

# Expanded Dispatch Recorder D-110



NFES 2982

**Student Workbook**  
**JULY 2007**



## CERTIFICATION STATEMENT

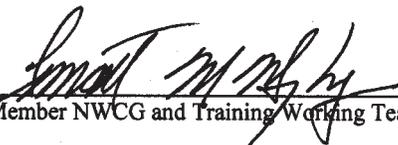
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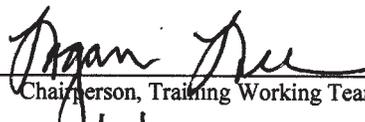
*The following training material attains the standards prescribed for courses developed under the interagency curriculum established and coordinated by the National Wildfire Coordinating Group. The instruction is certified for interagency use and is known as:*

Expanded Dispatch Recorder, D-110  
Certified at Level I

This product is part of an established NWCWG curriculum. It meets the COURSE DEVELOPMENT AND FORMAT STANDARDS – Sixth Edition, 2003 and has received a technical review and a professional edit.

  
Member NWCWG and Training Working Team Liaison

Date 7/15/07

  
Chairperson, Training Working Team

Date 7/12/07

# Expanded Dispatch Recorder

## D-110

### Student Workbook

JULY 2007

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ATTN: Great Basin Cache Supply Office, 3833 South Development Avenue, Boise, Idaho 83705.  
Order NFES 2982.

## **PREFACE**

Expanded Dispatch Recorder, D-110, is a suggested training course in the National Wildfire Coordinating Group (NWCG) wildland and prescribed fire curriculum. It was developed by an interagency group of experts with guidance from NWCG Training under authority of the NWCG. The primary participants in this development effort were:

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NWCG Instructional Media Unit

NWCG appreciates the efforts of these personnel, and all those who have contributed to the development of this training product.



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## EXPANDED DISPATCH RECORDER REFERENCE GUIDE



## Expanded Dispatch Recorder, D-110

### Unit 0 – Introduction

#### OBJECTIVES:

During this unit the instructor will:

1. Facilitate the introduction of course instructors and students.
2. Discuss administrative information.
3. Present overview of course.



## I. INTRODUCTIONS

## II. ADMINISTRATIVE INFORMATION

## III. COURSE OVERVIEW

This course was developed based on the tasks in the Expanded Dispatch Recorder's (EDRC) Position Task Book.

This course does not teach Resource Ordering and Status System (ROSS), but focuses on the resource order form (hard copy) because:

- The form is the foundation that ROSS is based on.
- The form is a backup system.
- The form is still used at times.

ROSS is the automated system, whereas the resource order form is the manual system.

### A. Course Objectives

- Describe the purpose and structure of expanded dispatch.
- Describe the roles and responsibilities of the expanded dispatch recorder.
- Demonstrate how to mobilize and demobilize incident resources using established dispatch ordering channels and resource order forms.
- Describe how to communicate effectively and foster positive interpersonal working relationships.

B. Unit Overview

Unit 0 – Introduction

Unit 1 – Expanded Dispatch Organization

Unit 2 – Resource Ordering and Statusing

Unit 3 – Communication and Working Relationships

C. Instructional Methods

- Short lectures with digital presentations
- Discussions and brainstorming
- Exercises

D. Measuring Student Performance

1. Unit quizzes

- Unit 1 has a **written quiz** that is graded. The grade received on this quiz will count as 10% of the final grade.
- Units 2 and 3 have **group oral quizzes** that are NOT graded.

2. Final exercise

- The final exercise is a scenario where students will complete resource order forms based on inputs.
- The final exercise counts as 90% of the final grade.

3. Criteria for passing the course

- Students must obtain 70% or higher on the Student Grading Form to receive a certificate of completion for this course.

E. Course Materials

1. Student Workbook
2. EDRC Reference Guide

The Reference Guide contains information that you will refer to throughout the course; it is a good reference for when you are on assignment.

3. Expanded Dispatch Job Aids (optional)

F. Course Evaluation Forms

Students will be afforded the opportunity to evaluate the instructors and the course using the evaluation form.



## Expanded Dispatch Recorder, D-110

### Unit 1 – Expanded Dispatch Organization

#### OBJECTIVES:

Upon completion of this unit, students will be able to:

1. Describe the purpose and structure of the dispatch organizations (established and expanded).
2. Describe the EDRC's roles and responsibilities and their limits of authority.



## I. DISPATCH ORGANIZATIONS

There are two types of dispatch organizations: established and expanded.

### A. Established Dispatch Organization

The primary mission of the established dispatch organization is to provide safe, timely, and cost effective coordination of emergency response within its specific geographic area.

There are three levels:

- Local Agency or Interagency Dispatch Centers
- Geographic Area Coordination Centers (GACC)
- National Interagency Coordination Center (NICC)

#### 1. Local Agency or Interagency Dispatch Centers

Their responsibilities typically include:

- Initial attack (IA)
- Aircraft
- Intelligence
- Mobilize and maintain status of resources
- Routine duties, such as preparing briefings
- Other emergency actions

## 2. Geographic Area Coordination Centers

- Act as a focal point for requests (internal and external) not filled at the local level.
- Mobilize and maintain status of resources.

What GACC is your home unit located in?

## 3. National Interagency Coordination Center

- National focal point for requests not filled at the original geographic level.
- Maintains status of national resources.

## B. Expanded Dispatch Organization

The expanded dispatch organization is created to handle the increased dispatch workload due to large or complex incidents. They support incidents by processing requests for resources.

### 1. Positions in expanded dispatch

- EDRC = Expanded Dispatch Recorder
  - Processes resource orders and maintains status of resources.
  - Is usually trained and used for local area.
  - Takes direction from the support dispatcher or supervisory dispatcher.

- EDSD = Support Dispatcher
  - May supervise dispatch recorder.
  - Processes resource order information to completion.
  - Is proficient in at least one dispatch functional area (Overhead, Crews, Equipment, and Supplies).
  
- EDSP = Supervisory Dispatcher
  - Supervises an expanded dispatch organization.
  - Is proficient in four dispatch functional areas.
  
- CORD = Coordinator
  - This position does not always exist in an expanded dispatch organization.
  - A CORD is used to manage a complex expanded dispatch organization.

## 2. Organizational chart

- Four possible positions.
- Organizational chart varies on every incident.

### 3. Functional areas

- Expanded dispatch typically has four functional areas.
  - Overhead
  - Crews
  - Equipment
  - Supplies
- Sometimes expanded dispatch will handle logistical or non-tactical aircraft.
- EDRC is usually assigned to one function, depending upon workload.

## II. UNIQUE LANGUAGE OF DISPATCH

### A. Introduction

1. Dispatchers use a unique language that can take some time to learn.
2. Why do dispatchers have a unique language?
3. You can never memorize all the language; you just need to know where to find it.
4. References that will help you learn the language will be discussed in Unit 2.

## B. Glossary of Common Terminology

Refer to the Glossary of Common Terminology in the Reference Guide (pages 5-12).

This glossary defines common dispatch terminology.

## C. Designators and Acronym Examples

### 1. Airport designators

- ABQ = Albuquerque International Sunport Airport
- ATL = Hartsfield Jackson Atlanta International Airport

### 2. Airlines designators

- AA = American Airlines
- DL = Delta Airlines

### 3. Unit identifiers

- NV-CCD = Nevada, Carson City, BLM
- FL-MIR = Florida, Merritt Island National Wildlife Refuge, FWS

### 4. Acronyms

- ETA = estimated time of arrival
- SOP = standard operating procedures

5. Dispatchers have created their own acronyms, such as:

- UTF = unable to fill
- UTFs = unable to fills
- UTFed = unable to filled
- UTFing = unable to filling

### III. EDRC'S ROLES AND RESPONSIBILITIES

The EDRC's role is important to the success of incident operations.

