

# Interagency Standards for Fire and Fire Aviation Operations

Department of the Interior  
Bureau of Land Management  
National Park Service  
U.S. Fish and Wildlife Service

Department of Agriculture  
Forest Service

## 2013



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## NATIONAL INTERAGENCY FIRE CENTER

3833 S. Development Avenue  
Boise, Idaho 83705-5354

January 1, 2013

To: Agency Personnel

From: Fire and Aviation Directors;  
Bureau of Land Management  
U.S. Forest Service  
U.S. Fish and Wildlife Service  
National Park Service

Subject: *Interagency Standards for Fire and Fire Aviation Operations*

The Fire and Aviation Directors of the Bureau of Land Management, U.S. Forest Service, U.S. Fish and Wildlife Service, and National Park Service have directed the Federal Fire and Aviation Task Group (FFATG) to annually revise, publish, and distribute the federal *Interagency Standards for Fire and Fire Aviation Operations*, and issue errata to this document.

The *Interagency Standards for Fire and Fire Aviation Operations*, states, references, or supplements policy for Bureau of Land Management, Forest Service, Fish and Wildlife Service, and National Park Service fire and fire aviation program management.

Employees engaged in fire suppression and fire management activities will comply with all interagency and agency-specific health, safety, and fire management policy documents.

For the Bureau of Land Management this document is supplemental policy.

For the USDA Forest Service this document is guidance for implementation of policy in *Forest Service Manual 5100*.

For the U.S. Fish and Wildlife Service this document is supplemental policy.

For the National Park Service this document is supplemental policy, in addition to *Reference Manual 18*.

**Release Date: January 2013**

This document addresses specific action items that are contained in the *Guidance for Implementation of Federal Wildland Fire Management Policy (February 13, 2009)*.

The contents of this book are not to be modified. Supplemental agency specific direction of a more restrictive nature may be issued separately.

Suggestions for modification of this publication should be sent to your agency representatives listed on this page.

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46 \*Available online in PDF and MS Word format.



**Chapter 01****Federal Wildland Fire Management Policy Overview**

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**Scope**

The *Interagency Standards for Fire and Fire Aviation Operations* states, references, or supplements policy for Bureau of Land Management, U.S. Forest Service, U.S. Fish and Wildlife Service and National Park Service fire and fire aviation program management. Original source policy is stated or referenced throughout this handbook. This handbook attempts to quote verbatim, rather than to paraphrase policy that is stated elsewhere. It also attempts to limit duplication of source policy when a reference will suffice. *Interagency Standards for Fire and Fire Aviation Operations* is intended to comply with and support the *Review and Update of the 1995 Federal Wildland Fire Management Policy (January 2001)* and the *Guidance for Implementation of Federal Wildland Fire Management Policy (February 13, 2009)* and other existing federal policy.

**Purpose**

The *Interagency Standards for Fire and Fire Aviation Operations* provides fire and fire aviation program management direction for Bureau of Land Management, U.S. Forest Service, U.S. Fish and Wildlife Service, and National Park Service managers. Employees engaged in fire management activities will continue to comply with all agency-specific health and safety policy. Other references, such as the *National Wildfire Coordinating Group (NWCG) Incident Response Pocket Guide (PMS 461, NFES 1077)* and the *NWCG Fireline Handbook (PMS 410-1, NFES 0065)*, provide operational guidance.

***Review and Update of the 1995 Federal Wildland Fire Management Policy (January 2001)***

The *Review and Update of the 1995 Federal Wildland Fire Management Policy (January 2001)* is comprised of the following guiding principles and discrete policies. As a whole these principles and policy statements guide the philosophy, direction, and implementation of fire management planning, activities, and projects on federal lands.

**Guiding Principles of the Federal Wildland Fire Management Policy**

1. Firefighter and public safety is the first priority in every fire management activity.
2. The role of wildland fire as an essential ecological process and natural change agent will be incorporated into the planning process. Federal agency land and resource management plans set the objectives for the use and desired future condition of the various public lands.

- 1 **3.** Fire Management Plans (FMPs), programs, and activities support Land and  
2 Resource Management Plans and their implementation.
- 3 **4.** Sound risk management is a foundation for all fire management activities.  
4 Risks and uncertainties relating to fire management activities must be  
5 understood, analyzed, communicated, and managed as they relate to the cost  
6 of either doing or not doing an activity. Net gains to the public benefit will  
7 be an important component of decisions.
- 8 **5.** Fire management programs and activities are economically viable, based  
9 upon values to be protected, costs, and land and resource management  
10 objectives. Federal Agency Administrators are adjusting and re-organizing  
11 programs to reduce costs and increase efficiencies. As part of this process,  
12 investments in fire management activities must be evaluated against other  
13 agency programs in order to effectively accomplish the overall mission, set  
14 short and long term priorities, and clarify management accountability.
- 15 **6.** FMPs and activities are based upon the best available science. Knowledge  
16 and experience are developed among all wildland fire management  
17 agencies. An active fire research program combined with interagency  
18 collaboration provides the means to make these tools available to all fire  
19 managers.
- 20 **7.** FMPs and activities incorporate public health and environmental quality  
21 considerations.
- 22 **8.** Federal, state, tribal, local, interagency, and international coordination and  
23 cooperation are essential. Increasing costs and smaller work forces require  
24 that public agencies pool their human resources to successfully deal with  
25 the ever-increasing and more complex fire management tasks. Full  
26 collaboration among federal agencies and between the federal agencies,  
27 international, state, tribal, and local governments, and private entities results  
28 in a mobile fire management work force available for the full range of  
29 public needs.
- 30 **9.** Standardization of policies and procedures among federal agencies is an  
31 ongoing objective. Consistency of plans and operations provides the  
32 fundamental platform upon which federal agencies can cooperate, integrate  
33 fire activities across agency boundaries, and provide leadership for  
34 cooperation with state, tribal, and local fire management organizations.

35  
36 *-Review and Update of the 1995 Federal Wildland Fire Management Policy*  
37 *(January 2001)*  
38

### 39 **Elements of the Federal Wildland Fire Management Policy**

#### 40 **1. Safety**

41 Firefighter and public safety is the first priority. All FMPs and activities  
42 must reflect this commitment.

#### 43 **2. Fire Management and Ecosystem Sustainability**

44 The full range of fire management activities will be used to help achieve  
45 ecosystem sustainability, including interrelated ecological, economic, and  
46 social components.

1 **3. Response to Wildland Fire**

2 Fire, as a critical natural process, will be integrated into land and resource  
3 management plans and activities on a landscape scale across agency  
4 boundaries. Response to wildland fires is based on ecological, social, and  
5 legal consequences of the fire. The circumstances under which a fire  
6 occurs, the likely consequences on firefighter and public safety and welfare,  
7 the natural and cultural resources, and the values to be protected dictate the  
8 appropriate response to fire.

9 **4. Use of Wildland Fire**

10 Wildland fire will be used to protect, maintain, and enhance resources and,  
11 as nearly as possible, be allowed to function in its natural ecological role.  
12 Use of fire will be based on approved FMPs and will follow specific  
13 prescriptions contained in operational plans.

14 **5. Rehabilitation and Restoration**

15 Rehabilitation and restoration efforts will be undertaken to protect and  
16 sustain ecosystems, public health, safety, and to help communities protect  
17 infrastructure.

18 **6. Protection Priorities**

19 The protection of human life is the single overriding suppression priority.  
20 Setting priorities among protecting public communities and community  
21 infrastructure, other property and improvements, and natural and cultural  
22 resources will be done based on the values to be protected, public health  
23 and safety, and the costs of protection. Once people have been committed  
24 to an incident, these human resources become the highest value to be  
25 protected.

26 **7. Wildland Urban Interface**

27 The operational roles of the federal agencies as partners in the wildland  
28 urban interface are wildland firefighting, hazard reduction, cooperative  
29 prevention, education, and technical assistance. Structural fire suppression  
30 is the responsibility of tribal, state, or local governments. Federal agencies  
31 may assist with exterior structural fire protection activities under formal fire  
32 protection agreements that specify the mutual responsibilities of the  
33 partners, including funding. (Some federal agencies have full structural  
34 protection authority for their facilities on lands they administer and may  
35 also enter into formal agreements to assist state and local governments with  
36 structural protection.)

37 **8. Planning**

38 Every area with burnable vegetation must have an approved FMP. FMPs  
39 are strategic plans that define a program to manage wildland and prescribed  
40 fires based on the area's approved land management plan (LMP). FMPs  
41 must provide for firefighter and public safety; include fire management  
42 strategies, tactics, and alternatives; address values to be protected, and  
43 public health issues; and be consistent with resource management  
44 objectives, activities of the area, and environmental laws and regulations.

45  
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- 1 **9. Science**  
2 FMPs and fire programs will be based on a foundation of the best available  
3 science. Research will support ongoing efforts to increase our scientific  
4 knowledge of biological, physical, and sociological factors. Information  
5 needed to support fire management will be developed through an integrated  
6 interagency fire science program. Scientific results must be made available  
7 to managers in a timely manner and must be used in the development of  
8 LMPs, FMPs, and implementation plans.
- 9 **10. Preparedness**  
10 Agencies will ensure their capability to provide safe, cost-effective fire  
11 management programs in support of land and resource management plans  
12 through appropriate planning, staffing, training, equipment, and  
13 management oversight.
- 14 **11. Suppression**  
15 Fires are suppressed at minimum cost, considering firefighter and public  
16 safety, benefits and all values to be protected consistent with resource  
17 objectives.
- 18 **12. Prevention**  
19 Agencies will work together with their partners, other affected groups, and  
20 individuals to prevent unauthorized ignition of wildland fires.
- 21 **13. Standardization**  
22 Agencies will use compatible planning processes, funding mechanisms,  
23 training and qualification requirements, operational procedures, values-to-  
24 be protected methodologies, and public education programs for all fire  
25 management activities.
- 26 **14. Interagency Cooperation and Coordination**  
27 Fire management planning, preparedness, prevention, suppression,  
28 restoration and rehabilitation, monitoring, research, and education will be  
29 conducted on an interagency basis with the involvement of cooperators and  
30 partners.
- 31 **15. Communication and Education**  
32 Agencies will enhance knowledge and understanding of wildland fire  
33 management policies and practices through internal and external  
34 communication and education programs. These programs will be  
35 continuously improved through the timely and effective exchange of  
36 information among all affected agencies and organizations.
- 37 **16. Agency Administrator and Employee Roles**  
38 Agency Administrators will ensure their employees are trained, certified,  
39 and made available to participate in the wildland fire program locally,  
40 regionally, and nationally as the situation demands. Employees with  
41 operational, administrative, or other skills will support the wildland fire  
42 programs as necessary. Agency Administrators are responsible and will be  
43 held accountable for making employees available.
- 44 **17. Evaluation**  
45 Agencies will develop and implement a systematic method of evaluation to  
46 determine effectiveness of projects through implementation of the *2001*

1 *Federal Wildland Fire Management Policy*. The evaluation will assure  
2 accountability, facilitate resolution in areas of conflict, and identify resource  
3 shortages and agency priorities.

4  
5 *-Review and Update of the 1995 Federal Wildland Fire Management Policy*  
6 *(January 2001)*

7  
8 ***Guidance for Implementation of Federal Wildland Fire Management Policy***  
9 ***(February 13, 2009)***

10  
11 On February 13, 2009, the Fire Executive Council (FEC) approved guidance for  
12 the implementation of federal wildland fire management policy. This guidance  
13 provides for consistent implementation of the *Review and Update of the 1995*  
14 *Federal Wildland Fire Management Policy (January 2001)*, as directed by the  
15 Wildland Fire Leadership Council.

16  
17 *-Guidance for Implementation of Federal Wildland Fire Management*  
18 *Policy (February 13, 2009), page 3.*

19  
20 The following guidelines should be used to provide consistent implementation  
21 of federal wildland fire policy:

- 22 **1.** Wildland fire management agencies will use common standards for all  
23 aspects of their fire management programs to facilitate effective  
24 collaboration among cooperating agencies.
- 25 **2.** Agencies and bureaus will review, update, and develop agreements that  
26 clarify the jurisdictional inter-relationships and define the roles and  
27 responsibilities among local, state, tribal, and federal fire protection entities.
- 28 **3.** Responses to wildland fire will be coordinated across levels of government  
29 regardless of the jurisdiction at the ignition source.
- 30 **4.** Fire Management Plans will be intergovernmental in scope and developed  
31 on a landscape scale.
- 32 **5.** Wildland fire is a general term describing any non-structure fire that occurs  
33 in the wildland. Wildland fires are categorized into two distinct types:
  - 34 a. Wildfires - Unplanned ignitions or prescribed fires that are declared  
35 wildfires.
  - 36 b. Prescribed Fires - Planned ignitions.
- 37 **6.** A wildland fire may be concurrently managed for one or more objectives  
38 and objectives can change as the fire spreads across the landscape.  
39 Objectives are affected by changes in fuels, weather, topography; varying  
40 social understanding and tolerance; and involvement of other governmental  
41 jurisdictions having different missions and objectives.
- 42 **7.** Management response to a wildland fire on federal land is based on  
43 objectives established in the applicable Land/Resource Management Plan,  
44 and/or the Fire Management Plan.

- 1 8. Initial action on human-caused wildfire will be to suppress the fire at the  
2 lowest cost with the fewest negative consequences with respect to  
3 firefighter and public safety.
- 4 9. Managers will use a decision support process to guide and document  
5 wildfire management decisions. The process will provide situational  
6 assessment, analyze hazards and risk, define implementation actions, and  
7 document decisions and rationale for those decisions.

8  
9 *-Guidance for Implementation of Federal Wildland Fire Management*  
10 *Policy (February 13, 2009), page 7.*

## 11

### 12 **Fire Management Objectives**

## 13

14 Federal agency fire management programs should assist resource managers with  
15 protecting, maintaining, and enhancing federal lands in a cost effective manner.  
16 Wildland fire management objectives are:

- 17 ● Protect human life, property, and natural/cultural resources, both within and  
18 adjacent to agency administered lands.
- 19 ● Minimize damages and maximize overall benefits of wildland fire within  
20 the framework of land use objectives and Land/Resource Management  
21 Plans.
- 22 ● Manage the wildland fire program in accordance with congressional intent  
23 as expressed in the annual appropriations act and enabling legislation and  
24 comply with applicable departmental manual and agency policies and  
25 procedures.
- 26 ● Promote an interagency approach to managing fires on an ecosystem basis.
- 27 ● Employ strategies to manage wildland fires that provide for firefighter and  
28 public safety, minimize cost and resource damage, and are consistent with  
29 values to be protected and management objectives.
- 30 ● Stabilize and rehabilitate resources and improvements lost or damaged by  
31 fire or suppression activities.
- 32 ● Minimize and where necessary, mitigate human-induced impacts to  
33 resources, natural processes, or improvements attributable to wildland fire  
34 activities.
- 35 ● Promote public understanding of fire management programs and objectives.
- 36 ● Organize a fire staff that can apply the highest standards of professional and  
37 technical expertise.
- 38 ● Encourage research to advance the understanding of fire behavior, effects,  
39 ecology, and management.
- 40 ● Integrate fire management through all levels of the planning process.
- 41 ● Prevent and investigate all unplanned human-caused fires.

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**1 Fire Operations Doctrine**

2

**3 Purpose of Fire Operations Doctrine**

4 Fire operations doctrine states the fundamental principles on the subject of fire  
5 operations. This doctrine establishes a particular way of thinking about fire  
6 operations. It provides a philosophy for leading firefighters in fire operations, a  
7 mandate for professionalism, and a common language. Fire operations doctrine  
8 does not consist of procedures to be applied to specific situations so much as it  
9 sets forth general guidance that requires judgment in application.

10

**11 The Nature of Fire Operations**

12 Fire is a complex, dynamic, and often unpredictable phenomenon. Fire  
13 operations require mobilizing a complex organization that includes  
14 management, command, support, and firefighting personnel, as well as aircraft,  
15 vehicles, machinery, and communications equipment. While the magnitude and  
16 complexity of the fire itself and of the human response to it will vary, the fact  
17 that fire operations are inherently dangerous will never change. A firefighter  
18 utilizing the best available science, equipment, training, and working within the  
19 scope of agency doctrine and policy, can still suffer serious injury or death.

20

**21 Wildland Fire Operations Risk Management**

22 The primary means by which we prevent accidents in wildland fire operations is  
23 through aggressive risk management. Our safety philosophy acknowledges that  
24 while the ideal level of risk may be zero, a hazard free work environment is not  
25 a reasonable or achievable goal in fire operations. Through organized,  
26 comprehensive, and systematic risk management, we will determine the  
27 acceptable level of risk that allows us to provide for safety yet still achieve fire  
28 operations objectives. Risk management is intended to minimize the number of  
29 injuries or fatalities experienced by wildland firefighters.

30

**31 Fire Preparedness**

32 Fire preparedness is the state of being ready to provide an appropriate response  
33 to wildland fires based on identified objectives. Preparedness is the result of  
34 activities that are planned and implemented prior to fire ignitions. Preparedness  
35 requires identifying necessary firefighting capabilities and implementing  
36 coordinated programs to develop those capabilities. Preparedness requires a  
37 continuous process of developing and maintaining firefighting infrastructure,  
38 predicting fire activity, implementing prevention activities, identifying values to  
39 be protected, hiring, training, equipping, pre-positioning, and deploying  
40 firefighters and equipment, evaluating performance, correcting deficiencies, and  
41 improving operations. All preparedness activities should be focused on  
42 developing fire operations capabilities and on performing successful fire  
43 operations.

