

# KLAMATH BASIN FIRE MANAGEMENT PARTNERSHIP

## FIRE SUPPRESSION OPERATIONS

REVISED MAY 1, 1998

### STANDARD OPERATING PROCEDURES AND PLAN

The purpose of this plan is to document a particular method or procedure to accomplish a specific task. These methods and procedures to accomplish a task have been formulated and agreed to by all of the Fire Managers of the sub-units within the Klamath Basin Fire Management Partnership.

The intent of this document is not to be a "cookbook" of how to perform the various tasks or operations. It is intended to be a guide to performing the tasks and procedures and should be followed unless extenuating circumstances require deviation.

Standard Operating Procedures are designed to enhance an organization's effectiveness. If everyone in the organization is accomplishing a specific task or operation in the same manner it allows others participating in the operation to anticipate the next step or process and be ready to perform their part of the operation.

Submitted by \_\_\_\_\_  
Dispatch Coordinators  
Bill Hofstrand  
Randall Baley

Approved by \_\_\_\_\_  
Protection Forester  
Danny Benson

Approved by \_\_\_\_\_  
Fire Staff Officer  
Doug Bright

Approved by \_\_\_\_\_  
Fire Management Officer  
Mike Glass

Approved by \_\_\_\_\_  
Fire Management Officer  
Craig Letz

Approved by \_\_\_\_\_  
BLM / Klamath Resource Area  
Tom Matthews

## **TABLE OF CONTENTS**

### **DETECTION**

Winema/ODF Lookouts	Page 3
Lookout Fire Report	Page 4
Aerial Detection/Reporting	Page 7
Fire Reports From 9-1-1	Page 7
Aerial Detection Fire Report	Page 8
Fire Reports From Agency and Cooperators personnel	Page 9
Contractors, Permittees and Industrial Operators	Page 9

### **DISPATCHING**

Dispatcher' s Action/Initial Report	Page 10
Dispatch Script	Page 11
Dispatch Coordinator	Page 12

### **FIELD OPERATIONS**

Unit Duty Officer	Page 13
Unit Logistical Coordinator	Page 15
Radio / Cell Phone Use	Page 15
Single Resources	Page 16

### **MULTIPLE FIRES**

Central Dispatch	Page 17
Dispatch Logistics Coordinator	Page 18
Fire Center Coordinator	Page 18
Branch Director	Page 19
Incident Commander	Page 20
Investigation procedures	Page 20

### **APPENDIX**

## DETECTION

### LOOKOUTS

#### ***Smoke Reports***

- The Standard Lookout Report form will be used by all fixed detection points within the zone for reporting smoke.
- All smokes will be reported to the Klamath Falls Interagency Fire Center by radio on the frequency and repeater assigned to the lookout.
- The Lookout will complete the form prior to contacting KFIFC.
- The initial radio call will be "ZONE DISPATCH, (name of lookout) SMOKE REPORT".
- The first 8 items on the Lookout Report form will be read by the lookout when the Dispatcher is ready to copy. **The lookout will read the entries only**, the item number will not be read.
- The Dispatcher will acknowledge the report, request clarification if report is unclear, and assign an Incident Dispatch Number and announce current time.
- Lookouts will complete the form, shown on page 3 of this document, for each fire reported. Lookouts will retain this form as a matter of record for future reference by duty officers or KFIFC.
- Lookouts will report all smokes to KFIFC as if they are wildfires, except for known legitimate smokes such as smokestacks or campgrounds.

#### **Standard Lookout Report Form Directions**

**Dispatch #:** Zone will assign this number after your report.

**Lookout Reporting:** List your lookout name. Check if you are the first report and list the lookout that gives a cross shot.

#### **GIVE THIS INFORMATION ON INITIAL REPORT**

- (1) Azimuth: 320 degrees 10 minutes
- (2) Landmark: Mule Hill
- (3) **Legal location:** T.40 S R.6 Sec. 8 sesw
- (4) **Base sighted:** Can you see the flames? (This is a good indicator.)
- (5) **VOLUME/COLOR/CHARACTERISTICS**  
The description of volume, color and characteristics of the smoke will be an indication to the dispatcher and duty officer of the size, intensity or the fire and of the material burning.

(If the smoke is small but increasing, tell Zone “VOLUME IS SMALL AND INCREASING”.)

