Expanded Dispatch Support Dispatcher D-310

PREFACE

Expanded Dispatch Support Dispatcher, D-310 is a suggested training course in the National Interagency Incident Management System: Wildland Fire Qualification System Guide (PMS 310-1).

This course was developed by an interagency group of subject matter experts with direction and guidance from the National Wildfire Coordinating Group (NWCG) Training Branch. The primary participants in this development effort were:

INTERAGENCY GROUP

Dispatch Steering Committee

NWCG TRAINING BRANCH

The NWCG appreciates the efforts of these personnel and all those who have contributed to the development of this training product.

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Unit 0 – Introduction

OBJECTIVES:

Upon completion of this unit, students will be able to:

1.   Introduce the instructors and students.

2.   Discuss administrative concerns.

3.   Present overview of course.

4.   Discuss EDSD position qualifications.

5.   Discuss course expectations.

I.   WELCOME AND INTRODUCTIONS

II.   ADMINISTRATIVE CONCERNS

- Facilities location (restrooms, vending machines)
- Turn off cell phones.
- Computer use (no internet surfing, log on only when instructed, etc.)
- Local information (restaurant locations, local map)
- Meals and breaks (the time schedule for this course is tight – punctuality is very important)

III.   COURSE OVERVIEW

The course is presented through a series of facilitated discussions and exercises, which includes four simulations.

A.   Simulation Overview

The intent of the simulation is for students to experience actual job performance as they perform the role of an Expanded Dispatch Support Dispatcher (EDSD).

By the end of the course, each student will complete a three- hour simulation in each of the four functional areas:

- Crews
- Equipment
- Overhead
- Supply

Each simulation will only include previously covered classroom material or dispatch recorder tasks and experience.

Students will gather and document information, role play, participate in shift briefings, and enter resource data into the Interagency Resource Ordering Capability (IROC).

For students who feel they need a review of dispatch recorder functions in IROC, please meet after class today. This review is optional.

 The information we will review is in your student workbook.

B.   Course Objectives

Given an incident situation, a briefing from the Supervisory Dispatcher, incident objectives, and a series of inputs from various dispatch functions, the students will:

1.   Plan, organize, and implement a functional area to meet the needs of the incident.

2.   Demonstrate the ability to interact with other functional areas in an incident support organization.

3.   Follow established policies and procedures, utilize resource orders and supplemental forms to mobilize, reassign, and demobilize resources.

4.   Demonstrate the ability to respond to changing priorities and situations within a functional area.

C.   Evaluating Student Performance

Students are evaluated on the pre-course test, completion of inputs during the simulation, and class participation.

Students need to score 70%, or 700 points, to successfully complete the course.

The course point system is broken out as follows:

Pre-course test	400 points
Simulation – Inputs	400 points
Class Participation	160 points
Discretionary Points	40 points
TOTAL	1000 points

IV.   EDSD POSITION QUALIFICATIONS

Training courses and/or position task books (PTBs) have been developed to qualify individuals for nationally accepted dispatching positions:

- Dispatch Recorder, D-110
- Expanded Dispatch Support Dispatcher, D-310
- Initial Attack Dispatcher, D-311
- Aircraft Dispatcher, D-312
- Supervisory Dispatcher, D-510
- Coordinator (PTB only)

Upon successful completion of this course, students will be able to meet the requirements to function as an EDSD trainee.

V.   COURSE EXPECTATIONS

What are your expectations for this course?

VI.   REVIEW PRE-COURSE TEST

Instructors have reviewed the pre-course tests; missed questions will be discussed throughout the course.

Coaches will answer questions concerning the test. Students may not keep the test.

IROC Dispatch Recorder Review

Overview:

This is a review of the Dispatch Recorder functions as performed in Interagency Resource Ordering Capability (IROC). Because the scenarios in this course are done using IROC, it is important you know these IROC basics. When this course covers topics that are not in the Dispatch Recorder course, the instructor will show you how to complete the function in IROC.

Objectives:

To review Dispatch Recorder functions in IROC including:

1. Search for resources quick link
2. Incident action tile
3. Create New Request
4. Pending Request action tile
5. Manage Request screen
6. Request Status action tile

Each instructor and student will need a:

- Computer with internet access
- IROC Practice Username and password

Suggested time for this review: 2 hours

I.   SEARCH FOR RESOURCES QUICK LINK

Search for resources regardless of managing dispatch, resource status, or resource assignment.

II.   INCIDENT ACTION TILE

Used to view, edit, and add additional information for existing incidents (for example, editing an incident name).

III.   CREATE NEW REQUEST

A.   Select the correct incident

B.   Select Catalog Item

1.   Filter and select an item to request

2.   Reminders for requests can be found in Manage Request Screen

C.   Name Request

1.   To request a specific Overhead resource, check the Named Request box.

2.   Select Deliver To location.

D.   Navigation/Reporting Instructions Enter

directions for Deliver To location.

E.   Special Needs

Enter any special needs or instructions.

Overhead Requests will show an additional Overhead details section which includes boxes to check to approve phone, laptop, etc.

F.   Request Contact

Name and/or contact information of individual/position, either at Incident or Requesting Dispatch Unit, through which information can be obtained about request.

G.   Ordering Contact

Name and/or contact information of individual/position at Incident that requested resource.

H.   Add New Contact

IV.   PENDING REQUEST ACTION TILE

A.   Filter and select the incident or Catalog

1.   Columns in the work area can be used to further filter.

B.   Buttons

1.   Place buttons
2.   Action buttons

V.   MANAGE REQUEST SCREEN

A. View and manage requests

VI.   REQUEST STATUS ACTION TILE

A.   Display requests

B.   Filter requests in work area

C.   Check status of resource requests

D.   Perform basic actions on requests in the work area list.

EXERCISE (Optional):

On an existing incident (or by first creating an incident if necessary):

1. Create four requests (all of them with a qualification that you have).
    •   Fill one request with yourself with an ETD of now and ETA of 2 hours.
    •   Place one up to the GACC.
    •   Place one within their selection area if possible.

2. For the request you filled with yourself:
    •   Edit the travel for filled order and set at incident.
    •   Reassign yourself to another request and set travel at incident.
    •   Release yourself from the second request and set travel at home.

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Unit 1 – Common Responsibilities and Procedures

OBJECTIVES

Upon completion of this unit, students will be able to:

1.   Describe the main duties or tasks of the EDSD.

2.   Describe the various functional relationships in the incident support organization.

3.   Identify factors for effective communication.

4.   Discuss the EDSD's limits of authority within the expanded dispatch organization.

5.   Identify factors for managing stress.

I.   INTRODUCTION

This course addresses the EDSD's role in an expanded dispatch organization.

Expanded dispatch is a part of the incident support organization. This course does not get into the day-to-day or initial attack dispatch job.

II.   EDSD MAIN DUTIES OR TASKS

You are on your way to your EDSD assignment.

- What will your main duties be?
- What do you do first?

The position task book (PTB) lists the performance requirements or tasks for the EDSD position in a format that allows a student to be evaluated against written guidelines.

The EDSD's main duties or tasks are:

Task 1: Obtain initial briefing from supervisor or agency dispatcher.

Information and key points you should receive when reporting for assignment:

- Situational awareness
- Priority setting
- Local office considerations

It is best to be self-sufficient – to pay for your housing and meals. If you need help, say so before you are dispatched.

If you need help while on assignment, talk to your supervisory dispatcher. Assignment conditions will vary.

Task 2: Gather information necessary to assess situation, determine priorities, and take appropriate action.

- Current situation
- Expected duration
- Status of orders
- Resources committed
- Ordering procedures
- Priorities
- Organizational structure
- Operational period schedules
- Housing and transportation availability
- Authority limits
- Not-to-exceed order times
- How to display resource tracking information
- Internal/external key contacts
- Procedures for media and/or private contractor calls
- Desk log procedures
- Application Access

Task 3: Conduct self in a professional manner.

Task 4: Establish and maintain positive interpersonal and interagency working relationships.

1. Teamwork

    To establish and maintain positive working relationships, teamwork is essential.

2. Elements of teamwork

    - Know yourself and seek improvement.
    - Be technically and tactically proficient.
    - Comply with orders and initiate appropriate actions in the absence of orders.
    - Take responsibility for your actions.
    - Make sound and timely decisions and recommendations.
    - Set the example for others.
    - Be familiar with your leader and their job and anticipate their requirements. Keep your leaders informed.
    - Understand the task and ethically accomplish it.

EXERCISE: Team Building

Task 4: Continued

3. Key players of teamwork

    a. Internal relationships – expanded dispatch

        • Dispatch recorders
        • EDSDs on other desks
        • Supervisory dispatcher

    b. External relationships – other incident support functions

        • Buying team/procurement
        • Transportation
        • Initial attack dispatcher
        • Staging area or mobilization center manager
        • Ramp manager
        • Intelligence
        • Aircraft desk
        • Communications coordinator

    c. Incident

        • Supply unit leader
        • Ordering manager
        • Radio operator/incident communications center manager
        • Demobilization unit leader
        • Information officer
        • Incident resources

    d. Next level of dispatch

        Generally, you will talk to your counterpart at the next level of dispatch organization (for example, overhead EDSD to overhead EDSD).

    e. Other contacts

        • Interagency Resource Representatives (IARR)

- Agency Administrator
- Media (refer to the supervisory dispatcher or information officer)
- Public and vendors

Task 5: Apply the ICS.

- Follow chain of command.
- Maintain appropriate span of control.
- Use appropriate ICS forms.
- Use appropriate ICS terminology.

Task 6: Conduct or participate in briefings with relief dispatchers, dispatch recorders, and supervisory dispatchers.

- Pertinent information regarding operational period activities.
- Priorities.
- Procedural issues or changes regarding mobilization/demobilization.

1. Briefings

- The EDSD will brief the supervisory dispatcher and the oncoming shift dispatcher of significant activity.
- Throughout each shift, maintain the shift brief to reflect all significant activity and items requiring follow-up.
- Shift briefings should be between 15 and 30 minutes.
- Your schedule will provide time to brief the oncoming shift. This will include as a minimum:

  - Any movement of national resources.

  - Significant incident activity.

  - Any deviation from established standard operating procedures.

  - Any schedule changes.

  - Any messages relating to injury notification or emergency messages.

  - Any significant resource shortages – critical

resources or the opposite – excess resources. These change daily.

- – Aircraft-related issues (mobilization and demobilization of resources, helicopter module releases, etc.).

- – Summary of shift activities.

- – Any follow-up or interaction with other functional areas.

2. Resource order review

Each resource order should be briefly described, and attention given to changes, problems, and anything requiring follow-up.

3. Documentation

Briefings are critical to each functional area. Clear and concise documentation and complete briefings are imperative to the success of the expanded dispatch organization.

Task 7: Participate in After Action Reviews (AAR).

Task 8: Review Resource Order for completeness and accuracy.

Documentation is pertinent information relating to the processing of the order and its requests.

1. Resource orders

Resource orders are legal documents that necessitate full and accurate reporting of order and request related actions.

- • They are subject to Freedom of Information Act (FOIA) and court requests.
- • They may also help with payment and contractual issues.

Order and request documentation placed in IROC documentation, or in Block 13 of the resource order, can be continued on additional documentation sheets.

2.   Additional documentation

Every office may have different forms to use for documentation:

- Shift brief (refer to the dispatch job aid checklist)
- Shift log
- General message form
- Radio log

Follow up to confirm information as appropriate.

Task 9: Use national, area, and local forms supplementing a Resource Order.

- Recognize when use of supplemental forms is required.
  These can include detail requests, infrared service requests, and food service request forms.
- Verify accuracy and completeness.
- Process using appropriate ordering channels.

Task 10: Communicate effectively at various levels.

- Consult with and provide feedback to work supervisor.
- Electronic transfer of travel information.
    – All travel information is relayed electronically through the dispatch channels.
- Use established local status tracking systems (database, magnet board, etc.).

Task 11: Prioritize work and make decisions concerning functional area.

- Ensure subordinates understand assignment for operational period.
- Continually evaluate performance of assigned personnel.
- Provide guidance and/or assistance to dispatch recorders.
- Provide training as necessary.
- Each assignment – and your authority – will be different.
- Use your skills and knowledge of the position to make and execute decisions as your authority allows.
- You are expected to be proficient in the functional area to which you are assigned.
- You may or may not be guiding and assisting dispatch recorders.

- Refer any odd or unusual orders to your supervisory dispatcher.
- Refer all media calls, contracting issues, public inquiries, and people who are not your normal contacts to your supervisory dispatcher.

Task 12: Identify staffing and equipment needs to work supervisor.

Task 13: Use existing sources and contract agreements to obtain resources.

Task 14: Use pertinent reference guides to validate resource capabilities, limitations, or regulations governing use.

Task 15: Use appropriate reference materials.
- Mobilization guides
- Contracts
- Expanded Dispatch Plan or Dispatch Operations Guide
- NFES catalog
- Appropriate user guides

It is important to be knowledgeable of national and local geographic area mobilization guides.

