/ASM
Retardant drops in congested / urban interface areas	Order	May use if no Lead/ATCO/ASM
Periods of marginal weather, poor visibility or turbulence	Order	Order

Definitions of key words used in the Aerial Supervision Requirements chart:

Required - Aerial supervisory resource(s) that shall be over the incident when specified air tactical operations are being conducted.

Ordered - Aerial supervisory resources that shall be ordered by the controlling entity. Air tactical operations may be continued while the aerial supervision resource is enroute to the incident. Operations can be continued if the resource is not available.

***An aerial supervision module, leadplane or air tactical group supervisor must be ordered any time it is requested by any aircraft regardless of number or type of resources assigned. If aerial supervision is available within the local unit, it is recommended it be dispatched any time other aerial resources are being sent.**

USFS FSM 5716.32 requires an order for aerial supervision if there are 2 or more airtankers over a USFS incident.

Incident that have 2 or more branches, or smokejumper or para-cargo aircraft with 2 or more air tankers: The Interagency Aerial Supervision Guide references ordering an ATGS only for these missions. FSM 5716.32 classifies these missions as complex. For USFS incidents an ATCO and/or HLCO should be ordered as appropriate in addition to the ATGS.

- **AIR TACTICAL GROUP SUPERVISOR (ATGS) AIRCRAFT**

ATGS aircraft is a fixed or rotor wing aircraft that is comprised of a pilot and ATGS for initial and extended attack response to enhance safety and efficiency of aerial and ground operations.

When requested, nationally sponsored ATGS aircraft and personnel will be dispatched for initial and extended attack fire when they are available. This includes responding to incidents outside of assigned dispatch center and GACC boundaries when requested. Normal dispatch procedures will be followed and local dispatch centers will place orders to the GACC when the neighborhood policy is not applicable.

The status of nationally sponsored exclusive use ATGS aircraft and personnel will be updated daily as "Available GACC", in both the Tactical Report and ROSS.

Call when needed ATGS aircraft will be ordered using normal dispatch procedures.

- **LEADPLANES / AERIAL SUPERVISION MODULE (ASM)**

The ASM is a fixed wing platform that has a leadplane qualified air tactical pilot (ATP) and an air tactical supervisor (ATS). ASMs may act as either a lead or ATGS depending on incident requirements.

When available, they will be dispatched to support large air tanker assignments according to agency policy. Leadplanes/ASM are multi-engine and the pilots are IFR qualified. Flight before/after civil twilight is allowed for non-tactical flight. Some leadplanes/ASM pilots are qualified to direct MAFFS, and some to direct VLATs – very large airtankers.

Leadplanes assigned to a unit may be dispatched direct to meet the unit's mutual assistance areas of influence with notification to the coordination center within **15** minutes of commitment, followed by a resource order.

The GBCC will coordinate with the appropriate dispatch center concerning leadplane availability and crew assignment.

During periods of low fire probability it is permissible for leadplanes to be used for other missions. Release of leadplane for non-suppression assignments is contingent upon the following conditions:

- Airtanker pilots at the base to which the leadplane is assigned are initial attack qualified.
- A backup leadplane is available within 1 hour or the released leadplane can be back on base within the same time frame.
- The release is approved by the GBCC.

SMOKEJUMPER AIRCRAFT and REQUESTS See National Interagency Mobilization Guide

- **SMOKEJUMPER INITIAL ATTACK (IA) REQUESTS**

Initial Attack smokejumpers should be launched immediately upon receipt of order via phone, fax, resource order or aircraft dispatch form. When the order is generated in ROSS the request will be for an A-#, "Load, Smokejumper, Initial Attack". As soon as possible after the jumpship is airborne, the sending dispatch unit shall provide a manifest by email/fax to the receiving unit per established dispatch channels. Notification to GBCC will be made within 15 minutes of dispatch.

Aircraft delivering smokejumpers should return to a designated airport or return to the sending base before the end of the pilot's daily flight or duty limitations. The aircraft will be released in ROSS at the end of its duty day to the dispatch center that is responsible for that given base. Any new requests will be ordered via ROSS through established dispatching channels.

• SMOKEJUMPER PREPOSITION REQUESTS

Smokejumper preposition requests will be ordered in ROSS on an Aircraft request as, "Load, Smokejumper, Initial Attack", on an order. The duration of preposition may be negotiated prior to launch between the requesting unit, sending unit and GBCC. Preposition loads should be released within a reasonable time frame if they are not utilized or otherwise negotiated with management (i.e. long term spike base, etc.).

• SMOKEJUMPER BOOSTER REQUEST

When a long term commitment is requested and cannot be met through a preposition or IA load, a booster of jumpers can be ordered by individual Overhead requests. The request may be filled using jump ships, driving, charter aircraft or commercial travel and can be negotiated between the requesting and sending unit with notification to the GACC. If smokejumper aircraft are used to deliver boosters, the load should travel in a jump ready configuration.

LARGE TRANSPORT AIRCRAFT See [National Interagency Mobilization Guide](#)

HELICOPTERS See [National Interagency Mobilization Guide](#)

• ITEMS TO CONSIDER WHEN ORDERING A HELICOPTER

○ Helicopter Types and Mission Capability

Type I Standard	Cargo, Water, Passengers
Type 1 Restricted/Limited	External Cargo, Water – No Passengers
Type 2 Standard	Cargo, Water, and Passengers
Type 2 Restricted/Limited	External Cargo, Water – No Passengers
Type 3 Standard	Cargo, Water and Passengers
Type 3 Limited	See <i>IHOG, Chapter 2, Section III.</i>

○ Helicopter Configuration:

Helicopter with bucket or longline
Helicopter should be initial attack ready
Tank or bucket only

○ Helicopter Capability:

Operating environment (temperature and altitude)
Minimum passenger load consideration
Minimum internal/external load requirement

○ Special Mission Capability:

Longline
Aerial firing
Helicopter retardant
Rappelling
Short-haul
Medical evacuation

- **Personnel Needs:**

- Identify type of module needed and should it be standard configuration

- Agency considerations with regard to personnel

- Specialized Mission Qualifications:

- Helitorch mixing/loading crew qualifications
- PSD Operator qualifications
- Medical personnel (EMT) qualifications
- Rappel or Short-haul qualifications

- **Equipment Needs**

- Sphere dispenser with spheres

- Helitorch and fuel source

- Handheld Infrared equipment

- Port-a-tank

- Litter or other specialized rescue items

- Nets, slings & swivel (specify if non-standard)

- **EXCLUSIVE USE HELICOPTER CONTRACTS**

- See National Interagency Mobilization Guide

Exclusive use and agency owned helicopters must be ordered through normal dispatch channels.

Whenever an exclusive use helicopter fills a ROSS request outside of IA, the sending unit will send a fuel truck, support vehicle, manager and a **minimum** of 3 crew personnel. The helicopter order will be placed on an Aircraft order form with all the support/module information documented on that Aircraft request order form. Any specialty or other personnel qualification requirements (ICT4, PLDO, etc.) must also be specified.

- **Idaho Helitack BLM Type 1 helicopter**

The Idaho Helitack BLM Type 1 helicopter's primary mission is initial attack. While most effective at providing rapid initial response, this crew is well equipped to respond to extend attack incident and critical need missions on large fires. In order to retain this helicopter and crew beyond IA for extended attack incidents or critical mission needs on large fires, a request will be made to GBCC. GBCC will coordinate these requests and any reassignments with the Idaho BLM SAM or Duty Officer. Extended attack incidents that utilize the crew to fill critical positions, should immediately order replacement personnel for those positions in case the aircraft and crew are assigned.

Any unit requesting preposition of this resource and crew will specify the anticipated duration. If the aircraft and crew are not assigned to an incident during this period, they may be made available for higher priorities within the GACC.

- **Type 1 Exclusive Use Helicopters- Standard/Limited Category**

- See National Interagency Mobilization Guide

Outside of initial attack, whenever a type 1 exclusive use helicopter fills a helicopter request the administering/sending unit will send a fuel truck, support vehicle, and manager. Consideration should be given to logistical concerns (i.e. road access for large support vehicles, accommodations for large contract crew, etc.).

- **CALL WHEN NEEDED (CWN) / ON-CALL HELICOPTERS**

When placing an order with the GBCC, the following information should be included: altitude, temperature and intended use for the incident or project. Helicopter performance, cost, configuration and location shall be considered when filling orders.

Prior to being sent to the incident or project, helicopter(s) and manager/module(s) shall be joined at a staging area away from, but convenient to, the incident/project (e.g. the nearest airport). The helicopter manager will conduct a pre-use inspection verifying that all is in order and brief the pilot on the details of the assignment.

All incident assignments require that a qualified helicopter manager and module be assigned.

During active fire season local dispatch offices must advise the GBCC of all CWN/On-Call requests/assignments made by their offices.

Contract administration shall be accomplished through the helicopter manager. The helicopter manager is responsible for conducting inspections, briefing prior to use and on scene contract administration. Helicopter managers shall verify to the using unit that these inspections and briefings have been accomplished. Specific procedures are contained in the Interagency Helicopter Operations Guide (IHOG).

DOI agencies can only order helicopter services from DOI contract sources for non-emergency use (prescribed fire, resource management projects, etc.). See DOI - OAS, OPM-39 at <https://www.doi.gov/sites/doi.gov/files/uploads/opm-39.pdf> for exceptions and procedures for use of USFS procured aircraft.

Reference the Interagency Tech Bulletin 2015-01 to assist in determining what agency initially hired the aircraft and if/when this should change to a different agency payment system. The helicopter/flight manager and vendor are the responsible parties in determining the initial path to take, depending on the original resource order and contract jurisdiction.

Interagency Technical Bulletin 2015-01:

https://www.doi.gov/sites/doi.gov/files/migrated/aviation/tech/upload/IATB_2015-01.pdf for further information.

For ordering CWN modules to staff CWN helicopters see Chapter 20 of this guide.

- **Type 1 and 2 Call-When-Needed (CWN) Helicopters**

Type 1 and 2 CWN helicopters are available under national contract and, with the exception outlined below, shall be ordered through the NICC via established dispatch channels. Definitions of categories (standard, restricted, or limited), as well as additional information on CWN helicopters, can be found in the National Interagency Mobilization Guide, and the Interagency Helicopter Operations Guide (IHOG, chapter 2).

Exception: Any national forest with a type 1 helicopter operating locally on a timber sale contract may use the helicopter for initial attack missions per the contract requirement in the timber sale contract. The following must occur:

- The helicopter can only be used for initial attack on incidents within or adjacent to the timber sale that the helicopter is working on.
- Coordination must occur between the local dispatch offices, the timber sale COR, and any other resources assigned to the incident.
- A resource order shall be submitted for documentation purposes to the coordination center.
- For any request/assignment other than initial attack on or adjacent to the timber sale procedures in the National Interagency Mobilization Guide must be used.

- **Type 3 CWN / On-Call Helicopters**

There are two federal procurement methods used for acquiring Type 3 CWN/On-Call helicopters within the Great Basin for federal agencies. These methods are:

- The Forest Service CWN contract- coordination center and local dispatch offices must have a written delegation of authority from the contracting officer to order under this contract.

- The DOI On-Call Small Helicopter contract- administered by DOI-Acquisition Services Directorate (AQD) in Boise, Idaho.

State agencies may have state CWN procurement policies. State Annual Operating Plans (AOP) describes the use of state resources on federal incidents. Helicopters will meet Interagency Fire Helicopter Standards for operation on federal incidents.

For projects, a cost comparison must be completed by the ordering office when deciding which procurement method to use.

• **HELICOPTER RAPPELLING / CARGO LETDOWN**

Helicopter rappelling and cargo letdown operations are approved for use on all Great Basin agencies' lands, provided the agency personnel and pilot have been trained, certified and approved in accordance with the Interagency Helicopter Rappel Guide. Helicopter rappellers shall be ordered through normal dispatch channels.

