2023

GREAT BASIN MOBILIZATION GUIDE

TO: Great Basin Agencies and Great Basin Mobilization Guide Holders

FROM: Great Basin Coordination Group

Attached is the 2023 Great Basin Mobilization Guide. This guide has been written to reflect the interagency needs and procedures of the Great Basin.

APPROVED BY: _____   **Date:** _5/16/23_
              Brett Ostler

Chair, Great Basin Coordinating Group

THIS PAGE LEFT BLANK INTENTIONALLY

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, 70 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 Committee Chairs for review.

Second Week of February - Great Basin Committee Chairs disseminate 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 90 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.

Mobilization Guide Proposed Updates/Suggestions/Changes			
Send to: Great Basin Coordination Center 401 Jimmy Doolittle Road, Suite 202 Salt Lake City, UT 84116 E-mail: sm.fs.gbc_cod@usda.gov Fax: (801) 531-5321			
Chapter:	**Page:**		**Line:**
Describe your proposal (please be specific):			
Submitted By:	**Agency/Organization:**	**Phone:**	**Date:**

TABLE OF CONTENTS

CHAPTER 10 - OBJECTIVES, POLICY, AND SCOPE OF OPERATION

CHAPTER 20 - OVERHEAD / TEAMS

CHAPTER 30 - CREWS

CHAPTER 40 - EQUIPMENT / SUPPLIES

CHAPTER 50 - AIRCRAFT

CHAPTER 60 - PREDICTIVE SERVICES

CHAPTER 70 - INCIDENTS

CHAPTER 80 - FORMS

CHAPTER 90 - DIRECTORY

SUPPLEMENT 1 - EMERGENCY PROCEDURES AND SAFETY

SUPPLEMENT 2 - CRITICAL INCIDENT STRESS MANAGEMENT

THIS PAGE LEFT BLANK INTENTIONALLY

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.

PURPOSE See *National Interagency Mobilization Guide*

TOTAL MOBILITY CONCEPT

The National Coordination System uses the total mobility concept to position and utilize resources to meet existing and anticipated incident, preparedness, severity, and wildland and prescribed fire needs 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.

When setting geographic priorities and drawdown levels, the following criteria will be considered:
- Protecting human life – both of our firefighter and of the public.
- Protecting communities, community infrastructure, property, natural and cultural resources.
- Maintaining initial attack capabilities.
- Limiting costs without compromising safety.
- Meeting agency suppression objectives.
- Support to National Response Framework (NFR) taskings.

LOCAL AND GEOGRAPHIC AREA DRAWDOWN LEVELS

Drawdown is the predetermined number and type of fire suppression resources that are required to maintain viable initial attack (IA) capability at either the local or geographic area set by the Great Basin Coordinating Group (GBCG).

Although drawdown resources are considered unavailable outside of the local or geographic area for which they have been identified, National Resources may still be reallocated by the geographic area or NICC in coordination with GBCG and NMAC to meet higher priority obligations.
See *National Interagency Mobilization Guide*

- **Great Basin Drawdown Levels**

Resource Drawdown Levels by Preparedness Level					
Resource	GBCC PL 1	GBCC PL 2	GBCC PL 3	GBCC PL 4	GBCC PL 5
T1IMT / CIMT	On Call	On Call	On Call	On Call	On Call - Staged
T2 IMT	On Call	On Call	On Call	On Call	On Call - Staged
T3 IMT	On Call	On Call	On Call	On Call	On Call - Staged
T1 IHC	0 - 2 in GA	1 - 3 in GA	2 - 5 in GA	As allowed	As allowed
T2 IA	0 - 2 in GA	1 - 3 in GA	4 - 7 in GA	As allowed	As allowed
Airtankers	0 -1	0 - 2	3 / as allowed	As allowed	As allowed
SEAT	2 per state	2-3 per state	3-4 per state	4 per state	5 / as allowed
Air Attack	0 -2 in GA	2 - 4 in GA	5 - 7 in GA	9 in GA + CWN	9 in GA + CWN
Lead Plane/ASM	0	0	1 - 2 in GA	2 / as allowed	2 / as allowed
T1 Helicopter	0 - 1 in GA	1 - 2 in GA	3 in GA	4 / as allowed	4 / as allowed
T2 Helicopter	0 - 1 in GA	1 - 2 in GA	2 - 3 in GA	4 / as allowed	4 / as allowed
Smokejumpers	0 - 1 load	2 - 3 loads	3 loads in GA	3 loads in GA	3 loads in GA
All resources will be monitored by GBCC.					

NATIONAL READY RESERVE

National Ready Reserve (NRR) is a means by which the National Multi-Agency Coordinating Group (NMAC) identifies and readies specific categories, types, and quantities of fire suppression resources to maintain overall national readiness during periods of actual, or predicted, suppression resource scarcity. See *National Interagency Mobilization Guide*

NATIONAL SURGE PACKAGES

National Surge Package (NSP) resources are intended to assist GMACs with a means to accomplish critical tactical missions. Prioritization and use of NSP resources should be based on probability of success, values at risk, and a strategy that will likely result in completing key incident objectives that may maintain or reduce complexity and/or resource needs. See *National Interagency Mobilization Guide*

SCOPE OF OPERATION

- **National Response Framework (NRF)**

  The NRF provides a comprehensive, national, all-hazard approach to domestic incident management across a spectrum of activities including prevention, protection, mitigation, and recovery. See *National Interagency Mobilization Guide*

- **U.S. Agency For International Development (USAID)** Bureau for Humanitarian Assistance
  See *National Interagency Mobilization Guide*

MOBILIZATION / DEMOBILIZATION

GBCC will coordinate movement of all resources across the 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.

- **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 *NWCG Standards for Wildland Fire Position Qualifications (PMS-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.

- **Days Off**

   After completion of a 14-day assignment and return to the home unit, two or three mandatory days off will be provided depending on agency (2 minimum after 14, unless extended). State regulations may preclude authorizing mandatory days off for State employees. Days off must occur on the calendar days immediately following the return travel to be charged to the incident.

   o **Idaho Department of Lands**

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

- **Assignment Extension**

   Assignments may be extended when:
   o Life and property are imminently threatened.
   o Suppression Objectives are close to being met.
   o Replacement resources are unavailable or have not yet arrived.

   Upon completion of the standard 14-day assignment, an extension of up to an additional 14 days may be allowed (for a total of up to 30 days, inclusive of mandatory days off and exclusive of travel).

   Contracts, Incident Blanket Purchase Agreements (1-BPAs), and Emergency Equipment Rental Agreements (EERAs) should be reviewed for appropriate pay requirements and length of assignment. If the contract, I-BPA or EERAs do not address this, the Incident Finance/Administration Section Chief or the procurement official should be consulted as to whether compensation for a day off is appropriate.

The Assignment Extension Form can be found at https://gacc.nifc.gov/gbcc/dispatch.php in the Forms section. The form must be downloaded to be able to e-sign. The Resource Extension Request Form Instructions, including the order in which signatures must be signed, are found on Page 2 of the document.

- **Single Resource/Kind Extensions**

  The Section Chief or Incident Commander will identify the need for assignment extension and will obtain the affected resource's concurrence. The Section Chief, and affected resource, will acquire, and document the home unit supervisor's approval. The Incident Commander approves the extension. If a convened Geographic or National Multi-Agency Coordinating Group **(GMAC/NMAC)** directs, the Incident Commander approves only after **GMAC/NMAC** concurrence.

  If the potential exists for reassignment to another incident during the extension, the home unit supervisor and affected resource will be advised and must concur prior to reassignment.

- **Incident Management Team Extensions**

  IMT extensions are to be negotiated between the Agency Administrator, the Incident Commander and the sending and hosting GACC/GMAC. **NMAC** approval is required for Type 1/CIMT, and Area Command teams.

- **Night Mobilization**

  To manage fatigue, every effort should be made to avoid night mobilization between the hours of 2200 and 0500, for other than initial attack or first reinforcements. 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.

INCIDENT OPERATIONS DRIVING See *National Interagency Mobilization Guide*

INITIAL ATTACK DEFINITION See *National Interagency Mobilization Guide*

RESOURCE MOBILIZATION See *National Interagency Mobilization Guide*

- **Compacts** See *National Interagency Mobilization Guide*

- **Idaho Department of Lands (IDL) Compacted Resources**

  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 GBCC (UT-GBC) in the Incident Resource Ordering Capability (IROC) 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.

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

1 report will be submitted to NICC within 24 hours, with a copy sent to GBCC.
2 See the *National Interagency Mobilization Guide*
3
4 • **Serious Accident / Injury Report**
5
6 The report will be submitted using local/agency protocols and additionally shall be reported through
7 established dispatch channels to the NICC via the GBCC.
8
9 Any incident requiring transport by ground or air ambulance or any injury that requires admission to a
10 medical facility will be reported to the local dispatch center. Additional upward reporting will be
11 completed per agency requirements. See the *Interagency Standards for Fire and Fire Aviation*
12 *Operations* (Red Book) for additional direction.
13
14 **NATIONAL RESOURCES**
15
16 National Resources are those which have national utilization, high demand, limited availability, and unique
17 status reporting requirements identified by NICC. See *National Interagency Mobilization Guide*
18
19 • **Mutual Aid Agreements**
20
21 All mutual aid agreements relate to adjacent dispatch unit/area outside of the Great Basin geographic
22 area and should be in writing. A copy of the agreement relating to resources, maps and frequencies
23 <u>will be submitted</u> to GBCC.
24
25 Mutual aid agreements have the primary purpose of providing initial attack (IA) and short-term logistical
26 support between adjoining units and dispatch centers.
27
28 Mobilization will be within the legal authority of existing formalized parent agreements. However,
29 cooperating units and centers must specifically identify operating procedures in local operating plans.
30
31 Prior to the mobilization of IA resources, it is agreed that:
32 ○ An official resource request will be processed through dispatch channels for IA resources remaining
33   on the incident beyond IA (typically the first 24 hr. period).
34 ○ No IA resource responding across geographic boundaries will be mobilized further than that
35   adjoining center boundary.
36
37 • **Notification of Commitment of National Resources**
38
39 Great Basin local dispatch centers will notify GBCC of the commitment of national resources within
40 their local unit. Notification will be performed over the phone or by electronic mail within **15 minutes**
41 of commitment. Notifications are required when:
42 ○ National resources are committed internally to an incident or are no longer available for dispatch.
43 ○ National resources are available again (resources on duty and available for dispatch).
44 ○ National resource dispatch location has changed.
45 ○ In the event 50% of the smokejumpers at home bases are dispatched or committed.
46
47 • **Timely Filling of Resource Orders**
48
49 Prompt notification and consistent communication is needed to ensure timely processing of resource
50 orders. GBCC should call and advise the local dispatch center when they have placed an order in
51 IROC. The local dispatch center should document their efforts in IROC, allowing GBCC to track the
52 status of the request. Orders that are unable to be filled (UTF) should be placed back into the system
53 as soon as possible.
54
55 **UNABLE TO FILL (UTF) PROCEDURE** See *National Interagency Mobilization Guide*

STANDARD CUBES, WEIGHT, AND GEAR POLICY FOR ALL PERSONNEL
(Excluding Smokejumpers, Rappelers and Helicopter Managers)

When mobilizing Type 1/CIM and Type 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. See *National Interagency Mobilization Guide*

NATIONAL FIRE PREPAREDNESS PLAN See *National Interagency Mobilization Guide*

GREAT BASIN PREPAREDNESS LEVELS

Preparedness Levels (PLs) are established and maintained throughout the calendar year. Situations and activities described within the PLs wildland fire, prescribed fire, emergency incidents and resource drawdown.

- **Determining and Establishing Preparedness Levels**

    PLs are established to:
    o   Identify the current and potential for wildland and prescribed fire within the geographic area.
    o   Identify the commitment of Great Basin resources both within and assigned out of the GACC.
    o   Establish predetermined actions to be taken by GBCG, GBCC, GBMAC Support, agency administrators and fire management officials within each preparedness level.

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

    - Fuel conditions and fuel loading.
    - 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, Duty Officers, Intelligence Officers, Center Managers, Fuel Specialists, and Fire Behavior Analysts).

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

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

Responsibility At All Preparedness Levels
- Agency Administrators
    o   Report wildland and prescribed fire activity via the Interagency Situation Report Program
    o   Submit ICS-209 to GBCC by 1900 local time daily for all incidents meeting reporting criteria.
    o   Ensure incident qualified personnel are available to respond as necessary.

- GBCC
    o   Maintain updated incident information throughout the geographic area via the Interagency Situation Report program and via GBCC specific products.

- Incident Commanders
    o   Submit ICS-209 to GBCC by 1900 local time daily for all incidents meeting reporting criteria.

GREAT BASIN PREPAREDNESS LEVELS

PREPAREDNESS LEVEL 1
Description: • Conditions are not conducive for large fire growth in most of the geographic area. • All PSAs are experiencing <u>Low to Moderate</u> 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: • Increased initial attack activity is occurring. • 1/3 of PSAs are experiencing <u>Moderate to High</u> 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 GACC. • 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:
- Large fires are occurring with two or more IMT(s) committed or on order.
- ½ of all PSAs are experiencing Moderate / Very 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
Activate daily Evening Summary Report	GBCC Center Manager
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:
- Large fire activity is increasing and is predicted to remain high.
- The majority of Great Basin IMTs are committed and/or unavailable.
- 1/3 of all PSAs are experiencing 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

Consider activation of Great Basin MAC Group.	Agency Administrator/GBCG/ GBCC Center Manager
Consider activation of Frequency and Airspace Coordinators.	GBCC Center Manager
Consider activation of a Public Information Officer.	Agency Administrator/GBCG/ GBCC Center Manager

---

PREPAREDNESS LEVEL 5

Description:
- 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.
- Half of all PSAs are continuing to experience 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
Consider limiting or discontinuing prescribed fire activities.	Agency Administrator
Consider activation of Great Basin MAC Group.	Agency Administrator/GBCG/ GBCC Center Manager
Activate Frequency Coordinator.	GBCC Center Manager
Consider activation of an Airspace Coordinator if not in place.	GBCC Center Manager
Consider activation of a Public Information Officer.	Agency Administrator/GBCG/ GBCC Center Manager

---

PREPAREDNESS LEVEL 5 TO 4
Description:
- Large fire potential is predicted to diminish over the next five (5) to seven (7) days.
- Large fire objectives are being met and need for additional resources declining.
- At least two Great Basin IMTs are available for assignment and/or reassignment.
- The need for resource allocation and/or reallocation is decreasing GACC wide.
- Predictive Services products support diminished activity over the next 7 days.

PREPAREDNESS LEVEL 4 TO 3
Description:
- 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:
• Management objectives are expected to be met on existing/emerging incidents.
• Most 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.

1 **MULTI-AGENCY COORDINATING GROUP (MAC) ORGANIZATION**
2 See *National Interagency Mobilization Guide*
3
4 • **National Multi-Agency Coordinating Group (NMAC) Organization** See *National Interagency*
5 *Mobilization Guide*
6
7 • **NIFC Directors' Delegations** See *National Interagency Mobilization Guide*
8
9 • **NMAC Roles/Responsibilities** See *National Interagency Mobilization Guide*
10
11 • **Responsibilities of GMACs** See *National Interagency Mobilization Guide*
12
13 • **MAC Group Coordinator** See *National Interagency Mobilization Guide*
14
15 **GREAT BASIN COORDINATING GROUP ORGANIZATION**
16
17 • **Mission Statement**
18
19 The Great Basin Coordinating Group (GBCG) is established to provide an interagency approach to
20 wildland fire management within the Great Basin geographic area.
21
22 • **Membership**
23
24 The GBCG is comprised of lead fire managers from those agencies who have jurisdictional
25 responsibility and those who are heavily supporting the effort or may be significantly impacted by the
26 lack of local resources. Agency representatives should be fully authorized to represent their agency,
27 e.g., commit resources and authorize expenditure of funds.
28
29 The GBCG will be comprised of the following:
30
31 o Forest Service (Intermountain Region)
32   ▪ Regional Director/Fire Operations Officer level for USDA-Forest Service
33 o National Park Service (Pacific West Region, Intermountain Region)
34   ▪ Regional Fire Management Officer for the National Park Service
35 o Bureau of Land Management (Idaho, Utah, Nevada, and Arizona State Offices)
36 o State Fire Management Officer Level for the Bureau of Land Management Bureau of Indian Affairs
37   (Western Region)
38   ▪ Regional Fire Management Officer for the Bureau of Indian Affairs
39 o Fish and Wildlife Service (Region 1, Region 6, Region 8)
40   ▪ Regional Fire Management Coordinator for Fish and Wildlife Services
41 o State Agencies (Idaho, Utah and Nevada)
42   ▪ State Forester/Deputy State Forester level for State agencies
43
44 Agency representatives are responsible for ensuring that respective agency policy and procedures
45 are maintained and that agency administrators are informed. The members will coordinate
46 recommendations for agency acceptance and implementation.

GREAT BASIN MAC (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. The GBMAC members are the same as the Coordinating Group with a focus on wildland fire, until such a time determined by PL or need, that a GBMAC support organization is established and delegated duties.

- **Roles and Responsibilities of the GBMAC Support**

  - 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).

- **Considerations for Activation of the GBMAC Support**

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

  - GBCC Center Manager will coordinate with the GBCG Chair to discuss and activate the GBMAC support group via IROC. The delegation of authority will be given to the qualified MAC Coordinator by the GBCG.
  - Once activated, the MAC Coordinator and support staff will be assigned to relieve GBCC of incident prioritization, reassignment, and allocation of national resources for all large incidents within the geographic area.
  - The GBMAC support group should be co-located with GBCC in Salt Lake City whenever practical but could work from other locations depending on the complexity of the situation.

- **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 GMAC will enhance:

  - Overall situation status information
  - Incident priority determination
  - Resource acquisition or allocation
  - State, federal disaster coordination
  - Political interfaces and liaison
  - Coordination of information provided to the media and agencies involved.

- **GBMAC Support Organizational Relationships**

  A GBMAC organization represents the agencies from which it is composed. The flow of information is from GBCG / GBMAC through GBCC, to local centers through established 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.

- ○ **Roles and Responsibilities of the GBMAC Support 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 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 / CIMT, 2 and standing 3 Incident Management Teams
     - ♦ Type 1 and T2 IA crews for large incidents
     - ♦ Air Attack Platforms
     - ♦ Hoist and Short-haul helicopters
     - ♦ Type 1 and 2 helicopters
     - ♦ Type 3 helicopters that have been made available for assignment other than initial attack.

- • **GB Coordinating Group / GBMAC Correspondence**

   GB Coordinating Group/ GBMAC correspondence affecting the Great Basin geographic area and/or providing management guidance will be posted on the GBCC website.

- • **GBCC Coordinator on Duty (COD)**

   The GBCC coordinator on duty will facilitate the movement and allocation of resources within the Great Basin to meet existing and anticipated incident, preparedness, severity, wildfire, and prescribed fire needs regardless of location or agency affiliation. The GBMAC Support Coordinator will work closely with the COD to ensure continuity of operations for GBCC across all incidents and agencies.

- **GBCC Operations Coordinator**

  Individual who serves as the subject matter expert (SME) for a functional area of Overhead, Crews, Aircraft, Equipment, and Intelligence for the geographic area.

- **Intelligence Coordinator**

  The Intelligence Coordinator serves as the subject matter expert and focal point for intelligence gathering, Daily Situation Report, GB IPW, recommending PLs, assists the Center Manager, COD and GBMAC with daily reports and tracking of the overall fire management activity within the Great Basin.

- **Local Interagency Dispatch Centers**

  Individuals dispatch centers (typically 3rd tier) 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.

- **Complexity** See *National Interagency Mobilization Guide*

INCIDENT SUPPORT ORGANIZATIONS (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 and IMT(s). Additionally, they will 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.

- **Expanded Dispatch Functional Areas** 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 an email address, or fax machine, with a dedicated telephone line at or close to the office.
  - Arrange for adequate computer terminal installation.
  - Ensure computers are available with access to IROC.
  - 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/CIMT 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/CIMT or Type 2 IMT is ordered, the <u>minimum order</u> for personnel should consist of one EDSP, one EDSP-T, three Expanded Support Dispatchers (EDSD), one EDSD-T or Expanded Dispatch Recorder (EDRC).

- **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*

- **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*

MOBILIZATION PROCEDURES FOR MILITARY ASSETS See *National Interagency Mobilization Guide*
https://www.nifc.gov/nicc/logistics/references/Military_Use_Handbook.pdf

- **Great Basin Procedures for National Guard Mobilization**

  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 established 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. Acquisition, procurement, and use of Idaho National Guard shall follow policies and procedures set forth in the *Interagency Agreement for Cooperation in*

Wildfire Suppression between Idaho Military Division and Idaho Department of Lands.

▪ 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 coordinate with the Idaho Department of Land's State Duty Officer to place the order.

o **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.

o **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.

o **Wyoming National Guard**

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

o **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.

INTERNATIONAL OPERATIONS See *National Interagency Mobilization Guide*

- **Canada Support** See *National Interagency Mobilization Guide*

- **Australia And New Zealand Support** S**ee** *National Interagency Mobilization Guide*

- **Mexico Support** S**ee** *National Interagency Mobilization Guide*

- **Support to Other Nations for Large Scale Mobilizations** See *National Interagency Mobilization Guide*

ORDERING CHANNELS

Resource order requests will be processed using IROC and will follow established ordering channels.

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

The GBCC is in Salt Lake City, Utah and 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)

- Army Corp of Engineers Lucky Peak (LPE)
- Boise District, BLM (BOD)
- Boise National Forest, FS (BOF)
- Bureau of Reclamation – Snake River Area (SRL)
- Deer Flat National Wildlife Refuge, FWS (DFR)
- Great Basin Cache Personnel (GBK)
- Idaho State Office, BLM (ISO)
- Mountain Home AFB, DOD (MHQ)
- National Interagency Fire Center (Personnel dispatch)
- Southwest Idaho Supervisory Area, Idaho Department of Lands, State (SWS)

Central Idaho Interagency Fire Center (CIC)

- Eastern Area, Idaho Department of lands, State (EIS)
- Idaho Falls District, BLM (IFD)
- Salmon/Challis National Forests, FS (SCF)

Eastern Idaho Interagency Fire Center (EIC)

- Bear Lake National Wildlife Refuge, FWS (BLR)
- Bureau of Reclamation – Upper Snake Field Office (USL)
- 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)
- Payette Lakes Supervisory Area, Idaho Dept of Lands (SWS)

South Idaho Interagency Dispatch Center (SCC)

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

Teton Interagency Dispatch Center (TDC)

- Bridger-Teton National Forest, FS (BTF)
- Fossil Butte National Monument, NPS (FOBU)
- Grand Teton National Park, NPS (GTP)
- Lincoln County, County (LIX)
- 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)
- Nevada Division of Forestry Western Region, State (NWS)
- 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 (NWS, NSS, NNS)
- Ruby Lake National Wildlife Refuge, FWS (RLR)
- SHO-PAI, Duck Valley Tribe, (DVT)

Ely Interagency Communication Center (ECC)

- Eastern Nevada Agency, Goshute, BIA (ENA)
- Ely District, BLM (ELD)
- Great Basin National Park, NPS (GBP)
- Humboldt/Toiyabe National Forest, FS (HTF)
- Nevada Division of Forestry, State (NWS, NSS)

Las Vegas Interagency Communication Center (LIC)

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

Sierra Front Interagency Dispatch Center (SFC)

- Anaho Island National Wildlife Refuge, FWS (AIR)
- Carson City District, BLM (CCD)
- Fallon National Wildlife Refuge, FWS (FLR)
- Humboldt/Toiyabe National Forest, FS (HTF)
- Nevada Division of Forestry Western Region, State (NCS, NWS)
- Nevada State Office, BLM (NSO)
- Stillwater National Wildlife Refuge, FWS (SWR)

1   ▪   Western Nevada Agency, BIA (WNA)
2   ▪   Nevada Division of Emergency Management, State (DEMC)
3
4   **Utah/Arizona Zone**
5
6   **Color Country Interagency Fire Center (CDC)**
7
8   ▪   Arizona Strip District, BLM (ASD)
9   ▪   Bears Ears National Monument, BLM (BEMD)
10 ▪   Bryce Canyon National Park, NPS (BRP)
11 ▪   Cedar Breaks, NPS (CBP)
12 ▪   Color Country District, BLM (CLD)
13 ▪   Dixie National Forest, FS (DIF)
14 ▪   Glen Canyon National Recreational Area, NPS (GLP)
15 ▪   Grand Staircase Escalante National Monument, BLM (GSMD)
16 ▪   Paria River District, BLM (PRD)
17 ▪   Rainbow Bridge National Monument, NPS (RAP)
18 ▪   Southern Paiute Field Station, BIA (SPA)
19 ▪   Southwest Area, Utah Division of Forestry, Fire & State Lands, State (SWS)
20 ▪   Zion National Park, NPS (ZIP)
21
22 **Moab Interagency Fire Center (MFC)**
23
24 ▪   Arches National Park, NPS (ARP)
25 ▪   Canyon Country District, BLM (CYD)
26 ▪   Canyonlands National Park, NPS (CAP)
27 ▪   Central Area, Utah Division of Forestry, State (SCS)
28 ▪   Green River District, BLM (GRD)
29 ▪   Hovenweep National Monument, NPS (HOP)
30 ▪   Manti-La Sal National Forest, FS (MLF)
31 ▪   Natural Bridges National Monument, NPS (NBP)
32 ▪   Southeast Area, Utah Division of Forestry, State (SES)
33 ▪   Wasatch Front, Utah Division of Forestry, State (NWS)
34 ▪   White Mesa/Ute Mountain Agency, BIA (UMA)
35
36 **Northern Utah Interagency Fire Center (NUC)**
37
38 ▪   Bear River, Utah Division of Forestry, State (BRS)
39 ▪   Bear River Migratory Bird Refuge, FWS (BBR)
40 ▪   Central Area, Utah Division of Forestry, State (SCS)
41 ▪   Fish Springs National Wildlife Refuge, FWS (FSR)
42 ▪   Golden Spike National Historic Site, NPS (GSP)
43 ▪   Hill Airforce Base, DOD (HIAQ)
44 ▪   Northeast Area, Utah Division of Forestry, State (NES)
45 ▪   Region 4, Intermountain Regional Office, FS (R04)
46 ▪   Skull Valley Band of Goshute Indians, BIA (SKT)
47 ▪   Timpanogos Cave National Monument, NPS (TIP)
48 ▪   Tooele-Dugway Proving Grounds, DOD (TDAQ)
49 ▪   Uinta-Wasatch-Cache National Forest, FS (UWF)
50 ▪   Utah State Office, BLM (USO)
51 ▪   West Desert District, BLM (WDD)
52 ▪   Wasatch Front, Utah Division of Forestry, State (NWS)
53
54 **Richfield Interagency Fire Center (RFC)**
55
56 ▪   Capitol Reef National Park, NPS (CRP)
57 ▪   Central Area, Utah Division of Forestry, State (SCS)

