



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, D.C. 20240

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Memorandum

To: Solicitor
Assistant Secretaries
Inspector General
Bureau and Office Heads

Through: P. Lynn Scarlett *P.L.S.*
Assistant Secretary - Policy, Management and Budget

From: Director, Office of Managing Risk and Public Safety *L. Michael Kass*

Subject: Implementation of the Fire Management Accident Report for the Safety Management Information System (SMIS)

This memorandum announces the availability of the new Fire Management Accident Report in Interior's Web-based Safety Management Information System (SMIS). When any employee is injured on-the-job and/or when property is damaged, it is Departmental policy that an Accident Report be promptly filed through SMIS by the supervisor. The new SMIS report was created to capture specific fire management information that will make safety statistics more useful for prevention of future fire-related accidents. It will also improve the accuracy of Interior's overall safety statistics.

The Department of the Interior's Fire Management Program involves a very large number of permanent and seasonal employees. The duties performed by many firefighters regularly expose them to high risk situations. For that reason, safety must always be of highest priority. When an injury and/or property damage occurs during any fire management activity (e.g., training, prescribed fires, fire suppression, fuels reduction, etc.), it is to be reported through SMIS. SMIS can be accessed through www.smis.doi.gov. Effective immediately, any FY 2002 outstanding fire-related accident and/or property damage reports, and any new reports are to be entered by using the new SMIS Fire Management Accident Report. The accident report review process, as designated by each bureau, remains unchanged.

The new SMIS report was developed through the combined efforts with the National Interagency Fire Center and the Office of Managing Risk and Public Safety. If you have any questions, please contact Ken Rueff, SMIS Coordinator, Office of Managing Risk and Public Safety, (303) 236-7158, or your Bureau's Fire Safety representative at the National Interagency Fire Center.

cc: **Wildland Fire Program Managers:**

Larry Hamilton, Director, Office of Fire and Aviation
Bureau of Land Management

Tim Hartzel, Director, Office of Wildland Fire Coordination

Jim Stires, Director, Fire Management
Bureau of Indian Affairs

Phil Street, Director, Fire Management
Fish and Wildlife Service

Sue Vap, National Fire Management Officer
National Park Service

Bureau Safety Managers:

William Bass, Office of Surface Mining, Reclamation, and Enforcement

Bob Galloway, Aviation Safety Manager
Office of Aircraft Services

Charles L. Jaynes, Bureau of Indian Affairs

Bonnie Lightner, Minerals Management Service

Carl Messick, Office of the Secretary

Bill Miller, U.S. Geological Survey

Richard Powell, Chief, National Park Service

Mary Parkinson, Fish and Wildlife Service

Bruce Prater, Bureau of Land Management

Linda S. Rowley, Bureau of Reclamation

Stan Palmer, National Interagency Fire Center, Bureau of Land Management

bcc: Ken Rueff
Ray Fiorello
Michelle Ryerson-Grett