



## Southwest Coordination Center Operations Guide (Appendix 2)

### Crews

The crew dispatcher works with twelve (12) subordinate dispatch centers, the parent dispatch organization; National Interagency Coordination Center (NICC), and other sister Geographic Area Coordination Centers (GACC). The dispatcher shall communicate with all dispatch organizations including expanded dispatch set up for project fires. All reports, resource order requests, and documentation must be process in a timely manner. You will be required to provide updates at briefings and upon request.

Duties include handling resource order requests in ROSS, tracking crews on a tracking sheet, updating the crew SIT300 report at least twice daily, documenting information in WilCAD crews log.

Additional forms are located on the Z drive crew folder. The Coordinator on Duty (COD) will notify the dispatcher when an Interagency Resource Representative (IARR) will be dispatched out of GACC to assist with crew issues.

The crew dispatcher shall utilize WildCAD and reference literature including the Southwest Fire Fighters (SWFF) Handbook, Standards for Interagency Hotshot Operations Procedures (SIHOP), Southwest Area Mobilization Guide, National Mobilization Guide, Incident Business Management Handbook, the Interagency Interagency Standards for Fire and Aviation Operations Guide (Red Book), and Wildland Fire and Aviation Program Management Operations Guide (BIA Blue Book) and the Wildland Fire Incident Management Field Guide (WFIMFG).

These reference guides are available on the [Z drive/administration/publications/](#)

Personal computers (pc):

1<sup>st</sup> pc at extension 3572: [nmswc13dispatch](#), password: [Southwest#18](#) (3/13)

2<sup>nd</sup> pc at extension 3578: [nmswc14dispatch](#), password: [Southwest#18](#) (3/13)



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#### Morning duties:

#### A. Check ROSS for any pending requests for crews.

The closest forces concept will be utilized for within GACC incidents. If the closest Type 1 crew is on a day off, another crew is on duty, and located less than 100 miles from the available day off crew, go with the on duty crew. The on duty crew should have a quicker response time than the closer available day off crew. All Type 1 crew request will be place with SWCC and SWCC will place request with dispatch center utilizing the closest forces concept.

The Neighborhood Ordering policy is in the Southwest Area Mobilization Guide, [Chapter 10, page 25 and 26](#).

At times, an expanded dispatch will over look a crew that is located in their neighborhood. See crew listing in Chapter 60.

When NICC orders Type 1 crews, the out of area Type 1 crew dispatch rotation will be used, unless directed by the crew coordinator or Center Manager to do otherwise. A deviation will be documented in the crew log. The deviation is usually due to the incident fire suppression tactics and priorities, and resource values at risk, etc.

Type 2IA, Type 2, and Camp crew requests for out of GACC incidents will be distributed equitably amongst dispatch centers that have crews. View the whole request for any special needs, exclusion, inclusion, delivery location, and transportation requirements. If crews need to fly via NIFC contract jet, work with the ready to load times (RTL) of crews. Short notice may occur due to NIFC jet scheduling and availability or replacement resources are needed ASAP due to unforeseen circumstances at the incident.



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The crew mobilization via NIFC contract jet is tracked on a form located at Z:\crews\nifc\_jet\_crew\_transport\2015\_nifc\_jet\_crew\_transport\_log

Notify the Mobilization Center team leader as soon as it is known that the NIFC contract jet will be used to mobilize the crews. Work with the crew coordinator on the Interagency Resource Representative (IARR) dispatching. IARR will need copies of resource orders, crew rosters, and crew leader contact information.

#### B. Update the crew tracking sheet.

The document resides at:

Z:\crews\1\_Crew\_Tracking\_Forms\SWCC\_Crew\_Tracking\\*year\*\\*month\*\\*date\*.

At the bottom of the spreadsheet, there are tabs and each tab is labeled. The **Hotshots**, **AZ**, **NM**, **FEMA**, and **Out of Area** tab are the most crucial. Start with the Hotshot tab at the top and work your way down checking crew status and assigned locations. Keep it current throughout the day as crew status changes. The status codes are the same for the Hotshot tab and the Sit300 crews. Save each day under the current date.

The crew tracking sheet can be used for tracking mobilization/demobilization. Another useful worksheet is the No Crew Left Behind form. Use whichever form best suits the crew dispatcher needs.

#### C. Update the Sit300 by 0900 MDT.

The information should be the same as the Hotshot tab on the crew tracking worksheet. Double check your work as the information will be posted on the SWCC website. This should be updated at least twice a day; morning and afternoon.



