

MAY 1, 2004

**TO:** NORTHWEST AREA INTERAGENCY MOBILIZATION GUIDE HOLDERS  
**FROM:** NORTHWEST AREA AGENCY ADMINISTRATORS  
**SUBJECT:** 2004 NORTHWEST INTERAGENCY MOBILIZATION GUIDE

Attached is the 2004 Northwest Area Mobilization Guide.

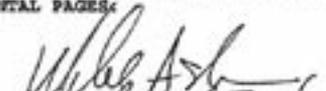
The Interagency Mobilization Guide is an extension of Agency Manual/Handbook Systems, Directives and Instruction Memorandums relating to Logistical Support Operations.

Supplemental material found in the Northwest Interagency Mobilization Guide is Unique to the logistical support operations of the agencies in the Northwest Area. The Northwest supplemental material may be more restrictive than the parent text of the National Interagency Mobilization Guide. Northwest Area agencies' supplemental materials to the National Guide are color-coded text and inserted in the following order:

COLOR	AGENCY	PAGE ID
IVORY	USDA and USDI - All	NWC
GREEN	USDI - Bureau of Indian Affairs	NWC/BIA
SALMON	USDI - Bureau of Land Management	NWC/BLM
BLUE	USDA - U. S. Forest Service	NWC/USFS
PINK	USDI - U. S. Fish & Wildlife Service	NWC/FWS
YELLOW	USDI - National Park Service	NWC/NPS

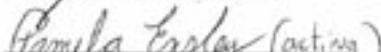
**POSTING NOTICE:** CHAPTER 10 THROUGH CHAPTER 80 NEED TO BE REMOVED AND REPLACED WITH CURRENT SUPPLEMENTAL PAGES:

  
 William A. Smith, Director  
 BUREAU OF LAND MANAGEMENT,  
 OREGON AND WASHINGTON

  
 William A. Smith, Director  
 U. S. FOREST SERVICE  
 REGION 6

  
 Pamela Erley, Director  
 BUREAU OF INDIAN AFFAIRS,  
 NORTHWEST REGIONAL OFFICE

  
 Martha K. Seivesta, Acting Regional Director  
 NATIONAL PARK SERVICE,  
 PACIFIC WEST REGION

  
 Pamela Erley (acting)  
 U. S. FISH AND WILDLIFE SERVICE,  
 REGION 1



## CHAPTER 10 - OBJECTIVES, POLICY, AND SCOPE OF OPERATION

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## **11 - MISSION STATEMENT**

The Northwest Interagency Coordination Center (NWCC) serves as the focal point for providing intelligence and logistical support relating to on-going and anticipated wildland fire activity for all Federal and cooperating State wildland fire suppression agencies in the northwest geographic area. NWCC facilitates the movement of resources between Agencies' Units, while it ensures the Units' continued fire suppression capabilities to support large fire potential by monitoring weather and prescribed fire activity within the area. NWCC also responds to requests for support from other geographic areas through the National Interagency Coordination Center at Boise, ID.

NWCC also plays a significant role in providing logistical support to all-risk incidents such as earthquakes, floods, volcano eruptions, and other natural disasters.

### **11.2 PRIORITIES**

When competition for resources exists within the Northwest Area, the Northwest Coordination Center Manager, Emergency Operations Manager, or Geographic Area Multi-Agency Coordination Group (MAC) will establish priorities.

Refer to the National Mobilization Guide for specific criteria items, Section 11.2.B.



## **12 - SCOPE OF OPERATION**

### **12.1 GENERAL**

The **NORTHWEST MOBILIZATION GUIDE** is a supplement to the National Mobilization Guide. The Mobilization Guide is an extension of **AGENCY MANUAL/HANDBOOK SYSTEMS, DIRECTIVES and INSTRUCTION MEMORANDUMS** relating to logistical support operations to provide dispatching policies, procedures and organization; a directory, and a catalog of personnel, equipment, aircraft and supplies, in order to assist in obtaining timely and cost-effective incident support services, in order to ensure control of all fires within prescribed standards. The Guide will be updated annually by June First.

**The NWCC Center Manager has delegated authority** by Northwest Federal Land Management Agencies to mobilize aircraft, personnel, and equipment throughout the Northwest and the Nation for incident emergencies or pre-suppression needs.

#### **12.1.1 INITIAL NATIONAL RESPONSE PLAN**

Cooperating Agencies of the Northwest Area will normally function in a supportive role in coordinating responses to emergencies and incidents of a nature other than wildfire. An Agency may take the lead role for purposes of expediency in life-or-death situations, or when non-Government Emergency Service Programs are not capable of providing the service. Specific agency policies will provide direction to determine the availability of resources, in conjunction with existing programs, to support and cooperate with local authorities and organizations.

### **12.2 RESPONSIBILITIES OF NORTHWEST COORDINATION CENTER:**

1. Provide a Center for information concerning the overall fire situation in the Northwest Area including, but not limited to, fire danger, the number of fires, and the number of personnel and equipment committed to fires.
2. Determine the amounts and locations of available overhead, other personnel, equipment, aircraft, transportation, and supplies. Establish criteria and priorities for sharing
3. Coordinate the movement of personnel, equipment, aircraft and supplies from one Unit or Area of Federal Land Management Agencies and Cooperators to another within and outside the Northwest Area. Provide coordination between other Geographic Areas concerning pre-suppression needs.

4. Coordinate with Agency Directors of Fire and Aviation Management, or designated alternates, to determine priorities for personnel, equipment, aircraft and supplies when multiple-fire situations make it difficult to fill all requests for assistance.
5. Keep Federal Land Management Agency Heads, Supervisors, Chief's Office(s), NICC, and Cooperators informed of current and critical fire situations and major fires. Establish needs and priorities for resource allocation.
6. Develop and maintain an accurate summary of crew assignments to fire suppression and prescribed fire projects so that crew use can be weighed against the desired delivery time, and transportation efficiency and economy.
7. Provide liaison between ordering Units and Fire Caches on equipment needs and delivery methods.
8. Recommend to Agency Directors of Fire and Aviation Management the suspension of prescribed burns and control of management fires during critical fire conditions, or during rapid reduction in suppression resources.
9. Monitor dispatch organizations for compliance in meeting dispatch standards.
10. Participate in Fire Close-outs and in the analysis of coordination and dispatch activities.
11. Maintain a list of interagency equipment use rates through an interagency committee.
12. Assist with movement between Units of fire management resources, for prescribed fire or other project work, through Resource Ordering and Status System.
13. Provide leadership in training programs to facilitate current dispatch and coordination needs.
14. Publish tours of duty and staffing levels for the various suppression resources in Specific Action and Readiness Guide(s). Negotiate requested deviations from planned actions with host Units and Agencies.
15. Determine needs to preposition suppression resources at the most strategic locations, and initiate moves through issuance of Resource Orders to Host Units.

**12.3 RESPONSIBILITIES OF FIELD DISPATCH UNITS:**

1. Responsible for all initial attack dispatch.
2. Responsible for mobilizing and dispatching of Agency funded and based resources.
3. Ensure adequate staffing of all incidents through the Unit's dispatch system.
4. Ensure that the Unit is prepared on a daily basis to meet fire suppression needs.
5. Inform the Northwest Coordination Center of any anticipated critical fire situations or fire activity that may exhaust the Units' capabilities.
6. Maintain a written log of all suppression activities up to the time that formal Resource Order dispatch begins, and continue the log on essential items not covered by Resource Orders.
7. Maintain a record of the locations of personnel, equipment and aircraft during pre-suppression activities.
8. Be responsible for administrative details for shared resources which are based on a Unit; i.e., training, Contracting Officer's Representative as appropriate, discipline, housing, timekeeping, equipment, supplies, and project work.
9. Provide Northwest Coordination Center with incident status information on all large fires on a daily basis.
10. Ensure that FULLY QUALIFIED or APPROVED TRAINEE personnel are assigned to expanded dispatch organizations in a timely manner.
11. Ensure that all Resource Orders for personnel are filled with FULLY QUALIFIED or APPROVED TRAINEE personnel.
12. Determine needs for pre-positioning suppression resources, or for deviations from published staffing levels. Additional shared resources which are needed will be requested through ROSS, with the concurrence of the Northwest Coordination Center.

**12.4 NWCC - OFFICE STAFFING**

The Northwest Coordination Center Office will be staffed seven days a week during fire season (normally Memorial Day weekend through mid-September) from 0730 to 1800 hrs. During periods of heavy incident activity, NWCC will be staffed 24 hours a day. After-hours activity will be handled by a NWCC duty officer through the year-round answering service.

**12.5 HAZARDOUS MATERIALS****12.5.1 SPILLS/UNAUTHORIZED DISPOSAL - WARNING: DO NOT APPROACH!**

In the event of a Hazardous Material (Haz Mat) spill, release, or unauthorized disposal, the UNIT DISPATCHER will notify the UNIT HAZ MAT COORDINATOR and relay the following information:

- (1) Name and Telephone Number of Reporter;
- (2) Time and Type of incident;
- (3) Material and Quantity;
- (4) Location; and
- (5) Cleanup Status (include, e.g., injuries, possible hazards to human health or environment).

If the severity of the situation warrants further action, the UNIT DISPATCHER or UNIT HAZ MAT COORDINATOR should notify the appropriate Agency Hazardous Material Coordinator as well as advise NWCC of actions taken.

<b>* "AGENCY" HAZARDOUS</b>		
<b><u>AGENCY</u></b>	<b><u>MATERIAL COORDINATOR</u></b>	<b><u>OFFICE</u></b>
<b><u>USFS</u></b>	David Summer	503-808-2143
<b><u>BLM</u></b>	Bill Murphy Bob Pose Criminal Investigator	503-808-6064
<b><u>BIA</u></b>	Q. Brown Jeff Harlan, Actg. Br.Dir.	503-231-6749 503-231-2278
<b><u>NPS</u></b>	Mark Seely Oil/Chemical Spills	206-220-4247
<b><u>FWL</u></b>	Don Steffeck, Chf/EnvProt Roger Helm (U. S. Fish & Wildlife Service notifications are made directly from Field Offices or the U. S. Coast Guard)	503-231-6223 503-231-6223

**\*The AGENCY HAZARDOUS MATERIAL COORDINATOR will notify appropriate AGENCY HEADS as necessary.** In addition, if the severity of the situation warrants further action, the Agency Hazardous Material Coordinator will notify the following:

NATIONAL RESPONSE CENTER  
 U. S. COAST GUARD (HQ Duty Officer)  
 WASHINGTON, D. C.  
 PHONE: 1-800-424-8802

### **12.5.2 AIRCRAFT TRANSPORT OF HAZARDOUS MATERIAL - GENERAL**

The objective of the aviation transport of hazardous materials program is to ensure the safety of flight. A hazardous material is a substance or material, which has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety and property when transported in commerce. Refer to the Hazardous Materials Table for known hazards (49 CFR, Part 172.101). By contacting the manufacturer of a product and requesting a Material Safety Data Sheet, one can obtain information on the contents of a product suspected of containing hazardous materials. The Shipper must declare hazardous material contents to the carrier, and certify that transport standards are met. **TRANSPORT OF HAZARDOUS MATERIALS IS AT THE DISCRETION OF THE CARRIER.** It is recommended that, whenever possible, Units ship hazardous materials via a commercial freight carrier, and send the Operator via a commercial or charter airline. Declaration of content of hazardous material is also required when it is to be transported on Government owned aircraft.

**Haz Mat Handbook/Guide:** Refer to "Aviation Transport of Hazardous Materials" Interagency, DOI Office of Aircraft Services, USDA Forest Service, 2003 (NFES 1068). This Handbook is available from NIFC, Great Basin Cache, and on the Internet at: [www.oas.gov](http://www.oas.gov). It establishes the program for interagency aviation transport of hazardous materials in aircraft under the exclusive direction and control of the FS or DOI. The Guide applies to field operations such as projects and fire operations. It does not apply to commercial aircraft operations, or any commercial airline under charter, even when used to transport fire personnel. Aircraft are considered "commercial aircraft" whenever the aircraft is transporting any cargo or passengers for other than official government business. For these types of operations, all the requirements of **\*49 CFR 175** (or the International Civil Aviation Organization Technical Instructions) must be complied with.

**TO OBTAIN 49 CFR 175 AND DOT-E 9198 TENTH REVISION, EXEMPTION DATED May 30, 2003, EXPIRES FEBRUARY 28, 2005 (Refer to internet: <http://www.myregs.com/dotspa/>)**

**12.5.3 AIRCRAFT TRANSPORT OF COMPRESSED GAS - (ARGON, HELIUM, ETC.)**

Please refer to “Aviation Transport of Hazardous Materials”, described above, (Chapter 9, Compressed Gasses and Liquids) when utilizing aircraft under the exclusive direction and control of DOI or FS. Compressed gas cylinders must be labeled on the outside with the appropriate DOT Hazardous Materials warning label, and be securely fastened in an area with adequate ventilation. Irritants such as bear repellent should be transported in an external compartment or be in a separate, sealed container. When utilizing commercial aircraft, all requirements of 49 CFR 175 must be met.

**12.5.4 AIRCRAFT TRANSPORT OF GASOLINE POWERED EQUIPMENT, CHAINSAWS, FUEL TANKS AND CONTAINERS**

Please refer to “Aviation Transport of Hazardous Materials”, described above, (Chapter 4, Liquid Fuels) when utilizing aircraft under the exclusive direction and control of DOI or FS. Fuel containers and packaging should be constructed to meet specifications of DOT (**49 CFR 173**) and marked with “DOT Flammable Liquid” warning labels. Space should be left in the containers to allow for the expansion of the fuel. Batteries, battery fluids, oxidizers and explosives shall not be transported where they can interact with liquid fuels. Fuel may be carried in the tanks of powered equipment, such as chainsaws, when the equipment is secured in an upright position, the tank is not over-filled or leaking, and the compartment in which it is carried is ventilated to prevent the accumulation of fuel vapors. Liquid fuel-powered equipment may also be transported on aircraft when the fuel tanks have been purged. When utilizing commercial aircraft, all requirements of **49 CFR 175** must be met.

**12.5.5 AIRCRAFT TRANSPORT OF FUSEES**

Please refer to “Aviation Transport of Hazardous Materials”, described above, (Chapter 6, Fusees/Flares) when utilizing aircraft under the exclusive direction and control of DOI or FS. Fusees, flares and other flammable solids should be transported in the original shipping containers whenever possible. All fusees must be packaged in a container, box or

pack. Broken fusees and those with protective igniter caps removed shall not be transported in aircraft. Fusees that have been prepared for an aerial fusee gun are not required to have protective igniter covers. Fusees with spikes must be transported in strong wooden or fiberboard boxes that the spikes will not penetrate. Batteries, battery fluids, and explosives shall not be transported in a position that allows them to interact with fusees, flares or other flammable solids.

When being transported aboard commercial aircraft, generally, the requirements of **49 CFR 175** are that fusees must be in the original shipping package with proper placard and shipping papers (Flammable Solid, NA 1325); 50 Lbs Maximum in Passenger Aircraft; 200 Lbs Maximum in Cargo Only Aircraft. EACH AIRLINE AND EACH PILOT HAS THE OPTION OF REFUSING THE SHIPMENT.

**NO FUSEES ARE ALLOWED IN FIRE PACKS ON COMMERCIAL AIRLINES, EVEN IF THE AIRCRAFT IS CHARTERED!**



## **13 – MOBILIZATION & DEMOBILIZATION**

The Northwest Coordination Center provides for the cost-effective mobilization and demobilization of resources between the National Interagency Coordination Center, Northwest Federal Land Management Agencies, State Agencies and Cooperators commensurate with agency organizational practices.

### **13.1 WORK/REST, LENGTH OF ASSIGNMENT AND DAYS OFF** **(Refer to NMG 13.1 and Exhibit 13)**

Incident Commanders and Agency Administrators are to maintain safe, productive incident activities, which includes appropriate management of work and rest periods, assignment durations, and shift length for crews, overhead personnel, and support personnel. The justification for work shifts exceeding 16 hours, including travel time, and for those periods that do not meet 2:1 work to rest ratio the Incident Commander or Agency Administrator shall document, approve, and include in the daily incident records. Documentation must include mitigation measures employed to achieve compliance with 2:1 work to rest ratio policies. An acceptable method of documentation is the tool kit.

#### **Refer to the Interagency Fire Business Management Handbook, NFES 2160**

**Note:** When utilizing Oregon Department of Forestry and Washington Department of Natural Resources crews/overhead, the length of commitment is 14 days. All “reassignments” must be approved by the States’ Coordination Centers in Salem or Olympia, and be properly documented on the Resource Order.

### **13.2 INCIDENT OPERATIONS DRIVING (Refer to NMG 13.2)**

### **13.3 INITIAL ATTACK DEFINITION (Refer to NMG 13.3)**

Dispatch centers are to inform all resources of the name of the assigned incident commander and all other pertinent information. All changes in incident command leadership will be announced to assigned and incoming resources during initial and extended attack incidents. This information should also be relayed to fire management staff.

### **13.4 RESOURCE MOBILIZATION**

1. The Emergency Operations Manager is responsible for scheduling and temporary reassignments of all shared resources. Tours of duty will be established and listed in Specific Action and Readiness Guide(s) (Refer to USFS 26.7). A current record of resource locations and status will be maintained and disseminated to Agencies and Cooperators.

2. Certain sensitive items and overhead positions will be ordered

directly through the Northwest Coordination Center. They are: ICS Starter Kit (NFES 4390), 500+ Person First Aid Station (NFES 1835), National Interagency Incident Management Teams, Comptroller, Fireline Explosives Teams, and Remote Automatic Weather Stations (RAWS/NFES 4281), and Remote Environmental Monitoring System.

3. Cache Managers will not accept cache requests from any source other than NWCC, Unit Dispatch Offices, National Cache Managers, or pre-designated cooperating agency representatives.

4. When resources are mobilized and demobilized, all actions will be documented on a Resource Order . Interagency Centers may use their three-letter identifier on a Resource Order when the requested resource is being used to support the Interagency Center's operation. The Resource Order Number will include the Northwest Unit Identifiers, as listed in the following section.

### **13.4.1 NORTHWEST UNIT IDENTIFIERS:**

#### **NORTHWEST INTERAGENCY CENTERS**

- BIC - BURNS INTERAGENCY COMMUNICATIONS CENTER MAR, BFZ (BFZ includes BUD, Snow Mountain Ranger District of OCF, and the Burns Ranger District of MAF)
- COC - CENTRAL OREGON INTERAGENCY DISPATCH CENTER (DEF, OCF, PRD, 95S)
- CWC - CENTRAL WASHINGTON INTERAGENCY COMMUNICATIONS CENTER - (CBR, HFR, SAR, SES, WEF)
- EIC - EUGENE INTERAGENCY COMMUNICATION CENTER (EUD, WIF)
- GPC - GRANTS PASS INTERAGENCY FIRE CENTER (SIF, OCP, 71S)
- KFC - KLAMATH FALLS INTERAGENCY FIRE CENTER (CLP, WNF, BVR, KLR, LOR, UKR, 98S)
- LFC - LAKEVIEW INTERAGENCY FIRE CENTER (FRF, LAD, SHR, HAR, 98S)
- MIC - MEDFORD INTERAGENCY COMMUNICATION CENTER (RRF, MED)
- NOC - NORTHEAST OREGON INTERAGENCY FIRE CENTER (WWF, 97S)
- NWC - NORTHWEST INTERAGENCY COORDINATION CENTER (BIA, BLM, FS, NPS, FWS R1R in OR. and WA.)
- PIC - PENDLETON INTERAGENCY COMMUNICATION CENTER - (UMF, UMA, UMR, COR, MNR, MKR, TPR, 97S (PENDLETON UNIT), SES (BLUE MTN. AREA)
- PSC - PUGET SOUND INTERAGENCY COORDINATION CENTER - (OPA, PSA, QNT, MSF, OLF, PNP, KGP, MRP, NCP, OLP, SJP, WMP, COR, DNR, FLR, PRR, QLR, SNR, WIR,)

**NORTHWEST INTERAGENCY ZONES**

BFZ – BURNS INTERAGENCY FIRE ZONE

**REGION 6 NATIONAL FORESTS**

CGF - COLUMBIA RIVER GORGE NSA	
COF - COLVILLE	R06 - REGIONAL OFFICE
DEF - DESCHUTES	RRF - ROGUE RIVER
FRF - FREMONT	SIF - SISKIYOU
GPF - GIFFORD PINCHOT	SUF - SIUSLAW
MAF - MALHEUR	UMF - UMATILLA
MHF - MT. HOOD	UPF - UMPQUA
MSF - MT. BAKER-SNOQUALMIE	WWF - WALLOWA-WHITMAN
OCF - OCHOCO	WEF - WENATCHEE
OKF - OKANOGAN	WIF - WILLAMETTE
OLF - OLYMPIC	WNF - WINEMA

**BIA AGENCY OFFICES**

COA - COLVILLE AGENCY	QNT - QUINAULT NATION TRIBE
MT-FHA - FLATHEAD AGENCY	SIA - SILETZ AGENCY
ID-FHA - FORT HALL AGENCY	SPA - SPOKANE AGENCY
NIA - NORTHERN IDAHO AGENCY	UMA - UMATILLA AGENCY
OPA - OLYMPIC AGENCY	WSA - WARM SPRINGS AGENCY
NWA - NORTHWEST REGIONAL OFFICE	
PAO - PORTLAND AREA OFFICE	YAA - YAKAMA AGENCY
PSA - PUGET SOUND AGENCY	GRT - GRAND RONDE TRIBE

**BLM DISTRICTS**

BUD - BURNS DISTRICT	PRD - PRINEVILLE DISTRICT
CBD - COOS BAY DISTRICT	ROD - ROSEBURG DISTRICT
EUD - EUGENE DISTRICT	SAD - SALEM DISTRICT
LAD - LAKEVIEW DISTRICT	SPD - SPOKANE DISTRICT
MED - MEDFORD DISTRICT	VAD - VALE DISTRICT
OSO - OREGON STATE OFFICE	

**NATIONAL PARK SERVICE UNITS**

LRP - LAKE ROOSEVELT NRA	NCP - NORTH CASCADES NP
CLP - CRATER LAKE NP	OYP - OLYMPIC NP
FCP - FT. CLATSOP NM	OCF - OREGON CAVES NM
FVP - FT. VANCOUVER NHS	PNP - COLUMBIA CASCADES
JDP - JOHN DAY FOSSIL BEDS NM	SUPPORT OFFICE
KGP - KLONDIKE GOLD RUSH NHP	SJP - SAN JUAN ISLAND NHS
MRP - MT. RAINIER NP	WMP - WHITMAN MISSION NHS

**U.S. FISH & WILDLIFE REFUGES in OREGON & WASHINGTON**

AKR – ANKENY NWR	NTR - NESTUCCA BAY NWR
BKR – BASKETT SLOUGH NWR	NQR – NISQUALLY NWR
BMR – BANDON MARSH NWR	ORR – OREGON ISLANDS NWR
BVR – BEAR VALLEY NWR	PIR – PIERCE NWR
CBR – COLUMBIA NWR	PRR - PROTECTION ISLAND NWR
CNR – CONBOY NWR	QLR - QUILLAYUTE NEEDLES NWR
COR – COLD SPRINGS NWR	RFR - RIDGEFIELD NWR
COR - COPALIS NWR	SAR - SADDLE MOUNTAIN NWR
CPR – CAPE MEARES NWR	SHR - SHELDON-HART NWR
DNR - DUNGENESS NWR	SIR - SILETZ BAY NWR
FLR - FLATTERY ROCKS NWR	SNR - SAN JUAN ISLANDS NWR
GHR - GRAY'S HARBOR NWR	SGR - STEIGERWALD NWR
HFR – HANFORD REACH NAT MONUMENT	TAR – THREE ARCH ROCKS NWR
HAR - HART MTN NAT ANTELOPE REFUGE	TPR - TOPPENISH NWR
JHR - JULIA BUTLER HANSEN NWR	TUR - TUALATIN RIVER NWR
KLR – KLAMATH MARSH NWR	TBR - TURNBULL NWR
LAR – LEWIS & CLARK NWR	UKR - UPPER KLAMATH NWR
LOR – LOWER KLAMATH NWR	UMR - UMATILLA NWR
LPR - LITTLE PEND OREILLE NWR	WTR - WAPATO LAKE NWR
MAR - MALHEUR NWR	WIR - WASHINGTON ISLAND NWR
MKR – MCKAY CREEK NWR	WLR - WILLAPA NWR
MNR - MCNARY NWR	WMR - WILLIAM FINLEY NWR

**OREGON DEPARTMENT OF FORESTRY**

ORS - STATE HEADQUARTERS	74S - COOS DISTRICT
51S - TILLAMOOK DISTRICT	75S - DOUGLAS DISTRICT
52S - ASTORIA DISTRICT	77S - EASTERN LANE & LINN D.
53S - FOREST GROVE DISTRICT	78S - WESTERN LANE DISTRICT
55S - WEST OREGON DISTRICT	95S - CENTRAL OREGON DIST.
59S - CLACKAMAS-MARION DIST	97S - NORTHEAST OREGON DIST.
71S - SOUTHWEST OREGON DIST	98S - KLAMATH-LAKE DISTRICT
	99S - WALKER RANGE DISTRICT

**WASHINGTON DEPARTMENT OF NATURAL RESOURCES**

CES - CENTRAL REGION	OLS - OLYMPIC REGION
WAS - STATE HEADQUARTERS	SES - SOUTHEAST REGION
NES - NORTHEAST REGION	SPS - SOUTH PUGET REGION
NWS - NORTHWEST REGION	SWS - SOUTHWEST REGION

**13.5 NATIONAL (SHARED) RESOURCES (Refer to NMG 13.5)**

**13.6 NOTIFICATION OF COMMITMENT OF NATIONAL & AREA RESOURCES**

**NATIONAL SHARED RESOURCES.** Host Units of National Shared Resources will immediately notify NWCC and others of the commitment of these resources by electronic mail utilizing the Northwest Coordination Center's E-Mail Address. Refer to NMG 13.6.

**NORTHWEST AREA SHARED RESOURCES.** Host Units of Northwest Area Shared Resources will immediately notify NWCC and neighboring units of the commitment of these resources by electronic mail and/or telephone.

**13.7 UNABLE TO FILL PROCEDURE (Refer to NMG 13.7)****13.8 STANDARD CUBES, WEIGHT AND GEAR POLICY FOR ALL PERSONNEL ALL MOBILIZATION OUTSIDE THE NORTHWEST AREA WILL ADHERE TO LIMITATIONS SET FORTH IN THE NATIONAL MOBILIZATION GUIDE.**

**TYPE I or TYPE II TEAMS** - When mobilized to an incident, a maximum of up to 30 pounds each of additional weight will be allowed to the Communications Unit Leader (e.g. computer & credit card machine), and the Air Tactical Group Supervisor (e.g. additional flight suits, radios & helmets). Incident Management Teams are allowed an extra 300 pounds of equipment in addition to the above weight exemptions. The distribution of the 300 pounds is to be determined by the Incident Commander.