The following materials will be referenced throughout the course:

1. Expanded Dispatch Job Aid

2. NWCG National Fire Equipment Systems Catalog: Fire Supplies and Equipment

3. Catering and Shower Contracts

4. NWCG Standards for Interagency Incident Business Management (PMS 902)

5. Other reference materials table.

Remember, you just need to be knowledgeable of these reference materials. Know where to look up the answers. Ask other people, supervisory dispatchers, etc., for information.

Task 16: Obtain information necessary to process a non-commercial logistical flight for personnel or cargo.

Task 17: Reassign resources to support an incident.

- Consider safe and cost-effective results for actions.
- Summarize resource information to provide intelligence support.
- Use established methods and ordering channels.
- Communicate with internal/external entities.
- Reassignment

    – This is considered a mobilization of a resource.

    – For example: If a crew has been out for only three days and is put on the demobilization list and is reassignable, check open request for crews. You may reassign the crew to another incident.

    – If the new incident is within your jurisdiction, you **may** not need to notify the GACC because the resource is assigned to you.

    – If you release the crew to the GACC, the GACC may reassign the crew to another incident within the Geographic Area. Provide a copy of the new resource order to the crew.

    – Consult your supervisor on all reassignments.

Task 18: Mobilize resources to support an incident.

- Consider safe and cost-effective results for actions.
- Summarize resource information to provide intelligence support.
- Use established methods and ordering channels.
- Communicate with internal/external entities.

Ordering channels

- Information flow follows the established ordering channels.
- Summarize resource information to provide intelligence support.

1. Local fill – the local dispatch center or expanded dispatch checks with:

   - IROC
   - Local cooperators
   - Other dispatch centers accessible through agreements.
   - Other incidents for reassignable resources before placing the order with GACC.

2. Fill within the geographic area – the GACC checks all other dispatch centers with available resources to fill the order before placing the order with NICC.

3. Fill outside the geographic area – NICC checks with all of the other GACCs with available resources to fill the order.

4. Demobilization information follows the ordering channels in reverse. The key is to release a resource from where it was ordered.

Task 19: Effectively utilize resource tracking and status systems.

- Compile and maintain status of resources using established local systems.

Task 20: Demobilize resources to support an incident.

- Consider safe and cost-effective results for actions.
- Identify resources being released that are reassignable.
- Ensure Resource Order/Request closure.
- Use established methods and ordering channels.
- Ensure demobilization procedures are followed.
- Communicate with internal/external entities.

EXERCISE: Communication

<u>Format</u>: Small groups

<u>Instructions</u>: Answer the questions. Participate in discussion.

1.   How does this position communicate?

2.   With whom do they communicate and why?

        Why?

3.   Under what situations/conditions do they need to communicate?

4.   What communication responsibilities relate to this position?

5.   How would this position communicate effectively?

6.   What communication barriers does this position encounter?

<u>End of Exercise.</u>

III.   MANAGING STRESS

Another factor in successful performance as an EDSD is the ability to work productively in an environment where stress is common and abundant.

Recognizing stressful situations and knowing how you, as an individual respond to stress is the key to managing this demanding environment.

A.   Three Categories of Stress

1.   Internal stress (yourself)

Something you bring with you and may have the ability to mitigate yourself:

- Exhaustion
- Co-worker interaction
- Personal situation

2.   External stress (environment)

Generated by events outside of your personal control:

- Being crowded
- Supervisor
- Location
- Noise
- Shift work

3.   Organizational stress (dispatch system)

Conflicts which are inherent to the dispatch system:

- Multiple tasks that need to be done at the same time.
- Established dispatch ordering procedures.
- Chain of command
- Authorities and regulations

B.   Examples of Stressors

  •   Ordering an IMT
  •   Handling multiple incidents
  •   Medical situations
  •   Lack of available resources
  •   Long work hours
  •   Abrupt changes in workload
  •   Demobilization

C.   Responding Effectively to Stressful Situations Techniques that are effective in adapting to stress:

  •   Focusing on the job
  •   Recognizing escalating situations
  •   Notifying your supervisor
  •   Prioritizing/delegating tasks
  •   Rotating jobs
  •   Taking breaks
  •   Requesting/ordering additional help
  •   Being organized
  •   Accepting personal limits
  •   Adequate rest
  •   Physical exercise
  •   Eating a well-balance diet
  •   Humor

Remember: You can't always control the situation, but you can control how you react. Stress cannot be eliminated, but it can be managed.

Communication Article 1:
12 Barriers to Real Listening

Daydreaming – You are half listening until something is said that triggers your mind into a private daydream. You pretend to listen but are really tuning the other person out.

Comparing – You are constantly trying to assess who is smarter or more competent, you or the other person. You don't hear much of what's said because you're too busy seeing if you measure up.

Rehearsing – You focus all of your attention on preparing what you are going to say when the person stops talking. You will look interested in the conversation but you're actually rehearsing your response. Some people prepare a chain of responses in their minds: "I'll say…, then he'll say…, then I'll say…, and so on.

Being Right – Listening to the other side of the issue is impossible if you have already made up your mind that you are right.

Identifying – You take everything people tell you and refer it back to your own experience. They want to tell you about a toothache, but that reminds you of your own oral surgery. You launch into your story before they can finish theirs.

Mind Reading – You don't pay much attention to what people say – in fact you don't believe anything you hear. You are constantly trying to figure out what the person is really saying based on voice inflection and subtle cues.

Filtering – Your mind acts as a filter to tune in or tune out certain things. For example, you pay attention to find out if the person speaking is angry or upset, or if you are in any emotional danger. People also filter to avoid critical, negative, or unpleasant things.

Placating – You want to be nice, pleasant, and supportive. You want people to like you so you agree with everything. You may half-listen just enough to get the drift, but you are not really involved. Your side of the conversation sounds like this: "Right…..right…..absolutely…..I know….of course…..yes…..really?

Advising – You don't hear more than a few sentences when you have solved the problem with some advice. Often you are so concerned with the solution, you may miss what is most important.

Sparring – Sparring takes on two forms. The first form of sparring is when you argue and debate with people and focus on finding things to disagree with. The second form of sparring is when you use sarcastic remarks to disclaim someone else's point of view.

Derailing – You change the subject of the conversation if you get uncomfortable or bored. Sometimes people derail conversations by joking (also known as disconfirming messages). This means you constantly joke about everything being said to avoid the discomfort of listening.

Judging – If you have prejudged a person as irrational, stupid, or rude you will have a difficult time truly listening to them without your judgment tainting the conversation. Basically, judgment should only be made after you really listen and evaluate the message.

Communication Article 2:
Five Rules for Effective Expression

Messages should be:

- Direct – DO NOT assume people know what you are thinking.

- Immediate – DO NOT wait to tell someone important information or keep feelings bottled up inside. This could spell disaster.

- Clear – AVOID vague sentences that confuse people. Say what you mean.

- Straight – CHECK yourself by asking: "Why am I saying this to this person?" or "Do I want them to hear this or something else?"

- DO include "I" messages. Use few or no "you" messages. For example, "I am angry" rather than "You make me so angry."

Ultimately, how we perceive a situation or person can cause or not cause stress!

Communication Article 3:
Vocal Characteristics You Can Control

Volume:
Louder is more credible, but you can use a softer volume to calm another speaker down.

Tempo (rate):
Faster is more credible, but similar to volume, by slowing down your speaking rate, you can add emphasis to a point and calm down an irate customer. Control of temper is more desirable.

Pitch (level and variety):
Lack of pitch control indicates distressed emotions. We tend to have an innate range, but we can learn to adjust the average. A high pitch is not desired.

Rhythm:
Emotional distress or anxiety causes us to be jerky in our rhythm. Smoothness is more desirable.

Voice qualities:
This includes characteristics such as breathlessness, tension, articulation, nasality, throatiness, and resonance.

Fluency:
The presence or absence of stutters, repetitions, incoherent sounds, false starts, filled pauses, etc., can all contribute to or detract from the impression of competence.

Duration:
This refers to the length of utterances, sounds, pauses, and silences. The general rule is that more talk time is seen as more dominant than less talk time.

Dialect:
The more credible dialect is called the General American Dialect, which is typical of Midwesterners and devoid of accent.

Communication Article 4:
Flak Catching

Four basic steps:

1. Diffuse anger, hostility, or irrationality.
2. Understand the complaint or request.
3. Negotiate a resolution.
4. Secure commitment to a course of action.

Involves three primary skills:

1. **Listening** to diffuse the anger and understand the complaint or problem.
2. **Reasoning** to analyze the problem and negotiate a reasonable settlement.
3. **Selling** to secure cooperation in a settlement.

Guidelines for responding to complainers:

- "Let's solve this problem"
    - Ask questions; ask for information about the problem.
    - Indicate what your understanding of the problem is.
    - Provide information to the complainer.
    - Provide possible solutions and alternatives.
    - Indicate flexibility (willingness to change your mind).

- "No"
    - Do not put down or blame the customer/complainer.
    - Repeat the decision you have made.
    - Do not make excuses.
    - Imagine yourself helpful, but determined
    - Do not image yourself as ignorant or mean.

- "Yes"
    - Indicate acceptance.
    - Indicate supportiveness.
    - Indicate *what* action will be taken *when.*

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Unit 2 – Equipment

OBJECTIVES

Upon completion of this unit, students will be able to:

1.   Mobilize, reassign, and demobilize equipment in a safe and cost-effective manner.

2.   Determine the information needed to utilize supplemental forms to mobilize national contract caterer and shower units.

3.   Identify types and sources of equipment and unique ordering procedures.

4.   Describe the demobilization process of equipment.

5.   Describe the interaction the Equipment Dispatcher must have with other functional areas within the incident support organization.

I.   REVIEW EXAMPLES OF EQUIPMENT

A.   Equipment Resources

1.   National caterer and shower units

2.   Engines

3.   Rolling stock

a.   Water tenders (potable and non- potable)

b.   Dozers, lowboys

c.   Buses, pickups

d.   Refrigerated storage units

4.   Specialized equipment

a.   Helitorch, aerial sphere dispenser, Terra-Torch

b.   Handheld IR

c.   Portable retardant plants

B.   National Resources – Equipment

Shared national resources, limited number available.

- National contract mobile food services (caterers)
- National contract mobile shower facilities

II.   NATIONAL CONTRACT RESOURCES

    A.   Overview

        1.   Order resources through established dispatch channels. NICC will determine and hire the closest resource and provide travel information in IROC.

    B.   Shower Units

        1.   Information required by NICC on the shower service request form when placing orders:

- Resource order number, request number, name of incident and job code.
- Exact location to designated site where the contractor can meet a government representative for escort or further instructions to the incident.
- Estimated time needed by the incident to provide shower services.
- Size of shower unit required. Large capacity shower units have a minimum of 12 shower heads and small capacity shower units have a minimum of 4 and a maximum of 11 shower heads.
- Name, title, and phone number of person to contact for further information.
- Name and title of Government representative to contact at the incident.

        2.   Once The Shower is On Scene

Arrives with potable water and water tender for continuous support.

The contractor may arrive with additional equipment (hand washing units, American with Disabilities Act (ADA) shower units etc.). Government must agree to the usage and rates of the optional equipment prior to use.

The Government will arrange for removal of waste (gray)

water.

C. Caterers

    1. Review number of food service units, locations, and mandatory availability period.

    2. Mobilization Timeframes

        Be aware of timeframes; a reasonable date and time should be provided to accommodate for mobilization, drive time and set-up.

    3. Information needed:

        a. Food service request form

- Consider the needed date/time and caterer set up when determining the first meal (breakfast/lunch may not be the first meal).
- Estimate the number of people for the first three meals (minimum guarantee is based on these estimates).

        b. Location of incident

           Need accurate directions to mobilization point or incident along with latitude and longitude.

        c. Contact person at incident

           This could be Contracting Officers Technical Representative (COTR) or Facility/Food Unit Leader.

EXERCISE: Food Service Request Form

Purpose: Become familiar with the Food Service Request Form.

Format: Small group followed by class discussion

Materials Needed:
- National Interagency Standards for Resource Mobilization (minimum 1 per group of 4 students)
- *Optional* – copy of National Mobile Food Services Contract

Instruction
Refer to the food service request form . Fill out the form with the incident information listed below.

- Incident Name: Round Up
- Resource Order No: ID-BOF-004079
- Fiscal Code: P4 ABC2
- Request No: E-28
- Date: Today's date
- First Meal: Dinner tomorrow
- Persons Assigned: 15 crews, 2 camp crews, 20 engines, 45 overhead, and 8 helicopters.
- Reporting Location: ICP - 3830 Hwy 21/Idaho City, ID/83631
- Contact Person: FACL - Jene Jones
- COTR: On order
- Potable Water: In Idaho City, one mile away
- Duration: At least a week
- Peak Personnel: 15 more crews on order
- Spike Camps: No
- Contact: Boise Dispatch EQ Desk, 207-384-3400

End of Exercise.