1   ▪   Color Country District, BLM (CLD)
2   ▪   Fishlake National Forest, FS (FIF)
3   ▪   Manti-La Sal National Forest, FS (MLF)
4   ▪   Southern Paiute, BIA (SPA)
5   ▪   Southeast Area, Utah Division of Forestry, State (SES)
6   ▪   West Desert District, BLM (WDD)
7
8   **Uintah Basin Interagency Fire Center (UBC)**
9
10   ▪   Ashley National Forest, FS (ASF)
11   ▪   Dinosaur National Monument, NPS (CO-DSP)
12   ▪   Green River District, BLM (GRD)
13   ▪   Northeast Area, Utah Division of Forestry, State (NES)
14   ▪   Ouray National Wildlife Refuge, FWS (OWR)
15   ▪   Uintah and Ouray Agencies, BIA (UOA)
16
17   **ORDERING PROCEDURES** See *National Interagency Mobilization Guide*
18
19   • **Support To Border Fires** See *National Interagency Mobilization Guide*
20
21   Border fires are defined as fires that share a boundary across geographic areas. GBCC will support
22   bordering geographic area with resources in accordance with agreements in place whenever practical.
23   The mobilization of national resources will be reported through established dispatch channels prior to
24   launch.
25
26   • **Neighborhood Agreements**
27
28   Within the Great Basin, if the dispatch areas are touching, there will be an understanding that the
29   adjacent dispatch centers may share resources across boundaries without a written agreement. The
30   mobilization of national resources will be reported up through established dispatch channels.
31
32   Resources may be requested for an incident, preparedness, severity, wildland and prescribed fire with
33   proper billing and charge codes through established dispatch ordering channels.
34
35   All dispatch centers may order agency, cooperator, and contracted resources directly from their
36   neighbor(s). The following list defines the Great Basin neighborhood for each dispatch center:
37
38   **UNIT**   **MAY ORDER FROM / WITHIN GB**
39
40   BDC   PAC, CIC, SCC, NV-EIC, CNC, JFC
41   CDC   RFC, LIC, ECC, MFC
42   CIC   PAC, SCC, ID-EIC, BDC
43   CNC   SFC, NV-EIC, ECC, LIC, BDC
44   EIC (ID)   TDC, CIC, SCC, NUC
45   EIC (NV)   CNC, ECC, NUC, BDC, SCC
46   ECC   NV-EIC, LIC, RFC, NUC, CDC, CNC
47   JFC   BDC – **Notify GBCC of all Smokejumper orders.**
48   LIC   ECC, CDC, CNC
49   MFC   UBC, RFC, NUC, CDC
50   NUC   NV-EIC, SCC, ECC, ID-EIC, RFC, UBC, MFC
51   PAC   BDC, CIC
52   RFC   ECC, NUC, MFC, CDC
53   SFC   CNC
54   SCC   NV-EIC, BDC, CIC, ID-EIC, NUC
55   TDC   ID-EIC
56   UBC   NUC, MFC

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

- o   Resource ordering standards apply for all resource movement. This includes initial attack procedures, resource orders/IROC, commit notifications and reassignment procedures.
- o   Commitments of national resources require a courtesy call to GBCC within 15 minutes of commitment.
- o   When a resource is unavailable through the agreement, 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 neighbors (**unless requested or if the Neighborhood Agreement has been withdrawn).
- o   A resource from a neighboring unit may only be reassigned with the permission of the home dispatch center.
- o   Prior to demobilization of a resources, GBCC will be notified for possible reassignment. Prior to reassignment, the original sending dispatch will be notified to grant permission. GBCC will place the order with the current dispatch center for reassignment.
- o   At a Dispatch Center Manager's discretion and with GACC approval, a local dispatch center may temporarily withdraw their participation in the Neighborhood Agreement.
- o   With GB Coordinating Group approval GBCC reserves the authority to withdraw the Neighborhood Agreement, for tactical resources, based on the following criteria,
  - ▪   Large fire activity
  - ▪   Preparedness Level has reached PL 4 or higher.
  - ▪   GBMAC Support has been activated.

- • **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 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.

  - o   When mobilizing to or from an incident, resources will check-in with the local dispatch center via the telephone number identified on the resource order, or with GBCC via the GBCC 1-800 Number: **1-800-844-5497**.
  - o   For helicopter flight crews, telephone check-ins on a two-hour interval or during fuel stops is recommended.
  - o   Miscellaneous overhead, driving to or from an incident, have the option to check-in with the GBCC or their home dispatch.

MOBILIZATION AND DEMOBILIZATION INFORMATION

All resource information, including travel, will be relayed electronically through IROC.

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

- • **Notification of Release and Demobilization of Resources**

1   At PL3 and above, the demobilization of **_ALL_** out of area resources will be communicated to the GBCC
2   24 hours prior to release.
3
4   **NON-INCIDENT RELATED ORDERING** See *National Interagency Mobilization Guide*
5
6   **GREAT BASIN IMT LEND/LEASE OF RESOURCES**
7
8   The Great Basin Lend/Lease Policy is an informal agreement between incidents that provides an avenue
9   to share critical resources for short periods of time to fill critical operational needs. This is an effective and
10   efficient way of managing resources that are either unavailable or where incidents only need these
11   resources for a limited time.
12
13   Typically, Lend/Lease should not exceed 48-72 hours (validated each day by Operations). Lend/Lease of
14   resources should only be used when two or more IMTs are assigned within the same local dispatch area,
15   or in the event of a proximity boundary incident in the adjacent dispatch area. In this case, it is critical for
16   good communication to occur between the two affected dispatch centers and GBCC.
17
18   Resource orders are not initiated by the receiving incident. Tracking of these resources is annotated on a
19   separate spreadsheet maintained by the IMT Finance Section. The Lend/Lease resource spreadsheet
20   data will be shared with the GBCG and GMAC Group daily. Roles and responsibilities of each functional
21   area within an IMT organization (e.g., I-suite procedures) can be found in the Great Basin Area
22   Lend/Lease Procedures document on the GBCG website: https://gacc.nifc.gov/gbcc/business.php.

THIS PAGE LEFT BLANK INTENTIONALLY

1   **CHAPTER 20 - OVERHEAD / TEAMS**
2
3   **OVERHEAD AND TEAMS OVERVIEW**
4
5   Personnel must be ordered and requested by the position and description found in the *NWCG Standards*
6   *for Wildland Fire Position Qualifications, PMS 310-1* or other agency approved qualification guides.
7
8   **STANDARDS FOR WILDLAND FIRE POSITION QUALIFICATIONS**
9   See *National Interagency Mobilization Guide*
10
11   • **Incident Qualifications and Certification System (IQCS) Position Codes**
12   See NWCG link: https://iqcsweb.nwcg.gov/business
13
14   **OVERHEAD MOBILIZATION AND DEMOBILIZATION** See *National Interagency Mobilization Guide*
15
16   • **Mobilization for Great Basin**
17
18   GBCC will fill orders from the most logical source available. This choice will be made based on urgency
19   or need, availability, delivery time, reasonable cost effectiveness, operational impact on other units,
20   consideration of the integrity of the overall program and, above all, safety. Units filling requests for
21   personnel are responsible for ensuring **ALL** performance criteria are met.
22
23   All efforts should be made to fill requests with federal and state personnel/equipment first, followed by
24   cooperators, ADs, and contractors.
25   See *National Interagency Mobilization Guide*
26
27   GBCC will accept requests for general clerical, driver, or laborer positions only after all sources
28   available at the local unit level have been exhausted or have been determined to be unavailable.
29   See *National Interagency Mobilization Guide*
30
31   Name requests for suppression or all-hazard incidents should be rare and are appropriate only for
32   highly specialized positions or to meet agency objectives. All name requests processed through the
33   GACC will require Coordinator on Duty (COD) approval.
34   See *National Interagency Mobilization Guide*
35
36   If a request requires individuals to be self-sufficient for the duration of the assignment, they must be
37   able to procure food, lodging and local transportation.
38
39   If a request requires the length of assignment to be longer than 21 days, a Detail Request Form will be
40   completed and routed through established dispatch channels with the request.
41
42   • **Demobilization for Great Basin**
43
44   Orderly flow of personnel and resources from the incident to their place of origin must follow the reverse
45   order of mobilization and remain within established communication channels. Emphasis will be placed
46   on having personnel home no later than 2200 local time during all demobilization. It must be recognized
47   that occasionally the availability of large transport aircraft will dictate the time frames of the
48   demobilization of resources.
49
50   GBCC shall inform other centers, with fire activity, as resources are being released and becoming
51   available within the Great Basin for possible reassignment.
52
53   Demobilization notifications shall specify the last days off and how many days the resource has
54   remaining on their tour, provided the resource is available for reassignment.
55
56   If a resource is released for disciplinary reasons, no reassignment will be considered. The home unit
57   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 <u>immediately</u> filled out and sent to the local line officer and to the responsible agency coordinating group representative.

OVERHEAD NAME REQUESTS

Prior to placing a name request order, the ordering unit should try to fill local and withing the geographic area prior being sent to NICC and through regular dispatching channels. All name requests must include the individuals current dispatch location. See *National Interagency Mobilization Guide*

TECHNICAL SPECIALIST

The use of Technical Specialist (THSP) position code should be a name request when no established NWCG catalog item represents the job to be performed. (Duty Officer, Center Manger, Air Resource Advisor, etc.)

- **Area Aviation Coordinator**

  The Area Aviation Coordinator may work with GBCC, GBMAC, or directly with the local unit.
  They will interact with incident Air Operations Branch Directors, frequency managers and aviation safety specialists.

  Required minimum qualifications:
  o   Experience as an agency aviation program manager.
  o   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:
  o   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:
  o   MAC group is in place locally or at the geographic area level.
  o   Large incidents are in close proximity without an Area Command Team in place.
  o   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.

- **Specialized Aviation Positions**

  Aviation Safety Assistance Team members, 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.

- **Frequency Coordinator**

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

REMOTE EMPLOYEE

Remote employees who are detached from their home unit (e.g., USFS Washington Office, NIFC, etc.) should typically be dispatched from the dispatch area where they physically reside. Incident qualifications and training administration will remain with the resource's home unit.

- **Off-Site Assignment**

  Work performed by an individual employee in support of an incident while remaining at the employee's duty station or other designated off-site location.

INTERAGENCY WILDLAND FIRE MODULES See *National Interagency Mobilization Guide* and the *NWCG Standards for Wildland Fire Module Operations*

- **Interagency Wildland Fire Module Mobilization** See *National Interagency Mobilization Guide*

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.

  CWN helicopters will be managed by a qualified Helicopter Manager (HMGB) and qualified Helicopter Crew Members (HECM); when combined they function as a helicopter module. If the intended use is for initial attack, the HMGB request must specify that a fitness level of arduous is required. Any other qualification requirements (ICT4, etc.) must also be specified. If helicopter personnel/modules are required to arrive with special needed items (flight helmets, radios, etc.), it must be specified at the time of request in the Special Needs section in IROC.

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

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

- **Project Use**

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

- **Support Equipment Required**

  CWN/On-Call modules, when assigned, shall arrive with the following support equipment:
  - If helicopter personnel/modules are required to arrive with special needed items (flight helmets, radios, etc.) it must be specified at the time of request in the Special Needs section in IROC.
  - The Helicopter Manager shall have a portable programmable radio and necessary operational and contract administrative paperwork and forms (30 pounds additional weight is approved).
  - If additional support equipment (cargo nets, vehicles, etc.) is needed, receiving unit must furnish or order.

1   For all agencies within the Great Basin, the following CWN/On-Call Helicopter Manager/Module
2   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

3   **HELICOPTER RAPPELLERS** See *National Interagency Mobilization Guide*
4
5   • **Great Basin Helicopter Rappellers**
6
7   There are 5 USFS Forest/Regional aircraft with personnel that are available for use within the Great
8   Basin and Nationally. Availability is subject to the needs of the home unit.
9
10 • **Rappeller Booster Requests**
11
12   When ordering a booster load of rappellers individual Overhead requests will be placed in IROC.
13   Requests can be filled by one or more Rappel Bases within or outside the Geographic Area. Additional
14   personnel qualification needs (i.e., Type 5 IC, FAL1) should be specified in the resource order under
15   Special Needs. Transportation can be accomplished by driving, chartered aircraft, or commercial travel
16   and can be negotiated by the sending and receiving units.
17
18 **SMOKEJUMPERS** See *National Interagency Mobilization Guide*
19
20 ○ **Booster / Individual Smokejumper Requests**
21
22   There are two primary methods for ordering smokejumpers: IA load or individual smokejumper. The
23   type of order is predicated on immediate need or augmentation.
24
25   When a long-term commitment is requested and cannot be met through a preposition or IA load, a
26   booster of jumpers can be ordered by individual Overhead requests. The request may be filled using
27   jump ships, driving, charter aircraft or commercial travel and can be negotiated between the requesting
28   unit and the GACC. If smokejumper aircraft are used to deliver boosters, the load should travel in a
29   jump ready configuration. Booster requests may specify a desired delivery system, round or square
30   parachutes. Movement of Smokejumpers will be coordinated through GBCC.
31   For Smokejumper Bases and Aircraft information see Chapter 50.

PILOTS QUALIFICATIONS
- **Leadplane Pilot**
- **Aerial Supervision Module Pilot**
- **Smokejumper Pilot**

For a complete list of pilot qualifications refer to the following link:
https://www.nifc.gov/nicc/logistics/aviation/Lead_Planes.pdf

NON-STANDARD OVERHEAD and GROUPS

- **Rapid Extraction Module Support (REMS)**

The Rapid Extraction Module Support is a pre-staged rescue team assigned to a wildland fire to provide firefighters a safe, effective, and efficient method of egress off the fire line in the event of injury or illness incurred during firefighting operations. It is the intent of REMS to provide firefighters who are unable to egress under their own power, a safe and secure transport off the fire line while simultaneously receiving the appropriate medical attention.

While REMS does not intend to replace ground or air transport, ideal conditions may not exist due to a number of circumstances such as heavy smoke inversion, no roads, or equipment malfunctions. REMS provide incident managers another option to reach incapacitated firefighters, with fully equipped resources, prepared to package and transport injured or ill personnel off the fire line to appropriate medical care unit (Ground or Air Ambulance).

A REMS will consist of:
- Minimum of Four (4) personnel. Minimum of 2 personnel trained to the technician level in rope rescue.
- Training will be consistent with that provided by: Rigging for Rescue, CMC, or Rescue 3 International and in compliance with NFPA 1006 and 1670.
- Balance of personnel trained to the Operations Level in rope rescue, per agency having jurisdiction.
- One member, at a minimum, qualified as a fire line paramedic (EMPF) with ALS Kit.
- Minimum medical qualification for remaining members of line EMT-Basic (EMTF).
- The REMS leader will have a minimum qualification of NWCG firefighter type 1 (FFT1), with a single resource boss qualification, of any kind, preferred.
- 1 or 2 4x4 pick-up truck or sport utility vehicle (SUV)
- REMS Kit- minimum equipment list will be consistent with that found in Firescope California, 2015, REMS ICS-223-12, with additional equipment needed for a module of 4.
- UTV/ATV is optional.

REMS will be created in IROC using an overhead group with the qualification Module, Rapid Extraction Support (GACC ONLY), and will use the following naming convention:
MODULE – RAPID EXTRACTION SUPPORT – AGENCY – RESOURCE NAME

Once the need for a REMS has been determined by an incident, it will be placed through normal dispatch channels, as an overhead group Module, Rapid Extraction Support (GACC ONLY).

Special Needs on the order will specify AOV or 4X4 rental vehicle authorized, ALS and REMS Kit approved.

The resource will have an IROC roster attached with the above listed personnel qualifications. e.g.
- Leader (FFT1 or SRB)
- Line Paramedic (EMPF)
- Line EMT (EMTF)
- Line EMT (EMTF)

- **Communications Coordinator (COMC)** See *National Interagency Mobilization Guide*

  o **Duties and Responsibilities** See *National Interagency Mobilization Guide*

  o **Field COMC Duties and Responsibilities** See *National Interagency Mobilization Guide*

- **Incident Meteorologist (IMET)** See *National Interagency Mobilization Guide*

  When a National Weather Service (NWS) IMET is needed for and incident or project, the request will be placed up to GBCC.

- **Air Quality Resource Advisor**

  Air quality resource advisor will be ordered as a THSP-ARA for al CIM/Type 1 incidents. See National Mobilization Guide

  ARAs address public health and safety impacts of smoke, including effects on roadway visibility for an IMT, and are part of the USFS-led Interagency Wildland Fire Air Quality Response Program.

  Requests in Great Basin for ARAs will be coordinated through Paul Corrigan, Smoke Specialist, at (801)-440-1350 first; Seth Morphis, Smoke Specialist, at (406)-203-8489 second, and if unavailable, call the USFS W.O. FAM Air Resource Specialist (661)-438-1272.

  ARAs are authorized by the Dingell Act (2019) with explicit direction for use on Type 1 incidents. ARAs are a useful asset for Type 2 IMTs and should be considered when fire complexity escalates. ARAs are ordered through the IMT, or Agency Administrator, and assigned under the Planning Section Chief.

  Orders should be placed as an individual Overhead Name Request for "THSP" with the name provided by the Smoke Specialist, and "Air Resource Advisor (ARA)" documented in Special Needs. Laptop computer & cell phone are authorized. The resource will need an agency, or rental, vehicle capable of hauling bulky smoke monitoring kits. If the incident does not have internet connectivity, a MiFi Broadband unit is authorized. Orders will be placed utilizing established dispatch channels.

  For additional information, including AD pay rates, refer to the Wildland Fire Air Quality Response Program website https://wildlandfiresmoke.net.

  For Smoke Monitoring Kits, see Chapter 40.

- **Cache Support Positions** See *National Interagency Mobilization Guide*

INTERAGENCY INCIDENT MANAGEMENT TEAMS (IMTs) See *National Interagency Mobilization Guide*

- **IMT Configuration – ALL** See *National Interagency Mobilization Guide*
  All IMT configurations should follow NMAC Correspondence M2023-01:
  https: //www.nifc.gov/nicc/administravtive/nmac/NMAC_M2023-01.pdf

- **Type 1 and 2 IMT Configuration**- See *National Interagency Mobilization Guide*

- **Complex IMT** Configuration See *National Interagency Mobilization Guide*

- **National IMT Rotation Process** See *National Interagency Mobilization Guide*

- **NIMO Teams** See *National Interagency Mobilization Guide*

- **Area Command Team** See *National Interagency Mobilization Guide*

- **All-Hazard Incident Management Teams** See *National Interagency Mobilization Guide*

- **Incident Support Teams** See *National Interagency Mobilization Guide*

Great Basin Incident Management Teams Information

- **General Procedures**

  The Great Basin has two Type 1/CIM teams and five Type 2 IMTs. The teams are identified by team number, with the Incident Commander's last name added at the time of mobilization.

  The decision as to which type of team to utilize is based on incident complexity and other considerations. An Incident Complexity Analysis can be found in the *Interagency Standards for Fire and Fire Aviation Operations*, Appendix F and G.

  The Complexity Analysis may be used by the ordering unit, in consultation with the responsible Line Officer or Manager, in making decisions regarding the type of IMT to be ordered.

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

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

  All teams will comply with the Great Basin IMT Operating Guide.

- **Roles & Responsibilities for Team Coordination and Mobilization**

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

    NICC is responsible for the Type 1/CIMT rotation nationally. The GBCC will coordinate with the Type 1/CIMTs as their team comes available and up on rotation.

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

    GBCC is responsible for coordinating and rostering the team members.

    Maintaining current information regarding rotation/availability for national and Great Basin call-up rotation dates.

    Coordinate with the IC on roster configuration and substitutions as needed.

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

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

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

    Coordinates travel arrangements between sending and receiving units when necessary.

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

- o **Local Dispatch Centers**

  Local dispatch centers may assist team members with statusing availability via IROC, 24 hours prior to their on-call rotation period and may assist the IC with notifications, if requested.

  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.

- **Great Basin Type 1/Complex Incident Management (CIM) Teams**

  There are two Type 1/CIM teams in the Great Basin. The Incident Commanders are:

  GB Team 1 – Evans Kuo   E-mail: evanskuo@yahoo.com

  GB Team 2 – Tony DeMasters   E-mail: tonydemasters@yahoo.com

- **Current Year Type 1 / CIM Team Members**

  Current year team member rosters for the Great Basin are listed on the following websites:
  https://gacc.nifc.gov/gbcc/overhead.php
  http://gacc.nifc.gov/rmcc/overhead_teams.php

- **Current Great Basin Type 1 / CIM Team Rotation**

  The rotation is established following the Great Basin team selection meeting and is approved by the GB OPS committee and the GBCG.

  Each on-call period will begin at 0001 hours Wednesday (MT) and continue through the following Tuesday at 2400 hours (MT).

  The Great Basin Type 1 / CIMT call-out schedule will be two weeks on and two weeks off rotation schedule continuing through the year.

  Type 1 / CIMT will be considered unavailable for National assignment if the primary IC position or two Command/General Staff positions are vacant. The Deputy IC may be allowed to take the team with GBCG approval. Any deviation to the aforementioned availability and substitution principle must have GBCG/GMAC and NMAC approval.

  If the Type 1 IMT is unavailable, NICC will be notified, and Great Basin will be removed from the National Rotation until a time when a team becomes available.

  Team configuration can be as Long or Short. The Long team shall be the normal response within the Great Basin unless the requesting unit specifically requests a short team. 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.

  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 of the IC to negotiate.

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

2023 Great Basin Type 1 IMT Rotation	
Rotation Dates	Team
April 26 - May 9	GB Team 2 Demasters
May 10 - 23	GB Team 1 Kuo
May 24 - June 6*	GB Team 2 Demasters
June 7 - 20	GB Team 1 Kuo
June 21 - July 4*	GB Team 2 Demasters
July 5 - 18	GB Team 1 Kuo
July 19 - August 1	GB Team 2 Demasters
August 2 - 15	GB Team 1 Kuo
August 16 - 29	GB Team 2 Demasters
August 30 - September 12*	GB Team 1 Kuo
September 13 - 26	GB Team 2 Demasters
September 27 - October 10*	GB Team 1 Kuo
October 11 - 24	GB Team 2 Demasters
October 25 - November 7	GB Team 1 Kuo
November 8 - 21	GB Team 2 Demasters
November 22 - December 5*	GB Team 1 Kuo
December 6 - 19	GB Team 2 Demasters
December 20 - January 2*	GB Team 1 Kuo
January 3 - January 16	GB Team 2 Demasters
January 17 - January 30	GB Team 1 Kuo

1 • **Procedures for Notification of On-Call Status**
2
3 Team members are responsible for statusing themselves in IROC. Dispatch centers will confirm team
4 member availability, <u>especially</u> if outside the normal team schedule. Master Rosters will be poster to
5 the GBCC website after GBCG approval. Mobilization Rosters will be posted after date/time needed on
6 the order has expired.
7
8 GBCC will notify GBCG, GB OPS, GB IC Council and local dispatch centers within the Great Basin of
9 any changes in the rotation.
10
11 o **Type 1/CIM Team Reassignment and Demobilization Procedures**
12
13 o **Reassignment**
14 <u>No</u> reassignment of out-of-area Type 1/CIMTs, from one incident to another, will occur unless done
15 in coordination with NICC. Reassignments of in-area teams may occur but should be coordinated
16 with the Geographic Area Center Manager or GBCG/GBMAC Support Coordinator, (if in place) and
17 NICC.
18
19 o **Demobilization**
20 Normal demobilization procedures for Type 1/CIM Teams will involve demobilizing the entire team
21 at the same time. In rare circumstances, a unit can request continued assistance from an individual
22 team member prior to team departure. Concurrence from the team IC and the team's sending
23 GACC will be necessary for this to occur.
24
25 o **Team Unavailability after Assignment**
26 Type 1 IMT / CIM teams will have a mandatory 7 days unavailability after each assignment. This
27 will include administrative days off, R&R and/or days back at the home unit for a total of seven days

before becoming available for rotation.

- o **Team Performance Evaluation**
  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.

Great Basin Type 2 Incident Management Teams Information

- o **General Procedures**

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

  Type 2 IMTs will be considered unavailable for assignment if the primary IC position or two Command/General Staff positions are vacant. The Deputy IC may be allowed to take the team with Geographic Area Coordinating Group approval. Any deviation to the aforementioned availability and substitution to the rotation list must have GB Coordinating Group approval.