**COLOR:** Generally indicates the type of material burning.

**White:** Generally grass and other light fuels.

**Gray:** Light brush, sage. This color is usually an indicator Of a transition from low to medium fire intensity.

**Blue:** Same as black with less density.

**Black:** Heavy brush, manzanita, pitchy logs, petroleum products, structures or vehicles.

(If the smoke looks like it is changing to another color, tell Zone “COLOR IS CHANGING TO \_\_\_\_\_”.) You can use a combination.

**CHARACTERISTICS:** Indication of weather conditions and/or fire intensity.

**Thin column:** Narrow in width and of light density.

**Heavy column:** Wide in width and greater density.

**Billowy:** Large volume rising vertically (up), with a mushroom or thunderhead effect on it.

**Drifty:** Smoke that follows the air currents and is long and strung out.

**Blanket:** Smoke is in a layer over a large area.

- (6) **SMOKE DRIFTING TO:** Give the basic direction the smoke is drifting to. (This will help units walking in.)
- (7) **WHATS BURNING?** Give information only if known. If you do not know state “UNKNOWN”.
- (8) **ESTIMATED SIZE:** Try and give as accurate estimate as you can. This will take experience. Listen to the initial attack crew’s size up, this may help you.

### **AFTER YOUR INITIAL REPORT**

After making the initial report, keep watch on the fire and inform dispatch or the fire’s progress using the procedures below. You are usually the only member of the fire fighting organization who can observe all of the changes and progress of a going fire until the initial attack crews arrive. Changes such as rapid or steady increase in size, changes in color, changes in volume or the character of the smoke should all be reported to dispatch.

### **FOLLOW UP PROCEDURES**

- a. Provide immediate updates to the dispatcher as changes occur in color or volume of smoke.
- b. Provide an update to dispatch of characteristics every 10 minutes until the first initial attack unit arrives on scene or as requested by the dispatcher or as characteristic change. If the dispatcher asks, and there has not been a change, state “NO CHANGE”.
- c. Tactical frequencies will be used for communications with responding units as much as possible when traffic is extreme.

**LOOKOUT FIRE REPORT**

Dispatch # \_\_\_\_\_

Lookout Reporting 1st report ( ) Cross with:

(1) Azimuth    degrees    minutes    (2) Landmark location:

(3) Legal Location TWN    RNG    SEC    1/4. 1/4 SEC

(4) Base Sighted    Yes    No

(5) VOLUME/COLOR/CHARACTERISTICS

VOLUME	COLOR	CHARACTERISTICS
SMALL	WHITE	THIN    COLUMN
MEDIUM	LT. GRAY	HEAVY
LARGE	DARK GRAY	BILLOWY
	BLUE	DRIFTY
	BLACK	BLANKET
	<u>OTHER</u> _____	<u>OTHER</u> _____.

(6) SMOKE DRIFTING TO:

NORTH	NORTHEAST	EAST	SOUTHEAST
SOUTH	SOUTHWEST	WEST	NORTHWEST

(7) WHATS BURNING?

GRASS	LT. TIMBER	REPROD	STRUCTURE
BRUSH	HEAVY TIMBER	SLASH	VEHICLE
<u>OTHER</u> _____	UNKNOWN		

(8) ESTIMATED SIZE

< 1/4 ACRE	1/4 TO 1-ACRE	1-5 ACRES	5 + ACRF
------------	---------------	-----------	----------

(9) DATE    (10) TIME    (11) REVISED LEGAL \_\_\_\_\_

## **WINEMA/ODF LOOKOUTS (cont.)**

- Lookouts will provide immediate updates to the Dispatcher as changes occur in color or volume of smoke.
- Lookouts will provide an update of smoke characteristics until the first initial attack unit arrives on scene or as requested by the dispatcher or as smoke characteristics change.
- Updates will be provided on the Dispatch radio frequency and repeater assigned to the fire.
- The Dispatcher will request an update from the lookout as needed based on burning conditions.
- Second or Third lookout reports from other lookouts of a reported smoke will be made as soon as the smoke is visible. Only the first 5 items on the Standard Lookout Report form will be required for second and third reports. The dispatcher will acknowledge the report, give the dispatch number and time.
- Tactical radio frequencies will be used as much as possible when traffic is extreme. This should improve conditions on the initial attack frequencies.

