



# ADMINISTRATIVE TRACKING

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All employees are required to check out/in to provide for safety while performing fieldwork. Non-fire resources going out to the field should work with their supervisor to accomplish this. With supervisor approval, non-fire resources may use Boise Dispatch to accomplish this task but must adhere to this plan and submit a BDC Administrative Tracking Request Form. This plan outlines the responsibilities of Boise Dispatch and field going resources.

Administrative tracking through Boise Dispatch is available during regular business hours. Employees that require tracking outside of Boise Dispatch's schedule will establish check out/in procedures with their supervisor.

Boise Dispatch Schedule	Dates/Times vary per season	
Middle of May / June to Oct	7 day	0700 to 1900
Nov to May / June	Mon to Fri	0800 to 1630

Boise Dispatch may extend business hours during the fire and shoulder seasons in response to fire load or by direction from fire management. Employees / supervisors will coordinate with dispatch before going into the field to determine current schedule. Business hours may be extended for projects with prior approval. This would require a minimum of 48 hours advance notice and a job code to provide for staffing needs.

The request form can be found on the Boise Dispatch website: <https://www.idahofireinfo.blm.gov/southwest/>, scroll down and click on 'Dispatch / Business' (bottom left area of the home page). Scroll down and under 'Dispatch Forms' look for 'BDC Administrative Tracking Request Form'. Click on this link, fill out the form and submit. Follow up with a phone call to ensure the information was received. One form is needed each day an employee or group of employees are to be tracked, the only exception to this would be for overnight resources.

Boise Dispatch will review the information submitted on the Administrative Tracking Request Spreadsheet and clarify any questions with the Chief of Party.

The Chief of Party or Field Contact will contact Boise Dispatch twice per day, before leaving their duty station to check out, and when arrived back at their duty station to check in. When checking out, they will be cognizant of their ETR (estimated time of return) and will update dispatch throughout the day to adjust their ETR if needed.

In the situation that the employee has checked out with Boise Dispatch, but will not return before close of business, the employee will check in with dispatch **before** closing and indicate that they will also check in with their supervisor when they arrive back at their duty station.

When making contact via radio, these are the minimal transmissions that will take place:

Field going resource:

- Who are you calling, who are you, what repeater are you on (example: “Boise Dispatch, Smith on Thorn”).

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- Who called, who is responding, repeater (example: “Smith, Boise Dispatch on Thorn”).

Field going resource:

- Who you are + group (if applicable), where you are going, ETR (example: “Smith plus 5, en route to Fall Creek, ETR 1730”).

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- Copy and repeat (example: “Boise Dispatch copies, Smith + 5 to Fall Creek, ETR 1730”).

When checking back in, make sure to use the same name and number of people in the group that was used to check out with. If there are changes to a group and who will be checking in, contact dispatch to relay that information and avoid confusion. This does not have to be over the radio, call in if a phone is available.

- Example – “Boise Dispatch, Smith + 2 back in Idaho City. Johnson + 1 will be checking in the rest of the group” (Johnson would then give a radio check into dispatch to verify communication).

Employees that are staying overnight at an administrative site or camping will establish check out/in times with dispatch. Employees and their supervisors will provide their own emergency communication procedures when Boise Dispatch is not in service.

## **OVERDUE EMPLOYEE TRACKING PROTOCOLS**

An employee is considered overdue when they have checked out with Boise Dispatch and have not checked back in at their indicated ETR. Boise Dispatch will attempt to contact the overdue employee, if the employee cannot be reached, the dispatcher will:

- Attempt to contact the Primary Contact listed on the Administrative Tracking Request Form.
- If needed, attempt to contact the Secondary Contact listed on the Administrative Tracking Request Form.
- If needed, contact the Forest Supervisor or District Ranger.
- If needed, initiate search and rescue with the appropriate county.