

CHAPTER 20 - ADMINISTRATIVE PROCEDURES

- 21 ORDERING CHANNELS/COST CODING**
 - 21.1 GEOGRAPHIC AREA COORDINATION CENTERS (GACCs)**
 - 21.1.1 AREA INCIDENT COORDINATION CENTER**
 - 21.1.2 INTERAGENCY DISPATCH CENTERS**
 - 21.2 ORDERING PROCEDURES**
 - 21.2.1 SUPPORT TO BORDER FIRES**
 - 21.2.2 MOBILIZATION AND DEMOBILIZATION INFORMATION**
 - 21.2.3 ELECTRONIC TRAVEL NOTIFICATIONS**
 - 21.2.3.1 UNITS OPERATING WITHOUT ROSS**
 - 21.2.3.2 UNITS OPERATING WITH ROSS**
 - 21.3 NON-INCIDENT RELATED ORDERING**
 - 21.4 COST CODING**
 - 21.4.1 BUREAU OF LAND MANAGEMENT (BLM)**
 - 21.4.2 BUREAU OF INDIAN AFFAIRS (BIA)**
 - 21.4.3 NATIONAL PARK SERVICE (NPS)**
 - 21.4.4 FISH AND WILDLIFE SERVICE (FWS)**
 - 21.4.5 FOREST SERVICE (FS)**
 - 21.4.6 IDAHO DEPARTMENT OF LANDS (IDS)**
 - 21.4.7 MONTANA DEPARTMENT OF NATURAL RESOURCES & CONSERVATION (DNRC)**
 - 21.5 NORTHERN ROCKIES DISPATCHING PROCEDURES**
 - 21.5.1 OUT-OF-AREA DISPATCH PROCEDURES**
 - 21.5.2 NORTHERN ROCKIES COORDINATION CENTER DISPATCH PROCEDURES**
 - 21.5.3 STATE DISPATCH PROCEDURES**
 - 21.5.3.1 MONTANA DNRC**
 - 21.5.4 LOCAL DISPATCH PROCEDURES**
 - 21.5.5 MAPS OF IDAHO DEPARTMENT OF LANDS, MONTANA DNRC LAND OFFICES AND NORTH DAKOTA FOREST SERVICE**
- 22 OVERHEAD/CREWS**
 - 22.1 OVERHEAD MOBILIZATION AND DEMOBILIZATION**
 - 22.1.1 GENERAL MOBILIZATION GUIDELINES AND RESPONSIBILITIES**
 - 22.1.2 DEMOBILIZATION GUIDELINES AND RESPONSIBILITIES**
 - 22.1.2.1 INCIDENT MANAGEMENT TEAM DEMOBILIZATION**
 - 22.2 CREWS**
 - 22.2.1 BUREAU OF INDIAN AFFAIRS**
 - 22.3 INTERAGENCY FIRE USE MODULES**
 - 22.4 SMOKEJUMPERS**
 - 22.4.1 PREPOSITION/SPIKE BASE ORDERS**
 - 22.5 HELICOPTER MODULE**
 - 22.6 COMMUNICATIONS COORDINATOR**

- 22.7 INCIDENT METEOROLOGIST (IMET)
 - 22.8 CACHE SUPPORT POSITIONS
 - 22.9 NATIONAL INCIDENT MANAGEMENT TEAMS
 - 22.9.1 INTERAGENCY INCIDENT MANAGEMENT TEAMS
 - 22.9.2 NATIONAL AREA COMMAND TEAMS
 - 22.9.3 FIRE USE MANAGEMENT TEAMS (FUMT)
 - 22.9.4 NATIONAL PARK SERVICE ALL-HAZARD INCIDENT MANAGEMENT TEAM
 - 22.9.5 NATIONAL INCIDENT MANAGEMENT ORGANIZATION TEAMS (NIMO)
 - 22.10 INCIDENT SUPPORT TEAMS
 - 22.10.1 NATIONAL INTERAGENCY BUYING TEAMS
 - 22.10.2 ADMINISTRATIVE PAYMENT TEAMS (APT_s)
 - 22.10.3 BURNED AREA EMERGENCY RESPONSE (BAER) TEAM
 - 22.10.4 CRITICAL INCIDENT STRESS DEBRIEFING TEAMS
 - 22.10.5 NATIONAL FIRE PREVENTION AND EDUCATION TEAMS
 - 22.10.6 WILDLAND FIRE AND AVIATION SAFETY TEAMS (FAST)
 - 22.10.7 AVIATION SAFETY ASSISTANCE TEAM (ASAT)
 - 22.11 NFFE (UNION) REPRESENTATIVE – FOREST SERVICE INCIDENTS
 - 22.12 HUMAN RESOURCE SPECIALIST (HRSP)
- 23 EQUIPMENT/SUPPLIES
- 23.1 EQUIPMENT/SUPPLIES MOBILIZATION
 - 23.1.1 ROSS AVAILABILITY STATUSING
 - 23.1.2 MOBILIZATION OF WATER HANDLING EQUIPMENT
 - 23.1.3 OTHER BEST VALUE EQUIPMENT/SUPPLIES
 - 23.1.4 LOCALLY AVAILABLE EQUIPMENT/EERA
 - 23.2 EQUIPMENT/SUPPLIES DEMOBILIZATION
 - 23.3 NATIONAL INTERAGENCY SUPPORT CACHE ORDERING PROCEDURES
 - 23.3.1 NFES ITEMS IN SHORT SUPPLY
 - 23.3.2 FIELD OFFICE REPLENISHMENT DURING FIRE SEASON
 - 23.3.3 FIELD OFFICE REPLENISHMENT OUTSIDE OF FIRE SEASON
 - 23.3.4 INCIDENT REPLACEMENT OF NFES ITEMS
 - 23.3.5 INCIDENT REPLACEMENT: TYPE 3 & 4 INCIDENTS
 - 23.3.6 INCIDENT TO INCIDENT TRANSFER OF EQUIPMENT AND SUPPLIES
 - 23.3.7 NON-FIRE INCIDENT
 - 23.4 NATIONAL INCIDENT RADIO SUPPORT CACHE (NIRSC)
 - 23.4.1 RADIO MOBILIZATION
 - 23.4.2 RADIO DEMOBILIZATION
 - 23.5 ATMOSPHERIC THEODOLITE METEOROLOGICAL UNIT (ATMU) NFES #1836
 - 23.6 FIRE REMOTE AUTOMATIC WEATHER STATIONS (FRAWS) NFES #5869
 - 23.7 PROJECT REMOTE AUTOMATIC WEATHER STATIONS (PRAWS) NFES #5870

- 23.8 NATIONAL CONTRACT MOBILE FOOD SERVICES, AND NATIONAL CONTRACT MOBILE SHOWER FACILITIES
 - 23.8.1 NATIONAL CONTRACT MOBILE FOOD SERVICES AND SHOWER FACILITIES MOBILIZATION
 - 23.8.2 NATIONAL CONTRACT MOBILE FOOD SERVICES AND SHOWER FACILITIES REASSIGNMENTS
 - 23.8.3 NATIONAL CONTRACT MOBILE FOOD SERVICES AND SHOWER FACILITIES DEMOBILIZATION
- 23.9 NATIONAL CONTRACT MOBILE COMMISSARY SERVICES
- 24 AIRCRAFT
 - 24.1 AIRCRAFT MOBILIZATION
 - 24.1.1 MINIMUM INFORMATION NEEDED
 - 24.2 AIRCRAFT DEMOBILIZATION
 - 24.3 FLIGHT MANAGEMENT PROCEDURES
 - 24.3.1 AUTOMATED FLIGHT FOLLOWING (AFF) PROCEDURES
 - 24.3.2 AFF AND TACTICAL FLIGHTS
 - 24.4 AIRBORNE THERMAL INFRARED (IR) FIRE MAPPING
 - 24.5 LEAD PLANES
 - 24.6 AERIAL SUPERVISOR MODULES (ASM1)
 - 24.7 AIR TACTICAL AND RECONNAISSANCE AIRCRAFT
 - 24.8 LARGE TRANSPORT AIRCRAFT
 - 24.9 HELICOPTERS: CALL - WHEN - NEEDED (CWN)
 - 24.9.1 EXCLUSIVE USE CONTRACT HELICOPTERS
 - 24.9.2 MONTANA DEPARTMENT OF NATURAL RESOURCES (DNRC) AIRCRAFT
 - 24.9.2.1 FIXED WING AIRCRAFT
 - 24.9.2.2 HELICOPTERS
 - 24.10 AIRTANKERS
 - 24.10.1 EARLY ACTIVATION OF AIRTANKERS
 - 24.10.2 MODULAR AIRBORNE FIREFIGHTING SYSTEMS (MAFFS)
 - 24.10.3 SINGLE ENGINE AIRTANKERS (SEATs)
 - 24.11 TEMPORARY FLIGHT RESTRICTIONS FAR 91.137 (TFR)
 - 24.12 MILITARY TRAINING ROUTES AND SPECIAL USE AIRSPACE
 - 24.13 AIRSPACE CONFLICTS
 - 24.14 FAA TEMPORARY CONTROL TOWER OPERATIONS
 - 24.15 DEDICATED RADIO FREQUENCIES
 - 24.16 INTERAGENCY INTERIM FLIGHT AND DUTY LIMITATIONS
 - 24.17 CWN FS CONTRACT vs AMD CONTRACT HIRING
- 25 PREDICTIVE SERVICES
 - 25.1 INCIDENT STATUS SUMMARY (ICS-209)
 - 25.2 INTERAGENCY SITUATION REPORT
 - 25.3 INCIDENT MANAGEMENT SITUATION REPORT
 - 25.4 7 DAY SIGNIFICANT FIRE POTENTIAL OUTLOOK
 - 25.5 NATIONAL WILDLAND SIGNIFICANT FIRE POTENTIAL OUTLOOK
 - 25.6 GACC MONTHLY AND SEASONAL WILDLAND SIGNIFICANT FIRE

- POTENTIAL OUTLOOKS**
- 25.7 FUEL AND FIRE BEHAVIOR ADVISORIES**
- 25.8 WILDLAND FIRE ENTRAPMENT/ FATALITY**
- 25.9 GYA SITUATION REPORT**
- 25.10 ADDITIONAL REPORTS**
 - 25.10.1 PRESCRIBED FIRE**
 - 25.10.2 WILDLAND FIRE SITUATION ANALYSIS (WFSA)**

- 26 NATIONAL FIRE PREPAREDNESS PLAN**
 - 26.1 WHY PREPAREDNESS LEVELS ARE ESTABLISHED**
 - 26.2 GEOGRAPHIC AREA PREPAREDNESS LEVELS**
 - 26.2.1 MONTANA DEPT OF NATURAL RESOURCES & CONSERVATION**
 - 26.2.2 PREPAREDNESS LEVEL 1**
 - 26.2.3 PREPAREDNESS LEVEL 2**
 - 26.2.4 PREPAREDNESS LEVEL 3**
 - 26.2.5 PREPAREDNESS LEVEL 4**
 - 26.2.6 PREPAREDNESS LEVEL 5**
 - 26.3 PREPAREDNESS LEVEL DESCRIPTIONS**
 - 26.3.1 PREPAREDNESS LEVEL 1**
 - 26.3.2 PREPAREDNESS LEVEL 2**
 - 26.3.3 PREPAREDNESS LEVEL 3**
 - 26.3.4 PREPAREDNESS LEVEL 4**
 - 26.3.5 PREPAREDNESS LEVEL 5**
 - 26.3.6 PREPAREDNESS LEVEL 5 TO 4**
 - 26.3.7 PREPAREDNESS LEVEL 4 TO 3**
 - 26.3.8 PREPAREDNESS LEVEL 3 TO 2**
 - 26.4 NATIONAL MULTI-AGENCY COORDINATING GROUP (NMAC) DECISIONS**
 - 26.5 FOLLOW-UP EVALUATION**
 - 26.6 SEVERITY AUTHORIZATION**

- 27 MOBILIZATION PROCEDURES FOR MILITARY ASSETS AND INTERNATIONAL ASSIGNMENTS**
 - 27.1 ESTABLISHED RESOURCE ORDERING PROCESS**
 - 27.2 CIVILIAN SUPPORT**
 - 27.3 DEMOBILIZATION PROCEDURES**
 - 27.4 INTERNATIONAL OPERATIONS**
 - 27.4.1 CANADA SUPPORT**
 - 27.4.2 AUSTRALIA SUPPORT AND NEW ZEALAND SUPPORT**
 - 27.4.3 MEXICO SUPPORT**
 - 27.4.4 OTHER NATIONS SUPPORT FOR LARGE SCALE MOBILIZATIONS**

- 28 DISPATCHING FORMS**
 - 28.1 RESOURCE ORDER FORM**
 - 28.2 FOOD SERVICE REQUEST FORM**
 - 28.3 PASSENGER AND CARGO MANIFEST FORM**

- 28.4 AIRCRAFT FLIGHT REQUEST/SCHEDULE FORM
- 28.5 INFRARED AIRCRAFT SCANNER REQUEST FORM
- 28.6 FAA TEMPORARY TOWER REQUEST FORM
- 28.7 PREPAREDNESS/DETAIL REQUEST FORM
- 28.8 INCIDENT STATUS SUMMARY (ICS 209) FORM
- 28.9 MONTHLY WILDLAND FIRE WEATHER/FIRE DANGER OUTLOOK FORM
- 28.10 WILDLAND FIRE ENTRAPMENT/FATALITY INITIAL REPORT FORM
- 28.11 DOCUMENTATION OF LENGTH OF ASSIGNMENT EXTENSION REQUIREMENTS FORM

Reference the **National Mobilization Guide** for the above forms.

- 28.12 RESOURCE ORDER, SMOKEJUMPER IA
- 28.13 FIRE SITUATION ANALYSIS
- 28.14 SAFENET
- 28.15 FIRE WEATHER SPECIAL FORECAST REQUEST
- 28.16 EMERGENCY MEDICAL SERVICES (EMS) HELICOPTER AMBULANCE REQUEST INFORMATION
- 28.17 MSO-WYS SMJ INJURY INFORMATION FORM
- 28.18 GUIDE TO COMPLETING THE INCIDENT COMPLEXITY ANALYSIS
- 28.19 DNRC FIRE INCIDENT ASSIGNMENT RECORD (F-300)
- 28.20 INCIDENT REPLACEMENT REQUISITION
- 28.21 INTERAGENCY REQUEST FOR TEMPORARY FLIGHT RESTRICTION (FAR PART 91.137)
- 28.22 TEMPORARY TOWER REQUEST FORM
- 28.23 AVIATION INFORMATION BRIEFING PACKAGE
- 28.24 OPERATING AUTHORITY FOR AIRCRAFT CARRYING EXPLOSIVES
- 28.25 CIVIL/PRIVATE AIRCRAFT USE JUSTIFICATION FORM
- 28.26 NORTHERN ROCKIES CRITICAL INCIDENT STRESS MANAGEMENT TEAM REQUEST FORM
- 28.27 STATE FIRE MARSHAL ORDER FORM (MONTANA FIRE PREVENTION AND INVESTIGATION BUREAU)
- 28.28 INCIDENT ORDERING CHECKLIST
- 28.29 SUPPLY RESOURCE ORDER TRANSFER and CONTINUATION
- 28.30 CONTINGENCY RESOURCES CONSIDERATION CHECKLIST

21 ORDERING CHANNELS/COST CODING

21.1 GEOGRAPHIC AREA COORDINATION CENTERS (GACCs)

Reference the **National Mobilization Guide**.

21.1.1 AREA INCIDENT COORDINATION CENTER

The Northern Rockies Coordination Center (NRCC) is the Geographic Area Coordination Center (GACC) for North Idaho, Montana, Yellowstone National Park, North Dakota and NW South Dakota. The NRCC acts as a focal point for non-local resource ordering both within and outside the geographic area.

Specific information on NRCC office operations is discussed in the Northern Rockies Coordination Center Office Guide.

21.1.2 INTERAGENCY DISPATCH CENTERS

The **Billings Interagency Dispatch Center (MT-BDC)** is an interagency dispatch facility that serves USDA-Forest Service, Custer National Forest – Beartooth Ranger District; Department of Interior, National Park Service, Bureau of Land Management – Billings Field Office, Bureau of Indian Affairs, and the Montana Department of Natural Resources and Conservation Southern Land Office under one cooperating unit.

The **Bitterroot Dispatch Center (MT-BRC)** is a dispatch facility that manages resources for the Bitterroot National Forest.

The **Bozeman Interagency Dispatch Center (MT-BZC)** is an interagency dispatch facility that serves the USDA-Forest Service, Gallatin National Forest; Yellowstone National Park, and the Montana Department of Natural Resources and Conservation-Bozeman Unit under one cooperating unit.

The **Coeur d'Alene Interagency Dispatch Center (ID-CDC)** is an interagency dispatch facility that serves the USDA-Forest Service, Idaho Panhandle National Forest, Coeur d'Alene Tribe, Bureau of Land Management – Coeur d'Alene Field Office, and the Idaho Department of Lands under one cooperating unit.

The **Dillon Interagency Dispatch Center (MT-DDC)** is an interagency dispatch facility that serves the USDA-Forest Service, Beaverhead - Deerlodge National Forest, Department of the Interior, Bureau of Land Management – Butte and Dillon Field Offices and Montana Department of Natural Resources and Conservation Central Land Office-Dillon Unit under one cooperating unit.

The **Kalispell Interagency Dispatch Center (MT-KIC)** is an interagency dispatch facility that serves the USDA-Forest Service, Flathead National Forest, Montana Department of Natural Resources and Conservation -

Northwestern Land Office, and Glacier National Park under one cooperating unit.

The **Grangeville Interagency Dispatch Center (ID-GVC)** is an interagency dispatch facility that serves the USDA-Forest Service, Clearwater and Nez Perce National Forests; Clearwater, Maggie Creek, Craig Mountain Supervisory Areas of Idaho Department of Lands, and Clearwater-Potlatch Timber Protective Association. Resources also include those provided by the Nez Perce Tribe, Nez Perce Park and Bureau of Land Management-Cottonwood Field Office.

The **Great Falls Interagency Dispatch Center (MT-GDC)** is an interagency dispatch facility that serves the USDA-Forest Service Lewis & Clark National Forest, the Bureau of Indian Affairs, the Department of Natural Resources and Conservation Central Land Office-Conrad Unit, and the Fish and Wildlife Service – Benton Lake NWR under one cooperating unit.

The **Helena Interagency Dispatch Center (MT-HDC)** is an interagency dispatch facility that serves the USDA-Forest Service, Helena National Forest, and the Montana Department of Natural Resources and Conservation, Central Land Office - Helena Unit under one cooperating unit.

The **Kootenai Interagency Dispatch Center (MT-KDC)** is an interagency dispatch facility that serves the USDA-Forest Service, Kootenai National Forest and the Montana Department of Natural Resources and Conservation, Northwestern Land Office - Libby Unit under one cooperating unit.

The **Lewistown Interagency Dispatch Center (MT-LEC)** is an interagency dispatch facility that serves the Department of Interior, Bureau of Land Management – Lewistown Field Office, Malta Field Office and their respective Field Stations, the U.S. Fish and Wildlife Service -Charles M. Russell NWR, and Montana Department of Natural Resources and Conservation - Northeastern Land Office under one cooperating unit.

The **Miles City Interagency Dispatch Center (MT-MCC)** is an interagency dispatch facility that serves the Department of the Interior, Bureau of Land Management – Miles City, North Dakota, and South Dakota Field Offices; USDA-Forest Service, Custer National Forest, Ashland and Sioux Ranger Districts, and the Montana Department of Natural Resources and Conservation - Eastern Land Office under one cooperating unit.

The **Missoula Interagency Dispatch Center (MT-MDC)** is an interagency dispatch facility that serves the USDA-Forest Service, Lolo National Forest; Bureau of Indian Affairs, Flathead Agency; Bureau of Land

NORTHERN ROCKIES INTERAGENCY MOBILIZATION GUIDE

Management - Missoula Field Office, and Montana Department of Natural Resources and Conservation Southwestern Land Office - Missoula, Anaconda and Clearwater Units and Plains Unit of the Northwestern Land Office under one cooperating unit.

The **North Dakota Interagency Dispatch Center (ND-NDC)** is an interagency dispatch facility that serves the USDA-Forest Service, Dakota Prairie Grasslands; U.S. Fish & Wildlife Service, Bureau of Indian Affairs, Theodore Roosevelt National Park; and North Dakota Forest Service.

21.2 ORDERING PROCEDURES

Resource orders to meet incident, preparedness, severity, wildland, or prescribed fire needs will follow established ordering channels. Resource orders for members of an official overhead team as identified on the team’s roster may be ordered directly to the individual’s home dispatch center via ROSS. Substitute members of a team roster may be added to the roster but their use must be coordinated by the team dispatch zone or if the individual’s home dispatch is outside the geographic area by the Northern Rockies Coordination Center.