44

45

46

**1 Fire Operations Command Philosophy**

2 It is essential that our philosophy of command support the way we conduct fire  
3 operations. First and foremost, in order to generate effective decision making in  
4 fire operations, and to cope with the unpredictable nature of fire, commanders'  
5 intent must be lucid and unambiguous, and lines of authority must be clearly  
6 articulated and understood. Subordinate commanders must make decisions on  
7 their own initiative based on their understanding of their commander's intent. A  
8 competent subordinate commander who is at the point of decision may  
9 understand a situation more clearly than a senior commander some distance  
10 removed. In this case, the subordinate commander must have the freedom to  
11 take decisive action directed toward the accomplishment of operational  
12 objectives. However, this does not imply that unity of effort does not exist, or  
13 that actions are not coordinated. Unity of effort requires coordination and  
14 cooperation among all forces toward a commonly understood objective.  
15 Unified, coordinated action, whether between adjacent single resources on the  
16 fireline or between the highest command level and the most subordinate  
17 firefighter, is critical to successful fire operations.

18

**19 Fire Leadership**

20 Leadership is the art of influencing people in order to achieve a result. The most  
21 essential element for success in the wildland fire service is good leadership.  
22 Good leaders provide purpose, direction, and motivation for wildland  
23 firefighters working to accomplish difficult tasks under dangerous, stressful  
24 circumstances. Leaders often face difficult problems to which there are no  
25 simple, clear-cut, by-the-book solutions. In these situations, leaders must use  
26 their knowledge, skill, experience, education, values, and judgment to make  
27 decisions and to take or direct action - in short, to provide leadership. All  
28 firefighters, regardless of position, must provide leadership.

29

**30 Fire Suppression**

31 The purpose of fire suppression is to put the fire out in a safe, effective, and  
32 efficient manner. Fires are easier and less expensive to suppress when they are  
33 small. When the management goal is full suppression, aggressive initial attack  
34 is the single most important method to ensure the safety of firefighters and the  
35 public and to limit suppression costs. Aggressive initial attack provides the  
36 Incident Commander maximum flexibility in suppression operations.  
37 Successful initial attack relies on speed and appropriate force. All aspects of fire  
38 suppression benefit from this philosophy. Planning, organizing, and  
39 implementing fire suppression operations should always meet the objective of  
40 directly, quickly, and economically contributing to the suppression effort. Every  
41 firefighter, whether in a management, command, support, or direct suppression  
42 role, should be committed to maximizing the speed and efficiency with which  
43 the most capable firefighters can engage in suppression action. When the  
44 management goal is other than full suppression, or when conditions dictate a  
45 limited suppression response, decisiveness is still essential and an aggressive  
46 approach toward accomplishment of objectives is still critical.



1 **Principles of Suppression Operations**

2 The primary means by which we implement command decisions and maintain  
3 unity of action is through the use of common principles of suppression  
4 operations. These principles guide our fundamental fire suppression practices,  
5 behaviors, and customs, and are mutually understood at every level of  
6 command. They include Risk Management, Standard Firefighting Orders and  
7 Watch Out Situations, LCES, and the Downhill Line Construction Checklist.  
8 These principles are fundamental to how we perform fire suppression operations  
9 and are intended to improve decision making and firefighter safety. They are  
10 not absolute rules. They require judgment in application.

11

12 **Principles of Fire Suppression Action**

13 The principles of fire suppression action provide a framework for developing  
14 fire suppression strategy and for conducting fire suppression operations. Again,  
15 these are not absolute or immutable rules. These five principles provide a  
16 consistent set of considerations with which to evaluate decisions, plans, and  
17 actions in different situations.

18 **1. Objective**

19 The principle of the objective is to direct every fire suppression operation  
20 toward a clearly defined, decisive, and obtainable objective. The purpose of  
21 fire suppression operations is to achieve the suppression objectives that  
22 support the overall management goals for the fire.

23 **2. Speed and Focus**

24 Speed is rapidity of action. Focus is the convergence of appropriate  
25 resources at the desired position to initiate action. The principle of speed  
26 and focus maintains that rapidly deploying and concentrating firefighting  
27 resources, in a calculated fashion, at the decisive time and place increases  
28 the likelihood of successful suppression actions.

29 **3. Positioning**

30 The principle of positioning maintains that rapid, flexible, and opportunistic  
31 movement increases the effectiveness of fire suppression resources.  
32 Positioning ranges from single resource offensive or defensive reactions to  
33 dynamic fire conditions, to pre-positioning of multiple resources based on  
34 predicted activity and values at risk. Positioning should always be  
35 undertaken with speed and focus in mind and with sufficient time for  
36 positioning to occur before operations begin.

37 **4. Simplicity**

38 The principle of simplicity is that clear, uncomplicated plans and concise  
39 orders maximize effectiveness and minimize confusion. Simplicity  
40 contributes to successful actions.

41 **5. Safety**

42 The principle of safety maintains that ensuring the safety of firefighters and  
43 other persons affected by fire operations is fundamental to successful  
44 suppression action. Safety not only contributes to successful actions, it is  
45 indispensable to them.

46

**1 Cost Effective Fire Operations**

2  
3 Maximizing the cost effectiveness of any fire operation is the responsibility of  
4 all involved, including those that authorize, direct, or implement those  
5 operations. Cost effectiveness is the most economical use of the suppression  
6 resources necessary to accomplish mission objectives. Accomplishing fire  
7 operations objectives safely and efficiently will not be sacrificed for the sole  
8 purpose of “cost savings”. Care will be taken to ensure that suppression  
9 expenditures are commensurate with values to be protected, while understanding  
10 that other factors may influence spending decisions, including the social,  
11 political, economic, and biophysical environments.

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## Chapter 02 BLM Wildland Fire and Aviation Program Organization and Responsibilities

### Introduction

This chapter states, references, or supplements policy for Bureau of Land Management (BLM) Fire and Aviation Program Management. The standards provided in this document are based on current Department of Interior (DOI) and Bureau policy, and are intended to provide fire program guidance. The intent is to ensure safe, consistent, efficient, and effective fire and aviation operations. This chapter will be reviewed and updated annually.

### BLM Fire Operations Website

BLM Fire Operations maintains a website that hosts operational, informational, and policy-related documents. The website also contains information about the National Fire Equipment Program, the BLM Fire Training Unit, and the BLM Fire Operations Group and its subcommittees. This website is referenced throughout this document. The address of the BLM Fire Operations website is: [http://web.blm.gov/internal/fire/fire\\_ops/index.html](http://web.blm.gov/internal/fire/fire_ops/index.html)

### Fire and Aviation Directorate

The BLM Fire and Aviation Directorate (FAD) consists of the Assistant Director (FA), Deputy Assistant Director (FA), Fire Operations Division Chief, Aviation Division Chief, Planning and Resources Division Chief, Support Services Division Chief, Budget and Evaluation Chief, External Affairs Division Chief, and the Equal Employment Opportunity Manager.

### Program Manager Responsibilities

#### Assistant Director, Fire and Aviation (FA-100)

#### Deputy Assistant Director, Fire and Aviation (FA-100)

- Develops policies and standards for firefighting safety, training, prevention, suppression, and use of wildland fires on Bureau lands.
- Provides guidance to State Directors on the use of prescribed fire and fuels management to achieve hazardous fuels reduction and resource management objectives.
- Integrates fire and aviation management procedures into natural resource management.
- Establishes position competencies, standards, and minimum qualifications for Fire Management Officers, Fire Management Specialists, and leaders based on federal interagency standards.

- 1 • Implements the interagency Fire Program Analysis (FPA) process and  
2 develops procedures and standards for the distribution of program  
3 resources.
- 4 • Reviews and evaluates state fire and aviation management programs.
- 5 • Represents the BLM in the coordination of overall fire and aviation  
6 management activities at National Interagency Fire Center (NIFC), on intra-  
7 and interagency fire committees, groups, and working teams.
- 8 • In conjunction with federal fire directors, establishes priorities for  
9 assignment of critical resources during wildland fire emergencies.
- 10 • Initiates or participates on Boards of Review concerning actions taken on  
11 selected wildland fires.
- 12 • Negotiates cooperative agreements and/or modifications of existing national  
13 level agreements to improve fire and aviation management activities on  
14 Bureau lands.
- 15 • Reviews funding requests for severity, hazardous fuel reduction, and  
16 emergency rehabilitation of Bureau lands damaged by wildland fires; makes  
17 determinations on funding levels and recommends approval to the BLM  
18 Director.
- 19 • Serves as designated contact for the United States Department of the  
20 Treasury for the certification and revocation of Certifying Officers and  
21 Assistant Disbursing Officers (CO/ADO) and Designated Officials for  
22 emergency incident payments.

23  
24 **Equal Employment Opportunity Manager (EEO) (FA-102)**

- 25 • Manages the Equal Employment Opportunity (EEO) program in accordance  
26 with legal, regulatory, and policy requirements.
- 27 • Manages and directs the Counseling Program, and Alternative Dispute  
28 Resolution (ADR) programs, in accordance with Equal Employment  
29 Opportunity Commission (EEOC) regulations and BLM policy as well as  
30 for other NIFC agencies.
- 31 • Advises managers and aggrieved persons of employee rights and  
32 responsibilities, procedural options and timeframes in conflict situations and  
33 formulates proposed resolutions.
- 34 • Negotiates with managers, aggrieved persons and their representatives to  
35 informally resolve EEO matters, and executes final settlement agreements.
- 36 • Manages the Affirmative Employment Program (AEP).
- 37 • Develops and maintains the accessibility program for the disabled, required  
38 under Section 504 of the Rehabilitation Act of 1973, as amended, and the  
39 Americans with Disability Act (ADA of 1990).
- 40 • Conducts analyses to evaluate progress in meeting equal employment  
41 opportunity program goals.
- 42 • Administers training activities for the organization.
- 43 • Provides managers and supervisors with guidance and advice on issues  
44 related to EEO/civil rights program activities.

- 1 • Represents the organization in meetings with public and private groups,  
2 universities, minority and women's organizations, other DOI components,  
3 and other federal agencies.  
4
- 5 **Support Services Division Chief (FA-200)**
- 6 • Manages all aspects of the business responsibilities and programs under the  
7 jurisdiction of NIFC for the benefit of the BLM and cooperating agencies.  
8 • Directs the accomplishment of the approved operating budget, exercising  
9 appropriate control to assure program quality goals are met according to  
10 established standards.  
11 • Interprets Departmental and Bureau policies and directives as they affect  
12 BLM-NIFC programs.  
13 • Participates in the BLM-wide and interagency task force activities as a  
14 leader or member.  
15 • Responsible for the NIFC Site and Facilities Management, NIFC Safety and  
16 Health program, Business Practices, Human Resources, Information  
17 Resource Management, Maintenance and Security, National Radio Cache,  
18 Remote Automated Weather Stations (RAWS) program, and  
19 Transportation.  
20 • Is a focal point and frequent spokesperson for the Bureau and the national  
21 level management, assures a public awareness of Bureau programs and  
22 coordinates with key officials in affected federal agencies, states, and  
23 occasionally with other entities such as: foreign governments, private  
24 individuals, private organizations, vendors, suppliers, transportation groups,  
25 airlines, and others.  
26 • Supports the implementation of the BLM's Automation/Modernization/  
27 Information Resource Management (IRM) initiatives as they apply to  
28 BLM/NIFC.  
29
- 30 **Fire Operations Division Chief (FA-300)**
- 31 • Serves as the principal technical expert on fire operations to the Assistant  
32 Director (FA), Deputy Assistant Director (FA), and to the BLM state fire  
33 programs.  
34 • Provides the Assistant Director (FA) and the Deputy Assistant Director  
35 (FA) technical advice, operational oversight, and leadership in all aspects of  
36 fire operations.  
37 • Performs annual fire program preparedness reviews. Evaluates compliance  
38 with policies, objectives, and standards. Assesses operational readiness and  
39 provides technical assistance to solve identified problems. Performs other  
40 operations reviews as required/requested.  
41 • Assists the Assistant Director (FA) and Deputy Assistant Director (FA), in  
42 the formulation and establishment of national policies and programs  
43 pertinent to wildland fire preparedness, suppression, shared national  
44 resources, safety, training, and equipment.

- 1 • Serves as the BLM technical expert on national interagency mobilization  
2 and utilization of fire suppression resources.
- 3 • Develops national plans, standards, and technical guides for the BLM and  
4 interagency fire management operations.
- 5 • Develops and implements safety programs, accident investigation  
6 procedures, and safety trend analyses.
- 7 • Supervises the Branch of Radio Operations (FA-350) which is responsible  
8 for tactical and operational national radio planning for the Bureau to meet  
9 the needs of all business users (law enforcement (LE), fire, cadastral survey,  
10 recreation, and natural resource programs). FA-350 is responsible for  
11 managing the BLM's nationwide radio frequency (RF) assignments;  
12 conducting management control reviews; user satisfaction surveys; Exhibit  
13 300 Business Case; operational analysis; equipment test plans; testing  
14 resources for the DOI Technical Service Center (TSC); implementation of  
15 facilities standards, and management of equipment lifecycles.

#### 17 **Budget and Evaluation Division Chief (FA-400)**

- 18 • Serves as principal budget advisor of the wildland fire program to the  
19 Assistant Director (FA), Deputy Assistant Director (FA), BLM Fire  
20 Leadership Team, and to other BLM staffs.
- 21 • Serves as primary BLM representative in the DOI Wildland Fire Budget  
22 formulation and execution process.
- 23 • Represents BLM on the DOI Fire Budget Team and at other interagency  
24 meetings in regards to budget related policies, requirements, procedures,  
25 and reports.
- 26 • Coordinates all budget activities between Washington Office, Office of  
27 Wildland Fire, and Fire and Aviation.
- 28 • Provides national oversight for BLM Wildland Fire program budget  
29 formulation, justification, and execution. Responsible for the development  
30 and preparation of the budget justifications, Planning Target Allocation,  
31 Annual Work Plan, capability statements, effects statements, and  
32 congressional responses.
- 33 • Reviews NIFC offices at mid-year, third quarter, and end-of-year and  
34 distributes available funding in accordance with BLM policy.
- 35 • Provides oversight of Casual Payment Center. Ensures all DOI casual  
36 payments are processed in a timely and cost-effective manner adhering to  
37 procedures and practices set forth by the DOI agencies.

#### 38 39 **Aviation Division Chief (FA-500)**

- 40 • Serves as principal aviation advisor to the Assistant Director (FA), Deputy  
41 Assistant Director (FA), other staffs, states, and to the DOI.
- 42 • Identifies and develops Bureau aviation policies, methods and procedures,  
43 as well as standardized technical specifications for a variety of specialized  
44 firefighting missions for incorporation into the directives system.

- 1 • Coordinates aviation-related activities and services between the Washington  
2 Office (WO) and states with other wildland firefighting, regulatory,  
3 investigative, and military agencies.
- 4 • Coordinates provision and use of aviation resources with business practices,  
5 aviation user staffs at the WO, and state office level.
- 6 • Represents the BLM at interagency meetings, in interagency committees  
7 developing government-wide aviation policies, requirements, procedures  
8 and reports, at aviation industry meetings and conventions.
- 9 • Develops and implements aviation safety programs, accident investigation  
10 procedures, and aviation safety trend analyses.
- 11 • Plans and conducts reviews and evaluations of state aviation programs.
- 12 • Plans and conducts technical and managerial analyses relating to the  
13 identification of aviation organization and resources appropriate for agency  
14 use, cost-effectiveness of aviation firefighting, other specialized missions,  
15 aircraft acquisition requirements, equipment developmental needs, and  
16 related areas.

17  
18 **Planning and Resources Division Chief (FA-600)**

- 19 • Responsible for the development and implementation of the Bureau-wide  
20 fire planning program. Provides guidance and assistance in administering  
21 the technical and operational aspects of BLM's fire planning program at the  
22 state, regional, and agency levels for the accurate identification of program  
23 funding needs. Checks for accuracy in computations with instructions and  
24 policies.
- 25 • Responsible for the development and coordination of the BLM's prescribed  
26 fire, fuels management, fire trespass, and fire prevention annual programs,  
27 and recommends the distribution of program funds to regions.
- 28 • Tracks all fuels management fund distributions and prior year carryover  
29 funds. Develops and maintains a national database for fuels management  
30 accomplishments for Indian Trust Lands.
- 31 • Analyzes hazards and risks in the wildland urban interface using fuels  
32 modification or reduction techniques, and develops recommendations for  
33 Bureauwide application. Examines and analyzes laws and regulations  
34 pertaining to prescribed fire use/fuels management in the wildland urban  
35 interface, and works with top level Bureau representatives, states, and rural  
36 fire districts to recommend policy which will achieve uniformity.
- 37 • Serves as the BLM's primary subject matter expert for National Fire  
38 Management Analysis System (NFMAS), fire planning, Personal Computer  
39 Historical Analysis (PCHA), Geographic Information System (GIS), Global  
40 Positioning System (GPS), Lightning Detection System (LDS), Weather  
41 Information Management System (WIMS), prescribed fire software  
42 programs, and provides user training in those applications.

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1 **External Affairs Division Chief (FA-700)**

- 2 • Responsible for coordination of information between the Department of the  
3 Interior and Office of Wildland Fire to the BLM, BIA, USFWS, NPS,  
4 USFS, National Association State Foresters (NASF), and Federal  
5 Emergency Management Agency (FEMA) at NIFC.
- 6 • Responsible for coordination of the responses to: Office of Management  
7 and Budget (OMB), Government Accountability Office (GAO),  
8 congressional, other elected official, and other external inquiries among  
9 agencies and departments, establishing and maintaining cooperative  
10 relationships resulting in quality work products.
- 11 • Serves as the primary manager of the External Affairs program for the  
12 NIFC.
- 13 • Serves as the primary point of contact to external audiences regarding  
14 BLM, and at times, DOI fire and aviation policy.
- 15 • Serves as the primary point of contact with the BLM Washington Office  
16 and DOI external affairs and communication offices.
- 17 • Develops recommendations pertaining to External Affairs aspects for BLM  
18 Fire and Aviation policies.
- 19 • Initiates External Affairs policies and procedures pertaining to Fire and  
20 Aviation for adoption at the department level in conjunction with other  
21 departments and agencies.
- 22 • Serves as personal and direct representative of the Assistant Director, Fire  
23 and Aviation at various meetings and functions with members of congress  
24 and staff, state governors and legislatures, officials of local, state and  
25 federal agencies, major private corporations, public and private interest  
26 groups, and foreign governments.
- 27 • Serves as external affairs expert and consultant to the Assistant Director,  
28 (FA) and the Deputy Assistant Director (FA) on a wide variety of issues and  
29 policies of controversial nature, providing analysis and advice on public  
30 reaction to major policy and program issues.
- 31 • Responsible for management and contact of all NIFC and BLM FA public  
32 expressions, including printed material, video productions, and social media  
33 products.
- 34 • Coordinates with BLM legislative affairs on proposed legislation regarding  
35 FA.