• **EXCLUSIVE USE HELICOPTER RAPPELLERS AND AIRCRAFT**

Outside initial attack, whenever an exclusive use helicopter fills a helicopter request the administrating/sending unit will send a fuel truck, support vehicle, manager/spotter and a **minimum** of 5 crew personnel. Orders for rappellers with aircraft within the Great Basin shall be on an Aircraft resource order. Orders for rappel capable aircraft should be placed as immediate need, IA or for preposition planning purposes.

• **RAPPELLER PREPOSITION**

Rappellers and aircraft may be ordered and mobilized for preposition purposes when multiple starts are occurring or are predicted. Preposition request will be on an A-#, as "Load, Rappellers, Initial Attack", and identified as preposition in special needs. The sending unit will assign all personnel as subordinate A-#s under the aircraft request. The duration of preposition will be negotiated between the ordering and sending units. Preposition loads should be released within a reasonable timeframe if they are not utilized or otherwise negotiated.

• **HELICOPTER SHORT- HAUL RESCUE / INSERTION**

Short-haul is approved as a rescue method for use on all Great Basin agencies' lands provided that:

The mission is a life or death emergency.

The rescue is conducted by qualified personnel trained in accordance with agency policy and standards.

The individual operation has been approved by the appropriate line officer.

Agency short-haul helicopters are available from the Payette Dispatch Center and Teton Dispatch Center. Agency short-haul aircraft are ordered through normal dispatch procedures.

National Guard helicopter units in Idaho, Nevada, Utah, and Intermountain Life Flight in Utah have rescue hoist capabilities.

Requests for service are routed through the Air Force Rescue Coordination Center and/ or through State Emergency Service dispatch/ communications center.

Boise Interagency Dispatch Center has an agreement with the Idaho National Guard for emergency Short-haul rescue missions. The nature of these missions require the timely deployment of resources to preserve life. This is not to be confused with the regular or long term deployment of National Guard resources.

• NATIONAL GUARD HELICOPTERS

When ordering long term NG resources, each state has identified a single dispatch center and state liaison who will coordinate and serve as the liaison/contact for any request for Guard assets.

IDAHO: All units in Idaho will order through the Boise Interagency Dispatch Center (BDC) utilizing established dispatch channels. BDC will work with the IDL duty officer and the GBCG contact for notification and mobilization of NG resources.

The ordering dispatch center will then notify GBCC regarding the order. BDC will contact the IDL Fire Bureau Duty Officer to place the order.

NEVADA: All units within Nevada will order through the Sierra Front Interagency Dispatch Center (SFC) utilizing established dispatch channels. SFC will work with the Nevada Division of Forestry (NDF) duty officer and GBCG contact for notification and mobilization of NG resources. The ordering dispatch center will then notify GBCC regarding the order. SFC will contact the NDF Duty Officer to place the order.

UTAH: All units within Utah will order through the Northern Utah Interagency Dispatch Center (NUC) utilizing established dispatch channels. NUC will work through the Utah Division of Forestry's duty officer and GBCG contact for notification and mobilization of NG resources. The ordering dispatch center will then notify GBCC regarding the order. Dispatch centers shall not contact the NG directly to order aircraft.

ARIZONA: All requests for Arizona National Guard resources will be ordered through the Arizona Dispatch Center to the Arizona State Forestry. An informational copy of the resource order must be sent through the normal dispatch channels to Southwest Coordination Center.

WYOMING: At certain times the National Guard has available helicopters, equipment and personnel that are useful in the suppression of forest and range fires on Federal and State lands. The National Guard units may be ordered through the State for state incidents or the RMACC for federal incidents. Only helicopter resources have been identified in a preseason agreement.

IMPORTANT NOTE: In an emergency situation requiring rescue aircraft, dispatchers should follow local established ordering protocol for immediate and efficient dispatching of aviation resources. For more information see: <https://www.nwcg.gov/committee/hshu-ehe>

• AERIAL IGNITION

There are two aerial ignition devices approved for Forest Service and DOI use; the helitorch and the plastic sphere dispenser (PSD). See [Interagency Aerial Ignition Guide](#).

There are specific training and certification requirements for aircraft, pilots, helitorch modules and PSD operators. Qualified and current individuals must be assigned when filling aerial ignition orders for helitorch modules or PSD operators.

Orders for these resources for fire, or project use, may involve several different resource orders. Example: helicopter ordered on an A#, helicopter manager and helitorch module or PSD operator ordered on an O#, helitorch or PSD machine ordered on an E# and plastic spheres, ethaline glycol, gasoline, etc. ordered on an S#.

To alleviate workload, resource tracking problems, and confusion, order an exclusive use helicopter and crew who have all the components (aerial ignition equipment, supplies and qualified personnel)

whenever possible. This can be accomplished on one A# that specifies the aerial ignition capability needed in Special Needs.

Note: The identification of equipment at bases does not necessarily mean qualified personnel are available to operate the equipment.

USFS, NPS and BLM helitack bases which have aerial ignition equipment are:

<u>Unit - Base</u>	<u>Aerial Ignition Capability</u>
Arizona Strip BLM	Plastic Sphere Dispenser
Twin Falls BLM	Plastic Sphere Dispenser
Boise NF (Lucky Peak, Garden Valley)	Plastic Sphere Dispensers
Salmon/Challis NF (Challis)	Helitorch / Plastic Sphere Dispensers
Salmon/Challis NF (Salmon)	Plastic Sphere Dispenser
Sawtooth NF (Hailey)	Plastic Sphere Dispenser
Payette NF (Price Valley, Krassel)	Helitorch, Plastic Sphere Dispensers
Caribou/Targhee NF (Swan Valley, Pocatello)	Helitorch, Plastic Sphere Dispenser
Bridger/Teton NF (Jackson)	Helitorch, Plastic Sphere Dispensers
Elko BLM	Plastic Sphere Dispensers
Ely BLM	Plastic Sphere Dispenser
Humboldt/Toiyabe NF (Bridgeport)	Plastic Sphere Dispenser
Southern Nevada District BLM/ FS	Plastic Sphere Dispenser
Canyon Country District BLM	Plastic Sphere Dispenser
West Desert District BLM	Plastic Sphere Dispenser
Uintah-Wasatch-Cache NF	Helitorch / Plastic Sphere Dispensers

AIRTANKERS

See National Interagency Mobilization Guide

For airtanker status see: <https://gacc.nifc.gov/gbcc/aircraft.php>

- **VERY LARGE / LARGE AIRTANKERS** See National Interagency Mobilization Guide
- **MODULAR AIRBORNE FIREFIGHTING SYSTEMS (MAFFS)**
See National Interagency Mobilization Guide and the MAFFS Operations Guide
- **SINGLE ENGINE AIRTANKERS (SEATS)**
See National Interagency Mobilization Guide and the Interagency Single Engine Airtanker Operations Guide (ISOG). The guide can be found at the following link: <https://www.nwccg.gov/publications/506>

Single engine airtankers may be used under the following conditions:

- **USDA-Forest Service**

The Forest Service may use SEATs contracted by cooperators (for example, DOI or State agencies) provided that they meet the requirements in FSM 5713.44.

- **DOI**

DOI contracted SEATs are a national resource and their primary mission is initial attack. Mobilization is managed by dispatch centers with support from the national SEAT coordinator and aviation managers. Operational considerations concerning SEATs can be referenced in the DOI Exclusive Use SEAT SOPs, ISOG and the IASG.

Nationally sponsored SEATs will be dispatched for initial and extended attack fire when they are available. This includes responding to incidents outside of assigned dispatch areas and GACC boundaries when requested. Normal dispatch procedures will be followed and local dispatch centers will place orders to the GACC when the neighborhood policy is not applicable.

The pilot shall be carded as either a level 1 or level 2 single engine airtanker pilot based on the following criteria:

- **Level 1-** Allows pilot to perform initial attack within the fire traffic area (FTA) without aerial supervision.
- **Level 2-** Requires aerial supervision when more than **one** other tactical aircraft are within the fire traffic area (FTA).

- **State Agencies**

State agencies shall adhere to the Interagency Single Engine Airtanker Operations Guide when using SEATs on federal fires. **SEAT's contracted by state agencies will be released back to the home unit upon request.**

Orders for CWN/On-Call and exclusive use SEATS will be done through normal dispatch channels. DOI On-Call SEAT contracts are organized by geographic area based on the contractors' home base. To order a SEAT from a contractor that is based outside of the Great Basin requires an order to the servicing GACC through NICC. See web page at:

<https://www.doi.gov/aviation/aqd/contracts> for contract and ordering information.

Aircraft performance and limitations should be considered when ordering SEAT's. The SEAT support truck is a required component of the On-Call contract; the plane can be used while the truck is in transit from the contractor's base to the incident operating base.

DOI suppression contract SEATs work 6 days on 1 day off schedule with no relief crew required and no permanent designated base.

DOI suppression contract SEATs will be statused as available national at the end of each day.

During busy fire activity a national SEAT coordinator position will be activated at the BLM National Aviation Office and will work with NICC and the GACC in coordinating SEAT issues.

- **SEAT Base Hours of Operation**

During the core fire season period (June- September) all Great Basin SEAT bases typically operate on a 0900-1800 local schedule. Based on local activity or at the discretion of the GBCC, SEAT base hours of operation may be adjusted. When aircraft are required to come on early or extend due to local need, the Dispatch Center will coordinate with GBCC.

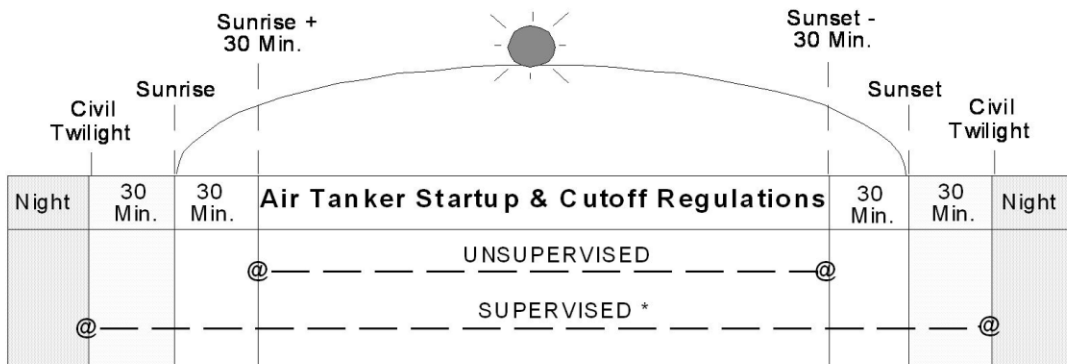
- 1 Dispatch centers will coordinate with the GBCC regarding extended staffing based on GBCC need
2 prior to 1730 each day.
3
- 4 ○ **SEAT Manager**
5 A SEAT manager (SEMG) is required to provide contract administration and SEAT Base oversight.
6 The SEMG is allowed to manage up to three SEATs. Airtanker base managers (ATBM) are allowed
7 to oversee SEAT operations without the presence of a SEMG.
8
- 9 • **WATER SCOOPING AIRTANKERS**
10
11 CL-415 and Air Tractor 802 Fire Boss. Each Great Basin agency should have a water scooping
12 operations plan developed (at the appropriate management level) that describes suitable water
13 sources, public safety and invasive species control. Ordering of scoopers is through normal procedures
14 through the GACC.
15
- 16 • **AIRTANKER OPERATIONAL PROCEDURES**
17
 - 18 ○ **Rotation**
19 The policy found in the Interagency Airtanker Base Operations Guide shall be followed. The guide
20 can be found at the following link below:
21
22 <https://www.nwcg.gov/publications/508>
23
 - 24 ○ **Ordering of Airtankers**
25 Movement/ordering of the airtankers will be through normal dispatching channels only.
26
27 During periods of sustained or multiple fire activity each unit shall take the necessary measures to
28 manage pilot time and remain cognizant of both flight time and duty day limitations. Unit dispatch
29 offices will notify the GBCC as airtanker(s) within their control reach a point at which they have 2-
30 hours of flight time remaining.
31
32 When airtankers are ordered, as much information from the field as possible shall be provided with
33 the initial order. This information should include but not be limited to: public and firefighter safety,
34 types of structures at risk, fire behavior and other pertinent concerns.
35
 - 36 ○ **Airtanker Release Locations**
37 When airtankers are released, they should return to the current base of operations or the closest
38 airtanker base to the incident when the mission is accomplished unless prior arrangements or
39 coordination has been done. Aerial supervision should release aircraft to the local dispatch center
40 that will coordinate with the GBCC as to the release location or other instructions for assignment.
41
 - 42 ○ **Airtanker Diversion**
43 Diversions will be coordinated through the coordination center. The priorities for airtanker and
44 leadplane use are: (1) human life or property or resource values (2) new starts (3) other priorities
45 established by management. Situations may develop necessitating the prompt and direct
46 reassignment of airtankers and leadplanes enroute to an incident or diverting them from a going
47 fire.
48
 - 49 ○ **Airtanker Base Hours of Operation**
50 During the core fire season period (June- September) all Great Basin large airtanker bases typically
51 operate on a 0900-1800 local schedule. Based on local activity or at the discretion of the GBCC,
52 airtanker base hours of operation may be adjusted when aircraft are required to come on early or
53 extend past 1800. Airtanker base hours of operation will be coordinated through normal dispatch
54 channels. Dispatch centers will coordinate with the GBCC regarding early or extended staffing prior
55 to 1730 each day.

