



# **National IHC Operations Guide**

**2001**

Memorandum

To: National Interagency Hotshot Crew Operations Guide Holders

From: IHC Sponsor Agency Fire Directors  
National IHC Steering Committee

Subject: National Interagency Hotshot Crew Operations Guide

Attached is the National Interagency Hotshot Crew Operations Guide. This guide has been updated to reflect changes that are the result of the 2004 National Interagency Hotshot Crew Steering Committee meeting. It will remain in effect until revised or rescinded.

Please note that the nationally accepted process for certification of new Interagency Hotshot Crews and the review of existing Interagency Hotshot Crews are shown in Appendices D and E of this document.

*/s/ Larry Hamilton*  
Larry Hamilton  
Director, Office of Fire and Aviation, BLM

*/s/ Jim Stires*  
Jim Stires  
Chief, Branch of Fire Management, BIA

*/s/ Sue Vap*  
Sue Vap  
National Fire Management Officer, NPS

*/s/ Dennis Pendleton*  
Dennis Pendleton  
Assistant Director, Fire and Aviation Management, USFS

*/s/ Bill Baden*  
Bill Baden  
National Association of State Foresters

*/s/ Greg Greenhoe*  
Greg Greenhoe  
IHC Sponsor Agency Fire Directors Steering Committee Representative

*/s/ Shane Greer*  
Shane Greer  
National IHC Steering Committee Chair

**NATIONAL INTERAGENCY HOTSHOT CREW  
OPERATIONS GUIDE  
TABLE OF CONTENTS**

**CHAPTER**

**10 POLICY AND MISSION .....1**

**20 DEFINITION AND QUALIFICATIONS .....3**

**30 TRAINING .....**

**40 SUPPORT REQUIREMENTS .....9**

**APPENDIXES**

**A CRITICAL 24 HOUR TRAINING .....11**

**B OTHER TRAINING REQUIREMENTS .....13**

**C IHC MOBILIZATION CHECKLIST .....15**

**D IHC PREPAREDNESS REVIEW .....17**

**E IHC CERTIFICATION PROCESS .....37**

**F NATIONAL IHC STEERING COMMITTEE CHARTER .....39**

**G IHC/TYPE I CREW STANDARDS COMPARISON .....41**

## CHAPTER 10

### INTERAGENCY HOTSHOT CREW OPERATIONS GUIDE POLICY AND MISSION

#### **POLICY**

The sponsor agencies shall provide direction, support, and review processes that ensure Interagency Hotshot Crew (IHC) operations are safe, effective, and meet the IHC operations standards as outlined in this document. The National IHC Steering Committee will facilitate any proposed revisions to these standards under the direction of the IHC Sponsor Agency Fire Directors.

#### **OBJECTIVE**

The objective of the National IHC Operations Guide is to provide standards for the operations of all IHCs. These standards will be used by staff, supervisors, specialists, and technicians for planning, administering and conducting IHC operations. These standards are to be used as a measure of IHC qualifications.

#### **MISSION STATEMENT**

The primary mission of the IHCs is to provide a safe, professional, mobile, and highly skilled hand crew for all phases of wildland fire operations.

#### **PROGRAM EMPHASIS**

IHCs can be used to meet management objectives other than their primary mission of wildland fire operations. Utilization of IHCs shall be initiated with strict compliance to accepted interagency and agency specific safety standards, e.g., Fire Line Handbook. Responsibility for compliance with these standards and the safe operation of an IHC ultimately lies with the Crew Superintendent. The priority for the use of IHCs will be as follows:

##### 1. WILDLAND FIRE OPERATIONS

IHCs are staffed, conditioned, equipped, and qualified to meet a variety of strategic and tactical wildland fire assignments. The overhead structure allows the IHCs to form into squads and perform independent assignments.

##### 2. DISASTER INCIDENT ASSISTANCE

Within the limits of their experience and qualifications, IHCs are capable of providing a disciplined, self-contained, and adaptable workforce to meet the needs of incident managers in a variety of situations and emergency incidents.

##### 3. RESOURCE MANAGEMENT OBJECTIVES

When not committed to fire assignments, IHCs can provide a workforce to accomplish a variety of resource management objectives while maintaining availability for incident mobilization.

#### 4. TRAINING CADRE

The IHCs can provide a high quality cadre for fire management training at the local, geographic area, and national levels.

#### **PROFESSIONAL ETHICS**

Interagency Hotshot Crews acknowledge their responsibilities to their sponsoring agencies and to the wildland fire community as a whole. Members subscribe to this Code of Ethics to guide them in their practice as wildland fire professionals:

- Perform only services we are qualified, trained, equipped, and experienced to do and that can be accomplished safely. Continue to educate ourselves in order to improve our qualifications and performance. Give earnest effort and provide our best professional advice in the performance of duties.
- Build our professional reputations on the integrity, quality, and cost effectiveness of our programs. Be accountable to home unit supervisors, incident management teams, other IHC's, and to any host unit as a safe, productive, and professional resource.
- Conduct ourselves and our programs in accordance with the National IHC Operations Guide, relevant Agency, State and Federal policies and all operational and safety procedures.
- Ensure the civil rights of constituents and employees by treating every person with respect. Professional behavior will be exhibited at all times. Hazing, harassment of any kind, verbal abuse, or physical abuse by any employee toward any other person will not be tolerated.
- Endeavor to enhance public knowledge and promote understanding of the functions and achievements of the wildland fire community.

#### **NATIONAL IHC STEERING COMMITTEE**

The National IHC Steering Committee will provide the IHC community, fire managers, and agency administrators a means for proactive problem and issue resolution; will promote safe and effective IHC operations; and will strive to ensure consistent adherence to national fire management policies. (refer to Appendix F)

## CHAPTER 20

### INTERAGENCY HOTSHOT CREW OPERATIONS GUIDE DEFINITION AND QUALIFICATIONS

#### 21 DEFINITION

An interagency, nationally recognized twenty person hand crew within the Incident Command System. Only crews listed in publication NFES 2092, National Interagency Mobilization Guide (Chapter 60 Section 61) and meeting the minimum standards described in this document shall be considered an IHC.