  If the Type 2 IMT is unavailable, the next team on the schedule will move to the on-call status for the coverage of the current week, plus its regular scheduled week.

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

  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 of the ICs to negotiate.

  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 may be ordered through GBCC using established dispatch channels.

- • **GB Type 2 Incident Management Teams**

  The Great Basin has established five Type 2 IMTs. The Incident Commanders are:

Team 3 – Brett Waters	E-mail: brett.waters@forestry.nv.gov
Team 4 – Steve Shaw	E-mail: srshaw@blm.gov
Team 5 – Trent Ingram	E-mail: trent_ingram@fws.gov
Team 6 – Jeremy Kiesling	E-mail: jeremy.kiesling@usda.gov
Team 7 – Mike Johnston	E-mail: michael.b.johnston@usda.gov

The Type 2 IMT rotation and call-out schedule will run from May to 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.

- **Current-Year Type 2 Team Members**

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

- **Roles and Responsibilities for Type 2 Team Coordination and Mobilization**

  o **GBCC**

    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.

    Master Rosters will be poster to the GBCC website after GBCG approval. Mobilization Rosters will be posted after date/time needed on the order has expired.

    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**

    Local dispatch center may assist team members with statusing availability via IROC 24 hours prior to on-call rotation period and may assist the IC with notification, if requested.

    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 and established dispatching procedures. Will coordinate with GBCC concerning team members' transportation arrangements if needed.

- **GB Team Mobilization Order Checklist**

  The mobilization order checklist can be found on GBCC website at:
   http://gacc.nifc.gov/gbcc/overhead.php

- **Current Year Rotation**

  All teams will adhere to the **one-week** rotation period. IMTs are mobilized according to the GB rotation chart. 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.

1   If both teams in rotation are mobilized, additional orders for Type 2 IMTs placed with GBCC will be
2   placed with NICC. During periods of high fire activity, the GBCG may approve early activation of the
3   IMTs not in rotation. Early activation can be a maximum of three days prior to the scheduled call out
4   period with concurrence from GBCG and the affected IC. The GBCG may further alter the rotation to
5   address IMT member fatigue or exercise a team that hasn't had an assignment.
6
7   Alternate methods of filling team positions, other than the Command and General Staff, can be utilized
8   and will be closely monitored. Positions may be shared or assigned to a department or agency to fill
9   with a "pool" of qualified people. It is critical that local dispatch centers and GBCC know the method
10 being used in filling the position to coordinate any changes, i.e., Priority Trainee List.

2023 Great Basin Type 2 IMT Rotation		
Alert Dates	**First out**	**Second Out**
June 2 - June 8	Team 5 - Trent Ingram	
June 9 - June 15	Team 6 - Jeremy Kiesling	Team 7 - Mike Johnston
June 16 - June 22	Team 7 - Mike Johnston	Team 3 - Brett Waters
June 23 - June 29	Team 3 - Brett Waters	Team 4 - Steve Shaw
June 30 - July 6	Team 4 - Steve Shaw	Team 5 - Trent Ingram
July 7 - July 13	Team 5 - Trent Ingram	Team 6 - Jeremy Kiesling
July 14 - July 20	Team 6 - Jeremy Kiesling	Team 7 - Mike Johnston
July 21 - July 27	Team 7 - Mike Johnston	Team 3 - Brett Waters
July 28 - Aug 3	Team 3 - Brett Waters	Team 4 - Steve Shaw
Aug 4 - Aug 10	Team 4 - Steve Shaw	Team 5 - Trent Ingram
Aug 11 - Aug 17	Team 5 - Trent Ingram	Team 6 - Jeremy Kiesling
Aug 18 - Aug 24	Team 6 - Jeremy Kiesling	Team 7 - Mike Johnston
Aug 25 - Aug 31	Team 7 - Mike Johnston	Team 3 - Brett Waters
Sept 1 - Sept 7	Team 3 - Brett Waters	Team 4 - Steve Shaw
Sept 8 - Sept 14	Team 4 - Steve Shaw	Team 5 - Trent Ingram
Sept 15 - Sept 21	Team 5 - Trent Ingram	Team 6 - Jeremy Kiesling
Sept 22 - Sept 28	Team 6 - Jeremy Kiesling	Team 7 - Mike Johnston
Sept 29 - Oct 5	Team 3 - Brett Waters	
Oct 6 - Oct 13	Team 4 - Steve Shaw	

11 • **Type 2 Team Procedures for Notification of On-Call Status**
12
13 Team members are responsible for statusing themselves in IROC. Dispatch centers will confirm team
14 member availability, underlineespecially if outside the normal team schedule. Master Rosters will be poster to
15 the GBCC website after GBCG approval. Mobilization Rosters will be posted after date/time needed on
16 the order has expired.
17
18 GBCC will notify GBCG, GB OPS, GB IC Council and local dispatch centers within the Great Basin of
19 any changes in the rotation.
20
21 o **Type 2 Team Reassignment and Demobilization Procedures**
22
23 o **Reassignment**
24 No reassignment of out-of-area Type 2 teams, from one incident to another, will occur unless done
25 in coordination with the GBCG. Reassignments of in-area teams may occur but should be
26 coordinated with the GACC Center Manager, GBCG Chair or GBMAC Support Coordinator, (if in

place).

- o **Demobilization**
  Normal demobilization procedures for Type 2 teams will involve demobilizing the entire team at the same time. In rare circumstances, a unit can request continued assistance from an individual team member prior to team departure. Concurrence from the team IC and the team's sending GACC will be necessary for this to occur.

- o **Team Unavailability after Assignment**
  Type 2 teams will have a mandatory 7 days unavailability after each assignment. This will include administrative days off, R&R and/or days back at the home unit for a total of seven days before becoming available for rotation.

- o **Team Performance Evaluation**
  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.

Great Basin Type 3 Incident Management Teams Information

Type 3 IMTs which have been vetted through the GBCG and are available for off unit assignment within and outside of the Great Basin, will be referred to as Standing T3 IMTs.

Incident assignments within the geographic area will follow the closest forces concept. For T3 IMT assignments outside of the Great Basin, the pre-established rotation will be followed.

- **GB Standing Type 3 Rotation**

  Standing Type 3 IMT rotation will run from mid-May to mid-October. Rosters for the teams will be maintained by GBCC and ICs will work with the GBCC Overhead desk for accuracy.

  Each of the following states will host at least one T3 IMT; IDAHO, NEVADA, UTAH, and WYOMING (Teton).

  Once the Standing Type 3 IMT ICs have been chosen, the information will be posted on the Great Basin Coordination Center Webpage. https://gacc.nifc.gov/gbcc/overhead.php

INTERAGENCY BUYING TEAMS (BUYT) See *National Interagency Mobilization Guide*

- **National BUYT Configuration**

  National BUYTs consist of seven (7) positions: One leader and six (6) members. Two (2) qualified procurement personnel, four (4) personnel support positions and one (1) procurement or leader trainee. Each team shall have at least one Contracting Officer with a minimum of $150,000 warrant authority.

- o **BUYT Mobilization** See *National Interagency Mobilization Guide*

- o **BUYT Rotation Process** See *National Interagency Mobilization Guide*

1   **Great Basin Buying Team Information**
2
3   • **General Procedures**
4
5   Great Basin Geographic Area has established National and Geographic Buying Teams. When
6   activated, a BUYT will be assigned to and work for the Line Officer or designate Administrative
7   Representative of the unit with the incident(s). The teams will be requested as a team only through
8   established dispatch channels and not as miscellaneous overhead.
9
10 The Geographic BUYTs consist of four (4) positions: one (1) qualified procurement personnel, two (2)
11 support personnel and one (1) trainee. Each team shall have at least one (1) procurement official with
12 a minimum $25,000 warrant authority. Support personnel from the incident agency may be used.
13
14 o   BUYTs status and IROC rosters will be maintained by GBCC.
15 o   All BUYT members will be ordered and mobilized through GBCC and local dispatch centers.
16 o   During high fire activity, incident and agencies are encouraged to share BUYTs with neighboring
17   units. BUYTs can be supplemented with additional support personnel to ensure the needs of all
18   incidents are being met.
19 o   BUYT members are unavailable for non-team assignments without prior approval of the BUYT
20   leader.
21 o   BUYT leaders have the option of standing their team down at any time. If a team stands down, the
22   remaining members may be available for single resource assignment.
23 o   Geographic rotation schedule will mirror the GB Type 2 IMT rotation, there will be two teams
24   available per two-week rotation period. Once a team has been mobilized the next team on rotation
25   will be notified. Permission must be obtained from the GBCG prior to early call out of the off-rotation
26   BUYT.
27 o   If a unit needs additional procurement assistance, orders may be placed for the specific required
28   positions. The Administrative Representative will provide those accommodations and services that
29   are necessary for the unit to function in the absence of a BUYT.
30
31 • **Buying Teams Members**
32
33 BUYT members for the Great Basin Buying Teams are listed on the following web page:
34 http://gacc.nifc.gov/gbcc/overhead.php
35
36 For Both National and Geographic Buying Teams, a substitute can be filled from the Alternate BUYT
37 member list. It is the responsibility of the BUYT Leader and/or BUYT Coordinator to provide
38 substitutions and an updated roster to GBCC.
39
40 Every effort will be made to substitute BUYT personnel within the Geographic Area. The BUYT
41 Coordinator will maintain the list of in-GACC qualified BUYT member alternates. A prioritized list of
42 BUYT member trainee(s) is maintained by the Great Basin Training Center to be utilized if needed.
43
44 If the BUYT Leader is unavailable, please contact the BUYT Coordinator for a substitute:
45
46 Rhonda Shay, UT DFFSL: 385-266-2655 (cell)   rshay@utah.gov
47
48 If a substitute team leader is not available, the entire team is unavailable. The next team in rotation will
49 move up to on-call status.
50
51 • **Roles and Responsibilities for BUYT Coordination and Mobilization**
52
53 o **GBCC**
54
55 GBCC will maintain the status of the BUYT leader and the IROC roster.

- o **Local Dispatch Centers**

  Local dispatch center may assist team members with statusing availability via IROC 24 hours prior to on-call rotation period and may assist the BUYT Leader and members with notification, if requested.

  It is incumbent on each team member to make notification to his/her BUYT leader and local dispatch center if he/she will be unavailable for the call-out period.

  Receive mobilization/demobilization order and process according to dispatch plan and established dispatching procedures. Will coordinate with GBCC concerning team members' transportation arrangements if needed.

- **Great Basin BUYT Rotation**

  GBCC will maintain a Geographic BUYT rotation located at: http://gacc.nifc.gov/gbcc/overhead.php

- **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, it is the team member's responsibility to inform the BUYT leader and local dispatch of status.

PAYMENT TEAMS See *National Interagency Mobilization Guide*

BURNED AREA EMERGENCY RESPONSE (BAER) TEAMS
 See *National Interagency Mobilization Guide*

- **Department of Interior (DOI) BAER** See *National Interagency Mobilization Guide*

- **DOI National BAER Team Configuration** See *National Interagency Mobilization Guide*

- **DOI Burned Area Emergency Response Team Mobilization Process**
   See *National Interagency Mobilization Guide*

- **USDA Forest Service BAER** See *National Interagency Mobilization Guide*

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*

COMMUNITY MITIGATION ASSISTANCE TEAMS (CMAT) See *National Interagency Mobilization Guide*

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

- **Requesting a CMAT** 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 from 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*

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

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.

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.

- **ASAT Configuration**
  - 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)

SERIOUS ACCIDENT INVESTIGATION TEAMS (SAIT) See *National Interagency Mobilization Guide*

CRITICAL INCIDENT STRESS MANAGEMENT (CISM)

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.

The decision to order 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.

CRITICAL INCIDENT PEER SUPPORT GROUP (CIPS)

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 Regional CISM Coordinator, peer group leader, peer supporters trained in critical incident stress response processes, and a licensed mental health professional under agency contract.

1 Critical Incident Peer Support Groups are mobilized through the normal dispatch channels. Requests for
2 CISM services are made through the unit's dispatch to GBCC from the Agency Administrator, or designee,
3 of the jurisdiction the incident occurred on.
4
5 GBCC will create the incident, coordinate with management to determine the appropriate charge code, and
6 create associated reviews via IROC.
7
8 The Regional CISM Coordinator will provide the names of the CIPS group members to GBCC, and the
9 order will be filled via roster. CISM personnel are ordered as CIPL (Peer Group Leader), CISM (Peer
10 Supporter), or THSP (Technical Specialist).
11
12 Timeline – CISM intervention (peer support) generally starts no sooner than 48-72 hours after an incident.
13 Crisis intervention is not an emergency however assistance should be ordered as soon as a need is
14 identified. It is important to allow time for affected individuals to disengage operationally and re-connect
15 with family or friends. Once this occurs individuals are typically emotionally ready to benefit from peer
16 support. CIPS Groups are mobile and available to travel to the affected individuals or group's home unit, or
17 an incident if needed. This allows personnel to return home prior to receiving services rather than being
18 held at the incident location or remain operationally engaged until CIPS personnel arrive.
19
20 • **Mental Health Professional Acquisition**
21
22   A key component of CISM is trauma trained clinicians who utilize the International Critical Incident
23   Stress Management (ICISF) model for crisis intervention. Since these specialists reside in the private
24   sector only, the Forest Service and the Bureau of Land Management have established contracts for
25   mental health professionals. If the services for a mental health professional exceed $2,500 (USFS) or
26     $10,000 (BLM) micro-purchase limits the national contracts must be utilized. Mental health
27   professionals whose services are less than $2,500 (USFS) or $10,000 (BLM) may be acquired directly
28   from the vendor. The BLM and Forest Service Regional and National CISM Coordinators will facilitate
29   all requests for services from the national contract specific to their agency. The BLM National CISM
30   Coordinator will assist the other DOI wildland fire agencies who wish to make a request for mental
31   health professional services through the BLM's acquisition authority for the contract. The Great Basin
32   Coordination Center and/or the Great Basin CISM Coordinator can help to facilitate the process.
33
34   For more information refer to *Great Basin Mobilization Guide*, Supplement 1, Critical Incident Stress
35   Management or the National Interagency CISM Peer Support website at: https://gacc.nifc.gov/cism/
36
37 **SPECIALIZED OVERHEAD POSITIONS**
38
39 • **Fire Security Positions**
40
41   The job titles for ground level security personnel working in the facilities and field security areas reflect
42   the training and experience necessary to safely accomplish the job. For agency specific requirements
43   for Security Specialist Leve1 & 2 and Security Guards see the *Federal Wildland Fire Qualifications*
44   *Supplement.*
45
46 • **Incident Business Advisor**
47
48   The Incident Business Advisor (INBA) serves as liaison and advisor to the Agency Administrator (AA),
49   working directly for the AA or their delegate. The INBA is recognized as an interagency position and
50   serves as a "bridge" to the AA, the IMT and other incident support functions. This bridge provides a
51   communication flow to assigned resources with the focus being successful incident business
52   management practices. The INBA will facilitate the unit's ability to implement sound incident business
53   practices such as cost effectiveness and proper financial documentation.

- **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:
    o Monitoring for inappropriate behaviors
    o Providing awareness/education on expectations for mutual respect and a harassment free work environment
    o Initiating corrective action to resolve and/or prevent problems and
    o Preparing reports on activities related to human resources.
    o Address inappropriate practices or conditions through the IC and/or other regular lines of authority.
    o Matters that cannot be resolved during the incident will be relayed to the host incident unit for further action.
    o HRSP are not utilized as the point of contact for coordination of CISM and CIPS activities. The IC is responsible for making the request through the Agency Administrator when support is required.

- **Union Representatives**

  A union representative is required whenever three hundred (300) individuals (regardless of agency) have been assigned to a Forest Service incident, or when three hundred (300) Forest Service employees have been assigned on another agency's incident.

  ICs are responsible for notifying GBCC and the local dispatch center when this criterion has been met. GBCC will notify the Regional Union Vice-President: Shawn Stanford at 208-253-0125 (work) or 385-251-5063 (cell). Notification will include the fire name and the name of the IC along with contact information.

- **Interagency Resource Representative (IARR)**

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

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

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

- **USFS Region 4 - Hazard Tree Blasters**

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

  Regional Coordinator, Justin Humble at 801-625-5412

  Regional Blaster, Rich Young at 208-590-8015 (cell) or 208-373-4409 (office)

- **Hospital Liaisons**

  Caring for personnel injured in the line of duty is a critical role for all agencies within the Great Basin. GBCG has developed an interagency roster of individuals who have been trained and are available to meet injured firefighter/personnel at any hospital within the geographic area. The hospital liaison will serve as support and advocate in those critical first hours until family, or other support personnel, can arrive.

  In the event of an injury requiring hospitalization, a trained hospital liaison will be activated via a request through GBCC. GBCC will contact the nearest available liaison, preferably within the same agency of the injured person. Requests for a Hospital Liaison will be initiated at GBCC on a support order.

- **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. Further direction, priority and details can be found in the Idaho supplement to Chapter 50 of the *NWCG Standards for Interagency Incident Business Management (SIIBM)*. https://gacc.nifc.gov/gbcc/business.php

  - **EMS Reciprocity in Nevada**
    The State of Nevada EMS Services are governed by NRS 450B and NAC 450B, though counties may have heightened requirements due to agreements and contracts. Further direction, priority, and details can be found in the Nevada supplement to Chapter 50 of the *NWCG Standards for Interagency Incident Business Management (SIIBM)*. https://gacc.nifc.gov/gbcc/business.php

  - **EMS Resources and Reciprocity in Utah**
    The Utah Division of Forestry, Fire and State Lands maintains a cooperative rate agreement or EERA. The 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 Utah 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 may include the closest trauma center, burn center and medical air ship for the area, which may be in a neighboring state.

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

  - **EMS Reciprocity in Wyoming**

    The State of Wyoming Office of Emergency Medical Services (OEMS) may grant an Emergency License to an individual as an EMR, EMT, AEMT, IEMT, or Paramedic based on written, or electronic, confirmation that the individual is currently licensed, or was previously licensed at a comparable level in another state.

To request an Emergency License, the responsible individual will electronically submit a Wyoming Emergency License Application or a NWCG Limited Request for Recognition Form. These forms can be accessed at https://health.wyo.gov/publichealth/ems/ems-forms/.

Once granted, an Emergency License is incident specific and expires when the emergency no longer exists, the licensee's services are no longer required, or ninety (90) days from the date of issuance. If an emergency exists for greater than ninety (90) days, a new request for licensure must be completed.

For additional information contact WY EMS Licensing Coord. Scott Logan at 307-777-3622, or scott.logan@wyo.gov. See the OEMS Licensing Announcement at http://health.wyo.gov/wp-content/uploads/2018/08/Emergency-Licensing-Announcement.pdf

- **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 fire line 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, Stephanie Kerley, 208-591-1575

  Training Coordinator, Farrington (Christian) Goodlander, 208-821-5014

Great Basin Priority Trainee Program

The Great Basin Priority Trainee Program (GBPTP) 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 Training Committee and GBCC will coordinate and utilize the priority trainee program for mobilizing trainees within and outside of the Great Basin.

- **Procedure**

  It is strongly recommended that anyone with an open taskbook, for a position included in the program, work through local channels to participate in the GBPTP. 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 (ZTR). The ZTRs will determine trainee priorities by position for the zone. Finally, the ZTRs and the Great Basin Training Committee will set the final Great Basin priorities for each trainee position.

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

  During an initial Great Basin IMT mobiliztion, up to eight trainee positions may be mobilized by the GBPTP. These positions, usually identified by the IMT prior to the scheduled on-call rotation period, are in addition to the six rostered training positions allotted to each IMT. The IMT roster coordinator will work with the GBPTP duty officer to facilitate this process prior to, and during, mobilization.

1   During the incident, the IMT Incident Training Specialist (TNSP) will contact the GBPTP duty officer to
2   identify additional trainee positions for the incident. Requests will be placed through normal
3   dispatching channels as a name request. Local unit trainees will be utilized prior to trianees in the
4   GBPTP. Local unit trainees are defined as trainees who's home unit is within the host dispatch area
5   of responsibility.
6
7   When a trainee completes an assignment, the TNSP will ensure that all trainees have an evaluation
8   completed for the assignment. A copy of the evaluation and information about percentage of position
9   taskbook completed will be sent to the GB Geographic Area Training Representative (GATR).
10
11   When there is an opportunity for a trainee to mobilize within or outside of the Great Basin, the GATR
12   and GBCC will utilize the priority trainee list to fill the orders.
13
14   If the trainee receives a negative performance evaluation, the GB GATR will forward that evaluation
15   to the trainee's agency representative on the Great Basin Operations Committee (GBOC).
16
17   When there is a single resource opportunity for a trainee to mobilize within or outside of the Great
18   Basin, the GBPTP duty officer and GBCC will utilize the priority trainee list to the order.
19
20   Once a trainee is recommended for certification, the TNSP, the trainee's local unit training officer and/or
21   the trainee, will notify the GBPTP duty officer to remove them from that position on the GBPTP list.

THIS PAGE LEFT BLANK INTENTIONALLY

1   **CHAPTER 30 - CREWS**
2
3   **CREW STANDARDS FOR NATIONAL MOBILIZATION**
4
5   Crews will be ordered by a standard type, T1, Type 2 or Type 2 Initial Attack (IA).
6
7   All sending dispatch centers within the Great Basin shall provide a roster in IROC or be able to forward a
8   crew manifest via electronic means for all types of crews, Type 1, Type 2, or Type 2IA.
9
10   For a detailed description of minimum crew standards See *Interagency Standards for Fire and Fire Aviation*
11   *Operations (NFES 2724)* https://www.nifc.gov/standards/guide/red-book
12
13   **TYPE 1 INTERAGENCY HOTSHOT CREWS (IHC)** See *National Interagency Mobilization Guide*
14
15   • **Great Basin Type 1 Crews**
16
17   The GBCC will implement an out-of-area rotation for the 12 Great Basin Type 1 crews. Current
18   guidelines are posted on the GBCC website at https://gacc.nifc.gov/gbcc/crews.php.
19
20   Type 1 crews will be notified if they are being held within the Great Basin due to drawdown levels
21   and/or due to GBCG or GBMAC decisions. The procedures in the *Standards for Interagency Hotshot*
22   *Crew Operations* in regard to crew training will be utilized. This guide can be found at the following
23   website: https://gacc.nifc.gov/gbcc/crews.php

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 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

24   • **Interagency Hotshot Crews as T2IA, T2 or Suppression Modules**
25
26   When Interagency IHCs fall below level identified in the *Interagency Standards for Fire and Fire*
27   *Aviation Operations* they may still be dispatched as a Type 2IA, Type 2, or Suppression Module
28   provided they meet the standards for the lesser qualifications. Do not create a new crew resource
29   item with the other qualifications update the active qualification appropriately.
30
31   If going out as a Suppression Module, an Overhead Group – Suppression Module resource item should
32   be created in IROC. See *National Interagency Mobilization* Guide for Standards.
33
34   **TYPE 2 AND TYPE 2IA CREWS** See *National Interagency Mobilization Guide*

1   **AGENCY CREW STANDARDS**
2
3   Prior to assignment, it is the responsibility of the host/home unit to ensure that T2IA and T2 crews meet
4   the minimum crew standards for national mobilization that is outlined in the *Interagency Standards for Fire*
5   *and Fire Aviation Operations*, chapter 13.
6
7   •   **Type 2IA / Type 2 Crews**
8
9   Type 2 and Type 2IA crews ordered through NICC do not come with chainsaws or hand tools when
10   transported by air. If chainsaws and hand tools are needed the resources will be ordered as Supply
11   items.
12
13 **US FOREST SERVICE CONTRACTED CREWS**
14
15 •   **Type 2IA Contracted Crews**
16
17   NIFC Forest Service has contracted nationally for Type 2IA Crews. See National Type 2IA Firefighting
18   Crew Contract for more information.
19
20   National Contracted Resources are hosted by local units, which are contractually required to utilize
21   dispatch priorities when mobilizing crews, as outlined in section C.7 of the National Type 2IA Firefighter
22   Crew Contract. See *National Interagency Mobilization Guide.*
23
24 •   **Type 2 Contracted Crews**
25
26   NICC is the sole provider for the USFS Contracted Type 2 crews. All contracted Type 2 crews must be
27   ordered through NICC. See *National Interagency Mobilization Guide.*

Great Basin Type 2 IA Crews	
Idaho	
Boise Regulars Crew 3, 5	Boise Interagency Dispatch Center
PatRick Environmental NCC 3A*	Boise Interagency Dispatch Center
PatRick Environmental NCC 3B*	Boise Interagency Dispatch Center
Payette Regulars	Payette Dispatch Center
Central Idaho 2	Central Idaho Interagency Fire Center
Targhee Regulars - TRC	Eastern Idaho Interagency Fire Center
Shoban #1	Eastern Idaho Interagency Fire Center
Centennial	Eastern Idaho Interagency Fire Center
Miller Timber Services, Inc. NCC 4*	Eastern Idaho Interagency Fire Center
Southern Idaho Interagency	South Idaho Dispatch Center
Nevada	
BIA Sho-Pai 1	Elko Interagency Dispatch Center
BIA Eastern Nevada 1 - ENA	Elko Interagency Dispatch Center
BLM Vegas Valley Handcrew	Las Vegas Interagency Communication Center
Southern Nevada Interagency Handcrew	Las Vegas Interagency Communication Center
Zephyr	Sierra Front Interagency Dispatch Center
Shoreline	Sierra Front Interagency Dispatch Center
Sierra Front Regulars	Sierra Front Interagency Dispatch Center
Slide Mountain Handcrew	Sierra Front Interagency Dispatch Center
Utah	
Color Country	Color Country Interagency Dispatch Center