## **Weather Information**

Lookouts are the eyes of the protection organization. Lookouts will report to the Dispatcher any change in overall weather conditions observed from the Lookout. These reports will be made when any significant change is observed in the following:

- **REPORT WIND-SPEED** in miles per hour and wind direction. Report significant changes as they occur.
- **THUNDERSTORM ACTIVITY**- Report buildup of cumulus clouds, direction of movement of cumulus clouds. Report observed lightning, either cloud to cloud or down strikes. Report - lightning activity as light, moderate, or heavy. Always report any rain observed with the lightning or the absence of rain with the lightning. Report moisture as light, moderate, or heavy associated with lightning.
- **MOISTURE**- Report the location of rain observed from the lookout. Report moisture as light, moderate, or heavy.
- **VISIBILITY**- Report any decrease in visibility from the lookout. Report the degradation of visibility in the direction and distance from the lookout. Report changes as needed.
- **FALSE SMOKES/KNOWN SMOKES** - Report known smokes or events that may be interpreted as smoke from the ground or other lookouts. An example would be large dust devils.

## **Lookout Safety**

- The Fire Center will perform a Lookout Check call using simulcast on the radio, beginning at 1000 hours on 2 hour intervals each day. Lookouts will respond in order from Southwest to Northeast to West. Lookout response will be: Parker, Chase, Hogback, Bryant, Calimus, Sugarpine, Watchman, and Mt. Scott.
- All lookouts will sign on duty and off duty with KFIFC each morning and evening.

- Dispatcher will ensure radio coverage is in place while the lookout returns to the station or is off the mountain. This will be covered by the unit Duty Officer(s) and or KFIFC or an arrangement made by the unit Duty Officer(s) and/or KFIFC.

### **Overtime**

- Lookout overtime will be paid by the benefiting unit or function. Overtime requests will be documented on a Resource Order.
- The Dispatcher will coordinate lookout services outside normal hours with the duty officer or IC.
- The Dispatcher will notify the Lookout of authorized overtime and at the end of needed service.
- When the lookout is staffed outside of normal duty hours, the lookout will sign in and sign out with the dispatcher.

### **AERIAL DETECTION/REPORTING** \*\*\* (see appendix/ flight following process)

- Aerial Detection needs will be coordinated between Duty Officers and the Fire Center Coordinator. The need will be identified far enough in advance to provide for timely scheduling the aircraft and observer(s).
- An annual or bi-annual training session will be conducted for Aerial Observers. Persons attending the training will be committed to being available for assignments as an Aerial Observer, whenever possible.
- Aerial Detection Flights will be alternated daily between the Winema N.F. and ODF when possible for cost sharing purposes.
- Each flight will have two observers, when possible (1 ODF- 1 FS).
- Observers will be assigned for the duration of the situation to provide continuity, to the extent possible.
- A second aircraft and observer will be ordered when the situation is projected to exceed the ability of one aircraft to cover the protection area within 3 hours.
- Detection aircraft will be equipped with a Loran C and a radio with the protection area radio frequencies. The observer will give a complete report to the Fire Center, including landmark and legal description.
- All fires will be reported to KFIFC using the Aerial Detection Fire Report Form.
- Detection aircraft may be used to guide Initial Attack resources into a fire only by formal request from the Duty Officer to the Dispatcher. The decision to use the aircraft for this purpose will be based upon the priority of the fire, versus the need to cover the rest of the protection area. Winema channel two may be used for flight following but fire reports will be given on Winema channel one or ODF frequency utilizing repeaters.
- Aerial detection fire report forms will be filled out completely by the observer. Completed report forms will be attached to the dispatch action record.

**AERIAL DETECTION FIRE REPORT**

DATE \_\_\_\_\_ TIME \_\_\_\_\_

DISPATCH # \_\_\_\_\_

(1) LANDMARK LOCATION \_\_\_\_\_

(2) LATITUDE \_\_\_\_\_ LONGITUDE \_\_\_\_\_

(3) LEGAL LOCATION: TWN \_\_\_\_\_ RNG \_\_\_\_\_ SEC \_\_\_\_\_ 1/4 SEC \_\_\_\_\_

REVISED LEGAL: TWN \_\_\_\_\_ RNG \_\_\_\_\_ SEC \_\_\_\_\_ 1/4 SEC \_\_\_\_\_

(4) FIRE SIZE \_\_\_\_\_

(5) CHARACTER OF SMOKE VOLUME: SMALL, MEDIUM, LARGE \_\_\_\_\_  
COLOR: WHITE, GRAY, BLUE, BLACK \_\_\_\_\_  
OTHER: THIN, HEAVY, BILLOWY \_\_\_\_\_  
DRIFTY, BLANKET, COLUMN \_\_\_\_\_