All Dispatch Centers may order resources directly from their neighbor(s). The following table defines the neighborhood for each Dispatch Center:

DISPATCH	CAN ORDER DIRECTLY FROM ...
BDC	BZC, GDC, LEC, MCC
BRC	DDC, MDC
BZC	BDC, DDC, GDC, HDC
CDC	GVC, KDC
DDC	BRC, BZC, GDC, HDC, MDC
GDC	BDC, BZC, DDC, KIC, HDC, LEC, MDC
GVC	CDC
HDC	BZC, DDC, KIC, GDC, MDC
KIC	GDC, HDC, KDC, MDC
KDC	CDC, KIC, MDC
LEC	BDC, GDC, MCC
MCC	BDC, LEC, NDC
MDC	BRC, DDC, GDC, HDC, KDC, KIC
NDC	MCC

Out-of-Area ROSS selection areas are not shown.

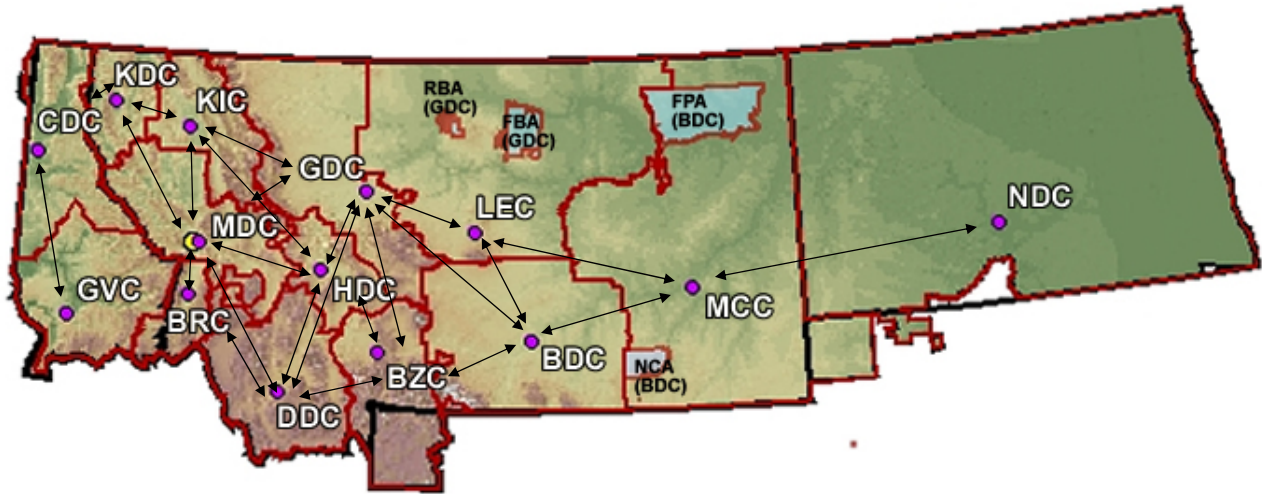
The following conditions must be met when resource ordering via the neighborhood:

- A. The filling dispatch center will post resource identification data and travel information in the travel component of ROSS. See section 21.2.3.1 for travel reporting procedures used by centers not using ROSS. The same notification procedures also apply for resource demobilization.

NORTHERN ROCKIES INTERAGENCY MOBILIZATION GUIDE

- B. Dispatch Centers may only dispatch those resources that are normally assigned to their unit. Dispatch Centers may not reassign their neighbors' resource outside the zone without approval from their home zone dispatch center. (i.e., MDC cannot reassign a KIC engine to DDC. MDC could reassign an HDC engine to DDC, since DDC is also in HDC's neighborhood. This reassignment, of course, must be approved by HDC.)
- C. Dispatch Centers should place orders for available resources with their neighbors prior to placing an order with the NRCC. **The NRCC will NOT normally place orders to a center's neighbors, unless the neighborhood policy has been terminated by the NRCC as outlined in item E. below.**
- D. If the NRCC needs to reassign a resource that has been mobilized via a neighborhood order, the NRCC will place the order with the resource's home zone dispatch center. The home zone dispatch center will be responsible for negotiating the release/reassignment with the current dispatch unit in order to fill the order.
- E. The Center Manager at the NRCC may terminate the neighborhood policy if the Geographic/National fire situation dictates and after consultation with Dispatch Center managers.
- F. The State of Idaho is located in two Geographic Areas (Northern Rockies and Eastern Great Basin). The Eastern Great Basin may order Idaho Department of Lands resources directly from the Coeur d'Alene Interagency Dispatch Center for incidents within the State of Idaho. Similarly, CDC may order IDL resources directly from the Eastern Great Basin. These orders are processed directly between dispatch centers as established by ROSS Direct Order Affiliations. Only IDL resources may be dispatched through this direct ordering process. Resource requests for non-IDL resources must follow conventional GACC to GACC ordering procedures.
- G. The State of Montana DNRC allows the direct ordering of State Resource Helicopters from the aircraft's host dispatch center. See Chapter 24.9.2; Mobilization of State of Montana Aircraft.

Northern Rockies Geographic Area Neighborhood Map



BDC - Billings Dispatch Center – Neighbors: BZC, GDC, LEC, MCC

(Billings, MT) dispatches for CRA, FPA, NCA, RMA, BID, MSO, LBP, SOS, BLW, BFK, CNF-Beartooth RD

BRC - Bitterroot Dispatch Center – Neighbors: DDC, MDC

(Hamilton, MT) dispatches for BRF

BZC - Bozeman Dispatch Center – Neighbors: BDC, DDC, GDC, HDC

(Bozeman, MT) dispatches for GNF, CES-BZN, YNP

CDC - Coeur d’Alene Dispatch Center – Neighbors: GVC, KDC

(Coeur d’Alene, ID) dispatches for IPF, CDS, CAS, KVS, MIS, PDS, PLS, SJS, CDT, COD, CDK, POS

DDC - Dillon Dispatch Center – Neighbors: BRC, BZC, GDC, HDC, MDC

(Dillon, MT) dispatches for BDF, CES-DLN, BUD, DFD, RLR, BHP, GKP

KIC - Kalispell Interagency Dispatch Center – Neighbors: GDC, HDC, KDC, MDC

(Kalispell, MT) dispatches for FNF, GNP, NWS-SWN, NWS-KAL, NWS-STW

GDC - Great Falls Dispatch Center – Neighbors: BDC, BZC, DDC, KIC, HDC, LEC, MDC

(Great Falls, MT) dispatches for LCF, CES-CON, BFA, FBA, RBA, BLR, GFW

GVC- Grangeville Dispatch Center – Neighbors: CDC

(Grangeville, ID) dispatches for CWF, NPF, CMS, CTS, CWS, MCS, NPT, CWD, NPP

HDC - Helena Dispatch Center – Neighbors: BZC, DDC, KIC, GDC, MDC

(Helena, MT) dispatches for HNF, CES-HLN

KDC – Kootenai Dispatch Center – Neighbors: CDC, KIC, MDC

(Libby, MT) dispatches for KNF, NWS-LIB

LEC – Lewistown Dispatch Center – Neighbors: BDC, GDC, MCC

(Lewistown, MT) dispatches for LED, NES, BWR, CMR (West Side), GGW

MCC – Miles City Dispatch Center – Neighbors: BDC, LEC, NDC

(Miles City, MT) dispatches for CNF (Sioux & Ashland RD), NDD, SDD, MCD, EAS, CMR (East Side), MLR

MDC - Missoula Dispatch Center – Neighbors: BRC, DDC, GDC, HDC, KDC, KIC

(Missoula, MT) dispatches for LNF, R01, WOF, INT, MTS, SWS, NWS-PLS, FHA, MFD, NBR, MSW, NRK

NDC - North Dakota Dispatch Center – Neighbors: MCC

(Bismarck, ND) dispatches for DPF, NDS, FBA, FTA, TMA, ADR, AWR, CLR, CRR, DLR, DVR, GDR, JCR, LIR, LLR, LWR, SHR, USR, VCR, VFR, FUP, IPP, KRP, TRP, SLT, BMW, GFW

Type 2 Incident Management Team Ordering Channels by Zone

NICC



NRCC



Type 2 IMT Zones

North Idaho		Western Montana				Eastern Montana							
CDC	*GVC	MDC	*BRC	KIC	KDC	*BDC	BZC	DDC	GDC	HDC	LEC	MCC	NDC
USFS	USFS	USFS	USFS	USFS	USFS	USFS	USFS	USFS	USFS	USFS	ST	USFS	USFS
ID-IPF	ID-CWF	MT-LNF	MT-BRF	MT-FNF	MT-KNF	MT-CNF Beartooth	MT-GNF	MT-BDF	MT-LCF	MT-HNF	MT-NES	MT-CNF	ND-DPF
ST	ID-NPF	MT-R01		ST	ST	ST	ST	ST	ST	ST	BLM	ST	ST
ID-CDS	ST	MT-WOF (MTDC, Arthur Carhart, Aldo Leopold)		MT-NWS	MT-NWS (Libby Unit)	MT-SOS	MT-CES (Bozeman Unit)	MT-CES (Dillon Unit)	MT-CES (Conrad Unit)	MT-CES	MT-LED	MT-EAS	ND-NDS
ID-CAS	ID-CMS			NPS		BIA					FWS	BLM	BIA
ID-KVS	ID-CTS	MT-INT Fire Lab		MT-GNP		MT-CRA	NPS	BLM	BIA		MT-BWR	MT-MCD	ND-FBA
ID-MIS	ID-CWS					MT-FPA	WY-YNP	MT-BUD	MT-BFA		MT-CMR Westside	ND-ND	ND-FTA
ID-PDS	ID-MCS					MT-NCA		MT-DFD	MT-FBA		NWS	SD-SDD	ND-TMA
ID-PLS	BIA	ST				MT-RMA		FWS	MT-RBA		MT-GGW	FWS	FWS
ID-SJS	ID-NPT	MT-MTS				BLM		MT-RLR	FWS			MT-MLR	ND-ADR
ID-POS	BLM	MT-SWS				MT-MSO		NPS	MT-BLR				ND-AWR
BIA	ID-CWD	MT-NWS Plains Unit				MT-BID		MT-BHP	NWS				ND-CLR
ID-CDT	NPS	BIA				NPS		MT-GKP	MT-GFW				ND-CRR
BLM	ID-NPP	MT-FHA				MT-LBP							ND-DLR
ID-COD		BLM											ND-DVR
		MT-MFD											ND-GDR
		FWS											ND-JCR
		MT-NBR											ND-LIR
		NWS											ND-LLR
		MT-MSW											ND-LWR
													ND-SHR
													ND-USR
													ND-VCR
													ND-VFR
													NPS
													ND-FUP
													ND-IPP
													ND-KRP
													ND-TRP
													NWS
													ND-BMW
													ND-GFW

“ * “ designates the Team Zone Coordinator’s Dispatch Office.

21.2.1 SUPPORT TO BORDER FIRES

Reference the **National Mobilization Guide**.

21.2.2 MOBILIZATION AND DEMOBILIZATION INFORMATION

Reference the **National Mobilization Guide**.

21.2.3 ELECTRONIC TRAVEL NOTIFICATIONS

Dispatch offices will relay travel information via electronic data transmission methods. This will be accomplished via the Resource Order Status System (ROSS) or by using DMS or other available electronic mail system.

In addition to posting travel in ROSS, all information regarding tactical aircraft travel will be relayed by telephone. All information regarding administrative aircraft travel will be communicated by telephone in addition to relaying an Aircraft Flight Request/Flight Schedule in DMS. COMMIT messages posted via DMS are required to note the change in status of NATIONAL resources. COMMIT messages may be required for other selected resources as identified by NRCG member suppression agencies. Confirmation of filled requests and emergency release requests will be via telephone.

21.2.3.1 UNITS OPERATING WITHOUT ROSS

All zone dispatch centers in the Northern Rockies Geographic Area will use ROSS to pass travel information between zones and to the NRCC. Organizational units operating within a zone who are not using ROSS will pass travel information in a manner determined by their zone dispatch center. This may be via phone, fax, or electronic mail.

21.2.3.2 UNITS OPERATING WITH ROSS

Travel information will be posted in ROSS. Travel information for resources traveling outside the geographic area must be posted via a ROSS itinerary. Within the Northern Rockies geographic area, zone dispatch centers have the option of posting travel via:

Travel, No Itinerary – Used for posting simple travel data. Post travel for equipment or other resources traveling directly to or from a fire incident. Use standard abbreviations as feasible:

AS - Alaska Airlines	AA - American Airlines
WN - Southwest	CO – Continental
DL - Delta	UA – United
QX - Horizon	US - US Air
NW - Northwest	OO - Skywest

Travel, Itinerary – Used for posting Overhead travel and for equipment travel where it is desirable to display multiple travel legs. For example, if an engine is traveling long distances and will remain

overnight (RON) in a location enroute, post the travel itinerary using this choice. Travel legs will reflect the mode of travel, carrier (with flight numbers), departure location - date and time, and destination location - date and time. Note: Date and Time is posted via a ROSS calendar.

No Travel – This is used to post the travel status of a resource as No Travel Documented set at incident or set at home. Use this option if you simply do not know how or when the resource traveled but you do know they are at the incident or have returned home. This happens from time to time when a resource has not notified dispatch of travel information. Use this option sparingly but as needed and add documentation describing why travel is unknown.

Dispatch centers must monitor the travel screen closely to identify resource departures and arrivals. Data draws are also available from the ROSS data delivery system to obtain additional travel information.

21.3 NON-INCIDENT RELATED ORDERING

Requests not related to an incident or preparedness, severity, wildland or prescribed fire may also follow the dispatch ordering channels. Some exceptions do exist for non-incident resource orders. For specifics on cache ordering reference the **National Mobilization Guide Chapter 23.3**.

21.4 COST CODING

All fire suppression orders for federally employed resources must be assigned an interagency FireCode by the ordering dispatch center. FireCode is an internet-based system used by federal fire suppression agencies; BLM, BIA, FWS, NPS and USFS to generate a 4-character financial code.

Resource orders for State and local resources for use within the ordering organization's own State and local fire protection responsibility may not require a FireCode.

21.4.1 BUREAU OF LAND MANAGEMENT (BLM)

Reference the **National Mobilization Guide**.

21.4.2 BUREAU OF INDIAN AFFAIRS (BIA)

Reference the **National Mobilization Guide**.

21.4.3 NATIONAL PARK SERVICE (NPS)

Reference the **National Mobilization Guide**.

21.4.4 FISH AND WILDLIFE SERVICE (FWS)

Reference the **National Mobilization Guide**.

21.4.5 FOREST SERVICE (FS)

Reference the **National Mobilization Guide**.

21.4.6 IDAHO DEPARTMENT OF LANDS (IDL)

Resource order form (NFES 1470) will be used to order all suppression resources. IDL’s resource order numbering system requires each state unit to assign an incident number for every incident. This number is composed of the unit’s assigned three-digit number followed by a sequential number. For example, incident number 42010 would designate Maggie Creek Area FPD’s tenth fire.

UNIT	NUMBER
Priest Lake FPD*	110
Kootenai Valley FPD	210
Mica FPD	220
Pend Oreille FPD	230
Cataldo FPD	310
West St. Joe FPD	320
Ponderosa FPD	410
Maggie Creek Area FPD	420
UNIT	NUMBER
Craig Mountain Area	430
Southwest Idaho FPD	610
Southern Idaho TPA**	980
Clearwater-Potlatch TPA	990
* Forest Protection District	
** Timber Protection Association	

21.4.7 MONTANA DEPARTMENT OF NATURAL RESOURCES & CONSERVATION (DNRC)

Zone Dispatch Centers working with their local DNRC Land Offices assign most Montana DNRC Statewide Accounting Budgeting and Human Resources System (SABHRS) accounting codes. The NRCC will assign SABHRS codes for incidents involving State of Montana resources that are dispatched out-of-state and for miscellaneous non-local SABHRS accounts. Occasionally, home dispatching units may call the NRCC and request a new SABHRS number if DNRC resources are reassigned while out of state. DNRC personnel reassigned while on an out-of-state assignment must provide their home dispatch unit sufficient fire (Incident Project Order Number/Name) and accounting (Firecode) information to assign a new SABHRS number.

If you are filling a request with a DNRC resource on an order received with no SABHRS number, the filling dispatch center should check with the requesting zone dispatch center to see if a number has been assigned but not yet recorded to ROSS. If no SABHRS number has been assigned, the

NORTHERN ROCKIES INTERAGENCY MOBILIZATION GUIDE

filling dispatch should request a number assignment. The ordering zone dispatch center will post the SABHRS number to the financial codes section of the ROSS Incident screen where it is visible to filling centers on the resource order.

The SABHRS numbering system consists of a five-digit number code. The first digit classifies the fire as:

- **(5) DIRECT** - State DNRC Fire Protection or
- **(7) SUPPORT** - the State DNRC intends to bill all costs to the agency with fire protection responsibility or
- **(8) ASSIST** - County cooperative fires where the local government retains protection and management responsibility but the State of Montana may provide financial assistance.

The second digit identifies the DNRC Land Office or Bureau:

Fire Management Bureau (MTS)	1
Eastern Land Office (EAS)	4
Northwestern Land Office (NWS)	5
Southwestern Land Office (SWS)	6
Central Land Office (CES)	7
Northeastern Land Office (NES)	8
Southern Land Office (SOS)	9

The final three digits are a sequential number. For example, the number 57001 represents direct State protection (**5**), assigned by the Central Land Office (**7**), and the first sequential number (**001**); 57001, 57002, 57003 etc.

The DNRC Fire Management Bureau has designated a series of financial responsibility center numbers that each Land Office will utilize for each calendar year. Land Offices issue SABHRS numbers in sequential order for incidents within their area of responsibility from their assigned series. The 7000 series is used for fires which are not DNRC direct protection responsibility or are not county cooperative fire protection responsibility whether the incident is located within or outside the State of Montana.

Miscellaneous support numbers are pre-approved for use by Land Offices acting in support of federal agencies on fires which do not exceed class C in size or are designated as false alarms. The following table lists all pre-assigned SABHRS Fire Responsibility Center support numbers for Miscellaneous ABC fires:

NORTHERN ROCKIES INTERAGENCY MOBILIZATION GUIDE

PRE-ASSIGNED NUMBER	FOREST
71201	FWS – USFWS
71202	BRF – Bitterroot NF
71203	CNF – Custer NF
71204	BDF – Beaverhead Deerlodge NF
71205	FNF – Flathead NF
71206	GNF – Gallatin NF
71207	HNF – Helena NF
71208	KNF – Kootenai NF
71209	LCF – Lewis & Clark NF
71210	LNF – Lolo NF
	BIA
71211	BFA – Blackfeet Agency
71212	CRA – Crow Agency
71213	FHA – Flathead Agency
71214	FBA – Fort Belknap Agency
71215	NCA – Northern Cheyenne Agency
71216	RBA – Rocky Boy Agency
71217	FPA – Fort Peck Agency
	BLM
71218	LED – Lewistown Field Office
71219	MCD – Miles City Field Office
71220	BUD – Butte Field Office
	BID – Billings Field Office
	NPS
71221	GNP – Glacier National Park
71222	YNP – Yellowstone National Park
	MT DES, All Risk Incidents
	FEMA Miscellaneous
PRE-ASSIGNED NUMBER	FOREST
71225	Misc In-Area Dispatcher Support
71226	Misc Out-of-Area Dispatcher Support
71027-and up	NRCC Assigned – Specific Support for Out-of-Area Assignments

Specific support numbers beginning with 71027 are assigned by the NRCC for **out-of-state** dispatches of any State controlled resources

In addition to the SABHRS number, Montana DNRC also assigns an Incident/Project Order number. This number follows the format: MT-XXS-### where MT is the state; XXS is the Land Office unit identifier; and ### is a sequential number. A typical Incident Project Order number might be MT-SWS-045 or MT-SOS-003, etc. Note: ROSS inserts preceding zeros in the number component; 000003 instead of 003. In addition, a DNRC

unit office may assign a unit fire number, which is composed of a unit code and a sequential number.

21.5 NORTHERN ROCKIES DISPATCHING PROCEDURES

21.5.1 OUT OF AREA DISPATCH PROCEDURES

Orders from the National Interagency Coordination Center (NICC) will be placed with NRCC.

The NRCC will coordinate requests for resources on all out-of-area incidents to insure that out-of-area dispatches do not negatively affect the geographic area's ability to meet resource needs during existing conditions. Notify the NRCC when local unit boundary agreements for out-of-area assistance are activated.

21.5.2 NORTHERN ROCKIES COORDINATION CENTER DISPATCH PROCEDURES

The NRCC will fill orders from the best, most logical source available. The source will be determined on the basis of urgency, availability, delivery time, reasonable cost, and operational impact on the units.

21.5.3 STATE DISPATCH PROCEDURES

The States of Idaho, Montana, North Dakota and federal agencies exchange resource assistance in suppressing wildland fires through master agreements between the States and federal agencies. In addition, the States of Idaho, Montana, Washington, Oregon, and the Canadian Provinces of Alberta, British Columbia, Saskatchewan and Northwest Territories are members of the Northwest Compact.

Compact members may order directly from each other. All requests for Montana DNRC resources must be coordinated and placed via the NRCC. Similarly, all requests by DNRC for Northwest Compact resources must be placed via the local DNRC Land Office and zone dispatch center to the NRCC. Requests for Idaho Dept. of Lands resources to be mobilized via the Northwest Compact are coordinated by the Coeur d'Alene Dispatch Center.