Dromedary Peak	Northern Utah Interagency Fire Center
Fishlake Regulars	Richfield Interagency Fire Center
Red Rock Regulars	Moab Interagency Fire Center
Northern Utah Regulars	Northern Utah Interagency Fire Center
Salt Lake 1 – Unified Fire Authority	Northern Utah Interagency Fire Center
Southern Paiute Agency	Color Country Interagency Dispatch Center
Twin Peaks	Northern Utah Interagency Fire Center
Utah County 2	Northern Utah Interagency Fire Center
Weber Basin	Northern Utah Interagency Fire Center
Uintah Basin Regulars	Uintah Basin Interagency Fire Center
Wyoming	
Teton Crew	Teton Interagency Dispatch Center
Great Basin Type 2 Crews	
Idaho	**Host Dispatch Center**
Shoban #1	Eastern Idaho Interagency Fire Center
Nevada	
BIA Sho-Pai 2	Elko Interagency Dispatch Center
BIA Eastern Nevada 2	Elko Interagency Dispatch Center
NLTX - Rifle Peak	Sierra Front Interagency Dispatch Center

1   **INTERAGENCY RESOURCE REPRESENTATIVE (IARR)**
2
3   Anytime a Geographic Area or State has committed four or more crews, an Interagency Resource
4   Representative (IARR) can be sent by the sending unit, or the receiving unit can request them. For each
5   IARR sent, it is the responsibility of the sending GACC to mobilize, demobilize, and ensure proper
6   notification is made to the receiving GACC. An IARR mobilized to incident assignments away from their
7   home unit should be self-sufficient. See Chapter 20 Overhead for more information.
8
9   **Great Basin Camp Crews**
10
11 Camp crews within Great Basin are located and managed by the dispatch centers indicated. Camp crews
12 shall be ordered through normal dispatch channels using the designated Crew request in IROC.
13
14 • **Idaho**
15
16   Central Idaho Interagency Fire Center
17   Eastern Idaho Interagency Fire Center
18
19 • **Nevada**
20
21   Elko Interagency Dispatch Center
22   Sierra Front Interagency Dispatch Center
23
24 • **Utah**
25
26   Northern Utah Interagency Dispatch Center
27   Richfield Interagency Fire Center
28   Color Country Interagency Dispatch Center
29
30 • **Wyoming**
31
32   N/A

1   **Department Of Corrections Inmate Resources Within the Great Basin**
2
3   Department of Corrections' (DOC) hand, camp, and kitchen crews fall under the jurisdiction of their
4   respective state's Governor. DOC hand, camp, and kitchen crews may be utilized within the states of
5   Nevada, Idaho, Wyoming, and Arizona. DOC inmate crew movement across state lines may not be done
6   without both state governor's office approval.
7
8   The state of Utah does not accept DOC crews from out of state in any capacity.
9
10   • **Standard Naming Convention**
11
12   All DOC resources must be identified by a standard naming convention to make their status as
13   inmates clear to IMTs, dispatch and other fire management personnel. This will be accomplished by
14   adding "DOC" for Department of Corrections to all crew and module names in the resource ordering
15   system.
16
17   • **Supervision Ratio and Oversight**
18
19   There must be eyes-on supervision of all inmate crew members, at all times. The supervisors may be
20   Corrections Officers or agency personnel with clearly defined supervision responsibilities.
21
22   o   Ratio for fire-line hand crews: 1 supervisor per 10 crew members
23
24   o   Ratio for camp / kitchen crew: 1 supervisor per 5 crew members during work shift hours. There
25   must be eyes-on supervision of all incidents base inmate camp / kitchen crew members or
26   modules during work shift hours.
27
28   • **Visible / Identifiable Clothing**
29
30   Camp crews and kitchen personnel must wear clothing that clearly identifies them as an inmate crew
31   resource where their status is apparent from a distance of at least 50 feet. This can be accomplished
32   with bright colored shirts, sweatshirts, or jacket; this standard may not be yellow or hidden by yellow
33   Nomex or brush coats.
34
35   • **Notification of Receiving Unit**
36
37   When a DOC resource is mobilizing and crossing state boundaries, the sending unit will notify the
38   GACC for notification to the receiving State Duty Officer.

1   **CHAPTER 40 - EQUIPMENT AND SUPPLIES**
2
3   **EQUIPMENT AND SUPPLIES OVERVIEW**
4
5   All equipment and supply orders will follow established ordering procedures, except for the redistribution of
6   supplies within the National Fire Equipment System (NFES). Cache orders will be filled to meet timeframes
7   specified, using the most economical service. All NFES items are shipped ready for fire line use.
8   See *National Interagency Mobilization Guide*
9
10   **EQUIPMENT/SUPPLIES MOBILIZATION**
11
12   All equipment requests will be processed using IROC. Requests for supplies and equipment will be ordered
13   in two specific categories: "E" for Equipment and "S" for Supplies.
14
15   Contracted resources awarded under a competitive solicitation process shall be mobilized using
16   established Dispatch Priority Lists (DPLs) within their local dispatch area before at-incident agreements are
17   issued. All requests for contracted equipment shall be ordered through the host dispatch centers identified
18   in the agreement and using established dispatch ordering channels. Contracted resources shall not be held
19   in reserve as a contingency force in a non-pay status when that resource is available.
20
21   When receiving a request for which Incident Blanket Purchase Agreement (I-BPA) resources may be
22   utilized, the dispatcher will use the DPL within their host dispatch center. Dispatchers and Contracting
23   Officers will not call/dispatch Contractors from other host dispatch centers' DPLs. To utilize Contractors
24   from other host dispatch centers' DPLs, the ordering dispatcher must follow established dispatch ordering
25   channels. Available Contractors on the DPL must be contacted in the order of their DPL ranking and
26   availability status corresponding with their available area.
27
28   Examples of Contracted Equipment resources are:
29   •   National Contracted Mobile Food Services – Caterers
30   •   National Contract Mobile Shower Facilities
31   •   Rolling Stock – Engines, Water Tenders, Dozers, etc.
32
33   All efforts should be made to fill equipment requests with federal and state personnel/equipment first,
34   followed by cooperators, then contractors.
35
36   Supplies are identified as materials or goods not defined in any other resources or service category.
37   Example of Supplies are:
38
39   •   NFES Items
40   •   Mobile Cache Vans
41   •   Local Purchases
42   •   Services
43
44   **EQUIPMENT/SUPPLIES DEMOBILIZATION**
45
46   When demobilizing contracted equipment, vendors awarded IBPAs, as a result of competitive solicitations,
47   should be given priority to remain on the incident over resources with Incident-Only agreements, unless the
48   IC determines it necessary to deviate based on a specific incident need or objective.
49
50   **NATIONAL INTERAGENCY SUPPORT CACHE (NISC) ORDERING PROCEDURES**
51   See *National Interagency Mobilization Guide*
52
53   •   **NFES Items in Short Supply**
54
55   The NICC, in cooperation with the National Incident Support Cache (NISC) Coordinator, will advise all
56   incident support agencies (NMAC) of those items in high demand with limited quantities. This

information will be distributed through established communication and ordering channels. See *National Interagency Mobilization Guide*

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

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

- **Replenishment During Fire Season**

  Agency dispatch centers will use IROC to place restock orders to GBK. Restock orders must be the result of fire management activities and have the appropriate financial code. Miscellaneous "ABCD" 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.

- **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.

  o 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.
  o For replacement of NFES items not carried by the NISC responsible for supporting the incident, replacement must be authorized using the *Incident Replacement Requisition* and should be accomplished by ordering the item from DLA or approved vendor.
  o 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 IROC.
  o 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.
  o Completed forms may be taken back to the requestor's home unit and submitted to their Geographic Area NISC for processing.
  o Replacement orders should be placed within 30 days of control of the incident, and by November 30, the end of the calendar year ordering cut-off.

  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 *NWCG Standards for Interagency Incident Business Management (SIIBM)*, 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.

- **Accountability by Categories**

  Great Basin supply categories 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 incident use, or documentation must be 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, MREs, fusees, petroleum products, and medical supplies.

    Do not return used consumables.

- **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:
   o   Initial attack
   o   Extended attack
   o   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 IROC, 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 IROC, 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:
   o   Incident/Project Name, Incident Order Number, and Fire Code or complete BLM FBMS financial code for non-suppression orders. All USFS financial codes require an override code.
   o   Complete billing and shipping address with the zip code should be included in the "Ship To:" box in IROC, *no P.O. Boxes will be used for shipping*.
   o   Incident Base phone number, jurisdiction or agency and ordering office.
   o   Request number with realistic date and time needed.
   o   Correct unit of issue (ordered by standard pack when practical), NFES number and description of item as identified in the *NFES Catalog*.
   o   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.

   o   **Incident to GBK orders:**
        Type 1, 2 and Type 3 IMTs, may order directly to GBK using IROC 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.

   o   **Incident to Local Dispatch orders**:
        The host unit dispatch will initiate the "S" numbers between S-1 and S-99,999 in IROC. NFES supply orders will be sent through IROC and the IROC/ICBS interface will push the orders through

1   to GBK for processing.

2

3   • **Great Basin Cache Restock Orders**

4

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

8

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

11

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

15

16   • **Great Basin Cache Return Procedures**

17

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

20

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

23

24   All NFES items must be identified with the following information:
25   ○   The returning agency and/or office name.
26   ○   Incident Name and Incident Number to ensure credit is applied appropriately.
27   ○   Use of the *OF-316 Interagency Incident Waybill (*NFES 001472) will be utilized.
28   ○   Returns for credit to specific project accounts will be accomplished within the same calendar year
29   that items were issued.
30   ○   Items returned after the calendar year of issue will be credited to the agency's multiple fire account,
31   unless accompanied by documentation of issue to specific project accounts.
32   ○   Items returned after the calendar year will affect fire loss/use reporting.
33   ○   Reports may be requested from GBK to assist in identifying outstanding supplies for return.
34   ○   Hazardous material shipping regulations are to be strictly enforced when returning hazmat items to
35   GBK. See <u>*NFES Catalog*</u>, Section: <u>Hazmat Shipping Guide</u>.
36   ○   Recycling is the responsibility of the incident or host agency and is strongly encouraged.
37   ○   Medical waste must be transported to a licensed facility for proper disposal.
38   ○   **Do not return medical waste to GBK**.

39

40   **PROPERTY RETURN PROCEDURES FOR LOCAL PURCHASE**

41

42   Supplies and equipment ordered with suppression funds will be returned to the ordering unit at the end of
43   the incident. Locally purchased property may be dispersed in the following ways:
44   • Items meeting NFES standards will be returned to the local cache or servicing NISC for re-use within
45   the fire supply system.
46   • Items will be delivered to the unit's excess property program for disposal.

47

48   **INCIDENT SUMMARY AND LOSS USE REPORT**

49

50   The *Incident Summary and Loss Use Report* is provided to agency administrators, and, to Type 1 and Type
51   2 IMTs regarding NFES supply item use for all Type 1 and 2 incidents. This form has been accepted by the
52   NWCG as a tracking mechanism for all wildland fires by the interagency community. Guidelines and
53   procedures for this accountability are provided in the *NWCG Standards for Interagency Incident Business*
54   *Management (SIIBM)*, Chapter 30.

55

56   These reports are compiled by the NISC and are forwarded to the responsible Agency Administrator by
57   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. Great Basin Cache Van, NFES 008667, has 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 IROC. All trailer electrical systems will be 12 volts 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 IROC.

  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 and 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 <u>NOT</u> 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 will be charged to the incident that ordered the van from its originating location to the incident, to GBK for rebuild and back to its assigned location.

  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.

Great Basin Mobile Cache Support Van Locations

State	Location	Catalog Item Number	Number	Type
IDAHO	GBK - Boise	NFES 8667	2	Great Basin
	Salmon	NFES 8667	1	Great Basin
	Idaho Falls	NFES 8667	1	Great Basin
NEVADA	Winnemucca	NFES 8667	1	Great Basin
	Carson City	NFES 8667	1	Great Basin
	Elko	NFES 8667	1	Great Basin
	Ely	NFES 8667	1	Great Basin
	Las Vegas	NFES 2069	1	Prescott
UTAH	Color Country	NFES 2069	1	Prescott
	Moab	NFES 8667	1	Great Basin
	Salt Lake City	NFES 8667	1	Great Basin
	Richfield	NFES 8667	1	Great Basin

1 **NATIONAL INTERAGENCY INCIDENT COMMUNICATIONS DIVISION (NIICD)** See *National Incident*
2 *Radio Support Cache User's Guide* (NFES 000968), or the *NWCG National Fire Equipment System*
3 *Catalogs*: Part 1: Fire Supplies and Equipment (NFES 000362), Incident Communications Section.
4
5 • **ORDERING FROM NIICD**
6
7 Requests for NIICD resources, which include all NFES 004000 series, will be placed to GBCC and
8 forwarded to NICC / NIICD. All orders for NIICD shall include the following:
9
10 o Incident/Project Name, Incident Order Number, and Fire Code or complete BLM FBMS financial
11   code for non-suppression orders. All USFS financial codes require an override code.
12
13 o Complete billing and shipping address with the zip code should be included in the "Ship To:" box
14   in IROC, *no P.O. Boxes will be used for shipping*.
15
16 o Incident Base Phone Number, Jurisdiction/Agency and Ordering Office.
17
18 o NFES number and description of item as identified in the NFES Catalog.
19
20 o A realistic date and time needed.

- o   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.

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

- **NFES 004150 SLA Battery Kit**

  Due to 7.5V alkaline battery shortages, NICCD is replacing all 7.5V alkaline batteries with 12V sealed lead acid batteries. Shipping and weight regulations do not allow the SLA batteries to be shipped in each kit. A separate kit (NFES# 004150 SLA Battery Kit) will be shipped and is required to properly operate the NIRSC equipment.

  When ordering a standalone NFES 4248, 4330, 4330EX, 4312, 4281 or a 4370, you must also order a NFES 004150 SLA Battery Kit.

  Due to airline shipping weight restrictions, the NFES 4248, 4330, 4330EX, 4312, 4281 and 4370 will be shipped as 2 separate kits each.

  With these NFES 004150 SLA Battery Kits, an NFES 004100 Mountain Top Accessory Kit will **NO LONGER** need to be ordered in addition to a VHF Repeater/Links NFES 004312 or Ground Aircraft Radio/Link Kits NFES 004370.

- **Radio Ordering**

  Requests for NIICD radio systems and kits will be placed with NICC through established ordering channels. To ensure proper frequency coordination, the ordering office must include Date/Time Needed, Latitude and Longitude of the incident, shipping address and receiving incident phone number.

  For shipping purposes, a physical address, which includes a street name and number, city, state, and zip code, is required. For emergency air charter, a local Fixed Base Operator (FBO), airport and receiver contact information must be included.

  Each Geographic Area may order up to four Starter Systems for preposition during their established fire season. The NIICD CDO must be contacted when an order for a Starter System is received for an incident. NIICD CDO: (208) 387-5644

- **Returning Radio Kits**

  Prepositioned radio systems and kits will be returned to NIICD for rehabilitation immediately after each assignment. The incident or unit charged with custody of the radio equipment is responsible for a complete inventory of that equipment upon return from the incident.

  All 004000 series must be returned to NIICD 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.

REMOTE AUTOMATIC WEATHER STATIONS
See *National Interagency Mobilization Guide*

INCIDENT REMOTE AUTOMATIC WEATHER STATION, (IRAWS – NFES 005869)
See *National Interagency Mobilization Guide*

PROJECT REMOTE AUTOMATIC WEATHER STATIONS, (PRWAS – NFES 005870)
See *National Interagency Mobilization Guide*

SMOKE MONITOR KIT (Kit – Smoke Monitor – E-Sampler, NFES 005840 / 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. https://www.wildlandfiresmoke.net/smoke-monitor-ordering

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 720-595-4901 or 303-736-9246, 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 directly to RMK, by placing to external cache. Contact RMK at 303-202-4940 to confirm that the request was received successfully. Each order must include an appropriate USFS financial code, a complete physical shipping address, and a receiving incident phone number.

    Subject to kit availability, weekday orders processed by 1400 MT will be shipped that afternoon via Next Day Air. Weekend orders processed prior to 1100 MT on Saturday can expect arrival on Monday; after 1100 MT 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**

    All smoke monitoring kits should 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   Contact number: 303-202-4940

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

- **National Contract Mobile Food Services And Shower Facilities Mobilization** See *National Interagency Mobilization Guide*

  All National Contract Mobile Food Service Units and Mobile Shower Facility Units in the lower 48 States are ordered through and mobilized by NICC by using established ordering channels.

  Requests for Mobile Food Service Units and Mobile Shower Facilities require a completed *Mobile Food & Shower Service Request Form* (https://www.nifc.gov/nicc/logistics/coord_forms.htm). If an incident has a need for additional mobile food service units or shower facilities units, the request will be placed with NICC through established ordering channels. NICC will determine and assign the appropriate units to all federal wildland fire incidents.

- **National Contract Mobile Food Services And Shower Facilities Demobilization** See *National Interagency Mobilization Guide*

  Local units will notify their GACC 24 hours in advance of demobilization. All release information will be entered into IROC within 15 minutes of demobilization. Contractors may take 24 hours to rest and replenish supplies within the local area after release. After 24 hours, contractors must return to the unit's Designated Dispatch Point (DDP).

  The National Mobile Food Service and National Shower contracts can be obtained at:
  http://fsweb.wo.fs.fed.us/aqm3/pages/nifc/
  https://www.fs.usda.gov/managing-land/fire/contracting

  If you cannot access these sites, you may request access by emailing the Forest Service Acquisition Management Service Branch: SM.FS.fsaqmisb@usda.gov

ENGINES AND WATER TENDERS
See *National Interagency Mobilization Guide*

- **Great Basin Guidelines for Engines and Water Tenders**

  The following principles and guidelines are set forth to establish some consistency within the Great Basin regarding 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, cooperator and private vendor resources.

  - Pre-season awarded contracts and local unit inspections are accomplished in order to facilitate efficient use of private resources during fire season.

  The guiding principle for dispatching engines and water tenders to an incident is the utilization of the closest forces concept and/or the use 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 EERAs.

  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 IROC. 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 *NWCG Standards for Interagency Incident Business Management (SIIBM)*, Chapter 20.

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 with appropriate state personnel and agency-specific guides, 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 the local dispatch center, the expanded dispatch and in-coming Buying Teams. See the *NWCG Standards for Interagency Incident Business Management (SIIBM)*, Chapter 20, for specific documents that should 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.

All requests for contract equipment hired from Competitive Solicitation Templates will be statused in IROC and ordered by 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. DPLs for each piece of equipment can be found on the Great Basin Coordination Center's website. Specifications for these agreements will be strictly adhered to.

The use of vendors and/or equipment arriving 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 A 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.

Transports that arrive with heavy equipment will have the same resource order number as the heavy equipment. The transport is considered released once the heavy equipment is delivered and unloaded at the incident, unless one of the following exceptions apply:

- If approved by the government, the contractor may keep the transport at the incident, after it has been released, at no additional cost to the government.

- Incident may retain transport under hire for the sole purpose of transporting the heavy equipment that was originally ordered; the mileage rate or 65% of the minimum daily guarantee, whichever is greater, will be paid until the transport is released. The decision to retain the transport must be documented on the Resource Order and shift ticket.

Stand Alone Transports will be ordered under a separate resource order number by the government to remain at the incident and transport other vendor's equipment.

INCIDENT ONLY AGREEMENTS

Incident-Only Agreements are not on a national template or dispatch priority list. Resources will be ordered and hired by using the established rates in the Great Basin Chapter 20 supplement of the *NWCG Standards for Interagency Incident Business Management (SIIBM)*.

Once the local DPL is exhausted, the unit shall request from the neighboring dispatch centers or send the order to GBCC via IROC. 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 *NWCG Standards for Interagency Incident Business Management (SIIBM),* Chapter 20.

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.

NATIONAL EMERGENCY RENTAL VEHICLE (NERV)

The NERV program is a single portal for placing rental vehicle orders, nationwide. https://nerv.firenet.gov/

NERV allows for a centralized billing, payment, and claims office for incident rented vehicles. Rentals are paid directly by the NERV program, and individual travel cards are not utilized through NERV.

Vehicles rented through NERV are meant for:

- Incident use only (resource order required)
- ¾ Ton and 1 Ton 4X4 pickups and SUVs for off-road use
- Pool/Ground Support vehicles
- Vans, stake sides, and box trucks
- Vehicles for employees who are not self-sufficient such as ADs and State Cooperators

For additional information and Geographic Area SOPS, see NERV web site.

SPECIALIZED EQUIPMENT AND SUPPLY PERSONNEL

- **Cache Demobilization Specialist (CDSP)**

  CDSP may be ordered by the IMT or local cache unit and must be coordinated with GBK prior to ordering. 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.

  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.

- **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 for 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 for 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. All ATVs/UTVs (including agency machines) will be inspected upon approval for 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 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 ATVs/UTVs 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 the *Property Loss or Damage Report* (OF-289) with the *Great Basin Attachment*. The OF-289 and attachment can be found at https://gacc.nifc.gov/gbcc/business.php.

- **Handheld Infrared Systems**

  Handheld infrared equipment and operators can be ordered through normal dispatch channels utilizing an 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 personnel are qualified to operate infrared equipment.

  Handheld infrared equipment can be requested through the following dispatch centers:

1   Boise Interagency Dispatch Center: 208-984-3400 and
2   Payette Interagency Dispatch Center: 208-634-2757
3
4   • **Heavy Equipment Task Force (HETF)**
5
6   HETFs are solicited through VIPR only within the Great Basin and intended for use in forested terrain.
7   The HETF can be ordered using the standard configuration or established options:
8
9   ○   Standard Configuration
10   ▪   Job Site Foreman with 4-wheel drive transportation
11   ▪   One leveling Feller Buncher (bar or rotating disc) capable of bunching several stems in a
12   bundle
13   ▪   One rubber-tired Skidder equipped w/ grapple and light duty piling blade
14   ▪   One Type 2 Dozer w/ 6-way (PAT) blade or manual angle w/ hydraulic tilt
15   ▪   One drop tank Skidgine or Pumpercat capable of skidding logs
16   ▪   One Transport w/ operator that remains w/ the Task Force
17   ▪   Second Transport – may be un-operated
18   ▪   Additional Transports – Optional
19
20   ○   Alternative Options
21   ▪   2nd Leveling Feller Buncher may be added if vendor has capability.
22   ▪   Option 1 – Excavator (min 85 HP, 25,000 lbs.) may be added or replace the dozer (only dozer
23   may be exchanged for an excavator)
24   ▪   Option 2 – Boom Mounted Masticator (min 111 HP) may be added
25
26   When ordering, define in Special Needs which configuration is needed. The HETF will be rostered
27   under one E#, using subordinate requests (E-dots) for each piece of equipment, not to exceed 6
28   components. The Job Site Foreman will not have their own resource order, and the name and phone
29   number MUST be put in the documentation of each fill.
30
31   Each piece of equipment must come with an operator, including the transport that will be remaining at
32   the incident.
33
34   It is strongly encouraged that the HETF get a pre-use inspection at the incident. Each piece of
35   equipment will likely be coming from different directions and could delay mobilization if required to be
36   inspected at the local unit.
37
38   HETFs must be kept together and must always be working on the same operation. Breaking the
39   HETF into individual resources is out of the scope of the agreement.
40   Examples of out-of-scope practices are as follows:
41   ○   One piece of the HETF (excluding transport) stays in camp while others are working on the line
42   ○   Some pieces are working Night Shift, while others are working Day Shift
43   ○   Some pieces of HETF assigned to the opposite side of the fire as others (they must be on
44   consecutive line of the fire)
45
46   Once the mission is complete, the entire HETF will be released and demobed.
47
48   If the IMT determines that an individual resource within the HETF is needed to complete the mission,
49   the contractor must agree to allow the individual resource to remain under hire. A new resource order
50   or agreement (VIPR or Incident-Only EERA) must be issued for that resource for the remainder of the
51   time under hire. That piece of equipment can then be reassigned to the new resource order or Filled
52   with Agreement in the case of an EERA. The entire HETF Resource Order will then be released and
53   demobed, minus the single reassigned resource.