**INCIDENT MEDICAL SPECIALISTS** - When dispatched outside the Northwest Area, Incident Medical Specialists may carry an extra 30 pounds of medical supplies. When dispatched within the Northwest Area, the Incident Medical Specialist will be allowed to carry an extra 40 pounds of medical supplies, IMS Assistants will be allowed an extra 30 pounds for medical supplies, and IMS Technicians will be allowed an extra 25 pounds for medical supplies.

**SMOKEJUMPERS** – Please refer to NMG Section 63.2.

**RAPPELLERS AND HELICOPTER MANAGERS** are each allowed up to 95 pounds of specialized equipment. This weight includes 45 pounds for a frameless, soft fire-pack, 20 pounds for Line gear (belly-bag, web-gear or briefcase), and an additional 30 pounds for rappel or helicopter manager gear. Please refer to NMG Section 65.

**13.9 STRIKE TEAMS (Refer to NMG 13.9)**

**13.10 WILDLAND FIRE WEATHER FORECASTS**

The National Weather Service will distribute morning fire weather forecasts, afternoon updates, fire weather watches, and red flag warnings as specified in their annual operating plan. All dispatch and coordination centers, and unit dispatchers, will be responsible for distributing the weather information to firefighters and incident management personnel at initial attack bases, staging areas, field locations, and incidents with resources committed to initial/extended attack.

Note: Please refer to the current National Weather Service Operating Plan.

# CHAPTER 20 - ADMINISTRATIVE PROCEDURES

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## 21 - ORDERING CHANNELS/COST CODING

### 21.2 ORDERING PROCESURES Refer to NMG 21.2

21.2.1 **SUPPORT TO BORDER FIRES** Refer to NMG 21.2.1

21.2.2 **MOBILIZATION AND DEMOBILIZATION** Refer to NMG 21.2.2

**ELECTRONIC TRANSFER OF MOBILIZATION AND DEMOBILIZATION** Electronic mail procedures will be used by all dispatch offices. All resource information, including travel will be relayed electronically. This will be through either the Resource Order Status System (ROSS) or by using mail procedures identified below. **THESE PROCEDURES ARE FOR THE ELECTRONIC TRANSFER OF TRAVEL INFORMATION ONLY IF ROSS IS NOT APPLICABLE.**

A Cache Shipping Status form will be used by caches to relay shipping information for supplies. For example, radio requests filled by the National Incident Radio Support Cache.

All times (ETA and ETD) are in local time zones.

The electronic .MOB will be used when ROSS is not available to relay travel information.

.MOB Examples:

When a resource is **MOBILIZED FOR AN INITIAL ASSIGNMENT**, the **ORIGINAL ORDER NUMBER** is the **SUBJECT** of the .MOB message:

TO: RECEIVING UNIT (NWC in this case)  
 CC: NICC (in this case)  
 BC: SENDING UNIT

**SUBJECT: OR-WWF-176, OVERHEAD, MOB**

OR-WWF-176, OVERHEAD, MOB  
 O-265/UT-SLD/BRAD JONES/SLC  
 ETD SLC 8-12 0640 NW 1590  
 ETA PDT 8-12 0825 QX 1660

If a resource is **REASSIGNED TO ANOTHER INCIDENT WITHIN THE NORTHWEST AREA**, the **REASSIGNMENT ORDER NUMBER** is now the **SUBJECT**. the **REASSIGNMENT ORDER NUMBER** becomes the **FIRST LINE** of the .MOB message:

TO: RECEIVING UNIT  
CC: NWC (in this case)  
BC: SENDING UNIT

**SUBJECT: OR-EUD-235, OVERHEAD, MOB**

OR-EUD-235, OVERHEAD, MOB  
O-154/UT-SLD/BRAD JONES/SLC  
ETD PDT 8-23 0640 QX 2370  
ETA EUG 8-23 0825 QX 1876

**ORIGINAL ORDER NUMBER: OR-WWF-176, O-265**

If this resource **DEMOBS TO IT'S HOME UNIT**, i.e. Eastern Basin Geographic Area (EBCC) from the Northwest Area (NWC), the **SENDING UNIT'S INCIDENT ORDER NUMBER** is the **SUBJECT** and the **ORIGINAL ORDER NUMBER** within the Geographic Area is the **FIRST LINE** of the .MOB message:

TO: NWC (will forward message to EBCC  
and CC NICC)  
BC: SENDING UNIT

**SUBJECT: OR-WWF-176, OVERHEAD, DEMOB**

OR-WWF-176, OVERHEAD, DMOB  
O-265/UT-SLD/BRAD JONES/SLC  
ETD EUG 8-30 1635 UA 3608  
ETA SLC 8-30 1950 UA 2510

**ORIGINAL ORDER NUMBER: AZ-CNF-635, O-555**

**21.2.3 NORTHWEST AREA NEIGHBORHOOD CONCEPT**

Units may place orders for initial attack or reinforcement items to support an incident on their own unit from adjoining/ neighboring Units. Crews, individual overhead, engines, helicopters, light aircraft, and other similar resources may be requested from their adjoining cooperating Units. (Refer to adjoining Unit's Mobilization Guides for available resources.) Should Shared Resources be mobilized under this arrangement, notification to NWC via electronic mail as to number and type of resource(s) is required. Orders may be placed according to the "neighborhood" concept as follows:

<b><u>UNIT</u></b>	<b><u>HOST FOR</u></b>	<b><u>MAY ORDER FROM</u></b>
<b><u>BIC</u></b>	BUD, MAR, BFZ	COC, LFC, MAF, VAD, 95S

<u>UNIT</u>	<u>HOST FOR</u>	<u>MAY ORDER FROM</u>
<u>COC</u>	Host for <b>DEF, OCF, PRD, 95S- Prineville/Sisters Unit)</b>	BIC, EIC, KFC, LFC, WSA, MAF, UPF, 99S
<u>CWC</u>	Host for <b>OWF, SES, CBR</b>	PSC, COA, SPA, YAA, NES, COF, GPF, OKF, SPD, LRP, CBR,PIC, (Pomeroy & Walla Walla Dist.ONLY)
<u>EIC</u>	Host for <b>EUD, WIF)</b>	COC, WSA, CBD, ROD, SAD, MHF, SUF, UPF, 55S, 59S, 75S, 77S, 78S, * <b>ORS-Contract Crews</b>
<u>GPC</u>	Host for <b>SIF, OCP,</b>	CBD, MIC, ROD, SUF, UPF 71S-Medford Unit, 74S, OCP 71S-Grants Pass Unit)
<u>KFC</u>	Host for <b>WNF, CLP, 98S-Klamath Falls Unit)</b>	COC, LFC, MIC, UPF, 99S, CA-KNF and CA-MDF IA Agreement
<u>LFC</u>	Host for <b>FRF, LAD, SHR, 98S-Lakeview Unit)</b>	BIC, COC, KFC, 99S, CA-MDF CA-NOD, NV-WID IA Agreement
<u>MIC</u>	Host for <b>MED, RRF)</b>	GPC, CBD, KFC, ROD, UPF, 71S, 72S, 73S, 98S
<u>NOC</u>	Host for <b>WWF, 97S-Baker, LaGrande, and Wallowa Units)</b>	VAD, MAF, PIC, 95S, 97S (Pendleton Unit), R-1/R-4/R-6, Tri-Region
<u>PIC</u>	Host for <b>UMA, UMF MCR, WMP, NOAA, 97S (Pendleton Units SES (Blue Mtn. Area Only).</b>	NOC, VAD, MAF, SES, UMA, R-1/Grangeville, 97S, CWC (Basin Resources), SPD
<u>PSC</u>	Host for <b>OPA, PSA, MSF, OLF, KGP, MRP, NCP, OLP, PNP, SJP, COR, DNR, FLR, PRR, QLR, SNR, NQR, QNT</b>	CWC, GPF, CES, NWS, OLS, SPS, YAA
<u>COA</u>		CWC, NIA, SPA, YAA, COF, OKF, SPD, TBR, NES

<u>UNIT</u>	<u>HOST FOR</u>	<u>MAY ORDER FROM</u>
<u>SIA</u>		SUF, 55S
<u>SPA</u>		CWC, COA, NIA, YAA, SPD, COF, OKF, NES
<u>UMA</u>		ORS HAS PROTECTION RESPONSIBILITY
<u>WSA</u>		COC, EIC, MHF, 95S
<u>YAA</u>		PSC, CWC, COA, SPA, SPD, GPF
<u>CBD</u>		EIC, GPC, MED, ROD, SUF, UPF, 71S, 74S, 73S, 78S
<u>ROD</u>		EIC, GPC, CBD, MED, RRF, UPF, 71S, 74S, 75S, 77S, 78S
<u>SAD</u>		EIC, MHF, SUF, 51S, 52S, 53S, 55S, 59S, 78S, <b>*ORS-Contact Crews</b>
<u>SPD</u>		CWC, COA, SPA, YAA, COF, LRP, CBR, TBR, NES, PIC (Walla Walla & Pomeroy Districts)
<u>VAD</u>		BIC, NOC, MAF, PIC, 97S, ID-BDC, ID-PAF, ID-NPF, NV-WID IA AGREEMENT
<u>COF</u>	<b>Host for LRP, TBR)</b>	CWC, COA, OKF, SPA, SPD TBR, NES
<u>GPF</u>	<b>Host for FCP, FVP</b>	CWC, PSC, YAA, MHF, SUF, PCS, SPS, SWS
<u>MAF</u>	<b>Host for JDP</b>	BIC, COC, NOC, VAD, PIC, 95S
<u>MHF</u>	<b>Host for CGF</b>	EIC, WSA, SAD, GPF, SUF, 59S, 95S (The Dalles Unit) <b>*ORS-Contract Crews</b>
<u>SUF</u>	<b>Host for GRT</b>	EIC, GPC, SIA, CBD, SAD, GPF, MHF, 51S, 52S, 53S, 55S, 74S, 78S, <b>*ORS-Contract Crews</b>
<u>UPF</u>		COC, EIC, GPC, KFC, MIC, CBD, ROD, 71S, 74S, 75S, 77S

**\*For Contract Crews Only - Refer to NWC 22.3.4**

**THIS AUTHORITY MAY BE SUSPENDED BY THE NWC EMERGENCY OPERATIONS MANAGER WHEN JUDGMENT DICTATES THE FIRE COMPLEXITY BEGINS TO AFFECT THE TOTAL RESOURCE NEEDS.**

1. When a Unit is unable to obtain sufficient resources to support an incident on their own Unit, or from their neighboring Units, the order will be placed with the Northwest Coordination Center; **EXCEPT THAT STATE UNITS WILL PLACE ORDER WITH RESPECTIVE HEADQUARTERS' OFFICE**
2. Local operating plans with cooperating units should address who will place/receive orders for support.

**21.2.4 USDI/BIA ORDERING CHANNELS (PORTLAND AREA JURISDICTION)** Washington and Oregon Agencies will follow the ordering channels established by the NICC through the Northwest Interagency Coordination Center.

The Fort Hall Agency ordering channel is through the Eastern Great Basin Coordination Center for extended attack.

The Northern Idaho Agency ordering channel is through the Idaho-Panhandle National Forest for initial attack resources and through the Northern Rocky Mountain Coordination Center for extended attack.

The Flathead Agency ordering channel is through the Southwest Montana Interagency Dispatch Center for initial attack assistance and the Northern Rocky Mountain Coordination Center for extended attack.

### **21.3 NON-INCIDENT RELATED ORDERING Refer to NMG 21.3**

**21.4 COST CODING** Federal agencies will use the FireCode system to create their unique four character code for each trackable fire. All fire suppression orders are to have an Interagency Firecode assigned by the ordering office. (Information on the Interagency Firecode can be found at [http://www.nifc.gov/news/firecode/userguide\\_toc.html](http://www.nifc.gov/news/firecode/userguide_toc.html)) (Refer to NMG 21.4 and to Specific Agency Manuals/Handbooks for additional direction.)

**21.4.1 USDI/BLM** - The interagency FireCode Program will be used to generate a four character project code for fire suppression activity. (Refer to NMG 21.4.1)

**21.4.2 USDI/BIA** - The interagency FireCode Program will be used to generate a four character project code for fire suppression activity. (Refer to NMG 21.4.2)

- 21.4.3 USDI/NPS** - The interagency FireCode Program will be used to generate a four character project code for fire suppression activity. (Refer to NMG 21.4.3)
- 21.4.4 USDI/FWS** - The interagency FireCode Program will be used to generate a four character project code for fire suppression activity. (Refer to NMG 21.4.4)
- 21.4.5 USDA/USFS** - The interagency FireCode Program will be used to generate a four character project code for fire suppression activity. (Refer to NMG 21.4.5) \_

**“FIRE FOREST” CONCEPT** - All Forest Service fire billings will be handled in accordance with Forest Service Handbook/Manual direction and Cooperative Agreements.

**REFER TO: FSH 6509.11K SECTIONS 33.5**

The Forest Service will seek reimbursement for all cooperative fire suppression work rendered to others UNLESS an agreement exists which precludes reimbursement. Billing for services should follow existing billing procedures using the “Fire Forest” concept. The Fire Forest may or may not be the Forest receiving the request for services.

All billable fires will have a unique P code assigned to the incident. The interagency Firecode program will be used to generate a four character code that will be used to track and compile costs. Staff at NIFC will add the appropriate preceding 2 characters and input into the financial system. The establishment of this P code should be referred to Bobbe Bilyeu (208-387-5678) or Sheila Valentine (208-387-5277) at NIFC.

On incidents where the P code is requested by a dispatch center other than the Fire Forest dispatch center, the center assigning the P code will contact the designated Fire Forest and inform them of this. **FINANCIAL MANAGERS MUST BE NOTIFIED FROM BOTH FORESTS TO DETERMINE WHICH FOREST WILL BE THE “BILLING” FOREST.** During this contact the billing Forest will determine who will be involved in negotiating the cost share agreement for the Forest Service and ensure that appropriate cost tracking procedures are in place.

Following are the Oregon Department of Forestry Districts and Washington Department of Natural Resources Regions that identify the "Fire Forest" responsible for fire billings.

**OREGON STATE DEPARTMENT OF FORESTRY**

**AREA / DISTRICT / UNIT**

**FIRE FOREST**

**NORTHWEST OREGON AREA (FOREST GROVE)**

51S - Tillamook District	Siuslaw NF
52S - Astoria District	Siuslaw NF
53S - Forest Grove District	Siuslaw NF
Columbia City Unit	
55S - West Oregon District	Siuslaw NF
Philomath District Unit	
Dallas Unit	
Toledo Unit	
58S – Cascade District	Mt. Hood NF
Molalla Unit	(Except portion adjacent
Santiam Unit	to Willamette NF)
Sweet Home Unit	
Springfield Unit	

**SOUTHERN OREGON AREA (ROSEBURG)**

71S - Southwest Oregon District	
Medford Unit	Rogue River NF
Grants Pass Unit	Siskiyou NF
72S – Coos Forest Protective Assoc.	Siskiyou NF
Bridge Unit	
Gold Beach Unit	
73S - Douglas Forest Protective Assoc.	Umpqua NF
78S – Western Lane District	Siuslaw NF

**EASTERN OREGON AREA (PRINEVILLE)**

95S - Central Oregon District	
John Day Unit	Malheur NF
Prineville Unit	Ochoco NF
Fossil Sub-Unit	
Sisters Unit	Deschutes NF
The Dalles Unit	Mt. Hood NF
97S - Northeast Oregon District	
LaGrande Unit	Wallowa-Whitman NF
Wallowa Unit	Wallowa-Whitman NF
Pendleton Unit	Umatilla NF
Baker Unit	Wallowa-Whitman NF

98S - Klamath Lake District  
 Klamath Falls Unit  
 Lakeview Unit

Winema NF  
 Fremont NF

99S - Walker Range District

Deschutes NF

**WASHINGTON DEPARTMENT OF NATURAL RESOURCES**

<b><u>REGION</u></b>	<b><u>LOCATION</u></b>	<b><u>FIRE FOREST</u></b>
NES - Northeast	Colville	Colville NF
NWS - Northwest	Sedro Wooley	Mt. Baker-Snoqualmie NF
OLS - Olympic	Forks	Olympic NF
PCS – Pacific Cascade	Castle Rock	Gifford Pinchot NF
SES - Southeast	Ellensburg	Wenatchee
SPS - South Puget	Enumclaw	Mt. Baker-Snoqualmie NF
WAS - State Headquarters	Olympia	

**21.6 RESOURCE STATUSING**

The Northwest Geographic Area has implemented the Resource Ordering Status System (ROSS). During the busiest time of the season, due to the long waits of filtering and waiting for the available resources to appear, the Northwest Coordination Center may ask for daily availability lists. The status portion of ROSS will need to be monitored by the local Dispatch Center in order to confirm the accuracy of information displayed. This needs to be reviewed daily.

## **22 - OVERHEAD/CREWS**

### **22.1 MOBILIZATION**

Sending Units will ensure that all personnel mobilized have:

1. Copy of completed Resource Order (Refer to NMG 28.1)
2. Four Copies of Passenger/Cargo Manifest (SF 245) (Refer to NMG 22.3 and 28.3) Use of the Manifest is only required for Crews and Type 1/2 Overhead Team Personnel, regardless of transportation method.
3. All personnel transported by aircraft; except on commercial airlines, will be documented on the Form "**Aircraft Flight Request/Schedule**" (Refer to NMG 28.4, EXHIBIT 4)
4. Form(s) OF-288 - Emergency Firefighter Time Report
5. Lunches or Double Lunches, as appropriate

Accurate ETD's and ETA's resides with the individual (generally a Crew Leader or individual Overhead) who is planning the travel. These individuals need to give realistic times that comply with policies and regulations to dispatch. Individuals planning the travel can use mapping software on the web (e.g. <http://www.mapquest.com> or <http://mappoint.msn.com>) in conjunction with work/rest information and other travel considerations to calculate travel time that complies with agency policy. Dispatchers should discuss concerns of unrealistic ETA's with individuals responsible for their calculation.

**WORK/REST, LENGTH OF COMMITMENT, AND REST AND RECUPERATION:** Refer to NMG 13, NWC 13, and to the **Interagency Incident Business Management Handbook, NFES 2160, entire Section 12.7.**

#### **22.1.1 REDMOND MOBILIZATION CENTER**

Redmond Mob Center is activated by the NWCC Emergency Operations Manager, the Central Oregon Interagency Dispatch Center Manager and the Redmond Air Center Manager for Northwest Area incident support.

When the Mob Center is activated the RAC Manager will staff the center, according to the RAC Mob Center Operating Plan with concurrence of the COIDC Center Mgr.

Logistics Sections Chiefs on the IMT's headed to the center for staging will contact the RAC Mob Center at the below listed numbers prior to arrival, to determine the level of Mob Center involvement needed to support the IMT's during staging. All other resources (other than IMT's) will be handled thru the normal channels.

Contacts: RAC Staging Area Mgr. Or Support Dispatcher  
541-504-7300 or 541-504-7301  
COIDC Dispatchers 541 – 416 – 6800 ( 24 hrs. )

**22.1.2    NIGHT MOBLIZATIONS FOR EXTENDED  
ATTACK**

As a general practice, Federal agencies in the Northwest Geographic Area will not mobilize resources between the hours of 22:00 and 05:00 unless an imminent threat to human life exists. This may affect the delivery time of resources to an incident, but does not include initial attack.

The following guidelines also apply:

- 1)    The Federal dispatch offices are required to adhere to the work rest guidelines (2:1 ratio);
- 2)    The Federal dispatch/coordination system will process resource orders between those units that are staffed, and hold resource orders for the units that are unable to staff for a 24 hour period;
- 3)    Federal dispatch offices receiving resource orders between 22:00 and 05:00 should consider holding requests until 05:00, so as not to interrupt the individuals rest period;
- 4)    Incident Management Team (IMT) members and others involved in “phone trees” of Federal IMT members should also hold calls until 05:00.
- 5)    Consideration should be given to providing adequate time between “notification” of a mobilization and the time the individual needs to be at a departure point (i.e. local airport FBO, etc.).

**22.2    DEMOBILIZATION**    Dispatchers will work closely with Planning, Logistics, and the Northwest Coordination Center in planning for the orderly return of resources.

The NWC Emergency Operations Manager, Unit Dispatchers, and Incident Plans and Logistics personnel all have responsibility for maintaining records and in planning demobilization.

A demobilization plan will be prepared and forward to the NWC Emergency Operations Manager for concurrence 24 hours prior to the release of resources which were originally ordered through the Northwest Coordination Center.

1.    Time of Release.    Plans should alert the incident Unit

Dispatcher sufficiently ahead of release to allow planning to be accomplished.

2. Mobilization Center. An off-incident location at which emergency service personnel and equipment are temporarily located pending assignment, release or reassignment.
3. Transportation. Sufficient lead time is necessary to arrange for transportation to be at the departure point when crews or personnel arrive for departure.
4. Meals. Lunches or double lunches should be provided by the incidents when personnel will be traveling by charter or contracted aircraft.
5. Communications. It is important that the Home Unit Dispatcher receive notice of ETA of returning personnel in sufficient time to arrange for their arrival and to assist with transportation home or to meet flight connections for continuation of trip.
6. Records. Dispatch Records at the Incident, Unit Headquarters and Northwest Coordination Center need to be cleared as personnel and equipment are returned.

Dispatchers should arrange to have representatives at all departure and arrival points such as air terminals, etc. The duties of the representative are to check personnel and equipment in and out, manifest and keep dispatchers informed of ETD/ATD/ETA or other pertinent information. They should be knowledgeable in the use of Purchase Orders, Government Transportation Requests, Manifesting, and in verifying Agency Daily Flight Invoices for Charter aircraft.

### **22.2.1 DEMOBILIZATION - LARGE/MULTIPLE INCIDENTS (NORTHWEST AREA)**

**DURING PERIODS OF LARGE/MULTIPLE INCIDENTS, DEMOBILIZATION OF RESOURCES FROM INCIDENTS OCCURRING WITHIN THE NW AREA MAY BE HANDLED IN THE FOLLOWING MANNER:** (WHEN THE LEVEL OF ACTIVITY INSIDE/OUTSIDE THE NW AREA REACHES A POINT WHERE THERE IS GREATER COMPETITION FOR RESOURCES, OR A NEED FOR PLANNING REASSIGNMENTS, THIS AUTHORITY MAY BE RESCINDED OR MODIFIED BY THE NWC EMERGENCY OPERATIONS MANAGER.)

1. Resources obtained from within the Northwest Area, either through the "neighborhood" concept or through

NWC, MAY BE DEMOBILIZED DIRECTLY TO HOME UNITS (all Agencies) by phone and/or electronic mail.

2. Resources ORDERED THROUGH NWC, OR THOSE REASSIGNED TO AN INCIDENT FROM A PRIOR INCIDENT, will require notification of release by phone or electronic "cc" to NWC.
3. Resources OBTAINED FROM OUTSIDE THE NW AREA will be demobilized through NWC.
4. Resources should be scheduled to arrive at their final destination **NO LATER THAN 2200 HRS.** Particular attention should be given to those resources who were hired through "AD" process to be certain there is sufficient time prior to 2200 hrs. for processing payments at the home units.
5. Transportation of demobilized resources will conform to the same standards as set forth in NWC 22.1
6. Incident Host Units may secure transportation from local source or negotiate with Home Units to provide transportation, including charter aircraft.
7. FLIGHT FOLLOWING WILL BE THE RESPONSIBILITY OF THE INCIDENT AND UNIT PROCURING AIRCRAFT (SENDING UNIT). When the Incident Unit has passed "Actual Time of Departure" to Home Units, it is the responsibility of the Sending Unit to be certain aircraft has arrived.

Any **SIGNIFICANT DELAYS** in arrivals/departures should be relayed to next Home Unit receiving demobilized resources to **KEEP THE FLIGHT PLAN CURRENT.** It is not necessary to confirm arrivals with the Incident Unit.

8. Standard Flight Following Procedures will apply as directed by the NMG 24 and NWC 24 for resources obtained from outside the NW Area through NWC.

### **22.3 CREWS**

Mobilization of Type 2 crews for incident assignment will be based upon cost effectiveness and closest resource given the following priorities:

- 1) Agency and Agency Cooperator (BIA, BLM (incl. SRV), NPS, USFS, USFWS, ORS, WAS, Urban/Rural Fire Departments, and Federal agency preparedness contract resources.

- 2) National Contract Crews
- 3) Northwest Contract Crews

### **22.3.1 CREW IDENTIFICATION**

Crews WILL BE IDENTIFIED for dispatch purposes and for use at fire camp. **IT IS THE RESPONSIBILITY OF THE SENDING UNIT TO PROVIDE CREW IDENTIFICATION.**

**TYPE 1 CREWS** –These crews are identified by Crew Name; i.e., WARM SPRINGS IHC.

**TYPE 2 CREWS - (NORTHWEST REGULARS)** that are assembled on the Unit from regular employees and those hired through the "AD" process, will carry Unit Name, Type Designator (NWR), and Number; i.e., OLF NWR #1, SAD NWR #7, COA NWR #6. Units will NUMBER their NWR crews starting with number one (#1) and continue on using consecutive numbers through the year.

**TYPE 2 Initial Attack CREWS** – T2 (IA) crews can be broken into squads to conduct initial attack, fireline construction and firing including burnout operations.

**JOB CORPS CREWS** will use Unit three-letter identification, Type Designator (JCC), and Number as: MHF JCC #3.

**OTHER ORGANIZED CREWS** such as Snake River Valley, will use Unit three-letter identification, Type Designator, and Number as: VAD SRV #5, etc.

**CONTRACT CREWS** such as Interagency Contracted Crews will use Vendor Name and Identification Number, i.e., John Doe Reforestation # IA03 (Contract ID #).

### **22.3.2 JOB CORPS CREWS (JCC)**

Job Corps Centers may plan to organize and train fire crews. The maximum crew size should not exceed 20 people, including liaison and crew boss. Generally, Job Corps Crews will be used on fires as complete units in line construction work. Exceptions to this may be made when there are opportunities to benefit both the Job Corps Crew and the fire organization as determined by consultation of the Liaison Officer and the Incident Commander.

Job Corp Centers may also be able to provide Kitchen Crews to assist with camp services; however, when National Caterers are mobilized to incidents, it is the responsibility of the Contractor to furnish Kitchen Crews.

Except when the crew is moved by aircraft or by other special transport, they will come equipped with their own tools. Job Corps Crews will travel as self-sufficient units ready to function without additional overhead. Accompanying overhead will be familiar with Job Corps policy and procedure and will have worked with the crew in training.

Dispatching of Job Corps Crews will be done by the Host Unit Dispatcher with notice to the Northwest Coordination Center. Dispatching of crews off the host Unit will be through the Northwest Center as with other Northwest Area crew resources.

### **22.3.3 SNAKE RIVER VALLEY (SRV) CREWS**

SRV crews are assembled on an "as available", rotation basis. They are available for use on a National basis as the need arises.

**Hire and Pay** - The "point of hire" for the SRV crews is Vale, OR. The crewmembers are paid hourly rates according to position performed. The Vale District processes AD payment to crews upon their return to the District.