#### 22 MINIMUM MOBILIZATION STANDARDS

The following minimum standards apply to all IHCs:

- Must have a minimum of 18 qualified personnel to be dispatched (refer to Chapter 20 Section 24).
- Shall have no more than 20% of the crew with less than one season of fire experience.
- Must have a permanently assigned supervisory staff (refer to Chapter 20 Section 23).
- Must have an assigned availability period with a minimum of 90 consecutive days (including required days off).
- Must work and train together a minimum of 40 hours per week during their availability period.
- Will be able to mobilize within 2 hours of receipt of orders during their availability period.
- Will be available for incident assignments with no geographic restrictions.
- Will be able to break down into at least three squads for initial attack and/or other independent operations.
- Must have assigned vehicles, hand tools, power saws and communications equipment configured for their needs (refer to Chapter 40 Section 43.1).
- Will be logistically self-sufficient utilizing credit card or agency purchasing authority.

IHC standards shown above in bold print exceed the NWCG Type I crew standards that are listed in publication 410-1 Fireline Handbook (refer to Appendix G).

Variances from crew size standards for the purpose of crew effectiveness pilot studies or training opportunities are acceptable. Such variances must have the approval from the responsible Geographic Area Coordinating Group and the Sponsor Agency Fire Director.

#### 23 MINIMUM SUPERVISORY STAFFING

IHCs shall be staffed to provide skilled personnel to accomplish the IHC mission. Each crew will contain a minimum of seven career positions. This standard is based on the 1995 Interagency Management Review Team Hotshot Action Plan. Non-federal IHCs will meet the retention and qualification intent of this standard using equivalent employment authority within their sponsor agency Human Resource policies. Apprentice Program positions that may be assigned to IHCs will be in addition to the minimum seven career positions. Training requirements for these positions are found in Section 30. Pay rates for all positions will be based upon current classification standards.

Minimum supervisory staffing will include the following positions as part of a crew organization:

One Superintendent	OR	One Superintendent
One Assistant Superintendent/Captain		Two Assistant Superintendents/Captains
Three Squad Leaders		Two Squad Leaders

## 24 POSITION DESCRIPTIONS

While specific job descriptions of supervisory personnel may vary among IHCs, each crew will provide the personnel to perform the following functions:

### 24.1 SUPERINTENDENT

The Superintendent is a permanent employee with administrative and supervisory skills to conduct training and sufficient fire experience to provide capable leadership to the crew. The Superintendent is responsible for all hotshot crew program management activities including certification that the crew is available for incident assignment.

- Minimum Red Card Qualification: Task Force Leader, Incident Commander Type 4, and Ignition Specialist Type 2

### 24.2 ASSISTANT SUPERINTENDENT/CAPTAIN

Assists the Superintendent in all aspects of crew management and must be qualified to supervise and manage the crew in the absence of the crew superintendent. This is a career position.

- Minimum Red Card Qualification: Strike Team Leader Crew and Incident Commander Type 4

### 24.3 SQUAD LEADER

Provides day-to-day leadership for squad members. It is their responsibility to keep the Assistant Superintendent/Captain or Superintendent informed on all aspects related to safe and effective crew operations. This is a career position.

- Minimum Red Card Qualification: Crew Boss Single Resource (Trainee) and Incident Commander Type 5.

### 24.4 SENIOR FIREFIGHTER

A crew member with specialized skills, which may include any of the following:

- Class C Faller
- Emergency 1st Responder
- Helicopter Crew Member

Minimum Red Card Qualification: Advanced Firefighter/Squad Boss and Incident Commander Type 5

## 24.5 CREWMEMBER

Fully qualified wildland firefighter.

- Minimum Red Card Qualification: Firefighter



## CHAPTER 30

### INTERAGENCY HOTSHOT CREW OPERATIONS GUIDE TRAINING

#### 31 TRAINING

In order to safely and effectively meet the IHC mission and address standards set forth in the Wildland and Prescribed Fire Qualifications Guide PMS 310-1, the following training requirements must be met.

#### 32 CLASSROOM TRAINING AND FIELD EXERCISES

##### 32.1 ANNUAL TRAINING

All personnel on an IHC must receive the annual Critical 24 Hour Training defined in section 32.21 before their first assignment in a fire season. All new personnel on an IHC must also receive the required training of an IHC Crewmember prior to being dispatched as a member of an IHC. All personnel on an IHC shall receive an annual minimum of 80 hours of training as defined in sections 32.2 and 32.3. All training shall be documented.

##### 32.2 TRAINING DEFINITIONS

##### 32.21 CRITICAL 24 HOUR TRAINING (refer to Appendix A)

Critical training provides skills and knowledge that allows a hotshot crew to perform safely and effectively in the wildland fire environment. This training must be accomplished prior to the crew being available for initial dispatch. Training will include, but is not limited to, firefighter safety, fire behavior, and crew operating procedures. This training is not inclusive of OSHA or agency specific requirements. The final responsibility for crew availability will rest with the Superintendent's certification to management that all requirements are complete.

##### 32.22 OTHER TRAINING (refer to Appendix B)

This is training to be accomplished based on crew and individual needs identified by the Superintendent. Specific training objectives can be met through classroom training, field exercises, or on-the-job training.

##### 32.3 FIELD EXERCISES

In addition to the classroom portion of the training program, crewmembers will be required to demonstrate their physical ability to perform arduous duties while in the field. Field exercises are essential for team building. It gives supervisors an opportunity to observe, assess, instruct, and evaluate individual crewmembers in the field work environment. It also provides supervisors the opportunity to develop intra-crew communication and stress the basics of tool use and field safety. It gives crewmembers an opportunity to familiarize themselves with crew operations, practice proper and safe tool use, and develop crew cohesion.

### 33 PHYSICAL FITNESS TRAINING

As part of the training program for IHCs, all crew personnel will be required to participate in a minimum of 1 hour of physical fitness training, 5 days a week, during periods of non-fire assignments. The physical fitness training program will focus on stretching, aerobic fitness, and strength building. All crew personnel shall be notified of the sponsor agency's current Arduous Duty fitness standard (section 33.1) at least 30 days prior to the crew start up date in order to allow individuals sufficient time to accomplish pre-fire season physical conditioning.

