D-110 Unit 5: Filling and Placing a Request, DPL, Mobilizing, and Travel/Travel Procedures

Unit Objectives:

- Demonstrate filling and placing requests.
- Describe Dispatch Priority Lists (DPLs).
- Describe the various methods of mobilizing a resource to an incident.
- Identify government travel procedures.
- Identify Travel Screen.

Unit at a Glance:

Topics	Method	Duration
Filling Crew Request	Presentation	45 Minutes
Exercise	Group Activity	5 Minutes
Filling Equipment Request	Presentation	15 Minute
Dispatch Priority List	Presentation	45 Minutes
Exercise	Group Activity	15 Minutes
Exercise	Group Activity	5 Minutes
Travel	Presentation	50 Minutes
Total Unit Duration		**3 Hours**

Materials:

- Student Laptops with IROC.
- Internet access.
- Ability to display images and video on large screen.
- White board or flip chart for each table.

Slide 1
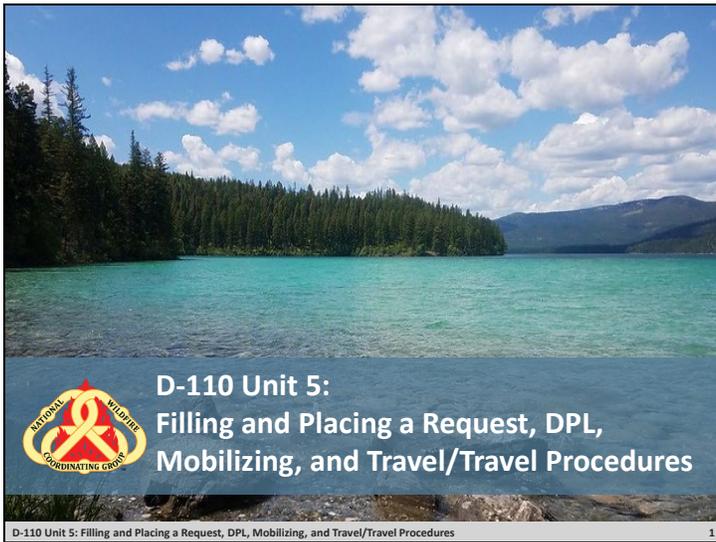
D-110 Unit 5:
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Slide 2

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❑   Review unit objectives.

Slide 3

Filling Crew Requests

IROC Portal

- In the Incident Content Selector, select assigned incident.

Pending Request Action Tile > All

- Click on the Manage Request icon for the Crew Type 2 Any request the student created.

In the Manage Request screen > Fill Action Tab.

- Demonstrate how to fill a crew order.
- Demonstrate that the Roster Action Tab is now available.
  - Roster information is provided to dispatch on the Handout: SF 245 Passenger and Cargo Manifest BLANK.
  - Discuss the Filling Option drop down.
  - Rosters will generate subordinate orders for crewmembers. Example: C – 1.1, C-1.2, etc.

Exercise

❑ Have students fill out crew request noting difference from overhead.

❑ Student works independently with assistance from coach as needed.

❑ Instruct student to fill their crew requests with single resource (no roster).

Materials Needed: Laptop with Chrome and internet access.

Time: 5 Minutes

Demonstration

Filling Equipment Requests

❑ Demonstrate ONLY – as students will be perform action in Unit 6.

IROC Portal.

- In the Incident Content Selector, selected assigned incident.

Pending Request Action Tile > All.

- Click on the Manage Request icon for the Engine, Type 3, 4, 5, or 6 request the student created.

- In the Manage Request screen > Fill Action Tab.

  o All requests will be filled with agency resources first. Check local protocol.

  o Once agency resources are exhausted, filling with cooperators, or contracted resources will be considered.

  o Click on the Contracts tab and discuss contract equipment found on local Dispatch Priority Lists (DPLs).

  o Click Virtual Incident Procurement (VIPR) tab and discuss VIPR DPLs.

Slide 4

Dispatch Priority Lists (DPLs)

❑ Navigate to VIPR website: https://www.fs.fed.us/business/incident/dispatch.php?tab=tab_d

　　o Vendors are ranked according to "best value" for the government.

　　o Discuss local protocol.

❑ Describe how the host dispatch center uses it.

❑ EDSD or EDSP should be involved any time you need to order contracted resources off a DPL.

❑ Discuss the importance of documenting ALL contacts with vendors.

Exercise

❑ To practice filling equipment requests and introduce roster page. Also reiterate the importance of communication and how expanded works.

❑ Students work independently with coach's assistance as needed.

Materials: Laptop with Chrome and internet access.
Time: 15 minutes

PART ONE

• Fill engine type 3, 4, 5 or 6 request with assignment roster (build from scratch). Coaches should assist students with creating a two-person roster (i.e., ENOP, FFT2).

• Fill the dozer, type any request.

PART TWO

- Discuss the following scenario in your group. Select a representative to present answers to the class.

