

DURANGO INTERAGENCY
DISPATCH CENTER
INCIDENT MANAGEMENT
TEAMS
BRIEFING PLAN

2012

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- **Incident Preparation Document and IMT Briefing**
 - **Unit Incident Response Information:** All Units should prepare for a Large Fire Incident on their unit.
 - **In preparation:**
 - Duplicate this IMT Large Incident Package.
 - Complete appropriate sections of the Agency Incident Briefing *in advance* of a large fire.
 - Update your local contact information in the Directory Section.
 - Provide the IMT with the following:
 - ❖ Unit Fire Management Plan.
 - ❖ Local Unit Map.
 - ❖ Incident County Operating Plan.
 - ❖ Hard Copy of the WFDSS, as completed at that time.
- **At the time of an Incident:**
 - **Complete the remainder of applicable forms** and sections at the time of an incident. (See IMT Preparation Documents Disc (Delegation of Authority, etc)).
 - **Insure the WFDSS is completed and provide hard copy to the IMT.**
 - **Provide Topographical maps** of the Incident Area.
 - **The following people must meet** with incoming Incident Management Teams and Buying Teams:
 - The Fire Management Officer.
 - Agency Administrator
 - Agency Administrative Officer or Budget Officer
 - Fire Information Officer.
 - Dispatch Center Manager and/or Expanded Dispatch Supervisory Dispatcher
- **An Incident Management Team package should contain:**
 - **+ DRC Frequency Guide**
 - **+ DRC Area Mobilization Guide**
 - **+ Directories** (Includes: Media Contacts, Emergency Medical Contacts, etc)
 - **+ DRC Service and Supply Plan**
 - **+ DRC Area Resource Briefing Package** (includes Pocket Cards)
 - *** San Juan NF Map, BLM maps (covers NPS and BIA lands)**
 - *** Unit Fire Management Plan**
 - *** Local Unit Map**
 - *** Topographical maps** of the Incident Area
 - **** IMT Preparation Documents** (includes WFDSS, Delegation of Authority, etc)
 - *** Incident County Operating Plan**

(NOTE: + This Information (plus more) is contained on the current year DRC CD)

(NOTE: * Local Unit will need to provide or update this information)

(NOTE: ** In preparation for a Large Fire Incident, local units can complete several sections of the Agency Incident Briefing in advance.)