Pay status begins when the crews are assembled and ready to depart from the Employment Office. Crews are paid for travel time. If crews are mobilized and later canceled, the crew is paid a minimum of two (2) hours, or the duration of mobilization (to the nearest 30 minutes) whichever is greater.

Upon arrival at the incident, the crew will earn a minimum of eight (8) hours per calendar day (this does not pertain to first and last day).

**Mobilization** - All requests for SRV Crews will be made to NWC except for Units covered under the "neighborhood concept" or other Units having a written Initial Attack Agreement with the Vale District.

**Demobilization - TIMELY NOTIFICATION OF RELEASE IS IMPERATIVE.** Bus driver duty hours (based on CDL Regulations) need to be considered prior to crews= release from the incident. **BUS DRIVERS CANNOT EXCEED DRIVING LIMITATIONS** upon return travel to Vale. **R.O.N. (Rest Over Night) arrangements must be made by the incident prior to departure** if travel time will exceed driver's restrictions. Vale Dispatch will need to be notified of these arrangements.

1. Crew Transportation: Vale Dispatch will hire busses from the National Emergency Equipment Rental Agreement following the procedures, payment provisions and

direction as set forth in the Interagency Incident Business Management Handbook, Chapter 20.

2. Normally, SRV crews will be dispatched with a Crew Representative (CREP) for each crew. During periods of CREP shortages, Vale District will determine CREP needs. If SRV crews are mobilized with one (1) CREP for every two (2) crews, crews will not be separated at the incident.
3. The Vale District may provide one qualified Interagency Resource Representative (IARR) with every four (4) crews requested. The IARR will be responsible for all SRV crews on the incident. This person is made available as a key contact for logistics between overhead, crews, bus drivers, and the Vale District.

### **22.3.4    CONTRACT CREWS (Refer to NMG 22.3)**

The dispatching of all “contractor” resources in the Northwest will be done through “**HostUnits**”. Host Units have been designated for the National Crew Contract (NCC) and the Northwest Area Crew Contract (NWACC). These are the only Federal Dispatch Offices authorized to place resource orders directly to a Contractor. As such, the Host Unit will be responsible for dispatching and confirming contractor availability within their HOST area.

Contractors (on both the NCC and NWACC) will be required to maintain the status of their crew (s) in the Resource Ordering and Status System (ROSS), via the Internet. NICC provides user names, passwords, and instructions to each NCC and the Northwest Coordination Center will provide the user names, passwords, and instruction to each NWACC.

When calling a contractor, the Host Unit will make a reasonable attempt (ALL CONTACT NUMBERS TRIED) trying to notify a contractor of an assignment. If a Host Unit is unable to notify a contractor, the Host Unit will proceed to contact the next contractor. A contractor will have a reasonable time (1 HOUR) to inform the Host Unit whether they accept or decline the assignment. If a contractor does not contact the Host Unit within the set time frames, the Host unit will document that fact and proceed on to the next contractor.

Crews managed under NCC are the only crews qualified for Initial Attack assignment, the Host Unit will inform the contractor of a location and time for an equipment inspection prior to starting work on the incident.

For Type 1, 2, and 3 incidents, the contractor will be directed to report to a location for “check-in” and pre-work inspection.

If a HOST Unit is unable to fill a request, the request will be UTF back to the requesting unit. The requesting unit will place their order with another neighboring units or to NWCC.

#### **22.3.4.1 HOST UNITS FOR NATIONAL CONTRACT CREWS**

The following are the dispatch priorities and considerations that will be utilized by offices designated as a “Host Unit For National Contract Crews” (NCC):

- 1) Agency and Agency Cooperator (BIA, BLM (incl. SRV), NPS, USFS, USFWS, ORS, WAS, Urban/Rural Fire Departments, and Federal agency preparedness contract resources if applicable).
- 2) National Contract Crews
- 3) Northwest Area Contract Crews

Host Units for crews on the “National Crew Contract” are listed on the “Dispatch Information” on the Web at: <http://www.nifc.gov/contracting/support/dispatchcrews.pdf>

#### **Mobilization of NCC's**

NCC's are given priority on federal incidents during the mandatory availability period. The criteria for dispatch priority includes: least cost and proximity.

#### **Replacement Clause**

When an incident occurs within the protection responsibilities of the Host Unit, and the National Contract Engines NCC (s) from that Host Unit are not available because they are committed to emergency fire suppression activities or project work, the Host Unit Dispatch is permitted to order a NWACC until the NCC from that Host Unit becomes available. When an

NCC becomes available, the other NWACC shall be demobilized and replaced by an NCC according to the following:

The Government is bound to order NCC resources As replacements when:

- 1) NCE becomes available, other private resources (not on this contract) **may** be demobilized and replaced by an NCE **at the discretion of the Incident Commander.**
- 2) When an NCE becomes available, **the host unit shall notify any incident teams assigned within their unit that NCE's are available.** The decision to replace resources should be based on the best value determination taking into consideration performance, equipment, and price.

**A decision to not replace a private resource Contractor with the NCR form that Host Unit shall be documented in writing and forwarded to the Contracting Officer.**

#### **22.3.4.2 HOST UNITS FOR NORTHWEST INTERAGENCY CREW CONTRACTORS**

The following are the dispatch priorities and considerations that will be utilized by offices designated as a "Host Unit for NWACC's":

- 1) Agency and Agency Cooperator (BIA, BLM, (incl. SRV), NPS, USFS, USFWS, ORS, WAS, Urban/Rural Fire Departments, and Federal agency pre-paredness contract resources if applicable).
- 2) Northwest Area Crew Contractor.

Each Host Unit for Northwest Area Crew Contractors will receive a Listing of the crews on the NWACC following contract award. The listing will be used in determining the priority calling order of NWACC's.

#### **Mobilization of NWACC's**

When mobilizing NWACC's, consideration will be given by proximity followed by least cost of the crew on the contract list.

**22.3.4.3 UNITS WHICH DO NOT SERVE AS A HOST UNIT FOR CREW CONTRACTORS**

When a Northwest unit that does not serve as Host Unit to Either a NCC or NWACC has crew needs in excess of their capability, the Dispatch Unit will place its resource request for additional Crew (s) to a Neighboring Dispatch Unit (s). (see 21.2.3 NW Area Neighborhood Concept). In the event no crews are available within their neighborhood, the Resource Order Request (s) will be placed with the NWCC.

**OUT – OF – AREA MOBILIZATION**

1. When a Resource Order for a crew (s) is received at The NWCC, the request (s) will be placed with the unit Closest to the incident, or to the “point of mobilization” (the “jetpor” if the crew (s) are being transported by aircraft).
2. If the unit receiving the request from the NWCC is a “Host Unit” for contract crews, they may fill the request (s) with contract crew (s) according to the priorities described in Section 22.3.14
3. The State of Oregon and Washington can mobilize Northwest Area Contract Crews out of Area through The Northwest Compact. ORS and WAS will inform NWCC And the HOST Unit of these actions.

**22.3.5 STATE INMATE CREWS**

The States of Oregon and Washington have inmate crews available for firefighting. The crews may be obtained thru the local State dispatch office, under the “neighborhood” concept, (Refer to NWC 21.2.3) (Note - the Oregon inmate crews may not leave their respective “home” District without the order being placed with the Salem Coordination Center.) Requests for crews outside the neighborhood concept will be placed thru NWC; who will relay the order to the appropriate State (ORS Salem Coordination Center or WAS State Headquarters Fire Control, Olympia).

These crews are configured as 10-person crews; therefore to obtain 20 people, two 10-person crews need to be ordered. Oregon inmate crews can not leave the state,

but Washington inmate crews can be utilized outside the state of Washington, with WAS approval.

Inmate crews come with a State crew supervisor, a State corrections officer, tools, power saws, and their own transportation. Washington inmate crews also come with one liaison for each non-local dispatch of multiple crews. Refer to the appropriate State fire mobilization guide for further information, and NWC 61.3 for crew locations.

### **22.3.6 INTERAGENCY RESOURCE REPRESENTATIVE (IARR)**

(Refer to NMG 22.3 and to NWC 69.14 for list of IARR's.)

### **22.3.7 REASSIGNMENT PROCESS FOR CREWS**

Dispatch Units may reassign National and Northwest Area Crews to Local, Area, or Out of Area incidents if the following criteria are met:

- 1) Reassigned resources have been adequately rested prior To their departure to new assignment.
- 2) Reassigned resources have adequate days left on their tour of duty.
  - a) Within Area Reassignment: Resources with 3 days or less should be released home.
  - b) Out-of-Area reassignment: Resources with 5 days or less should be released home.

## **22.4 SMOKEJUMPERS (SMKJ)**

Region 6 operates two Smokejumper Bases. The Redmond (Oregon) base will have approximately 35 smokejumpers with two aircraft and the North Cascades (Washington) base will have approximately 20 smokejumpers with one aircraft.

Requests for smokejumpers will be made through the Central Oregon Dispatcher and the Okanogan – Wenatchee (OWF) Forest Dispatcher respectively. (Refer to NWC 28.13 - Northwest Area Smokejumper Dispatch Guide Map, **EXHIBIT 13**.) Requests that cannot be filled through Host Dispatcher need to be placed with Northwest Coordination Center. During critical resource shortages, Smokejumper bases may be instructed to coordinate dispatch of jumpers with the Northwest Coordination Center. Smokejumpers are assigned to the user Unit until released.

As jumpers are dispatched, Host Unit Dispatchers will inform dependent Units, Cooperators and the Northwest Center of

status. All movement of smokejumpers between bases will be coordinated through the Northwest Coordination Center.

### **ORDERING SMOKEJUMPERS**

Requests for smokejumpers will be placed in one of two formats, either as “initial attack” resource orders placed via a Smokejumper Initial Attack Resource Order or as “booster crews”, placed on an Overhead Resource Order.

When submitting an “initial attack” request for smokejumpers, utilize the Smokejumper Initial Attack Resource Order, (Refer to NWC 28.14, **EXHIBIT 14**.) The information requested on the Smokejumper Initial Attack Resource Order form is critical to facilitate timely and efficient smokejumper response to an incident. Although each block supplies helpful and important information, blocks 1-15 are needed, as a minimum. Accurate, complete requests assist in a timely response.

When placing an order for smokejumper booster crews, the primary or satellite bases within the Region will consult with the Northwest Coordination Center and determine the need to order boosters on an overhead resource order.

### **REQUESTING SMOKEJUMPER STANDBY**

Requests for smokejumper standby outside of normal staffing hours will be made directly to Central Oregon Dispatch and Okanogan – Wenatchee (OWF) Dispatch and documented on an Overhead Resource Order. The number of jumpers requested to standby and the hours to be covered must be included in the order. Smokejumpers in overtime status will be released from duty as soon as possible, depending on daylight, available aircraft and present fire situation.

### **AFTER-HOURS REQUESTS FOR INITIAL ATTACK**

Smokejumper requests may be placed after normal working hours. If a jump cannot be accomplished within daylight hours of the day of the request, a jump may be scheduled for the next morning by the requesting unit. During the regular season, July 1-September 30, a smokejumper request can usually be filled after-hours by calling back pilots and jumpers (allowing a reasonable amount of time for call-back).

## **22.5 HELICOPTER MODULES**

Refer to NMG 22.5/24.7, NWC 24.7. When modules are ordered, they will be sent to an OFF-SITE designated mobilization area, where both the Helicopter and Module will assemble. Once assembled, they will proceed as a unit to the incident.

**22.6 COMMUNICATIONS COORDINATOR (COMC)** Refer to NMG 22.6/66 and NWC 66

**22.7 INCIDENT METEOROLOGIST (IMET)**

When National weather Service (NWS) Forecast Offices are unable to provide an incident meteorologist (IMET) located within their local fire weather district, the geographic area will place the request with NICC. Refer to NMG 22.7 for more guidance when ordering the IMET.

**22.8 CACHE SUPPORT POSITIONS/DEMOB SPECIALISTS**

There is NOT a set make-up which constitutes a team; thus, each request for positions will be tailored to fit the situation and level of expertise required to complete the mission. One member will be designated as Team Leader, unless the request is for a non-integrated team. Specific positions available include Fire Cache Manager (FCMG), Materials Handler Leader (WHLR), Materials Handler (WHHR), Supervisory Supply Clerk (CAST), Supply Clerk (CASC) and Pump/Chain Saw Mechanic (THSP).

Cache Demobilization Specialists (CDSP) will be ordered through the Northwest Coordination Center. Normal operating procedures will be to send two (2) Specialists to an incident. All trainees will be sent with a Qualified Specialist. Refer to NWC 69.7.2 for list of qualified personnel.

**22.9 INCIDENT MANAGEMENT TEAMS**

Incident Management Teams of overhead in the Command, Operations, Planning, Logistics, and Finance categories have been selected and trained for use on incidents. (Refer to NMG 68.1, 68.2 and NWC 68.2 for National/Area [Type 1/2] Team configurations and schedules.)

Considerations as to which Type Team to mobilize are usually based on incident complexities and other considerations. Refer to NWC 28.15 **EXHIBIT 15: "Factors to be Considered in Ordering National/Area Teams or Replacing an Area Team with a National Team."**

For Team Transition, refer to NWCG Fireline Handbook (PMS 410-1/ January 1998) Chap. 3 and NWC 28.16, **EXHIBIT 16: "Delegation of Authority and Team Briefing - Guidelines for orderly Transfer of Responsibility To/From Incident Management Teams."**

**22.9.A NORTHWEST NATIONAL INCIDENT MANAGEMENT TEAMS**

The Northwest Area has two (2) National Incident Management Teams. These teams are available on a prescheduled basis (Refer to NMG 68.2 and NWC 68.2) for dispatch locally and nationally. The schedule is established assigning one team as being “Up.” The other team is free to do business as usual, except that their location needs to be known by the home Unit Dispatcher.

1. The Northwest Coordination Center will place a Resource Order in ROSS (Resource Ordering Status System) with the Incident Commander’s Host Unit Dispatch Office. NWCC will follow that order with a courtesy call to the host unit dispatcher alerting them the team order has been placed in ROSS. The dispatcher will relay the order to the Incident Commander who will confirm team availability, as well as provide Host Unit with a CURRENT availability roster. The Unit Dispatcher will relay confirmation to the Northwest Coordination Center.

The Mt. Hood National Forest Dispatcher will coordinate dispatch for team members whose home Unit is the Regional Office.

2. The Incident Commander’s Unit Dispatcher will call the Preparedness Area coordinating Units below, who will call the Units in their area confirming that they have received the order and to coordinate travel. (Refer to Preparedness Area Map, NWC 28.17, **EXHIBIT 17**)

**Preparedness Area**

**Host Unit**

<b>A</b>	<b>PSC</b>
<b>B</b>	<b>CWC</b>
<b>C</b>	<b>MHF</b>
<b>D</b>	<b>COC</b>
<b>E</b>	<b>NOC</b>
<b>F</b>	<b>MIC</b>
<b>G</b>	<b>(N/A at this time)</b>

3. Units will confirm the availability of team members and their travel plans with the Preparedness Area Coordinating Unit.
4. Coordinating Units will relay to the Incident Commander’s Unit Dispatcher the following information via ROSS: Resource Order Number; Team Members’ Names, Positions and Home Units; Method of Travel; Identification Number of Vehicle or Aircraft; Estimated Time of Departure and Estimated Time of Arrival.
5. Should a team member be unavailable, the Incident Commander will select a qualified replacement.

**22.9.B NORTHWEST AREA INCIDENT MANAGEMENT TEAMS**

Reference NWC 68.1.2 for the Northwest Area Team schedule. Northwest Area Teams' memberships consist of various combinations of federal, state, and state fire district personnel.

1. "Host Units" will establish notification and mobilization procedures.
2. At **Preparedness Level II and above**, responsible Host Unit will ALERT "Up Team" following schedule in NWC 68.1.2.
3. Incident Units in **Oregon** have the option to activate a "local" team when deemed prudent. Resource Order will be placed with the team's "Host Unit".
4. When a "Local team" is not available to the Incident Unit in Oregon, or an additional team is needed, the Resource Order will be placed with NWC. NWC will place the order with the Host Unit of another team within the Northwest area, or to the NICC, as appropriate.
5. Incident Units in **Washington** will place Resource Orders for Area Teams direct to the DNR Headquarters in Olympia. (All Resource Orders for "WAS Hosted" Area Teams, for local use in the state of Washington, will be ordered direct from the DNR Headquarters in Olympia.)
6. Mobilization of "WAS Hosted" Area Teams to incidents in the state of Oregon will be processed through NWC. NWC will place the Resource Order direct to the DNR Headquarters in Olympia.)
7. When an Area Team is dispatched within or outside the Northwest Area, only a Standard Team (**27 positions**), as described in NMG 68.2, will be mobilized. Any additional positions must first be negotiated between the Incident Commander and the Agency Administrator of the incident unit.

**EXCEPTION TO ABOVE:** When a "WAS Hosted" Area Team is filling the request for an Area Team, within or outside the northwest area, the standard configuration of these teams is **35 positions**. The Agency Administrator of the incident unit needs to be apprised, and approve of, the additional number of positions (above the national standard number of positions).

Simultaneously, the information regarding additional approved positions needs to be shared with the Dispatch Unit placing the request so that the number of Overhead Resource Order Requests can be coordinated throughout the dispatch system.

- Members of Teams, other than the “Up-Team”, are free to do business as usual; except for notification to home Unit Dispatcher as to availability/location.

**22.9.C “ORCA” AREA INCIDENT MANAGEMENT TEAM**

Reference NWC 68.1.2 for the Northwest Area Team schedule. The ORCA Area Team are made up of personnel from both southern Oregon and northern California agencies. The ORCA Area Team memberships consist of various combinations of federal, state, and state fire district personnel.

Dispatch of these teams to “local incidents” will be the responsibility of the Host Units. Dispatch to incidents outside the local specified areas will be the responsibility of Geographical Area Coordination Centers. When this occurs, Overhead Requests for team personnel from outside the Northwest Geographic Area will be processed through the NWC to NICC (normal channels).

**22.9.D INCIDENT MANAGEMENT TEAM CLOSEOUTS**

The agency (hosting unit) where incident occurs needs to notify NWC of appropriate scheduling for team closeout of incident.

**22.9.1 AREA COMMAND TEAMS** Refer to NMG 22.9.1

**22.9.2 NPS ALL-RISK INCIDENT MANAGEMENT TEAMS**

The Pacific West Region of the National Park Service sponsors a Type 2 “All-Risk” Incident Management Team. NWC will be the host dispatch office for the team. **The team is not for fire suppression. Incident Commander: Hugh Dougher WA-NCP**

**22.9.3 INTERAGENCY FIRE USE MANAGEMENT TEAMS (FUMT)** Refer to NMG 22.9.3 and NMG 69.6

**22.9.4 INTERAGENCY FIRE USE MODULES** Refer to NMG 22.9.4

**22.9.5 CRITICAL INCIDENT STRESS DEBRIEFING TEAMS**

Requests for Debriefing Teams will be made to NWC on an Overhead Resource Order.

**WHAT IS A CRITICAL INCIDENT?**

Any incident so unusually stressful and powerful that it breaks through an individual’s normal emotional de-

fenses to cause an immediate or delayed reaction. The reaction may be emotional, cognitive, behavioral, or physical. The experience may interfere with the individuals short-term or long-term job performance or decision-making ability.

### **EXAMPLES OF CRITICAL INCIDENTS**

1. Aviation accidents resulting in critical injury or death.
2. Motor vehicle accidents involving major trauma or death.
3. Fire shelter deployment and burn over.
4. Any incident causing fear or anticipation of death, by nature or human.
5. Suicide of a co-worker.
6. Death of a co-worker in the line of duty.
7. Body recovery work.
8. Any traumatic event resulting in massive media coverage.

### **PURPOSE OF A CRITICAL INCIDENT STRESS DEBRIEFING**

A Critical Incident Stress Debriefing (CISD) is a positive and supportive, definitive discussion of the events that took place. The aim of the meeting is to help employees process emotionally difficult events in order to prevent post traumatic stress disorder, and to return them to a healthy work state as quickly as possible. CISD is not group counseling or group therapy. It is also not a critique of an incident. The process has been proven effective in minimizing long-term effects.

### **CONTACTS TO OBTAIN A CRITICAL INCIDENT STRESS DEBRIEFING**

The following is the order of contact for NWC Overhead dispatch to arrange for a Debriefing Team: REMEMBER, A DEBRIEFING IS NOT AN EMERGENCY! Ideally, the session should take place 24-to-72 hours after the event. (Note: It is USDA FSR6/PNW policy that “a mandatory Critical Incident Stress Debriefing will take place between 24 to 72 hours following a significant traumatic event such as the death of an employee.”)

	<u>Office</u>
Shelley Hakanson	503/622-3191 (Ext.652)
(Butler)	503/313 – 2619 cell
Temple Tait-Ochs	503/808-2626
	503/202-5302 (Pgr)

**22.9.6    PAYMENT TEAM & PAYMENT TEAM SUPPORT**

The decision to request request payment support group rests with the Incident Unit Head who contacts the appropriate Fiscal staff at the Regional Office. This group is primarily used by the Forest Service to assist in preparing incident payment packages for submission to the appropriate payment center. Reference applicable agency Handbooks/Manuals. (USFS: FSH 6509.13a, Section 31.)

USFS	Coordinator - VACANT	503/808-2466
	Alternate Coordinator – Brentt Douth	503/808-2462
	Alternate Coordinator - Dan Nichols	503/808-2944

Once the request has been approved to activate a Payment Team or payment support group, the **Incident Unit will initiate** an Overhead Resource Order (separate Request Numbers for each Team Member) to the Northwest Coordination Center.

**MOBILIZATION / DEMOBILIZATION**

Same as all other personnel requests. Team members should consult with local Dispatch Unit for transportation arrangements to and from the assignment.

**22.9.7    ADMINISTRATIVE PAYMENT TEAMS (APT/USDI)** Refer to NMG 22.9.7/69

These teams assist DOI agencies in making fire payments. Please contact the appropriate agency coordinator on how to order a team.

BIA – Gail Schultz 503-231-6764, BLM – Brenda Johnson 503- 808-6319, NPS – Teresa Wright 206-220-4069, FWS – Cindy Rutherford 503-736-4758

**22.9.8    BUYING TEAMS** (Refer to NMG 22.9.8)

National Buying Teams are utilized to support the incident's Acquisition Unit during the increased workload period resultant from an emergency response event. Buying Teams work with and report to the Incident Unit Administrative Officer. These teams should be considered for use when a Type 1 or Type 2 Team is being mobilized to an incident and/or an emergency event warrants.

The Incident Unit's Administrative Officer will make the determination if an Incident Buying Team is needed for

support to the Incident Acquisition Unit. National Buying Teams will be mobilized according to the National Call-Out Rotation as described in the NMG 69.4.

Buying Teams generally consist of seven (7) Procurement members. It is recommended that One (1) of these team members be assigned to Expanded Dispatch as an Equipment/Supply Dispatcher.

**PROCESS FOR ORDERING BUYING TEAMS:** The Incident Unit Dispatcher, or the NICC Overhead Dispatcher, will place the Request (7 Overhead Request Numbers) with the NWC. The NWC Overhead Dispatcher will contact the “Up” Buying Team Leader’s Unit Dispatcher (Refer to NWC 69.3.1) and place the Request for the Buying Team Leader (BUYT). The BUYT will confirm availability of the remaining Buying Team Members (BUYM’s) and their home units. The BUYT’s Unit Dispatcher will relay this information back to the NWC Dispatcher. At this point, NWC will place “Name Requests” through normal dispatch channels to team members’ home units.

**22.9.8A PROCUREMENT UNIT LEADERS (PROC)**

National (Type 1) Incident Management Teams will have a PROC assigned as a regular team member.

Northwest Area (Type 2) Incident Management Teams may have a pre-assigned PROC as a regular team member.

**In the event a replacement member is needed for incident response, the ORDERING PROCEDURES ARE AS FOLLOWS:**

The Incident Commander will make the determination if a PROC is needed. If needed, the IC will process the request through normal dispatch channels to the NWC Overhead Dispatcher who will place Request through normal dispatch channels same as for any other Overhead position. If unable to fill through normal channels, NWCC Overhead Dispatcher will contact the following Procurement and Property Management personnel in the USFS Regional Office:

	<u>Office</u>	* <u>Residence</u>
Vacant	503/808-2809	
Program Manager-G&A	503/808-2371	

**22.9.9 DEPARTMENT OF INTERIOR - BURNED AREA REHABILITATION (BAR) TEAMS** Refer to NMG 22.9.9

**22.9.9A USDA/USFS REGIONAL BURNED AREA REHABILITATION (BAR) TEAM:**

Refer to Agency Manuals/Handbooks as appropriate.

A list of qualified Burned Area Rehabilitation Team Leaders is maintained by the Regional BAR Coordinator. BAR procedures are outlined in FSH 2509.13. Requests for BAR Team members can be directed to the Regional BAR Coordinator, (Reference NWC Chap. 50, Regional Office/Natural Resources Unit), through the Northwest Coordination Center.

**22.9.10 WILDLAND FIRE PREVENTION/EDUCATION TEAMS**

Refer to NMG 22.9.10

**22.9.11 WILDLAND FIRE AND AVIATION SAFETY TEAMS (FAST)**

Refer to NMG 22.9.11

**22.10 SINGLE ENGINE AIR TANKER MANAGER (SEMG)**

When utilizing SEATS, a SEMG is required. Should there be a need to obtain one, the request should be placed with a neighboring unit or with the NWC on an Overhead Resource Order. (Note: Approximately three (3) days' leadtime should be planned for initial mobilization.) (Refer to NWC 69.4 for list of SEMG's.)

**22.11 TECHNICAL SPECIALIST POSITIONS (THSP)**

A description of the actual position requirements must be included when ordering Technical Specialists.

**22.12 INCIDENT MEDICAL SPECIALIST TEAMS**

These teams are used in conjunction with the 500-person First Aid Stations (NFES#1835). The expectation is that Incident Management Teams will utilize local paramedic/EMT resources whenever they are available.

The assigned Incident Management Teams Medical Unit Leader (MEDL) will assess the medical needs situation prior to arrival or on arrival at the incident, and determine the availability of local resources to meet those needs. If local medical resources are unable to fill the medical

needs of the incident, an order will be placed for an IMS team. The orders may be placed as name requests with proper unit identifiers using established dispatch procedures.

On Federal Incidents within the Northwest Area, the team members will be mobilized with the teams as part of the team roster. On non Federal Incidents within the Northwest Area, the team member mobilization will be at the discretion of the Incident Commander and the Incident Host Unit.

**Should IMS Teams become difficult to fill, contact Program Dispatch Coordinator, Vicky Wessling, 360/891-5222 or HO - 360/695-7005; first Alternate Peggy Tribble 503/808-6202 or HO - 360/630-6914; second Alternate Mike Daugherty 503/808-2519 (Residence Phone/Pager Numbers).**

Dr. Jonathan Jui, M. D. of Portland, licensed in both Oregon and Washington, has agreed to advise and be available for consultation with the IMS Team Managers.

The R6 Cache System has seven 500+ Person First Aid Stations; three at Redmond, two at La Grande and two at Wenatchee.

