

**Year**

**2025**

MID ATLANTIC COORDINATION CENTER



# Mobilization Guide

## **PREFACE**

The mission of the Mid-Atlantic Coordination Center (MACC) is to provide interagency support in the mobilization of incident resources for its member agencies. The member agencies are the USDA Forest Service-Eastern Region, the US Department of Interior (USDOI), the National Park Service-Northeast Region and Midwest Region, the US Fish and Wildlife Service Region 5 Mid-Atlantic Region, Region 5 South Region and Region 3, the Commonwealth of Pennsylvania, the State of Delaware, the State of Maryland, the State of Ohio, the State of West Virginia, and the State of New Jersey and are referred to as the Cooperators in this document.

The Cooperators (directly or through their respective agencies) entered into a Master Cooperative Wildland Fire Management and Stafford Act Response Agreement (Master Agreement). The Master Agreement allows for the Cooperators to mutually conduct projects or share resources for fire protection and prevention, which includes activities such as prescribed fire/fuels management, preparedness, fire analysis/planning, rehabilitation, training, public affairs, and other beneficial efforts in support of interagency fire management.

The purpose of the MACC is to establish a method for coordination between and among the Cooperators, to provide for a reduction in the duplication of effort and cost to the Cooperators by ensuring that a system exists for establishing and maintaining a dispatching/coordination program which is responsible for and responsive to requests for incident management support in a safe, timely, and cost-effective manner utilizing efficient and effective interagency practices. This system provides for economic benefits through interagency cooperation and coordination of incident management resources within the Mid-Atlantic area. The MACC provides uniformity of communication and logistic support in dispatching/coordination procedures for wildland fire management to the Cooperators and their constituents by identifying, positioning, and utilizing established procedures and resources to meet anticipated and existing wildland fire and all-hazard incident needs through the use of closest available resources regardless of location and agency affiliation and by establishing resource allocation priorities during periods of competition or depletion of resources.

The MACC is housed in the Pennsylvania Emergency Management Agency (PEMA) Building at 1310 Elmerton Avenue, Harrisburg, Pennsylvania. The MACC serves all the Cooperators by providing dispatch coordination, daily fire weather information, and situation information locally, geographically, and nationally. Specific services are outlined but not limited to those in this document. For a comprehensive description of the processes used to accomplish the services, see the MACC Standard Operations Guide (SOG).

The Cooperators provide the MACC with information on member wildland fire protection needs, objectives, policies, and procedures.

The MACC is charged with development and implementation of a system for maintaining cost effective and timely coordination of interagency emergency response for wildland fire and all hazard incidents. This is accomplished through planning, situation monitoring, and expediting resource orders between the interagency wildland fire management members within the MACC and between the MACC and the Eastern Area Coordination Center (EACC).

The MACC has established standard procedures, which guide the operations of multi-agency logistical support activity in the MACC area. These procedures are described in this document which is prepared and updated annually by the MACC and approved by the MACC Governing Board. This guide is intended to facilitate the interagency mobilization and coordination of resources, ensuring that the timeliest and cost-effective incident support services are provided. It is designed to accommodate amendments as required and will be retained as current until amended.

## Signatures Page

Approved by: MACC Board of Directors

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Sam Topper Middle Atlantic Compact Chairperson	

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## Organization

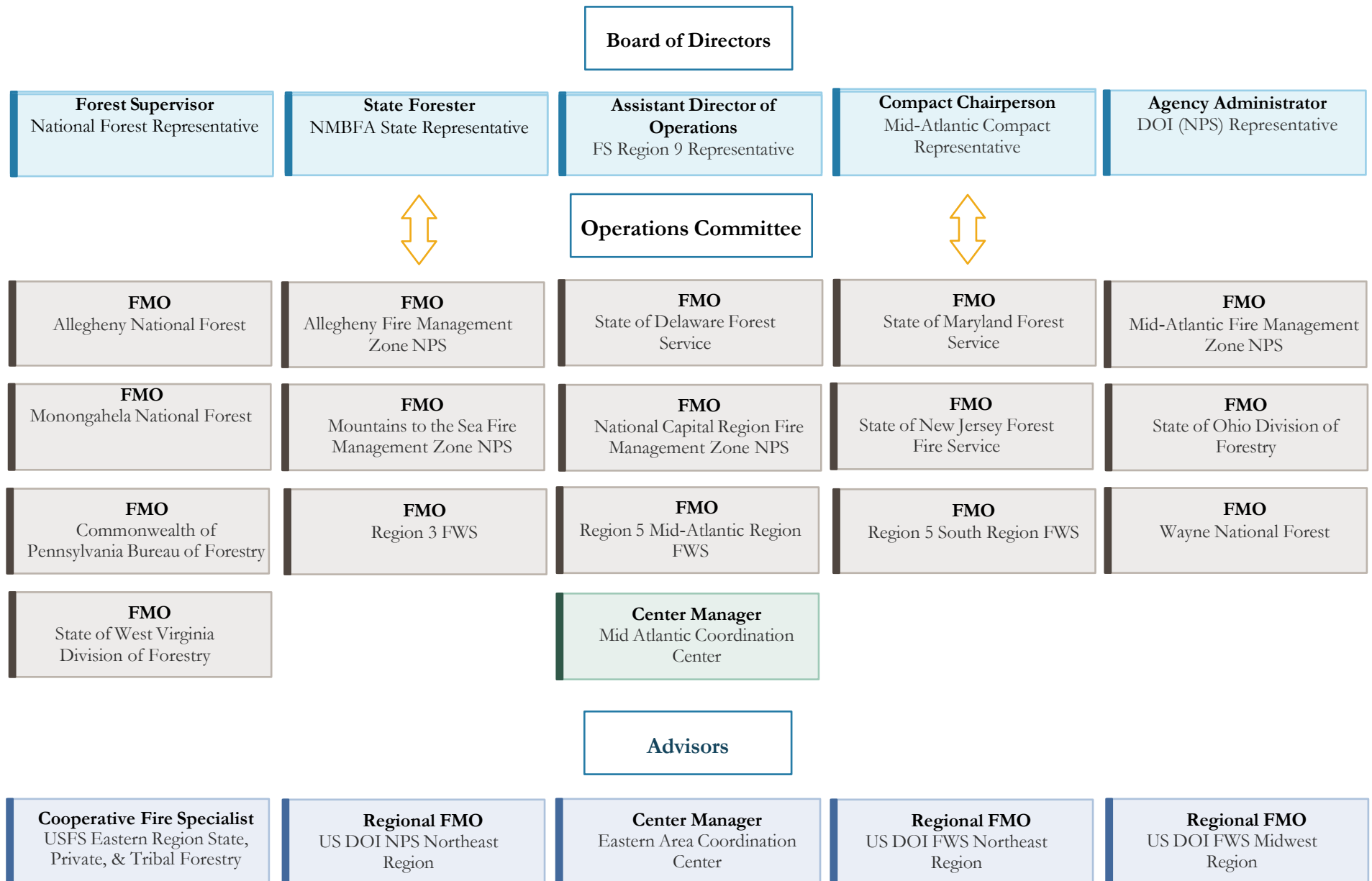
The Mid Atlantic Coordination Center has a Board of Directors (BOD) which sets the policy and overall direction for the MACC and from whom the MACC receives its Delegation of Authority. There is an Operations Committee (OPS) which reports to the BOD. The OPS provides solutions to problems encountered by the MACC and provides recommendations to the BOD. The MACC Center Manager works with the OPS to solve problems and works for and reports to the BOD.

MACC Board of Directors (BOD)

The BOD consists of:

- USDA-Forest Service Local Representative – Forest Supervisor
- Mid-Atlantic Compact Representative – Compact Chair
- NMSFA State Representative – State Forester
- USDOJ: National Park Service Representative – Agency Administrator
- USDA-FS Region 9 Representative – Assistant Director of Operations
- Non-Voting Facilitator – MACC Center Manager

BOD members must have the delegated authority to represent their agency administrators in BOD functions. An agency administrator may provide a letter of “Delegation of Authority” for this purpose. Consensus decision making will be used when and where possible, however if the BOD comes to an impasse, a voice vote may be used to conduct business with each BOD member having a single vote.



The BOD members will be responsible to:

- Provide interagency leadership and coordinated direction to wildland fire management programs in the MACC service area.
- Provide a forum for the exchange of ideas and the development of consistent policies.
- Foster cooperation, avoid wasteful duplication, and facilitate maximum efficiency in wildland fire management programs through coordinated planning and utilization of closest forces and shared resources concepts.
- Establish and maintain an interagency approach to wildland fire management programs through development of a full interagency association, and facilitation of a high degree of professionalism, trust, and mutual assistance among wildland fire management agencies.
- Identify issues, establish priorities, develop alternatives, and recommend a unified course of action for respective agency administrators.
- Serve as the local Multi-Agency Coordinating Group (LMAC Group) when needed.
- In coordination with the supervisor of record, provide leaders intent and performance measures for the Center Manager.

### **The Operations Committee (OPS)**

The OPS is comprised of representatives from the 3 National Forests, the DOI agencies, the State Agencies, and the Center Manager. It was established on behalf of the BOD.

The membership of the MACC OPS consists of a Fire Management Officer (FMO) or Fire Supervisor from each member Agency. A chairperson and co-chairperson for the MACC OPS shall be designated. Chairperson roles shall be rotated among representatives from the OPS committee. The chairperson and co-chairperson will serve a one-year term beginning January 1, 2020. Once the term of the chair is complete, the outgoing co-chair will become the new chairperson. The term schedule for rotating the chair positions is as follows:

- 2024 – PA-PAS
- 2025 – NPS
- 2026 – OH-OHS
- 2027 – PA-ALF
- 2028 – DE-DES
- 2029 – US F&WS
- 2030 – MD-MDS
- 2031 – WV-MOF
- 2032 – NJ-NJS
- 2033 – OH-WAF

A key function of the OPS committee is to serve as the initial point of contact for addressing new and unresolved issues or problems and to develop solutions. The OPS will also provide close oversight to the MACC shared facilities and shared resources. The intent is that the OPS perform as the primary working committee for the BOD and will keep the BOD informed and involved on pertinent issues and actions.

The MACC OPS is responsible for:

- Developing recommended services and products to be provided by the MACC.
- Preparing and updating operating plans.
- Developing a MACC budget including cost share allocations between agencies.
- Surveying the MACC Board of Director members for input and preparing evaluations for MACC services and products.
- Integrating Fire Management Plans and other national and/or state direction across agency boundaries.
- Working closely with MACC staff and member agencies to address problems, issues, and opportunities.
- Setting priorities, developing alternatives, and making recommendations regarding solutions to present to agency administrators and the BOD.
- Provide oversight for the MACC Business Operating Guidelines and the Service and Supply Plan.

The BOD and the OPS are scheduled to meet twice a year preceding the Mid-Atlantic Compact Meetings. Other meetings can be requested by any member via email to the group.



## Dispatch Operations

The MACC, located in Harrisburg, PA is the Mid-Atlantic sub-geographic area coordination center for six states, three FS National Forests, four NPS zones with 38 parks, parts of 2 US Fish and Wildlife Services Zones with 26 Refuges, and resources from other cooperating agencies (i.e. National Weather Service, Regional Offices, FEMA, Research Programs, etc.). The MACC has initial response responsibility for three (3) NF: the Allegheny NF (ALF) in Pennsylvania, the Monongahela NF (MOF) in West Virginia, the Wayne NF (WAF) in Ohio and in the future New River Gorge NPS (NRP). In addition to these National Forests, initial response responsibility exists for some State Offset lands.

The principal mission of MACC is the cost effective and timely coordination of land management agency's successful emergency response for wildland fire. As a partner in the National Response Framework (NRF) and as an interagency cooperator, the MACC will also meet the requirements of all-hazard incidents as directed by the NRF or Presidential and Secretarial direction. This is accomplished through planning, situation monitoring, and expediting resource orders between States, National Association of State Foresters (NASF), US Fish and Wildlife Service Regions, Forest Service Regions, National Park Services Regions, National Weather Service (NWS) Regions, Federal Emergency Management Agency (FEMA) Regions, through the United States Fire Administration (USFA), and other cooperating agencies.