○ **Airtanker Dispatch Limitations - Start-Up/Cut-Off**

Multi-engine airtankers shall be dispatched to arrive over a fire not earlier than 30 minutes after official sunrise and not later than 30 minutes before official sunset. Retardant operations are permitted after sunset, but must have concurrence by involved flight crews. In addition, aerial supervision (lead/ ASM or ATGS) is required. Single engine airtankers shall comply with all single engine VFR requirements (30 minutes before sunrise, 30 minutes after sunset).

Note that the limitations apply to the time the airtanker arrives over the incident/completes its dropping activity, not the time the aircraft is dispatched from its base. The air tactical group supervisor, airtanker coordinator or air tanker pilot in command (PIC) will determine that visibility and other safety factors are suitable for dropping retardant and notify the appropriate dispatcher of this determination.

Airtanker Dispatch Limitations - Start-up/Cut-off Times



@ = Arrival Over the Fire (No earlier in the morning or later than in the evening).

* = SUPERVISED (Defined as Air Tanker Coordinator or Air Tactical Group Supervisor)

Note: Sunrise & Sunset are determined by the Official Sunrise and Sunset Tables of the nearest reload base

Reference the incident aerial supervision requirements table for additional information.

• **RETARDANT AVOIDANCE AREAS**

There are specified areas on each national forest in the Great Basin Area where the use of retardant/fire chemicals has been determined to adversely affect terrestrial and aquatic species. These areas are identified on the individual retardant avoidance maps located at all regional airtanker bases, dispatch offices, permanent helibases, and supervisor's offices and on the GBCC webpage:

<https://sites.google.com/site/aerialsuper/home/maps-data/avoidance-areas-by-usfs-region>

If a misapplication of retardant occurs, follow the reporting and monitoring guidance found on the USFS Aerial Application of Retardant Web site: <https://www.fs.fed.us/managing-land/fire/chemicals>

UNMANNED AIRCRAFT SYSTEMS (UAS)

Unmanned Aircraft Systems are considered aircraft and therefore must adhere to USFS/DOI policy (including approval and carding of aircraft and pilots). UAS include everything from hand operated devices weighing less than a pound to aircraft the size of commercial airliners. UAS include any aircraft used, or intended to be used, for flight in the air with no onboard pilot.

UAS missions must be approved in advance by DOI (OAS) or the U.S. Forest Service, Washington Office and Regional Aviation Officer prior to use on any USFS/DOI agency projects (to include fire/incidents/prescribed fire, BAER, etc.).

1 When UAS are flown for USFS/DOI work or benefit, FAA, USFS, and DOI regulations apply.

2 Units wishing to utilize UAS must have a plan in place for how they are going to collect, process, and
3 disseminate data gathered by a UAS. Consult with your Unit Aviation Officer or the Regional/State
4 aviation staff to assist in selecting and ordering the aircraft best suited for the mission.

5 The following minimum standards apply:

6 All aircraft (to include UAS) purchase, lease, or acquisition must follow agency procurement policy and
7 procedures.

8 **DOI and USFS UAS policy and operational Guidelines for use of UASs is dynamic and there are**
9 **differences in agency policies**

10 • **USFS**

11 UAS flights under USFS operational control must adhere to USFS policy and regulations regarding
12 their use. Guidance can be found in FSM 5713.7, the USFS National Aviation Safety and
13 Management Plan and at <http://www.fs.fed.us/science-technology/fire/unmanned-aircraft-systems>

14 • **DOI**

15 UAS flights under DOI operational control must adhere to DOI policy and regulations regarding their
16 use. Guidance can be found in 350-353 Departmental Manuals and Operational Procedures

17 Memoranda 11: <https://www.doi.gov/aviation/library/opm>

18 **Key Points for all agencies:**

19 The use of any UAS (including model or remote controlled aircraft) for compensation is considered a
20 “commercial” operation per the FAA. Commercial UAS operators must have a Section 333 Exemption and
21 COA or Part 107 certification issued by the FAA. A list of companies with valid 333 Exemptions can be
22 found here: <https://www.faa.gov/uas>

23 IMTs must notify the agency administrator prior to use of UAS. A modification to the Delegation of
24 Authority should be considered.

25 Personally owned UAS or model aircraft may not be used by federal agencies or their employees for
26 interagency fire use.

27 An emergency COA can only be issued by the FAA if the proponent already has an existing COA for their
28 aircraft. The request must be accompanied with a justification that no other aircraft exist for the mission
29 and that there is imminent potential for loss of life, property, or critical infrastructure, or is critical for the
30 safety of personnel.

31 Cooperators, pilot associations and volunteer aviation groups or individuals may offer to fly unmanned
32 aviation missions (i.e. aerial surveys, fire reconnaissance, infrared missions, etc.) at no charge to the
33 IMTs. Although these offers seem very attractive, we cannot accept these services unless they meet FAA,
34 USFS and/or DOI policy.

35 The FAA has established guidelines for hobbyists who fly model and remote controlled aircraft via
36 Advisory Circular 91-57. Model aircraft are to be flown only for recreation or hobby purposes. For further
37 information, refer to: https://www.faa.gov/uas/getting_started/model_aircraft/

38 Additional information can be found on the FAA website: https://www.faa.gov/uas/getting_started/

AIRSPACE

• TEMPORARY FLIGHT RESTRICTIONS (FAR 91.137).

○ Policy

The policies and procedures found in the Interagency Airspace Coordination Guide have been adopted for all agencies' use and implementation.

○ Procedures

It is essential that both local dispatch center and the GBCC dispatchers are trained in the policies and procedures found in the Interagency Airspace Coordination Guide "Interagency Request for Temporary Flight Restriction" and "Documentation of Contacts Requesting Deconfliction of Airspace by the Military."

Local dispatch centers are responsible for:

- Coordinating with military units for deconfliction of Special Use Airspace (SUA) and Military Training Routes (MTR's)
- Submitting requests for temporary flight restrictions to the appropriate FAA air route traffic control center through the NOTAM Entry System (NES). Documenting the request on an A#.
- Informing the coordination center of temporary flight restrictions granted by FAA

The coordination center upon request from a local unit, may assume the responsibility for requesting flight restrictions and/or assisting local units in deconflicting airspace with the military.

For non-fire deconfliction of airspace, refer to the Interagency Airspace Coordination Guide or a local agreement (i.e., BLM and Air Force: Mountain Home, Hill, or Nellis).

If a dispatch center is experiencing high workload with airspace coordination they may order an airspace coordinator. Additionally, military representatives to the FAA and agency airspace program managers (See Interagency Airspace Coordination Guide) are also available to assist.

• MILITARY TRAINING ROUTES AND SPECIAL USE AIRSPACE

See the Interagency Airspace Coordination Guide. "Documentation of Contacts Requesting Deconfliction of Airspace by the Military."

Local dispatch centers are responsible for coordinating with military units for deconfliction of Special Use Airspace (SUA) and Military Training Routes (MTRs). The GBCC, upon request from a local dispatch center, may assume this responsibility and/or assist local units.

• AIRSPACE CONFLICTS

All airspace conflicts including accidents (mid-air collision), incidents (near mid-air collision), hazards (intrusions into airspace restricted under Part 91.137 Temporary Flight Restrictions) and other occurrences involving airspace shall be reported immediately by the individual involved with or observing the conflict to the local dispatch center or aviation manager.

Upon notification of a conflict, the local dispatch center shall immediately notify the local aviation manager and/or airspace coordinator if in place.

The local aviation manager/dispatch center shall immediately attempt to gather all pertinent details and report the occurrence to:

The appropriate regional, state, or area aviation manager
The coordination center

These individuals shall take all necessary action to further report the occurrence according to agency requirements (e.g. in the case of an accident or incident with potential) and shall coordinate on the immediate follow up and investigation of the conflict.

If the conflict involves a serious aviation accident involving injury or loss of life or property the coordination center shall immediately notify the NICC and the appropriate agency aviation manager.

If an airspace conflict occurs that involves UAS, local units and/or dispatch centers will follow the NWCG UAS Incursion Protocol (NWCG Memorandum 16-006) and report each incident to the affected ARTCC.

See the Interagency Airspace Coordination Guide for further information on airspace conflict reporting and follow up.

• **FAA TEMPORARY CONTROL TOWER OPERATIONS**

Temporary control tower assistance is available through the FAA's Western Service Area Agreement (AK, AZ, CA, CO, HI, ID, MT, NV, OR, UT, WA, and WY). (Reference Chapter 11 Interagency Airspace Coordination Guide). All requests for temporary control towers are ordered through GBCC on an Aircraft resource order.

FAA temporary towers should be activated when conditions of visibility or level of activity at an uncontrolled airport are such that FAA control will enhance safety. Airport managers should be consulted, as well as pilots and aircraft managers. When an agency requests that an FAA temporary tower be brought in due to complex aviation activity for an air base or incident, the following procedures must be followed:

Local dispatch center submits a resource order and Temporary Tower Request form to the GBCC for an FAA tower as an A#.

The FAA has requested additional information be provided when requesting FAA temporary control towers information and the FAA Temporary Tower Request form can be found at the following website: www.airspacecoordination.net

Provide the following when placing the order:

- Site Location- does a facility exist? (consider ordering air ops/helibase trailers, office trailers, etc., via an equipment order form) Does the facility have a good field of view for taxi, takeoff, and approach paths? Does the facility have electrical and/or phone capability?
- Estimated times of operation (sunrise to sunset)
- Estimated duration of incident
- The names, telephone numbers and e-mail/internet addresses of the local unit contacts.

NOTE: FAA personnel are not committed to 14 day assignments. The FAA will handle personnel switch outs as needed and may request assistance with travel arrangements.

The FAA will be responsible for staffing appropriately to meet the request and any internal requirements. (Agency will be responsible for providing total subsistence for FAA personnel).

The local unit aviation manager is responsible for providing a thorough briefing to the FAA controllers and assist the controllers in presenting their own briefing to pilots and other interested personnel.

Ensure that adequate radio equipment is available for use. These must be 760-channel VHF-AM radios. Note that the air ops/helibase trailers come with complete radio packages.