(6) CHARACTER OF FIRE: SMOLDERING, CREEPING, RUNNING, SPOTTING, ERRATIC \_\_\_\_\_

(7) GENERAL FUELS: GRASS, BRUSH, TIMBER, SLASH, OTHER \_\_\_\_\_

(8) POSITION ON SLOPE: RIDGETOP, UPPER 1/3, MID 1/3, LOWER 1/3, FLAT \_\_\_\_\_

(9) WIND DIRECTION \_\_\_\_\_

(10) RECOMMENDED RESOURCES NEEDED: (ENGINE, HANDCREW, FALLER, AIR TANKER) \_\_\_\_\_

(11) ACCESS ROUTE: (WALK-IN, ROAD NUMBER) \_\_\_\_\_

COMMENTS/NOTES : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **FIRE REPORTS FROM 9-1-1 & CITIZEN REPORT BY TELEPHONE**

- Fire Reports from the Klamath County 9-1-1 Communications Center will consist of the following standard information:
  - ◆ Location including landmark.
  - ◆ Special access to the fire.
  - ◆ Color, Character and Volume of the smoke
  - ◆ Reportee' s location from where fire was first seen.
  - ◆ Reportee and callback phone number.
  - ◆ Approximate size of smoke/fire.
  - ◆ What is burning.
  - ◆ Proximity to hazards, structures.
  - ◆ Structural units responding.

## **FIRE REPORTS FROM AGENCY AND COOPERATORS PERSONNEL**

- ◆ Location, Legal, Landmark, Compass Bearing.
- ◆ Color, Size, Characteristics of smoke/fire.
- ◆ Reportee name and location.
- ◆ Action being taken.
- ◆ Suspicious activity.
- ◆ Protect any evidence/point of origin.

## **CONTRACTORS / PERMITTEES & INDUSTRIAL OPERATORS**

- ◆ Location, Legal, Landmark, Timber Sale Name
- ◆ Color; Size, Characteristics of the smoke/fire
- ◆ Reportee' s name and call back number
- ◆ Action being taken
- ◆ What's burning?
- ◆ Record suspicious activity
- ◆ Protect point of origin and access to it.

The Dispatch Coordinator will be responsible for advising the Klamath County Communications Center (911) and other agency personnel and cooperators of the standard reporting procedures for wildland fires.

## DISPATCHING

### DISPATCHER'S ACTION-INITIAL ATTACK/INITIAL REPORT

#### *Duties and Responsibilities of the Dispatcher:*

- Receive & Record all reported information on the Incident Action Record.
- Plot Incident Location
- Verify Incident Location.
- Compare Azimuth, reported legal, cross shots.
- Request Lookouts to check information when discrepancies occur.
- Ensure all information about Incident location is accurate prior to dispatching resources.
- Determine necessary resources based on predetermined plan/Fire Danger.
- Determine closest forces.
- The goal will be to tone out the dispatch within 3-minutes of receiving the initial report.
- TONE OUT THE DISPATCH !! (simulcast)
- Dispatch resources by unit Number (simulcast) including Duty Officer. Notify Duty Officer of Rural Fire Departments responding.
- Record actions on Incident Action Record.
- Monitor changes of Smoke/Fire characteristics from Lookout updates.
- Update responding Duty Officer on 10 minute intervals, including reports of no change.
- Request update from lookout on 10 minute interval if lookout fails to provide.
- Add resources to the dispatch as indicated or requested by the Duty Officer. .
- Trouble shoot/prompt responding resources of potential needs/actions/available resources. For example, where is the next engine, crew, air-tanker, etc. Are there any time constraints to decisions.
- The Dispatcher will be responsible for the fire until -the first qualified Initial Attack resource is on scene.
- Copy of Action Record to Ranger District or ODF Headquarters within 24 hours after fire is out.
- Only one dispatcher will be assigned to a fire. Other dispatchers will assist with plotting, recording and answering phones.