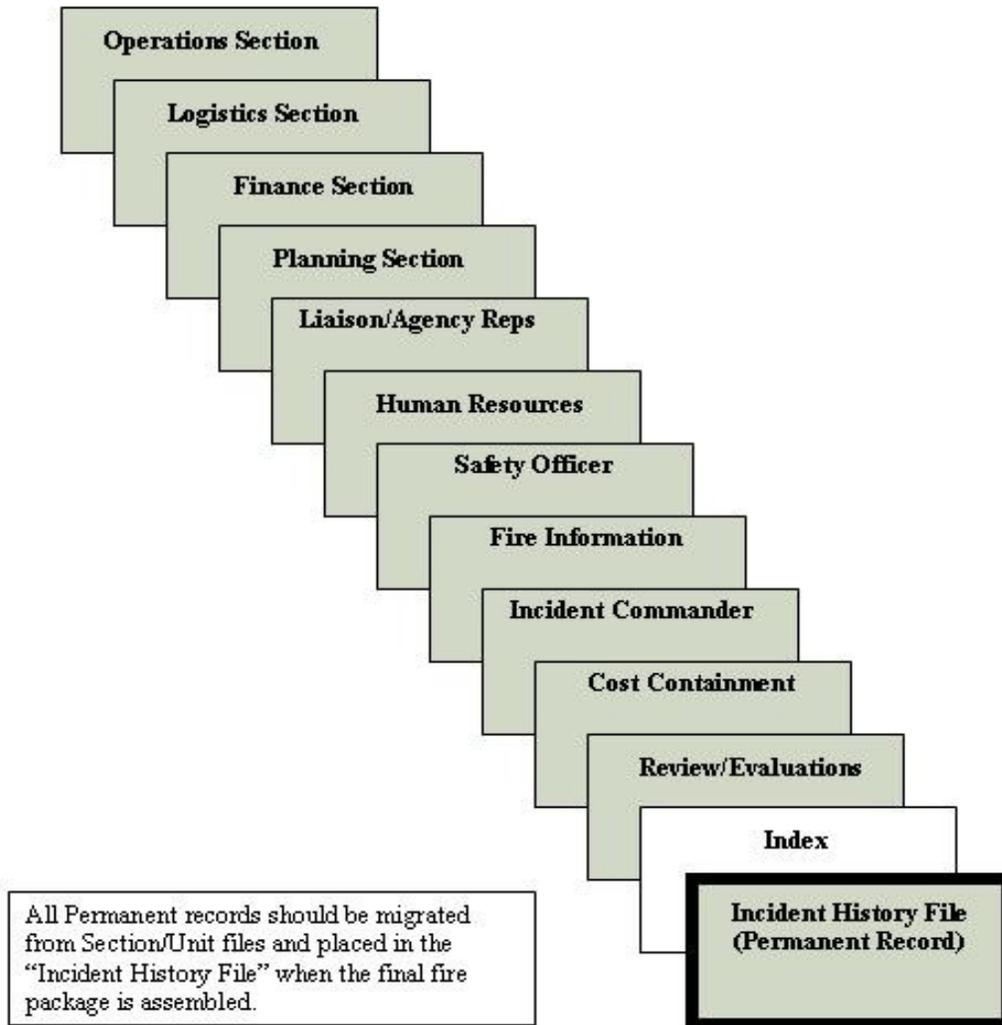
- **IMT Briefing, the Durango Interagency Dispatch Area** encompasses the southwest corner of Colorado, roughly extending from the New Mexico border on the south, north to Red Mountain Pass, the Utah border on the West and East to Wolf Creek Pass.
 - **The Durango Interagency Dispatch Center (DRC)** supports the following:
 - Archuleta County
 - Colorado State Forest Service
 - Dolores County
 - La Plata County
 - Mesa Verde National Park
 - Montezuma County
 - San Juan County (Silverton)
 - San Juan Public Lands (USFS/BLM)
 - Southern Ute Agency
 - Ute Mountain Ute Agency
 - **The staff at Durango Dispatch Center is:**
 - Center Manager - Kit Kemsley
 - Asst. Center Manager/ Logistics – Justin Moore
 - Aircraft/IA Dispatcher – VACANT
 - IA Dispatcher – Heather Cave
 - Intelligence/Logistics - David Lenihan
 - **DRC Operations:**
 - **Durango Dispatch (DRC)** is staffed or on-call 24hr a day, year around.
 - **DRC is staffed 7 days** a week during the fire season; normal operating hours are 0800-1800.
 - **DRC Location:** DRC is located at the Durango Tech Center, which is off Highway 160:
 - San Juan Public Lands Building
 - 15 Burnett Court
 - Durango CO 81301.
 - **DRC Contact:**
 - DRC 24 hour phone number is (970) 385-1324.
 - DRC FAX number is (970) 385-1386.
 - DRC e-mail is codrc@dms.nwcg.gov.
 - **Durango Dispatch Center (DRC) IMT response actions (IMT-1 or 2)**
 - **DRC will activate** expanded dispatch operation
 - **Order a buying team**
 - **Place the automatic orders** (see DRC Expanded Dispatch Plan)
 - **Work with the IMT Logistics** to obtain and begin ordering
 - their IMT pre-order.
 - **Provide IMT** with copies of all current Resource Orders
- **Agency Administrator Response Actions:**
 - **The Agency Administrator (AA)** will, prior to the arrival of the IMT, a completed Line Officer Briefing Package, WFSS and delegation of authority for the IMT.