#### A. Job Duties

- Receive, communicate, and document information
- Process resource orders
- Maintain status of resources
- May arrange travel

#### B. Working Relationships

EDRC interacts with people inside and outside the expanded dispatch organization.

##### 1. Regular contacts

- Other positions in expanded dispatch (EDRC, EDSO, EDSP).

It is important to communicate with dispatchers in other functional areas as workloads in one functional area can affect another.

- Ordering Managers
  - Buying Team
  - Caches
  - GACC for local area
  - Neighboring dispatch centers
2. Possible contacts
- Local initial attack
  - Ground support/transportation
  - Local vendors
  - Local unit personnel
  - Other incident organization personnel (SPUL, RESL)
  - Travel agents
3. Transfer these contacts to supervisor ASAP
- Media
  - Unsolicited contractors
  - Interagency Resource Representative (IARR)
  - Public
  - Agency officials
  - Others

### C. Limits of Authority

The EDRC has limits to the decisions they can make. This is called “limits of authority.”

1. Always follow host agencies’ policies and procedures.
2. Always consult with supervisor if there is any uncertainty or anything outside the well defined tasks, for example:
  - Name requests
  - Unreasonable order time frames
  - Emergency messages

### D. Multi-tasking and Flexibility Skills

Being flexible and able to multitask is an important part of the job.

- Adapt to host agencies’ policies and procedures.
- Able to respond to changing priorities and multiple tasks.
- Adapt to different types of communication equipment and their uses.





## Expanded Dispatch Recorder, D-110

### Unit 2 – Resource Ordering and Statusing

#### OBJECTIVES:

Upon completion of this unit, students will be able to:

1. Demonstrate the use of established dispatch ordering channels.
2. Complete resource order forms for equipment, crews, supplies, and overhead.
3. Identify forms that supplement the resource order form.
4. Describe resource statusing systems.
5. Identify the following ROSS screens and their functions: New Request, Resource Status, Pending Request, Request Status, Notifiers and Documentation.



## I. ESTABLISHED DISPATCH ORDERING CHANNELS

Established dispatch ordering channels are the accepted avenues of transferring information and resource orders. They are the paths that resource orders follow from one organization level to the next.

### A. Why do we use Ordering Channels?

- Rapid movement of resources
- Efficient utilization of resources
- Cost effectiveness

### B. Examples of Ordering Channels

There are many different ways a resource request can move through the ordering channels.

#### 1. Example of an ordering channel

This is **one example** of how a resource request may move through an ordering channel:

- Incident

The ordering channel starts when the incident requests a resource(s) from the local dispatch center.

- Local dispatch center

If the local dispatch can find the resource from a local agency, vendor or compact then the order is filled.

However, if local dispatch can't find the resource locally then they pass the request up to the Geographic Area Coordination Center.

Another option may be to order directly from a neighboring dispatch center(s).

- Geographic Area Coordination Center (GACC)

The GACC tries to find the resource at one of its dispatch centers in its geographic area.

If the GACC finds the resource at one of its dispatch centers then the order is filled.

However, if the GACC can't find the resource at one of the dispatch centers then the GACC will pass the request up to the National Interagency Coordination Center.

- National Interagency Coordination Center (NICC)

NICC sends the request to one of the other GACCs, who sends the request to their local agencies to see if it can be filled.

- The organization that fills the order is referred to as the sending agency.
- During demobilization, the resource is released (returned to the sending unit) by going through the same ordering channel in reverse.

## 2. Local example

## II. RESOURCE ORDERING PROCESS

### A. Methods for Processing Resource Orders

There are two methods for processing resource orders:

1. Resource order form (card stock)
  - This is a manual method that is still used as a back up system.
  - It was the foundation for the development of automated systems.
2. Resource Ordering and Status System (ROSS)

This is a web based program that automates the resource ordering process.

### B. Steps

Common steps for processing a resource order include:

1. Receive request for resource.
2. Try to find resource.
3. Either fill or pass (up or down) the request.
  - If the resource is found the request is filled.
  - If resource is NOT found, the request is passed up or down.
4. Document continuously so resources can be tracked.
  - It is extremely important that the status of any resource can be determined at any given time.

## C. Important Terminology

### 1. Unable to Fill (UTF)

- When a unit receives a request, they must fill the request if they can.
- If the request cannot be filled within a specified period of time, the request is returned as unable to fill.
- The specified period of time is determined by local area and national policy (National Interagency Mobilization Guide).

### 2. Canceling

- Unable to fill is different from canceling.
- The unable to fill is done by the filling unit; the canceling is done by the requesting incident.

### 3. Closest forces

- The closest equivalent resource is assigned regardless of agency affiliation.

## **EXERCISE: The Ordering Channel Web**

Students will simulate the resource ordering process by tossing a ball of string, which represents a request, to different contacts (local dispatch center, GACC, NICC) in the ordering channel.

### III. REFERENCE MATERIALS AND THEIR USES

#### A. Introduction

- An EDRC has to be familiar with several reference materials and be able to use them.
- Many of these references are available online, for example the NICC web site: <http://www.nifc.gov/nicc/index.htm>

However, an EDRC may not always have access to the internet.

#### B. Expanded Dispatch Job Aids

#### C. Mobilization Guide (local, geographic, national)

Mobilization Guides identify standard procedures which guide the operations of multi-agency logistical support activity.

#### D. Interagency Standards for Fire and Fire Aviation Operations (“red book”)

A reference for current operational policies, procedures and guidelines for managing wildland fire and fire aviation operations for:

- Bureau of Land Management (BLM)
- Forest Service (USFS)
- Fish and Wildlife Service (FWS)
- National Park Service (NPS)

#### E. Wildland Fire and Aviation Program Management and Operations Guide (Bureau of Indian Affairs) (“blue book”)

Reference guide that documents the standards for operations and business practices of the Bureau of Indian Affairs Wildland Fire and Aviation Management.

F. Interagency Incident Business Management Handbook

Establishes procedures for uniform application of regulations on the use of human resources, managing and tracking government property, financial coordinator, and other incident business management functions.

G. NWCG National Fire Equipment System Catalog

This catalog has two parts:

- Part 1 contains the listings of fire supplies and equipment stocked by all NFES caches for active incident support.
- Part 2 contains the listing of interagency publications, training courses and related audio visual material, centrally located at the Great Basin Cache.

H. Fireline Handbook

I. Unit Identifiers

- This publication contains a list of all the codes that uniquely identify a particular organizational unit within the government or non-government organization recognized by NWCG as a quasi-government wildland fire cooperator.
- The unit identifier includes a two letter state identifier followed by a preassigned three or four letter identifier, where typically the last letter identifies a specific agency.

J. Position Codes

- Each position in the Incident Command System has a four letter code (for example: EDRC, EDSD).
- <http://iqcs.nwcg.gov/>

K. Airline Designators

- Airlines have a two-letter airline code.
- Refer to the Reference Guide, Airline Designator List (page 15), which lists examples of airline designators and web sites where you can find additional information.

L. FAA Airport Identifiers (jet ports)

- This is a Federal Aviation Administration publication that contains a list of three-letter codes that designate airports.
- <http://www.airnav.com/airports>

M. Acronyms

Refer to the Reference Guide, Acronym List (page 17).

N. Atlas

O. Local References

- Detailer Handbook
- Vendor list and/or Emergency Equipment Rental Agreement
- Forms (dispatch log, emergency message, travel request form, documentation form)

## **EXERCISE: Using References**

This is a hands-on exercise to familiarize students with the reference materials. In small groups, students will use reference materials to answer questions based on short scenarios.

Scenario 1: Kim is flying from Sacramento to Phoenix on Southwest Airlines. What are the two jet port designators and the airline designator? Where did you find this information?

