

Cody Interagency Dispatch Center
Dispatch Operating Guide
2015

Update the following books when changes are made:

BOOK #1 - CATHY

BOOK #2 - NICK

BOOK # 3 - KATIE

BOOK #4 - IA

BOOK #5 - EXPANDED

BOOK #6- FLOATER

BOOK #7- COOP

Cody Interagency Dispatch Center
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PART 2: Instructions

WIMS
Situation Report

Cody Interagency Dispatch Center Dispatch Operating Guide

Welcome to the Cody Interagency Dispatch Center (CDC). We hope you enjoy your experience here! This briefing packet has been created to help explain the operations of this office. Please read all the information carefully and refer to it as often as needed. Also, familiarize yourself with the locations of other reference material, (i.e., ROSS Books, WildCAD Users Guide, Travel Logs, Flight Requests, Airport Directory, Resource Orders, Incident Action Cards and Log Books). Please make yourself familiar with the National, Rocky Mountain and CDC Mob Guides.

Where Am I?

CDC is located at **2501 Wright Brothers Drive, Cody, WY 82414**

The phone number is **307-578-5740**

The fax number is **307-578-5759**

E-mail addresses: codydispatch@gmail.com is for IA and general dispatch information.

codyexpanded@gmail.com is for Expanded Dispatch. Work with the Center Manager or Asst Center Manager to obtain a unique e-mail address for Large Fires.

CDC Web Site http://gacc.nifc.gov/rmcc/dispatch_centers/r2cdc/

CDC supports several cooperators and operates in an unbiased interagency environment. The cooperators are:

BLM, Wind River/Big Horn District (WBD)

Worland Field Office

Lander Field Office

Cody Field Office

USFS, Bighorn National Forest (BHF)

Powder River RD

Paintrock/Medicine Wheel RD

Tongue RD

Shoshone National Forest (SHF)

Wapiti RD

Washakie RD

Windriver RD

BIA, Wind River Agency

NPS, Bighorn Canyon National Park (BIP)

Wyoming State Forestry Division (CDS)

District 3 and part of District 5

CDC Counties (CDX)

Park (PAX)

Hot Springs (HOX)

Washakie (WAX)

Fremont (FRX)

Big Horn (BHX)

Portions of:

Sheridan (SHX)

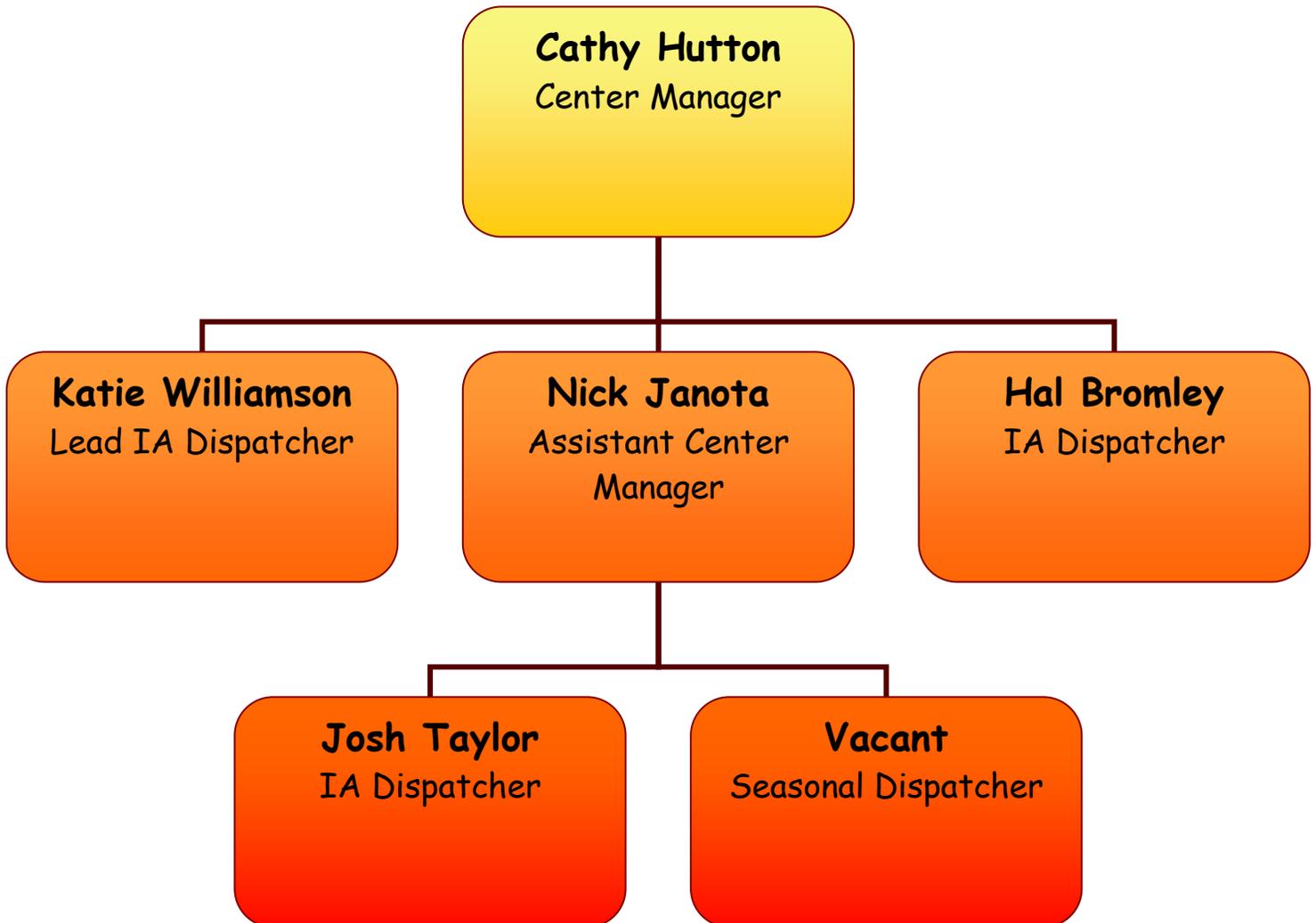
Johnson County (JOX)

Natrona County (NAX)

Carbon County (CAX)

Sweetwater County (SWX)

Cody Interagency Dispatch Center Table of Organization



ADMINISTRATIVE

CDC is staffed 7 days a week during fire season (generally June through September). Normal operating hours are 0730-1800. Extended operating hours will be implemented during periods of high activity. During these times an Expanded Organization is usually set up. These guidelines address both Initial Attack and Expanded.

❖ Check-in

When you check-in with the supervisory dispatcher, you will be given a briefing on the current fire situation, ROSS access, a computer profile, a key card and work schedule. Motel arrangements will also be made if you are not self-sufficient; if you are a regular government employee you will be expected to pay for your meals and lodging on your government travel card. Let us know at this time if you need assistance with subsistence.

❖ Timesheets

Keep your time on an OF-288. It is recommended that you keep your time up to date daily with proper FireCodes. Your supervisor will sign when complete. You may use the fax machine to send time to your home unit. You should be familiar with your agency's FireCode procedures and policies.

❖ Performance Evaluation

During your stay in Cody, your performance will be evaluated using the Position Task Book system and/or performance evaluations. If you have any problems of any nature, talk with the supervisor. If you have any questions, please ask. We also welcome your comments and suggestions. We are proud of our operation and are always looking for ways to improve it. Remember, it is important to be flexible and maintain a friendly, positive attitude and to have fun!

❖ Task Books

Your supervisor will be glad to sign taskbooks that have been initiated by your home unit. No uninitiated task books will be signed or be initiated during your assignment in Cody.

❖ Building Access

Use the main entrance on the south side of the building. Dispatchers and support help will be issued key cards to the building upon arrival. All other persons must ring the doorbell in the entry way to obtain access.

❖ Parking

Open parking anywhere in the parking lot outside except for directly in front of the dumpster.

❖ Meals and Lodging

During your stay at CDC, all regular government employees will be expected to be self-sufficient. In other words lodging and meals are to be paid on your travel credit card (per diem). If this will be a problem for you, speak to your supervisor immediately. The entire zone is CONUS (Lodging \$83 and M&IE \$46) except for Cody.

Cody (Park Co.)

(October 1 - May 31) Lodging \$93 M&IE \$51

(June 1 - September 30) Lodging \$132 M&IE \$ 51

❖ Work/Rest Guidelines

The 2:1 work/rest guidelines must be maintained by dispatch personnel. (If you work a 16 hour shift you will have 8 hours off). Please notify your supervisor of your wellbeing and need for days off, especially if you have been working close to 14 days in a row.

❖ AD's

AD's are to be signed up by the host unit (i.e. BLM, FS, etc.) human resources office, not the dispatch center. If you are an AD here on assignment, the unit that did the hiring (home) will process all of your time and travel based on those agencies' policies. If you need assistance with lodging and meal costs, notify your supervisor immediately so that arrangements can be made.

❖ Telephones

Answer all incoming calls "Cody Dispatch Center, this is (YOUR NAME)," unless a receptionist is handling incoming calls. In this case, answer with your function and name, i.e. "Crews, this is (YOUR NAME)".

The area code for all Wyoming commercial phone numbers is 307. CDC has one Commercial 800 number, the number is 1-800-295-9954. Try to leave this line available for incoming fire calls and emergencies.