- **DRC** will work with the local unit FMO to determine the date, time and location of the Line Officer/local Incident Commander Briefing (ICS-201) and suggested Incident Command Post (ICP) location.
- Depending on the location and agency of the incident, briefings should allow for enough room for briefing attendees, have telephone access, motel in the vicinity, easy access to an Airport or helibase (for recon). Pre-identified briefing locations are Pagosa Springs, Durango, Cortez, Ignacio, and Towaoc.
- **It is preferred that IMT's not be assigned an Initial Attack area beyond their incident. Instead, negotiate Incident resources DRC area can borrow for initial attack. Contact Durango Dispatch Center Manager for details.**
- **Large Incident IA Staging** - During times of resource shortages or high levels of activity. The DRC area may request assistance from Incident Management Teams with Initial Attack Forces. These forces would be kept on a DRC Support Order but staged (fed and bed) at the incident. The incident will be given a copy of the Resource Order for their records. Resources will not be placed on the Large incident's resource order.
- **Reference Material** includes the Current Year **DRC CD**. Its contents are;
 - DRC Area Frequency Guide.
 - DRC, RMA and National Mobilization Guides.
 - Contact Directories (Includes: Media Contacts, Emergency Medical Contacts, etc).
 - DRC Area Service and Supply Plan (Includes County Operating Plan).
 - DRC Area Expanded Dispatch Plan.
 - DRC Area Resource Briefing Package (includes Pocket Cards).
 - IMT Preparation Documents (includes Delegation of Authority, etc).
 - Cooperating County AOPs.
- **Units should also provided IMT** with a Hard Copy of:
 - DRC Frequency Guide.
 - Directory (Includes: Safety, Media Contacts, Emergency Medical Contacts, etc).
 - DRC Area Resource Briefing Package (includes Pocket Cards).
 - San Juan NF Map.
 - BLM maps (covers NPS and BIA lands).
 - Unit Fire Management Plan.
 - Local Unit Map.
 - Topographical maps of the Incident Area.

NOTE: Aircraft Resource Orders and other documentation must be obtained from Initial Attack Dispatch for inclusion with the final package.

