



Dispatch (2011)

Checklist #10

Location:		Date:	
Respondent:		Reviewed By:	
Key Code: E = Exceeds Standard M = Meets Standard NI = Needs Improvement NR = Not Reviewed			
<i>Current Reference Material and computer software (WildCAD, ROSS, etc.) is available or most recent version has been ordered. All older versions are not located within dispatch or expanded.</i>			
Description		Code	Remarks
Administrative			
1.	Review the current Interagency Dispatch Memorandum of Understanding (MOU) signed by all cooperators. This MOU will identify administrative oversight/support groups directly involved with the coordination center.		
2.	Review the current Dispatch Center Operations Plan and Operations MOU's that defines the roles and responsibilities of each interagency partner and includes: a. Details of each agency's fiscal responsibility. b. Responsibilities of each agency for providing building maintenance, IRM support with computers, phones, radios, towers, grounds keeping etc. c. Local initial attack agreements and other fire and aviation agreements for units serviced by the dispatch center are current and accessible.	a. b. c.	
3.	Supervisory positions identified in the centers organizational charts are filled and are advising all agency FMOs/ Board of Directors of center activities.		
4.	Dispatch Center Manager has delegation of authority, appropriate supervisory authority and process for completion of employee performance evaluations.		

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5.	Supervisors are familiar with administrative issues and prepare proper documents as required: a. T&As b. Fire time reports c. Travel vouchers/Per Diem forms d. Accident/injury reporting (CA1/CA2/CA16) e. Credit card purchases and records f. Fleet gas cards		a. b. c. d. e. f.
6.	Each employee has reviewed and signed an Employee Performance Appraisal Plan (EPAP) for the current season.		
7.	Extended staffing and specific action plans are approved for predicted activity, high fire danger, and request for duty extension of resources by local fire managers or the GACC.		
8.	Dispatch staff trained in and follows center procedures for: a. Resource Order and Status System (ROSS) b. Computer Aided Dispatch (CAD) c. Initial Attack Dispatcher, D-311 d. Aircraft Dispatcher, D-312 e. FireCode f. Wildland Fire Decision Support System (WFDSS) g. Automated Flight Following (AFF) h. Cross-training between functions, initial attack, aircraft, logistics support, intelligence, etc.		a. b. c. d. e. f. g. h.
9.	Individual Development Plans are in place for dispatch center employees that include: a. Training Plan b. Experience Records c. Current Red Card		a. b. c.

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10.	<p>ROSS:</p> <ul style="list-style-type: none"> a. Resources are up-to-date and a process is in place to status appropriately. b. Current contracts, EERA's, I-BPA's are entered in ROSS. c. Naming conventions meet national standards. d. Standards are identified and utilized for ROSS operations. e. Personnel are identified/trained in use of COGNOS reports and Query Studio and other analytical reports. f. Selection areas are set appropriately for ordering between approved dispatch centers. 		<ul style="list-style-type: none"> a. b. c. d. e. f.
11.	<p>Individual(s) identified that is trained in Incident Qualification and Certification (IQCS) and:</p> <ul style="list-style-type: none"> a. Able to print Master Record b. Able to print Red Cards c. Skilled in transferring individuals to other units in ROSS and IQCS 		<ul style="list-style-type: none"> a. b. c.
12.	<p>Fire records archiving and documentation meet agency standards.</p>		
13.	<p>Electronic method to record key events and information on a daily basis is accessible for personnel (COD Notes, Shift Briefs).</p> <ul style="list-style-type: none"> a. Information is kept at each functional desk b. Information is shared between personnel c. Information is archived 		<ul style="list-style-type: none"> a. b. c.
14.	<p>Current Standard Operating Procedures (SOP) are established and utilized in center operations as per agency standards.</p> <ul style="list-style-type: none"> a. Dispatch Daily Office Routine and check-list established. b. Resource tracking and statusing system established for initial attack resources. c. Resource statusing system established for resources available for within unit and off unit assignments. 		<ul style="list-style-type: none"> a. b. c.