## **DISPATCH SCRIPT**

The following script will be used primarily for single fire operations. Multiple fire operations will follow this format and/or be shortened according to the situation. In all cases each dispatch of Initial Attack Resources will be started with an Alert Tone.

- **ALERT TONE. ALL FIRES TONED!** Simulcast for 3 seconds. When district is split North and South during multiple fire situations, DO NOT simulcast.
- **FIRE LOCATION.** Give Pre-Planned Dispatch Block, Local Landmark, and Legal Location, by Township, Range, Section, 1/4, 1/4 subsection. dispatch frequency and dispatch number
- **PAUSE.** Allow time for initial attack resources to select the dispatch frequency and repeater.
- **DISPATCH RESOURCES.** Call each resource to be dispatched individually by their identifier. ie. dispatcher says, "following units respond, E-241. Engine 241 says, "241 is responding". Each resource will be dispatched in this manner. All units will hold radio traffic until the dispatch traffic is completed.
- **CRITICAL INFORMATION.** Give important details such as structures or vehicles involved, known hazards, black smoke ect.
- **RECALL.** Call any I.A. units that failed to respond
- **REPEAT.** Repeat the fire location, landmark, dispatch block, I.A. frequency and dispatch number.
- **MOVE-UP RESOURCES.** Call each moveup resource individually by their identifier after the responding resources are dispatched and confirmed. The dispatcher will call each standby unit using the same process as above, ie. dispatcher will say, "8151 standby at Chiloquin". engine 8151 will say, "8151 enroute to Chiloquin" or "8151 standing by at Chiloquin"..

## **DISPATCH COORDINATOR**

The Dispatch Coordinator position is assigned to supervise and manage the Dispatch operation. The following duties applies to a single fire and multiple fire dispatch operations. Additional duties and responsibilities are listed under MULTIPLE FIRES.

- Notified of any reported fire within the Protection Area.
- Assess fire report and ensure the comensurate action is being taken
  - Adequate resources
  - Validate jurisdiction
  - Validate Incident location
  - Documentation implemented
  - Jurisdictional notification
- Evaluation of potential (Move-up, Shared Resource, Expanded dispatch)

-Investigation

-Procurement

-Backup Resources

-Resource Order Numbers

-Management Codes

- Assess and inform Protection Area resources of activities that could/may affect resource availability.
- Continue monitoring the situation.
- Coordinate all actions with Duty Officer(s)/Incident Commander(s).
- Coordinate with and advise Northwest Coordination Center, Salem Operations Center, and Adjoining Cooperators.
- If span of control to Dispatch Coordinator exceeds capability or appears to have potential to exceed, duties will be split to provide two coordinators. One for Initial Attack Dispatch and one for Logistics.
- Ensures that KFIFC is adequately staffed on a daily and situational basis to-handle the current and anticipated workload.
- Anticipates the need for night shift and schedules personnel in a timely manner to avoid shifts exceeding 16 hours the first shift and 13 hours for succeeding shifts during multiple fire and single fire operations.
- Dispatch Coordinator has the authority to order resources without consulting all Unit Duty Officers, efforts will be made to coordinate with appropriate Unit or Jurisdiction, but in the event that is not possible the decision to hold or order resources should be supported. If time allows effort will continue to contact appropriate coordinator(s). Release or reassignment or resources will be coordinated with the D.O.
- Daily Resource Status will be reported daily to KFIFC by each duty officer. The Fire Center will compile status and send to each field office.

## **FIELD OPERATIONS**

### **UNIT DUTY OFFICER**

#### ***OBJECTIVES***

Serve as Acting Unit Fire Management Officer or Acting Protection Supervisor for routine daily management of pre-suppression and Initial Attack organization.

The reason for assigning a District Fire Duty Officer is to provide a person in the fire organization to maintain continuous contact with the suppression forces and the Fire Center. The D.O. will manage and supervise the unit fire organization.

The Duty Officer position will be covered 24 hours per day 7 days per week during the Wildland Fire Season. A duty officer schedule will be prepared and sent to the Fire Center prior to each fire season.