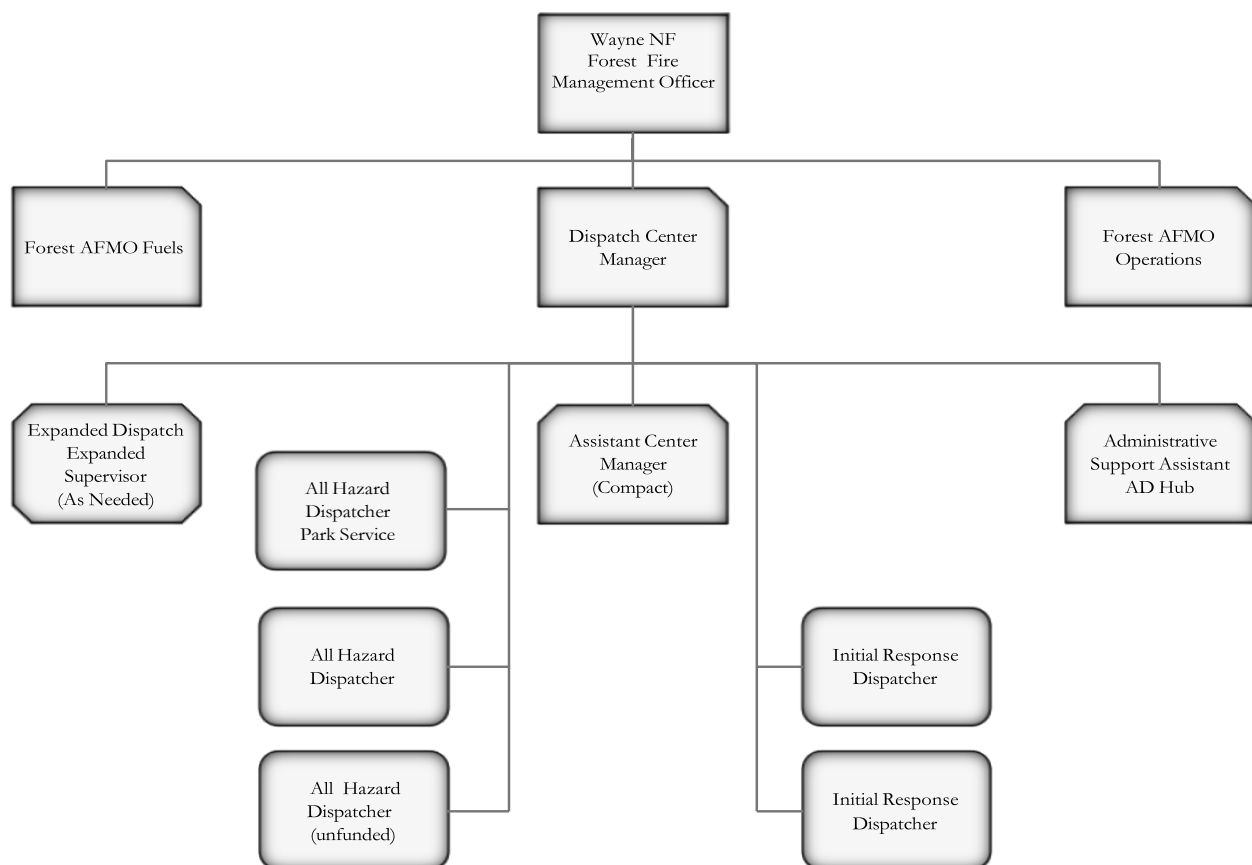
The MACC Interagency Mobilization Guide (MOB) supplements the Eastern Area Interagency Mobilization Guide (EAMOB) and the National Interagency Standards for Resource Mobilization (NISRM). It identifies standard procedures which guide the operations of multi-agency logistical support activity throughout the coordination system. This guide is intended to facilitate interagency dispatch coordination, ensuring the most timely and cost-effective incident support services available are provided. It is designed to accommodate amendments as needed and will be retained as current material until amended.

The MACC is governed by a Board of Directors (BOD) and assisted by an Operations Committee (OPS). The BOD consists of Agency Administrators from the partner Agencies. They provide oversight, direction, and the delegation of authority for the Center Manager. The OPS provides support with decision making, issue resolution, and form the Local Multiagency Coordinating (LMAC) group. The OPS group consists of FMOs from each partnering unit.

While fire can and does occur year-round in the MACC service area, there are two defined fire seasons. The spring fire season is defined as March 1<sup>st</sup> through May 15<sup>th</sup> or until full green up has occurred.

The fall fire season is defined as October 1<sup>st</sup> through December 1<sup>st</sup> or until there is a season ending event. During the summer months, June through September, is the fire season in the western US. All risk incidents can and do happen at any time of year. The MACC has over three thousand resources which it can mobilize to support incidents. The spring and fall fire seasons require more initial response dispatchers because of the local fires while the summer season relies heavily on logistics dispatchers.

As seen in the chart below, the MACC is overseen by the Forest FMO for the WAF. The Center personnel consist of a Center Manager, an Assistant Center Manager, 2 Initial Response dispatchers, 2 Logistics Center Managers, an Administrative Support Assistant, and Expanded Dispatch when needed. All positions are funded by the US Forest Service except the Assistant Center Manager position, which is funded by the Mid-Atlantic Compact and 1 logistics dispatcher which is funded by the National Park Service.



The Center Manager coordinates emergency communications and assists with the overall execution of activities of the MACC. They are responsible for the administration, integration, and oversight of the use of telecommunication equipment, computer-based applications, and other related communications equipment. They are responsible for the cost-effective management of the center by controlling the expenditure of funds and maintaining necessary funding and property records. They supervise employees performing dispatch work at various grade levels and coordinate information on the capacities of state and local fire departments. They are responsible for the development of office policy and technical guidance of the operational systems, including handbooks, guides, and operational plans.

The Assistant Center Manager assists the Center Manager in the oversight of all MACC operations. In the absence of the Center Manager, they become the Acting Center Manager. They set priorities for the staff's daily work. They collaborate with fire management organizations to solve nonstandard technical problems requiring the use of specialized techniques. They are the liaison with local governments regarding the status of incidents, develop and maintain plans and guides. They may serve as logistics coordinator between the initial response dispatch organization, the expanded dispatch organization, and the Incident Commander(s).

The Initial Response (IA) Dispatchers operate and/or direct the operation of various dispatch telecommunication systems. They anticipate fire suppression needs and coordinate aviation dispatch operations. They review internal operating procedures and systems, make recommendations for improvement, update operating plans and mobilization guides. They perform and/or direct others in inputting data into a number of fire-related computer applications and make assessment of outputs. They plan and provide critical logistical support information to the supervisor for successful implementation of program activities. The IA dispatcher will provide information and consult with cooperators and other interested entities. They may coordinate and assist with fire training and orientation.

The Logistics Dispatchers assist in performing and directing others in completing and processing resource order requests for personnel, equipment, supplies, and/or aircraft for all types of incidents. They coordinate with other dispatch organizations on mobilization, reassignment, and demobilization of resources and respond to resource requests from other dispatch offices. They perform and direct others in daily check-in/check-out tracking of resources including non-fire personnel as needed to ensure that resource safety is provided for and that personnel return safely to their duty station at the end of a work shift. They receive and evaluate telephone calls and respond or transfer calls to the appropriate staff person. They perform intelligence duties. They operate and/or assist in directing the operation of various dispatch telecommunications systems. They review internal operating procedures and systems, make recommendations for improvement, and update operating plans and mobilization guides. They may provide guidance, orientation, and training to other dispatchers.

The Administrative Support Assistant oversees the Administratively Determined Employee (AD) program administrative functions for all forests and states within the MACC area. They do not oversee the Department Of Interior (National Park Service, US Fish & Wildlife Service, etc.) ADs. Those agencies manage their own programs. They serve as liaison between the Mid-Atlantic Compact managers and the FS AD program. They work with managers and administrative personnel, providing leadership, counsel, and guidance regarding policies and procedures to help AD employees successfully work through the program. They serve as a point of contact for human resource matters by maintaining close working relationships with the Albuquerque Service Center (ASC). They perform specialized duties in support of procurement activities. They monitor internal operations, ensure the establishment and maintenance of confidential personnel and administrative files. They may serve on special committees or special projects in either a lead or supporting role.

The training and qualifications requirements for all dispatch positions will adhere to the standards set by the National Wildfire Coordination Group (NWCG). Training and qualifications management is documented and tracked through the Incident Qualifications and Certification System (IQCS) or the Incident Qualifications System (IQS) as appropriate.

If both the Center Manager and the Assistant Center Manager are going to be unavailable for more than 24 hours, a Duty Officer (DO) will be designated.

If an incident or other activity will require the MACC to staff beyond scheduled hours, the Center Manager or DO should be notified as early as possible. The Center Manager or DO will arrange for the appropriate staffing utilizing off duty dispatchers, state cooperators, and ADs.

Per the Incident Business Management Handbook and the Wayne National Forest Standard Operating Procedure, incident personnel, which include the MACC, will not work more than 16 hours in any 24-hour period unless explicit permission is given by the Incident Commander, or the incident is in the initial response phase (first 24-hour period). Employees will be given 1 hour off duty for every 2 hours worked. Every employee will have 1 day (24 hours) for every 6 days of work. Exceptions to these standards must be documented and reflected on time sheets.

The MACC has developed and maintains a disaster recovery plan (COOP) specifically designated for implementation during an ordered emergency evacuation of existing facilities. Emergency evacuation from the Pennsylvania Emergency Management Agency (PEMA) Building in Harrisburg, PA may occur at any time.

The recovery plan has direction for both short and long term displacement events. The determination of the probable event length will be made by the Center Manager or Acting. The Center Manager or Acting will be responsible for implementing the Continuation of Operations Plan (COOP).

For a short term COOP event, the MACC will transfer radio and telephone communications to the Northeastern Coordination Center (NECC).

For a long term COOP event, the recovery plan has pre-identified 3 alternative locations for long term displacement from the PEMA Building. The event that initiated the evacuation will dictate which location is to be used. When possible, MACC will provide telephone numbers and evacuation notification to the Eastern Area Coordination Center (EACC) and agencies within the MACC area of operations.

At the time of evacuation, the workload will be temporarily transferred to the Northeastern Coordination Center (NECC) until the alternative location is fully functional and can resume operations. Once established at their COOP site, a new telephone number list will be shared through the previously established distribution list. At that time, MACC will resume normal operations.

The MACC has provided EACC with a copy of its Emergency/Disaster Recovery Plans.

## **Daily Duties**

**T**he daily duties for all MACC functions can be found in the Box/Pinyon in the External – MACC/MACC SOG/Daily Duties SOG folder or a paper version in binder in the Center. The daily duties Standard Operating Guide (SOG) is a living document that is updated by regular, full-time employees whenever needed.

There is a Daily Duties Checklist which is used to verify the important tasks have been completed and who completed them. The Checklist can be found in the Box/Pinyon in the External – MACC/MACC SOG/Daily Duties Checklist folder. The checklist will be followed and completed every day the MACC is open.

All radio traffic is recorded on an Eventide recording device. Recordings can be replayed on the radio console or at the recording device. The recordings can be downloaded from the device with a password, permission from the Incident Commander, Unit DO, or Unit Agency Administrator, and under escort from PEMA information technology personnel.

Information regarding all incidents is recorded in the WildCAD computer aided dispatch program. Access to the program must be given by the Center Manager or delegated person.

Other notes and briefings can be printed and/or emailed to others. The person creating the documents is responsible for archiving the notes as directed by National Records Retention Policy in FSH 6209.11, Chapter 40, Series 5000 (5120).

## **Initial Response Plan Elements**

**T**he Run Cards provided by each unit the MACC does initial response for gives guidance to the MACC staff for initial response dispatching of wildland fire suppression resources. All units have limited fire resources so, although run cards are used, there may not be additional fire resources to send. For these situations, the Forest DO will be contacted, and “militia” (non-fire employees with fire qualifications) assistance will be sought. AD employees may also be hired.

Local volunteer fire departments (VFD) are active, and their assistance can be requested through the respective county emergency services center. State fire resources may also be available and requested under Mutual Aid Agreements.

The run cards are developed by a group of interagency representatives to provide guidance to the MACC for initial response dispatching of wildland fire suppression resources within a pre-identified geographic area (run card zones).

The run cards will be used when a wildfire or “smoke” is reported. When a NWCG qualified Incident Commander is on scene of the fire, they may adjust the pre-established initial response as identified on the run card by cancelling resources currently enroute (or about to be dispatched) or by ordering additional resources. Until an incident commander is on scene, the DO is responsible for the fire response and can modify the resources dispatched.

The MACC uses the total mobility concept to position and utilize resources to meet existing and anticipated incident, preparedness, severity, and wildland and/or prescribed fire needs regardless of geographic location or agency affiliation.

When competition for wildland fire resources occurs within the MACC service area, the MACC will establish area priorities and confirm drawdown levels until relieved of this responsibility by the LMAC. This group is comprised of the MACC OPS (see chapter 1).

When requested, units will establish priorities for their incidents and wildland fires which will then be reported to the MACC.

The single overriding suppression priority is the protection of human life – both firefighters and the public.

In setting coverage area priorities and drawdown levels, the following criteria will be considered:

- Protecting communities and community infrastructure, other property and improvements, and natural and cultural resources.
- Maintaining initial response capability.
- Limiting costs without compromising safety.
- Meeting agency suppression objectives.
- Support to NRF taskings.

The LMAC will be convened at the request of any member agency or the MACC Center Manager. The LMAC group is delegated authority to:

- Establish priorities for fires/incidents within the MACC service area.
- Establish priorities for prepositioning and suppression requirements among units.
- Allocate critical resources.
- Reallocate critical resources, when necessary, as situations change.

Prior to circumstances which trigger activation of the LMAC group, any Agency Representative may initiate a conference call with MACC and the other Agency Representatives for the purpose of the gathering and sharing of situational intelligence. The conference calls should include a representative from each federal and state agency that could potentially be affected by the current or forecasted weather or events. The purpose of the call would be to identify potential resource needs and determine the level of interagency support that may be needed to fill anticipated shortages. In such cases, decisions that affect movement of aviation assets and out of the MACC service area resources will be made by the MACC Center Manager, in consultation with the LMAC.

The Center Manager will consult with the EACC and agencies within the MACC service area as appropriate. Decisions by the Center Manager will be relayed to the LMAC Chair until the LMAC group has been assembled. Such decisions shall remain in effect until after LMAC group meets and become part of the official record. The LMAC group will re-evaluate the decisions of the Center Manager in the normal course of business as they assess the situational needs at the time.