The CDC primary number is 307-578-5740. This is the number to give to people to return calls when the office is staffed. It is also a rotary number and will automatically roll over to one of the other extensions (307-578-5740-1, 2, 3 or 4). These numbers are BLM extensions so other BLM (Cody or Worland) extensions can be accessed by just dialing the 4-digit extension. Such as: WRBHB District FMO (Chuck Russell) can be reached by simply picking up the phone and dialing '5213'. This will work for any of the BLM extensions in Cody, Kemmerer, Lander, Pinedale, Rawlins, Worland and the CDC office.

To Dial Out:

You can reach an outside line by picking up the handset and dialing 9. This will give you an outside line from your extension (which is always the bottom right button). If you wish to leave your extension line open you may select any of the other lines by selecting the button beside one. To answer incoming calls, except on the aircraft lines, you only need to pick up the receiver to answer it. On the aircraft lines you need to press the button that is blinking after you pick up the receiver. To answer a call waiting for you on hold, select the button beside the rapidly blinking light and answer.

To Transfer a Call:

To transfer a call to another extension you need to select Trans/Conf, dial the extension where you want the call to go and hang up. (CDC extensions numbers are listed on each phone - top right) The phone will ring at the extension and the light at that extension will light up. The difference between incoming call rings and extension call rings is; Incoming calls are two short rings, Extension calls are one ring. If you wish to speak to the person at the extension just stay on the line. The person at that extension can pick up the phone, talk to you and when you hang up the calling party will be on the line.

To Page:

The paging system has five speakers throughout the building. There are no speakers in the restrooms or the kitchen. To activate the page pick up the handset, select Page and speak. The page will be heard at all the locations. (The speakers in the IA dispatch area have been turned down)

To place a local call: Dial 9, then the 7-digit number.

To place a long distance call: Dial 9 plus 1 and the area code and 7-digit number.

To call another desk in the Cody, Kemmerer, Lander, Pinedale, Rawlins, or Worland BLM office: simply dial the 4-digit extension. The complete listing of extensions is located in each tarifold.

When closing at night, be sure to forward the phones to the answering service using the the reception area phone. **Directions: pick up the handset and push NIGHT SVC button, hang up the phone and then call 1-800-295-9954 to make sure the answering service answers, and let them know who is on call and any expected calls. In the morning when you arrive pick up the handset and push the Day button and hang up.** That is the only phone capable of forwarding calls to the answering service. It forwards the 800 number as well as the general dispatch number 307-578-5740.

❖ Computers

FS and BLM networks are available throughout the dispatch center. Most of the computers are connected to the FS network. There are a couple of BLM computers in the office. If you need

to use a BLM computer or connect to the BLM network contact your supervisor. Do not use any network outlet without first confirming with the local staff that it is routed to the appropriate agency.

A commercial wireless network is also available in the dispatch center. Contact local staff for the password to logon.

Personal thumb drives are NOT allowed in BLM computers. If you must have a thumb drive please contact your supervisor for an encrypted thumb drive.

The desktop and home page for web browsers will be the same on the 7 common computers. The common computers are: 3 IA, 2 Aircraft, Logistics, and Intell. The desktops on these computers have a line down the center of the screen. The right side of the screen will remain the same for 5 computers with the 2 Aircraft computers having a slightly different setup. This is where you will find the commonly used shortcuts and programs. Files you are working on may be placed on the left side of the screen. The home page for internet browsers on these 7 common computers will be the Cody Interagency Dispatch Center home page: (http://gacc.nifc.gov/rmcc/dispatch_centers/r2cdc/). You can add any favorites you wish, but do not change the home page.

Please do not load any software, change PC configuration/bookmarks or attempt any maintenance you are unsure of.

*If the problem is ROSS call the ROSS helpdesk at 1-866-224-7677

❖ **Fax Machine(s)**

The fax machine in Initial Attack (307-578-5759) is for use by IA only. Please do not tie up this fax machine! The Expanded Dispatch fax (307-578-5774) is located in the expanded dispatch/conference area and is set up to transmit and receive at all times. Place the document to fax **face down**. Dial the fax machine the same as the telephones or use a speed dial.

❖ **Media/Public Information Requests**

Requests from the media are to be passed to the Information Officer (IOFR), FMO, AFMO or Agency Administrator. Calls from managers, RMACC, RMCG or anyone looking for information on the big picture should be forwarded to the Center Manager, respective FMO or AFMO.

❖ **Procurement**

Please refer to the *Cody Interagency Dispatch Center Business Operating Guidelines* in the Service Supply Plan for procurement and incident business management procedures. It is located in the bookcase near the Smart Board.

❖ **Night Dispatch Operations**

During periods of high fire activity the dispatch center may be staffed 24 hours. If you are the night dispatcher and any problems arise during the night, call the on-call dispatcher at home. Close all doors and pull blinds. See Appendix 2 for the Night Duties Checklist.

❖ **Intelligence**

Gathering fire intelligence is a critical part of the dispatch function. To obtain critical resource needs, correct and timely fire situations are essential.

Complete instructions for the computer programs/reports are located in another chapter of this guide.

❖ **Tarifolds**

Tarifolds are located at the Logistics/Intell workstations, Aircraft workstation, in Expanded, Katie's desk and Nick's desk. These tarifolds contain contact information for all resources as well as emergency information. There is Personally Identifiable Information (PII) in these tarifolds. **DO NOT GIVE OUT THIS INFORMATION!**

❖ **Instructions for Computer Programs**

Detailed operating instructions for all computer programs and duties have been provided for your use. These are located in various documents including: in the back of this guide, WildCAD Users Guide, Misc Instructions binder, Aircraft PUP, and the ROSS Users Guide.

❖ **ROSS/IQCS Transfers**

Check with the supervisor if requested to transfer a person on a detail in ROSS to another dispatch center to ensure that is the proper way to handle the given situation. Once transferred notify Katie of the transfer so she can follow-up with an IQCS transfer if warranted. If Katie is unavailable then contact the respective backup for that unit and they can follow through on the transfer in IQCS. SHF - Clint Dawson, BHF - Kevin Hillard, BLM - Aaron Thompson, BIA - Juan Eder. For permanent transfers, the transfer is done in IQCS, not ROSS.

❖ **Document, Document, Document!!!**

There is no such thing as too much documentation. DO NOT ERASE OR DELETE ANY DOCUMENTATION! If you made a mistake, line through the error and make a note that it was a mistake and document the action correctly.

******WildCAD will be used to document all radio & telephone conversations******

Dispatch Operations

To document statistics and workload we use Incident Action (IA) Cards. These cards are entered into WildCAD. Year-end reports, workload analysis, etc, are generated from this database therefore it is imperative to document and double-check your work for accuracy. The procedure for issuing IA cards and assigning fire numbers is outlined below. However, if you have any questions please ask your supervisor.

Incident Action Cards will be completed for all of the following:

- Smoke Check/False Alarms
- Wildland Fires
- Assists to County or State Incidents
- Prescribe Burns/Mechanical Treatments
- Resource Orders
- Flight Requests
- Red Flag Warnings/Fire Weather Watches
- Other Actions Generating a Workload

Incident Action cards are pre-numbered and located in the spinning oak rack by the Initial Attack radio consoles. **If you take a card out of the rack, be sure to record it in WildCAD!**

*The **Incident Action (IA) Card** is used to document workload. An IA card will be initiated for all actions. On wildfires it will be used to document size up information for that incident. This card will also serve as the coversheet for all other incident documentation. Use WildCAD to document all information on the specific incident. The incident action card for an ongoing incident stays at the radio workstations! Be sure you are logged into WildCAD (WildCAD will date and time stamp all entries with your initials).

*Use the **Daily Log** in WildCAD to record all misc. phone and radio traffic not specific to an incident. The Daily Log will be printed at the end of the day (two copies) and attached to the Daily CDC Incident Action Card and in the COD (Coordinator on Duty) book, located on top of the bookcase outside the Aircraft workstation.

*WildCAD also has an **IT/Radio Log** for recording radio, phone or computer problems. Please record the nature of the problem, who you contacted and ticket number(s). Be sure to record the corrective action when completed. Don't forget to notify the supervisor of radio & computer problems. Also record any outages, planned work, etc that the radio or IT techs may advise of. When radio problems are discovered, document which repeaters/consols are

affected in the WildCAD IT/Radio Log, submit a help ticket, and notify the Center Manager.

❖ **Smoke Check/False Alarms**

CDC receives smoke reports from a variety of parties. Record this information on the yellow smoke report form located at each desk/telephone. See Appendix 3. Hand these reports to the Supervisor or IA Dispatcher. They will then assign it an incident action number or match it with an existing IA Card. If the smoke report is a confirmed fire it will receive a fire code. **If a response is initiated, but the resource does not take action or smoke cannot be found, it will be a false alarm. Each BLM False Alarm will receive its own FireCode, USFS uses the ABCD Misc Fire Code for False Alarms. Each false alarm will be named “geographical location FA”.** If you have any question on whether it should be a false alarm or not, check with the IC or Floor Supervisor. **If the smoke report is dust, off district, a mine blast or an agriculture burn and NO RESPONSE is initiated it will NOT receive a fire code. The name will be “Smoke Check #_____”, using the next smoke check number from the right side of the wall map to fill in the blank. A response is defined as a resource being dispatched to the report (ie: engine, helicopter, or individual). When taking a smoke report, get as much information as possible. When multiple calls come in for the same fire, take each report seriously and record each one on a yellow sheet. In WildCAD, select the smoke check option then the appropriate subtype.**

❖ **Wildland Fires**

Each fire will have its own Incident Action Card and associated incident/log in WildCAD. These cards are to stay by the radio at all times. Details on how to fill out the card are located at each workstation. Instructions for completing WildCAD for each different type of incident are located in the WildCAD Users Guide. Check with the supervisor for the correct agency fire number to be assigned. Wildland Fires will be named by geographical locations usually by the IC or in some cases by the Lead IA dispatcher or supervisor. **Refer to the WildCAD Users Guide Book for detailed directions for information required in WildCAD.**

❖ **Prescribed Burns/Mechanical Treatments**

Each prescribed burn and/or mechanical treatment being coordinated through CDC will have an incident action card. The project may be conducted over a period of time, but will only have one card per year. Each time the project is being done pull the existing card from the file and document in WildCAD. **Every project will have a signed plan on file with CDC prior to ignition.** The plan will also be filed with the incident action card.