21.5.3.1 MONTANA DEPT OF NATURAL RESOURCES & CONSERVATION

In the course of wildfire initial attack, DNRC Land Offices may make arrangements for the use of local government fire suppression resources by DNRC or other cooperating fire suppression agencies. This is accomplished via an initial attack or State/County cooperative agreement signed by State and local government officials (RFD, VFD, county, etc.). If USFS resources are involved, the participating forest has the option to agree to the terms of assistance with local cooperators as an agent of the DNRC Land Office. Alternately, the USFS or other federal agency

may elect to enter into an IA agreement directly with local government cooperators. In this case DNRC will have no direct financial, administrative, or management involvement.

To receive DNRC suppression assistance not covered by prior agreement, the local cooperator must place an order through a State Land Office and its associated dispatch center to the NRCC. Reference Appendix N – Mobilization of Local Government Firefighting Resources.

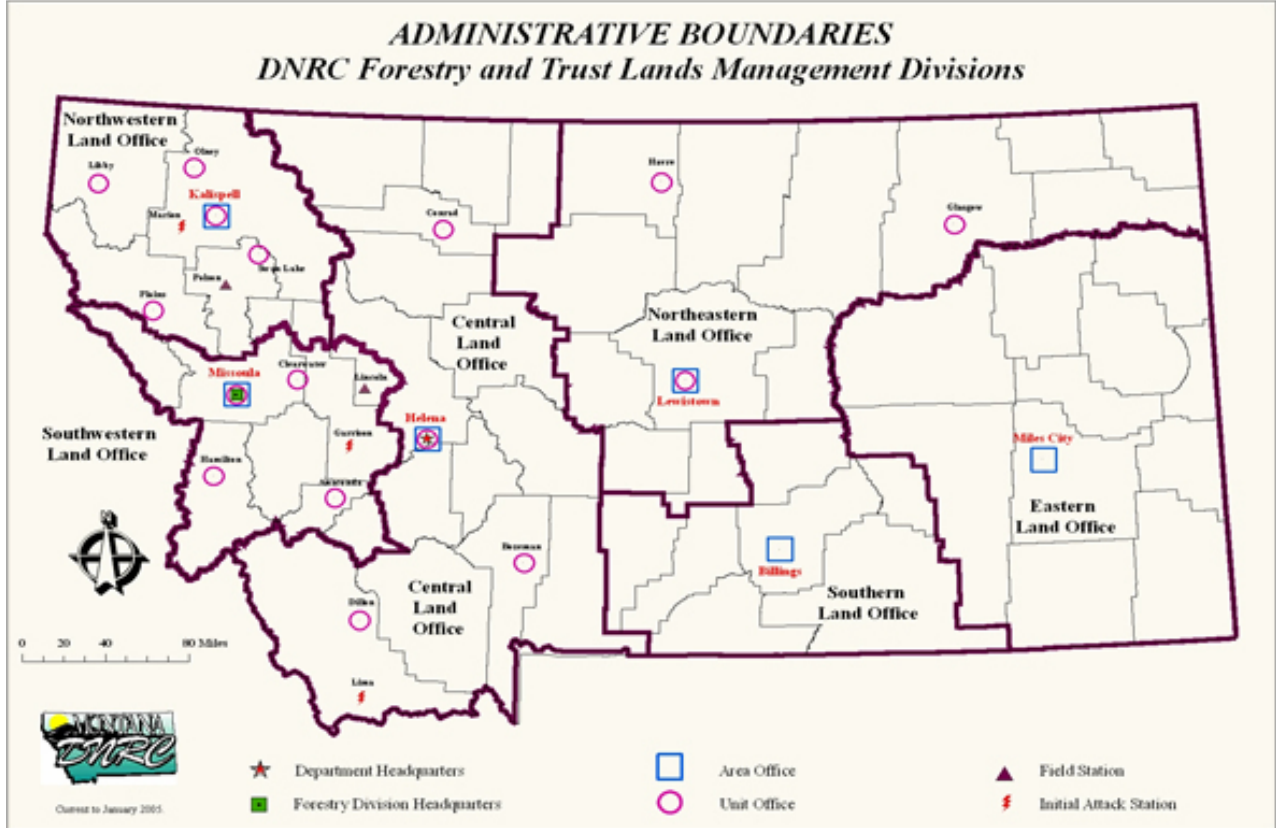
21.5.4 LOCAL DISPATCH PROCEDURES

Each wildfire suppression organization will make arrangements for the dispatch of their resources. Standardized procedures will be used at each dispatching level within the Northern Rockies area.

Initial attack procedures are defined in mutual assistance plans or agreements that exist between adjacent units, regardless of agency. Forests will provide the NRCC with copies of Initial Attack Mutual Assistance Plans or Agreements.

21.5.5 MAPS OF IDAHO DEPARTMENT OF LANDS,
MONTANA DNRC LAND OFFICES AND NORTH
DAKOTA FOREST SERVICE

Montana DNRC

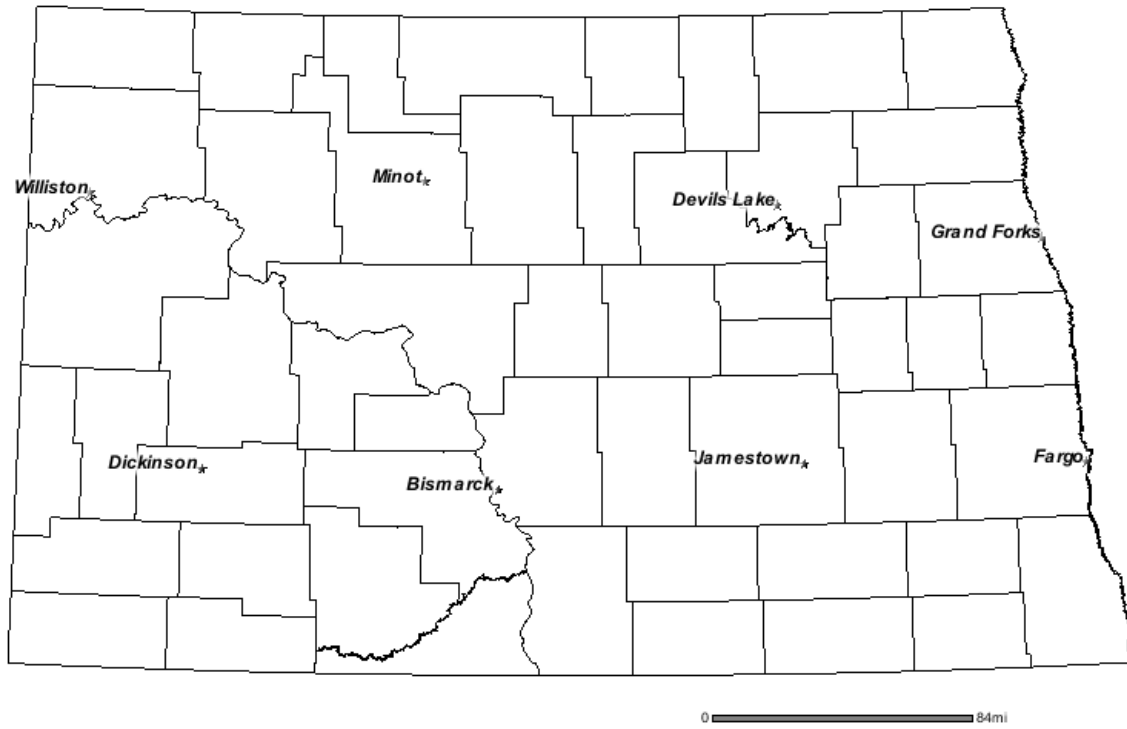


Idaho Department of Lands

http://www.idl.idaho.gov/Areas/map_hotspots.htm



North Dakota Forest Service



22 OVERHEAD/CREWS

22.1 OVERHEAD MOBILIZATION AND DEMOBILIZATION

Resource mobilization activities will be conducted with a high regard for safety and cost effectiveness. All personnel will carry photo identification cards while on assignment to facilitate transportation arrangements when made via commercial air carriers.

22.1.1 GENERAL MOBILIZATION GUIDELINES AND RESPONSIBILITIES

Night Mobilization: As a general practice, and due to safety considerations, the Northern Rockies Geographic Area will not mobilize resources between the hours of 24:00 – 05:00.

Incident Operations Driving: Drivers will not exceed 10 hours behind the wheel in a duty day. Reference: National Mobilization Guide 13.2

Night Driving: Employees may drive for official business between the hours of 24:00 and 05:00 only if the mental and physical condition of the driver(s) is such that travel can be performed in a safe manner, and the following conditions can be met:

1. The destination can be reached within two hours; or
2. Drivers can be changed every two hours; and
3. Drivers have had 8 hours in off-shift or non-duty status prior to beginning of travel.

Employees responding to emergency incidents shall include all driving and/or travel time in the 2:1 Work/Rest ratio.

Name requests will be accepted for highly specialized positions or to meet specific agency objectives. Name requests will also be accepted when a position has already been 'shopped' nationally and was returned UTF. Prior to placing the request, the ordering unit must confirm with the filling organization that the resource is available for this assignment. The ordering unit must also provide the dispatcher a valid unit id and any other information useful to identify and locate the resource.

Private contractors and ADs are eligible to fill a resource request unless the resource order specifies agency only.

Rental Vehicles are not authorized for personnel filling requests unless specifically requested to do so on the resource order.

All **Cell Phones** (and satellite phones) should be procured through the incident or incident host agency. Use of personal or home unit cell phones will not be reimbursed.

22.1.2 DEMOBILIZATION GUIDELINES AND RESPONSIBILITIES

Demobilization activities will be conducted with a high regard for safety and cost effectiveness. Communications for demobilization will be through established dispatch channels.

Emergency Releases: When an emergency situation occurs, a family member or friend is to contact the home dispatch unit and initiate an emergency release form. The home dispatch unit will relay the message to NRCC. NRCC will deliver the message through standard dispatch channels and through an IARR if available. NRCC will notify the home unit when the message has been relayed.

General demobilization guidelines include:

- A. Hold crews at fire camps or staging areas until travel arrangements are made.
- B. To minimize transportation costs group crews and overhead for common destinations. To facilitate their release, place grouped personnel on the same shift 24 hours prior to release.
- C. Assure that Area and local unit priorities for release are met.
- D. Assure that personnel will arrive at their home station by 22:00 local time. This may require postponement of the release until the following day. This requirement may be waived if approved by NRCC.
- E. Provide 8 hours of rest for all personnel prior to beginning travel.

22.1.2.1 INCIDENT MANAGEMENT TEAM DEMOBILIZATION

The date and time for transition between the current incident management team and their replacement must be approved by the agency administrator or a designated representative. Incoming team members should be assigned and start working with current team members at a predetermined time. The incoming team should be rested and off fire duty 24 hours prior to transition.

The following criteria will be evaluated before releasing a Team:

- A. The fire must be controlled or a replacement team in command.
- B. All line crews that are not needed for patrol and mop-up should be released.
- C. Base fire camps are shut down, reduced, or in the process.

- D. The Planning Section Chief has prepared a narrative fire report and individual fire report as part of final fire package.
- E. The Finance Section Chief should have all known finance problems resolved and has contacted local budget and financial personnel.
- F. Fire rehab work has been completed to fire unit satisfaction.
- G. Overhead ratings are completed and submitted to the hosting agency as part of final fire package.
- H. The return of unneeded cache items is completed and all other items have been accounted for.

Finance and Logistics Section Chiefs may be required to stay longer or return to the local unit to resolve problems. The Incident Management Team should have an internal team debriefing session prior to meeting with the agency administrator.

Agency administrators and other designated representatives should debrief National Teams and prepare an evaluation as soon as possible after release.

Should a Team be assigned to an incident and the above, or portions of the above, criteria cannot be met due to emergency conditions or other circumstances, the Incident Commander and staff will work with members of the hosting agency to provide for an organized and effective transition.

Reference the 2008 Red Book (Interagency Standards for Fire and Fire Aviation Operations).

Local Unit Dispatcher Responsibilities:

- A. Assist the Incident Management Team in demobilization planning.
- B. Assure that Area priorities for release are met.
- C. Keep the NRCC (or appropriate Dispatch Center) informed of demobilization plans, progress, and any changes.
- D. Arrange staging and transportation as necessary.
- E. Arrange to have representatives at departure/arrival points to keep the dispatcher informed of problems and progress.

NORTHERN ROCKIES INTERAGENCY MOBILIZATION GUIDE

- F. Notify the NRCC (or appropriate Dispatch Center) when personnel depart incident for home unit.
- G. If large transports are departing from an airport in your area have personnel available to weigh and manifest resources 2 hours before the flight departs.

Northern Rockies Coordinator Responsibilities:

- A. Set Area priorities for demobilization of resources and notify fire units.
- B. Relay demobilization plans to the NICC and/or home units.
- C. Keep the NICC and/or home units currently informed of demobilization process.
- D. Arrange for transportation as necessary.

Home Unit Dispatcher Responsibilities:

- A. Arrange for 24-hour communications, if necessary.
- B. Schedule transportation as required.
- C. Arrange to have representatives at departure/arrival points to keep the dispatcher informed of progress.
- D. Notify the NRCC or appropriate dispatch center when personnel traveling by air have not arrived home within 30 minutes of scheduled arrival time.

Overhead Desk Responsibilities:

Overhead releases will be scheduled to meet requirements established by the Incident Management Team. Strive to consolidate overhead in groups with common destinations.

22.2 CREWS

Northern Rockies Type 1 Interagency Hotshot Crews must meet the minimum standards specified in the Interagency Hotshot Crew Operations Guide.

When Native American Crews (NAC) are dispatched at least one crew representative (CREP) should be sent out with every two crews. Crew representatives are assigned to assist the crew boss with administrative duties. Additional crew representative duties are listed in the Northern Rockies Native American Crew Plan.

Interagency Resource Representatives (IARRs) may be dispatched whenever 4 or more crews are sent out of the Northern Rockies Geographic Area. IARRs mobilized to incident assignments away from their home unit must have the fiscal ability to be self-sufficient.

Crew Release Priorities: The following release priorities will apply unless the fire unit is otherwise notified by the Northern Rockies Coordinator.

- A. Any crews that have been on duty 10-14 days without a day off.
- B. Out-of-Area Type 1 crews.
- C. Northern Rockies Type 1 crews.
- D. Out-of-Area contract and AD-pay crews.
- E. Out-of-Area agency regulars.
- F. Northern Rockies agency regulars.
- G. Organized crews and in area contract crews (NAC, Job Corps, etc).

22.2.1 BUREAU OF INDIAN AFFAIRS

Dispatch Centers will follow Crew Rotation Guidelines as defined by the Northern Rockies Native American Crew Plan. A pre-season assessment of crew availability followed by ongoing availability status updates are necessary to ensure a fair and equitable distribution of requests for NAC resources.

22.3 INTERAGENCY FIRE USE MODULES

Reference the **National Mobilization Guide**.

The primary mission and priority of Interagency Fire Use Modules is to provide skilled and mobile personnel to assist with Wildland Fire Use (WFU) in planning, fire behavior monitoring, ignition, and holding. Secondary priorities follow in the order below:

- Support prescribed burn implementation
- Support burn unit preparation
- Assist with fire effects plot work
- Support wildfire incidents

Each module is comprised of one module leader plus six to nine crewmembers. See the 2008 Interagency Fire Use Module Operation Guide for additional specific information. Modules are mobilized and demobilized through established ordering channels. Reference Chapter 62.3 of the Northern Rockies Mobilization Guide.

22.4 SMOKEJUMPERS

Smokejumpers are used for initial response (on all fires), emerging fires, implementing management actions on wildland fire use fires, implementing specific actions on long duration wildfires, and providing fire leadership. Reference the **National Mobilization Guide Chapter 22.4**.

Each unit may order smokejumpers directly from the dispatch center of the **closest smokejumper base** to the incident, as confirmed by computer software. This includes out-of-area bases covered by formal agreement. West Yellowstone smokejumper requests go to Bozeman Dispatch Center, Grangeville smokejumper requests go to Grangeville Dispatch and Missoula smokejumper requests go to the Northern Rockies Coordination Center. If the closest smokejumper base cannot fill the request, then the unit must place the request with NRCC. If smokejumpers are requested for out-of-area, the host unit must first call NRCC for coordinator approval, then follow up with a COMMIT message. NRCC must be notified when 50% of the local unit smokejumpers have been mobilized. With concurrence from NICC, smokejumpers that have been trained and assembled from the same base may be assigned as Type 1 Crews.

Initial Attack Smokejumpers may be ordered using **Minimum Information Needed** as outlined in Northern Rockies Mobilization Guide Chapter 24.1.1.

22.4.1 PREPOSITION/SPIKE BASE ORDERS

All preposition and spike base orders will be coordinated through the NRCC.

22.5 HELICOPTER MODULE

When Type 1 and Type 2 Call When Needed (CWN) helicopters are brought into the Northern Rockies Area, they will first report to a designated point for inspection and briefing with the assigned helicopter module. No CWN helicopter will be used on an incident prior to marrying up with its management module at a site other than the incident air base.

If the intended use for the helicopter is initial attack, the Helicopter Manager (HELM) request must specify a fitness level of arduous. When initiating the request specify any other manager or crew qualification requirements (ICT4, etc.) in the resource request Special Needs block. Similarly, if a helicopter module is required to report with any module specific equipment (radios, flight helmets, etc.) post these requirements to the Special Needs block.

22.6 COMMUNICATIONS COORDINATOR

The effective management of radio systems, kits and frequencies assigned to incidents is a critical concern. To facilitate coordination between incidents, units and agencies in the Northern Rockies, the following responsibilities are assigned.

The Northern Rockies Coordination Center (NRCC) will:

- A. Review all orders for all radio systems/kits and frequencies assigned within the Northern Rockies.
- B. Coordinate with the National Interagency Incident Communications Division (NIICD) Communications Duty Officer (CDO) on requests for NIRSC radio components. Process all radio system orders on ROSS equipment orders through the NIICD CDO via the NICC.

NORTHERN ROCKIES INTERAGENCY MOBILIZATION GUIDE

- C. Notify the NIICD CDO and agency telecommunications/frequency managers of any problems relating to radio frequency management.
- D. Activate an Incident Communications Coordination (COMC) position at the NRCC when the management of radio systems and frequencies involves complex and multiple incidents.
- E. Request VHF-FM, VHF-AM and UHF frequencies as required for incidents and relay this information to the NIICD CDO through the resource order process. When one is assigned, resource orders for radios and frequencies will be coordinated with the Communication Coordinator.
- F. Facilitate the return of radio equipment to the NIICD cache system (NIRSC).

Northern Rockies Communications Coordinator Responsibilities:

- A. Any time two or more incident management teams are committed in the area, the NIICD CDO and NRCC Coordinator will evaluate the workload and consider ordering a frequency coordinator through the NICC. When in place, the Communications Coordinator will perform the following functions:
 - 1. Coordinate with the NIICD CDO on requests for National Incident Radio Support Cache items to ensure radio frequency separation where incidents are in close proximity to each other.
 - 2. Maintain a master list of radios and frequencies assigned to the Northern Rockies and relay this information to the NRCC Coordinator.
 - 3. Notify the following personnel of changes in radio system and frequency status:
 - a. Agency Telecommunications/Frequency Coordinators
 - b. NIFC - NIICD CDO
 - c. Dispatch Centers

Dispatch Centers will:

- A. Notify the assigned communications coordinator and/or agency telecommunications managers of any problems concerning radio frequency management.
- B. Keep local incident communications unit leaders, incident commanders, and locally assigned electronics technicians informed of radio frequency management issues.
- C. Advise all pilots assigned to incidents of agency and interagency aviation radio communications protocols.

Incidents will:

- A. The planning section/documentation units will be responsible for submitting frequency & tone lists to the NIICD CDO or the Northern Rockies communications coordinator (when activated) prior to the beginning of each shift.
- B. Use only those NIICD frequencies assigned by the incident communications unit leader and/or local frequency management personnel.
- C. Notify the NIICD CDO or Northern Rockies communications coordinator (when activated) and/or supporting zone/unit dispatch center of any problems concerning radio frequency management.
- D. Expedite the return of all cache radio equipment excess to the incident's needs.

22.7 INCIDENT METEOROLOGIST (IMET)

Reference the **National Mobilization Guide**.

22.8 CACHE SUPPORT POSITIONS

Reference the **National Mobilization Guide**.

22.9 NATIONAL INCIDENT MANAGEMENT TEAMS

Reference the **National Mobilization Guide**.

22.9.1 INTERAGENCY INCIDENT MANAGEMENT TEAMS

The Northern Rockies geographic area can deploy two Type 1 Incident Management Teams, five Type 2 Incident Management Teams, and one Interagency Fire Use Management Team. Incident Management Teams may be ordered in a long or short team configuration as specified by the **National Mobilization Guide Chapter 63.1**.