36

37 **State Director**

38 The State Director is responsible for fire management programs and activities  
39 within the state. The State Director will ensure that employees in their  
40 organization meet the requirements outlined in the *Interagency Fire Program*  
41 *Management Qualifications Standards and Guide* at: <http://www.ifpm.nifc.gov/>  
42 and will ensure training is completed to support delegations to line managers  
43 and principal actings.

44

45



1 **District/Field Manager**

2 The District/Field Manager is responsible to the State Director for the safe and  
 3 efficient implementation of fire management activities within their unit. This  
 4 includes cooperative activities with other agencies or landowners in accordance  
 5 with delegations of authorities. The District/Field Manager and their principal  
 6 actings will meet the required elements outlined in the Management  
 7 Performance Requirements for Fire Operations below.

8

9 **Management Performance Requirements for Fire Operations**

| PERFORMANCE REQUIRED                                                                                                                                                                                                                            | State Director/ Associate | District/ Field Manager |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-------------------------|
| 1. Ensures Fire Management Plans (FMPs) reflect the agency commitment to firefighter and public safety, while utilizing the full range of fire management activities available for ecosystem sustainability.                                    | X                         | X                       |
| 2. Develops fire management standards and constraints that are compliant with agency fire policies.                                                                                                                                             | X                         | X                       |
| 3. Ensures use of fire funds is in compliance with department and agency policies.                                                                                                                                                              | X                         | X                       |
| 4. Ensures incident responses will be based on current and approved Resource Management Plans (RMPs) and FMPs.                                                                                                                                  | X                         | X                       |
| 5. Attends the Fire Management Leadership Course. Ensures that personnel delegated fire program responsibilities have completed the Fire Management Leadership Course.                                                                          |                           | X                       |
| 6. Publishes decisions in the Wildland Fire Decision Support System (WFDSS) as per chapter 2 and Chapter 11.                                                                                                                                    | X                         | X                       |
| 7. Provides a written Delegation of Authority to FMOs that gives them an adequate level of operational authority. If fire management responsibilities are zoned, ensures that all appropriate Agency Administrators have signed the delegation. | X                         | X                       |
| 8. Ensures only trained, certified fire and non-fire personnel are available to support fire operations at the local and national level.                                                                                                        | X                         | X                       |
| 9. Ensures master agreements with cooperators are valid and in compliance with agency policy, and that attached Annual Operating Plans are current.                                                                                             | X                         | X                       |

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| PERFORMANCE REQUIRED                                                                                                                                                                                                                                                                 | State Director/<br>Associate | District/<br>Field<br>Manager |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------|
| 10. Personally visits at least one wildland and one prescribed fire each year.                                                                                                                                                                                                       |                              | X                             |
| 11. Annually convenes and participates in pre-and post season fire meetings.                                                                                                                                                                                                         | X                            | X                             |
| 12. Reviews critical operations and safety policies and procedures with fire and fire aviation personnel.                                                                                                                                                                            | X                            | X                             |
| 13. Ensures timely follow-up to fire management program reviews.                                                                                                                                                                                                                     | X                            | X                             |
| 14. Ensures fire and fire aviation preparedness reviews are conducted annually in all unit offices. Participates in at least one review annually.                                                                                                                                    | X                            | X                             |
| 15. Ensures investigations are conducted for incidents with potential, entrapments, and serious accidents as per the standards in Chapter 18.                                                                                                                                        | X                            | X                             |
| 16. Provides a written Delegation of Authority, copy of the Wildland Fire Decision Support System (WFDSS) Published Decision, and an Agency Administrator Briefing to Incident Management Teams.                                                                                     |                              | X                             |
| 17. Ensures resource advisors are identified, trained, and available for incident assignment. Refer to <i>Resource Advisors Guide for Wildland Fire PMS 313, NFES 1831, Jan 2004</i> .                                                                                               |                              | X                             |
| 18. Attends post fire closeout on Type 1 and Type 2 fires (attendance may be delegated.)                                                                                                                                                                                             |                              | X                             |
| 19. Ensures trespass actions are initiated and documented to recover cost of suppression activities, land rehabilitation, and damages to the resource and improvements for all human-caused fires where liability can be determined, as per <i>Fire Trespass Handbook H-9238-1</i> . | X                            | X                             |
| 20. Ensures compliance with National and State Office policy for prescribed fire activities. Provides periodic reviews of the prescribed fire program.                                                                                                                               | X                            | X                             |
| 21. Ensures prescribed fire plans are approved and meet agency policies.                                                                                                                                                                                                             | X                            | X                             |

| PERFORMANCE REQUIRED                                                                                                                                   | State Director/<br>Associate | District/<br>Field<br>Manager |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------|
| 22. Ensures the prescribed fire plan has been reviewed and recommended by a qualified technical reviewer who was not involved in the plan preparation. |                              | X                             |
| 23. Ensures a policy has been established to review and sign the go/no go checklist.                                                                   |                              | X                             |
| 24. Ensures Unit Safety Program is in place, has a current plan, has an active safety committee that includes the fire program.                        | X                            | X                             |
| 25. Annually updates and reviews the <i>Agency Administrator's Guide to Critical Incident Management</i> .                                             | X                            | X                             |
| 26. Ensures that a current emergency medical response plan is in place and accessible.                                                                 |                              | X                             |
| 27. Ensures current fire and weather information is posted (hardcopy, web, etc.), and available for all employees.                                     |                              | X                             |

1

### 2 **Manager's Oversight**

3 Agency administrators are required to personally visit an appropriate number of  
4 fires each year. Appendix A contains information to support the agency  
5 administrators during these visits.

6

### 7 **Post Incident Review**

8 Appendix B (*Managers Supplement for Post Incident Review*) emphasizes the  
9 factors that are critical for ensuring safe and efficient wildland fire suppression,  
10 and provides examples for managers to use in their review of incident operations  
11 and Incident Commanders.

12

### 13 **Fire Training for Agency Administrators**

14 Agency Administrators and their acting must complete one of the following  
15 courses within two years of being appointed to a designated management  
16 position. Either class is acceptable.

- 17 • National - Fire Management Leadership
- 18 • Geographic - Local Fire Management Leadership

19

20 Agency Administrator training and qualifications may be entered into IQCS. If  
21 an Agency Administrator will be mobilized through ROSS and/or an Incident  
22 Qualification Card is issued, Agency Administrators are also required to  
23 complete *IS-700A NIMS: An Introduction* and *I-100 Introduction to ICS*. The  
24 IQCS mnemonic for BLM Agency Administrators is AADM.

25

**Release Date: January 2013**

**02-9**

1 **State Fire Management Officer (SFMO)**

2 The State Fire Management Officer (SFMO) provides leadership for their  
3 agency fire and fire aviation management program. The SFMO is responsible  
4 and accountable for providing planning, coordination, training, technical  
5 guidance, and oversight to the state fire management programs. The SFMO also  
6 represents the State Director on interagency geographic area coordination  
7 groups and Multi-Agency Coordination (MAC) groups. The SFMO provides  
8 feedback to Districts/Field Offices on performance requirements.

9  
10 **District/Field Office Fire Management Officer**

11 The District/Field Office Fire Management Officer (FMO) is responsible and  
12 accountable for providing leadership for fire and fire aviation management  
13 programs at the local level.

14  
15 The Fire Management Officer:

- 16 ● determines program requirements to implement land use decisions through  
17 the Fire Management Plan (FMP) to meet land management objectives;
- 18 ● negotiates interagency agreements and represents the District/Field Office  
19 Manager on local interagency fire and fire aviation groups;
- 20 ● meets Fire Staff Performance Requirements for Fire Operations; and
- 21 ● fulfills FMO Safety and Health Responsibilities for the Fire Program.

22  
23 Experience requirements for positions in Alaska Fire Service, Oregon and  
24 California (O&C) Districts, NIFC, national office, and other fire management  
25 positions in units and state/regional offices will be established as vacancies  
26 occur, but will be commensurate with the position's scope of responsibilities.  
27 The developmental training to fully achieve competencies should be addressed  
28 in an IDP within a defined time period.

29  
30 **Fire Staff Performance Requirements for Fire Operations**

| PERFORMANCE REQUIRED                                                                                                                                                                                            | State FMO | District/Zone/Field Office FMO |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------------------------------|
| 1. Establishes and manages a safe, effective, and efficient fire program.                                                                                                                                       | X         | X                              |
| 2. Ensures the fire program is funded and managed to provide for safe and effective fire management activities.                                                                                                 | X         | X                              |
| 3. Ensures the Fire Management Plan (FMP) reflects the agency commitment to firefighter and public safety, while utilizing the full range of fire management activities available for ecosystem sustainability. | X         | X                              |

| PERFORMANCE REQUIRED                                                                                                                                                                                                                              | State FMO | District/<br>Zone/Field<br>Office<br>FMO |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------------------------------------|
| 4. Ensures only trained and qualified personnel are assigned to fire and fire aviation duties.                                                                                                                                                    | X         | X                                        |
| 5. Ensures the unit safety program is implemented and provides direction for fire and non-fire safety regulations, training, and concerns.                                                                                                        | X         | X                                        |
| 6. Ensures completion of a Job Hazard Analysis (JHA)/Risk Assessment for fire and fire aviation activities, and non-fire activities so mitigation measures are taken to reduce risk.                                                              |           | X                                        |
| 7. Ensures compliance with work/rest guidelines during all fire and fire aviation activities.                                                                                                                                                     | X         | X                                        |
| 8. Ensures fire and fire aviation management employees understand their role, responsibilities, authority, and accountability.                                                                                                                    | X         | X                                        |
| 9. Organizes, trains, equips, and directs a qualified work force.                                                                                                                                                                                 | X         | X                                        |
| 10. Establishes and implements a post incident assignment performance review process for each employee.                                                                                                                                           | X         | X                                        |
| 11. Develops, implements, evaluates, and documents fire and fire aviation training to meet current and anticipated needs.                                                                                                                         | X         | X                                        |
| 12. Ensures fire and fire aviation policies are understood, implemented, and coordinated with other agencies as appropriate.                                                                                                                      | X         | X                                        |
| 13. Monitors fire suppression activities to recognize when complexity levels exceed program capabilities. Increases managerial and operational resources to meet the need.                                                                        | X         | X                                        |
| 14. Monitors fire season severity predictions, fire behavior, and fire activity levels. Ensures fire severity funding and national preposition funding is requested in a timely manner, used, and documented in accordance with agency standards. | X         | X                                        |
| 15. Ensures master agreements with cooperators are valid and in compliance with agency policy, and that attached Annual Operating Plans are current.                                                                                              | X         | X                                        |

| PERFORMANCE REQUIRED                                                                                                                                                                                                                                                                                                                                              | State FMO | District/<br>Zone/Field<br>Office<br>FMO |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------------------------------------|
| 16. Develops, maintains, and implements current operational plans (e.g., dispatch, preparedness, prevention).                                                                                                                                                                                                                                                     |           | X                                        |
| 17. Ensures that initial response plans (e.g. run cards, preplanned response) are in place and provide for initial response commensurate with guidance provided in the Fire Management Plan and Land/Resource Management Plan. Ensures that initial response plans reflect agreements and annual operating plans, and are reviewed annually prior to fire season. |           | X                                        |
| 18. Develops, maintains, and implements restrictions procedures in coordination with cooperators whenever possible.                                                                                                                                                                                                                                               | X         | X                                        |
| 19. Ensures that the use of fire funds complies with department and agency policies.                                                                                                                                                                                                                                                                              | X         | X                                        |
| 20. Reviews and approves appropriate overtime authorization requests for personnel providing fire suppression coverage during holidays, special events, and abnormal fire conditions.                                                                                                                                                                             |           | X                                        |
| 21. Ensures a process is established to communicate fire information to public, media, and cooperators.                                                                                                                                                                                                                                                           | X         | X                                        |
| 22. Annually convenes and participates in pre-and post season fire meetings where management controls and critical safety issues are discussed.                                                                                                                                                                                                                   | X         | X                                        |
| 23. Oversees pre-season preparedness review of fire and fire aviation program.                                                                                                                                                                                                                                                                                    | X         | X                                        |
| 24. Initiates, conducts, and/or participates in fire program management reviews and investigations.                                                                                                                                                                                                                                                               | X         | X                                        |
| 25. Personally participates in periodic site visits to individual incidents and projects.                                                                                                                                                                                                                                                                         |           | X                                        |
| 26. Utilizes the Incident Complexity Analysis appendix E & F to ensure the proper level of management is assigned to all incidents.                                                                                                                                                                                                                               | X         | X                                        |
| 27. Ensures transfer of command on incidents occurs as per Chapter 11.                                                                                                                                                                                                                                                                                            |           | X                                        |
| 28. Ensures incoming personnel and crews are briefed prior to fire and fire aviation assignments.                                                                                                                                                                                                                                                                 |           | X                                        |

| PERFORMANCE REQUIRED                                                                                                                                                                                                                                             | State FMO | District/<br>Zone/Field<br>Office<br>FMO |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------------------------------------|
| 29. Ensures that an accurate and defensible decision is published in the Wildland Fire Decision Support System (WFDSS) for all fires that escape initial attack.                                                                                                 | X         | X                                        |
| 30. Ensures that an accurate and defensible decision is published in the Wildland Fire Decision Support System (WFDSS) for all fires managed for multiple objectives.                                                                                            | X         | X                                        |
| 31. Works with cooperators, groups, and individuals to develop and implement processes and procedures for providing fire safe communities within the wildland urban interface.                                                                                   | X         | X                                        |
| 32. Ensures trespass actions are initiated and documented to recover cost of suppression activities, land rehabilitation, and damages to the resource/improvements for all human-caused fires that ignite on BLM jurisdiction where liability can be determined. | X         | X                                        |
| 33. Ensures required unit personnel are trained in fire cause determination and fire trespass.                                                                                                                                                                   | X         | X                                        |
| 34. Ensures compliance with National and State Office policy for prescribed fire activities. Provides periodic reviews of the prescribed fire program.                                                                                                           | X         | X                                        |
| 35. Annually updates and reviews the <i>Agency Administrator's Guide to Critical Incident Management</i> .                                                                                                                                                       | X         | X                                        |
| 36. Ensures that all fire employees review and update their emergency contact information annually, either in Employee Express or in hard copy format.                                                                                                           | X         | X                                        |
| 37. Ensures fire season severity predictions, weather forecasts, fire behavior predictors, and fire activity levels are monitored and communicated daily to all employees (hard copy, web page, email, radio, or fax).                                           |           | X                                        |
| 38. Ensures standards in current National and Local Mobilization Guides are followed.                                                                                                                                                                            | X         | X                                        |
| 39. Complies with established property control/management procedures.                                                                                                                                                                                            | X         | X                                        |

1

1 Requirements for fire management positions are outlined in the *Interagency Fire*  
2 *Program Management Qualifications Standards and Guide* (IFPM) Standard.  
3 The supplemental Qualification Standard for professional GS-0401 Fire  
4 Management Specialist positions, approved by the Office of Personnel  
5 Management, is also included in the IFPM Standard. The *Interagency Fire*  
6 *Program Management Qualification Standards and Guide* can be found in its  
7 entirety on the IFPM website: <http://www.ifpm.nifc.gov>.

8

## 9 **Delegation of Authority**

10

### 11 **Delegation for State Fire Management Officers (SFMO)**

12 In order to effectively perform their duties, a SFMO must have certain  
13 authorities delegated from the State Director. This delegation is normally placed  
14 in the state office supplement to agency manuals. This Delegation of Authority  
15 should include the following roles and responsibilities:

- 16 • Serve as the State Director's authorized representative on geographic area  
17 coordination groups, including MAC groups.
- 18 • Coordinate and establish priorities on uncommitted fire suppression  
19 resources during periods of shortages.
- 20 • Coordinate logistics and suppression operations statewide.
- 21 • Relocate agency pre-suppression/suppression resources within the  
22 state/region based on relative fire potential/activity.
- 23 • Correct unsafe fire suppression activities.
- 24 • Direct accelerated, aggressive initial attack when appropriate.
- 25 • Enter into agreements to provide for the management, fiscal, and  
26 operational functions of combined agency operated facilities.
- 27 • Suspend prescribed fire activities when warranted.
- 28 • Give authorization to hire Emergency Firefighters in accordance with the  
29 DOI Pay Plan for Emergency Workers.
- 30 • Approve emergency fire severity funding expenditures not to exceed the  
31 agency's annual authority.
- 32 • Appendix C provides a sample "Delegation of Authority".

33

### 34 **Delegation for District/Zone/Field Office Fire Management Officers (FMO)**

35 In order to effectively perform their duties, a unit FMO must have certain  
36 authorities delegated from the District Manager. This delegation is normally  
37 issued annually. This Delegation of Authority should include the following  
38 roles and responsibilities:

- 39 • Serve as the District Manager's authorized representative on operations  
40 groups and coordination groups, including MAC groups.
- 41 • Coordinate and establish priorities on uncommitted fire suppression  
42 resources during periods of shortages.
- 43 • Coordinate logistics and suppression operations for the unit.
- 44 • Relocate agency pre-suppression/suppression resources within the unit  
45 based on relative fire potential/activity.