D.   Demobilization

- Relay release information through the established ordering channels to NICC.
- Requests to reassign these resources will be placed by the local unit to the GACC.

    – The GACC will forward the request to NICC.

    – All reassignments of national units must be done by NICC.

III.   ENGINES

A.   Engine Types

Seven types nationally. Check with your supervisory dispatcher for local exceptions.

B.   Sources of Engines

1.   Agency/Cooperators

Engines may be Federal, state, and/or local government resources.

2.   Contract/VIPR Dispatch Priority List (DPL)

Non-agency engines could be acquired this way.

3.   Incident Only Agreements

Not available for reassignment.

C.   Engine Configuration

1.   Without configuration (Single Resource)

Each engine is assigned an individual equipment request.

2.   With configuration

- Each engine is assigned an individual equipment request.
- Roster is in IROC

Each engine is assigned a request number which is a sequential subset of an equipment number (E-10 is the engine request number; E-10.1, 10.2, 10.3, etc., are the subordinate request numbers).

D.   Engine Strike Teams

Generally, not ordered nationally.

Strike teams consist of five or more like engines and a strike team leader. Follow local procedures when ordering strike teams.

Order five like engines with five E-numbers. Ask if a strike team leader is required.

E.   Relief Personnel

Sometimes engine personnel are rotated or swapped out between the incident and home unit.

1.   If the roster is used, the relief personnel become a subordinate request to the original "E" number. Document any change of personnel.

2.   If the roster is not used, you may or may not be involved in this process.

IV.   ROLLING STOCK

   A.   Definition: Equipment with wheels or tracks.

      1.   Lowboys, dozers

      2.   Water tenders (potable or non-potable)

      3.   Tractor/plows

      4.   Fuel tenders

      5.   Skidgines

      6.   Pickups, stakebeds, box vans, buses

   B.   Sources for Acquisition

      1.   Agency

      2.   Cooperators

      3.   Service and Supply Plan (IIBMH, Chapter 20)

         Admin Unit/Local Agency can assist purchasing/acquiring in lieu of a Buying Team.

         •   Contracts/VIPR DPL
         •   Contracting or Buying Team can sign up resources.
         •   Make sure they get inspected and inventoried before and after use.

      4.   National Guard (area, state specific)

   C.   Driving Duty Limitations

      1.   CDL drivers

         The Federal Motor Carriers Safety Regulations, part 395.3 and State laws restricts those drivers whose assignment requires a

commercial driver's license (CDL).

- 10 hours driving time in a 15-hour duty day.
- 8 hours off between shifts.

2. Non-CDL drivers

- May not exceed 10 hours driving time in a 16-hour duty day.
- Must have 8 hours off between shifts.

Check with supervisory dispatcher on additional policies.

V. SPECIALIZED EQUIPMENT

A. Heat Seeking Devices - Palm IR

B. Fuel Ignition Devices

1. Helitorch

2. Aerial ignition dispenser

3. Terra torch

Some components in these kits are hazardous and cannot be shipped commercial air freight.

C. Equipment Operators

- Specialized equipment may need to have operators ordered at the same time.
- These may be requested with operator (example: palm IR with operator).
- Operators may be ordered on a support order and will have a designated "O" number.
- Communicate with the overhead function.

MOBILE FOOD SERVICE REQUEST FORM

Incident Name: _____   Financial Code: _____

Incident/Project #: _____   Food Service Request E #: _____

Shower Unit Request E #: _____

I. FOOD SERVICE: Requested Date, Time, Meal Types, and Number of Meals (Dinner will always be the first meal served)

Date of first meal: _____   Time of first meal: _____

1st meal: _____   Dinner

2nd meal: _____   Hot Breakfast

3rd meal: _____   Shift Provisions/Sack Lunches

This Block for National Interagency Coordination Center Use Only

Actual agreed upon Date/Time first meals are to be served: Date: _____ Time: _____

1st meal: _____   Dinner

2nd meal: _____   Hot Breakfast

3rd meal: _____   Shift Provisions/Sack Lunches

II. SHOWER SERVICE: Requested Date and Time Mobile Shower Unit is Needed

Date Needed: _____   Time Needed: _____

Mobile Shower Unit Type Ordered: Large (12+ stalls)   Small (4-11 stalls)

This Block For National Interagency Coordination Center Use Only

Actual Agreed Upon Date/Time Mobile Shower Unit to be Operational: Date: _____ Time: _____

III. Additional Information

Spike Camp: Yes _____   No _____   Unknown _____

Estimated Duration of Incident: _____   Estimated Personnel at Peak: _____

IV. Location

Dispatch Contact: _____   Telephone Number: _____

Reporting Location (Must Match RO): _____

Contact Person at the Incident (Must Match RO): _____

National Interagency Coordination Center – (208) 387-5400

2.10

Phoenix Interagency Dispatch Center

Engine Type 6

Published On: 04/18/2013 10:11:08

Dispatch Priority Ranking	Agreement Number	Company Name	Contact	Phone Numbers	Fax Number	Equipment Location – City	Equipment Location – State	VIN	AWD	CAFS
1	AG-8371-B-13-7031	Jennifer A Hebrard DBA: Blacktimber Wildland Services LLC	Jennifer Hebrard	Daytime:		QUEEN CREEK	Arizona	1FDAX57F23EB02667	X	
2	AG-8371-B-13-7061	TIMBERLINE FIRE LLC DBA:	Dylan Howard	Daytime:		Phoenix	Arizona	1FDXF47P15EB40653	X	

Expanded Dispatch Support Dispatcher, D-310

Unit 3 – Supplies

OBJECTIVES

Upon completion of this unit, students will be able to:

1.   Mobilize supplies in a cost-effective manner to meet time frames.

2.   Describe procedures unique to supplies such as NFES items, local procurement, Buying Team, etc.

3.   Utilize the NWCG National Fire Equipment System Catalog to accurately process supply orders specific to the catalog number, the catalog description, and unit of issue for cache supply items.

4.   Identify the location of national and local support caches and explain how closest forces and time frames affect mobilization and demobilization.

5.   Describe the interaction the supply dispatcher must have with other functional areas within the incident support organization.

I.   CACHE ITEM/CATEGORIES

A.   Definition

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

This includes all, but is not limited to:

- NFES items
- Mobile cache vans
- Telecommunications equipment
- Some services
- Local purchases

B.   Caches Stock Three Types of Goods

1.   Consumable items

Those items normally expected to be consumed during incident use such as:

- Batteries
- Plastic canteens
- Cubitainers
- Forms
- MREs
- Fusees
- Hot food containers
- Medical supplies

Consumable items returned in serviceable condition are credited to the incident. No loss tolerance/use rate percentage established.

2. Durable items

   Those cache items considered to have a useful life expectancy greater than one incident such as:

   - Hose
   - Clothing
   - Sleeping bags
   - Tools

3. Trackable items

   Items that have high dollar values, sensitive property classifications, limited quantities available, or other criteria set by each geographic area cache.

   Examples:

   - Chainsaws
   - Generators
   - Pumps
   - Radios

   Trackable items need to be accounted for from time of issue until they are returned to the cache.

C. National Resources

Shared national resources, limited number available.

1. Remote Automatic Weather Stations (RAWS)

   RAWS technicians accompany RAWS units and do not require a separate overhead request (refer to the National Interagency Standards for Resource Mobilization, Equipment and Supplies).

2. National Interagency Incident Communications Division (NIICD)

D.   National Interagency Incident Communications Division (NIICD)

NIICD is a national interagency resource composed of radio systems and kits available for incident communications. The priority use of NIICD radio systems and kits is for active incidents.

1.   Information needed to order telecommunication systems:

   a.   Latitude and longitude of incident is required on every order.

   b.   Method of delivery – charter, air freight, or ground transportation

   c.   Destination

   d.   Contact name and number.

   e.   Delivery address (including ZIP code) is required.

   f.   If charter is being requested, list the closest airport, and drop off point at airport.

2.   Order by NFES catalog number and description listed in the NIICD User's Guide or the NFES Catalog Communications Section.

3.   High demand and dollar value for these systems

4.   Work with other functional areas (aircraft, ground support/ transportation, overhead, etc.)

5.   Other radio systems

   a.   Area communications trailers. These are non-standard; check local resources.

   b.   Areas have similar equipment with local NFES number(s) that are unique in each area (7000-9999).

6.   ICS Starter System, NFES 004390

This system includes multiple kits (14 individual boxes) and seven antenna masts.

Components:

a.   CMD/TAC Radio Kits, 3 EA. – 48 radios (NFES 004381)

b.   CMD/TAC Repeater Kit, 1 EA. (NFES 004312)

c.   Ground to aircraft Radio/Link Kit, 1 EA. (NFES 004370)

d.   Remote Kits, 2 EA. (NFES 004330)

e.   Logistics Repeater Kit, 1 EA. (NFES 004248)

f.   Logistics Radio Kits, 1 EA. – 16 radios (NFES 004244)

g.   Sealed Lead Acid (SLA) Battery Kit, 5 EA. – (NFES (004510)

Check with the communications unit leader (COML), host unit communications technician, or communication coordinator, because frequencies may need to be specified.

7.   Numbering system for each item and component

Some kits or systems have a unique identifier and each component within that kit will have its own identifier.
This enables you to identify individual portions of a kit that could be released separately.

Refer to the example NIICD System/Kit Issue/Return in your student workbook:

- The request number is S-2
- The NFES # is 004390-127

   – 004390 identifies the type (starter system)

   – 127 identifies the specific system

- Component "A" NFES 004381-K141

    – 004381 identifies CMD/TAC radio within S010 (system number 010)

    – K141 identifies the specific kit (4381-K452, 4381-K219, etc.)

8. Demobilization

   All NIICD telecommunications components are national resources. Consolidate, release and return to NIFC as soon as possible; demand is high, and supply is limited.

II. NATIONAL INCIDENT SUPPLY CACHES

National Incident Supply Caches are located throughout the U.S in multiple geographic areas:

- Great Basin
- Northern Rockies
- Southwest
- Northern California
- Southern California
- Northwest
- Alaska
- Rocky Mountain
- Eastern
- Southern

A. Local Ordering Procedures

   1. Types of channels

      a. Through the local cache

      b. Direct to geographic area cache
      c. Incident direct to geographic area cache

Fire caches will generally accept and process incident resource orders within their area of influence, directly, except for the Critical Item Source List.

2. Remember to consolidate orders.

Don't let the incident call you every five minutes with another item to add to the order.

3. National resources

Orders are processed through established dispatch channels

Examples include:

- Telecommunications kits
- Weather sensing kits

B. Critical Item Source List

1. These are items which have a fixed inventory in the national system.

2. GACCs will closely monitor these cache inventory levels and distribute those items appropriately.

III. NATIONAL FIRE EQUIPMENT SYSTEM CATALOG

A. NWCG NFES Webpage

1. Introduction and General Information

- Cache locations
- NFES numbers
- Item categorization
  - Trackable
  - Durable
  - Consumable
- Item location identifiers
- Unit of issue (U/I)
- Supply order types

2. Digital catalog that can be downloaded and sorted

- NWCG NFES Catalog - Part 1: Fire Supplies and Equipment, PMS 449-1
- NWCG National Fire Equipment System Catalog - Part 2: Publications, PMS 449-2

B. Ordering Procedures

1. To order cache items, you must have the following information:

a. Request number.

b. Quantity

c. Unit of issue/standard pack

d. NFES number

e. Description

f. Date/time needed.

g. Delivery address and method of transport

h. Billing address

i. Latitude and longitude (for communication equipment, etc.)

2. Cache ordering and potential problems.

a. Caches sometimes substitute items with like items if necessary.

b. NFES items that really should be procured locally through the Buying Team (example: office supplies)

Use common sense regarding the cost effectiveness of each order.

c.   Depending on the size of an order, it may be more cost effective to order everything from the cache, even those NFES items that could be procured locally (one stop shopping).

d.   Some items are not available from each cache; local vendors could fill those requests (e.g., ice, fruit, juice, bottled water).

e.   If you are unsure of the items being ordered – ASK!

For example: A request for 'ping pong balls' could be misconstrued as an order for recreational equipment instead of aerial ignition devices (NFES #003411).

f.   Check your catalog to be sure the proper unit of issue is used.

For example: Orders have been received by dispatchers for hose using feet (FT) as the unit of issue instead of length (LG).

Errors could result in a shipment of hose stretching for miles if filled as ordered.

g.   Order in multiples of the standard pack for an item.

Standard package information can be found in the NFES catalog.

For example:

-      Shovels, NFES #000171 – unit of issue is each (ea.) with a standard pack of 10 per box. (It would be appropriate to order in multiples of 10 with the unit of issue remaining each. (ea.))
-      Battery, size AA #000030 – unit of issue is package (PG) and there is a standard pack (Std Pk) of 24 batteries in each package.

EXERCISE: NFES Catalog

Purpose: Become familiar with the NFES Catalog.