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15.	System of decision points is established to determine staffing levels for: a. Requesting resources after closest forces have been exhausted using established agreements/mob guide criteria. b. Call-out of other local fire specialists, support personnel, casual hire employees, etc. c. Call out procedures for public affairs fire information officers based on identified agency requirements.		a. b. c.
16.	Continuation of Operations Plan (COOP) contains: a. Back- up power source b. Back-up computer system (other agency, DSL, etc). c. Contingency plan for loss of radios. d. Notification procedures in place for COOP activation. e. Pre-identified alternate location is supplied with current publications, forms, and other supplies.		a. b. c. d. e.

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17.	Administrative Reference Material: a. Local/GACC/NICC Mobilization Guide b. Fire Management Plan c. Law Enforcement Plan d. Search and Rescue Plan e. EEO/Civil Rights Information f. Detailers Guide g. <i>Interagency Standards for the ROSS Operations Guide (ISROG)</i> h. Multi-Agency Coordinating (MAC) Plan i. <i>Wildland and Prescribed Fire Qualifications System Guide, 310-1.</i> j. <i>Fireline Handbook, 410-1</i> k. <i>Interagency Standards for Fire and Fire Aviation Operations</i> l. Wildland Fire and Aviation Program m. Management for Operations Guide for the USDI Bureau of Indian Affairs n. Building Emergency Evacuation Plan o. Building Security Plan p. Source list for Material Safety Data Sheets q. <i>North American Emergency Response Guidebook (DOT)</i> r. Agency Safety and Health Operations Guides		a. b. c. d. e. f. g. h. i. j. k. l. m. n. o. p. q. r.
Initial Attack			
18.	Pre-planned dispatch plan established and procedures understood by initial attack dispatcher(s). (CAD, run cards, etc.)		
19.	Established radio operations procedures are in place and personnel understand frequency authorization and use protocols.		
20.	Spot Weather Forecasts procedures established.		

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21.	Adequate maps are posted that include initial attack response areas, land ownership status, jurisdictional boundaries, etc. CAD GIS maps are current and functioning.		
22.	Individual identified as WildCAD (CAD) System Administrator and CAD data is updated accordingly.		
23.	Initial Attack Reference Material: a. Vehicle/Structure Fire Guidelines b. Emergency Medical Plan. <i>RB Ch 7</i> c. Protocols for ordering and use of area supported air ambulances. <i>RB Ch 7</i> d. <i>WildCAD (CAD) User's Guide</i>		a. b. c. d.
Aircraft			
24.	Aircraft availability, authorities and ordering procedures are established for fire, logistical and administrative flights.		
25.	Operational procedures between dispatch center and air tanker base(s) are established.		
26.	Air tanker, smokejumper and rappeler use procedures and restrictions are identified.		
27.	Air Space: a. Procedures for ordering and establishing TFR's are in place. b. Military air space (MTR, SUA, MOA, Restricted Area operating guidelines are in place. c. Ordering procedures in place with FAA for Temporary Towers when airports are overloaded.		a. b. c.
28.	Aviation flight hazard maps, military operating areas sectionals, etc. are available.		
29.	<i>Interagency Aviation Mishap Response Guide</i> and Checklist complete and updated.		

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30.	<p>Aircraft Reference Material:</p> <ul style="list-style-type: none"> a. Agency National Aviation Plans b. Regional/State/Local Aviation Plans c. Military/National Guard Operating Agreement d. Aviation Safety Plan e. <i>Aircraft Identification Guide</i> f. Local airports, SEAT bases, air tanker bases, Helibases and smokejumper bases. g. <i>Interagency Air Tanker Bases Directory</i> h. <i>Interagency SEAT Operations Guide</i> i. <i>Interagency Helicopter Operations Guide</i> j. <i>Interagency Aerial Supervision Guide</i> k. <i>Interagency Smokejumper Operations Guide</i> l. <i>National Retardant Requirements Contract</i> m. <i>Interagency Call When Needed Helicopter Contract</i> n. AP 1B o. NOTAM Entry p. <i>Frequency Guide</i> q. <i>Interagency Air Space Guide</i> 		<ul style="list-style-type: none"> a. b. c. d. e. f. g. h. i. j. k. l. m. n. o. p. q.
Intelligence/Fire Weather			
31.	Procedures are in place for obtaining Spot Weather Forecasts.		
32.	An individual is identified who knows the location and conditions of the fire weather stations. A current weather Station catalog available.		