- 1 • Correct unsafe fire suppression activities.
- 2 • Direct accelerated, aggressive initial attack when appropriate.
- 3 • Facilitate entry into agreements to provide for the management, fiscal, and
- 4 operational functions of combined agency operated facilities.
- 5 • Suspend prescribed fire activities when warranted.
- 6 • Give authorization to hire Emergency Firefighters in accordance with the
- 7 DOI Pay Plan for Emergency Workers.
- 8 • Approve emergency fire severity funding expenditures not to exceed the
- 9 unit's approved authority.
- 10 • Appendix C provides a sample "Delegation of Authority".

11

### 12 **BLM Operational Duty Officer (ODO)**

13

14 Each BLM unit Fire Management Officer will perform the duties of an ODO or  
15 will provide a delegated ODO for their units during any period of predicted  
16 incident activities. ODO responsibilities may be performed by any individual  
17 with a signed Delegation of Authority from the local Agency Administrator.  
18 Qualifications for the ODO will be identified within the Unit Annual Operating  
19 Plan. The required duties for all BLM ODOs are:

- 20 • Monitor unit incident activities for compliance with BLM safety policies.
- 21 • Coordinate and set priorities for unit suppression actions and resource
- 22 allocation.
- 23 • Keep unit Agency Administrators, suppression resources, and information
- 24 officers informed of the current and expected situation.
- 25 • Plan for and implement actions required for future needs.
- 26 • Document all decisions and actions.

27

28 ODOs will provide operational oversight of these requirements as well as any  
29 unit specific duties assigned by the local fire managers through the local unit fire  
30 operating plan. ODOs will not fill any ICS incident command functions  
31 connected to any incident. In the event that the ODO is required to accept an  
32 incident assignment, the FMO will ensure that another qualified and authorized  
33 ODO is in place prior to the departure of the outgoing ODO.

34

### 35 **Incident Business**

36

37 Administrative guidance related to payroll operations, hiring authorities,  
38 Emergency Support Functions, fire contracting, cost reviews, etc. can be found  
39 on the BLM Fire & Aviation web site at:  
40 [http://web.blm.gov/internal/fire/budget/Reference\\_docs/Incident%20Business/I](http://web.blm.gov/internal/fire/budget/Reference_docs/Incident%20Business/IB-new/IB_MMMenu.html)  
41 [B-new/IB\\_MMMenu.html](http://web.blm.gov/internal/fire/budget/Reference_docs/Incident%20Business/IB-new/IB_MMMenu.html)

42

43

44

45

1 **BLM Fire Management Position Titles and Fire Department Cooperator**  
 2 **Equivalencies**

3  
 4 Bureau of Land Management units that choose to use fire department cooperator  
 5 nomenclature will utilize the following BLM position title equivalency standard.

6

| BLM Fire Management Position Title                                                                      | Fire Department Cooperator Equivalency |
|---------------------------------------------------------------------------------------------------------|----------------------------------------|
| State FMO, District FMO                                                                                 | Chief                                  |
| State AFMO, District AFMO                                                                               | Deputy Chief                           |
| State Office Fire Staff                                                                                 | Assistant Chief                        |
| Field Office FMO, Center Manager, District Fire Management Specialist, District Fuels Specialist        | Division Chief                         |
| Fire Operations Specialist, Fuels Specialist, Assistant Center Manager, Prevention/Education Specialist | Battalion Chief                        |
| Prevention Technician, Prevention/Education Specialist                                                  | Prevention officer                     |
| Hotshot Superintendent, Helicopter Manager                                                              | Superintendent                         |
| Engine Captain, Hotshot Foreman, Assistant Helicopter Manager, Fuels Module Leader                      | Captain                                |
| Fire Engine Operator                                                                                    | Engineer                               |
| Communications Technician                                                                               | Comm.                                  |
| Mechanic                                                                                                | Repair                                 |

7  
 8 **Safety and Occupational Health Program**

9  
 10 Safety and occupational health program responsibilities are interwoven  
 11 throughout Bureau program areas, including fire management. Safety of our  
 12 employees lies within every level of the organization and program  
 13 implementation can have a direct impact on firefighting personnel. To ensure  
 14 that program requirements are met to support the fire and aviation management  
 15 program, the following checklist shall be utilized.

16  
 17 **Safety and Health Responsibilities for the Fire Program**

| PERFORMANCE REQUIRED                                                                                                                                                               | State Safety Manager | District/Zone Safety Manager | Unit FMO | District/Field Manager |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|------------------------------|----------|------------------------|
| 1. An annual Unit Safety and Health Action Plan is developed, approved, and signed by unit Agency Administrator. This plan outlines courses of action to improve the unit's safety |                      | X                            | X        | X                      |

| <b>PERFORMANCE REQUIRED</b>                                                                                                                                                                     | <b>State Safety Manager</b> | <b>District/<br/>Zone Safety Manager</b> | <b>Unit FMO</b> | <b>District/<br/>Field Manager</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|------------------------------------------|-----------------|------------------------------------|
| program and is based upon an assessment of what is needed to make the safety program fully functional.                                                                                          |                             |                                          |                 |                                    |
| 2. Risk assessments (RAs) are completed for non-suppression related fire activities. RAs are completed for suppression related activities and crews are briefed on RAs prior to beginning work. |                             |                                          | <b>X</b>        | <b>X</b>                           |
| 3. An individual has been designated as the Unit Safety Officer.                                                                                                                                | <b>X</b>                    |                                          |                 | <b>X</b>                           |
| 4. Maintains a working relationship with all facets of the fire organization including outstations.                                                                                             |                             | <b>X</b>                                 | <b>X</b>        | <b>X</b>                           |
| 5. A safety committee or group, which includes fire representation, is organized to monitor safety and health concerns and activities.                                                          |                             | <b>X</b>                                 | <b>X</b>        | <b>X</b>                           |
| 6. Written safety and health programs required by OSHA are in place and being implemented to include fire personnel.                                                                            | <b>X</b>                    | <b>X</b>                                 |                 |                                    |
| 7. Employees are provided mandatory safety and health training, including the BLM Fire and Aviation Employee Orientation Checklist.                                                             |                             | <b>X</b>                                 | <b>X</b>        | <b>X</b>                           |
| 8. Fire safety programs (e.g., SAFENET, Six Minutes for Safety, Safety Alerts) are known and being utilized.                                                                                    |                             |                                          | <b>X</b>        |                                    |

| PERFORMANCE REQUIRED                                                                                                                                                                            | State Safety Manager | District/<br>Zone Safety Manager | Unit FMO | District/<br>Field Manager |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------------------|----------|----------------------------|
| 9. Safety publications are available to all fire employees (e.g., <i>Incident Response Pocket Guide, 1112-2 Manual, Fireline Handbook 410-1</i> ).                                              |                      |                                  | X        |                            |
| 10. Assures that risk management process is integrated into all major policies, management decisions, and the planning and performance of every job. ( <i>BLM Manual 1112</i> )                 |                      |                                  | X        |                            |
| 11. Procedures are in place to monitor Work Capacity Test (WCT) results and ensure medical examination policies are followed.                                                                   |                      |                                  | X        |                            |
| 12. Material Safety Data Sheets (MSDS) are present, accessible, and available for all hazardous materials used and stored in the work area.                                                     |                      | X                                | X        |                            |
| 13. Procedures are in place to purchase non-standard equipment as identified in the JHA/Risk Assessment process, and to ensure compliance with consensus standards (e.g., ANSI, NIOSH) for PPE. | X                    | X                                |          | X                          |
| 14. Personal Protective Equipment (PPE) supplied, is serviceable, and being utilized.                                                                                                           |                      | X                                | X        |                            |
| 15. Ensures tailgate safety meetings are held and documented.                                                                                                                                   |                      |                                  | X        |                            |

| PERFORMANCE REQUIRED                                                                                                                                                                                                                                                                                                        | State Safety Manager | District/<br>Zone Safety Manager | Unit FMO | District/<br>Field Manager |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------------------|----------|----------------------------|
| 16. Monitors and inspects operations and work sites for unsafe acts and conditions and promptly takes appropriate preventative and corrective measures. ( <i>BLM Manual 1112</i> )                                                                                                                                          |                      | X                                |          |                            |
| 17. Procedures are in place for reporting unsafe and unhealthful working conditions.                                                                                                                                                                                                                                        |                      | X                                |          | X                          |
| 18. Promptly reports and investigates all job-related accidents/incidents that result in or have the potential to cause fatalities, injuries, illnesses, property, or environmental damage. All such reports are electronically submitted to the Safety Management Information System (SMIS). <i>BLM Manual 1112 Safety</i> |                      |                                  | X        | X                          |
| 19. Injury data is monitored and reviewed to determine trends affecting the health and welfare of employees.                                                                                                                                                                                                                |                      | X                                |          | X                          |
| 20. Ensures facility and work areas inspections are conducted to ensure requirements are met. <i>29 CFR 1960 and 485 DM, Chapter 5 requirements.</i>                                                                                                                                                                        | X                    | X                                |          | X                          |

1

2 **Employee Safety and Health Program Responsibility**3 All employees have personal responsibility to ensure safe and healthful work  
4 practices and the following elements specifically outline these responsibilities:

- 5 • Complying with applicable work rules, practices, and procedures.
- 6 • Using safety devices, personal protective equipment, clothing, and other
- 7 means provided or directed by recognized authority at all times when
- 8 necessary for their protection.

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- 1 • Reporting unsafe and unhealthful working conditions to management.
- 2 • Reporting every job-related accident/incident to their supervisor that results
- 3 in, or has the potential to harm people, property, or the environment.
- 4 • Reporting personal conditions that could adversely affect their ability to
- 5 perform in a safe and healthful manner on the job.
- 6 • Completing the BLM Fire and Aviation Employee Orientation Checklist,
- 7 available on the BLM Fire Operations website.

8

### 9 **Emergency Notification and Contact Information**

10

11 After emergency response actions deliver an injured employee to the immediate  
12 medical care facility, prompt notification through the chain of command is  
13 essential to ensure proper management support to the employee. For BLM fire  
14 operations, notification criteria are as follows:

- 15 • Supervisor of the injured employee will notify the local state Fire  
16 Operations Group representative immediately after treatment when the  
17 injured employee is not released to duty. This contact will be in addition to  
18 contacts made to the home unit chain of command.

19

20 All fire and aviation employees are required to review and update their  
21 emergency contact information annually, either in Employee Express or in hard  
22 copy format. This information will only be used for emergency purposes and  
23 only by those authorized to make contact with the employee and/or their  
24 personal contact(s) and will be maintained in accordance with the provisions of  
25 the Privacy Act of 1974. See WO IM # 2012-196 for more instructions for  
26 completing entry into Employee Express and/or the *BLM Personal Emergency*  
27 *Contact Information form*.

28

### 29 **Employee Advocacy**

30

31 Fire operations doctrine acknowledges the inherent danger of fire operations and  
32 the potential for serious injury or death to firefighters. When these occur, it is  
33 important that Bureau employees are provided the best and most appropriate  
34 care and support possible. Managers should consult their human resources  
35 experts to ensure that applicable Departmental and Bureau human resources  
36 policies and guidelines are followed. In addition, the *Bureau of Land*  
37 *Management Line of Duty Death (LODD) Response Guide* provides information  
38 to assist managers in dealing with the many complexities of these occurrences.

39

40 The *LODD Response Guide* is available in the Toolbox section of the BLM Fire  
41 Operations Website.

42

43

44

45

46

**1 BLM Fire and Aviation Honor Guard**

2

3 The BLM Fire and Aviation Honor Guard represents the highest ideals of honor,  
4 dignity, professionalism and respect in serving the agency, the fire community,  
5 and the families, friends and co-workers of those who have lost their lives in the  
6 line of duty.

7

8 The Honor Guard was established to appropriately pay tribute to and honor the  
9 memory of employees who perish in the line of duty. The Honor Guard also  
10 responds to requests for their participation at events of state and national  
11 significance.

12

13 The Honor Guard is comprised of a cross-section of the BLM workforce from  
14 within the fire and aviation program. A commitment to the program directly  
15 impacts fellow members and the ability of the team to function at the highest  
16 level possible. Members will be expected to commit for no less than a two-year  
17 period, and may remain an Honor Guard member until they can no longer fulfill  
18 the commitment or wish to retire from the Honor Guard. Members must stay in  
19 good standing in the Bureau.

20

21 For more information, refer to

22 [http://www.blm.gov/nifc/st/en/prog/fire/honor\\_guard.html](http://www.blm.gov/nifc/st/en/prog/fire/honor_guard.html).

23

**24 Employee Responsibility**

25

26 All employees, cooperators, contractors, and volunteers who participate in  
27 wildland fire operations have the duty to treat each other with respect and to  
28 maintain a work environment free of misconduct and harassment.

29 Misconduct includes but is not limited to: alcohol misuse, driving while  
30 intoxicated, the use of illegal drugs, hazing, insubordination, disregard for  
31 policies and procedures, and the destruction or theft of government property.

32

33 Harassment is coercive or repeated, unsolicited and unwelcome verbal  
34 comments, gestures, or physical contacts and includes retaliation for confronting  
35 or reporting harassment.

36

37 Harassment and misconduct will not be tolerated under any circumstances and  
38 will be dealt with in the strictest of terms. We must all take responsibility for  
39 creating and ensuring a healthy and safe work environment. Employees who  
40 experience or witness harassment, misconduct, or any inappropriate activity  
41 should report it to the proper authority immediately.

42

**43 Examples of Harassment and Misconduct**

- 44 • **Physical conduct** - Unwelcome touching, standing too close, looking up  
45 and down, inappropriate or threatening staring or glaring, obscene,  
46 threatening, or offensive gestures.

- 1 • **Verbal or written misconduct** - Inappropriate references to body parts;  
2 derogatory or demeaning comments, jokes, or personal questions; sexual  
3 innuendoes; offensive remarks about race, gender, religion, age, ethnicity,  
4 or sexual orientation, obscene letters or telephone calls, catcalls, whistles or  
5 sexually suggestive sounds.
- 6 • **Visual or symbolic misconduct** - Display of nude pictures, scantily-clad,  
7 or offensively-clad people; display of offensive, threatening, demeaning, or  
8 derogatory symbols, drawings, cartoons, or other graphics; offensive  
9 clothing or beverage containers, bumper stickers, or other articles.
- 10 • **Hazing** - Hazing is considered a form of harassment. “Hazing” is defined  
11 as “any action taken, or situation created intentionally, to produce mental or  
12 physical discomfort, embarrassment, or ridicule.”
- 13 • **Alcohol** - The use of alcohol during any work period is strictly prohibited.  
14 The performance of job duties while under the influence of alcohol is  
15 prohibited. Underage personnel alcohol use is prohibited at all times.

## 16 **BLM Mobile Fire Equipment Policy**

### 17 **Introduction**

18  
19 The following section represents a general overview of the BLM Mobile Fire  
20 Equipment Policy. The policy can be found in its entirety on the BLM National  
21 Fire Equipment Program (NFEP) Website, located within the BLM Fire  
22 Operations website.  
23

### 24 **Policy and Guidance**

25 The BLM fire equipment program is responsible for the design, development,  
26 and acquisition of specialized wildland fire equipment to meet the full range of  
27 fire management requirements. The design and development is accomplished  
28 through the analysis of performance needs required by BLM field units and  
29 working with industry to produce prototypes for testing and eventually  
30 production units. Acquisition of equipment is accomplished primarily through  
31 contracting. The BLM fire equipment program balances advanced technology  
32 with overall cost efficiency to provide maximum safety for personnel while  
33 effectively meeting fire management needs.  
34

35  
36 It is agency policy to maintain each piece of fire equipment at a high level of  
37 performance and in a condition consistent with the work it has been designed to  
38 perform. This shall be accomplished through application of a uniform  
39 preventive maintenance program, timely repair of components damaged while  
40 on assignment, and in accordance with all agency fiscal requirements. Repairs  
41 shall be made as they are identified to keep the equipment functional and in peak  
42 operating condition.  
43

### 44 **Fire Equipment Committees**

45 There are three levels of fire equipment committees: National, State, and  
46 Interagency. Fire equipment committees address the broad spectrum of



1 equipment subjects and make recommendations. State committees will report to  
2 the respective State Fire Management Officer. The BLM Fire Equipment Group  
3 and the BLM Engine Committee report to the Fire Operations Group (FOG).  
4 Equipment committees should invite other agency equipment leads to share  
5 ideas, transfer technology, and coordinate efforts.

6

#### 7 **BLM National Fire Equipment Program (NFEP)**

8 The BLM National Fire Equipment Program (NFEP) is located at NIFC. This  
9 unit is responsible for the development, ordering, inspection, receiving, and  
10 distribution of new fire equipment that will meet or exceed the minimum  
11 performance standards established by the BLM Fire Equipment Group and the  
12 BLM Engine Committee. The NFEP website is located within the BLM Fire  
13 Operations website.

14

#### 15 **Equipment Development**

16 The BLM NFEP has established a fire equipment development process to ensure  
17 that new fire equipment or technologies meet or exceed established performance  
18 standards. All new fire equipment will follow this development process and will  
19 be tested and evaluated under actual field conditions prior to being made  
20 available for general ordering.

21

#### 22 **Standardization**

23 Standardization of fire equipment aids in the ability to produce equipment that  
24 effectively meets the Bureau's mission by providing cost effective equipment  
25 with the least impact on fire programs. Standardization also contributes to the  
26 ability to provide effective, consistent, and quality training to the BLM fire  
27 program workforce. The BLM Fire Equipment Group and the BLM Engine  
28 Committee have the responsibility to establish and approve minimum  
29 performance standards for all BLM-specific fire equipment.