In order to document workload, every day that a Prescribed fire (not mechanical treatment) has action taken on it a “\$\$” will be recorded by the dispatcher in the Incident Log. This will allow for reports to be run indicating how many days the dispatch center supported this particular Prescribed Fire.

CDC should be notified 24 hours in advanced of any planned ignition using the Planned RX Reporting form, especially broadcast ignitions. All planned ignitions will be posted to the internet via the Sit Report Planned Rx Screen. See directions under sit report later in this guide.

❖ Resource Orders

Each time a request for a resource order is received, for a **new** incident, initiate an IA Card in WildCAD in addition to the ROSS order. Note: Do not do a new IA Card for each type of order for the same incident, (i.e. you receive an overhead order for the South Fork fire, do a new IA Card. The following day you receive a crew order for the same fire. Do not initiate a new IA Card). Remember to search for all incidents in WildCAD using the "Find Incident" function prior to creating a new incident. (If RMACC calls with a resource order, have them send it to us so it can be worked on. This is for statistical and workload tracking purposes.) Fill out the top portion of the IA Card from the resource order. Attach IA Card, copy of ROSS resource order (printed on the appropriate colored paper, i.e. green for crews, salmon for aircraft, etc) and documentation together with a clam clip. Do not staple! If the order is open, place it in the oak resource rack by the west exit door. If the order is closed file it in the appropriate IA folder in the cabinet in the IA area.

Please familiarize yourself with the ordering procedures in the CDC mobilization guide. All name requests must be approved by the Center Manager or Acting.

Area Ordering - Within the RMA during PL 1, dispatch centers are allowed to go directly to other RMA dispatch centers outside of their neighborhood. Refer to RMA Mob Guide on Area Ordering Specifics. During periods of extreme fire activity, Area/Neighborhood ordering channels may be shut down, in which case you would go directly to RMACC.

Neighborhood Ordering - Cody Dispatch Center can order directly from our neighbors for Overhead, Crews, Supplies, Equipment, Type 3 Helicopters, SEATs, Airtankers, and Smokejumpers. Our neighbors are Casper, Rawlins, Billings, Teton, and Bozeman Dispatch Centers. Orders should be placed with the neighbors before going to RMACC for resources.

Extended Neighborhood Ordering - Through agreement with the agencies of the Greater Yellowstone Area (GYA), Cody Dispatch Center can order and receive orders directly from Eastern Idaho Dispatch Center and Dillon Dispatch Center for fires or resources within the GYA (SHF and portions of WBD). Teton, Bozeman, and Billings Dispatch Centers are also a part of the GYA agreement, but are also within the Neighborhood Ordering channels.

If there are any questions, on which order to use, please ask your supervisor. If anyone (FMO, cache manager, etc) asks you to order a resource and just put it on any misc. order, have them clarify which order. **Do not create any new ABC MISC or Severity orders!**

❖ Flight Requests

Often CDC will be asked to schedule a flight or provide flight following services. Again, document all requests on an IA Card & in WildCAD. Some examples of flight requests would be wild horse roundups, aerial photography, habitat surveys, etc. Attach all logs and documentation to the appropriate card. Only one card is necessary for each mission. For fire recon flights an aircraft resource order or flight request must be filled out for payment. It is very important to complete them and attach to the IA card. **Notify the supervisor of all flight requests.**

❖ Red Flag Warnings & Fire Weather Watches

For each Red Flag Warning or Fire Weather Watch pull an Incident Action card. Using the Weather Notification Checklist, make and document all the notifications. Attach the Weather Notification Checklist and a copy of the Red Flag Warning or Fire Weather Watch to the incident action card.

❖ Other Actions

This category is for any other action that may generate a workload. It is considered a workload if several phone calls have to be made or some other follow-up action is required.

Reminder:

One card can have more than one category checked. If a wildfire has resource orders you do not need to do a separate card for the wildfire and resource order. It will be the same Incident Action #.

❖ Issuing FireCodes

**FireCodes are only to be issued by approved CDC dispatchers using WildCAD!
This section is "for your information" only.**

FireCodes will be issued by approved dispatchers through WildCAD. If you are here on a detail, please do not use your FireCode account to issue numbers for our fires. If you do, your home dispatch center will be listed on the FireCode.

❖ The dispatch center will only issue the 4 character FireCode. We will not be putting the agency specific codes along with the FireCode on resource orders, etc. For example, Do NOT put the P prefix in front of the FireCode. The Forest Service prefix can be obtained from the ASC website by FS personnel needing it.

❖ If it is not clear what code to use, ask the Supervisor - **Do not assume** what the code should be. There are very different rules for each agency.

❖ Refer to the Cody Interagency Dispatch Center FireCode Chart in the appendices.

Miscellaneous Dispatch Operating Procedures

❖ Emergencies

In the event of a medical emergency in the field, immediately refer to the Emergency References at the front of each tariff and the Serious Injury or Fatality Response Guide in the spinning oak rack by the IA consoles. You should review these documents and become very familiar with them prior to an emergency occurring. The Interagency Aviation Mishap Response Guide is located at the aircraft workstation.

Refer to the Continuity of Operations Plan (COOP) later in this book for Emergencies occurring at this office site.

Medivac Cards are filled out for fires and project worksites. These are posted daily on the left side of the wall map for quick reference depending on where resources are located for the day. The "library" of cards are located on the East wall in alphabetical order. Some of the Medivac Cards are prefilled for established worksites. Blank ones are to be used for fires, or new project site, and posted as they occur.

❖ Weather Notifications

During fire season, the fire weather forecast is read twice daily at 1000 and 1600. Use the Weather Notification Checklist to document resources that copy the weather. After reading the weather and documenting who copied, attach the checklist to the daily log and post the weather on the clipboard near the copy machine. If a Red Flag Warning or Fire Weather Watch is issued, it must be broadcast over the radios, emailed using the Weather Notifications group in the Cody Dispatch gmail account, and followed up with phone calls to Fire Managers and Duty Officers. **When a Red Flag Warning or Fire Weather Watch is issued an Incident Action Card needs to be completed.** Attach the Weather Notification Checklist and the Red Flag Warning/Fire Weather Watch to the IA Card.

❖ Texting

Cody Dispatch sends texts out via WildCAD to notify units of smoke reports and fires in their area. Directions on how to text is located in the WildCAD User's Guide.

❖ Fire Investigations

Incident commander or agency administrator will determine the need for a LEO or Fire Investigator. It is imperative to make these notifications as soon as possible and document them in WildCAD. For a list of qualified LEOs and investigators reference the tariff. All LEOs can be contacted through Salex (number also in tariffs).

❖ Power Line Contacts

When power lines are threatened and/or need to be de-energized the first contact is to RDRC (Western Electric Coordinating Reliability Center) at 970-776-5747. Give them the legal or lat/long of the power line and they will determine line ownership and notify the owner.

❖ Boundary Fires

The boundary between adjacent Dispatch Centers creates the potential for two or more Dispatch Centers to conduct simultaneous, uncoordinated suppression operations. This may result in an increase risk to the responding resources and reduce the effectiveness of initial attack.

When a fire/smoke is reported to the Cody Interagency Dispatch Center that falls within five nautical miles of a dispatch boundary, the adjacent dispatch center will be notified.

Notification will include aviation and ground resources responding, if any, and frequencies assigned. Once the location of the fire has been determined, if there are any concerns by either dispatch center the following factors will be taken into account:

- Are communications effective between responding resources and the dispatch center
- Agency land ownership
- Potential for fire to spread across the dispatch boundary
- Ability to provide logistical support
- Dispatch staffing and existing workload

At that point in time a discussion will take place between the Center Managers and Duty Officers/FMOs involved as to which dispatch center should take the lead on the incident based upon the factors mentioned above.

Fire Resources responding to a fire or smoke report that is determined to be within an adjacent Dispatch Center's area of responsibility, will contact the adjacent center before engaging the fire, unless there are communication problems that prevent that. Coordination between the centers will need to take place to ensure that appropriate agency involvement is taking place and there are positive communications with the responding resources.

Adjacent centers will be notified when TFRs are being established near or in the Boundary Area.

Coordination between the dispatch centers, duty officer(s) and IC will need to take place for fires crossing the dispatch boundary to determine if the support for the incident needs to change to a different dispatch center. It is important to establish a single point of ordering for the incident, rather than placing orders with two different dispatch centers. If it is determined that the incident would be better served by changing dispatch centers, that

transition will occur at the end of shift to mitigate any safety concerns. Adjoining dispatch centers include: Casper, Rawlins, Teton, Billings and Bozeman Interagency Dispatch Centers.

