



Arkansas & Oklahoma Interagency Coordination Center (AOICC)

Standard Operating Procedures



Table of Contents

OBJECTIVES, POLICY, AND SCOPE OF OPERATION	1
MISSION	1
AGENCY POLICIES	4
RADIO POLICY	6
SEASON AND HOURS OF OPERATION	6
ADMINISTRATIVE PROCEDURES	7
INITIAL ATTACK	7
REPORTS	9
CHAIN OF COMMAND - EXTENDED ATTACK	9
FIREFIGHTING RESOURCE MOBILIZATION	9
DETECTION AND REPORTING	9
FIRE INVESTIGATION	10
COMMUNICATIONS	10
LAW ENFORCEMENT	11
AOICC EMERGENCY FLOW CHART	14
INFORMATION MANAGEMENT	15
ORGANIZATION	18
ORGANIZATIONAL CHART	18
DUTY OFFICER AND LINE OFFICERS ROLES AND RESPONSIBILITIES	19
AOICC INTERAGENCY ROLES AND RESPONSIBILITIES	19
COOPERATION	26
COOPERATION	26
AGREEMENTS	26
LIBRARY	27
COORDINATION CENTER CENTRAL LIBRARY	27
FIRE PERSONNEL	28
TYPE 2 and 1 INCIDENT MANAGEMENT TEAMS	28
NON SOUTHERN REGION INCIDENT TEAM PERSONNEL	33
EQUIPMENT	34
SPECIALIZED EQUIPMENT	34
ENGINES	36
AIRCRAFT	36
ORDERING AIRCRAFT	36
AIR PATROL	38
FLIGHT FOLLOWING	39
VOR'S	40
SUNRISE/SUNSET GUIDELINES	40
AIRPORT GUIDES	40
AM/FM FREQUENCIES	41
BIA SATELLITE RADIO	43
SAFETY	43

CHAPTER 1 OBJECTIVES, POLICY AND SCOPE OF OPERATION

MISSION

This guide is intended to be a means for providing management oversight of the operation of the Arkansas & Oklahoma Interagency Coordination Center (AOICC). The guide will identify specific services the center is expected to provide and the standards which must be met. Also, this guide will define roles, responsibilities, and operational procedures for the office. Authority for AOICC is delegated through the Operating Agreement, which is signed by the participating agencies. This operating guide provides specific direction for dispatch operations. This manual is intended to be a guide for dispatchers and is not intended to be an instructional text on how to dispatch. In order to avoid duplication and to reduce paperwork, many procedures identified in this guide will make reference to other existing manuals or guidebooks whenever possible.

Nondiscrimination

AOICC prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.

OPERATIONAL GOALS

- ✓ To provide safe, cost-effective mobilization of emergency resources
- ✓ To promote efficient operations through interagency cooperation and standardized procedures
- ✓ To be equally responsive to all agencies served
- ✓ To emphasize public and firefighter safety in all aspects of operations
- ✓ To identify incident priorities according to national priority criteria regardless of agency
- ✓ To protect human life as the first priority in wildland fire management
- ✓ To ensure firefighters safety is a priority
- ✓ To allow for property and resource values as second priority, with management decisions to be based on the values to be protected
- ✓ To recognize agency-specific requirements on pre-suppression orders, special equipment requests, and skills
- ✓ To recognize sensitive, political, or special issues, and follow through to minimize their impact on current conditions
- ✓ To provide timely communications on information and decisions that affect the interagency community
- ✓ To give all agencies equal consideration to fill resource requests

AOICC is intended to be a true interagency dispatch center; it is not a co-location of independent dispatch operations for each agency. In order to attain this goal, most of the tasks performed and procedures used should be as common to the agencies as possible, leaving agency-specific functions at the agencies where feasible. AOICC will be innovative in exploring new dispatch practices, as well as learning techniques from other centers. Procedures that have worked well in the past for the individual agencies and dispatch offices may not necessarily be the best way to do things in this larger-scale, centralized, interagency operation.

DEFINITIONS OF TERMS

Agency with Jurisdiction - An agency with designated wildland fire protection has responsibility for a defined area.

Arkansas/Oklahoma Interagency Dispatch Center (AOICC) - An interagency dispatch center set up to handle fire and other emergency coordination needs for the Ozark/St. Francis and Ouachita National Forests, Bureau of Indian Affairs in Oklahoma, Fish & Wildlife Service, National Park Service and cooperating State Agencies

Bureau of Indian Affairs (BIA) – Department of Interior

Duty Officer - An individual designated by the fire manager to be the contact person for AOICC during a given 24-hour period. This individual is temporarily delegated authority and responsibility to manage incidents and conduct daily functions at the local unit level by the respective line officer.

Expanded Dispatch - To expand a dispatching organization as work load increases by adding positions and personnel in order to efficiently handle the incident and agency needs.

Extended Attack - A fire on which the first dispatched attack units must be substantially augmented by additional ground and air attack units and which is contained during the first burning period, with full control expected during the second burning period. The fire cannot be suppressed with initial attack forces within a reasonable period of time, but can usually be suppressed by forces from within the geographic area of a district and usually within 24 hours of the first attack.

Fire Manager - A person permanently assigned by the line officer to be responsible for decision making aspects of fire management activities for their organization at the district and/or Forest/land office level.

Incident Commander (IC) - The individual responsible for the management of all incidents operations.

Initial Attack Dispatching - Dispatching actions taken to ensure that appropriate initial fire suppression response to a wildfire.

Initial Attack Resources - Agency resources trained and equipped as first responders.

Mobilization Guide - Agency specific guidelines for wildfire preparedness.

National Park Service (NPS) – Department of Interior

Operations Area - Those areas within the U.S.D.A. Forest Service, Bureau of Indian Affairs, U.S. Fish & Wildlife Service and National Park Service fire protection.

Prescribed Fire - A human-caused fire, originating from a forest management activity.

US Fish and Wildlife Service (FWS) – Department of Interior

FORMAT

The AOICC Operating Plan is a compilation of procedures and information covering all aspects of the center's function. It is anticipated that additional subject matter will be written and incorporated into the plan a section at a time, according to priorities established by the Center Manager. Procedures will be evaluated and modified as needed when deficiencies are identified, or when improvements can be made.

ADDITIONS AND MODIFICATIONS TO OPERATING PLAN

Personnel from AOICC can initiate additions to the Operating Plan. Proposals for addition will be sent initially to the Coordination Center Manager for comments and reviews, and then routed to each approving official for review. The Center Manager will then make any needed corrections to the proposal based on comments received.

AOICC is an operation involving multiple agencies, each committed to the goal of providing effective fire prevention and each having its own unique set of policies. This provides a certain level of complexity, which must be accommodated through rapid problem solving and open lines of communication. All personnel involved with AOICC, from firefighters to agency administrators, have responsibility to identify procedures that do not work well and to suggest changes in a positive manner.

Changes to the procedures should follow the same process used in adopting new ones, thus making sure that all those affected are given an opportunity to comment, and that proposed changes are approved. The Coordination Center Manager should keep a historical file of the Operating Plan in order to have a record of why certain procedures were changed and to prevent future problems.

AGENCY POLICIES

FIRE SUPPRESSION POLICY

Reference Forest Service Manual 5110-5140 for formal policy information, Interagency Standards for Fire and Aviation Operations 2004 (Red Book), and Wildland Fire and Aviation Program Management and Operations Guide 2004 (BIA Blue Book).

Suppression of Wildfires

Fire Suppression Safety

All activities shall reflect a commitment to firefighter and public safety as the first priority. Limit actions of agency personnel on incidents involving hazardous materials to those emergency measures necessary for the immediate protection of themselves and the public. If the material is a health and safety hazard requiring special measures for control and abatement, promptly notify the appropriate public safety agencies.

The Fire Orders, Lookouts/Communication/Escapes Routes and Safety Zones (LCES), and Watch Out Situations contain important basic guidance for safe fire management activities. The Forest Service Handbook (FSH) 5109.32a, Fireline Handbook, and FSH 6709.11, Health and Safety Code Handbook, list the Fire Orders and Watch Out Situations along the Wildland Fire and Aviation Program Management and Operations Guide 2007. During fire assignments, all employees shall be alert continuously for Watch Out Situations. Wildfire suppression actions must comply with the Fire Orders and incorporate appropriate mitigation measures based on the Watch Out Situations and LCES.

Responsible officials shall conduct fire suppression in a timely, effective, and efficient manner, giving the first priority to firefighter and public safety. Appropriate Management Response (AMR) will be a critical factor in all suppression decisions. Consider fire behavior, the availability of suppression resources, the values of natural resources and property at risk, and the potential cost of suppression. Respond to each reported wildfire with planned forces and tactics as directed in the fire management plan. All employees are expected to promptly report wildfires to the nearest unit. Employees who discover a wildland fire are expected to take initial action consistent with their wildland fire qualifications. *Employees without wildland fire qualifications are not expected to take initial action.*

Suppression Action on Private Land

The Ouachita National Forest and the Oklahoma Division of Forestry have the responsibility for control and suppression of wildland fires on National Forest and State administered lands, and on adjacent or intermingled State and private lands for which the Forest Service and Oklahoma Division of Forestry has assumed fire control responsibility through the Reciprocal Agreement with the Oklahoma Division of Forestry. This Reciprocal Agreement covers the Old Tiak Ranger District and Broken Bow Exchange Lands on the Ouachita National Forest. The Rural Fire Districts have the responsibility for control and suppression of structures and other non-wildland fires within their established fire districts.

Structure Fires

Structure fire protection activities are limited to suppression of wildfires that are threatening improvements. Exterior structure protection measures limited to actions such as foam or water application to exterior surfaces of buildings and surrounding fuels, fuel removal, and burning out around buildings.

Structure Fire Protection from Advancing Wildfires

The agencies' primary responsibility is to suppress wildfire before it reaches structures. The agencies' may assist state and local fire departments in exterior structure fire protection when requested under terms of an approved cooperative agreement.

Structure Fire Suppression

Structure fire suppression, which includes exterior and interior actions on burning structures, is the responsibility of local fire departments. Agency officials *shall avoid* giving the appearance that the Agency is prepared to serve as a structure fire suppression organization. Agency employees shall limit fire suppression actions to exterior structure protection measures as described in FSM section 5137 or BIA Blue Book Chapter 2 , part B, section g.

Structure Fire Protection and Suppression for Forest Service Facilities

At those agency administrative sites outside the jurisdiction of state and local fire departments, limit fire protection measures to prevention, use of fire extinguishers on incipient stage fires (FSH 6709.11, sec. 6-4c), safe evacuation of personnel, containment by exterior attack, and protection of exposed improvements. At agency administrative sites located within the jurisdiction of state and local structural fire departments, structure fire suppression responsibility must be coordinated with state and local fire departments.

Vehicle and Dump Fires

Do not undertake direct attack on vehicle or dump fires unless such action is absolutely necessary to protect life or prevent the spread of fire to Public Lands.

AOICC RADIO POLICY

RADIO PRIORITY

During periods of multiple radio calls and/or fire overload situations, incoming radios calls shall be fielded in the following order:

1. Life threatening, death, injury or major accident
2. Flight following
3. New starts or existing incidents escaping control/containment
4. Support of on-going fires
5. Other administration

SEASON AND HOURS OF OPERATION

OFFICE STAFFING

From October 1st through January 24th, hours of operations will be 0700 to 1630 hours, five days a week. From January 25th through May 15th, hours of operations will be 0700 to 1630, seven days a week as long as Regional Air Suppression resources are located on the Forest. During this time frame AOICC may be closed due to lack of fire weather or prescribed burning conditions. As activity occurs, AOICC will staff as long as necessary, or upon request for activities such as prescribed burning with an agency-specific pay code.