Drawdown is the predetermined number and type of fire suppression resources that are required to maintain viable initial response (IA) capability in the local or geographic area. Drawdown resources are considered unavailable outside the local for which they have been identified. It is intended to ensure adequate fire suppression capability for local managers, and to enable sound planning and preparedness at all management levels. Although drawdown resources are considered unavailable outside the local area for which they have been identified, they may still be reallocated by the GMAC or NMAC to meet higher priority obligations. Local drawdown is established by the local unit and

implemented by the MACC. The MACC will notify the EACC of local drawdown decisions and actions.

Initial response is a preplanned response to a wildfire, given the wildfire's potential. IA may include size up, patrolling, monitoring, holding action, or suppression.

The MACC will inform all resources on the incident of the name of the assigned Incident Commander (IC) and all other pertinent information. All changes in the IC leadership will be announced over the radio to assigned and incoming resources during initial and extended response. This information should also be relayed to Fire Management staff and DOs.

IA involving the commitment of resources across boundaries must comply with the following guidelines:

- Resources dispatched are identified in formalized Agreements, Operating Plans, or Memorandum of Understanding and are located on or adjacent to mutual jurisdictional wildland fire management boundaries.
- At the time it becomes evident the incident will not be contained during the first operational period, at the request of the sending unit, resources assigned will be placed on a resource order.

MACC may order initial response resources directly from the Virginia Interagency Coordination Center (VICC) or Kentucky Interagency Coordination Center (KICC) when National or Geographic Area planning levels are 3 or below.

MACC has established priorities for resource mobilization. The priorities are as follows:

1. Resources represented by the NWCG (FS, NPS, FWS, and the six compact states)
2. Casual Hires
3. Contractors

Preparedness levels are determined for the MACC using the table discussed in Chapter 11 of this Guide.

Aviation resources are ordered when requested by an incident commander or Agency FMO/DO using standard ordering procedures outlined in this Guide in Chapter 12, the EAMOB, and IROC Standard Ordering Procedures.

Incidents will be named by the Incident Commander during the fast size up. Occasionally, when there are multiple new starts on a unit, the MACC Center Manager/DO may temporarily name an incident. If aircraft is ordered for an incident before it is named, the Center Manager/DO will name the fire. The standard naming conventions are:



1. The Incident Name must be two or more alpha-numeric characters in length.
2. Fires should be named after geographic locations or nearby landmarks.
3. When fires are named after highways or streets, consider including the nearest mile marker number or cross-street in the fire name (ex: “Hwy50 MM121” or “Ventura-Myrtle”) to describe the location more precisely.
4. Avoid re-using the same fire name on a given jurisdiction each year. If needed, append a number to a fire name to ensure uniqueness (ex: “Arch Rock”, “Arch Rock 2” if there are 2 fires near the same feature in the same year).
5. Avoid naming any new fire with a name that is already used for a fire currently reported on the national Incident Management Situation Report (IMSR) or other significant, active fires at the local or Geographic Area level.
6. Do not include “Fire” or “WF” in a fire’s name. The incident’s Event Kind classification of “Fire” (FI) and Event Category classification of “Wildfire” (WF) denote this information, so it is redundant to include in the fire name.
7. Unless needed for clarity, do not include words that are generic feature descriptors added to the referenced place used for the fire name. For example, consider the shorter name “Kincaid” (vs “Kincaid Peak”), “Little Blue” (vs “Little Blue Creek”), “Magnolia” (vs “Magnolia Drive”), etc.
8. Avoid using words in the fire name that are esoteric, non-descriptive, or otherwise unimportant to the wildland fire management community (ex: Do not include the word “Command” in a wildfire name, which formerly was a common practice for wildfires reported by VFDs and municipal firefighting organizations).
9. Avoid naming fires with words that may be deemed offensive to certain groups or communities or appear insensitive in context to recent or current social or political events. Note that some geographic features and places retain names that are now considered offensive or controversial, making them inappropriate for use in fire names.
10. Avoid naming fires with words that are considered slang; using inappropriate figures of speech, tropes, double entendres, or other wordplay; or are otherwise construed as unprofessional.
11. Avoid naming fires with words that are potentially prophetic, hyperbolic, or distastefully descriptive, such as “Deadman”, “Conflagration”, “Firestorm”, etc.
12. Avoid re-using any fire name that is already associated with any historic, catastrophic fire, such as those fires where fatalities or significant property losses occurred.
13. A fire should not be named after a person, aside from a historical person’s name used for a location or feature that is otherwise suitable for the fire name.
14. A fire should not be named after private property, a business or commercial entity, an organization, a brand, a product, or using any words that are protected by a trademark or copyright. Following are examples of inappropriate fire names: “Bar T Ranch”, “Super 8”, “YMCA Camp”, “Jeep”, “Cheeto”, or “Batman”.

15. Fires should not be named after the known/suspected party, person, or event that caused them, such as “BNSF 1”, “Davidson Field Burning”, “Youth Group BBQ”, “Crow Fair”, etc.
16. Fires should not be named after their known/suspected ignition source, especially if it implies liability, such as “Powerline”, “Pipeline”, “Fence Welder”, etc.
17. Fire cause and trespass information should be recorded in their respective data fields so including this information in the fire name is unnecessary and redundant.
18. If the incident type is a Complex, then the word “Complex” must be used in the Incident Name (ex: “Platte Complex”).
19. A Complex of wildfires must not share the name of any of its constituent fires (ex: a Complex comprised of the “Faithful” fire and “Mammoth” fire should not be named either “Faithful Complex” or “Mammoth Complex” but could be named the “Geyser Complex”).

## **Emergency Operations**

**T**he MACC supports emergency operations for both fire or non-fire incidents, including, but not limited to, rescues, extrications, hazardous material release, and natural disasters.

Reports of a need for emergency operations come into the MACC from many sources such as the public, county or state emergency response centers, firefighters, aircraft, other agencies, and through the dispatch ordering process.

If the reported location is within the MACC service area, the location is plotted on a map to determine jurisdictional ownership. Once the jurisdictional ownership is determined, resources are dispatched, if appropriate, and the relevant agency(s) are notified. Agency FMO's/DOs will determine if additional resources are needed and/or if move up and cover needs to be initiated.

Evacuation, road closures and other actions relating to the public's use of an area is under the jurisdiction of law enforcement, usually the county or state police. The local county emergency response centers will be called by the MACC to obtain the requested actions. Agency law enforcement will also be contacted by telephone. If there is no answer, a message will be left, then the Patrol Captain or supervisor will be contacted.

Ordering additional resources for initial response will use the closest forces concept. If the needed resources are not available within the MACC service area, a resource order will be created in the Interagency Resource Ordering Capability (IROC) system and placed to EACC. Temporary Flight restrictions (TFR) requests will also be created through IROC. The process for creating and placing orders can be found in the Pinyon/Box in the External – MACC/MACC SOG folder.

The MACC monitors the weather and the NWS notifications of Hazardous Weather watches and warnings, Fire Weather watches and warnings, and Red Flag warnings. These watches and warnings will be relayed to field going personnel and management via radio, text message, and email.

DOs are a qualified employee which serve as a divisional, branch or regional contact, and to monitor and coordinate both departmental responses and other responses to a variety of situations including, but not limited to, escalating fire weather conditions, wildfires, search and rescue, asset damage, and risks to visitor safety. The DO serves for a limited amount of time in place of the

person in charge such as the agency FMO or Center Manager. The required qualifications for an agency DO vary by agency. The MACC Center Manager/Assistant Center Manager DO will assume the responsibilities of the assigned position.

The MACC will produce Aviation Mishap Guides for each unit that the Center provides flight following. In the event of an overdue aircraft, near miss, accident with potential, or accident, the Aviation Mishap Guide for that unit will be used. The Guides are in a physical folder between the IA consoles and in the Pinyon/Box in the External – MACC/Aviation folder.

Wildland fires, wind events and other accidents may result in a request from the field to contact a utility company to remediate the situation. When the MACC receives a request to contact a utility company, the information is in the flip chart between the IA consoles and in WildCAD under the company name.

Within the MACC area there are a large number of gas wells and pipelines that are privately owned or abandoned. Each of the National Forest has a coordinator who has the responsibility for tracking ownership of these wells and pipelines. The MACC will contact the coordinator when necessary to request owner contact.

A hazardous material (hazmat) spill is any threat or release of a hazardous substance that presents an imminent and substantial risk of injury to human health or the environment. Any agency employee or member of the public may encounter a hazmat situation. The MACC will use the Hazardous Materials Incident Plan/SOG when a hazmat situation is reported.

Search and Rescue (SAR) operations are conducted on National Forest Lands. The MACC has developed a SAR plan for each Forest in its area which is in the Pinyon/Box in the External – MACC/Plans/Search and Rescue Plan. Plans for other agencies will be developed if/when requested.

An entrapment situation occurs when personnel are unexpectedly caught in fire behavior which is life-threatening and where planned escape routes or safety zones are absent, inadequate, or have been compromised. An entrapment may or may not include deployment of a fire shelter for its intended purpose. This situation may or may not result in injury. These situations include “near misses.” If a wildland fire entrapment or fatality occurs, it should be reported immediately to the MACC who will notify EACC. EACC will report the occurrence to Interagency Coordination Center (NICC). A Wildland Fire Entrapment/Fatality Initial Report should be completed and emailed to EACC and the National NICC within twenty-four (24) hours. Submit this report even if some data is missing. The form is located on the EACC web site:

[https://gacc.nifc.gov/eacc/logistics/dispatch/dispatch\\_forms.htm](https://gacc.nifc.gov/eacc/logistics/dispatch/dispatch_forms.htm). After the Initial Report, the investigation and review shall be conducted following agency specific policies and NWCG Guidelines.

The MACC has developed a Continuation of Operations Plan (COOP) for the center. It includes situations that are temporary, long term, catastrophic or medical in nature. The COOP is in the Pinyon/Box in the External – MACC/COOP folder and in the Eastern Area Dispatch Centers COOP Plans folder.

## Local Agreements

In the United States, the Weeks Law of 1911 authorized states to enter into compacts for the protection of forests and watersheds. Today there are eight Forest Fire Compacts in the United States and Canada representing almost all US states and Canadian provinces/territories. Recognition of the need for consistency and continuity has led to the development of the Alliance of Forest Fire Compacts. The Alliance includes all eight forest fire compacts in the U.S. and Canada. More information is located at: <https://www.northeasternwildfire.net/partners/>

The purpose of forest fire compacts is to facilitate the sharing and coordination of resources, information, prevention efforts, training, fire management knowledge, and lessons learned. The exchange of resources between compacts is intended to be for states, provinces and territories using established procedures utilizing agency specific standards and terms. State and Federal agencies use the national interagency mobilization system as authorized in master cooperative wildland fire agreements. Forest fire compact orders are often processed in the national interagency mobilization system under the authorities of the forest fire compacts. Resources shared under compact authorities remain under compact control for the duration of their assignment and are separate from national interagency mobilizations.

The MACC serves the Middle-Atlantic Forest Fire Compact, which consists of 7 states: Ohio, West Virginia, Pennsylvania, Maryland, Delaware, New Jersey, and Virginia. Despite Virginia being part of the Mid-Atlantic compact, the MACC does not serve Virginia since it is part of the Southern Geographic Area.

Requests for resources between Mid-Atlantic Compact members should be processed through IROC for any incident other than initial response. Requests for resources between Compacts will be processed through IROC. If the Compacts neighbor (share borders) each other, orders may be placed directly to their dispatch center. If the Compacts are not neighbors, the MACC must place the orders up to EACC. EACC will send the order directly to the Geographic Area that the Compact is in. NICC does not handle Compact orders except when those orders involve Canada or Mexico.

Agreements are established to authorize interagency involvement and provide cost effective suppression actions that benefit all agencies. Within the MACC service area, a unit may order resources directly from a neighboring unit, provided this direct ordering has been pre-identified in a written cooperative agreement or operating plan. When resources are requested utilizing a cooperative

agreement, the sending unit can provide only the resources under its span of control. EACC should be notified when resources are committed. All initial response resources responding to an incident under the authority of a cooperative agreement or operating plan cannot be reassigned to another unit's incident or be put into standby status without prior approval from the sending unit. All resources initially ordered under cooperative agreements and remaining on the incident beyond the first 24 hours of initial response must be formally ordered in IROC using normal dispatch procedures. *This is the only instance that an IROC "catch-up" Resource Order will be allowed.*

Cooperative Fire Protection Agreements exist between all 20 states within the Eastern Area and the Forest Service. Copies of these agreements are administered and maintained by the Eastern Region State, Private, and Tribal Forestry, Milwaukee, WI. These agreements are updated with annual operating plans. The agreements are for the purpose of the Forest Service to provide fire protection assistance to the states and the states to furnish fire protection resources when needed by cooperating agencies through the Forest Service mobilization. National Forests enter into separate agreements with each State.

Most of the states within the Eastern Area have addendums to their Cooperative Agreements to allow their participation in all-hazard assignments including FEMA incidents. There are agreements and memoranda of understanding between compact members and between geographic areas that apply to the MACC.

Resource ordering is coordinated through the methods listed. Each agency is responsible for their individual Cooperative Agreements and billing/reimbursement processes. A Federal Fire Code can be issued for State-to-State resource ordering within the Compact. Each ordering state will provide the MACC with their billing code. Billing and reimbursements are not processed through the Federal financial system.