#### **22.12.1 INCIDENT MEDICAL SPECIALIST PARAMEDIC (THSP)**

An Incident Medical Specialist Paramedic is a state licensed individual who is capable of administering prescription medications under physicians protocols.

This position will be requested, as needed, to provide advanced life support on incidents. If a non-agency person fills the request, the AD-5 pay rate applies as established in the Interagency Incident Business Management Handbook.

#### **22.13 HUMAN RESOURCE SPECIALIST (HRSP)**

(The following is included for **INFORMATION ONLY** for Department of Interior Agencies.)

A Human Resource Specialist will be assigned to incident base camps when 300 or more people have been assigned to the incident. Incident Commanders should evaluate the need for the position for camps with less than 300 people.

The Human Resource Specialist is responsible for: a) monitoring for inappropriate behaviors, b) providing awareness/education on expectations for mutual respect and an harassment free work environment, c) initiating corrective action to resolve and/or prevent problems, and d) preparing reports on activities related to human resources. The Human Resource Specialist will correct inappropriate practices or conditions through the Incident Commander and/or other regular lines of authority. Matters that cannot be resolved during the incident will be relayed to the host incident unit for final resolution.

## **22.14      UNION REPRESENTATIVE (NFFE)**

(The following is included for **INFORMATION ONLY** for agencies other than the Forest Service.)

Article 28.2 of the Master Agreement between the Forest Service and the National Federation of Federal Employees (NFFE), Forest Service Council, states:

“Officers of the NFFE Forest Service Council or their designees have the right to represent bargaining unit employees at all fire camps. The Forest Service Council may designate a sufficient number of representatives, to assure up to 24 hour coverage, based on representational need, at any fire camp where Forest Service employees are present.”

This right exists regardless of the size of the fire camp. It is the responsibility of the Incident Commander to place a Resource Order request through normal dispatch channels to the Northwest Coordination Center for a Union Representative when the number of individuals assigned to a Forest Service fire incident base camp reaches 300 or when there are 300 Forest Service employees assigned to a incident base camp on a non-Forest Service incident.

When the Coordination Center receives the request, they will contact the Forest Service NFFE Regional Vice President, Specialist, Peggy Breakey (Office: 503/668-1625, C-Ph: wk 503/807-3156 C-Ph:ho 971-506-2754, e-mail: Peggy Breakey/R6/USDAFS). The notification will inform the RVP of the name and location of the fire and the name of the Incident Commander (IC). The IC will be notified by the NWCC of the name and e-mail address of the RVP.

If the RVP determines a need to send a Union representative to a fire camp, they will provide the name, home unit, and supervisor's name of the Union Representative to the Regional Labor Relations Officer (RLO), Kim Rasmussen

(Office: 503-808-2544; Cell: 503-329-8675). The RLO will contact the representative's home unit supervisor and the NWCC overhead dispatcher to make arrangements for dispatch of the designated Union representative to the fire. Mobilization/demobilization will take place through the regular fire dispatch channels. Initially, one Union representative may be dispatched. If anticipated or actual union representational workload may require the dispatch of additional Union representatives, any associated issues will be worked out between the RVP and the RLO.

Union representatives assigned to a fire incident base camp are to use the same work schedule they used on their home unit. They are not to be assigned to first-8 hour tours. Further, Union representatives are not legally entitled to earn overtime or compensatory time off while performing union representational duties. The only exception is where the person is already on overtime in the performance of agency work and is called off that work for a short period of time to take care of a union representational situation. The Finance Chief is responsible for supervision, including time recording, of a Union representative(s) assigned to the camp.

## **22.15 FIRELINE EXPLOSIVE TEAMS**

**ORS** no longer has any blasting teams available. **WAS** can field up to two teams consisting of **eight members**: one Blaster Advisor, one Blaster-in-Charge, one explosives crew leader, four crew personnel, and one explosives truck driver. All team members are certified to handle, store, and transport explosives. Explosives and all necessary equipment come with a team.

All requests will be made on a Resource Order Form. Specify the estimated number of feet of explosive fireline needed.

Dispatching of these teams will be through the Northwest Coordination Center to the WAS Coordination Center in Olympia.

Upon the blasting teams' arrival, the Blaster Advisor will report to Plans or as otherwise specified on the Resource Order. Each team will require five personal portable radios with the appropriate frequency.

## **22.16 USDA/USFS COST UNIT LEADER WITH INCIDENT COST ACCOUNTING AND REPORTING SYSTEM (COST W/ICARS)**

Cost Unit Leaders (w/ICARS) are trained in the operation of the Incident Cost Accounting and Reporting System. This is

a computerized software program designed to assist the Cost Unit Leader in creating graphs, charts, and reports with the following objectives:

1. Provide unit finance section with daily obligation amounts.
2. Improve accuracy of Incident Cost Reports.
3. Decrease amount of time spent gathering cost information.
4. Provide more detailed analysis of fire costs.
5. Make cost projections.
6. Provide support for apportioning costs.

The use of IACRS is mandatory on all Forest Service incidents managed by a Type 1 or 2 IMT in the Northwest. Any IMT that can not run IACRS is to contact Jeff Park at 503-808-2978 to correct this deficiency.

The determination to order a COST w/ICARS will be impacted by the following:

1. Is a Cost Unit Leader w/ICARS training already ordered or present on the incident? If not, and the Incident Team wants to use ICARS, order a COST w/ICARS.
2. The complexity of the incident. Some complex incidents will require multiple Cost Unit Leaders.
3. There will there be cost sharing with a cooperating agency or is there a possible trespass billing.

Unit Dispatchers should place requests for COST w/ICARS utilizing the "neighborhood concept". Cost Unit Leaders (COST) with ICARS are listed in NWC 69.13. If unable to fill through own unit or the neighbors, the request should be placed with the NWCC Overhead Dispatcher. NWC will place the request with a Dispatch Unit from the listing or contact RO/FM, Jeff Park at Office: 503-808-2978. It is recommended that a COST "Trainee" also be requested to facilitate qualifying additional personnel.

## **22.17**

### **LAW ENFORCEMENT**

Refer to NMG 42.4 for Memorandum of Agreement between the USDA and the USDOJ.

Dispatch of a Special Agent/Level IV Law Enforcement Officer (LEO) will follow normal dispatch procedures as outlined in NWC 21.2.3. If a Unit is unable to fill from within their own Unit or their neighbors, the request will be placed with the Northwest Coordination Center. If you are detailed to the Northwest Coordination Center and you receive a request for a Special Agent or Level IV LEO, refer the request to the Coordinator.

## **22.18      INCIDENT BUSINESS ADVISORS (IBA1, IBA2, IBA3)**

Incident Business Advisors (IBA1, IBA2, IBA3) work under the direction of Line Officers or their designated representatives. When the decision is made to order the position, the Resource Order will be placed with the NWC. NWC will utilize the list of qualified IBA's listed in NWC 69.12. If unable to fill requests from the list, the NWC Overhead Dispatcher will contact the Geographical Incident Business Coordinator, Liz Kinney, USFS/Financial Management (503/808-2466) for assistance in filling the Request. Upon identifying an available IBA, a "Name Request" Resource Order will be placed with the IBA's Home Unit Dispatcher. The NWC Overhead Dispatcher will notify the Geographical Incident Business Coordinator of commitment of IBA's via phone or e-mail (phone number above or [prose@fs.fed.us](mailto:prose@fs.fed.us)).

**Note:** It is desirable to obtain a Request Number for a "Trainee" IBA to shadow with a fully-Qualified IBA at the time of original request. Trainees are also listed in NWC 69.11.

## **22.19      USDA/USFS ASSESSMENT TEAMS**

The Team's objectives are to assess management decisions and direction on incident management strategy and to recommend future courses of action. The purpose of interaction with the IMT is for information gathering only. The team does not assess current incident operations or tactics.

Activation of a fire assessment team will be requested through the Northwest Coordination Center on a Resource Order Form, who will relay the order to the Assistant Director, Suppression in AFM at the Regional Office. The team will normally be composed of:

- Team Leader
- Plans Chief
- Logistics Chief
- Fire Behavior Analyst
- Other Subject Matter Specialists (Ordering Unit Requests)

**22.20 INTERAGENCY CONTRACT REPRESENTATIVE (IACR)**

**Crew/Engine/Tender**

Refer to Interagency Contract Crews, NWC 22.3.4, Interagency Contract Engines, NWC 23.7, and to the list of qualified IACR's, NWC 69.16.

Incident personnel have the authority, through the Incident Command System position that they are assigned, to direct the day-to-day operations of the contractors listed on the Interagency Crew Agreement and the Interagency Engine/Tender Agreement.

When contract resources are ordered for an incident, it is the responsibility of the incident to determine if an Interagency Contract Representative is needed.

**When an Incident Management Team from outside the Region is assigned to Oregon and Washington, NWCC will remind the hosting unit to order an IACR.** The IACR will normally report to, and be responsible to, the Procurement Unit Leader (PROC), or Finance Section Chief if PROC is unavailable. In situations where Procurement Unit Leader or Finance Section Chief is not present, this position will report to, and is responsible to, the Incident Commander.

The duties of a Interagency Contract Representative (IACR) are to: assist appropriate Incident Management Personnel in the inspection of contractors; assist Supervisor in resolving disagreements in interpretations relating to Agreement/Contract language; document and report contract non-compliance to Supervisor; and keep Supervisor and appropriate Incident Management personnel advised of significant problems as they develop.

**22.21 BAR CODE TEAMS WITH EQUIPMENT**

**The Northwest Area Bar Code System is not available for incident support at this time.** Bar Code system modules are being developed for I Suite.

I – ACT is to be a module of the I-Suite system. This subsystem is slated for development when funding is available. I – ACT will provide a process to verify that individuals who are checking out incident supplies from the incident cache are authorized to do so, and have returned these object prior to leaving the incident. This information will also be useful during team transitions. The future for this system may include accountability for meals, sack lunches, and fueling.

For further information or questions regarding this program please contact Mary Anne Sanford / Information Systems /R6 USFS 503-808-2120

## **22.22**      **URBAN INTERFACE SPECIALISTS (NON-FEDERAL)**

Non-Federal Urban Interface Specialists can be obtained through contact with local fire departments. They are usually hired under "AD Hiring Authority" by the Incident Unit.

## **22.23**      **CONTRACT EQUIPMENT (EQPM) AND PERSONNEL (PTRC) TIME RECORDERS**

The USFS, Region 6, has contracts for these services. These contracted personnel are available for use by all member agencies of the Pacific Northwest Wildfire Coordinating Group (PNWCG). The contractors may also be utilized on units located in Forest Service Regions 1, 2, 3, 4, and 5.

Agencies have the flexibility to staff these positions with either agency or with contract personnel. When filling requests for time recording and general clerical assistance for an incident, cost effectiveness will be considered. (Refer to specific Contract(s), the contract distribution cover letter addressed to field units, and agency Fire Business Management Coordinators for more specifics.)

Dispatch Procedures: If the incident unit cannot fill their requests for EQPM's or PTRC's using local, neighboring unit, or neighboring unit contract hosts (currently the LFC, OKF, and SUF) resources, the request should be placed with the NWC. NWC will normally consider using contract personnel within region before placing the request with the NICC.

## **22.24**      **AD WAGE RATES**

Refer to Interagency Fire Business Management Handbook and Northwest Supplement (AD-5 Rates).

## **22.25**      **GIS TECHNICAL SPECIALISTS (GIST)**

GIS Technical Specialists are trained in the digital production of incident maps. They differ from Display Processors in that their products are usually digital, often use local data, and often include analysis (e.g., 3-D terrain maps or predictive models). They use ARC/Info GIS at a local agency incident office or via a laptop running ArcView. GIS Technical Specialists have been trained to use several fire-specific applications.

It is up to the Plans Chief and the Situation Unit Leader as to which products will be done by the GIS Technical Specialist and which will be done by the Display Processor. The products which can be provided by each of these folks are intended to complement each other and to keep the workload manageable. Key contacts for GIS products and services are David DelSordo (david\_delsordo@nps.gov, ph. 206/220-4071); Charlie Phenix (cphenix@fs.fed.us, ph. 541/471-6834), and Curtis Day (cdays@fs.fed.us, ph. 541/416-6512).

To assist with filling Resource Order Requests for GIST's, refer to the list provided in NWC 69.16.

**22.26****TRAINING SPECIALISTS (TNSP) AND TRAINEE MOBILIZATION GUIDELINES**

The purpose of the Pacific Northwest Trainee Program is the process to equitably identify and to assign trainees to incidents. The majority of formal opportunities will be associated with the action of National and Area Incident Management Teams (IMT=s). "Pre-designated" trainees shall be assigned to all IMT's. This process must be successful if the pool of qualified, available resources is to be maintained in the Pacific Northwest.

The goals of the Trainee Program are as follows:

1. Provide quality training assignments and subsequently ensure a continuation of a well-trained interagency fire management organization.
2. To promote on-incident training expertise and mentoring skills.
3. To provide fair and equitable training opportunities to all employees of the interagency wildland firefighting community in the Pacific Northwest.

In order to facilitate the goals of the Pacific Northwest Wildland Fire Coordinating Group, a Training Specialist (TNSP) shall be assigned to Northwest National and Area IMT's. The role of the Training Specialist will be to track individual assignments, on-incident follow-up, and final documentation of the assignments(s). The TNSP is to analyze the overall situation and to suggest opportunities for additional trainees when it appears appropriate. The TNSP should consider additional assistance when more than fifteen (15) trainees per Training Specialist are requested by the incident.

23 EQUIPMENT AND SUPPLIES

NORTHWEST AREA CACHE SYSTEM

**23.1.1 USDA/USFS BD CACHE** Mobilization of equipment and supplies from BD Caches will be initiated by the NWC Emergency Operations Manager for specific items in critical short supply at the Redmond Cache. Critical Items will be identified by the Cache Manager and forwarded to the NWC Emergency Operations Manager with a 24-hour minimum lead-time for mobilization by the Unit BD Caches. In most cases, items mobilized will be refurbished and returned to the sending Unit.

**23.3 NORTHWEST AREA CACHE SYSTEM AND OPERATING PROCEDURES**

**1. ORDERING CACHE EQUIPMENT**

The Pacific Northwest Regional Cache System contains a 6000-person stocking level inventory, which is distributed within three locations, (**LA GRANDE** and **REDMOND, OREGON** and **WENATCHEE, WASHINGTON**). Orders for equipment and supplies will be filled from the closest cache designated to serve the requesting unit, refer to the listing below. Cache orders will be filled to meet time frames specified, using the most economical transportation.

The designated operational period for the Wenatchee and La Grande Caches is from June 1 through October 31. Orders for supplies outside of the operational period should be directed to the Redmond Cache unless modified by the local management direction.

**LOCATION**

**UNITS SERVED**

Redmond, OR (NWK)	GPF (Mt. Adams, St. Helens, MHF OCF RRF DEF FRF SIF SUF UPF WIF WNF SIA WSA BUD CBD EUD LAD MED PRD ROD SAD
La Grande, OR (Satellite Cache)	MAF UMF WWF UMA VAD
Wenatchee, WA (Satellite Cache)	GPF (Cowlitz Valley RD) MSF OLF OWF COF COA OPA PSA SPA YAA SPD

**NORTHWEST AREA UNITS OUTSIDE INFLUENCE OF NORTHWEST CACHE SYSTEM:**

Missoula, MT (RMK)	MT.FHA
Boise, ID (GBK)	ID.FHA NIA

**2. MANAGEMENT OF NATIONAL MOBILE CACHE SUPPORT VANS**

The Regional Fire Cache System includes **fourteen (14) NATIONAL MOBILE CACHE SUPPORT VANS** pre-positioned in the Northwest, the unit includes items for the establishment of an Incident Base and includes items for supporting limited line workers. **Vans (NFES #2069) will be ordered on a Supply Resource Order utilizing one Request Number through the “VAN Host Unit Dispatcher,” who will in turn notify the Regional Cache Manager or the appropriate site manager designated to serve the requesting unit of the movement of the van.**

**Host Unit Dispatchers will order replacements** for Vans through the Regional Cache Manager at the Redmond Cache or the appropriate site manager designated to serve the requesting unit.

**Van Inventory** - As listed in the NWCG National Fire Equipment System Catalog, the Northwest Area has added to the inventory with water handling items, a packing list of the total kit contents is affixed to the door of the trailer.

**Vans dispatched to an incident will be unloaded at the incident base and the empty trailer returned to the nearest cache** site for restocking of the established inventory. The Incident Commander may request to keep the trailer with approval of the Regional Cache Manager at the Redmond Cache. **Restocking of Vans** will be the responsibility of the nearest cache.

## PREPOSITIONED MOBILE CACHE SUPPORT VAN LOCATIONS (NFES #2069)

<u>HOST UNIT</u>	<u>LOCATION</u>	<u>NO. OF VANS LOADED/</u>
DEF	Redmond	2
FRF	Lakeview	1
MAF	John Day	1
MSF	North Bend	1
MHF	Troutdale	1
OKF	Omak	1
OLF	Lacey	1
SIF	Grants Pass	1
WWF	LaGrande	2
WEF	Wenatchee	2
WNF	Klamath Falls	1

### 3. RETURN OF EQUIPMENT FROM FIRES

All regular fire equipment will be shipped directly from the fire to the National Interagency Incident Support Cache. Equipment should be returned as soon as it is no longer needed: Radios from the Cache will be returned to the appropriate location as labeled on the system container. All shipments of supplies/equipment to an NWK cache location will be coordinated with the appropriate site Cache Manager.

No fuel will be shipped back to the NWK Cache System, motorized equipment and fuel containers, tanks etc., will be emptied and the container purged with purging fluid, NFES #0700 can be ordered from the cache system.

The incident is requested to provide documentation for the items being returned to the cache, NFES #1472, Waybill form that is within the logistics section kit. This information is used to assure a correct accounting to each specific incident.

If the Incident doesn't provide any documentation, it will be initiated at the cache site and filed in the incident package.

Often, having the Cache Demobilization Specialist can provide cost savings; this individual can condemn equipment, which is worn out, unserviceable, or damaged beyond repair and dispose of consumable items before returned to the Cache. In addition, they can facilitate the ordering, documentation, and proper loading of the equipment and supplies returning to the cache.

Returns of unused, excess or items needing repairs should be accomplished promptly so there will be no delay in availability of items within the NWK cache system. Non-standard, non-NFES items not provided through the NFES cache system are the responsibility of the Incident Management Team and should be placed into the fire supply system through the hosting unit (reference 5161.46).

All equipment shipped from the National Cache System will be returned within 30 days of the demobilization of the incident unless prior arrangements have been made with the NWK Cache Manager.

#### **4. HAZARDOUS MATERIAL**

The Incident Management Team has the responsibility for compliance with Department of Transportation (DOT) Code of Federal Regulations Title 49 as they apply to the transportation of Hazardous Material as regulated.

The incident is required by CFR 49 to identify the Hazardous Material on its shipping document(s) and to make the driver aware of the items. The incident can contact the servicing cache for additional information or assistance.

Following is a listing of cache supplies that could impact the incident during the return process if quantities are exceeded via ground transportation:

<u>ITEM</u>	<u>WEIGHT/QUANTITY</u>
a. Fusee, Fire Starter	1001 LBS.
b. Tank, Liquefied Petroleum Gas	1001 LBS./50 ea. 20LB Tanks
c. Aerial Ignition Device	1001 LBS.

The Northwest Caches **WILL NOT ACCEPT** the following:

- a. Gasoline
- b. Chain Saw Mix
- c. Drip torch fuel
- d. Biohazard bags, with blood-soiled items  
(Medical Unit Leader is responsible for proper disposal)

The Incident should coordinate with the host Incident Unit to see if mixed fuels and/or excess fuel can be utilized. The Incident Unit's Hazmat Coordinator should be contacted for assistance with local hazmat recyclers.

## 5. RECYCLING

Recycling is the responsibility of the incident and can be coordinated with the hosting unit's recycling programs and local recyclers. Return the following item, as it is durable in nature and can be refurbished:

- a. Pads, Sleeping

## 6. FIRE HOSE

The Regional Cache requires that all fire hose returned be rolled and tied. The cache **WILL NOT ACCEPT UN-ROLLED HOSE.**

The Regional Cache stocks 13 gas powered hose rollers that can assist the user to meet this requirement.

## 7. INCIDENT LOGISTICAL SUPPORT

- a. Refer to NWC 13.2, Item 2, for certain sensitive items which must be ordered through the NWC.
- b. Units should place Resource Orders by phone and Cache Order Forms via electronic mail or fax, direct to the closest cache serving the Incident. The Northwest Cache system utilizes one stop ordering for all items within the National Cache System. In the event the closest Northwest Cache System is unable to fill your order or portion thereof, the servicing cache will forward your order to the appropriate cache site and/or NWC for processing.

### 23.3.2 FIELD OFFICE REPLENISHMENT DURING

**FIRE SEASON** During fire season, when a Unit's normal procurement process (1. GSA, 2. Local Vendor) will not meet the Unit's need to maintain fire readiness of their suppression organization, orders should be placed to their servicing National Interagency Support Cache. Replenishment Orders must be the result of fire suppression activities. Replenishment Orders should be placed as follows:

1. Units should place a Resource Order with the appropriate cost code by fax with a follow-up phone call, direct to your servicing Cache for those items stocked within NWCG National Fire Equipment System Catalogs, NFES #0362.

**23.3.3 FIELD OFFICE REPLENISHMENT OUTSIDE OF FIRE SEASON** The restocking of Unit's initial attack/cache inventory will be processed through normal procurement process as follows:

1. Units should procure direct to GSA those items stocked in the Federal Supply System (GSA).
2. Units should procure from local suppliers/vendors for items not stocked by GSA.

**23.3.4 INCIDENT REPLACEMENT:** Prior to release from incidents, firefighting resources will prepare an Incident Replacement request for NFES Cache items, which have been lost, consumed, or worn out during the incident. The Supply Unit will be responsible for handling incident replacement orders when a Type 1 and Type 2 Team is utilized, The Supply Unit Leader will approve replacement requests by each resource, based on inventory documents. If the resource items are unavailable at the incident, an Incident Replacement Requisition (NFES 1300) with the "S" numbers will be completed and forwarded to the servicing cache. Replacement orders must be placed prior to 60 days after an incident returns to local management, as a fire loss/use report, by manual direction (5161.45c), is submitted, at the time, to the incidents hosting forest's Forest Supervisor.

**23.3.5 INCIDENT REPLACEMENT: TYPE 3 & 4 INCIDENTS** The incident's agency administrator or authorized representative must approve all replacement requests. (Refer to NMG 23.3.5)

**23.3.6 NON-FIRE INCIDENTS/PROJECT SUPPORT** Non-fire incidents are usually reimbursable and may include non-federal agencies. Examples are: hurricanes, oil spills, rescues and law enforcement actions. The same procedures described above apply in these situations.

Units may utilize the Pacific Northwest Cache inventory in support of land management non-fire projects as a means to maximize utilization of equipment and to provide project savings whenever feasible. (Stocking levels will be maintained to support fire suppression activities).

(Additional information on fire cache operations and procedures are outlined in FSM 5160.42, R-6 Supp. No 125, 3/84.)

**23.4 NATIONAL INCIDENT RADIO SUPPORT CACHE** (Refer to NMG 23.4)

**23.4.1 ICS STARTER SYSTEMS** (NFES 4390) Refer to NWCG National Fire Equipment System, Catalog Part 1: Fire Supplies and Equipment. There are three Systems pre-positioned in the Northwest Area Caches (2/Redmond, and 1/Wenatchee). An Equipment Resource Order must be processed through the NWC for these systems. A “complete system” will be shipped; components are not available separately.

This system is designed to be the Starter System on incidents, which may develop into large incidents. This system will allow immediate communications for command, tactical, logistical and ground-to-aircraft needs.

**MOBILIZATION/DEMOBILIZATION:** Upon ordering, Incidents may receive a pre-positioned System, if available, or may receive a System directly from NICC. **IN ANY EVENT, ALL SYSTEMS WILL BE DEMOBED DIRECTLY TO NICC FOR REFURBISHING. The Incident Unit dispatcher should promptly notify NWC of release and the NWC will advise NICC and appropriate cache (Redmond/Wenatchee), which originally shipped the System.**

**23.4.5 AMATEUR RADIO EMERGENCY SERVICE** Refer to **INTERAGENCY MEMORANDUM OF UNDERSTANDING** and **ANNUAL OPERATIONS PLAN** which describes when and how the Federal Land Management Agencies in the Pacific Northwest Area may request assistance from Local Volunteer Amateur Radio Operators. Field Units should be especially mindful of the responsibilities outlined in the MOU, Section 7, Principles of Cooperation.

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

(Refer to NMG 23.5)

**ALL REQUESTS FOR ATMU’S WILL BE PLACED WITH NWC. ATMU’S ARE NATIONAL RESOURCES.**

Following is the **CONFIGURATION** for the **ATMU, NFES #1836:**

<u>Description</u>	<u>Size</u>	<u>Weight/Lbs.</u>	<u>Cu. Ft.</u>
1 Box	42"x27"x21"	122	13.8

**23.5.1 REMOTE AUTOMATIC WEATHER STATIONS, (FRWS)**

**NFES 5869** Requests for FWRS will be placed with NWC through established ordering channels on a Supply Order. All necessary FRWS technicians, vehicles, or air transportation required for mobilization and demobilization will be provided NIFC. Upon release from the incident, the FWRS will be returned to NIFC.

**23.5.2 PROJECT REMOTE AUTOMATIC WEATHER STATIONS, (PRWS) NFES 5870**

Requests for PRWS will be placed with NWC through established ordering channels on a Supply Order. The PRWS will be configured for the specific project prior to the mobilization. The requesting agency must contact the NIFC Remote Sensing Fire Weather Support Office at 208-387-5726 prior to ordering to determine the PRWS configuration. All necessary PRWS technicians, vehicles, or air transportation required for mobilization and demobilization will be provided by NIFC. Upon release from the project, the PRWS will be returned to NIFC.

**23.6 NATIONAL CONTRACT MOBILE FOOD SERVICE AND SHOW-ER UNITS (Refer to NMG 23.6)**

All National Contract Caterers, potable water vehicles, and portable shower Units are mobilized/demobilized on an Equipment Resource Order through the Northwest Coordination Center to NICC.

Incident units are to order Mobile Food Services as specified in the Interagency Mobile Food Service and Shower Facilities Contract (NFES #1276). (Refer to NMG 23.6)

Incident units are obligated to order Shower Facilities through the national contract ordering process, as there are no “minimums” specified as in the Mobile Food Services Contract. Use of locally-hired resources, by written agreements, should be utilized only when nationally-contracted resources are not available; assure that use is for the immediate incident; and release as soon as national contract resource becomes available. (If additional Shower Contractors are needed, they will be contracted by NIFC.)

A designated Contracting Officer Technical Representative (COTR) is to be requested by the incident on an Overhead Resource Order each time a National Contract Caterer or Shower Unit is assigned to an incident. (Refer to NWC 69.13 for list of COTR's)

**23.7 COMMISSARY** (Refer to NMG 23.7)

All requests for national contract commissary units will be ordered through NWC. NWC will place the order with NICC. For additional contract information, contact USFS contracting at NIFC, 208-387-5347.