During Preparedness Levels 4-5, or at the Center Managers' request, any of the AOICC staff may be requested to pull away from initial attack dispatching to serve as a supervisory dispatcher in one or more functional area(s). During early stages of mobilization, it may become necessary for the Center Manager to reassign staff among sections until replacements arrive. Additional help will be requested to fill out an appropriate organization necessary to meet operational demands. There will be a dispatcher on call every day from October 1st through April 30th. Outside of these dates an on-call dispatcher will be provided whenever activity requires it. At other times a dispatcher can be contacted using the mobilization guide or agency phone list.

- ✓ 24-hour number (office) 501-321-5232
- ✓ Toll Free number for pilot/overhead or crew check-in 1-888-256-8167

CHAPTER 2 ADMINISTRATIVE PROCEDURES

INITIAL ATTACK

During a multiple fire situation, such as occurs with a widespread incendiary or lightning storm, initial attack response may vary depending on availability of resources. The dispatcher will continue to use the Initial Attack Dispatch Guide and will attempt to meet preplanned response levels using any method available, such as other agency and shared resources. The dispatcher will maintain close coordination with district fire management personnel in this situation.

Frequency Management:

Keep conversations short and to the point.

Dispatchers may assign alternate frequencies to fires in able to ease radio traffic congestion.

SPECIFIC DUTIES

- 07:00** Open Dispatch and sign on over the radio while still in auto select by saying "All Stations Hot Springs Dispatch in service."
 - Start copy machine and computers
 - Check answering and fax machine for new messages
 - Check shift Brief for additional info from previous shift
 - Check DMS "Dispatch Messaging system
 - Check ROSS for any new orders
 - Check Flight board for that days flight itineraries
 - Check and update ongoing Fire Packets
- 08:00** Check with Cooperators on detection flights and activity
 - Print A.M. Fire & Smoke Management Forecast, make necessary copies
 - Print National Sit report, make necessary copies
 - Update resource status
- 08:10** Read morning Weather and request Resource status (who and how many are on for that day and where are they located)
- 10:00** Fax daily prescribe burn information to Cooperators and Public Affairs
 - Post RX burns to the web page along with Smoke Plume information
 - Post RX burns on Dispatch Map
- 12:00** Confirm detection flights and patterns, relay this information to cooperators
- 14:30** Edit Observations in WIMS (indices) get that day and forecasted staffing level, IC'S BI'S, broadcast observed indices.
- 16:00** Pull and print P.M. weather, make necessary copies, broadcast PM weather and forecasted indices for next day and any updated resource info
- 17:00** Start Sit report, after sit report is finished print a copy and put in the appropriate binder
- 18:00** Put computers in the logon screen and turn off monitors, turn off copy machine, lock and secure file cabinets, use the auto select button on the radio consol and sign off by saying "ALL STATIONS Hot Springs Dispatch OUT OF SERVICE turn off lights, set phones to night service then set alarm and lock doors on your way out.

ROUTINE

- Maintain a complete radio/telephone log, detailed enough for tracking dates, times, and accounts of all incidents. If the dispatch office is not in operation, the duty officer/district must maintain a log until AOICC is in service.
- Fire narratives logs need to be kept in the log portion of the Initiate Incident Action Record (IAR) located in J Drive on the desk tops.
- Maintain and/or check availability lists.
- Check with Forest FMO for any changes in availability and priority of personnel.
- Report the daily situation report into the Sit report by 1800 hours. You will need the following information:
 - ✓ Number of new fires and whether lightning- or human-caused
 - ✓ Acres of new fires
 - ✓ Number and size class of carry-over fires
 - ✓ Crews available or committed in our area
 - ✓ Number of engines available or committed
 - ✓ Any overhead or aircraft committed

INITIAL ATTACK FLOW CHART

- Report of Incident to Hot Springs Dispatch
- Initiate Incident Action Record (IAR)
- Check for previous RX burns in the area
- Dispatch resources using Forest Staffing Guides
- Establish fire name
- Identify and notify all incoming resources of designated IC (Document in Incident Action Record/Dispatch Log)
- Notify Center Manager, his acting or the Forest FMO, They are responsible for line officer notification if needed.
- Keep Center Manager/FMO advised of current Fire information to assess changes in complexity.
- Notify jurisdictional agencies involved.
- Check for suppression liabilities and operations fires; notify I.C. of any liabilities in the area and their location.
- When the initial attack incident commander arrives at the fire, she/he will immediately size up the fire and inform Hot Springs Dispatch of:
 - ✓ Estimated size
 - ✓ Description of fuels involved
 - ✓ Estimated resources required
 - ✓ Estimated time of control
 - ✓ Estimated location, legal and/or Lat-LONG
 - ✓ Establish tactical and logistical radio frequencies with Hot Springs Dispatch
 - ✓ Availability of currently assigned resources for other IA activities
 - ✓ If false run, get pertinent information and assign false run number/.
 - ✓ The need for a fire Investigator/LEO
 - ✓ Confirm LCES is in place
- Notify suppression liabilities after confirming with the duty officer.
- Confirm qualifications of IC.
- As the suppression action proceeds, it will be the initial attack IC's responsibility to keep AOICC up-to-date regarding resource arrival times, resource needs, when the fire is

contained or controlled, or if there is any substantial change in fire behavior or suppression needs.

- Notify Duty Officer and responding resources to any change in IC on the incident.
- As resources become available for release, the IC will advise AOICC of all demobilization plans.
- AOICC will assign a fire number for all confirmed fires within the operations area and document on current fire record form. (eg. SO # for FS fires and District fire numbers.)
- Dispatchers will code their base eight hours according agency direction. . Both Forest Service and BIA dispatchers will charge their overtime hours to each agencies appropriate fire number unless otherwise directed.

A courtesy call to landowners will be given if their land is involved (i.e., incident on their land, driving through their land, cutting fences, etc.) or there is a treat to their property.

REPORTS

Districts/Units are responsible for their agencies' individual fire reports. Forest Service District FMO's will complete their Individual Firefighter Reports FS-5100-29, into FIRESTAT within 10 days after the fire is declared out. Fires that occur on State protected lands which Forest Units took action require a completed fire report, including suppression costs along with respective agency Fire Report number. These reports will also be submitted into FIRESTAT within 10 days after the fire is declared out.

CHAIN OF COMMAND - EXTENDED ATTACK

The line officer or their representative will determine the proper management organization required. If incident objectives will not be met within the first burning period, an extended attack organization needs to be considered (i.e., Type III or functional assistance). AOICC and the Incident IC will discuss strategy; if it appears incident objectives will not be met by 1000 hours the next day.

FIREFIGHTING RESOURCE MOBILIZATION

Refer to Mob Guide (chapter 10, part 13) for firefighter mobilization guidelines

DETECTION AND REPORTING

AERIAL OBSERVATION

Detection flights will be requested by AOICC one day before needed if possible with the appropriate vendor. Vendor selection will be determined by the following: suitable aircraft for the mission, next vendor in rotation and best value to the Government. Depending on which Forest will determine the Aerial Observers assigned again by rotating among available observers. All detections of fires within the AOICC operations area will be reported to AOICC.

FIELD-GOING PERSONNEL

All field-going personnel will report fires **directly** to AOICC first.

FIRE INVESTIGATION

If the initial attack IC suspects a fire is person-caused, he/she will notify AOICC who will, in turn, notify the District Law Enforcement Officer of the possible need for a fire investigator. The assigned District Law Enforcement Office will determine if a line qualified Investigator is needed and will contact the appropriate Officer.

Fires in Forest Service timber sales, dispatch needs to notify the timber sale administrator and order a fire investigator, except for obvious lightning caused fires.

COMMUNICATIONS

The general goal of this plan is as follows:

Fire Detection will be done on the forest detection channel, detection aircraft will use the air to ground low power channel. Initial Attack will be established with the IC using the closet or appropriate repeater channel to the fire. Once initial attack is established, the dispatcher shall provide the IC with an IA tactical frequency to use for fireline communications as soon as possible. The IC shall use the closet or appropriate repeater channel to the fire for communications back to dispatch according to the Unit where the fire is located. Tactical operations shall be performed on the fireline frequency or Tactical Low Power frequencies. Communications between aircraft and the IC are initiated on the Air to Ground Flight Following frequency. After communications are established, air-ground communications shall be moved to the air to ground low power tactical frequency.

Flight following shall be Forest Flight Following channel during normal activity. During periods of increased fire activity, the Fire Dispatch will establish flight following on a discreet frequency if needed. This radio net will have established repeater sites and will be enhanced with portable repeaters that may be deployed as needed. Dispatch will have access to the National Flight Following frequency (168.650). This frequency will be used as an initial contact frequency between aircraft and dispatch as needed or for itinerant aircraft that flight-follow with AOICC dispatch as they pass by the forest. It should not be used for a forest flight following because of its high traffic

CHANNEL DESCRIPTIONS

AIR DETECTION - Simplex = 168.750 RX - 168.750 TX w/TG 110.9

This channel is to be used by fire air detection units for reporting fires to Hot Springs Dispatch. It is also used to establish contact air to ground

AIR TO GROUND (Low Power) – Simplex = 164.150 RX 164.150 - TX w/TG 110.9

LAW ENFORCEMENT

CHECK-IN PROCEDURES

- Routine Calls: **NO NOTIFICATION REQUIRED.**
Situations where LEOs respond to non-emergency, non-felony incidents. Routine calls are incidents that clearly pose no known or anticipated threat to the officer.
- Non-routine Calls: **NOTIFICATION REQUIRED.**
Non-routine calls are those that fall short of a true emergency, but may pose a threat to the officer. Normally a "shots fired" call, any crime of violence, or intoxicated individuals causing a disturbance would meet this criterion.
- Emergency Calls: **NOTIFICATION REQUIRED.**
An emergency incident is clearly life threatening. An emergency response may also be necessary in situations where a delayed response may result in the destruction of evidence or escape of the suspect. A crime of violence in progress would meet this criteria and any situation that necessitates the officer utilizing emergency equipment to respond to the call.
- Off-Forest Assignments: **APPROVAL REQUIRED.**
Requests for an off-forest dispatch of law enforcement personnel for any assignment requires LEO's approval or the approval of his/her Acting. Unless approved in advance, the Acting will **not be** available for off-forest assignments during their Acting assignment.

EMERGENCY INCIDENTS (NON-FIRE)

The appropriate county sheriff's office is the coordinating office for all non-fire incidents and search-and-rescue missions within the dispatch area. AOICC will coordinate all activity with the sheriff's office and will operate in accordance with the Forest Emergency Plan when incidents occur on National Forest. For circumstances involving in-house searches for Government aircraft/personnel on National Forest lands, the only requirement is for notification of the sheriff's office in order to let them know we are coordinating a search and rescue. The Forest Service has Collection Agreements with the counties of counties. These agreements make available supplies, equipment, facilities and personnel to the counties during emergency incidents. (Refer to agreements in AOICC plan)

The Forest Emergency Plan is for natural disasters, search and rescue, and national emergencies occurring on National Forest, regardless of fire protection jurisdiction. Appropriate BIA Emergency Plans will be used when the incident is on BIA lands.