- All Compacts: Direct ordering between cooperating states may be done through IROC.
- The AD Hiring Authority does not provide for hiring Emergency Firefighters for State-to-State fire assistance. ADs cannot be assigned to work on State incidents without a Federal Fire Code (See Federal Fire Codes).
- Incident Qualifications: Per NWCG 310-1, the minimum qualifications for State-to-State mobilization are Agency Standards.

Each Federal Land Unit has specific Reciprocal Fire Agreements with its respective State Forestry Agency. Initial response dispatching and resource ordering is conducted per the local Reciprocal Fire Agreement. Extended response resource ordering is coordinated through the methods listed and authorized through individual State Cooperative Fire Agreement. A Federal Fire Code will be generated whenever a federal unit orders state resources (See Federal Fire Codes).

- All Compacts: Federal orders go through the MACC and to EACC as necessary.
- The use of AD overhead and firefighters on State fire crews is always permissible when being dispatched to Federal incidents.
- Incident Qualifications: Per NWCG PMS 310-1, "Any organization or agency providing resources to fill national interagency requests for all types of wildland fire incidents will meet the minimum NWCG requirements described in this guide."
- Resource ordering and mobilization between compacts is considered the same as State-to-State Assistance.

NWCG recognizes the ability of cooperating agencies at the local level to jointly define and accept each other's qualifications for initial response, extended response, large fire operations, and prescribed fire.

Federal fire codes are created as an accounting mechanism to keep track of costs associated with incident response on Federal lands. Through Cooperative Fire Agreements, State Cooperators also can utilize Federal fire codes for Federal resource ordering and cost tracking via the MACC.

Name requests will be accepted as standard operating procedure when filling orders within Compacts, between Compacts, and between States and Provinces. Name requests for State-to-Federal and Federal-to-State assistance will follow standard EACC protocols.

Maps for each Agency and their area of responsibility within the MACC area are in Pinyon/Box at External – MACC/Maps.

## Communications

**R**adio communications provide for the information needed for the command/control and safety of personnel and resources.

Radio frequencies are assigned Frequency Modulated (FM) and Amplitude Modulated (AM) frequencies are approved and assigned by a designated national frequency manager and managed by regional and local communications officers. Frequencies shall not be transmitted without written permission from formally appointed frequency management personnel at the local, state, regional or national level. Agency specific policies for radio communications may be found in:

- USDA Forest Service Handbook (FSH) 6609.14, chapters 10-40 and FSM 6600 Systems Management, chapter 6640 – Telecommunications.
- Department of Interior, Department Manual, Radio Communications Handbook (377 DM).

Cellular/smartphone/satellite telephones will not be used to communicate tactical or operational communications unless no other means are available. Also, they will not be used for flight following in lieu of normal flight following procedures. They may be used for logistical purposes.

Frequency assignments for normal daily and initial response operations are made on a permanent basis and are requested through the normal Radio Frequency Authorization process from the local, state, regional or national level designated frequency management personnel. If additional frequencies are required for an incident, the Communications Unit Leader or the Communications Management Coordinator will request them through the established dispatch ordering system. These frequencies must be released as soon as they are no longer needed by the incident. Frequencies are not to be reassigned to another incident.

Radio and telephone operational procedures for the MACC are in the MACC SOG which is available in book form or in Pinyon/Box at External – MACC/MACC SOG/Operations SOG. Maps of the repeater sites are available in the flip binder between the IA pods and in Pinyon/Box at External – MACC/Maps/<forest>.



## Weather

The National Agreement for Meteorological Services between the NWS and the Federal land management agencies identifies the services to be provided and defines the financial obligations of the user and/or NWS. Fire weather services are provided for the MACC service area by the NWS Meteorologists in seven offices located at:

- New York/Pennsylvania (Binghamton)
- Ohio (Wilmington)
- Pennsylvania (State College)
- New Jersey (Mount Holly)
- Ohio (Cleveland)
- Pennsylvania (Pittsburgh)
- West Virginia (Charleston)
- Virginia (Blacksburg, Sterling, and Wakefield)

Services available to the units are listed in two categories:

- **Basic Services:** These types of service are provided without cost and are processed directly between the units and their servicing NWS Office. When requesting spot weather forecasts or special forecasts, inform the forecaster of the duration and type of forecasts anticipated. The NWS will be informed when services are no longer needed.
- **Special Services:** These are services provided on a reimbursable basis. Units should place these orders directly with the NWS Office. The EACC Center Manager will assist only when problems arise in securing needed services. Units should retain a copy of the national agreement and the latest NWS annual operating plan.

### Dissemination of Fire Weather Information

The MACC is responsible for communicating and disseminating weather information to all field going personnel during any day the MACC is open for operations. The weather will be compiled from forecast products from the appropriate NWS office(s) and from information gathered from the Weather Information Management System (WIMS). The weather products will be communicated twice a day; via email, in the morning by 0900 and in the afternoon by 1530. The weather will also be read over the radio at 1000. The communication will also include posting on

the MACC website (<http://midatlanticfirecompact.com/mid-atlantic-coordination-center/mid-atlantic-weather/>). Incident commanders will be responsible for communicating current and expected fire weather information to all suppression resources prior to and during any line assignment. Any significant weather changes, watches and warnings will be emailed, texted, and read over the radio in a timely manner.

The specific processes for compiling and disseminating weather information is in the MACC Weather Guide SOG found in BOX/Pinyon/External – MACC/MACC SOG/Weather SOG.

## **Fire Danger**

**F**ire danger indices are produced daily through the WIMS system. The MACC produces that data twice a day, in the morning by 0900 and in the afternoon by 1530. The Center then emails that information along with the National Weather Service forecast products to each Forest within the MACC area along with posting the information on the MACC website (<http://midatlanticfirecompact.com/mid-atlantic-coordination-center/>). The Compact states are responsible for producing their own fire indices.

## Briefings

A briefing is used to secure a coordinated or unified effort. The briefing may involve the exchange of information, the announcement of decisions, the issuance of directives, or the presentation of guidance. The MACC has a regular staff briefing every week. Other briefings may be held as needed with MACC staff, participating agencies, Incident Commanders, the LMAC, and others.

The Center Manager/Assistant Center Manager/DO regularly participate in the following briefings:

- PEMA daily morning briefing.
- Monongahela NF Fire monthly briefing.
- Wayne NF Fire weekly briefing.
- Region 9 FMO weekly/biweekly briefing.
- Eastern Area Center Managers' weekly/biweekly briefing.
- PEMA Safety Committee monthly meetings.
- Wayne NF monthly safety meetings.
- IMRR monthly briefing.

# Chapter 1

## Preparedness Levels

Unit preparedness levels are determined in accordance with agency/bureau/state/tribal direction through Agency Directives. A similar preparedness processes take place at the MACC.

The following tables specify actions that the MACC will take in providing incident support capability suited to the hazard, risk, and situation complexity. Each action specified under a preparedness level is in addition to all actions taken in the preceding preparedness level(s). The LMAC group will meet at the request of any member, or the MACC Center Manager/Assistant Center Manager/DO. Preparedness levels will be determined and documented by the MACC Center Manager/Assistant Center Manager/DO. The LMAC and MACC will be notified via email and the Daily Staffing Page of changes to the preparedness levels. It is the responsibility of each member to determine and communicate their unit/agency's PL level daily.

ALL PREPAREDNESS LEVELS	
<b>DESCRIPTION:</b>	
<b>Wildland Fire:</b> The following activities apply regardless of the level of incident activity.	
<b>All Hazard:</b> Potential exists for all-hazard involvement.	
Management Direction/Consideration	Responsibility
<b>A.</b> Report wildland and prescribed fire activity via the Interagency Situation Report program as directed by EACC.	MACC Permanent Staff
<b>B.</b> For all incidents that meet the large fire criteria, prepare an ICS-209 and submit via FAMWEB system. (Eastern Area and National Interagency Mobilization Guides, Chapter 60).	Incident Commander / MACC Permanent Staff
<b>C.</b> Provide EACC with timely intelligence on existing and emerging situations.	MACC Center Manager/Assistant Center Manager/DO
<b>D.</b> Staff the MACC commensurate with the level of incident activity and resource order workload. This will range from providing an after-hours contact to staffing the MACC on an extended shift basis.	MACC Center Manager, Assistant Center Manager or DO

PREPAREDNESS LEVEL 1	
<b>DESCRIPTION:</b> <b>Wildland Fire:</b> Minimal activity area wide. Most Fire Danger Rating Areas have low to moderate fire danger and probability of significant incident occurrence. Potential for escaped fires is low. Minimal commitment of local resources. Units are handling all incidents without outside resources, unless outside resources are on unit due to staffing shortages. <b>All Hazard:</b> Minimal potential exists for all-hazard involvement.	
Management Direction/Consideration	Responsibility
A. MACC staffed as appropriate. Outside of business hours, a dispatcher will be on-call.	MACC Center Manager, Assistant Center Manager or DO
B. Monitor daily situation reports.	MACC Staff

PREPAREDNESS LEVEL 2	
<b>DESCRIPTION:</b> <b>Wildland Fire:</b> Moderate activity. At least several Fire Danger Rating Areas with Moderate to High fire danger and the possibility of significant incident occurrence. Potential for escaped fires is moderate. Potential exists for fires becoming Class D or larger. Little or no commitment of resources within the Eastern Area, although national mobilization may be occurring. <b>All Hazard:</b> Moderate potential exists for all-hazard involvement.	
Management Direction/Consideration	Responsibility
A. MACC staffed as appropriate. Outside of business hours, a dispatcher will be on-call.	MACC Center Manager, Assistant Center Manager or DO
B. Monitor daily situation reports.	MACC Staff
C. Talk with FMOs of all Agencies served by the MACC about outlooks, plans and future needs.	MACC Center Manager, Assistant Center Manager or DO

PREPAREDNESS LEVEL 3	
<b>DESCRIPTION:</b> <b>Wildland Fire:</b> Several Fire Danger Rating Areas are experiencing High or greater fire danger and/or two or more units experiencing significant incidents. Potential exists for fires becoming Class E or larger. Potential for Incident Management Team mobilization is present. Initial Response resources are heavily committed within some local units requiring frequent mobilization of Eastern Area/Compact resources. <b>All Hazard:</b> Significant All-Hazard incident event, possible within the Eastern Area within the next 72 hours. The Federal Emergency Management Agency (FEMA) is considering issuing mission assignments.	
Management Direction/Consideration	Responsibility
A. MACC staffed 0700-1700 seven days a week. Hours may be extended, according to activity occurring.	MACC Center Manager, Assistant Center Manager or DO
B. Coordinate pre-positioning for resources.	MACC/EACC

<b>C.</b> Consider activation of the LMAC Group if resource competition, incident workload or agency interests indicate the need.	MACC Center Manager / LMAC
<b>D.</b> Identify dispatch personnel are available for assignment.	MACC Center Manager, Assistant Center Manager or DO
<b>E.</b> Consider ordering IA and/or expanded dispatch resources from within the MACC service area to staff the MACC. If no resources are available within the MACC service area, check on resources available within the Geographic Area.	MACC Center Manager, Assistant Center Manager or DO

<b>PREPAREDNESS LEVEL 4</b>	
<b>DESCRIPTION:</b> <b>Wildland Fire:</b> Several Fire Danger Rating Areas are experiencing Very High or greater fire danger. Multiple units are experiencing fires requiring additional resources mobilized from outside the local area. Aviation resources may be needed. No improvement in the predicted weather is expected for at least 48-72 hours. Few or no local resources are available for extended response. More than 1 agency has reached draw down levels. <b>All Hazard:</b> Significant All-Hazard incident event possible within the Eastern Area within the next 72 hours. FEMA is considering issuing mission assignments.	
<b>Management Direction/Consideration</b>	<b>Responsibility</b>
<b>A.</b> Activate the LMAC Group. Calls may be daily or weekly, as needed.	MACC Center Manager, Assistant Center Manager or DO
<b>B.</b> Allocate resources according to priorities.	MACC Center Manager, Assistant Center Manager or DO
<b>C.</b> Notify the EACC when the LMAC Group is operational. Notify Incident Commanders of call-in protocols and reporting template. Issue a Teams meeting invitation to the LMAC group members and other specialists for consultation with the LMAC Group.	MACC Center Manager, Assistant Center Manager or DO
<b>D.</b> Order additional IA, Aircraft and expanded dispatch resources wherever they are available to staff the MACC. Consider resources that may be available for night shift.	MACC Center Manager, Assistant Center Manager or DO
<b>E.</b> Consider where an expanded dispatch would be set up for a large incident. Begin preparations for a separate or virtual expanded.	Agency FMOs, MACC Center Manager, Assistant Center Manager or DO

<b>PREPAREDNESS LEVEL 5</b>
<b>DESCRIPTION:</b> <b>Wildland Fire:</b> Several State/Federal units are experiencing major fires which have the potential to exhaust all resources, while numerous new fires and/or resource commitments continue to occur. Most, if not all, the resources within the MACC service area are committed. As resources become available they are immediately reassigned to other incidents. The majority of

support is coming from outside of the local area. No improvement in the weather is predicted for at least 72 hours. <b>All Hazard:</b> Significant All-Hazard event has caused extensive damage. FEMA has issued mission assignments related to the response.	
<b>Management Direction/Consideration</b>	<b>Responsibility</b>
<b>A.</b> Intensify coordination efforts with all wildland fire protection agencies.	LMAC/GMAC
<b>B.</b> MACC is staffed 7 days a week to provide coverage/service for affected units. Extended staffing is occurring frequently if not daily.	FMO
<b>C.</b> Assess risk and impacts of the proposed actions and discuss with the EACC Center Manager and GMAC.	Center Manager/GMAC
<b>D.</b> Additional resources to staff the MACC have been ordered. Set up a schedule to maintain the needed level of staffing. Consider shift staffing including night shift.	MACC Center Manager, Assistant Center Manager or DO
<b>E.</b> Set up expanded dispatch(s) as needed. Order staffing for expanded.	MACC Center Manager, Assistant Center Manager or DO

<b>PREPAREDNESS LEVEL 5 to 4</b>
<b>Description:</b> Large fire potential has decreased. Most critical needs for ongoing large fires or incidents have been met. No longer receiving new mission assignment for all-hazard incidents.