Northern Rockies Teams are mobilized under procedures defined by the Northern Rockies Interagency Incident Management Teams Operating Plan. Type 2 Teams are grouped by zone; two Teams each in the North Idaho & Eastern Montana zones and one team in the Western Montana zone. Type 2 Team requests will be made in ROSS via the NRCC to the respective zone coordinator, who will in turn notify the IC and team members associated dispatch centers. All ROSS orders for IMTs will be followed with a telephone call. Out-of-area Type 2 Teams, Type 1 Teams, and Fire Use Management Teams are ordered through the NRCC.

General management of teams falls under the Northern Rockies Coordinating Group (NRCCG) Operations Committee. Teams may present problems, concerns, or other issues to the committee chairperson through their team coordinators or the center manager at the NRCC.

Unless specifically requested as a short team, Northern Rockies IMTs are dispatched in a long team configuration. Teams ordered by the NICC for use out of Northern Rockies geographic area may be sent in either a long or short team configuration. The National Multi-Agency Coordinating (MAC) Group will determine priorities and approve interagency team assignments for non-wildland fire incidents.

For additional information regarding Northern Rockies teams see the annual Northern Rockies Incident Management Teams Operating Plan.

22.9.2 NATIONAL AREA COMMAND TEAMS

Reference the **National Mobilization Guide**.

22.9.3 FIRE USE MANAGEMENT TEAMS (FUMT)

Reference the **National Mobilization Guide**.

22.9.4 NATIONAL PARK SERVICE ALL-HAZARD INCIDENT MANAGEMENT TEAMS

Reference the **National Mobilization Guide**.

22.9.5 NATIONAL INCIDENT MANAGEMENT ORGANIZATION TEAMS (NIMO)

Reference the **National Mobilization Guide**.

22.10 INCIDENT SUPPORT TEAMS

22.10.1 NATIONAL INTERAGENCY BUYING TEAMS

Reference the **National Mobilization Guide** and Chapter 64.1 of the Northern Rockies Mobilization Guide.

22.10.2 ADMINISTRATIVE PAYMENT TEAMS (APTs)

Reference the **National Mobilization Guide**.

22.10.3 BURNED AREA EMERGENCY RESPONSE (BAER) TEAM

Reference the **National Mobilization Guide**.

22.10.4 CRITICAL INCIDENT STRESS DEBRIEFING TEAMS

Reference the Northern Rockies Mobilization Guide Chapter 65.5.

22.10.5 NATIONAL FIRE PREVENTION AND EDUCATION TEAMS

Wildland Fire Prevention and Education Teams provide interagency expertise in wildland fire prevention, public relations & outreach, fire safety, education in the role of fire, and firewise community development. Teams assist local units in the prevention of unwanted, human-caused wildland fires. Teams support any geographic or sub-geographic area during periods of above seasonal normal fire danger and/or fire activity.

When ordered by federal agencies, teams can only be financed under a

severity authorization or under preparedness funds. Team composition will normally include the following basic positions.

PETL	Fire Prevention Education Team Leader
PETM	Fire Prevention Education Team Member
PIO1or2	Public Affairs or Information Officer, Type 1 or 2
THSP or PIOF	Public Affairs (agency only employee)

Additional positions that may be utilized include:

PETL (T)	Fire Prevention Education Team Leader - Trainee
PREV	Fire Prevention Technician

For information about Wildland Fire Prevention and Education teams, contact:

- Cathy Scofield, USFS, Regional Office Fire Prevention Coordinator
- Mike Dannenberg, BLM, Montana/ Dakotas Fire Prevention Coordinator
- Pat Cross, State of Montana, DNRC Fire Prevention Coordinator
- Sandy Groth, USFS Fire Prevention Coordinator, Idaho Panhandle NF

Order teams using normal resource ordering procedures for overhead. Order each position individually in ROSS and specify any special needs data as necessary. Place orders through your local dispatch to the NRCC and follow up with a phone call to discuss where the order will be placed. Prepare a Preparedness / Detail Request form and fax or preferably e-mail it to the filling dispatch center. The team leader assigned will contact the requesting agency for additional information needs. Depending on the requirements of the requesting agency, team positions may be added or removed and resource requests modified accordingly.

22.10.6 WILDLAND FIRE AND AVIATION SAFETY TEAMS (FAST)
Reference the **National Mobilization Guide**.

22.10.7 AVIATION SAFETY ASSISTANCE TEAM (ASAT)
Reference the **National Mobilization Guide**.

22.11 NATIONAL FEDERATION OF FEDERAL EMPLOYEES (NFFE) UNION REPRESENTATIVE - FOREST SERVICE INCIDENTS

Management and the Union have agreed it is not appropriate for a union official to make direct contact with the fire unit to request to visit a base fire camp. Therefore, if contacted, any request by a union official to visit a base fire camp should be directed to the Labor Relations Advisor for Region One as required in Article 5.11b of the Master Agreement. The Labor Relations Advisor, Skip Hegman at 406-329-3276 (cell 406-210-0531) will notify NRCC of the request to assign a Union Official. Union Officials are to be notified when there are 300 or more Forest Service personnel at an incident.

Prior to releasing a Union Official from his/her regular Forest Service job to visit a base fire camp the Regional Labor Management Relations Specialist will contact the Finance Chief or other appropriate incident management team member on the fire to discuss the purpose, timing, and duration of the visit. The Regional Labor Management Relations Specialist will contact the appropriate Dispatch Office to coordinate the dispatch of the Union Official following regular dispatching procedures. The Union Official will check in with the designated incident management team member upon arrival at the base fire camp and check out when leaving.

22.12 HUMAN RESOURCE SPECIALIST (HRSP)

A Human Resource Specialist must be assigned when 300 or more Forest Service personnel are assigned to an incident. The role of the HRSP is to provide a point of contact for incident personnel to discuss civil rights and human resource concerns and to advise and assist incident management on proper actions to take to handle inappropriate acts or conditions. **A trainee HRSP will not be dispatched without a fully qualified HRSP at or enroute to the incident.**

Order in ROSS as an HRSP – Human Resource Specialist. Fill with a locally available resource. If none are available locally, place the request to NRCC. NRCC will place requests using closest available forces from the approved HRSP list provided by the Region 1 HRSP coordinator.

The USFS Region 1 HRSP Coordinator is Jan Everett – 406-329-4938 or cell 406-544-1665.

23 EQUIPMENT / SUPPLIES

Equipment and Supplies are obtained from agency sources, contract vendors and other private suppliers, and from the national cache system using established resource ordering procedures. Specific information regarding administrative procedures used to obtain Best Value or other contract resources can be found at:

<http://www.fs.fed.us/r1/fire/nrcq/agree-contract/index.html>

The Northern Rockies Cache Management Plan describes the strategic support program for the geographic area. The plan specifies the roles, responsibilities and support capabilities of the Interagency Support Caches in Missoula (MT-NRK), Billings (MT-BFK) and Coeur d'Alene (ID-CDK).

The Northern Rockies Cache is a NFES National Interagency Support Cache located at the Missoula Fire and Technology Center, Missoula, Montana. It is the primary source of tools and supplies for the Northern Rockies Geographic Area. The cache supports incidents located between the Bitterroot Divide to the Boulder River, and supplies backup support to the Billings and Coeur d'Alene Caches for incidents which order beyond the sustainable capacity of the Billings and Coeur d'Alene facilities. The Northern Rockies Cache is responsible to provide backup support to other Geographic Areas as needed. Further information regarding cache operations may be found on the web at: <http://www.fs.fed.us/r1/fire/nrk/index.htm>.

The Billings Interagency Cache is a local area interagency support cache located in Billings, Montana. The cache supports incidents on lands east of a north-south line from the Canadian border to the Boulder River. This includes:

BLM: Billings, Miles City, Lewistown and Dickinson Field Offices
 BIA: Ft. Belknap, Ft. Peck, Crow, and Northern Cheyenne agencies
 USFS: Custer National Forest; the Judith, Musselshell and Kings Hill districts of the Lewis & Clark National Forest, Gallatin National Forest (east of the Boulder River) and Dakota Prairie National Grasslands
 STATE: Montana DNRC: Eastern, Northeastern, and Southern Land Offices; North Dakota Forest Service.
 FWS: Fish & Wildlife Service organizations in eastern Montana and North Dakota.

The Coeur d'Alene Interagency Cache is a local area interagency support cache located in Coeur d'Alene, Idaho. The cache supports incidents on lands in the Idaho Panhandle north of the Clearwater River including lands under jurisdiction of the Idaho Department of Lands, Idaho Panhandle National Forest, Coeur d'Alene Tribe, and Coeur d'Alene Field Office.

Most administrative units will maintain initial action caches at a stocking level to manage normal operations; outfitting available forces on the unit, regular fire replacement, and normal fire activity. They are not designed to outfit off-unit forces.

A NWCG National Fire Equipment Systems Catalog, published annually, can be ordered from the Great Basin Cache (NFES #0362). In order to ensure the receipt of the correct item, all orders for fire cache items must include the NFES catalog number. The catalog contains an index of available items sorted by the NFES Catalog Number and an index sorted by item name. Packing lists for kits are included in the catalog. Resource ordering using standard terminology and a 4-digit NFES item number to identify cache items minimizes confusion and errors.

23.1 EQUIPMENT / SUPPLIES MOBILIZATION

Orders for NFES Cache supplies (“S” requests) from Type 1 and Type 2 incidents may be placed directly with the Interagency Cache provided ordering criteria specified in Chapter 77.1 are met. All other supply orders will be placed with local or zone dispatch centers. Supplies are identified as materials or goods not defined in any other resource category. This includes, but is not limited to, NFES items, mobile cache vans and telecommunications support equipment other than radio kits.

Equipment, “E” requests, include National Contract Mobile Food Services, National Contract Mobile Shower Facilities, Rolling Stock (engines, water tenders, dozers, etc.), Telecommunications items (NIRSC systems and kits). All requests for equipment which cannot be filled locally or through the dispatch neighborhood will be placed via ROSS to the equipment desk at the NRCC. The equipment dispatcher will also process ROSS equipment resource orders for telecommunication items; NIRSC systems radio kits (NFES 4000 through NFES 4999), Fire and Project RAWs (NFES 5869, 5870), and ATMU equipment (NFES 1836).

23.1.1 ROSS AVAILABILITY STATUSING

The NRCC requires equipment availability status posting in ROSS for:

- Engines
- Tenders
- Potable water trucks
- Heavy Water Handling Equipment: Skidgines, Super Skidgines, Soft Tracks, and Pumper Cats

All other equipment resources may be made available on a case by case basis as a single resource item or filled as needed using the ROSS option – Fill by Agreement. This does not prevent a local or zone dispatch center from entering other equipment resources in ROSS and posting their availability status. Availability status posting for miscellaneous equipment resources is at the discretion of local and zone centers.

23.1.2 MOBILIZATION OF WATER HANDLING EQUIPMENT

The mobilization priorities for water handling equipment are:

1. Agency and Cooperator resources
2. Best Value Agreement resources
3. Other Private Contract resources (EERA)

Requests for engines and water tenders used at the local level will be filled first with agency and cooperator resources using the closest forces concept to meet needed dates and times as a guideline to cost effective mobilization. Requests for agency specific resources may be made on preposition and severity orders.

Best Value agreements for water handling equipment include:

1. Engines Type 3, 4, 5, 6
2. Water Tenders Type 1, 2, 3
3. Potable Water trucks
4. Heavy Water Handling Equipment
 - a. Skidgines
 - b. Super Skidgines
 - c. Pumper Cats
 - d. Soft Tracks

All Best Value water handling equipment is dispatched based on priority lists – one for in-area dispatch, managed at the local dispatch zone level, and one for out-of-area dispatch, managed at the GACC level. Local zone and neighborhood dispatches of Best Value water handling equipment will follow the in-area priority list. When local and neighborhood resources are depleted, orders will be placed to the GACC to be further placed in-area.

Orders for dispatching Best Value water handling equipment out-of-area will be distributed based on the out-of-area priority list by the NRCC equipment desk after agency and cooperator resources have been depleted.

23.1.3 OTHER BEST VALUE EQUIPMENT/SUPPLIES

The Northern Rockies has additional Best Value equipment/supplies available for the 2008 fire season. This equipment includes:

- Buses
- Mobile Laundry
- Clerical Support trailers
- Tents & Canopies
- Service Trucks (with Mechanic)
- Refrigeration Trucks/Trailers
- Handwashing Stations
- Sack Lunches
- Rental Vehicles
- Portable Toilets
- Communications Trailers
- Type 3 Caterers
- Gray Water Trucks

These agreements are regional in scope and in most cases dispatch centers contact vendors directly without going through the dispatch

system, then Fill With Agreement in ROSS. A courtesy call to the vendor's zone dispatch center is essential.

There are also national source lists for equipment:

1. GIS Units
2. Portable Retardant Plants

For more information on how to order and where to find the source lists for this Best Value equipment and supplies, reference Chapter 70.

23.1.4 LOCALLY AVAILABLE EQUIPMENT / EERA

Examples of locally available and EERA equipment include dozers, graders, trucks, and specialized logging equipment. This equipment may be ordered in ROSS through the host dispatch center, or ordered directly to the vendor. Contact the hosting dispatch center to see how if they would like the order to be placed.

In 2008 a list of available EERA equipment will be distributed to dispatch centers, listing the dispatch center and number of pieces of each type of equipment available. Consult this EERA Equipment for Fire Hire list for information on an individual dispatch centers ability to provide certain equipment.

23.2 EQUIPMENT / SUPPLIES DEMOBILIZATION

Determination will be made at the time of demobilization whether to return cache items to a local, zone, Northern Rockies, or other Geographic Area cache. In most cases, items should be returned to the cache from which they were issued. To facilitate the organized and effective release of supply resources, it is strongly recommended that a Cache Demobilization Specialist be ordered for all incidents utilizing multiple sources of supply. As business volume increases, Northern Rockies Cache (Missoula) will staff Cache Demobilization Specialists to be available as an on-call service.

Return National Incident Radio Support Cache (NIRSC) command and logistic radio kits to Boise immediately after determining they are no longer needed. Ship them directly to NIRSC in Boise via airfreight or other expeditious method or transport them to the nearest Interagency Support Cache, which will deliver them to Boise. Because the supply of cache radio equipment and need for prompt equipment returns depend on the national fire and equipment availability situation discuss the preferred shipping method with the NRCC equipment dispatcher.

Do not hold radios on a local unit or reassign to another incident. They must be returned to the NIRSC for refurbishment.

23.3 NATIONAL INTERAGENCY SUPPORT CACHE ORDERING PROCEDURES

23.3.1 NFES ITEMS IN SHORT SUPPLY

Reference the **National Mobilization Guide**.

23.3.2 FIELD OFFICE REPLENISHMENT DURING FIRE SEASON

Reference the **National Mobilization Guide**.

23.3.3 FIELD OFFICE REPLENISHMENT OUTSIDE OF FIRE SEASON

Reference the **National Mobilization Guide**.

23.3.4 INCIDENT REPLACEMENT OF NFES ITEMS

Reference the **National Mobilization Guide**.

Incident Replacement Requisition: Prior to release from incidents, firefighting resources will prepare an Incident Replacement Requisition (NFES 1300), for items which have been lost, consumed, or worn out during the incident. See section 28.22 for form.

All replacement orders must be submitted no later than 45 days after closing an incident. For wildland fires, the control date is used as the close of incident date. If the replacement order is not submitted by this date, the requesting individual/unit will not be allowed to use the incident/project management code for procurement of the item(s).

23.3.5 INCIDENT REPLACEMENT: TYPE 3 & 4 INCIDENTS

Reference the **National Mobilization Guide**.

23.3.6 INCIDENT TO INCIDENT TRANSFER OF EQUIPMENT AND SUPPLIES

Reference the **National Mobilization Guide**.

23.3.7 NON-FIRE INCIDENT

Non-fire incidents are usually reimbursable and may include participation by non-federal agencies. Examples are hurricanes, oil spills, rescues, and law enforcement actions. The same dispatch and ordering procedures described for wildfires apply to non fire emergency incidents.

23.4 NATIONAL INCIDENT RADIO SUPPORT CACHE (NIRSC)

Reference the **National Mobilization Guide**.

23.4.1 RADIO MOBILIZATION

Reference the **National Mobilization Guide**.

23.4.2 RADIO DEMOBILIZATION

Reference the **National Mobilization Guide**.

**23.5 ATMOSPHERIC THEODOLITE METEOROLOGICAL UNIT (ATMU)
NFES #1836**

Reference the **National Mobilization Guide** or the Northern Rockies Mobilization Guide Chapter 75.

23.6 FIRE REMOTE AUTOMATIC WEATHER STATIONS (FRAWS) NFES #5869

Reference the **National Mobilization Guide**.

23.7 PROJECT REMOTE AUTOMATIC WEATHER STATIONS (PRAWS) NFES #5870

Reference the **National Mobilization Guide**.

23.8 NATIONAL CONTRACT MOBILE FOOD SERVICES, AND NATIONAL CONTRACT MOBILE SHOWER FACILITIES

National Contract Mobile Food Service Units

When the use of contract mobile food services is needed for federal wildland fire activities in the contiguous western United States and Alaska, the government is obligated to purchase such quantities as may be needed from National Contract Food Service Contractors to fill requirements when:

1. The number of people to be fed is at or above 150 persons per meal.
2. And the headcount is estimated to remain at those numbers, or greater, for at least 72 hours from when the headcount first reaches 150 per meal.

Catering orders shall be placed to the NICC through the NRCC. A Food Service Request form must be sent to the NRCC via fax or email in addition to the resource request. The form is at:

<http://gacc.nifc.gov/nrcc/dispatch/foodservice.pdf>

NOTE: Please use the most current revision of the Food Service Request form. Orders should be made at least 24 hours before the first meal is expected to be served.

National Contract Mobile Shower Facilities Units

When use of contract mobile shower facilities service is needed for federal wildland fire activities in the contiguous western United States, the Government is obligated to purchase services from National Mobile Shower Facilities Contractors when they are reasonably available. Refer to the National Mobile Shower Facilities Contract on the web at:

<http://www.fs.fed.us/fire/contracting/shower/shower.htm>

23.8.1 NATIONAL CONTRACT MOBILE FOOD SERVICES AND SHOWER FACILITIES MOBILIZATION

Reference the **National Mobilization Guide**.

23.8.2 NATIONAL CONTRACT MOBILE FOOD SERVICES AND SHOWER FACILITIES REASSIGNMENTS

Reference the **National Mobilization Guide**.

**23.8.3 NATIONAL CONTRACT MOBILE FOOD SERVICES AND
SHOWER FACILITIES DEMOBILIZATION**

Reference the **National Mobilization Guide**.

23.9 NATIONAL CONTRACT MOBILE COMMISSARY SERVICES

Reference the **National Mobilization Guide**.

NOTE: National contract for commissary services is not available for 2008.

24 AIRCRAFT

Flight ordering, flight following, IR aircraft, MAFFS, air space restrictions, air communications, and air cargo deliveries will be managed through normal dispatch channels with order and request information communicated through the aircraft desks at the corresponding dispatch centers.

Airtanker Response Area

Each unit may order the first airtanker directly from the dispatch unit for the closest airtanker base. The Northern Rockies Coordination Center is the dispatch unit for airtankers assigned to the Missoula Airtanker Base. This includes Out-of-Area bases covered by formal agreement. If the closest airtanker base cannot fill the request (airtanker currently committed or on day off), then the unit must place the request with NRCC. If a NR airtanker is requested Out-of-Area for initial attack, the host unit must first call NRCC for coordinator approval, then follow up with a COMMIT message.

24.1 AIRCRAFT MOBILIZATION

24.1.1 MINIMUM INFORMATION NEEDED

ROSS will be the preferred method to order all tactical aircraft. However, paper resource orders will still be temporarily acceptable if necessary for more efficient mobilization.

The following lists the **minimum information needed** to process an aircraft, rappeller or smokejumper request. The remainder of the resource order blocks will be completed as soon as activities allow.

Lat/Long	(enter via the <u>Initial</u> Incident Screen)
Reload base	(bases entered from Admin screen automatically show after Lat/Long is entered; edit bases on incident screen)
Hazards	(enter via the Incident Screen)
Frequency	(enter via the Incident Screen)
Mission Priority	(for A/T requests, this should be relayed via phone and will be entered in Special Needs via the New Request Screen)
Air or Ground Contact	(would like this info, if known, but should not hold up the order...enter via the Incident Screen).
Descriptive Location	(would like this info, if known, but should not hold up the order...enter via the <u>Initial</u> Incident Screen under Descriptive Location)
Elevation	(for Helicopters or SEATs, if known, but should not hold up the order...enter in Special Needs via the New Request Screen)

24.2 AIRCRAFT DEMOBILIZATION

Helicopters: Due to the limited number of helicopters available, release priorities will be discussed with NRCC. Generally, it is more cost effective to retain helicopters operating under exclusive use contracts.

24.3 FLIGHT MANAGEMENT PROCEDURES

Reference the **National Mobilization Guide**. For Automated Flight Following procedures, reference 24.3.1.

Sterile Cockpit at/near Airports - All aircraft with agency communication radios will only monitor FAA VHF air traffic frequencies and agency guard frequency (for emergency only) within 5 miles of a controlled or uncontrolled airport.