#### ***DUTIES AND RESPONSIBILITIES***

- Continuously monitor and be readily available by radio. Constantly in communications with the Dispatcher.
- Coordinates and manages suppression activity and fire operations on the unit.
- Maintain knowledge of current Fire Danger, Fire Activity, for Regional, Statewide, Forest and Unit.
- Current knowledge of available resources for unit.
- Inform the Dispatcher of the status and location, by exception, of all on duty suppression forces by 0945 daily.
- Initial Attack ready with vehicle.
- Respond to reported Incident and/or designates who will be in Command. Increase/decrease or cancel response if conditions warrant, and continue to assess the situation.
- Coordinate actions with Dispatch Coordinator and adjoining jurisdictions. The Duty Officer needs to respond to the Incident in the following situations:
  - ◆ An incident with potential to escape Initial Attack.
  - ◆ A suspected Human caused fire.
  - ◆ Multiple Agency fires.
  - ◆ Fires which pose a threat to adjacent landowners.
  - ◆ Special identified management areas.

- Before the designated Duty Officer becomes committed to an incident, a back-up Duty Officer will be assigned. The Duty Officer will not be dispatched to an off Forest/District incident until relieved by a qualified Duty Officer.
- Duty Officer will place emphasis on areas of special interest such as wildlife Areas, Archeological sites, ect.
- The Duty Officer or next supervisory level with approval of Line Officer will be responsible for initiating an Escaped Fire Situation Analysis and Supplemental Fire Agreement required for a wildfire expected to escape initial attack on the Winema National Forest.
- The Home Unit Fire Duty Officer will coordinate Post Extended Attack or Unique Fire Situation Critiques within 7 days after the situation. A representative from each operational unit will be invited (Example:
  - Manager, Ground Crew, Dispatch, Logistics, etc ) The critiques can be held in each sub-unit when appropriate (Example: ODF, USFS, USFW, BLM, NPS, ETC ). The GOAL is to utilize critiques to make a more efficient partnership within the agencies.

**MINIMUM FIRE DUTY OFFICER QUALIFICATIONS** (Winema N.F.)

- Red Card qualifications shall be a minimum of a Type 3 Incident Commander or Division Supervisor.
- A working knowledge of Dispatch procedures.
- A working knowledge of Cooperative Fire Protection Agreements.
- A working knowledge of Fire Business Management Policy and Procedures.

**UNIT LOGISTICAL COORDINATOR**

The Unit Logistical Coordinator is established to provide coordination between the Fire Dispatch organization and the Ranger District or ODF Unit. The Unit Duty Officer provides this coordination during routine operations. As the complexity increases the Unit Logistical Coordinator position will be filled.

If the unit was providing support to the Forest or Region in most cases the Unit Duty Officer would be at the office providing supervision and management to the support. If the unit was involved in fire suppression operations, the Unit Logistical Coordinator would be assigned.

- Available by telephone, and/or radio at the Unit Office. \* Knowledge of status and availability of unit resources.

- Communicates change of resource status to Dispatch Coordinator.
- Fills resource order requests for crews, overhead ect. including manifests to be forwarded to Fire Dispatch.
- Works as an extension of Dispatch/Logistics system.

### **RADIO / CELL PHONE USE**

- Tactical Support will be communicated thru RADIO OPERATIONS.
- Logistical Support will be communicated thru CELL PHONE OPERATIONS.
- Significant changes (Example: Major wind shifts, Spot fires, etc...) will be communicated thru RADIO OPERATIONS.
- Non-Significant changes (Example: Resources on scene update, relaying messages to home, etc. ...) will be communicated thru CELL PHONE OPERATIONS.

### **SINGLE RESOURCES**

Single Resources are Engines, Dozers, Crews, Smokechase Teams assigned to the Protection Area for Initial Attack.

#### ***Duties and Responsibilities:***

- Report status to Dispatcher as ASSIGNED, AVAILABLE, OUT OF SERVICE.
- Report geographical location either by landmark or to the nearest Section. Example: "341 at Lake of the Woods" or "341 at Township 36, Range 5, Section 11".
- Continue to update location to Dispatcher as location changes substantially while in service and available.
- Continuously monitor and be readily available by radio. Constantly in communications with the Dispatcher.
- Responds to fires as dispatched under pre-planned dispatch or as dispatched under priority dispatch.
- Report "ON SCENE" to the Dispatcher, size up the incident, report items 1-6 on the Field Fire Behavior Report Form within 10 minutes. Applies to first unit on scene only. \*\*\*(see appendix/field fire behavior report)
- All fires will be flagged in accordance with each agencies flagging policy. (Example: "Winema will mark fires on White with Red dots flagging.") Dispatch Number should be written on flagging leading to the incident and if it can be provided an information card containing Directions, Hazards, and other important information should be attached to the flagging.
- When a fire is called out all flagging and attached information will be removed.