Upon request, AOICC will initiate appropriate action regarding incidents involving agency personnel and/or occurring on agency lands, in accordance with county sheriff.

EMERGENCY TELEPHONES NUMBERS

FOREST SERVICE LAW ENFORCEMENT

OZARK CONTACT NUMBERS

OFFICER'S NAME	OFFICER'S CALL NO.	CELL PHONE #	AREA OF COVERAGE
Joel Phillips	1-11	479-970-3037	Sylamore/St. Francis
Roger Atkinson	2-10	479-970-3038	Big Piney
Lynn Prince	3-10	479-970-2097	Big Piney
Ron Burrows	6-10	479-970-1925	Magazine
Al Waldo	4-10	479-970-3036	Pleasant Hill
Duane Crims	5-11	479-970-2192	Boston Mountain
Gary Monk	O-11	479-970-2255	Supervisor's Office
Doug Ryan	O-10	479-970-0027	Supervisor's Office

OUACHITA CONTACT NUMBERS

OFFICER'S NAME	OFFICER'S CALL NO.	CELL PHONE #	AREA OF COVERAGE
Tim Fincham	821	501-617-1676	Caddo
Chris Johnson	841	501-627-5649	Jessieville/Womble
Paul Jolivette	811	918-635-5199	Oklahoma/Choctaw
Joe Liles	871	479-216-3001	Mena/Oden
Gary Rose	861	918-647-6621	Oklahoma/Kiamichi
John Ball	851	580-212-6412	Oklahoma/Tiak
Jimmy Hicks	801	501-627-5575	Supervisor's Office
Mia Prince	831	479-216-1253	Fourche/Winona
James Alford	339	580-933-6412	Oklahoma Agent
Chad Krogstad	891	479-216-3288	Poteau/Cold Springs
Mike Gaston	872	479-234-5012	West Central Agent

COUNTY SHERIFFS (911)

AOICC EMERGENCY FLOW CHART

Wildland Fire

- Report of Fire to Dispatch
- Appropriate Initial response Action
- Agency Notification

BIA

- AOICC notifies appropriate Zone Fire Control Officer (FCO) in appropriate zone, or acting
- Fire Center

FOREST SERVICE

- Dispatch notifies Appropriate District FMO
- District FMO notifies appropriate district agency personnel.

ACCIDENT / INCIDENT/ CRITICAL EVENT NOTIFICATION

Refer to the Agency Administrator's Guide to Critical Incident Management. for detailed descriptions of incidents which require notification, specifically: Entrapments, Incidents with Potential and/or Non-Serious Injury, and Wildland Fire Serious Accident. Follow guidelines listed in the National Mobilization Guide.

USFS District Notification Process

- Dispatch notifies GACC and FMO
- AFMO notifies District FMO and Ranger
 - FMO Notifies District Ranger and States Office (Operations or Aviation)
 - Agency Superintendent notifies Public Affairs Officer

CONTACTS FOR BIA NOTIFICATIONS

POSITION	NAME	OFFICE	CELL	HOME
AOICC BIA Coordinator	Mark D. Masters	501-321-5232	501-276-5377	405-269-9362
Inter-Regional FMO	Dick Streeper	405-609-8875	405-323-3105	405-359-0521
Inter-Regional Fuels Specialist	Steve Smith	405-609-8870	405-206-1854	405-282-0406
Regional Forester, Eastern OK	Forrest Blackbear	918-781-4642	405-618-9611	

Ouachita National Forest Notification Process

- Dispatch notifies GACC and Forest Fire Team Leader or FMO.
- DFMO notifies District Ranger and Forest FMO
 - FMO notifies Forest Supervisor and Regional Office Fire.
 - Forest Supervisor notifies Regional Forester and Forest PAO.

Ozark/St Francis National Forest Notification Process

- Dispatch notifies GACC and Forest Fire Team Leader or FMO.
- DFMO notifies District Ranger and Forest FMO
 - FMO notifies Forest Supervisor and Regional Office Fire.
 - Forest Supervisor notifies Regional Forester and Forest PAO.

INFORMATION MANAGEMENT

The following information is available by computer access or by special request through AOICC. AOICC will not normally fax copies to districts on a daily basis.

NATIONAL WEATHER SERVICES FORECAST OFFICES

The Little Rock Weather Service office issues detailed forecasts to fire management agencies. A forecast will be issued for the Central Arkansas forecast zones. A morning forecast will be issued around 0700 CST and an afternoon forecast around 1600 CST from Little Rock.

The Shreveport Weather Service office issues detailed forecasts to fire management agencies. A forecast will be issued for the Southeast Oklahoma forecast zones. A morning forecast will be issued around 0700 CST and an afternoon forecast around 1600 CST from Shreveport.

The Tulsa Weather Service office issues detailed forecasts to fire management agencies. A forecast will be issued for the Northeast Arkansas and Leflore County (Oklahoma) forecast zones. A morning forecast will be issued around 0430 CST and an afternoon forecast around 1600 CST from Tulsa.

The Memphis Weather Service office issues detailed forecasts to fire management agencies. A forecast will be issued for the St Francis NF forecast zones. A morning forecast will be issued around 0700 CST and an afternoon forecast around 1600 CST from Memphis.

These forecasts will include detailed information for the periods of today, tonight, and tomorrow. The 3-5-day outlook will also be included.

For more details about our agreement with the Weather Service, see the respective Fire Weather Service Operating Plan,

In addition to the daily forecasts, the Weather Service provides special forecasts called "spot weather forecasts". Spot weather forecasts are issued for fires in progress or for prescribed burning when requested by district personnel. During normal operating hours, spot weather forecasts will be submitted to AOICC. Whenever a spot forecast is requested, a phone call to the weather office should be made to inform the forecaster that a spot forecast was sent to the respective office. All spot forecast requests will be submitted to the NWS through AOICC.

The requested special forecasts will be furnished on the Fire Weather 'Spot' Forecast Request Form with all critical data included.

Weather observations supporting the spot request should be taken at the site of the fire or burn on the day of the burn. The accuracy of the returned forecast will depend on how well the observations represent the site conditions. If weather conditions develop, that are not forecast and which threaten the success of operations at the fire, notify the forecaster immediately.

Feedback concerning the accuracy of the forecast will assist the forecaster in the preparation of more accurate spot forecasts in the future.

WIMS

Weather station observations are retrieved from individual stations in Arkansas and Oklahoma using Fire Weather Plus software. In addition, observations are updated daily through the Weather Information Management System (WIMS) in Kansas City. This WIMS data is then developed into the station indices, which are posted for fire managers' on the AOICC website (To be developed) and broadcast daily to field units.

WEATHER SATELLITE MAPS

Weather satellite maps are available on the Internet through the AOICC and SACC website links. These maps include GOES satellite pictures tracking weather system movement, climate outlook maps that include temperature/precipitation, gradient prediction maps at intervals of six to ten and 30 to 90 days, greenness maps, fire potential, drought assessment, and fuel moisture predictions.

INSTRUCTIONS FOR SPOT WEATHER FORECASTS

The requesting unit will notify AOICC of the need for a spot weather forecast. The District FMO or acting will write down all necessary information on the Spot Forecast Request form. Once you have all the information, submit to the AOICC via the fax or by radio using the blank spot forecast request page. AOICC will complete the form and submit via the internet to the appropriate National Weather Service Office.

When the status of your request is labeled "complete" in this box, your forecast is ready, click on your spot within this table, and the forecast appears. You should print the forecast for inclusion with the burn or fire information. Contact the requesting unit by phone or radio; let them know their spot weather forecast is back and that you are ready to relay the information.

SITUATION REPORTS

FOREST

The Intelligence section will compile the following information:

- Number and acreage of new fires, and whether lightning- or human-caused
- Number and size class of carry-over fires
- Number of crews available or committed
- Number of engines available or committed and what type

- Fire behavior and weather details noted by firefighters
- This information will be consolidated into a Dispatch Situation Report and transmitted to the Southern Area Coordination Center.

REGIONAL

Resource data provided by agency dispatchers is collated into a sit report that is submitted via KCFAST at internet website <http://fam.nwccg.gov/fam-web/> by close of work or 2100 hours, whichever comes first.

REPORTS AND HISTORICAL DATA

The Center will produce a year-end annual report, to be distributed by December 31.

Arkansas/Oklahoma Interagency Dispatch Center will keep all original Incident Action Reports. AOICC will also keep electronic files (on floppy disks) of the following:

- Situation Reports, both Regional and National
- AOICC Reports, Regional Potential Assessments
- Weather Forecasts
- Severity Map

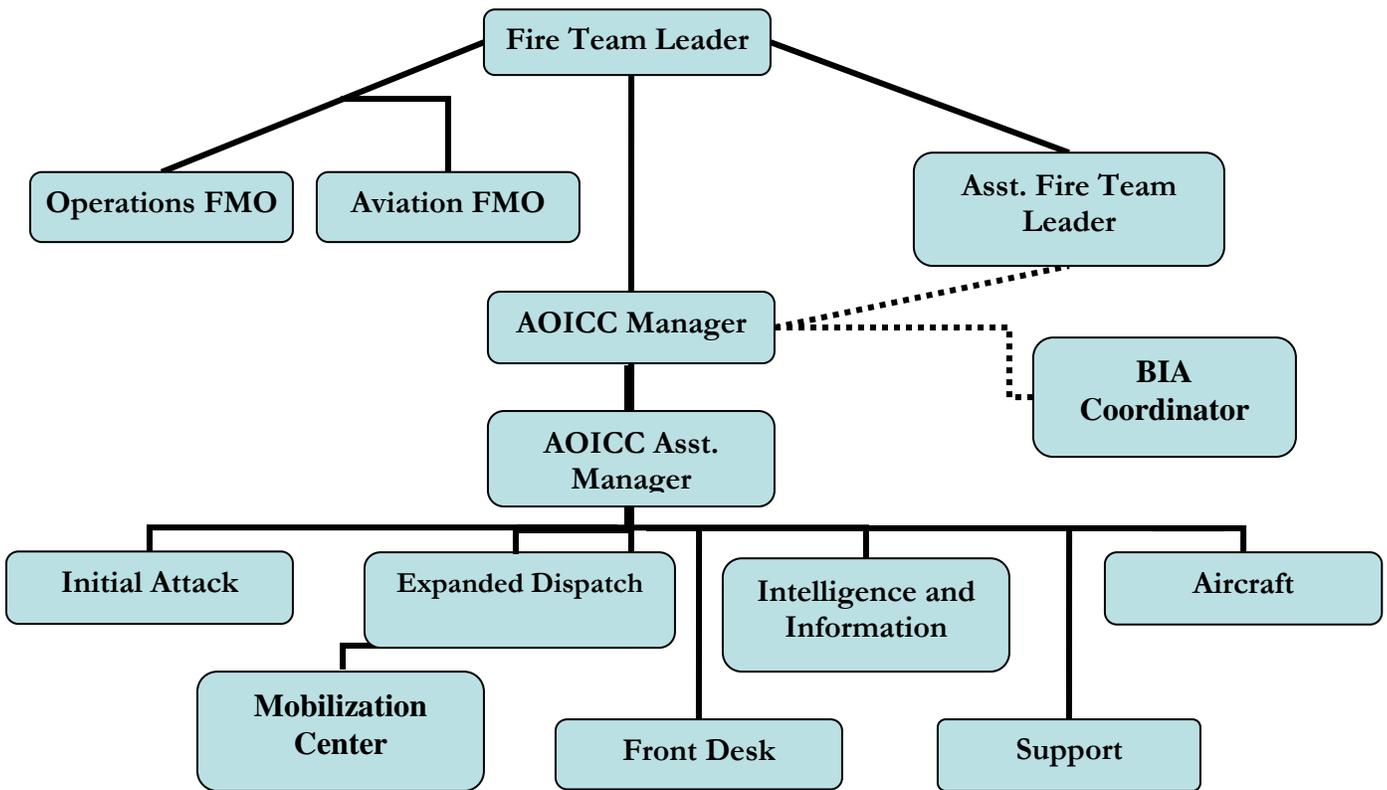
PLANNED PRESCRIBED FIRE

AOICC will be monitoring for Smoke Management on a daily basis for the spring, and fall burning seasons. Dispatch needs to be notified of intent to burn at least one day before ignition. Districts must check to see if it is acceptable to burn before ignition is started. The following information will be provided to AOICC by the agency performing the burn:

1. The name and stag number for each unit to be burned.
2. The number of acres to be burned by unit each day.
3. The legal location of all units to be burned and if they are in an impact zone.
4. The intended time of ignition.
5. The actual acres accomplished.

