

ALAMOGORDO INTERAGENCY  
DISPATCH CENTER



EXPANDED DISPATCH PLAN

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# ALAMOGORDO INTERAGENCY DISPATCH CENTER

## EXPANDED DISPATCH PLAN

### BACKGROUND

#### EXPANDED DISPATCH ORGANIZATION

Typically around the middle of March, Alamogordo Interagency Dispatch Center begins to experience multiple large fires. This increase in activity usually necessitates the need to establish an Expanded Dispatch organization. Initially, expanded may be established with as few as two or three dispatchers, potentially expanded to several times that during periods of high fire activity. Often, in less complex situations, one dispatcher handles more than one functional area of dispatch. Dispatch Recorders and Support Dispatchers should be able to handle simple situations; however, the addition of a Supervisory Dispatcher is necessary in situations where the expanded is supporting multiple fires or a longer duration incident. Additionally, a Coordinator may be necessary if situational complexity increases.

The technical support function within Expanded Dispatch provides specialized skills, which assist with incident support operations. These skills can vary from situation to situation. Common technical support needs are; telecommunications, ground support providing transportation services for personnel and equipment, equipment inspection, and security at various sites. In many situations, full time staffing of these support skills is unnecessary and can usually be filled with local personnel.

The administrative support function of the incident support operation provides administrative advice and services for expanded and the incident. They can provide equipment and personnel timekeeping services for off-site operations, procurement services (usually in the form of a Buying Team), provide for the hiring of local AD employees to support operations, and follow up on local compensation or certain claims actions, as well as providing payments, fiscal advice and interpretation. As complexity increases an Incident Business Advisor may be assigned to help the local administrative officer accomplish his or her incident related responsibilities.

Expanded Dispatch procedures specific to ADC are addressed in this plan, which serves as a supplement to the Southwest Area Mobilization Guide. Expanded Dispatch will follow nationally accepted dispatch standards as identified in the National Mobilization Guide, the Southwest Area Mobilization Guide, NWCG approved training courses, dispatch job aids, and other related publications and materials.

The ADC Expanded Dispatch Plan will be reviewed and updated on an annual basis.

## OBJECTIVES

1. Establish guidelines on when to implement Expanded Dispatch and Buying Teams.
2. Define how to implement Expanded Dispatch operations.
3. Support multiple or project fire situations by expanding the Alamogordo Interagency Dispatch Center (ADC).
4. Provide a smooth and safe transition from mobilization to demobilization for all resources.
5. Allow ADC staff to function in their regular duties once expanded dispatch is in place.

## WHEN TO EXPAND

The decision to expand rests with the ADC Center Manager (or acting). This decision will be made using the following criteria:

1. Local planning level is at least 4 or above.  
  
or
2. A Type 1 or 2 Incident Command Team is ordered.  
  
or
3. Multiple Type 3 or Type 4 incidents are occurring.

## HOW TO EXPAND

Once the decision to expand has been made, the following steps will be taken to implement the process. The following list is a guideline; the actual organization will vary in size based upon the current complexity. After the expanded is established, the Supervisory Dispatcher (or Coordinator) will continually reassess needs to maintain the proper staffing levels.

1. Have the ADC Logistics Dispatcher order additional computers and Wireless Data Line for expanded from:
  - a. Smart Source 480-829-6336  
Computers must be reassigned every 30 days or when the assigned incident closes. When reassigning computers, ask Center Manager or Expanded Coordinator which incident to reassign the computers. (See Appendix 13, Incident Support – Smart Source Price List)
  - b. Baja Broadband 575-437-3101
    - i. The Forest Contracting Officer will make the contact with Baja Broadband for the additional lines. They will arrange the delivery and installation of equipment and will pay all invoices. A Resource Order will need to be created as Supply-Service Communications-Service Data Line.
  
2. Order Expanded Dispatch Staff:
  - a. 2 each, Supervisory Dispatchers (EDSP)  
*(In absence of a qualified EDSP, the Center Manager will act in this capacity until filled)*
  
  - b. 3 each, Support Dispatchers (EDSD)
    - 1 each, Overhead
    - 1 each, Equipment
    - 1 each, Crews/Supplies***(If Expanded Dispatch is needed 24hours, order an additional 3 EDSD)***
  
  - c. 2 each, Dispatch Recorder (EDRC)

See Appendix 1 for a list of local qualified Expanded Dispatch Personnel. Utilize the local resources if available. Local personnel may also be available as Drivers to transport incoming resources.
  