- Complete fire report, unit logs and supervisor' s time reports. All reports will forwarded to the unit Duty Officer at the end of the shift.
- Post Fire Checking Procedures will be followed in accordance with each agencies policies. For multi-agency fires the entire fire will be checked regardless of jurisdiction and percentage of fire within the jurisdiction. (Example: ODF will check ODF fires / Winema will check Winema fires unless otherwise communicated differently. ODF will check an entire multi-agency fire / Winema will check an entire multi-agency fire unless otherwise communicated differently.)

## MULTIPLE FIRES

### KLAMATH FALLS INTERAGENCY FIRE CENTER

- All smoke reports to KFIFC.
- During multiple fire operations the Protection Area will be divided into a North half and a South half radio frequency split with the Winema Primary frequency assigned to the North half and the ODF Primary frequency assigned to the South half. An Initial Attack Dispatcher will be assigned to each frequency.
- The division line will begin at the Northeast corner of the Klamath Ranger District boundry with Crater Lake N.P., then Southerly along the boundry to Highway 62, then Southerly along Highway 62 to the junction with Highway 97, then Southerly along Highway 97 to the Southwest corner of the Chiloquin Ranger District. Then Easterly along the Southern boundry of the Chiloquin R.D. to the Southeast corner with the Fremont N.F.  
This division line may be modified depending upon the location of multiple fires or the path of the lightning storm in coordination with Duty Officers and their needs.
- Dispatch prioritizes, organizes and assigns closest forces to all fires within the Protection Area in coordination with the Duty Officer.
- Dispatch performs all of the following functions:\_
  - Maintaining Incident Action Record.
  - Plotting Board
  - Fire Status
  - Resource Status and Location
  - Requests additional resources from unit offices.
  - Coordinates all actions with Unit Managers, Adjoining Jurisdictions, Northwest Coordination Center, and Salem Operations Center.
- DISPATCHER RESPONSIBLE UNTIL FIRST INITIAL ATTACK RESOURCE IS ON SCENE.
- Dispatch Coordinator has responsibility to maintain communications with duty officers to set priorities and develop protection needs for each area of concern.
- Unit Duty Officer responsible to increase or decrease dispatch based upon. on the ground knowledge of the situation.
- Smoke Chase Teams needs will be coordinated with Dispatch and will be placed on a Resource Order.

- If span of control to Dispatch Coordinator exceeds capability or appears to have potential to exceed, duties will be split to provide two coordinators. One for I.A. Dispatch operations and one for Logistics.
- All Resource Orders will be placed with Fire Dispatch/logistics.
- Fires will be referred to by dispatch number, not by fire name or ODF fire number. Fire names will be used when retardant is ordered or when a fire becomes an individual project.
- The Fire Center will coordinate Post Multiple Fire Critiques within 7 days after the Multiple Fire Situation is over. Representative from each operational unit will be invited (Example: Manager, Ground Crew, Dispatch, Logistics, etc ) The critiques can be held in each sub-unit when appropriate (Example: ODF, USPS, USFW, BLM, NPS, etc...) The GOAL is to utilize critiques to make a more efficient partnership within the agencies.

### **DISPATCH LOGISTICS COORDINATOR**

The purpose of the Logistics Coordinator at Klamath Falls Interagency Fire Center is to relieve the Initial Attack operation of the task of ordering and tracking resources. Logistics will function between initial attack and expanded dispatch.

#### ***Duties and Responsibilities***

- Follows established ordering procedures to fill all Resource Orders requested by the Incident(s) being managed by the Protection Area.
- As situation increases in complexity, supervises and manages up to 4 Support Dispatchers providing specific ordering for Crews, Overhead, Equipment, and Supplies.
- Maintains location and status of all local resources and out of area resources as they are received.
- Initiates Expanded Dispatch for a large Incident. Serves as ordering point until Expanded Dispatch organization is in place at Winema S.O. or ODF Headquarters.

### **FIRE CENTER COORDINATOR**

- During multiple fire operations or large single fire operations a Center Coordinator will be assigned to Klamath Falls Interagency Fire Center. This position will coordinate the operations of the Initial Attack, Logistics, and Air Tanker Base as needed.