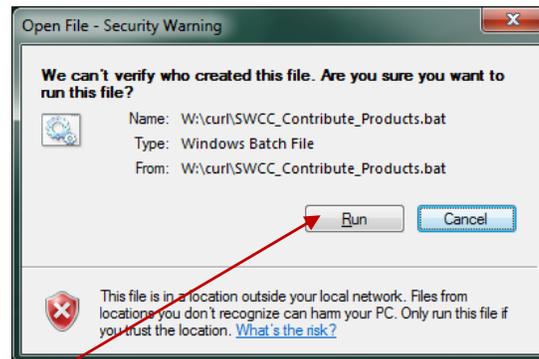
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#### *Instructions for updating and editing the Sit300 crews report on SWCC website*



1. Upon logging into the crew desktop, locate the SWCC Products icon
2. Click on the “SWCC Menu” icon
3. The SWCC\_Contribute\_Products.bat file will appear



4. Click on the Run tab
5. Another pop up box will open with numerous choices. At bottom, click on the right side of the “Enter number or letter:” The cursor will start flashing. Enter “3” to select the SIT300 (IMT and Crews). Strike the tab button lightly on the key board.

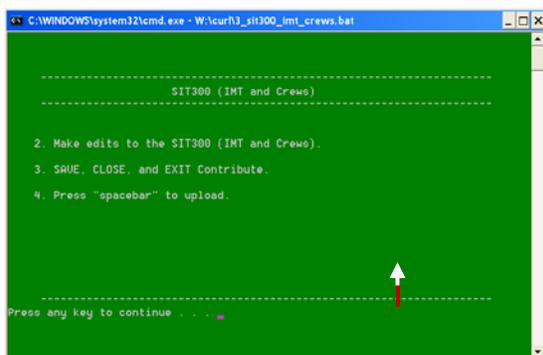


## Southwest Coordination Center Operations Guide (Appendix 2)

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- The following window (see below) pops up; wait and DO NOT do anything with this window. Keep it open. Don't close it.



- Click on the "OK" button.



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8. The web frame for the Southwest Coordination Center will appear. Information can now be updated by editing the date, status information, and the blocks to the right. Scroll down to next page for screen shot.



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### Crews

Edit date and time

9. Update Status, Date Com., State, Unit, Dispatch, Last Update (date and time), and Incident/Remarks information as necessary

Update status

Updated: 5/19/14, 1700										
CREWS - TYPE 1 / IHC										
A = Available/Nationally; AG = Available/Geographic Area Only; AL = Available/Local Only; AD = Available/Day Off; C = Committed; C-O = Committed Out of Area; MD = Mandatory Day Off/Not Available; DU = Dayoff/not available; TI = Travel To Incident; R = Reassigned; RE = Released/En route Home Unit; RA = Returned from Assignment; P = Preposition; U = Unavailable; UE = Unavailable/End of Season; * Indicates T2IA Crew Status										
STATUS	SWA CREWS	State-DC-Unit	D/O	Status	Date Com.	Inc. Com.	State	Unit	DC/ GACC	Incident / Remarks / Availability Date
ARIZONA	Black Mesa	AZ-SDC-ASF	Mo-Tu	AD						
	Blue Ridge	AZ-FDC-COF	Fr-Sa	P	5/13	5/13	NM	SWC	SWC	Prepo @ Prescott
	Flagstaff	AZ-FDC-COF	We-Th	C	5/12	5/12	NM	GNF	SDC	Signal
	Ft. Apache	AZ-SDC-FTA	Th-Fr	P	5/16	5/16	NM	SWC	SWC	Prepo @ Sierra Vista
	Geronimo*	AZ-PHC-SCA	Su-Mo	C	5/14	5/14	AZ	SCA	PHC	Skunk
	Globe*	AZ-PHC-TNF	Fr-Sa	C	5/12	5/12	NM	GNF	SDC	Signal
	Ironwood	AZ-ADC-AZS	Sa-Su	C	5/12	5/12	NM	GNF	SDC	Signal
	Mesa	AZ-PHC-TNF	We-Th	A						
	Mormon Lake	AZ-FDC-COF	Mo-Tu	P	5/13	5/13	NM	SWC	SWC	Prepo @ Payson
	Navajo	AZ-FDC-NAA	Sa-Su	A						
Payson	AZ-PHC-TNF	Mo-Tu	C	5/11	5/11	NM	GNF	SDC	Signal	
Prescott	AZ-PDC-PNF	Th-Fr	C	5/12	5/13	NM	GNF	SDC	Signal	
NEW MEXICO	Carson	NM-TDC-CAF	Fr-Sa	C	5/12	5/13	NM	GNF	SDC	Signal
	Gila	NM-SDC-GNF	Fr-Sa	C	5/11	5/11	NM	GNF	SDC	Signal
	Mount Taylor	NM-ABC-CIF	Su-Mo	A						
	Sacramento	NM-ADC-LNF	Tu-We	C	5/11	5/11	NM	GNF	SDC	Signal
	Santa Fe	NM-SFC-SNF	We-Th	C	5/11	5/11	NM	GNF	SDC	Signal
	Silver City	NM-SDC-GNF	Tu-We	MD						AN 5/20 0600
	Smokey Bear	NM-ADC-LNF	Fr-Sa	C	5/11	5/11	NM	GNF	SDC	Signal
	Zuni*	NM-ABC-ZUA	Sa-Su	C	5/13	5/13	NM	GNF	SDC	Signal
-----										
Out of Area Crews	GACC	Date Arrived to SWA	Status	Date Comm.	Inc. Com.	State	Unit	Dispatch	Incident / Remarks	
San Juan	RMCC	5/14	P	5/14		NM	SWC	SWC	Prepo @ Ruidoso	
Pike*	RMCC	5/14	P	5/14		NM	SWC	SWC	Prepo @ Cloudcroft	
Idaho Panhandle	NRCC	5/14	P	5/14		NM	SWC	SWC	Prepo @ Sandia	
Craig	RMCC	5/14	P	5/14		NM	SWC	SWC	Prepo @ Flagstaff	