#### 33.1 FITNESS STANDARD

All IHC personnel shall meet the sponsor agency's current Arduous Duty fitness standard for fire line personnel. Meeting this fitness standard by the end of the Critical 24 Hour Training period will be considered a condition of continuing employment for all personnel on the crew.

#### 33.2 FITNESS GOAL

As a part of fire line performance required of IHCs, the physical ability to perform arduous labor is critical to crew morale and personal health and safety standards. All IHC personnel will strive to meet the following goals found in "Fit to Work" a publication from the Missoula Technology Development Center:

- 1.5 mile run in a time of 10:35 or less
- 40 situps in 60 seconds
- 25 pushups in 60 seconds
- Chin-ups, based on body weight:
  - More than 170 lbs. = 4 chin-ups
  - 135-170 lbs. = 5 chin-ups
  - 110- 135 lbs. = 6 chin-ups
  - Less than 110 lbs. = 7 chin-ups

## CHAPTER 40

### INTERAGENCY HOTSHOT CREW OPERATIONS GUIDE SUPPORT REQUIREMENTS

#### 41 HOST UNIT SUPPORT

IHCs require management oversight, administrative support, and facilities to accomplish their mission. IHCs are available to assist the host unit with other resource management objectives when not assigned to incidents or conducting training. Host units benefit from the skills, knowledge, and abilities of crew personnel. They are available to assist the sponsor agency in accomplishing its mission in addition to instructing a variety of local, geographic area, and national fire management courses.

#### 42 MANAGEMENT RESPONSIBILITIES

The local host unit supervisor and the agency administrator shall:

- Ensure the crew program is in compliance with the Interagency Hotshot Crew Operations Guide. It is recommended that the IHC Preparedness Review (refer to Appendix D) be used annually for this purpose. In the case of establishing a new IHC program, this responsibility shall also involve facilitating the IHC Certification Process (refer to Appendix E).
- Verify that the crew is ready for initial incident assignment at the beginning of the crew's availability period using the IHC Mobilization Checklist (refer to Appendix C).
- Assist in career development and training of crew personnel.
- Ensure that crew health, safety and welfare needs are addressed.

##### 42.2 ADMINISTRATIVE SUPPORT

The local host unit supervisor and the agency administrator are responsible to provide administrative support such as personnel management, time and attendance, travel, purchasing, and fleet management.

##### 42.3 FACILITIES

The local host unit supervisor and agency administrator are responsible to provide adequate facilities for the crew including: office space, crew ready room, access to physical training facilities, equipment storage and fire cache (refer to Appendix D).

#### 43 INCIDENT SUPPORT

IHCs are self-contained and self-sufficient in most aspects. The ordering incident will be expected to supply the IHCs with needed supplies depending on method of transport.

#### 43.1 GROUND TRANSPORTATION

When ordering IHCs by ground transportation, they will come equipped to the following minimum standards:

- Assigned crew vehicles
- 4 chain saws with fuel
- Firing equipment
- Hand tools
- Water handling equipment
- 5 programmable hand held radios
- Tents
- First aid and trauma kits
- Drinking water and food for 24 hours

#### 43.2 FIXED-WING TRANSPORTATION

When IHCs are delivered by aircraft the receiving unit will need to provide the following:

- Crew transportation
- Vehicle to transport saws, fuel and hand tools separate from crew transportation
- Firing equipment (minimum 2 cases of fuses)
- Chainsaws (4 kits)
- Saw fuel (10 gallons unmixed)
- Bar oil (5 gallons)
- Drinking water (40 gallons) and food (40 meals)

**APPENDIX A**  
**INTERAGENCY HOTSHOT CREW OPERATIONS GUIDE**  
**CRITICAL 24 HOUR TRAINING**

**CRITICAL TRAINING:**

This is training that must be completed and recorded before an employee is available for any wildland fire assignment or prescribed burn assignment.

**OBJECTIVE:**

The objective of critical training is to establish firefighter safety and operational standards for the crew.

1. Upon completion of this training, the employee will understand their professional responsibilities as a member of a team working in a high risk environment.
2. Upon completion of this training, the employee will be able to identify critical safety issues and demonstrate appropriate reactions to unsafe conditions.

**TOPICS AND TIME ALLOCATION:**

The Superintendent has the discretion to organize the training program to best fit the needs of a particular crew. The following are suggested training topics and time allocations and in no way exclude other topics. Included with each topic is a selection of existing training packages and references that can be used to support that topic.

**Firefighter Safety**

Human Factors on the Fireline (L-180/3 NFES #'s 2650, 2651, 2652)  
4 hour course that addresses situation awareness, basic communication skills, operational stress, decision making process, risk management, and teamwork.

Lessons Learned: Fatality Fire Case Studies (PMS 490/ 6 NFES #'s 2562, 2563, 2564, 2565, 2566, 2567)  
2-16 hour course that analyzes past fatality fires. 8 case studies use the Risk Management process for the analysis exercise and 1 case study uses the Downhill Checklist for the analysis exercise.

Entrapment Avoidance  
For ordering information see [www.fireleadership.gov](http://www.fireleadership.gov)

**Other References:**

- |  |  |
|--|--|
| 1) Fireline Handbook                               | (NFES 0065)  |
| 2) Incident Response Pocket Guide                  | (NFES 1077)  |
| 3) Common Denominators publication                 | (NFES 2225)  |
| 4) Your Fire Shelter publication                   | Old (NFES 1570) New (NFES 2710)                                |
| 5) Using Your Fire Shelter video                   | Old (NFES 1568) New (NFES 2711)                                |
| 6) Historical Wildland Fire Fatalities publication | <a href="http://www.nifc.gov/reports">www.nifc.gov/reports</a> |
| 7) Bull Fire video                                 | (NFES 1221)  |
| 8) Surviving Fire Entrapments publication          | (9751-2817-MTDC)   |
| 10) Human Factors Workshop Findings publication    | (9551-2855-MTDC)   |

**Fire Behavior**

Look Up, Look Down, Look Around (PMS 427 /4 NFES#'s 2241, 2242, 2243, 2244)  
4 hour course that addresses the observation and recognition of fire behavior indicators.