<b>PREPAREDNESS LEVEL 4 to 3</b>
<b>Description:</b> Competition for resources has decreased. Ordering for all-hazard support has decreased and critical needs have been met.

<b>PREPAREDNESS LEVEL 3 to 2</b>
<b>Description:</b> The majority of significant fires are releasing resources and reaching containment. Initial response resources are becoming available. Fuels and weather conditions are not conducive for significant fire growth. Requests for all hazard support is greatly diminished. Most Agencies are above drawdown levels.

<b>PREPAREDNESS LEVEL 2 to 1</b>
<b>Description:</b> The significant fires have released resources and have or are reaching containment. Initial response resources have become available. Fuels and weather conditions are not conducive for significant fire growth. Requests for all hazard support is minimal. Agencies are above drawdown levels.



## Aviation

Airspace coordination is the responsibility of multiple agencies including land management agencies. Specific agency missions result in some diversity of airspace and safety requirements. The airspace above public lands is not owned by the agencies and proper coordination is a key to safe use. During normal day-to-day operations, airspace coordination with the Federal Aviation Administration (FAA) and the Department of Defense (DoD) is a MACC responsibility.

Cooperator aircraft (State contracted, State owned, State managed National Guard aircraft, county, city or other) may be used on federal fires under the following conditions:

- The pilot and aircraft have been approved in writing for the mission by either the FS or the Office of Aviation Services (OAS).
- There exists a written Memorandum of Understanding (MOU), Interagency Agreement, or other document that authorizes use and payment for the mission.
- The cooperator aircraft will be operated within limitations specified in the written approval.
- The cooperator aircraft will be used only in situations where federal aircraft are not reasonably available.
- The cooperator aircraft will be released when federal aircraft become available.
- Use on federal incidents of cooperator-owned aircraft prior to exhausting contracted resources must involve a “significant and imminent threat to life or property.”
- Use the Cooperator Aircraft Use Validation Worksheet to document the justification for cooperator aircraft utilization. [https://www.nifc.gov/nicc/logistics/coord\\_forms.htm](https://www.nifc.gov/nicc/logistics/coord_forms.htm).

### Ordering/Scheduling Requirements and Procedures

When an incident supported by the MACC needs aircraft, orders will be placed with EACC through standard ordering channels. Documentation of special needs, threats or specific reporting instructions are critical for the proper and timely processing of each request. The following selection factors will be used when ordering aircraft:

- Initial Response vs. Large Fire Support.
- Timeliness.
- Cost effectiveness.

- Performance specifications for density/high altitude operations.
- Airtankers: Loaded or empty (two-hour maximum flight when loaded, except for the VLATS).
- Special applications such as special-use flights, bucket vs. tanked, tundra pads, float, etc.

All local aircraft orders are coordinated through the MACC except for State contracted aircraft on missions for that State.

IROC is the system of record to order tactical aircraft. However, for initial response requests, kneeboards will be acceptable, if necessary, during time critical mobilization. Kneeboards will be followed up with an IROC order as soon as possible.

When the MACC requests a prepositioned tactical aircraft, a kneeboard must be completed and submitted to EACC via email at [wicacc@firenet.gov](mailto:wicacc@firenet.gov). Requesters will be followed up with a phone call to the EACC Aircraft Coordinator.

The MACC will relay the actual time of departure (ATD) and estimated time of arrival (ETA) to the EACC Aircraft Coordinator when dispatching aircraft outside of the MACC jurisdictional area. The Aircraft Coordinator will relay that information to the requesting unit.

The MACC will contact the EACC Aircraft Coordinator when aviation resources are released. EACC will then relay the information to the hosting dispatch center.

The following lists the minimum information needed to process an aircraft request via IROC:

- The latitude/longitude must be provided in degrees and minutes.
- The reload base, if needed. All bases are automatically loaded onto screen after the latitude/longitude is entered in IROC.
- Hazards.
- Frequencies.
- Mission Priority. For airtanker requests, this should be relayed via phone and will be entered in Special Needs on the resource order.
- Air and Ground Contact is desirable but should not delay the order request.
- Descriptive Location, if known, but should not delay the order request.
- Highest elevation for helicopters or SEATs, if known but should not delay the order request.

### **Special Use Airspace**

Special use airspace (SUA) consists of airspace wherein activity must be confined because of its nature and/or wherein limitations may be imposed upon aircraft operations that are not part of those activities. These areas include military operations areas (MOAs), military training routes (MTRs), restricted areas (RAs), prohibited areas (PAs), alert areas (AAs), warning areas (WAs), and controlled firing areas (CFAs).

The MACC Dispatch deconflicts airspace for aircraft that may traverse MOA's or MTRs covered by one of four Air Route Traffic Control Centers (ARTCC) which are ZDC (Washington), ZOB (Cleveland), ZID (Indianapolis), and ZNY (New York).

The activity on the SUA's can be determined on the FAA website at <https://sua.faa.gov/sua/siteFrame.app>.

### **Temporary Flight Restrictions (TFR) & Notice to Airmen (NOTAM)**

Temporary airspace restrictions will be established when incident related aviation activities present potential conflict with other aviation activities. A frequency will also be requested at the time of the TFR per requirements. The MACC will:

- A. Request a TFR.
  1. Create a request for the TFR in IROC under Aircraft – Service, as well as complete the Interagency Request for Temporary Flight Restrictions form.
  2. Create a request in IROC for a frequency to accompany the TFR.
  3. Place the IROC requests to EACC, along with a copy of the completed TFR request form as an attachment to the IROC order or as an email sent to [wieacc@firenet.gov](mailto:wieacc@firenet.gov).
- B. Cancel the TFR and frequency.
  1. To cancel the TFR and frequency send an email request to the MACC as soon as they are no longer required.
  2. Release the orders in IROC.

Typical TFRs are requested in a seven (7) nautical mile radius of a given point and 4500 feet above the highest point (mean sea level). However, TFRs may be requested in any configuration desired depending on the situation, topography, amount of air traffic, etc.

The FAA requires that latitude/longitude information for TFRs must be provided in degrees, minutes, and seconds including reference to north latitude and west longitude. If seconds' information is not available, add two (2) zeroes to the description. Do not use spaces, commas, or other symbols in the description (Example: ddmmsN/ddmmssW or 450700N/1175005W).

If requesting a polygon TFR, the corner points should be listed in a clockwise sequence around the requested TFR beginning with the Northwest corner to avoid "bow tie" depictions. The NWCG Standards for Airspace Coordination, located at <https://www.nwcg.gov/publications/520> further describes how flight restrictions are requested and implemented.

TFRs in the USA may be found at <http://tfr.faa.gov/tfr2/list.html>. TFRs are not considered to be in effect until the FAA has issued a Notice to Airmen (NOTAM) regarding the specific TFR. Along with ordering a TFR, the following must be considered.

- Order a dedicated air-to-air AM frequency before placing an order for a TFR whenever possible.
- If using a local initial response frequency for the initial TFR and the incident will continue past one operational period, replace it by ordering a discrete air-to-air AM frequency for the incident as soon as possible.
- A new A number is required for every TFR update, including frequency changes.
- TFRs involving MTR and SUA require additional notification of that closure to the scheduling military base. Further direction may be obtained in the NWCG Standards for Airspace Coordination.

Placing a TFR over an incident area does not automatically eliminate non-tactical aircraft from entering the area. Note the exceptions for law enforcement and news media presence in the TFR. It is highly recommended that an Airspace Coordinator (ASCO) be ordered in those cases where the airspace is complex or numerous aircraft are deployed.

In some cases, a NOTAM (D) may be appropriate to notify non-participating general aviation, commercial, or military aircraft of an agency aviation project or activity such as aerial ignition on a prescribed fire, blasting, for helibases located outside a TFR, or for operations at an agency owned airstrip where the airspace can't be closed.

When applicable, a NOTAM (D) will be requested by the MACC. Once issued, notify the Aviation desk at the EACC that a NOTAM (D) has been issued. To have a NOTAM issued by the NOTAM Flight Service Station, call (1-877-487-6867). Have the following information ready when the individual comes on the line.

- The reason you are requesting a NOTAM D (controlled burn, other projects involving aviation assets).
- Notification 1 - 2 hours in advance although it can be requested earlier.
- A latitude/longitude of the project or controlled burn.
- Distance from the closest VOR in degrees and miles.
- Location of closest airport and radial direction from the airport (e.g.: 5 miles southeast from the airport).
- Surface to what altitude is the smoke dispersion forecasted.
- Is aerial ignition going to be utilized?
- The altitude the helicopter or UAS operations will take place.
- Will there be any detection aircraft or other aviation assets as part of the operation?

NOTAM (D)s in the USA may be found at: <https://pilotweb.nas.faa.gov/PilotWeb/>.

Dispatchers shall request additional frequencies through normal ordering channels to EACC, using an "A" number in IROC for each separate frequency requested. The following information must be included:

- Number of frequencies required.
- Use of the frequencies (AM for air-to-air or FM for air-to-ground).
- Latitude and longitude of incident or air operations center point.
- Whether the aircraft are equipped to operate on narrow band or wide band.
  - National Interagency Radio Support Cache (NIRSC) will assign, as required, FAA frequencies. This process may take from a couple of hours or longer depending on what else is going on throughout the country.
  - When no longer needed, the MACC shall release frequencies back to NIRSC.

Any deviation from standard aviation policy or procedures, either on the ground or in the air, shall be reported. Regardless of individual agency reporting time frames, all accidents, incidents with potential to have caused an accident, as well as all airspace conflicts, shall be reported immediately.

The unit with operational control of the aircraft at the time of the occurrence is responsible for ensuring submission of a SAFECOM by the observing or involved individual(s). The SAFECOM will be submitted through the operational control agency's reporting system: <https://www.safecom.gov/>. For aircraft enroute to an incident which experiences an accident or incident/hazard/maintenance deficiency prior to arrival, the scheduling/sending dispatch office shall be the unit with reporting responsibility.

Aside from accident situations where reporting to another agency is required, an agency submitting a report which involves another agency's aircraft shall forward a courtesy copy to the appropriate aviation officer of that agency.

### **Special Use Mission Requirements**

Mission flights (also known as FS Special Use Mission flights) are defined as flights not meeting the definition of point-to-point flight. A mission flight requires work to be performed in the air (retardant or water delivery, fire reconnaissance, smokejumper delivery), or through a combination of ground and aerial work (delivery of personnel and/or cargo from helibases to helispots or unimproved landing sites, rappelling or cargo let-down, horse herding). Special Use Mission Flights may require special pilot endorsements, flight evaluations, training, and/or specialized aircraft equipment. Requirements for Special Use Missions include:

1. MACC Dispatch:
  - a. Qualified Aircraft Dispatcher is available while aircraft are in the air.
  - b. The dispatcher(s) have access to a current Aviation Mishap Response Guide (AMRG) for the unit being flown.
  - c. Dispatch has the common information needed to schedule a mission, which include:
    - i. Date and time of flight.
    - ii. Make/model, color of aircraft, and tail number.
    - iii. Pilot name.
    - iv. Mission objective.
    - v. Passenger information.
    - vi. Flight itinerary/stop locations (if any).
    - vii. Contact information for pilot, project manager(s) and aircraft managers(s).
    - viii. Justification.
  - d. Flight following via AFF program or via radio every 15 minutes.
2. Pilot and Aircraft:
  - a. Every pilot who flies a properly carded aircraft must possess a current Interagency Airplane or Helicopter Pilot Qualification Card that gives specific authorization to fly the type of mission requested and the specific type of aircraft being used for the mission.
  - b. The aircraft must be listed on a valid and current contract which includes the type of work being performed. A copy of the contract must be on board the aircraft.
  - c. A flight plan has been filed with the MACC.

### **Incident/Accident Reporting and Documentation**

In the event of an aircraft incident or accident, the aircraft/initial response dispatcher(s) will report:

1. The aircraft requests and ordering to MACC logistical staff.

2. Pertinent Radio communications to floor staff, IA Dispatchers, Center Manager/Assistant Center Manager/DO.
3. Accidents, Mishaps, or Incidents-with-Potential are reported to Center Manager/Assistant Center Manager/DO.
4. The Center Manager/Assistant Center Manager/DO will contact or direct someone to contact the Forest Aviation Officer, the Forest DO, and the local county emergency response center.

The Aircraft/Initial Response Dispatcher will document all aircraft request's, ordering, radio communications, accidents, mishaps, and incidents-with-potential for incidents and accidents in WildCAD.

The MACC Dispatch keeps current AMRG for each Forest encompasses the Forest's protection area. The Zoned Forest Aviation Officer will review and approve the submitted AMRGs before they are used. The AMRG directs dispatchers on the process for overdue flights, mishaps, close calls, crashes, injuries, and fatalities according to NWCG policy.