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Edit & update

Prescott	AZ-PDC-PNF	Th-Fr	C	5/12	5/13	NM	GNF	SDC	Signal	
N E W	Carson	NM-TDC-CAF	Fr-Sa	C	5/12	5/13	NM	GNF	SDC	Signal
	Gila	NM-SDC-GNF	Fr-Sa	C	5/11	5/11	NM	GNF	SDC	Signal
	Mount Taylor	NM-ABC-CIF	Su-Mo	A						
M E X I C O	Sacramento	NM-ADC-LNF	Tu-We	C	5/11	5/11	NM	GNF	SDC	Signal
	Santa Fe	NM-SFC-SNF	We-Th	C	5/11	5/11	NM	GNF	SDC	Signal
	Silver City	NM-SDC-GNF	Tu-We	MD						AN 5/20 0600
	Smokey Bear	NM-ADC-LNF	Fr-Sa	C	5/11	5/11	NM	GNF	SDC	Signal
Zuni*	NM-ABC-ZUA	Sa-Su	C	5/13	5/13	NM	GNF	SDC	Signal	

Out of Area Crews	GACC	Date Arrived to SWA	Status	Date Comm.	Inc. Com.	State	Unit	Dispatch	Incident / Remarks
San Juan	RMCC	5/14	P	5/14		NM	SWC	SWC	Prepo @ Ruidoso
Pike*	RMCC	5/14	P	5/14		NM	SWC	SWC	Prepo @ Cloudcroft
Idaho Panhandle	NRCC	5/14	P	5/14		NM	SWC	SWC	Prepo @ Sandia
Craig	RMCC	5/14	P	5/14		NM	SWC	SWC	Prepo @ Flagstaff

Contact SWCC Crew Desk for changes to ABOVE tables

**SWA T1 IHC CREWS  
OUT-OF-AREA ROTATION**

AL=Available Local; C=Committed; DU=Day Off Unavailable; MD=Mandatory Day Off/Not Available

\* Indicates T2IA Crew Status

CREW NAME	COMMITTED OUT OF AREA	RETURNED FROM OOA ASSIGNMENT
C Santa Fe		
Mesa		
C Smokey Bear		
C Ironwood		
MD Silver City		
Mount Taylor		
C Carson		
C Payson		
C Prescott		
C Gila		
C Flagstaff		

- Upon completing the update, save the file, and close it by clicking on the “File” at upper left corner and selecting “Exit” on the drop down menu.



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### Crews

Click "Close" after file has been saved

Click "Save" to save the updates

The screenshot shows a web browser window displaying the SWCC website. The browser's address bar shows 'sit300.htm'. The website header includes the SWCC logo and navigation links: Home, Contact Us, Site Disclaimer. Below the header, there are several sections: 'SIT300 Incident Management Teams & Crews', 'SIT300 Aviation', 'RCSS Reports', and 'Form Feedback?'. The main content area is titled 'INCIDENT MANAGEMENT TEAMS' and is updated as of 3/30/13 0745. Below this is a 'STATUS' section with a table of incident management teams.

SWA Incident Management Teams	Incident Commander	State - Disp. Ctr	Status	Date Com.	State	Inc. Disp	Inc. Unit	Incident / Remarks	Closeout
NIMO	Houseman	NM-SWC	AN						
Area Command	Whitney	NM-SWC	AN						
SW Type 1	Reinarz	NM-SWC	AN						

11. The pop up window that populated earlier should still be there. Click inside this window so the cursor is flashing. Tap on the space bar on the key board. This will upload new status data to SWCC website, under: "Intelligence > REPORTS > SIT300 > IMT & Crews".



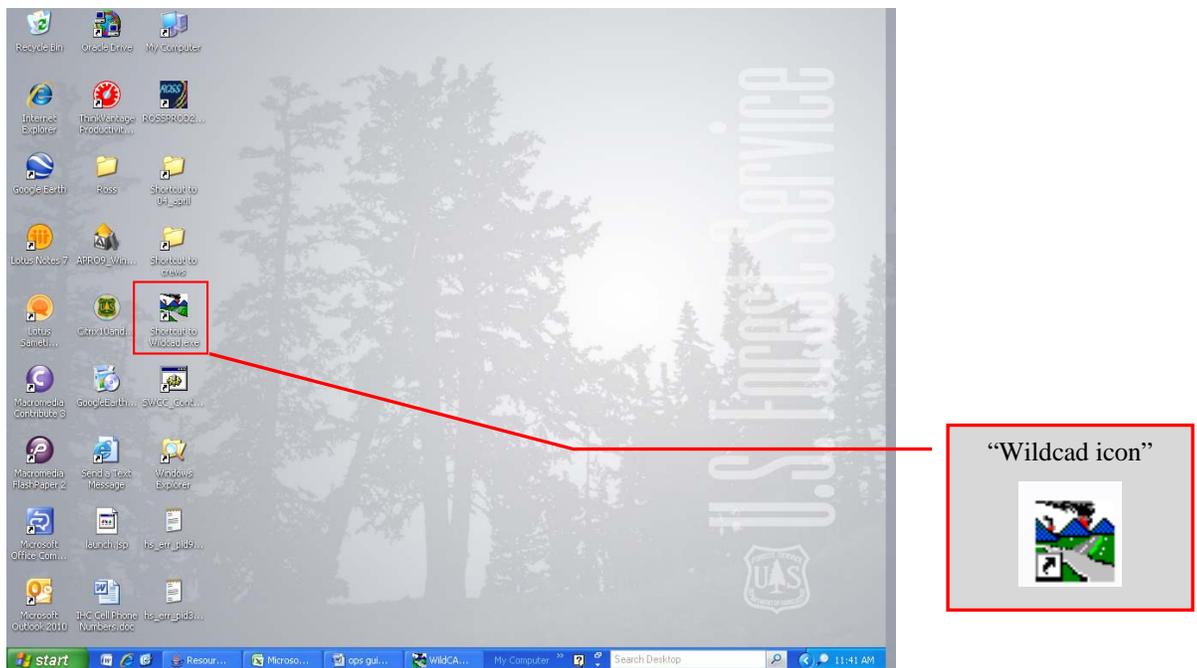
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```
CA:\windows\system32\cmd.exe - W:\curl\3_sit300_int_crews.bat
-----
SIT300 <IMT and Crews>
-----
1. FILE - OPEN: "W:\contribute\sit300_int_crews\sit300.htm"
2. Make edits to the SIT300 <IMT and Crews>.
3. SAVE, CLOSE, and EXIT Contribute.
4. Press "spacebar" to upload.
-----
Press any key to continue . . .
```

#### D. Wildcad:

- a. Click on the "Wildcad" icon.





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- b. A window will pop up. Click on “Run” button.

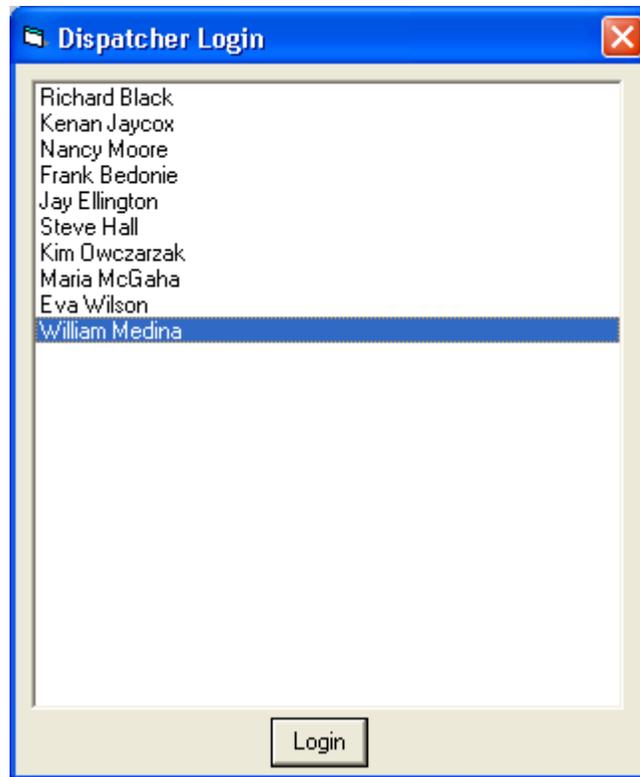


- c. The dispatcher user list window will populate on your screen.

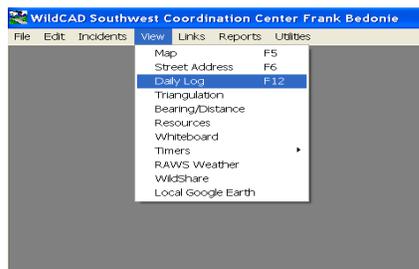


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- d. Highlight your name by clicking on it, and then click on "Login" button at the bottom of window.
- e. A new window will open up. Click on the View, drop down to "Daily Log" and click on it.

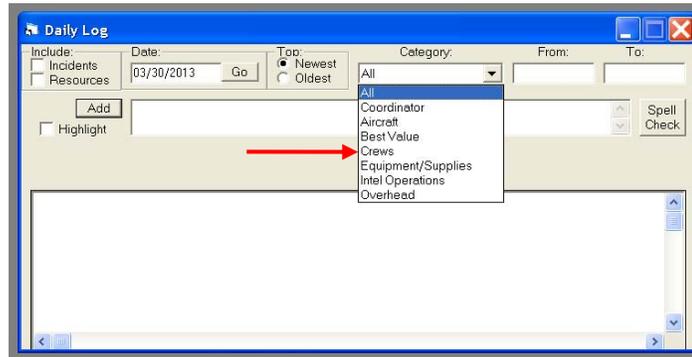




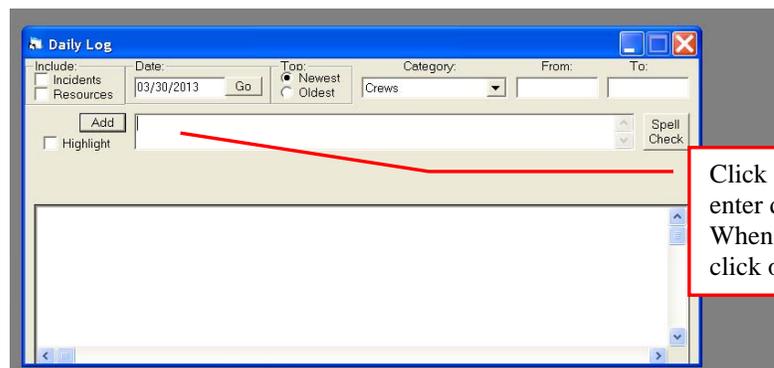
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- f. The Daily Log window will open. Click on the all drop down menu and move highlighter to Crews.



- g. On this window (see below), locate the “Log” tab and click on it.





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#### MOBILIZATION CENTERS

There are two (2) pre-identified Mobilization (Mob) Centers; Albuquerque and Phoenix. SWCC is responsible for the Albuquerque Mob Center. See Mob Center Operating Guidelines for Albuquerque. Phoenix Interagency Dispatch Center is responsible to the Phoenix Mob Center.

Alternate Mob Center locations can be considered for Tucson, El Paso, and Flagstaff. These location needs to be discussed with SWCC Center Manager, subordinate dispatch center managers, and USFS Fire Staff to work out the details. Impacted dispatch centers will be Tucson, Alamogordo, and Flagstaff. There are no agreements in place at these sites and somebody will need to establish agreements and staff the staging areas.

#### STAGING AT THE MOB CENTER

1. The Albuquerque Mobilization Center: All crews/overhead must stay within the chain link fence that surrounds the hanger complex. Climbing over the fence in any area at any time is strictly prohibited. If you find that it is necessary to go outside the fence, the Mobilization Center Manager must be notified, the situation discussed, and a solution implemented.
2. All temporary absences will be coordinated with the Mob Center staff. In some cases, the resource(s) may need to re-supply their personal hygiene items.

*Thank you!*



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