A standard protocol for flight following communications related to the sterile cockpit environment may be:

- Departing aircraft contact flight follower prior to taxi. (This insures that flight follower is aware of pending aircraft movement, that radios work, and that the frequencies are correct.)
- After taxi, takeoff and when 5 miles from airport, aircraft manager or pilot advise flight follower of position and direction of travel.
- Upon and prior to entering sterile cockpit environment, flight manager or pilot advise flight follower of position and intent to land.
- At completion of taxi and prior to shutdown, flight manager or pilot advise flight follower of termination of flight.

ON DEPARTURE airtankers will stop operation on agency radios after reporting rolling. All other aircraft will stop operation on agency radios before entering the active runway, or before lifting off (helicopters). Once the aircraft has flown 5 miles from the airport, resume routine check in and communication procedures on agency radios.

ON ARRIVAL all aircraft will cease operations on agency radios (except for emergencies) at a distance of 5 miles from the airport. The pilot will radio the dispatcher and advise they are either under FAA flight control or 5 miles from landing. After landing, and clear of the active runway, communication with dispatch or the base may resume.

There may be occasions where a wildfire occurs within 5 miles of an airport making it impossible to maintain the sterile cockpit. Under these circumstances, the departing aircraft shall maintain a sterile cockpit until departing the traffic pattern and reaching final altitude. At this time the aircraft may resume any mission required communications. The pilot will continue to monitor the FAA VHF air traffic frequency until engaged in the firefighting activity but should continue to monitor the FAA frequency.

Upon completing the wildfire mission or being released, the pilot shall immediately select and monitor the FAA frequency, if not already monitoring it,

and maintain a sterile cockpit as soon as practical, but no later than upon entering the traffic pattern.

NON-TACTICAL FLIGHTS

A. Applicability

The procedures for flight following apply to all federal or federal contract aircraft that are supporting incidents and moving across forest/dispatch center boundaries.

Flight following is the primary responsibility of the unit scheduling the flight with the vendor. Receiving and intermediate units will be involved in tracking the aircraft when requested by the sending unit or when the aircraft is overdue.

EXCEPTION: These procedures are not intended to affect tactical flights where mandatory check-ins are required.

B. Purpose

1. Safety and welfare of pilot and passengers; ensuring timely response for search/rescue operations when necessary.
2. Single point of contact (sending unit) for dispatch units to check on status of flight and for pilot to notify of ATA/ATD's.
3. Resource tracking; cost-effective utilization of aircraft; accurate payments; and statistical record keeping.

C. Accountability

1. **SENDING UNIT** - The sending unit is the dispatch unit which orders the aircraft from the vendor.

Responsibilities of Sending Unit:

- a. Ensure all personnel are properly briefed on flight following procedures and responsibilities.
- b. Ensure all personnel are familiar with aviation safety requirements prior to being transported in fixed-wing or rotor-wing aircraft.
- c. Order an aircraft from vendor that meets safety/performance requirements and cost effectiveness for transport of personnel/cargo. Fill out an agency flight plan and share with those dispatch units involved. Per contract language, pilots shall file, open, and operate on a FAA, International Civil Aviation Organization (ICAO), or a FS or DOI-Bureau approved flight plan for all flights.

- d. Flight follow the aircraft to it's final destination in communication with the pilot and/or chief-of-party (who will be designated before the flight departs). Advise the pilot of any exceptions to routine flight following procedures; i.e., alternate telephone numbers, etc.
- e. Obtain ATD (Actual Time of Departure) from initial departure airport from pilot/vendor or chief-of-party.
- f. Communicate to the NRCC through established ordering channels all aircraft flight plans that cross Forest/dispatch zone boundaries. Make sure the sending (originating) dispatch telephone number appears on the flight plan.
- g. Notify the NRCC of any delays/advances of a flight plan exceeding 30 minutes.
- h. Initiate search procedures for overdue aircraft. Utilize Agency Aircraft Search/Rescue Guides as appropriate and notify the NRCC of overdue aircraft.
- i. Advise agency Aviation Safety Officer and the NRCC when pilot and/or chief-of-party do not comply with their responsibilities as outlined herein.
- j. Initiate an aircraft SAFECOM report if appropriate.

NOTE: It is intended that the primary contacts for the sending unit for flight following/tracking will be: Pilot, Chief of Party, Flight Service Stations or other FAA facilities and/or destination airport Fixed Base Operators. Sending units should only contact receiving units after other methods of ascertaining the status of an aircraft have failed.

- 2. **RECEIVING UNIT** - The Receiving Unit is the dispatch unit that is receiving resources.

Responsibilities of Receiving Unit:

- a. Notify the sending unit of any aircraft that has not arrived within 30 minutes of ETA (use originating dispatch phone number on flight plan form). If problems are encountered contacting the sending/originating unit, contact the NRCC.
- b. Assist in the search for overdue aircraft. Advise the NRCC of action taken.

TACTICAL FLIGHTS / WORKING MISSIONS (See also AFF PROCEDURES 24.3.1)

Working missions, such as smokejumper, lead plane, airtanker, cargo drop, reconnaissance and survey will be recorded on an Agency flight plan or resource order. Pilots will confirm Automated Flight Following (AFF) or transmit position reports to the appropriate unit dispatcher every 15 minutes while performing the mission. All GPS equipped aircraft will include latitude, longitude and heading in

their check in reports. Flights which anticipate entering areas where radio communications are inadequate or are conducting operations at low level are expected to notify the monitoring dispatch station of their location, intentions and when to expect the next check-in. In these instances, a flight may not be out of radio contact for more than thirty minutes. Pilots will monitor assigned frequencies at all times.

When airtankers, lead planes, smokejumper aircraft or helicopters check in with an air tactical group supervisor over an incident, they are no longer required to give position reports to a dispatch office. Air Tactical Group Supervisors are expected to give status reports on all aircraft under their control over an incident. After aircraft are released from an incident and control of the ATGS, they must resume flight following with a dispatch office.

- A. Local Unit Working Missions. Flight following of flights within local units, or established zones with formal agreements, is the responsibility of the local unit/zone.
- B. Northern Rockies Area Working Missions.
 - 1. **Sending unit responsibilities.** ATD's and ETA's for flights ordered through the NRCC will be passed by the sending unit dispatch office to the NRCC aircraft desk. Sending unit dispatchers will monitor and record aircraft progress with 15-minute position reports. When not using AFF and aircraft leave the dispatcher's local area, the dispatcher will transfer the responsibility of further monitoring to another dispatcher once radio communication has been established.
 - 2. **NRCC responsibilities.** On receipt of departure time and ETA from the sending unit dispatcher, NRCC will pass aircraft information and ETA's to the receiving unit.
 - 3. **Receiving unit responsibilities.** Receiving unit will call the NRCC flight following desk if changes need to be made to the flight plans and if aircraft have not arrived within 30 minutes of scheduled ETA.
 - 4. **Pilot responsibilities.** It is the responsibility of the pilot to:
 - (a) assure positive AFF or that radio communication is established with the next dispatcher;
 - (b) notify the sending unit dispatcher that communication is established;
 - (c) repeat this procedure each time flight following offices are changed.

24.3.1 AUTOMATED FLIGHT FOLLOWING (AFF) PROCEDURES

AFF reduces the requirement to check in via radio every 15 minutes, and provides the dispatcher with a wide range of information on the flight, airspace, and other data that may be pertinent to the flight. This reduces pilot workload, clears congested radio frequencies, and provides the

dispatcher with much greater detail and accuracy on aircraft location and flight history.

A. Requirements to Utilize AFF:

1. Automated flight following does **NOT** reduce or eliminate the requirement for aircraft on mission flights to have FM radio capability, and for the aircraft to be monitoring appropriate radio frequencies during the flight.
2. Procedures for flight requests, ordering aircraft, requirement for a Flight Manager, etc., are the same as radio check-in procedures.
3. The aircraft must be equipped with the necessary hardware (transmitter and antenna).
4. The dispatch office responsible for the flight following must have a computer connected to the Internet immediately available to them in the dispatch office. Dispatch office(s) responsible for flight following shall be staffed for the duration of the flight.
5. Training: The flight following dispatcher must have a working knowledge of the automated flight following program (Webtracker) and must have a current username and password for the automated flight following system.

B. Procedures for Utilizing AFF:

1. When an aircraft is ordered, or a user requests flight following from a dispatch office, and the above listed requirements are met automated flight following shall be utilized.
2. The dispatch office will log on to the automated flight following web site, verify that the aircraft icon is visible on the screen, and be able to quickly monitor this page at any time during the flight.
3. The dispatch office will provide the pilot with FM frequencies and tones that will be monitored for the duration of the flight.
4. The pilot will relay the flight itinerary, ETD, ETA and fuel on board to the dispatch center.
5. When aircraft is initially airborne, and outside of sterile cockpit environment, the pilot will contact the dispatch office via radio stating "Nxxxx off (airport or helibase name), ATD, SOB, FOB and ETE on AFF". Dispatch office shall respond "Nxxxx, (dispatch call sign) AFF." This is required to positively verify that both the aircraft and the dispatch office are utilizing AFF, radios are operational, and

that the dispatcher can “see” the aircraft on the computer screen. If there is a problem at this point, change to radio 15-minute check-in procedures until the problem is resolved.

If radio contact cannot be established the pilot will abort the mission and return to the airport/helibase.

6. If there is a deviation from the planned and briefed flight route, the pilot will contact the dispatch office via radio with the changed information.
7. The dispatch office will keep the AFF system running on a computer for the entire flight and will set a 15-minute timer and monitor the computer at a minimum and document, for the duration of the flight.
8. If the aircraft icon turns RED, it means the signal has been lost. Immediately attempt contact with the aircraft via radio and follow normal lost communication, missing aircraft, or downed aircraft procedures as appropriate. If radio contact is made after a lost signal, flight may continue utilizing 15-minute radio check-ins for flight following. (During tactical operations below 500’ a periodic red indication is normal and does not necessitate an ‘immediate’ contact especially if flight following has been established with the incident. This should be addressed during the pre-flight briefing.)
9. When the aircraft has completed the flight and landed, the pilot or flight manager (passenger, observer, Flight Manager, ATGS, etc.) shall contact the dispatch office via radio or telephone informing them that they are on the ground.
10. If the flight will cross traditional dispatch boundaries, the originating dispatch office must coordinate with affected units, and establish if the aircraft will be flight followed for the duration of the flight from the originating office or handed off when the border is crossed. Either option is acceptable but must be communicated and understood between dispatch offices and pilots/flight managers.

Additional information about AFF can be found at:

<https://www.aff.gov/>

24.3.2 AFF and Tactical Flights

Use AFF to and from an incident, when agreed upon between dispatch and pilot, either by phone prior to take off or after sterile period enroute to incident. Positive hand off to the incident is essential when the aircraft has made contact prior to entering the Fire Traffic Area of the incident.

24.4 AIRBORNE THERMAL INFRARED (IR) FIRE MAPPING

IR mission requests should arrive at NRCC by 15:00 MDT to ensure adequate flight planning. Reference the **National Mobilization Guide**.

24.5 LEAD PLANES

Reference the **National Mobilization Guide**.

See Appendix J of the Northern Rockies Mobilization Guide for NR Smokejumper and Lead Plane Aircraft.

24.6 AERIAL SUPERVISION MODULES (ASM1)

Reference the **National Mobilization Guide**.

See Appendix J of the Northern Rockies Mobilization Guide for NR Smokejumper and Lead Plane Aircraft.

24.7 AIR TACTICAL AND RECONNAISSANCE AIRCRAFT

Reference the **National Mobilization Guide**.

Attempts should be made to order resources within GACC before going outside the GACC. Any special needs such as carded Instrument Flight Rules (IFR), flight into known icing conditions, pressurized, Traffic Collision Avoidance System (TCAS), radio package type (see National Mobilization Guide Chapter 82.2), etc. should be noted in the special needs portion of the resource order.

See Appendix F of the Northern Rockies Mobilization Guide for NR Air Attack approved aircraft.

24.8 LARGE TRANSPORT AIRCRAFT

Reference the **National Mobilization Guide**.

24.9 HELICOPTERS: CALL- WHEN - NEEDED (CWN)

Reference the **National Mobilization Guide**.

See Appendix M of the Northern Rockies Mobilization Guide for NR CWN helicopters.

24.9.1 EXCLUSIVE USE CONTRACT HELICOPTERS

Reference the **National Mobilization Guide**.

See Appendix L of the Northern Rockies Mobilization Guide for NR Exclusive Use helicopters.

24.9.2 MONTANA DEPARTMENT NATURAL RESOURCES & CONSERVATION (DNRC) AIRCRAFT

See also Chapter 84.6 of the Northern Rockies Mobilization Guide for Montana DNRC aircraft, duty stations, and field assignments.

24.9.2.1 FIXED WING AIRCRAFT

The Department of Natural Resources and Conservation operates three single engine fixed-wing aircraft; (67M, 91M and 12B). Fixed wing aircraft are statewide resources and may be considered the closest resources for all incidents under State of Montana fire protection responsibility.

Through the field assignment months of June to September, 67M is assigned to the Central Land Office, 91M is assigned to the Northwestern Land Office, and 12B is assigned to the Southwestern Land Office.

For the pre and post field assignment months of October through May all fixed-wing aircraft are under the administrative control of the Fire & Aviation Management Bureau.

USE AND SCHEDULING

Pre and Post Field Assignment time period (October – May):

Schedule the use of DNRC aircraft directly with the Air Operations Section of the Fire & Aviation Management Bureau.

Field Assignment time period (June – September):

Schedule the use of DNRC aircraft with the **zone dispatch center** associated with the field assignment location:

Northwestern Land Office – Kalispell Interagency Dispatch Center
Central Land Office – Helena Dispatch Center
Southwestern Land Office – Missoula Dispatch Center

Be advised that aircraft may not be available for administrative use due to their primary fire detection and suppression mission. Similarly, the aircraft may be unavailable for use outside the field assignment location.

Flight Following for fire detection and suppression missions:

DNRC aircraft are equipped with AFF. Flight following for fire detection and suppression missions follows procedures defined by the Northern Rockies Mobilization Guide (24.3 Flight Management Procedures) and other procedures specified in local zone mobilization guides.

Flight following for VFR administrative aircraft use:

Schedule an administrative flight with the Air Operations Section of the Fire & Aviation Management Bureau. The ordering official must work with the pilot to provide the information needed to file a VFR flight plan with the Federal Aviation Administration (FAA). As the flight itinerary progresses the pilot will make departure and arrival contacts with flight service stations in accordance with this flight plan. If this flight occurs during the field assignment time period make sure to coordinate

aircraft use with the **field assignment dispatch center** so dispatch is aware that the aircraft will be in use and flying under a FAA VFR Flight Plan. Flight following with zone dispatch centers for DNRC administrative flights is not required unless requested by the pilot or chief of party.

24.9.2.2 HELICOPTERS

DNRC helicopters are State of Montana resources and may be considered the closest resources for all incidents on State of Montana fire protection responsibility. DNRC helicopters may be requested for initial attack operations or for support to state fire incidents. The availability of these resources may be affected by statewide fire activity, individual DNRC land office / interagency mobilization levels, pilot availability, aircraft repair & maintenance, or other considerations.

USE AND SCHEDULING

Pre and Post Field Assignment time period (October – May):

The Air Operations Section will maintain in a ready status at least one helicopter & pilot and one fixed wing aircraft & pilot. Fire management and dispatch/coordination personnel may check directly with the F&AMB Air Operations Section to obtain an up-to-date status on any state aircraft. Once the availability status is determined, name request ordering of state aircraft through the dispatch/coordination system is recommended to ensure the rapid and timely processing of your order. Request the use of this helicopter with your **zone dispatch center** and if necessary advise the dispatcher of the current aircraft location. Follow procedures for flight following in the same manner as with fixed wing aircraft. Note that a resource order is not required for point to point administrative flights.

Non-wildfire mission flights (radio repeater work, wildlife survey, etc.) by DNRC helicopters are subject to certain limitations. Unless you are scheduling this flight in support of an emergency situation, please do so far enough in advance to avoid delays caused by mission restrictions, maintenance, pilot availability, or other routine activities. Your zone dispatch center will order this flight via the NRCC to the dispatch center closest to the aircraft's current location.

Field Assignment time period (June – September):

Once DNRC aircraft and pilots are assigned to specific field assignment duty stations for wildland fire response, the coordination and dispatching for these aircraft is the responsibility of the respective DNRC Land Office via the aircraft's **Field Assignment Dispatch Center**. Daily availability and status will be reported through normal dispatch channels.

Statewide resource helicopters are assigned to a **Host Dispatch Center**. Unlike helicopters assigned to a field assignment location the

Statewide Use Helicopter will remain at the DNRC Aviation Support Facility in Helena unless requested and moved under a preposition order. The Host Dispatch Center will work directly with the DNRC Aviation Support Facility to obtain and report availability status through normal dispatch channels. The Host Dispatch Center for DNRC statewide resource helicopters in 2008 is Miles City Dispatch Center..

Procedure for Ordering DNRC Statewide Resource Helicopters:

1. Check aircraft availability with the Aircraft's Host Dispatch Center.

The Air Operations Section will maintain ongoing discussions with the F&AMB Bureau Chief, Fire Suppression Supervisor, or Direct Protection / County Cooperative Protection Coordinator to establish aircraft use priorities and other considerations in the use of Statewide Resource helicopters. The F&AMB must authorize the use of the aircraft for your mission.

2. Order the DNRC helicopter through your **zone dispatch center**. Dispatch will initiate a resource order with a name request for the specific aircraft and place it through a **direct order** to the aircraft's **host dispatch center or field assignment dispatch center**. If the ordering dispatch is the host dispatch center they may initiate a resource order and fill it locally with the DNRC Statewide Resource helicopter but must first make contacts as described in #1 above.

If this is a mission flight for an incident under Montana DNRC fire protection make sure you are ordering on a Montana DNRC resource order. Do not be surprised when the processing of your order is delayed if you attempt to order a DNRC aircraft on an incident under federal fire protection or on a resource order identifying the incident as under federal fire protection. In these circumstances the aircraft dispatcher may attempt to locate a closest forces contract resource. Federal agencies may order state aircraft as a closest resource but must attempt to replace it as soon as possible. When ordering DNRC aircraft, make sure the dispatcher understands that state owned aircraft are considered closest resources for any incident under DNRC fire protection responsibility.

Depending on fire danger and other circumstances, a helicopter designated as a statewide resource may be ordered under a DNRC pre-position resource order. Once the helicopter has flown to its destination the ordering dispatch will become the host dispatch center until the helicopter is released back to its original host dispatch center. Orders for this helicopter, while deployed on the pre-position order, are placed to the pre-position dispatch center in the same manner as described

above, with coordination between the user, the Air Operations Section, and the Fire and Aviation Management Bureau.

24.10 AIRTANKERS

Reference the **National Mobilization Guide**.

24.10.1 EARLY ACTIVATION OF AIRTANKERS

Reference the **National Mobilization Guide**.

24.10.2 MODULAR AIRBORNE FIRE FIGHTING SYSTEMS (MAFFS)

Reference the **National Mobilization Guide**.

MAFFS can operate from Helena, MT and Spokane, WA.

24.10.3 SINGLE ENGINE AIRTANKERS (SEATs)

Reference the **National Mobilization Guide**.

See Appendix H of the Northern Rockies Mobilization Guide for NR Airtankers.

24.11 TEMPORARY FLIGHT RESTRICTIONS FAR 91.137 (TFR)

Reference the **National Mobilization Guide**.

Temporary Flight Restrictions will be requested through NRCC on an Interagency Request for TFR found in section 28.23.

24.12 MILITARY TRAINING ROUTES AND SPECIAL USE AIRSPACE

Local centers will ensure airspace deconfliction is completed for their incident.

Reference the **National Mobilization Guide**.

Reference the **Interagency Airspace Coordination Guide**.

24.13 AIRSPACE CONFLICTS

Reference the **Interagency Airspace Coordination Guide**.

Reference the **National Mobilization Guide**.

24.14 FAA TEMPORARY CONTROL TOWER OPERATIONS

Reference the **National Mobilization Guide**.

24.15 DEDICATED RADIO FREQUENCIES

Reference the **National Mobilization Guide**.

24.16 INTERAGENCY INTERIM FLIGHT AND DUTY LIMITATIONS

Reference the **National Mobilization Guide**.

24.17 CWN FS CONTRACT vs AMD CONTRACT HIRING

Many Northern Rockies CWN aircraft vendors hold contracts with both AMD and the FS for each of their aircraft. Dispatch will document on the resource orders

NORTHERN ROCKIES INTERAGENCY MOBILIZATION GUIDE

for federal incidents which contract (AMD or FS) the aircraft is hired under based on the host agency of the incident. Document the hiring under AMD contract for DOI incidents or FS contract for FS incidents.

25 PREDICTIVE SERVICES

25.1 INCIDENT STATUS SUMMARY (ICS-209)

For any incident within the Northern Rockies that meets the following reporting criteria, an Incident Status Summary (ICS-209) will be completed and submitted electronically via the national web based ICS-209 Program. Reports are due by close of business or 20:00 hours Mountain Time, whichever comes first. If this time frame cannot be met, the center will call the Northern Rockies Intelligence Desk and negotiate a later submission time. (For specific instructions, the 209 Program User's Guide is located at <http://famweb.nwcg.gov>).