Format: Small group followed by class discussion.

Materials Needed: Laptop with internet access or downloaded NFES Digital Catalog Part 1

Instructions:

Use the NFES catalog to identify the information needed for the items below.

1.   NFES #000038:
        Unit of issue:
        Wt./Cubes:
        Standard pack:
        Possible question:

2.   Shovel, w/ plastic sheath, size #1
        NFES#:
        Unit of Issue:
        Wt./Cubes:
        Standard pack:

3.   High Pressure Portable Pump NFES#:
        Unit of Issue:
        Weight:

4.   High Pressure Pump Kit
        NFES#:
        Unit of Issue:
        Wt./Cubes:

5.   Warm weather sleeping bag
        NFES#:
        Unit of Issue:
        Standard pack:

6.   Battery for Radio repeater
        NFES#:
        Unit of Issue:

7.   Fire Pants – 34-38" x 34"
        NFES#:
        Unit of Issue:
        Weight:
        Question: Men's or Women's?

8.   Meals Ready-to-eat
        NFES#:
        Unit of Issue:

End of Exercise.

D.   Mobile Cache Vans

Mobile cache vans can provide the preliminary essentials for the initial support needs of a Type 2 or larger incident for one to two operational periods.

They are not intended to be used in multiple initial or extended attack situations.

1.   Ordering a cache van.

      Cache vans may be ordered from the GACC, or the order may be directly placed to the cache. Check your local procedures prior to ordering.

2.   Using the cache van.

      • Each mobile cache van contains initial supplies for 250 people.
      • These vans are sealed. If the seal is broken, or any items are missing, the van is considered used; any replacement items and/or the use of the van will be charged to the incident.
      • Additional quantities of component items may be ordered separately on a supply order.
      • Most mobile cache vans are pre-positioned on host units.
      • If you use your local cache van, notify the GACC. If there are no local cache vans available, follow established ordering procedures.
      • Generally, upon arrival to an incident, mobile cache vans are to be unloaded and returned to the issuing cache without delay. Some geographic areas allow the cache van to stay at the incident.

IV.   PROCUREMENT OF NON-CACHE ITEMS

A.   Non-cache Items Available Through Local Vendors

In some cases, local vendors can be depleted quickly.

- It may be necessary to set up alternatives in other nearby towns or cities and monitor the local vendor.
- When local vendors are restocked, start local procurement again.

1.   Examples of common items:
- Ice
- Fruit
- Juice

2.   Examples of uncommon items:
- Tires
- Horse feed
- Cooling fans
- Lumber
- Carpet remnants
- Others?

3.   Local agency items may include:
- Fax machines
- Printers
- Computers
- Copy machines
- Phone lines

4.   Services:
- Portable toilet services
- Trash removal
- Mobilization center activation
- Meals (pre-caterer)
- Lodging
- Others?

B.   Buying Teams

A Buying Team is ordered when purchasing requirements go beyond local capabilities and is ordered by the Overhead function.

- The team assists the host agency administrative officer.
- Buying Team will have the capability to work closely with expanded.
- Buying Team functions include:

    – Dealing directly with the incident

    – Precuring supplies for expanded

    – Purchasing food and hotel accommodations

    – Being assigned a block of "S" numbers

    – Procuring services, supplies, land, and equipment rentals

C.   Service and Supply Plans

Service and supply plans provide basic information required to procure non-cache items locally.

Supply Plans outline procedures for procurement without a Buying Team.

The supply plan lists:
- Current and local vendors
- Contracts/Agreements
- Method of payment (Blanket Purchase Agreements, purchase orders, and credit cards)
- Information about ordering directly from General Services Administration (GSA)

Reference the Standards for Interagency Incident Business Management (SIIBM) Chapter 20

V. SHIPPING AND RECEIVING

A. Methods

1. Air freight

a. Contract/call-when-needed

b. Agency-owned

c. Commercial air freight companies

2. Ground freight

a. Commercial freight companies

b. Agency-owned

c. Private-equipment rental agreement

3. Considerations to take into account

a. Timeframes

Date and time needed

b. Cost

Ground versus air, holiday and weekend deliveries, hold and call

c. Quantity/cubic ft./weight

This will determine the size of the aircraft or truck to transport.

B. Shipping Status Information

- Number of pieces
- Date shipped
- Shipping mode
- Actual time of departure (ATD)/estimated time of arrival (ETA)
- Shipping document numbers: Bill of Lading (BOL), air bill

number, etc.

C.   Unable to Fill, Partial Fill, Back Orders

The cache system does not back order for emergency incidents. If they are unable to fill a particular item, the item will be UTF'd.

This information needs to be passed back to the ordering unit, so they are aware that items need to be re-ordered.

D.   Hazardous Materials

Hazardous materials will be discussed in this section by definition of the Department of Transportation (DOT).

1.   Hazardous materials are:

Any substance or material designated by the Secretary of Transportation as capable of posing an unreasonable risk to health, safety or property when transported in commerce.

The definition includes hazardous materials as defined in 49 CFR, part 171 to 180.

Under extreme circumstances, some federal agencies may be exempt from DOT compliance.

2.   Examples of hazardous materials:
- Liquid fuels
- Petroleum oils
- Fusees
- Batteries/battery fluid
- Explosives
- Compressed gas
- Small-arms ammunition
- Aerial ignition devices/materials

VI. DEMOBILIZATION

Usually supply orders are closed after shipping and travel information is passed.

The exceptions to this are trackable items (radio kits, cache vans, electronics, etc.). The ordering unit is then responsible for the return of items to the geographical caches.

Recycling is encouraged, but it is the incident's responsibility to process.

A cache demobilization specialist may be available from your local cache. They will help facilitate the demobilization of the supplies from the incident.

	National Interagency Fire Center Nirsc System/Kit Issue/Return							
Nirsc. **lss.** # 05531				**Page 1** of 1				
Whse. Iss. #				**Mgmt.** Code: **F85050**				
Project Name: KATRINA RRCC/SACC SUPPORT				**Address : MARRIETTA MOB CENTER**				
Incident/Project Order Number: GA-FEM-000009				**1250 FRANKLIN RD.**				
Office Reference Number: **FA340-2830-NY-458T**				**MARRIETTA, GA,** 30067				

Request Number	NFES#	Sub-Kit	Resource Description	Date Issued	Date Returned	By	IDGBK Return#	Remarks
E-2	4390-127		STARTER SYSTEM	8-3 I				
-A	438 I-K14 I	4353	CMDrTAC RADIO	"				
-B	4381-K452	4353	CMDrTAC RADIO	"				
-C	438 I-K219	4354	CMDrTAC RADIO	"				
-D	4312-C063		COMMAND REPEATER	"				
-	4370-025		*NC* RAD/LINK	"				
-F	4330-006		REMOTE	"				
-G	4330-073		REMOTE	"				
-H	4244-K019	4246	LOGISTICS RADIO KIT	"				
-1	4248-L083		LOGISTICS REPEATER	"				
-J	4630-61355		IRlDIUM PHONE KIT	8-31				

Great Basin Cache Shipping Status (with FedEx)

```
ICBS                                              DATE:04-10-2013
                        SHIPPING STATUS REPORT
                                                  PAGE:1  OF 1

  ISSUE NUMBER:0000689298              SHIPMENT NUMBER:0000689298-01
 ATTENTION TO:                      ATTENTION FROM:
USFS SHAWNEE NATIONAL FOREST
50 Hwy 145 S                          GREAT BASIN CACHE
                                      3833 SOUTH DEVELOPMENT AVENUE

Harrisburg          ,IL 62946       BOISE            , ID 83705
    INCIDENT NUMBER:IL-SHF-000066                    YEAR: 2013
      INCIDENT NAME:2013 SHF SMOKE MONITORING
 SHIPPING ACCT CODE:LLFA241000.LF6900000.HT0000.LRRFRX1312
     SA OVERRIDE CODE:               TOTAL ISSUE COST:$13,613.00
TOTAL SHIPPING COST:$75.49                        PIECES: 2
       SHIPPING MODE:ALL CACHES - BEST MEANS      WEIGHT:94.00       LBS
            CARRIER: ALL CACHES                    CUBES: 46.8148    CUFEET
 EST DEPARTURE DATE:2013-03-08T10:19:04   EST ARRIVAL DATE:2013-03-12T12:09:43
       DATE SHIPPED:2013-03-08T10:19:04  EST DELIVERY DATE:2013-03-12T23:00:00
         BOL NUMBER:                  SHIPPING TRACKING NO:455477814133,44
         VEHICLE ID:                        DRIVER NAME: FEDEX
         TRAILER NO:                            SEAL NO:
             PRO NO:

 REQUEST NUMBERS
  S-2



 ITEMS SHIPPED:ALL
 ITEMS BACK ORDERED


 ITEMS CANCELLED


 ITEMS FORWARD ORDERED



  ROUTING INFORMATION:




  COMMENTS:
```

Great Basin Cache Shipping Status (with ground transport)

ICBS   DATE: 04-10-2013
                          SHIPPING STATUS REPORT
                                                             PAGE: 1 OF 1

ISSUE NUMBER: 0000676489   SHIPMENT NUMBER: 0000676489-01

```
ATTENTION TO:                          ATTENTION FROM:
WASATCH FRONT AREA
1749 West 500 South                    GREAT BASIN CACHE
                                       3833 SOUTH DEVELOPMENT AVENUE

Salt Lake City      ,UT 84104          BOISE              , ID 83705
```

         INCIDENT NUMBER: UT-NWS-000782   YEAR: 2012
           INCIDENT NAME: WHISKEY
    SHIPPING ACCT CODE: LLFA241000.LF2000000.HU0000.LFSPG6KT00
        SA OVERRIDE CODE: TOTAL ISSUE COST: $35,813.99
   TOTAL SHIPPING COST: $0.00   PIECES:
           SHIPPING MODE: CACHE DELIVER   WEIGHT: 2845.73   LBS
                 CARRIER: ALL CACHES   CUBES: 220.4731   CUFEET
   EST DEPARTURE DATE: 2012-09-07T00:00:00   EST ARRIVAL DATE: 2012-09-07T00:00:00
            DATE SHIPPED: 2012-09-07T00:00:00 EST DELIVERY DATE: 2012-09-06T23:00:00
              BOL NUMBER: SHIPPING TRACKING NO: SEE BELOW
              VEHICLE ID: I425554   DRIVER NAME: JERRY NEWBERN
              TRAILER NO: SEAL NO:
                  PRO NO:

```
REQUEST NUMBERS
S-5001,S-5000,S-5002 To S-5005,S-5007,S-5010,S-5011,S-5006,S-5008,S-5009,S-5012 To S-5014,S-5022,
S-5015 To S-5021,S-5023 To S-5025,S-5030,S-5034,S-5026 To S-5029,S-5031 To S-5033,S-5035,S-5036


ITEMS SHIPPED:
ITEMS BACK ORDERED


ITEMS CANCELLED
S-5011 (1.00), S-5013 (10.00), S-5014 (1.00)


ITEMS FORWARD ORDERED
```

ROUTING INFORMATION:

    DRIVER = JERRY NEWBERN / TRUCK I425554 / ETD BOI 9-7 @ 0600 ETA SLC @
    1200

COMMENTS:

AIRCRAFT FLIGHT REQUEST / FLIGHT SCHEDULE

AIRCRAFT INFORMATION

FAA # 340G

FLIGHT SCHEDULE NUMBER

MAKE C-340

COLOR BLUE/WHITE

VENDOR CLOUD AVIATION

TELEPHONE 208-329-4800

PILOT B. WORDY

INITIAL REQUEST INFORMATION

DATE 8/4	TO GPC
TIME 1015	FROM

CHARGE CODE

P2ABC1 BLM ABC1

_X_ POINT TO POINT   ___ HELICOPTER

___ MISSION FLIGHT   _X_ AIRPLANE

MISSION DETAILS
SD-BKF-000126
SUPPLY TRANSPORT BOI-CUT, 4 BOXES @ 16 CU. FT. D/O @ A/C SERVICES FBO
CONTACT 909-789-2121

PASSENGER AND CARGO INFORMATION

NAME / CARGO TYPE	WT	ORDER #	DPT	DST	NAME / CARGO TYPE	WT	ORDER #	DPT	DST
NFES # 5869	166	S-47	BOI	CUT					
NFES # 4410	60	S-18	BOI	CUT					

FLIGHT ITINERARY

DATE	PAX	WT	DEPARTURE AIRPORT	ETD	ATD	ETE	ARRIVAL AIRPORT	ETA	ATA	DROP OFF PAX	DROP OFF CARGO	KEYPOINTS	RELAYED TO/FROM
8/4	0	226	BOI	1500		2+30	CUT	1730		0	226	D/O 4 BXS.	