S-330 Unit 5 Lesson C Extreme Fire Behavior (S-330 with 5 NFES components)  
2 hour lesson that addresses the characteristics of extreme fire behavior.

**References:**

- 1) Fireline Handbook Fire Behavior supplement (NFES 2165)
- 2) Fire Weather video (NFES 2236)
- 3) Fire Environment Concept publication (NFES 2166)

- 4) Fire Weather Handbook
- 5) Campbell Prediction System

(NFES 1174)  
(Private vendor)

### **Crew Operations**

- Crew Organization
  - Crew SOPs
  - Chain of command
  - Crew configuration for smaller unit operation
- Intra-crew Communication
  - Briefings and debriefings and AAR's
  - Identification of hazards
  - Sending messages and asking for clarification
  - Two-way radio use
- Transportation
  - Fixed-wing transport
  - Helicopter transport
  - Ground transport
- Safety Plan
  - Job Hazard Analysis system
  - Medivac procedures
  - Firefighter health (heat stress, nutrition, fatigue, smoke, snags)
  - Proper gear and PPE

### **Field Exercises**

- Cut and scrape as a crew
  - Tool orders
  - Saw operations
- Working away from the main crew
  - Hot spotting
  - Spot fires
- Firing and holding organization
- Withdraw and initiate escape routes to safety zones
- Fire shelter use
  - Individual and group deployment (planned and hasty)
  - Two in one shelter
  - Drop gear and run
  - High wind
- Interface operations
  - Structure assessment and triage
  - Tactics for handcrews

**APPENDIX B**  
**INTERAGENCY HOTSHOT CREW OPERATIONS GUIDE**  
OTHER TRAINING REQUIREMENTS

<b>COURSE</b>	<b>SUPERINTENDENT</b>	<b>ASSISTANT SUPT. CAPTAIN</b>	<b>SQUAD LEADER</b>	<b>SENIOR FIREFIGHTER</b>	<b>CREW MEMBER</b>
Agency Requirements	X	X	X	X	X
I100 - Intro to ICS	X	X	X	X	X
S130 - Basic Firefighter	X	X	X	X	X
S131 - Advanced FF/Squad Boss	X	X	X	X	R
L180- Human Factors	X	X	X	X	X
S190 - Intro to Fire Behavior	X	X	X	X	X
S211 - Portable Pumps	X	X	X	X	R
S212 - Wildfire Powersaws	X	X	X	X	R
S270 - Basic Air Ops	X	X	X	X	R
First Aid/CPR	X	X	X	X	R
I200 - Basic ICS	X	X	X	R	
S200 - Initial Attack IC	X	X	X	R	
L280- Followership to Leadership	X	X	X	R	
S215 - Fire in Urban Interface	X	X	X	R	
S230 - Crew Boss	X	X	X	R	
S234 - Firing Methods	X	X	X	R	
S260 - Fire Business Mgmt.	X	X	X	R	
S290 - Int. Fire Behavior	X	X	X	R	
I300 - Intermediate ICS	X	X	R		
S390 - Fire Behavior Calcs.	X	X	R		
L380- Fireline Leadership	X	X	R		
S330 - TF/ST Leader	X	X	R		
S271 – Interagency Helicopter	R	R	R	R	
S231 - Engine Boss	R	R	R		
S232 - Dozer Boss	R	R	R		
S300 - Extended Attack IC	R	R	R		
S339 - Div/Grp Supervisor	R	R			
S490 – Advanced Fire Behavior	R	R			
RX300 – Burn Boss	R	R			
RX340 – Intro to Fire Effects	R	R			
Small Purchasing	X	X	R		
L381- Incident Leadership	R	R	R		
Instructor Training	X	X	R		
Fireline Explosives	R	R			
<b>X-Required</b>					
<b>R-Recommended</b>					

**APPENDIX C  
INTERAGENCY HOTSHOT CREW OPERATIONS GUIDE  
IHC MOBILIZATION CHECKLIST**

**This checklist is to be completed by the IHC Superintendent and approved by the local host unit Agency Administrator or their designee at the beginning of the fire season, prior to the crew being made available for incident assignment as an IHC resource. The signed documentation shall accompany the notification to the responsible Geographic Area Coordination Center regarding the crew's initial availability.**

**All IHCs must be certified annually prior to initial assignment. Any IHC not meeting all of the requirements in this appendix before, or during, the crew's availability period will be available as an IHC(t). The crew superintendent is responsible to inform local supervisor and the local GACC of any required changes in the crew's typing. IHCs will be available to meet or exceed availability periods specified in *NIHCOG 2001*.**

**STAFFING**

Are the following crew supervisory positions filled with employees that meet or exceed the minimum qualifications as identified in the National IHC Operations Guide (IHCOG Section 23)?

<u>Position</u>	<u>Fully Qualified Career Employee</u>	<u>Fully Qualified Detailed Employee</u>	<u>Vacant</u>
Superintendent	_____	_____	_____
Asst Supt/Captain	_____	_____	_____
Captain/Squad Leader	_____	_____	_____
Squad Leader	_____	_____	_____
Squad Leader	_____	_____	_____

**TRAINING AND CERTIFICATION**

Have all crewmembers completed the Critical 24 Hour Training (IHCOG Section 32.21)?

Yes \_\_\_\_\_ No \_\_\_\_\_ (explain)

Do all crewmembers meet the agency's current Arduous Duty fitness standard?

Yes \_\_\_\_\_ No \_\_\_\_\_ (explain)

**PREPAREDNESS**

Does the crew meet the mobilization standards (IHCOG Section 22)?

Yes \_\_\_\_\_ No \_\_\_\_\_ (explain)

Does the crew have adequate transportation and the required fire equipment (IHCOG Section 43.1)?

