**CRAIG INTERAGENCY DISPATCH CENTER**

**CONTINUATION OF OPERATIONS PLAN**

**Revised February, 2014**

**Purpose**

This Continuation of Operations Plan (COOP) is intended to establish procedures for relocating 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 while minimizing the impact to field personnel.

**Muster Location**

In the event of an emergency evacuation, the designated rendezvous point (muster site) is the **SOUTHWEST CORNER OF THE EMPLOYEE PARKING LOT BY THE SMOKEY SIGN.**

**Emergency Evacuation Kit**

An Emergency Evacuation Kit is located under the aircraft desk. It is a black rolling suitcase with bright yellow and green flagging attached to the handle. It contains forms, supplies, and reference materials to be used in the event of an evacuation.

Kit Contents:

* Handheld King radios (2)
* AA batteries for the radios
* National, Rocky Mountain, and CRC Mobilization Guides
* Telephone Book and Tarifold
* Notepads, pens, pencils, and markers
* Aircraft timer
* Misc. Office Supplies
* Thumb drive containing electronic copies of most documents, forms, and guides
* Resource Orders: Aircraft, Crews, Equipment, Overhead, Supply, Documentation
* Unnumbered Incident Action Cards and Message Logs
* Flight Follow logs
* Smoke Report Forms
* General Message Forms
* ICS-209
* Road Atlas
* Field Operations Guide
* WildCAD Quick Reference card
* LSFO COOP Plan
* BLM Laptop, power cord, and mouse under AFF console disconnect and put in kit

**Emergency Procedures**

**Immediate Evacuation**

This is defined as an imminent threat (fire, smoke, hazmat, etc.) to life or safety for personnel located in the Little Snake Field Office complex.

**If it is safe and there is time to do so**, the supervisor in charge will direct employees to the muster site, immediately engage the answering service and obtain:

* the keys to the dispatch SUV (if available)
* the keys to another vehicle with mobile radio (if available, consider the PIO SUV, the Cache Utility truck, or an FMO vehicle)
* the COOP, daily staffing and briefing reports located by the door
* the evacuation kit located under the aircraft console
* the WildCAD backup thumb drive located by the supervisor’s computer

Evacuation procedures will follow the process outlined in the Little Snake Field Office Emergency Operations Plan. 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 the short or long term relocation plan will be activated.

**From the Muster Site**

* Account for all dispatch personnel. If Expanded Dispatch is open, the EDSP should account for expanded dispatch personnel.
* Call the answering service and advise them we have forwarded the phones and provide them with cell numbers for contacts.
* From a vehicle, re-establish radio contact with field resources. If vehicles are unavailable, a handheld radio is in the evacuation kit. If necessary, State Patrol will allow use of their DTR system.

**Non-emergency Evacuation/Relocation[[1]](#footnote-1)**

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

The reason for relocating will determine the need for long term (more than 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.

**Short-Term Relocation**

If Federal resources are unable to engage in suppression actions due to lack of communications, ask for assistance from cooperators using their radio communications systems.

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

*Craig Regional Emergency Communications Center/Public Safety Justice Center*

 800 W. First Street Craig, CO Phone: 970-824-6501 or 970-824-4495

Their DTR system may be used to contact Federal resources via the 800 radios. CRCC also has the Cedar base on their system.

*Clarion Inn and Suites* or other available hotels—rent a suite. Location and contact information will be in the Tarifold.

RMCC may be able to assist with processing ROSS orders until a relocation site and internet access has been established.

**Long-Term Relocation**

Depending on the anticipated duration of the relocation, the necessity for coverage in the field, and radio system functionality, site options for operations would include those listed under Short Term Relocation with the addition of the following option(s):

*White River Field Office*

 220 E. Market Street Meeker, CO Phone: 970-878-3800

 *Kremmling Field Office (unverified for 2014)*

 2103 E. Park Avenue Kremmling, CO Phone: 970-724-3000

 *Vernal Dispatch (unverified for 2014)*

 355 N Vernal Avenue Vernal, UT Phone: 435-789-7021

 *Hahn’s Peak Bears Ears Ranger District Office (unverified for 2014)*

 925 Weiss Drive Steamboat Springs, CO Phone: 970-870-2299

 **Responsibilities**

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

* IA Dispatcher(s) will perform Immediate Tasks
* Assistant Center Manager will obtain Equipment Needed
* Center Manager will make contacts

*Immediate Tasks*

* Take the daily status sheets/briefing, WildCad Daily Log print-out, WildCad thumb drive, & keys to the dispatch SUV
* Obtain the evacuation kit (located under Aircraft desk)
* Email or fax COOP implementation notification
	+ - Text Alert notification group in the dispatch Gmail account
		- Group 2 in Fax machine. Pre-made coversheets are located above the Fax Machine.
			* Search/Speed Dial
			* Scroll 🡪 button to find COOP Group 2
			* Fax Start

 *Immediate Tasks (continued)*

* Declare the dispatch center out of service over the radio
* Print-out WildCad logs, logoff computers
* Secure office: doors locked, windows closed, lights off
* Forward the telephone to the answering service
* Sweep the fire management area and break room

*Equipment*

* Two vehicles with mobile radios
* Two handheld radios for communications between dispatchers and vehicle communications
* Laptops (3): COOP laptop (BLM), Center Manger’s laptop (BLM), Assistant Center Manger’s laptop (USFS)

*Contacts – Establish telephone and/or radio contact as soon as possible*

* All CRC Unit FMOs Tarifold/Speed Dial List
* County operators Tarifold/Speed Dial List
* Ed Hendricks, LEO 970-757-0330
* Rocky Mountain Coordination Center 303-445-4300
* Grand Junction Air Center 970-257-4800
* Colorado State Patrol/Moffat County 970-824-6501
* Hahn’s Peak/Bears Ears RD 970-870-2290
* Dinosaur National Monument 970-374-3016
* White River Field Office 970-878-3800
* Kremmling Field Office 970-724-3000
* Yampa RD 970-638-4516
* Parks RD 970-723-8204
* Craig IHC Superintendent Tarifold/Speed Dial List
* Radio and IT personnel Tarifold/Speed Dial List
* Off Duty Dispatch Personnel Tarifold/Speed Dial List

RMCC may be able to assist with processing ROSS orders until a relocation site has been established.

**Return to Normal Operations**

Once the situation which called for evacuation 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 an 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.**

I have reviewed the Craig Interagency Dispatch Center Continuation of Operations Plan and approve the final publication.

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Little Snake Field Office Manager Date

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White River Field Office Manager Date

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NWCFMU Unit FMO Date

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Craig Interagency Dispatch Center Manager Date

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BLM Communications Manager Date

1. In the event of a power outage, all contacts and notifications will need to be made by cell phone, external land-line telephone, or with a mobile or hand-held radio. See list of contacts on page 4. [↑](#footnote-ref-1)