(SEE APPENDIX FOR FLOW CHARTS)

## **BRANCH DIRECTOR**

- During multiple lightning fire situations when the complexity increases, the individual Units will be divided into predetermined branches. Each branch will have a Branch Director assigned. Each Branch Director reports to the Unit Duty Officer/Protection Forester.
- Duties and Responsibilities of the Branch Director:
- Coordinates with the unit Duty Officer/Protection Forester for all Initial Attack Incidents within the assigned Branch.
- Supervises overall suppression actions and resources assigned to the Branch.
- Determines resource needs for current shift, and next operational period.
- Tracks assigned resources and incidents. Coordinates with adjoining Branches, Duty Officer, and Dispatcher for movement of resources between Branches.
- Use tactical radio frequencies within Branch to minimize overload on Primary frequencies.
- Maintain a Unit Log of all actions and activity.
- Resources will be dispatched by the Fire Center and will report "on scene" to the Dispatcher. The Field Fire Behavior Report Form items 1-6 will be reported to the Dispatcher within 10 minutes. Additional incident status, additional needs and communications will go thru the Branch Director to Dispatch. Critical needs of the incident can be requested thru the Fire Center if Branch Director is unavailable.

## **AN EXAMPLE OF HOW THE BRANCH CONCEPT WORKS**

The Chemult R.D. has 47 fires reported on July 20th. The decision was made by the Chemult Fire Duty Officers and Fire Center to divide the Chemult District into two branches, Highway 97 is the dividing line. All fires on the Chemult R.D. West of Highway 97 will be managed by Branch Director 6101. All fires on the Chemult R.D. East of Highway 97 will be managed by Branch Director 6102. Each branch has 5 engines and 10 smokechase teams assigned.

The Fire Center receives all smoke reports and dispatches all resources assigned to both branches. When the initial attack units arrive at each fire, the fire behavior report, corrected legal and other information is relayed to the Fire Center. Fire #278 has some problems. The I.C. needs a water tender, 2000 ft. of hose and a Mark III pump kit. The I.C. uses a tactical frequency to contact the Branch Director to report fire status and relays the equipment needs. The Branch Director relays the order to the Fire Center using the assigned north half radio frequency. The Fire Center will then fill the order as soon as possible.

Initial attack units that complete mop-up activities and are then released, can be reassigned to another fire or can be sent to a staging area within the branch or can be reassigned to another branch.

The decision to use the Branch Concept will be made by Unit Fire Managers and The Fire Center based on number of fires per unit. The number of branches may vary depending on the need for division. ie. Chemult R,D. may have from two to four or more branches, ODF may have North and South branches or more depending on the number of fires in each geographic area. *De-activation of the Branch Concept will occur when fire activity has decreased within the branches allowing normal fire suppression duties.* The decision to activate or de-activate the Branch Concept will be a unified effort involving all fire management units and dispatch. Incidents exceeding Initial Attack or with the potential to exceed Initial Attack will be managed separately from the Branch. If the Branch Director is committed to an incident with potential, a replacement will be assigned.

### **INCIDENT COMMANDER/INITIAL ATTACK & MULTIPLE FIRES**

- Reports items 1-6 on the Fire Behavior Report. Confirm legal location and best access to Incident to the Fire Center within 10 minutes.
- Gives updates and status to Dispatch including estimated time *on scene*.
- Maintains/monitors Dispatch radio frequency, assigns tactical frequency for on-scene operations.
- Makes timely orders thru the Unit Duty Officers to Dispatch for lunches, cache items, and additional logistical needs.
- Complete Field Fire Behavior Report, Unit Logs, ODF Field Supervisors Time Reports. Route to Dispatch and to Unit Office having jurisdiction for Incident by end of shift.

### **CAUSE DETERMINATION ON SINGLE AND MULTIPLE FIRES**

- ALL FIRES WILL BE PROTECTED AT THE POINT OF ORIGIN.
- Investigation supplies or small investigation kits will be included in crew engines or equipment. The kits should contain the following items: Camera, investigation forms, pens, flagging, recorder (if possible for interviewing), and any other needed items.
- Engine crews will be trained on an annual basis for investigation procedures which include: Origin protection, investigation kits, etc...
- ALL FIRES ON ALL ODF WILL BE CAUSED DETERMINED.
- Normal dispatch procedures will be used for the request of an investigator.