Wildland Fire Incident Records

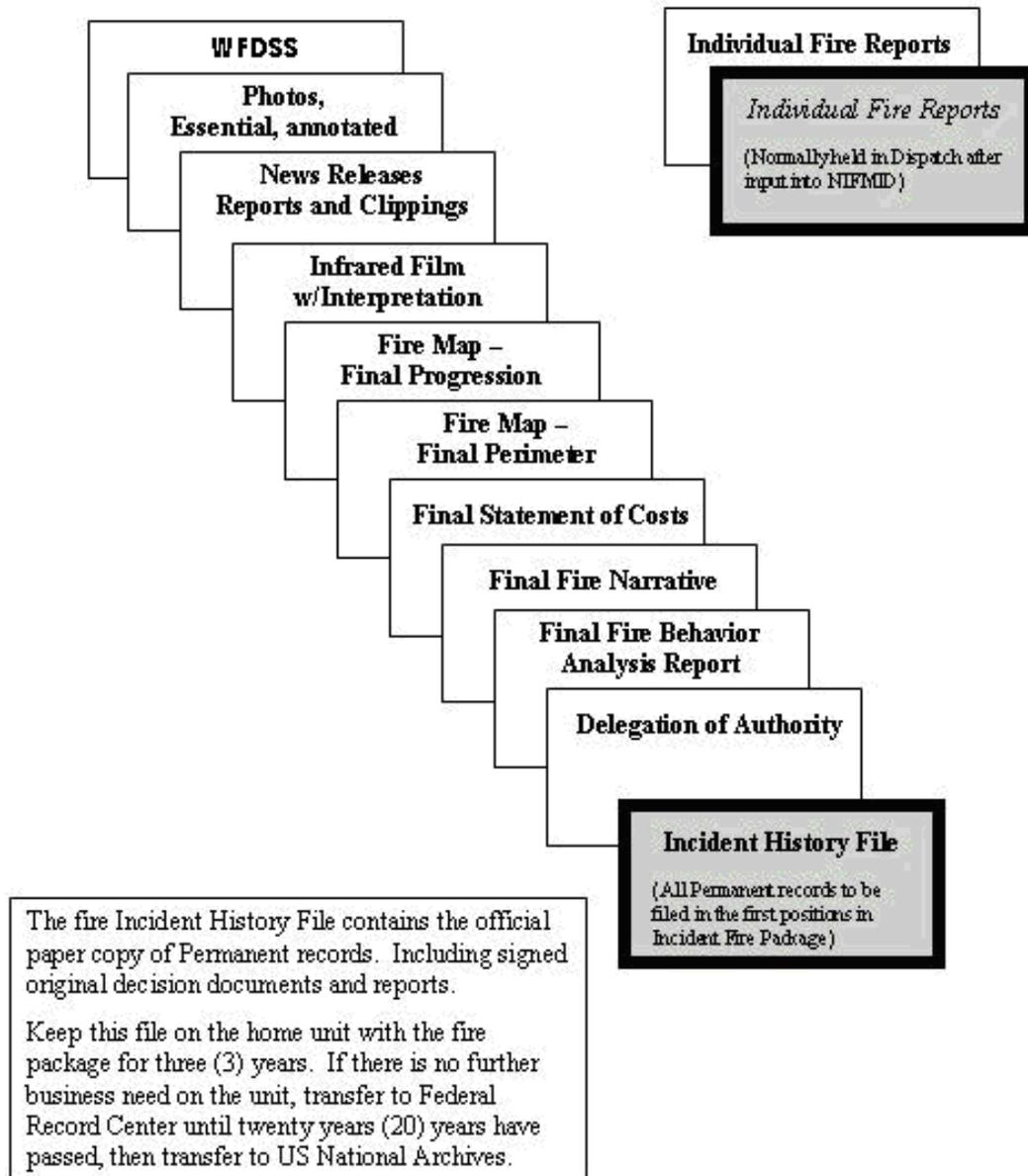
Paper Copy Filing Scheme



APPENDIX B - Wildland Fire Incident Record, Filing Scheme

Wildland Fire Incident Records

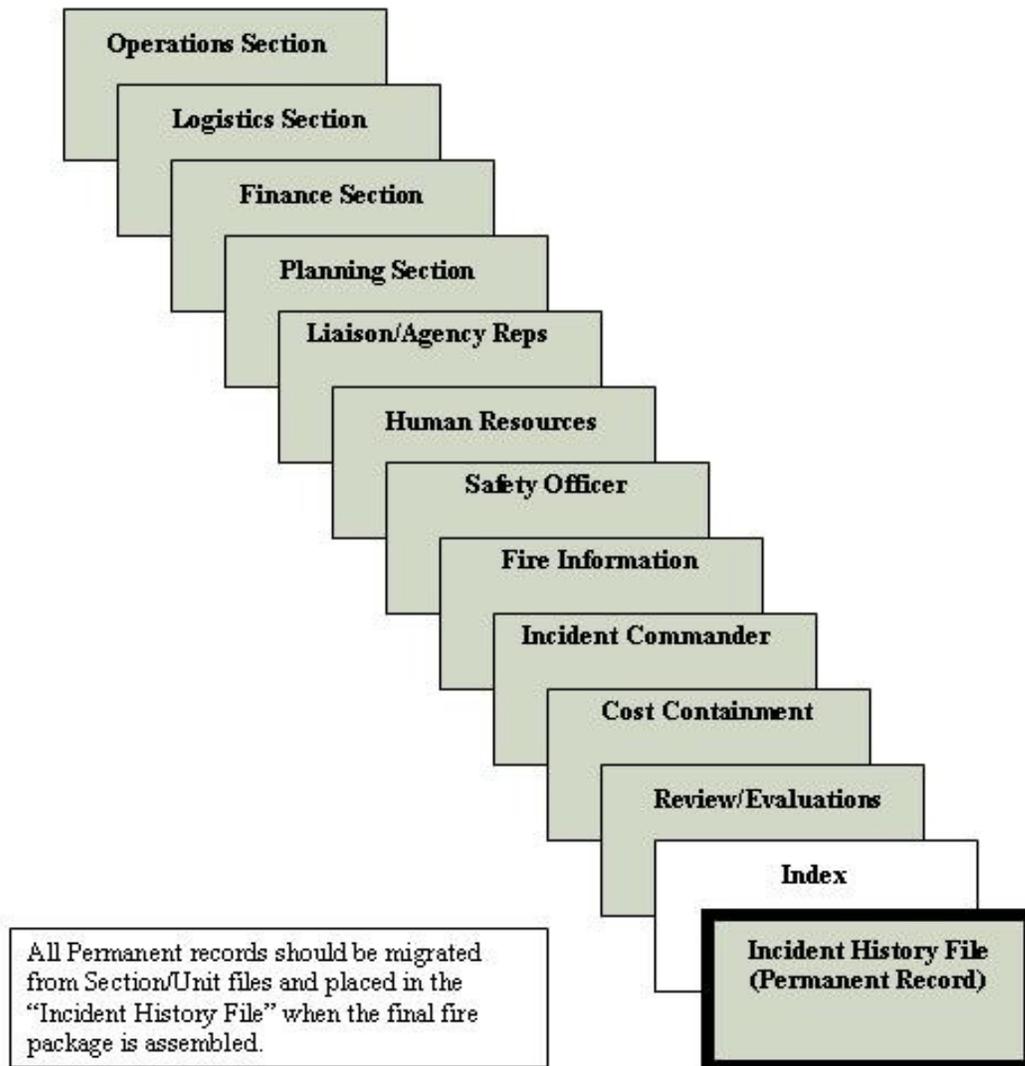
Incident History File Contents



APPENDIX C - Wildland Fire Incident Records, File Contents

Wildland Fire Incident Records

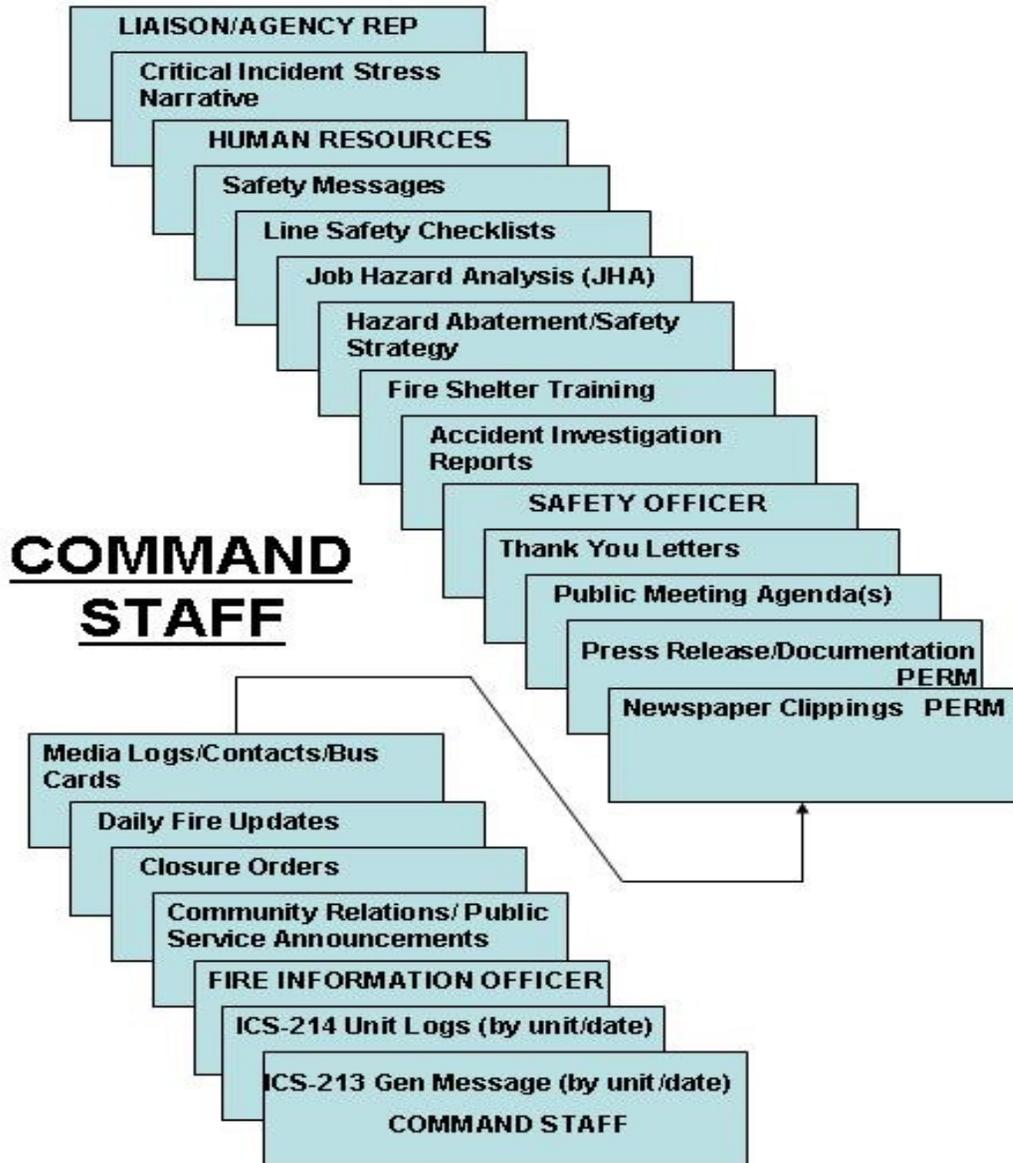
Paper Copy Filing Scheme



APPENDIX D - Wildland Fire Incident Records, Paper Copy Files

Wildland Fire Incident Records

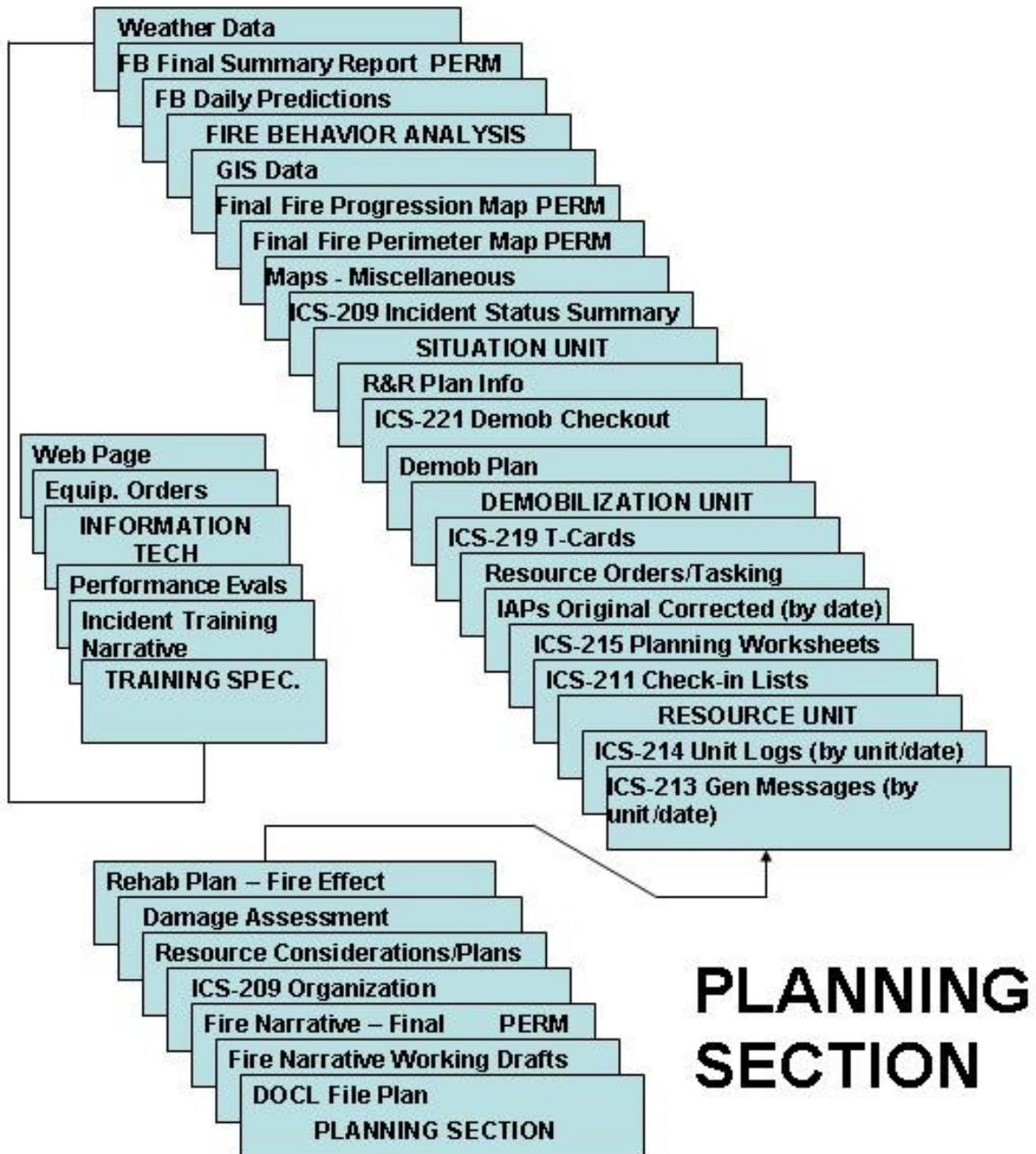
Paper Copy Files



APPENDIX E - Wildland Fire Incident Records, Command Staff