Scenario 2: Karen is ordered as a personnel time recorder. She is from the White Mountain National Forest in New Hampshire. What is her position code and unit identifier? Where did you find this information?

Scenario 3: You have a crew from NM-MEA. What is their home unit? Where did you find this information?

Scenario 4: What is the phone number for Western Great Basin? Where did you find this information?

Scenario 5: The ordering manager calls and requests 10 rolls of dark pink flagging ribbon. What is the NFES number? Where did you find this information?

Scenario 6: Your support dispatcher tells you to order five packages of general message forms. What is the NFES number? Where did you find this information?

Scenario 7: The air operations branch director calls and orders a 4390. What is it? What does it weigh? Where did you find this information?

Scenario 8: What is the tank capacity and minimum personnel for a Type 3 engine? Where did you find this information?

Scenario 9: How many radios and sawyers come with a Type 2 Initial Attack crew? Where did you find this information?

Scenario 10: What is the policy on Rest and Recuperation (R&R) in the Interagency Incident Business Management Handbook? Where did you find this information?

Scenario 11: How many people are on a Buying Team according to the National Mobilization Guide?

Scenario 12: In the Expanded Dispatch Job Aid, name two of the nine items needed for a shift briefing.

Scenario 13: Where do you find the position checklist for the EDRC position?

## IV. RESOURCE ORDER FORM

### A. Introduction

1. The resource order form is used to:
  - Document the request, order, mobilization and release of resources.
  - Track resources on an incident.
2. Dispatchers, logistics coordinators and many other people use the resource order form.

### B. Legal Documents

Resource order forms and all supplemental forms are legal documents that can be subpoenaed and used in lawsuits.

Since resource order forms are legal documents, what does an EDRC need to consider when completing a form?

## C. Resource Functions

Resources are categorized into five functions and each function has its own form.

### 1. Equipment, such as:

- Rolling stock
- Showers
- Caterers
- Infrared machines
- Laptops
- Radios

### 2. Crews

#### a. Camp crew

An organized group of camp personnel under the leadership of a supervisor.

#### b. Hand crew

An organized group of firefighters under the leadership of a crew boss.

### 3. Supplies

- All NFES items
- Expendable items
- Services

### 4. Overhead

- Single resource personnel
- Teams

## 5. Aircraft

As discussed earlier, expanded dispatch typically does not order aircraft; this is done by the local aircraft desk. However, sometimes non-tactical or logistical aircraft is handled by EDSD or EDSP in expanded dispatch (not EDRC).

### D. National Resources

There are also national resources. These are resources, such as infrared equipment, that have national utilization, high demand, limited availability, and unique status reporting requirements identified by NICC.

### E. Description of the Form

Each function has its own form – they are different colors.

There are three main sections on the form:

1. Header information (Blocks 1 – 11)
2. Resource information (Block 12)
  - Receive request
  - Place request
  - Assign resource and relay information
  - Release resource
3. Documentation (Block 13)
  - The documentation block is continued on the back of the form.

## F. Examples of Completed Forms

Refer to the Reference Guide (pages 19-25) for examples of completed forms

- Equipment
- Crews
- Supplies
- Overhead

## G. Block by Block Instructions

Refer to the Reference Guide, Resource Order Forms - Block by Block Instructions (pages 27-30).

- Use this as a reference when completing resource order forms.

## V. SUPPLEMENTAL FORMS

### A. Introduction

- Supplemental forms are often used to provide additional information so requests can be processed efficiently.
- The format of these forms may vary by geographic area; however, content is usually very similar.

### B. EDRC's Role

- EDRC does not typically have to complete these supplemental forms.
- However, EDRC needs to be familiar with them because they may be asked to do a task related to the forms, such as distribute the form or get a specific form from the fax machine.

C. Aircraft Flight Request/Schedule

Refer to Aircraft Flight Request/Schedule in the Reference Guide (page 31).

- This form is used to request an aircraft for transportation of personnel and supplies.
- The form is a record showing aircraft use, personnel and cargo transported, and cost information.
- This form may be attached to any Resource Order Form.

D. Passenger and Cargo Manifest

Refer to Passenger and Cargo Manifest in the Reference Guide (page 33).

- Identifies individuals and/or cargo being transported.
- This form may be attached to any resource order form.
- See supervisor for distribution instructions.

E. Food Service Request

Refer to Food Service Request in the Reference Guide (page 35).

- Provides additional information needed by NICC and the caterer to provide required services in a timely manner.
- Dispatch uses it as a checklist to ensure support for the caterer.
- This is required any time a national caterer is ordered.
- This form is attached to the Equipment resource order.

## F. Detail Request

Refer to Preparedness/Detail Request in the Reference Guide (page 37).

- This is used to request individual resources for extended or pre-arranged assignments.
- Form may be attached to Overhead, Equipment, and Crew resource orders.

## G. General Message (ICS 213)

Refer to General Message in the Reference Guide (page 39).

- A standard form used to relay information.
- Form may be attached to any type of resource order.

## H. Local Forms

Examples of local forms include:

- Dispatch log
- Emergency message
- Travel request
- Documentation

## VI. RESOURCE STATUSING SYSTEMS

Resource statusing system refers to different methods or tools for tracking resources.

There are several different methods and sometimes a combination of methods is used.

### A. Automated Systems

Resources can be tracked using computer aided dispatch (CAD) and computer databases; however, ROSS is the standard automated system.

Technology is constantly changing so newer systems may be developed.

### B. Manual Systems

Manual systems are still sometimes used to track resources. Examples of these systems include:

- Resource order form
- T-cards
- Flip charts
- Maps
- Magnet board
- Dry erase

### C. Local Systems

## VII. ROSS

ROSS is a web-based program that automates the resource ordering, status, and reporting process, and provides near real-time status of resource orders.

It allows dispatch offices to electronically exchange and track all resources mobilized by the incident dispatch community nationally.

What benefits does ROSS provide?

### A. ROSS Web Site – <http://ross.nwcg.gov>

There are many helpful features on the ROSS website and it is continuously being updated.

- User's Guide
- Quick Reference Cards
- EDRC Training Path
- Resource Order Form - Color

This is a colored resource order form that shows the relationship between the blocks on the form and ROSS screens.

## B. ROSS Screens and Functions

- **New Request**

This screen is used to enter a new request.

- **Resource Status**

This screen is used to determine availability or status of local resources.

- **Pending Request**

This screen is used to open orders requiring action. If you need to see orders that are pending at your dispatch unit– this is where you would go.

- **Request Status**

This screen is used to see the status of all requests that were passed through your dispatch center.

- **Notifiers**

This screen is for messages.

- **Travel**

This screen is used to enter and view travel information.

- **Documentation**

This is a sub-screen where documentation is entered.

- This can be accessed from most ROSS screens.
- Documentation can **not** be edited or deleted.

## Expanded Dispatch Recorder, D-110

### Unit 3 – Communication and Working Relationships

#### OBJECTIVES:

Upon completion of this unit, students will be able to:

1. Describe effective communication skills.
2. Describe interpersonal relationship skills.



## I. COMMUNICATION METHODS AND SKILLS

### A. Introduction

- Communication is critical to the success of a dispatch organization; and to ensure incident needs are met through dispatch channels.
- Always be thinking about who else needs this information.

### B. Communication Methods

Unit 1 discussed “who” EDRC interacts with and this section covers the different types of communication an EDRC may use.

#### 1. Written

Written communication is also a form of documentation.

- Document immediately to prevent loss of information.
- Examples of written communication include:

- Hard copy of resource order forms
- Dispatch log
- Shift briefing forms

Refer to the Reference Guide, page 41, for a copy of a shift briefing.