**23.8 ENGINES AND TENDERS** (Refer to NMG 23.8)

Mobilization of Engines and Tenders for incident assignment will be based upon ICS Type, “closest resource” and “best value” given the following priorities:

- 1) Agency and Agency Cooperator (BIA, BLM, NPS, USFS, USFWS, ORS, WAS, Urban/Rural Fire Departments, and Federal agency preparedness contract resources)
- 2) Contract Engines an/or Tenders
- 3) Local Emergency Equipment Rental Agreements

**23.8.1 CONTRACT ENGINE**

The dispatching of all contractor resources in the Northwest will be done through “**Host Units**”. Host Units have been designated for the National Engine Contract and the Northwest Interagency Tender Agreement. These are the only Federal Dispatch Offices authorized to place resource orders directly to a Contractor. As such, the Host Unit will be responsible for dispatching and confirming contractor availability within their HOST area.

Contractors (on both the National and NW Contracts) will be required to maintain the status of their engines and tenders in the Resource Ordering and Status System (ROSS), via the Internet. NICC provides user names, passwords, and instructions to each National Engine Contractor and NWCC will provide the user names, passwords, and instruction to each Northwest Engine and Tender Contractor (NWETC).

When calling a contractor, the Host Unit will make a reasonable attempt (**ALL CONTACT NUMBERS TRIED**) trying to notify a contractor of an assignment. If a Host Unit is unable to notify a contractor, the Host Unit will proceed to contact the next contractor. A contractor will have a reasonable time (**1 HOUR**) to inform the Host Unit whether they accept or decline the assignment. If a contractor does not contact the Host Unit within the set time frames, the Host unit will document that fact and proceed on to the next contractor.

For an Initial Attack assignment, the Host Unit may inform the contractor of a location and time for an equipment inspection prior to starting work on the incident.

For Type 1, 2, and 3 incidents, the contractor will be directed to report to a location for “check-in” and a pre-work inspection.

If a HOST Unit is unable to fill a request, the request will be UTF'd back to the requesting unit. The requesting unit will place their order with another neighboring units or to NWCC.

### **23.8.2 HOST UNITS FOR NATIONAL CONTRACT ENGINES**

The following are the dispatch priorities and considerations that will be utilized by offices designated as a “Host Unit for National Contract Engines” (NCE):

- 1) Agency and Agency Cooperator (BIA, BLM, NPS, USFS, USFWS, ORS, WAS, Urban/Rural Fire Departments, and Federal agency preparedness contract resources if applicable).
- 2) National Contract Engines
- 3) Northwest Interagency Contract Engines
- 4) Local Emergency Equipment Rental Agreement (EERA) Engines

Host Units for engines on the “National Engine Contract” are listed on the “Dispatch Information” document on the Web at: <http://www.nifc.gov/contracting/>

#### **MOBILIZATION OF NCE's**

NCE's are given priority on federal incidents during the mandatory availability period. The criteria for dispatch priority include: least cost, proximity, and rotational equity (see National Engine Contract, section D10.E)

#### **REPLACEMENT CLAUSE**

When an incident occurs within the protection responsibilities of the Host Unit, and the National Contract Engines NCE(s) from that Host Unit are not available because they are committed to emergency fire suppression activities or project work, the Host Unit Dispatch is permitted to order NWETC or EERA resources until the NCE from that Host Unit becomes available. When an

NCE becomes available, the other NWETC or EERA shall be demobilized and replaced by an NCE according to the following:

The Government is bound to order NCE resources as replacements when:

- 1) NCE becomes available, other private-resources (not on this contract) **may** be demobilized and replaced by an NCE **at the discretion of the Incident Commander.**
- 2) When an NCE becomes available, **the host unit shall notify any incident teams assigned within their unit that NCE(s) are available.** The decision to replace resources should be based on the best value determination taking into consideration performance, equipment, and price.

**A decision to not replace a private resource contractor with the NCR from that Host Unit shall be documented in writing and forwarded to the Contracting Officer.**

### **23.8.3 HOST UNITS FOR NORTHWEST ENGINE AND TENDER CONTRACTORS**

The following are the dispatch priorities and considerations that will be utilized by offices designated as a “Host Unit for Northwest Engine and Tender Contractors”:

- 1) Agency and Agency Cooperator (BIA, BLM, NPS, USFS, USFWS, ORS, WAS, Urban/Rural Fire Departments, and Federal agency preparedness contract resources if applicable).
- 2) Northwest Engine and Tender Contractor.
- 3) Local Emergency Equipment Rental Agreement (EERA) Engines

Each dispatch unit in the Northwest will receive a “**Best Value Dispatch Listing**” following contract award for use in determining the priority calling order of NWETC’s.

### **MOBILIZATION OF NWETC’S**

When mobilizing NWETC’s, priority will be given to the contractor with a base location closest to the incident followed by the “Best Value” engine on the contract list

### **23.8.4 UNITS THAT DO NOT SERVE AS A HOST UNIT FOR ENGINE\_OR TENDER CONTRACTORS**

When a Northwest unit that does not serve as a Host Unit to either a NCE or NWETC has engine or tender

needs in excess of their capability, the Dispatch Unit will place its resource request for additional Engine(s) or Tender(s) to a Neighboring Dispatch Unit(s) (see 21.2.3 NW Area Neighborhood Concept). In the event no engines or tenders are available within their neighborhood, the Resource Order Request(s) will be placed with the NWCC.

### **23.8.5 NORTHWEST CONTRACT TENDERS**

Host units will use the following criteria when determining which contractor will be offered a resource request for a Tender on the NWETC:

- 1) Contractor base location in relationship to the incident
- 2) Contract tender hourly rate

### **OUT-OF-AREA MOBILIZATION**

1. When a Resource Order for an engine(s) or tender(s) is received at the NWCC, the request will be placed with the unit closest to the incident. The Host Unit will follow the procedures listed in Section 23.8 and the appropriate mobilization process (e.g. Host Unit for NCE's, NWETC's, etc.).

### **23.8.6 REASSIGNMENT PROCESS FOR ENGINES AND TENDERS**

Dispatch Units may reassign National and Northwest Area engines to Local, Area, or Out of Area incidents if the following criteria are met:

1. Reassigned resources have been adequately rested prior to their departure to new assignment.
2. Reassignment resources have adequate days left on their tour of duty.
  - a. Within Area Reassignment: Resources with 3 days or less should be released home
  - b. Our of Area Reassignments: Resources with 5 days or less should be released home.

**23.9 EQUIPMENT RENTAL RATES** For current EERA rates refer to: [www.fs.fed.us/r6/ppm/fire\\_procurement.htm](http://www.fs.fed.us/r6/ppm/fire_procurement.htm)

### **23.10 OTHER CAMP SERVICES**

Laundry, Office and Camp "Setups" should be obtained through local procurement arrangements if possible, or

ordered through the NWC on an Equipment Resource Order.

### 23.12 COMMERCIAL BUS SERVICES

Forest Dispatch Units may order buses direct from vendors. Other Agencies may obtain bus services from these vendors by placing a Resource Order with a neighboring Forest as detailed in NWC 21.2.3.

### 23.13 FEMA - MOBILE EMERGENCY RESPONSE SUPPORT DETACHMENT (MERS) DISASTER RESPONSE COMMUNICATIONS AND LIFE SUPPORT EQUIPMENT

The FEMA MERS Unit is located in Bothel, Washington. Its primary mission is disaster response for FEMA, Regions 9 and 10; however, it may also be used nationwide in support of other FEMA regions. The detachment maintains 67 vehicles, which support communications and life support systems. This equipment and supporting personnel can be used to assist and support other Agencies, if the need arises.

The FEMA MERS detachment Logistics Section is made up of personnel with a wide range of skills and equipment that can be used in conjunction with each other or stand-alone. The **MERS unit will only be utilized after all federal, state and contracted systems are committed or otherwise unavailable.**

The order for the FEMA MERS unit should be placed with the Northwest Coordination Center on an Equipment Resource Order. **NOTE: Two items, which need to be completed prior to ordering:** 1) a letter certifying that no civilian resources are available, and 2) a reimbursable agreement completed with the FEMA headquarters.

For additional assistance regarding the MERS support equipment and personnel you may contact one of the following:

Thomas R. Wright	(425) 487-4410
<u>To Order Call:</u>	(425) 487-4448 (24 hrs)
	1-800-395-6042

When ordering the MERS Unit Logistic Support, the following personnel and equipment will be provided:

**PERSONNEL:**  
- Logistics Officer

- Logistics Specialist
  - Automotive Mechanic (2 ea)
  - Electric Power Controller
  - Utility Systems Repairer (2 ea)
- Other personnel can be provided, to supplement shift work and other needs if necessary.

**EQUIPMENT:**

- Generators 4KW thru 400 KW - Distribution Panels, Extension Cords, and Lighting
- Water Treatment Vehicle - 10 ea. 1000-gallon Storage Bladders with Jet Pump and Water Distribution System
- Heating and Air Conditioning Vehicle w/distribution ducts
- Water Tankers (2 ea) 3000-gallon
- Fuel Tankers (4 ea) 1200-, 2200-, 3000-gallon
- Mechanics Truck - Tools, Parts and Arc and Oxygen/Acetylene Welding Capability
- Cargo Trucks - 24-ft (Some with lift-gates)

**24 - AIRCRAFT**

**GENERAL:** Aircraft should be used for movement of personnel, equipment, and supplies whenever judgment indicates it is the most cost effective method to meet time frames. If time is the governing factor, use aircraft; if not, consider ground transportation. In any event, cost comparisons will be made and documented.

Only aircraft and pilots approved by the USDA Forest Service (USFS) or Aviation Management Directorate (AMD) will be used. Passengers of rental or contract aircraft are personally responsible for checking the aircraft and pilot approval certificates. The Aircraft Approval Certificate must be in the aircraft and the pilot must carry a Pilot Approval Certificate. If either is missing or not current, do not use the aircraft.

The following policies will be adhered to when dispatching Aircraft in the Northwest Area:

1. Only multi-engine aircraft will be used for instrument flying or night operations.
2. Check for pilots' flight and duty hours available for mission.
3. Night flight operations will be to and from lighted airports only.
4. Instrument flight operations will only be dispatched to and from airports with instrument approach facilities.

**AIRSPACE COORDINATION:** It is essential that all personnel involved in flight planning and aviation operations read, understand, and implement the procedures outlined in the **INTERAGENCY AIRSPACE COORDINATION GUIDE**. Roles and responsibilities are outlined in Chapter 2. Understanding and awareness of the procedures in the guide should improve aviation safety through coordinated use of the National Airspace System.

**24.3 FLIGHT MANAGEMENT PROCEDURES -- FLIGHT FOLLOWING**

In addition to responsibilities in NMG 24.3, the Sending and Receiving Units are to:

1. Ensure that flight crews are properly briefed as to check-in procedures with Sending Unit; ensure the Flight Manager and all other passengers are properly briefed on flight procedures and passenger responsibilities, including check-in with Receiving Unit(s) upon arrival at destination(s).
2. Flight Plans will be communicated electronically, or faxed (either typed or handwritten) utilizing the Aircraft Flight Request/Schedule form (Form

9400-1a). The Aircraft Flight Request/Schedule form shall be completed and forwarded either electronically or faxed, to Receiving Unit(s) within the Northwest Area or to NWC for flights outside the Northwest Area (NWC will forward to receiving GACC(s) and NICC).

3. Once flight has commenced, Sending Unit is to relay the ATD/ETE from the departure point, or updated (~30 minutes) intermittent departures point(s), to the Receiving Unit(s) within the Northwest Geographic area VIA TELEPHONE. If the Receiving Unit(s) is outside the NW Area, Sending Unit will relay ATD/ETE to NWC who will relay to Receiving GACC(s) and NICC as appropriate.
4. Requirements for Passenger/Cargo Manifests: Refer to NWC 22.1(Mobilization), NWC 22.2.1 (Demobilization) and NMG 22.3 (Crews).
5. It is the Incident Units' responsibility to initiate de-confliction procedures for flights involving Military Training Routes or Special Use Airspace as outlined in the "Interagency Airspace Coordination Guide", Chapter 2 Roles and Responsibilities.

#### **24.3.1 OVERDUE, MISSING, AND DOWNED AIRCRAFT**

An aircraft becomes "overdue" when it has failed to make check-in specified on the Flight Plan. An aircraft becomes "missing" when the stated fuel duration on the Flight Plan exceeds the time elapsed since initial takeoff.

#### **A. "OVERDUE AIRCRAFT PROCEDURES"**

- (1) At 30 minutes past the planned ETA or Check-in, Receiving Unit Dispatcher will contact Sending Unit Dispatcher, who will contact all Intermediary Unit Dispatchers, to determine if aircraft can be contacted on designated radio frequencies.
- (2) After 15 minutes of effort to contact the aircraft by radio, Dispatcher(s) involved will confer with local FAA Flight Service Station(s) to determine if aircraft has landed at local airport along the flight route. Aircraft owner will be contacted to determine if pilot has made a check-in. These efforts will continue until the time the planned fuel duration of the aircraft has been exceeded, at which point aircraft will be declared "missing".

#### **B. "MISSING" AND "DOWNED" AIRCRAFT PROCEDURES**

**REFER IMMEDIATELY TO APPROPRIATE AGENCY AIRCRAFT CRASH, SEARCH, AND RESCUE GUIDE!!**

**24.3.3 Automated Flight Following (AFF) Procedures (REFER to NMG 24.3.3)****24.4 AIRBORNE THERMAL INFRARED (IR) FIRE MAPPING****24.4.1 INFRARED SERVICES/ PACIFIC NORTHWEST**

Infrared mapping services are available for use on any wildland fire activity and are obtained through the Northwest Coordination Center in accordance with the National Infrared Operation Plan. Requests to NWC will be via Resource Order in ROSS and will have a completed Infrared Aircraft Scanner Order, NMG 28.5, electronic or faxed to NWC, providing specific information.

**24.5 LEAD PLANES (REFER TO NMG 24.5 AND NWC 24.10.5)****24.6 AERIAL SUPERVISION MODULES (ASM1) (REFER TO NMG 24.6)****24.7 AIR TACTICAL AND RECONNAISSANCE AIRCRAFT (REFER TO NMG 24.7)****24.8 LARGE TRANSPORT AIRCRAFT (REFER TO NMG 24.8)****24.9 HELICOPTERS****24.9.2 INTERAGENCY HELICOPTERS**

All USDI helicopters are solicited, inspected, and approved by the Aviation Management Directorate (AMD). All USFS helicopters are solicited, inspected and approved by the USFS Regional Aviation Personnel. OAS and USFS honor each other's inspection certifications.

**24.9.3 USDI/BIA CONTRACTED OR RENTAL AGREEMENT HELICOPTERS - TYPE 3 AND TYPE 4 (LIGHT)**

Contract or rental agreement light helicopters are stationed within the Northwest Area Office jurisdiction. The primary responsibility of BIA contracted aircraft is to provide fire protection to the reservation where they are stationed. BIA aircraft in use off-reservation may be immediately recalled to respond to a fire on the home reservation.

**24.9.4 USDI/BLM CONTRACTED OR RENTAL AGREEMENT HELICOPTERS -TYPE 3 AND TYPE 4 (LIGHT)**

Contracted or rental agreement light helicopters are stationed within Oregon and Washington State Office jurisdictional boundaries.

**24.9.5 USDA/USFS CONTRACTED OR RENTAL AGREEMENT HELICOPTERS - TYPE 3 AND TYPE 4 (LIGHT)**

**A. FIRE CONTRACTED HELICOPTERS**

USFS Region 6 annually contracts for helicopters which are used primarily for incident initial attack use. Helicopters may be moved to an alternate base of operations with prior concurrence of the NWC Emergency Operations Manager. These actions are taken at the direction of the Host Unit after checking with their Neighboring Units and Cooperators before committing helicopters to other projects.

The following actions require prior approval from the NWC Emergency Operations Manager:

1. Any planned action which makes the helicopter unavailable for dispatch for 30 minutes or more.
2. Assignment to a project fire.
3. Placing a backup helicopter on duty.
4. Reassignment to a new base of operation for 2 or more days.
5. Pre-, post-, and regular-season "add-on" helicopters.

When fire-contracted helicopters with helitack units are dispatched off-unit, they will come with their normal daily staffing unless additional personnel and/or equipment are requested.

**B. INCIDENT RELATED CALL-WHEN-NEEDED (CWN) HELICOPTERS**

There are numerous rental agreement (CWN) helicopters procured within the region.

CWN helicopter contractors are assigned to a Host Forest Unit for administrative purposes and processing of Flight Invoices. A designated Contracting Officer's Representative (COR) is assigned at each Host Forest Unit.

For incident related use, NWC 21.2 ordering procedures will be utilized. If the Host Forest Unit cannot be contacted, requests may be made direct to the Contractor.

If orders are placed direct with Contractor, a courtesy call will be made to the Host Forest Unit to advise of action taken. Orders for helicopters from outside the “neighborhood” boundaries will be placed through NWC.

**It is the responsibility of the Ordering Unit to verify with the Contractor that Flight and Duty Limitation requirements can be met. Dispatch Units should be certain to select the Contractor that can perform the mission safely and is the most cost effective to the government. The information should be documented accordingly in ROSS.**

Resource Orders for Type 3 and Type 4 (Light) CWN helicopters with module will include an Overhead Order for Module (Individual Request numbers for each crew member) unless the requesting unit specifically states they will furnish the Module on their unit.

**When CWN helicopters are ordered, they will be sent to a designated off incident mobilization area (airport fix base operator, etc.), where the helicopter and module will be assemble. After completing a pre-use inspection, aircraft and module will proceed, as a unit to the incident.**

Order CWN Helicopter with contractor provided services and support as desired.

In addition to flight following procedures for aircraft, support vehicles for helicopters must be tracked. Support vehicles should be instructed to call the Sending Unit Dispatcher at each stop en route and upon reaching final destination to relay status and be in contact for communications relating to assignment and status of helicopter.

**The Standard module for a Type 3 and Type 4 (Light) Helicopter consists of: A MANAGER AND TWO CREW MEMBERS.**

#### **24.9.6 TYPE 2 (MEDIUM) SINGLE PILOT OPERATIONS**

(Reference USDA Forest Service (WO) 5710 letter dated March 3, 1998). Department of Agriculture (USFS) and Department of Interior (AMD) Agencies Standard Operating Procedures are as follows:

1. Forest Service and AMD will conduct helicopter operations with one pilot regardless of the number of passenger seats, unless required otherwise by the aircraft type certificate.

2. When operating with a single pilot, a qualified Helicopter Manager will be required on all flights with ten or more passengers.

**A Standard module consist of:**

**Type 2 Standard = A MANAGER PLUS THREE CREW MEMBERS.**

**Type 2 Limited/Restricted = A MANAGER ONLY**

**24.9.7 TYPE 1 (HEAVY) CWN NATIONAL RESOURCES.**

Type 1 helicopters will be ordered through NWC, which will place the request with NICC. A cost analysis is to be completed and retained as part of the incident documentation.

**A Type 1 Helicopter module consist of:**

**Type 1 Standard = A MANAGER PLUS FOUR CREW MEMBERS.**

**Type 1 Limited/Restricted = A MANAGER ONLY**

**24.9.8 SPECIALTY HELICOPTERS**

Specialty helicopters such as FLIR equipped, mapping, etc., will be dispatched with qualified manager. If the aircraft is used for routine firefighting duties in addition to specialty mission, the requirement will be a qualified manager plus module.

**24.9.9 STATE OF WASHINGTON (WAS) HELICOPTERS**

The State of Washington (WAS) Department of Natural Resources have USFS-inspected and approved helicopters and pilots for transporting passengers and cargo, conducting bucket operations, and reconnaissance missions within specified limitations. **USDI agencies may utilize WAS helicopters and pilots in accordance with AMD acceptance of USFS approval.**

Washington DNR pilot and aircraft are "Approved" for use each year by means of a "Letter of Approval" issued by the USFS Regional aviation Officer. The letter is required to be carried onboard all WAS aircraft utilized on Federal incidents. This letter lists all approved aircraft, service vehicles, pilots, and mission. Helibase or helicopter managers must use this letter to verify approvals and qualifications prior to assignment of any duties.

The following procedures will apply to all Washington DNR helicopter flights with federal employees on board:

1. Pilots shall wear personal protective equipment as specified in **FSH 5709.12, 52.1.**

2. Pilots will complete Helicopter Load Calculation as specified in IHOG Chapter 7.
3. Helicopters will be loaded in accordance with the Interagency Helicopter Load Calculation Method, when personnel and non-jettisonable cargo is transported. For jettisonable loads, weight calculations will be done in accordance with the Interagency method; except the download factor is optional.
4. When transporting passengers, loose fire fighting tools and/or other hazardous objects shall not be carried in passenger compartment. Tools may be carried with passengers when secured in sturdy containers, as approved by the USFS Regional Aviation Officer.
5. Only the pilot may be onboard during external load operations.

#### **24.9.10 REGIONAL NATIONAL GUARD HELICOPTERS**

Refer to "OPLAN SMOKEY" (Dispatch Units should be certain a current copy is on file and available for reference.)

#### **24.9.11 LOCAL "FIRE USE ONLY" HELICOPTERS**

Helicopters approved for "Local Fire Only" cannot be used on complex (multiple aircraft) incidents.

### **24.10 AIR TANKERS AND LEAD PLANES**

#### **24.10.1 AIR TANKER EARLY ACTIVATION (NMG 24.10.1)**

#### **24.10.2 MAFFS (NMG 24.10.2)**

#### **24.10.3 SINGLE ENGINE AIR TANKERS (SEATS) (NMG 24.10.3)**

**And Interagency SEAT Operating Guide**

#### **24.10.4 AIR TANKER DISPATCHES (LOADED VS EMPTY)**

Ordering Units may request air tankers loaded or empty. Some aircraft have capabilities and flight limitations which may preclude the dispatch of loaded air tankers.

#### **24.10.5 NORTHWEST AREA AIR TANKER, HELI-TANKER, LEAD PLANE AND ASM1 DISPATCHES**

The NWC Emergency Operations Manager has delegated authority to move air tankers, heli-tanker, lead planes, and ASM1 from one base to another to meet overall readiness needs.

Air tankers, heli-tankers lead planes, and ASM1 may be ordered from neighboring geographic areas for initial attack without going through NICC. NWC may order air tankers/lead planes/ASM1 directly from Northern Rockies, Eastern Great Basin, West Great Basin, and Northern California. Neighboring GACCs may order Northwest's air tankers/heli-tanker/lead planes/ASM1 through NWC with the approval of the Emergency Operation Manager or acting. If the air tanker/helitanker/lead plane/ASM1 is committed longer than 24 hours a resource order must be processed through the normal dispatch channels. Normal commit protocols will apply with the Sending Unit completing and mailing the commit message.

The Host Unit dispatcher will place air tankers, heli-tanker, lead planes or ASM1 in alert status in accordance with specific action and Readiness Guide (**refer to NWC 26.7**) and will respond to requests for initial attack flights to incidents.

In the Northwest Area, Initial Attack requests for air tactical resources (air tankers, heli-tanker, lead plane, ASM1, air attack rappellers, smokejumpers) **shall be processed on a resource order**. Air tactical resources needed to support extended attack or large fires **shall be process in ROSS**. Air tactical resource orders placed with NICC **shall be in ROSS**.

The Ordering Unit will determine which air tanker base to use for initial attack and reinforcement based on the following criteria:

1. Shortest flying distance from the airport to the incident (i.e. an incident on LAD land near Klamath Lake, will order an air tanker from primary base (LMT). If an air tanker is not available, LAD may go to the secondary base (RDM) for an air tanker). **REFER TO NWC 28.16, AIR TANKER DISPATCH GUIDE MAP (EXHIBIT 12)**.
2. Fastest response time considering aircraft type, without over-flying a closer base.
3. Weather conditions at the airport that may slow the response time (i.e. high winds).
4. Air traffic or congestion at the airport that may slow the response time.

The following criteria shall be include or identify when requesting air tankers.

1. Imminent threat to human life including occupied structures;
2. imminent threat to communities, communities infrastructure, historically significant cultural resources, commercial businesses and principal residences;
3. threats to other structures and improvements such as seasonal homes, cabins and high value outbuilding;
4. Threats to natural resources; and
5. Threats to low value structures.

State of Oregon Units/Districts may order air tankers directly from local Forest Service (National Forest) or through Salem Coordination Center.

The following is a list of Northwest air tanker bases and their associated Units, who may order **INITIAL ATTACK** air tankers direct to Host Base Dispatcher. **(CONSIDERATION NEEDS TO BE GIVEN TO CLOSEST IA RESOURCE AVAILABLE)** Lists may not be all inclusive.

<u>BASE</u>	<u>HOST DISP</u>	<u>UNITS</u>
Medford (Reload)	MIC	UPF, EIC, KFC, SUF, GPC, KNF(R-5), SRF(R-5), LFC, MED, CBD, ROD, ORS, CDF THRU KNF(R-5), NZF WITH FOLLOW UP TO NWC.
Redmond	COC	EIC, MAF, MHF, SUF, COC, LFC, WSA, SAD, BIC, VAD, ORS, JDP, KFC, GPF, PIC, UPF (Diamond Lake Area).
La Grande	NOC	PIC, MAF, PAF(R-4),NPF(R-1), NOC,UMA, VAD, BIC, ORS, DOD BOARDMAN, UMR,JDP.
Klamath Falls	KFC	COC, RRF, LFC, KFC, CNP, BNP, UKR, UPF, ORS, KNF(R-5), MNF(R-5),NZF WITH FOLLOW UP THRU NWC, CDF (IA ONLY)
Moses Lake	CWC	OKF, COF, PSC, GPF, CWC, COA, YAA, SPA, SPD, CDP, COR, LPR, TBR, WLR, RFR, WAS (ALL REGIONS),DOE-HANFORD,DOD YAKIMA, IPF(R-4)

Troutdale (Reload)	MHF	SAD, GPF, EIC, MHF, WSA, ORS, WAS (SOUTHWEST AND SOUTHEAST)
(North Zone, Ca.) NWC		SOUTH END BORDERING UNITS WILL ORDER IAAT'S THROUGH NWC, WHO WILL ORDER AND NOTIFY NICC.

The Host Base Dispatcher will notify the NWC Emergency Operations Manager of all dispatch actions. The Host Base Dispatcher will also notify Units and Cooperators in their area when air tankers are committed or otherwise unavailable.

**A LEAD PLANE OR ASM1 IS REQUIRED TO ACCOMPANY ANY MISSION WHERE TWO OR MORE AIR TANKERS WILL BE OVER THE FIRE AT THE SAME TIME, OR ON ANY MISSION WHERE THE AIR TANKER PILOT IS NOT INITIAL ATTACK RATED, MAFFS ARE ORDERED FOR THE INCIDENT, OR THE FIRE IS IN A CONGESTED AREA.** (REFER TO FAR 91.119 (b) AND (c), TO USFS GRANT OF EXEMPTION, TO THE INTERAGENCY AIRSPACE COORDINATION GUIDE AND TO AGENCY MANUALS/HANDBOOKS).