Yes \_\_\_\_\_ No \_\_\_\_\_ (explain)

Has the crew undergone a Preparedness Review in the last 12 months (IHCOG Appendix D)?

Yes \_\_\_\_\_ No \_\_\_\_\_ (explain)

**The \_\_\_\_\_ IHC program is available for incident assignment.**

Crew Superintendent \_\_\_\_\_

Agency Administrator or Designee \_\_\_\_\_  
*Signature and title*

Date \_\_\_\_\_



**APPENDIX D**  
**INTERAGENCY HOTSHOT CREW OPERATIONS GUIDE**  
**IHC PREPAREDNESS REVIEW**

**The following document is designed to evaluate crew preparedness and compliance with the National IHC Operations Guide. It should be used to review IHC programs on a regular basis. An annual review is recommended. The review should be conducted while the crew is fully staffed and operational. This review is not required to verify that a crew is ready for incident assignment at the beginning of their availability period. The Mobilization Checklist (Appendix C) should be used for that purpose.**

**It is recommended that when a review is completed the document be kept on file at the local host unit Fire Management Office and that a copy be forwarded to the responsible Geographic Area Coordination Group.**

IHC PREPAREDNESS REVIEW

<b>Crew Name:</b>		<b>Host Unit/Address:</b>	
<b>IHC Personnel Roster:</b> <i>(Name/Working Title)</i>	<ol style="list-style-type: none"><li>1. _____</li><li>2. _____</li><li>3. _____</li><li>4. _____</li><li>5. _____</li><li>6. _____</li><li>7. _____</li><li>8. _____</li><li>9. _____</li><li>10. _____</li><li>11. _____</li><li>12. _____</li><li>13. _____</li><li>14. _____</li><li>15. _____</li><li>16. _____</li><li>17. _____</li><li>18. _____</li><li>19. _____</li><li>20. _____</li></ol>		

IHC PREPAREDNESS REVIEW

**Functional Area: A. Program Management**

Code	Criteria Description	Remarks
A1.	<p>Does the Crew have the following program documentation and is it current:</p> <p>Employee Handbook? <input type="radio"/> Yes <input type="radio"/> No</p> <p>Safety Plan? <input type="radio"/> Yes <input type="radio"/> No</p> <p>Training Plan? <input type="radio"/> Yes <input type="radio"/> No</p> <p>Physical Fitness Training Plan? <input type="radio"/> Yes <input type="radio"/> No</p> <p>Recruitment/Staffing Plan? <input type="radio"/> Yes <input type="radio"/> No</p> <p>Current Fiscal Year Budget? <input type="radio"/> Yes <input type="radio"/> No</p>	
A2.	<p>Are the following references available to the entire Crew and are they current:</p> <p>MSDS Sheets? <input type="radio"/> Yes <input type="radio"/> No</p> <p>Job Hazard Analysis (JHA) forms? <input type="radio"/> Yes <input type="radio"/> No</p> <p>Health and Safety Code Handbook? <input type="radio"/> Yes <input type="radio"/> No</p> <p>Fireline Handbook? <input type="radio"/> Yes <input type="radio"/> No</p> <p>National IHC Operations Guide (IHCOG)? <input type="radio"/> Yes <input type="radio"/> No</p>	
A3.	<p>Have time and travel administration procedures been established for all Crew personnel?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>	
A4.	<p>Does the Crew maintain a record of incident assignments, fire and non-fire work hours, travel logs, and injury reports?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>	
A5.	<p>Does the Crew have current IHC status with the appropriate Geographic Area Coordination Center?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>	
A6.	<p>Is the Crew identified in the current National Interagency Mobilization Guide as an IHC (Chapter 60 Section 61)?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>	
A7.	<p>Did the Crew Superintendent and local host unit Agency Administrator (or their designee) co-sign documentation to verify the Crew is ready for incident assignment as specified in Appendix C of the IHCOG?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>	

IHC PREPAREDNESS REVIEW

**Functional Area: B. Organization**

Code	Criteria Description	Remarks
B1.	Does the Crew currently meet the minimum supervisory staffing requirements? <input type="radio"/> Yes <input type="radio"/> No	
B2.	Does the Crew maintain the minimum number of career appointment positions? <input type="radio"/> Yes <input type="radio"/> No	
B3.	Do the personnel on the Crew meet the minimum fire qualification requirements for their assigned positions? <input type="radio"/> Yes <input type="radio"/> No	
B4.	Do 20% (4) or less of personnel on the Crew have less than one season of fire experience? <input type="radio"/> Yes <input type="radio"/> No	
B5.	Have all personnel on the Crew been issued a current Red Card? <input type="radio"/> Yes <input type="radio"/> No	
B6.	Does the Crew have a complete manifest that includes all personnel and equipment weights and does this manifest show the Crew to be within the maximum allowable crew weight of 5100 pounds for fixed-wing transport? <input type="radio"/> Yes <input type="radio"/> No	
B7.	Does the Crew have a 24 hour/7 day contact and call out procedure in place with the local host unit Dispatch center? <input type="radio"/> Yes <input type="radio"/> No	
B8.	Does the Crew work and train together for the duration of their availability period? <input type="radio"/> Yes <input type="radio"/> No	
B9.	Do personnel on the Crew maintain emergency medical qualifications that meet sponsor agency requirements (EMT's, Emergency First Responders, etc)? <input type="radio"/> Yes <input type="radio"/> No	
B10.	Do the assigned drivers on the Crew meet agency and state commercial vehicle operator certification requirements for the type of vehicles assigned? <input type="radio"/> Yes <input type="radio"/> No	
B11.	Do the assigned sawyers on the Crew meet agency chainsaw operator certification requirements? <input type="radio"/> Yes <input type="radio"/> No	
B12.	Are there at least two (2) supervisory individuals on the Crew with Small Purchase authority? <input type="radio"/> Yes <input type="radio"/> No	

