

CRAIG INTERAGENCY DISPATCH CENTER CONTINUATION OF OPERATIONS PLAN

Revised February 25th, 2013

Purpose

This Continuation of Operations Plan (COOP) is intended to establish procedures for relocation of the Craig Interagency Dispatch Center in the event of an evacuation/or closure of the Little Snake Field Office.

Objectives

Provide for a safe, orderly relocation of dispatch center operations minimizing the impact to field personnel.

Procedures

Emergency Evacuation – this is defined as an eminent threat (fire, smoke, hazmat, etc) to personnel located in the Little Snake Field Office complex.

Evacuation procedures will follow the process outlined in the Little Snake Field Office Emergency Operations Plan. In the event of an emergency evacuation, the designated rendezvous point (muster site) is the **southwest corner of the employee parking lot**. Once the building has been safely cleared and everyone accounted for the Dispatch Center Manager or acting, with concurrence from the Field Office Manager or acting will determine the need to relocate at which time this plan will be activated.

If time allows:

Immediate Tasks

- _ Forward the telephone to the answering service
- _ Declare the dispatch center out of service via the radio
- _ Print-out WildCad Logs, Logoff Computers
- _ Fax COOP Implementation Notification to Group 2 in Fax machine
- _ Pre-made coversheets are located above Fax Machine.
- _ Search/Speed Dial 2) Scroll → button to find COOP Group 2 3) Fax Start
- _ Secure office-doors locked, windows closed
- _ Take the daily status sheets/briefing, WildCad Daily Log print-out, WildCad thumb drive, & keys to the Dispatch Ride (Located near exit)
- _ Evacuation kit. (Located under Aircraft desk)
- _ Aircraft laptop & air card
- _ Sweep the fire management area and break room

From the Muster Site

- └ Account for all personnel in dispatch. (EDSP should account for expanded dispatch personnel if operational).
- └ Call the answering service, advise them we have forward the phones to them and provide cell number (970-756-1117) for contact.
- └ Pull out Dispatch Ride (if available) and re-establish radio contact with field resources. If vehicles are unavailable, a handheld radio is in the evacuation kit.

Non-emergency Evacuation/Relocation

This encompasses those situations where life is not eminently threatened, but the need to relocate could be due to other circumstances such as anticipated threat, building issues, etc. In these instances personnel will be notified of the decision to relocate and this plan activated.

The reason for relocating will determine whether it will be a long term (in excess of 24 hours) or short term (less than 24 hours) relocation. In the event of long term relocation, the short term relocation procedures will still need to be implemented.

Responsibilities

The Dispatch Center Manager or Acting will assign responsibilities based on staffing at the time of the emergency.

- IA Dispatcher will perform the Immediate Tasks
- IA Dispatcher will obtain the Equipment Needed
- Assistant Center Manager will make Contacts

Short-Term Relocation

For relocation needs of less than 24 hours the dispatch center will utilize one of the following as available in the order listed:

Regional Emergency Communications Center/Public Safety Justice Center located at 800 W. First Street

Phone: 824-6501 or 824-4495

Holiday Inn or other available hotels- will need to be called to rent a suite
Phone: 824-4000

Equipment

- ┌ Two vehicles with mobile radios
- ┌ Handheld Radio for communications between dispatchers and the vehicle communications
- ┌ Cellular Phones
- ┌ Laptops (3) (Aircraft Laptop, Center Manger’s laptop, Assistant Center Manger’s laptop (BLM & FS))

Contacts - Notify as soon as possible

- | | |
|---------------------------------------|------------------|
| ┌ All FMOs | Craig Mob Guide |
| ┌ Cooperators | Craig Mob Guide |
| ┌ Ed Hendricks, LEO | 826-5006 w |
| ┌ Rocky Mountain Coordination Center | 303-445-4300 |
| ┌ Grand Junction Air Center | 970-257-4800 |
| ┌ Colorado State Patrol/Moffat County | 824-6501 |
| ┌ Hahn’s Peak/Bears Ears RD | 870-2290 |
| ┌ Dinosaur National Monument | 374-3016 |
| ┌ White River Field Office | 878-3601/3824 |
| ┌ Yampa RD | 638-4516 |
| ┌ Parks RD | 723-8204 |
| ┌ Off Duty Dispatch Personnel | |
| ┌ Craig Hotshot Superintendent | 826-5111 |
| ┌ Radio and IT personnel | See call up list |

Long-Term Relocation

Once it has been determined that the relocation will be longer than 24 hours an order will be placed for the Mobile Communications Unit if it is not on our unit. Location for delivery will be dependant upon the reason for evacuation.

Emergency Evacuation Kit

An Emergency Evacuation Kit has been prepared with forms, supplies, reference material to be used in the case of an evacuation.

LOCATION:

Under the aircraft desk, it is a black case with bright yellow/green flagging attached to the handle.

Kit Contents:

- National Mobilization Guide
- Rocky Mountain Mobilization Guide
- CRC Mobilization Guide
- Phone Book
- Phone Directories (tarifolds)
- Notepads
- Pens/Pencils/Markers
- Timer
- Misc. Office Supplies
- Blank Computer Disks
- Dry Erase Board & Markers
- Resource Orders
 - Aircraft
 - Crews
 - Equipment
 - Overhead
 - Supply
- Resource Order Documentation Sheets
- Unnumbered Incident Action Cards and Message Logs
- Flight Follow logs
- Yellow Smoke Report Forms
- General Message Forms
- Intel Forms
- ICS-209
- Atlas
- Field Operations Guide
- WildCAD Book and Quick Reference card
- LSFO COOP Plan

Return to Normal Operations

Once the situation for the evacuation/relocation has been remedied the decision to move dispatch back to the Little Snake Office Facility will be made with concurrence from the Little Snake Field Manager, Dispatch Center Manager, and Law Enforcement if appropriate. The move back to the Dispatch Center facilities will not be conducted in the middle of the operational period without prior planning and consensus. Field units will be notified prior to the move with associated timeframes communicated.

- All equipment will be accounted for by the Assistant Center Manger/Center Manager and returned to its proper location.
- The Emergency Evacuation Kit will be refurbished by the Initial Attack Dispatchers and placed in its proper location.
- Notification to the Contacts will be made including faxing Deactivation of COOP Notification to Group 2 in fax.

An after-action review will be conducted.