- General message forms

2. Oral

- Telephones
- Radios
- Face to face
- Group discussion

3. Electronic (such as facsimile, computer, telecommunication device for the deaf - TDD)

C. Communication Skills

- Be clear and concise.
- Be professional.
- Be an active listener.
  - Verify what you think you heard, observed, and/or recognized.
  - A failure to verify is one of the most common cases of communication breakdown and misunderstanding.
- Maintain situational awareness.

Always be aware of what others are doing because their activities may impact your activities and vice versa.
- Use standard protocols when using the computer, radio and telephone.
- Ask questions, if you don't know.



Scenario 3: At the end of a shift, an overhead resource calls the EDRC (overhead desk) to relay that she is ill and will be 24 hours later than expected.

1. As the overhead desk EDRC how should you respond?

2. What are the consequences if EDRC does nothing?

Scenario 4: When receiving a fax from the ordering manager, the EDRC saw a piece of paper with flight information and no cover sheet next to the fax machine but didn't know what it was.

1. As the EDRC, how should you respond?

2. What are the consequences if EDRC does nothing?

## II. INTERPERSONAL RELATIONSHIP SKILLS

A. Professional Demeanor

B. Teamwork

- Foster positive relationships and have respect for others.

C. Good Follower

D. Be Proactive

- Use situational awareness

E. Personal Responsibility

- Recognize your own limits
- Know your own strengths and weaknesses
- Ensure your own well being: work/rest, fatigue, mitigation and nutrition are critical.



# **EDRC REFERENCE GUIDE**



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## COMMON TERMINOLOGY

### **4390 Starter Kit**

4390 is the National Fire Equipment System (NFES) Catalog number assigned to a communications kit that gives all the basic items in order to provide an incident with a complete communications package. These items include VHF radios, UHF radios, repeaters and all the accompanying hardware.

### **Administrative Payment Team (APT)**

A team that supports incident agencies by processing payments for resources. Resources may include emergency equipment, casualties, local vendors for supplies, etc.

### **Air Contact**

Specific aviation resource for air to air or air to ground contacts on an incident.

### **Air Tanker**

Fixed-wing aircraft certified by Federal Aviation Administration (FAA) as being capable of transport and delivery of fire retardant solutions.

### **Aircraft Call Number**

Radio call sign of aircraft. This may be the FAA assigned tail number.

### **Aircraft Flight Request/Schedule**

Form that documents route of travel and times for aircraft missions, as well as information needed to request air transportation.

### **Airport Designator**

Three or four-letter code for airports that designates a location that is assigned by the FAA.

### **Blanket Purchase Agreement (BPA)**

Agreement set up for purchase of goods and/or services by a local unit.

**Buying Team**

A team that supports incident procurement through the local administrative staff and is authorized to procure a wide range of services, supplies, and land and equipment rentals. In addition, the Buying Team Leader has the responsibility of coordinating property accountability with the supply unit leader.

**Cache**

A pre-determined complement of tools, equipment and/or supplies stored in a designated location, available for incident use.

**Cache Van (Mobile Cache Support Van)**

A trailer or van containing commonly used fire equipment and supplies. Often sent to an incident or staged near a potentially active area.

**Camp Crew**

An organized group of camp personnel under the leadership of a supervisor.

**Chief of Party (COP)**

The chief of party is responsible to the sending unit dispatcher until destination is reached. Chief of party is responsible for all traveling personnel assigned on the manifest list.

**Closest Forces**

Closest equivalent resources which could be assigned regardless of agency affiliation.

**Command Staff**

The command staff consists of the information officer, safety officer and liaison officer. They report directly to the incident commander and may have an assistant or assistants, as needed.

**Compact**

A formal working agreement among agencies to obtain mutual aid.

**Demobilization**

Release of resources from an incident in strict accordance with a detailed plan approved by the incident commander.

**Dispatch Log**

Form which documents the shift activities of dispatchers.

**Dispatch Office Operating Guide**

Guide which describes local office policy and procedures.

**Emergency Equipment Rental Agreement (EERA)**

An agreement to rent equipment from a private vendor which includes a description of the equipment and the price.

**Emergency Operations Center (EOC)**

A pre-designated facility established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency.

**Expanded Dispatch**

Organization created to handle increased workload of normal dispatch operations. Expanded dispatch relieves the normal dispatch organization by focusing exclusively on large or complex incidents.

**Flight Leg**

One segment of a flight.

**Food Service Request**

A required form used to document supplemental information needed to mobilize national caterers.

**Geographic Area**

A boundary designated by governmental agencies (wildland fire protection agencies) within which they work together for the interagency, intergovernmental planning, coordination and operations leadership for the effective utilization of emergency management resources within their area. There are nine geographic areas.

**Geographic Area Coordination Center (GACC)**

The physical location of an interagency, regional operation center for the effective coordination, mobilization and demobilization of emergency management resources. There are 11 geographic area coordination centers.

**Ground Contact**

Specific ground resource for air to ground contact on an incident.

**Hand Crew**

A number of individuals that have been organized and trained and are supervised principally for operational assignments on an incident.

**Incident**

An occurrence either human-caused or natural phenomenon, that requires action or support by emergency service personnel to prevent or minimize loss of life or damage to property and/or natural resources.

**Incident Action Plan (IAP)**

Contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written. When written, the plan may have a number of attachments, including: incident objectives, organization assignment list, division assignment, incident radio communication plan, medical plan, traffic plan, safety plan, and incident map.

**Incident Base**

Location at the incident where the primary logistics functions are coordinated and administered. (Incident name or other designator will be added to the term Base.) The incident command post may be collocated with the base. There is only one Base per incident.

**Incident Command Post (ICP)**

Location at which primary command functions are executed. The ICP may be collocated with the incident base or other incident facilities.

**Incident Management Team (IMT)**

The incident commander and appropriate general and command staff personnel assigned to an incident.

**Incident Qualification Card**

A card issued to persons showing their incident management and trainee qualifications to fill specified incident management positions in an incident management organization.

**Initial Attack**

A planned response to a wildfire given the wildfire's potential fire behavior. The objective of initial attack is to stop the spread of the fire and put it out at least cost. An aggressive suppression action consistent with firefighter and public safety and values to be protected.

**Large Transport Aircraft (NICC jet)**

A large commercial size aircraft used to transport incident personnel and cargo.

**Manifest**

List of cargo and/or passengers.

**Military Time**

The 24-hour clock system where midnight is 2400, one minute after midnight is 0001 and progresses to 2400 daily.

**Mobilization Center**

An off-incident location at which emergency service personnel and equipment are temporarily located pending assignment, release, or reassignment.

**Mobilization Guide**

A written description of procedures used by federal, state, and local organizations for activating, assembling, and transporting resources that have been requested to respond to or support an incident.

**Multi-Agency Coordination (MAC)**

A generalized term which describes the functions and activities of representatives of involved agencies and/or jurisdictions who come together to make decisions regarding the prioritizing of incidents, and the sharing and use of critical resources. The MAC organization is not a part of the on-scene ICS and is not involved in developing incident strategy or tactics.

**National Interagency Coordination Center (NICC)**

Coordinates allocation of resources to one or more coordination centers or major incidents within the nation. Located in Boise, Idaho.

**National Interagency Fire Center (NIFC)**

A facility located at Boise, Idaho, jointly operated by several federal agencies, dedicated to coordination, logistical support, and improved weather services in support of fire management operations throughout the United States.

**National Interagency Radio Support Cache (NIRSC)**

Located at the National Interagency Fire Center, this cache stores, maintains, manages, and issues national cache radios and other communications equipment.

**National Resource**

A national resource are those that have national utilization, high demand, limited availability, and unique status reporting requirements identified by NICC.

**National Wildfire Coordinating Group (NWCG)**

A group formed under the direction of the Secretaries of the Interior and Agriculture to improve the coordination and effectiveness of wildland fire activities and provide a forum to discuss, recommend appropriate action, or resolve issues and problems of substantive nature.