Be aware that the FAA will issue a NOTAM (Notice to Airmen) for the airport informing the public of the change in status from uncontrolled to controlled and identifying radio frequency for contact with the tower.

Additional Needs- since the FAA does not have the support equipment necessary to establish a temporary tower, the incident should order support equipment through established ordering channels. See the National Interagency Mobilization Guide and the Interagency Airspace Coordination Guide, Chapter 11, for a list of support equipment.

When the incident no longer needs the tower, ensure that release procedures occur through the appropriate channels and payment documents are completed.

AIRCRAFT IDENTIFICATION SYSTEM

• ORDERING / RESOURCE TRACKING

Units, in order to perform timely search and rescue must have a record of the complete FAA registration number of aircraft involved, including those designated below which are allowed to utilize a call sign other than the FAA registration number ("N"). Units shall use the established FAA aircraft registration ("N") number for logistical ordering/resource tracking through ROSS. **Resource orders must include the full FAA registration number for all aircraft.**

○ Tactical Aircraft Call Signs

Local or incident tactical aircraft must use the following call sign system for radio transmissions. Abbreviation to the last 3 numbers of the FAA registration number is permitted, provided there is no duplication of the call sign with that of another aircraft.

▪ Airtankers

Nationally assigned tanker number, for example call sign "Tanker 63."

▪ SEATs

Nationally assigned tanker numbers, for example call sign "Tanker 830."

▪ Aerial Supervision Module

Normally assigned pilot's lead number. State of Alaska will assign "A-Alpha" and all federal ASMs will assign a "B-Bravo" as their identifier. If the aircraft is flying with only a pilot the call sign will be "Lead".

▪ Leadplanes

Nationally assigned pilot's lead number, for example call sign "Lead 47".

▪ Air Attack

FAA registration number, abbreviation to the last 3 digits is permitted. For example, call sign "Air Attack 0TC." When assigned and over the incident, the air attack uses the fire name. For example, call sign "Pioneer Air Attack".

▪ Reconnaissance

FAA registration number, abbreviation to the last 3 digits is permitted. For example, call sign "Recon 51P."

▪ Helicopter

FAA registration number, abbreviation to the last 3 digits is permitted. For example, call sign "Helicopter 3HP."

▪ Smokejumper

FAA registration number, abbreviation to the last 2 digits is permitted. For example, call sign "Jumper 31."

AIRCRAFT ACCIDENT AND INCIDENT/HAZARD/MAINTENANCE DEFICIENCY REPORTING

Any deviation from aviation policy or procedures, either on the ground or in the air, shall be reported through use of the SAFECOM report at: <https://www.safecom.gov/>, along with notification to the local unit aviation manager.

The agency with operational control of the aircraft at the time of the occurrence is responsible for ensuring timely submission by the observing or involved individual (i.e. flight manager) of the SAFECOM report. For aircraft enroute to an incident which are involved in an accident or incident/hazard/maintenance deficiency prior to arrival, the scheduling/sending dispatch office shall be the unit with reporting responsibility.

• NOTIFICATION PROCEDURES FOR ACCIDENT AND MISSING AIRCRAFT

Reference the unit Aircraft Emergency Response Plan
Notify agency aviation managers
Notify the GBCC and the NICC

• GREAT BASIN AIRSPACE CONFLICT INCIDENT REPORTING PROCESS

Any individual, regardless of agency, who observes any action that they feel has potential safety implications, should report such action on a SAFECOM. The report must be timely and factual. The report should be submitted within 24 hours of occurrence, or sooner, if immediate action is needed.

Agency Aviation Safety Manager(s) from the agency that had operational control of the incident will review and investigate the SAFECOMs. Discrepancies will be handled per agency direction. The agency on which the incident occurs will bear the cost of the investigation.

AIRFIELD / AIRSTRIP CLASSIFICATION

Classifications of airfield/airstrips are contained in the USDA Forest Service Airfield/Airstrip Directory. This directory is available at: http://www.fs.fed.us/fire/aviation/av_library/AAD2000.pdf

• AIRFIELD / AIRSTRIP CATEGORIES

Category 1

These are major airports that have paved, lighted, multiple runways served by FAA approved instrument approach procedure(s). These airports are generally limited by their weight bearing capacity.

Category 2

These airports generally serve small communities. They are equipped with at least one paved, lighted runway and services vary.

Category 3

These are airfields with limited or no services. They may be unpaved, unlighted and seasonally maintained. They are located either on federal, state, county, municipal or private land. Use approval must be obtained from the appropriate NF dispatch office.

Category 4

These are mountain/remote airstrips and are restricted by the FS to day VFR flight only. Use authorization must be obtained from the appropriate NF dispatch office. Pilots must have an endorsement on their Pilot Qualification Card and meet specific currency requirements.

• BACKCOUNTRY AIRFIELDS

Backcountry airfields are identified as Category 4 in the [Airfield/Airstrip Directory](#). Criteria for their use and pilot qualifications for Category 4 airfields are contained in the directory.

Air operations into any airfield/airstrip should be coordinated with local dispatch and regional aviation personnel.

• GREAT BASIN AIRPORT INFORMATION SOURCES

FAA airport/facilities directory
Western States Flight Guide
AirNav.com
<http://skyvector.com/>

SPECIAL USE AIRSPACE (SUA). See the Interagency Airspace Coordination Guide for procedures.

Dispatchers unfamiliar with the military units with whom they are dealing should refer to the Geographical Location column, then locate the applicable Special Use Airspace for the area of operations.

Points of contacts, with specific procedures for each base/scheduling agency are as follows:

Scheduling Agency	Special Use Airspace	Contacts
NELLIS Air Force Base	Desert MOA RA 4806 East/West RA 4807 Alpha/Bravo RA 4808 North/South RA 4809	Range Scheduling: Blackjack / Fire Reporting: 702-653-4707 Next day schedules: 702-653-7403 Weekend/Holiday: 702-653-5480 Nellis Air Traffic Control Facility: 702-652-2953 4222 Airspace Manager: 702-652-7891
FALLON Naval Air Station	Austin MOAs Gabbs MOAs Ranch MOAs Reno MOAs RA 4802 RA 4804 RA 4810 RA 4812 RA 4813 RA 4816 North/ South	Range Scheduling: 775-426-2416 or 775-426-3643 Desert Control: 775-426-2419 Weekend/Holiday: 775-426-2419 Ops Duty Officer: 775-426-2200
NEVADA Air National Guard	Low Altitude Tactical Navigation Area	Scheduling: 775-788-4595
HILL Air Force Base	Barren MOA Gandy MOA Lucin MOA Sevier MOA RA 6402 Alpha RA 6404 - Alpha/Bravo/Charlie RA 6405 RA 6406 Alpha/Bravo RA 6407	Hill AFB 801-777-4404 Clover Control: 801-777-7575 Scheduling: 801-777-4401 or 801-777-9385 Command Post: 801-777-3007 Airspace Manager: 801-777-6926

Scheduling Agency	Special Use Airspace	Contacts
<p>MOUNTAIN HOME Air Force Base</p>	<p>R-3202 3204 Owyhee MOAs Jarbridge MOAs Paradise E & W MOAs Saddle MOAs</p> <p>**MHAFB 366th will also schedule all routes for IDANG 190th**</p>	<p>366th Wing Scheduling: 208- 828-4607 / 4631 / 2172 FAX: 208-828-4573 E-Mail: 366oss.ososas@us.af.mil</p> <p>MHAFB RAPCON: Chief Controller Office 208-828-2854 / 2077</p> <p>Cowboy Control (MHAFB): Operations Floor: 208-828-1379</p> <p>MHAFB Airspace Manager: Byron Schmidt (use only when other coordination sources fail): byron.schmidt@mountainhome.af.mil 208-828-4722 (W) 208-631-1958 (C)</p> <p>MHAFB Command Post (use only when scheduling is not available): 208-828-5800</p>
<p>IDAHO Air National Guard</p>	<p>Saddle MOA</p> <p>Saddle MOA (Oregon)</p> <p>R-3203</p> <p>Triangle Saylor Creek R-3202 NOE (Danskin Mts)</p>	<p>IDANG 190th Wing Scheduling: ** All scheduling for IDANG 190th will be done by MHAFB 366th Wing Scheduling. See above.*</p> <p>DNG 266TH RANS (Cowboy Control) Airspace Scheduling: 208 828 1614 FAX: 208 828 4041</p> <p>Orchard Training Range Scheduling/ Operations: Charles Ake 208 272 8224 Cell: 208 559 1587 FAX: 208 272 4462</p> <p>Range Officer: CW2 Nathan Spaulding 208 272 8225 Cell: 208 841 1134</p> <p>Firing Desk: 208-272-4444 OTA Security: 208-866-2620</p> <p>Army Aviation 183rd AVN BN (Helicopters) Idaho only: Operations Officer: 208-272-3976 FAX: 208-272-4046 E-Mail: granger.amthor@us.army.mil</p> <p>Joint Operations: 208-272-5755 FAX: 208-422-6262</p>

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CHAPTER 60 - PREDICTIVE SERVICES

PREDICTIVE SERVICES

Predictive Services provide decision support to the federal, state, and local wildland fire agencies for operational management and strategic planning fire firefighting resources. This is accomplished through the collection, analysis and dissemination of information regarding fire activity, resource status, weather, fuels, and assessments of fire danger and fire potential.

GBCC is responsible for the coordination and distribution of decision support products produced by the Predictive Services Unit.

The Predictive Services Handbook and the Predictive Services Operating Principles and Guidelines provide guidance and direction to NICC and GACC Predictive Services Units. The Predictive Services Handbook and Guidelines can be found at:

https://www.predictiveservices.nifc.gov/NPSG/npsg_pdf/PSHandbook_2009Update.pdf

- **INCIDENT STATUS SUMMARY (ICS-209)**

See National Interagency Mobilization Guide Chapter 60, for reporting requirements and format.

Any incident within the Great Basin that meets the reporting criteria will have an initial and final Incident Status Summary ICS-209 completed and submitted electronically via the Fire and Aviation Management Web (FAMWEB) ICS-209 application.

- Initial reporting criteria include, but are not limited to; fire size of 100 timber/slash, 300 grass/brush, ordering or assigning of national resources or any significant events.

A final ICS-209 will be submitted once the incident is contained or controlled and national resources are no longer assigned to the incident. An ICS-209 may be changed from Final status to Update status in the event the incident escapes containment. A final ICS-209 will be subsequently submitted upon re-containment.

Reports are due by 1900 hours daily local time, although earlier submission times may be established during those periods when the GBMAC Group is active. Local centers will call GBCC by 1900 if a later submission time is necessary. The ICS-209 User's Guide is available on the Great Basin website for display/downloading.

https://www.predictiveservices.nifc.gov/intelligence/ICS-209_User_Guide_3.0_2017.pdf

Users should familiarize themselves with the definitions and instructions within the user's guide before attempting to enter information into the ICS-209 application.

It is the responsibility of the Type 1 and/or 2 IMT to complete and submit ICS-209s when they are in place on an incident. For all other incidents, the dispatch center will ensure complete and accurate ICS-209 information is gathered and electronically submitted.

For incidents managed under a strategy other than Full Suppression AND the incident is likely to remain active for a period greater than 72 hours.

See ICS-209 User's Guide page 13, for reporting requirements and format.

- **209 Reporting Criteria Definitions**

Full Suppression implies a strategy to "put the fire out," as efficiently and effectively as possible, while providing for firefighter and public safety. To complete a fireline around a fire to halt fire spread, and cool down all hot spots that are immediate threat to control line or outside the perimeter, until the lines can reasonably be expected to hold under foreseeable conditions. Synonymous with "Full Perimeter Containment" and "Control."