FLIGHT FOLLOWING

_X_ FAA FLIGHT PLAN FILED

___ AGENCY FLIGHT FOLLOWING

RADIO FREQUENCIES

UNIT	TRANSMIT FREQUENCY	TONE	RECEIVE FREQUENCY	TONE
NAT'L FLIGHT FOLLOW	168.650	110.9	168.650	110.9
AIR GUARD	168.625	110.9	168.625	110.9

NATIONAL INTERAGENCY COORDINATION CENTER FLIGHT FOLLOWING: 800-994-6312

3.21

NOTES:
AIRCRAFT IS AFF EQUIPPED.

Expanded Dispatch Support Dispatcher, D-310

Unit 4 – Overhead

OBJECTIVES

Upon completion of this unit, students will be able to:

1.   Mobilize, reassign, and demobilize overhead resources in a safe and cost-effective manner.

2.   Describe characteristics of specific overhead resources such as single resources, teams, technical specialists, modules, etc.

3.   Utilize supplemental forms associated with overhead mobilization, reassignment, and demobilization.

4.   Describe the interaction the overhead dispatcher must have with the other functional areas within the incident support organization.

I.   DEFINE OVERHEAD

Personnel ordered with "O" numbers as individual resources assigned to an incident.

II.   SPECIAL CONSIDERATIONS

A.   Technical Specialists

Use of the THSP (Technical Specialist) position code is only appropriate when no other appropriate position code exists and requires additional information describing the specialty be included with the request.

For Example:
- Duty Officer
- Air Resource Advisor

B.   Administratively Determined Resources (ADs) and Emergency Firefighter (EFF)

1.   Follow local procedures for AD/EFF hiring (local dispatch, local finance, at incident, etc.).

2.   Things to consider when using an AD or EFF:

- Ensure regular agency and cooperator resources have been exhausted first.
- Are they signed up?
- Who is their hosting agency (where is their point of hire)?
- Are they self-sufficient (own credit card, transportation, lodging, etc.)?

C. Modules

A trained group of individuals that provide a specialized task.

- Helicopter
- Wildland fire module
- Other?

D. Teams

An established organized group of individuals that when assembled work together to accomplish the same objective.

Notify supervisory dispatcher of all team orders.

Dispatchers may fill orders for complete teams or may fill only one position depending on the request.

Team configurations can be found in mobilization guides.

- Incident Management Teams – Complex Incident Management Team or Type 3 IMT
- When ordering a specialty team that does not have a standing roster, it is important to determine the positions needed prior to placing the order.

E. Smokejumpers and Rappellers

Generally, smokejumper/rappeller orders are handled through the initial attack office.

Expanded may see booster and preposition orders. What are booster orders?

III.   RECEIPT OF AN OVERHEAD REQUEST

A.   Steps to Consider

1.   Is it an ICS position? Are correct position codes being used?

2.   Is it a specialized position? Can it be hired locally?

3.   Are tools required with the overhead?

(Examples: field observers with programmable handheld radio, GPS unit)

4.   Are trainees, ADs/EFFs, portal-to-portal, or contractors acceptable?

5.   Can the needed date and time be safely met?

6.   When in doubt, ask questions. Make sure you know what you're ordering.

IV.   PROCESSING AN OVERHEAD REQUEST

A.   Placing Procedures

Clarify at your briefing what the local process/preference is prior to ordering resources to ensure safety guidelines are met.
- Neighborhood policies
- Local agreements
- Compacts
- MOUs
- Local hire

B.   Finding Resources

1.   Locally available?
2.   Special Inclusions/Exclusions?
- AD/EFF ok?

- Fed/Host/State Only?
- Contractor?
- Trainee acceptable?

C. Name Requests

The procedures for processing name requests should always be discussed with the supervisory dispatcher and be clearly established at the initial briefing period.

1. The individual being requested must be available and qualified for the assignment.

2. The ordering unit must have specific needs clearly stated when placing the name request.

3. Advantages and disadvantages
   - There are only a few people in the country qualified to do a specific task.
   - Funding/payment considerations.
   - Different agencies policies

D. Reassignments

Follow local policy. Often, before your incident's resources can be demobilized, new requests emerge and many of the overhead may be reassigned.

During reassignment, the overhead dispatcher becomes the sending dispatcher and has various responsibilities:

1. Notify the demobing incident.

2. Verify availability and qualifications with resource or demob unit leader.

3. Fill the order.

4. Arrange travel considering time frames and safety.

5. Ensure the appropriate parties have received the completed order with travel.

E.   Unable to Fill Policy

How long it will take to fill the order depends on resource availability, planning level, and incident priority.

If you know there is a shortage of the requested resource, and the request may be hard to fill, consider these options:

1.   Can a substitute position be used?

2.   Is a trainee acceptable?

3.   If a request cannot be filled regionally, is it reasonable to place the request with NICC?

EXERCISE: Coordination with other Functions

Purpose: Become familiar with examples of functional interaction within expanded dispatch.

Format: Facilitator led class discussion

Materials Needed: none

Instructions:

For the functions listed below, identify who they would coordinate with.

HMGB –

COTR –

Teams –

Airport pickup –

Incoming AD dispatcher –

End of Exercise.

V.   ICS QUALIFICATIONS AND HIERARCHY

- Become familiar with ICS qualifications, review FSH 5109.17 or PMS 310-1
- The sending unit is responsible for certifying qualifications of overhead resources.
- Qualifications are documented on Incident Qualification Cards (Red Card) and in IROC.
- Verification of all qualifications prior to assignment is important for position substitutions and reassignments.

VI.   ADDITIONAL FORMS AND SCENARIOS

A.   Emergency Notifications and Releases

1.   At the initial briefing, discuss the procedures for the local organization with your supervisor.

   a.   Notify your supervisor of every emergency release request.

   b.   Document all emergency release information on an Emergency Release/Message Form.

   c.   Determine if a replacement resource needs to be ordered.

2.   Emergency requests may originate either at the incident or from the home unit.

   a.   Ensure that consideration is given to how messages are delivered.

   - Some messages are not to be transmitted over the radio.
   - In some cases, individuals should be brought off the fireline before receiving the message.

   b.   Ensure that emergency messages remain in perspective and are not distorted as they are processed through the channels.

- Do not interpret or personalize the message
- Maintain your professional etiquette
- Confirm contact, follow up, and Document! Document! Document!

B. Preparedness and Severity Orders for Details

These are used to supplement staffing during periods of severe fire danger.

These are not emergency mobilizations. Communicate with your EDSP if there are any questions.

C. Other Supplemental Forms
- Extension Request
- Demob/Tentative Release
- General Message

EXERCISE: Filling Requests

Purpose: This exercise actively involves a discussion on overhead positions. The intent is to learn the thought process of EDSD – overhead.

Format: Small group or whole class discussion

Materials Needed: flip chart, markers

Instructions: Work in small groups or participate in a classroom discussion. Discuss what questions they would ask when processing the overhead requests listed below.

O-58, Saw Team or Fallers

O-118, Planning Section Chief

O-123, Biologist

O-127, Driver with pickup

O-168, Carpenter

O-179, Purchasing Agent

O-347, Helibase Manager

<u>O-368, Security Specialist</u>

<u>O-398, Information Officer</u>

<u>O-440, Rehabilitation Specialist</u>

<u>O-447, Aircraft Base Radio Operator</u>

<u>O-500, Order a Team</u>

<u>End of Exercise.</u>

Expanded Dispatch Support Dispatcher, D-310

Unit 5 – Crews

OBJECTIVES

Upon completion of this unit, students will be able to:

1.   Mobilize, reassign, and demobilize crews in a safe and cost-effective manner.

2.   Describe procedures unique to specific types of crews.

3.   Utilize supplemental forms associated with crew mobilization, reassignment, and demobilization.

4.   Describe the interaction the crew dispatcher must have with other functional areas within the incident support organization.

I. DEFINE AND DESCRIBE THE DIFFERENT TYPES OF CREWS AND CREW CONFIGURATIONS

It is important to become familiar with current minimum crew standards for mobilization.

A. Type 1 Crews

National resource sponsored by a geographic area coordinating group.

1. 80% of crew members have one season or more of fire experience.

2. Eighty hours of annual suppression training.

3. Able to mobilize within two hours of receipt of orders during their availability period.

4. 18- to 25-person crew including superintendent.

5. 5,300 pounds crew weight including equipment.

6. Equipment includes tools and chain saws.

7. Logistically self-sufficient, utilizing credit card or agency purchasing authority.

B. Type 2 IA Crews

Do not meet financing, training, and travel requirements of Type 1 crews.

1. Can be broken up into squads for initial attack.

2. Assembled on an as needed basis.

3. 18- to 20-person crew including crew boss and three ICT5.

4. 60% of crew members have one season or more of fire experience.

5.   Training includes basic firefighter training and annual firefighter safety refresher.

6.   5300 pounds crew weight.

7.   May come equipped (tools and chain saws).

8.   Meet national mandatory physical standards.

9.   Come equipped with PPE by sending home unit/agency.

10.   May or may not be self-sufficient.

C.   Type 2 Crews

Do not meet financing, training, and travel requirements of Type 1 crews.

1.   Assembled on an as needed basis.

2.   Firefighting may be a second job.

3.   18- to 20-person crew including crew boss and trainees.

4.   20 of crew members have one season or more of fire experience.

5.   Training includes basic firefighter training and annual firefighter safety refresher.

6.   5300 pounds crew weight.

7.   May not be self-sufficient or fully equipped with tools and saws.

8.   Meet national mandatory physical standards.

9.   Come equipped with PPE.

D. Camp Crews

Camp crews may be organized or recruited locally and are used to assist with incident camp operations. They are not assigned fireline duties.

1. Assembled on an as needed basis.

2. Consists of up to 10 crew members including the crew leader.

3. May be required to meet fitness standards.

4. PPE is required and is supplied by home unit or incident.

5. May or may not have received 24 hours of basic safety training (varies by agency).

E. Inmate Crews

Generally used within state. Consult local area for procedures and guidelines.

F. Kitchen Crews

Requested as needed.

G. Contract Crews

Contract crews are used for suppression, mop up or rehabilitation. They are classified as Type 2 IA or Type 2.

1. Will come with radios, tools, saws, transportation, PPE, supervision, etc.

2. The sending GACC may provide an Incident Contract Project Inspector (ICPI).

3. Contract crews must be inspected at the incident prior to line deployment and demobilization.

       4.   Must adhere to agency work/rest and length of assignment guidelines.

       5.   Follow local procedures for mobilizing contract crews.

H.   Crew Configuration

       1.   Without configuration (single resource)

           a.   Each crew is assigned an individual crew request.

           b.   Not rostered in IROC

       2.   With configuration

           a.   Each crew is assigned an individual crew request.

           b.   Roster is in IROC

- Each crew member receives a request number which is a sequential subset of the crew request.

  For example, C-10 is the crew request number; C-10.1, 10.2, 10.3, etc., are the subordinate request numbers.

       3.   Strike Teams

- Generally, not utilized nationally.
- Strike teams consist of two or more like crews and a leader.
- Follow local procedures when ordering strike teams.

II.   INFORMATION NEEDED TO ORDER CREWS

A.   Type of Crew

B.   Tool Requirements

    1.   Air-transported crews may not come with hand tools. If hand tools are needed, they should be ordered separately as a supply item.

    2.   If flying commercially, crews will not come with chain saws.

    3.   Ground transported crews can be ordered with tools.

    4.   Tools are included in the 5300 lbs. crew weight limit.

C.   Meals

Questions and concerns to consider when feeding crews:

- Are meals needed at this time?
- When was the crew's last meal?
- When will their next meal be?
- Should sack lunches be provided?
- Who does the EDSD work with to support the crews?

D.   Timeframes

    1.   The incident will set a date and time needed.

If this timeframe cannot be met, contact the incident, and reevaluate timeframes, crew needs, etc.

Update the resource order to reflect the new information.

    2.   Consider:

- Availability
- Time to organize
- Travel time
- Meals
- Work/rest guidelines
- Date and time needed by incident

E.   Sources

    1.   Crews administered locally (agency, contract, etc.)

    2.   Crews administered by cooperators – agencies served by your initial attack dispatch center.

    3.   Crews available through mutual aid agreements.

    4.   Crews available for reassignment.
       Considerations:

       •   Length of assignment
       •   Type of crew(s) being ordered

       If crews are not available from the sources stated above, order crews from the next level of dispatch.

       Coordinate with your supervisory dispatcher.
       Will timeframes be met? Keep the incident informed on the status and advise if there are any delays.

F.   Transportation Considerations

    1.   Safety

    2.   Cost-effectiveness

    3.   Timeframes

    4.   Mission objectives

    5.   Type and availability of transportation.

       •   Highway coach
       •   School bus
       •   Vans
       •   Aircraft
       •   Rentals

    6.   Distance, route, and weather.

7. Number of crews, tools, chase vehicle to haul tools, following up with crew vehicles.

8. Bus limitations – coaches cannot go off paved roads, school buses may not cross some political boundaries (county, state).

9. Coordinate with other expanded dispatch desks, aircraft dispatcher and the incident to ensure support needs have been met.