**Ordering Channels**

The paths that orders follow from one organizational level to another.

**Per Diem**

Per diem is the allowance for lodging (excluding taxes), meals and incidental expenses. The General Services Administration (GSA) establishes per diem rates for destinations within the Continental United States (CONUS).

**Personal Protective Equipment (PPE)**

That equipment and clothing required to mitigate the risk of injury from or exposure to hazardous conditions encountered during the performance of duty. PPE includes but is not limited to: fire resistant clothing, hard hat, flight helmets, shroud, goggles, gloves, respirators, hearing protection, chain saw chaps, and shelter.

**Position Code**

The four letter code for each position in the Incident Command System.

**Position Task Book (PTB)**

Position Task Books have been developed for designated positions within the National Interagency Incident Management System. Each PTB lists the performance requirements (tasks) for the specific position in a format that allows a trainee to be evaluated against written guidelines. Successful performance of all tasks, as observed and recorded by an evaluator, will result in a recommendation to the agency that the trainee be certified in that position.

**Predictive Services (Intelligence)**

Those Geographic Area and National-level fire weather or fire danger services and products produced by wildland fire agency meteorologists and intelligence staffs in support of resource allocation and prioritization.

**Preparedness Level**

Increments of planning and organization readiness commensurate with increasing fire danger.

**Resource**

Personnel, equipment, services and supplies available, or potentially available, for assignment to incidents. Personnel and equipment are described by kind and type.

**Resource Order Form**

The form used by dispatchers, service personnel, and logistics coordinators to document the request, ordering or release of resources, and the tracking of those resources on an incident.

**Resource Request**

A request for a particular resource identified by a unique number on an incident. Each request begins with the letter of the corresponding function. For example, O=Overhead, C=Crews, etc.

**Situation Report**

A daily report that outlines incident activity and provides an overview of weather, anticipated activity and resource availability.

**Staging Area**

Locations set up at an incident where resources can be placed while awaiting a tactical assignment.

**Tail Number**

FAA identification of an aircraft - usually located on tail of aircraft.

**Unit Identifier**

A unique code that includes a two letter state identifier, followed by a preassigned three or four letter identifier where typically the last letter identifies a specific agency.

**Vendor**

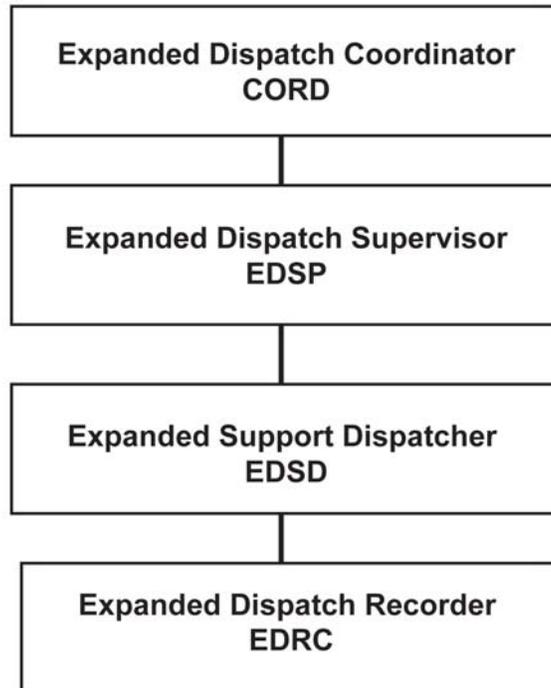
A contractor of goods and/or services.

**Zulu Time (Z)**

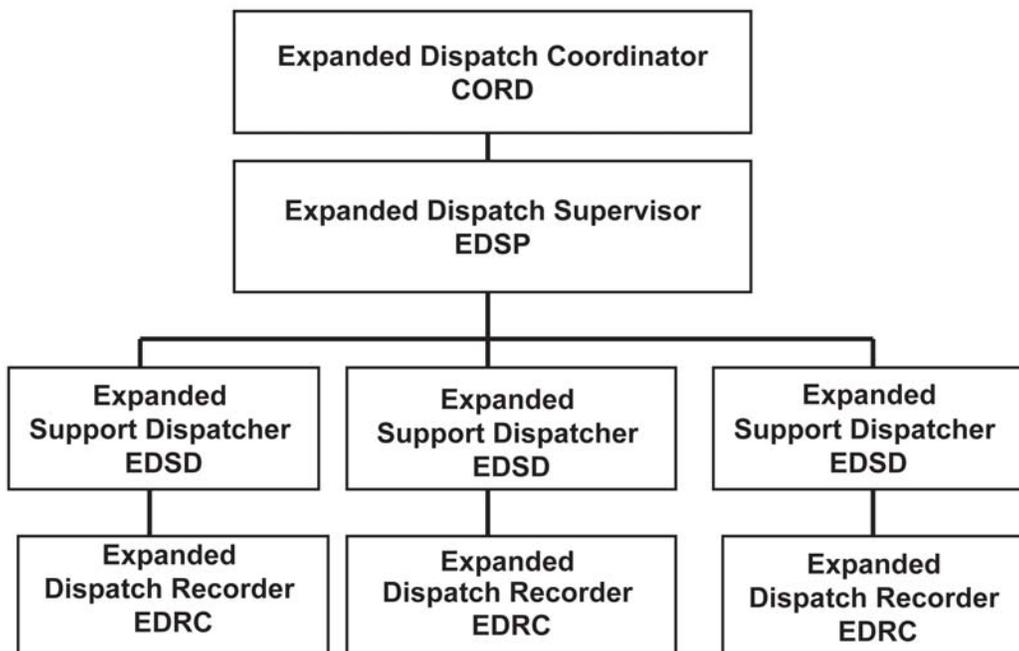
The time in Greenwich, England - the 24 worldwide zones begin and end there. Also known as Greenwich Mean Time (GMT) and Universal Coordinated Time (UCT).

## ORGANIZATIONAL CHARTS

### Positions in the Expanded Dispatch Organization



Organizational charts vary on every incident. This is one example of what the organization chart may look like on an incident.





## AIRLINE DESIGNATOR LIST

FL	Air Tran (formerly Value Jet Airlines)	QX	Horizon Air
AS	Alaska Airlines	YV	Mesa Airlines
AA	American Airlines (TWA is now American Air)	NW	Northwest Airlines
AQ	Aloha Airlines	YR	Scenic Airlines
AA	American Eagle	OO	Sky West Airlines
HP	American West	UA	United Airlines
EV	Atlantic Southeast Airlines	UA	United Express
CO	Continental Airlines	US	US Air
DL	Delta Airlines	US	US Air Express
FG	Frontier Airlines	WN	Southwest Airlines

Additional online designators can be found on these web sites:

[http://www.avrefdesk.com/two\\_letter\\_airline\\_code.htm](http://www.avrefdesk.com/two_letter_airline_code.htm)

<http://www.tvlon.com/resources/airlinecodes.htm>



## ACRONYMS

<b>Acronym</b>	<b>Definition</b>
A/C	Aircraft
ATA	Actual Time of Arrival
ATD	Actual Time of Departure
BIA	Bureau of Indian Affairs
BLM	Bureau of Land Management
CAD	Computer Aided Dispatch
EERA	Emergency Equipment Rental Agreement
ETA	Estimated Time of Arrival
ETD	Estimated Time of Departure
ETE	Estimated Time En Route
FAA	Federal Aviation Administration
FBO	Fixed Base Operator
FEMA	Federal Emergency Management Agency
IA	Initial Attack
ICP	Incident Command Post
IQCS	Incident Qualification and Certification System
IQS	Incident Qualification System
IR	Infrared
IRSS	Incident Resource Status System
MAC	Multi Agency Coordinating Group
NFES	National Fire Equipment System
NICC	National Interagency Coordination Center
NIFC	National Interagency Fire Center at Boise
NPS	National Park Service
NTE	Not to Exceed
NWS	National Weather Service

