

**Pueblo Interagency Dispatch Center
Continuation of Operations Plan (COOP)**

INDEX

Purpose	Page 3
Objective	Page 3
Implementation	Page 3
Decision	Page 3
Activation	Page 3
Temporary Power Loss	Page 3
Extended Events	Page 3
Furlough	Page 4
Return to Normal Operations	Page 4
Appendix 1 – Emergency Evacuation Check List and Cooperator Notification	Page 5
Appendix 2 – Fax Sheet for COOP Activation Notification to County Communication Centers	Page 6
Appendix 3 – Fax Sheet for COOP Deactivation Notification to County Communication Centers	Page 7
Appendix 7 – Emergency Evacuation Kit Inventory List	Page 8

PURPOSE

The Continuation of Operations Plan (COOP) is to be used as a guide in the event the Pueblo Interagency Dispatch Center (PIDC) cannot continue operations in its primary location due to:

- A. Evacuation or closure of the Pike San-Isabel National Forest Supervisor's Office (PSICC)
- B. PIDC loses the ability to maintain radio communications with field and air resources
- C. Government furlough

OBJECTIVE

- A. Provide implementation procedures
- B. Provide a back-up power source
- C. Provide back-up computers
- D. Provide direction on notification procedures for COOP activation
- E. Provide pre-identified alternate locations with adequate supplies

IMPLEMENTATION

- A. Decision to activate the COOP lies with the Forest Supervisor, Unit Fire Management Officer, and the Center Manager or Acting.
- B. Activation of the COOP is based on the following:
 - 1. Purpose of evacuation or closure of PSICC.
 - 2. Estimated duration of power outage.
 - 3. Need for continuation of field operations.
- C. Temporary power loss (24 hours or less):
 - 1. Initial Attack Dispatch desks have a 27 minute back-up battery. Operations Manager (OPS) will determine rotation of Initial Attack (IA) desks.
 - 2. Operations Manager (OPS) will contact Black Hills Energy, Emergency Assistance, 1-800-694-8989 and request estimated time of power outage and that PIDC be a priority for power restoration.
- D. Extended events (24 hours or more):
 - 1. Lead Dispatcher/Operations will oversee tasks to be completed according to the emergency evacuation check list and cooperator notification form – (Appendix 1).
 - 2. Operations Manager (OPS) will notify agency Fire District Officer's/Fire Management Officer's (FDO's/FMO's), Law Enforcement Officer's (LEO's), and the Devils Head Tower that district dispatching is activated.
 - 3. One qualified IADP will report to the following districts, based on need, in an AOV/POV or rental vehicle.
 - a. Station 2 – Salida - report to DFMO (District Fire Management Officer).
 - b. Station 3 – Canon City – report to DFMO (District Fire Management Officer).
 - c. Station 6 – Springfield – report to DFMO (District Fire Management Officer).
 - d. Station 9 – Pikes Peak – report to DFMO (District Fire Management Officer).
 - e. Station 11 – Buffalo Creek/Morrison – report to DFMO (District Fire Management Officer).
 - f. Rio Grande National Forest – Monte Vista – report to OPS (Operations).
 - 4. Aircraft desk will hand off flight-following to Fort Collins, Montrose and Durango Dispatch Centers.
 - 5. Center Manager or Acting will contact Rocky Mountain Coordination Center (RMCC) to request ROSS orders be processed through RMCC due to COOP activation along with PIDC contact information and that district dispatching is in place.

6. Center Manager or Acting will determine activation of expanded dispatch off-site and follow the PIDC Expanded Dispatch Plan procedures.

- E. Furlough – the Unit Fire Management Officer (Unit FMO) and Center Manager or Acting will determine staffing needs of PIDC. Minimum staffing will be two personnel with one being a fully qualified Initial Attack Dispatcher (IADP).

RETURN TO NORMAL OPERATIONS

- A. Center Manager or Acting will notify RMCC.
- B. Operations Manager (OPS) will notify all FDO's/FMO's.
- C. Operations Manager (OPS) will fax sheet for COOP Deactivation Notification to county communication centers – (Appendix 3)
- D. Center Manager or Acting will account for all equipment.
- E. Assistant Center Manager or Acting will refurbish the emergency evacuation kit.

Appendix 1 – Emergency Evacuation Check List and Cooperator Notification	
	Check off when completed
Notify district FDO's and hand off radio communications for ground resources	
Notify other agency FDO's/FMO's, LEO's, IC's	
Fax sheet for COOP Activation Notification to County Communication Centers – Appendix 2 – <i>Use COOP Group #1-5 on Fax Machine Instructions sheet above fax located in expanded dispatch</i>	
Print out active WildCAD incidents	
Print out of resource status page from the PIDC Website	
Print out of PIDC Phone Directory from WildCAD (or take flip charts)	
Print off the PIDC SOP's	
Print off the Aircraft SOP's	
Print off the AD list from the PIDC master phone list	
Pull the PIDC Safety Plan notebook located on the bookshelf on the IA floor	
Pull dispatch vehicle #6365 to the front of the office, keys in lockbox above the refrigerator on the IA floor	
Pull the Bendix King radio from cubicle #1613	
Pull laptops from the aircraft desk and expanded desk	
Pull evacuation kit located in the copier/printer cubicle	
1 box of copier paper	
Announce PIDC out of service over the radio	
Forward phones to the 24-hour answering service 719-549-0540, and give on-call dispatcher contact name and number	

The Pueblo Interagency Dispatch Center
has activated its
Continuation of Operations Plan (COOP)

Until further notice
contact our 24-hour answering service
at **719-549-0540**
to be directed to Pueblo Dispatch personnel

Pueblo Interagency Dispatch Center has
Returned to Normal Operations
and can be contacted at
719-553-1600

Appendix 4 – Emergency Evacuation Kit Inventory List

Item	Quantity	Item	Quantity
PIDC Mob Guide		2x3 Sticky Notes	
R2 Mob Guide		3x3 Sticky Notes	
National Mob Guide		General Messages	
Road Atlas		Note Pads – 8.5 x 11	
3-Hole Punch		Blue Pens	
2-Hole Punch		Black Pens	
Scissors		Red Pens	
Stapler		Paper Clips	
Stapler Remover		Clamps	
Pike Map		Highlighters	
San-Is Map			
Com/Cim Map			