10. Communicate actions to the supervisory dispatcher.

G. Unusual Needs for Assignment

Any unusual needs for the crew assignment need to be part of the initial crew request.

For example:

- Special equipment such as Global Positioning System (GPS), bear spray, flare guns, etc.
- Preposition, preparedness, or detail assignment. Tell crews what they are going to be used for.
- Work hours, days off, per diem subsistence.
- Transportation requirements, ATVs, boats, etc. Are licenses required?
- International considerations such as passports and laws; for example, in Canada driving under the influence (DUI) is a felony. Anyone convicted of a DUI would not be allowed to cross the border.
- Military crew considerations.

III. MISCELLANEOUS OVERHEAD POSITIONS RELATED TO CREWS

A. Crew Representative (CREP)

The CREP is usually a regular government employee serving as a liaison between the incident management team and Type 2 agency crews.

1. Position Duties

a. Responsible for all administrative duties including:

- Timekeeping
- Accident reporting and follow up

    b.   Available to assist the crew boss with:

- Performance of duties
- Memorandums of Understanding (MOUs)
- Operating plans
- Crew management guidelines specific to certain crews.

2.   May or may not be dispatched from the same unit as the crew.

    a.   Most of the time, the CREP comes from the same geographical area, but not always.

Even if the CREP is from another geographic area/unit, they will remain with the crew from mobilization until released to the home unit.

    b.   Do not release the CREP separate from the crew unless instructed by the supervisory dispatcher.

B.   Interagency Resource Representative (IARR)

When a geographical area or state has committed four or more agency crews, an IARR may be sent by the sending area/state.

The IARR works for the sending unit and is on the sending unit's resource order.

The sending unit/agency is responsible for the mobilization and demobilization of the IARR.

1.   Position duties

    a.   Serves as an advisor to:

- Hand crews
- Camp crews
- Other geographical resources

b.　Additional responsibilities:

- Assist the CREP
- Liaison between resources and the IMT
- Liaison between resources and home unit/agency

c.　Usually operates at the Incident Command Post (ICP) or Incident Base, except when demobilization or emergencies require them to be at another location.

They can also be a roving person when crews are scattered among various incidents.

d.　The IARR can provide invaluable assistance to the crew dispatcher.

It is essential to obtain a method of contact (cell phone, motel, etc.).

2.　The IARR will assist in the following items:

a.　Emergency releases

The IARR contacts crews and any other resources on the incidents for whom they are responsible.

They can expedite releases and assist moving individuals to and from the incident, to hospitals, to airports, etc.

The IARR has direct contact with the home unit and sending unit/agency.

b.　Emergency messages

These can be passed through the IARR and they will pass message on to receiver.

c.　Disciplinary releases

The IARR assists with transportation and notification to the home unit.

d. Demobilization

Can help validate location and destination points.

e. Intelligence

- Knows the location of their crews and other resources.
- Knows the condition of crew members.
- Knows crew names and crew size.
- Can assist in problem solving.

C. Incident Contract Project Inspector (ICPI)

This position is utilized for the specialized needs of contract resources. They will normally report to the procurement unit leader.

The ICPI will:
- Provide subject matter expertise.
- Consult with the COR or COTR concerning matters that may require contract action.

IV. REQUIRED COORDINATION BY CREW DISPATCHER WITH OTHER DISPATCHERS

A. Supervisory Dispatcher

Always keep them informed of current events and status.

B. Equipment Desk

This function assists in organizing transportation.

C. Supply Desk

This function assists in obtaining tools, PPE, meals, and lodging.

D. Overhead Desk

This function can provide information regarding overhead orders related

to crews.

E.   Aircraft Dispatcher

Arranges air transportation, coordinates arrival and departure times, locations, etc.

F.   Other Contacts
- IARR
- ICPI
- CREP
- Ramp Manager (RAMP)
- Staging Area Manager (STAM)
- Buying Team
- Ground support/transportation

V.   REASSIGNMENT/DEMOBILIZATION

What are the transportation needs?

A.   Resources Have Own Transportation

Things to consider:

- Distance, time enroute
- Duty limitations for drivers
- Number of drivers available or needed
- Meals and lodging enroute, sack lunches
- Remain overnight (RON) location

B.   Resources Need Transportation

1.   Ground transportation

Things to consider:
- Distance/time enroute, duty limitations of drivers
- Meals, lodging, subsistence
- Weather
- RON location

2.   Place order with equipment dispatcher

      Types of ground transportation:

      - Highway coach
      - School bus
      - Crew carriers
      - Vans
      - Rentals

3.   Is a chase vehicle necessary for tools?

4.   Air transportation

      a.   Is commercial air transportation available?

      b.   For non-commercial air transportation, order through aircraft dispatcher.

            - Some offices require a flight request form.
            - Large transport aircraft are ordered from NICC through the established dispatch channels.
            - Coordinate with supervisory dispatcher.
            - Crews must be grouped by common demobilization points.

      c.   Information needed:

            - Departure point
            - Destination point
            - Time enroute from incident/staging to jetport
            - Ready to load time (RTL)
            - Pick-up point at jetport/Fixed-based Operator (FBO)
            - Accurate count/weight of passengers
            - Meal needs

5.   Emergency and disciplinary releases of crew members.

      An entire crew(s) could be released depending on circumstances.

      a.   Emergency releases can warrant immediate action for

demobilization.

    b.   If it's an individual release, another person may travel as a companion.

    c.   IARR can assist with emergency notification and other arrangements.

    d.   Emergency release situations:

- Family emergencies
- Job related emergencies
- Legal transactions
- Childcare
- Educational commitments
- Military obligations
- Injuries
- Health problems

Ensure a person learns the details of a personal crisis in a controlled manner.

6.   Disciplinary release situation

- Drugs and/or alcohol
- Harassment
- Destruction of property
- Fighting
- Insubordination

Documentation of emergency/disciplinary release is critical.

Expanded Dispatch Support Dispatcher, D-310

Unit 6 – Aircraft

OBJECTIVES

Upon completion of this unit, students will be able to:

1.   Describe the interaction of the EDSD as it relates to the aircraft function.

2.   Identify the difference between tactical and logistical missions.

3.   Identify the different types of logistical aircraft requests.

4.   Effectively utilize flight planning forms and methods.

I.   INTRODUCTION

This course will not prepare you to be an aircraft dispatcher. Due to the complexity of the position, there is a separate training course available (Aircraft Dispatcher, D-312).

Aircraft are specialized resources, much like equipment, crews, overhead, etc. As with other types of resources, aircraft have different specifications and capabilities, and are used for specific purposes.

Aircraft resources consist of airplanes (fixed-wing) and helicopters (rotor-wing), which are government owned, contracted, or hired for incident tactical and logistical support.

Most aircraft functions will be dealt with by the local initial attack office. The EDSD is primarily responsible for coordinating with the aircraft desk on logistical transportation flights. For this class, all aircraft missions will be considered logistical in nature.

A.   EDSD Responsibilities in Flight Planning

The EDSD responsibilities in flight planning consists of determining the number of passengers/cargo, destinations, and time frames. This information is then passed to the aircraft dispatcher who will then determine and coordinate flight plans.

B.   Support Dispatcher Duties

Duties may include giving and receiving information about mobilization and demobilization of resources using aircraft. More specific EDSD duties will be discussed later in the unit.

Examples:
• Using flight plans
• Preparing flight requests
• Checking status of helicopter overhead orders

II.	AIRCRAFT AND MISSION (FLIGHT) TYPES

A.	Types of flights

Logistical flights are also referred to as point-to-point flights or as administrative flights. These flights originate at one airport or permanent helibase and fly directly to another airport or permanent helibase.

Example logistical flights:

- Mobilizing crews on the NICC jet
- Mobilizing cargo or equipment between two established airports.

Tactical flights are also referred to as mission flights. These are flights that require a combination of ground and aerial work.

Example tactical flights:
- Reconnaissance
- Mapping
- Retardant application

B.	Aircraft types (resources categorized as A-numbers in dispatch)

One type of aircraft can be used for both logistical and tactical flights. Example – a fixed-wing aircraft could be used to mobilize overhead on a point-to-point (logistical) flight and later in the same day operate as an air attack (tactical).

1.	Helicopters:
- Type 1
- Type 2
- Type 3

2.   Fixed-wing aircraft:

- Airtanker
- SEAT
- Lead Plane
- Smokejumper aircraft
- Air attack

3.   Other aircraft resources:

- Infrared requests
- Frequencies
- Temporary flight restrictions (TFR)

III.   AIRCRAFT DISPATCH LEVELS AND EDSD INTERACTION

Each dispatch level handles different types of aviation resources. The roles of an EDSD vary at the three levels: NICC, GACC, and local/expanded.

A.   NICC – National resources

- Large transport aircraft
- National contract lead plane
- Smokejumper aircraft
- Airtankers
- Type 1 and Type 2 helicopters
- Modular Airborne Firefighting System (MAFFS)
- Military aircraft
- Aerial Supervision Module (ASM)
- Infrared aircraft (IR)
- Aircraft frequencies
- Logistical charter aircraft

B.   GACC – area resources

- Temporary Flight Restrictions (TFRs)
- Single Engine Airtankers (SEAT)
- Aircraft frequencies
- Fixed-wing aircraft

C.   Local Resources / Expanded Dispatch Center

- Fixed wing aircraft
- Rotor-wing aircraft

- Temporary Flight Restrictions (TFRs)
- Frequencies
- Infrared flights

Aircraft ordering procedures which define the responsibilities of expanded dispatch should be established during your initial briefing. Expanded dispatch should maintain effective communication with the aircraft dispatcher and initial attack office.

D. Example EDSD duties related to aircraft:
- Receiving and relaying logistical flight information (interpreting a flight plan)
- Assist ACDP with ordering aviation overhead

E. Interaction Between Aircraft and Other Functional Areas

The EDSD may order resources to support the aircraft function. Communicating with all functional areas is an essential part of a successful expanded dispatch operation. Due to the safety and cost associated with aircraft orders, communicating information in a timely matter is extremely important.

1. Crews (flying on large transport jet)

Chartered aircraft arranged by NICC move several crews at a time (usually five).
- Transportation needs to and from the airport
- Coordinating with the mobilization center
- Specific drop off and pick up points at the airport (where the plane will park)
- Emergency release of crew member might involve a charter
- Transport of tools and saws might involve a charter

2. Overhead
- Helicopter modules
  - Every helicopter needs a manager

–   You may have limited involvement with agency helicopter orders.

–   Close coordination between the overhead desk and the aircraft desk is essential

–   Incident management team transport may involve a charter.

–   Emergency release.

–   Miscellaneous aviation support overhead (security, ramp manager, etc.).

3.   Supplies
   •   Helibase support
   •   Portable toilets
   •   Trailers
   •   Air attack kit
   •   Fuel tender
   •   Portable retardant plant
   •   Transport of supplies

IV.   AIRCRAFT FLIGHT REQUEST FORM

The major factors to be considered for flight planning are:
   •   Safety
   •   The right resource for the job
   •   Cost effectiveness

A.   Flight Planning

Flight planning is a step-by-step procedure that is completed prior to every logistical aircraft flight.

1.   The flight plan:
   •   Identifies elements of the flight, including passengers and cargo
   •   Identifies hazard and safety information

- Provides a format to track the flight from point of origin to the final destination

Flight plans are initiated utilizing an Aircraft Flight Request/Schedule form.

2. Flight planning is a dynamic process involving many variables:
   - Weather conditions
   - Pilot and aircraft availability
   - Airport options
   - Delivery time frames
   - Changing mission priorities

To provide for safe and efficient flight planning, all parties involved must be flexible and remain objective.

Discussion Questions

When transporting passengers, does a separate aircraft flight request/schedule need to be completed for every incident? (Example: Expanded dispatch may be supporting several incidents, and they have several people demobing to the same place.)

What are some alternatives to a charter aircraft flight?

Whose responsibility is it to select the appropriate mode of transportation for the movement of resources?

When transporting resources by logistical aircraft, what questions should the EDSD beasking?

B.   Aircraft Flight Request/Flight Schedule Form

    1.   This form consists of the following information blocks:

- Initial Request Information
- Charge Code
- Mission Details
- Name and Type of Cargo
- Weight in pounds or cubic feet (both if possible)
- Project Order and Request Number
- Departure and Destination Airports
- Flight Itinerary

The planning process on the part of the EDSD involves gathering information which will help the aircraft dispatcher to develop the best flight plan.

The aircraft dispatcher will complete the flight itinerary, flight following, and radio frequencies sections. The EDSD uses the flight itinerary for resource tracking.

    2.   Flight Tracking

Flight tracking information is critical in the event of an aircraft emergency.

While this is done by the local initial attack office, the EDSD has some responsibilities:

- Relay any changes in personnel or cargo.
- Relay changes in ready to load times.
- Relay changes in mission objectives/special needs.