1   • **Great Basin AD HOC HETF**
2
3   Ad Hoc HETFs can be assembled, with the understanding that they will take additional time to build
4   and mobilize. The methods for hiring include:
5   o   Assemble by a CO with an Incident-Only EERA, modeled from the VIPR solicitation, which will
6   include the equipment and the Job Site Foreman. Order will be Filled with Agreement.
7   o   Assemble using existing single resource VIPR agreements. Equipment cannot be used outside
8   the scope of its VIPR agreement.
9
10   No Job Site Foreman will be included, so greater government oversite will be required. The following
11   Overhead must be assigned for the task force, per the HETF CO, due to being individual VIPR
12   resources:
13   o   One TFLD
14   o   One HEQB for each piece of equipment
15
16   When filling, HETF must be rostered under one E#, using subordinate requests (E-dots) for each
17   piece of equipment. The parent request will use the following naming convention
18
19   HETF – Dispatch ID – Three Digit Sequential Number
20
21   Example: HETF – BDC – 005
22
23   **Great Basin Mobilization Centers**
24
25   The two primary Mobilization Centers (MC) identified within the Great Basin are the Boise Mob Center and
26   the Salt Lake City Mob Center. Any local dispatch center, coordination center or the NICC may request the
27   activation of a MC for moving overhead and/or crews inside and/or outside of the Great Basin. The
28   requesting center will place a Supply Order as "Service-Mob Center" and will include the appropriate
29   incident management code (FS and BLM) following standard dispatch ordering procedures and channels.
30   The host center will generate an incident (i.e. Boise Mob Center) with incident type being Preparedness
31   /Preposition. All associated ordering for that Mob Center will be completed on this incident.
32
33   The local center manager may activate their local MC based on movement of resources within their
34   jurisdiction. In this case, the local unit will initiate the appropriate supply order and provide supporting
35   management codes as necessary.
36
37   The local center manager will coordinate with the Mob Center Manager or Staging Area Manager to order
38   supplies and fill staffing needs according to the local operations plan. The MC will not assume the
39   responsibilities of screening and outfitting resources (i.e., boots, gloves, etc.), as this is the responsibility of
40   the sending unit.
41
42   Units activating and utilizing the MC will need to review and comply with the MC Mobilization Operating
43   Plan, including timely notification and communication with the local dispatch center manager and/or the
44   Mob Center/Staging area manager for coordination efforts.
45
46   • **Mobilization Center Operations**
47
48   Each mobilization center is unique with the lay out and number of personnel that it can support.
49
50   The requesting unit will coordinate with the MC and GBCC to provide specific information as to the
51   number and type of personnel in transit, arrival/departure information, and support services requested.
52   This could include requests for ground transportation to the incident, hand tools, PPE, chain saws, etc.
53
54   MCs will not automatically arrange transportation and tooling to or from an incident without a resource
55   order. Transportation needs to be coordinated between the sending and receiving units.
56
57   Crews requiring air transit are requested to arrive at the MC fully equipped with personal gear, PPE

and double-lunched 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.

- o **Boise Mobilization Center Notification**
  Boise Dispatch 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. If transportation is needed for arriving personnel, 72 hours is suggested.

- o **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. If transportation is needed for arriving personnel, 72 hours is suggested.

Staging Areas and Support

Staging areas are a pre-assigned location or at an incident, where resources can be placed while awaiting a tactical assignment. Resources at a Staging Area are on-duty, available 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 a Mob Center or Staging Area are guaranteed eight hours of time daily. They may be requested to work a longer day depending on need and/or based on fire weather forecast. See *NWCG Standards for Interagency Incident Business Management* (SIIBM) for information on duty day regulations.

Demobilization of Staging area and Mobilization Centers

Orderly demobilization of equipment, 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, whenever possible. 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, to the Great Basin Operations Committee Chair, and to the responsible agency representative.

AERIAL DELIVERY OF EQUIPMENT/SUPPLIES

The McCall (USFS) and Great Basin (BLM) Smokejumper bases can deliver 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

1   loaded on the aircraft for delivery.
2
3   McCall Smokejumpers operate 2 Twin Otters with 2500-3500 lb. capacity.
4
5   Great Basin Smokejumpers operate between a Twin Otter with 2500-3500 lb. capacity, a Dornier 228 with
6   3000-4000 lb. capacity, and a DHC-8 (Dash-8) with 6000-7000 lb. capacity.
7
8   To order aerial delivery, an Aircraft request will be created in IROC and sent to GBCC for processing. GBCC
9   will coordinate with the available smokejumper resources for delivery.

THIS PAGE LEFT BLANK INTENTIONALLY

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 lead plane 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 hired 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.

COOPERATOR AIRCRAFT

Refer to the Interagency Standards for Fire and Fire Aviation Operations (NFES 2724) for additional information regarding cooperator aircraft.

https://www.nifc.gov/standards/guides/red-book

Cooperator-contracted aircraft also on an existing federal contract with federal aircraft and pilot cards may be utilized on federally protected lands when cooperative agreements are in place and the aircraft have been approved by USDA Forest Service/DOI letter.

Cooperator-contracted, exclusive-use aircraft not on an existing federal contract may be considered for approval on a case-by-case basis when cooperative agreements are in place. Approval will be by USDA Forest Service/DOI letter.

Cooperator-owned/-operated aircraft may be utilized on federally managed fires when cooperative agreements are in place and the aircraft have been approved by FS/DOI letter. Cooperator-owned/-operated aircraft meeting requirements of the NWCG Standards for Interagency Cooperator Type 2 and Type 3 Helicopters, PMS 525-1 or other applicable NWCG standards may be utilized on federally protected lands when cooperative agreements are in place and the aircraft have been approved by FS/DOI letter.

https://www.nwcg.gov/sites/default/files/publications/pms525-1.pdf

All cooperator aircraft used on federally protected lands must be approved by FS/DOI letter. Utilization of approved, cooperator aircraft shall be limited based on 49 UNITED 16 STATES CODE §40125.

- o All approved cooperator aircraft used on federally managed fires shall be released when federal aircraft become reasonably available.
- o The use of cooperator aircraft must involve a "significant and imminent threat to life or property" documented daily on the Cooperator Aircraft Use Validation Worksheet (National Mob Guide Chapter 80) to document the justification for aircraft utilization.

NON-FEDERALLY APPROVED AIRCRAFT

Cooperator-contracted, exclusive-use aircraft not on an existing federal contract may be considered for approval on a case-by-case basis when cooperative agreements are in place.

The following conditions apply for non-federally approved aircraft:

- o No federal employees are allowed to ride on board the aircraft.
- o No federal employee may be assigned to a position that exercises contractual control.
- o Federal personnel may load retardant at federal airtanker bases, regardless of jurisdiction.

- o Federal personnel may provide aerial supervision (ATGS, ASM, HLCO, Lead plane) under existing standard operating procedures and agreements.
- o The aircraft remains under State operational control regardless of the agency affiliation of the firefighters directing the aircraft on an incident with State jurisdiction.
- o The aircraft are approved to interact with federal dispatch personnel as long as the aircraft remains under the operational control of the State or for safety reasons.

Under emergency circumstances, where human life is immediately at risk by wildland fire on lands under federal protection, a Federal Line Officer can approve the use of non-federally approved aircraft. This exemption must only take place when sufficient federal firefighting aircraft are not readily available to meet the emergency need. Federal line officers are encouraged to consult with agency aviation management personnel to aid in decision making.

Approving Federal Line Officer must document exemptions in accordance with agency guidance to include submitting a SAFECOM within 24 hours.

- **Idaho Department of Lands Compact**

The Idaho Department of Lands (IDL) may obtain Canadian aircraft as a member of the Northwest Wildland Fire Protection Agreement (Northwest Compact). IDL can hire EU aircraft as well as CWN aircraft through IDL's Aviation Price Agreements for Call When Needed Services (IDL CWN APA).

- **National Guard Resources**

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.

- o **IDAHO**
  All units in Idaho will order through the Boise Interagency Dispatch Center (BDC) utilizing established dispatch channels. BDC will coordinate with the IDL State Duty Officer and the IDL GBCG representative for notification and mobilization of NG resources. The ordering dispatch center will then notify GBCC regarding the order. BDC will coordinate with the IDL State Duty Officer to place the order.

- o **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.

- o **UTAH**
  All units within Utah will order through the Northern Utah Interagency Dispatch Center (NUC) utilizing established dispatch channels. NUC will work though 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.

- o **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.

- o **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 always be followed.

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

Aerial Supervision Modules (ASM 1) and assigned aircrew.
Lead Planes and assigned air crews.
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:

- o IMT aviation staff
- o Incoming aviation resources
- o 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.

1   Airport procedures, base security policy, and plan
2   Specific fire, fuel, and fire behavior conditions and information
3   Aerial hazards maps for the local area
4   Contact procedures prior to entering a SUA, TFRs, Airspace Letters of Agreement (LOA), and
5   Memorandum of Understanding (MOU)
6   Weather (current and forecast)
7
8   Crew/aircraft information sheets (see agency specific guide)
9   Aircraft status summary
10   Flight following procedures.

11   Local information, fueling, water sources, sunrise/sunset times, etc.
12   Radio frequencies, map sets, and warehouse supplies
13
14   **AIRCRAFT DISPATCH FORM REQUIREMENTS – KNEE BOARD**
15
16   The NWCG Aircraft Dispatch Form PMS 250 (also known as a TARO or Knee Board), is the only
17   authorized dispatch form to be used and is required for all non-local (outside of the ordering dispatch
18   area) requests for the following:
19
20   o   Airtanker, Lead Plane, and ASM requests in initial attack, extended, and complex incidents.
21
22   o   Helicopters and Air Attack requests in initial attack or upon request of the sending unit or the
23   GBCC.
24
25   o   *For resources coming from outside the GACC (or leaving the GACC), contact the GBCC to obtain*
26   *a copy of the form.*
27
28   If multiple aircraft are being ordered, or they are ordered within reasonably close timeframes of each
29   other, one submission of the form to the GBCC or an adjacent neighbor dispatch will suffice. This form
30   provides many benefits over the IROC resource order for both dispatch and the aviation community such
31   as readability of incident locations, elevations, frequencies, hazards, contacts, and flight following
32   information. An IROC request must then follow to the sending dispatch office as soon as practical.
33
34   • **Neighborhood Agreement**
35
36   Aircraft may be launched across GACC boundaries using an Aircraft Dispatch Form to facilitate
37   neighborhood agreements for IA. However, a resource order must follow in a timely manner. The
38   stipulations with the neighborhood agreement allow the request to be placed directly with the
39   neighboring dispatch center without going to the GACC or NICC. The GBCC should be notified.
40
41   • **Orders Placed Through NICC**
42
43   All aircraft requests placed to the NICC must be in IROC. Requesting units shall ensure that IROC
44   incident information is accurate to include current frequencies, reporting locations, and contacts as
45   well as attaching a kneeboard to the order.
46
47   **AIRCRAFT FLIGHT REQUEST / SCHEDULE / FLIGHT STRIP**
48
49   Used for documenting aircraft, pilot, passenger, itinerary, and type of flight plan. Required information on
50   this form includes (but is not limited to):
51
52   Incident Name/Number and Request Number
53
54   FAA Registration, "N" number and Call Sign
55
56   Aircraft Make/Model/Color

Pilot and Vendor Name and Contact Information

Mission Description

Passenger/Cargo Information

Flight Itineraries

Flight Plan Type/Method of Flight Following

- **Aircraft Flight Request / Schedule / Flight Strip Requirements**

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

  o   Point-to-Point

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

  o   Flights leaving the geographic area

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

In accordance with the guidelines above, agency flight plans are the responsibility of the pilot/manager, to be distributed through the originating dispatch office, and are documented on an Aircraft Flight Request/Schedule. This should occur before the aircraft begins flight. Pilots/managers should communicate with dispatch to coordinate the completion of a flight schedule form as accurately as possible. The type of flight plan must be documented, as this information is critical for initiating search and rescue actions. Once the sending office has the flight schedule form, it must be emailed to GBCC. If the GBCC is the hiring/sending office, a form will be created and emailed to the receiving dispatch office. The GBCC will email the form to all the affected dispatch offices when Agency Flight Plans are filed. The form will be emailed to the NICC by the GBCC for those flights leaving the geographic area.

- **Responsibilities of the Sending Unit**

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

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

  Notify the GBCC of known 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.

  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.

  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.

TYPES OF FLIGHTS

- **Point-to-Point**

  A "Point-to-point" flight is one that originates at one developed airport or permanent helibase and flies directly to another developed airport or permanent helibase with the sole purpose of transporting personnel or cargo (this term does not apply to flights with a scheduled air carrier on a seat fare basis). These types of flights are often referred to as "administrative" flights and only require the aircraft and pilot to be carded and approved for point-to-point flight. A point-to-point flight is conducted higher than 500 feet above ground level (AGL).

    - 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 (also known as FS Special Use 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). Special Use Mission Flights may require special pilot endorsements, flight evaluations, training and/or specialized aircraft equipment.

Flight Manager

There will be a flight manager designated on all passenger flights originating within the Great Basin. GBCC will use the *National Interagency 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 and Flight Following**

    FAA flight plans **are required** when a flight proceeds beyond a geographic boundary (Exception: Initial Attack that requires crossing a geographic area neighboring 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. The pilot shall close out the flight plan with the FAA once the flight is completed.
    ○ 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 and are the responsibility of the pilot to complete and distribute. Agency Flight Plans are most often used for mission flights. 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.

    It is the responsibility of the pilot/Flight Manager to advise dispatch upon take-off which plan (FAA or Agency) is being utilized. It is the responsibility of the dispatcher to ensure Flight Plan information is shared with the affected dispatch centers along the aircraft's route.

    Verbal and AFF flight following is not required enroute when an FAA flight plan has been filed.

    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 (DOI) / Mission Aviation Safety Plan (USFS) and coordinated well in advance of the project and will have a flight request schedule form completed. Requests for flight following, is a courtesy, and is at the discretion of the dispatch office.

Vendors performing "End-Product" contracts will not be flight followed by Great Basin dispatch centers.

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 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 for possible diverts or updated mission information from dispatch, or an ops-check if resource is no longer showing positive on AFF.

  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).

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

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

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

- **Responsibilities of Pilot/Flight Manager**

  Contact dispatch to establish AFF flight following (preferably via phone prior to flight).

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

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

3   Shortly after takeoff and outside of sterile cockpit environment, contact dispatch via radio to initiate
4   AFF.

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

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

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

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

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

14 Inform dispatch upon landing that the aircraft is on the ground.

15 • **Responsibilities of Aircraft Dispatcher**
16
17 When AFF is requested, ensure AFF program access is available and request standard flight
18 information from the pilot/flight manager. Document using existing dispatch forms and logs.
19
20 Provide pilot/flight manager with appropriate frequencies to monitor during the flight (dispatch
21 frequency, national flight following, etc.). Ensure these frequencies are monitored during duration of
22 flight.
23
24 If flight following will be handed off to another dispatch office during the flight, brief this with the pilot,
25 flight manager, providing frequency change, call sign, and other appropriate information.
26
27 Check AFF system to ensure icon for the aircraft is shown.
28
29 Shortly after takeoff, pilot, flight manager will call via radio to initiate AFF. Check aircraft icon color
30 and verify time and date.
31
32 Ensure the AFF system remains operating on your computer during the entire flight.
33
34 Set 15-minute timer and check flight progress as appropriate during the flight. Document using
35 existing forms and logs.
36
37 If the icon turns RED, it means the signal has been lost. Immediately attempt contact with the aircraft
38 via radio and follow normal lost communication, missing aircraft, or downed aircraft procedures as
39 appropriate.
40
41 If radio contact is made after a lost signal, flight may continue utilizing 15-minute radio check-ins for
42 flight following.
43
44 Use standard contact procedure if computer system goes down during flight.
45

46 • **Procedures for Handoff Between Dispatch Offices**
47
48 When a flight crosses dispatch boundaries, flight following will be handed off from one dispatch center
49 to another via telephone or radio and documented. This must be coordinated between the affected
50 dispatch offices.

- **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 contact 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 See *National Mobilization Guide*

- **National Air Guard Frequency 168.625 MHz (Tone 110.9 TX)**

  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 fight 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 Interagency Incident Communication Division (NIICD) 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 IA 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 geographic 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 NIICD 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 coordination through NIFC CDO.

  Each dispatch center will receive their assigned Primary and Secondary Air-to-Air by April. The Tertiaries are held at the GACC and will be ordered as needed through IROC. 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 IROC 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 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 addressed: https://aa.usno.navy.mill/data/RS_OneDay or https://sunrise-sunset.org/

SPECIAL FLIGHT CONDITIONS

- **Instrument Flight Conditions FSM 5716.12**

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

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

7 • **Night Flying 5716.2**
8
9 Night flying use is for multi-engine or turbine powered single-engine aircraft for night flights that meet
10 the applicable requirements in FAR Part 91 and Part 61 as referenced in FSH 5709.16 or applicable
11 contracts.

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

14 ○ This restriction does not apply to helicopter flights utilizing Night Vision Goggles (NVG).
15
16 ○ Low level helicopter flight operations will only be conducted using NVG. Helicopters will be
17 approved for such an operation.
18
19 ○ Reciprocating engine powered single-engine aircraft flights at night are authorized only for ferry
20 and cargo-carrying missions at pilot-in-command discretion and in accordance with FAR Part 91.
21
22 **STERILE COCKPIT PROCEDURES**

23 Sterile cockpit rules apply within a five-mile radius of the airport. The aircrew will not perform radio or
24 cockpit communications that is not directly related to the safe flight of the aircraft from taxi to 5 miles out
25 upon takeoff and from 5 miles out until clearing and active runway upon landing.

26 Sterile cockpit procedure means no communications between an aircraft and the airtanker base, dispatch
27 office or ramp personnel while the aircraft is in the traffic pattern unless it involves the safety of flight. Fire
28 dispatching or reload instructions are not related to the safe flight of the aircraft.

29 Exception: When conducting firefighting missions within 5 miles of an uncontrolled airport, maintain a
30 sterile cockpit until departing the traffic pattern and reaching final altitude. Monitor the Common Traffic
31 Advisory Frequency (CTAF) if feasible, while engaged in firefighting activities. Monitor CTAF as soon as
32 practical upon leaving the fire and returning to the uncontrolled airport. When conducting firefighting
33 missions within a Class B, C or D airspace, notify dispatch that Air Traffic Control (ATC) communications
34 will have priority over dispatch communications.

35 **AIRSPACE BOUNDARY DISPATCHING**
36
37 See the Great Basin Interagency Airspace Boundary Management Plan and Checklist (Chapter 80).
38
39 **STAGED / PREPOSTITION / SUPPORT**
40
41 All aircraft prepositioned at the request of the GBCC on staging/prepositioned support codes, are
42 available for local IA, following national commitment guidelines. Any assignment of these resources to
43 large/project fires will have GACC concurrence prior to assignment.

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

Suggested example: 2023 BDC GACC Preposition

This incident can also include GACC support for crews, equipment, overhead and supplies.

Extended staffing of GACC support 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 support code may utilize the code for additional airbase staffing as needed with the concurrence of the GBCC.

AIRBORNE THERMAL INFRARED (IR) FIRE PRODUCTS
See *National Interagency Mobilization Guide*

Prior to ordering an IR fire mapping mission, it is important to consider the key differences in technologies and products available to identify the best product to support wildland fire operations.

Infrared operations can be ordered through NIROPS or through contracted aviation sources within the geographic area for surge capacity.

- **NIROPS IR Fire Mapping Requests**

  Each request for an IR flight will be ordered by 1500 daily. An IR 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 an 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, NIROPS will set priority for airborne thermal IR fire mapping aircraft. If the incident will not be flown by NIROPS, the information will be sent back through the dispatch channels.

- **Great Basin IR Surge Capacity**

  End product agreements differ from a flight service contract, in that the requesting agency is only procuring the map products and GIS ready shapefiles of wildland fires; no internal operational controls from the requesting agency will apply.

  Participation by agency employees is limited to mission tasking, quality assurance, and contract administration. The requesting unit will NOT be required to complete flight following or resource tracking during the flight.

  Orders for surge capacity flights will be submitted to GBCC prior to 0900 for products needed by 0400 the following day. Requests will be placed to GBCC in IROC following the same standards for NIROPS.

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 to keep the order for a lead plane, ASM and/or air attack active in IROC, or to UTF the order.

When competition for lead planes, 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

1 incident's lead plane or air attack aircraft reassigned to another incident will be negotiated between the
2 center and the requesting unit.
3
4 For incidents on which significant flight time may accrue, dispatch centers and the GBCC should mutually
5 anticipate the need for relief air attack or lead plane resources.
6
7 **The following table summarizes interagency aviation supervision policy, but individual agency**
8 **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 dispatched together on an initial order to maximize safety, effectiveness, and efficiency of incident operations unless the required supervision is currently on scene of the incident.			
Situation	**HLCO**	**LPIL**	**ATGS/ASM**
Three or more aircraft flying missions at the same time	If no ATGS AND only rotor wing	If no ATGS AND only Fixed wing	ORDERED
Fixed wing Low Level Operations in Low light conditions	N/A	Required if No ATGC	Required if No LPIL
MAFFS / VLAT	N/A	Required	N/A
Airtanker not IA carded	N/A	Required	N/A
Level 2 SEAT w/ more than one other tactical aircraft on scene	N/A	Required if No ATGS	Required if No LPIL
Foreign Government Aircraft	N/A	Required if No ATGS	Required if No LPIL
Congested Area Flight Operations	Ordered	Ordered	Required
Periods of marginal weather, poor visibility or turbulence	Required if No ATGS/ASM	Required if No ATGS	Required
Active Duty (Non-National Guard) Military Helicopter Operations	Ordered	N/A	Ordered unless HLCO is on scene and doesn't require additional supervision
Night Helicopter water dropping operations with 2 or more helicopters	Ordered if No ATGS/AMS	N/A	Ordered unless HLCO is on scene and does not require additional supervision.
When requested by airtanker, helicopter, ATGS, LPIL or ASM	Required	Required	Required.

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

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

12 **Ordered** - Aerial supervisory resources shall be ordered by the unit maintaining operational control
13 (operations may be continued while the aerial supervisor is enroute to the incident. Operations can be

1   continued if the resource is not available and assigned resources are notified).

2   **Assigned –** Tactical resource allocated to an incident. The resource may be flying enroute to and from, or
3   on hold at assigned airport or helibase.
4
5   ***An aerial supervision module, lead plane or air tactical group supervisor must be ordered any time**
6   **it is requested by any aircraft regardless of number or type of resources assigned. If aerial**
7   **supervision is available within the local unit, it is recommended it be dispatched any time other**
8   **aerial resources are being sent.**
9
10   USFS FSM 5716.32 requires an order for aerial supervision if there are 2 or more airtankers over a USFS
11   incident.

12   Incident that has 2 or more branches, or smokejumper or para-cargo aircraft with 2 or more air tankers: The
13   NWCG Standards for Aerial Supervision Guide references ordering an ATGS only for these missions. FSM
14   5716.32 classifies these missions as complex.
15
16   For USFS incidents an HLCO should be ordered as appropriate in addition to the ATGS.
17
18   •   **Air Tactical Group Supervisor (ATGS) Aircraft**
19
20   ATGS aircraft is a fixed or rotor wing aircraft that is comprised of a pilot and ATGS for initial and
21   extended attack response to enhance safety and efficiency of aerial and ground operations.
22
23   When requested, nationally sponsored ATGS aircraft and personnel will be dispatched for initial and
24   extended attack fire when they are available. This includes responding to incidents outside of assigned
25   dispatch center and GACC boundaries when requested. Normal dispatch procedures will be followed,
26   and local dispatch centers will place orders to the GACC when the neighborhood policy is not
27   applicable.
28
29   The status of nationally sponsored exclusive use ATGS aircraft and personnel will be updated daily as
30   "Available GACC", in both the Tactical Report and IROC.
31
32   Call when needed ATGS aircraft will be ordered using normal dispatch procedures.
33
34   •   **Lead Planes / Aerial Supervision Module (ASM)**
35
36   The ASM is a fixed wing platform that has a lead plane qualified air tactical pilot (LPIL) and an air
37   tactical supervisor (AITS). ASMs may act as either a lead or ATGS depending on incident requirements.
38
39   When available, they will be dispatched to support large air tanker assignments according to agency
40   policy. Lead planes/ASM are multi-engine, and the pilots are IFR qualified. Flight before/after civil
41   twilight is allowed for non-tactical flight.
42
43   Lead planes assigned to a unit may be dispatched direct to meet the unit's mutual assistance areas of
44   influence with notification to the coordination center within **15** minutes of commitment, followed by a
45   resource order.
46
47   The GBCC will coordinate with the appropriate dispatch center concerning lead plane availability and
48   crew assignment.
49
50   During periods of low fire probability, it is permissible for lead planes to be used for other missions.
51   Release of lead plane for non-suppression assignments is contingent upon the following conditions:
52
53   Airtanker pilots at the base to which the lead plane is assigned who are initial attack qualified will be
54   coordinated with the local dispatch and GBCC.
55
56   **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, emailed resource order or Aircraft Dispatch form. When the order is generated in IROC the request will be for an A-#, "Load, Smokejumper, Initial Attack (SMIA)". As soon as possible after the jumpship is airborne, the sending dispatch unit shall provide a manifest by email 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 IROC 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 IROC through established dispatching channels.

- **Smokejumper Preposition Requests**

  Smokejumper preposition requests will be ordered in IROC on an aircraft request for the jump ship as, "Fixed Wing, Smokejumper (FWSM)", and O numbers for the smokejumpers, spotters and agency pilots (SMKJ, SPOT, PILO). 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 ordering a booster of jumpers, the request should be placed as individual Overhead requests, as "Overhead, Smokejumper". The mode of transportation 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 unless otherwise determined.

  See Chapter 20 for more information on smokejumper booster overhead requests.

- **Smokejumper Bases Utilized Within the Great Basin**

  Movement of smokejumpers within the Great Basin will be coordinated through GBCC. During periods of high activity and upon the request of the GACC, a smokejumper coordinator may be assigned to GBCC to assist with smokejumper operations. GBCC must be notified when fifty (50) percent of the smokejumpers at a local unit have been committed.

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

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

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

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

  The De Havilland DHC-6 Twin Otter or the Dornier 228 will be the primary aircraft utilized by the Great Basin Smokejumpers. The normal configuration for this aircraft is eight (8) smokejumpers with gear plus one (1) pilot and one (1) smokejumper spotter, both of whom stay with the aircraft.

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

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

- **McCall Smokejumper Base (USFS)**

  The primary mission of US Forest Service, McCall Smokejumpers is to provide professional, effective, and safe fire suppression and fuels reduction services to USFS and interagency land 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 <u>no</u> 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.

- **Other Geographic Smokejumper Bases**

    - **Northern Rockies Smokejumper Bases**

    - **West Yellowstone Smokejumper Base (USFS)**
      The West Yellowstone jump base 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 located in Missoula, MT.
      Central Idaho Interagency Fire Center can order direct for an IA load.