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33.	<p>The center has a person(s) trained in</p> <ul style="list-style-type: none"> a. National Fire Danger Rating System (NFDRS) or Canadian Forest Fire Danger Rating System (CFFDRS) assigned to data quality assurance responsibilities. b. Intelligence Training Specialist (INTS), Intelligence Lead (INTL), or is knowledgeable about the intelligence function. c. S-190, S-290, S-390, WIMS, ROMAN, FamWeb applications, FireFamily+ , or other fire weather/fire danger training. 		<ul style="list-style-type: none"> a. b. c.
34.	<p>Seasonal inputs are maintained including:</p> <ul style="list-style-type: none"> a. Vegetative state b. Fuel moisture values c. Daily state of the weather observations d. Updated breakpoints 		<ul style="list-style-type: none"> a. b. c. d.
35.	<p>Weather data is being archived daily in WIMS.</p>		
36.	<p>Process is in place to communicate Fire Weather Watch and Red Flag Warning conditions as they are issued.</p>		
37.	<p>Planned periodic visits to National Weather Service WFO's occur.</p>		
38.	<p>Dispatch center web site is maintained with current information.</p>		
39.	<p>Process is in place for submission of Daily Situation Report.-209).</p>		
40.	<p>Process is in place for submission of Incident Status Summary.</p>		
41.	<p>Intelligence/Fire Weather Reference Material includes:</p> <ul style="list-style-type: none"> a. Fire Danger Operating Plan or other preparedness operating plan <i>RB Ch 10</i> b. Current Fire Danger Pocket Cards are available. c. <i>WIMS User Guide</i> d. <i>National Predictive Services Handbook</i> e. <i>Situation Report User's Guide</i> f. <i>ICS-209 User's Guide</i> 		<ul style="list-style-type: none"> a. b. c. d. e. f.

Expanded Dispatch/Incident Business Management			
42.	Identified logistics support facilities.		
43.	Incident Management Team mobilization procedures and contacts are identified.		
44.	Buying Team mobilization procedures and contacts identified.		
45.	Incident business coordination and processes identified with agency administrative personnel.		
46.	Individuals are trained and established protocols are in place for use of Dispatch Priority Lists (DPL's).		
47.	Personnel contact list for: a. AD or non-fire personnel support b. Ground Support c. Logistics Support		a. b. c.
48.	Established local and Geographic Area Cache ordering procedures.		
49.	Commercial Travel Procedures have been established including use of agency Corporate Card.		

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50.	<p>Expanded/Incident Business Management Plans, Guides and Reference Materials:</p> <ul style="list-style-type: none"> a. Expanded Dispatch Operations Plan b. Identified Staging Areas/Mobilization Centers c. Incident Management Team Briefing Package d. Copies of Competitive I-BPA's and Non-Competitive I-BPA's e. Source Lists for Incident-Only sign-ups f. Dispatch Priority Lists g. EERA's h. Service and Supply Plan i. National Food Services Contract, NFES 1276 j. National Shower Facilities Contract, NFES 2729 k. National Incident Radio Support Cache (NIRSC)User's Guide, NFES 0968 l. <i>Interagency Incident Business Management Handbook</i> and Geographic Area Supplements. m. <i>National Fire Equipment Systems Catalog</i>, NFES 0362 n. <i>National Standards for Interagency Hotshot Operations</i> 		<ul style="list-style-type: none"> a. b. c. d. e. f. g. h. i. j. k. l. m. n.
Facilities and Equipment			
51.	<p>Facilities meet the needs of personnel, equipment, and mission responsibilities:</p> <ul style="list-style-type: none"> a. Center Managers office is available. b. Adequate break room available for dispatchers. 		<ul style="list-style-type: none"> a. b.
52.	<p>Radio communication system and equipment meets operational needs:</p> <ul style="list-style-type: none"> a. Adequate number of frequencies b. Tactical frequency recording capability c. Alert tones available 		<ul style="list-style-type: none"> a. b. c.
53.	<p>Copying/Computer/GIS systems meet operational needs for quantities and capabilities. Software is compatible with IRM and agency requirements.</p>		