30

#### 31 **Fire Engine and Command Vehicle Identifier Standards**

32 Bureau of Land Management fire engine and command vehicle identifier  
33 standards have been established by the national Fire Operations Group and can  
34 be found at the BLM Fire Operations website.

35

#### 36 **Deficiency Reporting**

37 The BLM Fire Equipment Improvement/Deficiency Reporting System is used to  
38 collect improvement recommendations and deficiency reports for all BLM fire  
39 equipment. The reporting system enables the BLM NFEP to build a  
40 comprehensive database to document problems, identify trends, and establish  
41 priorities for development and modification of new and existing equipment.

42

43 District/Field Offices are required to submit timely and detailed deficiency  
44 reports for problems encountered with BLM fire equipment. Reports will also  
45 be submitted for suggestions for improvement. Submitted reports will receive  
46 immediate attention. The NFEP will immediately verify receipt of the

1 deficiency report and will follow-up with the submitting District/Field Office to  
2 correct the deficiency or work to incorporate the improvement suggestion. The  
3 Improvement/Deficiency Reporting System can be found on the BLM National  
4 Fire Equipment Program website, located within the BLM Fire Operations  
5 website.

6

#### 7 **Acquisition of Working Capital Fund Equipment**

8 The National Operations Center (NOC) located in Denver manages the Working  
9 Capital Fund (WCF). Each class of vehicle has an established replacement  
10 cycle based on miles or hours, vehicle replacement costs, and residual value.  
11 The WCF acquires funds through Fixed Ownership and Use Rates determined  
12 by the replacement cycle. At the end of the replacement cycle, adequate funds  
13 to replace the vehicle are available. For new vehicle purchases, funds are  
14 acquired/secured by the receiving unit and the new purchase is added to the  
15 WCF. The NOC monitors vehicle usage and replacement cycles, and notifies  
16 the NFEP when vehicles need to be replaced. The NFEP then coordinates with  
17 the receiving unit to order the replacement vehicle. When the order is placed,  
18 the NFEP works with the BLM Fleet Manager, the receiving unit, contracting,  
19 and the vendor to fill the order.

20

#### 21 **Funding**

22 Procurement of nonstandard equipment with fire management funds when  
23 standard equipment is available must have written approval by the FAD  
24 Division of Operations Chief and the State Fire Management Officer. Most fire  
25 vehicles are funded through the WCF. Other types of fire equipment are funded  
26 through the normal budget process at the state and local level. Specialized  
27 equipment may be funded in a variety of ways including through the Fire and  
28 Aviation Directorate, special project allocations, available mid or year end  
29 funds, state or local funding, interagency agreement, or through the WCF.

30

#### 31 **BLM Mobile Fire Equipment Ordering**

32 Ordering of BLM mobile fire equipment is completed through the NFEP at  
33 NIFC. Available equipment is listed in the BLM Fire Equipment Ordering  
34 System (FEOS) web page. Contact the National Fire Equipment Program for  
35 additional information.

36

37 States have the authority to order their own equipment using WCF funds.  
38 However, the BLM has established required equipment and performance  
39 standards for new equipment. These standards have been established to reduce  
40 excessive procurement costs, maintain common operational functions, and  
41 provide a Bureau wide standard fire fleet.

42

43 If states order their own equipment using WCF funds, they must have approval  
44 from the WCF Fleet Manager, State Fire Management Officer, and the Chief,  
45 Division of Fire Operations (FA-300) prior to ordering.

46

**1 Equipment Modification/Retrofitting**

2 Any major retrofit, change, or addition to BLM fire equipment requires  
3 submission of a proposal to the BLM Fire Equipment Group. The BLM Fire  
4 Equipment Group in conjunction with the BLM National Fire Equipment  
5 Program will consider and approve/disapprove any such proposals. Minor  
6 changes or add-ons may be approved through the NFEP.

7

**8 Property Transfer/Replacement**

9 Surplus and early turn-in fire vehicles may be transferred to another unit for  
10 continued service with the approval of the State Fire Management Officer and  
11 the WCF Manager. In these instances, the vehicle remains in the same class,  
12 and the FOR and use rates will continue to be charged to the unit acquiring the  
13 vehicle. Units may dispose of fire vehicles prior to the normal replacement date.  
14 In these instances, no future replacement is automatically provided and there is  
15 no accrued credit for the FOR collected on that unit prior to disposal. Units  
16 acquiring this type of equipment continue payment of the FOR and use rates.

17

**18 Conversions**

19 Offices requesting to convert replacement fire equipment to a different class of  
20 equipment must follow and provide the following criteria and documentation:

- 21 • Proposed changes meet current and future preparedness requirements  
22 identified in Resource/Land Management Plans and Fire Management  
23 Plans.
- 24 • Proposed changes result in an overall cost savings to the government.

25

26 If any proposed changes in equipment result in additional overall costs to the  
27 government, documentation must include:

- 28 • Increased production rates which may offset additional costs
- 29 • The requesting states availability of sufficient funds to cover additional  
30 costs.

31

32 BLM units will use the standard form available on the BLM Fire Operations  
33 website to provide required documentation for approval for conversions,  
34 transfers, and excess vehicles.

35

**36 Lights and Siren Response**

37

38 Responding to BLM wildland fire incidents normally does not warrant the use of  
39 emergency lights and siren to safely and effectively perform the BLM mission.  
40 However, there may be rare or extenuating circumstances when limited use of  
41 lights and sirens are appropriate and necessary due to an immediate threat to life.

42

43 Those BLM state organizations that determine a lights and sirens response is  
44 necessary to meet mission requirements must develop an operating plan that is  
45 signed and approved by the State Director and forwarded to the Chief, Division  
46 of Fire Operations, BLM FA. The operating plan must ensure the following:

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**02-25**

- 1 1. All vehicles (command, engines, etc.) will be properly marked, equipped, and  
2 operated in accordance with state statutes, codes, permits, and BLM unit  
3 requirements.
- 4 2. Drivers will complete training in the proper use of lights and sirens response  
5 in accordance with National Fire Protection Association (NFPA) 1451 and 1002  
6 standards, as well as any state requirements.
- 7 3. Drivers responding with lights and sirens will be minimally qualified as  
8 engine operator.
- 9 4. Lights and sirens will meet NFPA and state code requirements.
- 10 5. Posted speed limits will be followed at all times, regardless of response type.
- 11 6. Operators will stop or reduce speed as circumstances dictate prior to  
12 proceeding through all intersections.
- 13 7. Traffic light changing mechanisms (e.g., Opticons) will only be used under  
14 formal written agreement with state and local governments. They will be used  
15 only when they are necessary to create safe right-of-way through urban high-  
16 traffic areas. All pertinent state and local statutes and procedures will be  
17 adhered to.
- 18 8. Authorization to respond with lights and sirens does not cross state lines. No  
19 driver will be authorized by one state to operate with lights and sirens in another  
20 state.

21

## 22 **BLM Firefighters**

23

### 24 **Introduction**

25 Firefighters operate within the Incident Command System (ICS), which is a  
26 component of the National Incident Management System (NIMS).

27

28 In the ICS, firefighters are either assigned as single resource overhead  
29 (individuals assigned to specific supervisory or functional positions) or as  
30 members of an organized unit. The individuals within these units are trained to  
31 provide different levels and types of tactical, logistical, and managerial  
32 capability.

33

34 These units include:

- 35 • **Hand Crews** - Vehicle mobile firefighters that specialize in the use of hand  
36 tools, chainsaws, portable pumps, and ignition devices for tactical  
37 operations. Hand crew types include Interagency Hotshot Crews (IHC)s,  
38 Type 2 Initial Attack Crews, Type 2 Crews, and Fire Suppression Modules.
- 39 • **Engine Crews** - Engine mobile firefighters that specialize in the use of  
40 engines for tactical operations.
- 41 • **Helitack** - Helicopter mobile firefighters that specialize in the use of  
42 helicopters for tactical and logistical operations.
- 43 • **Smokejumpers** - Fixed wing aircraft and parachute mobile firefighters that  
44 specialize in the use hand tools, chainsaws, and ignition devices for tactical  
45 operations.

46

**1 BLM Firefighter Priority for Use**

- 2 ● Initial attack on lands for which the BLM has suppression responsibility.
- 3 ● Other fire suppression/management assignments on BLM lands.
- 4 ● Other fire suppression/management assignments on other agency lands.
- 5 ● All Hazard - ESF#4 reference:
- 6 [http://web.blm.gov/internal/fire/budget/Reference\\_docs/esf4/ESF4\\_page.htm](http://web.blm.gov/internal/fire/budget/Reference_docs/esf4/ESF4_page.htm)
- 7 m

**9 Mobilization of BLM Firefighters**

10  
11 BLM firefighters are mobilized to perform the following functions:

- 12 ● Suppress fires and manage wildland fire incidents;
- 13 ● Improve BLM initial attack capability;
- 14 ● Maximize the utilization of limited BLM fire operational assets;
- 15 ● Provide additional fire management capability in high tempo periods;
- 16 ● Provide experience and developmental opportunities to BLM firefighters;
- 17 ● Perform fire management project work or assignments; or
- 18 ● Perform other project work or assignments.

19  
20 There are five funding mechanisms for mobilizing BLM firefighters:

- 21 ● Preparedness funding
- 22 ● Suppression funding
- 23 ● Short term severity (State/Regional Level Severity) funding
- 24 ● National level severity funding
- 25 ● National preposition funding

**27 Preparedness Funding**

28 Preparedness funding may be used to mobilize resources for normal  
29 preparedness activities such as:

- 30 ● Movement of resources within a unit not associated with fire activity;
- 31 ● Detailing firefighters to fill vacant positions;
- 32 ● Project work or normal preparedness activities; and/or
- 33 ● Training.

34  
35 Fire managers have the authority to expend preparedness funding for  
36 preparedness activities. Mobilization of non-BLM federal resources with BLM  
37 preparedness funding requires a reimbursable agreement.

**39 Suppression Funding**

40 Suppression funding is used to mobilize resources to wildland fire incidents.  
41 BLM firefighters are mobilized directly to incidents using established methods  
42 (resource orders, initial attack agreements, dispatch plans, response plans, etc.)

43  
44  
45

**1 Short Term Severity (State Level Severity)**

2 Short term severity funding may be used to mobilize resources for state/regional  
3 short term severity needs that are expected to last less than one week, such as:

- 4 • Wind events;
- 5 • Cold dry front passage;
- 6 • Lightning events; and/or
- 7 • Unexpected events such as off-road rallies or recreational gatherings.

8  
9 Each state director and the Fire and Aviation division chiefs for Operations and  
10 Aviation have been delegated the authority to expend up to \$300,000 for “short  
11 term” severity needs per fiscal year. This discretionary severity authorization  
12 can be expended for appropriate severity activities without approval from Fire  
13 and Aviation. States will establish a process for requesting, approving, and  
14 tracking short term severity funds.

**16 National Level Severity Funding**

17 National level severity funding is used to mobilize resources to areas where:

- 18 • Preparedness plans indicate the need for additional  
19 preparedness/suppression resources;
- 20 • Anticipated fire activity will exceed the capabilities of local resources;
- 21 • Fire season has either started earlier or lasted longer than identified in the  
22 fire management plan; and/or
- 23 • An abnormal increase in fire potential or fire danger not planned for in  
24 existing preparedness plans exists.

25  
26 Guidance for requesting and utilizing national level severity funding is found in  
27 Chapter 10 and on the BLM Fire Operations website. Requests should be  
28 consolidated by state, coordinated with Fire and Aviation, and then submitted to  
29 Fire and Aviation by the State Director. The official memo requesting funds  
30 should be mailed to the Assistant Director, Fire and Aviation. An electronic  
31 copy should also be e-mailed to “BLM\_FA\_Severity@blm.gov”.

32  
33 Severity funding requests will be accepted and approved for a maximum of 30  
34 days, regardless of the length of the authorization. Use of severity funding must  
35 be terminated when abnormal conditions no longer exist. If the fire severity  
36 situation extends beyond the 30-day authorization, the state must prepare a new  
37 severity request.

38  
39 An approval memo from Fire and Aviation will list authorized resources along  
40 with a cost string code for each state and field office to use for all resources. All  
41 resources authorized through this process will be counted in the state’s severity  
42 authorization limit, including extension of exclusive use aircraft contracts.

43  
44 In order to support the BLM national aviation strategy, which includes  
45 prioritized allocation based on need, air resource mobility, and cost containment,

1 a state may be directed to release an air resource to another state. All charges  
2 related to releasing an air resource will be covered by Fire and Aviation or the  
3 receiving state.

4

#### 5 **National Preposition Funding**

6 National preposition funding is used to mobilize resources to areas with  
7 anticipated fire activity when other funding is not available. Units may request  
8 national preposition funding from FA to acquire supplemental fire operations  
9 assets to increase initial attack capability. National preposition funding may be  
10 used to mobilize resources when BLM units:

- 11 • Do not have available preparedness funding;
- 12 • Do not have available short-term severity funding; or
- 13 • Do not meet the criteria for use of national severity funding.

14

15 Approved national preposition funding may be used only for travel and per diem  
16 costs for the duration of the assignment, and overtime labor costs associated  
17 with the original preposition move.

18

19 Each State Director has been delegated the authority to expend national  
20 preposition funding within an allocation limit established annually through  
21 issuance of an Instruction Memorandum. The criteria stated above apply to this  
22 allocation.

23

- 24 • **National Preposition Request Process**
  - 25 ○ Unit FMO identifies need and notifies State FOG representative. FOG  
26 rep informs SFMO.
  - 27 ○ FOG rep coordinates with unit FMO to verify need and determine asset  
28 types, numbers, and projected preposition location.
  - 29 ○ Requesting FOG rep queries FOG group and identifies available assets.
  - 30 ○ Requesting and sending FOG reps jointly complete the BLM  
31 Preposition Request Form found on the BLM Fire Operations website.
  - 32 ○ Requesting FOG rep will submit the request electronically via e-mail to  
33 “BLM\_FA\_Prepositioning@blm.gov” to acquire Division of Fire  
34 Operations (FA-300) approval. If aviation assets are requested, FA-300  
35 will coordinate with the National Aviation Office (FA-500) and secure  
36 FA-500 approval.
  - 37 ○ FA-300 will notify the requesting and sending FOG representatives via  
38 e-mail when the request is approved.
  - 39 ○ After securing FA-300/500 approval, the requesting FOG rep places  
40 name request order(s) for specified assets through normal coordination  
41 system channels.
  - 42 ○ Responding BLM assets will be assigned to a temporary host unit by  
43 the receiving FOG rep.
  - 44 ○ Responding assets, sending/receiving FOG reps, and the temporary  
45 host unit will negotiate length of assignment and crew rotation, and  
46 ensure that prepositioned personnel meet work/rest requirements.

1 BLM preposition funding request information can be found at the BLM Fire  
2 Operations website.

3

#### 4 **BLM Asset, Intelligence, and Prepositioning (AIP) System**

5 The BLM Asset, Intelligence, and Prepositioning (AIP) system provides BLM  
6 State Fire Operations Specialists a formal process for providing collective input  
7 into national decisions on BLM fire asset utilization. The intent of the AIP  
8 system is to improve BLM decisions on prepositioning BLM fire suppression  
9 assets from low fire danger areas to high fire danger areas. Preposition moves  
10 are intended to maximize the overall capability and effectiveness of limited  
11 BLM suppression assets. Prepositioning will be done primarily on a national  
12 long-term scale, but the AIP system may be used to inform state and local asset  
13 utilization decisions as well. The AIP system is not intended to duplicate or  
14 contradict existing dispatch/coordination system processes.

15

16 The AIP system consists of a graphical display of geospatial data (asset  
17 locations, predictive services information, etc.), and FOG procedures for  
18 evaluating the data, making decisions, and securing funding for asset movement.

19

#### 20 • AIP system process

- 21 ○ Each BLM Fire Operations Group (FOG) representative will  
22 continually evaluate the *National Wildland Significant Fire Potential*  
23 *Outlook*, *National Early Season Assessment* and other intelligence to  
24 maintain situational awareness.
- 25 ○ Monthly (or as needed), the FOG will evaluate intelligence and  
26 collectively determine if BLM fire suppression assets should be  
27 mobilized across geographic area boundaries.
- 28 ○ If mobilization of assets is warranted, the FOG will collectively  
29 determine receiving states, sending states, required suppression assets,  
30 and the appropriate funding mechanism.
- 31 ○ Sending states will provide a list of resources and personnel to the  
32 receiving states one month (or as soon as possible) prior to the date of  
33 mobilization (movement date).
- 34 ○ Receiving states will request funding and mobilize assets using  
35 established processes as identified above.
- 36 ○ When identified assets are outside of normal availability periods,  
37 sending states will coordinate with unit fire program managers and  
38 Human Resources Offices to ensure that hire/layoff dates are adjusted.
- 39 ○ The FOG will continually evaluate the need for prepositioned  
40 resources. Prepositioned resources will be adjusted accordingly based  
41 on conditions and predictions.

#### 42 • AIP System Responsibilities:

- 43 ○ Fire Operations Group
  - 44 ■ Evaluate monthly predictive services forecasts and AIP
  - 45 intelligence.
  - 46 ■ Determine need to mobilize and/or preposition resources.



- 1 ○ Receiving States
- 2     ■ Determine, type, number, and proposed location of mobilized
- 3     assets.
- 4     ■ Coordinate with sending states and FA-320 to adjust movement
- 5     date.
- 6     ■ Place resource orders for mobilized/prepositioned resources.
- 7     ■ Manage mobilized assets.
- 8 ○ Sending States
- 9     ■ Identify available or potentially available assets.
- 10    ■ Coordinate with local management and HR on hire/layoff dates.
- 11    ■ Ensure assets are trained and available prior to proposed
- 12    mobilization date.
- 13    ■ Coordinate with receiving states during mobilization and for
- 14    crew/resource rotations.
- 15 ● FA
- 16    ○ Provide AIP system oversight.
- 17    ○ Work with FA Budget & Evaluation to secure funding and monitor
- 18    expenditures.
- 19    ○ Brief NMAC and NICC on BLM fire suppression asset mobilization.
- 20

## 21 **BLM Fire Training and Workforce Development**

### 23 **BLM Fire Training and Workforce Development Program**

24 The BLM National Fire Training and Workforce Development Program is  
25 located at NIFC and works for the BLM Chief, Preparedness/Suppression  
26 Standards. The program develops the wildland firefighting workforce through  
27 qualification standards, training standards, and workforce development  
28 programs in support of BLM fire management.