All aviation related events that impact aviation safety are additionally reported using the SAFECOM reporting system at <https://www.safecom.gov> .

### **Flight Management/Tracking Procedures**

Flight Following will be performed on all Government or exclusive use contract aircraft being mobilized and demobilized. All aircraft release information will be entered into IROC.

The National Flight Following Frequency (168.6500 MHz) is used to monitor interagency and contract aircraft. All aircraft on point-to-point or mission flights should establish/terminate flight following and confirm Automated Flight Following (AFF) on the National Flight Following frequency. The MACC will monitor the National Flight Following frequency at all times. A CTCSS tone of 110.9 must be placed on the transmitter and receiver of the National Flight Following frequency. The National Flight Following frequency is to be used for flight following, dispatch, or redirection of aircraft. No other use is authorized.

When an aircraft is ordered or a user requests flight following from a dispatch office, flight following shall be utilized.

- The MACC dispatcher will log on to the automated flight following web site, verify that the aircraft icon is visible on the screen, and be able to quickly monitor this page at any time during the flight.
- The MACC will provide the pilot with FM frequencies and tones that will be monitored for the duration of the flight.
- When aircraft is initially airborne and outside of sterile cockpit environment, the pilot will contact the MACC via radio stating call sign, departure location, number on board, fuel on board, estimated time enroute (ETE), destination, confirmation of AFF location. This is required to positively verify that both the aircraft and the dispatcher are utilizing AFF, radios

are operational, and that the AFF transponder is working. If there is a problem at this point, change to radio 15-minute check-in procedures until the problem is resolved.

- If radio contact cannot be established, the pilot will abort the mission and return to the point of takeoff.
- If there is a deviation from the planned flight route, the pilot will contact the MACC via radio with the changed information immediately.
- The MACC will keep the AFF system running on a computer for the entire flight, will set a 15-minute timer and document the location for the duration of the flight or until positive hand off is verified with air response, ground personnel, another dispatch center, or the aircraft lands.
- If the aircraft icon turns **red**, it means the signal has been lost. During tactical operations below 500', a periodic red indication is normal and does not necessitate an immediate contact, especially if flight following has been established with the incident. An aircraft icon will also turn red if the aircraft has safely landed and the pilot has turned off the power to the aircraft before turning off the AFF transmitter. If neither of these situations is applicable, a dispatcher will immediately attempt to contact the aircraft via radio and follow normal lost communication, missing aircraft, or downed aircraft procedures as appropriate. If radio contact is made after a lost signal, the flight may continue utilizing 15-minute check-ins for flight following.
- When the aircraft has completed the flight and landed, the pilot or flight manager (passenger, observer, Flight Manager, Air Response Group Supervisor, etc.) shall contact the MACC via radio or telephone informing them that they are on the ground.
- Additional information about AFF can be found at <https://www.aff.gov/>.

The MACC will have tables showing the official sunrise, cut-off, and sunset times at the Forest locations which can be obtained from <https://aa.usno.navy.mil/data/index>.

The Aircraft Flight Request/Schedule Form (flight strip) is required to be completed (regardless of the types of flight plan filed) for those flights that are:

- Point-to-Point (excludes preposition flights as directed by EACC).
- Mission flights with fuel stops or passenger's pickup (not direct to an incident).
- Flights leaving the geographic area.
- Flights crossing dispatch boundaries.

In accordance with the guidelines above, this needs to occur before the aircraft begins flight. Dispatchers should communicate with pilots and/or flight managers to coordinate the completion of a flight schedule form as accurately as possible. The type of flight schedule must be documented as this information is critical for initiating search and rescue actions. Once the flight schedule form is created, it must be emailed to the MACC who will also send it to [wieacc@firenet.gov](mailto:wieacc@firenet.gov) with a follow up phone call. If EACC is the hiring/sending office, a form will be created and emailed to the MACC.



Confirmation is completed when an aircraft is contacted via radio, or the receiving dispatch center is called via telephone upon arrival at the airport. Aircraft ordered as an “A” (aircraft) request on a resource order, and which are not located on the local unit will be tracked by telephone/radio arrival confirmation. The receiving unit will notify the sending unit via phone call immediately when they have established radio contact with the incoming aircraft or otherwise obtained operational control of the aircraft.

Aircraft will be considered overdue when 30 minutes have elapsed from the ETA provided on the resource order and contact with the send and receiving dispatch centers has not been established.

Responsibilities of the sending unit:

- Obtain actual time of departure (ATD) and estimated time of arrival (ETA) from the initial departure airport from pilot/vendor.
- Relay the ATD, ETA, and type of flight plan/flight following being utilized (FAA or Agency, AFF or Radio check-in) to EACC.
- Notify EACC of known delays/advances of a flight plan exceeding 30 minutes.
- Assist with search procedures for overdue aircraft. Utilize the IAMRG and Checklist.
- On any flight requiring stops en-route to a destination within the Eastern Area, instruct the pilot-in-command or flight manager to contact the EACC at 414-944-3811. Aircraft support vehicles should contact EACC at fuel stops. On any flight proceeding beyond the Eastern Area, instruct the pilot-in-command or flight manager to contact the NICC at 800-994-6312. Aircraft support vehicles should contact the NICC at each fuel stop.

### **Access to FLIP/AP1B and aviation section charts**

The DoD. Flight Information Publication (FLIP) includes AP/1A which covers Special use airspace and AP/1B which covers Military Training Routes. Both publications are periodically updated and can be found at AP/1A: <https://www.daip.jcs.mil/pdf/ap1a.pdf> and AP/1B: <https://www.daip.jcs.mil/pdf/ap1a.pdf>.

There are four Military aviation section charts that cover the MACC area. These four sectional charts include Cincinnati, Detroit, New York, and Washington. Instructions to download charts for dispatchers and visiting resources can be found in the MACC Deconfliction Guide SOG located in BOX/Pinyon/External – MACC/MACC SOG/MACC Deconfliction.



## Expanded Dispatch Plan

The MACC will coordinate the movement of all resources across and within its dispatch boundaries that are not covered by local operating plans or other direction found in this guide. When it is reasonable to expect containment prior to the next operational period, the MACC should coordinate directly if the resources are used for initial response on adjacent jurisdictions. If it becomes evident the incident will not be contained during the first operational period, resources mobilized will be ordered through established ordering channels.

Each spring fire season creates an increase in activity which usually necessitates the need to establish an Expanded Dispatch organization. This need continues into the summer with the MACC's participating Agencies/Units supporting the western fire season. The fall brings the next local fire season. The MACC holds over 3,000 resources which may be ordered for all types of incidents.

Initially, expanded may be established with as few as one or two assigned dispatchers, potentially expanding to several times that number during periods of high activity. Often one dispatcher handles more than one functional area. Dispatch Recorders and Support Dispatchers should be able to handle simple situations; however, the addition of a Supervisory Dispatcher is necessary in situations where the expanded is supporting multiple fires or a longer duration incident. Additionally, a Coordinator may be necessary if situational complexity increases.

Technical support functions within Expanded Dispatch provide specialized skills to assist with incident support operations. Needed skills can vary from situation to situation. Common technical support needs are technology support, telecommunications, cache support, ground support (providing transportation services for personnel and equipment), equipment inspection support, and security. Staffing of support functions can often be accomplished with local personnel as needed, as full-time staffing is not generally necessary.

The administrative support function provides administrative advice and services for Expanded Dispatch and the incident. Administrative support provides equipment and personnel timekeeping services for off-site operations, procurement services (At-Incident Management Support (AIMS) or a Buying Team), follow-up on local compensation or claims actions, as well as providing payments, fiscal advice, and interpretation. As complexity increases, an incident business advisor may be assigned to help the local administrative officer accomplish his or her incident related responsibilities.

The decision to expand rests with the MACC Center Manager or DO. If the decision to activate an expanded organization is made, the Center Manager/Assistant Center Manager/DO will assume supervision responsibilities and place resource orders for the positions needed.

Once the decision to expand has been made, the following steps will be taken to implement the process. The actual organization will vary in size based upon the current complexity.

1. Determine how many dispatchers are needed.
2. Determine the level of dispatch qualification(s) that will meet the anticipated need over the next 14-21 day period.
3. Determine the needed date, time, and reporting location for the dispatchers.
4. Poll the local agencies for available resources.
5. Decide if/what type/how many support resources will be needed.
6. Create orders in IROC for the necessary resources.
7. Place the orders to EACC if the orders can't be filled locally.

If the needed expanded organization is 4 people or less, the location for the expanded may be in the MACC office located in the PEMA Building, 1310 Elmerton Avenue, Harrisburg, PA. Special building access cards will be issued by the Center Manager/Assistant Center Manager/DO upon arrival. These are accountable items that must be signed for and returned at the end of an assignment. The expanded workstations are located on the IA floor and are complete with computers, telephones, internet access, copier/printer, and supplies. There is a temporary computer sign in account for visiting resources.

If a larger expanded organization is needed, it may be hosted by the Agency/Unit which has the largest incident, may be a combined (hybrid) in person/virtual expanded which is hosted at the MACC office, or may be entirely virtual through the Remote Incident Support Team (RIST) organization. Regardless of the host, the expanded dispatch will work for the MACC Center Manager or delegate.

After the expanded dispatch is established, the Supervisory Dispatcher (or Coordinator) will continually assess needs to maintain the proper staffing levels. All ordered personnel must be self-sufficient. Other arrangements can be made under rare circumstances.

The following procedures are recommended; however, they may be modified to meet any specific needs.

- Orders for initial response resources will be negotiated.
- Orders for local resources will be placed directly with their home unit.
- All aircraft ordering will be handled through the Aircraft Dispatcher at the MACC including overhead attached to Aircraft.
- Emergency rental equipment and local purchases will be placed with the appropriate procurement personnel (local purchasing agent, AIMS, or Buying Team).
- Expanded dispatch will assign request numbers.
- Expanded Dispatch will be responsible for travel arrangements for resources traveling from the incident area to other incidents and during demobilization.

Ordering procedures will be the same as outlined in the National and Eastern Area Mobilization Guides. Every attempt will be made to fill orders from the most efficient source. Neighborhood

ordering across geographical boundaries with VICC and KICC when local and cooperator resources have been exhausted and preparedness levels are 3 or below. EACC has the authority to withdraw neighborhood ordering. All placed orders will be followed up with a telephone call.

With each new incident or transition of Incident Management Teams, it is important to establish procedures and ordering guidelines that will ensure a successful operation. Some items to consider are:

- Who has authority to place orders?
- Will the incident place NFES orders direct in IROC to the cache or will expanded process the orders?
- Establish time frames for local purchase requests.
- Will there be S # blocks?
- Where will the orders to Expanded be emailed?
- Items required on the General Message (i.e., incident name, GM number, signatures, etc.).
- How will incident replacement be handled?
- Who needs IMT access to IROC?
- What will the hours of operation be for expanded?

If an order is received that doesn't have a signature or message from the designated ordering authority, the incident will be contacted to verify validity of the order.

Overhead Ordering of Local Resources: Communication between the MACC and Expanded Dispatch is essential. Orders for local overhead personnel **must** go through the local DO. Resources are local if they are from one of the following units: Allegheny NF, Monongahela NF, Wayne NF, National Capital Area Zone NP, MidAtlantic Zone NP, Allegheny Zone NP, and part of the Mountain to the Sea Zone NP, all of the FWS refuges in the MACC service area, New Jersey State, Maryland State, Delaware State, Commonwealth of Pennsylvania, West Virginia State, Ohio State, and other NWS or State & Private Forestry personnel. If there are questions about the hosting agency of a resource, contact the Center Manager/DO for clarification. If local and neighboring dispatch area resources have been exhausted, place the order with EACC.

After exhausting agency and cooperator resources for equipment, orders for local Emergency Equipment Rental agreements are to be placed directly with the local Administrative Officer, AIMS, or Buying Team. Geographic area and National requests are to be placed with EACC. The only VIPR list for the MACC is the Eastern Area Ambulance and EMT list.

All Supplies will be ordered in IROC. Use the most efficient source for these items. Cache orders must be grouped together and ordered as a "batch." The Northeast Interagency Fire Cache (MN-NEK), located in Grand Rapids, Minnesota, is the National Interagency Support Cache for the Eastern Area. Because the MACC service area is a great distance from the NEK, instances may arise that necessitate the use of the Southern Area Incident Support Cache SAK, located in London, Kentucky, which is much closer. Before orders are sent to the SAK, approval to use SAK must be given. Requests to use SAK are routed through EACC.