IHC PREPAREDNESS REVIEW

**Functional Area: C. Safety and Training**

Code	Criteria Description	Remarks
C1.	Has the Crew completed the Critical 24 Hour Training requirement prior to availability as specified in Appendix A of the IHCOG? <input type="radio"/> Yes <input type="radio"/> No	
C2.	Have all personnel on the Crew been tested for and met the current Arduous Duty fitness standard? <input type="radio"/> Yes <input type="radio"/> No	
C3.	Have all personnel on the Crew completed sponsor agency mandatory training? <input type="radio"/> Yes <input type="radio"/> No  Have all personnel on the Crew been provided with written Rules of Conduct? <input type="radio"/> Yes <input type="radio"/> No  Has the Crew been provided an orientation by management from the local host unit? <input type="radio"/> Yes <input type="radio"/> No	
C4.	Does the Crew Training Plan demonstrate the ability to meet the annual 80 hour training requirement as specified in Appendix B of the IHCOG? <input type="radio"/> Yes <input type="radio"/> No  Does the Crew have access to a training library and materials that will enable them to complete all training requirements? <input type="radio"/> Yes <input type="radio"/> No  Does the Crew maintain training and qualification records for all personnel? <input type="radio"/> Yes <input type="radio"/> No  Have all personnel on the Crew been issued the appropriate Position Task Book for their next target fireline qualification? <input type="radio"/> Yes <input type="radio"/> No	
C5.	Does the Crew participate in a daily physical training program for at least 1 hour? <input type="radio"/> Yes <input type="radio"/> No  Does the Crew Physical Fitness Training Plan outline a safe and effective daily workout routine? <input type="radio"/> Yes <input type="radio"/> No	
C6.	Does the Crew Safety Plan include regularly scheduled safety meeting and are they documented? <input type="radio"/> Yes <input type="radio"/> No	
C7.	Does the Crew utilize an After Action Review or other critique process to review incident assignments? <input type="radio"/> Yes <input type="radio"/> No	
C8.	Is there an easily accessible employee bulletin board and does it have current/useful information posted? <input type="radio"/> Yes <input type="radio"/> No	

IHC PREPAREDNESS REVIEW

**Functional Area: D. Vehicles and Equipment**

Code	Criteria Description	Remarks
D1.	Are the vehicles assigned to the Crew appropriate for the highway and off-road transportation demands typically made on an IHC program? <input type="radio"/> Yes <input type="radio"/> No	
D2.	Are all Crew vehicles fire ready, with current maintenance needs complete, valid credit cards, log books that are up to date, and exterior unit identification designators? <input type="radio"/> Yes <input type="radio"/> No  Are all Crew vehicles set up with two-way radios and is there a posted radio frequency list in the cab? <input type="radio"/> Yes <input type="radio"/> No  Do all Crew vehicles have available fire extinguishers, first aid kits, chock blocks, flares/warning triangles, tire chains, jumper cables, tow chain, jack and lug wrench? <input type="radio"/> Yes <input type="radio"/> No  Do all Crew vehicles adhere to DOT regulations for transport of hazardous and flammable materials? <input type="radio"/> Yes <input type="radio"/> No  Are the passenger areas within the Crew vehicles adequate to transport all Crew personnel? <input type="radio"/> Yes <input type="radio"/> No  Do the equipment storage compartments on the Crew vehicles have posted inventory lists and are they stocked to that level? <input type="radio"/> Yes <input type="radio"/> No  Do the Crew vehicles carry adequate food and water to enable the Crew to be completely self-sufficient on fire assignment for 24 hours? <input type="radio"/> Yes <input type="radio"/> No	
D3.	Does the Crew have appropriate field gear including PPE, fireline packs, individual gear bags, sleeping bags, tents, and equipment cargo packs in good condition to outfit all Crew personnel and support them during off-unit assignments? <input type="radio"/> Yes <input type="radio"/> No	

IHC PREPAREDNESS REVIEW

**Functional Area: D. Vehicles and Equipment (continued)**

Code	Criteria Description	Remarks
D4.	Does the Crew have at least four (4) chainsaws and adequate chainsaw support equipment, in good condition, onboard Crew vehicles, readily available for fireline operations?  <input type="radio"/> Yes <input type="radio"/> No	
D5.	Does the Crew have at least one (1) portable pump and adequate hose, in good condition, onboard Crew vehicles, readily available for fireline operations?  <input type="radio"/> Yes <input type="radio"/> No	
D6.	Does the Crew have adequate firing equipment, in good condition, onboard Crew vehicles, readily available for fireline operations?  <input type="radio"/> Yes <input type="radio"/> No	
D7.	Does the Crew carry at least five (5) programmable/multi-channel handheld radios, in good condition, to meet operational needs?  <input type="radio"/> Yes <input type="radio"/> No  Does the Crew have immediate access to backup radios in case of damage?  <input type="radio"/> Yes <input type="radio"/> No	
D8.	Does the Crew have an adequate number of hand tools, in good condition, onboard Crew vehicles, readily available for fireline operations?  <input type="radio"/> Yes <input type="radio"/> No	
D9.	Does the Crew carry adequate medical first aid supplies to meet individual needs and Crew needs at all times (incident, project, and at the station)?  <input type="radio"/> Yes <input type="radio"/> No	
D10.	Does the Crew carry at least two (2) belt weather kits, in good condition, at all times?  <input type="radio"/> Yes <input type="radio"/> No	

**Functional Area: E. Facilities**

Code	Criteria Description	Remarks
E1.	Does the Crew have 24 hour/7 day access to storage/cache facilities for equipment and supplies (chainsaws, hand tools, vehicle maintenance, hazardous/flammable materials, and a general fire cache)?  <input type="radio"/> Yes <input type="radio"/> No	
E2.	Does the Crew have daily access to a ready room that can serve as a training facility?  <input type="radio"/> Yes <input type="radio"/> No	
E3.	Does the Crew have daily access to a physical fitness training area?  <input type="radio"/> Yes <input type="radio"/> No	
E4.	Does the Crew have adequate assigned office space with access to a telephone system?  <input type="radio"/> Yes <input type="radio"/> No  Does the Crew have access to a computer and the sponsor agency email system?  <input type="radio"/> Yes <input type="radio"/> No	
E5.	Are all of the Crew facilities regularly inspected for safety and maintenance needs?  <input type="radio"/> Yes <input type="radio"/> No	