3. Order Technical Support Staff:
  - a. Call Greg Ament at 575-430-5274, inform him computers and/or data lines have been ordered for expanded and advise him of their arrival date. Greg will need to be placed on an order. He is ordered as a Supply Service, Communication, Service-Data Line or Service-Voice Line.
  
  - b. 1 each, Ground Support – Stationed at Alamogordo Tanker Base Warehouse Office.

- c. 1 each, Local Administrative Officer or procurement personnel from BLM or USFS. To assist and advise the support base on local purchases and equipment rental agreements (see the Service and Supply Plan).
- d. 1 each, Buying Team – Stationed site TBD.

*(These Technical Support positions would be ordered in the event of large incident(s) or multiple Type 3 incidents).*

- 4. Ensure incoming resources are able to secure their own lodging and transportation. If they are unable, inquire with the Center Manager on the ability to make lodging and local transportation arrangements.
- 5. Provide incoming dispatchers with Gate and Door Access Codes.
- 6. If a Type 1 or Type 2 Incident Management Team has been ordered, refer to the SWCC website for Team Roster. The Center Manager or Expanded Dispatch Coordinator will make contact with the Logistics Section Chief as soon as possible to obtain pre-order and confirm what pre-order items need to be ordered. The Center Manager or Expanded Dispatch Coordinator will check with SWCC to determine if the Incident Management Teams Pre-order has been preloaded into ROSS.

If a Type 1 or Type 2 Team is ordered, place an order for the following critical equipment (**if not yet ordered by the incident**):

- 1 each, Starter System (NFES #4390)
  - Order through SWCC
  - A Communications Unit Leader (COML) must be ordered with this system
  - Information **required** on the resource order:
    - Latitude and Longitude of the incident
    - BILL TO: (place in ROSS, Special Needs) mailed address, including name and contact # of the person who will receive the bill
    - DELIEVER TO: (place in ROSS, Reporting Instructions) physical address, including name and contact # of the receiving party.
- 1 each, Area 250 Person Cache Van (NFES #2069)
  - 1 each Mobile Cache Support Van is prepositioned in Alamogordo – Dispatch Storage Area (Cache Van Packet SFK#11 located on Center Managers Desk)
    - Driver must be ordered to deliver Cache Van to incident. If NMADC is unable to find a local driver call the Silver City Fire Cache. The fire cache will supply a driver and bring another Mobile Cache Support Van to Alamogordo. Reminder: Call the Silver City Fire Cache when the Mobile Cache Support Van has been released so the fire cache can send a driver to the incident.
- 1 each, Caterer (if number of person per meal is 150 or greater and it is estimated to remain at that level for at least 72 hours.)

- Order through SWCC
  - A Contracting Officer (COTR) **may** be ordered by the incident
  - A Food Service Request form **must** be completed and faxed to SWCC
  - 1 each, Shower Unit (need approximate number of personnel to service, estimated duration and date/time needed).
  - 1 each, Potable water truck (minimum of 1000 gallons)
  - 1 each, Grey water hauler
  - Porta-Potties (rule of thumb, order 1 potty per 15-20 people)
    - Porta-Potties are a Viper DPL Resource,
  - Hand wash stations (rule of thumb, order 1 station per 30-40 people)
    - Hand wash stations are a Viper DPL Resource
    - Refer to Appendix 8-9, Southwest Area Standard Operating Procedures for Dispatching Contracted Resources and National Dispatch Standard Operating Guide for Contracted Resources)
7. Set up the Expanded Dispatch room if it hasn't already been done. Extra supplies and necessary equipment are located in labeled totes in the shed located north of the cache van. See Appendix 2 – Expanded Dispatch Inventory for a complete list of bin supplies.
8. Prepare all records for transfer to Expanded Dispatch
9. Fax an Expanded Dispatch phone list to ADC Neighboring Dispatch Centers and SWCC

## EXPANDED DISPATCH OPERATIONS

ADC will provide expanded with a list of available local resources that can be used as drivers (etc), the Service and Supply Plan, Incident Resource Orders, etc. Once resources ordered for Expanded Dispatch arrive, they will be given an Orientation Guide and a detailed briefing on the center and its operations. After expanded is established, the following procedures are recommended, however they may be modified to meet any specific needs.