Appendices

Appendix 1 - Area Dispatch Centers

Appendix 2 - FireCode Chart

Appendix 3 - Daily, WX, & Night Checklists (Aircraft Checklists are in Aircraft Storybooks)

Appendix 4 - Smoke Reports

Appendix 5 - Commonly Used 3 letter ID

Appendix 6 - Hotel and Restaurant Listing

Appendix 7 - Map of Cody

Appendix 8 - Map of Wyoming

Appendix 9 - Example of Incident Action Card

Appendix 10 - Shorthand Hints for Documentation

Appendix 11 - Fourteen Day Conversion Chart

Appendix 12 - "What You Really Want", a Supply cheat sheet

Appendix 13 - Aviation Boundary Operations Checklist

Appendix 1 - Area Dispatch Centers

Rocky Mountain Area Dispatch Centers

Casper Interagency Dispatch Center
Cody Interagency Dispatch Center
Craig Interagency Dispatch Center
Durango Interagency Dispatch Center
Fort Collins Interagency Dispatch Center
Grand Junction Air/Dispatch Center
Great Plains Interagency Dispatch Center
Montrose Interagency Dispatch Center
Pueblo Interagency Dispatch Center
Rawlins Interagency Dispatch Center

Northern Rockies Area Dispatch Centers (That CDC works with)

Billings Interagency Dispatch Center
Bozeman Interagency Dispatch Center
Dillon Interagency Dispatch Center

Eastern Great Basin Dispatch Centers (That CDC works with)

Teton Interagency Dispatch Center
Eastern Idaho Interagency Dispatch Center

Appendix 2 - FireCode Chart

FY 2015 CODY DISPATCH AREA ESTABLISHED FIRECODE CHART (3Apr15)			
CODING TYPE	BLM-WBD USFS code PD (1502)	USFS-BHF USFS code P2 Firecode & Override 0202	USFS-SHF USFS code P2 Firecode & Override 0214
Fire Suppression	1 Firecode per Fire LF2000000 HU0000 LFSPxxxx0000 (x=firecode) LLWYR00000	All A-D BHF fires - Firecode P2 EKT8 (0202) Unique Firecode for E +, human, reimbursable/billable, or IMT 1, 2 or 3 fires USFS Firecode preface with P2 (2 = Region #) BLM fires - Firecode preface with PD BIA fire - Firecode preface with PA NPS fires - Firecode preface with PP State/Pvt fires - Firecode preface with PN Fed fires on non-NWCG lands - PF Firecodes assigned by NICC - PW	All A-D SHF fires - Firecode P2 EKU8 (0214) Unique Firecode for E +, human, reimbursable/billable, or IMT 1, 2 or 3 fires USFS Firecode preface with P2 (2 = Region #) BLM fires - Firecode preface with PD BIA fire - Firecode preface with PA NPS fires - Firecode preface with PP State/Pvt fires - Firecode preface with PN Fed fires on non-NWCG lands - PF Firecodes assigned by NICC - PW
Support Order Codes		BHF P2 EK4F (0202) Region 2 FY15 Staging (Use by all R2 Forests) P2 EKR4 (0231)	SHF P2 EK4S (0214) Region 2 FY11 Staging (Use by all R2 Forests) P2 EKR4 (0231)
False Alarm Response	1 Firecode per Fire	BHF False Alarm Use A-D BHF fires Firecode - P2 EKT8 (0202)	SHF False Alarm Use A-D SHF fires Firecode - P2 EKU8 (0214)
Severity (Area or National Office)	Prior approval required For WY State Office LLWY910000 LF2100000.HT0000 LFSRD0YQ0000 (See list for other states)	Prior approval required Region 2 - S21111 (0202) National - S29999 (0202)	Prior approval required Region 2 - S21111 (0214) National - S29999 (0214)
Assisting other DOI	Use their Firecode #	Severity support to DOI code - override 1502 BIA S70001 BLM S70002 FWS S70003 NPS S70004	Severity support to DOI code - override 1502 BIA S70001 BLM S70002 FWS S70003 NPS S70004
BLM Assist to FS	LLWYR00000 LF2000000.HT0000 LFSRD0YQ0000		
BAER	WSO approval required Stabilization - the Firecode Rehab - State Code	Prior RO approval required BAER Assessment H2BAER (0231) DOI code for BAER Assessment HTBAER (1502) BAER Implementation H2xxxx (notify ASC) Firecode and Region/Unit override code	Prior RO approval required BAER Assessment H2BAER (0231) DOI code for BAER Assessment HTBAER (1502) BAER Implementation H2xxxx (notify ASC) Firecode and Region/Unit override code
AD/EFF Training/WC	National Code NPS/BLM/FWS	Regional WFSUAD (0231)	Regional WFSUAD (0231)
Misc Direction	> USFS must always have an override code attached to fire time and travel. Use the override code of the incident region and unit for USFS fires or 1502 for all non-USFS fires >FEMA incidents - Firecode is not used by any agency. Federal agencies charge base 8 to operations code (USFS = WFSU account) and overtime is charged to teh FEMA reimbursable code. (USFS - F code & the incident region and override)		

FY 2015 CODY DISPATCH AREA ESTABLISHED FIRECODE CHART (3Apr15)				
CODING TYPE	BLM USFS code PD (1502)	BIA USFS code PA (1502)	NPS USFS code PP (1502)	USFS USFS code P_xxxx(=Region #, xxxx = firecode)
Fire Suppression	See previous chart	1 Firecode per fire AF2001010.999900	1 Firecode per fire PF200SP85.WW0000	Override = USFS incident Region and unit (P2 or P1, etc) 1 Firecode for A-D USFS fires unless reimb/bill) Unique Firecode for E +, human, reimbursable/billable, or IMT 1, 2 or 3 fires USFS Firecode preface with P2 (2 = Region #) BLM fires - Firecode preface with PD BIA fire - Firecode preface with PA NPS fires - Firecode preface with PP State/Pvt fires - Firecode preface with PN Fed fires on non-NWCG lands - PF Firecodes assigned by NICC - PW
Severity (USFS only does not use Firecode)	See previous chart	BIA-NIFC Firecode assign 1 per BIA Unit upon approval. Severity Support An Area support code is created, 1 for USFS and all DOI use Firecode	Regional code assigned at the time of Severity request approval. An all alpha/numeric code. IMR Severity Support: IMR will assign as needed	Prior approval required Region - S_1111 + Region/Unit override (=Region) National - S_9999 +Region/Unit override (=Region) Severity support to DOI code - override 1502 BLM S70001 BLM S70002 FWS S70003 NPS S70004
Staging Code	Use Unit Severity or Support Codes	Use Unit Severity or Support Codes	Use Unit Severity or Support Codes	Regional FY15 Staging (Use by all Forests in that region) Region/Unit override DOI Code for R2 Staging
BAER	See previous chart	Stab. - the Firecode NIFC approved Rehab - NIFC PCAS#	RO approval required PF320BR85.AM0000 Rehab - Region code	Prior RO approval required BAER Assessment H_BAER + Regional override (=Region) BAER Implementation H_xxxx (notify ASC) (=Region) Firecode and Region/Unit override code (If incident was originally coded as DOI and 1502 but USFS lands were involved and need rehab, use H_xxxx - Firecode + affected Region/Unit override code)
AD/EFF Training/WC	See previous chart	BIA-NIFC will assign for each BIA regional office	NIC assigns for the NPS	Regional - P_WFSUAD (=Region) + Regional override
Misc Direction	<p>> USFS must always have an override code attached to fire time and travel. Use the override code of the incident region and unit for USFS fires or 1502 for all non-USFS fires</p> <p>> FEMA incidents - Firecode is not used by any agency. Federal agencies charge base 8 to operations code (USFS = WFSU account) and overtime is charged to the FEMA reimbursable code. (USFS - F code & the incident region and override)</p>			