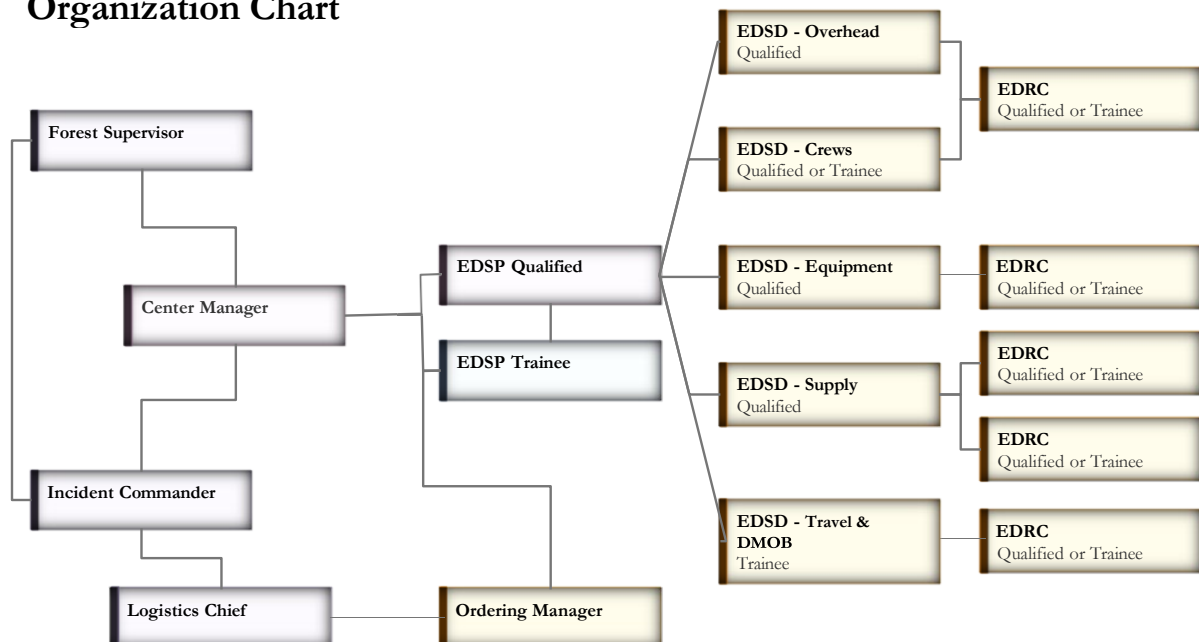
Local purchases are to be placed directly with the local Administrative Officer or Buying Team. CIMT incidents generally order supplies directly from the RMK cache and will have their own block of S#'s. These procedures will be negotiated with the teams during their initial in-briefing. All requests for incident replacement of durable goods (both NFES and Non-NFES) and

property must have a Property Loss and Damage Report (OF-289), be approved by appropriate level of authority (incident commander, incident business advisor, FMO, DO, etc.) and if damaged, must be surrendered prior to issuing an S number. For Non-NFES items, S numbers must be issued with a total dollar amount not to exceed the cost of the comparable NFES item as listed in the current years NFES Cache Catalog.

A Demob Glide Path or plan should be provided to Expanded Dispatch for review with-in the first few days of an Incident Management Team (IMT) arriving on an incident. Release notifications for each resource must be received 24 hours prior to the actual release time of the resource being released. Expanded will also coordinate with IA dispatch for reassignment of resources when warranted. All travel arrangements for resources will be the responsibility of Expanded Dispatch and will follow Eastern Area and National guidelines. Overhead traveling via commercial airline will be done by Expanded using the travel SOG and the BCD logbook. All other resources are to have travel arranged as appropriate and documented in IROC.

The intelligence function will be completed by the MACC permanent staff, and they will work with Expanded Dispatch to collect necessary information. The intelligence function will be responsible for coordinating information from initial response and expanded for the Interagency Situation Report. All ICS-209s from large fires will be forwarded to the person assigned to the intelligence function who will ensure copies are given to expanded.

## MACC Expanded Organization Chart



Dispatcher Center Manager: The Center Manager has overall responsibility and oversight of all dispatch functions, (Initial Response, Aviation, Intelligence, and Expanded). Unless otherwise delegated, the Expanded Dispatch Coordinator (if assigned) or the Expanded Dispatch Supervisor will report to the Center Manager.

Assistant Dispatch Center Manager: The Assistant Center Manager typically acts as the Floor Supervisor for the Initial Response Dispatch. In the absence of the Center Manager, the Assistant Center Manager assumes responsibility for the oversight and supervision of all dispatch functions.

DO: When designated/delegated, this person will act in place of and with the authority of the Center Manager and/or the Assistant Center Manager as specified. They will perform all of the duties of that position.

Initial Response Dispatch (IADP): The Initial Response Dispatch is supervised by the Center Manager/Assistant Center Manager/DO. The Initial Response Dispatchers handle placing and processing orders for resources needed on initial response incidents. This includes contracted and Dispatch Priority Lists (DPL) resources. During times of heavy initial response activity, expanded may be requested to assist or assume the processing of requests.

Aviation Dispatcher (ACDP): The Aviation Dispatcher(s) are within the Initial Response Dispatch and supervised by the Center Manager/Assistant Center Manager/DO. All requests for aviation related resources, including single resource overhead, are handled by the Aircraft Dispatcher(s). The only exception is commercial flight travel requests for overhead resources.

Coordinator (CORD): An Expanded Dispatch Coordinator should be utilized in the event of multiple IMT managed fires or unique complexities of a single IMT managed fire. The CORD will report directly to the Center Manager (or delegated supervisor). The CORD will ensure information and issues are shared in a timely and pro-active manner. It is important that the CORD establish and maintain good working relationships with IMTs, Logistics Section Chiefs, Supply Unit Leaders, Ordering Managers, Buying Team Leads, Incident Business Advisors, local fire management, neighboring dispatch centers and the GACC. When there is no CORD assigned the duties and responsibilities default to the Center Manager but may be delegated to or shared with the Expanded Supervisory Dispatcher.

Supervisory Dispatcher (EDSP): The Expanded Dispatch Supervisory Dispatcher is a facilitator accomplishing the direction provided by the Center Manager who has delegated authority from the Agency Administrator. Facilitation is accomplished by adequately staffing and supervising the operations of the Expanded Dispatch organization, maintaining positive and effective liaison with the host agency and incident management team(s), and assisting in clarifying the roles and responsibilities for the Incident Support Organization and the host agency dispatch unit as needed. The individual filling this position must be a qualified Expanded Dispatch Supervisory Dispatcher and capable of performing all functions within the Expanded Dispatch organization.

Support Dispatcher (EDSD): The Support Dispatcher works in Expanded Dispatch and reports to the Supervisory Dispatcher. Personnel filling this position can perform one or more of the functional areas within the organization and provides supervision to Dispatch Recorders.

Dispatch Recorder (EDRC): The Dispatch Recorder works in Expanded Dispatch and reports to a Support Dispatcher. Personnel filling this position are to receive and process resource orders as well as document, track, and maintain the status of resources.

# Chapter 1

## Service and Supply Plan

The MACC maintains a Service and Supply Plan for the Forest Service within its service area. When appropriate, incidents located in the same geographic area should coordinate use of local vendors. This plan will be provided to IMT's and incident support units upon request or as directed by policy.

Contracted resources awarded under a competitive solicitation process shall be mobilized using established DPLs within the MACC dispatch service area before at-incident agreements are issued. All requests for contracted equipment shall be ordered through the MACC as identified in the agreement and using established dispatch ordering channels. Contracted resources shall not be held in reserve as a contingency force in a non-pay status when that resource is available. The MACC only has one DPL category which is the Eastern Area Ambulance and EMT list (every vendor in the Eastern Area).

The MACC maintains lists of local vendors for commonly requested types of services and supplies. Those lists are in the Pinyon/Box in the External – MACC/Plans/Supply & Service Plan folder. Purchase card holders, buying teams, and others making agreements and/or purchases will use local vendors, when possible under policy. The MACC will provide resource orders for these items/agreements. It is the responsibility of those purchasing and/or making agreements to provide “fill” information for those orders (i.e., vendor, when purchased, who purchased, etc.) in a timely manner.

For ADs, each order requires a separate Single Resource Casual Hire Form. The AD needs to have a signed original or copy of the form with them when they mobilize to an incident. If an AD employee is reassigned or field promoted during an assignment, a new Single Resource Casual Hire form **is not required**. The Passenger and Cargo Manifest Form or Roster for crews and modules replaces the casual hire form at the time of mobilization. ADs staffing an engine must have a casual hire form.

The Employee Common Identifier (ECI) is a unique 10-digit number generated for each AD in the Federal Personnel Payroll System (FPPS system). To address Personally Identifiable Information (PII) concerns, the use of the ECI will replace the collection of Social Security Numbers (SSNs)

where applicable. ADs going on assignment for the first time will not have an ECI number assigned to them yet so all zeros or all 9s will be used in place of the ECI number.

Northeast Interagency Fire Cache (NEK) requests notification prior to returning supplies and equipment. For Complex Incident Management consideration ordering a Cache Demobilization Specialist (CDSP) to facilitate efficient demobilization of supplies to the servicing cache is suggested. Fire Cache personnel will be able to answer any questions that may arise concerning the demobilization of supplies and equipment. Agencies will use the NFES 1300 Incident Replacement Requisition to place replenishment orders to NEK.

Returned cache items should be identified using a NFES 1472 Interagency Incident Waybill, include the incident order number and charge code prior to shipment. Drivers of return loads should have the required NFES 1472 Interagency Incident Waybill for the shipment. All non-expendable items furnished to incidents by the cache are considered to be on loan and must be returned. All items must be returned in a timely manner to the servicing cache during the demobilization process of the incident. It is very important that equipment not be retained for anticipated needs unless prior arrangements have been made through the servicing cache.

The Eastern Area has designated Harrisburg International Airport as a mobilization center for the Geographic Area. The center is managed by the Pennsylvania Department of Forestry (PA DOF). Requests to open the Center will be sent from the EACC to the MACC who will in turn notify the PA DOF. The MACC will coordinate between the EACC and the PA DOF for the assembly of resources, documenting the travel of those resources, and documenting the return of the resources at the end of their assignment.

All commercial travel to an incident will be arranged by the MACC or expanded dispatch using the corporate travel card. For mobilization travel, the MACC will not fill order until air travel is arranged to get the person to the incident as close to the needed date and time as practical. Requests for demob travel should be sent to the MACC at least 24 hours prior to the departure date. The traveler is responsible for providing the information needed to make the travel arrangements. All commercial travel arrangements will be recorded in the BCD Travel Log. The Center Manager/Assistant Center Manager/DO will reconcile and validate the corporate travel card each month utilizing the bank statement and the travel log. All discrepancies must be resolved as quickly as possible.

# Chapter 1

## Administrative Items

**F**unding for the MACC is provided by the cooperators within the Interagency Agreement. Staff are paid by the employing agency. All Forest Service employees are paid and managed by the Wayne National Forest. One logistics dispatcher position is paid by the National Park Service. The Assistant Center Manager position is paid by the Pennsylvania Department of Forestry.

The Mid-Atlantic Compact, under their Compact agreement, supports the MACC by each member contributing a portion of the Assistant Center Manager's salary and the rental costs of the MACC dispatch space to the Pennsylvania State Forestry who manages the position and the rental agreement. The Forest Service pays for equipment, and overtime for the MACC employees. The US Fish & Wildlife Service pays for supplies up to a designated amount. The three Forests served by the MACC contribute equally to the support of the center. All orders for dispatchers to support the MACC are ordered on the Forest Service Regional support code. NPS/NCR will supply standard staff shirts for the PA-MACC staff in lieu of a financial transaction.

All travel on a resource order will be documented in IROC. Airline travel will be arranged by MACC staff using BCD travel. Incident airline travel will be accomplished using the BCD Travel form and documented accurately in the BCD Travel Log. Procedures for this task can be found in the Pinyon/Box – External-MACC/Travel folder. Non-incident related travel will be completed in accordance with the employing agency's policy.

Time while on assignment will be documented on an OF-288 Incident Time Report and signed by a supervisor. Crew Time Reports may be used in lieu of the OF-288 if required by the supplying agency.

Any original paper reports or forms that are generated as part of an incident (such as a size up sheet) will be filed in the appropriate file drawer. All emailed reports (such as ICS-209s or General Messages) will be labeled appropriately and filed in the proper file in FireNet. IROC, SIT, ICS-209, and WildCAD are systems of record, so documents created in those systems do not need to be saved/filed separately.

Critical Incident Stress Debriefing (CISD) teams will be ordered through IROC in accordance with the policy of the ordering Agency.



# Chapter 1

## Medical Plan

The Mid-Atlantic Coordination Center (MACC) will respond to any emergency concerning employee(s), fire resource(s), aviation asset(s), partner(s), cooperator(s), volunteer(s), or the public on any of the Federal lands or Mid-Atlantic States within the MACC service area.

### Criteria/Definitions

This plan covers the preparation and the carrying out of all emergency functions to mitigate, prepare for, respond to, and recover from emergencies, to aid victims suffering from injury or damage caused by all hazards, whether natural or human-made, and to provide support for search and rescue operations for persons in distress.

### Agency notification and documentation requirements

If an injury/accident occurs, an 8-Line Procedure for processing the medical emergency in the field will be initiated. The MACC shall support this response over radio or telephone and will document the incident in WildCAD. A unique incident will be created in WildCAD, even if the injury/accident occurs on an existing WildCAD incident. A new charge code will not be created for any injury/accident incident. If the injury/accident occurs on an existing incident, the charge code from that incident will be used. Otherwise, the Agency FMO or Administrator will direct the MACC as to what charge code to use. The incident will not be published on WildWeb.

The MACC will contact the local county emergency management center where incident/injury took place to request ground ambulance and/or air ambulance if needed.

The MACC Center Manager/Assistant Center Manager/DO will notify the Agency Safety Officer (if applicable), the Agency FMO/DO, and any other required and/or requested person(s). If the casualty is a Federal employee, the Agency will provide a hospital liaison if possible.

### Procedures for Emergency Medical Response and Notification

The MACC will take the lead on logistical support for injuries/accidents. The Center Manager/Assistant Center Manager/DO will direct operations. The Center Manager shall prioritize all operations within the MACC to respond to the incident as quickly as possible with response personnel, EMS, aviation assets, etc.