    - **Grangeville Smokejumper Base (USFS)**
      The Grangeville jump base located in Grangeville, ID.
      The Payette Dispatch Center can order direct for an IA load.

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 *SHO, Chapter 2, Section III*.

1 • **Helicopter Configuration**
2
3   o   Helicopter with bucket or longline.
4   o   Helicopter should be initial attack ready.
5   o   Tank or bucket only.
6
7 • **Helicopter Capability**
8
9   o   Operating environment (temperature and altitude).
10   o   Minimum passenger load consideration.
11   o   Minimum internal/external load requirement.
12
13 • **Special Mission Capability**
14
15   o   Longline
16   o   Aerial firing
17   o   Helicopter retardant
18   o   Rappelling
19   o   Short-haul
20   o   Medical evacuation
21
22 • **Personnel Needs**
23
24   Identify type of module needed and should it be standard configuration.
25   Agency considerations about personnel.
26
27 • **Specialized Mission Qualifications**
28
29   o   Helitorch mixing/loading crew qualifications
30   o   PSD Operator qualifications
31   o   Medical personnel (EMT) qualifications
32   o   Rappel or Short-haul qualifications
33
34 • **Specialized Equipment Needs**
35
36   o   Sphere dispenser with spheres
37   o   Helitorch and fuel source
38   o   Handheld Infrared equipment
39   o   Port-a-tank
40   o   Litter or other specialized rescue items
41   o   Nets, slings & swivel (specify if non-standard)

42 **EXCLUSIVE USE HELICOPTER (EU) CONTRACTS** See *National Interagency Mobilization Guide*
43
44 Exclusive use and agency owned helicopters must be ordered through normal dispatch channels.
45
46 Whenever an exclusive use helicopter fills an IROC request outside of IA, the sending unit will send a fuel
47 truck, support vehicle, manager, and a **<u>minimum</u>** of 3 crew personnel. The helicopter order will be placed
48 on an Aircraft order form with all the support/module information documented on that Aircraft request order
49 form. Any specialty or other personnel qualification requirements (ICT4, PLDO, etc.) must also be specified.

- **Idaho Helitack BLM Type 1 helicopter**

    The Idaho Heltitack BLM Type 1 helicopter's primary mission is initial attack. While most effective at providing rapid initial response, the crew is well equipped to respond to extended 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 or nationally.

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 administrating/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 NWCG Standards for Helicopter Operations (SHO).

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/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.

1   For ordering CWN modules to staff CWN helicopters see Chapter 20 of this guide.
2
3   • **Type 1 and 2 Call-When-Needed (CWN) Helicopters**
4
5   Type 1 and 2 CWN helicopters are available under national contract and, with the exception outlined
6   below, shall be ordered through the NICC via established dispatch channels. A helicopter manager
7   (HMGB) name and contact number must be identified in the special needs. Definitions of categories
8   (standard, restricted, or limited), as well as additional information on CWN helicopters, can be found in
9   the National Interagency Mobilization Guide, and the NWCG Standards for Helicopter Operations
10   (SHO), Chapter 2.
11
12   Exception Federal
13   Any national forest with a type 1 helicopter operating locally on a timber sale contract may use the
14   helicopter for initial attack missions per the contract requirement in the timber sale. The following must
15   occur:
16
17   o   The helicopter can only be used for initial attack on incidents within or adjacent to the timber sale
18   that the helicopter is working on.
19   o   Coordination must occur between the local dispatch offices, the timber sale COR, and any other
20   resources assigned to the incident.
21   o   A resource order shall be submitted for documentation purposes to the coordination center.
22   o   For any request/assignment other than initial attack on or adjacent to the timber sale procedures
23   in the National Interagency Mobilization Guide must be used.
24
25   • **IDL Aviation Price Agreements for Call When Needed Services (IDL CWN APA) Helicopters**
26
27   IDL has IDL CWN APAs for both standard and limited Type 1, 2 and 3 helicopters. Local units in Idaho
28   requiring IDL aviation services will order through local interagency dispatch centers utilizing established
29   dispatch channels. A list of IDL's CWN APAs are posted under All-State Protection Agreements found
30   on IDL's Fire Management webpage: https://www.idl.idaho.gov/fire-management/incident-business/
31
32   • **Type 3 CWN / On-Call Helicopters**
33
34   There are two federal procurement methods used for acquiring Type 3 CWN/On-Call helicopters within
35   the Great Basin for federal agencies. These methods are:
36   o   The Forest Service CWN contracts are under national contract and shall be ordered through the
37   NICC via established dispatch channels and helicopter manager (HMGB) and contact number must
38   be identified in special needs.
39   o   The DOI On-Call Small Helicopter contract- administered by DOI-Acquisition Services Directorate
40   (AQD) in Boise, Idaho.
41
42   State agencies may have state CWN procurement policies. State Annual Operating Plans (AOP)
43   describes the use of state resources on federal incidents. Helicopters will meet Interagency Fire
44   Helicopter Standards for operation on federal incidents.
45
46   For projects, a cost comparison must be completed by the ordering office when deciding which
47   procurement method to use.
48
49   **Helicopter Rappellers and Aircraft**
50
51   Outside initial attack, whenever an exclusive use helicopter fills a helicopter request the
52   administrating/sending unit will send a fuel truck, support vehicle, manager/spotter and a **minimum** of 5
53   crew personnel. Orders for rappellers with aircraft within the Great Basin shall be on an Aircraft resource
54   order. Orders for rappel capable aircraft should be placed as immediate need, IA or for preposition planning
55   purposes.

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 National Rappel Guide. Helicopter rappellers shall be ordered through normal dispatch channels.

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 See *National Interagency Mobilization Guide*

- **Great Basin Short-Haul Program**

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

  o   The mission is a life-or-death emergency.

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

  o   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.

HELICOPTER SINGLE SKID, TOE IN and HOVER EXIT/ENTRY PROGRAM (STEP)

All STEP approved BLM EU Helitack programs should outline STEP operations in their local aviation plans and adhere to the policies and procedures outlined in OPM-40. EU Helicopter programs interested in implementing a STEP program must follow the steps for new program requests in 3.23.

- **Great Basin STEP approved Helitack Programs**

  o   Ely
  o   Moab
  o   Salt Lake
  o   Las Vegas

1 **NATIONAL GUARD HELICOPTERS WITHIN THE GREAT BASIN**
2
3   When ordering long term National Guard resources, each state has identified a single dispatch center and
4   state liaison who will coordinate and serve as the liaison/contact for any request for Guard assets.
5
6   • **IDAHO**
7
8   All units in Idaho will order through the Boise Interagency Dispatch Center (BDC) utilizing established
9   dispatch channels. BDC will coordinate with the IDL State Duty Officer and the IDL GBCG
10   Representative for notification and mobilization of NG resources. The ordering dispatch center will then
11   notify GBCC regarding the order. BDC will coordinate with the IDL State Duty Officer to place the order.
12
13   • **NEVADA**
14
15   All units within Nevada will order through the Sierra Front Interagency Dispatch Center (SFC) utilizing
16   established dispatch channels. SFC will work with the Nevada Division of Forestry (NDF) duty officer
17   and GBCG contact for notification and mobilization of NG resources. The ordering dispatch center will
18   then notify GBCC regarding the order. SFC will contact the NDF Duty Officer to place the order.
19
20   • **UTAH**
21
22   All units within Utah will order through the Northern Utah Interagency Dispatch Center (NUC) utilizing
23   established dispatch channels. NUC will work though the Utah Division of Forestry's duty officer and
24   GBCG contact for notification and mobilization of NG resources. The ordering dispatch center will then
25   notify GBCC regarding the order. Dispatch centers shall not contact the NG directly to order aircraft.
26
27   • **ARIZONA**
28
29   All requests for Arizona National Guard resources will be ordered through the Arizona Dispatch Center
30   to the Arizona State Forestry. An informational copy of the resource order must be sent through the
31   normal dispatch channels to Southwest Coordination Center.
32
33   • **WYOMING**
34
35   At certain times the National Guard has available helicopters, equipment and personnel that are useful
36   in the suppression of forest and range fires on Federal and State lands. The National Guard units may
37   be ordered through the State for state incidents or the RMACC for federal incidents. Only helicopter
38   resources have been identified in a preseason agreement.
39
40   **IMPORTANT NOTE:** In an emergency requiring rescue aircraft, dispatchers should follow local
41   established ordering protocol for immediate and efficient dispatching of aviation resources. For more
42   information see: https://www.nwcg.gov/committee/hshu-ehe
43
44 **AERIAL IGNITION**
45
46 There are several approved aerial ignition devices approved for Forest Service and DOI use; the helitorch
47 and the plastic sphere dispenser (PSD). See NWCG Standards for Aerial Ignition.
48
49 There are specific training and certification requirements for aircraft, pilots, helitorch modules and PSD
50 operators. Qualified and current individuals must be assigned when filling aerial ignition orders for helitorch
51 modules or PSD operators.
52
53 An exclusive use helicopter and crew who have all the components (aerial ignition equipment, supplies and
54 qualified personnel) whenever possible. This can be accomplished on one A# that specifies the aerial
55 ignition capability needed in Special Needs.
56
57 Orders for these resources for fire, or project use, may involve several different resource orders. Example:

1   Helicopter ordered on a A3, helicopter manager and helitorch module or PSD operator ordered on an O#,
2   helitorch or PSD machine ordered on an E#, and plastic spheres, ethaline glycol, gasoline, etc., ordered on
3   and S#.
4
5   Note: The identification of equipment at bases does not necessarily mean qualified personnel are available
6   to operate the equipment.
7
8   • **Great Basin Aerial Ignition Equipment Locations**

<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

9   **AIRTANKERS** See *National Interagency Mobilization Guide*
10
11 For airtanker status see: https://gacc.nifc.gov/gbcc/aircraft.php
12
13 • **Very Large / Large Airtankers** See *National Interagency Mobilization Guide*
14
15 • **Modular Airborne Firefighting Systems (MAFFS)**
16   See *National Interagency Mobilization Guide* and the *MAFFS Operations Guide*
17
18 • **Single Engine Airtankers (SEATs)**
19   See *National Interagency Mobilization Guide* and the *NWCG Standards for Airtanker Base Operations*
20   *(SABO)*. The guide can be found at the following link: https://www.nwcg.gov/publications/506
21
22   Federal contracted SEATs are considered a national resource and allocated to the geographic area by

NMAC/NICC. The geographic area administering theses aircraft will make them available for initial attack and extended attack fires on a priority basis.

Single engine airtankers may be used under the following conditions:

o   **USDA-Forest Service**

The Forest Service may use SEATs contracted by cooperators (for example, DOI or State agencies) provided they meet the requirements in FSM 5713.44.

o   **DOI**

DOI contracted SEATs are a national resource and their primary mission is initial attack. Once allocated to the geographic area, mobilization is managed by the local dispatch centers with support from the GBCC aircraft desk and aviation managers.

Operational considerations concerning SEATs can be referenced in the DOI Exclusive Use SEAT SOPs, SABO and the NWCG Standards for Airspace Coordination.

Nationally on call contracted 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. Established 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).

All SEATs will be ordered through normal dispatch channels. DOI On-Call SEAT contracts are organized by the national SEAT coordinator and allocated to the geographic area. To order a SEAT from outside of the Great Basin requires a resource order to the servicing GACC through NICC and SEAT coordinator for approval. 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 SEATs. 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 a 6 day 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.

Great Basin SEAT Operations

o   **SEAT Base Hours of Operation**

During the core fire season period (June- September) Great Basin SEAT bases typically operate on a 0900-1800 local schedule. Based on local activity, and at the discretion of the state duty officers or by request from the GACC, the base hours of operation may be adjusted.

1   o **SEAT Aircraft Hours of Operation**
2
3   DOI National SEAT resource hours of operation are from 0900-1800 local time, per awarded
4   contract. Deviation from these hours must be coordinated with local center manager and GBCC
5   COD or GB Center Manager through established dispatch channels prior to deviation.
6
7   Prior to early shift activation of a SEAT the dispatch center and/or duty officer will contact GBCC
8   COD or center manager to discuss options and rationale. The rationale for use of SEATs prior to
9   0900 start time may include incident objectives, imminent threats or containment completion in
10   support of fire suppression efforts.
11
12   Adjustment to early operational hours should consider pilot duty day, additional aviation needs for
13   supervision, GBCC's ability to support the needs of the geographic area and the impacts that an
14   early start time could have on resource availability later in the day.
15
16   Dispatch centers will coordinate with the GBCC regarding extended staffing based on GBCC need
17   prior to 1730 each day.
18
19   o **State Agencies**
20
21   State agencies shall adhere to the NWCG Standards for Airtanker Base Operations (SABO) when
22   using SEATs on federal incidents. **SEATs contracted by state agencies will be released back**
23   **to the home unit upon request.**
24
25   State sponsored SEATs will not leave the state without State duty office approval. Any orders will
26   follow established dispatch channels.
27
28   State run bases and State SEAT's hours of operation will be managed by the State Fire
29   Management Office or State Duty Officer coordinated with local dispatch centers.
30
31   Within Idaho, State SEAT and Amphibious Water Scooping (AWS) aircraft operations are
32   conducted in accordance with the <u>Interagency Operations Guide for Single Engine Air Tankers and</u>
33   <u>Amphibious Water Scooper: Idaho Department of Lands, US Forest Service Regions 1 and 4, and</u>
34   <u>Idaho BLM.</u>
35
36   o **SEAT Manager**
37
38   A SEAT manager (SEMG) is required to provide contract administration and SEAT Base oversite.
39   The SEMG is allowed to manage up to three SEATs. Airtanker base managers (ATBM) are allowed
40   to oversee SEAT operations without the presence of a SEMG.
41
42   **Water Scooping Airtankers**
43
44   CL-415 and Air Tractor 802 Fire Boss. Each Great Basin agency should have a water scooping operations
45   plan developed (at the appropriate management level) that describes suitable water sources, public safety
46   and invasive species control. Ordering of scoopers is through normal procedures through the GACC. CL-
47   415's will be ordered as ATM3 with special needs of "Scooper Capabilities" and values at risk. Fire Bosses
48   will be ordered as ATS3, special needs "Requesting Fire Bosses" with values at risk, identified SEMG or
49   ATBM with contact numbers and airbase/airport reporting location. Fire Bosses may only be remotely
50   managed for 24 hours.

Airtanker Operational Procedures

o **Rotation**

The policy found in the NWCG Standards for Airtanker Base Operations (SABO) shall be followed. The guide can be found at the following link https://www.nwcg.gov/publications/508

o **Ordering of Airtankers**

Movement/ordering of the airtankers will be through normal dispatching channels only.

During periods of sustained or multiple fire activity each unit shall take the necessary measures to manage pilot time and remain cognizant of both flight time and duty day limitations. Unit dispatch offices will notify the GBCC as airtanker(s) within their control reach a point at which they have 2-hours of flight time remaining.

When airtankers are ordered, as much information from the field as possible shall be provided with the initial order. This information should include but not be limited to: public and firefighter safety, types of structures at risk, fire behavior and other pertinent concerns.

o **Airtanker Release Locations**

When airtankers are released, they should return to the current base of operations or the closest airtanker base to the incident when the mission is accomplished unless prior arrangements or coordination has been done. Aerial supervision should release aircraft to the local dispatch center that will coordinate with the GBCC as to the release location or other instructions for assignment. Airtankers will be released in IROC at the end of each shift and reordered as needed for next operational period.

o **Airtanker Diversion**

Diversions will be coordinated through the coordination center. The priorities for airtanker and lead plane use are: (1) human life or property or resource values (2) new starts (3) other priorities established by management. Situations may develop necessitating the prompt and direct reassignment of airtankers and lead planes enroute to an incident or diverting them from a going fire.

o **Airtanker Base Hours of Operation**

During the core fire season period (June- September) all Great Basin large airtanker bases typically operate on a 0900-1800 local schedule. Based on local activity or at the discretion of the GBCC, airtanker base hours of operation may be adjusted when aircraft are required to come on early or extend past 1800. Airtanker base hours of operations will be coordinated through normal dispatch channels. Dispatch centers will coordinate with the GBCC regarding early or extended staffing prior to 1730 each day.

o **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 and supervision. 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.

Aviation Limitations - Start-up / Cut-off Times
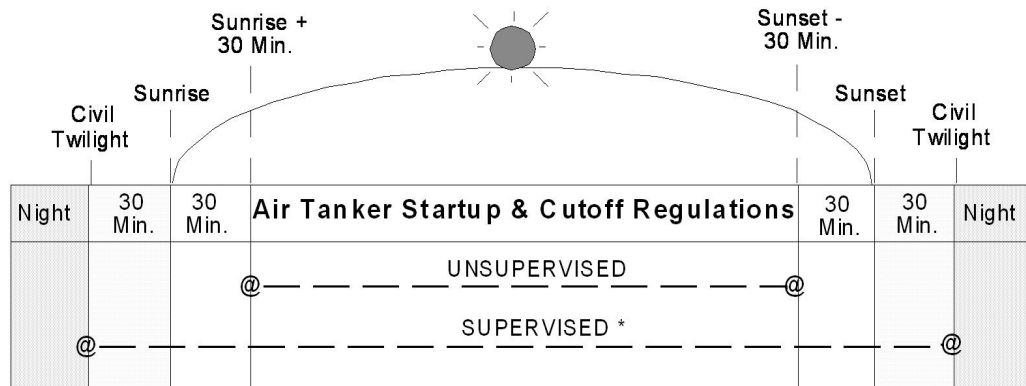
@   =   Arrival Over the Fire (No earlier in the morning or later than in the evening).
*   =   SUPERVISED (Defined as Air Tanker Coordinator or Air Tactical Group Supervisor)
Note: Sunrise & Sunset are determined by the Official Sunrise and Sunset Tables of the nearest reload base

1   **RETARDANT AVOIDANCE AREAS**

2   There are specified areas on each national forest in the Great Basin Area where the use of retardant/fire
3   chemicals has been determined to adversely affect terrestrial and aquatic species. These areas are
4   identified on the individual retardant avoidance maps located at all regional airtanker bases, dispatch
5   offices, permanent helibases, and supervisor's offices.
6
7   If a misapplication of retardant occurs, follow the reporting and monitoring guidance found on the USFS
8   Aerial Application of Retardant Web site: https://www.fs.fed.us/managing-land/fire/chemicals

9   Reference the incident aerial supervision requirements table for additional information.

10 **UNMANNED AIRCRAFT SYSTEMS (UAS)** *See National Interagency Mobilization Guide*

11 Unmanned Aircraft Systems are considered aircraft and therefore must adhere to USFS/DOI policy
12 (including approval and carding of aircraft and pilots). UAS include everything from hand operated
13 devices weighing less than a pound to aircraft the size of commercial airliners. UAS include any aircraft
14 used, or intended to be used, for flight in the air with no onboard pilot.

15 UAS missions must be approved in advance by DOI (OAS) or the U.S. Forest Service, Washington Office
16 and Regional Aviation Officer prior to use on any USFS/DOI agency projects (to include
17 fire/incidents/prescribed fire, BAER, etc.).

18 When UAS are flown for USFS/DOI work or benefit, FAA, USFS, and DOI regulations apply.

19 Units wishing to utilize UAS must have a plan in place for how they are going to collect, process, and
20 disseminate data gathered by a UAS. Consult with your Unit Aviation Officer or the Regional/State
21 aviation staff to assist in selecting and ordering the aircraft best suited for the mission. For specifics on
22 how to order UAS, please see: https://uas.nifc.gov/uas-ordering.

23 All UAS: Agency owned, leased, or acquisitioned must follow agency procurement policy and procedures.

24 • **USFS Policy**

25 UAS flights under USFS operational control must adhere to USFS policy and regulations regarding
26 their use. Guidance can be found in FSM 5713.7, the USFS National Aviation Safety and
27 Management Plan.

- **DOI Policy**

  UAS flights under DOI operational control must adhere to the DOI policy and regulations regarding their use. Guidance can be found in 350-353 Department Manuals and Operational Procedures Memoranda 11: https://www.doi.gov/aviation/library/opm

- **UAS Rules of Engagement**

  The use of any UAS (including model or remote-controlled aircraft) for compensation is considered a "commercial" operation per the FAA. Commercial UAS operators must have a Section 333 Exemption and COA or Part 107 certification issued by the FAA. A list of companies with valid 333 Exemptions can be found here: https://www.faa.gov/uas

  IMTs must notify the agency administrator prior to use of UAS. A modification to the Delegation of Authority should be considered.

  Personally owned UAS or model aircraft may not be used by federal agencies or their employees for interagency fire use.

  An emergency COA can only be issued by the FAA if the proponent already has an existing COA for their aircraft. The request must be accompanied with a justification that no other aircraft exist for the mission and that there is imminent potential for loss of life, property, or critical infrastructure, or is critical for the safety of personnel.

  Cooperators, pilot associations and volunteer aviation groups or individuals may offer to fly unmanned aviation missions (i.e., aerial surveys, fire reconnaissance, infrared missions, etc.) at no charge to the IMTs. Although these offers seem very attractive, we cannot accept these services unless they meet FAA, USFS and/or DOI policy.

  The FAA has established guidelines for hobbyists who fly model and remote controlled aircraft via Advisory Circular 91-57. Model aircraft are to be flown only for recreation or hobby purposes. For further information, refer to: https://www.faa.gov/uas/getting_started/model_aircraft/

  Additional information can be found on the FAA website: https://www.faa.gov/uas/getting_started/

AIRSPACE See *National Interagency Mobilization Guide*

TEMPORARY FLIGHT RESTRICTIONS (FAR 91.137).

- **Policy**

  The policies and procedures found in the *NWCG Standards for Airspace Coordination* 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 *NWCG Standards for Airspace Coordination* "Interagency Request for Temporary Flight Restriction" and "Documentation of Contacts Requesting Deconfliction of Airspace by the Military."

  Local dispatch centers are responsible for:
  o Coordinating with military units for deconfliction of Special Use Airspace (SUA) and Military Training Routes (MTR's)
  o 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#.
  o Informing the coordination center of temporary flight restrictions granted by FAA.

1   The coordination center upon request from a local unit, may assume the responsibility for requesting
2   flight restrictions and/or assisting local units in deconflicting airspace with the military.
3
4   For non-fire deconfliction of airspace, refer to the *NWCG Standards for Airspace Coordination* or a local
5   agreement (i.e., BLM and Air Force: Mountain Home, Hill, or Nellis).
6
7   If a dispatch center is experiencing high workload with airspace coordination, they may order an
8   airspace coordinator. Additionally, military representatives to the FAA and agency airspace program
9   managers. See *NWCG Standards for Airspace Coordination*.
10
11   **MILITARY TRAINING ROUTES AND SPECIAL USE AIRSPACE**
12   See the *NWCG Standards for Airspace Coordination*. "Documentation of Contacts Requesting De-
13   confliction of Airspace by the Military."
14
15   Local dispatch centers are responsible for coordinating with military units for deconfliction of Special Use
16   Airspace (SUA) and Military Training Routes (MTRs). The GBCC, upon request from a local dispatch
17   center, may assume this responsibility and/or assist local units.
18
19   **AIRSPACE CONFLICTS**
20
21   All airspace conflicts including accidents (mid-air collision), incidents (near mid-air collision), hazards
22   (intrusions into airspace restricted under Part 91.137 Temporary Flight Restrictions) and other occurrences
23   involving airspace shall be reported immediately by the individual involved with or observing the conflict to
24   the local dispatch center or aviation manager.
25
26   Upon notification of a conflict, the local dispatch center shall immediately notify the local aviation manager
27   and/or airspace coordinator if in place as well as the affected ARTCC. Refer to the Aircraft Conflict Initial
28   Report: https://www.nwcg.gov/tag/iasc.
29
30   The local aviation manager/dispatch center shall immediately attempt to gather all pertinent details and
31   report the occurrence to the appropriate regional, state, or area aviation manager and GBCC.
32
33   These individuals shall take all necessary action to further report the occurrence according to agency
34   requirements (e.g., in the case of an accident or incident with potential) and shall coordinate on the
35   immediate follow up and investigation of the conflict.
36
37   If the conflict involves a serious aviation accident involving injury or loss of life or property, the coordination
38   center shall immediately notify the NICC and the appropriate agency aviation manager.
39
40   If an airspace conflict occurs that involves manned or unmanned aircraft, local units and/or dispatch centers
41   will follow the NWCG UAS Incursion Protocol (PMS 520) and IA IB 21-01. Each incident will be reported to
42   the affected ARTCC, who will then report it to the Domestic Events Network (DEN). Whomever notifies the
43   ARTCC should also notify the Interagency Airspace Coordinator via email.
44
45   See the *NWCG Standards for Airspace Coordination* for further information on airspace conflict reporting
46   and follow up.
47
48   **FAA TEMPORARY CONTROL TOWER OPERATIONS**
49
50   Temporary control tower assistance is available through the FAA's Western Service Area Agreement for
51   the following states: AK, AZ, CA, CO, HI, ID, MT, NV, OR, UT, WA, and WY. (*Reference Chapter 11 NWCG*
52   *Standards for Airspace Coordination).*
53
54   FAA temporary towers should be activated when conditions of visibility, or level of activity at an uncontrolled
55   airport, are such that FAA control will enhance safety. Airport managers should be consulted, as well as
56   pilots and aircraft managers. When an FAA temporary tower is requested, the following procedures must
     be followed:

1 • **Temporary Controlled Tower Operations within Great Basin**
2
3 Local dispatch center will submit an Aircraft request for a Temporary Tower along with the completed
4 Temporary Tower Request form to the GBCC.
5
6 Provide the following when placing the order:
7
8 Site Location Considerations
9   o   Does a facility exist?
10   o   Consider ordering air ops/helibase trailers, office trailers, etc., via an equipment order form.
11   o   Does the facility have a good field of view, takeoff, and approach path?
12   o   Does the facility have electrical and/or phone capability?
13
14 Other considerations
15   o   Estimated times of operation (sunrise to sunset)
16   o   Estimated duration of incident
17   o   The names, telephone numbers and e-mail/internet addresses of the local unit contacts.
18
19 The form can be found at the following website:
20 https://www.nwcg.gov/sites/default/files/committee/docs/iasc-temp-tower-request-form.pdf
21
22 **NOTE:** FAA personnel are not committed to 14-day assignments. The FAA will handle personnel switch
23 outs as needed and may request assistance with travel arrangements.
24
25 The FAA will be responsible for staffing appropriately to meet the request and any internal requirements.
26 (Agency will be responsible for providing total subsistence for FAA personnel).
27
28 The local unit aviation manager is responsible for providing a thorough briefing to the FAA controllers and
29 assist the controllers in presenting their own briefing to pilots and other interested personnel.
30
31 Ensure that adequate radio equipment is available for use. These must be 760-channel VHF-AM radios.
32 Note that the air ops/helibase trailers come with complete radio packages.
33
34 Be aware that the FAA will issue a NOTAM (Notice to Airmen) for the airport informing the public of the
35 change in status from uncontrolled to controlled and identifying radio frequency for contact with the tower.
36
37 Additional Needs- since the FAA does not have the support equipment necessary to establish a temporary
38 tower, the incident should order support equipment through established ordering channels. See the
39 *National Interagency Mobilization Guide* and the *NWCG Standards for Airspace Coordination*, Chapter 11,
40 for a list of support equipment.
41
42 When the incident no longer needs the tower, ensure that release procedures occur through the
43 appropriate channels and payment documents are completed.
44
45 **AIRCRAFT IDENTIFICATION SYSTEM** See *IAT website: https://www.iat.gov/docs/aircraft_library.pdf*
46
47 **AIRCRAFT ORDERING / RESOURCE TRACKING**
48
49 To be able to perform timely search and rescue, local dispatch units must have a record of the complete
50 FAA registration number of aircraft involved. This will include all aircraft, including those allowed to utilize a
51 call sign other than the FAA registration number ("N"). Units shall use the established FAA aircraft
52 registration ("N") number for logistical ordering/resource tracking through IROC.
53
54 **Resource orders must include the full FAA registration number for all aircraft**.