Monitor is the systematic process of observing, collecting and recording of fire-related data, particularly with regards to fuels, topography, weather, fire behavior, fire effects, smoke, and fire location. This may be done on-site, from a nearby or distant vantage point in person or using a sensor, or through remote sensing (aircraft or satellite).

Confine is to restrict a wildfire to a defined area, using a combination of natural and constructed barriers that will stop the spread of the fire under the prevailing and forecasted weather conditions until out. This means, “some action is or has been taken” (line construction, bucket drops, etc.) to suppress portions of the fire perimeter.

Point or Zone Protection involves protecting specific points from the fire while not actively trying to line the entire fire edge. Points being protected may be communities, individual homes, communication sites, areas of high resource value, etc.

- **Criteria For Updating ICS-209s**

- **Full Suppression**

- Updated daily until contained or controlled and national resources are no longer being ordered for or assigned to the incident. If any significant changes occur overnight, a verbal update will be made to the GBCC by 0700 hours Mountain Time.

- **Monitor/Confine and Point or Zone Protection**

- Update will be reported weekly, by close of business on Thursdays. Alternatively, updates will be completed when a significant change event occurs, on the day of the activity.

- **Significant Change Event**

- A forecasted, planned, or experienced event that affects incident management or operations. This includes but may not be limited to the following items:

- - A critical fire weather event is forecast, such as a high Haines index, dry cold front, etc; AND fire activity created by the event is expected to threaten, potentially threaten, or cause damage to values at risk;
 - Sufficient increase in acres or activity (such as smoke production) to create public health or nuisance concerns;
 - The incident strategy is modified;
 - National resources are assigned or released;
 - An accident, injury or fatality occurs;
 - Loss of structures;
 - The incident is contained or out.

- **Incident Prioritization**

- GBCC Intelligence section will use the Incident Prioritization Worksheet supported by information contained within current ICS-209s to determine and establish incident priorities. When the GBMAC is activated, the GBMAC Coordinator will utilize the Incident Prioritization Worksheet contained within the GBMAC Operating Plan to establish incident priorities.

- **INTERAGENCY SITUATION REPORT (SIT)** See National Interagency Mobilization Guide.

Dispatch centers will report all fire activity, including prescribed fires via the FAMWEB application known as the Interagency Situation Report located at <https://fam.nwcg.gov/fam-web/>. Information from the SIT application is retrieved by GBCC, and subsequently by NICC, to generate summary situation reports.

The Interagency Situation Report User's Guide is available on the GBCC website https://www.predictiveservices.nifc.gov/intelligence/Situation_Report_User_Guide_2017.pdf for display/downloading.

Users should familiarize themselves with the definitions and instructions captured within the user's guide before attempting to enter information into the SIT application.

- **Situation Report Schedule, Statistics And Priorities**

- **May 15 through October 15:**

- For all Great Basin dispatch centers, the Situation Report will be completed **daily** by close of business or 1900 hours local time every day the center is staffed. The dispatch center will call the Great Basin Intelligence Desk if a later submission time is necessary.

- **October 15 through May 15:**

- The SIT Report will be submitted **weekly**, close of business on Thursday, at a minimum. Centers may choose to report fire information daily, during this time frame. Should national or geographic area's Preparedness Level be elevated to 2 or higher, the SIT Report will be submitted daily.

- **Daily Fire Statistics**

- Dispatch centers will report both wildfire and prescribed fire activity that occurred during the past 24 hours on their units in this field. The reporting period is 0001 to 2400 local time. If significant changes in fires/acres transpire after the report has been submitted, the updated information will be relayed to the Coordination Center by 0700 hours local time. Corrections of fires and/or acres, will be made on the Year-to-Date Statistics screen at the earliest possible reporting period.

- **Local Incident Priorities**

- Dispatch centers will use this screen to assign their internal incident priorities. If there is a significant change in priorities once GBCC has closed for the day, a phone call will be placed to the GBCC on-call phone to facilitate relaying the information to NICC. This will enable NICC to effect the appropriate changes in the Incident Management Situation Report (IMSR) for the following day.

- **INCIDENT MANAGEMENT SITUATION REPORT** See the [National Interagency Mobilization Guide](#)

- **NATIONAL WILDLAND SIGNIFICANT FIRE POTENTIAL OUTLOOK**
See [National Interagency Mobilization Guide](#)

- **FUEL AND FIRE BEHAVIOR ADVISORIES** See [National Interagency Mobilization Guide](#)

The GBCC Predictive Services staff, along with the GACC Center Manager, will be involved with the issuance of any fuels/fire behavior advisories within the Great Basin. A GACC Meteorologist will coordinate with the GBCG and/or agencies in order to carefully consider both the content and intended audience of the messages.

Within the local area when a single agency, unit or county issues an advisory, it is recommended they utilize the standard template for Fuel and Fire Behavior Advisories. The local dispatch center will coordinate with the GACC Predictive Services Unit.

- **SEASONAL FIRE WEATHER / FIRE DANGER OUTLOOK**

- **Fire Potential Impact Map**

- Graphical guidance regarding short term fire weather impacts for the GACC. Includes potential for lightning, critical winds, and wetting rains. This product will be issued daily during fire season.

- **7-day Significant Fire Potential Outlook**

- A color-coded week-long forecast of fire potential, based on projected fuels dryness and weather conditions. Firefighting resources information is also included. This product will be issued daily during fire season.

- **Monthly and Seasonal Outlook**

A long term outlook that combines recent and future climatic conditions, and expected fuel conditions, to produce a fire potential outlook for the upcoming four month period. This product is issued monthly throughout the year, and available both in electronic copy and video format in the Outlooks section of the Predictive Services webpage.

GBCC Outlook: <https://gacc.nifc.gov/gbcc/predictive/docs/monthly.pdf>

National Outlook: <https://gacc.nifc.gov/gbcc/outlooks.php>

GREAT BASIN PREDICTIVE SERVICE PRODUCTS

- **GREAT BASIN EVENING SUMMARY REPORT**

Evening Summary Report will be produced and available on the GBCC website when more than one IMT has been mobilized within the geographic area, PL 3 and above, or significant competition for resources exists. The summary can be found on the GBCC Intelligence webpage.

- **GREAT BASIN NFDRS FUEL CHARTS**

Current Fuel Charts of ERC, 100-hr and 1000-hr fuel levels are generated for all Predictive Service Areas, (PSAs) across the Great Basin, with comparisons to normal and record dry levels. These charts are produced daily during fire season in Fire Family Plus and can be found in the Fuels/Fire Danger section of the Predictive Services webpage.

- **GREAT BASIN CRITICAL FUEL STATUS**

An interactive map indicates whether fuels are currently critical or not for fire potential, and is updated regularly through the fire season with input from local units. This map can be found in the Fuels/Fire Danger section of the Predictive Services webpage.

- **GREAT BASIN RAWS POINT ERC MAP**

A color coded map which indicates daily ERC values, percentiles and trends for specific RAWS stations, and can be found in the Fuels/Fire Danger section of the Predictive Services webpage.

- **GREAT BASIN FIRE POTENTIAL VIDEO BRIEFING**

A video briefing, issued daily by 0900 MT, looking at a combination of current fuel and fire conditions, along with expected weather conditions, to determine significant fire potential across the Great Basin for the coming week. This video briefing is located in the Outlooks link of the Predictive Services header on the GBCC website. <https://gacc.nifc.gov/gbcc/outlooks.php>

CHAPTER 80 - FORMS**DISPATCH FORMS**

All units will use appropriate forms as designated by this Mobilization Guide and by their Coordination Center.

- **RESOURCE ORDER FORM**

See [National Interagency Mobilization Guide](#), Page 99

- **MOBILE FOOD & SHOWER SERVICE REQUEST FORM**

See [National Interagency Mobilization Guide](#), Page 101

- **PASSENGER AND CARGO MANIFEST FORM**

See [National Interagency Mobilization Guide](#), Page 102

- **AIRCRAFT FLIGHT REQUEST/SCHEDULE FORM**

See [National Interagency Mobilization Guide](#), Page 104

- **INFRARED AIRCRAFT SCANNER REQUEST FORM**

See [National Interagency Mobilization Guide](#), Page 106

- **FAA TEMPORARY TOWER REQUEST FORM**

See [National Interagency Mobilization Guide](#), Page 107

- **PREPAREDNESS/DETAIL REQUEST FORM**

See [National Interagency Mobilization Guide](#), Page 108

- **INCIDENT STATUS SUMMARY (ICS-209) FORM**

See [National Interagency Mobilization Guide](#), Page 109

- **FUELS AND FIRE BEHAVIOR ADVISORY TEMPLATE**

See [National Interagency Mobilization Guide](#), Page 113

- **WILDLAND FIRE ENTRAPMENT/FATALITY INITIAL REPORT FORM**

See [National Interagency Mobilization Guide](#), Page 114

- **DOCUMENTATION OF LENGTH OF ASSIGNMENT EXTENSION REQUIREMENTS FORM**

See [National Interagency Mobilization Guide](#), Page 116

Copies and/or links of the following forms are provided in the subsequent pages:

- **SAFECOM FORM**

See form and instructions at: <https://www.safecom.gov/>

- **AIRCRAFT DISPATCH FORM**

<https://gacc.nifc.gov/gbcc/aircraft.php>

- **INTERAGENCY REQUEST FOR TEMPORARY FLIGHT RESTRICTION**

http://www.airspacecoordination.org/coord/tfr_request.pdf

- **DOCUMENTATION OF CONTACTS REQUESTING DECONFLICTION OF AIRSPACE BY THE MILITARY** See <http://gacc.nifc.gov/gbcc/aircraft.php> under Aviation Forms

- **AIRSPACE BOUNDARY MANAGEMENT PLAN AND CHECKLIST**

<http://www.airspacecoordination.org>

- **INCIDENT MANAGEMENT TEAM PERFORMANCE EVALUATION**

<http://gacc.nifc.gov/gbcc/dispatch.php>

- **GREAT BASIN BUYING TEAM PERFORMANCE EVALUATION**

<http://gacc.nifc.gov/gbcc/business.php>

AIRCRAFT DISPATCH FORM			
INCIDENT NAME:	DATE:	TIME:	SUNSET+30:
INCIDENT ORDER #:	CHARGE CODE:		
DESCRIPTIVE LOCATION:		ELEVATION:	
LATITUDE:	LONGITUDE:		
BEARING (DEG):	DISTANCE (NM):	FROM:	
INITIAL POINT (IP) DESCRIPTIVE LOCATION:			
IP LATITUDE:	IP LONGITUDE:		
FLIGHT FOLLOW:	F/F FREQUENCY:	TONE:	
AIR CONTACT:	A/A FREQUENCY:	TONE:	
GROUND CONTACT:	A/G FREQUENCY:	TONE:	
HAZARDS:			
OTHER AIRCRAFT:			
RELOAD BASE(S)			

COMMENTS:

REQUEST FOR A TEMPORARY FLIGHT RESTRICTION

DATE: _____ TIME: _____	FAA ARTCC requires phone notification. ARTCC _____ FAA PHONE: _____ FAX: _____
Resource Order Number: _____ Request Number: A - _____	DISPATCH OFFICE _____ PERSON REQUESTING TFR: _____ 24 HR. PHONE (No Toll Free #s) _____

Circular Degrees Minutes Seconds Only – use zero's for seconds if unavailable

LAT/LONG of Center Point (US NOTAM OFFICE FORMAT <u>ddmmssN/ddddmmssW</u>)	RADIUS (NM) (5 NM is standard)
N/	W

Polygon (List perimeter points in clockwise order). For NES Input: Use the same NAVAID if possible for each point. List nearest NAVAID (distance < 50 NM) - do not use NDB or T-VOR. (For lat/long - Degrees Minutes Seconds only)