When in place at the incident, it is the responsibility of the Type 1 and 2 Incident Management Team (IMT) to complete and submit this information within the local dispatch center's timeframe. For all other incidents (or in those instances where the IMT has no internet capability), the dispatch center will ensure complete and accurate ICS-209 information is gathered and electronically submitted.

Wildfires

An ICS-209 is required for fires that are 100 acres or larger in timber fuel types, 300 acres or larger in grass or brush fuel types, or when a Type 1 or 2 Incident Management Team is assigned. **A report shall be submitted until the fire is contained – this will be the final ICS-209.**

Wildland Fire Use

All Wildland Fire Use (WFU) events will require either an ICS-209. An Initial abbreviated ICS-209 will be submitted when a determination has been made that the incident will be a WFU event. **An abbreviated ICS-209 is defined as:**

Blocks 1 through 19, 27, 32, 33, and 43 through 47.

Subsequent updates will be submitted when any of the following condition(s) exist:

- incident complexity changes, i.e. management level changes from ICT4 to FUMA 2, or FUMT
- WFIP stage changes, i.e. 1 → 2 → 3
- change in risk assessment level

Once a WFU reaches 100 acres in size in timber, or 300 acres in grass fuel types, a regular ICS-209 will be required. Subsequent regular reports are required whenever a WFU reaches 1,000 acres in size and every time the fire doubles in size, thereafter, unless significant activity occurs (e.g. resource commitment or resource loss).

A final ICS-209 will be completed when the fire is declared out (Block 20).

25.2 INTERAGENCY SITUATION REPORT

May through October: Daily – due by close of business or 2000 hours Mountain Time, whichever comes first. If the 2000 hours time frame cannot be met, the center will call the Northern Rockies Intelligence Desk and negotiate a later submission time. **All wildland fires will be reported by protection and by ownership.**

November through April: When **any** wildland fire activity occurs (includes WFUs and prescribed fire).

For specific instructions, the SIT Report User's Guide is located at:

<http://famweb.nwcg.gov>

MONTANA DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION

The Fire Incident Status Report F-908 information will be gathered by units and reported to the Land Offices or Interagency Dispatch Centers.

The Land Office or Interagency Dispatch Center will report F-908 information in Blocks #4 through #20 to the NRCC on the Interagency Situation Report.

Block #1 of the F-908 information will be sent to the DNRC Fire Bureau in the form of the Fire Incident Assignment Record, F-300, by end of business or no later than 1700 hours daily. If the Land Office or Interagency Dispatch Center cannot meet this time frame for the F-300, they will be required to submit the missing report data by 1200 hours the following day. Report time for DNRC units will be established by the Land Office or Interagency Dispatch Center.

25.3 INCIDENT MANAGEMENT SITUATION REPORT

Reference **National Mobilization Guide**.

25.4 7 DAY SIGNIFICANT FIRE POTENTIAL OUTLOOK

Reference the **National Mobilization Guide**.

25.5 NATIONAL WILDLAND SIGNIFICANT FIRE POTENTIAL OUTLOOK

Reference the **National Mobilization Guide**.

25.6 GACC MONTHLY AND SEASONAL WILDLAND SIGNIFICANT FIRE POTENTIAL OUTLOOKS

Reference the **National Mobilization Guide**.

25.7 FUEL AND FIRE BEHAVIOR ADVISORIES

Reference the **National Mobilization Guide**.

25.8 WILDLAND FIRE ENTRAPMENT/FATALITY

Reference the **National Mobilization Guide**.

25.9 GYA SITUATION REPORT

The Greater Yellowstone Area Units will report their fire situation using the National Interagency Situation Reporting System.

25.10 ADDITIONAL REPORTS

25.10.1 PRESCRIBED FIRE

As members of the Montana/Idaho Airshed Group, all burning in Montana and Idaho is reported directly to the Smoke Management Unit (SMU) in Missoula using the web-based Airshed Management System (AMS, www.smokemu.org). Burn data entry is password protected. The burner reports the Airshed, location, acres, and other pertinent information related to each proposed burn. Daily dispersion forecasts for Montana and Idaho are posted on the web site by 0900 each regular work day. Burns must be proposed by 1200 Noon (Mountain Time) to be considered for approval to burn the following day. The SMU is closed weekends and federally-observed holidays. Any proposed burns for a weekend (Sat-Sun-Mon) or holiday must be proposed in the system by 1200 Noon (Mountain Time) the previous work day (Fri).

The AMS lists burns approved for the following day each day by 1600 (Mountain Time). Only burns listed as approved should be considered for ignition. The acres accomplished from previous submissions must be reported before the burner is permitted to propose future burns.

The Montana/Idaho Airshed Group's most recent Operations Guide can be downloaded from the above web site. A list of member organizations, their representatives, and each representative's contact information is available as well.

25.10.2 WILDLAND FIRE SITUATION ANALYSIS (WFSA)

The responsible line officer shall promptly organize and implement an appropriate suppression response for each escaped fire. An escaped fire is defined as a fire that has exceeded, or is anticipated to exceed, initial action capabilities or fire management direction. The WFSA will be reviewed and, as necessary, revised each shift until the fire is controlled.

26 NATIONAL FIRE PREPAREDNESS PLAN

Conference Calls--Weekly conference calls between the NRCC and Northern Rockies geographic area dispatch centers will commence mid-June at 10:30 hours MDT. Calls will be held every Wednesday at the same time until the end of the fire season. If conditions warrant, the frequency of calls will be increased.

Availability Reporting-- Resource Availability is reported via the Resource Order & Status System – ROSS. As resources become available, are committed, or become unavailable for any reason, update their corresponding availability status code using ROSS. It is important to note that the ROSS system will not allow the dispatch of status tracked resources unless they are shown available. This includes members of overhead teams. Once resources return from an incident assignment their status must be updated by their home dispatch center in order for that resource to be shown available for further assignments.

Contingency Plan--The purpose of contingency plans is to ensure the timely recognition of approaching critical wildland fire situations and to establish a process for making prompt decisions concerning priorities and actions necessary to resolve these situations. Contingency plans consist of (1) an information system; and (2) a priority setting and decision making process.

- A. **Information System:** The established daily situation and fire reporting system will be utilized. This system provides for increased frequency of reporting as fire severity increases. When the Northern Rockies Incident Support Organization (NR-ISO) and/or MAC organizations is/are in place, additional information into and out of these organizations is required for contingency decision making purposes. It is intended that this additional information not duplicate, but supplement, the existing information/reporting system. This additional information will be collected and disseminated by the MAC organization from line and staff officers at the geographic area level and NIFC at the national level. Efforts must be made to minimize impacts of increased demands for information on individual incidents and the dispatch system.

Information Types: The availability status of items listed in the Contingency Resources Consideration Checklist, along with the status of large incidents, multiple incidents, and fire potential, are some of the types of information required. Information concerning fire severity fund authorization needs, pre-positioning opportunities, cooperator activity levels, public and political considerations may also be needed. The current, developing, and anticipated situation will need to be considered when collecting information.

- B. **Establishing Priorities and Decision Making:** For contingency purposes, the priority and decision process is divided into three areas--planning, coordination, and funding.

Planning: At the geographic area level, the preparedness level determination begins the implementation of preplanned actions. For each level of preparedness, specific preplanned actions have been assigned to certain

management positions. When a preparedness level (PL) has been declared, individuals must carry out their assigned preplanned action without further notification. Each action specified under an appropriate preparedness level is in addition to all actions taken in preceding preparedness levels. The Northern Rockies coordinator will gather data, establish the preparedness level, and immediately notify individual agency fire managers when moving in or out of PL 4 or 5.

The Staffing Class as used in this plan refers to the 3-day mean average National Fire Danger Rating System (NFDRS) burning index (BI) for a station. Staffing classes are predicted for each unit each day. Staffing classes and fire activity will be used to determine the level of staffing in the area coordinator's office and for establishing the preparedness level.

Coordination/Decision Making: Normally, during lower preparedness levels the Northern Rockies Coordinator responds to requests from dispatch zones with little outside input to the decision process for allocation, positioning, and demobilization of resources. During advanced preparedness levels, the coordinator expands the Northern Rockies Incident Support Organization (NR-ISO) with personnel to assist in gathering information necessary for sound decision making. This facilitates and improves the movement of personnel, equipment and supplies.

At preparedness level 5 (PL5), the NR-ISO organization is usually fully implemented and the fire active agency or MAC representatives oversee or formulate the decisions for obtaining and assigning scarce resources. Briefings of the Northern Rockies Area situation are conducted twice a day and a decision/strategy meeting of agency representatives or the MAC group is held after the briefings, as needed. Information, issues, concerns and decisions are documented and distributed to line officers daily and may be expedited via telecommunication systems as the situation warrants. Decisions regarding resources under the control of the Northern Rockies Coordinator are implemented immediately.

26.1 WHY PREPAREDNESS LEVELS ARE ESTABLISHED

Reference the **National Mobilization Guide**.

26.2 GEOGRAPHIC AREA PREPAREDNESS LEVELS

Preparedness levels are established by the NRCC Coordinator throughout the calendar year. Preparedness levels are dictated by burning conditions, wildland fire activity, and resource availability. Resource availability is the area of most concern. Situations and activities described in preparedness levels consider wildland and prescribed fire.

26.2.1 PREPAREDNESS LEVELS: MONTANA DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION

Montana DNRC preparedness levels (PL) may be established by the State Fire Coordinator in conjunction with the Northern Rockies Coordinator throughout the calendar year. DNRC PLs exist in addition to the NRCC PLs and are established to mandate specific DNRC actions.

Pre and Post Legal Fire Season -- Prior to May 1 and after September 30 or legal extension of fire season (normally fall, winter and spring months):

No Fires in Progress -- Land offices/Zone at mobilization level 1, Staffing class and ERC Class 1. Potential for fires normally very low.

Fires in Progress -- Land offices/Zone at mobilization level 1. Potential high on BI days. Staffing Class and ERC 1 and 2.

ACTION	ASSIGNED TO
1. Fire Duty Officer, call down list established and distributed.	DNRC Fire Program Managers
2. Report Land Office mobilization levels to DNRC/NRCC, if there is a change.	DNRC Fire Program Managers
3. Land Offices submit "Severity Requests" as needed to Chief, Fire and Aviation Management Bureau.	DNRC Fire Program Managers
4. DNRC aircraft resources available through NRCC and Interagency Dispatch Centers, dependent on aircraft/pilot availability (2-4 hours). CWN aircraft dependent on contractor availability. National Guard aircraft availability (2-12 hours).	NRCC and Interagency Centers
5. Review and update Unit Prevention Plans and Area Restriction Plans.	Unit FMO /Prevention Specialist/Area Restriction Coordinators
6. Complete Preparedness Review including prevention program.	Interagency Review Teams/Unit FMO
7. Develop Community Awareness Programs; School Programs; County Fairs, etc.	Prevention Specialist/Conservation Education specialists

26.2.2 PREPAREDNESS LEVEL 1

No large fires in progress--Most units with NFDRS Staffing Class 3 or lower. Potential for escaped fires is low. Evaluate National Preparedness Level.

ACTION	ASSIGNED TO
1. All Units will be staffed at their budgeted initial attack level.	Unit Administrator
2. Report daily, status of all fires (wildland and prescribed). See Section 25)	Unit Administrator
3. Certification that <i>Wildland Fire Use (WFU)</i> fires meet fire management plan criteria and adequate resources are available to ensure fire will remain in Wildland Fire Implementation Plan parameters through ensuing 24-hour period, given reasonably foreseeable weather conditions and fire behavior.	Unit Administrator
4. Area report to NIFC daily, or as required.	NRCC Coordinator
5. Report daily status of prescribed fires.	Forest Supervisor
6. Coordinator/fire duty officer roster established and distributed to land offices and cooperators.	Fire Suppression Supervisor
7. Report daily "fire status summary" and land office Mobilization Levels to Fire and Aviation Management Bureau, Department & DES.	NRCC Intelligence Coordinator
8. Compile Division of Forestry personnel availability list. From June 15 through September 30.	DNRC Section Supervisors
9. DNRC aircraft assigned to Land Offices, Interagency Dispatch Centers and Air Operation Bureau.	DNRC Chief Pilot
10. Annual leave and outside assignments permissible.	DNRC Division Administrators
11. Implement prevention sign program and inspect agency facilities & structures in meeting Uniform Fire Code.	Unit FMO/Prevention specialist
12. Establish Media Contacts and inform public about prescribed fire and WFU activity.	Unit FMO/Public affairs Officer/Prevention Specialist

26.2.3 PREPAREDNESS LEVEL 2

No large fires in progress--Three or more Units with NFDRS Staffing Class 3+. Actionable fires susceptible to initial attack control although a few fires are escaping to B or C. Potential for escaped fires moderate. Evaluate National Preparedness Level.

Large fires in progress--One Unit requiring assistance including overhead, crews, and equipment.

Previous Preparedness Level Actions remain in effect.

ACTION	ASSIGNED TO
1. Prepare for limited mobilization facilities at appropriate locations.	Local agencies with consultation of NRCC Coordinator
2. Evaluate expanded dispatch needs.	Unit Dispatchers & Unit Fire Managers
3. Ensure prescribed fires are in compliance with individual prescribed burn plans and appropriate mop-up standards are being applied.	Unit Administrator
4. Land Office staffed at Mobilization Level 2 or 3.	DNRC Fire Program Managers
5. Notify State DES of fire activity and fire weather forecast daily.	NRCC Intelligence Coordinator
6. Notify Fire and Aviation Management Bureau of DNRC resource commitment daily.	NRCC Intelligence Coordinator
7. Target specific prevention problem areas, ignition causes or activities (July 4 th , campgrounds and campfires, hunting season, etc.).	Unit FMO/Prevention Specialist
8. Prevention media release about the fire danger and fire weather conditions.	Unit FMO/Public Affairs Officer/Prevention Specialist

26.2.4 PREPAREDNESS LEVEL 3

No large fire in progress--Two Units NFDRS Staffing Class 4. Actionable fires moderately susceptible to initial attack as indicated by higher number of B and C class fires. No break in weather predicted within 48 hours. Evaluate National Preparedness Level.

Large fires in progress--Two Units requiring NRCC assistance. No more than two class D+ fires in progress requiring NRCC assistance. One Type 1 or two Type 2 teams committed within the Area.

Previous Preparedness Level Actions remain in effect.

ACTION	ASSIGNED TO
1. Alert the NICC of possible need of specific resources.	NRCC Coordinator
2. Staff Dispatch Offices 7 days a week from 0900 to 1800 or longer if fire situation requires.	Unit Administrator and NRCC Coordinator
3. Provide the NICC with timely intelligence on existing and emerging situations.	NRCC Coordinator
4. Agency fire qualified personnel are ready for fire assignments (trained, step tested, red carded).	Agency Administrator
5. Coordinate the pre-positioning of National Resources as may be appropriate.	NRCC Coordinator
6. Monitor WFU fires, prescribed fire activities and suppression requirements to maximize efficient resource utilization for identified priorities.	Unit Administrator
7. Canvass units for severity needs and take appropriate action. Evaluate needs of fire prevention into requested severity funding.	Agency Fire Operations Specialists, Agency Fire Chiefs / Unit FMO/ Prevention Specialist
8. Daily coordination meeting of Fire Operations Group at Aerial Fire Depot.	NRCC Coordinator
9. Consider implementation (or partial implementation) of the Northern Rockies Incident Support Organization (NR- ISO).	NRCC Coordinator
10. Evaluate need for establishing a Fire Behavior Service Center at the NRCC (NR-ISO).	NRCC Coordinator
11. Provide Fire and Aviation Management Bureau, and Department with fire intelligence on existing and emerging type 2 and 1 incidents.	NRCC Intelligence Coordinator
12. Notify Fire and Aviation Management Bureau of need for specific State, county and local resources.	NRCC Intelligence Coordinator
13. Land Office at Mobilization Level 3 to 4.	DNRC Land Office Fire Program Managers
14. Increase prevention actions, restriction/closures procedures, interagency prevention actions. Establish communication of fire conditions, activity, and restriction needs with adjacent Fire cooperators.	DNRC Fire Prevention Section Zone Coordinator ,Unit Administrators/County Commissioners/Tribal Administrator/ Unit FMO/ Restriction Coordinator
15. Evaluate need for training Emergency Fire Fighters (EFF) Increase prevention actions: signing and patrols to provide public awareness of fire danger. Media briefings on fire suppression activity and potential needs for fire restrictions.	Zone MAC Groups, Unit FMO/ Public Affairs Officer/ Prevention specialist

26.2.5 PREPAREDNESS LEVEL 4

No large fires in progress--Three or more Units are indicating a NFDRS Staffing Class 4 or higher. Actionable fires not susceptible to initial attack as evidenced by the high number of class C and D fires each day. Multiple ignitions cause a large number of fires to escape initial attack. Evaluate National Preparedness Level.

Large fires in progress--At least three Units requiring NRCC assistance. More than three class D or two class E or larger fires requiring NRCC assistance. More than two Incident Teams committed in Geographic Area.

Previous Preparedness Level Actions remain in effect.

ACTION	ASSIGNED TO
1. WFU fires and prescribed fire applications may be continued or initiated. Approval by an agency at the regional or state office level may be set into place by official memo at the discretion of the agency. Approvals will be based on a valid risk assessment, impacts to area resources, and will include feedback to the MAC group. The final decision to implement resides with the implementing agency.	Agency Administrators/NRCC Coordinator/MAC
2. Units will be prepared to operate their dispatch offices 24 hours per day, 7 days per week.	Unit Administrators/ NRCC Coordinator
3. Evaluate the need for MAC (Area or local level).	Agency Fire Chiefs
4. Copies of Wildland Fire Situation Analysis will be submitted to the MAC group through the NRCC.	Agency Fire Chiefs
5. Daily briefing at 1000 at Aerial Fire Depot.	NRCC Coordinator
6. Upon request, Units recruit, train, and place EFF crews on 8-hour per day standby status.	NRCC Coordinator/ Agency Administrator
7. Ensure Agency fire qualified personnel are available for fire assignments.	Agency Administrators
8. Gauge impacts of national activity and monitor draw down levels. Distribute summaries to agency administrators and MAC (as appropriate).	NRCC Coordinator
9. Fire & Aviation Management Bureau personnel no longer local resources to MDC. Supervisor approval needed before dispatch.	DNRC F&AM Section Supervisors
10. Restrictions and closure in place as needed. Evaluate and coordinate needed restriction stages and media releases.	DNRC Prevention/ Unit Administrators/ Area Restriction Coordinators/ County Commissioners/ Tribal Administrators/ Unit FMO's
11. Evaluate need to preposition DNRC, CWN Aircraft resources. Evaluate need to train National Guard resources for fire support.	DNRC Chief Pilot/ Agency Fire Chiefs
12. Order Local or National Prevention Team to assist with large or complex wildland urban-interface incidents or prevention media efforts.	MAC/ Unit Administrators/ Unit FMO's/ Prevention Specialist

26.2.6 PREPAREDNESS LEVEL 5

Large fires in progress--Multiple fires are requiring Type 1 Incident Management Teams. Significant competition for resources is occurring. Evaluate National Preparedness Level.

Previous Preparedness Level Actions remain in effect.

ACTION	ASSIGNED TO
1. MAC activated.	Agency Fire Chiefs
2. Daily MAC briefings at 1000 and strategy meeting at 1730.	Agency Fire Chiefs
3. Provide for liaison with military and international resources.	Agency Administrators/ NRCC Coordinator
4. WFU fires and prescribed fire applications may be continued or initiated if the proposed action is approved by an agency at the regional or state office level. This approval must be based on an assessment of risk, impacts of the proposed action on area resources and activities and include feedback from the MAC group. The final decision to implement resides with the implementing agency. Include decision in Daily Situation Report.	Agency Administrators/ MAC
5. Develop interagency contingency actions to address anticipated situations or events.	MAC
6. Evaluate need to train MT National Guard hand crews.	MAC
7. All Bureau personnel on call for fire assignments.	DNRC Bureau Chiefs
8. Preposition critical resources where needed, CWN helicopters, Seat, etc.	Chief Fire & Aviation/Suppression Supervisor
9. Contact Land Offices to evaluate need for fire severity authorization.	Suppression Supervisor & Chief, Fire & Aviation Management
10. Daily/weekly briefing of DNRC Fire & Aviation Management Bureau DES, Governor's Office. Implement Restrictions. If all other prevention measures have been exhausted, consider closures when needed for public or firefighter safety.	Chief Fire & Aviation Management/ Agency Administrators/ Area Restriction Coordinators
11. Evaluate need for Statewide Emergency Declaration.	Chief Fire & Aviation Management/Suppression Supervisor, State D&ES
12. Department personnel authorized for incident assignment.	DNRC Division Administrators
13. Increase Media Effort – Consider an Information Center to coordinate multiple fire or complex urban-interface situations.	Agency Administrators/ MAC

26.3 PREPAREDNESS LEVEL DESCRIPTIONS

Reference the **National Mobilization Guide**.

26.3.1 PREPAREDNESS LEVEL 1

Reference the **National Mobilization Guide**.

26.3.2 PREPAREDNESS LEVEL 2

Reference the **National Mobilization Guide**.