**A LEAD PLANE OR ASM1 SHOULD BE ORDERED WHEN FOUR OR MORE AIR TANKERS ARE INITIALLY ORDERED FOR AN INCIDENT OR DURING INCLEMENT WEATHER, WHEN POOR VISIBILITY AND/OR TURBULENCE IS ASSOCIATED WITH THE INCIDENT, OR WHEN REQUESTED BY AN AIR TANKER PILOT OR AIR ATTACK GROUP SUPERVISOR AT THE INCIDENT.**

**AN AIR ATTACK GROUP SUPERVISOR SHOULD BE ORDERED WHEN FOUR OR MORE AIR TANKERS ARE INITIALLY ORDERED FOR AN INCIDENT, OR DURING INCLEMENT WEATHER, WHEN POOR VISIBILITY AND/OR TURBULENCE IS ASSOCIATED WITH THE INCIDENT, OR WHEN AN INCIDENT HAS BEEN DIVIDED INTO TWO OR MORE BRANCHES.**

**(REFER TO THE INTERAGENCY LEAD PLANE OPERATION GUIDE (ILOG))**

The use of a lead plane or ASM1 increases the effectiveness, economy, and safety of air tanker operations. It is recommended that a lead plane be dispatched whenever an air tanker is ordered.

Host Base Dispatcher will send the Billing Forest a copy of the Resource Order, with estimated costs, as soon as completed. (For USFS incidents, the Billing Forest is referred to as "Fire Forest".) Host Base Dispatchers should refer to Forest service Handbook 6509.11K for billing procedures to USFS Units and Cooperators.

All resource orders for tactical aircraft will include the following:

1. Legal Description of fire.
2. Latitude and Longitude of fire.
3. Radio Frequencies to be used.
4. Ground Contact and/or Air Attack call Identifier.
5. Flight Hazards.
6. Other Aircraft in area.
7. Reload Site.
8. VOR's (to be established by Air Tanker Base Dispatcher)
9. Military Training Routes and Special Use Airspace.

Lead planes, ASM1, and air tankers will contact the Requesting Unit Dispatcher upon arrival and upon departure. This information should be documented on the resource order form and forwarded to Host Base Dispatcher.

In addition to regular bases of operation, there are air tanker reload facilities located at Troutdale and Medford Oregon. These sites are available to be activated as a reload base to support project fire activity or as home bases during extreme fire danger. Requests to activate any of these bases will be made by the NWC Emergency Operations Manager who will issue specific directions. Air tanker bases and this reload bases will not exceed the number of air tankers to be accommodated as indicated in the Aerial Retardant Base Guide.

#### **24.11 TEMPORARY FLIGHT RESTRICTIONS, FAR 91.137**

Reference the **INTERAGENCY AIRSPACE COORDINATION GUIDE** at <http://www.fs.fed.us/r6/fire/aviation/> for pertinent information. For additional assistance contact the Northwest Area Airspace Coordinator (Julie Stewart Ph. 503-808-6728).

To prevent congestion of nonessential aircraft over a disaster area, Unit Dispatcher will: 1) document request for Temporary Flight Restriction on an Aircraft resource order and 2) contact appropriate Air Traffic Control Center (SEATTLE or SALT LAKE CITY). **Refer to: Airspace Contact Phone List, NWC 24.13.1.**

Flight restrictions involving Military Training Routes require additional notification of that closure to the scheduling military base. (NMG 24.12 and to NWC 24.12)

**WHEN RESTRICTIONS ARE NO LONGER NEEDED, UNIT DISPATCHER WILL TERMINATE, OR DOWNSIZE THE CLOSURE WITH AIR ROUTE TRAFFIC CONTROL CENTER.**

**24.11.1 NEWS MEDIA AIRCRAFT**

Project fire activity generally attracts news media attention. For further information, contact Julie Stewart at 503-808-6728.

**24.12 MILITARY TRAINING ROUTES AND SPECIAL USE AIRSPACE:**

When requesting the interruption of MTR/MOA. Unit Dispatchers need to contact the scheduling activity/agency. For Military Training Routes, phone numbers of all scheduling activities are located in DOD AP-1B. For Special Use Airspace (Military Operations Areas, included) phone numbers are located in DOD AP-1A. **(Refer to NMG-24.12 and the Interagency Airspace Coordination Guide)** for specific pertinent information to be provided). The AP-1B may be ordered from:

National Aeronautical Charting Office (301)-436-8301 or  
[www.naco.faa.gov](http://www.naco.faa.gov)

**24.13 AIRSPACE CONFLICTS: REPORTING AND FOLLOW UP:**

Violations of airspace restrictions must be reported immediately by telephone to the Area Manager or Military Desk located at the Air Route Traffic Control Center (SEATTLE or SALT LAKE CITY). The center can get an immediate response to the aircraft being reported and make positive identification of the aircraft required for follow-up action. **The “key” is immediate telephone notification!** Violation need to be reported immediately to Unit Aviation Officer and the Interagency Airspace Coordinator. The Unit Aviation Officer will follow normal incident reporting procedures and follow up with submitting an SAFECOM report Form, Refer to: Interagency Airspace Coordination Guide, Chapter 8, for further information.

**24.13.1 CRITICAL AIRSPACE CONTACTS**

<b>NORTHWEST AREA AIRSPACE COORDINATOR</b>	<b>JULIE STEWART</b>	<b>503-808-6728</b>
	Cell Phone	503-780-0097
<b>AIR ROUTE TRAFFIC CONTROL CENTER (ARTCC)</b>		
Seattle ARTCC (TFR Coordination)		253-351-3520
SEA ARTCC Military Desk		253-351-3523
Salt Lake City ARTCC (TFR Coordination)		801-320-2560
FAA Command Center (24 Hour Number)		425-227-2000/1999
SEA Tower		206-768-2900
PDX Tower		503-493-7500
Seattle FSS		206-764-6609/6606

McMinnville FSS	503-474-2846
Washington FSDO (Seattle)	425-227-1813
Oregon FSDO (Hillsboro)	503-681-5500
Idaho FSDO (Boise)	208-334-1238
FAA NW MTN REGION: Airspace Management	425-227-2507/2530
DARR (Department of Army Representative to FAA)	425-227-2952
AFREP (Air Force Representative to FAA)	425-227-2947/2949
NAVREP (Navy/Marine Representative to FAA)	310-725-3910
ATREP (FAA Representative to NAS Whidbey)	360-257-1314
NAS Whidbey ( <b>DO NOT USE TOLL FREE NUMBER</b> )	360-257-2877/1283
NAS Lemoore	559-998-1034
McChord AFB	253-982-9925
	253-982-3615
	888-297-6973
Fairchild AFB Base Operations	509-247-5435
Moffett AFB	650-603-9356/9357
Mountain Home AFB	208-828-2172/4722
Ft. Lewis Base Operations	253-967-6628
Washington Army National Guard (Switchboard)	253-912-3806
Washington Air National Guard (Fairchild AFB)	509-247-7001
Oregon Air National Guard (For LMT and PDX)	800-858-8334
Oregon Army National Guard	503-584-3930
Idaho Air National Guard	208-422-5348

**24.14 TEMPORARY AIRPORT CONTROL TOWER OPERATIONS**

In situations where airports without full time control towers begin to have heavy air traffic, a portable tower with FAA controllers should ordered through NWC. Requests to NWC will be via resource order in ROSS and will have a completed FAA Temporary Tower Form, NMG 28.6, electronic or faxed to NWC, providing specific information. (**Refer to: Interagency Airspace Coordination Guide Chapter 11**). A lead time of eight hours is desirable when ordering per **NMG 24.14**.

**Notify Julie Stewart (Airspace Coordinator), when the control tower is ordered, at number 503-808-6728.**

**24.14.1 TEMPORARY EMERGENCY RADIO FREQUENCY ASSIGNMENTS**

When the aircraft communication load on a going fire is to congested to be handled by existing fire and air operation networks, **temporary emergency frequencies may be obtained from NICC as follows:**

1. Unit Dispatcher should request FAA VHF Air to Air frequency through NWC on an Aircraft Resource Order. NWC will contact NICC to obtain frequencies.

2. Specify incident name, prominent geographical location, and area of aircraft operations (100 mile radius of central location). Give location by Incident Name, Latitude/Longitude, Elevation, and VORs. Example: Bridge Creek Fire (approx. 10 mi. west of Bend, Or), Lat 44 degrees, 10 minutes; Long. 121 degrees, 34 minutes, Elevation 4700', VOR 203 degrees, 18 nautical miles off Redmond, Or).
3. When the frequency is no longer needed, notify NWC and the center will cancel with NICC.

**24.15 DEDICATED RADIO FREQUENCIES (REFER TO NMG 24.15)**

**24.16 INTERAGENCY INTERN FLIGHT AND DUTY LIMITATIONS (REFER TO NMG 24.16)**

**24.17 AIRPORT CLOSURES**

When the need for an airport closure is identified, contact should be made with the Agency Aviation Officer or Agency Aviation Safety Officer for information and assistance. (Reference Interagency Airspace Coordination Guide).

Whenever a closure is requested, notify the Interagency Airspace Coordinator (Julie Stewart 503-808-6728).

**24.18 BLASTING ACTIVITY**

The Department of Defense is concerned that electronic warfare equipment on certain military aircraft could initiate a premature explosion of blasting equipment. Blasting operations using "NONEL" (Non Electric Blasting Caps) are not at risk; i.e. Fireline Explosives. Operations using "EBC" (Electric Blasting Caps) are at risk of premature detonation under a variety of circumstances which could cause debris to affect low flying aircraft. Advance notice (24 hours) of planned blasting activity should be forwarded to appropriate DOD Scheduler.

**24.19 AVIATION INTERNET WEB SITES**

<a href="http://WWW.FAA.GOV">WWW.FAA.GOV</a>	Federal Aviation Administration
<a href="http://WWW.OAS.GOV">WWW.OAS.GOV</a>	Office of Aircraft Services
<a href="http://WWW.NOAA.GOV">WWW.NOAA.GOV</a>	National Oceanic and Atmospheric Administration
<a href="http://WWW.FS.FED.US/">WWW.FS.FED.US/</a>	Forest Service
<a href="http://WWW.USNO.NAVY.MIL">WWW.USNO.NAVY.MIL</a>	Sunrise/Sunset Tables
<a href="http://WWW.AIRNAV.COM">WWW.AIRNAV.COM</a>	Airport information
<a href="http://WWW.NIFC.BLM.GOV">WWW.NIFC.BLM.GOV</a>	CAHIS Stand Alone Version
<a href="http://WWW.SAFECOM.GOV">WWW.SAFECOM.GOV</a>	Safecom form

## **25 – INTELLIGENCE AND PREDICTIVE SERVICES**

### **25.1 INCIDENT STATUS SUMMARY (LARGE FIRE REPORT)**

#### **25.1.1 INCIDENT STATUS SUMMARY (ICS 209) TO NORTHWEST COORDINATION CENTER**

The Incident Status Summary is required for all Class D (100+ timber acres) and Class E (300+ grass/brush acres) and larger incidents. (Refer to NMG 25.1 and 28.7 Exhibit 7). Summary reports may also be requested for incidents not meeting general criteria if deemed necessary by the Emergency Operations Manager or Center manager.

The Incident Status Summary (ICS 209) will be submitted by Units to the Northwest Coordination Center by 1900 hours daily based on the incident situation at that time. The first summary will cover the period from the beginning of the incident to 2100 hours (if at least 4 hours have elapsed.) Thereafter the summary will cover the 24-hour period ending at 1900 daily until the incident is declared under control.

The ICS 209 is submitted electronically by the agency that has protection responsibility for the fire regardless of who administers the land. If the protection agency is non-Federal and chooses not to meet federal reporting standards then the Federal agency which has administrative jurisdiction will submit the ICS 209.

The ICS 209 is also required for Wild land Fire Use (WFU) Events and for wild land fires where confinement is the strategy employed as the appropriate management response. An ICS 209 will be submitted to NWCC when the event exceeds The 100/300 acre requirement. Subsequent reports are required when the fire reaches 1000 acres in size and every time the fire doubles in size thereafter, unless there is significant resource commitment or natural resource loss. These reports should be submitted daily until resources are demobilized or loss or potential for loss has been mitigated. Incidents requiring an ICS-209 must be reported using the electronic ICS-209 form, which will automatically transfer incident information to the Interagency Situation Report.

Complex Reporting: Incidents within a complex should be aggregated and included on one ICS-209. A complex is two or more individual incidents located in the same general proximity which are assigned to a single incident

commander or unified command. Individual incidents, including acreage, should be listed in the remarks section.

**References:** ICS-209 User's Guide is available at:  
<http://www.fs.fed.us/fire/planning/nist/distribu.htm>

## **25.2 GEOGRAPHIC AREA REPORT TO NICC**

### **25.2.1 NORTHWEST AREA INTERAGENCY SITUATION REPORT**

The Interagency Situation Report is a web-based application. It is submitted daily from April through October, and as activity warrants, and weekly from November through March. It is recommended that each Unit report their fire and Resource status to the Northwest Coordination Center no Later than 1700 hours. The reporting period is from 0001 until 2400. NICC will retrieve the reports from the web application by 02:00 MDT. Reporting is required for all incidents that meet large fire and WFU criteria and when an incident or event experiences significant commitment of wildland fire resources. **Reporting is required for all prescribed fire activity year round according to the schedule listed above.**

The Interagency situation Report application is divided into six sections: Daily Fire Statistics, Resource Information, Planned Prescribed Fires, Year-to-Date Statistics, Remarks, and Incident Priors. This program shares incident information with the 209 Program for summaries and reports. Specific reporting requirements and program instructions are located in the Sit Report User's Guide <http://www.fs.fed.us/fire/planning/nist/sit.htm>. The Sit Report Program is located at <http://famweb.nwcg.gov/>.

**RESOURCES -REPORT STATUS** of those resources that are

**PHYSICALLY LOCATED** on your Unit (i.e., Winema NF will report status of Air Tankers T-60 and T-06 **DAILY** only when those resources are physically located at Klamath Falls Base. Warm Springs Agency will report status of the Warm Springs Type 1 Crew **DAILY** only if physically located within the Warm Springs unit; the Burns District will report status of Fire Contract Helicopter **DAILY** only when physically located at Base or within host unit boundaries.)

\* **AVAILABLE:** Report each TYPE and NUMBER of resource that is available for dispatch to an incident.

\* **COMMITTED:** Report each TYPE and NUMBER of resource that is committed to wild land or RX/WFU fires on your unit that do not require an ICS 209. Fires Meeting the 100/300 requirement should only be reported in the Incident Information Section of the Daily Situation Report.

**SHOW RESOURCES AS AVAILABLE UNLESS MANDATORY DAY OFF.** Units may project resources that will be available the next day.

In accordance with national direction, the **NORTHWEST COORDINATION CENTER** will amend Situation Report Data to reflect resources committed **OUTSIDE** the Northwest Area, which will not be reported.

### **25.3**

#### **PREDICTIVE SERVICES**

Predictive Services formulates short and long-range fire risk assessments for field units, area coordinators and national level managers. Daily severity indices are posted for 12 analysis areas in the Northwest and are displayed in the AM Shared Resources Briefing on the NWCC website.

A 10-day Severity Assessment is posted every Tuesday afternoon, which contains information on current and projected fire weather and severity for the same 12 analysis zones. A monthly fire danger assessment over a 30-day period is posted on or about the last week of each month throughout the year. The assessment documents are located on the Decision Support page of the Northwest Coordination Center website located at [www.or.blm.gov/nwcc/index](http://www.or.blm.gov/nwcc/index)



26 -

**PACIFIC NORTHWEST INTERAGENCY  
PREPAREDNESS PLAN**

Preparedness levels are established by the Operations Manager at NWC during the designated activity season (April through October). At each preparedness level, a recommended set of actions is provided. These documented actions are to be considered by each participating Federal Agency Unit with the objective of providing information to make adequate decisions for the preparation of readiness for a potential wild land fire incident.

**HOW PREPAREDNESS LEVELS ARE DETERMINED**

Preparedness levels will be determined by the Northwest Coordination Center Manager with primary input for the decision based on current activity, severity, and resource availability. The Center Manager will also take into consideration the subjective criteria that cannot be determined by the above computations. The levels will be determined for 3, 10, and 30 days from the initial computation date and will be posted daily on the AM Report on the NWC web site at [www.or.blm.gov/nwcc/index](http://www.or.blm.gov/nwcc/index)

**PREPAREDNESS PLAN CRITERIA**

Specific information on the formulation of the preparedness levels and the actions to be considered at each level are delineated in the Pacific Northwest Interagency Preparedness Plan. Though the plan does not contain actions taken by State wildland fire protection agencies, it does provide for coordination with them at each preparedness level.

**UNIT REPORTING REQUIREMENTS**

In order to provide for valid information in support decisions, it is the responsibility of each participating Federal Agency Unit to submit accurate and timely Situation Reports daily, to communicate promptly with the NWC Manager situations and concerns needing special consideration in the determination of the preparedness levels, and to support actions proposed or implemented under this plan.

**26.6 USDI/BIA PLANNING LEVEL**

Each Agency will maintain a satisfactory state of preparedness at all times for wild land fire control and management. Plans should be kept current for each specific management area within the Agency.

Agencies are required to establish procedures insuring that acquisition authority is available to meet fire pre-suppression and fire suppression needs. Agencies shall, within their authority, issue acquisition orders and shall properly document prior to goods or services being provided.

The Portland Area Contracts Office will identify three warranted contract officials at the Area Office who can be contacted to act when acquisition needs exceed authorities. The Area Contracts Office will insure the availability of the Area Office Procurement authority to handle all necessary emergency fire procurement, except when the Incident is managed by an Interagency Incident Management Team with a qualified Procurement Unit Leader.

The Line Program Officer at each field location is responsible for assuring that acquisition authority sufficient to meet needs is acquired prior to the commitment of federal funds through the coordination of the Area CO.

**26.7 SPECIFIC ACTION AND READINESS GUIDE**

**UNIT REGION 6 ACTIVITY INITIAL ACTION YEAR 2004  
Prevention, Detection, Initial Action**

LEGEND:							
X: Specific Action R-1: Abnormal Human-Caused V-1: Visibility/5-8 Mi To be considered R-2: Predicted Lightning V-2: Visibility / O: Readiness Action R-3: Suspected Sleepers Less Than 5 Mile To be considered (Use X or O With Above )							
#	POSITION OF ACTION NEEDED	FIRE DANGER RATING					
		1	2	3L	3H	4	5
1	TYPE 1 – NATIONAL OVERHEAD TEAMS						
	A. Ready to report within 2 hours during Regular Scheduled Workday.				X	X	X
	B. The NWC Operations Manager has the Prerogative to put "UP" Team on Paid Standby as determined by Northwest Area fire situation. Unless otherwise stated, Paid Standby Hours will be 0900-1800 (1-Hr. Lunch).				0+R	0	0
	NW National IMT schedule is located at: <a href="http://www.or.blm.gov/nwcc/index">www.or.blm.gov/nwcc/index</a>						

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Prevention, Detection, Initial Action**

LEGEND:							
X: Specific Action R-1: Abnormal Human-Caused V-1: Visibility/5-8 Mile To be considered R-2: Predicted Lightning V-2: Visibility/ O: Readiness Action R-3: Suspected Sleepers Less than 5 Mile To be considered (Use X or O With Above)							
(#)	POSITION OF ACTION NEEDED	FIRE DANGER RATING					
		1	2	3L	3H	4	5
2	TYPE 2 – AREA OVERHEAD TEAMS						
	A. Ready to depart within 2 hours during Regular Scheduled Workday.				X	X	X
	B. The NWC Operations Manager has the Prerogative to put Area Teams on paid Standby as determined by the Northwest Fire situation.					O	O

**26.7 SPECIFIC ACTION AND READINESS GUIDE**

**UNIT REGION 6 ACTIVITY INITIAL ACTION YEAR 2004  
Prevention, Detection, Initial Action**

LEGEND: X: Specific Action R-1: Abnormal Human-Caused V-1: Visibility/5-8 Mile To be considered R-2: Predicted Lightning V-2: Visibility/ O: Readiness Action R-3: Suspected Sleepers Less than 5 Mile To be considered (Use X or O With Above)							
#	POSITION OF ACTION NEEDED	FIRE DANGER RATING					
		1	2	3L	3H	4	5
3	<p>INTERAGENCY HOTSHOT CREWS – TYPE 1</p> <p>REGULAR WORK HOURS: 0900-1800 (1-HR.LUNCH)</p> <p>ENTIAT Days Off THU/FRI LAGRANDE/UNION Days Off FRI/SAT ZIGZAG/WINEMA Days Off FRI/SAT REDMOND/PRINEVILLE Days Off SUN/MON WOLF CREEK/WARM SPG Days Off SAT/SUN VALE Days Off SUN/MOM BAKER RIVER/ROGUE R Days Off FRI/SAT</p> <p>A. During duty hours the crew will be positioned either on standby or work Status within 2 hours of an airport Capable of handling a Boeing 727/737 or Other large transport aircraft.</p>	X	X	X	X	X	X
	<p>B. During emergency fire situations, the NWC Operations Manager may request the crew be moved and standby with the aircraft at designated airport.</p>						
	<p>C. NWC Operations Manager has the prerogative to stage crews at locations as determined by the Northwest Area fire situation. NOTE: On a case-by-case basis, and with prior concurrence of NWC Operations Manager IHC's may be used on projects where the travel time exceeds 2 hrs. to an airport. While on these projects, the crews must still be available for immediate dispatch; therefore, a plan for replacement of the crew must be submitted when proposed. OTHER CREWS WITHIN NORTHWEST AREA</p> <p>NWC Operations Manager has the prerogative to stage crews at locations as determined by the Area fire situation.</p>				O	O	O
					O+R	O	O

**26.7 SPECIFIC ACTION AND READINESS GUIDE**

**UNIT REGION 6 ACTIVITY INITIAL ACTION YEAR 2004**  
**Prevention, Detection, Initial Action**

LEGEND:							
X: Specific Action R-1: Abnormal Human-Caused V-1: Visibility/5Mile To be considered R-2: Predicted Lightning V-2: Visibility / O: Readiness Action R-3: Suspected Sleepers Less than 5 Mile To be Considered (Use X or O With Above)							
#	POSITION OR ACTION NEEDED	FIRE DANGER RATING					
		1	2	3L	3H	4	5
4	<p><b>SMOKEJUMPERS, PILOTS AND AIRCRAFT</b></p> <p><b>A. REDMOND BASE</b>                      Base complement: 35 SMOKEJUMPERS                      35 on duty SUN, MON, TUE.                      18 on duty WED, FRI, SAT.                      Regular hours: 0900-1800 (1Hr Lunch)                      Two Smokejumper/Transport Aircraft                      Available 7 Days a week.</p> <p>1. 1 load of smokejumpers with 1 aircraft on at airport. Balance of Smokejumpers available within 4 hrs. of airport.</p> <p>2. 2 loads of smokejumpers with 2 aircraft on duty at the airport. Balance available at the airport.</p> <p>3. NWC Operations Manager has the Prerogative to put Smokejumpers And Aircraft on paid standby as Determined by Northwest Area fire Situation.</p>						
	<p><b>B. NORTH CASCADES BASE</b>                      Base complement: 20 SMOKEJUMPERS                      1 load on duty SUN thru WED                      2 loads on duty THU, FRI, SAT.                      Regular hours: 0900-1800 (1Hr.Lunch)                      One Smokejumper/Transport Aircraft                      Available 7 days a week.</p> <p>NWC Operations Manager has the prerogative to put Smokejumpers and Aircraft on paid standby as determined by the Northwest Area fire situation.</p>	X	X	X	X	X	X
		X	X	X	X	X	X
		X	X	X	X	X	X
					O+R	O	O
						O+R	O

**26.7 SPECIFIC ACTION AND READINESS GUIDE**

**UNIT REGION 6 ACTIVITY INITIAL ACTION YEAR 2004  
Prevention, Detection, Initial Action**

LEGEND:							
X: Specific Action R-1: Abnormal Human-Caused V-1: Visibility/5 Mile To be considered R-2: Predicted Lightning V-2: Visibility/ O: Readiness Action R-3: Suspected Sleepers Less than 5 Mile To be considered (Use X or O With Above )							
#	POSITION OR ACTION NEEDED	FIRE DANGER RATING					
		1	2	3L	3H	4	5
5	<p>LEAD PLANES</p> <p>A. WENATCHEE 0900-1800 HRS(OFFTHUR/FRI)                      REDMOND 0900-1800 HRS(OFFTUE/WED)                      REDMOND 0900-1800 HRS(OFFTHUR/FRI)                      REDMOND 0900-1800 HRS(OFFWED-THUR)</p> <p>B. WENATCHEE 0900-1800 HRS(OFFTHUR/FRI 1ST                      REDMOND 0900-1800 HRS(OFFTUE/WED 1ST                      REDMOND 0900-1800 HRS(OFFTHUR/FRI 1ST                      REDMOND 0900-1800 HRS(OFFWED/THUR 1ST</p> <p>In A &amp; B above, Lead Planes and Pilots may be used on Admin Flights if no going fire activity. Requires prior concurrence of Northwest Coordination Center Operations Manager and with continuous communications.</p> <p>C. NWC Operations Manager has the preprogrative to put Lead Planes and Pilots in paid standby status after hours and days off (within flight hour limitations) as determined by Northwest Area fire situation.</p>	X	X	X			
	NOTE: Lead Plane Pilots will have Flight Gear with them at all times when times Northwest Area has Air Tankers on duty.						

**26.7 SPECIFIC ACTION AND READINESS GUIDE**

**UNIT REGION 6 ACTIVITY INITIAL ACTION YEAR 2004**  
**Prevention, Detection, Initial Action**

LEGEND:							
X: Specific Action R-1: Abnormal Human-Caused V-1: Visibility/ 5 Mile To be considered R-2: Predicted Lightning V-2: Visibility/ O: Readiness Action R-3: suspected Sleepers Less than 5 Mile To be considered (Use X or O With Above )							
(#)	POSITION OR ACTION NEEDED	FIRE DANGER RATING					
		1	2	3L	3H	4	5
6	AIR TANKERS  TANKER DUTY DAYS LOCATION TYPE/NUMBER HRS.OFF MOSES LAKE 0900-1800 THU MOSES LAKE P2V T-05 0900-1800 MON MOSES LAKE DC7 T-62 0900-1800 FRI REDMOND P2V T-12 0900-1800 WED REDMOND P3A T-21 0900-1800 TUE K.FALLS DC7 T-60 0900-1800 WED K.FALLS DC7 T-66 0900-1800 THU LAGRANDE 0900-1800 MON LAGRANDE DC4 T-65 0900-1800 TUE  ALL AIR TANKERS						
	The NWC Operations Manager has the prerogative to preposition or to extend hours as determined by the Northwest Area fire situation.	X	X	X	X	X	X
					O+R	O	O

**26.7 SPECIFIC ACTION AND READINESS GUIDE**

**UNIT REGION 6 ACTIVITY INITIAL ACTION YEAR 2004  
Prevention, Detection, Initial Action**

LEGEND:						
X: Specific Action R-1: Abnormal Human-Caused V-1: Visibility /5 Mile To be considered R-2: Predicted Lightning V-2 Visibility / O: Readiness Action R-3: Suspected Sleepers Less than 5 Mile To be considered (Use X or O With Above)						
(#)	POSITION OR ACTION NEEDED	FIRE DANGER RATING				
		1	2	3L	3H	4
7	<p>HELICOPTERS/RAPPELLERS</p> <p>LOCATION DUTY HOURS CHELAN, WA 0900-1800 JOHN DAY, OR 0900-1800 FRAZIER, OR 0900-1800 SLED SPRINGS, OR 0900-1800 MERLIN, OR 0900-1800</p> <p>A. On 2-Hr. communication within Initial Attack Zone.</p> <p>B. On 1-Hr. communication within Initial Attack Zone.</p> <p>C. On continuous communication within Initial Attack Zone.</p> <p>D. NWC Operations Manager has prerogative To put Helicopters and Helitack Crews/ Rappellers on paid standby after hours And days off as determined by the NorthWest Area fire situation.</p>	X	X	X	X	X
					O+R	O



**27 - RESOURCE ORDERING PROCEDURES FOR MILITARY ASSETS****27.1 ESTABLISHED RESOURCE ORDERING PROCESS**

Refer to NMG 27.1 and to the Military Use Handbook, NFES #2175.