<b>Acronym</b>	<b>Definition</b>
PAX	Passengers
PTB	Position Task Book
RON	Remain Overnight
ROSS	Resource Ordering and Status System
R & R	Rest and Recuperation
SOP	Standard Operating Procedures
TFR	Temporary Flight Restriction
USFS	United States Forest Service
USFWS	United States Fish and Wildlife Service
UTF	Unable to Fill





RESOURCE ORDER		INITIAL DATE/TIME		2. INCIDENT/PROJECT NAME				3. INCIDENT/PROJECT ORDER NUMBER		4. OFFICE REFERENCE NUMBER	
CREWS		8/22/xx 1635		WAGON				CA-LNF-005265		PDT&NR	
5. DESCRIPTIVE LOCATION/RESPONSE AREA		6. SEC.		TWN		RNG		8. INCIDENT BASE/PHONE NUMBER		9. JURISDICTION/AGENCY	
WAGON SPRINGS, JUST EAST OF EAGLE LAKE, NORTHWEST OF SUSANVILLE		1		46N		18E		DISPATCH 530-278-5779		US FOREST SERVICE	
7. MAP REFERENCE		11. AIRCRAFT INFORMATION		FREQUENCY		GROUND CONTACT		FREQUENCY		10. ORDERING OFFICE	
		LAT. 041 56 02 N		123.225		WAGON IC		166.4875		SUSANVILLE INTERAGENCY ECC	
12. Request Number		BASE OR OMNI		AIR CONTACT		RELOAD BASE		OTHER AIRCRAFT HAZARDS			
C-21		LKV		WAGON		005 CHESTER					
C-22		LMT		AIR ATTACK		4SD STEAD					
C-23		SIDO									
C-24											
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INCIDENT/PROJECT ORDER NUMBER		INITIAL DATE/TIME		2. INCIDENT/PROJECT NAME				3. INCIDENT/PROJECT ORDER NUMBER		4. OFFICE REFERENCE NUMBER			
RESOURCE ORDER SUPPLIES		8/22/xx 1635		WAGON				CA-LNF-005265		PDT8NR			
5. DESCRIPTIVE LOCATION/RESPONSE AREA		6. SEC.		TWN		RNG		Base MDM		9. JURISDICTION/AGENCY			
WAGON SPRINGS, JUST EAST OF EAGLE LAKE, NORTHWEST OF SUSANVILLE		1		46N		18E		MDM		US FOREST SERVICE			
7. MAP REFERENCE		LAT.		AIR CONTACT		FREQUENCY		GROUND CONTACT		10. ORDERING OFFICE			
		041 56 02 N		WAGON AIR ATTACK		123.225		WAGON IC		SUSANVILLE INTERAGENCY ECC			
11. AIRCRAFT INFORMATION		DISTANCE		BASE OR OMNI		FREQUENCY		RELOAD BASE		OTHER AIRCRAFT HAZARDS			
BEARING		43		LKV		123.225		0M5 CHESTER					
125		85		LMT				4SD STEAD					
274		90		SIDO									
12. Request Number	Ordered Date/Time	From To	QTY	RESOURCE REQUESTED	Needed Date/Time	Deliver To	To From	Agency ID	RESOURCE ASSIGNED	ETD ETA	RELEASED Date To	Time ETA	
S-256	8/23/xx 0900	ORDM EXP SUPP	100 PR	NFES 1295 GLOVES, FOREST WORKER, MEDIUM	8/24/xx 0800	ICP	NOPS EXP SUPP	CA-NCK	NFES 1295 GLOVES CACHE STAKESIDE #125	8/24/xx 0800	N/A		
S-257	8/23/xx 0900	ORDM EXP SUPP	50 EA	NFES 0146 PULASKI W/SHEATH	8/24/xx 0800	ICP	NOPS EXP SUPP	CA-NCK	NFES 0146 PULASKIS CACHE STAKESIDE #125	8/24/xx 0800	N/A		
S-258	8/23/xx 0900	ORDM EXP SUPP	100 LBS	ICE, CUBES	8/24/xx 1000	HELL-BASE	BUY TEAM EXP SUPP	PVT	KENNY'S MARKET GROUND SUPPORT WILL DELIVER	8/24/xx 1000	N/A		
S-259	8/23/xx 0900	ORDM EXP SUPP	1	NFES 1836, ATMU NOTE: IMET IS ON O-109	8/24/xx 1000	ICP	NOPS EXP SUPP	CA-NCK	ATMU KIT #5 CACHE STAKESIDE #125	8/24/xx 0800	RDD		
13. ORDER RELAYED													
Req. No.	Date	Time	To/From	ACTION TAKEN				Req. No.	Date	Time	To/From	ACTION TAKEN	







## Resource Order Forms - Block by Block Instructions

BLOCK #	INSTRUCTIONS
Blocks 1 - 11	<b>HEADER – INITIATE ORDER</b>
Block 1	<b>Initial Date/Time.</b> Date and time order was initiated or received.
Block 2	<b>Incident/Project Name.</b> Name of incident or project.
Block 3	<p><b>Incident/Project Order Number.</b> Each order is assigned a specific number based on the National Resource Order Numbering System which is used by all agencies. The numbering system is described as follows:</p> <p>XX-YYY-AAAAAA</p> <p>XX = State identifier in which the unit is located. The standard two letter post office identifier will be used.</p> <p>YYY = Preassigned three or four letter unit identifier where the last character(s) determines the responsible agency.</p> <p>AAAAAA = A unique number assigned by each jurisdictional agency. Only one number should be assigned for each incident.</p> <p>Example: CA-MDF-000003 - Incident is in California, under the jurisdiction of the Modoc National Forest.</p>
Block 4	<b>Office Reference Number.</b> A financial code is required in this block. A local office reference number may also be listed for internal use.
Block 5	<b>Descriptive Location /Response Area.</b> Specific address of hosting unit or reporting location. Supply orders require the shipping address.
Block 6	<b>Section, Township, Range, Base Meridian.</b> Legal location description of the incident.
Block 7	<b>Map Reference.</b> Optional location method using standard map references (Atlas, topographic quadrangle, administrative).
Block 8	<b>Incident Base/Phone Number.</b> All orders require a phone number.
Block 9	<b>Jurisdiction/Agency.</b> Agency with primary jurisdiction for the incident.
Block 10	<b>Ordering Office.</b> The location from which the order was received (incident, dispatch center, coordination center, National Incident Coordination Center).

Block 11	<b>Aircraft Information.</b> All the information under block 11 typically applies to Aircraft Resource Orders. The EDRC may need to be aware of the following: latitude and longitude (needed for radio kits, showers, caterers), ground contact and ground frequency.
Block 12 (left half)	<b>RESOURCE INFORMATION - RECEIVE REQUEST</b>
Block 12 (left half)	<p><b>Request Number.</b> This is a unique number that is assigned to a request throughout the incident. Usually the incident or requesting unit assigns the number however there may be times that an EDRC needs to assign a request number. Requests for each resource category will be numbered sequentially, beginning with “1,” preceded by the resource category letter. Resource categories are identified as follows:</p> <p>O = Overhead  C = Crews  E = Equipment  S = Supplies</p> <p>One request number is assigned per item (example: Four engines would receive four numbers, E-1 thru E-4; three crews would receive three numbers, C-1 thru C-3). The two exceptions to this are supplies and strike teams.</p>
Block 12 (left half)	<b>Ordered Date/Time.</b> This is the date and time the request was received
Block 12 (left half)	<b>From/To.</b> The “from” refers to the name of the person or office that is placing the request and the “to” refers to name of the person who the request is placed with. The name or initials can be written in this block.
Block 12 (left half)	<b>Quantity (QTY).</b> Each resource has a quantity of 1 with the exception of supplies. For supply orders, ensure that each resource is listed with the correct <u>unit of issue</u> , for example kt = kit, ea = each, lg = length, and cs = case.
Block 12 (left half)	<b>Resource Requested.</b> This is a description of the resource being requested - personnel, equipment or supplies. It needs to include the correct position code, kind and type. Use as many lines as needed, but leave at least one blank line between requests.
Block 12 (left half)	<b>Needed Date/Time.</b> This is the date and time the resource is needed. ASAP is unacceptable. If date and time needed cannot be met contact the requesting unit for a revised date and time.
Block 12 (left half)	<b>Deliver To.</b> This is the location where the resource needs to be delivered. If delivery location is described in Block 5, enter BLK 5. For airports enter the three-character FAA identifier. An asterisk may be entered and information put in Block 13, Documentation. Note: ICP is not a jet port.