26.3.3 PREPAREDNESS LEVEL 3

Reference the **National Mobilization Guide**.

26.3.4 PREPAREDNESS LEVEL 4

Reference the **National Mobilization Guide**.

26.3.5 PREPAREDNESS LEVEL 5

Reference the **National Mobilization Guide**.

26.3.6 PREPAREDNESS LEVEL 5 TO 4

Reference the **National Mobilization Guide**.

26.3.7 PREPAREDNESS LEVEL 4 TO 3

Reference the **National Mobilization Guide**.

26.3.8 PREPAREDNESS LEVEL 3 TO 2

Reference the **National Mobilization Guide**.

26.4 NATIONAL MULTI-AGENCY COORDINATING GROUP (NMAC) DECISIONS

Reference the **National Mobilization Guide**.

26.5 FOLLOW-UP EVALUATION

Reference the **National Mobilization Guide**.

26.6 SEVERITY AUTHORIZATION

Cooperator fire situations and status of forces must be considered prior to requests for severity action. Requests must include a summary of current and forecasted wildland fire severity, including weather, fuel moisture, and wildland fire danger.

BUREAU OF LAND MANAGEMENT

All requests for BLM MT fire severity funding for the Northern Rockies must be processed through the Montana State Office, Branch of Fire and Aviation Management. Requests should, as a minimum, include fire danger, additional resource needs, what each unit is planning, cost targets associated with the plan, and approximate duration of the plan. Fire severity funding includes all costs of escalated fire preparedness over and above approved Fire Management Plan levels due to abnormally high or extreme fire danger. Charges made against fire

severity funds must be appropriate and contained in an approved fire severity fund plan. Requests should be processed to allow for timely review and approval through all levels of the Bureau of Land Management including the National Level Office. All charges against fire severity funds require a project code (Fire Number) that is assigned at the time of request from the requesting office.

FOREST SERVICE

When additional resources are needed for severity purposes, they may come from two sources. The first source is from program financed resources pre-positioned or moved into an area experiencing the above normal (90+ percentile) fire activity. The second source is from the Fire Severity Authorization. Severity funded resources exceeding the most cost efficient option are acquired utilizing the fire severity authorization. Before this source may be utilized, the process described in FSM 5190 must be completed and approved. The intent of the fire severity authorization is to offset increased FFF cost by authorizing the expenditure of funds to strengthen prevention, detection, initial attack and reinforcements when fire season activity is expected to exceed the NFMAS planned fire season severity. Since this process takes time, it must be proactive and start in Preparedness Level 3; well in advance of the 90+ percentile burning conditions. The request covers the next 30-day period, so fire severity conditions must be based on the best available information forecast for this period.

MONTANA DEPARTMENT OF NATURAL RESOURCES & CONSERVATION

Authority to acquire resources for contingency purposes is obtained from a Fire Severity Authorization (FSA) issued at the discretion of the Bureau Chief, DNRC Fire & Aviation Management Bureau. FSA expenditures are documented using the DNRC SABHRS Responsibility Center assigned at the time. (See 21.4.7) The intent of the FSA is to increase funding for fire prevention, fire detection, and the preposition of initial attack and reinforcement resources. A Fire Severity Authorization will cover a *maximum* period of 14 days. The decision to issue an FSA must be based on the best available information regarding existing and predicted fire conditions (ERC, BI, 1000 hour fuel moisture, fire behavior, annual precipitation deficit, & others). Following a verbal request by a Land Office to the Chief of DNRC, F&AMB, all FSA's must be documented in writing listing the conditions that warrant this authorization.

27 MOBILIZATION PROCEDURES FOR MILITARY ASSETS AND INTERNATIONAL ASSIGNMENTS

Reference the **National Mobilization Guide**.

27.1 ESTABLISHED RESOURCE ORDERING PROCESS

Reference the **National Mobilization Guide**.

27.2 CIVILIAN SUPPORT

Reference the **National Mobilization Guide**.

27.3 DEMOBILIZATION PROCEDURES

Reference the **National Mobilization Guide**.

27.4 INTERNATIONAL OPERATIONS

Reference the **National Mobilization Guide**.

27.4.1 CANADA SUPPORT

Reference the **National Mobilization Guide**.

27.4.2 AUSTRALIA SUPPORT AND NEW ZEALAND SUPPORT

Reference the **National Mobilization Guide**.

27.4.3 MEXICO SUPPORT

Reference the **National Mobilization Guide**.

27.4.4 OTHER NATIONS SUPPORT FOR LARGE SCALE MOBILIZATIONS

Reference the **National Mobilization Guide**.

28 DISPATCH FORMS

Forms located in the **National Mobilization Guide**:

- 28.1 RESOURCE ORDER FORM
- 28.2 FOOD SERVICE REQUEST FORM
- 28.3 PASSENGER AND CARGO MANIFEST FORM
- 28.4 AIRCRAFT FLIGHT REQUEST/SCHEDULE FORM
- 28.5 INFRARED AIRCRAFT SCANNER REQUEST FORM
- 28.6 FAA TEMPORARY TOWER REQUEST FORM
- 28.7 PREPAREDNESS/DETAIL REQUEST FORM
- 28.8 INCIDENT STATUS SUMMARY (ICS 209) FORM
- 28.9 MONTHLY WILDLAND FIRE WEATHER/FIRE DANGER OUTLOOK FORM
- 28.10 WILDLAND FIRE ENTRAPMENT/FATALITY INITIAL REPORT FORM
- 28.11 DOCUMENTATION OF LENGTH OF ASSIGNMENT EXTENSION REQUIREMENTS FORM

Forms following:

- 28.12 RESOURCE ORDER, SMOKEJUMPER IA
- 28.13 FIRE SITUATION ANALYSIS
- 28.14 SAFENET
- 28.15 FIRE WEATHER SPECIAL FORECAST REQUEST
- 28.16 EMERGENCY MEDICAL SERVICES (EMS) HELICOPTER AMBULANCE REQUEST INFORMATION
- 28.17 MSO-WYS SMJ INJURY INFORMATION FORM
- 28.18 GUIDE TO COMPLETING THE INCIDENT COMPLEXITY ANALYSIS
- 28.19 DNRC FIRE INCIDENT ASSIGNMENT RECORD (F-300)
- 28.20 INCIDENT REPLACEMENT REQUISITION
- 28.21 INTERAGENCY REQUEST FOR TEMPORARY FLIGHT RESTRICTION (FAR PART 91.137)
- 28.22 TEMPORARY TOWER REQUEST FORM (DRAFT 2001)
- 28.23 AVIATION INFORMATION BRIEFING PACKAGE
- 28.24 OPERATING AUTHORITY FOR AIRCRAFT CARRYING EXPLOSIVES
- 28.25 CIVIL/PRIVATE AIRCRAFT USE JUSTIFICATION FORM
- 28.26 NORTHERN ROCKIES CRITICAL INCIDENT STRESS MANAGEMENT TEAM REQUEST FORM
- 28.27 STATE FIRE MARSHAL ORDER FORM (MONTANA FIRE PREVENTION AND INVESTIGATION BUREAU)
- 28.28 INCIDENT ORDERING CHECKLIST
- 28.29 SUPPLY RESOURCE ORDER TRANSFER and CONTINUATION
- 28.30 CONTINGENCY RESOURCES CONSIDERATION CHECKLIST

NORTHERN ROCKIES INTERAGENCY MOBILIZATION GUIDE

28.12 Resource Order, Smokejumper IA

RESOURCE ORDER – SMOKEJUMPER IA											
1. INITIAL DATE/TIME		2. INCIDENT/PROJECT NAME			3. INCIDENT/PROJECT ORDER #		4. OFFICE REFERENCE #				
5. DESCRIPTIVE LOCATION			8. INCIDENT BASE PHONE #		9. JURISDICTION/AGENCY		10. ORDERING OFFICE				
12. REQUEST	ORDERED				NEEDED			DELIVER TO			
	DATE/TIME	FROM	TO	QUANTITY	DATE	TIME					
6. SECTION	TOWNSHIP	RANGE	BASE MDM	TIME CALLED	AIRCRAFT		PILOT				
11. LATITUDE				LONGITUDE		LOADED	TAXI		TAKE OFF		
BEARING	DISTANCE		BASE	ARRIVE AT FIRE	COMPLETED DROP		TIME IN				
BEARING	DISTANCE		BASE	NAME		MAIN	RESERVE				
BEARING	DISTANCE		BASE	1.							
BEARING	DISTANCE		BASE	2.							
BEARING	DISTANCE		BASE	3.							
AIR CONTACT	FREQUENCY		TONE	4.							
AIR CONTACT	FREQUENCY		TONE	5.							
GROUND CONTACT	FREQUENCY		TONE	6.							
GROUND CONTACT	FREQUENCY		TONE	7.							
OTHER AIRCRAFT	FREQUENCY		TONE	8.							
OTHER AIRCRAFT	FREQUENCY		TONE	9.							
OTHER AIRCRAFT	FREQUENCY		TONE	10.							
OTHER AIRCRAFT	FREQUENCY		TONE	11.							
13. ESTIMATED SIZE	14. SLOPE POSITION		15. SPECT	12.							
13. ESTIMATED SIZE	14. SLOPE POSITION		15. SPECT	13.							
16. LANDMARK	BEARING	DISTANCE		14.							
16. LANDMARK	BEARING	DISTANCE		15.							
16. LANDMARK	BEARING	DISTANCE		16.							
17. SPECIAL INSTRUCTIONS or INFORMATION				EQUIPMENT DROPPED			SERIAL NUMBERS				
				CHAINSAW							
18. DEMOBILIZATION INFORMATION				CROSS-CUT SAW							
				PUMP KIT							
18. DEMOBILIZATION INFORMATION				FIRST AID BELT							
				TRAUMA KIT							
18. DEMOBILIZATION INFORMATION				SKED/KED							
JUMPER-IN-CHARGE				COMMENTS ON DROP							
CORRECTED LOCATION											
SEC	TWNSP	RANGE	LATITUDE							LONGITUDE	
										X	
SPOTTERS											

28.13 FIRE SITUATION ANALYSIS

Fire Situation Analysis

Date: _____ / Time: _____

Agency: _____ Unit/Subunit: _____

Fire Name: _____ Fire Number: _____

Date/Time of Ignition: _____ Date/Time of Discovery: _____

Current Size: _____ Location – Lat/Long: _____ T/R/S: _____

Slope: _____ Aspect: _____ Elevation: _____

Fuels and Fuel Loading:

Current Fire Behavior:

1. Decision Factors – (check appropriate factors)

- Public Safety Air Quality T&E Species Wilderness
- Firefighter Safety Visual Quality Fish Cultural Res.
- Pvt. Property Soils Wildlife Timber
- Improvements Watershed Cost Forage
- Public Concern Employment

Other:

Weather Forecast:

Long Range Weather Forecast (including drought assessment):

Predicted Fire Behavior:

2. Scoping (further define decision factors as noted above):

28.13 (CONT)

3. Suppression Alternatives (attach map with alternative boundaries):

A	B
Strategy: 	Strategy:
Tactics: 	Tactics:
Est. Final Size: _____	Est. Final Size: _____
Est. Control Date/Time: _____	Est. Control Date/Time: _____
Est. Cost: _____	Est. Cost: _____
Probability of Success: _____	Probability of Success: _____

4. Analysis of alternatives (description of analysis that leads to the selected alternative):

28.13 (CONT)

5. Selected suppression alternatives and rationale:

Recommended by: _____ Date: _____

Approved by: _____ Date: _____

Validation Record (date and initial):

Day 2 _____ Day 3 _____ Day 4 _____ Day 5 _____

Day 6 _____ Day 7 _____ Day 8 _____ Day 9 _____

*** File the FSA with Agency Fire Report ***

28.14 SAFENET

Wildland Fire Safety & Health Network for reporting unsafe situations in wildland prescribed fire operations

S A F E N E T

Wildland Fire Safety & Health Network

Report unsafe situations in wildland and prescribed fire operations.

The purpose of **SAFENET** is:

- (1) to provide immediate reporting and correction of unsafe situations or close calls in wildland fire;
- (2) to provide a means of sharing safety information throughout the fire community;
- (3) to provide long-term data that will assist in identifying trends.

Submitting a SAFENET is not a substitute for on-the-spot correction(s).

When filing a **SAFENET**:

- You are encouraged to submit it to your supervisor for immediate corrective action;
- You have the option of submitting SAFENET to any level of the organization (local FMO, fire safety officer, incident commander, agency administrator) for corrective action;
- If you submit SAFENET directly to the national center electronically,
- You are encouraged to provide a copy to your supervisor;
- You have the right to report unsafe conditions anonymously, in accordance with 29 CFR 1960.

Reported by: Name (optional) _____ Phone _____
 Agency/Organization _____ Date Reported _____

Date _____ Local Time _____
 Incident Name & Number _____
 State _____ Jurisdiction/Local Unit _____

- Incident Type: Wildland Prescribed Wildland Fire for Resource Benefits All Risk Training
 Activity: Fireline Support Transport to/from
 Stage of Incident: Initial attack Extended attack Transition/Transfer of Command Mop up Demob

Position title _____
(Firefighter, division supervisor, facilities unit leader, etc.)

Task _____
(Line construction, structure protection, camp activities, etc.)

Management Level _____
(Type 5, 4, 3, 2, 1)

Resources involved _____
(Crew, equipment, overhead, etc.)

Brief description of concern/condition or potential issue:

- Fire behavior Equipment Communications Situational Awareness
- Fatigue Environmental Performance Other Human Factors Other

28.14 SAFENET (CONT)

Describe: (weather, fire behavior, fuels, terrain, footing, road conditions, etc.)

Describe in detail what happened and the resulting safety/health issues:

Reporting Individual: please list anything that, if changed, would prevent this safety issue in the future:

What do you suggest to ensure this does not happen again?

Corrective action taken by: _____ Date _____

Originator notified by: _____ Date _____

Filed electronically Yes Date _____ Hard copies should be mailed to:
At www.nifc.gov No SAFENET, P.O. Box 16645, Boise, ID. 83715-6645

Reviewers: Identify, implement, and document action taken in a timely manner. Imminent danger issues will be addressed immediately. Other safety-related performance issues will be addressed as soon as possible and the final reviewer will notify originator of action taken SAFENET should be received at the state/regional level within seven days of completion, and at the national office within 30 days.

Reviewer _____ Date _____

Reviewer _____ Date _____

28.14 SAFENET (CONT)

S A F E N E T

“a ground safecom program”

Purpose:

The SAFENET has three primary purposes: (1) to provide immediate reporting and correction of unsafe situations in fire operations; (2) to provide a means of sharing this important information throughout the fire community; and (3) to provide long-term data that will assist in identifying trends.

SAFENET Submission:

1. **Anyone** may initiate a SAFENET for the purpose of reporting an unsafe condition, unsafe procedure, or near hit. In order for the SAFENET originator to receive notification of corrective action the originator's name should be included on the form. However, it is important to know that SAFENET **may** be submitted anonymously in accordance with 29 CFR 1960.

2. In order to ensure the most immediate corrective action, SAFENET **should** be to **one** of the following, in the order shown: (1) the supervisor; (2) local fire management officer; (3) fireline safety officer; (4) incident commander; (5) agency administrator. Since the primary purpose of SAFENET is to initiate corrective action, the desired reporting is to the immediate supervisor who can most effectively and quickly take corrective action. However, the originator has the right (under 29 CFR 1960) to submit SAFENET to any level of the organization.

SAFENET Review:

Step 1. Anyone receiving a SAFENET is responsible for initiating action to correct the unsafe situation. Normally, this corrective action can most effectively be taken by the supervisor or the incident management team. In some cases it may be necessary for the local fire management officer or agency administrator to take corrective action. In some unusual cases, it may be necessary for the action to be taken at the state/regional or national level.

Step 2. The individual taking corrective action must document that action on the SAFENET. The reviewer will then contact the SAFENET originator (if a name has been provided) to notify that corrective action has been taken. That notification will also be documented on the SAFENET.

Step 3. Once the corrective action has been taken and the originator notified, the agency administrator will be notified through the local safety manager or fire management officer. Following review by the agency administrator, the SAFENET will be forwarded to the state/regional fire management officer (within 7 days).

Step 4. The state/regional fire management officer is responsible for any necessary follow up on corrective action and dissemination of information to other fire program managers across the five federal wildland agencies. The state/regional fire management officer will make copies of the SAFENET for own files and send a copy to the state/regional safety manager.

Step 5. The original SAFENET will be submitted to **SAFENET, P.O. Box 16645, Boise, ID. 83715-6645.**

28.15 FIRE WEATHER SPECIAL FORECAST REQUEST

A request form will be displayed on your monitor. In order for your forecast to be accepted, the following information should be present. Note the "*" elements are required.

SAMPLE SPOT FORECAST REQUEST

Required Elements in Preceeded by *

PROJECT NAME		REQUESTING AGENCY						
*Project Name:	<input type="text"/>	*Requesting Agency:	USFS LNF <small>Details</small>					
*Type:	*Forecast Needed By:	*Emergency Phone:	<input type="text"/>					
<input checked="" type="radio"/> Wildfire	<input checked="" type="radio"/> Soon as Possible	FAX Number:	<input type="text"/>					
<input type="radio"/> Prescribed	<input type="radio"/> Send Forecast by:	Contact Person:	<input type="text"/>					
<input type="radio"/> WFU	Time: <input type="text"/>							
<input type="radio"/> Test	Date: <input type="text"/>							
	<input checked="" type="radio"/> Mtn							
	<input type="radio"/> Pac							
(Please put planned ignition time in Remarks)								
LOCATION		FUEL						
*Legal (T/R):	<input type="text"/>	*Elevation:	Top <input type="text"/> Bottom <input type="text"/>					
	Example: T1S R36E Sec28							
Either Legal OR Lat/Lon Required	*Lat: <input type="text"/>	Drainage:	<input type="text"/>					
	*Lon: <input type="text"/>	*Aspect:	<input type="text"/>					
	7.5' Quad: <input type="text"/>	Size: <input type="text"/>	(Acres)					
		Type:	<input type="text"/>					
			<input type="radio"/> Sheltering					
			<input type="radio"/> Full					
			<input type="radio"/> Partial					
			<input type="radio"/> Unsheltered					
OBSERVATIONS								
Place	Elev	Time	Wind	Temp	Wetbulb	RH	Dewpt.	Sky/Weather
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
FORECAST ELEMENTS		PERIODS		REMARKS				
<input type="checkbox"/> Sky/Weather/CWR/LAL	<input type="checkbox"/> Temp/RH	<input type="checkbox"/> Day 1 and 2 Forecast		<input type="text"/>				
<input type="checkbox"/> 20 Foot Wind	<input type="checkbox"/> Smoke Dispersion							

Primary Forecast Elements

Being specific about your concerns will attribute to the success of the spot forecast program. Check the element(s) and the times that are most important in your decision making process. The remarks section can be used to express any supporting information that can be used in the development of the forecast. Once you complete these sections, submit the forecast.

**28.16 EMERGENCY MEDICAL SERVICES (EMS) HELICOPTER
AMBULANCE REQUEST INFORMATION**

Date: _____
Time: _____

**EMERGENCY MEDICAL SERVICES
HELICOPTER AMBULANCE REQUEST**

CAUTION: EMS Helicopters do not usually carry extrication equipment or personnel trained in these procedures. If needed, order these resources following normal Dispatch protocols.