### 30 ***BLM Standards for Fire Training and Workforce Development***

31 The BLM Fire Training and Workforce Development Program, in coordination  
32 with the BLM Fire Operations Group and the BLM Fire Training Committee, is  
33 responsible for publishing the *BLM Standards for Fire Training and Workforce*  
34 *Development*. The *BLM Standards for Fire Training and Workforce*  
35 *Development* provides fire and aviation training, qualifications, and workforce  
36 development program management direction. This document is available at  
37 [http://www.blm.gov/nifc/st/en/prog/fire/training/fire\\_training.html](http://www.blm.gov/nifc/st/en/prog/fire/training/fire_training.html).

1 **BLM Firefighters General Non-Fire Training Requirements**

|                                                                          | Training Required                                                                                                            | Initial Requirement/Frequency                                                                                                                                                                                       |
|--------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Agency Permanent, Career Seasonal, &amp; Temporary Firefighters</b>   | Safety Orientation                                                                                                           | -Once                                                                                                                                                                                                               |
|                                                                          | Bloodborne Pathogens                                                                                                         | -Once:<br>Awareness level. For employees not at increased risk (e.g. non-fireline support personnel)<br>-Annually:<br>For employees at increased risk due to assigned duties (e.g. IHC, Helitack, SMJ, Engine Crew) |
|                                                                          | Defensive Driving                                                                                                            | -Prior to operating motor vehicle for official purposes.<br>-Once every three years.                                                                                                                                |
|                                                                          | First Aid/Cardiopulmonary Resuscitation (CPR)                                                                                | -Upon initial employment.<br>-Every 3 years or per certifying authority.                                                                                                                                            |
|                                                                          | HAZMAT - First Responder Awareness Level                                                                                     | -Upon initial employment.<br>-Annually.                                                                                                                                                                             |
|                                                                          | Do What's Right/EEO/Diversity                                                                                                | -Annually.                                                                                                                                                                                                          |
|                                                                          | Training Required                                                                                                            | Frequency                                                                                                                                                                                                           |
| <b>Administratively Determined (AD) and Emergency Firefighters (EFF)</b> | Defensive Driving (If operating GOV, including rental or leased, vehicle for official purposes, prior to operating vehicle). | -Once every three years.                                                                                                                                                                                            |
|                                                                          | First Aid/Cardiopulmonary Resuscitation (CPR)                                                                                | -Upon initial employment.<br>Every 3 years or per certifying authority.<br>At least two persons per crew (GS or AD) shall be current and certified in First Aid/CPR.                                                |

2 For a complete listing of safety & health training - refer to *BLM Manual*  
 3 *Handbook 1112-2, Safety and Health for Field Operations.*

4

5 **Driver Training for Regular Drivers of Fire Equipment**

6 All regular drivers of non-tactical water tenders, helicopter support vehicles,  
 7 crew carriers, and fuel tenders must complete training that includes the  
 8 instructional objectives posted at the BLM Fire Training website at:  
 9 [http://www.blm.gov/nifc/st/en/prog/fire/training/fire\\_training.html](http://www.blm.gov/nifc/st/en/prog/fire/training/fire_training.html)

10

11 For the purposes of this policy, a regular driver is defined as an employee whose  
 12 duties include driving fire equipment on a regular basis. This may include  
 13 highway, off-road, city, mobile attack, and extreme terrain driving.

14

15

16

1 **BLM Firefighter Mandatory Physical Fitness Standards**

2 The *Wildland Fire Qualifications System Guide* (PMS 310-1) establishes  
 3 physical fitness standards for NWCG sanctioned firefighters. These standards  
 4 are assessed using the Work Capacity Tests (WCT). Prior to attempting the  
 5 WCT, all permanent, career-seasonal, temporary, Student Career Experience  
 6 Program (SCEP), and AD/EFF employees who participate in wildland fire  
 7 activities requiring a fitness level of arduous must participate in the DOI  
 8 Medical Qualification Standards Program (DOI-MSP).

9  
 10 Employees serving in wildland fire positions that require a fitness rating of  
 11 arduous as a condition of employment are authorized one hour of duty time each  
 12 work day for physical fitness conditioning. Employees serving in positions that  
 13 require a fitness rating of moderate or light may be authorized up to three hours  
 14 per week.

15  
 16 Units will maintain a fitness program that ensures BLM firefighters will possess  
 17 the physical ability to perform the duties of their positions safely and effectively  
 18 while ensuring compliance with the requirements of the Work Capacity Test  
 19 (WCT).

20  
 21 Information on the WCT and the DOI-MSP is located in Chapter 13 of this  
 22 publication. Fitness and conditioning information may be found at  
 23 [www.nifc.gov/FireFit/index.htm](http://www.nifc.gov/FireFit/index.htm).

24  
 25 **BLM Firefighter Target Physical Fitness Standards**

26 These are voluntary targets. They are not mandatory. These targets are  
 27 established to provide BLM firefighters a common standard against which to  
 28 gauge their physical fitness level. BLM firefighters are encouraged to meet or  
 29 exceed these standards.

30

|                     | Age<br>20-29 | Age<br>30-39 | Age<br>40-49 | Age<br>50 & Up |
|---------------------|--------------|--------------|--------------|----------------|
| 1.5 Mile Run        | 11:58        | 12:25        | 13:05        | 14:43          |
| Sit-Ups (1 minute)  | 40           | 36           | 31           | 26             |
| Push-Ups (1 minute) | 33           | 27           | 21           | 15             |

31 The guide below may be used to adjust the 1.5 mile run times to compensate for  
 32 altitude differences:

| Altitude in feet | 1.5 mile run time adjustment |
|------------------|------------------------------|
| 0 - 5,000        | No adjustment                |
| 5,000 - 6,000    | Add 30 seconds               |
| 6,000 - 7,000    | Add 40 seconds               |
| 7,000 - 8,000    | Add 50 seconds               |

33

1 **BLM National Fire Operations Fitness Challenge**

2 The BLM national fire operations fitness challenge encourages and recognizes  
3 achievement in physical fitness by BLM firefighters. The fitness challenge  
4 provides a common system by which BLM firefighters can measure current  
5 fitness, establish fitness goals, and track fitness improvement. The fitness  
6 challenge is voluntary, but BLM firefighters are encouraged to participate. The  
7 fitness challenge tests participants in four basic exercises - push-ups, pull-ups,  
8 sit-ups and a timed run of either 1.5 or 3.0 miles. Test results are compiled into  
9 a final overall score. Unit and state offices are encouraged to support and  
10 recognize achievement in firefighter fitness. The BLM FA Division of Fire  
11 Operations will recognize high achievers annually. Specific information on the  
12 fitness challenge is located in the Toolbox on the BLM Fire Operations Website.

13  
14 **Interagency Fire Program Management Standards**

15 The BLM follows the *Interagency Fire Program Management Qualifications*  
16 *Standards and Guide (IFPM Standard), January 2000*. The IFPM Standard  
17 does the following:

- 18 • Establishes minimum qualifications standards for 13 key fire management  
19 positions. These standards include 1) basic requirements, 2) specialized  
20 experience requirements, 3) NWCG incident management qualifications, 4)  
21 additional required training.
- 22 • Provides a “complexity rating for program management” table, which is  
23 used to determine overall complexity of the unit level fire program. This is  
24 used because qualification standards for some of the 13 identified positions  
25 are tied to fire program complexity.

26  
27 State and unit level fire managers should consult human resources officials and  
28 apply the IFPM Standard as appropriate. IFPM information is located at  
29 <http://www.ifpm.nifc.gov>

30  
31 **BLM Hand Crews**

32  
33 **BLM Hand Crew Standards (all crew types)**

- 34 • **Language** - CRWB and FFT1: must be able to read and interpret the  
35 language of the crew as well as English.
- 36 • **Flight Weight** – 5300 pounds.
- 37 • **Personal gear** - Sufficient for 14 day assignments.
- 38 • **Physical fitness** - Arduous, all positions.
- 39 • **Required Equipment & PPE** - Fully equipped as specified in the  
40 *Interagency Standards for Fire and Fire Aviation Operations*.

1 **BLM Hand Crew Standards by Type**

| Crew Type                             | Type 1                                                                            | Type 2IA <sup>1</sup>                                                                                                   | Type 2                                                                                                                  | Fire Suppression Module                                                                                                 |
|---------------------------------------|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <b>Crew Size</b>                      | Minimum 18<br>Maximum 25                                                          | Minimum 18<br>Maximum 20                                                                                                | Minimum 18 <sup>2</sup><br>Maximum 20                                                                                   | Minimum 5<br>Maximum 10                                                                                                 |
| <b>Leadership Qualifications</b>      | 1-Supt.<br>1-Assist Supt<br>3 Squad Leaders                                       | 1 CRWB<br>3 ICT5                                                                                                        | 1 CRWB<br>3 FFT1                                                                                                        | 1 SRB/ICT5<br>2 FFT1<br>2 FALA                                                                                          |
| <b>Incident Management Capability</b> | Operate up to 3 independent squads w/ T4 and T5 command capability                | Operate up to 3 independent squads with T5 command capability                                                           | Operate as single crew in full crew configuration                                                                       | Operates as a single module w/T5 command capability                                                                     |
| <b>Crew Experience</b>                | 80% of the crewmembers must have at least 1 season experience in fire suppression | 60% of the crewmembers must have at least 1 season experience in fire suppression                                       | 20% of the crewmembers must have at least 1 season experience in fire suppression                                       | Agency only                                                                                                             |
| <b>Crew Utilization</b>               | National Shared Resource                                                          | Local unit control                                                                                                      | Local unit control                                                                                                      | Local unit control                                                                                                      |
| <b>Communication</b>                  | 7 programmable handheld radios.<br>1 programmable mobile radio in each truck      | 4 programmable handheld radios                                                                                          | 4 programmable handheld radios                                                                                          | 2 programmable handheld radios                                                                                          |
| <b>Training</b>                       | 40 hours annual training prior to assignment.                                     | 40 hours Basic firefighter training or once red carded; 4 hours annual fireline refresher training prior to assignment. | 40 hours Basic firefighter training or once red carded; 4 hours annual fireline refresher training prior to assignment. | 40 hours Basic firefighter training or once red carded; 4 hours annual fireline refresher training prior to assignment. |
| <b>Logistics</b>                      | Squad level agency purchasing authority                                           | Crew level agency purchasing authority                                                                                  | No purchasing authority                                                                                                 | Self-sufficient for 48 hours; purchasing authority recommended                                                          |
| <b>Transportation</b>                 | Own transportation                                                                | Need transportation                                                                                                     | Need transportation                                                                                                     | Own transportation                                                                                                      |
| <b>Works together 40 hours/week</b>   | Yes                                                                               | No                                                                                                                      | No                                                                                                                      | No                                                                                                                      |

2 <sup>1</sup>BLM Type 2IA crews will be certified by the State Fire Management Officer  
3 prior to being made available for assignment.

4 <sup>2</sup> As per the *Alaska Interagency Mobilization Guide*, for mobilization within  
5 Alaska, Type 2 EFF crews will consist of 16 personnel: one crew boss, a  
6 minimum of two squad bosses and the remainder to be crew members and/or  
7 trainees.

8

1 **BLM Interagency Hotshot Crews**

2 BLM IHCs are comprised of 18-25 firefighters and are used primarily for  
3 wildfire suppression, fuels reduction, and other fire management duties. They  
4 are capable of performing self-contained initial attack suppression operations,  
5 and commonly provide incident management capability at the Type 3 or 4  
6 levels. BLM IHCs meet all IHC standards stated in the *Standards for*  
7 *Interagency Hotshot Crew Operations*.

8

9 **BLM IHC Locations**

| State | Crew             | Location       |
|-------|------------------|----------------|
| AK    | Chena            | Fairbanks      |
|       | Midnight Sun     |                |
| CA    | Diamond Mountain | Susanville     |
|       | Kern Valley      | Bakersfield    |
| CO    | Craig            | Craig          |
| ID    | Snake River      | Pocatello      |
| MS    | Jackson          | Jackson        |
| NV    | Silver State     | Carson City    |
| NV    | Ruby Mountain    | Elko           |
| OR    | Vale             | Vale           |
| UT    | Bonneville       | Salt Lake City |

10

11 **BLM IHC Annual Crew Mobilization**

12 BLM IHCs will comply with the Annual Crew Pre-Mobilization Process  
13 outlined in the *Standards for Interagency Hotshot Crew Operations* before  
14 becoming available for assignment each spring. BLM specific direction is  
15 outlined below:

- 16 • The Superintendent will complete an appendix C from the *Standards for*  
17 *Interagency Hotshot Crew Operations* with their local FMO and Agency  
18 Administrator.  
19 • A copy of Appendix C will be sent to the BLM State Fire Management  
20 Officer for approval.  
21 ○ The extent of the preparedness review required every 12 months by the  
22 Appendix C is at the discretion of the State Fire Management Officer,  
23 local Fire Management Officer, and Superintendent.

24

25 The State Fire Management Officer will notify the appropriate Geographic Area  
26 Coordination Center (GACC) of crew availability.

27

28

29

1 **BLM IHC Crew Status**

2 If a change in crew capabilities results in the inability to meet the standards  
3 specified in the *National Interagency Hotshot Crew Operations Guide* or  
4 *Standards for Fire and Fire Aviation Operations*, the Superintendent is required  
5 to contact their local GACG and have the crew typing amended to the  
6 appropriate level as listed in the BLM crew typing chart.

7

8 Re-statusing the crew back to the IHC level will use either the Annual Crew Pre-  
9 Mobilization Process or the Crew Certification Process outlined in the *Standards*  
10 *for Interagency Hotshot Crew Operations*. The choice of which process will be  
11 at the discretion of the State Fire Management Officer, local Fire Management  
12 Officer, and Superintendent.

13

14 **BLM IHC Crew Size**

15 BLM IHCs have the option of traveling with 25 personnel when on incident  
16 assignments as authorized by the local unit. BLM IHC superintendents will  
17 obtain prior approval from the dispatching GACC when the assignment requires  
18 fixed wing transport and the crew size is greater than 20.

19

20 **BLM IHC Status Reporting System**

- 21 • BLM IHCs will report status through the BLM IHC Status Reporting  
22 System.
- 23 • BLM IHC superintendents will regularly update the system by contacting  
24 the Great Basin SMKJ Duty Officer with any change in crew status and/or  
25 current utilization when on assignment.
- 26 • The Great Basin SMKJ Duty Officer is available 24 hours, seven days per  
27 week at:
- 28 ○ 800-925-8307 (work hours)
  - 29 ○ 208-387-5426 (work hours)
  - 30 ○ 208-850-5144 (after hours)
- 31 • BLM IHC status will be posted at  
32 <http://www.nifc.gov/smokejumper/reports/smjprt.php>

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1 **BLM IHC Training and Qualification Requirements**

| <b>Role</b>                     | <b>NWCG Qualification</b> | <b>Fire Training</b>                                                                                                                                                                                                                                                                                                      |
|---------------------------------|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Firefighter</b>              | FFT2                      | IS-700 <i>NIMS: An Introduction</i><br>I-100 <i>Intro to ICS</i><br>S-130 <i>Firefighter Training</i><br>S-190 <i>Intro to Wildland Fire Behavior</i><br>L-180 <i>Human Factors on the Fireline</i>                                                                                                                       |
| <b>Senior Firefighter</b>       | FFT1                      | All the above plus:<br>S-211 <i>Portable Pumps and Water Use</i><br>S-212 <i>Chain Saws</i><br>S-131 <i>Firefighter Type 1</i><br>S-133 <i>Look Up, Look Down, Look Around</i><br>S-270 <i>Basic Air Operations</i><br>S-290 <i>Intermediate Fire Behavior</i>                                                            |
| <b>Squad Boss</b>               | ICT5                      | All the above plus:<br>I-200 <i>Basic ICS</i><br>S-215 <i>Fire Ops in the WUI</i><br>S-230 <i>Crew Boss Single Resource</i><br>S-234 <i>Ignition Operations</i><br>S-260 <i>Incident Business Management</i><br>L-280 <i>Followership to Leadership</i>                                                                   |
| <b>Assistant Superintendent</b> | STCR<br>ICT4              | All the above plus:<br>IS-800B <i>NRF: An Introduction</i><br>I-300 <i>Intermediate ICS</i><br>S-200 <i>Initial Attack IC</i><br>S-330 <i>Task Force/Strike Team Leader</i><br>S-390 <i>Intro to Fire Behavior Calculations</i><br>L-380 <i>Fireline Leadership</i><br>M-410 <i>Facilitative Instructor or equivalent</i> |
| <b>Superintendent</b>           | TFLD<br>ICT4<br>FIRB      | All the above.                                                                                                                                                                                                                                                                                                            |

2

3 **BLM Fire Suppression Modules**

4 BLM Fire Suppression Modules are comprised of 5-10 firefighters and are used  
5 primarily for wildfire suppression, fuels reduction, and other fire management  
6 duties. They are capable of performing self-contained initial attack suppression  
7 operations, and can generally provide incident management capability at the  
8 Type 5 level.

9

10 **BLM Fire Suppression Module Mobilization**

11 BLM Fire Suppression Modules will be statused, tracked, and mobilized in the  
12 ROSS system, using the resource identifier "Module, Suppression".