1 • **Tactical Aircraft Call Signs**
2
3   Local or incident tactical aircraft must use the following call sign system for radio transmissions.
4   Abbreviation to the last 3 numbers of the FAA registration number is permitted, provided there is <u>no</u>
5   <u>duplication</u> of the call sign with that of another aircraft.
6
7 • **Airtankers / SEATs**
8
9   Nationally assigned tanker number, for example call sign "Tanker 63." or "Tanker 830."
10
11 • **Aerial Supervision Module**
12
13   Normally assigned pilot's lead number. State of Alaska will assign "A-Alpha" and all federal ASMs will
14   assign a "B-Bravo" as their identifier. If the aircraft is flying with only a pilot the call sign will be "Lead".
15
16 • **Lead planes**
17
18   Nationally assigned pilot's lead number, for example call sign "Lead 47".
19
20 • **Air Attack**
21
22   FAA registration number, abbreviation to the last 3 digits is permitted. For example, call sign "Air Attack
23   0TC." When assigned and over the incident, the air attack uses the fire name. For example, call sign
24   "Twin Peaks Air Attack".
25
26 • **Reconnaissance**
27
28   FAA registration number, abbreviation to the last 3 digits is permitted. For example, call sign "Recon
29   51P."
30
31 • **Helicopter**
32
33   FAA registration number, abbreviation to the last 3 digits is permitted. For example, call sign "Helicopter
34   3HP."
35
36 • **Smokejumper**
37
38   FAA registration number, abbreviation to the last 2 digits is permitted. For example, call sign "Jumper
39   31."
40
41 **AIRCRAFT ACCIDENT AND INCIDENT / HAZARD / MAINTENANCE DEFICIENCY REPORTING**
42
43 Any deviation from aviation policy or procedures, either on the ground or in the air, shall be reported through
44 use of the SAFECOM report at: https://www.safecom.gov/ (will NOT open in Internet Explorer), along with
45 notification to the local unit aviation manager.
46
47 The agency with operational control of the aircraft at the time of the occurrence is responsible for ensuring
48 timely submission by the observing or involved individual (i.e., flight manager) of the SAFECOM report. For
49 aircraft enroute to an incident which are involved in an accident or incident/hazard/maintenance deficiency
50 prior to arrival, the scheduling/sending dispatch office shall be the unit with reporting responsibility.
51
52 • **NOTIFICATION PROCEDURES FOR ACCIDENT AND MISSING AIRCRAFT**
53
54   Reference the unit Aircraft Emergency Response Plan
55   Notify agency aviation managers
56   Notify the GBCC and the NICC

1 • **Great Basin Airspace Conflict Incident Reporting Process**
2
3   Any individual, regardless of agency, who observes any action that they feel has potential safety
4   implications, should report such action on a SAFECOM. The report must be timely and factual. The
5   report should be submitted within 24 hours of occurrence, or sooner, if immediate action is needed.
6
7   Agency Aviation Safety Manager(s) from the agency that had operational control of the incident will
8   review and investigate the SAFECOMs. Discrepancies will be handled per agency direction. The
9   agency on which the incident occurs will bear the cost of the investigation.

10 **Region 4 Backcountry Airfield Guide**
11
12 Region 4 Back Country Guide describes the airfields and airstrips for Region 4 USFS, and is available at
13 https://gacc.nifc.gov/gbcc/logistics/aviation-docs/Completed%20Airstrip%20Booklet.pdf   on   the   GBCC
14 webpage.
15
16 Backcountry airfields are identified with criteria for special use and pilot qualifications. Any air operations
17 into these airfield or airstrips should be coordinated with local dispatch and regional aviation personnel prior
18 to use.
19
20 **Suggested Airport Information Sources**
21
22 FAA airport/facilities directory
23 Western States Flight Guide
24 https://www.airnav.com/
25 http://skyvector.com/
26
27 **SPECIAL USE AIRSPACE (SUA)**. See *NWCG Standards for Airspace Coordination* for procedures.
28
29 Dispatchers unfamiliar with the military units with whom they are dealing should refer to the Geographic
30 Location column, then locate the applicable Special Use Airspace for the area of operations.
31
32 Points of contacts, with specific procedures for each base/scheduling agency are as follows:

Scheduling Agency	Special Use Airspace	Contacts
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** 807-777-4404 **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
MOUNTAIN HOME Air Force Base	R-3202 3204 Owyhee MOAs Jarbidge MOAs Paradise E & W MOAs Saddle MOAs **MHAFB 366th will also schedule all routes for IDANG 190th**	**366th Wing Scheduling**: 208- 828-4607 / 4631 / 2172 FAX: 208-828-4573 E-Mail: 366oss.ososas@us.af.mil **MHAFB RAPCON**: Chief Controller Office 208-828-2854 / 2077 **Cowboy Control** (MHAFB): Call First: 208-828-4804 Operations Floor: 208-828-1379 **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) MHAFB Command Post (use only when scheduling is not available): 208-828-5800
IDAHO Air National Guard	Saddle MOA Saddle MOA (Oregon) R-3203 Triangle Saylor Creek R-3202 NOE (Danskin Mts)	**IDANG 190th Wing Scheduling**: ** All scheduling for IDANG 190th will be done by MHAFB 366th Wing Scheduling. See above.* **DNG 266TH RANS (Cowboy Control)** Airspace Scheduling: 208 828 1614 FAX: 208 828 4041 **Orchard Training Range** Scheduling/ Operations: Charles Ake 208 272 8224 Cell: 208 559 1587 FAX: 208 272 4462 **Range Officer**: CW2 Nathan Spaulding 208 272 8225 Cell: 208 841 1134 **Firing Desk**: 208-272-4444 OTA Security: 208-866-2620 **Army Aviation 183rd AVN BN (Helicopters)** Idaho only: Operations Officer: 208-272-3976 FAX: 208-272-4046 E-Mail: granger.amthor@us.army.mil **Joint Operations:** 208-272-5755 FAX: 208-422-6262

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

1   **CHAPTER 60 - PREDICTIVE SERVICES**
2
3   **PREDICTIVE SERVICES OVERVIEW**
4
5   Predictive Services is a decision support unit to the federal, state, and local wildland fire agencies for
6   operational management and strategic planning fire firefighting resources. This is accomplished through
7   the collection, analysis and dissemination of information regarding fire activity, resource status, weather,
8   fuels, and assessments of fire danger and fire potential.
9
10   Intelligence gathering is a fundamental component of the national coordination system for federal, state
11   and local land agencies. Intelligence coordination is accomplished through compiling reports from all levels
12   of the firefighting organization as well as communicating with individual GACCs and local jurisdictions
13   concerning their historic, current, and expected fire occurrence.
14
15   The products and services from the predictive services provide support for the proactive management of
16   wildland fire with an eye toward safety, cost containment, efficiency and ecosystem health.
17
18   **NATIONAL PREDICTIVE SERVICES PRODUCTS**
19
20   • **7-day Significant Fire Potential Outlook**
21
22   The National 7-Day Significant Fire Potential Outlook is a composite of outlooks produced by each of
23   the Geographic Area Predictive Services'. The 7-Day provides a week-long projection of fuel dryness,
24   weather, and fire potential. The 7-Day depicts a nationwide view of the significant fire potential for the
25   next seven days with links to the individual Geographic Area 7-Day Outlooks. The system is database-
26   driven and is updated periodically as each Geographic Area Predictive Services posts its outlook.
27
28   GBCC product is a color-coded week-long forecast of fire potential, based on projected fuels dryness
29   and weather conditions. Firefighting resources information is also included. This product will be issued
30   daily during fire season.
31
32   https://fsapps.nwcg.gov/psp/npsg/forecast#/outlooks?state=map
33
34   • **National Wildland Significant Fire Potential Outlook** See *National Interagency Mobilization Guide*
35
36   **Great Basin Predictive Services Products**
37
38   • **Fire Potential Impact Map**
39
40   Graphical guidance regarding short term fire weather impacts for the GACC. Includes potential for
41   lightning, critical winds, and wetting rains. This product will be issued daily during fire season.
42
43   • **Monthly and Seasonal Outlook for the Geographic Area**
44
45   A long-term outlook that combines recent and future climatic conditions, and expected fuel conditions,
46   to produce a fire potential outlook for the upcoming four month period. This product is issued monthly
47   throughout the year, and available both in electronic copy and video format in the Outlooks section of
48   the Predictive Services webpage.
49
50   GBCC Outlook: https://gacc.nifc.gov/gbcc/predictive/docs/monthly.pdf
51
52   National Outlook: https://gacc.nifc.gov/gbcc/outlooks.php
53
54   **FUEL AND FIRE BEHAVIOR ADVISORY** See *National Interagency Mobilization Guide*

- **Great Basin Fuels and Fire Behavior Advisory**

   The GBCC Predictive Services staff, along with agency input, will be the focal point for the issuance of any fuels/fire behavior advisories within the Great Basin. A GACC Meteorologist will coordinate with the GBCG and/or agencies to carefully consider both the content and intended audience of the messages.

   Within the local area when a single agency, unit, or county issue an advisory, it is recommended they utilize the standard template for Fuel and Fire Behavior Advisories for consistency. The local dispatch center will coordinate with the GACC Predictive Services Unit.

INCIDENT STATUS SUMMARY (ICS-209) See *National Interagency Mobilization Guide*

The ICS-209 is submitted by the agency that has protection responsibility for the incident, regardless of who administers the land. If the protection agency is non-federal and chooses not to meet federal reporting standards, then the federal agency which has administrative jurisdiction will submit the ICS-209.

- **Required Reporting of Wildland Fires**

   Any incident within the Great Basin that meets the reporting criteria will have an Incident Status Summary ICS-209 completed and submitted electronically via the Wildland Fire Application Portal (FAMAuth) ICS-209 application.

   Initial reporting criteria include but are not limited to; fire size of 100 timber/slash, 300 grass/brush, ordering, assigning of national resources, any significant events or incident managed under a strategy other than Full Suppression AND is likely to remain active for a period greater than 72 hours.

   In the event that the incident is contained in the first burning period, a completed Final report may be submitted into the ICS-209 application in lieu of an Initial report, with notification to GBCC Intelligence desk.

   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 for display/downloading.

   https://gacc.nifc.gov/predictive_services/intelligence/niop/programs/sit_209/Help/index.htm

   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.

   See ICS-209 User's Guide page 13, for reporting requirements and format.

- **ICS-209 Reporting Criteria Definitions**

   o **Full Suppression**

      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."

- o **Monitoring**

   Monitoring the fire is the orderly collection, analysis, and interpretation of environmental data to evaluate management's progress toward meeting objectives, and to identify changes in natural systems particularly with regards to fuels, topography, weather, fire behavior, fire effects, smoke, and fire location. This may be done onsite, from a nearby or distant vantage point in person, for example, the work done by Fire Effects Monitor (FEMO) or Field Observer (FOBS) positions or by using a sensor, or through remote sensing (aircraft or satellite).

- o **Confine**

   A wildfire response strategy of restricting a wildfire to a defined area, primarily using natural barriers that are expected to restrict the spread of the wildfire under the prevailing and forecasted weather conditions. Some response action may be required to augment or connect natural barriers (e.g. line construction, burn-out, bucket drops, etc.).

- o **Point or Zone Protection**

   A wildfire response strategy which protects specific assets or highly valued resources from the wildfire without directly halting the continued spread of the wildfire.

- **Criteria For Updating ICS-209**

  - o 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.

  - o 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.

  - o 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 the 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.

INTERAGENCY SITUATION REPORT See *National Interagency Mobilization Guide*

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. https://iwfirp.nwcg.gov/.

The *Interagency Situation Report User's Guide* is available on the GBCC website.
https://gacc.nifc.gov/predictive_services/intelligence/niop/programs/sit_209/Help/index.htm

- **Great Basin Situation Report Schedule**

    o 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.

    o 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.

    o Should national or geographic area's Preparedness Level be elevated to 2 or higher, the SIT
       Report will be submitted daily.

    o

INCIDENT PRIORITIES

- **Local Incident Priorities**

    Local 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.

- **GACC 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. GBCC Intelligence Desk will report incident
    prioritization to the NICC.

NON-FIRE INCIDENTS See *National Interagency Mobilization Guide*

INCIDENT MANAGEMENT SITUATION REPORT (IMSR) See *National Interagency Mobilization Guide*

Great Basin Predictive Service Products

- **Great Basin Evening Summary Report**

    Evening Summary Report will be produced daily, 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.

1   • **Great Basin Critical Fuel Status**
2
3   An interactive map indicates whether fuels are currently critical or not for fire potential and is updated
4   regularly through the fire season with input from local units. This map can be found in the Fuels/Fire
5   Danger section of the Predictive Services webpage.
6
7   • **Great Basin RAWS Point ERC Map**
8
9   A color-coded map which indicates daily ERC values, percentiles and trends for specific RAWS
10   stations, and can be found in the Fuels/Fire Danger section of the Predictive Services webpage.
11
12   • **Great Basin Fire Potential Video Briefing**
13
14   A video briefing, issued daily by 0900 MT, looking at a combination of current fuel and fire conditions,
15   along with expected weather conditions, to determine significant fire potential across the Great Basin
16   for the coming week. This video briefing is located on the Outlooks link of the Predictive Services
17   header on the GBCC website. https://gacc.nifc.gov/gbcc/outlooks.php

THIS PAGE LEFT BLANK INTENTIONALLY

1   **CHAPTER 70 - INCIDENTS**
2
3   **INCIDENT OVERVIEW**
4
5   Local dispatch centers receive initial smoke reports from various entities and are responsible for
6   coordinating an initial response to suspected wildland fires, and other emergency incidents under
7   appropriate authorities. The standard business practice is one ignition, one record, one authoritative data
8   source and one centralized ordering point per incident.
9
10   **INCIDENT CREATION**
11
12   Incidents will be created by the dispatch center with delegated authority for the benefiting agency(s) and
13   associated Protecting Unit based on the incident's point of origin (POO). Unique Incident Identifiers are
14   derived from the Protecting Unit Identifier and the Local Incident Identifier.
15
16   Examples:
17   o   ID-BOD-000567
18   o   NV-HTF-000231
19
20   The Unique Incident Identifier includes the calendar year but is only visible in some dispatch applications.
21   Incident data and all ordering for the incident is tracked under the Unique Incident Identifier for the life of
22   the incident.
23
24   •   **Incident Record Creation and Data Integration** See *National Interagency Mobilization Guide*
25
26   Local Dispatch Centers have the primary responsibility for creating incidents within an integrated fire
27   application or program.
28
29   For incident information to flow properly through IRWIN, incidents shall be created in one of the
30   following ways:
31   o   If there is a CAD present - Create the record in the CAD.
32   o   If a CAD is not present - Create the record in InFORM.
33   o   If neither option is available, coordinate with the local dispatch center to create the incident utilizing
34   standard operating procedures.
35   o   Creating an incident within FireCode should be rare.
36
37   •   **NWCG Event Kind and Event Categories (Incident Type)**
38   See *National Interagency Mobilization Guide*
39
40   NWCG Event Kind and Event Category data standard specifies general, high-level codes and
41   descriptions to use when categorizing incident types and planned events. Standard data values ensure
42   consistency and accuracy within a given application and across multiple applications.
43
44   Although an event can trigger multiple types of conditions requiring response, the primary focus should
45   be identified when specifying the Event Kind and/or Event Type. For example, a hurricane may cause
46   flooding, search and rescue operations, and hazardous waste spills; but the Event Kind and Event
47   Category should be "Severe Weather and Natural Disaster" and "Hurricane/Typhoon" since the
48   hurricane was the triggering event.
49
50   NWCG Event Kind and Event Category Standards and associated business rules are located at:
51   https://www.nwcg.gov/data-standards/approved/event-kind-category
52
53   •   **Multiple Events**
54
55   Multiple event/records will not be created when an incident burns onto or crosses jurisdictional
56   boundaries. When duplicate records are inadvertently created, every effort will be made to rectify by
57   aligning incident and resource data associated with multiple records to the correct record.

- **Unprotected Lands**

  Areas for which no fire organization has responsibility for management of a wildfire authorized by law, contract, or personal interest of the fire organization (e.g., a timber or rangeland association) are defined as unprotected. In the event a Protecting Unit can not been determined for the POO, there are two acceptable rationales for incident creation.

  o   The responding organization determines it a threat to protected lands.
  o   The responding organization determines the incident has already burned onto protected lands. The responding agency fire management or duty officer will determine if either criterion is met, resulting in the creation of an incident and associated response. The responding organization assumes responsibility for the incident and their respective Unit ID will be used for the Protecting Unit.

INCIDENT NAMING PROTOCOLS

When naming a wildland fire, thought should be given to ensure it is relevant and appropriate. Most land management agencies recommend that fires are named after geographic locations or landmarks. Sensitivity should be used in selecting an incident name that will not reflect negatively on the unit, fire organization or agency. What may seem to be a purely innocent name to the local unit may in fact have negative repercussions far beyond the fire itself.

Be mindful of naming a fire something that may be construed as offensive, derogatory, or inappropriate to any ethnic, religious, or political group. Avoid using names that are considered slang or may be construed as unprofessional.

The following should be avoided when naming a wildland fire:
  o   Including "Fire" in the incident name.
  o   Naming a wildland fire after a person.
  o   Naming a wildland fire after private property or company.
  o   Naming a wildland fire that includes the phrase "Dead Man" or "Deadman."
  o   Naming a wildland fire after another catastrophic fire (one that experienced fatalities, high property losses, etc.).
  o   Naming a wildland fire after a well-publicized event that could cause confusion.

VALIDATION RULES

Fire applications and programs that send and receive information through IRWIN have incident naming standards. Validation rules have been put in place that only allow certain naming conventions to flow properly through IRWIN.

The following validation rules apply to incident naming conventions and their associated NWCG Event Code or Event Category:
  o   An Incident Complex (CX) record will have the word Complex in the naming convention.
  o   A Prescribe Fire record (RX) will have RX in the naming convention.
  o   An Emergency Stabilization/BAER (BR) record will have BAER in the naming convention.
  o   Fire Rehabilitation (FR) record will have FR in the naming convention.
  o   The Incident Name must be two or more alpha-numeric characters in length, limited to 55 characters.
  o   The Incident Name may be comprised of any combination of letters, numerals, and limited special characters.

More information regarding incident name validation and exchange rules can be found at: https://www.nwcg.gov/sites/default/files/publications/910-incident-name.pdf

UNIT IDENTIFIERS See *National Interagency Mobilization Guide*

Each Geographic Area Coordination Center Manager shall designate a Unit Identifier Data Custodian

(GACC Data Custodian) and an alternate. GACC Data Custodians are responsible for ensuring each agency's internal process has been completed and have the authority to ensure appropriate NWCG Organizational Unit Codes are created.

Upon receipt of written requests, GACC Data Custodians are responsible for entering modified or newly created Unit Identifiers, and associated information, into the System of Record (SOR). The NWCG Unit Identifier Board Chair/Co-Chair is responsible for monthly publication of changes to NWCG Unit Identifiers after approval by the NWCG Unit Identifier Board.

NWCG Standards for Unit Identifiers, PMS 931 is found at: https://www.nwcg.gov/publications/931

- **Incident Reporting**

    The NICC has defined reporting requirements for wildfires meeting specific criteria, refer to Chapter 60 for more information.

COST CODING

- **Interagency Wildland Fire Suppression Coding**

    The five Federal Land Management Agencies with Wildland Fire Management appropriations (BLM, BIA, NPS, FWS, and USFS) have an Interagency Agreement for Wildfire Management which provides a basis for cooperation on all aspects of wildfire activities. This agreement includes the direction to NOT cross-bill for services rendered for emergency fire suppression, including severity activities.

    Regardless of the benefiting jurisdiction, Geographic Areas can preposition resources utilizing their assigned support FireCode in advance of predicted significant wildland fire potential, to meet ongoing fire activity needs when the resource assignment is not yet known, or for resources supporting multiple incidents.

    All wildfire suppression orders are to have a four-character (alpha-numeric) interagency FireCode assigned by the ordering office. Interagency dispatch procedures have been established to incorporate assigning one FireCode per incident for use by all Federal Wildland Fire Agencies.

    Orders processed through NICC must have at least one FireCode or agency financial code assigned by the ordering office. Financial codes should be consistent with the Incident Type.

- **Severity Activities**

    For Severity, the BLM, FWS, NPS and BIA will use a four-digit interagency FireCode to track and compile costs for all severity activities; the ordering office must include the word "severity" within the resource order incident name.

    Information on the interagency FireCode system can be found at:
    https://www.firecode.gov/help/User_Guide.pdf

- **DOI Agencies Supporting USFS Severity Activities**
    These DOI agencies will use FireCode D0YY when supporting FS severity activities.

- **USFS Severity Support to DOI**

    - S70001 1522 – FS resource used on BIA severity orders.
    - S70002 1522 – FS resource used on BLM severity orders.
    - S70003 1522 – FS resource used on FWS severity orders.
    - S70004 1522 – FS resource used on NPS severity orders.

- **Bureau of Land Management (BLM)**

  The BLM wildland fire management cost coding is divided into thirteen (13) activities:
  - Wildland Fire Preparedness LF1000000
  - Suppression Operations LF2000000
  - Severity LF2100000
  - Emergency Stabilization LF2200000
  - Fuels Management LF3100000
  - Burned Area Rehab LF3200000
  - Fire Facilities LF3300000
  - Joint Fire Science Program LF3400000
  - State Assist Suppression LF5610000
  - State Assist Preparedness LF5710000
  - Fire Reimbursable LF6900000
  - All-Hazard Reimbursable LF6910000
  - Fire Trespass L53250000

  Except for Wildland Fire Preparedness and State Assist Preparedness, a project number is required regardless of the activity code being used. The standard fund coding guidelines used for suppression, rehabilitation, and fuels activities apply. The standard severity coding procedure of converting from the severity number to a fire number applies when dispatched to a specific fire. All fire severity numbers have been assigned under program LF2100000.HT0000.