E6.	If applicable, is the condition of the Crew sleeping and eating quarters satisfactory:	
	Heating system?	<input type="radio"/> Yes <input type="radio"/> No
	Lighting/electrical?	<input type="radio"/> Yes <input type="radio"/> No
	Hot and cold potable water?	<input type="radio"/> Yes <input type="radio"/> No
	Rest rooms?	<input type="radio"/> Yes <input type="radio"/> No
	Showers?	<input type="radio"/> Yes <input type="radio"/> No
	Individual beds & storage lockers?	<input type="radio"/> Yes <input type="radio"/> No
	Food storage capability?	<input type="radio"/> Yes <input type="radio"/> No
	Cooking facilities?	<input type="radio"/> Yes <input type="radio"/> No
	Dining area?	<input type="radio"/> Yes <input type="radio"/> No
	Employee parking?	<input type="radio"/> Yes <input type="radio"/> No

**Functional Area: F. Proficiency Checks**

*This is a listing of skills that an IHC should have as a minimum. How the Proficiency Checks are conducted is up to the local unit. The intent is for the Superintendent and Reviewing Official to verify the crew being reviewed is proficient in these skill areas. This is a crew proficiency check, all items do not necessarily apply to all crewmembers.*

Code	Criteria Description	Remarks
F1.	Basic Handcrew Tactics: <ul style="list-style-type: none"> <li>▪ Handline construction <input type="radio"/> Yes <input type="radio"/> No</li> <li>▪ Chainsaw operations <input type="radio"/> Yes <input type="radio"/> No</li> <li>▪ Firing &amp; holding organization <input type="radio"/> Yes <input type="radio"/> No</li> <li>▪ Mop-up &amp; spot grid organization <input type="radio"/> Yes <input type="radio"/> No</li> <li>▪ Portable pump setup <input type="radio"/> Yes <input type="radio"/> No</li> <li>▪ Simple and progressive hoselays <input type="radio"/> Yes <input type="radio"/> No</li> </ul>	
F2.	Specialized Handcrew Operations: <ul style="list-style-type: none"> <li>▪ Lookouts and scouting <input type="radio"/> Yes <input type="radio"/> No</li> <li>▪ Hot spotting <input type="radio"/> Yes <input type="radio"/> No</li> <li>▪ Spot fire attack <input type="radio"/> Yes <input type="radio"/> No</li> <li>▪ Felling teams <input type="radio"/> Yes <input type="radio"/> No</li> <li>▪ Initial attack <input type="radio"/> Yes <input type="radio"/> No</li> <li>▪ Structure protection <input type="radio"/> Yes <input type="radio"/> No</li> <li>▪ Medivac <input type="radio"/> Yes <input type="radio"/> No</li> <li>▪ Map/Compass/GPS navigation <input type="radio"/> Yes <input type="radio"/> No</li> </ul>	
F3.	Air Operations: <ul style="list-style-type: none"> <li>▪ Fixed-wing transport of Crew <input type="radio"/> Yes <input type="radio"/> No</li> <li>▪ Helicopter passenger safety <input type="radio"/> Yes <input type="radio"/> No</li> <li>▪ Helicopter transport of flammables <input type="radio"/> Yes <input type="radio"/> No</li> <li>▪ Directing helicopter drops by radio <input type="radio"/> Yes <input type="radio"/> No</li> <li>▪ Helispot specifications <input type="radio"/> Yes <input type="radio"/> No</li> <li>▪ Longline/Hover hook operations <input type="radio"/> Yes <input type="radio"/> No</li> </ul>	
F4.	Demonstrated ability to make fire weather observations (using belt weather kit, accessing local daily forecast, using weather indicators to anticipate potential fire behavior). <input type="radio"/> Yes <input type="radio"/> No	
F5.	Demonstrated ability to use two-way radios (Dispatch contact protocol, local call sign system, programmable radio procedures). <input type="radio"/> Yes <input type="radio"/> No	
F6.	Demonstrated knowledge of basic individual communication responsibilities (briefings, debriefings, acknowledge messages, identify hazards, asking questions for clarification). <input type="radio"/> Yes <input type="radio"/> No	
F7.	Demonstrated knowledge of the key components of the Fire Orders (LCES) and established protocol for Crew disengagement. <input type="radio"/> Yes <input type="radio"/> No	



F8.	Demonstrated knowledge of the differences between a Safety Zone and a Deployment Zone. <input type="radio"/> Yes <input type="radio"/> No	
F9.	Demonstrated ability to deploy fire shelters in various situations (individual, group, two people in one shelter, drop gear and run, with wind). <input type="radio"/> Yes <input type="radio"/> No	

**Functional Area: G. Summary**

**Comments:**

**General preparedness of the Crew:**

**Items which are deficient:**

**Corrective action to be taken:**

I have reviewed the \_\_\_\_\_ IHC program and certify the crew meets the standards of the National IHC Operations Guide.

Crew Superintendent \_\_\_\_\_

Reviewing Official \_\_\_\_\_  
*Signature and title*

Date \_\_\_\_\_

**APPENDIX E**  
**INTERAGENCY HOTSHOT CREW OPERATIONS GUIDE**  
**IHC CERTIFICATION PROCESS**

Crew programs seeking to be recognized as an Interagency Hotshot Crew will carry the designation of IHC (Trainee) until the following certification process is completed. Prior to initiating this certification process, the Superintendent of an IHC (Trainee) program will focus on the following elements for program development:

- Peer evaluation and mentoring from existing IHCs.
- Utilizing the IHC Operations Guide/Preparedness Review as a guideline for program development.
- Developing administrative and supervisory support with the local host unit.
- Receiving Performance Appraisals while on fire assignments.
- Initiating periodic performance reviews.