- Orders for initial attack resource will be negotiated at the time of team transition.
- Pending orders can only be canceled by the Incident Commander or designee. If an order is not filled within 48 hours, notify the Supervisory Dispatcher and ICP. **It is critical that the team/IC be kept informed of the status of requested resources, timeframes, and available alternatives.** Every attempt will be made to ensure that local qualified and trainee personnel are utilized before placing an order to ADC Neighbors or SWCC.
- All orders for tactical aircraft will be placed through the Initial Attack/Aircraft dispatcher. This ensures coordination with local initial attack needs, provides for flight following services, and simplifies airspace coordination. ADC will keep Expanded Dispatch informed about aircraft request status made by Incident Management Teams.
- Emergency rental equipment and local purchases will be placed with the appropriate procurement personnel (local purchasing agency or Buying Team)
- Expanded dispatch will assign request numbers, unless the IMT agrees to utilize ROSS at the incident.
- Expanded Dispatch will be responsible for travel arrangements for resources traveling from the ADC area to other incidents and ADC incident demobilization.
- Expanded Dispatch will be responsible for re-stocking the expanded dispatch totes.

## HOURS OF OPERATION

Expanded Dispatch will operate on 12 hours shifts. Normal shifts for expanded run from 0700 to 1900. If activity requires Expanded Dispatch to staff 24hours, an additional shift will run from 1900 to 0700.

## DRESS CODE

Casual dress on weekdays is acceptable. On weekends you may wear respectable shorts (knee length). Shoes must be worn at all times. No socks or slippers permitted. The heating and cooling system at ADC can vary greatly from one day to the next and a jacket may be needed.

## LODGING AND PER DIEM RATES

There are several hotels in the Alamogordo area that honor the GOV rate. In the event that you are not able to procure rooms within this rate, please talk to the Center Manager or the Assistant Center Manager for proper documentation.

Alamogordo and the surrounding area are included in the CONUS rate. See <http://gsa.gov>

## LOGGING ON TO COMPUTERS

Everyone that logs onto the computers in The Alamogordo Interagency Dispatch Center will need to read and sign the applicable Statement of IT Security Awareness form.

Forest Service personnel with current log-on profiles will log onto the expanded dispatch computers using their own log on information. They will sign the Statement of Employee Information Security Responsibilities found in the white binder labeled Security Responsibilities on the IA floor bookcase.

Other agency Personnel and AD's will sign the Statement of IT Security Awareness and Individual User Responsibility for Government Computer Systems, which will be given to you when you are issued your expanded log-on and password.

## PHONE SYSTEM

Phone numbers can be found in the Speed Loader books located at each desk. There are also laminated phone listings on each bulletin board. If you find an error in any of the listed numbers, please email [jpallen01@fs.fed.us](mailto:jpallen01@fs.fed.us). Include any information you may have.

There are hanging signs over each desk on the IA floor listing the desk area and extension numbers.

Expanded extension list (Refer to Appendix 3, Expanded Extension Map).

## EMERGENCIES

First Aid – The First Aid kit is located in the hallway between the restrooms. If you find that it needs restocked, please send an email to [jpallen01@fs.fed.us](mailto:jpallen01@fs.fed.us)

Fire Extinguisher – ADC has 3 fire extinguishers that are located in the main hallways by each exit door. There is also one found in the radio room.

Alarms – ADC has 3 fire alarms. One at the East entrance is located on the wall across from the fire extinguisher. One at the West entrance and the South entrance are located on the wall in the entry way.

AED Machine – An AED machine is located on the wall at the West entrance to the building.

## HOSPITAL LOCATIONS

The closest hospital is Gerald Champion Regional Medical Center located at **2669 Scenic Dr., Alamogordo**. There are also hospitals located in Ruidoso, Roswell and Carlsbad.

## EVACUATION

In the event of an emergency where the Alamogordo Dispatch Center or the Alamogordo Air Tanker Base buildings needs to be evacuated, the pre-established meeting area has been designated as the **Neptune Aviation Hanger**

Walk, Don't Run! Please make it a point to know all the possible exits in the building. We need to ensure that all occupants of the building have made it out safely, please ensure that your office mates are accounted for.

## ORDERING PROCEDURES

Ordering procedures will be the same as outlined in the Southwest Area Mobilization Guide. Every attempt will be made to fill orders from the most efficient source. If there are questions concerning out-of-zone Resource Orders, Expanded Dispatch can contact the incident directly.

