



## Geographic Area Coordination Center (2011) Checklist #03

<b>Location:</b>		<b>Date:</b>	
<b>Respondent:</b>		<b>Reviewed By:</b>	
<b>Key Code: E = Exceeds Standard M = Meets Standard NI = Needs Improvement NR = Not Reviewed</b>			
<b>Administrative</b>			
<b>Description</b>		<b>Code</b>	<b>Remarks</b>
1.	A current Geographic Area Coordination Center Memorandum of Understanding (MOU) signed by all cooperators will be maintained in all GACCs.		
2.	Funding for facilities, equipment, and staffing needs are identified in each participating agency planning and budget process.		
3.	<p>A Center Operations Plan is developed defining the roles and responsibilities of each interagency partner which includes:</p> <ul style="list-style-type: none"> <li>a. A Delegation of Authority to the center manager outlining the constraints and agency specific guidelines for the management of their resources.</li> <li>b. Identified lines of communication with geographic area cooperators including briefings, planned meetings, and conference calls.</li> <li>c. Agencies fiscal responsibilities.</li> <li>d. Responsibilities for providing maintenance support with computers, phones, building maintenance, radios, towers, grounds keeping, etc.</li> <li>e. An approved center Table of Organization chart.</li> <li>f. An approved GACC budget.</li> </ul>	<ul style="list-style-type: none"> <li>a.</li> <li>b.</li> <li>c.</li> <li>d.</li> <li>e.</li> <li>f.</li> </ul>	
4.	Center employees utilize the appropriate funding codes and demonstrate fiscal accountability.		
5.	Geographic area initial attack agreements have been updated and ordering procedures established for within GACC, GACC to GACC and NICC.		

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6.	Standard operating plans are in place for each functional area (Coordinator on Duty, Overhead, Crews, Equipment, Aircraft, Predictive Services, etc.). Expired and/or out-of-date material is not available.		
7.	<p>Working relationship in place to provide all required needs of cooperating agencies and their offices. Roles and responsibilities of personnel are known and followed:</p> <ul style="list-style-type: none"> <li>a. Agency Duty Officers</li> <li>b. Geographic Area Coordinating Groups</li> <li>c. Geographic Area Committees/Groups</li> <li>d. NICC</li> <li>e. NMAC</li> <li>f. National Interagency Radio Support Cache and Communications Duty Officer</li> <li>g. Fire Operations personnel</li> <li>h. Federal Law Enforcement</li> <li>i. Aviation management</li> <li>j. Disaster and Assistance Operations, Emergency Support Function #4 contacts</li> <li>k. Procurement and Contracting Staffs</li> <li>l. Geographic Area Cache</li> </ul>	<ul style="list-style-type: none"> <li>a.</li> <li>b.</li> <li>c.</li> <li>d.</li> <li>e.</li> <li>f.</li> <li>g.</li> <li>h.</li> <li>i.</li> <li>j.</li> <li>k.</li> <li>l.</li> </ul>	
8.	<p>Emergency notification process established for meeting cooperating/participating agency contact requirements. Roles are clearly understood by personnel:</p> <ul style="list-style-type: none"> <li>a. Agency contacts during normal hours</li> <li>b. Agency contacts after hours</li> <li>c. Agency specific notification requirements</li> </ul>	<ul style="list-style-type: none"> <li>a.</li> <li>b.</li> <li>c.</li> </ul>	
9.	Personnel recruitment /hiring are complete and staffing levels reflect budget allocations.		
10.	Dispatch Center Manager has delegation of authority, appropriate supervisory authority and process for completion of employee performance evaluations.		

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11.	Delegation of Authority from Center Manager is in place for GACC staff and identifies roles and responsibilities for Acting Center Manager/Coordinator on Duty/Internal Duty Officer.		
12.	GACC personnel are proficient, make/execute decisions, manage operations, and have the ability to operate independently in the absence of the Center/Assistant Manager while on-call or working opposite shifts, etc.		
13.	GACC personnel are cross-trained in each function (i.e., aircraft, crews, overhead, intelligence, etc.) and can provide coverage during days off, fire assignments, etc.		
14.	Procedures for briefing personnel and detailers (incoming resources) of current conditions, special situations etc. (Detailers Guide).		
15.	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.		
16.	Funding procedures are identified for pre-position of aircraft, crews and other resources based on predicted weather/activity.		
17.	Agency severity request approvals and protocols for ordering and use of severity resources are provided.		
18.	Continuation of Operations Plan (COOP): a. Back- up power source b. Back-up computer system (other agency, DSL, etc.) c. Disaster recovery system for computer(s) is in place. 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.	
19.	Electronic method to record key events and information on a daily basis is accessible for personnel (COD Notes, Shift Briefs): a. Information is kept at each functional desk b. Information is shared between personnel c. Information is archived.	a. b. c.	