Appendix 3 - Daily, WX & Night Checklists

DAILY CHECKLIST 2015

DATE: _____

TIME	TASK	INITIAL
0800	Un-forward dispatch phone (press Day button, then Cancel button)	
0800	Go in service on radios: "All units Cody Dispatch in service, time" (Say it with IA East simulcast, then say it with IA West simulcast). Check volume and time on radio consoles - compare time to official time (can be found by going to the CDC webpage > clicking the "Dispatch" link > selecting the "Official Time" link) - notify supervisor if time is not correct	
0800	Log onto 6 computers at the IA, Aircraft, Intel, and Logistics positions	
0800	Pull next Incident Action Card for the daily misc. information (fill out Name, Date, Time, Order #. Check "Other" and put "CDC," and check "Other" and put "Log"). Open a new Incident in WildCAD (fill in same info as on card, make sure to copy and paste Order # to Web Comment Box)	
0800	Initiate the Aircraft Dispatch Checklist	
0800	Print Answering Service Email , notify supervisor if there are forwarded messages (In Gmail inbox: should be one of the most recent unread messages > subject: "Message Delivery," sender: msgdel@bresnan.net). For Gmail login info, see password page in "The Dog"	
0800	Update the Response Levels in WildCAD (select "Edit" from WildCAD menu > select "Response Levels") using yesterday's Observed Fire Danger Rating (consult yesterday's "Daily Checklist"). For the Tongue River Response Level use the Bighorn NF's Response Level	
0815	Update: Today's Date & Sunrise/Sunset Board	
0815	Print/Post: 24 hour Lightning Map, NICC Report	
0815	Print AM Weather - Look in the "Directions" section of "The Dog" under AM/PM Weather for instructions	
0815	**Make new incident for any Red Flag Warning/Fire Weather Watch in our dispatch area. Text the info, send email to the Weather Notification contact group, call the Duty Officers, broadcast over the radio (look in the "Directions" section in "The Dog" for instructions). Document on Weather Notification Checklist, on Weather Event IA Card, and in WildCAD log	
0830	Save ROSS reports files from Gmail to ROSS Reports folder on desktop at console #5 - Intel (click Yes to replace existing files if asked). Turn on Smart Board and open reports.	
0900	**Dispatchers Briefing and Safety Session	
0945	Print/Post: Daily Resource Status Summary to the Daily Staffing clipboard. Write the date on the top	
0945	Update the Duty Officers on the map Whiteboard . Update how late they'll be staffing their resources (this info should be found in the Daily Resource Status Summary)	
1000	**Broadcast AM Weather over Radios for the BHF (Zone 284) - simulcast on Dome Mtn and Medicine Mtn repeaters, then simulcast on Hunter, Shell, and Brokenback repeaters. See the "Fire Weather Process" instructions hung behind IA desks for further help. Update the Weather Notification Checklist as resources copy weather. Be prepared to broadcast AM weather to any staffed fires at this time	
1015	CDC Daily Briefing . In Wildcad select the links tab, then Documents, and finally CDC Daily Briefing. Update, print and post copies of the 1 st page (the page with the Duty Officers) around the dispatch center. Include expanded if it's in place.	
All Day	Check Gmail Inbox (print and forward as needed)	
All Day	Check building for cleanliness and empty trash as needed	
All Day	Log onto ROSS : check for Pending Requests throughout day, check for any releases, notify Zone FMO's/FOS's of returning resources' ETA's	
All Day	Status resources in Daily Resource Status Summary, WildCAD, and ROSS (update: WY IHC and H-8MC)	
All Day	Update: Maps & Resource Status Boards. Update Engine Rotation Board	
All Day	Update Medi-Vac sites for today's work locations	
1440	Input WX Obs into WIMS : retrieve and post to Web & Clipboard (see "WIMS" section in "The Dog")	
1440	Run DAVG Obs for BHBG, WRSB, SHFN, SHFS, and BHF. Enter the ERC's into the 3 Day Average spreadsheet found in the "Intell Applications" folder on the Intel desktop. Record the generated 3 Day Averages in order on the " Observed ERC " form, in the Weather Notification Checklist , and in WildCAD under "Web Comment" in the Daily Incident (ex: BHBG E/83, WRSB VH/68, etc.)	
1440	Fill out the Sit Report Information at the bottom of this checklist - see "Observed ERC" form for instructions	
1530	Print PM Weather - Use same process as for AM Weather	
1600	**Broadcast PM Weather with ERC and Fire Danger Rating over Radios to ALL resources still in the field (Update Weather Notification Checklist as resources copy weather). Be prepared to broadcast PM weather to any staffed fires at this time	
1615	Retrieve Forecast Indices from WIMS: Print/Post to Web & Clipboard (see WIMS section in "The Dog")	
1630	Retrieve DAILY SIT Custom Report from WildCAD for the CDC Sit Report (select "Reports" from WildCAD menu > select	

	"Custom Reports")	
1630	Update/Print/Post: CDC Sit Report to Web & Clipboard (see "SIT" section in "The DOG")	
1630	Clear "*" from the Numbers tab for new fires/acres in WildCAD	
1645	Make sure 209's have been sent to RMCC or faxed to Cody Dispatch (we will input these into the computer, then send to RMCC)	
1700	Call Duty Officers for extended staffing details - if they have not updated the Daily Resource Status Summary	
1700	Update FireCodes if needed	
1730	Review IA Cards for completeness and accuracy (see checklist on back of IA cards) and file them in appropriate slots. Clean-up work areas, document post-it notes on correct forms and throw them away. Refill supplies	
1730	Wipe down your station/s with disinfection wipes - Germs are bad. Kill them at this time	
1745	Ensure all resources are home safely and set to Avail. Qtrs. (run In Service Report in WildCAD)	
1755	Complete Shift Briefing if needed	
1800	Sign off on radios: "All units, Cody Dispatch out of service, time" (Simulcast on IA East, then on IA West). Enter "CDC o/s" in the WildCAD Daily Log	
1800	Print 2 copies of the Daily Log from WildCAD. Put 1 copy in the COD Book and 1 copy to the Daily IA Card. Make sure all applicable documents are attached to the Daily IA Card in the correct order. File the Daily IA Card in the storage cabinet behind the IA desks	
1800	Take home Availability List and cell phone. Restart computers	
1800	Forward phone to answering service (Press NIGHT SVC button and then Cancel button). Call answering service to ensure phone transferred properly (307-578-5740). Tell them we are going out of service and who is on call	

Sit Report Information

Unit	BIA	BLM	County	NPS	State	USFS Bighorn	USFS Shoshone
Fire Danger Rating							
Preparedness Level							

Cody Interagency Dispatch Center
WEATHER NOTIFICATION CHECKLIST - 2015

Date: _____

Check:

AM Weather _____ PM Weather _____
 Red Flag Warning _____ Fire Weather Watch _____

Incident Action Number: _____ (For Red Flag & Fire Weather Only)

Resources Acknowledged:

BLM Worland			SHF <u>North Zone</u>			BHF WX Zone 284					
WX Zone 282,287 Broadcast Copper <u>Lander</u> WX Zone 283,289 Broadcast Limestone Cody WX Zone 275,276 Broadcast Cedar			WX Zone 286 Broadcast Dead Indian WX Zone 286 Broadcast Clayton WX Zone 286 Broadcast Woodridge <u>South Zone</u> WX Zone 288 Broadcast Cyclone Pass WX Zone 288 Broadcast Dubois-Black Mtn			Simulcast Sheridan-Dome Lovell-Medicine Mtn WX Zone 284 Simulcast Hunter Mesa, Shell Rim, and Broken Back					
OBS			OBS			OBS					
Fire Danger			Fire Danger			Fire Danger					
ERC			ERC			ERC					
BHBG WRSB			North Zone South Zone								
_____			_____			_____					
_____			_____			_____					
Unit	Copy		O/S	Unit	Copy		O/S	Unit	Copy		O/S
	am	pm			am	pm			am	pm	
E-3611 - Worland				E-642 - NZ				Bighorn E-611			
E-3411 - Worland				E-643 - NZ				Black Tooth Module			
Fuels crew - Worland				E-644 -NZ				Bighorn E-641			
E-3651 - Lander				Sqd 2 - NZ				Greybull IA			
E-3652 - Lander				Sqd 3 - NZ				Bighorn E-661			
E-3621 - Cody				Sqd 4 - NZ				Big Goose HC			
				E-631 - SZ				Wyoming IHC			
				E-651 - SZ				BHF Vet Crew			
				WK IA 1 - SZ							
				WR IA 1 - SZ							
				SHF Vet Crew							

Continued on back for Red Flag Warning and Fire Weather Watch Notifications

FOR RED FLAG WARNINGS & FIRE WEATHER WATCHES:

1) Text the Information: Time: _____ Initials: _____

Directions for texting:

- 1) In the Red Flag/Weather Watch Incident Screen, open the *Log* tab
- 2) Click the *Text/Email* button
- 3) Select *All* from the *To* drop-down menu
- 4) Briefly summarize the Red Flag/Weather Watch, press *Send*

2) Email: Time: _____ Initials: _____

Email the Watch/Warning from the Cody Dispatch gmail account. Under My Contacts select the "Weather Notification" group: See DOG for directions if unclear.

Note: Attach a copy of the sent email to this checklist.

3) Call Fire Managers:

Title	Name	Phone / Speed Dial	Acting	Time	Initials
SHF FMO SO	Mark Giacoletto	307-899-1221 / 713*			
NZ SHF FMO	Tim Klukas	307-899-0431 / 725*			
SZ SHF FMO	Jay Slagowski	307-330-6763 / 752*			
BHF FMO SO	Jon Warder	307-752-2614 / 759*			
Medicine Wheel FMO	Marvin Matthieson	307-272-8552 / 729*			
Powder River FMO	Curtis Rasmuson	307-763-0474 / 739*			
Tongue River FMO	Kevin Hillard	307-752-2612 / 717*			
Wind River/Bighorn Basin FMO	Chuck Russell	307-388-5144 / 741*			
WBD Duty Officer		307-347-3473			
WRA FMO	Robert Jones	307-330-8578 / 722*			

4) Broadcast Over the Radio: Time: _____ Initials: _____

Directions for broadcasting:

- 1) Read the Red Flag Warning/Fire Weather Watch info to all repeaters in affected zone/s, even if there are no resources showing at those locations!
- 2) Use front page of checklist to check off as resources copy the Red Flag/Weather Watch
- 3) Make sure all fire resources (if applicable) copy the report

Night Operations Checklist

Cody Interagency Dispatch Center

	Shift Briefing (See Night Shift Briefing Form)	
	Note who is on call tonight	
	Blinds pulled	
	Doors Locked	
	Add paper to printers, faxes and copy machines	
	Bag trash, (paper shredder also) and replace trash bags	
	Refill pens, pencils, clam clips, etc. at each work station	
	Make copies of shift plans & IAP's	
	Empty Paper Shredder if needed	
	Clean common desk tops, consoles, & food area	
	Other projects as assigned	

* Trash bags are in janitorial closet in hallway, extra shredder bags are located inside the shredder door.