Point #	Lat/Long format <u>ddmmssN/ddddmmssW</u>	Point #	Lat/Long format <u>ddmmssN/ddddmmssW</u>
1	N	5	N
2	N	6	N
3	N	7	N
4	N	8	N

NOTAM # of TFR being replaced _____

Altitude (MSL: Only) _____
 24 hours a day? _____ or Daytime Operational Hours: (UTC) _____ to _____
 Incident TFR Duration: _____ to _____ (Estimate – 2 months out is ok)
 Format: YYMMDDhhmm to YYMMDDhhmm

Geographic Location of Incident (NM from nearest well known location recognizable to general aviation or local town, state)

Agency in Charge _____ Incident Name _____
 24 hour phone number (No toll Free #s) _____ VHF-AM Air to Air Frequency _____
 This will affect the following Special-Use Airspace: (MOA, RA, WA, PA, AA): _____

This will affect the following Military Training Routes:					
Route	SEGMENT(S)	SCHEDULING ACTIVITY	Route	SEGMENT(S)	SCHEDULING ACTIVITY

NOTAM # _____ Time Issued _____ Date ____/____/____

Date/Time TFR Canceled: _____ By: _____ Replaced by _____

Feb 2015

Approved by the Interagency Airspace Subcommittee
 Suggestions for improvements may be sent to Julie Stewart at j5stewart@blm.gov

DOCUMENTATION OF CONTACTS REQUESTING DECONFLICTION OF AIRSPACE BY THE MILITARY

I. MILITARY TRAINING ROUTES (MTRs)										
REQUEST CLOSURE OF SEGMENTS OR RESTRICTION (eg. ALTITUDE ADJUSTMENT) OF THE FOLLOWING MTRs:										
DATE / TIME	SCHEDULING AGENCY ACTIVITY	COMMERCIAL PHONE NUMBER	DECONFLICTION REQUESTED ON			CONTACT MADE TO (SCHEDULER NAME)	CONTACT MADE BY (DISPATCHER NAME)	IS ROUTE HOT? (Y/N)	REMARKS/ (DAILY CONTACTS)	RESTRICTION LIFTED (DATE/TIME AND CONTACTS)
			ROUTE •	FROM POINT	TO POINT					

II. SPECIAL-USE AIRSPACE (SUA) (MOAs, RAs, etc.)						
RELAY INFORMATION ON REVERSE ("INTERAGENCY REQUEST FOR TEMPORARY FLIGHT RESTRICTION") TO THE SCHEDULING AGENCY AND/OR MILITARY ATC FACILITY						
DATE / TIME	SCHEDULING AGENCY OR ATC	PHONE NUMBER	REQUEST RELAYED TO (SCHEDULER NAME)	REQUEST RELAYED BY (DISPATCHER NAME)	REMARKS/ (DAILY CONTACTS)	RESTRICTION LIFTED (DATE/TIME AND CONTACTS)

Great Basin Interagency - Airspace Boundary Management Plan and Checklist

PURPOSE: The requirement for increased management and coordination is due to the possibility of two or more agencies/cooperators conducting simultaneous, uncoordinated aviation operations within those areas which would unknowingly put the responding aerial operations within close proximity to another, placing aircraft and crews at risk. The purpose of this plan is to identify such boundaries and Initial Attack zones and provide means of communication, coordination, and airspace deconfliction within those areas.

Aerial operations on, or adjacent to agency/cooperator boundaries, and areas where a neighboring agency/cooperator provides fire suppression on lands administered by the adjoining agency/cooperator (mutual aid, shared, or exchanged Initial Attack areas or zones) require increased management and coordination.

GUIDELINES & PROCEDURES:

- A. An imaginary 10 mile wide neutral air corridor will center on agency/cooperator boundaries. The neutral air for mutual or exchanged Initial Attack areas or zones will encompass the whole zone plus 5 miles outside the zones boundaries.
- B. Any agency conducting aerial operations within a corridor or zone will immediately notify the adjoining agency/cooperator of such operations. This is accomplished to and from dispatch offices prior to the commencement of operations and when operations cease. Examples of aerial operations include recon, fire suppression missions, special aviation projects, resource management flights, helicopter logging, etc.
- C. Agency aircraft will establish contact on the assigned air-to-air frequency. Should contact not be made, the contact air-to-air frequency will be Air Guard 168.625 Mhz. This frequency will be designated for initial contact and coordination between converging aircraft within corridors and zones only when contact is not otherwise possible. Because this frequency is programmed as the default receive frequency in all agency and contract aircraft FM radios and is intended for initial contact and emergency purposes only, it is imperative that this frequency not be utilized for tactical or logistical purposes. If Guard is used to establish initial contact, aircraft are expected to switch to an alternative frequency (i.e. the local or incident air-to-air frequency, etc.).
- D. When aircraft from two or more adjoining agencies/cooperators are being committed to the same general area of a corridor/zone:
 - Considering complexity, dispatch an Air Tactical Group Supervisor (ATGS).
 - Approaching aircraft will establish air-to-air frequency contact prior to entering the area.
 - Aircraft rely upon dispatch centers for current relevant information. Therefore, coordination between dispatch centers must occur prior to dispatch.
- E. When an aircraft is dispatched to an incident within a corridor/zone and no other aircraft are known to be present:
 - The approaching aircraft will attempt to establish contact on the assigned frequency. If unsuccessful, Guard frequency 168.625 will be utilized.
 - Perform a high level recon prior to low-level activities.
 - Practice see and avoid.
 - The dispatch initiating the flight will notify and coordinate with the adjoining agency/ cooperator dispatch.
- F. Temporary Flight Restrictions (TFRs) within or in close proximity to corridors/zones will be coordinated and information shared between the responsible dispatch offices.

Great Basin Airspace Boundary Checklist (Example):**(1)** Date: _____ Time: _____ Dispatcher: _____**(2)** Fire Name and/ or Number: _____**(3)** Geographic Location: _____

Latitude x Longitude: _____ x _____

VOR Distance and Bearing: _____

(4) Aircraft Responding:

	Tail #	Departure Point
Air Attack	_____	_____
Lead	_____	_____
Air Tankers	_____	_____
	_____	_____
	_____	_____
Helicopters	_____	_____
	_____	_____
	_____	_____
Smokeyjumpers	_____	_____

(5) Is there a TFR in place or requested? Yes No

If yes, what are the parameters? Center Point: Lat. _____ Long. _____

Radius: _____ nm

Altitude: _____ MSL

(6) Radio Frequencies:

Flight Following Frequency: _____

Air to Air (VHF-AM): _____

Air to Ground (VHF-FM): _____

(7) Are there military training routes or Special Use Airspaces near the incident? Yes No

What are the Routes or SUA Involved? _____

If yes, has the Scheduling Activity been notified? Yes No

Have Flight Crews been notified? Yes No

(8) Adjacent Jurisdiction Dispatch Centers: CHECK ALL APPLICABLE and FAX

Dispatch Center: Phone: Fax:

Dispatch Center: Phone: Fax:

Dispatch Center: Phone: Fax:

(9) Has a follow up phone call been made to all Dispatch Centers checked above? Yes No

INTERAGENCY INCIDENT MANAGEMENT TEAM EVALUATION

APPENDIX I

Appendix I

Incident Management Team Performance Evaluation

Team IC		Incident Type	
Incident Name		Incident Number	
Assignment Dates		Total Acres	
Host Agency		Evaluation Date	
Administrative Unit		Sub-Unit	
<p>At the conclusion of each incident management team (IMT) assignment, the agency administrator or representative should complete this initial performance evaluation (sections 1-5). This evaluation should be discussed directly with the incident commander. The initial performance evaluation should be delivered by the agency administrator without delay to the incident commander, the state/regional fire management officer, and the chair of the IMT's home geographic area multi-agency coordination group to ensure prompt follow-up to any issues of concern.</p>			
<p style="text-align: center;">Complete the follow evaluation narratives and rating for each question</p> <p style="text-align: center;">0 – did not achieve expectations 3 – met expectations 5 – excelled</p>			
<p>1. How well did the Team accomplish the objectives described in the Wildland Fire Decision Support System (WFDSS) the Delegation of Authority, and the Agency Administrator Briefing?</p>			
Circle one	0	1	2
3	4	5	
<p>(Explain)</p>			
<p>2. How well did the Team manage the cost of the incident? Did the team follow agency incident operating guidelines? Were follow-up issues identified and documented for the Agency Administrator i.e.; invoices, OWCP and vendor issues?</p>			
Circle one	0	1	2
3	4	5	
<p>(Explain)</p>			

APPENDIX I**INTERAGENCY INCIDENT MANAGEMENT TEAM EVALUATION**

3. How did the Team demonstrate sensitivity to resource limits/constraints and environmental concerns?						
Circle one	0	1	2	3	4	5
(Explain)						
4. How well did the Team deal with sensitive political and social concerns?						
Circle one	0	1	2	3	4	5
(Explain)						
5. Was the Team professional in the manner in which they assumed management of the incident and how they managed the total incident? How did the Team handle transition either to another IMT or in returning the incident the hosting agency?						
Circle one	0	1	2	3	4	5
(Explain)						
6. How well did the Team anticipate and respond to changing conditions, was the response timely and effective?						
Circle one	0	1	2	3	4	5
(Explain)						
7. How well did the Team place the proper emphasis on safety?						
Circle one	0	1	2	3	4	5
(Explain)						

INTERAGENCY INCIDENT MANAGEMENT TEAM EVALUATION

APPENDIX I

8. Did the Team activate and manage the mobilization/demobilization in a timely and cost effective manner?						
Circle one	0	1	2	3	4	5
(Explain)						
9. How well did the Team use local resources, trainees, and closest available forces?						
Circle one	0	1	2	3	4	5
(Explain)						
10. How did the Team notify the incident agency regarding triggers for initiating a cost share agreement or large fire cost review? How were those recommendations implemented?						
Circle one	0	1	2	3	4	5
(Explain)						
11. Was the IC engaged and in charge of the Team and the Incident? How well did the IC function and operate as a leader?						
Circle one	0	1	2	3	4	5
(Explain)						

APPENDIX I**INTERAGENCY INCIDENT MANAGEMENT TEAM EVALUATION**

12. How timely was the IC in assuming responsibility for the incident and initiating action?						
Circle one	0	1	2	3	4	5
(Explain)						
13. How did the IC show sincere concern and empathy for the hosting unit and local conditions?						
Circle one	0	1	2	3	4	5
(Explain)						
14. Did the Incident Management Team provide an organized financial package (comps/claims documentation completed, payment documents forwarded, I-suite updated, etc.) to the host unit or next IMT prior to demobilization?						
Circle one	0	1	2	3	4	5
(Explain)						
15. Other comments:						
Agency Administrator or Representative:					Date:	
Incident Commander:					Date:	



GREAT BASIN

BUYING TEAM EVALUATION

Instruction: The Designated Agency Representative completes the performance evaluation prior to release of the Buying Team. **Please be detailed.** The Buying Team Leader shall forward a copy of the rating to the Buying Team Coordinator (see contact information on bottom of form) immediately upon return from assignment.

Incident Name/Number: _____ Dates on Incident: _____

Incident Agency: _____

Buying Team Name: _____

Evaluator's Name & Position: _____

Evaluator's Phone No.: _____

Evaluation Criteria

1. Describe how effective the Leader was at managing the Buying Team (BUYT) and its activities?
2. Describe the BUYT Leader's leadership strengths and weaknesses. Was it obvious that he/she was in charge?
3. Describe how well the Buying Team adhered to the Interagency Incident Business Management Handbook, geographic area supplements, and local policies and procedures.
4. Describe the BUYTs skills in evaluating the availability of goods and services, prices, and delivery costs. Did the team select the source best meeting incident needs?
5. How well did the BUYT make sound cost management decisions and provide documentation to support their decision? Explain.
6. How promptly was the Buying Team able to supply goods and services for the incident? Explain.
7. Describe ways in which the BUYT was sensitive to local community issues, local businesses, local contractors, and local land owners?