The Superintendent of an IHC (Trainee) program will initiate the certification process to become a fully qualified IHC through the following steps:

- Step 1)** Request IHC certification with the local host unit supervisor with supporting documentation from their geographic area IHC chairperson.
- Step 2)** Inform the sponsoring agency regional/state level fire operations staff of the request for IHC certification.
- Step 3)** Request the responsible Geographic Area Coordination Group (GACG) to initiate a review. The GACG will notify the sponsoring agency National Fire Director of the request. The extent of the review will be determined by the GACG, the sponsoring agency National Fire Director, and the IHC (Trainee) Superintendent.
- Step 4)** The GACG and the sponsor agency National Fire Director issue IHC certification and notify the National Interagency Coordination Center (NICC).



**APPENDIX F**  
**INTERAGENCY HOTSHOT CREW OPERATIONS GUIDE**  
**NATIONAL INTERAGENCY HOTSHOT CREW STEERING COMMITTEE CHARTER**

**CHARTER AUTHORITY**

The National Interagency Hotshot Crew (IHC) Steering Committee will function under the authority of the IHC Sponsor Agency Fire Directors.

**MISSION**

The National IHC Steering Committee will provide the IHC community, fire managers, and agency administrators a means for proactive problem and issue resolution; will promote safe and effective IHC operations; and will strive to ensure consistent adherence to national fire management policies. Interagency Hotshot Crews are those crews identified in the National Interagency Mobilization Guide as National Shared Resources.

**OBJECTIVE**

The National IHC Steering Committee will assist fire managers, agency administrators, and the IHCs in the management of the Hotshot Program through solicitation, review, and validation of input and concerns relating to fire operations that are national in scope. The Steering Committee will facilitate the exchange of information between the above groups.

**STEERING COMMITTEE COMPOSITION**

The Steering Committee will consist of 11 standing members to include the following:

One regional or state level fire operations staff member from an IHC sponsor agency, selected by the IHC Sponsor Agency Fire Directors to serve as their representative to the Steering Committee.

One Agency Administrator representative from an IHC host unit, selected by the above IHC Sponsor Agency Fire Directors representative.

One National Interagency Fire Center (NIFC) representative, selected by the national fire operations office of the U.S. Forest Service (USFS).

One National Interagency Fire Center (NIFC) representative, selected jointly by the national fire operations offices of the Bureau of Land Management (BLM), the Bureau of Indian Affairs (BIA), and the National Park Service (NPS).

Three IHC Superintendents representing the below Department of Interior agencies.

- One representing BLM.
- One representing BIA.
- One representing NPS.

Four USFS IHC Superintendents selected by the IHC Superintendents in these Geographic Areas:

- One representing the Northern Rockies and Pacific Northwest Geographic Areas;
- One representing the Great Basin and Rocky Mountain Geographic Areas;
- One representing the California Geographic Areas;
- One representing the Southwest, Eastern and Southern Geographic Areas.

**CHAIRPERSON** - a Chairperson and Co-Chair will be elected for a 2-year term from the superintendents listed above.

**ELECTION PROCESS**- Election will be held at the beginning of the steering committee meeting. Committee members will nominate new chair and co-chair, outgoing chair will facilitate the election process.

**MEMBERSHIP TENURE**- IHC Superintendents serve a 4-year term that can be extended with the support of their agency sponsors. Agency committee members serve at the pleasure of their selecting sponsor.

**MEETING FREQUENCY**- The Steering Committee will meet annually, at a minimum. Meetings will be conducted in the various geographic areas; technical specialists may be invited to participate.

IHC OPERATIONS GUIDE - the Steering Committee will facilitate the process for any IHC Operations Guide revisions under the direction of the IHC Sponsor Agency Fire Directors.

NATIONAL IHC WORKSHOP - the Steering Committee will recommend the need for and timing of National IHC workshops.

**APPENDIX G**  
**INTERAGENCY HOTSHOT CREW OPERATIONS GUIDE**  
**IHC/TYPE I CREW STANDARDS COMPARISON**  
(Chart effective January 1, 2003)

<b>Minimum Standards</b>	<b>Type 1</b>	<b>Type 2 with IA Capability</b>	<b>Type 2</b>	<b>Type 3</b>
<b>Fireline Capability</b>	Initial attack/can be broken up into squads, fireline construction, complex firing operations.	Initial attack/can be broken up into squads, fireline construction, firing to include burnout.	Initial attack, fireline construction, firing to include burnout.	Fireline construction, Fireline improvement, mop-up and rehab.
<b>Crew Size</b>	18-20	18-20	18-20	18-20
<b>Leadership Qualifications</b>	Permanent Supervision Superintendent : TFLD, ICT4 Ass't. Supt.: STCR, ICT4 3 Squad Bosses: CRWB(T), ICT5	CRWB and 3 ICT5	CRWB and 3 FFT1	CRWB and 3 FFT1
<b>Experience</b>	80% 1 season or more	60% 1 season or more	40% 1 season or more	20% 1 season or more
<b>Full-Time Organized Crew</b>	Yes	No	No	No
<b>Communication</b>	5 programmable radios	4 programmable radios	4 programmable radios	4 programmable radios
<b>Sawyers</b>	3 agency qualified	3 agency qualified	0	0
<b>Training</b>	80 hours annual training	Basic firefighter training and/or annual firefighter safety refresher.		
<b>Fitness</b>	Arduous	Arduous	Arduous	Arduous
<b>Logistics</b>	Self-sufficient	Not self-sufficient	Not self-sufficient	Not self-sufficient

<b>Maximum Weight</b>	5,100 lbs.	5,100 lbs.	5,100 lbs.	5,100 lbs.
<b>Dispatch Availability</b>	1 hour	Variable	Variable	Variable
<b>Production Factor</b>	1.0	0.8	0.8	N/A
<b>Transportation</b>	Own transportation	Transportation needed	Transportation needed	Transportation needed
<b>Tools &amp; Equipment</b>	Fully equipped	Not equipped	Not equipped	Not equipped
<b>Personal Gear</b>	Arrives with: crew first aid kit, personal first aid kit, headlamp, 1 qt. canteen, web gear, sleeping bag.			
<b>PPE</b>	Arrives with: hard hat, fire resistant shirt/pants, 8" leather boots, leather gloves, fire shelter, hearing/eye protection.			