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20.	<p>Critical/trigger points are identified for activating skilled support positions (may be included in GA Mobilization Guide Chapter 26, Preparedness Plan):</p> <ul style="list-style-type: none"> <li>a. Air Space Coordinator</li> <li>b. Communications Coordination (COMC)</li> <li>c. MAC Group</li> <li>d. Fire Behavior Analyst</li> </ul>		<ul style="list-style-type: none"> <li>a.</li> <li>b.</li> <li>c.</li> <li>d.</li> </ul>
21.	<p>Standard operations procedures (SOPs) are developed and kept current for skilled support positions. Includes work descriptions, expectations, chain of command, etc.</p>		
22.	<p>ROSS:</p> <ul style="list-style-type: none"> <li>a. Resources are up-to-date and a process is in place to status appropriately.</li> <li>b. Current contracts, EERA's, I-BPA's are entered in ROSS.</li> <li>c. Naming conventions meet national standards.</li> <li>d. Standards are identified and utilized for ROSS operations.</li> <li>e. Rosters for resources are developed and maintained per established standards.</li> <li>f. Personnel are identified/trained in use of COGNOS reports and/or Query Studio and other analytical reports.</li> <li>g. Selection areas are set appropriately for ordering between approved dispatch centers and other GACCs.</li> <li>h. Employee(s) identified to function as ROSS Administrator and GACC Point of Contact for ROSS assistance.</li> <li>i. Data maintenance and archiving standards are in place.</li> </ul>		<ul style="list-style-type: none"> <li>a.</li> <li>b.</li> <li>c.</li> <li>d.</li> <li>e.</li> <li>f.</li> <li>g.</li> <li>h.</li> <li>i.</li> </ul>

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23.	<p>Personnel are trained and individual(s) identified as administrators and are able to provide technical assistance for:</p> <ul style="list-style-type: none"> <li>a. FireCode</li> <li>b. IQCS (imports and transfer of employees)</li> <li>c. Unit Identifier assignment and repository</li> <li>d. Wildland Fire Decision Support System (WFDSS)</li> </ul>		<ul style="list-style-type: none"> <li>a.</li> <li>b.</li> <li>c.</li> <li>d.</li> </ul>
24.	<p>Process for mobilization of Incident Management Teams is established:</p> <ul style="list-style-type: none"> <li>a. Team Rosters are current and maintained</li> <li>b. IMT status and rotations are posted on GACC web site</li> <li>c. IMT contacts are current and available</li> <li>d. Planned attendance at IMT close outs.</li> </ul>		<ul style="list-style-type: none"> <li>a.</li> <li>b.</li> <li>c.</li> <li>d.</li> </ul>
25.	<p>Contacts maintained and call out procedures established for agency Public Affairs Specialists. Procedures for responding to media requests are in place.</p>		
26.	<p>Incident Business Management protocols including use of Dispatch Priority Lists (DPL's) EERA's and I-BPA's are understood.</p>		
27.	<p>Incident business coordination and processes identified with agency administrative personnel. Staff is familiar with the guidelines as described in the <i>Interagency Incident Business Management Handbook</i> and <i>Geographic Area Supplements</i>.</p>		
28.	<p>National and Area Mobilization Guides are current, available, and utilized. A process is in place to update changing information annually.</p>		
29.	<p>Jurisdictional boundary maps are current and accessible.</p>		
30.	<p>Administrative Reference Material:</p> <ul style="list-style-type: none"> <li>a. Agency policy manuals</li> <li>b. <i>National Interagency Mobilization Guide</i>, NFES 2092</li> <li>c. Geographic Area Mobilization Guide</li> <li>d. National Mobile Food Services Contract, NFES 1276</li> </ul>		<ul style="list-style-type: none"> <li>a.</li> <li>b.</li> <li>c.</li> <li>d.</li> </ul>