- A crew was ordered, and the incident is planning to provide transportation, lunches, and tools upon their arrival. The crew is arriving via NICC jet. The aircraft desk gives the EDRC the travel information. You are assigned to the crew desk, what do you do with this information?

- EDRC needs to relay fill information to:

  o The incident.

  o Supervisor.

  o Supply desk.

  o Equipment desk.

- What happens if the EDRC does nothing?

  o The incident is unaware of the incoming resource arrival time.

  o Supervisor is unable to coordinate with the other functional areas.

  o If the supply and equipment desks are not notified then the transportation, lunches, and tools may not be ready when the crew arrives.

❑ Review group answers in the class.

Slide 5
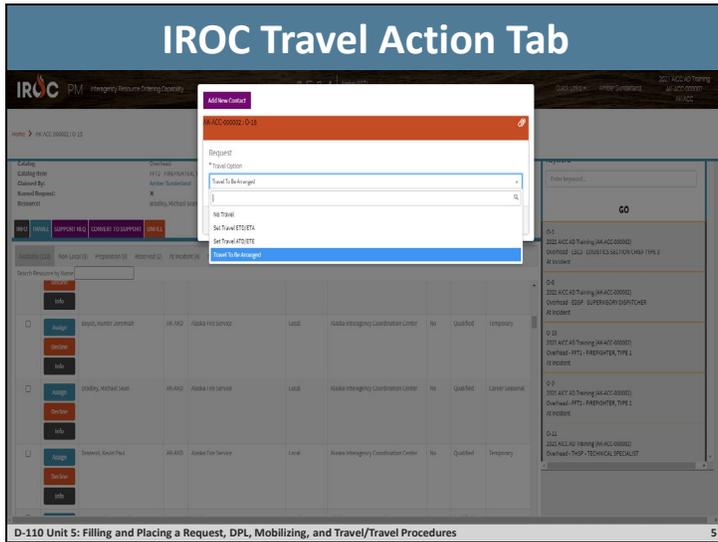
Travel

❑ Have students discuss and write down the variety of ways a resource can get to an incident.

Materials Needed: White board or flip chart.

Time: 5 Minutes

❑ Have students discuss various methods of mobilizing a resource to an incident.

Possible Answers
- GOV
- POV
- Rental Vehicle
- Commercial airline
- Charter aircraft
- Train
- Bus (crews)
- Lowboy (equipment)

The use of ETD/ETA option when inputting travel has already been discussed.

❑ Discuss commercial travel procedures.

    o There are different travel providers for arranging commercial travel for different agencies. Check local travel protocol.

❑ Explain that airport designators can be found on AirNav, https://www.airnav.com/.

- o Students navigate to the site and click on the Airports tab. Explain that there are 4-letter designators assigned by the FAA for all airports. IROC uses 3-letter designators.
- o Type San Francisco into the identifier box and click Get Airport Information. Note there are 7 identifiers that come up.

Question: How would we know which one to use?

Answer: Remarks column indicates it is a commercial airport.Explain that there are 2-letter designators for airlines that are used by dispatch.

Examples: AA=American Airlines, DL=Delta Airlines. Airline Codes
https://www.bts.gov/topics/airlines-and-airports/airline-codes

Slide 6
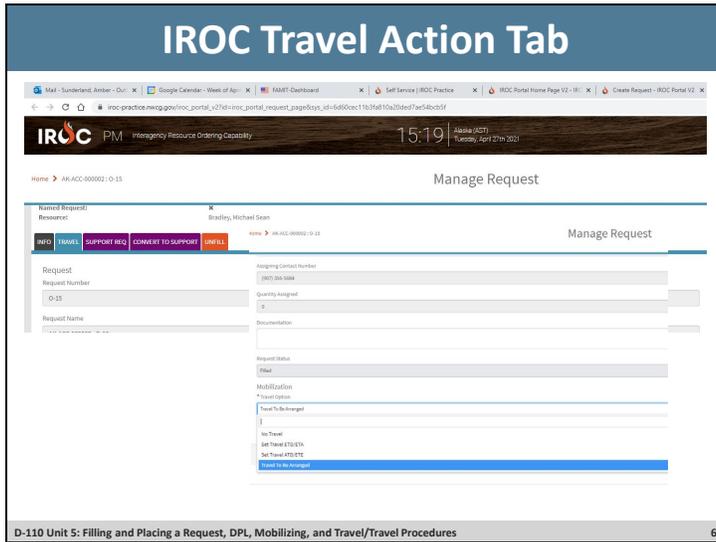
❑ Navigate to IROC Travel Action Tab. This tab becomes active on the Manage Request screen once a request has been filled.

❑ Discuss that travel information can also be found in the Info Action Tab.

❑ Explain the different Travel Options.

- o No Travel
- o Set Travel ETD/ETA
- o Set Travel ATD/ETE
- o Travel to be Arranged

❑ Discuss local process on inputting commercial travel or multi-leg travel into IROC.

❑ Discuss ability to attach travel documents such as flight itinerary.

Slide 7

❑   Review unit objectives.