* Office supplies are in the supply room closet down the hall.

CDC SMOKE REPORT INFORMATION

INCIDENT ACTION #: _____

Date: _____

Time: _____

Call Taker Initials: _____

Take the following information from caller:

1. Name & Phone Number of reporting party:

2. 911 Center/Dispatcher relaying report:

3. Location of reporting party:

4. Location of fire:

Legal: Twn _____ Rng _____ Sec _____

Latitude: N _____ Longitude: W _____

Landmarks:

VOR name/radial/distance if Aircraft Report:

5. Road access into fire:

6. Estimated Size of fire:

7. Fuels burning (color of smoke):

9. Anyone responding/Call Sign/ETA:

Appendix 5 - Commonly Used 3 letter ID

DISPATCH CENTERS WITHIN RMA (*Neighbors)

RMC OR RMCC	Rocky Mountain Coordination Center
CRC	Craig Dispatch Center
GJC	Grand Junction Dispatch/Air Center
MRC	Montrose Dispatch Center
DRC	Durango Dispatch Center
PBC	Pueblo Dispatch Center
FTC	Fort Collins Dispatch Center
CDC	Cody Dispatch Center (Wyoming)
GPC	Great Plains/Rapid City Dispatch Center (South Dakota)
CPC*	Casper Dispatch Center (Wyoming)
RWC*	Rawlins Dispatch Center (Wyoming)

CODY DISPATCH CENTER COOPERATORS

WBD	Worland Bighorn Basin District (Cody, Worland, Lander Field Offices)
BHF	Bighorn National Forest
SHF	Shoshone National Forest
BIP	Bighorn Canyon NRA
WRA	Wind River Agency
WYS	Wyoming State Forestry (Bighorn Division - District 3)
BHX	Bighorn County
FRX	Fremont County
HSX	Hot Springs County
PAX	Park County
SHX	Sheridan County
WAX	Washakie County
JOX	Johnson County
NAX	Natrona County
SWX	Sweetwater County
CAX	Carbon County

COMMONLY USED JETPORTS/AIRPORTS

COD	CODY
SHR	SHERIDAN
WRL	WORLAND
RIW	RIVERTON
BIL	BILLINGS

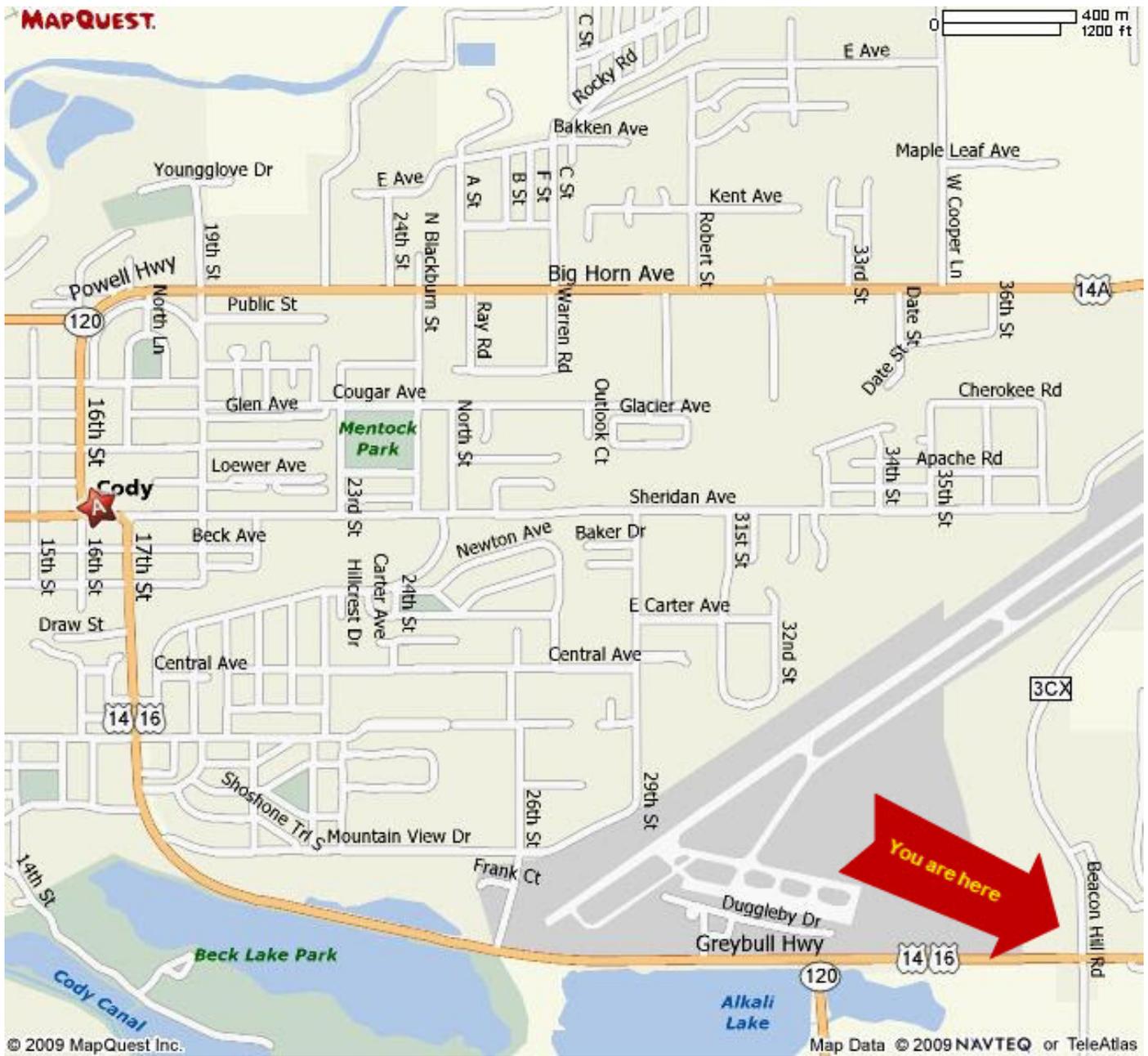
CODY MOTEL LIST 2015

MOTEL/HOTEL	ADDRESS	PHONE
Beartooth Inn	2513 Greybull Hwy	527-5505
Best Value Inn - West	720 Yellowstone Ave	587-4208
Sunrise Motor Inn	1407 8 th ST	587-5566
Best Western Sunset Motor Inn	1601 8 th ST	587-4265
Big Bear	139 W Yellowstone Ave	587-3117
Budget Host	1807 Sheridan Ave	587-4258
Buffalo Bill Antlers Inn	1213 17 th ST	800-388-2084
Carter Mountain Motel	1701 Central Ave	587-4295
Cody Legacy Inn & Suites	1801 17 th ST	587-6067
Cody Motor Lodge	1455 Sheridan Ave	800-340-2639
Comfort Inn	1601 Sheridan Ave	587-5556
Kings Inn	524 Yellowstone Ave	527-6604
Gateway Motel	203 Yellowstone Ave	587-2561
Green Creek Motel	2908 Yellowstone Hwy	877-587-5004
Holiday Inn/Buffalo Bill Village	1701 Sheridan Ave	587-5555
Irma Hotel	1192 Sheridan Ave	587-4221
Moose Creek Inn (Econo Lodge)	1015 Sheridan Ave	587-2221
Rainbow Park Motel	1136 17 th ST	587-6251
Skyline Motor Inn	1919 17 th ST	587-4201
Super 8	730 Yellowstone Ave	527-6214
Western 6 Gun Motel	423 Yellowstone Ave	587-4835
AmericInn Lodge & Suites	508 Yellowstone Ave	587-7716
Best Western Premier Ivy Inn	1800 8 th St	587-2572
The Cody	232 Yellowstone Ave	587-5915