C.   Interpret Flight Request

    1.   Airport identifiers are Federal Aviation Administration (FAA) airport codes such as:

BIL = Billings, MT

LWT = Lewistown, MT

GPI = Kalispell, MT

O22 = Columbia, CA

A good source for airport identifiers:
www.airnav.com/airports/

2.   Common acronyms:

Note – times listed on Flight Request/Flight Schedule forms should reflect the local time zone.

ETD = Estimated Time of Departure

ATD = Actual Time of Departure

ETE = Estimated Time Enroute

ETA = Estimated Time of Arrival

ATA = Actual Time of Arrival

RON = Remain Over Night

PAX = Passengers

D/O = Drop Off

P/U = Pick Up

RTL = Ready to Load
DPT – Departure Airport

DST – Destination Airport

D.   Flight Manager Responsibilities

Upon completion of the aircraft flight request/schedule form, a Flight Manager will be designated.

The Flight Manager is the agency representative for the flight

operations. The Flight Manager may or may not be required to be on board the aircraft (depending on flight complexity).

Primary duties:

- Responsibilities for passenger safety.
- Completion of the flight invoice.
- Flight following/tracking with the dispatch office.

There may need to be more than one Flight Manager designated if there are multiple destinations of the flight routes.

The Flight Manager should receive a copy of the flight schedule form and receive a briefing from the agency dispatcher.

EXERCISE: Flight Planning

Overview: This exercise consists of two parts which refer to the different blocks on the aircraft flight request form that an EDSD may use.

Format: Small groups

Part 1 instructions: Use the Polebridge Resource Order to complete the Initial Information Block and the Passenger Cargo Block on the Aircraft Flight Request/Schedule form.

Part 2 instructions: Refer to the completed Polebridge Aircraft Flight Request/Schedule . Interpret the Flight Itinerary Block by answering the following questions:

1.   What is the tail number of the aircraft?

2.   Who is the vendor?

3.   What is the pilot's name?

4.   Who is the Flight Manager?

5.   What is the routing of the first leg of the flight?

6.   How many passengers are on the second leg?

7.   What is the ETA of the third leg?

8.   Is there a time zone change?

9.   What functions will the EDSD communicate with and what information will be communicated?

End of Exercise.

	RESOURCE ORDER	Initial Date/Time	2.Incident / Project Name		3. Incident / Project MT-FNF-014635	Financial Codes P2ABC3 0260 BLM ABC3
	OVERHEAD	03-01-2022 08:09 MST	**Polebridge**		4. Office Reference Number 014635	9. Jurisdiction / Agency USFS

5. Descriptive Location 3 miles SW of Polebridge, MT			6. TWN	RNG	SEC	Base MDM	8. Incident Base / Phone Number Dispatch 406-326-8649	10. Ordering Office FDC
			34N	21W	PB41	Montana, MT		
			LAT. 48° 43' 4" N					
			LONG. 114° 19' 8" W					

11. Aircraft Information

Bearing	Distance	VOR	Contact Name	Frequency Type	Assigned Frequency	Reload Base	Other Aircraft / Hazards
335.98°	31	FCA					
102.10°	34	EUR					
-4.68°	37	SAK					

12. Request Number	Ordered Date/Time	From	To	Qty	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
O-39	2022-03-01 0832 MST	Dispatch 406-326-8649	UT-GBC	1	DIVISION/ GROUP SUPERVISOR	2022-09-23 1700 MDT	FCA	UT-GBC	UT-GBC	2022-03-01 0848 MST	MT-MCD	Jacobs, Edward					
Travel Mode		Financial Code P2ABC3		Named Request		Special Needs DPT BIL					Navigation/Reporting Instructions						
O-40	2022-03-01 0832 MST	Dispatch 406-326-8649	UT-GBC	1	DIVISION/ GROUP SUPERVISOR	2022-09-23 1700 MDT	FCA	UT-GBC	UT-GBC	2022-03-01 0848 MST	MT-CRA	Brown, Tara					
Travel Mode		Financial Code P2ABC3		Named Request		Special Needs DPT LWT					Navigation/Reporting Instructions						
O-41	2022-03-01 0833 MST	Dispatch 406-326-8649	UT-GBC	1	SAFETY OFFICER, TYPE 2	2022-09-23 1700 MDT	FCA	UT-GBC	UT-GBC	2022-03-01 0849 MST	MT-MCD	Madsen, Robert					
Travel Mode		Financial Code P2ABC3		Named Request		Special Needs DPT BIL					Navigation/Reporting Instructions						
O-42	2022-03-01 0834 MST	Dispatch 406-326-8649	UT-GBC	1	FIELD OBSERVER	2022-09-23 1700 MDT	FCA	UT-GBC	UT-GBC	2022-03-01 0849 MST	MT-MCD	Clarke, Sara					
Travel Mode		Financial Code P2ABC3		Named Request		Special Needs DPT BIL					Navigation/Reporting Instructions						
O-67	2022-03-01 0836 MST	Dispatch 406-326-8649	UT-GBC	1	FIRE BEHAVIOR ANALYST	2022-09-23 1700 MDT	FCA	UT-GBC	UT-GBC	2022-03-01 0850 MST	MT-HNF	Knudson, Michael					
Travel Mode		Financial Code P2ABC3		Named Request		Special Needs DPT HLN					Navigation/Reporting Instructions						

AIRCRAFT FLIGHT REQUEST / FLIGHT SCHEDULE

AIRCRAFT INFORMATION
FAA #
FLIGHT SCHEDULE NUMBER
MAKE
COLOR
VENDOR

INITIAL REQUEST INFORMATION

DATE	TO
TIME	FROM

CHARGE CODE

___ **POINT TO POINT**   ___ **HELICOPTER**

___ **MISSION FLIGHT**   ___ **AIRPLANE**

MISSION DETAILS

PASSENGER AND CARGO INFORMATION

NAME / CARGO TYPE	WT	ORDER #	DPT	DST	NAME / CARGO TYPE	WT	ORDER #	DPT	DST

TELEPHONE

PILOT

FLIGHT ITINERARY

DATE	PAX	WT	DEPARTURE AIRPORT	ETD	ATD	ETE	ARRIVAL AIRPORT	ETA	ATA	DROP OFF PAX	CARGO	KEY POINTS	RELAYED TO/FROM

FLIGHT FOLLOWING

___ **FAA FLIGHT PLAN FILED**

___ **AGENCY FLIGHT FOLLOWING**

RADIO FREQUENCIES

UNIT	TRANSMIT FREQUENCY	TONE	RECEIVE FREQUENCY	TONE
NAT'L FLIGHT FOLLOW	168.650	110.9	168.650	110.9
AIR GUARD	168.625	110.9	168.625	110.9

NATIONAL INTERAGENCY COORDINATION CENTER FLIGHT FOLLOWING: 800-994-6312

NOTES:

6.15

SR 6-1

AIRCRAFT FLIGHT REQUEST / FLIGHT SCHEDULE

AIRCRAFT INFORMATION

FAA #	**N6858C**
FLIGHT SCHEDULE NUMBER	
MAKE	**C-421**
COLOR	**BLUE/WHITE**
VENDOR	**LYNCH FLYING SERVICES**

INITIAL REQUEST INFORMATION

DATE	9/22	TO	
TIME	1500	FROM	

CHARGE CODE

P2ABC3 0203

__X_POINT TO POINT   ___HELICOPTER

___MISSION FLIGHT   __X_AIRPLANE

MISSION DETAILS

MOBILIZATION TO POLEBRIDE MT-FNF-014635 TRANSPORT FROM BILLINGS, LEWISTOWN, AND HELENA TO KALISPELL, MT

PASSENGER AND CARGO INFORMATION

NAME / CARGO TYPE	WT	ORDER #	DPT	DST	NAME / CARGO TYPE	WT	ORDER #	DPT	DST
E. JACOBS (FM)	255	O-39	BIL	FCA					
T. BROWN	180	O-40	LWT	FCA					
R. MADSEN	210	O-41	BIL	FCA					
S. CLARKE	195	O-42	BIL	FCA					
M. KNUDSON	170	O-67	HLN	FCA					

TELEPHONE
406-252-0508

PILOT
ANNE T. LOPE

FLIGHT ITINERARY

DATE	PAX	WT	DEPARTURE AIRPORT	ETD	ATD	ETE	ARRIVAL AIRPORT	ETA	ATA	DROP OFF PAX	CARGO	KEY POINTS	RELAYED TO/FROM
9/23	3	660	BIL	0900M		0+30	LWT	0930M				P\U O-40	
9/23	4	840	LWT	1000M		0+35	HLN	1035M				P\U O-67	
9/23	5	1010	HLN	1105M		0+45	FCA	1150M		5		D/O ALL RELEASED	
9/23	0	0	FCA	1220M		1+35	BIL	1355M				FERRY	

FLIGHT FOLLOWING

__x_ FAA FLIGHT PLAN FILED

_ AGENCY FLIGHT FOLLOWING

RADIO FREQUENCIES

UNIT	TRANSMIT FREQUENCY	TONE	RECEIVE FREQUENCY	TONE
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NATIONAL INTERAGENCY COORDINATION CENTER FLIGHT FOLLOWING: 800-994-6312

NOTES:

Expanded Dispatch Support Dispatcher, D-310

Unit 7 – Predictive Services

OBJECTIVES

Upon completion of this unit, students will be able to:

1.　Describe how the predictive services function is critical to priority setting and decision making.

2.　Describe the role of the EDSD as it relates to the predictive services function.

3.　Identify the basic types of information that may be of interest to the Intelligence Coordinator and/or Information Officer.

I.   INTELLIGENCE IN THE DISPATCH/ COORDINATION SYSTEM

Incident intelligence describes incident specifics with appropriate technical details to provide managers with a good understanding of the situation for the decision-making process.

Intelligence and Information Officers deal with similar information, but they disseminate it to different audiences.

Formal intelligence flows through the incident support system channels (as stated in Unit 1).

Examples:
- Incident
- Dispatch offices
- Geographic Area Coordination Center(s)
- NICC
- Incident management team(s)
- Multi-Agency Coordinating (MAC) Group(s)
- Fire and aviation personnel from various agencies and at various organizational levels.
- Other intelligence units.

Accurate and timely reporting of information is an important part of the dispatch/coordination system.

A.   Role of the EDSD

Collect and consolidate incident resource information from these sources:

- IROC reports
- ICS 209
- Local reports

Examples of useful information:

- Number of open or unfilled requests.
- UTFs (GACC, national, etc.)
- Resources available for reassign or demob.

Disseminating the Information:

WHEN should you be disseminating the incident information?
- Formal or informal briefings
- Reports, summaries, etc.

WHO will need the incident information?
- Supervisory Dispatcher
- Information Officer
- Duty Officers/Local MAC Group
- GACC/GACC MAC
- NICC/National MAC

B.   Why is Intelligence Critical?

1.   Keeps managers informed to make decisions.

2.   Competition for resources at higher preparedness levels.

3.   Aids priority setting.

4.   Identifies critical resource shortages.

5.   Keeps expanded dispatch informed for support of management decisions.

6.   Provides pertinent information to complete intelligence products.

II.   PREDICTIVE SERVICES PRODUCTS

Predictive Service is a unit comprised of meteorologist, intelligence coordinator and additional decision support.

During periods of heavy fire activity, other specialties are added to the unit including but not limited to fire behavior analysts, fire planner and GIS specialists.

These units produce the following products:

- Incident Intelligence Summary (ICS-209)
- Daily Interagency Situation Report
- Incident Management Situation Report (IMSR)
- Wildland Fire Decision Support System (WFDSS)
- Wildland Active Fire Maps (EGP/MODIS, etc.)
- Weekly Fire Weather/National 7 Day product
- Monthly Fire Weather/Fire Danger Outlook
- Seasonal Fire Weather/Fire Danger Outlook
- Other GACC/local examples

See www.nifc.gov for information about an intelligence/predictive services course.

Expanded Dispatch Support Dispatcher, D-310

Unit 8 – Demobilization

OBJECTIVES

Upon completion of this unit, students will be able to:

1. Identify basic elements of the demobilization process.

2. Identify conditions/situations which may limit resource availability for reassignment.

3. Describe the demobilization information flow in expanded dispatch, geographic area coordination center, and the national level.

4. List the information required to place a request for demobilization transportation.

I.   INTRODUCTION

Demobilization is the safe and orderly release of resources from the incident in a cost effective, efficient manner that requires coordination between the incident and expanded dispatch.

A.   Demobilization should:

1.   Be a safe process:

- Driving regulations
- Work/rest guidelines
- Length of assignment(s)

2.   Involve planning:

- Coordination usually occurs between the incident and the supervisory dispatcher.
- Be proactive, not reactive.

3.   Be cost effective:

- Plan ahead for transportation:

  – Group resources by shift
  – Geographic location
  – Transportation type

- Allow enough lead time to check with other dispatch levels and set up cost-effective transportation.