Block 12 (right half)	<b>RESOURCE INFORMATION - PLACE REQUEST</b>
Block 12 (right half)	<b>To/From.</b> The “To” refers to who the request is placed with (office and individual’s name) and the “From” refers to who is placing the request (name or initials).
Block 12 (right half)	<b>Time.</b> Time the order is placed.
Block 12 (right half)	<b>RESOURCE INFORMATION – ASSIGN RESOURCE AND RELAY INFORMATION</b>
Block 12 (right half)	<b>Agency ID.</b> This is the identification number of the unit that is filling the request. Use the two letter state identification and the unit identifier.
Block 12 (right half)	<b>Resource Assigned.</b> This is the name or identification of the resource that was assigned. For example an individual’s full name, engine call sign, or crew name. For locally purchased supplies, write the vendor’s name.
Block 12 (right half)	<b>ETD/ETA.</b> ETD = Estimated time of departure. ETA = Estimated time of arrival.
Block 12 (right half)	<b>Released To.</b> This is the location for where resource will be released. Location is usually a jet port. For consumable supplies, there will be no release.
Block 12 (right half)	<b>ETD/ETA Check Box.</b> When the information in the following blocks - Agency ID, Resource Assigned, ETD/ETA and Released To - is relayed to the requesting unit, this box is shaded in.
	<b>RESOURCE INFORMATION - RELEASE RESOURCE</b>
Block 12 (right half)	<b>Released date.</b> This is the actual date the resource is to be released. For consumable supplies, there will be no release.
Block 12 (right half)	<b>Time/ETA.</b> This is the estimated time the resource is supposed to depart and arrive.
Block 12 (right half)	<b>Time/ETA Check Box.</b> When the release information has been relayed through the ordering chain this box is shaded in. Record any action taken in Block 13 or on the documentation sheet.

Block 13	<p><b>DOCUMENTATION</b></p> <p>Block 13 is designed to document all actions taken and contacts made while completing an order. Thorough documentation is essential. When more documentation space is needed, use the supplemental documentation sheet. This sheet is formatted the same as block 13.</p>
Block 13	<p><b>Order Relayed - Request Number.</b> The request number from Block 12 is listed here for each action that is documented.</p>
Block 13	<p><b>Order Relayed – Date/Time</b></p> <p>This is the date and time action was taken on the request.</p>
Block 13	<p><b>Order Relayed – To/From</b></p> <p>The “To” refers to the name of the contact and the “From” are the initials of the person who made the contact.</p>
Block 13	<p><b>Order Relayed - Action Taken</b></p> <p>This is a description of the action that was taken or other important information related to the order. For example, this may include notes on travel delays, emergency messages, travel itinerary, directions to the incident/cache, and the billing address.</p>
	<p><b>CLOSING THE ORDER</b></p> <p>The order is ready to close when all items in Block 12 are released or if all supplies have been shipped. Review the order to confirm documentation is complete and resources have been released.</p>

# AIRCRAFT FLIGHT REQUEST / FLIGHT SCHEDULE

<b>INITIAL REQUEST INFORMATION</b>				<b>CHARGE CODE</b>				<b>AIRCRAFT INFORMATION</b>					
DATE	TO	DISPATCH	MMF	<b>P98AZB</b>				FAA #	<b>449Q</b>				
7/7/xx	FROM	1630	GACC HD	<b>MISSION DETAILS SMOKEY TREE FIRE VT-GMF-005989</b>				FLIGHT SCHEDULE NUMBER	<b>KING AIR 90</b>				
								PILOT TO POINT				<input type="checkbox"/> HELICOPTER	
				MISSION FLIGHT	<input checked="" type="checkbox"/> FIXED WING								
<b>SUPPLY ORDER TRANSPORT</b>				<b>PASSENGER AND CARGO INFORMATION</b>				MAKE/MODEL	<b>WHITE/ORANGE</b>				
<b>VT-GMF-005989</b>				<b>VT-GMF-005989</b>				COLOR					
<b>PASSENGER AND CARGO INFORMATION</b>													
NAME / CARGO TYPE	WT	ORDER #	DPT	DST	NAME / CARGO TYPE	WT	ORDER #	DPT	DST	TELEPHONE			
NFES 4390 S#-104		S-1	BOI	MHT						208-275-4800			
<b>FLIGHT ITINERARY</b>													
<b>DEPARTURE</b>			<b>ARRIVAL</b>			<b>DROP OFF</b>			<b>RELAYED</b>				
DATE	PAX	WT	AIRPORT	ETD	ATD	ETE	AIRPORT	ETA	ATA	PAX	CARGO	KEY POINTS	TO/FROM
7/7	0	975	BOI	1200		4+30	MHT	1830		0	975	D/O AT FBO	
7/8	0	0	MHT	0730		4+30	BOI	1000		0			
<b>FLIGHT FOLLOWING</b>													
<b>RADIO FREQUENCIES</b>													
<b>UNIT</b>						<b>TRANSMIT</b>			<b>RECEIVE</b>				
<input checked="" type="checkbox"/> FAA IFR FLIGHT PLAN						FREQUENCY			FREQUENCY				
<input type="checkbox"/> FAA VFR FLIGHT PLAN						TONE			TONE				
CHECK IN ___ MIN. <input type="checkbox"/> FAA <input type="checkbox"/> AGENCY													
<input type="checkbox"/> AGENCY FLIGHT FOLLOWING													
<b>RESOURCE TRACKING BY</b>						<input type="checkbox"/> RADIO <input checked="" type="checkbox"/> PHONE			<b>NATIONAL INTERAGENCY COORDINATION CENTER FLIGHT FOLLOWING:</b>				
SCHEDULING DISPATCH# NECC: 207-624-3724						800-994-6312							