e. <i>Military Operations Handbook</i>	e.
f. National Mobile Shower Facilities Contract, NFES 2729	f.
g. <i>National I Incident Radio Support Cache (NIRSC) Users Guide</i> , NFES 0968	g.
h. <i>National Fire Equipment Systems Catalog</i> , NFES 0362	h.
i. <i>Interagency Incident Business Management Handbook</i>	i.
j. <i>Fireline Handbook</i> , NFES 0065 (March/2004)	j.
k. <i>Interagency Standards for Fire and Fire Aviation Operations.</i>	k.
l. <i>Wildland Fire and Aviation Program Management for Operations Guide</i> for the USDI Bureau of Indian Affairs	l.
m. <i>Interagency Standards for ROSS Operations Guide (ISROG)</i>	m.
n. <i>Standards for Interagency Hotshot Crew Operations</i>	n.
o. <i>NWCG Wildland and Prescribed Fire Qualifications System Guide (310-1).</i>	o.
p. <i>FSH 5109.17 Fire and Aviation Management Qualifications Handbook.</i>	p.
q. Agency Safety and Health Handbooks Area Cache Operating Plan.	q.
r. MAC Operating Plan with group contacts and notification procedures.	r.
s. Source list for Material Safety Data Sheets.	s.
t. North American Emergency Response Guidebook (DOT)	t.
u. National Response Plan	u.
v. National Type 2 and Type 2 IA-Crew Contract	v.

Aircraft and Aviation Management			
31.	Aircraft availability, authorities and ordering procedures are established for fire, logistical and administrative flights.		
32.	Operational procedures between GACC, dispatch centers and air tanker base(s) are established.		
33.	<p>Air Space:</p> <ul style="list-style-type: none"> <li>a. Procedures for ordering and establishing TFR's are in place.</li> <li>b. Military air space (MTR, SUA, MOA), Restricted Area operating guidelines are in place and understood.</li> <li>c. Ordering procedures in place with FAA for temporary towers when airports are overloaded.</li> <li>d. Planned attendance at annual airspace meetings.</li> </ul>	<ul style="list-style-type: none"> <li>a.</li> <li>b.</li> <li>c.</li> <li>d.</li> </ul>	
34.	Aviation flight hazard maps, military operating areas sectionals, etc. are available.		
35.	<i>Interagency Aviation Mishap Response Guide</i> and Checklist complete and updated. Accident and mishap reporting procedures are in place and understood. (SAFECOM).		
36.	Flight following procedures are established and in place. Protocols for use of Automated Flight Following (AFF) are included.		
37.	<p>Aircraft Reference Material:</p> <ul style="list-style-type: none"> <li>a. <i>Interagency Helicopter Operations Guide</i></li> <li>b. National/Regional/State/Local Aviation Plans</li> <li>c. Military/National Guard Operating Plan</li> <li>d. Agency Aviation Safety Plans</li> <li>e. <i>Aircraft Identification Guide</i></li> <li>f. Local airports, SEAT bases, air tanker bases, helicopter and smokejumper bases</li> <li>g. <i>Interagency Air Tanker Base Directory</i></li> <li>h. <i>Interagency Air Tanker Base Operations Guide.</i></li> <li>i. <i>Interagency SEAT Operations Guide</i></li> </ul>	<ul style="list-style-type: none"> <li>a.</li> <li>b.</li> <li>c.</li> <li>d.</li> <li>e.</li> <li>f.</li> <li>g.</li> <li>h.</li> <li>i.</li> </ul>	

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<ul style="list-style-type: none"> <li>j. <i>Interagency Aerial Supervision Guide</i></li> <li>k. <i>Interagency Smokejumper Operations Guide</i></li> <li>l. National Retardant Requirements Contract</li> <li>m. Interagency Call When Needed Helicopter Contract</li> <li>n. AP 1B</li> <li>o. NOTAM Entry</li> <li>p. Frequency Plans</li> <li>q. <i>Interagency Air Space Guide</i></li> </ul>	<ul style="list-style-type: none"> <li>j.</li> <li>k.</li> <li>l.</li> <li>m.</li> <li>n.</li> <li>o.</li> <li>p.</li> <li>q.</li> </ul>
<b>Predictive Services</b>	
<p>38. Annual Operation Plan developed in coordination with the National Weather Service and in place.</p> <ul style="list-style-type: none"> <li>a. Products and services provided by the GACC and NWS identified.</li> </ul>	
<p>39. Current <i>National Predictive Services Handbook</i> is available and operating guidelines are followed.</p>	
<p>40. Web site is developed and maintained to meet mission requirements and follows national formatting standards.</p>	
<p>41. Procedures used for gathering, accessing, and disseminating information are identified and available to personnel.</p>	