  – Bus
  – Small charter flight
  – Jet
  – Commercial airline

4.   Consider all resources assigned:

- Aircraft
- Crews
- Equipment
- Overhead
- Supply

5.   Meet guidelines established in the national, geographic, and/or local area mobilization guides.

6.   Be flexible, efficient, systematic, and organized.

B.   Demobilization Starts at Mobilization

1.   Record keeping must be accurate and current.

2.   Anything missed, overlooked, or inaccurate at mobilization will become an issue at demobilization.

3.   Demobilization does not necessarily mean that resources go home. Resources may be reassignment to other incidents.

C.   Communication

Present a professional attitude and work ethic.

Work closely with each dispatch level, incident, area command, etc.

Help each other and work together.

II.   DEMOBILIZATION PLANS

The planning section on the incident is responsible for making the demobilization plan.

The incident's demobilization plan must follow national, area, and local demobilization plans.

A.   Demobilization Plan Contents

1.   General information about demobilization for the incident.

2.   Who has what responsibilities?

3.   Release priorities.

4.   Release procedures.

5. Travel information (how resource release/travel will work).

B. Other Demobilization Points to consider.

1. Resource Support

a. Traveling resources may need sack lunches (maybe two if they have long travel times).

b. Ensure all resources are self-sufficient. If not, take measures to provide for their needs enroute.

2. NIICD radio kits

National preparedness level may dictate the method of transporting the kits back to NICC.

Coordinate with the GACC who will then coordinate with NICC.

III. THE DEMOBILIZATION PROCESS

A. Planning at the Incident

Demobilization starts at the incident with the demobilization unit leader who:

1. Works for the planning section chief of the incident.

2. Prepares the demobilization plan, outlining the priorities on the incident.

3. Organizes, coordinates, and provides required demobilization information for the release of surplus resources.

The planning and operations sections must work together in developing the IAP.

B. Implementation at the Incident

1. The incident identifies surplus resources:

- The information is passed through the channels to the planning section (resource unit leader).
- The resource unit leader checks open requests on that incident to see if the resource can be utilized.

2. If the resource is needed:

- It may be reassigned within the incident.
- May be given a new request number.

3. If the resource cannot be utilized on the incident, it is placed on a tentative release schedule by the demobilization unit leader.

- A tentative release schedule should be passed to local dispatch 24-48 hours in advance of actual releases.
- Be aware that timeframes may differ. This allows for reassignment and transportation time frame allowances.

C. Demobilization at the Expanded Dispatch Level

1. Check other local incidents with open orders for possible resource reassignment.

2. If resource is reassigned locally:

- Arrange transportation if needed.
- Notify the sending incident of new resource order and transportation arrangements.
- Notify new incident of resource assignment, travel method, and ETA.
- Ensure that reassignment and travel has been completed in IROC.

3. If resource is not needed locally:

- Notify the next level of dispatch.
- That dispatch level goes through the same system of determining need.

4. If no reassignment is available:

- Expanded dispatch arranges transportation and notifies the incident.

5. The demobilization unit at incident:
   - Notifies resource of release
   - Arranges any transportation needed to point of departure
   - Starts resource through the demobilization process

IV. REASSIGNMENT AND AVAILABILITY CONSIDERATIONS

When tentative releases are received, reassignment and transportation need to be considered.

A. Identify conditions which may limit availability for reassignments

   1. Assignment time limitations (length of assignment)

   2. Check additional red card qualifications

   3. Work/rest ratio

   4. Environmental conditions

   5. Home unit or personal obligations

   6. Injury and illness

   7. Disciplinary actions

   8. Critical incident stress

V. TRANSPORTATION

A. Transportation Needs

   Transportation needs are based on information from original request and other information you may have received from the incident.

   Check current guidelines for non-emergency travel timeframes (no later than 2200 hours local time).

   1. If the resource has its own transportation:

- Travel limitations (consider distance, time, meals/motels, etc.).
- Obtain travel information.
- Pass information through channels.

2. If the resource needs transportation, consider:
- Agency safety procedures
- Duty time limitations
- Projected ETA
- Cost effectiveness of transportation.
- Availability of different types of transportation.

B. Information required to arrange transportation

1. Incident order number and request number

2. Number of people

3. Manifest/Roster
- Personnel names and weights (personnel and baggage are weighed separately)

4. Date, time, and pick-up point (be sure all levels are talking the same pickup point and time zone).

5. Destination (both jet port and home unit location).

6. Support along the way (meals and lodging).

C. Local and Non-Local Contacts Used to Fill Transportation Needs

1. Local
- Aircraft dispatcher
- Equipment dispatcher
- Designated travel agency

2. Non-local

GACC to NICC for large aircraft (through channels).

D. Who is Transportation Information Relayed to Once Complete?

If travel arrangements are made at another dispatch level, document and pass the travel information required on to:

1. Ground support and/or equipment dispatcher.

2. Local mobilization center or staging area

Once all plans are approved and arrangements made, they may change. Remain flexible. When they are final, complete release and travel in IROC.

E. Potential Demobilization Problems

1. Crews going home when a lightning storm ignites new starts. Consider reassignment.

2. Personnel on an incident without a resource order.

3. Incorrect jetport (examples: LWS is Lewiston, ID; LWT is Lewistown, MT; RDD is Redding, CA; RDM is Redmond, OR).

4. Inaccurate or missing manifest such as number of people, weights, cubes (for aircraft door size).

5. Duplicate orders for personnel.

6. Failure to establish priorities and keep current on changes.

VI. RESOURCES THAT HELP YOU DURING THE DEMOBILIZATION PROCESS

A. Interagency Resource Representative (IARR)

IARRs are helpful:

- With emergency releases
- Clarifying numbers of agency resources
- With correct demobilization points/jetports

B. Incident Contract Project Inspector (ICPI)

- Assist with any contracting issues.

C. Cache Demobilization Specialist (CDSP)

- Assist in the return of supplies.
- Provide advice in handling of sensitive items and hazardous materials.

D. Other Dispatch Offices

Collects, organizes, and expedites resource information.

E. Demobilization Unit at the Incident

F. Other Aids:

- IROC
- e-ISuite
- Other computer applications used for sorting, organizing, status tracking, recordkeeping, etc.

VII. SUMMARY

Successful demobilization is everyone's responsibility.

- Ensure requests are processed to their final state.
- Cancel outstanding orders (After confirming with supervisor and incident. Some resources may still be needed – resource advisors, BAER Teams, etc.)
- Finish all travel.
- Release all resources.
- Follow local procedures.

DEMOBILIZATION PLAN

INCIDENT: <u>Flynn Creek</u>

AGENCY: <u>Unified Command (SDS, CSP, NPS, USFS, Custer County)</u>

INCIDENT COMMANDER: <u>J Richer</u>

I.   GENERAL INFORMATION

No equipment or personnel will leave the incident until authorized to do so. Resources may come from widely scattered locations and various agencies. Therefore, long travel times may be involved.

A.   Release priorities for all resources in coordination with Expanded Dispatch.

B.   No person or crew will be released prior to obtaining a minimum of eight hours of rest, except for local personnel.

C.   All non-local resources must be able to arrive at their base prior to 2200 hours, unless approved by the Incident Commander.

D.   Crew Supervisors, and/or Strike Team Leaders will be thoroughly briefed prior to leaving the incident. The briefing will include methods of travel, destination, ETAs, travel routes and any stop-over arrangements.

E.   At least 24 hours lead time is needed to arrange large aircraft for transport of crews. Twelve hours lead time is needed to arrange small aircraft and buses.

F.   Crew and/or miscellaneous overhead to be air transported will be grouped by areas of common destination and should be released together.

G.   One hour is needed for camp to follow through the Demob process once travel orders are confirmed.

H.   Final release of local, private equipment and personnel will be done directly from the Incident. Expanded dispatch will be notified of the release with ETAs.

I.   Release of crews will be in the following order of priority:

1.   Black Hills (local fire crews)

2.   Expensive Crews

3.   Out of State crews

4.   BIA Crews

J.   Release of Overhead will be in the following order of priority:

1.   Expensive Overhead

2.   Out of State Overhead

3.   In state Overhead

II.   RESPONSIBILITIES

A.   Section Chiefs/Unit Leaders

1.   Description or names of items or personnel to be released.

2.   Desired time and date of release.

3.   Home Base or airport to be transported to.

4.   Request #'s.

5.   Assure person, crew and/or item is in camp and ready for transport when needed.

B.   Demobilization Unit Leader

1.   Compile a list of tentative release by 1000. This list will identify resources available for reassignment.

2.   Notify Expanded Dispatch of the tentative releases.

3.   Arrange for transportation with Expanded Dispatch.

4.   Coordinate with ground support, transportation needs to airports, etc.

5.   Complete Demob Check-out sheet, manifests, and documentation before any person or item is released.

6.   Notify Expanded Dispatch immediately upon departure.

C.   Supply Unit Leader/Communication Unit Leader

1.   Assure all supplies and items are returned. Package and return to the appropriate location or agency.

2.   Notify Demob of the departure of supplies and items being returned.

D.   Ground Support Unit Leader

1.   Arrange and provide transportation as needed to airports and home bases as coordinated with Plans.

2.   Assure drivers transporting crews know of travel routes and exactly where to deliver them.

E.   Expanded Dispatch (Great Plains Dispatch Center)

1.   Once notified of all surplus and the disposition is determined they are to notify plans (Demob) at fire camp.

2.   Arrange transportation for released resources that are charter air or commercial air.

3.   Notify RMC/Home Unit of released resources and ATDs and ETAs via IROC, phone, or email depending.

III.   RELEASE PROCEDURES

A.   Release Procedure for Crews and Miscellaneous Overhead Needing Air Transportation.

1.   Release orders will be originated by fire camp and be submitted to Expanded Dispatch to coordinate arrangements.

2.   As a minimum, the release order will contain the following:

     a.   Original request number (O#, C#, etc.).
     b.   Name(s) and a number of persons
     c.   Home Base and/or airport to be transported to.
     d.   Time available for release and time available for transportation.
     e.   If needed for charter, weight of person(s) and gear, and/or crew manifests.

3.   Commercial air service will be utilized where practical for miscellaneous overhead.

4.   One hour per crew and ½ hour for Overhead will be added to travel to airports to allow time for weighing of personnel and gear.

B.   Release Procedure for Crew and Personnel with Their Own Transportation

1.   Notify Expanded Dispatch of tentative time available for release and transportation.

2.   Ground support will notify plans (Demob) of ATDs of all crews and personnel with their transportation. Crews will be released as notified by Expanded Dispatch.

C.   Process within Fire Camp

1.   All functions will notify Demob on ICS-213 at least 24 hours ahead of available release times on overhead and 36 hours for crews and equipment by 1000 hours daily if possible and provide the following information.

     a.   Name of person or resource and number of people.
     b.   Date and time available for release.
     c.   Reason for release.
     d.   Place to be transported to or if own transportation, etc.

2.   Demob will prepare form ICS-221 and notify person and or crew of release and transportation procedures.

3.   Crew leader or individual being released will see that this form gets to the following section for release approval in this order.

      a.   Supply
      b.   Communications
      c.   Facilities
      d.   Plans (documentation)
      e.   Finance (time)
      f.   Final, back to Demob

4.   Crews and persons will report to Ground Support for Transportation. Ground Support will notify Demob of ATDs.

Prepared by /s/ Susan Cassell   Date X/X/XX

Reviewed by /s/ Raymond Lewis   Date X/X/XX

Approved by /s/ Jeremy Richer   Date X/X/XX

REQ #	NAME	POSITION on Incident	REASSIGN? Y/N	OTHER QUALS	DAYS LEFT OF 14?	AIR/POV/AOV	HAS RENTAL CAR? Y/N	DATE/TIME AVAILABLE at ICP	GOVT TRAVEL CARD (Y/N)	HOME DESTINATION	JET PORT	REMARKS

FIRE TRAVEL   DEMOB WORKSHEET

USDA Forest Service
Phone: 208-634-****
Fax: 208-634-****
e-mail:

Order/Req. #_____
Incident #
Incident Name:
Agency Charge Code:
CBA/Zone Code: <u>6208</u>
Purpose Code: <u>8</u>

NAME: _____ Please call with itinerary Locator

Available for Travel: INCIDENT: Date:_____ Time: _____
                       AIRPORT   Date: _____Time: _____

Nearest Demob JET PORT _____ Home JET PORT_____ Hometown:_____

COST OF TICKET: _____   RECORD LOCATOR:_____

COMMERCIAL _____CHARTER _____   POV/AOV/RENTAL _____

TRAVEL ITINERARY

CITY	DATE	TIME	CARRIER OR AIRCRAFT TYPE	FLIGHT OR N#
ETD:				
ETA:				
ETD:				
ETA:				
ETD:				
ETA:				

NOTIFICATION CHECKLIST

Faxed to ICP: Initials_____ Date / Time _____

                     Initials_____ Date / Time_____

Travel Notebook: Initials_____ Date / Time _____

DMOB Notebook: Initials _____ Date / Time _____

8.16