### NEIGHBORHOOD ORDERING (also see SWA Mob Guide Chapter 20)

When local and cooperator resources have been exhausted, check with neighboring dispatch centers before placing the order up to SWCC. ADC's neighbors include Albuquerque (ABC), Santa Fe (SFC) and Silver City (SVC).

Items that **can** be ordered from neighboring dispatch centers include: Overhead (including Type 3 Teams), Crews, Supplies, Non-NFES Equipment, Engines, Type 3 Helicopters, SEATs, Lead Planes and Air Attack.

Items that **cannot** be ordered directly from neighbors (orders must go through SWCC): Type 1 or Type 2 Airtankers, Very Large Airtankers, Smoke Jumpers, Type 1 and 2 Teams, Type 1 IHC Crews, Cache Vans, NFES 4000 Series Equipment, Type 1 and 2 Helicopters, TFRs, IR Flights and Portable Towers.

SWCC has the authority to withdraw the Neighborhood Ordering. Traditional ordering procedures will be utilized when Neighborhood Ordering is withdrawn

All orders will be followed up with a telephone call.

### OVERHEAD

Ordering Local Resources: **Communication between ADC and Expanded Dispatch is essential.**

Check with the Supervisory Dispatcher or Initial Attack Dispatcher, prior to contacting local primary fire resources at home as it is possible they have just returned from, or are on, an incident. Resources are considered local if they are from one of the following units. BLM- Carlsbad Field Office (CAD), BLM- Roswell Field Office (ROD), USFS – Lincoln National Forest (LNF), NPS – Carlsbad Caverns (CCP), NPS- Guadalupe Mountain (GUP), NPS- Big Bend (BBP), NPS- Fort Davis (FDP), NPS- White Sands (WHP), NPS-Chamizal National Memorial (CHP), NPS – Amistad (AMP), FWS-Bitter Lake (BTR), FWS- San Andres (SNR), NM State Forestry – Capitan District (N5S) and BIA – Mescalero (MEA).

If local and neighboring dispatch area resources have been exhausted, place order with SWCC.

### CREWS

ADC has multiple agency crews from Lincoln National Forest, Mescalero BIA, and Big Bend NP.

Lincoln National Forest is the home of two Type 1 Crews, Smokey Bear IHC and Sacramento IHC.

Mescalero BIA can usually staff one Type 2IA crew, two Type 2 Crews and Camp Crews.

Big Bend National Park has one Type 2 Crew, the Los Diablos, which is comprised solely of crew members from Mexico. Because of their location, their response may be delayed and Expanded Dispatch may be asked at time to place an Overhead order for a Crew Boss that is bi-lingual.

If local and neighboring dispatch area resources have been exhausted, place the order with SWCC.

## **EQUIPMENT**

After exhausting agency resources, cooperator resources, and the Dispatch Priority List (DPL), orders are to be placed with Neighboring Dispatch Centers or SWCC.

Alamogordo Dispatch utilizes VIPR Dispatch Priority Lists for Equipment. Incoming dispatchers must take the time to familiarize themselves with the DPL process, and be aware that incoming teams may not be familiar with the process either. (Refer to Appendix 8, SWA Standard Operating Procedures for Dispatching Contracted Resources)

All ADC contract equipment must be inspected before traveling to assigned incident. (Refer to Appendix 4 Qualified Equipment Inspectors List)

## **AIRCRAFT**

All requests for tactical aircraft will be placed though Initial Attack.

## **SUPPLIES/CACHE ITEMS**

All Supplies will be ordered in ROSS. The Silver City Cache uses ROSS to fill and track orders, but may also request that the orders be emailed or faxed. All NFES requests are to be placed with the Silver City Cache (SFK).

Local purchases may be placed directly with the ordering individual or may need to be coordinated with the local Administrative Officer or Buying Team. When creating local purchase orders, make sure you ask if the person placing the order will be purchasing the supplies or if they require help with purchasing. If the supplies will be purchased by the individual placing the order, inform them they will need to provide to dispatch the location and date the supplies were purchased. (See Service and Supply Plan located on IA Floor bookcase)

When filling Supply Orders with local purchases, make sure you list the purchasing person in the Resources Assigned Block along with Location of Purchase. (Walmart/Jennifer Allen). Type 3 and 4 incidents supplies are ordered through expanded and then place to SFK cache in ROSS. Order is followed up with a confirmation phone call and fax.

Type 1 and 2 incidents generally order supplies directly from SFK cache and will have their own block of S#'s.