13

14

15



**1 BLM Engines**

2

3 BLM engines carry 2-6 firefighters and are used primarily for wildfire  
4 suppression, fuels reduction, and other fire management duties. They are  
5 capable of performing self-contained initial attack suppression operations, and  
6 can generally provide single resource incident management capability up to the  
7 Type 4 level.

8

**9 BLM Engine Ordering**

- 10 • BLM engines will status themselves with their local dispatch center in  
11 accordance with local policy and procedure.
- 12 • Availability of BLM engines for off unit assignments rests with local unit  
13 fire management.
- 14 • BLM units needing engines from another state for support will contact their  
15 state operations lead with a request.
- 16 • The state operations lead will contact the FA Division of Operations or  
17 other BLM state office operations leads with the request.

18

**19 BLM Engine Typing**

20 BLM engines are typed according to interagency standards as established by  
21 NWCG. See chapter 14 for engine typing standards.

22

**23 BLM Engine Minimum Staffing Requirements**

24 All BLM engines will meet these staffing standards on every fire response.

- 25 • BLM engines operating with five or more personnel will always have a  
26 fully qualified ENOP (other than the Engine Boss). The Engine Boss must  
27 be qualified as ICT4.
- 28 • BLM engines operating with four personnel will always have an FFT1  
29 (other than the Engine Boss). The Engine Boss must be qualified as ICT5.
- 30 • BLM Engines operating with three or fewer personnel must have an Engine  
31 Boss qualified as ICT5 or higher.

32 Chase vehicles are considered part of the engine staffing.

33

34 BLM utilizes the term “Engine Captain” to describe an individual whose  
35 position description reflects primary responsibility as a supervisory wildland  
36 firefighter of a wildland fire engine in a BLM fire management organization.  
37 “Engine Captain” is not a fireline qualification.

38

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| BLM WCF Vehicle Class           | NWCG Type Class | Engine Boss | Engine Operator | Engine Crewmember |
|---------------------------------|-----------------|-------------|-----------------|-------------------|
| 625 Unimog                      | 4               | 1           | 1               | 1                 |
| 626 Unimog                      | 4               | 1           | 1               | 1                 |
| 650 Hummer                      | 6               | 1           |                 | 1                 |
| 662 Light                       | 6               | 1           |                 | 1                 |
| 663 Light                       | 6               | 1           |                 | 1                 |
| 664 Enhanced Light              | 6               | 1           |                 | 1                 |
| 665 Interface                   | 3               | 1           |                 | 2                 |
| 667 Heavy Engine                | 3, 4            | 1           |                 | 2                 |
| 668 Super-heavy Tactical Engine | 3, 4            | 1           | 1               | 1                 |
| 668 Super-heavy Tactical Tender | 2 (Tender)      | 1           |                 | 1                 |

1

2 When staffing a BLM engine with an employee from another agency on a short-  
3 term basis (detail, severity assignment, etc.), the qualification standards of that  
4 agency will be accepted. These qualifications must meet PMS 310-1  
5 requirements for the position that the detailed employee is serving in. Fire  
6 management officers should consider requiring these employees to attain BLM  
7 required training and qualifications for long-term details/assignments.

8

#### 9 **BLM Engine Training and Qualification Requirements**

10 BLM has established additional training and qualification requirements for  
11 Engine Operator (ENOP) and Engine Boss (ENGB). These additional  
12 requirements are listed below, and will be enforced in IQCS under the BLM Set  
13 ID on February 15, 2013. Historical recognition will be applied to BLM  
14 responders that are fully qualified as ENOP and/or ENGB prior to February 15,  
15 2013; these responders will remain qualified. BLM responders who are in  
16 trainee status for ENOP and/or ENGB on or after February 15, 2013 will meet  
17 the requirements below.

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| Fireline Position        | Required Training and Qualifications                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Engine Crewmember</b> | IS-700 <i>NIMS: An Introduction</i><br>I-100 <i>Intro to ICS</i><br>L-180 <i>Human Factors on the Fireline</i><br>S-130 <i>Firefighter Training</i><br>S-190 <i>Introduction to Wildland Fire Behavior</i><br>BL-300 <i>BLM Engine Driver Orientation (once)</i><br>RT-301 <i>BLM Engine Driver Refresher (Annually)</i>                                                                                  |
| <b>Engine Operator</b>   | Qualified as FFT1<br>PMS- 419 <i>BLM Engine Operator Course</i><br>L-280 <i>Followership to Leadership</i><br>S-131 <i>Firefighter Type 1</i><br>S-133 <i>Look Up/Down/Around</i><br>S-211 <i>Pumps and Water Use</i><br>S-212 <i>Wildfire Power Saws</i><br>S-260 <i>Incident Business Management</i><br>S-290 <i>Intermediate Fire Behavior</i><br>RT-301 <i>BLM Engine Driver Refresher (Annually)</i> |
| <b>Engine Boss</b>       | Qualified as ENOP and ICT5<br>I-200 <i>Basic ICS</i><br>S-200 <i>Initial Attack Incident Commander</i><br>S-215 <i>Fire Operations in the Wildland/Urban Interface</i><br>S-230 <i>Crew Boss (Single Resource)</i><br>S-290 <i>Intermediate Fire Behavior</i><br>RT-301 <i>BLM Engine Driver Refresher (Annually)</i>                                                                                     |

1

2 **BLM Engine Driver Requirements**

3 For engines greater than 26,000 GVWR, the driver of the engine is required to  
4 possess a commercial driver's license. Refer to Chapter 7 for more information.

5

6 WCF class 650 and 668 vehicle drivers are required to complete *WCF class 650*  
7 *and 668 driver and maintenance training* (once) and RT-301 *BLM Engine*  
8 *Driver Refresher* (annually). *WCF class 650 and 668 driver and maintenance*  
9 *training* may be conducted at the unit/zone/state level utilizing qualified and  
10 experienced 650 and 668 operators, with prior approval and oversight by the  
11 NFEP. The NFEP maintains a list of qualified cadre members to assist as  
12 needed. NFEP staff are available as unit instructors; the hosting unit is  
13 responsible for course coordination.

14

15 All hands-on components of engine driver training courses will be conducted on  
16 the specific vehicle or vehicle type that the driver will be using.

17

18 Equivalent courses that satisfy driver training requirements, such as the National  
19 Safety Council sanctioned Emergency Vehicle Operator Course (EVOC), will  
20 be approved in writing by the Division Chief, Fire Operations, FA on a case-by-  
21 case basis.

22

1 **BLM Engine Equipment Inventory**

2 BLM engines will be stocked as per the BLM National Engine Equipment  
3 Inventory found at the BLM Fire Operations Website.

4  
5 **Fire Equipment Maintenance and Care Standards**

6 BLM fire equipment will be maintained to reflect the highest standards in  
7 performance and appearance. Equipment will be stored in sheltered areas away  
8 from environmental elements whenever possible to prevent damage to critical  
9 seals, mechanical components, and the high-visibility finish.

10

11 The Fire Engine Maintenance Procedure and Record (FEMPR) will be used to  
12 document periodic maintenance on all engines. Apparatus safety and  
13 operational inspections will be performed at the intervals recommended by the  
14 manufacturer and on a daily and post-fire basis as required. All annual  
15 inspections will include a pump gpm test to ensure the pump/plumbing system is  
16 operating at or above the manufacturer's minimum rating for the pump. The  
17 Fire Engine Maintenance Procedure and Record (FEMPR) shall be maintained  
18 and archived to record historic engine maintenance for the duration of the  
19 vehicle's service life. This historical data is beneficial in determining trends,  
20 repair frequency, and repair costs. The FEMPR can be found at the BLM Fire  
21 Operations website.

22

23 **BLM Smokejumpers**

24

25 BLM Smokejumpers operate in teams of 2-8 firefighters and are used primarily  
26 for wildfire suppression, fuels reduction, and other fire management duties.  
27 They are capable of performing self-contained initial attack suppression  
28 operations, and commonly provide incident management capability at the Type  
29 3 level. BLM Smokejumpers provide personnel to Type 1 and Type 2 incidents  
30 as command and general staff or other miscellaneous single resource. The  
31 primary locations of the BLM smokejumper bases are Boise, Idaho and  
32 Fairbanks, Alaska.

33

34 **BLM SMKJ Operations**

35 BLM smokejumper operational and administrative procedures are located in the  
36 *Interagency Smokejumper Operations Guide (ISMOG)*, the *BLM Ram-Air*  
37 *Training Manual (RATM)*, the *Great Basin Smokejumpers User Guide*, *Alaska*  
38 *Geographic Area Coordination Center Mob Guide*, and other pertinent  
39 agreements and operating plans.

40

41 **BLM Smokejumper Mission**

42 BLM smokejumper aircraft are dispatched with a standard load of 8  
43 smokejumpers and equipment to be self-sufficient for 48 hours. A typical  
44 smokejumper mission takes 30 minutes over a fire. A spotter (senior  
45 smokejumper in charge of smokejumper missions) serves as the mission

1 coordinator on smokejumper missions. This may include coordinating airspace  
2 over a fire until a qualified ATGS arrives.

3

#### 4 **BLM SMKJ Coordination & Dispatch**

5 Smokejumpers are a national shared resource and are ordered according to  
6 geographic area or national mobilization guides. The operational unit for  
7 Smokejumpers is “one load” (8-20 smokejumpers). Specific information on the  
8 coordination, dispatch, ordering, and use of BLM smokejumpers can be found in  
9 the *BLM Great Basin Smokejumpers User Guide*, and in the *Alaska Geographic*  
10 *Area Coordination Center Mob Guide*. Contact BLM smokejumpers in Boise at  
11 (208) 387-5426 or in Alaska at (907) 356-5540 for these publications.

12

#### 13 **BLM Ram-Air Parachute System Management**

14 The BLM has exclusive authority for all aspects of BLM Ram-Air parachute  
15 system management and operations. This includes:

- 16 • System Changes and Modifications- All BLM Ram-Air parachute system  
17 modifications, research, and development will be documented and approved  
18 using the BLM Smokejumper Modification Document (MODOC) System.
- 19 • Ram-Air Training- All smokejumpers utilizing the BLM Ram-Air  
20 Parachute system will adhere to the training processes and procedures in the  
21 BLM Ram-Air Training Manual.
- 22 • Malfunction Abnormality and Reporting System (MARS)- The MARS is a  
23 BLM smokejumper system used to report and document malfunctions and  
24 abnormalities associated with BLM smokejumper parachute jumping,  
25 parachute equipment, and parachute related aircraft operations. The MARS  
26 database is used by BLM smokejumper management to analyze  
27 malfunctions and abnormalities, identify trends, and initiate corrective  
28 actions. BLM retains exclusive authority to apply corrective actions to all  
29 MARS.
- 30 • BLM Approved Smokejumper Equipment List- All smokejumpers using the  
31 BLM Ram-Air parachute system will only utilize equipment listed in the  
32 BLM Approved Smokejumper Equipment List unless specific approval is  
33 authorized through a BLM Smokejumper Modification Document  
34 (MODOC).
- 35 • Incidents, Reviews, and Accident Investigations- BLM smokejumpers will  
36 follow all procedures for accident review and investigation as outlined in  
37 the Interagency Standards for Fire and Fire Aviation Operations Chapters 2  
38 and 18. The BLM smokejumpers will report incidents/accidents as  
39 appropriate, on the MTDC Injury Reporting Form, and the Interagency  
40 Smokejumper Mission Incident Worksheet. A BLM Smokejumper subject  
41 matter expert will participate in any investigation or review involving the  
42 BLM Ram-Air Parachute System.
- 43 • Adherence to Agency Policies and Manuals- BLM will adhere to its own  
44 policies, guidelines, manuals, handbooks and other operational documents  
45 as they pertain to smokejumper parachuting operations. The Smokejumper  
46 Base Managers will work through established command channels to change

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1 BLM Ram-Air Parachute System policies, guidelines, manuals, handbooks  
 2 and other operational documents, and/or to request research and  
 3 development of new products.

4  
 5 **BLM Smokejumper Aircraft**

6 BLM Smokejumpers use aircraft approved by the Interagency Smokejumper  
 7 Aircraft Screening and Evaluation Board (SASEB). All aviation operations will  
 8 be performed according to agency policies and procedures. BLM Smokejumper  
 9 specific aviation standards are identified in the BLM Smokejumper Air  
 10 Operations Manual.

11  
 12 **BLM SMKJ Training**

13 To ensure proficiency and safety, smokejumpers complete annual training in  
 14 aviation, parachuting, fire suppression, administration, and safety. Experienced  
 15 jumpers receive annual refresher training in these areas. First year  
 16 smokejumpers undergo a rigorous 4-5 weeks long smokejumper training  
 17 program.

18  
 19 Candidates are evaluated to determine:

- 20 • Level of physical fitness
- 21 • Ability to learn and perform smokejumper skills
- 22 • Ability to work as a team member
- 23 • Attitude
- 24 • Ability to think clearly and remain productive in a stressful environment

25  
 26 **BLM Smokejumper Training and Qualification Targets**

| Position           | IQCS Target                    | SMKJ Training Target |
|--------------------|--------------------------------|----------------------|
| Dept Managers      | T1 and T2 C&G                  |                      |
| Spotter            | ICT3, DIVS, ATGS<br>RXB2, SOFR |                      |
| Lead Smokejumper   | STLD, TFLD                     | Senior Rigger, FOBS  |
| Smokejumper        | ICT4, CRWB, FIRB               | FEMO                 |
| Rookie Smokejumper | ICT5, FFT1                     |                      |

27  
 28 **BLM Smokejumper Physical Fitness Standards**

29 The national smokejumper physical fitness standards are mandatory. All BLM  
 30 smokejumpers must pass the national smokejumper physical fitness standards in  
 31 order to participate in smokejumper parachute training.

32  
 33 The BLM smokejumper physical fitness target standards are voluntary. The  
 34 target standards are established to provide BLM smokejumpers a common  
 35 standard against which to gauge their physical fitness level. BLM  
 36 smokejumpers are encouraged to meet or exceed these standards.

37

| National SMKJ Standard                                                                                                   | BLM SMKJ Target Standard                                                                                                                                                                                                                           |
|--------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.5 mile run in 11:00 minutes or less                                                                                    | (Three Options):<br>A. 1.5 mile run in 9:30 minutes or less, or<br>B. 3 mile run in 22:30 minutes or less, or<br>C. 1.5 mile run in 11:00 minutes or less in combination with backpacking a 90-pound load for three miles in less than 45 minutes. |
| 45 sit-ups                                                                                                               | 60 sit-ups                                                                                                                                                                                                                                         |
| 25 push-ups                                                                                                              | 35 push-ups                                                                                                                                                                                                                                        |
| 7 pull-ups                                                                                                               | 10 pull-ups                                                                                                                                                                                                                                        |
| Smokejumpers must pass a work performance standard for backpacking a 110 pound load three miles in less than 90 minutes* | Smokejumpers must pass a work performance standard for backpacking a 110 pound load three miles in less than 90 minutes*                                                                                                                           |

1 \*This element is tested during Smokejumper Rookie Training.

2

### 3 Retesting

4 National smokejumper physical fitness retesting criteria closely follows similar  
5 criteria for the Work Capacity Test stated in chapter 13 of this document.

6

7 Retesting criteria include:

- 8 • Returning BLM smokejumpers will be provided up to three opportunities to  
9 pass the national smokejumper physical fitness standards. Each retest will  
10 occur no sooner than 24 hours after failing the previous test, and will  
11 consist of **all** elements of the smokejumper physical fitness test.
- 12 • BLM smokejumper candidates will be provided one opportunity to pass the  
13 national smokejumper physical fitness standards.
- 14 • If an employee sustains an injury (verified by a licensed medical provider)  
15 during a test, the test will not count as an attempt. Once an injured  
16 employee has been released for full duty, the employee will be given time  
17 to prepare for the test (not to exceed 4 weeks).

18

### 19 **BLM Exclusive Use Helitack Crews**

20

21 The BLM contracts for the exclusive use of vendor supplied and supported  
22 helicopters. These aviation resources are Type 2 (Medium) or Type 3 (light)  
23 helicopters and are located at BLM Districts throughout the western United  
24 States. Helitack Crews are assigned to manage each contracted helicopter and  
25 perform suppression and support operations to accomplish fire and resource  
26 management objectives.

27

1 Each contract specifies a Mandatory Availability Period (MAP) that the aircraft  
 2 will be assigned for the exclusive use of the BLM. The National Aviation  
 3 Office provides the funding to pay for the aircraft’s availability costs.  
 4  
 5 The BLM host unit is responsible for providing a Helitack Crew that meets the  
 6 minimum experience and qualification requirements specified in the Exclusive  
 7 Use Fire Helicopter Position Prerequisites in Chapter 16 of this document. Each  
 8 functional or supervisory level must have met the experience and qualification  
 9 requirements of the next lower functional level. The minimum daily staffing  
 10 level (7 day staffing) must meet the level indicated in the *Interagency Helicopter*  
 11 *Operations Guide (IHOG)* Chapter 2, Chart 2-4. The host unit is also  
 12 responsible for providing administrative support, and *Interagency Helicopter*  
 13 *Operations Guide (IHOG)* specified equipment, vehicles, and facilities for their  
 14 Helitack Crews and any other associated specialized equipment.  
 15  
 16 The following chart indicates **target** IQCS qualifications for BLM exclusive use  
 17 helitack crews. These targets are NOT required, but provide direction for  
 18 increased program capabilities. This chart does not replace the minimum  
 19 requirements specified in chapter 16.