AOICC will be available for assistance as needed during prescribed burning. If a district has a need for AOICC to be open after normal duty hours, a request should be made as soon as the need is known. If multiple districts are burning at one time, it is more cost effective to have one person on the radio at AOICC rather than one at each district. Overtime to staff will be charged to the appropriate charge code. Reimbursable charge codes will be set up by the agency burning through the Forest Supervisors Office to cover the costs of Forest Service and BIA assistance to each other.

AOICC Organizational chart



DUTY OFFICER AND LINE OFFICERS ROLES AND RESPONSIBILITY

DUTY OFFICERS

Duty officers are responsible for day-to-day fire activities on units. This person is normally the USFS District FMO (or acting). The duty officer is the contact point for the Arkansas /Oklahoma Interagency Coordination Center and must be available via phone, radio, or pager 24 hours per day during fire season. They must also have access to-or contact with-their respective line officer (or acting).

During initial attack or first burning period, responsibilities include:

- ✓ Set priorities on district fires.
- ✓ Are the ultimate decision makers as delegated authority by line officer.
- ✓ Set out-of-area priorities for their unit.
- ✓ Coordinate with line officer in managing incidents on their jurisdiction, or represents line officer per delegated authority.
- ✓ Are available by radio, telephone, or pager at all times during their duty period.
- ✓ Provide AOICC with the daily resource locations by 0930 hours each day; beginning October 1st and ending April 30th.
- ✓ Coordinate daily fire crew schedules and notify AOICC of any changes in schedules and other pertinent information relating to resource availability.
- ✓ When a fire is reported directly to a district, the district FMO or AFMO will immediately pass the report on to AOICC.
- ✓ Evaluate incident complexity and ensure adequate management is assigned.

LINE OFFICERS

Responsibilities include:

- ✓ Are ultimately responsible for the safety and conduct of all employees-including firefighters-and the public. Also, for the management of the fire.
- ✓ Should clearly delegate authorities for decisions to duty officers, acting, and others.
- ✓ Line officer or delegated representative is responsible to prepare and sign Wildland Fire Situation Analysis.
- ✓ Manage safety and health of public and firefighters.
- ✓ Make resource management decisions.
- ✓ Stay in communication with duty officer/incident commander throughout the incident.

AOICC ROLES AND RESPONSIBILITY

CENTER MANAGER

The Center Manager's primary purpose is to direct, plan, organize, supervise, coordinate, and manage personnel and operational activities of the Arkansas/Oklahoma Interagency Coordination

Center (AOICC) by providing focused responsive coverage during daily operations and emergency situations involving Federal, State agencies and cooperators. In addition:

- ✓ Determines priorities and supervises normal fire activities.
- ✓ Responsible for the development and execution of operating plans and action guides for efficient and cost effective mobilization of resources to emergency situations.
- ✓ Ensures all activities directed by the dispatch center are conducted safely and is responsible for the effectiveness of decisions made at the Center.
- ✓ Performs a variety of staff, personnel and administrative duties related to fire management activities.
- ✓ Provides daily briefings for assistant center manager and lead dispatcher supervisor.
- ✓ Performs as MAC group coordinator and provides briefings and implements MAC direction.
- ✓ Acts as liaison for support operations and incident commanders.
- ✓ Troubleshoots procedural problems in support operations and network. Identifies where bottlenecks or breakdowns are occurring and work to correct them.
- ✓ Evaluates cost effectiveness and information flow.
- ✓ Recognizes sensitive political or other special issues. Reacts to these issues to minimize their impact on operations.
- ✓ Reviews intelligence summaries and reports, and ensures reporting timeframes are met.
- ✓ Ensures accurate data and maintains current knowledge of area activity.
- ✓ Ensures coordination occurs. Monitors workload distribution and shift briefings.
- ✓ Resource availability: Monitors status of national resources. Identifies shortages or potential problems and resolves them.
- ✓ Coordination: Maintains communications concerning resource orders with field units, keeps abreast of general situations, and works to resolve conflicts. Shares information with appropriate entities.
- ✓ Gives and provides briefings as requested.
- ✓ Monitors weather patterns and forecasts; and maintains liaison with the National Weather Service and fire weather meteorologist. Identifies potentially significant weather situations.
- ✓ Maintains contact with other intelligence operations as appropriate.
- ✓ Reacts to special requests for information in a timely manner.
- ✓ Supervision: Builds and manages an appropriate staffing level. Acts as focal point for all sections, resolves problems, and provides direction. Maintains a broad perspective for overall operation.
- ✓ Serves as first line supervisor to the Assistant Center Manager, Initial Attack Dispatcher and Cache Manager in terms of performance evaluations, development plans, time and attendance.
- ✓ Initiates performance appraisals, development plans, awards, or adverse actions with concurrence of Fire Staff Officer.
- ✓ Serves as second line supervisor to BIA dispatcher assigned to AIOCC.
- ✓ Oversees all daily operations of AOICC including staffing levels and schedules, resource availability, fire activity, resource mobilization.

SPAN OF CONTROL

- ✓ First Line Supervisor of Assistant Center Manager, Initial Attack Dispatcher and Cache Manager/IADP.
- ✓ Technical Supervisor of BIA Support dispatcher

ASSISTANT CENTER MANAGER

The Assistant Center Manager is responsible for the technical accuracy in the execution of resource orders and operational efficiency of the section. This position performs routine dispatching duties and supervises support dispatchers and dispatch recorders, if assigned. This position organizes and disseminates incident intelligence through formalized reports, informal contacts and other sources.

- ✓ Receives resource status from field offices and all resources via telephone; situation reports, electronic mail, verbal updates, and briefings.
- ✓ Utilizes resource-tracking systems. Documents resource status on appropriate log notes, resource order, and resource database. Verbally updates Center Coordinator on resources which are critically in short supply and those where shortages are anticipated.
- ✓ Displays resource status. Maintains visual status of appropriate resources using maps and other established systems.
- ✓ Receives resource orders and complete per identified procedures. Determines need for adjunctive equipment.
- ✓ Places resource requests determining closest available resource and alternatives. Sources include NFES catalog, availability displays, reference books, mobilization guides, manager input, etc. Places order.
- ✓ Processes assigned resources. Documents assigned resources to allow for good resource tracking using resource order forms/Resource Ordering and Status System (ROSS), and resource database. Documents travel information and passes information to requesting unit.
- ✓ Closes order per identified procedure.
- ✓ Provides field units with information concerning use, capabilities, and availability of specific resources. Advises field of proper ordering procedures.
- ✓ Refers questions concerning policy or interpretation of general operating procedures to the manager.
- ✓ Beginning each shift review: dispatch logs, fire packets, notes, and resource orders/ROSS.
- ✓ Documents significant events in log to ensure continuity of information.
- ✓ At close of shift review: orders and logs to ensure complete documentation. Conducts briefing with replacement.

During exceptionally busy periods, the emphasis of this position will be primarily supervision.

- ✓ Monitors resource tracking systems. Receives verbal updates from dispatchers on resources, noting any shortages or opportunities for reassignments. Relays this information to manager, document in shift log, makes sure information is discussed with other shifts, and relays to other entities as appropriate.
- ✓ Observes chain of command. Receives assignments for section from Center Coordinator and delegate as appropriate. Sets timeframes and standards. Deals with personnel problems and concerns in a conscientious and diplomatic manner. Assigns work schedules for employees.
- ✓ Acts as technical specialist for reviewing resource requests.
- ✓ Helps dispatchers by giving insight as to best resource to fill a request.
- ✓ Supervises processing of resource orders. Monitors information on subsequent unavailability of referred resource or major changes in agreed upon plan of action. Thinks ahead for alternatives and is aware of length of assignment issues. Considers resource availability, closest forces, cost effectiveness, safety, transportation availability, areas of fire activity or anticipated activity, and established priorities. Identifies preferred course of action to the manager.

BIA Coordinator/Representative

- ✓ Responsible for mobilizing BIA and tribal personnel, equipment, supplies, and aircraft to local, regional, and national incidents using established protocols and systems in AOICC.
- ✓ Assists with writing procedures and guidelines. Provides information and interpretation of policies, procedures, and guidelines to field units within all Federal and State land management agencies.
- ✓ Anticipates and reports current and anticipated situations, conditions, and status of ongoing incidents in the Southern Plains and Eastern Oklahoma Regions of the BIA.
- ✓ Monitors the location and availability of many BIA and tribal fire suppression resources and ensures contingency plans are in place during periods of heavy initial attack.
- ✓ Based on local knowledge of weather and fuel conditions, on-going emergencies, and anticipated fire danger, writes narratives for daily Situation Report.
- ✓ Interprets fire weather narrative forecasts and indices to monitor daily fire conditions and long-term fire weather severity.
- ✓ Provides input to fire managers and assists in the decision making process involving the prepositioning of resources to provide for quicker and more adequate response to wildland fire incidents.
- ✓ Analyzes BIA Incident Status Summaries (ICS 209) for completeness and accuracy of information.
- ✓ Collects data and analyzes current fire situation and anticipated fire situation and conditions for the Southern Plains and Eastern Oklahoma Regions, and provides this intelligence to AOICC.
- ✓ Collects, analyzes, and assembles statistical data for the preparation of the annual fire report and other periodic fire management reports. Contributes regularly to BIA fire management nationally-circulated newsletter "Smoke Signals."
- ✓ Provides technical information to BIA field units regarding statistical fire reporting and personnel qualifications as they relate to the Wildland Fire Qualifications System Guide (PMS 310-1), Wildland Fire Management Information (WFMI), the Incident Qualifications and Certification System (IQCS).
- ✓ Serves as staff specialist in fire crew training and mobilization. Serves as fire training course coordinator developing lesson plans for courses. Completes course evaluations and review of trainees to determine those that successfully completed the course.
- ✓ Facilitates meetings and provides administrative support to the Chairman and Vice-Chairman of the Oklahoma Native American Crew Management Board.
- ✓ Participates on special task forces and working groups as subject matter expert. Provides technical expertise verbally and in writing on needs and/or requirements, policies, guidelines, and procedures as it relates to the specific project assigned. May be assigned to specific projects for the BIA by the Inter-regional Coordinator, Oklahoma City, OK with the concurrence of the Ouachita National Forest Fire Management Officer (FMO).

LEAD DISPATCHER

Lead dispatcher performs general coordination duties for the Arkansas and Oklahoma Interagency Coordination Center initial attack operations.