8. How well did the BUYT manage accountable property? Explain.
9. Describe the BUYT's performance in settling claims (if applicable).
10. How was the Buying Team's ability to anticipate and respond to changing conditions, such as additional incidents and/or workloads? Explain.
11. Describe how the BUYT coordinated, cooperated and communicated with the following functions.
Incident Agency(s) IBA(s)
Expanded Dispatch
IMT(s)
12. How complete was the BUYT's documentation package? Was it submitted appropriately? Explain.
13. What was the BUYT's attitude during the assignment? Did they work in a professional manner? Explain.
14. What are the area this BUYT could improve upon? Please give detailed feedback.
15. What are the areas this BUYT was successful in? Please give detailed feedback.

This evaluation has been discussed by and between the following Designated Agency Representative and the Buying Team Leader.

Agency Representative Name	Signature	Date
Buying Team Leader Name	Signature	Date

Forward copy of evaluation to Sierra Hellstrom immediately upon return from assignment

srhellstrom@fs.fed.us * 801-625-5764 (Office) * 801-940-4935 (Cell) * 801-625-5365 (Fax)

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CHAPTER 90 - EMERGENCY PROCEDURES AND SAFETY

SEARCH & RESCUE AND EMERGENCY OPERATIONS

• REQUESTS FOR ASSISTANCE FOR SEARCH AND RESCUE

Search and Rescue missions are coordinated by each County's Sheriff Department or by the State Police depending on the location of the incident. Each request for assistance will go through the local interagency dispatcher center; that dispatch center will make contact with the appropriate agency or department having jurisdiction for the request.

• NOTIFICATION PROCEDURES IN CASE OF SERIOUS ACCIDENT OR EMERGENCY

The local dispatch center is responsible for requesting emergency ground and/or air transportation through established procedures. This may include coordination with IMTs who are requesting emergency transport through procedures identified in the team's medical plan.

Notify Unit Duty Officer or Agency Administrator per established procedures and guidelines.

Notify GBCC. GBCC Center Manager or Coordinator on Duty (COD) will notify GBCG Chair and NICC.

The GBCC COD is responsible to notify the Great Basin Critical Incident Support Coordinator if Critical Incident Stress Management (CISM) services are being requested. See Supplement 1, Great Basin Interagency Mobilization Guide.

Depending on the incident, the local unit should designate a Public Information Officer or information center as the primary point of contact for media or the public.

The GBCC COD should notify the sending GACC and/or Interagency Resource Representative (IARR) for that Area, if one is assigned.

For more information see the Interagency Standards for Fire and Fire Aviation Operations, Chapter 19.

• AREAS OF RESPONSIBILITY

○ USDA - Forest Service

Inside and outside the national forests, as a humanitarian measure, the use of Forest Service personnel and equipment is authorized for the purpose of protecting life and property, and for relieving suffering and distress arising from such causes as floods, fires, earthquakes, tornadoes, and snowstorms.

The Regional Forester shall be notified promptly of any extraordinary use or obligation of funds or use of personnel or equipment. Obligations incurred should be considered as payable out of currently available funds only, without expectation of reimbursement. Only in rare cases does Congress appropriate supplemental funds to reimburse agencies for each extraordinary expense, unless the expenditures were made under the major disaster law (FSM 1522.61).

○ DOI – BLM, BIA, FWS, NPS

Each agency official charged with the duty of providing fire protection for any property of the United States is authorized to enter into a reciprocal agreement with any fire organization maintaining fire protection facilities in the vicinity of such property, and for other property for which such organization normally provides fire protection.

In the **absence** of any agreement authorized or ratified, each designated agency official is authorized to render emergency assistance in extinguishing fires and in preserving life and property from fire, within the vicinity of any place at which such agency maintains fire protection facilities,

when the rendition of such assistance is determined under regulations prescribed by the agency head to be in the best interest of the United States.

For search and rescue which is non-fire related, obligations incurred should be considered as payable out of currently available funds only, without expectation of reimbursement.

- **State Agencies**

The protection of life and property and the maintenance of law and order within the territorial jurisdiction of any state is the responsibility of state and local authorities. In some states, the basic law places responsibility for protection of life and property and the search for lost persons on the Sheriffs of the respective counties. In other states, the State Highway Patrol has the responsibility to assist during emergencies involving protection of life and property.

- **Military**

For the land area of the United States, the United States Air Force Rescue Coordination Center is charged with the responsibility of providing search, survival aid, and rescue of passengers and crew of missing and/or crashed aircraft in accidents which do not occur in the proximity of airports. This responsibility applies to all aircraft, civil as well as military.

AIRCRAFT INCIDENTS AND ACCIDENTS

- **AVIATION INCIDENT/ACCIDENT RESPONSE GUIDE (CRASH/RESCUE PLAN)**

The guide outlines recommended actions to be taken whenever there is an overdue aircraft, an aircraft accident, or an aircraft search-and-rescue operation. All personnel involved in aviation and dispatch should be familiar with the contents of this guide. Those who do not deal with aviation on a regular basis should be able to use this guide to accomplish the purpose in the absence of more knowledgeable individuals. Each interagency dispatch center shall have a current up to date plan available.

- **INTERAGENCY AVIATION MISHAP RESPONSE GUIDE**

DOI agencies and Forest Service should also refer to the Interagency Aviation Mishap Response Guide at: <http://www.nwcg.gov/sites/default/files/publications/pms503.pdf>

NATIONAL RESPONSE FRAMEWORK

The National Response Framework (NRF) provides a comprehensive national all-hazards approach to domestic incident management across a spectrum of activities including prevention, preparedness, response, and recovery. This plan identifies the Forest Service as the primary and coordinating agency for implementing the Emergency Support Function (ESF) #4, Firefighting and DOI as a Primary Agency, along with United States Department of Agriculture (USDA), for implementing ESF #11, Agriculture and Natural Resources.

For more information please see:

<http://www.fema.gov/pdf/emergency/nrf/nrf-esf-04.pdf> or
<http://www.fema.gov/pdf/emergency/nrf/nrf-esf-intro.pdf>

SUPPLEMENT 1**CRITICAL INCIDENT STRESS PROGRAM****Table of Contents**

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**GREAT BASIN
CRITICAL INCIDENT PEER SUPPORT GROUP
INFORMATION AND MOBILIZATION PROCESS**

INTRODUCTION

A critical incident is any unexpected, traumatic event that affects an individual's feelings of personal safety, their ability to perform daily activities, and their ability to concentrate on their normal job duties. Critical incidents may also occur outside of work and still impact large numbers of employees. A critical incident is not defined by the event itself, but by the reaction that an organization, employee, community, or family has to the event.

The Critical Incident Stress Management (CISM) Program is designed for individuals affected by potentially traumatic events which are outside their normal experience. We need to respond to these in a way that is qualitatively different to that in normal situations. Individuals experience critical incidents in different ways and vary in their reaction to similar events. What may be traumatic for one person may not be for others. It is not possible to make rigid recommendations for all situations and employees.

Crisis intervention should be based on recognition of need, not strictly the occurrence of an event. It is important to get advice on what post-incident support would be appropriate as soon as possible. One of the challenges is intervening only where and when needed using the most appropriate intervention for the situation.

Critical Incident Stress Management (CISM) is the selection and implementation of the most appropriate crisis intervention tactics to best respond to the needs of the situation at hand. CISM has multiple components that can be used before, during, and after a crisis. These components includes a wide range of various activities including pre-incident education (PIE) which includes resiliency, planning and preparedness, acute crisis management, and post -incident follow up. The purpose of CISM is to mitigate the impact of an event, accelerate the recovery process, and assesses the need for additional or alternative services. Crisis intervention, which is a component of an overall CISM program, is provided through trained and carefully selected peer supporters and licensed Mental Health Professionals (MHP) who specialize in trauma.

CRITICAL INCIDENT PEER SUPPORT (CIPS)

Critical Incident Peer Support is about peers, or "people of mutual respect" helping each other. In wildland fire, it is the shared culture and experiences which form the foundation of peer support. A Critical Incident Peer Support Group consists of a group leader, peer supporters trained in critical incident stress response processes, and a licensed mental health professional (MHP). This model is commonly referred to as the International Critical Incident Stress Foundation (ICISF) model and is the official Standard of Care for crisis intervention in the Great Basin.

Peer-to-peer programs facilitate opportunities for individuals to talk with trained peer supporters who serve as a "bridge" to connect with MHPs. Peer Support Groups can offer educational and social support and provide avenues for additional help if needed.

Experts believe that these techniques and processes, which are used in CIPS can help individuals improve their coping abilities and dramatically decrease the occurrence of post-traumatic stress disorders, lower tension and mitigate a group's reaction to a traumatic event.

The ICISF model provides a number of crisis intervention techniques. The CIPS group leader in coordination with a licensed mental health professional will determine the appropriate intervention strategy which may include, but not limited to, a Critical Incident Stress Debriefing (CISD). The CISD is the most misunderstood and overused term in the Critical Incident Stress Management processes. The term "debriefing" is used loosely and as a "catch all" for a variety of crisis intervention protocols

that are substantially different than the CISD application and structure. As per the ICISF model, a licensed mental health care clinician is required when a debriefing is indicated for personnel.

TIMELINE STANDARDS

Crisis intervention *is not an emergency*, however, assistance should be ordered as soon as possible. Crisis intervention processes generally start no sooner than 48-72 hours after an incident. Crisis intervention can also be provided within a few weeks or longer depending on the incident. It is important to allow time for affected individuals to disengage operationally, and re-connect with family or friends. Once this occurs individuals are typically emotionally ready to benefit from peer support.

GREAT BASIN INTERAGENCY PEER SUPPORT GROUPS

The Great Basin does not maintain or mobilize "CISM Teams" nor are they "on-call" or "in rotation." Critical Incident Peer Support Groups are assembled at the time of request and will be comprised of trained and certified "peers" selected to match the backgrounds and experience of those involved in the critical incident (helitack, engines, dispatchers, smokejumpers, etc). The Great Basin Peer Support Program selects only the best and most qualified for each assignment, including trainees. Those selected must be credible, experienced in fire and aviation, trusted and held in high esteem. They must be sensitive to diversity and multi-cultural components within the agencies.

Critical Incident Peer Support Groups are mobilized through normal dispatch channels. Requests for CISM services are made to the Great Basin Coordination Center. The Great Basin Coordination Center will create the incident and associated requests in ROSS. The CISM Coordinator will provide the names of the CIPS Group Members to the Great Basin Coordination Center and the order will be filled via roster. CISM personnel are ordered as THSP Technical Specialist and not CISD or other mnemonics related to CISM.

CIPS Groups are mobile and available to travel to the affected individuals or group's home unit. This allows personnel to return home prior to receiving services rather than being held at the incident location or remain operationally engaged until CIPS personnel arrive.

MOBILIZATION RESPONSIBILITIES AND PROCESS

Agency Administrator

• Identification Of The Event

The Agency Administrator is responsible for identifying a critical event as a critical incident. The Agency Administrator is the highest ranking agency line officer with direct responsibility for the personnel involved in the incident.

• Request Critical Incident Peer Support

The Agency Administrator or designee is responsible for requesting CIPS through GBCC. A CISM Coordinator will be assigned to work with the Agency Administrator and designated Peer Group Leader to decide the size and make-up of the group.

A resource order should not be placed until the CISM Coordinator has received information about the incident from the Agency Administrator or designee. The CISM Coordinator will assess the situation, determine the appropriate intervention strategy, determine dates, times, locations and assemble the CIPS group. The CISM Coordinator will provide the information to GBCC who will then request an order from the local dispatch center and fill the order via roster in ROSS.

Generally, an assigned Peer Group Liaison will travel as soon as possible to the unit affected to gather facts, determine timelines and make an assessment of the individuals and groups that have been impacted.