**As a supply dispatcher it is very important to obtain detailed briefing from Supervisory Dispatcher on the ordering procedures and issuing of S numbers.** Often times, these procedures are negotiated with Teams during their initial in-briefing. (Refer to Appendix 5, Supply Ordering Job Aid)

**RELEASE OF RESOURCES**

Expanded Dispatch will coordinate the release of resources off local incidents with other ongoing incidents within the Zone. If there isn't a local need for resources being released, Expanded Dispatch will call SWCC in attempt to reassign resources before they are released to home.

**PURCHASING CONTACTS****For short term duration, but beyond IA capability:**

- Alamogordo Dispatch Center – Jenny Allen                      505-270-5416 - Cell
- Lincoln National Forest – Leah Roberson                      575-434-7200 - Desk
- Lincoln National Forest – Maria Borodko                      575-430-1244 – Cell

**When purchasing volume becomes too much for individual purchasing agents or a Buying Team is needed:**

- The Forest Administrative Officer or other agency administrators makes the determination based on circumstances of the situation, as whether to use a Local Buying Unit or bring in an established Buying Team.

## **TRAVEL PROCEDURES**

All travel arrangements for resources will be the responsibility of Expanded Dispatch and will follow Southwest Area and National guidelines. If needed, a local support person can be requested to assist with commercial travel. All travel is recorded in the BCD travel log for commercial reservation made by Expanded Dispatch.

### **OVERHEAD TRAVELING VIA COMMERCIAL AIRLINES**

Alamogordo Dispatch Center has a Fire Travel Account with BCD Travel. Upon the initiation of expanded operations, the Travel Instructions and Log Book will be issued to Expanded Dispatch. (Refer to Appendix 10, BCD Instructions)

The two airports closest to Alamogordo Dispatch Center include El Paso International Airport (ELP) at 1 hour 30 minutes driving time and Albuquerque International Sunport (ABQ) at 3 hours and 30 minutes driving time. (Refer to Appendix 11, Pecos Zone Airport Driving Directions)

### **OVERHEAD TRAVELING VIA CHARTER AIRCRAFT**

All charter aircraft travel will be coordinated with SWCC to ensure cost effective transportation and will use current USFS Source lists.

### **VEHICLE RENTALS**

During the summer months, rentals available from Alamogordo Enterprise Rental may be limited. It is advised the incoming resources secure a rental before reaching Alamogordo. Expanded Dispatch does not usually reserve or secure rental vehicles for incoming resources or local Zone resources going out on assignment. Additionally, Alamogordo Dispatch does not lend out their pool vehicles to incoming or outgoing resources as they are needed for ground support transportation to and from airports.

## EXPANDED DISPATCH JOB DESCRIPTIONS

### COORDINATOR

An Expanded Dispatch Coordinator is normally assigned in the most complex situations; ones where there are considerable external influences affecting the Incident, a local MAC Group is in place, or the span of control within Expanded Dispatch becomes an issue.

### SUPERVISORY DISPATCHER

The Expanded Dispatch Supervisory Dispatcher is a facilitator accomplishing the direction provided by the Center Manager/Assistant Center Manager or Expanded Coordinator. Facilitation is accomplished by adequately staffing and supervising the operations of the Expanded Dispatch organization, maintaining positive and effective liaison with the host agency and incident management team(s), and assisting in clarifying the roles and responsibilities of the Expanded Dispatch organization. The individual filling this position must be qualified as Expanded Dispatch Supervisory Dispatcher and capable of performing all functions within the Expanded Dispatch organization.

- Develops cost-effective organization to meet present and future needs
- Ensures staffing and scheduling integrity of the organization
- Obtains briefing from Center Manager or acting
- Is prepared to initiate emergency off-site operations
- Brief with incoming Incident Management Teams regarding resource ordering
- Will make it a priority to promote developmental training and experience of dispatch personnel through cross-training, mentoring, rotation of duties, Task Book documentation, and performance evaluations
- Interprets policies, procedures, agreements, contracts and MOB plans
- Acts as the Coordinator in their absence or when position is not assigned

### SUPPORT DISPATCHER

The Support Dispatcher works in Expanded Dispatch and is capable of performing one or more functional areas (aircraft, equipment/supplies, crews/overhead, and intelligence) within the organization and provides supervision to Dispatch Recorders.