Wildland Fire Incident Records

Paper Copy Files



APPENDIX G - Commonly Used 3-Letter Identifiers

Dispatch Centers

<u>Within RMA</u>	<u>Dispatch Center Name</u>
CO-RMC	Rocky Mountain Area Coordination Center
CO-CDC	Cody Dispatch Center (Wyoming)
CO-CRC	Craig Dispatch Center
WY-CPC	Casper Dispatch Center
SD-GPC	Great Plains Dispatch Center (South Dakota)
CO-DRC	Durango Dispatch Center
CO-FTC	Fort Collins Dispatch Center
CO-GJC	Grand Junction Dispatch/Air Center
WY-RWC	Rawlins Dispatch Center
* CO-MTC	Montrose Dispatch Center'
* CO-PBC	Pueblo Dispatch Center
* NM-TAZ	Taos Zone Dispatch Center, New Mexico
* UT-MDC	Moab Dispatch Center, Utah
* AZ-FDC	Flagstaff Dispatch (Navajo Agency resources only)

* DRC Neighborhood

DURANGO DISPATCH CENTER COUNTIES

AUX	Archuleta County
DLX	Dolores County
HIX	Hinsdale County
LPX	La Plata County
MLX	Mineral County
MNX	Montezuma County
SJX	San Juan County, Colorado

DURANGO DISPATCH CENTER COOPERATORS

PFPX	Pagosa Springs Fire Department
DFRX	Durango Fire and Rescue Authority
UPFX	Upper Pine River Fire Protection District
LPFX	Los Pinos Fire Protection District
FTLX	Fort Lewis Mesa Fire Protection District
CFDX	Cortez Fire Protection District
LEWX	Lewis-Arriola Fire Protection District
PVFX	Pleasant View Fire Protection District

DURANGO DISPATCH CENTER AGENCIES

DRS	Colorado State Forest Service – Durango District
MVP	Mesa Verde National Park - NPS
SJD	San Juan Resource Area - BLM
SJF	San Juan National Forest - USFS
SUA	Southern Ute Agency BIA
UMA	Ute Mountain Ute Agency, BIA

COMMONLY USED JETPORTS/AIRPORTS

DRO	Durango – La Plata Regional Airport
FMZ	Four Corners Regional Airport (Farmington, NM)
CEZ	Montezuma County Airport (Cortez, CO)
DEN	Denver International Airport
ABQ	Albuquerque Sun Port, Albuquerque New Mexico
PHX	Sky Harbor International Airport, Phoenix AZ
COS	Colorado Springs Airport, Colorado Springs, CO