• Manage Information about the Critical Incident

Acknowledge to employees that the critical incident has occurred. By providing factual information to your employees, you can help prevent rumors from spreading. Provide a consistent message to all groups. Address any rumors that may be circulating, or concerns employees may voice. Specific information for agency administrators and manager can be found at: <https://gacc.nifc.gov/cism/>

• Support Employees

Remember that traumatized employees need structure, facts, peer support, and instructions on what to expect next. Find out what employees are planning to do with their time once they leave work and provide accountability partners. Encourage them to spend time with friends or family members. Coordinate with fire and aviation staff to identify the employees most affected by the traumatic event and offer them a quiet place to be, but don't force them to be isolated if they'd prefer to stay with their co-workers.

Local Dispatch Center**• Request Critical Incident Peer Support**

The local dispatch center on behalf of the Agency Administrator may be responsible for contacting GBCC to request CIPS.

Great Basin Coordination Center**• Request Critical Incident Peer Support**

GBCC is responsible for contacting the CIPS Coordinator and requesting Critical Incident support services as soon as possible after receiving a request. GBCC will assist the CISM Coordinator in the facilitating of resource orders as needed via a roster in ROSS.

Critical Incident Stress Management Coordinator

The Great Basin CISM Coordinator is a certified crisis intervention specialist who provides situational assessment for Agency Administrators, Managers and others to help determine the appropriate response. The CISM Coordinator will assist in determining the timing and type of support needed for the incident. Tactics are applied at the right time, in the right place and under the right circumstances. The CISM Coordinator will also provide a CIPS group which includes the expertise and screening requirements of a licensed Mental Health Professional (Clinician) who is experienced and trained in trauma.

The CISM Coordinator is responsible for the following:

- In consultation with the Agency Administrator makes the decision to mobilize a CIPS Group or provide a different intervention strategy.
- Identifies CIPS Group Leader, based on the nature of the incident, affected personnel, time frames and availability.
- Determines the number and type of peer supporters to respond with the CIPS Group.
- Maintains an active roster of trained and qualified group leaders and peer supporters.
- Coordinates with investigative groups to coordinate timing of crisis intervention services but does not associate with or share any information about their response. The perception could raise concern about confidentiality and those affected may be reluctant to talk with them.

Critical Incident Peer Support Group Leader

A Peer Support Group Leader is a highly respected and trusted person from aspects of fire programs (dispatchers, engine crew members, hotshot and other crews, helitack, smokejumpers, and many other

specialties). A Group Leader has participated in numerous assignments as a Peer Supporter and has had enough exposure to various incidents and contacts to have the ability to bring “order to chaos” found after a critical incident. A Peer Support Group Leader is expected to navigate the “sea of good intentions,” without drowning.

A Peer Support Group Leader Will:

- Oversee the implementation of the elements of the established program. These elements include a set Standard of Care and established boundaries of competence. These are defined as what is appropriate, along with the laws of ethical behavior, while staying within the limits of their training and experiences and scope of practice.
- Required to keep confidences, be committed to the program while adhering to established limits and protocols. Staying aware of their boundaries and seeking guidance and assistance when appropriate.
- As leaders, they are held to a high standard and must demonstrate respect and integrity for what crisis intervention is and what it is not.
- Function as the liaison between the local unit and the peer support group.
- Provide the team members with reporting times, lodging and meeting locations.
- Coordinate with Clinician(s) in determining the appropriate crisis intervention tactics to be applied with specific individuals and groups.
- Brief the Clinician as to what our expectations are for the meetings and travel.
- Allocate peer supporters based on background and culture,
- Coordinate with the group(s) daily when the groups are in multiple locations.
- Incident Business Management duties such as approving time, monitoring work/rest, and driving hours.
- Keep the coordinator informed as to the status of the assignment via daily call(s).
- Demobilization of resources and providing travel information to Coordinator/Point of Contact, and dispatch center.

Peer Supporter

A Peer is an individual with a professional history, often having historic recognition for background and experience within the “culture” of the wildland fire community who has a willingness to assist others in times of crisis. Peers come from all different aspects of the wildland fire community; dispatch, aviation, direct suppression crews or modules, engines and fire and aviation managers. The best peers are individuals who share the same backgrounds; i.e. engine personnel to engine personnel. A peer to a firefighter on a hotshot or veterans crew for example, would have substantial (and preferably current) experience on the fireline and within the hotshot/veteran crew community.

Peer Supporters will:

- Assist the CIPS Group and Clinician in providing Crisis Management Briefings, debriefings, small group sessions, one-on-one support and information sharing as directed.
- Assist the CIPS Group Leader and Clinician in setting up and organizing formal meetings (location, seating, refreshments, assembling resource information and literature to be available at debriefings, etc.).
- Are self-sufficient (Travel Card or Credit Card).
- For peers of fireline personnel, they are required to have all of their required PPE to meet with affected personnel on the fireline, in spike camps and other remote locations.
- Prior to the arrival of the CIPS Group Leader they may be called on to initiate contact with local managers and staff to explain the peer support program, gather information and coordinate logistics.
- Prior to the arrival of the CIPS Group Leader they may be called to meet informally with those affected or involved with the critical incident.

Mental Health Professional (Clinician)

Prior to any crisis intervention, the CIPS Group Leader and clinicians will meet and agree to the appropriate intervention techniques, format and the roles each will perform during the process.

It is the responsibility of the Peer Supporters, through their crisis intervention presentations, to help the affected personnel get comfortable with the Clinician and their role in the process.

The Clinician(s) will;

- Provide affected individuals any information that they feel is appropriate during and after the peer supporter's presentations.
- Address any issues which are outside of the Peer Supporter's training and established boundary of competence.
- Apply their expertise, as they deem necessary.

Mental Health Professionals whose services will exceed \$2500 must be ordered through the National Interagency CISM Contract. The Great Basin CISM Coordinator will coordinate with the National CISM Coordinators who will generate the task order for the contract.

Due to the ad hoc nature and extremely vast, very rural area protected by the wildland fire community the assigned clinician should factor in the limited availability of any follow up care, Employee Assistance Program (EAP), which is offered.

Ethics, Conduct, and Confidentiality

All CIPS personnel are required to maintain the highest levels of confidentiality and integrity. Those impacted by a traumatic/critical incident may find it difficult to open up and express themselves to those they do not trust, respect, or find credible. All CIPS members must work to maintain themselves worthy of trust, both on assignment and in their professional day to day jobs. Peers who are trustworthy, demonstrate integrity and respect in what they do, are the key element to assisting individuals in crisis.

CISM COORDINATION WITH SERIOUS ACCIDENT INVESTIGATION TEAMS**Coordinated Response Protocol and Facilitated Learning Analysis (Forest Service)**

Consideration will be given to employees involved in investigations and learning review teams as to the timing of crisis intervention services. When Coordinated Response Protocol (CRP) or Facilitated Learning Analysis activities are being conducted it is important for the CISM Coordinator to provide a CISM Liaison to those groups. The CISM Liaison will coordinate intervention and investigation timeframes with the FLA or CRP Leaders. When possible and practical, the CIPS Group should provide crisis intervention to employees prior to being interviewed. Personnel who have been through an appropriate crisis intervention session prior to being interviewed may be better able to tell their story and experience less anxiety during the process.

If a fatality occurs on a Forest Service incident or a Forest Service employee is involved in a line of duty death on another agency's jurisdiction or incident, the Coordinated Response Protocol process is activated. Through Forest Service policy CISM reports directly to the CRP Leader. The CISM Coordinator will assign a Liaison to report to CRP and keep the CIPS Group separate so they can remain anonymous and not be associated with an investigative authority.

Serious Accident Investigation (Department of Interior)

The CISM Coordinator or Critical Incident Peer Support Group Leader will coordinate with the SAI Leader to scheduled meeting timeframes and locations. Because SAI does individual interviews rather than group interviews it is important for them to conduct their meetings prior to crisis intervention/CISM activities. When SAI is in place, CISM reports directly to the Agency Administrator. The only time CISM

does not report directly to the Agency Administrator is when CRP is in place.

Incident within an Incident

If an incident such as a line of duty death occurs while an incident management team is in place, CISM may be requested however it's the responsibility of the Agency Administrator to do so. CISM reports directly to the Agency Administrator and a Liaison to the Command and General Staff will be assigned by the CISM Coordinator. The Liaison will make necessary arrangements including logistics and will schedule meeting times, determine attendees and establish meeting locations. This should not be done by the incident management team.

If an incident management team remains in place after a serious accident or fatality, limited CISM services can be provided to the IMT and their resources while they are operationally engaged. It is recommended that the resources who were directly affected be released and have an opportunity to disengage prior to receiving any crisis intervention services.

CIPS, EMPLOYEE ASSISTANCE PROGRAM, AND ADDITIONAL RESOURCES

• CISM/Peer Support (Short Term)

Crisis intervention is considered to be a short-term, adaptive process that helps individuals return to their daily routines more quickly and includes information and education. Employees have the option of visiting EAP, and at any time may choose it for assessment and/or on-going counselling. Peer support can be seen as the connecting link between the employees and EAP services.

• EAP (Long Term)

EAP is almost always recommended for follow up care after crisis intervention has taken place. When requesting assistance from EAP after a critical incident, request a Clinician that specializes in trauma. EAP Clinicians more commonly practice in areas of family problems, substance abuse, etc. and not in the area of trauma.

EAP offers:

- Support during natural disasters.
- Legal and financial advice.
- Grief counseling.
- Available for families.
- A free service.

• ADDITIONAL RESOURCES (Long Term)

The CISM Coordinator also has access to Mental Health Professionals who are familiar with the culture of wildland fire and specialize in trauma. The CISM Coordinator will assist in the referral process if requested.

APPENDIX 1**DEFINITIONS****Critical Incident**

A critical incident is an extraordinary event that overwhelms the usual coping abilities of personnel. Examples of critical incidents include, but are not limited to the following:

- Line of duty death
- Suicide of a co-worker
- Entrapment
- Burn-over
- Acts of terrorism
- Serious line of duty injury
- Discovery of a dead body
- Involvement in several stressful events in a short period of time
- Any event that has an unusually powerful impact on personnel

Catastrophic Incident

Catastrophic incidents are those situations which have an extreme impact on numerous individuals or organizations. These incidents may draw significant media attention. The level of trauma to personnel, families and a community is substantial.

CIPS Group

A group of individuals consisting of fire and aviation personnel trained in various aspects of crisis intervention. The CIPS Group usually consists of three or four peer group members and a group leader but depends on the incident, numbers of individuals and organizations affected, etc. In addition to peer supporters the group includes Mental Health Professionals who specialize in trauma and are familiar with the wildland fire community. The CIPS Group is assembled by the Critical Incident Peer Support Group Coordinator when a request is received.

Crisis Management Briefing (CMB)

A structured meeting designated to provide information about the incident, control rumors, educate about symptoms of distress, inform about basic stress management, and identify resources available for continued support if desired. The goals of a CMB include providing factual information, instill a sense of leadership, reduce chaos, and enhance credibility. The CMB is designed to assist those involved directly or indirectly with the incident and is not intended for the media.

Defusing

A three-step crisis intervention tool designed to assist a homogenous group of people after an exposure to the same significant traumatic event. The purpose of a defusing is to mitigate the impact of the event, accelerate the recovery process, and assist the need for additional services. A defusing was never intended for and should ever be used on a primary victim. Due to the timing of the CIPS Group response defusings are rarely done.

Critical Incident Stress Debriefing (CISD)

This is often provided as a seven-step crisis intervention tool designed to assist a homogenous group of people after an exposure to the same significant traumatic event. It may be used as part of an integrated package of interventions within the CIPS response. Critical Incident Stress Debriefings require a licensed Mental Health Professional.