- Obtains briefing from Supervisor
- Ensures resource orders and related forms are processed to completion
- Applies procedures as outlined in Local, Southwest Area, and National Mobilization guides
- Operates telecommunications systems
- Supervises Dispatch Recorders
- Prepares functional resource status and summaries
- Ensures resource tracking and status systems are maintained
- Communicates pertinent information to Supervisor, co-workers, and incident personnel

**DISPATCH RECORDER**

The Dispatch Recorder works in Expanded Dispatch receiving and processing resource orders as well as document, track and maintain the status of resources.

- Obtains briefing from Supervisor
- Processes resource orders and related forms to completion
- Compiles, maintains, and communicates resource status
- Operates telecommunications systems
- Keeps Supervisor apprised of resource order status
- Communicates pertinent information to Supervisor co-workers, and incident personnel

## ROSS DISPATCHING TOOL AIDE

### LOGGING ON TO ROSS

Log on to ROSS Production by clicking on the ROSS icon found on your desktop. ROSS Production is the ROSS icon. If icon is not on computer desktop navigate to C:\Program Files(x86)\ROSS\ROSSPROD215 and send icon to desktop. **Remember, passwords and username are case sensitive.**

### PERSONAL SETTINGS

When opening up a Pending Request, you may get a message saying “No pending requests based upon your personal settings”. If you do, then check your PERSONAL SETTINGS under Administration. There should be some things populating the right side of your screen, both under dispatch units and host units. If you are new to the office, please ask the Supervisor how you should set up your Personal Settings.

The first time you click on Pending Request, you will get the “Set Incident Search Criteria” window. If there is more than one unit/incident populating this window, check with Supervisory Dispatcher as to which fire you will be working on.

**IMPORTANT NOTE:** When querying for available resources in the Pending Request Screen and you select the “Other Resources” tab, it will display the dispatch centers that are set up as “selection areas”. **In order to make sure you are showing the correct information as to the number of “Available or Reserved”, you need to click on the “QUERY” button found just below.** (Next to the “Action” and “View” buttons) Query will bring up a list of the available qualified resources for that pending request. Each time you change the highlighted request, you will need to **RE-QUERY**.

ADC will follow the outlined SWA procedures for passing orders to our neighboring dispatch centers that have available resources.

Neighborhood Ordering- Allows ADC to order Initial Attack resources directly from an adjoining Dispatch Center. Additionally, ADC may order resources from approved adjacent Dispatch Centers for extended attack, large fire support and non-fire incidents in order to support incidents within our own Dispatch Center Zone.

**\*Please confirm use of the Neighborhood Ordering procedures with the Supervisory Dispatcher before placing orders with other Dispatch Centers.\***

### R1/R3 Agreement

#### A. PURPOSE:

The Northern and Southwest Regions have recognized that partnering on a formal basis will afford opportunities to markedly improve wildland fire management efficiency for both regions. This is due in part because of non-conflicting fire seasons and mutual recognition of benefits received.

The overall goal of this agreement is to maintain or increase each region’s individual wildland fire management capability in a flat or declining budget situation. Since the fire seasons in the two regions are offset and complimentary, resource sharing outside of large fire support is easily facilitated and in

the absence of such opportunities, each region's Fire Fighting Production Capability (FFPC) will decrease. The focus will be on sharing resources rather than transferring money.

**B. OPERATING PROCEDURES:**

Region 1 and Region 3 will move resources as needed commensurate with each region's wildland fire and prescribed burning seasons.

FFMOs in each Region can coordinate with FFMOs and regional operations in the other region to fill the need. Once a resource is found, the FFMOs will coordinate on the resource name, date and time needed, planned duration of the assignment, mode of travel and any special needs.

**C. ORDERING PROCESS:**

Orders will be placed through the proper dispatch channels. Resources will be name requested with all of the resource information identified in the "special needs" block on the resource order.

Project Order Names shall be standardized as follows to provide clarity.

2015 R1/R3 Agreement XXX NF Preparedness

2015 R1/R3 Agreement XXX NF Fuels

The resource name, date and time needed, planned duration of the assignment, and mode of travel shall be provided to the respective dispatch centers.

Size limitations on modules shall be addressed in the "special needs" block of the resource order. For example, chase truck permitted or number of personnel with engine.

Mode of transportation for crew swaps shall be mutually agreed upon by sending and receiving units. A form located in Appendix 10, Region 1 and Region 3 Agreement, was developed to assist FMOs with gathering the needed information prior to placing an order.