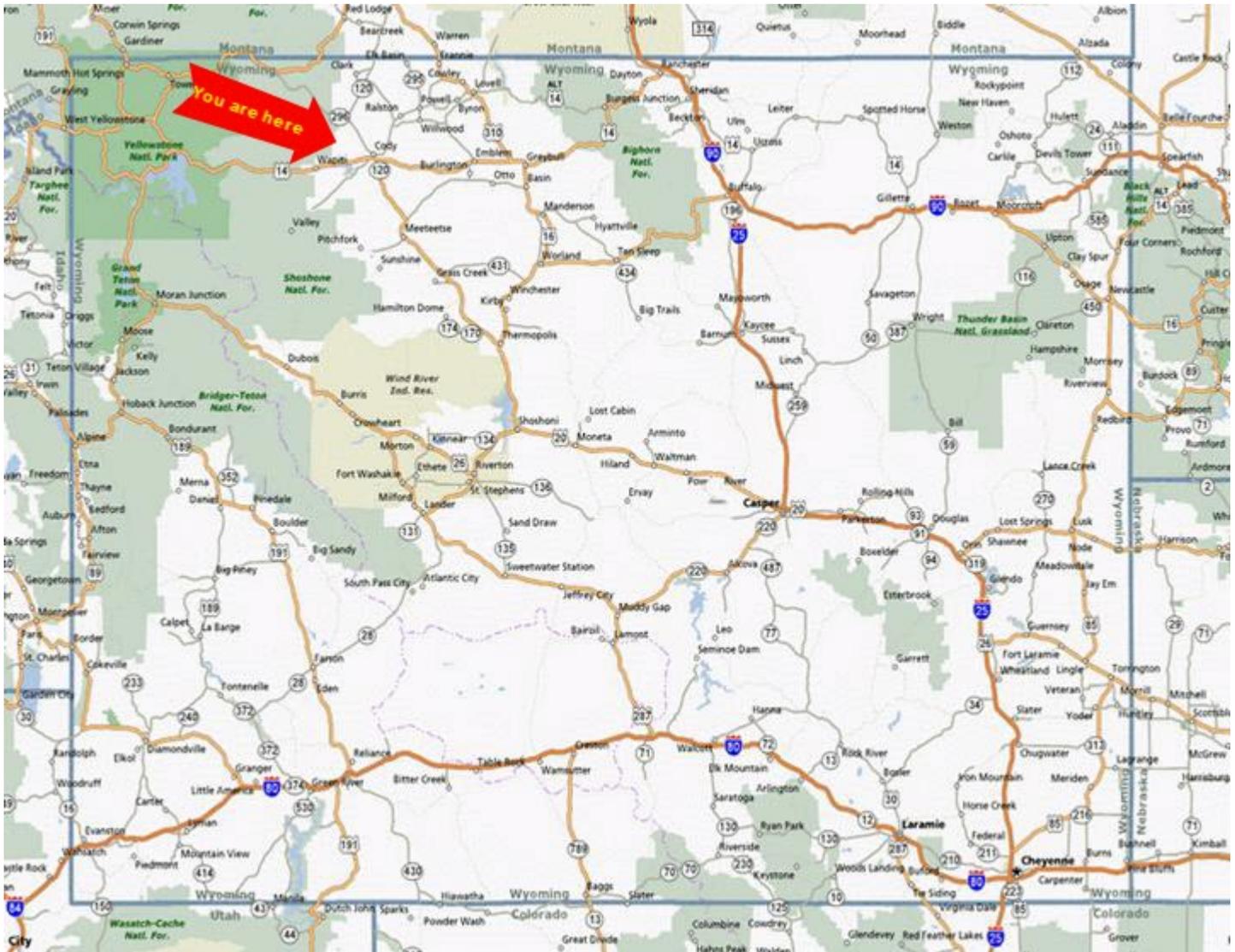
CODY RESTAURANT LIST 2015

RESTAURANT	ADDRESS	PHONE
Adriano's Italian Restaurant	1244 Sheridan Ave	527-7320
Bubba's Bar-B-Que	512 Yellowstone Ave	587-7427
Cassie's Supper Club	214 Yellowstone Ave	527-5500
El Vaquero	2425 Big Horn Ave	527-3330
Granny's	1550 Sheridan Ave	587-4829
Hong Kong Restaurant	1201 17 th ST	527-6420
Hungry Bear	2706 Big Horn Ave	587-2323
La Comida	1385 Sheridan Ave	587-9556
Nate's	1276 Sheridan Ave	587-4965
Peter's Café & Bakery	1219 Sheridan Ave	527-5040
Shiki Japanese Restaurant	1420 Sheridan Ave	527-7116
Wyoming's Rib & Chop House	1367 Sheridan Ave	527-7713
Zapata's	1362 Sheridan Ave	527-7181
Breadboard	1725 17 th St	527-5788
Irma Hotel	1192 Sheridan Ave	587-4221
Proud Cut	1227 Sheridan Ave	527-6905
Sunset House	1652 8 th St	587-2257
8 th St at Ivy	1800 8 th St	213-9021

Appendix 7 - Map of Cody



Appendix 8 - Map of Wyoming



Appendix 9 - Example of Incident Action Card (next page)

Incident Action #: 35		Incident Name:			Date:		Time:	
Incident Order Number:			FIRECODE:		Other Charge Code:		IQCS #:	
<input type="checkbox"/> SHF <input type="checkbox"/> WRA <input type="checkbox"/> PAX <input type="checkbox"/> HOX <input type="checkbox"/> BHF <input type="checkbox"/> BIP <input type="checkbox"/> WYS <input type="checkbox"/> WAX <input type="checkbox"/> WBD <input type="checkbox"/> FRX <input type="checkbox"/> BHX <input type="checkbox"/> Other _____		<input type="checkbox"/> Vegetation Fire <input type="checkbox"/> RX Fire <input type="checkbox"/> Resource Order			<input type="checkbox"/> Flight Following <input type="checkbox"/> False Alarm <input type="checkbox"/> Other _____			
FIRE SIZE UP INFORMATION								
Legal: Twn: _____ Rng: _____ Sec: _____ ¼: _____				Tentative Lat/Long:				
Geographical Description:				Reported Size:				
Reporting Party:				Phone:				
Reporting Communication Center & Dispatcher:								
Received By:				IA Dispatcher:				
FIRE SIZE UP INFORMATION								
Confirmed Legal: Twn: _____ Rng: _____ Sec: _____ ¼: _____				Confirmed Lat/Long:				
Confirmed Lat/Long:				VOR:				
Size:		Ownership @ Origin:			Complexity:			
Estimated Containment:				Estimated Control:				
Cause: L H (Specify) _____ UNK Fire Investigator: Y or N Name:				Structures Threatened: <input type="checkbox"/> WUI				
Control Problems/Hazards:				Additional Resources:				
Observed hazards:				Initial Incident Commander:				
Spread Potential: 1) Low 2) Moderate 3) High 4) Extreme Character of Fire: 1) Smoldering 3) Running 5) Torching 7) Crown/Spotting 2) Creeping 4) Spotting 6) Crowning 8) Erratic Flame Length: _____ ft Slope: 1) 0 - 25% 2) 26 - 40% 3) 41 - 55% 4) 56 - 75% 5) 76 + % Position on Slope: 1) Ridgetop 3) Upper 1/3 of Slope 5) Lower 1/3 of Slope 7) Valley Bottom 9) Flat or Rolling 2) Saddle 4) Middle 1/3 of Slope 6) Canyon Bottom 8) Mesa/Plateau Aspect: 1) Flat 2) North 3) NE 4) East 5) SE 6) South 7) SW 8) West 9) NW 10) Ridgetop Fuel Type: 1) Short Grass 4) Chaparral 7) Southern Rough 10) Timber (Litter & Understory) 13) Heavy Logging Slash 2) Timber/Grass Understory 5) Brush (2 ft) 8) Closed Timber Litter 11) Light Logging Slash 3) Tall Grass 6) Dormant Brush 9) Hardwood Litter 12) Medium Logging Slash Weather Conditions: 1) Clear 3) Building Cumulus 5) Lightning 7) Intermittent Showers 2) Scattered Clouds 4) T-Storm in area 6) Overcast 8) Heavy Showers Wind : Speed _____ MPH Gusts _____ MPH Direction _____ Elevation: _____ ft Medivac: Lat/Long _____ Hazards _____ Driving Directions: _____								
FINAL ACREAGE								
Contained: (Date, Time, Acres)			Controlled: (Date, Time, Acres)			Out: (Date, Time, Acres)		
Acres by Ownership	BLM	USFS	NPS	BIA	State	Private	Total Acres	

Appendix 10 - Shorthand Hints for Documentation

w/	with
w/o	without
+	1 + 20 (1 hour 20 minutes)
@	at
→	enroute/passed information
↑	departed/off ground
↓	arrived/on ground
a/c	Aircraft
pax	Passenger
eta	Estimated Time of Arrival
ata	Actual Time of Arrival
etd	Estimated Time of Departure
ete	Estimated Time of Enroute
RON	Remain Overnight
SOB	Souls on Board
FOB	Fuel on Board
COP	Chief of Party
TFR	Temporary Flight Restriction
IR	Infrared
PIC	Pilot in Charge
SIC	Second in Command
GACC	Geographic Area Coordination Center
COD	Coordinator on Duty
UTF	Unable to Fill
AOV	Agency Owned Vehicle
POV	Privately Owned Vehicle
MDT	Mountain Daylight Time
MST	Mountain Standard Time
PDT	Pacific Daylight Time
EDT	Eastern Daylight Time
cx	Cancelled
wx	Weather
info	Information
re:	Regarding
per	ie: per Brian
ie:	For example
t	trainee