- **Bureau of Indian Affairs (BIA)**

  The BIA wildland fire management funding is divided into six (6) activities and various sub-activities:

  - **Wildland Fire Preparedness**   **FBMS Functional Area**
    - Preparedness   AF1002020.999900
    - Interagency Fair Share   AF1003030.999900
    - National Programs   AF1004040.999900
    - FireBert   AF1005050.999900
    - Self-Governance   AF1002900.999900
    - Aviation   AF1002A00.999900
    - Wildland Fire Prevention   AF1002T00.999900
    - Interagency Hotshot Crews   AF1002U00.999900
    - Fire Ready Reserve   AF1002V00.999900

  - **Emergency Suppression**
    - Suppression   AF2001010.999900
    - Severity   AF2105050.999900
    - Emergency Stabilization   AF2202020.999900

  - **Construction & Deferred Maintenance**
    - Construction & Deferred Maintenance   AF3304000.999900
    - Self-Governance   AF3302G00.999900

  - **Burned Area Rehabilitation**
    - Burned Area Rehabilitation   AF3202B00.999900

  - **Fuels Management**
    - Fuels Management   AF3102H00.999900
    - Reserved Treaty Rights   AF3103131.999900
    - Resilient Landscapes   AF3103636.999900

  - **Reimbursable-Wildland Fire Management**
    - Preparedness   AF6901000.999900

1   ▪   Emergency Operation   AF6902000.999900
2   ▪   Burned Area Emergency Rehabilitation   AF6903000.999900
3   ▪   Fuels Management   AF6904000.999900
4   ▪   All Risk Assistance   AF6910000.999900
5
6   o **Proceeds of Sale of Surplus**
7   ▪   Property/Equipment   AF6906000.999900
8   ▪   Property/Vehicles   AF6907000.999900
9   ▪   Collections – Preparedness   AF6908000.999900
10   ▪   Collections – Suppression   AF6909000.999900
11
12
13   The WBS code will be on all obligation and expenditure documents. WBS codes must be established by
14   the BIA-NIFC Budget Office or the Central Office. This will ensure all costs are tracked by the projects or
15   missions.
16
17   Four-digit FireCode numbers are generated by the FireCode system, used by USDA and DOI. These
18   FireCodes are entered into the FBMS system and used as appropriate. Severity FireCodes must be
19   approved by the BIA Fire Operations Director. Preparedness, Burned Area Rehabilitation, Fuels
20   Management and Construction and Reimbursable cost codes require funding transactions documents
21   (FBMS Entry Document) to be approved.
22
23   **National Park Service (NPS)**
24
25   The NPS wildland fire management cost coding is as follows:
26
27   • **Wildland Fire Preparedness**
28   o PF100PP85.WX0000   Base-8 for All-Hazard support
29   o PF100PP85.Y00000   Program Management
30   o PF100PP85.WR0000   Readiness
31   o PF100PP85.MF0000   Preparedness Fleet Maintenance
32   o PF100PP85.EF0000   Research
33   o PF100PP85.YP0000   Plan/Compliance
34   o PF100PP85.S00000   Provide Community Assistance
35   o PF100PP85.WW0000   Respond to Wildfires
36   o PF100PP85.P00000   Preventative Maintenance
37   o PF100PP85.M00000   Corrective Maintenance
38
39   • **Fire Facilities Construction & Maintenance**
40   o PF330FF85.M00000   Fire Facility Corrective Maintenance
41   o PF330FF85.CN0000   Fire Facility Construction
42
43   • **Suppression Operations**
44   o PF200SP85.WW0000   Respond to Wildfires
45   o PF210SV85.WV0000   Severity
46   o PF210SV85.WU0000   Step-Up
47   o PF220ES85.RM0000   Wildfire Burned Area Response
48
49   • **Burned Area Rehabilitation**
50   o PF320BR85.RM0000   Wildfire Burned Area Response
51   o PF320BR85.Y00000   Program Management
52   o PF320BR85.AM0000   Monitor Treatment
53
54   • **Hazardous Fuels Reduction – Non-WUI**
55   o PF310HF85.Y00000   Program Management
56   o PF310HF85.WP0000   Implement Prescribed Fire
57   o PF310HF85.YP0000   Plan/Compliance

1   o   PF310HF85.AM0000   Monitor Treatment
2   o   PF310HF85.WM0000   Implement Mechanical Treatments
3   o   PF310HF85.WC0000   Implement Other Treatments
4   o   PF310HF85.MF0000   Non-WUI Fleet Maintenance
5   o   PF310HF85.EF0000   Research
6
7 • **Hazardous Fuels Reduction – WUI**
8   o   PF310WF85.Y00000   Program Management
9   o   PF310WF85.WP0000   Implement Prescribed Fire
10   o   PF310WF85.YP0000   Plan/Compliance
11   o   PF310WF85.AM0000   Monitor Treatment
12   o   PF310WF85.WM0000   Implement Mechanical Treatments
13   o   PF310WF85.WC0000   Implement Other Treatments
14   o   PF310WF85.EF0000   Research
15
16 • **State Assistance**
17   o   PF46060C8.W00000   State Assistance Collect Operations
18   o   PF47070C8.W00000   State Assistance Collect Preparedness
19   o   PF56161C8.W00000   State Assistance Expenditures Operations
20   o   PF57171C8.W00000   State Assistance Expenditures Preparedness
21
22 The interagency FireCode will be used by the National Park Service for tracking and compiling costs for
23 wildland fire suppression, severity (including step-up), emergency stabilization and burned area
24 rehabilitation activities.
25
26 **Fish and Wildlife Service (FWS)**
27
28 • FWS wildland fire management cost coding is provided below:
29
30   o   Wildland fire Preparedness   FF.F10000##ZZZZ0
31   o   Suppression Operations   FF.F20000##ZZZZ0
32   o   Severity   FF.F21000##ZZZZ0
33   o   Emergency Stabilization   FF.F22000##ZZZZ0
34   o   Burned Area Rehabilitation   FF.F32000##ZZZZ0
35   o   Hazardous Fuels Reduction (Non-WUI) FF.F31000##NZZZZ
36   o   Hazardous Fuels Reduction (WUI)   FF.F31000##WZZZZ
37
38   ## = FWS Region number (01-09) ZZZZ = project assigned code/FireCode
39
40   All cost codes require a ten-digit cost center, then a fifteen-digit Work Breakdown Structure (WBS),
41   which includes the interagency FireCode or project number. The interagency FireCode will be used
42   with the appropriate account as stated in the FWS Fire Business Guide. All fire operations activities
43   require a project number. The interagency FireCode will be used by the Fish and Wildlife Service for
44   tracking and compiling costs for wildland fire suppression, severity, and subsequent rehabilitation
45   activities.
46
47 **USDA Forest Service (FS)**
48
49 The interagency FireCode Program will be used to generate a four (4) character code that will be used to
50 track and compile costs.
51
52 "P" codes represent wildland fire suppression incidents.
53
54 "S" codes represent severity requests. Each Region/Forest will have one S-code for Regional Office
55 approved severity. Regional severity codes will be established in the format: S#1111. Region/Unit
56 overrides will be used.
57

1   "F" codes indicate FEMA supported incidents. An "F" code will be assigned by the Forest Service
2   Regional Office that is within the affected FEMA Region. Individual resources ordered to a FEMA incident
3   will charge to the appropriate "F" code. Units providing support to a FEMA incident will charge to the "F"
4   code in accordance with the FS annual incident job code guidance. Under the NRF, overtime, travel, and
5   per diem are reimbursable. Base salary of all employees on assignment to FEMA incidents will be
6   charged to the appropriate "F" code and paid from the Emergency Operations (WFSU) account.
7
8   **Great Basin Support Code**
9
10 The intent of using the Great Basin support code is to ensure the geographic area is appropriately staffed
11 to meet anticipated and existing incident needs through the prioritization and mobilization of additional
12 resources to strategic locations within the Great Basin.
13
14 "Support codes will be used for prepositioning or when an employee is providing general fire support due
15 to the imminent short-term threat of high fire danger, such as a predicted wind event or lightning episode,
16 but cannot reasonably separate out time to a specific P-code or ABCD fire."
17
18 "Regardless of benefitting jurisdiction, NICC and GACCs can preposition resources using their assigned
19 support code in advance of predicted significant wildland fire potential; to meet ongoing fire activity needs
20 when the resource assignment is not yet known; or for resources supporting multiple incidents." Source:
21 Forest Service FY 2019 Guidance for Use of Incident Job Codes, pg. 2
22
23 "Regardless of benefitting jurisdiction, Geographic Area Coordination Centers can preposition resources
24 using their assigned support fire code in advance of predicted significant wildland fire potential; to meet
25 ongoing fire activity needs when the resource assignment is not yet known; or for resources supporting
26 multiple incidents." Source: BLM Standards for Fire Business Management (Orange Book), pg. 9-4
27
28 • Functions that may use the GBCC GACC Support Code
29   o GBCC employees and those assigned to the center.
30   o GB Priority Trainee Program employees
31   o Mobilization and Staging Areas
32   o Extended Standby for Aviation and other resources
33   o Air bases when asked to activate prior to contract activation.
34
35 For further information on the GB Support Code use visit the following site:
36
37 https://gacc.nifc.gov/gbcc/admin/docs/FINAL%20Great%20Basin%20Support%20Code%20Appropria
38 te%20Use%20Guide.pdf

THIS PAGE LEFT BLANK INTENTIONALLY

CHAPTER 80 - FORMS

DISPATCH FORMS See *National Interagency Mobilization Guide*

All units will use appropriate forms as designated below. It is suggested that units download and save these forms to assure access to them when they might not be immediately available via the internet. Frequent downloads will make sure units have the current version of the forms

- The Following forms are all available at https://www.nifc.gov/nicc/logistics/coord_forms.htm
  o Resource Order Form
  o Mobile Food & Shower Service Request Form
  o Passenger and Cargo Manifest Form
  o Infrared Aircraft Scanner Request Form
  o FAA Temporary Tower Request Form
  o Preparedness/Detail Request Form
  o Wildland Fire Entrapment/Fatality Initial Report Form
  o Rationale for Assigning/Requesting Incident Management Teams
  o Reimbursable Form
  o Cooperator Aircraft Use Validation Worksheet

- SAFECOM https://www.safecom.gov/ (Will NOT open in Internet Explorer)

- Incident Status Summary (ICS-209)
  https://iwfirp.nwcg.gov/ or https://iwfirp.nwcg.gov/dashboard#dashboard

- Fuels and Fire Behavior Advisory Template
  https://www.predictiveservices.nifc.gov/fuels_fire-danger/fuels_fire-danger.htm

Copies and/or links of the following forms are provided in the subsequent pages:

- **Great Basin Aircraft Dispatch Page for Forms**
  https://gacc.nifc.gov/gbcc/aircraft.php

- **Interagency Request for Temporary Flight Restriction**
  https://www.nwcg.gov/committees/interagency-airspace-subcommittee

- **Documentation of Contacts Requesting Deconfliction of Airspace by The Military**
  http://gacc.nifc.gov/gbcc/aircraft.php under Aviation Forms

- **Airspace Boundary Management Plan and Checklist**
  https://gacc.nifc.gov/gbcc/aircraft.php under Aviation Forms

- **Resource Extension Request Form (download document to enable eSignatures)**
  https://gacc.nifc.gov/gbcc/dispatch.php under Forms

- **Incident Management Team Performance Evaluation**
   https://gacc.nifc.gov/gbcc/overhead.php under IMT Toolbox

- **Great Basin Buying Team Performance Evaluation**
  http://gacc.nifc.gov/gbcc/business.php

NWCG Aircraft Dispatch Form

Incident Name / Number:		
Date:	**Time:**	**Sunset +30:**
Order #:	**Charge Code:**	
Descriptive Location:		
Latitude:	**Longitude:**	**Elevation:**
Distance:	**Bearing:**	**From:**
Initial Point (IP)	**(IP) Latitude:**	**(IP) Longitude:**
Frequencies:		
Air to Air Primary:	**Air to Air Secondary:**	
Air to Ground: Fixed: Rotor:	**Ground Tactical:**	
Command:	**Flight Following:**	
Incident Aircraft:		
Other Aircraft:	**Aircraft Hazards:**	
MTR/SUA:	**TFR:**	**Reload Base (s):**

Additional Information:

https://www.nwcg.gov/publications/250

PMS 250 6/21

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 ddmmssN/dddmmssW)	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 ddmmssN/dddmmssW	Point #	Lat/Long format ddmmssN/dddmmssW
1	N W	5	N W
2	N W	6	N W
3	N W	7	N W
4	N W	8	N W

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

DOCUMENTATION OF CONTACTS REQUESTING DECONFLICTION OF AIRSPACE BY THE MILITARY

I. MILITARY TRAINING ROUTES (MTRs)

REQUEST CLOSURE OF SEGMENTS OR RESTRIOCTION (eg, ALTITUDE ADJUSTMENT) OF THE FOLLOWING MTRs:

DATE / TIME	SCHEDULING 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 SCHEDULIN 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	_____	_____
	_____	_____
	_____	_____
Smokejumpers	_____	_____

(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 EMAIL / FAX

       Dispatch Center: Phone: Email / Fax:

       Dispatch Center: Phone: Email / Fax:

       Dispatch Center: Phone: Email / Fax:

(9)   Has a follow up phone call been made to all Dispatch Centers checked above?   Yes   No

Resource Extension Request Form

January 2021

A.) RESOURCE and INCIDENT INFORMATION:

Resource Name:_____Home Dispatch or Home Unit ID:_____

Incident Name:_____Incident #:_____Request #:_____

Position on Incident:_____

Home Unit Supervisor:_____Email:_____Fax #:_____

B.) REQUESTED BY:

Incident Supervisor:_____Incident Position:_____

C.) EXTENSION INFORMATION:

Prior to any extension, consider the health, readiness and capability of the resource. The health and safety of incident personnel and resources will not be compromised under any circumstances.

Length of Extension:_____Last Workday:_____

Justification (Select from the List Below):
☐ Life and Property are imminently threatened,

☐ Suppression objectives are close to being met, or

☐ Replacement resources are unavailable or have not yet arrived

Explanation for Extension:

D.) APPROVED BY:

1) Incident Commander or Deputy:_____Email:_____

2) Resource or Resource Supervisor:_____Email:_____

3) Host GACC (excluding single-resource Overhead):_____Email:_____

4) Home Unit Supervisor:_____Email:_____

5) Sending GACC (excluding single-resource Overhead):_____Email:_____

6) NICC (only if National Resource):_____Email:_____

Return to:_____Email/Fax:_____

Resource Extension Request
Form Instructions

Block A. is to be filled out by the Resource**.**

Note: If resource is a Team, Hand Crew, Module or an Engine Crew; only complete one request form. Providethe Operational Resource Name, i.e. Smokey Bear T1 IMT, Smokey Bear T2IA Crew, Smokey Bear Suppression Module, Smokey Bear T4 Engine 741; for Resource Name. Provide Parent Request# only.

Blocks B. & C. are to be filled out by the Incident Supervisor.

Block D.:
If Resource is a National Resource (excluding Aircraft, Type 1 Interagency Hotshot Crew and National Contracted Resources), 1, 3, 5, and 6 signatures are required in order. Example of National Resources: Type 1Incident Management, Area Command Teams, National Incident Management Organization (NIMO), and National Buying Teams.

If Resource is a Type 2 Incident Management Team, 1, 3, and 5

signatures are required in order.If Resource is a Type 1 Interagency

Hotshot Crew, 1 – 6 signatures are required in order.

If Resource is not a National Resource (excluding single-resource Overhead, Aircraft, Type 1 InteragencyHotshot Crew and National Contracted Resources), 1 – 5 signatures are required in order.

If Resource is single-resource Overhead, 1, 2 and 4 signatures are required in order.

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**	

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.

Complete the follow evaluation narratives and rating for each question
0 – did not achieve expectations   3 – met expectations   5 – excelled

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?

Circle one	0	1	2	3	4	5

(Explain)

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?

Circle one	0	1	2	3	4	5

(Explain)

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)						

Release Date: January 2016   **APPENDIX I-3**

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 and coordinate as need with logistics, dispatch, local agency contacts, etc.** 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 Name, Position, Phone #: _____

Evaluation Criteria

1. Describe the BUYT Leader's strengths and weaknesses. How effective were they at managing the BUYT?

2. How promptly was the Buying Team able to supply goods and services to meet incident needs? Please explain.

3. How was the Buying Team's attitude during the assignment? Their ability to anticipate and respond to changing conditions, such as additional incidents and/or workloads? Please explain.

4. Describe how the BUYT coordinated, cooperated, and communicated with outside entities (Incident Agency(s) IBA(s), Expanded Dispatch IMT(s), local community, local landowners etc.)

5. How complete was the BUYT's documentation & closeout package?

6. How well did the team transition? Did the team transition to (circle one): **Home Unit**   or   **Replacement BUYT**

7. What are the areas this BUYT could improve upon? Please give detailed feedback.

8. What are the areas this BUYT was successful in? Please give detailed feedback.

This evaluation has been discussed by and between the Designated Agency Representative and the BUYT Leader.

Agency Representative Name	Signature	Date
Buying Team Leader Name	Signature	Date

Forward copy of evaluation to Rhonda Shay immediately upon return from assignment
rshay@utah.gov * (385)266-2655 (Cell)

THIS PAGE LEFT BLANK INTENTIONALLY

SUPPLEMENT 1 - 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 contact the appropriate agency or department having jurisdiction for the request.

Notification Procedures for 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 by Agency

- **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 NWCG Aviation Mishap Response Guide and Checklist 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 2

GREAT BASIN CISM / PEER SUPPORT PROGRAM

Table of Contents

1   **GREAT BASIN CISM / PEER SUPPORT PROGRAM**
2
3   **INFORMATION AND MOBILIZATION PROCESS**
4
5   **INTRODUCTION**
6
7   A critical incident is any unexpected, traumatic event that affects an individual's feelings of personal
8   safety, their ability to perform daily activities, and their ability to concentrate on their normal job duties.
9   Critical incidents may also occur outside of work and still impact large numbers of employees. A critical
10   incident is not defined by the event itself, but by the reaction that an organization, employee,
11   community, or family has to the event.
12
13   The Critical Incident Stress Management (CISM) Program is designed for individuals affected by
14   potentially traumatic events which are outside their normal experience. We need to respond to these in
15   a way that is qualitatively different to that in normal situations. Individuals experience critical incidents
16   in different ways and vary in their reaction to similar events. What may be traumatic for one person may
17   not be for others. It is not possible to make rigid recommendations for all situations and employees.
18
19   Crisis intervention should be based on recognition of need, not strictly the occurrence of an event. It is
20   important to get advice on what post-incident support would be appropriate as soon as possible. One
21   of the challenges is intervening only where and when needed using the most appropriate intervention
22   for the situation.
23
24   Critical Incident Stress Management (CISM) is the selection and implementation of the most
25   appropriate crisis intervention tactics to best respond to the needs of the situation at hand. CISM has
26   multiple components that can be used before, during, and after a crisis. These components include a
27   wide range of various activities including pre-incident education (PIE) which includes resiliency,
28   planning and preparedness, acute crisis management, and post -incident follow up. The purpose of
29   CISM is to mitigate the impact of an event, accelerate the recovery process, and assesses the need
30   for additional or alternative services. Crisis intervention, which is a component of an overall CISM
31   program, is provided through trained and carefully selected peer supporters and licensed Mental Health
32   Professionals (MHP) who specialize in trauma.
33
34   **CRITICAL INCIDENT PEER SUPPORT (CIPS)**
35
36   Critical Incident Peer Support is about peers, or "people of mutual respect" helping each other. In
37   wildland fire, it is the shared culture and experiences which form the foundation of peer support. A
38   Critical Incident Peer Support Group (CIPS) consists of a coordinator, group leader, peer supporters
39   trained in critical incident stress response processes, and a licensed mental health professional (MHP).
40   This model is commonly referred to as the International Critical Incident Stress Foundation (ICISF)
41   model and is the official Standard of Care for crisis intervention in the Great Basin.
42
43   Peer-to-peer programs facilitate opportunities for individuals to talk with trained peer supporters who
44   serve as a "bridge" to connect with MHPs. Peer Support Groups can offer educational and social
45   support and provide avenues for additional help if needed.
46
47   Experts believe that these techniques and processes, which are used in CIPS can help individuals
48   improve their coping abilities and dramatically decrease the occurrence of post-traumatic stress
49   disorders, lower tension and mitigate a group's reaction to a traumatic event.
50
51   The ICISF model provides a number of crisis intervention techniques. The CIPS group leader in
52   coordination with a licensed mental health professional will determine the appropriate intervention
53   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 conducted for personnel.

TIMELINE STANDARDS

Crisis intervention *is not an emergency;* however, assistance should be ordered as a need is anticipated. 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 / TEAMS

The Great Basin does not maintain or mobilize Critical Incident Stress Teams (CIST), nor are they "on-call" or "in rotation". The CISTs are assembled at the time of request, by the assigned coordinator 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 CISM Coordinator 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.

The CIST is mobilized through normal dispatch channels. Requests for CISM services are made from the unit's dispatch to the Great Basin Coordination Center. The Great Basin Coordination Center will create the incident and associated requests in IROC. The Great Basin CISM Coordinator will provide the names of the CIST Members to the GBCC, and the order will be filled via rosters. CISM personnel are ordered as CIPL (peer group leader), CISM (peer supporter), and THSP Technical Specialist, and not as a Critical Incident Stress Debriefer (CISD) or other mnemonics related to CISM.

CIST are mobile, self-sufficient, and available to travel to the affected individuals, or group's, home unit or incident. This allows personnel to return home prior to receiving services rather than being held at the incident location or remain operationally engaged until the CIST 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 with guidance from the Regional CISM Coordinator. 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 CIMT through unit dispatch, and ultimately 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 IROC.

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 CISM 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 IROC.

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.

1 **CRITICAL INCIDENT PEER SUPPORT GROUP LEADER**
2
3 A Peer Support Group Leader is a highly respected and trusted person from aspects of fire programs
4 (dispatchers, engine crew members, hotshot and other crews, helitack, smokejumpers, and many other
5 specialties). A Group Leader has participated in numerous assignments as a Peer Supporter and has
6 had enough exposure to various incidents and contacts to have the ability to bring "order to chaos"
7 found after a critical incident. A Peer Support Group Leader is expected to navigate the "sea of good
8 intentions," without drowning.
9
10 A Peer Support Group Leader Will:
11
12 • Oversee the implementation of the elements of the established program. These elements include
13   a set Standard of Care and established boundaries of competence. These are defined as what is
14   appropriate, along with the laws of ethical behavior, while staying within the limits of their training
15   and experiences and scope of practice.
16 • Required to keep confidences, be committed to the program while adhering to established limits
17   and protocols. Staying aware of their boundaries and seeking guidance and assistance when
18   appropriate.
19 • As leaders, they are held to a high standard and must demonstrate respect and integrity for what
20   crisis intervention is and what it is not.
21 • Function as the liaison between the local unit and the peer support group.
22 • Provide the team members with reporting times, lodging and meeting locations.
23 • Coordinate with Clinician(s) in determining the appropriate crisis intervention tactics to be applied
24   with specific individuals and groups.
25 • Brief the Clinician as to what our expectations are for the meetings and travel.
26 • Allocate peer supporters based on background and culture.
27 • Coordinate with the group(s) daily when the groups are in multiple locations.
28 • Incident Business Management duties such as approving time, monitoring work/rest, and driving
29   hours.
30 • Keep the coordinator informed as to the status of the assignment via daily call(s).
31 • Demobilization of resources and providing travel information to Coordinator/Point of Contact, and
32   dispatch center.
33
34 **PEER SUPPORTER**
35
36 A Peer is an individual with a professional history, often having historic recognition for background and
37 experience within the "culture" of the wildland fire community who has a willingness to assist others in
38 times of crisis. Peers come from all different aspects of the wildland fire community; dispatch, aviation,
39 direct suppression crews or modules, engines and fire and aviation managers. The best peers are
40 individuals who share the same backgrounds; i.e. engine personnel to engine personnel. A peer to a
41 firefighter on a hotshot or veterans crew for example, would have substantial (and preferably current)
42 experience on the fireline and within the hotshot/veteran crew community.
43
44 Peer Supporters will:
45
46 • Assist the CIPS Group and Clinician in providing Crisis Management Briefings, debriefings,
47   small group sessions, one-on-one support and information sharing as directed.
48 • Assist the CIPS Group Leader and Clinician in setting up and organizing formal meetings
49   (location, seating, refreshments, assembling resource information and literature to be available
50   at debriefings, etc.).
51 • Are self-sufficient (Travel Card or Credit Card).
52 • For peers of fireline personnel, they are required to have all of their required PPE to meet with
53   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.

1   **APPENDIX 1**
2
3   **DEFINITIONS**
4
5   <u>**Critical Incident**</u>
6   A critical incident is an extraordinary event that overwhelms the usual coping abilities of personnel.
7   Examples of critical incidents include, but are not limited to the following:
8
9   • Line of duty death
10   • Suicide of a co-worker
11   • Entrapment
12   • Burn-over
13   • Acts of terrorism
14   • Serious line of duty injury
15   • Discovery of a dead body
16   • Involvement in several stressful events in a short period of time
17   • Any event that has an unusually powerful impact on personnel
18
19   <u>**Catastrophic Incident**</u>
20   Catastrophic incidents are those situations which have an extreme impact on numerous individuals or
21   organizations. These incidents may draw significant media attention. The level of trauma to personnel,
22   families and a community is substantial.
23
24   <u>**CIPS Group**</u>
25   A group of individuals consisting of fire and aviation personnel trained in various aspects of crisis
26   intervention. The CIPS Group usually consists of three or four peer group members and a group leader
27   but depends on the incident, numbers of individuals and organizations affected, etc. In addition to peer
28   supporters the group includes Mental Health Professionals who specialize in trauma and are familiar
29   with the wildland fire community. The CIPS Group is assembled by the Critical Incident Peer Support
30   Group Coordinator when a request is received.
31
32   <u>**Crisis Management Briefing (CMB)**</u>
33   A structured meeting designated to provide information about the incident, control rumors, educate
34   about symptoms of distress, inform about basic stress management, and identify resources available
35   for continued support if desired. The goals of a CMB include providing factual information, instill a sense
36   of leadership, reduce chaos, and enhance credibility. The CMB is designed to assist those involved
37   directly or indirectly with the incident and is not intended for the media.
38
39   <u>**Defusing**</u>
40   A three-step crisis intervention tool designed to assist a homogenous group of people after an exposure
41   to the same significant traumatic event. The purpose of a defusing is to mitigate the impact of the event,
42   accelerate the recovery process, and assist the need for additional services. A defusing was never
43   intended for and should ever be used on a primary victim. Due to the timing of the CIPS Group response
44   defusings are rarely done.
45
46   <u>**Critical Incident Stress Debriefing (CISD)**</u>
47   This is often provided as a seven-step crisis intervention tool designed to assist a homogenous group
48   of people after an exposure to the same significant traumatic event. It may be used as part of an
49   integrated package of interventions within the CIPS response. Critical Incident Stress Debriefings
50   require a licensed Mental Health Professional.