**27.1.9 OREGON AND WASHINGTON NATIONAL GUARD**

Refer to agency-specific (ODF/USFS) directions in NWC 42.8.1.

During periods of critical fire conditions and resource shortages, the National Guard may be utilized, particularly for assistance with personnel transport and communications within their respective States. Requests for use of the National Guard will be processed by NWC through the Oregon Department of Forestry Coordination Center or Washington Department of Natural Resources Coordination Center.

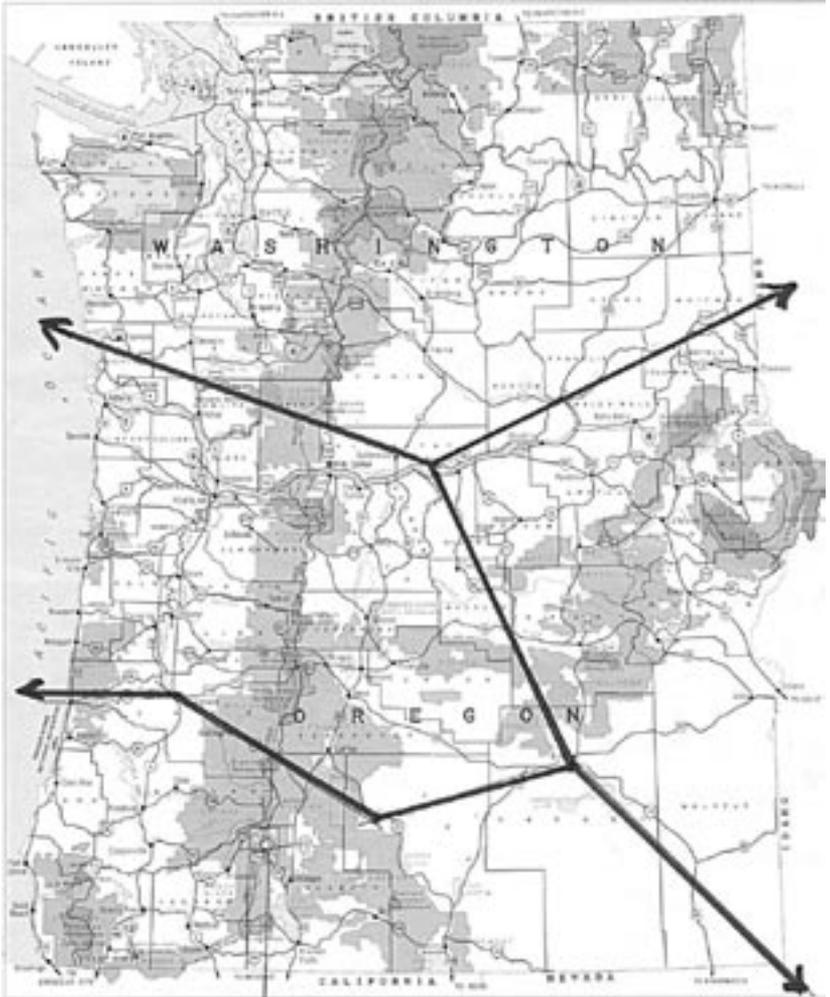
National Guard Units can only be activated after the respective State Governor has declared that a "state of emergency" exists. Once the emergency situation is over, the National Guard must be released.

**27.4 INTERNATIONAL OPERATIONS (REFER TO NMG 27.4)**



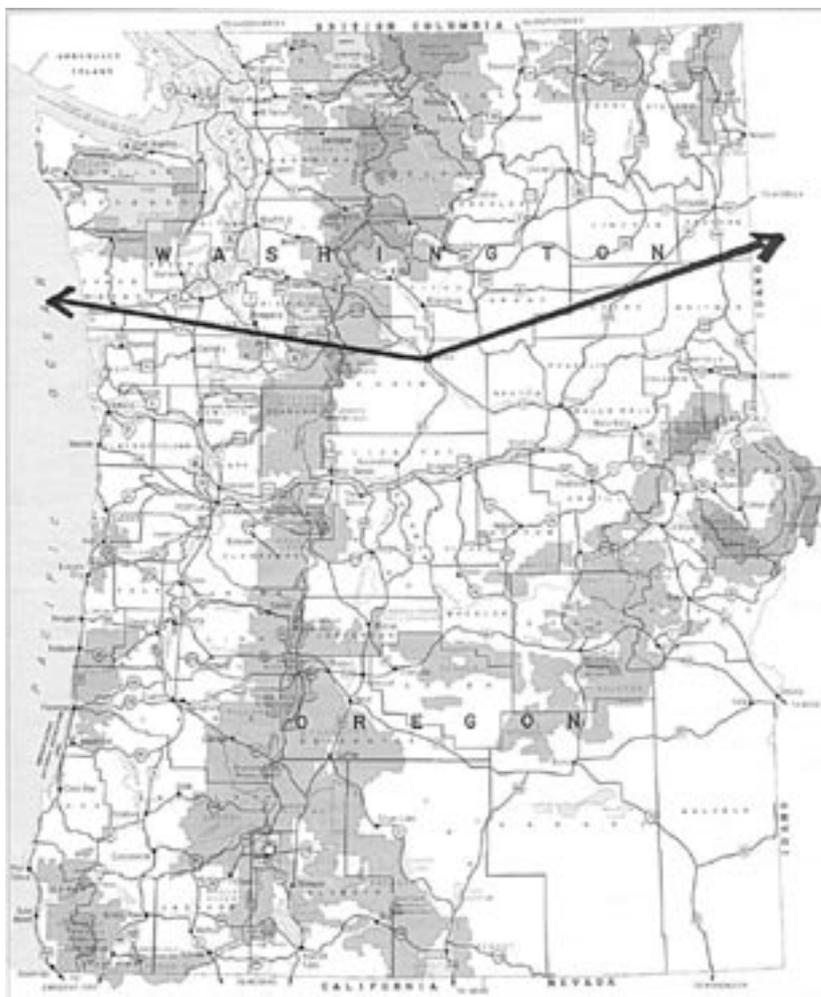
(EXHIBIT 12)

28.12 AIR TANKER DISPATCH GUIDE MAP



(EXHIBIT 13)

**28.13 NORTHWEST AREA SMOKEJUMPER DISPATCH GUIDE MAP**



(EXHIBIT 14)

28.14 SMOKEJUMPER INITIAL ATTACK RESOURCE ORDER

MOBILIZATION ORDER NUMBER	RESOURCE ORDER SMOKEJUMPER IA		Initial Date/Time		3. Incident/Project Name			4. Incident/Project Order Number			4. Office Reference Number			
	5. Description Location/Response Area				6. Bar		7. Trip	8. Base W/M		9. Incident Base/Phone Number			9. Airfield/Agency	
	7. Map Reference				10. Dispatching Office									
	11. Aerial Information				12. Call				13. Trip					
12. Resource Number		13. Unit	14. Position	15. Resource Requested	16. Incident Date/Time	17. Order No.	18. Trip	19. Time	20. Status	21. Resource Assigned	22. ETC	23. Comments	24. Date	
12. Estimated Size		14. Position on Map		15. Resource	16. Fuel	17. Trip	EQUIPMENT GROUPS							
12. ISOLATED POINT (IDENTIFY OTHERS WITHIN 2 MILES)				15. Fuel	16. Fuel	17. Fuel	18. Fuel	19. Fuel	20. Fuel	21. Fuel	22. Fuel	23. Fuel	24. Fuel	
12. Distance				15. Distance	16. Distance	17. Distance	18. Distance	19. Distance	20. Distance	21. Distance	22. Distance	23. Distance	24. Distance	
14. LOCATION IN RELATION TO FIRE (Latitude/Longitude)				15. Longitude	16. Latitude	17. Longitude	18. Latitude	19. Longitude	20. Latitude	21. Longitude	22. Latitude	23. Longitude	24. Latitude	
17. WILL FOLLOW-UP BE DISPATCHED TO FIRE (Yes/No)				15. Fire Location Corrected	16. Forest Notified	17. Fire Location Corrected	18. Forest Notified	19. Fire Location Corrected	20. Forest Notified	21. Fire Location Corrected	22. Forest Notified	23. Fire Location Corrected	24. Forest Notified	
18. ROUTE AND METHOD OF TRAVEL FROM FIRE				15. Spotter's Signature	16. Comments on Trip (aircraft status, etc.)	17. Spotter's Signature	18. Comments on Trip (aircraft status, etc.)	19. Spotter's Signature	20. Comments on Trip (aircraft status, etc.)	21. Spotter's Signature	22. Comments on Trip (aircraft status, etc.)	23. Spotter's Signature	24. Comments on Trip (aircraft status, etc.)	
19. LEAVE JUMPER SEAT				15. Comments on Trip (aircraft status, etc.)	16. Comments on Trip (aircraft status, etc.)	17. Comments on Trip (aircraft status, etc.)	18. Comments on Trip (aircraft status, etc.)	19. Comments on Trip (aircraft status, etc.)	20. Comments on Trip (aircraft status, etc.)	21. Comments on Trip (aircraft status, etc.)	22. Comments on Trip (aircraft status, etc.)	23. Comments on Trip (aircraft status, etc.)	24. Comments on Trip (aircraft status, etc.)	
20. SPECIAL INSTRUCTIONS OR INFORMATION				15. Comments on Trip (aircraft status, etc.)	16. Comments on Trip (aircraft status, etc.)	17. Comments on Trip (aircraft status, etc.)	18. Comments on Trip (aircraft status, etc.)	19. Comments on Trip (aircraft status, etc.)	20. Comments on Trip (aircraft status, etc.)	21. Comments on Trip (aircraft status, etc.)	22. Comments on Trip (aircraft status, etc.)	23. Comments on Trip (aircraft status, etc.)	24. Comments on Trip (aircraft status, etc.)	

28.14 (EXHIBIT 14)

## 28.14 SMOKEJUMPER INITIAL ATTACK RESOURCE ORDER (INSTRUCTIONS)

### INSTRUCTIONS FOR SMOKEJUMPER REQUEST FORM

When submitting an "initial attack" request for jumpers, utilize the Smokejumper Initial Attack Resource Order, R1-FS-5700-3a (4/89). The information requested on the Smokejumper Initial Attack Resource Order form is critical to facilitate timely and efficient smokejumper response to an incident. Although each block supplies helpful and important information, blocks 1-14 are needed, as a minimum. Accurate, complete requests assist in a timely response.

**Blocks 1-11** are standard resource order format to include aircraft information necessary for the smokejumper aircraft responding.

**BLOCK 12** Request Number will simply be "IA" representing initial attack. The "quantity" will be 2+ or the desired number of jumpers. If the requesting Official specifically wants only a "2-manner", please advise. "2+" indicates to the dispatcher that number of jumpers needed is the spotter's discretion.

"**Needed date and time**" - response time will vary according to aircraft type and availability.

"**Deliver to**" - "the fire"

**BLOCK 13** Estimated size - may be represented by "spot", tenths of an acre, or range of acres (1-2 acres, 2-5 acres).

**BLOCK 14** Position will generally be "top third", "middle third" or "bottom third".

**BLOCK 15** Indicate if isolated, if not isolated list other fire(s) distance from the fire desired to be jumped. Indicate in either nautical or statute miles and the direction from the fire desired to be jumped (N, SW, NE, etc.) or in bearing (182 degrees, 20 degrees, etc.)

**BLOCK 16** List major landmarks to aid in navigation, indicate direction or bearing in degrees to the fire from the landmark and the distance in miles.

**BLOCK 17** Will other forces be traveling to the fire site to assist in suppression/mop-up efforts? What kind of follow-up will it be, how many will there be, what is their ETA?

**BLOCK 18:** What is the plan for retrieval of the smokejumpers and their gear (walk out, pack out, etc.) and what will be their route of travel (this can be discussed with the spotter after the drop is completed).

**BLOCK 19** Indicate whether jump gear will be left, or packed out.

**BLOCK 20** Special concerns - wilderness area, hazards (rocks snags, steep slopes).

## (EXHIBIT 15)

**28.15 FACTORS TO BE CONSIDERED IN ORDERING NATIONAL/ AREA TEAMS OR REPLACING AN AREA TEAM WITH A NATIONAL TEAM**

**This analysis is based on PREDICTIONS FOR THE NEXT BURNING PERIOD**  
To use the chart, analyze each secondary element under the listed primary factors, and check the response column. Decision for Team Type should be based on the number of "yes" answers under the primary factors (some factors should carry more weight than others. Incident Host Unit, in concert with responsible Line Officer/Manager, should make decision). As a rule of thumb, if the majority of the seven primary factors does not have two or more secondary elements responding "yes", the complexity is that of a Area Team.

<b><u>I. SAFETY</u></b>	<b>YES</b>	<b>NO</b>
A. Both fixed wing (including retardant aircraft And rotary wing involved. Five (5) or more aircraft working the Incident.	<input type="checkbox"/>	<input type="checkbox"/>
B. More than one fuel type involved.	<input type="checkbox"/>	<input type="checkbox"/>
C. Fine fuel moisture 6 percent or below.	<input type="checkbox"/>	<input type="checkbox"/>
D. Wind above 20 mph or predicted to be.	<input type="checkbox"/>	<input type="checkbox"/>
E. Topography steep and rugged.	<input type="checkbox"/>	<input type="checkbox"/>
F. Extended exposure to risk or unusually hazardous line conditions.	<input type="checkbox"/>	<input type="checkbox"/>
G. Serious accident or fatality has occurred.	<input type="checkbox"/>	<input type="checkbox"/>
 <b><u>II. MULTIPLE OWNERSHIP</u></b>		
A. Incident involves more than two responsible protection agency areas or primarily on private land.	<input type="checkbox"/>	<input type="checkbox"/>
B. Potential for numerous and/or complex claims.	<input type="checkbox"/>	<input type="checkbox"/>
C. Unified or Multi-Agency Command (in effect/anticipated)	<input type="checkbox"/>	<input type="checkbox"/>
 <b><u>III. PERSONNEL AND OTHER RESOURCES COMMITTED</u></b>		
A. Over 500 personnel assigned to the Incident.	<input type="checkbox"/>	<input type="checkbox"/>
B. Multi-agency support resources involved, i.e., local fire department, military, etc.	<input type="checkbox"/>	<input type="checkbox"/>
C. Other emergency situations exist, i.e., hazardous spill	<input type="checkbox"/>	<input type="checkbox"/>

<b>IV. <u>FIRE BEHAVIOR/FIREFIGHTING COMPLEXITY</u></b>	<b>YES</b>	<b>NO</b>
A. 1,000-hour fuels below 12 Eastside and 17 Westside.	<input type="checkbox"/>	<input type="checkbox"/>
B. Crowning and long-range spotting or fire whirls observed. Vigorous burning at night.	<input type="checkbox"/>	<input type="checkbox"/>
C. Duration uncontrolled - 2 or more burning periods.	<input type="checkbox"/>	<input type="checkbox"/>
D. Severe or extreme variable topography.	<input type="checkbox"/>	<input type="checkbox"/>
E. Accessibility difficult.	<input type="checkbox"/>	<input type="checkbox"/>
F. Multiple spike/camps, "coyote tactics" potential	<input type="checkbox"/>	<input type="checkbox"/>
G. Complex communication system required.	<input type="checkbox"/>	<input type="checkbox"/>
H. Complex strategy/tactics involved.	<input type="checkbox"/>	<input type="checkbox"/>
I. Three or more Divisions necessary.	<input type="checkbox"/>	<input type="checkbox"/>
<b>V. <u>IMPROVEMENTS THREATENED</u></b>	<input type="checkbox"/>	<input type="checkbox"/>
A. Dwellings or sensitive improvements threatened.	<input type="checkbox"/>	<input type="checkbox"/>
B. Environmental/Cultural resources threatened.	<input type="checkbox"/>	<input type="checkbox"/>
C. Incident has potential to impact access routes or public facilities.	<input type="checkbox"/>	<input type="checkbox"/>
D. Public or private utilities threatened.	<input type="checkbox"/>	<input type="checkbox"/>
<b>VI. <u>POLITICAL PROBLEMS</u></b>	<input type="checkbox"/>	<input type="checkbox"/>
A. Controversial Fire Policy (current or historical)	<input type="checkbox"/>	<input type="checkbox"/>
B. Wilderness Area (burning into/outside of).	<input type="checkbox"/>	<input type="checkbox"/>
G. Special Management Area (Species Habitat, etc.).	<input type="checkbox"/>	<input type="checkbox"/>
C. Special interest groups, media, political interest high	<input type="checkbox"/>	<input type="checkbox"/>
D. Air Quality Concerns	<input type="checkbox"/>	<input type="checkbox"/>
E. Local political scene potential problems	<input type="checkbox"/>	<input type="checkbox"/>
F. Cultural resources threatened	<input type="checkbox"/>	<input type="checkbox"/>
<b>VII. <u>OTHER SPECIAL CONSIDERATIONS</u></b>	<input type="checkbox"/>	<input type="checkbox"/>
Local Unit Management Capability/Other Major Issues	<input type="checkbox"/>	<input type="checkbox"/>

## (EXHIBIT 16)

**28.16 DELEGATION OF AUTHORITY AND TEAM BRIEFING****GUIDELINES FOR ORDERLY TRANSFER OF RESPONSIBILITY  
TO/FROM INCIDENT MANAGEMENT TEAMS**

INCIDENT NAME: \_\_\_\_\_

INCIDENT UNIT: \_\_\_\_\_

INCIDENT TEAM ASSIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

The following are guidelines for Area (Type 2) and National (Type 1) Incident Management Teams (IMT) for the orderly transfer of fire suppression responsibilities. The guidelines are for the **assumption** and/or **release** of Incident Management Team(s) to an initial assignment or as relief to a team on an existing assignment. It is also a checklist of information and support the receiving Incident Unit needs to provide. Some information will be in writing and some will be verbal.

**I. INCIDENT MANAGEMENT TEAM ASSUMPTION OF INCIDENT AND DELEGATION OF AUTHORITY**

- A. The assumption of an Incident by an Incident Management Team must be as smooth and orderly as possible. The Local Unit IMT will remain in charge until officially released.
- B. Ordering Unit should specify expected time of arrival, and expected time of take-over by the IMT.
- C. The IMT Incident Commander should contact the local Unit in advance and arrange for:
  1. Necessary support staff.
  2. Location of Line Officer/Manager briefing.
  3. Transportation needs of IMT.
  4. IC Should contact ordering Unit Head (Forest Supervisor, District Manager, Superintendent, etc.) or designated Acting immediately upon assignment to an incident.
- D. The ordering Unit should accomplish the following prior to the arrival of the Incident Management Team:
  1. Determine Incident Base Camp location.
  2. Order incident camp, supplies, and initial basic support organization for the incident.
  3. Order and reproduce ample supply of topography maps, base maps, etc.
  4. Determine transportation needs of Incident Team (from point of arrival to briefing location, to incident and during assignment).
  5. Determine Line Officer/Manager briefing time and location.



d. Ahead of Fire: \_\_\_\_\_

\_\_\_\_\_

e. Topography (Use Map): \_\_\_\_\_

\_\_\_\_\_

f. Anchor Points:

\_\_\_\_\_

\_\_\_\_\_

g. Line Held:

\_\_\_\_\_

\_\_\_\_\_

h. Natural Barriers:

\_\_\_\_\_

\_\_\_\_\_

i. Fire Behavior:

\_\_\_\_\_

\_\_\_\_\_

j. Fire History in Area of Incident:

\_\_\_\_\_

\_\_\_\_\_

3. **SUPPRESSION CONSIDERATIONS ESTABLISHED THROUGH AND FOR THE EFSA DEVELOPMENT.**

a. Priorities: \_\_\_\_\_

\_\_\_\_\_

b. Environmental Constraints: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

c. Utility Corridors: \_\_\_\_\_

d. Suppression Policy: \_\_\_\_\_

e. Air Operations:

1) Air Tactical Group Supervisor: \_\_\_\_\_

Airport: \_\_\_\_\_ Phone: \_\_\_\_\_

2) Air Tankers Essential: \_\_\_\_\_

3) Air Tankers Assigned: \_\_\_\_\_

4) Effectiveness to Date: \_\_\_\_\_

f. Helicopters Essential: \_\_\_\_\_

1) Helicopters Assigned: \_\_\_\_\_

\_\_\_\_\_

2) Effectiveness to Date: \_\_\_\_\_

\_\_\_\_\_

3) Hazards: \_\_\_\_\_

\_\_\_\_\_

g. Air Space Restrictions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

h. Airports, Heliports, Helispots (Use Map): \_\_\_\_\_

\_\_\_\_\_

**4. ENVIRONMENTAL, SOCIAL, POLITICAL, ECONOMIC CONSIDERATIONS.**

a. Environmental: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Environmental Specialist's Name \_\_\_\_\_**

**(Note: The Environmental Specialist should be a person who is familiar with the incidents' local area)**

b. Social: \_\_\_\_\_  
\_\_\_\_\_

c. Political: \_\_\_\_\_  
\_\_\_\_\_

d. Economic: \_\_\_\_\_  
\_\_\_\_\_

e. Values at Risk (Life, Water, Timber, Grazing, Wildlife, Live-  
stock, Soil, Improvements, History, Air, Landownership,  
Recreation, Equipment):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

f. Budget Limitations/Constraints: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. LOGISTICS CONSIDERATIONS.**

a. Incident Base Location: \_\_\_\_\_  
\_\_\_\_\_

b. Camp Sites: \_\_\_\_\_  
\_\_\_\_\_

c. Established: \_\_\_\_\_  
\_\_\_\_\_

d. Possible: \_\_\_\_\_  
\_\_\_\_\_

e. Spike Camps: \_\_\_\_\_  
\_\_\_\_\_

f. Security Considerations: \_\_\_\_\_  
\_\_\_\_\_

g. Transportation Routes: \_\_\_\_\_  
\_\_\_\_\_

h. Access (Including Camp to Line): \_\_\_\_\_  
\_\_\_\_\_

i. Water Availability: \_\_\_\_\_

j. Resources Ordered (General): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

k. No. Personnel Currently on Incident: \_\_\_\_\_

On Order: \_\_\_\_\_

l. Equipment Currently on Incident: \_\_\_\_\_

On Order: \_\_\_\_\_

m. Equipment Restrictions: \_\_\_\_\_  
\_\_\_\_\_

n. Supply System to be Used (local supply, cache, etc.):

o. Communications:

1) Radio: \_\_\_\_\_

2) Telephone: \_\_\_\_\_

3) Mobile Phone: \_\_\_\_\_  
\_\_\_\_\_

4) Electronic/Computers: \_\_\_\_\_  
\_\_\_\_\_

5) Copy Machine in Camp :Yes \_\_ No \_\_ On Order\_\_\_\_\_

p. Expanded dispatch:

1) Procurement arrangements: \_\_\_\_\_  
\_\_\_\_\_

2) Agreements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3) Contracting Officer Assigned: \_\_\_\_\_

4) Pay Rules Peculiar to Unit/Area: \_\_\_\_\_  
\_\_\_\_\_

q. Infrared status: \_\_\_\_\_  
\_\_\_\_\_

Photos: Yes \_\_ No \_\_\_\_\_

**6. INCIDENT MANAGEMENT DIRECTION AND CONSIDERATIONS.**

a. Escaped Fire Situation Analysis:

b. Delegation of Authority:

c. Line Officer/Manager Representative:

d. Other Agencies Involved in Incident: \_\_\_\_\_  
\_\_\_\_\_

e. Agency Liaison: \_\_\_\_\_  
\_\_\_\_\_

f. Incident Business Advisor: \_\_\_\_\_

g. Resource Advisor: \_\_\_\_\_

h. Local Fire Policy: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

i. Suppression Priorities: \_\_\_\_\_

\_\_\_\_\_

j. Review of existing plans for control currently in effect:

\_\_\_\_\_

k. Incident Unit Manager/Incident Commander contact:

Time: \_\_\_\_\_

Process: \_\_\_\_\_

l. News Media and Incident Information Management:

IIO Organization: \_\_\_\_\_

Report to IC: \_\_\_\_\_

Report to Line Officer/Manager: \_\_\_\_\_

m. Overhead Training Considerations: \_\_\_\_\_

\_\_\_\_\_

n. Known Local Safety Hazards: \_\_\_\_\_

\_\_\_\_\_

o. Land Status (Past/Probable): \_\_\_\_\_

\_\_\_\_\_

p. Interagency/Private Property Considerations (Costs, etc):

\_\_\_\_\_

q. Special Protection Area (Archeological, Habitat, etc):

r. Legal Considerations (Investigation in Progress, etc):

\_\_\_\_\_  
\_\_\_\_\_

s. Mop-up standards: \_\_\_\_\_

t. Rehabilitation Policies/Considerations: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

u. Initial Attack Responsibility: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

v. Support to Other Incidents: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

w. Disposition of Incident Unit Resources on the Incident: \_

\_\_\_\_\_  
\_\_\_\_\_

x. Demobilization Considerations: \_\_\_\_\_

\_\_\_\_\_

y. Close Out and Debriefing: \_\_\_\_\_

z. Distribute Support Documents

1) EFSA: \_\_\_\_\_

2) Letter/Delegation of Authority: \_\_\_\_\_

3) Maps, Photos: \_\_\_\_\_

4) Fire Management Plan: \_\_\_\_\_

\_\_\_\_\_

5) Weather Forecast: \_\_\_\_\_  
\_\_\_\_\_

6) Special Protection Area Documents: \_\_\_\_\_  
\_\_\_\_\_

7) Phone Directory, Electronic Mail Addresses:  
\_\_\_\_\_

8) Agreements: \_\_\_\_\_  
\_\_\_\_\_

9) Interagency: \_\_\_\_\_  
\_\_\_\_\_

10) Procurement: \_\_\_\_\_  
\_\_\_\_\_

11) Other: \_\_\_\_\_  
\_\_\_\_\_

aa. Human Welfare:

1) Safety: \_\_\_\_\_

2) Health: \_\_\_\_\_

3) Civil Rights: \_\_\_\_\_

bb. Closest Medical Facilities: \_\_\_\_\_

cc. Closest Burn Center: \_\_\_\_\_

dd. Medivac Arrangements: \_\_\_\_\_

ee. Camp Fire Protection: \_\_\_\_\_

ff. Crash Fire Protection at Heliports:  
\_\_\_\_\_

gg. Physical Condition of Out-going Incident Management Team:

---

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hh. Physical Condition of Personnel Currently on Incident:

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**II. RELEASE OF AN INCIDENT MANAGEMENT TEAM (IMT)**

- A. Release of an Incident Management Team is basically the reverse of the assumption/release guidelines.