INJURY INFORMATION

- A. Number of Patients to be transported: _____
- B. Is patient (s) able to walk? YES NO
Explanation: _____

INCIDENT SITE INFORMATION

- C. Forest / Agency: _____
- D. Location of Helispot
Twn: _____ Rge: _____ Sec: _____ 1/4 Sec: _____
Latitude: _____° _____' _____" x Longitude: _____° _____' _____"
VOR: _____ Bearing: _____° Distance _____ nm
- E. Is Helispot Complete? YES NO
If not, estimate time of completion: _____
- F. Conditions at Helispot:
Windspeed: _____ Direction: _____ Temperature : _____
Elevation: _____ msl Visibility: _____
- G. Terrain Factors: _____
- H. Helispot size and condition: _____
- I. Other Aircraft operating in area:
Aircraft #: _____ AM Frequency: _____ FM Frequency: _____
Aircraft #: _____ AM Frequency: _____ FM Frequency: _____
Aircraft #: _____ AM Frequency: _____ FM Frequency: _____

RADIO FREQUENCIES

- J. Helispot Frequency: _____ AM FM
- K. Incident Frequencies:
Air-to-Air Frequency: _____ AM FM
Air-to-Ground Frequency: _____ AM FM
Other Frequency: _____ AM FM
Use/Contact: _____
- L. Administrative Unit Frequency: _____ AM FM

GROUND CONTACT INFORMATION

- M. Contact person at Helispot: _____
- N. Qualified Helitack personnel on site? YES NO
- O. Proximity of Helispot to injury site: _____
- P. Contact person with injured party(s): _____
Radio Frequency: _____ AM FM

28.17 MSO-WYS SMJ-INJURY INFORMATION FORM

MSO/WSY SMJ-INJURY INFORMATION FORM																																																																							
IS A REGIONAL FIRST AID SPECIALIST AT THE SCENE YES NO **NOTE FOR SERIOUS INJURY CONSIDER ORDERING ADDITIONAL O ₂ EARLY																																																																							
PRIMARY ASSESSMENT AND CARE				TIME		LEVEL OF CONSCIOUSNESS				TIME																																																													
A <input type="checkbox"/> Airway Cleared B <input type="checkbox"/> Airway Used <input type="checkbox"/> Artificial Respiration C <input type="checkbox"/> C.P.R. Initiated <input type="checkbox"/> Bleeding Controlled						<input type="checkbox"/> Alert / Orient <input type="checkbox"/> Responds to Verbal Stimuli <input type="checkbox"/> Responds to Painful Stimuli <input type="checkbox"/> Unresponsive to any Stimuli																																																																	
PRIMARY CARE SUPPORT				TIME		OTHER CARE				TIME																																																													
<input type="checkbox"/> O ₂ – Rate: _____ L/MIN. <input type="checkbox"/> I.V. – Rate: _____ ML/HR <input type="checkbox"/> Neck/Spine Immobilization <input type="checkbox"/> Other _____						<input type="checkbox"/> Splint (s) / Traction <input type="checkbox"/> M.A.S.T. Pants <input type="checkbox"/> Demerol – Amount _____ MG. <input type="checkbox"/> Other																																																																	
REMARKS _____																																																																							
<table border="1" style="width:100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th style="width: 20%;">VITAL SIGNS</th> <th colspan="11" style="text-align: center;">(Indicate Rate in Grid and Describe Character of Sign in Remark Below)</th> </tr> </thead> <tbody> <tr> <td>TIME (every 10-15 min)</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>PULSE</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>RESPIRATION</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>BLOOD PRESS.</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table>												VITAL SIGNS	(Indicate Rate in Grid and Describe Character of Sign in Remark Below)											TIME (every 10-15 min)												PULSE												RESPIRATION												BLOOD PRESS.											
VITAL SIGNS	(Indicate Rate in Grid and Describe Character of Sign in Remark Below)																																																																						
TIME (every 10-15 min)																																																																							
PULSE																																																																							
RESPIRATION																																																																							
BLOOD PRESS.																																																																							
Normal B.P. _____ <input type="checkbox"/> Pupils <input type="checkbox"/> Equal <input type="checkbox"/> Unequal <input type="checkbox"/> Constricted <input type="checkbox"/> Dilated REMARKS (Skin color/Quality/Temp. Capillary Refill ETC.) _____																																																																							
PATIENT INFORMATION				Date _____		Time _____ (injury occurred /illness reported)																																																																	
Patient Name _____ (Do Not Report Over Radio) Age _____ Sex _____ Weight _____ Cause of Injury/Symptom _____ or Complaint _____ Allergies _____ Patient's Physician _____ Medical History _____ Routine Medication _____																																																																							
COMMUNICATIONS LINK				M.D. / NURSE Contacted _____				Time established _____																																																															
Medical Orders Requested _____ Medical Orders Received _____																																																																							
PHONE NUMBERS																																																																							
ST. Patrick Hospital Emergency Department				(406)329-5635				Ask for E.R. Physician. Keep line OPEN until info received Call Coordinator's office and relay injury info A.S.A.P																																																															
Northern Rockies Coordination Center				(800)228-7271 (406)329-4880																																																																			
DISPOSITION OF PATIENT																																																																							
Type of Demob (Helicopter, Ambulance, ETC): _____ Time of Demob _____ Receiving Hospital/M.D. _____ Phone _____ First Aid P.I.C. _____ Smokejumper-In-Charge _____ Scribe _____ Time Form Initiated _____																																																																							

28.17 (CONT)

**MISSOULA, WEST YELLOWSTONE SMOKEJUMPERS
FIRST-AID & RESCUE PROTOCOL**

IN THE EVENT Missoula OR West Yellowstone Smokejumpers must perform a medivac, Forest Dispatchers, the smokejumper spotter, and/or lookout tower personnel may be called upon to assist in relaying important and timely information. The First Aid Person-in-Charge (First Aid P.I.C.) of a medivac operation may need to call upon a consulting group of physicians in Missoula for assistance if advanced first-aid measures may be needed. A communication relay system via radio, satellite phone and/or telephone, along with the use of the Smokejumper Injury Information Form, is necessary for this system to work. Listed below is an outline of the procedures.

NOTE: Demerol is administered following a closely controlled protocol available only to Missoula and West Yellowstone Smokejumper First Aid Specialists. Under no circumstances should anyone other than Missoula or West Yellowstone Smokejumper First Aid Specialists administer Demerol, to do so raises serious questions of legality and liability. If you are qualified to administer IV therapy and your name is on the list of Missoula or West Yellowstone Smokejumpers qualified to administer IV therapy, you can initiate IV therapy as needed. Out of Region smokejumpers who have been trained and authorized to initiate IV therapy at their home base, may also do so using R-1 equipment under certain circumstances:

- 1) There are no R-1 Smokejumper First Aid Specialists available
- 2) They have been previously identified as qualified to administer IV therapy

A. WHERE THE FORMS WILL BE LOCATED

1. Smokejumper Trauma Kits, First Aid Belts, & Map Cases
2. MSO/WYS Smokejumper Aircraft, Spotter Kits
3. Regional, Forest, & District Mobilization Guides
4. Consulting Group of Physicians in Missoula

B. WHEN THE FORM WILL BE USED

1. Smokejumper Injuries Requiring Physician Consultation
2. Any Smokejumper Injury Requiring Treatment by Physician

C. HOW THE INFORMATION WILL BE RELAYED

1. The First Aid P.I.C. or assigned scribe will completely fill out the Smokejumper Injury Form.
2. This information will be relayed to the Forest Dispatcher. It should be relayed in the following order:
 - 1) Patient Information
 - 2) Primary Assessment and Care
 - 3) Level of Consciousness
 - 4) Primary Care Support
 - 5) Other Care
 - 6) Vital Signs
3. The Forest Dispatcher will call the telephone number listed and relay the required information to the physician (Keep the line open until treatment is complete).
4. After the physician has prescribed treatment, the Forest Dispatcher will relay the information back to the First Aid P.I.C.
5. A copy of this form should accompany the injured smokejumper to the hospital. It should be signed by the First Aid P.I.C., scribe (if used), and Smokejumper-in-Charge.
6. Lastly, the Forest Dispatcher should call the Northern Rockies Coordination Center to document a narrative on the event.

**** IF THE JUMPERS ON THE GROUND CANNOT CONTACT THE FOREST DISPATCHER ****

1. The First Aid P.I.C. will relay the information to the Smokejumper Spotter, who will in turn contact the Forest Dispatcher.
2. If a direct radio link to the Forest Dispatcher is not possible, the Spotter will try to relay the information to the Coordinator's Office.

NOTE:THE SMOKEJUMPER AIRCRAFT WILL ORBIT THE AREA UNTIL RELEASED BY EITHER THE FIRST AID P.I.C. OR THE SMOKEJUMPER-IN-CHARGE!!!

28.18

**Guide to Completing the Incident Complexity Analysis
(Type 1, 2)**

- If positive responses exceed, or are equal to, negative responses within any primary factor (A through G), the primary factor should be considered as a positive response.
- If any three of the primary factors (A through G) are positive responses, this indicates the fire situation is or is predicted to be of Type 1 complexity.
- Factor H should be considered after numbers 1–3 are completed. If more than two of the items in factor H are answered yes, and three or more of the other primary factors are positive responses, a Type 1 team should be considered. If the composites of H are negative, and there are fewer than three positive responses in the primary factors (A-G), a Type 2 team should be considered. If the answers to all questions in H are negative, it may be advisable to allow the existing overhead to continue action on the fire.

Incident Complexity Analysis Type 1 & 2		YES	NO
A. Fire Behavior (Observed or Predicted)			
1. Burning index (from on-site measurement of weather conditions) predicted to be above the 90% level using the major fuel model in which the fire is burning.			
2. Potential exists for extreme fire behavior (fuel moisture, winds, etc.).			
3. Crowning, profuse or long-range spotting.			
4. Weather forecast indicating no significant relief or worsening conditions.			
Total			
B. Resources Committed			
1. 200 or more personnel assigned.			
2. Three or more divisions.			
3. Wide variety of special support personnel.			
4. Substantial air operation which is not properly staffed.			
5. Majority of initial attack resources committed.			
Total			
C. Resources Threatened			
1. Urban interface.			
2. Developments and facilities.			
3. Restricted, threatened, or endangered species habitat.			
4. Cultural sites.			
5. Unique natural resources, special-designation areas, wilderness.			
6. Other special resources.			
Total			

NORTHERN ROCKIES INTERAGENCY MOBILIZATION GUIDE

28.18 (CONT)

YES

NO

D. Safety		
1. Unusually hazardous fireline construction.		
2. Serious accidents or fatalities.		
3. Threat to safety of visitors from fire and related operations.		
4. Restrictions and/or closures in effect or being considered.		
5. No night operations in place for safety reasons.		
Total		
E. Ownership		
1. Fire burning or threatening more than one jurisdiction.		
2. Potential for claims (damages).		
3. Different or conflicting management objectives.		
4. Disputes over suppression responsibility.		
5. Potential for unified command.		
Total		
F. External Influences		
1. Controversial fire policy.		
2. Pre-existing controversies/relationships.		
3. Sensitive media relationships.		
4. Smoke management problems.		
5. Sensitive political interests.		
6. Other external influences.		
Total		
G. Change in Strategy		
1. Change in strategy to control from confine or contain		
2. Large amounts of unburned fuel within planned perimeter.		
3. WFSA invalid or requires updating.		
Total		
H. Existing Overhead		
1. Worked two operational periods without achieving initial objectives.		
2. Existing management organization ineffective.		
3. Overhead overextended mentally and/or physically.		
4. Incident action plans, briefings, etc. missing or poorly prepared.		
Total		

28.22 TEMPORARY TOWER REQUEST FORM

TEMPORARY TOWER REQUEST FORM

(Note – this form should be used in conjunction with the checklist located in Chapter 11 of the *Interagency Airspace Coordination Guide* (www.fs.fed.us/r6/fire/aviation/airspace). Please attach this form to the Resource Order and forward both forms to the appropriate FAA Regional Operations Center (ROC) through established ordering channel

I. GENERAL INFORMATION

Incident Name _____ Management/Fiscal
 Code _____
 Resource Order Number _____ Request Number _____ Date _____

II. POINTS OF CONTACT

	Name / Agency	Telephone
Ordering Unit:	_____	_____
Air Ops / Air Support:	_____	_____
Local or Expanded Dispatch:	_____	_____
Geographic Area Coordination Center:	_____	_____
National Interagency Coordination Center:	_____	_____
FAA POC at ROC:	_____	_____
Airport Owner / Operator:	_____	_____

Has the Airport Owner been notified? YES NO
 Requested Operational Hours: _____
 Estimated Duration: _____

III. SUPPORT INFORMATION

Closest City / Town: _____ State: _____
 Proposed Location of Temporary Tower (select one or explain):
 Airport (name and FAA Code) _____
 Helibase (physical/legal location) _____
 Incident Command Post (physical/legal location) _____
 Other _____

Is there a facility available on site for use as a “temporary tower”?
 FBO Site/Room rental, etc _____
 Rental Trailer _____
 Facility to be constructed on site _____
 Other _____
 Expected overnight accommodations: Fire Camp Motel/Hotel Other (explain) _____

Vehicle Availability: GOV Rental Other (explain) _____
 Attach detailed driving directions to reporting site (note road closures, hazardous conditions, easiest route of travel and provide detailed map) _____

IV. EQUIPMENT SURVEY – Refer to Chapter 11 Checklist in *Interagency Airspace Coordination Guide*.

NORTHERN ROCKIES INTERAGENCY MOBILIZATION GUIDE

Has equipment inventory been completed? Yes No
Equipment (radios, etc) locally available for use by assigned Tower Personnel: _____

Equipment to be ordered: _____

28.23 AVIATION INFORMATION BRIEFING PACKAGE

UNIT AVIATION INFORMATION BRIEFING PACKAGE

To be used to brief incoming aviation resources such as: helicopter modules & flight crews, Assigned Airtankers, SEAT managers & flight crew, ATGS's & flight crew, Incident Management Teams and any other aviation resources as necessary.

(checklist)

- Regional Aviation Management Plan
- Unit Aviation Management Plan Supplement
- Unit Aircraft Crash, Search and Rescue Guide
- Unit lat/long administrative maps
- Unit Flight Hazard Map
- Unit Flight Following protocols
- Zone initial attack victor frequencies
- Unit Communications/frequencies quick-reference sheet
- Unit Communications repeater map
- Unit Helibases / Helispots / Airstrips / Dipsite and / or water sources. Latitude and Longitude list and site specific summary.
- R-1 Aviation personnel phone list
- Unit Fire and Aviation phone directory and Fire and Aviation Organization summary
- Local street map(s), restaurant & motel list
- Local Medical and EMS facilities and aviation resources. Including lat/long for helipads, aircraft type, call signs and N#, frequencies and phone #s.
- Resource issues. ie. Use of foam or retardant, sensitive species, water sources, options for water sources, noxious weeds, private property, containment of hazmat, etc.
- Other known aviation activities. Law enforcement, media, private aircraft, air tours, Unit detection flights, cooperating agency detection flights, etc.
- Procedures for CWN module "marry up" and new aviation resource briefing. ie. Location, time, facilities, etc.
- Fuel sources
- Boundary airspace procedures

Development of an Aviation Information Briefing Package containing all of this information still requires a verbal briefing by a unit aviation manager to be effective.

28.24 OPERATING AUTHORITY FOR AIRCRAFT CARRYING EXPLOSIVES

Operating Authority For Aircraft Carrying Explosives

Approval to operate carrying explosives must be obtained in advance from airport authorities under provisions of 49 CFR 175.320.

Authority to operate at _____ Airport has been obtained by telephone from _____, who is _____. Restrictions apply to operation at this airport: _____.

Approach and Departure Routes

Landing and Take Off

Parking / Refueling

Loading and/or Unloading

By USFS or BLM Office

Signed _____ Title _____
Time _____ Date _____

I hereby certify that the contents of this shipment are fully and accurately described above by proper shipping name and are classified, packed, marked and labeled, and in proper condition for carriage by air according to applicable Department of Transportation Regulations. This shipment is within the limitations prescribed for cargo only aircraft.

28.25 CIVIL/PRIVATE AIRCRAFT USE JUSTIFICATION FORM

**Public /Civil Aircraft Utilization
Dispatch Work Sheet / Documentation Record**

(To be completed *each operational period* by the Dispatcher that is representing the user agency.)

The intent of this work sheet is to accomplish the essential documentation required by the Public Safety Act amendments pertaining to Public Aircraft 14 CFR part 1 definitions, not to delay the dispatch of Initial Attack aircraft resources requested.

1. Utilization of Non – federal aircraft (State, County, etc) for a Federal incident / mission (or vice versa) where reimbursement will be required and a common treasury does not exist:

Yes: _____ No: _____

a If yes was identified; the following elements **MUST** be completed. (Additional clarification and information is identified in the Public / Civil Aircraft Dispatch matrix or Agency Policy on the Definition of public Aircraft 14 CFR Part 1 Definitions.)

Date/ time of request: _____ Incident Name: _____

Jurisdictional Agency: _____ Incident #: _____

Resource Requested: _____ Date / Time needed: _____

2.* **Significant or Imminent Threat Exists:** YES _____ NO _____

a. Threat to Life _____

b. Threat to human Health _____

c. Threat to Property or Natural Resources _____

3.* **Commercial Civil Aircraft Operator unavailable to meet flight request:** YES_NO ___

a. Aircraft not available in a timely Manner _____

b. Aircraft not capable of meeting needs _____

c. Aircraft not Available (within ordering area of influence)___

* Items 2 and 3 need to be identified with a “yes” response or the flight will not meet the guidelines of Public Law 103-411.

4. REMARKS: _____

5. Certifying Dispatcher:

Name: _____ Date: _____

Dispatching Office: _____ Time: _____

*** SENSITIVE INFORMATION***

**28.26 NORTHERN ROCKIES CRITICAL INCIDENT STRESS MANAGEMENT
TEAM REQUEST FORM**

GENERAL INFORMATION

Date: _____ **Time:** _____ **Incident/Project Name:** _____
Incident Order Number: _____ **Ordered By:** _____
Management Code: _____ **Location:** _____
Nature of Critical Incident: _____

Date and time needed: _____ **Deliver to:** _____

INITIAL REQUEST INFORMATION

Name, Title and Phone No. of Critical Incident decision maker:

Agency Liaison:
What Happened:

Who was involved:

When did Critical Incident occur?
Where did Critical Incident occur?
How did this occur?

Number of people involved: _____ Number of injured: _____
Number of deaths: _____ Where are the survivors now? _____

What is happening with the survivors now?

Information on cultural, religious or family issues involved:

Additional information:

28.27 STATE FIRE MARSHAL ORDER FORM (MONTANA FIRE PREVENTION AND INVESTIGATION BUREAU)

TO: MONTANA FIRE PREVENTION and INVESTIGATION BUREAU
24 – HR: (406) 444-2050 FAX: (405) 444-9155

FROM: (NAME)

(TITLE)

(AGENCY)

DATE: _____

SUBJECT: REQUEST FOR INVESTIGATIVE ASSISTANCE

Pursuant of Section 50-63-201, Montana Code Annotated (1997), assistance from the Montana Department of Justice, Law Enforcement Services Division, Fire Prevention and Investigation Bureau is requested to assist in the determination of the origin and cause of a fire, which occurred:

TIME: _____ DATE: _____

LOCATION:

AGENCY CASE NUMBER:

(SIGNED)

(DATE)

28.28 INCIDENT ORDERING CHECKLIST

INCIDENT ORDERING CHECKLIST

This guide will help the Incident Management Team gather needed information to successfully complete their mission. The Agency Administrator should have this information readily available for the Logistic Section of the team when they arrive.

Cache Items (NFES Items)

Who is responsible to receive orders? (Dispatch, Expanded, Buying Team, Cache, Other _____) Name _____

Where are they located? (Town/office) _____

Contact Name (Person in Charge) _____ Phone # _____ Fax # _____

Hours of Operation _____ to _____ Supply lag time for shipment _____ hours Specific order times _____

Supply (local purchase) Items

Who is responsible to receive orders? (Dispatch, Expanded, Buying Team, Other _____) Name _____

Where are they located? (Town/office) _____

Contact Name (Person in Charge) _____ Phone # _____ Fax # _____

Hours of Operation _____ to _____ Supply lag time for shipment _____ hours Specific order times _____

Overhead

Who is responsible to receive orders? (Dispatch, Expanded, Other _____) Name _____

Where are they located? (Town/office) _____

Contact Name (Person in Charge) _____ Phone # _____ Fax # _____

Hours of Operation _____ to _____ Specific order times _____

Crews

Who is responsible to receive orders? (Dispatch, Expanded, Other _____) Name _____

Where are they located? (Town/office) _____

Contact Name (Person in Charge) _____ Phone # _____ Fax # _____

Hours of Operation _____ to _____ Specific order times _____

Equipment

Who is responsible to receive orders? (Dispatch, Expanded, Other _____) Name _____

Where are they located? (Town/office) _____

Contact Name (Person in Charge) _____ Phone # _____ Fax # _____

Hours of Operation _____ to _____ Specific order times _____

Aircraft

Who is responsible to receive orders? (Dispatch, Expanded, Other _____) Name _____

Where are they located? (Town/office) _____

Contact Name (Person in Charge) _____ Phone # _____ Fax # _____

Hours of Operation _____ to _____ Specific order times _____

Who is the Agency contact, should ordering questions arise?

NORTHERN ROCKIES INTERAGENCY MOBILIZATION GUIDE

Is there an Area Command Team assigned? Yes / No
Who will be managing the master set of order numbers? (Assigning numbers)

Other Information:

DRAFT 04/03/01

28.30 Contingency Resources Consideration Checklist

Contingency Resources Consideration Checklist (Planning Level 4 and above)

- Helicopters--contract, CWN modules (Type 1, 2, 3)
- Transport aircraft--large and small
- ISO/MAC--needs and personnel availability
- **Airtankers**
 - In Area, committed, out of Area
 - MAFFS
 - Air attack / ASM modules
- **Smokejumpers**
 - Number available in Area and location
 - Number available other Areas and location
 - Spike base considerations
- **Crews**
 - IH crews, number available in Area
 - IH crews, number available other Areas and location
 - Category II crew status--Regular agency, MIF and EFF
- **Dispatch offices and Northern Rockies Coordination Center--Normal staffing and other**
- **Unit initial attack resources--normal strength and other**
- **Lead planes**
 - In area, and location
 - Maintenance
 - Pilots
 - Dry leases
 - Other Areas
- **Fire cache**
 - Full strength
 - Activity
 - Field support Incident Management Teams
 - Van pre-positioning
 - Critical shortage items
 - Transports
 - National Cache support capability
- **Overhead teams--Types 1, 2, and Fire Use; committed, free lancing**
- **Military--Regular and National Guard**
- **Caterers**
- **Engines – Number and Type available in area and location**

THIS PAGE INTENTIONALLY LEFT BLANK