- ✓ Keeps the Center Manager or his Acting informed of fire situations.
- ✓ Determines fire priorities and supervises normal local fire activities.
- ✓ Provides daily briefings for the center manager.
- ✓ Maintains status and availability of national resources. Identifies shortages or potential problems.
- ✓ Provides status of local fire situation and resources. Identifies shortages or potential problems.
- ✓ Ensures continuity is maintained in initial attack operations. Evaluates local initial attack capabilities.
- ✓ Coordinates the allocation of available initial attack resources across jurisdictional boundaries.
- ✓ Provides direction upon request, evaluates workload, and evaluates success in filling requests within desired timeframes. Makes sure any procedural changes are shared.
- ✓ Monitors weather patterns/forecasts and maintains liaison with National Weather Service and fire weather meteorologists. Identifies potential significant weather situations and makes sure that information is disseminated.
- ✓ Recognizes sensitive political or other special issues and reacts to those issues to minimize their impact on operations.
- ✓ Coordinates and maintains communications with field units, keeps abreast of overall forest situation, and works to resolve or prevent conflicts.
- ✓ Acts as focal point for all sections, resolves problems, and provides direction. Develops work schedule for dispatchers.
- ✓ Troubleshoots procedural problems in initial attack operations, identifies where bottlenecks or breakdowns occur, and works to correct them.
- ✓ Provides assistance for out of area dispatches as needed.
- ✓ Provides input and suggestions for plan updates.
- ✓ Provides training and guidance for the initial attack dispatchers.

INITIAL ATTACK DISPATCHER

- ✓ Performs general dispatch duties for the Arkansas and Oklahoma Interagency Coordination Center initial attack operations.
- ✓ Keeps the initial attack lead dispatcher supervisor informed of fire situations.
- ✓ Receives fire report and initiates proper response as dictated by Initial Attack Guidelines, duty officers, and local knowledge.
- ✓ Acts as IC until a designated IC, which may be the duty officer, assumes control of incident.
- ✓ Tracks all initial attack resources on a daily/hourly basis.
- ✓ Collects and distributes weather reports, fire behavior information, resource availability, etc.
- ✓ Provides a communication link to all fires and other field-going personnel.
- ✓ Coordinates with duty officer regarding resource availabilities, detection requests, and other suppression duties.
- ✓ Provides initial coordination for other emergency response (haz-mat, search & rescue, etc.).
- ✓ Completes all necessary records and distributes as appropriate.
- ✓ Keeps supervisor informed of all activity.
- ✓ Updates maps, resource lists, hazards, etc., as required.

INTELLIGENCE DISPATCHER

The intelligence clerk is the intelligence source in the Arkansas and Oklahoma Interagency Coordination Center office, working under the supervision of the lead dispatcher. This position organizes and disseminates incident intelligence through formalized reports, informal contacts and other sources. Responsibilities include the following activities:

- ✓ Creates daily lightning maps of the AOICC dispatch area for reference by fire personnel if needed.
- ✓ As needed, produces a daily synopsis of fire activity, prescribed burning, and resource availability for fire personnel, associated dispatchers, and center manager. Posts to central site.
- ✓ Monitors AOICC's Dispatch Messaging Service. Routes and processes incoming messages.
- ✓ Collects local resource and fire information and electronically inputs this data into the daily situation reports to the Arkansas and Oklahoma Interagency Coordination Center web site.
- ✓ Gathers national and regional sit reports and resource summaries from the Southern Geographic Coordination Center, regional weather reports, resource availability information, precipitation maps, fire potential and fire behavior information; adds this information to a central site for reference by fire personnel, associated dispatchers, and center managers.
- ✓ Generates and edits WIMS weather data to ensure daily observations are complete and correct in the national database.
- ✓ Maintains current passwords for KCFAST Oracle and WIMS logons.
- ✓ Collects burning indices from WIMS and charts seasonal progression on computer graphs.
- ✓ Maintains spreadsheets and fire packets for all AOICC fires. Information included on spreadsheet and fire packet include applicable Incident/Project Order Number, Office Reference Number, legal location of the incident, Arkansas and Oklahoma fire statistics, and crew lists.
- ✓ Completes initial ICS-209 for large fires.
- ✓ Maintains general office files and chronological files.
- ✓ Develops and maintains the AOICC internet website of centralized information and relevant links for reference by fire personnel.
- ✓ Assists center coordinator with administrative details associated with the Arkansas and Oklahoma Fire Training Program.
- ✓ Flight Use Reports (FS-6500-122) for all contract fixed-wing and helicopters entered into AMIS program.

AIRCRAFT DISPATCHER

Dispatcher dedicated to flight following for all agency flights. Keeps lead dispatcher informed of aircraft requests and situations. Responsibilities include the following activities:

- ✓ Processes flight request. Completes Aircraft Flight Request/Schedule including name and phone number of individual placing order, date of requested flight, flight route/itinerary, and time of departure and arrival. Establishes a chief of party for flight.
- ✓ Establishes alternate airport if weather is a factor while flight following.
- ✓ Arranges for requested aircraft with contracted vendors in accordance with office policy to make an attempt to arrange flights equally with all contracted vendors. Ensures that aircraft is appropriate to the mission.
- ✓ Flight following check-in: minimum fifteen-minute intervals.

- ✓ Overdue A/C vigorously searched for after 30 minutes past ETD/ETA. Notifies coordinator. Documents all activities. Adheres to Pre-accident/flight following plan in place. Checks with sending and receiving units, FAA, vendor, and destination airport drop off point.
- ✓ Tracks aircraft using timer located on radio console and status board with aircraft tail number, aircraft type, flight number, flight date, departure and arrival time, number and names of passengers.
- ✓ Closes out flight plan. Completes documentation with times completed and data base information.
- ✓ Processes Temporary Flight Restriction (TFR) request. 'A' number assigned on aircraft resource order. Relays TFR information and status to lead dispatcher, Geographical Area Coordination Center (GACC), Incident Commander and responding air resources.
- ✓ Requests TFR from Memphis Air Route Traffic Control Center. Provides estimated duration of operations, brief description of incident/hazard/ or nature of airborne relief, VOR, legal description, horizontal and vertical restrictions and contact point.
- ✓ Requests Advisory Notam from local FSS for both disaster and non-disaster air operations.
- ✓ Cancels TFR and Notam with ARTCC when no longer needed.
- ✓ Processes aircraft resource orders using procedures outline in Chapter 20 Subunit 24. Aircraft. Found the in National Mob Guide.
- ✓ Closes out flight plan with completed documentation and times completed, and completed data base information. Files flight form.
- ✓ Confirms release of tactical air resources with incident.
- ✓ Checks with Center Manger or Acting and GACC for possible reassignment of resources prior to releasing to home unit.
- ✓ Notifies GACC of Type I or Type II Helicopters available for reassignment.
- ✓ Relays ETAs of released aircraft through dispatch channels.
- ✓ Closes out resource orders.
- ✓ Confirms flight following procedures for aircraft prior to release
- ✓ Completes SAFECOM when an aircraft incident, maintenance deficiency, or aviation hazard occurs. Submits SAFECOM to Forest Aviation Officer. References the Interagency Helicopter Operations Guide, Appendix C, Exhibit C-1 for instructions.
- ✓ Confirms coordinates, bearings, distances, contacts, and frequencies are correct.

FOREST AVIATION OFFICER

Responsible for ensuring that policy and procedures are adhered to in all Forest aviation operations.

- Serves as contracting officer's representative on all Forest aircraft contracts. Administers aircraft use under these contracts on a day-to-day basis.
- Provides training in aviation resource use in support of Forest, as well as national, needs.
- Coordinates with other agencies in support of aviation operations. These include, but are not limited to, airport and local county management, the Federal Aviation Administration, local Civil Air Patrol, and the Arkansas Forestry Commission and Oklahoma Division of Forestry.
- Provides leadership and coordination in all Forest aviation projects from planning to completion.
- Provides assistance to AOICC in the selection of needed aircraft.

CHAPTER 40 COOPERATION

COOPERATION

COORDINATION

Coordination among wildfires is important, particularly during multiple fire situations and when firefighting resources are limited. The Center Manager will have the primary focus for this assignment, in consultation with the Line Officers and FMO's. As needed, a MAC group will be formed, priorities will be set, decisions on movement/contingency will be made, and information will be shared.

Interagency

AOICC will update interagency operations, including memorandums of understanding, protection agreements, initial attack dispatch guides, and other agreements, yearly. AOICC will also take part in the maintenance and validation of those documents.

Adjacent Cooperators and Dispatch Centers

AOICC will coordinate with adjacent dispatch centers and cooperators.

AGREEMENTS

- ✓ Copies of Agreements are kept in the Dispatch Center
- ✓ Refer to the Interagency Fire Management Plan book

CHAPTER 50
LIBRARY

COORDINATION CENTER CENTRAL LIBRARY

Reference materials (located in initial attack area at AOICC Interagency Dispatch) include:

- ✓ National Mob Guide (2091) - 2005
- ✓ Southern Area Mob Guide - 2005
- ✓ Local Mob Guide – 2005
- ✓ FSH 5109.17 (qualification handbook) - 2005
- ✓ WIM's Handbook - 2001
- ✓ Interagency Incident Business Management Handbook -2004
- ✓ 310-1 NWCG Fire Qualification Guide (1414) - 2000
- ✓ IHOG (1885) - 2002
- ✓ NFES Catalog (0362)- 2005
- ✓ Caterer/Shower Contract (1276) - 2005
- ✓ T1 & T2 Helicopter Contract (2168) - ?
- ✓ Forest Emergency & Disaster Plan - 20
- ✓ IA Airtanker Base Ops Guide (2271) - ?
- ✓ 3 Letter Unit Identifiers (2080) internet
- ✓ Fireline Handbook (0065) 2004
- ✓ FS Health & Safety Code (0886) - 1999
- ✓ Atlas - 2005
- ✓ Military Use Handbook (2175) – on order
- ✓ Office SOP's/Detailer Guide - IN PROGRESS -
- ✓ Aircraft Incident guide - 2000
- ✓ Airspace Management Guide - 2000
- ✓ Aviation Transport of Hazardous Materials Guide - 1999
- ✓ Engine Operations Guide - 2000
- ✓ Emergency Response to Hazardous Material Guide - 2000
- ✓ IA Contract Information (Yellow Book) (2277) - 2004
- ✓ Airtanker Base Directories (2537) - 2001
- ✓ Airport Location Identifiers - 2004
- ✓ SEAT Guide – 2001-20022
- ✓ Standards For Fire Operations - 2004
- ✓ Interagency Aviation Technical Assistance Directory-NFES-2512)
- ✓ Meal/Lodging Book – in progress
- ✓ AOPA - Airport Directory -
- ✓ FAR/AIM '93
- ✓ Aircraft Identification Guide/Aircraft Chief of Party/Interagency Airspace Coordination Guide
- ✓ Phone Books of all area

TYPE 2 and 1 INCIDENT MANAGEMENT TEAMS

See following pages.