Date and time of release must be approved by Line Officer/Manager or their representative. The transition must be as smooth as possible and Local Unit incident overhead should be assigned and begin transitioning with the IMT members at the predetermined time.

- B. IMT should start phasing-in Local Unit incident overhead as soon as demobilization begins.

- C. IMT should not be released **from the incident until:**

1. Incident management activity is at a level and workload that the incident Unit organization can reasonably assume.
  - a. Incident must be declared controlled.
  - b. Most all personnel are released that are not essential for patrol and mop-up operations.
  - c. Incident camps shut down, reduced, or operating at a level to support the operation.
  - d. Planning Section Chief has prepared a rough copy of Incident Fire Report and narrative.
  - e. Finance Section Chief should have most known finance issues resolved. Contact made with Local Unit budget and financial personnel.
  - f. Resource rehabilitation work completed or accomplished to Line Officer's/Manager's approval.
  - g. Overhead ratings completed.
2. Finance and Logistic Section Chiefs may have to remain on Incident Unit to resolve discrepancies.

- D. IMT should have closed debriefing session prior to meeting with Line Officer/Manager.

- E. Line Officer/Manager and Unit Evaluation Team (if assigned) should debrief IMT and prepare evaluation as soon as possible after release. Items to cover:

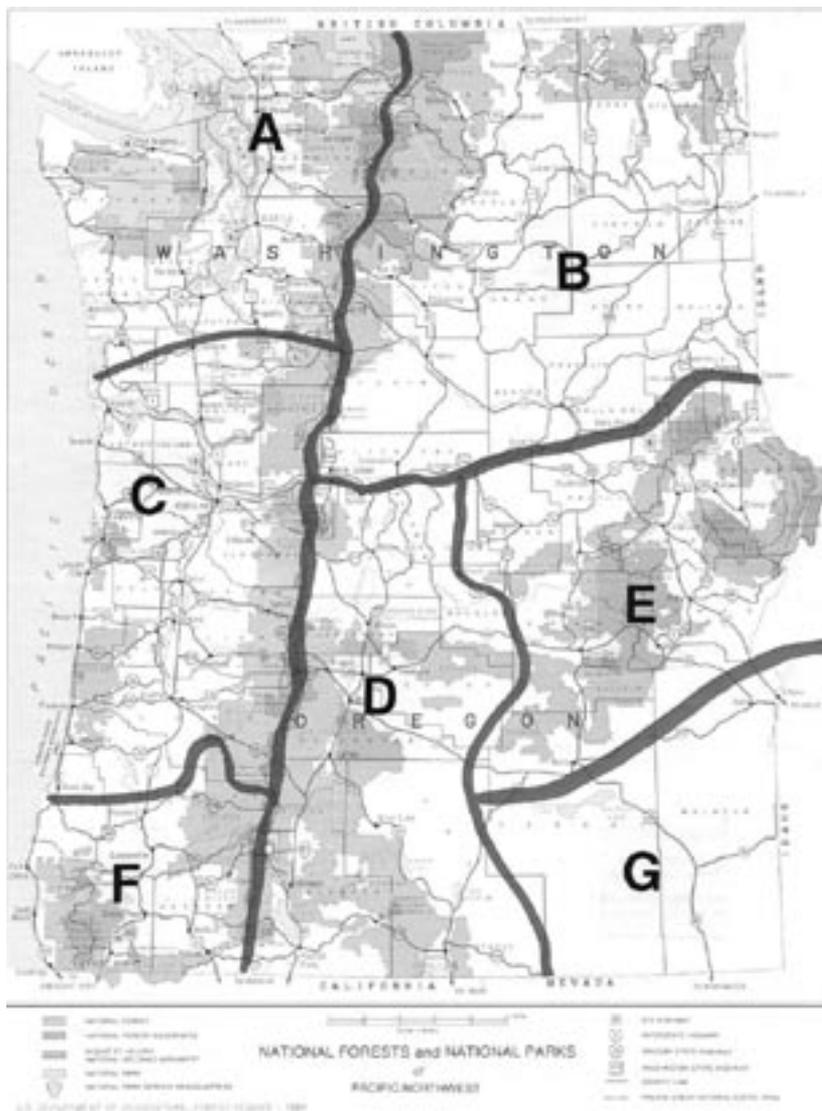
1. Incident Unit should give IMT written performance evaluation.
2. Were objectives met? (See approved EFSA)
3. Safety Issues?
4. Costs?
5. Outstanding or poor performance of individuals and crews.

**II TRANSITION WITHOUT A FORMAL BRIEFING**

Should an IMT be assigned to an incident and the above, or portions of the above, procedures cannot be followed due to emergency conditions or other issues, the assigned team Incident Commander and staff will work with members of the Incident Unit in obtaining the necessary information to make the transition period organized and effective.

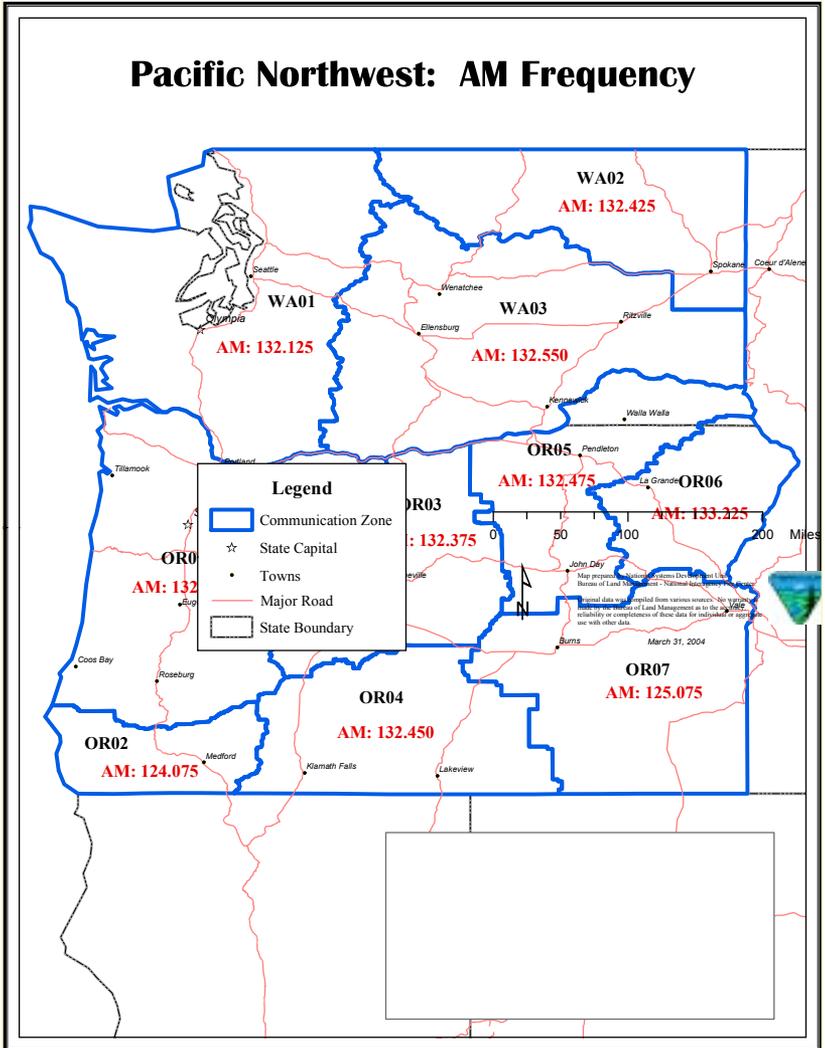
(EXHIBIT 17)

**28.17 NORTHWEST PREPAREDNESS AREA MAP**



(EXHIBIT 18)

28.18 NORTHWEST AREA DEDICATED VHF-AM RADIO FREQUENCIES MAP





(EXHIBIT 19)

28.19 R-6 CACHE ORDER FORM - R6-FS-5160-50

USDA - Forest Service			CACHE ORDER			R6-FS-5160-50 (4/96)		
RESOURCE ORDER (EQUIPMENT/SUPPLY)			2. INCIDENT/PROJECT NAME & MGMT CODE			3. INCIDENT/PROJECT ORDER NO		
4. OFFICE REFERENCE NO. (N/A)			5. DESCRIPTIVE LOCATION/RESPONSE AREA					
6. SEC.	TWN	RNG	BASE MDM	7. MAP REFERENCE		8. INCIDENT BASE PHONE NUMBER		
9. JURISDICTION/AGENCY						10. ORDERING OFFICE		
FP			FP PERSON ORDERING/DELIVERING:					
Date: Time:			FP PERSON RECEIVING ORDER:					
ORDERING FOREST OR AGENCY'S PHONE NO:						IN ORDER		
** DELIVER TO:						** DESIRED DELIVERY DATE: TIME:		
						** SPECIAL INSTRUCTIONS		

BX 12									
N/F/S	E/S*	ITEMS ORDERED	ORD	SNP	N/F/S	E/S*	ITEMS ORDERED	ORD	SNP
1796	S	ALDE ROE 19in			1031	S	KTY. SEWS (CS)		
0021	S	BAG LNER GREGG 126in			6075	S	KTY. CRST CRD. CAMP		
0022	S	BAG SLEEPING CLOTH			0144	S	PACKSACK, W/TRAPE		
1062	S	BAG SLEEPING, F/NER			1081	S	NOZLE 1" (KIC TYPE)		
0032	S	BATTERY, DBL AA 3480			0004	S	NOZLE 1" (FORBIDDEN)		
0033	S	BATTERY D CELL 1290			0141	S	OE 1-CYCLE (open)		
0085	S	CAN 1 GAL. DOT 170			0651	S	OE 1-CYCLE (open)		
1175	S	CAN 1 GAL. 3P W/0 SPY			1566	S	PAIR, BATTERIES, 36in		
1343	S	CAN GARBAGE, W/0 LID			0146	S	PULASKI W 30TH, 16in		
0038	S	CANTREN, 1-qt. DWP.			1149	S	PUMP, BACKPACK/20FT		
1063	S	CANTREN, 4-qt. NON-DWP.			1842	S	POOD MALLE (MRE'S)		
2028	S	CONTAINER, 5-GAL. PLSTC			0030	S	REDUCER, 1 1/2" x 1"		
0080	S	PLCK 10" HILL 12in			0733	S	REDUCER, 1" x 3/4"		
0345	S	FLK, CRN/W/30, 13in			0705	S	REPELLANT, INSECT		
0070	S	PLY. TENT, PLSTC, 16x20			0144	S	SHEETS, BLCK PLSTC		
0105	S	POSSE HAND HBLD, 75in			0169	S	SHELTER, FIRE W/CASE		
1186	S	GLOVES, WORKER SMALL			0177	S	SHIRT, FIRE SMALL		
1187	S	GLOVES, WORKER MEDIUM			0178	S	SHIRT, FIRE MEDIUM		
1188	S	GLOVES, WORKER LARGE			0179	S	SHIRT, FIRE LARGE		
1189	S	GLOVES, WORKER X-LRG			0180	S	SHIRT, FIRE X-LRG		
0300	S	GOGGLES, ANTI-FOG			0171	S	SHOVEL, 16in		
0110	S	HEADLAMP, W/OUT, BAY			1835	S	KTY. 1ST AID STAY 300+		
0964	S	HOSE, 1 1/2" x 50'			1760	S	STAT, MEDICAL 100 PR		
0965	S	HOSE, 1 1/2" x 50'			0668	S	TANK, 11.5G, 180 G/L		
0966	S	HOSE, 1 1/2" x 50'			0661	S	TANK, POL-DA 1000 G/L		
0967	S	HOSE, 1 1/2" x 50'			0664	S	TANK, POL-DA 1000 G/L		
0340	S	KTY. CHAINSAW			0045	S	TIE, HOSE, W/BUCK		
0480	S	KTY. COFFER			0241	S	TORCK, DRP, 1 1/4 GAL		
2080	S	KTY. BASE UNIT/VAN			1038	S	TOWEL, BATH, DWP		
0067	S	KTY. FIRSTAID, POCKET				S	JEANS, 36 X		
1143	S	KTY. FIRSTAID, 10PR BL				S	JEANS, 38 X		
0520	S	KTY. HELICOPTER SUPPLY				S	JEANS, 30 X		
0730	S	KTY. MOP-UP, 4-PERSON				S	JEANS, 12 X		
0870	S	KTY. PUMP, MARK III				S	JEANS, 34 X		
0641	S	KTY. PUMP VOL, W/ACC				S	JEANS, 36 X		
0643	S	KTY. HOSE ROLLER, GAS				S	JEANS, 28 X		
1030	S	KTY. TOCK SHARPEN ELC				S	JEANS, 40 X		
0790	S	KTY. FINANCE SECTION			0259	S	VALVE, WYE, STD 1"		
0800	S	KTY. PLANNING SECTION			0231	S	VALVE, WYE, STD 1 1/2"		
0910	S	KTY. LOGISTICS			1016	S	HOSE, GRDN 5/8"x30'		

Items not available are marked with an \*

17. TOTAL WT	18. TRF. NO.	19. SEAL NO.
20. CHECKED BY	21. DRIVER	22. DATE OUT
24. RECEIVED BY	25. DATE RECEIVED	26. TIME
		23. TIME OUT



(EXHIBIT 21)

**28.21 Tool Kit Addition**

Documentation of Length of Assignment Extension Requirements

Documentation of any type of assignment extension should include the following:

- I. Name of Resource:
  
- II. Type of Extension (5 day or Back to Back (PL 4 or 5)):
  
- III. Rationale for extension (mark one or more)
  - A. Life and Property threatened
  - B. Suppression objective are close to being met
  - C. Replacement resources are not available (unable to fill)
  - D. Military Assignment
  - E. Other
  
- IV. Risk Assessment Process  
 Risks associated with extending the resource (e.g., Condition of Resource (fatigue, etc), Last day off, Terrain or other environmental condition, Assignments to date, etc.)

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Mitigation of Risks (e.g., Reduce hours per operational period, Provide day off, Change of assignment, etc.)

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- V. Concurrence
  - A. Resource Name: \_\_\_\_\_
  - B. Date: \_\_\_\_\_
  - C. Home Unit Supervisor: \_\_\_\_\_
  - D. Geographic Area Coordination Center Manager: \_\_\_\_\_
  - E. Incident Agency Administrator or Representative: \_\_\_\_\_
  - F. Recommended by Section Chief, name and title: \_\_\_\_\_
  - G. Reviewed by Safety Officer: \_\_\_\_\_
  - H. Approved by Incident Commander: \_\_\_\_\_



# CHAPTER 30 - ORGANIZATION

## Contents

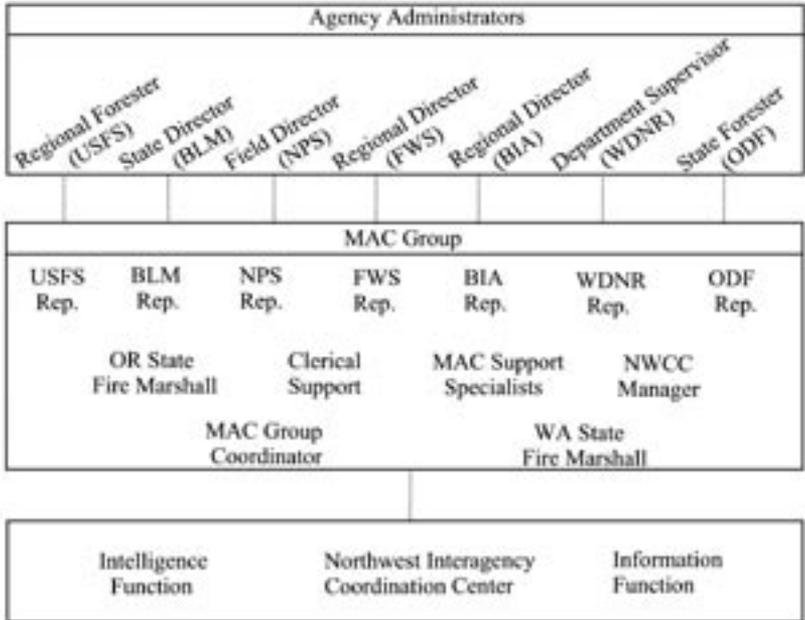
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**32 - MULTIAGENCY COORDINATION (MAC) GROUP AND ORGANIZATION**

**32.1 Refer to the PACIFIC NORTHWEST MAC GROUP HANDBOOK** for Northwest Area delegations and authorities.

**Appendix I**



\* Does not depict or represent specific agency administrator chain of command.

\*\* MAC Support Specialists are identified as needed and may include a fire behavior analyst, meteorologist, aviation specialist, comptroller or fiscal analyst, etc.

March, 2004

**33 - NORTHWEST INTERAGENCY COORDINATION CENTER INCIDENT SUPPORT ORGANIZATION.**



The above positions MAY be filled, combined under fewer personnel, or expanded further as conditions dictate.

**33.1 - UNIT INCIDENT SUPPORT ORGANIZATION.**

Each Unit is to have a current Emergency Operations Center Plan available.

# CHAPTER 40 - COOPERATION

## Contents

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**42 - INTERAGENCY AGREEMENTS****42.3.1 Master Cooperative Fire Protection Agreement**

Between U.S. Department of Interior, Bureau of Land Management, Oregon and Washington, National Park Service, Pacific West Region, Bureau of Indian Affairs, Portland Area, U.S. Fish and Wildlife Service, Pacific Region and U.S. Department of Agriculture, Forest Service, Pacific Northwest and Northern Regions, State of Oregon, Department of Forestry, and State of Washington, Department of Natural Resources signed and dated October 14, 1998.

The purpose of this Master Cooperative Fire Protection Agreement (hereinafter called the Agreement) is to document the commitment of the Parties to this Agreement to improve efficiency by facilitating the exchange of personnel, equipment, supplies, services, and funds among the agencies.

**INTERAGENCY COOPERATION**

1. Pacific Northwest Wildfire Coordinating Group (PNWCG) will provide coordination and recommendations for all interagency fire management activities in Oregon and Washington. Membership, procedures, and guidelines will be agreed to and documented in the PNWCG Charter.
2. National Interagency Incident Management System: The Parties to this Agreement will operate under the concepts defined in the National Interagency (NIIMS) including; Incident Command system (ICS) qualification's systems, training system, the management of publications and participate in the review, exchange, and transfer of technology as appropriate for providing qualified resources, and for the management of incident covered by this Agreement.
3. Annual Operating Plans may be developed at the Northwest, State, or local area level and will tier to this Agreement.
4. Interagency Dispatch Centers: the parties to this Agreement agree to maintain, support and participate in local Interagency Dispatch Centers, As appropriate.
  - A. Northwest Coordination Center is recognized as the Geographic Area Coordination Center (GACC) for the Northwest. Fire Management activities and resource movements will be coordinated through the Northwest Coordination Center as appropriate. Parties to this Agreement are not precluded from independent movement of resources.

**42.8 STATES OF OREGON AND WASHINGTON**

Both States have overhead, trained crews and equipment which can be requested for use on Federal lands. By Cooperative Agreements, Federal Agencies' resources are available for use by the States.

Exchange of personnel and equipment can be made by cooperative agreements on a local basis.

State requests for Smokejumpers and Air tankers will be made direct to the closest unit hosting these resources.

State requests for Cache Items for Incident Logistical follow procedures as outlined in NWC 23.3 which states:

- 1) Refer to NWC 13.2 for certain sensitive items which must be ordered through the Northwest Coordination Center.
- 2) Units should place Resource Order by phone and/or via electronic mail or fax, direct to the closest cache serving the Incident Unit.

The States have several inmate crews available for firefighting. These crews are available for Federal Agencies' use when not committed to State incidents. Federal Agencies' requests will be made through normal dispatch channels (see NWC 22.3.5 and NWC 62.3). Policies governing their use are contained in the States' Dispatching Guides.

State personnel and equipment should be released from incidents as soon as they can be replaced or are no longer needed. State personnel should be among the first to be demobilized from incidents.

**42.8.1 NATIONAL GUARD.**

All orders for National Guard support will be made to the NWC Emergency Operations Manager who will take appropriate action on the request.

**THE FOLLOWING IS TAKEN DIRECTLY FROM THE OREGON DEPARTMENT OF FORESTRY FIRE PLAN - APPENDIX XVI, ANNEX E:**

The Military Department of Oregon is party to an agreement with the Oregon Department of Forestry and the U. S. Forest Service to provide National Guard personnel and equipment for wildfire suppression. This support is for both aircraft and ground equipment.

The Oregon Department of Emergency Services has been designated the responsible agency for coordination of National Guard Resources.

### **Key Elements of ONG Agreement**

1. ODF coordinates dispatching of all military personnel and equipment for fires on state protected lands and USDA Forest Service fires.
2. Agency with jurisdiction over the fire (ODF or USFS) provides technical direction to military to accomplish objectives.
3. Military is only available when “such resources are not reasonably available and/or are inadequate to cope with the fire emergency.”

### **Procedures for Ordering and Dispatching of National Guard Equipment and Personnel**

1. All requests must come through Salem Coordination Center.
2. Fire operations notifies ONG and requests declaration of state of emergency through the Emergency Management Division to the Governor’s office.
3. Military evaluates the request to determine the National Guard unit or units best able to provide assistance and the required command, control and liaison as specified in “OPLAN SMOKEY.”
4. Military provides Salem Coordination Center with information on what has been sent to the fire(s).
5. Unless approval is granted through ONG, resource must be released within 12 hours after control.

### **Personnel Procedures**

1. Guardsmen serve in State Active Duty without pay status. Guardsmen volunteer for the duty unless the Guard is activated due to the magnitude of the event.
2. Guardsmen are compensated under the Emergency Pay Plan for firefighters used by ODF (AD rates).
3. USFS will reimburse ODF for military use on Forest Service fires. ODF pays National Guard.

4. Liability - National Guard is performing duties as an employee of ODF whether working for USFS or ODF fire.

**Supply and Equipment Maintenance**

1. Military operates their equipment.
2. Military supplies sufficient operators and supervisors.
3. ODF or USFS provides petroleum products.
4. Using agency (ODF or USFS) pays for equipment repair and maintenance.
5. ODF pays for damage to equipment unless damage is the result of "gross negligence." Joint inspection of equipment is important.

**"OPLAN SMOKEY"**

National Guard plan for implementing agreement. Details operational procedures for National Guard involvement, including supervision.

**42.9 BONNEVILLE POWER ADMINISTRATION**

Units must notify the NWC Emergency Operations Manager immediately when fires threaten, or have potential to threaten, power lines. Calls referring to power lines should include the location of the incident and the type of line involved.

The Emergency Operations Manager will place all calls relating to incident threats to power lines to the Dittmer Control Center: (503)283-2501)

**42.10 MEMORANDUM OF UNDERSTANDING BETWEEN THE USDA-FOREST SERVICE, PACIFIC NORTHWEST REGION, THE USDI-FISH AND WILDLIFE SERVICE, WESTERN REGION, THE USDI-BUREAU OF LAND MANAGEMENT, OREGON STATE OFFICE, THE USDI-BUREAU OF INDIAN AFFAIRS, PORTLAND AREA OFFICE, THE USDI-NATIONAL PARK SERVICE, SEATTLE REGION, AND AMERICAN RADIO RELAY LEAGUE, INC.**

This Memorandum of Understanding describes how the Federal Land Management Agencies may request assistance from volunteer amateur radio operators through the American Radio Relay League (ARRL).

#### **42.10.1 ANNUAL OPERATIONS PLAN SUPPLEMENTS THE MEMORANDUM OF UNDERSTANDING AND ESTABLISHES PROCEDURES UNDER THE MOU.**

### **45 - NATIONAL AGREEMENTS**

#### **45.1 MILITARY ASSISTANCE NORTHWEST AREA**

The Commanding General of the Northern Defense Sector, Sixth U.S. Army, in coordination with the Commanders of Northern Sector Western Sea Frontier, 13th District U. S. Coast Guard and Fourth Air Force, will assist civil authorities in domestic emergencies, as practicable, consistent with the execution of primary military missions.

The alleviation of a domestic emergency such as forest firefighting is primarily the responsibility of civilian agencies, both private and governmental. All forces and resources available to these agencies will normally be utilized before Federal military assistance is rendered in coping with a domestic emergency.

The Forest Service, U. S. Department of Agriculture, has been designated responsible agency for the coordination of all firefighting in rural areas. Requests for military assistance to combat forest fires, including those from States and other Federal Agencies, should be made through the Forest Service at the NWC Emergency Operations Manager to the Northern Defense Sector Commander through the NIFC.

##### **45.1.1 REQUESTS FOR ASSISTANCE - NON-MAJOR**

Requests will be made direct to the NICC by the NWC Emergency Operations Manager.

To obtain assistance, the requesting Dispatcher must certify to the NWC Emergency Operations Manager that all available civilian resources, of the type being requested, have been committed.

Requests should be well spelled out as to equipment and personnel needed, location of incident by map references and the name of the Forest Service Liaison Officer who the Military Officer should contact at a designated location.

While the military unit is on the incident, the NWC Emergency Operations Manager will report daily on fire situation and further need for assistance.

**45.1.2 REQUESTS FOR ASSISTANCE - MAJOR.**

(Declared by the President) Requests for military assistance will be made through the Federal Emergency Management Agency (FEMA). The same information and arrangements will be needed as above.

**45.2 NATIONAL WEATHER SERVICE.**

The National Agreement for meteorological services between the National Weather Service (NOAA) and Federal Land Management Agencies identifies services to be provided, establishes interagency relationships, and defines financial and other obligations of the NWS and User Agencies.

**OPERATING PLANS.** The fire-weather forecast offices that serve the Northwest Area prepare annual operating plans. Reference these plans for additional information and procedures.

**FIRE-WEATHER FORECASTS FOR INCIDENTS.** The Fire-Weather Forecast Service provides the Forecast Service provides special spot-weather forecasts for active incidents 24 hours a day. Requests for special forecasts should be made direct to the forecaster on duty or, after hours, to the Forecaster-in-Charge of the appropriate forecast office serving a Unit.

At the time the original request is made, the Unit Dispatcher and Forecaster will agree on a schedule for future forecasts and for sending data.

The Unit Dispatcher will inform the Forecaster as soon as service is no longer needed.

**ATMOSPHERIC THEODOLITE METEOROLOGICAL UNIT (ATMU)** Refer to NMG/NWC 23.5 for ordering procedures and special equipment needs and to NMG 74 for location of units.