The following tasks will be accomplished by the MACC to ensure a safe and quick response to the casualty:

- Facilitate radio or phone contact with reporting party.
- Use the 8-line protocol to determine the extent of injury, location, aerial hazards, and county or nearest town for support.
- Call the local county emergency response center to start the process of response by ambulance and/or air ambulance.
- Engage field support to assist with extraction, staging resources, locating and securing a helicopter landing zone, temporary road closures, and other needs as appropriate.
- Attempt to determine where casualty is being taken.
- Document all conversations, calls and actions in WildCAD.
- Notify all pre-determined entities of the initial incident details and update them as necessary.

### **Activation/Evacuation information**

Field going resources should send a Medical Emergency and Evacuation Plan (MEEP) to the MACC for all projects (prescribed burns, timber sales, project work, research projects, etc.). These documents will be filed in the Pinyon/Box – External-MACC/Fire Info-MEEPs, ICS-209s, SPOTs, etc. file. An incident will be created in WildCAD for each project to record the MEEP information and the resources working on the project on a given day.

The information provided will be prepared and conveyed in advance to the MACC to facilitate timely and appropriate response to field medical emergencies. Information provided includes...

- Project Name
- Chief of Party Name and Contact number
- Project Location and Coordinates
- Radio Frequency Name
- Potential Medivac Location and Coordinates
- Potential Ground Extraction Point and Coordinates
- Medical Qualifications of Personnel

### **Air (Air Ambulance) and Ground Transport Capability**

There are three medivac companies that cover the three National Forests and the New River Gorge NP.

- LifeFlight – Pittsburgh, PA phone 412-359-3333  
Covers the Allegheny N.F., Monongahela N.F. North Zone, Wayne N.F. North Zone.
- MedFlight – Columbus, OH phone 1-800-222-5433  
Covers the Wayne N.F.
- Air Evac Lifeteam – Multiple Locations phone 1-800-247-3822  
Covers the Wayne N.F., Monongahela N.F. South Zone, and New River Gorge NP.

### **Medical Facility/Burn Center Information, Locations and Phone Numbers**

Specific FS EMS Med Control / OLMD 703-605-5302

Monongahela National Forest and New River Gorge National River

- WVU Ruby Hospital (located in Monongalia County)  
1 Medical Drive, Morgantown, WV 26505 phone 304-598-4171
- Davis Memorial Hospital (Located in Randolph County)  
812 Gorman Avenue, Elkins, WV 26241 phone 304-636-3300
- Greenbrier Hospital (Greenbrier County)  
1320 Maplewood Avenue, Ronceverte, WV 24970 phone 304-647-4411
- UPMC Mercy Trauma and **Burn Center**  
1400 Locust St, Pittsburgh, PA 15219 phone 412-232-8375
- West Penn **Burn Center**  
4800 Friendship Ave, Pittsburgh, PA 15224 phone 412-578-5273
- University of Virginia Hospital  
1215 Lee St, Charlottesville, VA 22903 phone 434-924-0211
- Cabell Huntington Hospital (**Burn Unit**)  
1340 Hal Greer Boulevard, Huntington, WV 25701 phone 304-526-2000

Allegheny National Forest

- Warren General Hospital  
2 Crescent Park West, Warren, PA 16365 phone 814-723-3300
- Bradford Regional Medical Center  
116 Interstate Parkway, Bradford, PA 16701 phone 814-368-4143
- Kane Community Hospital  
4372 Route 6, Kane, PA 16735 phone 814-837-8585
- Elk Regional Health Center  
763 Johnsonburg Road, St Mary's, PA 15857 phone 814-788-8000
- Titusville Area Hospital  
406 West Oak Street, Titusville, PA 16354 phone 814-827-1851
- Brookville Hospital  
100 Hospital Road, Brookville, PA 15825 phone 814-849-2312
- UPMC Northwest - Seneca  
100 Fairfield Drive, Seneca, PA 16346 phone 814-676-7600
- Clarion Hospital  
1 Hospital Drive, Clarion PA phone 814-226-9500
- UPMC Mercy Trauma/**Burn Center**  
1400 Locust Street, Pittsburgh, PA 15219 phone 412-232-8111
- UPMC Presbyterian Trauma Center  
200 Lothrop Street, Pittsburgh, PA 15213 phone 412-647-2345
- Allegheny General Hospital Trauma Center  
320 East North Avenue, Pittsburgh, PA 15212 phone 412-359-3131
- UPMC Hamot Trauma Center  
201 State Street, Erie, PA 16550 phone 814-877-6000
- Erie County Medical Center Trauma/**Burn Center**  
462 Grider Street, Buffalo, NY 14215 phone 716-898-3000
- West Penn Hospital **Burn Center**

4800 Friendship Avenue, Pittsburgh, PA 15224 phone 412-578-5000

Wayne National Forest

- Grant Medical Center (Trauma Center)  
111 South Grant Avenue, Columbus, OH 43215; 614-566-9000
- The Ohio State University, Wexner Medical Center Trauma/**Burn Center**  
410 W. 10th Ave., Columbus, Ohio 43210 phone 614-293-8000
- Holzer Medical Center  
929 E. State Street, Athens, Ohio 45701 phone 740-589-3100
- O'Bleness Memorial Hospital  
55 Hospital Dr., Athens, Ohio 45701 phone 740-593-5551
- Hocking Valley Community Hospital  
601 State Route 664 N, Logan, Ohio 43138 phone 740-380-8000
- Metro Health Medical Center Trauma/**Burn Center**  
2500 Metro Health Dr., Cleveland, Ohio 44109 phone 216-778-7800
- Marietta Memorial Hospital  
401 Matthew Street, Marietta, Ohio 45750 phone 740-374-1400
- Camden Clark Medical Center  
800 Garfield Ave., Parkersburg, WV 26101 phone 304-424-2111
- WVU Medicine- J.W Rudy Memorial Hospital Trauma Center  
1 Medical Center Dr., Morgantown, WV 26506 phone 304-598-4000
- WVU Medicine- United Hospital Center  
327 Medical Park Dr., Bridgeport, WV 26330 phone 681-342-1000
- UPMC Mercy Hospital Trauma/**Burn Center**  
1400 Locust St., Pittsburgh, PA 15219 phone 412-232-8111
- Bellefonte Hospital and Recovery Center  
1000 Saint Christopher Drive, Ashland, KY phone 606-220-0010
- King's Daughter Medical Center  
2201 Lexington Ave., Ashland KY 41101 phone 606-408-4000
- Cabell Huntington Hospital Trauma/**Burn Center**  
1340 Hal Greer Boulevard, Huntington, WV phone 304-526-2000
- St. Mary's Medical Campus Ironton Trauma Center  
1408 Campbell Drive, Ironton, OH phone ER- 740-533-9719; Main- 740-533-9710
- St. Mary's Hospital  
2900 1<sup>st</sup> Ave., Huntington, WV 25702 phone 304-526-2000
- Holzer Medical Center  
500 Burlington Road, Jackson, OH 45640 phone 740-288-4625
- Holzer Medical Center  
100 Jackson Pike, Gallipolis, OH 45631 phone 740-446-5000
- Southern Ohio Medical Center  
1805 27th Street, Portsmouth, Ohio 45662 phone 740 356-5000

# Chapter 1

## Media Plan

### General Procedures

**M**edia inquiries received by the MACC should be routed and coordinated through the appropriate media contact. There may be local or situational directives to respond to queries or requests for information. Any interview, information or statement to media should be conducted through established channels.

This aligns with the directive from the NMOB, Chapter 10 pg. 24.

Communications to and from the incident(s) are accomplished through the host agency's dispatch unit, using established dispatch channels. This includes ICS-209s, supplemental intelligence worksheets, situation assessments, analysis, prognosis, and fire behavior/weather information. Agency Administrator will communicate policy and specific directions directly to the Incident Commander(s) and Public Affairs will contact the Incident Information Officer(s) for media information and/or news releases. Redundant contacts are to be avoided.

This also aligns with directives outlined in the Forest Service Manual, section 1653.12b Procedures for Regions, Stations, the Area, the Institute, and Forests and Grasslands for Release of General Information of National or Local/Regional Interest.

The section afterward, 1653.2 Guidelines for Employees in Media Interviews, outlines three directives for employees who have been approved to provide information to the media by the overseeing press representative and granted permission by their immediate supervisor.

### Notification Requirements to Agency External Affairs Personnel

Depending on how agency media operations are organized – whether federal, state, or local – there should be always at least one media contact. There may also be a general inbox or phone number for media rather than direct contact although not every organization offers this.

There are additional complexities to consider depending on the size, scope, and subject of the inquiry. If the inquiry comes from a major media outlet (CNN, Fox News, major broadcast or print outlets), those should be coordinated through the Regional Public Affairs Office and the Washington Office

National Press Desk, in addition to the local unit. Follow the instructions given by the immediate media contact.

### **Routing for Media Calls**

The following personnel should be contacted in the order in which they are listed:

#### Monongahela National Forest

304-636-1800 – Main incoming, all media inquiries. After hours, contact current DO.

#### Wayne National Forest

1. 740-753-0101
2. 740-517-3945
3. 740-497-2209

#### Allegheny National Forest

814-723-5150 - Main incoming, all media inquiries. After hours, contact current DO.

#### NJ DEP

609-984-1795 – press office.

#### OH DNR

1. 614-296-4511
2. 614-315-0046

#### PA DCNR

717-787-2925 – PA BOF DFFP main line, also forwarded to state DO.

#### WV DOF

Current Fire Duty Officer (refer to the Mid-Atlantic Forest Fire Compact staffing page)

304-552-4877 – office line

#### MD DNR

410-260-8888 – 24 hr. communications center.

#### DE DFS

302-515-1027 – office line

#### NPS

1. Tom Fielden: 304-640-8813
2. Janette Lemons: 703-255-1822

As directed by your immediate media contact:

Eastern Region Press Officer Franklin Pemberton: 414-297-3670, [franklin.pemberton@usda.gov](mailto:franklin.pemberton@usda.gov)

National Press Desk: 202-205-1134, [SM.FS.pressoffice@usda.gov](mailto:SM.FS.pressoffice@usda.gov)

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# Acronyms

AA	Alert Area
ACDP	Aircraft Dispatcher
AD	Administratively Determined Employee
AFF	Automated Flight Following
AIMS	At-Incident Management Support
ALF	Allegheny National Forest
ARTCC	Air Route Traffic Control Center
ASC	Albuquerque Service Center
ASCO	Airspace Coordinator
ATD	Actual Time of Departure
BOD	Board of Directors
CFA	Controlled Firing Area
COOP	Continuation of Operations Plan
CORD	Expanded Dispatch Coordinator
DO	Duty Officer
DoD	Department of Defense
DPL	Dispatch Priority List or VIPR
EACC	Eastern Area Coordination Center
EAMOB	Eastern Area Mobilization Guide
ECI	Employee Common Identifier (ADs)
EDRC	Expanded Dispatch Recorder
EDSD	Expanded Dispatch Support Dispatcher



EDSP	Expanded Dispatch Supervisor
ETA	Estimated Time of Arrival
ETE	Estimated time Enroute
FAA	Federal Aviation Administration
FEMA	Federal Emergency Management Agency
FLIP	Flight Information Publication (DoD)
FMO	Fire Management Officer
FPPS	Federal Personnel Payroll System
FS	Forest Service
IA	Initial Response
IADP	Initial Response Dispatcher
IAMRG	Aviation Mishap Response Guide
I-BPA	Incident Blanket Purchase Agreement
IMSR	Incident Management Situation Report
IMT	Incident Management Teams
IQCS	Incident Qualifications and Certification System
IQS	Incident Qualifications System
IROC	Interagency Resource Ordering Capability
ISO	Data Standards
KICC	Kentucky Interagency Coordination Center
LMAC	Local Multi-Agency Coordinating Group
MACC	Mid Atlantic Coordination Center
MEEP	Medical Emergency and Evacuation Plan
MOA	Military Operations Area
MOB	Mobilization Guide

MOF	Monongahela National Forest
MOU	Memorandum of Understanding
MTR	Military Training Route
NASF	National Association of State Foresters
NECC	Northeastern Coordination Center
NEK	Eastern Area Cache
NICC	National Interagency Coordination Center
NIRSC	National Interagency Radio Support Cache
NMOB	National Mobilization Guide
NMSFA	Northeast-Midwest State Foresters Alliance
NOTAM	Notice to Airmen
NPS	National Park Service
NRF	National Response Framework
NRP	New River National Gorge Park
NWCG	National Wildfire Coordination Group
NWS	National Weather Service
OAS	Office of Aviation Services
OPS	Operations Committee
PA	Prohibited Area
PA DOF	Pennsylvania Department of Forestry
PEMA	Pennsylvania Emergency Management Agency
PII	Personally Identifiable Information
RA	Restricted Area
RIST	Remote Incident Support Team
SAK	Southern Area Cache
SAR	Search and Rescue

SOG	Standard Operating Guide
SSN	Social Security Number
SUA	Special Use Airspace
TFR	Temporary Flight Restriction
USDA	US Department of Agriculture
USDOJ	US Department of Interior
USFA	United States Fire Administration
USFWS	US Fish and Wildlife Service
VFD	Volunteer Fire Department
VICC	Virginia Interagency Coordination Center
WA	Warning Area
WAF	Wayne National Forest
WIMS	Weather Information Management System