Appendix 11 - Fourteen Day Conversion Chart

Reporting Date	14 th Day								
1-May	14-May	15-Jun	28-Jun	30-Jul	13-Aug	13-Sep	27-Sep	28-Oct	11-Nov
2-May	15-May	16-Jun	29-Jun	31-Jul	14-Aug	14-Sep	28-Sep	29-Oct	12-Nov
3-May	16-May	17-Jun	30-Jun	1-Aug	15-Aug	15-Sep	29-Sep	30-Oct	13-Nov
4-May	17-May	18-Jun	1-Jul	2-Aug	16-Aug	16-Sep	30-Sep	31-Oct	14-Nov
5-May	18-May	19-Jun	2-Jul	3-Aug	17-Aug	17-Sep	1-Oct	1-Nov	15-Nov
6-May	19-May	20-Jun	3-Jul	4-Aug	18-Aug	18-Sep	2-Oct	2-Nov	16-Nov
7-May	20-May	21-Jun	4-Jul	5-Aug	19-Aug	19-Sep	3-Oct	3-Nov	17-Nov
8-May	21-May	22-Jun	5-Jul	6-Aug	20-Aug	20-Sep	4-Oct	4-Nov	18-Nov
9-May	22-May	23-Jun	6-Jul	7-Aug	21-Aug	21-Sep	5-Oct	5-Nov	19-Nov
10-May	23-May	24-Jun	7-Jul	8-Aug	22-Aug	22-Sep	6-Oct	6-Nov	20-Nov
11-May	24-May	25-Jun	8-Jul	9-Aug	23-Aug	23-Sep	7-Oct	7-Nov	21-Nov
12-May	25-May	26-Jun	9-Jul	10-Aug	24-Aug	24-Sep	8-Oct	8-Nov	22-Nov
13-May	26-May	27-Jun	10-Jul	11-Aug	25-Aug	25-Sep	9-Oct	9-Nov	23-Nov
14-May	27-May	28-Jun	11-Jul	12-Aug	26-Aug	26-Sep	10-Oct	10-Nov	24-Nov
15-May	28-May	29-Jun	12-Jul	13-Aug	27-Aug	27-Sep	11-Oct	11-Nov	25-Nov
16-May	29-May	30-Jun	13-Jul	14-Aug	28-Aug	28-Sep	12-Oct	12-Nov	26-Nov
17-May	30-May	1-Jul	14-Jul	15-Aug	29-Aug	29-Sep	13-Oct	13-Nov	27-Nov
18-May	31-May	2-Jul	15-Jul	16-Aug	30-Aug	30-Sep	14-Oct	14-Nov	28-Nov
19-May	1-Jun	3-Jul	16-Jul	17-Aug	31-Aug	1-Oct	15-Oct	15-Nov	29-Nov
20-May	2-Jun	4-Jul	17-Jul	18-Aug	1-Sep	2-Oct	16-Oct	16-Nov	30-Nov
21-May	3-Jun	5-Jul	18-Jul	19-Aug	2-Sep	3-Oct	17-Oct	17-Nov	1-Dec
22-May	4-Jun	6-Jul	19-Jul	20-Aug	3-Sep	4-Oct	18-Oct	18-Nov	2-Dec
23-May	5-Jun	7-Jul	20-Jul	21-Aug	4-Sep	5-Oct	19-Oct	19-Nov	3-Dec
24-May	6-Jun	8-Jul	21-Jul	22-Aug	5-Sep	6-Oct	20-Oct	20-Nov	4-Dec
25-May	7-Jun	9-Jul	22-Jul	23-Aug	6-Sep	7-Oct	21-Oct	21-Nov	5-Dec
26-May	8-Jun	10-Jul	23-Jul	24-Aug	7-Sep	8-Oct	22-Oct	22-Nov	6-Dec
27-May	9-Jun	11-Jul	24-Jul	25-Aug	8-Sep	9-Oct	23-Oct	23-Nov	7-Dec
28-May	10-Jun	12-Jul	25-Jul	26-Aug	9-Sep	10-Oct	24-Oct	24-Nov	8-Dec
29-May	11-Jun	13-Jul	26-Jul	27-Aug	10-Sep	11-Oct	25-Oct	25-Nov	9-Dec
30-May	12-Jun	14-Jul	27-Jul	28-Aug	11-Sep	12-Oct	26-Oct	26-Nov	10-Dec
31-May	13-Jun	15-Jul	28-Jul	29-Aug	12-Sep	13-Oct	27-Oct	27-Nov	11-Dec
1-Jun	14-Jun	16-Jul	29-Jul	30-Aug	13-Sep	14-Oct	28-Oct	28-Nov	12-Dec
2-Jun	15-Jun	17-Jul	30-Jul	31-Aug	14-Sep	15-Oct	29-Oct	29-Nov	13-Dec
3-Jun	16-Jun	18-Jul	31-Jul	1-Sep	15-Sep	16-Oct	30-Oct	30-Nov	14-Dec
4-Jun	17-Jun	19-Jul	1-Aug	2-Sep	16-Sep	17-Oct	31-Oct	1-Dec	15-Dec
5-Jun	18-Jun	20-Jul	2-Aug	3-Sep	17-Sep	18-Oct	1-Nov	2-Dec	16-Dec
6-Jun	19-Jun	21-Jul	3-Aug	4-Sep	18-Sep	19-Oct	2-Nov	3-Dec	17-Dec
7-Jun	20-Jun	22-Jul	4-Aug	5-Sep	19-Sep	20-Oct	3-Nov	4-Dec	18-Dec
8-Jun	21-Jun	23-Jul	5-Aug	6-Sep	20-Sep	21-Oct	4-Nov	5-Dec	19-Dec
9-Jun	22-Jun	24-Jul	6-Aug	7-Sep	21-Sep	22-Oct	5-Nov	6-Dec	20-Dec
10-Jun	23-Jun	25-Jul	7-Aug	8-Sep	22-Sep	23-Oct	6-Nov	7-Dec	21-Dec
11-Jun	24-Jun	26-Jul	8-Aug	9-Sep	23-Sep	24-Oct	7-Nov	8-Dec	22-Dec
12-Jun	25-Jun	27-Jul	9-Aug	10-Sep	24-Sep	25-Oct	8-Nov	9-Dec	23-Dec
13-Jun	26-Jun	28-Jul	10-Aug	11-Sep	25-Sep	26-Oct	9-Nov	10-Dec	24-Dec
14-Jun	27-Jun	29-Jul	11-Aug	12-Sep	26-Sep	27-Oct	10-Nov	11-Dec	25-Dec

Appendix 12 - "What You Really Want", a Supply Cheatsheet

<u>WHAT YOU REALLY WANT</u>	<u>WHAT TO ORDER, AND HOW TO WORD IT</u>
<p>100 Mile an hour tape 250 Person Camp AFFF Alumagel Blivet, Sling tank Chapstick Chin Strap Circus Flagging Clamshell Cubies, Cubitainers Domar Duct Tape Eye Protection Fedcoes, Piss Pumps, etc. Fiber Tape Fireline Handbook First Aid Supplies Fittings Flagging Flight Suits Fold-a-Tank Forester Nozzle Garden Hose Gas Can for Mark 3 Pump Glass Tape Guides Catalogs, Handbooks Hardhat Helipad Number Nails Helipad Numbers Jerry Can King Radio Clamshell Male/Female Fittings MRE's, Rats, etc. Pants Parachute Line Passenger Manifest Books Ping Pong Balls Polybinder Port-a-Tank Pumpkin Tank Pyramid Tanks Raybinder Receipts, Reports, etc. Resource Locator Salamander Scwrench Shroudline Silvex Smudge Pot SPH-4 T-Card Holder Trousers Tuna Nets Visqueen Wash Bowl Water Thief "Y", Gated Wye</p>	<p>Tape, Duct Mobile Cache Support Van, 250 Person Foam, Expansion Fuel Thickening Compound, Surefire Bag, Slingable, 72 GL Lip Balm Strap, Chin Flagging, Perimeter, Multi-colored Pennants Holder, Radio Battery Container, 5 Gal Container, Fuel/Oil, 2 Compartment Tape, Duct Glasses or Goggles Pump, Backpack Tape, Filament Manuals, Fireline Handbook Medical Adapter, Coupling, Reducers, Increases, Valves Ribbon, Flagging Coveralls, Nomex Flight (specify size) Tanks—Lots of Choices Nozzle, Twin Tip Hose, Garden, Collapsible Tank, Gasoline 5 GAL Pump Adapted Tape, Filament Manuals Helmet, Safety Pins, Panel, Hold Down Panels, 1-10 Can, 5 Gal Gas Jeep Holder, Radio Battery Couplings Food, Meals (MRE'S) Jeans Cord, Nylon Shroud Form, Interagency Helicopter Passenger/Cargo Manifest Aerial Ignition Device, Ping Pong Balls Dust Control, Soil Stabilizer Tanks—Lots of Choices Tank, Free Standing—Choose Size Bag, Slingable, 72 GAL Dust Control, Soil Stabilizer Forms (Choose the One You Need) Sorter, Card, T Heater, Orchard Tool, Combination, Chainsaw (Choose the Brand) Cord, Nylon Shroud Foam, Fire, Silvex Heater, Orchard Helmet, Flight Sorter, Card, T Jeans Net, Cargo, Lightweight, 300# Sheeting, Plastic Basin Tee, Hoseline Valve, Wye</p>

Appendix 13 - Aviation Boundary Operations Checklist

AVIATION BOUNDARY OPERATIONS CHECKLIST

The boundary between adjacent dispatch centers has the potential for conflicted airspace when more than one dispatch center dispatches aviation resources to the common corridor. The common corridor, for purposes of airspace de-confliction, is defined as the area 5 statute miles on either side of the boundary line. Cody Interagency Dispatch Center shares boundaries with:

- Billings Interagency Dispatch Center to the Northeast
- Rawlins Interagency Dispatch Center to the South
- Casper Interagency Dispatch Center to the East
- Bozeman Interagency Dispatch Center to the Northwest
- Teton Dispatch Center to the West

The following check list provides dispatchers with a quick check insuring all procedures have been followed. This check list will be used for notifications to Cody Dispatch Center from another center, or when Cody Dispatch is notifying another Dispatch Center of operations in the boundary area.

_____ Notified the involved dispatch center providing:

- tail number/call sign
- aircraft type
- mission
- frequencies
- location
- expected duration operation
- type of Flight Following (radio or automated)
- planned operational altitude if known

_____ Common frequencies assigned to all known responding aircraft

_____ Flight following initiated

_____ Pilots briefed on:

- frequencies
- other aircraft in area (tail number/call sign, aircraft type, location, mission)
- other known hazards

_____ Ground forces aware of aircraft and briefed on:

- frequencies
- aircraft type
- aircraft call sign
- mission
- location

Refer to the BLM National Airspace Boundary Management Plan for additional information.