2007 Southern Area Type 1 IMT (Quesinberry) - Blue Team

POSITION	PRIMARY	ALTERNATE	ALTERNATE #2	TRAINEE (6)	APPRENTICE (4)
ICT1	Mike Quesinberry (VA-VAF)			Paul Hanneman (TX-TXS)	
DPIC	Mike Wilkins (NC-NCF)				
PIO1	Jeanne Eastham (TN-NRC)	Bill Sweet (GA-R08)		Jim Caldwell (LA-KIF) CJ Norvell (AR-OUF) Traci Weaver (TX-TXS)	Alan Craft (VA-VAS) Nina Barrow (TN-CNF) Vickie Carson (KY-MCP)
SOF1	Glen Stapleton (VA-VAF)	Larry Grimes (GA-R08)		Brian Beisel (KY-LBF) John Godwin (GA-GAS)	Larry Holsomback (GA-CHF)
OSC1 (3)	Danny Bryant (MS-MNF) Lea Wofford (NC-NCF) Mark Morales (AR-OZF)				
OPBD	Lew Purcell (AR-OZF) Dave Manner (KY-DBF)				
DIVS (4)	Larry Luckett (GA-CHF) Rick O'Daniel (OK-OKS) Glen Stratton (FL-MIR) Brent Woffinden (TX-ARR)	James Isaacs (NC-NCS) John Pearson (TX-SRR) Greg Sanders (VA-VAF) Steve Gray (GA-GAS) Tom Ledbetter (FL-EVP)	Dave Martin (TN-CNF)	James McCoy (KY-LBF) Tracy Graham (GA-GAS)	Michael Heard (AL-ALF) Michael Lee (GA-GAS)
AOBD	P.J. Pearson (TX-TXF)				
ATGS	Clint Cross (GA-R08)			Jon Wallace (FL-LXR)	
ASGS	Bob Yeager (LA-KIF)				John Nobles (FL-BCP)
LSC1	Johnny Smith (AR-OUF)			Bill Lisowsky (GA-R08)	Orlando Sutton (SC-FMF)
COML	Ron Regan (NC-BRP)				
SPUL	Bobby Jones (TX-TXS)	Maureen Hyzer (VA-VAF) David Rhodes (VA-VAF)			Dante Whitaker (AL-ALF)
ORDM	Cynthia Schiffer (VA-VAF)			Pearlie Green (TX-TXF) Sandy Rhodes (AR-OUF)	Phyllis Harris (AR-OUF) Jason Thompson (TX-TXF) Crystal Powell (KY-LBF)
FACL	Thomas Lambert (GA-GAS)				
GSUL	James Newman (MS-MNF) Tim Southard (NC-NCF)	Stephen Cashman (PA-PAS)		William Waller (MS-MNF)	
FSC1	Diane Taylor (GA-R08)				
PROC	Christy Smith (GA-CHF)				Glen Kinder (KY-LBF)
COMP					
TIME	Terri Ott (SC-FMF)	Ruthi Blackman (VA-VAF)		Kathy Morales (AR-OZF)	Libby Bagwell (NC-SRS)
COST	Donnie Cable (TN-CNF)			Susan Deimel (AR-OUF)	
PSC1	Tom Lowry (OK-TLA)	Red Anderson (TN-EAA)		Peter Fischer (WV-MOF)	
RESL (2)	Bobby Sebastian (LA-KIF) Janan Hay Sharp (TN-CNF)	George Bain (KY-DBF)			Keith Lannom (TN-CNF)
SITL	John Andre (AR-OZF)			Greg Nall (FL-FNF)	
FBAN	Glen Fortenberry (TN-CNF)				Elaine Sharp (AR-OUF)
HRSP	Mick Michelsen (VA-VAF)			Sharon Crittendon (GA-R08)	
TNSP				Nicole May (MS-MNF)	
DMOB	Lisa Miller (VA-VAS)				
CTSP	Debra Croston (PA-GTF)			David Breakey (WV-MOF)	
MEDL	Shanna Ellis (LA-KIF)			Mark Millirons (GA-GAS)	
HEB1	Ronald Hollifield (NC-NCS)	Terry Harris (TX-TXF)			
SCKN	Liz Higgins (VA-VAF)	Lydia Chamberlain (LA-KIF)		John Byars (GA-R08)	
GISS	Tamara Hocut (AR-OZF)			Scott Hamlet (OK-TLA)	
SECM	Teddy Mullins (VA-VAF)	Steven Williams (VA-COP) Richard Jenkins (KY-LBF)			

2007 Southern Area Type 1 IMT (Ruggiero) - Red Team

POSITION	NAME	ALTERNATE #1	ALTERNATE #2	TRAINEE Dispatch Six (6)	APPRENTICE Dispatch Four (4)
ICT1	Mark Ruggiero (ID-FCP)				
DPIC	Tom Speaks (TN-CNF)	Bob Houseman (NC-NCS)			
PIO1	Mary Bell Lunsford (MS-MNF)	Terry McDonald (TN-CNF)		Heather Callahan (FL-FNF) Haven Cook (FL-FNF) Tracy Farley (AR-OZF) Tom Valluzzi (DC-WOF) Michelle Fidler (GA-SEP)	Larry Richardson (FL-FPR) Mark Skiera (TN-JCJ)
SOF1	John Walker (MS-MSS)	Larry Grimes (GA-R08) Larry Connell (FL-FLS)		Bob Eaton (GA-R4R) Ron Bertsch (TX-TXF)	
OPBD	Mark Jamieson (LA-BBR)				
OSC1 (3)	Mike Dueitt (MS-MNF) Jim Durrwachter (GA-R4R) Stephen Weaver (GA-R08)				
DIVS (4)	Victoria Edge (GA-GAS) Troy Floyd (GA-GAS) Dennis Hackett (FL-FLS) Russell Harris (MO-MTF)	Kyle Smith (SC-FMF) Mike Cook (AL-ALF) Steven Guckian (FL-FLS) Heath Morton (GA-GAS) Peter Myers (FL-FNF) Thomas Anderson (FL-EVP) George Bukenhofer (GA-R08)		Alison Coons (KY-DBF) Russ Langford (GA-OKR)	EJ Bunzendahl (KY-DBF) Blake Morris (AL-ALF) Peter Irvine (VA-VAF)
AOBD	Mike Catron (KY-DBF)	George Martin (GA-CHF)		Lynne Howard (GA-R08)	
ATGS	Kevin Walsh (GA-SEP)			Owen Martin (MS-MNF)	
ASGS	Lynne Howard (TN-CNF)	John Vinson (FL-FNF)			
LSC1	Steve Comeaux (AR-OUF)				
COML	Mike Shipley (GA-R08)				
SPUL	Teddy Messenger (KY-MCP)	JaSal Morris (SC-FMF)			Darius Truss (GA-R08)
ORDM	Ariena Aragon (TX-TXF)	Kim Brooks (SC-SRF)		Carla Dunn (VA-VAF)	
FACL	John Bellemore (VA-VAF)				Peter LaShoto (GA-CHF)
GSUL	Randy Harwood (NC-BRP)				Robbie Hollingsworth (MS-MNF)
FSC1	Karen Patterson (NC-NCS) Shardul Raval (NC-NCS)	Lucy Nix (GA-CHF)			Mike Perez (GA-R08)
PROC					
COMP	Vicki Glover (GA-SEP)				
TIME	Sandra Smith (GA-R08)	Nancy Ross (KY-DBF)		Jennifer Cross (TN-CNF) Tan Johnson (NC-SRS)	
COST	Carolyn Detwiler (FL-FNF)			Bonita Truett (KY-DBF)	Keith Sandifer (TN-CNF)
PSC1	Terry Pierce (TN-CNF)	David Brownlie (GA-R4R)			
RESL (2)	Art Goddard (AL-ALF) Fred Noack (KY-DBF)	Kathleen Kennedy (KY-DBF)			Don Dagnan (WI-R09) Richard Aubuchon (GA-R08) Sandra Henning (GA-CHF)
SITL	Roger Fryar (AR-OZF)				Terry Bowerman (TN-CNF) Tony Collins (AR-BUP)

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2007 Southern Area Type 2 IMT (Wilder)

POSITION	PRIMARY	ALTERNATE	ALTERNATE #2	TRAINEE (6)	APPRENTICE (4)
ICT2	Charles Wilder (MS-MSR)				
DPIC	Robert Panko (FL-EVP)				
PIO2	Deanna Akins(TN-CNF) Joseph Mazzeo (MA-BOP)			Karen Tinkle (AR-OUF) John Calabrese (WV-MOF) Sharon Moore (TN-CNF)	
SOF2	Laney Cutshaw (NC-NCF)	Thomas Krueger (IN-HOF) Mitchell Gandy (KY-DBF)			
OSC2 (3)	Bill Woodyard (GA-GAS) Richard Reitz (GA-CHF)	Jamie Schwartz (DC-WOF)		Peter Kubiak (GA-R4R) Barry Garten (VA-VAF)	
DIVS (4)	Marty Bentley (TN-CNF) Ron Bush (VA-VAF) Zeke Seabright (DC-NCP) Jeff Koenig (VA-SHP)	Tom Crews (NC-ALR) Steven Parrish (FL-FNF)		Joseph Smith (AL-ALF) Jeffery Schardt (FL-MIR)	Doug Gantt (AL-ALF) Demarron Meadows (KY-DBF)
AOBD	Alan Colwell (KY-BGQ)				
ATGS				Richard Struhar (GA-R4R)	
ASGS	Mike Rock (KY-DBF)				
LSC2	Zeph Cunningham (NC-BRP)	Bob Harrel (OK-OKS)			
COML	Larry Garrett (AR-OUF)				
SPUL	Stephen Blackwell (GA-GAS)			Philip Gates (TX-TXS) Bruce Drapeau (PR-CAF) Leslie Smith (KY-LBF)	
ORDM	Cameron Crisp (WV-MOF)				Scott Carrigan (MO-JEP) Deborah Walker (NC-NCF)
FACL	Willie Boston (GA-GAS)				Stephen Waller (AR-OUF)
GSUL	Bo Sullivan (MS-MNF)				
FSC2	Carolyn Riggs (TX-TXS)			David Lucas (GA-R4R)	
PROC					Karen Welch (NC-SRS)
COMP					
TIME	Graciela Reid (GA-GAS)				Lillian Dyck (FL-FNF)
COST	Reggie Lanier (GA-GAS)			Soon Fletcher (GA-R08)	
PSC2	Donald Palmer (WV-MOF)			Joe Miller (PA-PAS) Karen Brent (GA-CHF) Dale Wine (TN-CNF)	
RESL (2)	Jo Ann Smith (LA-KIF) Phillip Weston (GA-R4R)				
SITL	Carl Melear (GA-GAS)				
FBAN	Mark Clere (FL-FNF)				Andy Baker (AR-OZF)
HRSP					
TNSP	Harold Small (LA-LAS)				
DMOB	William Damon (VA-VAF)				
CTSP	Jerry Dronberger (AR-OZF)			Linda Mallett (MS-MNF)	
MEDL	Tim Exline (FL-FLS)				David Knowles (FL-FLS) Alex Onishenko (FL-FLS)
SECM	Paul Stevens (NC-CHP)	James Starkey (TN-CNF)			
GISS	Lori Pittman (TN-NRC)				
SCKN	Debra Truax (VA-SHP)				

Primary Members for the Southern Region Buying Team

Barbara J. Cooper	Buying Team Leader	bjcooper@fs.fed.us
Lessa Hanbury	Deputy Buying Team Leader	lghanbury@fs.fed.us
Valerie Cooper	member	vcooper@fs.fed.us
Lou Buffington	member	lbuffington@fs.fed.us
Lynda Davis-Rogers	member	lynda_rogers@fs.fed.us
Robert Harris	member	rdharris@fs.fed.us

CY '06 Southern Area Buying Team Alternate TRAINEE list

Candidates for trainee assignments within Region 8 only

Not qualified for assignments as single resources outside of Region 8. Still have training requirements to meet and/or individual performance ratings and evaluations necessary to advance to qualified status.

Micro Purchasers:

Anna Bennett	abennett@fs.fed.us
Pat Brister	pbrister@fs.fed.us
Cindy Crawford	cjcrowford@fs.fed.us
Gemma Ealy	gmealy@fs.fed.us
Kim Hale	kimberlyhale@fs.fed.us
Robert Harris	rdharris@fs.fed.us
Linda Hawkins	lhawkins@fs.fed.us
Nijua Heard	nheard@fs.fed.us
Kaye Kiker	kkiker@fs.fed.us
Tina Rotenbury	trottenbury@fs.fed.us
Kim Spurlock	mspurlock@fs.fed.us
Joan Verble	jverble@fs.fed.us
Darlene Widner	dwidner@fs.fed.us

Warranted Cardholders:

Nijua Heard (\$100k)	nheard@fs.fed.us
Kay Matthews (\$500 k)	kmatthews02@fs.fed.us
Pollard Mobley (\$1 mil)	NPS
Anita Young (\$100k)	ayoung@fs.fed.us

CY '06 Southern Area Buying Team Alternate QUALIFIED list

Candidates ARE qualified for assignments nationally and have met the training requirements.

Betsy Aughenbaugh (micro purchaser)	baughenbaugh@fs.fed.us
Libby Bagwell (micro purchaser)	ebagwell@fs.fed.us
Lou Buffington (\$100k)	lbuffington@fs.fed.us
Barbara J. Cooper (\$100k)	bjcooper@fs.fed.us
Valerie Cooper (micro)	vcooper@fs.fed.us
Lynda Davis-Rogers (micro)	lynda_rogers@fs.fed.us
George Kessler (micro purchaser)	gkessler@fs.fed.us
Lessa Hanbury	lghanbury@fs.fed.us
Lawanda Henry(\$10k)	lrhenry@fs.fed.us
Kathy Leggett (micro purchaser)	kleggett@fs.fed.us
Beverly McKelvey	bmckelvey@fs.fed.us
Karen Ray (\$1 mil)	karenray@fs.fed.us
Jackie Robinson (\$25k)	jrobinson@fs.fed.us
Chuck Shoemake (\$10k)	NPS
Christy Smith (\$1 mil)	csmith@fs.fed.us
Richard Stewart	rdstewart01@fs.fed.us
Sherra Taylor (\$100K)	staylor01@fs.fed.us
Quoya Waters (micro)	NPS

Non Southern Incident Management Team Personnel

Andy James	OK-OKS	DIVS	Northern Rockies T1 Team
Mark Goeller	OK-OKS	OSC1	Northern Rockies T1 Team
Michelle Finch	OK-OKS	PIO1 (T)	Rocky Basin T1 Team

**CHAPTER 70
EQUIPMENT**

SPECIALIZED EQUIPMENT

The following is a list of engines and equipment located on the National Forests of Arkansas and Oklahoma.

EQUIPMENT	TYPE	QUANTITY	REMARKS
Dozers	TYPE 3	3	Caddo/Womble
	TYPE 3	3	Jessieville/Winona/Fourche
	TYPE 3	2	Mena/Oden
	TYPE 3	2	Poteau/Cold Springs
	TYPE 3	3	Kiamichi/Choctaw/Tiak
	TYPE 3	1	Sylamore
	TYPE 3	1	Pleasant Hill
	TYPE 3	2	Buffalo/Bayou
	TYPE 3	2	Boston Mtn/Magazine
	Dozer & Low boy	D-6	1
Dozer	TYPE 3	1	Talihina BIA – OK-TLA

ENGINES

Ouachita National Forest

LOCATION	TYPE	CAPACITY	ENGINE NUMBER	FMO
Caddo/Womble	T6	300 gallons	290-5872	Ben Rowland
	T6	300 gallons	290-5772	
	T6 (2x4)	300 gallons	195-1719	
Jessieville/Fourche/Winona	T6	300 gallons	290-5771	Kurt Radcliff
	T6	300 gallons	299-3743	
	T6	300 gallons	299-3745	
Mena/Oden	T6	300 gallons	299-3741	vacant
	T6	300 gallons	299-3744	
Poteau/Cold Springs	T6	300 gallons	3742	Doug Nelson
	T6	300 gallons	3746	
Oklahoma	T6	250 gallons	299-3747	Sam McFarland
	T6	300 gallons	299-5873	
	T6	300 gallons	299-5765	
	T7	125 gallons	283-3220	

Ozark National Forest

LOCATION	TYPE	CAPACITY	ENGINE NUMBER	FMO
Big Piney	T6	300 gallons	361	Mark Morales
	T6	300 gallons	362	
Mt. Magazine	T6	300 gallons	661	Todd Hoopes
	T7	125 gallons	na	
Pleasant Hill	T6	300 gallons	5877	Dan Martin
	T7	75 gallons	na	
	T7	75 gallons	na	
Boston Mountain	T6	300 gallons	299-3775	Frank Palmer
Sylamore	T6	300 gallons	161	Bobby Phillips
	T6	300 gallons	761	

OK-SPA Southern Plains Region)

AGENCY	LOCATION IN OKLA	TYPE	ENGINE NUMBER	
OK-ANA	Comanche Tribe	Lawton	T6	E8663
			T6	E8671
OK-ANA	Anadarko Agency	Anadarko	T6	E8662
			T6	E8660
	Caddo Tribe	Binger	T6	Caddo 1
			T6	Caddo 2
OK-COA	Concho Agency	Weatherford	T7	E8570
			T6	E8861
			T6	E802
			T6	E8565
OK-COA	Cheyenne/Arapahoe	Concho	T6	E8561

OK-EOA (Eastern Oklahoma Region)

AGENCY	LOCATION IN OKLA	TYPE	ENGINE NUMBER	
OK-WEA	Wewoka	Wewoka	T6	E101
			T7	E102
OK-CHA	Chickasaw	Ada	T6	E301
			T6	E302
			T6	E303
OK-MIA	Miami	Miami	T6	E401
OK-OSA	Osage	Pawhuska	T6	E601
OK-OMA	Okmulgee	Okmulgee	T6	E701
			T6	E801
OK-TLA	Talihina	Talihina	T6	E901
			T6	E902
			T6	E903

ORDERING AIRCRAFT

Fire

All aircraft for IA will be ordered by use of the "AIRCRAFT" or "INITIAL ATTACK" resource order form.

The form to utilize will depend on fire complexity, including, but not inclusive of, current and expected fire behavior, fire size, current BI/IC, number of resources ordered, and if the fire is expected to go into extended attack. The form will be filled out with as much information available, make sure lat/long, air contact (if other aircraft in area), ground contact, and A-A/A-G frequencies are entered.

Notify neighboring agencies if the flight will be within 5 miles of our boundaries. This information can be obtained from the IC and/or PIR.

Route the resource order through the IA supervisor, who will then forward it to the forest aviation officer (FAO) for Forest Service fires or directly to the cooperating agency for State fires.

Project/Air Patrol/Other

Requests for aircraft used for project work and other missions not related to IA will be ordered by use of the "AIRCRAFT REQUEST ORDER FORM". Requests are to be submitted before 1500 for the next day's assignment.

Ensure all information requested on the form is accurate and complete; this is a must!! Have the form in front of you and ask the questions! Route the request form through the IA supervisor, who will then forward it to the FAO.

AIRTANKERS

Locations and Availability

Requests for retardant will generally come from the IC or duty officer. It is the dispatcher's responsibility to inform the above as to the nearest airtankers and the estimated time of arrival (ETA). Each morning the "Resource Availability" board will be updated with the status and type of air resources available within a reasonable distance for IA. For the Arkansas/Oklahoma area, airtankers are tracked at Ft Smith. There are also 5 single engine airtankers (SEAT) available through Arkansas Forestry Dispatch Center at Malvern. With sufficient notice, these may be reloaded at other locations.

Additional Ordering Concerns

Most orders for airtankers will come from the IC; however, some duty officers require their approval before retardant is ordered. This will vary not only from zones and districts, but also may be dependant on the current BI/IC. At the upper adjective ratings (Very High and Extreme), some duty officers will request retardant as an automatic response or will give the IC full authority to order what

she/he deems necessary. Check the Initial Attack Dispatch Guides for the agency in the zone you are working. It is the responsibility of each zone dispatcher to ascertain what procedures to follow; ask the duty officers or supervisor.

LEAD PLANES/AIR TACTICAL

Responsibility

Aviation operations on incidents are often conducted under extremely adverse flight conditions. Congested airspace, reduced visibility, adverse weather conditions, and mountainous terrain all add to the complexity of aircraft operations over an incident. Fire situations and/or fire complexities will dictate the level of supervision required to safely and effectively conduct aerial operations.

As a dispatcher, you are responsible for ensuring that policies are applied and limitations are not exceeded. Lead plane pilots (ATCO), air tactical group supervisors (ATGS) and airtanker base managers all share this responsibility and are reliable sources for policy information and air space coordination.

Lead Plane Required/Ordered

Lead planes shall be utilized in the following conditions:

- ✓ Retardant drops in populated/congested areas always require the use of a lead plane.
- ✓ Retardant drops on an ongoing fire utilizing two or more air tankers require the use of a lead plane when it is available.
- ✓ Retardant drops on a complex fire with a variety of air resources that may be operating simultaneously (air tankers, smokejumper aircraft, and helicopters) require the use of a lead plane when it is available.

Lead planes will usually be dispatched any time air tanker resources are dispatched to a fire if they are available at the tanker base. Initial attack by a qualified initial attack air tanker pilot should not be delayed, however, because of a lack of a lead plane in the area.

Lead Plane/Air Tactical Required:

Either a Lead Plane or an Air Tactical Group Supervisor are **required on scene** during the period from 30 minutes prior to official sunrise to 30 minutes after official sunrise and the period from 30 minutes prior to official sunset to 30 minutes after official sunset.

(Note: If the above time frames and resource requirements can not be met, Air Tankers should not be dispatched)

Air Tactical Group Supervisor (ATGS):

Should order an ATGS in addition to lead plane when:

- ✓ Two or more Air Tankers are involved in a sustained operation.
- ✓ Mix of different tactical aircraft types or multiple aircraft operating in a congested area.

It is your responsibility to ensure proper supervision is ordered or over the incident as policy dictates.

NOTE: Recognize the key words- required, ordered, and over.

It is your responsibility to ensure proper supervision is ordered or over the incident as policy dictates.

HELICOPTERS

CWN/Exclusive-Use Contract

There are various "Call When Needed" (CWN) helicopters available. We may order these directly from the vendor. Type I and Type II helicopters need to be ordered through NIFC; Type III helicopters are ordered as previously discussed.

Manager/Fuel Truck

A helicopter manager will be assigned to manage the helicopter when utilizing helicopters for fires or project work. The ordering unit may be able to furnish the manager; if not, one must be ordered. Depending on the complexity of the mission, additional crewmembers may also be required. Again, check with the ordering unit, as they may be able to furnish the number of crewmembers needed. If not, order the appropriate number of crewmembers.

Helicopters ordered for off-forest use will be dispatched with a manager plus two crewmembers, as per the IHOG, Chart 2-7, on page 2-9.

The other consideration when helicopters are ordered is whether there is a need for a fuel truck. Check with the ordering unit; if in doubt, order the fuel truck unless there is other Jet-A available and the contractor agrees to an alternate arrangement.