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54.	Agency contacts are identified and procedures established for IT support including after hours and on weekends.		
55.	Dispatch Center meets agency standards for: a. Dispatch Center Supervisor b. Assistant Dispatch Center Supervisor c. Dispatch Center Members d. Minimum Dispatch Center staffing		a. b. c. d.
56.	Supervisors are familiar with safety reporting processes as required: a. Safety Management Information System (SMIS) b. SAFENET reporting c. SAFECOM reporting		a. b. c.
57.	Each employee has attended employee orientation. Orientation included all items found on the orientation checklist at: http://www.blm.gov/nifc/st/en/prog/fire/fireops/preparedness/preparedness_review.html		
QUALIFICATIONS AND TRAINING			
58.	The Incident Qualifications and Certification System has produced current red cards for all Dispatch Center employees.		
59.	Unit members have a documentation file for: a. Current season training b. Past season fire training c. Certifications and experience (Hardcopy or Electronic) d. Fire experience e. Task books initiated appropriate to their training needs. f. Performance evaluations		a. b. c. d. e. f.
60.	Dispatch Center has access to training materials and equipment.		

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61.	<p>Employees are being provided the following mandatory training:</p> <ul style="list-style-type: none"> a. Annual Fireline Safety Refresher (as required by red card) b. Work/rest requirements c. Defensive Driving (if applicable) d. Driver duty limitations e. The Risk Management Process f. CPR g. First Aid h. Blood Borne Pathogens (BBP) i. JHA/RA j. Hazardous Materials First Responder Awareness. k. Hazard Communications l. Any specific training identified by JHA/RA 		<ul style="list-style-type: none"> a. b. c. d. e. f. g. h. i. j. k. l.
62.	<p>Each Dispatch Center member who drives a government vehicle has a current state driver's license and an <i>Application for U.S. Government Vehicle Operator's Identification Card</i> (Form DI-131) and <i>Physical Fitness for Motor Vehicle Operator</i> (Form OF-345), or local equivalent on file.</p>		
63.	<p>Dispatch Center has Risk Assessment completed for all work practices/projects that have potential hazards.</p>		
64.	<p>Dispatch Center has participated in a documented tailgate safety session weekly. May use "Six Minutes For Safety".</p>		

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For the National Preparedness Review you will need to have the following items available for review.

Checklist Item #	Documentation
1	Appropriate MOU or charter
2	Dispatch Center Operating Plan with documented budget responsibilities
3	Table of Organization Chart
13	Electronic copies of supervisors notes/shift notes
14	Dispatch Daily Office Routine check-list/Standard Operating Procedures
16	Continuation of Operations Plan (COOP)
17	Items Listed
18	Pre-Planned Dispatch Plan (CAD print out/Run Cards)
21	Jurisdictional boundary maps
23	Emergency Medical Plan
28	Aviation flight hazard maps, military operating areas sectionals, etc
29	<i>Interagency Aviation Mishap Response Guide</i> and Checklist
34, 35	WIMS station catalogs are current and vegetative state is set appropriately
41	Fire Danger Operating Plan/ Pocket cards
50	Items Listed
18, 19, 52	Frequency Guide and Plans
58	Employee Red Cards
9, 59	Employees training records and plans