STANDARD FORM 245 (6/77) Prescribed by USDA FSM 5716 USDI MP9400.518		<b>PASSENGER AND CARGO MANIFEST</b>				NO. OF PASSENGERS ON THIS PAGE <u>20</u>	PAGE <u>1</u> OF <u>1</u>
ORDERING UNIT VT-GMF		PROJECT NAME Smokey Tree				PROJECT NO. VT-GMF-005989	
NAME OF CARRIER Sierra Pacific		MODE OF TRANS & ID NO. N7125 NICC Jet				PILOT OR DRIVER Woody Black	
CHIEF OF PARTY Willy Wilson		REPORT TO: ICP, Rutland VT				IF DELAYED CONTACT 802-747-6738	
DEPARTURE		INTERMEDIATE STOPS				DESTINATION	
PLACE	ETD	ETA	PLACE	ETD	ETA	PLACE	
Asheville, NC	1800				2000	Rutland, VT	
PASSENGER AND/OR CARGO NAME			M/F	PASSENGER WEIGHT	CARGO WEIGHT	DUTY ASSIGNMENT IF APPLICABLE	HOME UNIT
1.	Willy Wilson	M	210	65	Superintendent CRWB	NC-NCF	
2.	Carl Carlson	M	190	65	Assistant Supt. CRWB	NC-NCF	
3.	Elaine Elliot	F	150	65	Assistant Supt. CRWB	NC-NCF	
4.	Phillip Phisher	M	185	65	Squad Leader FFT1	NC-NCF	
5.	Nancy Nelson	F	145	65	Lead Firefighter FFT2	NC-NCF	
6.	Steve Stewart	M	200	65	Crew Member FFT2	NC-NCF	
7.	Carl Carlson	M	190	65	Crew Member FFT2	NC-NCF	
8.	Toby Thomas	M	180	65	Crew Member FFT2	NC-NCF	
9.	Chad Coleman	M	200	65	Crew Member FFT2	NC-NCF	
10.	Dan Daniels	M	190	65	Squad Leader FFT1	NC-NCF	
11.	Fred Ferguson	M	200	65	Lead Firefighter FFT2	NC-NCF	
12.	Lily Lucero	F	140	65	Crew Member FFT2	NC-NCF	
13.	Mario Martinez	M	160	65	Crew Member FFT2	NC-NCF	
14.	Tony Telles	M	180	65	Crew Member FFT2	NC-NCF	
15.	Greg Garcia	M	200	65	Crew Member FFT2	NC-NCF	
16.	Tim Taylor	M	180	65	Squad Leader FFT1	NC-NCF	
17.	Jack Jaramillo	M	175	65	Lead Firefighter FFT2	NC-NCF	
18.	Bart Bello	M	190	65	Crew Member FFT2	NC-NCF	
19.	Lance Lotto	M	185	65	Crew Member FFT2	NC-NCF	
20.	Mike Mentos	M	200	65	Crew Member FFT2	NC-NCF	
21.							
22.							
SIGNATURE OF AUTHORIZED REPRESENTATIVE						DATE	

CHIEF OF PARTY COPY



FOOD SERVICE REQUEST

Incident Name SMOKEY TREE Management/Fiscal Code P98A2B

Resource Order No. VT-GMF-005989 Request No. E-2 Date \_\_\_\_\_

I. Number of Meals

1. Date of first meal 7-8 Time of first meal 0700

2. Estimated number for the first three meals (minimum guarantee is based on these estimates):

1st Meal 500  Breakfast  Sack Lunch  Dinner

2nd Meal 700  Breakfast  Sack Lunch  Dinner

3rd Meal 500  Breakfast  Sack Lunch  Dinner

II. Location

Reporting location: Rutland Elementary School, Rt 2, Rutland, VT

Contact person: Bill Clark: FDUL

Contracting Officer's Technical Representative: on order

III. Support Information for Contractors

Nearest potable water ICP

The benefiting unit is responsible for providing the following services:

1. Potable water      2. Gray water pumper      3. Department of Health notified (optional)

Incidents requesting potable water tenders, gray water tenders, or refrigerated storage vans must assign new request numbers for each resource ordered.

IV. Estimated Duration / Needs

1. Anticipated duration of incident 12 days

2. Number of personnel at peak of incident 550

3. Spike Camps?  No  Yes Number \_\_\_\_\_ No. of meals per camp per day \_\_\_\_\_

V. Additional Information

Contact NECC

Telephone 207-624-3724



**PREPAREDNESS/DETAIL REQUEST**

ATTACHMENT TO RESOURCE ORDER NUMBER: VT-GMF-005989 REQ. NO(S): 0-1

1. POSITION(S): ICT3 NUMBER OF PERSONS REQUESTED: 1

2. MINIMUM "RED CARD" RATING: ICT3

3. EMPLOYMENT STATUS: REGULAR FEDERAL AGENCY AD OTHER \_\_\_\_\_

4. AGENCY UNIFORM: YES NO—FIRE RESISTANT CLOTHING: YES NO

5. DRIVERS LICENSE NEEDED: YES NO—ENDORSEMENT: \_\_\_\_\_

6. GOVERNMENT VEHICLE: YES NO—TYPE: Agency-owned vehicle only

7. PRIVATE VEHICLES AUTHORIZED: YES NO—NUMBER: \_\_\_\_\_

8. RADIOS NEEDED: YES NO—TYPE: \_\_\_\_\_ NUMBER: \_\_\_\_\_

9. REQUESTING UNIT'S ELECTRONIC TECHNICIAN'S NAME: Buzzy Blink  
TELEPHONE: 802-747-4986

10. LENGTH OF DETAIL: 30 days THROUGH 8/7 INCLUDING TRAVEL

11. ESTABLISHED WORKWEEK: 7 days/week HOURS OF DUTY: Variable

12. PERSONNEL MAY BE ROTATED:  YES NO—HOW OFTEN: \_\_\_\_\_  
ROTATION PAID BY: SENDING UNIT: \_\_\_\_\_ REQUESTING UNIT: \_\_\_\_\_

13. BASE SALARY PAID BY: Incident  
TRAVEL PAID BY: Incident PER DIEM PAID BY: Incident

14. EQUIPMENT USE MILEAGE/FOR/ETC. PAID BY: Incident

15. REQUESTING UNIT'S ELECTRONIC ADDRESS: SmithSmiley@government.gov

16. REQUESTING UNIT'S ESTIMATED TOTAL COST: \$4,500

17. REQUESTING UNIT'S PERSONNEL OFFICER: Mary Jones  
TELEPHONE NUMBER: 802-747-4982

18. REQUESTING UNIT'S B & F OFFICER: John Smith  
TELEPHONE NUMBER: 802-747-4988

19. TEMPORARY DUTY STATION: Rutland Elementary School  
ADDRESS/P.O. BOX: US 4, Rutland, VT  
TELEPHONE: 802-747-6737

20. GOVERNMENT LODGING:  YES NO—MESS HALL:  YES NO  
GOVERNMENT COOKING FACILITIES ONLY:  YES NO  
COMMERCIAL LODGING: YES  NO—RATE: \$ 75 - MEALS YES  NO

21. NEAREST COMMERCIAL AIRLINE CITY: Manchester, NH (MHT)

22. REMARKS: \_\_\_\_\_







**Red River Fire - Shift Brief**  
**August 10, 20xx**

Time	Description
1130	Robert the local Duty Officer for the forest says there are no local overhead resources left available. We'll have to place all overhead orders up.
1500	There are two orders for Type 1 crews pending with SWCC. Morning shift needs to check on the status of these and let Dan the ORDM know.
1730	Dan the ORDM called to let us know that massive demob will begin tomorrow or the next day depending on the weather.
1800	A number of orders came in late. We created them, but didn't place them. They will need to be placed in the morning.



## STUDENT GRADING SHEET

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

FINAL EXERCISE CRITERIA	POINTS	REMARKS
<b>Equipment resource order form</b>		
Accurate and complete (10 points)		
Documentation of follow-through (10 points)		
<b>Overhead resource order form</b>		
Accurate and complete (10 points)		
Documentation of follow-through (10 points)		
<b>Crew resource order form</b>		
Accurate and complete (10 points)		
Documentation of follow-through (10 points)		
<b>Supply resource order form</b>		
Accurate and complete (10 points)		
Documentation of follow-through (10 points)		
<b>Working Skills</b>		
Completing tasks under stress (4 points)		
Multi-tasking and flexibility (serious difficulty in switching functions or fires) (3 points)		
Shift Brief (3 points)		
Final Exam Total Points (90 points possible)		
Unit 1 Quiz Total Points (10 points possible)		
<b>COURSE TOTAL POINTS (100 points possible, 70 points required to pass course)</b>		

Evaluated by: \_\_\_\_\_

General Comments:

