

Dispatch Center Annual Operating Plan Elements

Organization

Chain-of-command/table of organization for local agencies and cooperators
Notification process/procedures; Roles/responsibilities etc.

Dispatch Operations

General information; Dispatcher roles and responsibilities; Dispatcher training and qualifications; Procedures for dispatch of resources off unit.

Daily Duties

Check-in/out of administrative/fire personnel; Intelligence; Weather/briefings; Verify initial attack response levels; Status suppression resources; Preparedness level establishment and verification.

Initial Attack/Response Plan Elements

Preplanned dispatch plans, Run-cards, Dispatch procedures, Notification of a reported fire; Procedures for identifying preparedness levels; Fire weather; Identification of fire danger; Process for assessing the appropriate response; Identification and notification of resources to respond (Local units will establish standard response times for all initial attack/response resources); Appropriate management notification; Cooperator support and planned response; Communications procedures; Procedures to follow when activity exceeds the initial attack/response plan; Aviation procedures.

Emergency Operations (Fire/Non-fire)

Notification of a reported incident; Jurisdiction verification; Response plan activation; Agency and area notification; Move-up and cover procedures; Call-back procedures; Evacuation of incident area; Closing public/private roads; Ordering additional personnel, equipment, and aircraft; Fire Weather Watch and Red Flag Warning notification; Temporary Flight Restrictions (TFRs) ; Agency duty officers (roles and responsibilities) ; Aircraft pre-accident plan; Utility company notification (power and gas) ; Law enforcement dispatching procedures/requirements; HazMat/spill response notification procedures; Local government requesting all-risk assistance; Search and Rescue; Identify the incident commander.

Local Agreements

Copies of all interagency or inter-unit agreements and associated annual operating plans that govern the use of fire management resources. Maps delineating areas of responsibility for fire suppression coverage.

Communications

Procedures for assigning/managing local radio frequencies; Procedures for obtaining additional frequencies; maps of repeater sites; instructions for using local dispatch radio consoles, phones, computers, fax machines, paging systems, etc.

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APPENDIX P-1

Weather

Processing of weather observations via Weather Information Management System (WIMS); Daily posting and briefing procedures; Broadcasts of fire weather forecasts to local fire suppression personnel; Procedures for processing spot weather forecast requests and disseminating spot forecasts to the field; Procedures for immediate notification to fire suppression personnel of Fire; Weather Watches and Red Flag Warnings.

Fire Danger

Remain aware of locally significant fire danger indices and record those values daily; Update and post monthly the seasonal trends of those values versus seasonal averages.

Information to be provided by dispatch for Suppression/Support Resource availability, radio frequencies to be used; burning conditions/fuel types; weather forecast updates; local fire activity; agency policies, etc. For management: fire activity, incident updates, weather updates, resource status.

Briefings

Time frames and frequencies/locations for daily briefings must be clearly specified in the local dispatch SOP. A method should also be identified for documenting briefings (time given, content of briefing, and person(s) conducting and receiving briefing).

Preparedness Levels

General information relating to the local preparedness plan:

- Procedures for identifying preparedness level.
- Notification to management.
- Dispatching roles and responsibilities at each preparedness level.

Trigger Points

Specific triggers should be incorporated into preparedness plans that cause the preparedness level to move up or down. These triggers could be related to number/size of fires, amount and type of resources available/committed, regional/national fire situation, condition of local fuels, observed fire behavior, human-caused risk or predicted lightning activity level, etc. Specific actions should also be tied to each preparedness level, such as prepositioning of suppression resources (crews, engines, airtankers, smokejumpers, etc.), the activation of local Multi-Agency Coordination (MAC) groups, making contact with other agencies, and hiring of call when needed (CWN) aircraft, emergency equipment rental agreements (EERA), or administratively determined (AD) pay plan crews.

Aviation

Ordering/scheduling requirements and procedures; special use airspace:

- Special use mission requirements.
- Incident/accident reporting and documentation procedures.
- Flight management/tracking procedures.

Dispatch Center Staffing Plan

Call-out procedures for additional personnel in emergency situations:

- Designation of duty officer for dispatch center.
- Shift limitations and day off/EFF hiring.

Expanded Dispatch Plan

Indicators for considering establishment of expanded dispatch:

- Recommended organization and points of contact.
- Overhead positions to order.
- Location/facilities, equipment/supplies, support needs.
- Procurement or buying unit team considerations.
- Service and supply plan.

Administrative Items

Funding; travel; time sheets; fire reports, etc.

Accident/Incident

Criteria/definitions; agency notification and documentation requirements:

- Procedures for mobilization of critical incident stress debriefing teams.

Medical Plan

- Activation/evacuation information.
- Medical facility locations and phone numbers.
- Air and ground transport (Medivac) capability.
- Burn center information.

Media Plan

General procedures; notification requirements to agency external affairs personnel; routing for media calls.