AIR PATROL

Duties/Responsibilities

Air patrol observers will be knowledgeable of the zones they patrol, operation of the aircraft GPS unit, aircraft radios, forest net radios, radio programming, frequencies used, and what channels they can be found on. They will have an adequate supply of the required forms, spare radio batteries, and maps of the area(s) they are going to patrol.

Observers are required to keep track of the pilot's time and inform dispatch when the pilot's flight/duty hours are getting short. He/she will also ensure any passengers aboard are authorized.

Detection/Communication

Although air observers may be called upon to perform a variety of missions, detection is their number one objective. During periods of multiple starts, it is imperative that air observers record fires on the detection report and immediately call dispatch with a size up before moving on to the next fire. Ensure all columns are filled out with accurate information, in addition to the "other info" (which could include campers, wood gatherers, hunters or others in the area, logging operations or logged units nearby, other units or civilians on the scene, etc.).

When there are no new fires to report, air patrol may be asked to assist ground crews, investigate suspected smokes, search specific lightning strike areas, or check a reported smoke from public burning. Observers will also report the paths of impending lightning storms and may have to fly around them or, in some cases, return to base. Regardless of the reason (weather or special mission), any deviation from the established route must be relayed to dispatch.

Prior to taxi, observers will give dispatch a "radio check" on the flight following net (168.650). They will inform dispatch of the zone to be covered, observer's name, names of any passengers, and aircraft number. Observers will call again when airborne and, upon entering their dispatch zone, establish radio contact on the appropriate zone frequency. At this time, the 15-minute check-in schedule will begin. Make sure all radio transmissions are clear and concise, and avoid having to repeat your message by gaining altitude and using repeaters as necessary. When leaving one dispatch zone and entering another, ensure both zone dispatchers are notified before changing frequencies.

If at any time radio communication cannot be established, or is lost because of equipment failure, the patrol must be canceled or postponed until the radio can be repaired or replaced and communications are restored.

FLIGHT FOLLOWING

When, How, Why

Any time there are agency aircraft assigned to or traversing through the Idaho panhandle area, AOICC will establish radio contact and "flight follow" until the aircraft have landed or are "passed off" to another area dispatch office. Departing aircraft departing from Coeur d'Alene airport will contact dispatch on the flight following frequency (168.650), stating they are airborne and their destination. Upon entering a dispatch zone, they will contact dispatch on the appropriate zone frequency (depending on north, central or south zone). Once initial contact is established, aircraft will contact dispatch every 15 minutes with a position check.

On most occasions, flight following will be done by zone. During times of multiple aircraft use or fire overload, the initial attack supervisor will assign a person the sole responsibility for flight following and coordination of air space between zones.

If the aircraft fails to check-in after 15 minutes, dispatch will prompt the aircraft for a position check. If there is no response, the dispatcher will continue to call for another 15 minutes. At this time, the dispatcher will contact any personnel on the ground near the vicinity of the last report or other aircraft

on the forest for information as to the whereabouts of the aircraft. After reasonable effort to reestablish contact has failed, an aircraft search will be initiated.

VOR's

When, How, Why

Very High Frequency Omni Range, or VOR's, is used when ordering aircraft, particularly airtankers, smokejumpers or air cargo. You can find the VOR by using the CAN program or by using the old-fashioned way (a compass, string, and map). Most dispatch offices have a large area map just for this purpose. In these days of programmable GPS units and other technology, the VOR is a bit cumbersome; however, if there are no satellites available or the GPS unit is not functioning properly, the VOR is a reliable backup.

SUNRISE/SUNSET GUIDELINES

Limitations

Most air operations and all single-engine aircraft are limited by sunrise/sunset. The rule of thumb is 30 minutes before sunrise and 30 minutes after sunset. At certain times of the year and in different parts of the country, one may have to tighten these perimeters; like most of the policies we follow, however, they cannot be relaxed.

For certain point-to-point missions when flying in twin-engine aircraft with IFR capabilities from a lighted airport to another lighted airport, agency personnel may fly during night hours. Check with the FAO or aircraft manager when in doubt.

Sunrise/Sunset Charts

The AOICC dispatch office will have a chart posted for this area. If you cannot locate one, ask the IA supervisor. If you have access to the Internet, you can find the charts for almost any area by logging on to http://riemann.usno.navy.mil/AA/data/docs/RS_OneYear.html. This site can be very helpful when traveling to other areas, as you can retrieve data for any area in the United States. This data can also be used when dispatching aircraft to other areas of the country.

AIRPORT GUIDES

Airport Information

There are a variety of ways to access airport information. One of the best available is the "Flight Guide", published by Airguide Publications, Inc. This guide has three volumes, which divide the lower 48 states into the western, central and eastern states. The guide lists airports by name and identifier, gives the phone number, shows the runway layout, gives the lat/long, VOR, elevation, what VHF-AM frequency to tune in, types of fuel available, other services offered at or nearby the airport, how to switch on the landing lights (if they have lights), and a few other odds and ends. There is a copy located in the FAO's office.

There is also a publication put out by NOAA called "Airport/Facility Directory". It has much the same information, plus lists the runway weight limits. Another tool is on the Internet at www.ar-group.com/icaoiaata.htm; this site will list the lat/long and airport identifier when a city name is entered. If you do not have access to either of these, you can call information for a specific city and ask for airports; you can then talk to the airport manager or, if the airport is too small to have a full time manager, you can contact the nearest dispatch center.

AM/FM FREQUENCIES

AM

Aircraft for both air-to-air and air-to-ground as pilots most commonly refer it to, most often uses VHF-AM frequency, or "Victor". It is used for communicating between aircraft, from aircraft to airports, and from aircraft to helibases.

Notice the key word here is "aircraft". Ground forces seldom, if ever, use the AM band. This allows pilots and air managers a clear frequency without taking away the ability to communicate with ground forces using the FM band.

The most commonly used AM frequencies in the AOICC dispatch area are:

- ✓ frequency for Ft Smith airport,
- ✓ frequency monitored by ***all agency*** aircraft,
- ✓ frequency used for initial attack (***air-to-air***), and
- ✓ frequency used for emergencies only!! (***Also used for ELT's***)

FM

VHF-FM, or the FM band, is the one most commonly used to communicate between ground forces and aircraft. This allows aircraft to monitor traffic from ground units on the FM band and other aircraft on the AM band.

There are most often pre-assigned frequencies for dispatch areas, project fires, and initial attack. These can be found in the communications plan, mob guides, or dispatch operating procedures.

For the AOICC area we use:

- | | |
|----------------|--|
| 168.650 | initial check in/out
(<i>National flight following frequency</i>) |
| 168.625 | "Air Guard" (used for initial contact or emergencies only!!) |

AOICC Incident Radio Frequency Plan

The general goal of this plan is as follows:

Fire Detection will be done on the air detection channel (Ouachita and Ozark). Initial Attack will be established using the approved air to ground frequencies. Once initial attack is established, the

dispatcher shall provide the IC with an IA tactical frequency to use for fireline communications as soon as possible. The IC shall use the closest repeater channel for communications back to dispatch. Tactical operations shall be performed on the tactical frequency.

Communications between aircraft and the IC are initiated on the forest flight following channel. After communications are established, air-ground communications shall be moved to the IA tactical frequency or it shall be performed on Tactical Air to Ground (164.650) at the IC's discretion. Flight following shall be on the main flight following channel during normal activity.

During periods of increased fire activity, the Fire Dispatch will establish flight following on a discreet frequency if needed. This radio net will have established repeater sites and will be enhanced with portable repeaters that may be deployed as needed.

Dispatch will have access to the National Flight Following frequency (168.650). This frequency will be used as an initial contact frequency between aircraft and dispatch as needed or for itinerant aircraft that flight-follow with AOICC dispatch as they pass by the forest. It should not be used for a forest flight following because of its high traffic.

Type III command operations shall be performed on the Scene of Action frequencies (low power logistics).

CHANNEL DESCRIPTIONS - This channel is to be used by fire detection units for reporting fires to AOICC dispatch. It is also to be used by the IC to contact AOICC Dispatch.

FLIGHT FOLLOWING (LOGISTICS) – (Simplex) - This channel will be used during periods of increased flight/ fire activity. It will be used by all fixed wing and rotor wing aircraft for flight following with AOICC Dispatch. To prevent overloading, aircraft should use this only for 15 minute checks and location checks. When an aircraft detects a fire it is asked to use the air detection frequencies for a fire report. Call "AOICC FOLLOWING" to contact dispatch on this channel. Example; Flights for detection purposes will follow on the Flight Following Frequency. If a fire is reported it will be done using North Main Frequency. Dispatch will have a dedicated position performing the flight following role. The separate call sign will enable the appropriate dispatcher to respond. Once over the fire, the aircraft will switch to the appropriate frequency to work for suppression activity.

NATIONAL FLIGHT FOLLOWING - Simplex = 168.650/168.650 (Tx/Rx) - This is a national flight following frequency and should be used by aircraft for flight following as they pass by a forest or as a means of initial contact with the Dispatcher. Local flight following operations should be performed on one of the other channels because of the heavy traffic on this channel. Not all dispatch offices have access to this frequency.

TACTICAL AIR TO GROUND - Simplex = 164.150 (Tx/Rx) w/TG 110.9 on TX - This frequency is to be used between ground forces and air support for operations such as sling loads or bucket drops. The IC should use this frequency as soon as communications with the aircraft are established. The aircraft will be flight following with the IA IC who will report operation status to AOICC Dispatch on the appropriate command channel.

SCENE OF ACTION - Simplex = 163.7125(Tx/Rx) w/TG 100.0 on TX or 168.6125 z(TX/RX) w/TG 100.0 on TX - One of these frequencies is to be issued by AOICC Dispatch to the IA IC as soon as IA is established. The frequency is to be used by the IA crew for tactical communications to relieve radio traffic on the other channels. The IC will scan the Main channels for contact with Salmon Dispatch.

NATIONAL AIR GUARD - Simplex = 168.625/168.625 (Tx/Rx) Tone = 110.9 Hz (Tx) - This is an emergency channel and should not be used except for emergency communications between aircraft and dispatch.

BIA Satellite Radio

This information will be added at a later date.

SAFETY

Aviation Safety Concerns

In aviation, as in all of our operations, safety is our number one concern.

Safety cannot be stressed enough, especially in the world of aviation. Accidents and/or incidents can be very costly in terms of both human injury or death and aircraft damage or loss. And unfortunately, in many cases it is both. We have all heard numerous stories and accounts of aviation accidents, many of which have had grave consequences; the lingering fact is most of these could have been prevented. Over 85% of all accidents are caused by human error, and a great percentage of these are caused by deviation from policy!

It is your responsibility to ensure policy is adhered to when dispatching aircraft, receiving aircraft into your zone, and passing off aircraft into other zones. **If the flight is within 5 miles of our border, notify the neighboring agencies.** Flight following, duty and flight limitations, sunrise/sunset limitations, and lead plane/ATGS requirements are in place to prevent accident/incidents. We are here to get the job done, but we need to remember our goal is to get the job done safely.

Do not become so focused on the assigned mission that safety becomes secondary; be safety-oriented first and mission-orientated second. If the mission cannot be accomplished safely, then the mission will be canceled or delayed until all risks are mitigated to an acceptable level.

Do not ask the pilots to perform a mission that is beyond their capability or which will cause them to deviate from policy. Remember our goal and stay tuned to the rules. To quote another safety guru- these are rules we can live by!!