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42.	<p>Personnel are trained and knowledgeable in the following areas:</p> <ul style="list-style-type: none"> <li>a. FAMWeb Site</li> <li>b. ICS-209</li> <li>c. Interagency Situation Report (SIT)</li> <li>d. NFDERS data and FireFamily+</li> <li>e. S-190/S-290/ S-391/S-490/ S-491/S-591</li> <li>f. FXNet</li> <li>g. Data retrieval methods</li> <li>h. Statistical analysis and year end reports</li> <li>i. GIS</li> </ul>		<ul style="list-style-type: none"> <li>a.</li> <li>b.</li> <li>c.</li> <li>d.</li> <li>e.</li> <li>f.</li> <li>g.</li> <li>h.</li> <li>i.</li> </ul>
43.	<p>Outlooks and forecasts are evaluated and quality control procedures are in place.</p>		
44.	<p>Seasonal Assessment developed with monthly updates done as required nationally.</p>		
45.	<p>Participation in research projects ongoing with contacts maintained.</p>		
46.	<p>Planned attendance at meetings, seasonal workshops, conferences, fire reviews, etc. Provide on- site visits in order to meet mission requirements.</p>		
47.	<p>Identified lines of communication on an interagency basis with schedule of briefings, meetings and conference calls.</p>		
48.	<p>Contacts are maintained and roles understood for:</p> <ul style="list-style-type: none"> <li>a. NWS Offices.</li> <li>b. National Intelligence Group</li> <li>c. National GACC Managers</li> <li>d. NPSS/GMAC/NMAC/NWCG</li> <li>e. Agency Fuels Specialists</li> <li>f. National Interagency Fire Center</li> <li>g. National Interagency Coordination Center</li> <li>h. Local or regional entities.</li> </ul>		<ul style="list-style-type: none"> <li>a.</li> <li>b.</li> <li>c.</li> <li>d.</li> <li>e.</li> <li>f.</li> <li>g.</li> <li>h.</li> </ul>

<b>Facilities and Equipment</b>		
49.	Facilities meet the needs of personnel, equipment, and mission responsibilities: a. Adequate meeting/briefing space  b. Adequate break room is available for employees  c. Space is available for extended staffing, MAC Group, Communications Coordinator, Air Space Coordinator, FBAN, etc.	a.  b.  c.
50.	Computer systems and software meet mission requirements of the cooperating agencies: a. Hardware quantity  b. Hardware capability  c. Software is current and compatible with IT and agency requirements.	a.  b.  c.
51.	Property control/management systems are in place.	
52.	Agency contacts are identified and procedures established for IT support including after hours and on weekends.	
<b>QUALIFICATIONS AND TRAINING</b>		
53.	The Incident Qualifications and Certification System has produced current red cards for all employees.	

54. Dispatch staff trained in and follows center procedures for: a. Resource Order and Status System (ROSS) b. Computer Aided Dispatch (CAD) c. Aircraft Dispatcher, D-312 d. FireCode e. Wildland Fire Decision Support System (WFDSS) f. Automated Flight Following (AFF) g. Cross-training between functions, initial attack, aircraft, logistics support, intelligence, etc. h. Annual Fireline Safety Refresher i. Work/rest requirements j. Defensive Driving (if applicable) k. Driver duty limitations l. The Risk Management Process m. CPR n. First Aid o. Blood Borne Pathogens (BBP) p. JHA/RA q. Any specific training identified by JHA/RA	a. b. c. d. e. f. g. h. i. j. k. l. m. n. o. p. q.
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55.	Dispatch center employees 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.
56.	Dispatch center has access to training materials and equipment.		
57.	Supervisors are familiar with safety reporting processes as required: a. Safety Management Information System (SMIS) b. SAFENET reporting c. SAFECOM reporting		a. b. c.
58.	Each employee has attended employee orientation. Orientation included all items found on the orientation checklist at: <a href="http://www.blm.gov/nifc/st/en/prog/fire/fireops/preparedness/preparedness_review.html">http://www.blm.gov/nifc/st/en/prog/fire/fireops/preparedness/preparedness_review.html</a>		
59.	Each center employee 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.		
60.	Center has Job Hazard Analysis/RA completed for all work practices/projects that have potential hazards.		
61.	Personnel with fireline qualifications are trained in the use of all required PPE.		
62.	Center has participated in a documented tailgate safety session weekly or as required (driving, long shifts, center projects). May use "Six Minutes For Safety".		

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

<b>Checklist Item #</b>	<b>Documentation</b>
1	Geographic Area Coordination Center MOU
3	Completed Center Operations Plan
11	Delegation of Authority for Center Manager
18	COOP Plan
28	National and Area Mobilization Guides
21	SOPs and reference material
29	Jurisdictional boundary maps
53	Employee Red Cards
55	Employees training records
58-59	Referenced documentation
65-67	Required Vehicle documents