20  
 21 **Target (Desired) Exclusive Use Helitack Crew Qualifications &**  
 22 **Composition**

| Role                                      | Target IQCS Qualifications          | Target Training                     |
|-------------------------------------------|-------------------------------------|-------------------------------------|
| Fire Helicopter Crew Supervisor           | ICT3 or DIVS, HEB1, PLDO,HLCO, ASGS | S-300 or S-339, S-378, L-381, S-375 |
| Assistant Fire Helicopter Crew Supervisor | TFLD, HEB2, PLDO                    | S-215, S-330, S-390, S-371, L-380   |
| Fire Helicopter Squad Boss                | ICT4, HMGB                          | S-200, S-230, S-290, M-410, S-230   |
| Helicopter Senior Crew Member             | ICT5, HMGB(T)                       | S-372, L-280                        |
| Helicopter Crew Member                    | FFT1, HECM                          | S-131, S-133                        |

23  
 24 **Sage Grouse Conservation Related to Wildland Fire and Fuels**  
 25 **Management**

26  
 27 The Gunnison sage-grouse and greater sage-grouse have been designated as  
 28 sensitive species by the Bureau. These sensitive species are managed to  
 29 promote their conservation and to minimize the need for listing under the  
 30 Endangered Species Act in accordance with the BLM’s special status species  
 31 policy (BLM Manual 6840). Fire and fuels management functions will  
 32 contribute to this conservation through planning, utilization of sage-grouse maps  
 33 and data, and applying best management practices. While protecting sage-



1 grouse habitats and populations is critical, firefighter and public safety remain  
2 our highest priorities.

3

#### 4 **Wildland Fire Operations**

5 The BLM will strive to maintain a high initial attack success rate while being  
6 cognizant of sage-grouse habitats by:

- 7 • Utilizing available maps and spatial data depicting sage-grouse habitats  
8 during suppression activities;
- 9 • Using predictive services to prioritize and preposition firefighting resources  
10 in critical habitat areas;
- 11 • Improving firefighter awareness of the importance of sagebrush habitat;
- 12 • Continuing the use of resource advisors familiar with local sage-grouse  
13 habitat and management practices during initial and extended attack;
- 14 • Emphasizing habitat conservation during resource allocation decisions; and
- 15 • Applying local, state, and national-level best management practices.

16

#### 17 **Fuels Management**

18 The fuels treatment planning process will use objectives from land use and fire  
19 management plans as a framework for project design, treatment location, and  
20 documentation. Fire program managers will utilize local toolboxes, annual  
21 national Instruction Memoranda and apply state and national-level best  
22 management practices to identify, enhance, and conserve sage-grouse habitats.  
23 States may elect to issue detailed criteria regarding patch sizes, cover  
24 requirements, or other habitat parameters in fuels project design.

25

26 Fire and fuels management best management practices for sage-grouse  
27 conservation can be located at the BLM Fire Planning and Fuels Management  
28 website at <http://web.blm.gov/internal/fire/fpfm/sg/index.html>

29

#### 30 **BLM Use of WFDSS**

31

32 In addition to WFDSS guidance in Chapter 11, the BLM has established the  
33 following additional policy requirements for the WFDSS:

- 34 • Input of initial attack fires into the WFDSS is optional. All fires which  
35 escape initial attack or are being managed for multiple objectives will be  
36 input into the WFDSS and a decision will be published.
- 37 • Use of the web-based WFDSS application is required. If internet  
38 connections or servers are unavailable, WFDSS documentation will be  
39 completed using the “temporary WFDSS paper form” and entered into the  
40 web-based application as soon as it becomes available.
- 41 • Minimum WFDSS documentation requirements are available at the BLM  
42 Fire Operations Website.
- 43 • State and field units will ensure that WFDSS Strategic Objectives and  
44 Management Requirements reflect guidance contained in current Fire  
45 Management Plans and Land/Resource Management Plans.

- 1 • BLM Agency Administrators must meet fire training requirements for  
2 Agency Administrators, as specified in Chapter 2 of the Red Book.
  - 3 • BLM Agency Administrators will maintain WFDSS user profiles, allowing  
4 them to approve wildfire decisions documented in WFDSS.
  - 5 • BLM approvers of wildfire decisions documented in WFDSS are displayed  
6 in the Department of the Interior (DOI) WFDSS Approval Requirements  
7 Table in Chapter 11 of the Red Book.
  - 8 • Wildfire decisions, documented in WFDSS and approved by BLM Agency  
9 Administrators, constitute awareness of estimated fire costs to date. This  
10 cost, shown in the WFDSS Course of Action, will be developed from  
11 sources such as I-Suite, ICS209 summaries, finance units within incident  
12 management teams, estimation spreadsheets, or other sources.
  - 13 • In December 2012 the BLM updated, through amendment of *MS-1203*  
14 *Delegation of Authority*, the approval authorities for wildfire decisions and  
15 cost thresholds. To facilitate effective wildfire management, *MS-1203* has  
16 been amended to delegate authority to local managers to approve all  
17 wildfire decisions regardless of cost thresholds. BLM District/Field  
18 Managers will approve wildfire decisions for fires which:
    - 19 ○ Escape initial attack;
    - 20 ○ Are managed for multiple objectives; or
    - 21 ○ Exhibit high complexity due to one or more of the following: values at  
22 risk, potential for growth, potential duration, or other factors requiring  
23 Agency Administrator awareness.
  - 24 • The BLM DM/FM is responsible for approval of wildfire decisions on  
25 BLM-managed lands in Alaska.
  - 26 • To ensure awareness of suppression expenditures at all levels, local agency  
27 administrators will provide written notification to state directors or the  
28 bureau director as cost thresholds (Red Book, Chapter 11) are approached  
29 or reached.
  - 30 • As approvers of WFDSS decisions, Agency Administrators will ensure that  
31 periodic assessments are completed until the fire is declared out.  
32
- 33 **Wildfire Decision Approval Process in Alaska for Non-BLM Lands:**
- 34 • In Department Manual 620 Chapter 2, BLM is delegated the responsibility  
35 to provide cost-effective wildland fire suppression services on DOI-  
36 managed and Alaska Native lands. In this direction, BLM-Alaska Fire  
37 Service (AFS) participates in the wildfire decision approval process for fires  
38 on those lands.
  - 39 • The AFS Manager and AFS Fire Management Officers serve as agency  
40 administrators for approving wildfire decisions documented in WFDSS.
  - 41 • In addition to the Jurisdictional Agency Administrator, AFS Fire  
42 Management Officers serve as agency administrators for fires less than \$5  
43 million.
  - 44 • In addition to the Jurisdictional Agency Administrator, the AFS Manager  
45 serves as an agency administrator for fires \$5 million and greater.

- 1 • To ensure awareness of suppression expenditures at all levels, the AFS
- 2 Manager will provide written notification to the state director or the bureau
- 3 director as cost thresholds (Red Book, Chapter 11) are approached or
- 4 reached.

1 **Chapter 03**  
2 **National Park Service Program Organization & Responsibilities**

3  
4 **Introduction**

5  
6 This chapter summarizes specific requirements for NPS fire management  
7 programs. Fire managers should consult DO-18 Wildland Fire and RM-18  
8 Wildland Fire for full guidance and descriptions of requirements summarized in  
9 this chapter. If there is a discrepancy between guidance found in this document  
10 and DO or RM-18, information contained herein will be considered authoritative  
11 as updates occur on a more frequent cycle than either the DO or RM.

12  
13 **NPS Wildland Fire Operations Website**

14  
15 NPS Wildland Fire Operations maintains a website that hosts operational and  
16 informational documents. The website also contains information about the  
17 following programs: Wildland Fire Fleet and Facilities; Fuels; Safety and  
18 Prevention; and Training, Qualifications and Workforce Development. The  
19 address of the NPS Wildland Fire Operations website is:  
20 <http://npsfamshare/wildlandfire/operations/default.aspx>

21  
22 **Agency Administrator Roles**

23  
24 **Director**

25 The Director of the National Park Service is responsible to the Secretary of the  
26 Interior for fire management programs on public lands administered by the  
27 National Park Service. The Division of Fire and Fire Aviation Management is  
28 responsible to the Director for policy formulation and program oversight.

29  
30 The Chief, Division of Fire and Aviation Management will meet the required  
31 elements outlined in the *Management Performance Requirements for Fire*  
32 *Operations*.

33  
34 **Regional Director**

35 The Regional Director is responsible to the Director for fire management  
36 programs and activities within their region.

37  
38 The Regional Director will meet the required elements outlined in the  
39 *Management Performance Requirements for Fire Operations* and ensure  
40 training is completed to support delegations to line managers and principal  
41 acting.

42  
43 **Park Superintendent**

44 The Park Superintendent is responsible to the Regional Director for the safe and  
45 efficient implementation of fire management activities within their unit,  
46 including cooperative activities with other agencies or landowners in accordance

- 1 with delegations of authorities. The Park Superintendent or principal acting will  
 2 meet the required elements outlined in the *Management Performance*  
 3 *Requirements for Fire Operations*.

4

5 **Agency Administrator Management Performance Requirements for Fire**  
 6 **Operations**

7

| PERFORMANCE REQUIRED                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | NPS Director | Regional Director | Park Supt |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-------------------|-----------|
| 1. Take necessary and prudent actions to ensure firefighter and public safety.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | X            | X                 | X         |
| 2. Ensures sufficient qualified fire and non-fire personnel are available each year to support fire operations at a level commensurate with the local and national fire situation. Ensures that all training and certification of fire and non-fire personnel is completed as required to support fire operations at the local and national level.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | X            | X                 | X         |
| 3. Ensure Fire Management Officers (FMOs) are fully qualified as identified in the <i>Interagency Fire Program Management Qualification Standards</i> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | X            | X                 | X         |
| 4. Provide a written Delegation of Authority (DOA) on an annual basis to individual(s) responsible for wildland fire management activities to ensure an adequate level of operational authority. Depending on park organizational structure, written delegations may be provided to the Chief Ranger, Natural Resource Specialist, FMO, designated Fire Coordinator, Park Group FMO, or to individuals from neighboring fire management organizations, provided a written agreement or memorandum of understanding is in-place. Where applicable, an Inter-park Agreement that specifies the reciprocal responsibilities of the Superintendent and Park Group FMO will be prepared. This Inter-park Agreement will be accompanied by an annual Delegation of Authority. Both the DOA and Inter-Park Agreement will remain valid until rescinded by either party, updates are needed, or | X            | X                 | X         |

| PERFORMANCE REQUIRED                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | NPS Director | Regional Director | Park Supt |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-------------------|-----------|
| personnel changes necessitate a revision and update. As appropriate, the DOA will specify multi-agency coordination (MAC) group authorities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |              |                   |           |
| 5. Ensure applicable park resource management objectives are included in Fire Management Plan (FMP). Ensure FMP receives an interdisciplinary annual review and is validated and appropriately updated on an annual basis in advance of the fire season. Fire Management Plans do not automatically expire. They are considered valid until superseded by a new or revised approved plan. A comprehensive review of the FMP should be completed every 7 years (RM 18, Chapter 4). Copies of the park's signed annual FMP Review and Update template (RM-18, Chapter 4, Exhibit 2) or packet, will be sent to the Regional FMO and to the FMPC in Boise. (Note the change to a seven year review instead of five year review.) |              |                   | <b>X</b>  |
| 6. Reviews and approves wildfire preparedness and fuels management funding based on an accurate and defensible readiness analysis. Ensure use of fire funds is in compliance with Department and Agency policies.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>X</b>     | <b>X</b>          | <b>X</b>  |
| 7. Develop fire management standards and constraints that are in compliance with agency fire policies.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |              | <b>X</b>          | <b>X</b>  |
| 8. Ensure compliance with the collection, storing, and aggregation of Wildland Fire Program Core geospatial data ( <a href="http://share.nps.gov/firegis">http://share.nps.gov/firegis</a> ).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |              |                   | <b>X</b>  |
| 9. Management teams will meet once a year to review fire and aviation policies, roles, responsibilities, and delegations of authority. Specifically address oversight and management controls, critical safety issues and high-risk situations such as team transfers of command, periods of multiple fire activity and Red Flag Warnings.                                                                                                                                                                                                                                                                                                                                                                                    | <b>X</b>     | <b>X</b>          | <b>X</b>  |

| <b>PERFORMANCE REQUIRED</b>                                                                                                                                                                                                                                                                                                                                                                                              | <b>NPS Director</b> | <b>Regional Director</b> | <b>Park Supt</b> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------------|------------------|
| 10. Review safety policies, procedures, and concerns with field fire and fire aviation personnel. Discussions should include issues that could compromise safety and effectiveness during the upcoming season.                                                                                                                                                                                                           |                     |                          | <b>X</b>         |
| 11. Ensure timely follow-up actions to program reviews, fire preparedness reviews, fire and fire aviation safety reviews, fire critiques and post-season reviews.                                                                                                                                                                                                                                                        | <b>X</b>            | <b>X</b>                 | <b>X</b>         |
| 12. Ensure fire and fire aviation preparedness reviews are conducted in all units each year. Parks must complete checklists applicable to their specific program scope and complexity and include appropriate program elements, such as prescribed fire. A summary of the preparedness review findings including standards exceeded or needing improvement will be submitted to the Regional FMO before the fire season. |                     | <b>X</b>                 | <b>X</b>         |
| 13. Ensure an approved burn plan is followed for each prescribed fire project, including technical review and Go/No Go checklists are completed, follow-up monitoring and documentation to ensure management objectives are met.                                                                                                                                                                                         |                     | <b>X</b>                 | <b>X</b>         |
| 14. Meet annually with major cooperators and review interagency agreements to ensure their continued effectiveness and efficiency (may be delegated).                                                                                                                                                                                                                                                                    |                     | <b>X</b>                 | <b>X</b>         |
| 15. Ensure post fire reviews are conducted on all fires that escape initial attack or are managed as long term incidents. Participate in all reviews that require management by any type of Incident Management Team (Regional Director may delegate).                                                                                                                                                                   |                     | <b>X</b>                 | <b>X</b>         |
| 16. Provide management oversight by personally visiting wildland and prescribed fires each year.                                                                                                                                                                                                                                                                                                                         |                     |                          | <b>X</b>         |

| <b>PERFORMANCE REQUIRED</b>                                                                                                                                                                                                                                         | <b>NPS Director</b> | <b>Regional Director</b> | <b>Park Supt</b> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------------|------------------|
| 17. Provide incident management objectives, written delegations of authority and Agency Administrator briefings to Incident Management Teams.                                                                                                                       |                     |                          | <b>X</b>         |
| 18. Monitor wildfire potential and provide oversight during periods of critical fire activity/situations.                                                                                                                                                           | <b>X</b>            | <b>X</b>                 | <b>X</b>         |
| 19. Ensures that resource advisors are identified, trained, available, and appropriately assigned to wildland fire incidents. Refer to <i>Resource Advisors Guide for Wildland Fire</i> PMS 313, NFES 1831, Jan 2004.                                               |                     |                          | <b>X</b>         |
| 20. Convene and participate in annual pre- and post-season fire meetings.                                                                                                                                                                                           | <b>X</b>            | <b>X</b>                 | <b>X</b>         |
| 21. Attends the Fire Management Leadership Course (geographic or national) within two years of appointment to Superintendent. Ensures that personnel assigned oversight responsibilities for the fire program have completed the Fire Management Leadership course. |                     | <b>X</b>                 | <b>X</b>         |
| 22. Ensure appropriate investigations are conducted for accidents (as defined in Chapter 18), entrapments, shelter deployments, and related events.                                                                                                                 | <b>X</b>            | <b>X</b>                 | <b>X</b>         |
| 23. For all unplanned human-caused fires where liability can be determined, ensure actions are initiated to recover cost of suppression activities, land rehabilitation, and damages to the resource and improvements.                                              |                     | <b>X</b>                 | <b>X</b>         |
| 24. Ensure the development of Published Decisions within WFDSS with local unit staff specialists for all fires that escape initial attack.                                                                                                                          | <b>X</b>            | <b>X</b>                 | <b>X</b>         |
| 25. Ensure there is adequate direction in fire management plans to identify fire danger awareness with escalating fire potential.                                                                                                                                   |                     |                          | <b>X</b>         |



| PERFORMANCE REQUIRED                                                                                                                                                                                                                                                                               | NPS Director | Regional Director | Park Supt |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-------------------|-----------|
| 26. Ensure compliance with Departmental and agency policy, as well as Regional Office direction for prescribed fire activities and ensure that periodic reviews and inspections of the prescribed fire program are completed.                                                                      | X            | X                 | X         |
| 27. Review prescribed fire plans and recommend or approve the plans depending upon the delegated authority. Ensure that the prescribed fire plan has been reviewed and recommended by a qualified technical reviewer who was not involved in the plan preparation.                                 |              |                   | X         |
| 28. At National Preparedness Level 4 and 5, approve the initiation or continuation of prescribed fire applications based on an assessment of risk, impacts of the proposed actions on area resources and activities and include feedback from the Geographic Area Multi-Agency Coordinating Group. |              | X                 |           |

1

2 **Fire Management Staff Roles**

3

4 **National Office**

5 The Chief, Division of Fire and Aviation (FAM Chief), NPS-NIFC, is  
6 responsible and accountable for developing policy, program direction and  
7 international coordination. The FAM Chief, along with the Branch Chiefs for  
8 Wildland Fire and Aviation, work with interagency cooperators to coordinate,  
9 reduce duplication, increase efficiencies in wildland fire management and  
10 aviation, and provide feedback to regional offices on performance requirements.

11

12 **Regional Office**

13 The Regional Fire Management Officer (RFMO) provides leadership for their  
14 fire and fire aviation management program. The RFMO is responsible and  
15 accountable for providing planning, coordination, training, technical guidance  
16 and oversight to the park fire management programs. The RFMO also  
17 represents the Regional Director on interagency geographic coordination groups  
18 and Multi-Agency Coordination (MAC) Groups. The RFMO provides feedback  
19 to units on performance requirements.

20

21 **Park**

22 The Fire Management Officer (FMO) is responsible and accountable for  
23 providing leadership for fire and fire aviation management programs at the local

1 level. The FMO determines program requirements to implement land use  
 2 decisions through the Fire Management Plan (FMP) to meet land management  
 3 objectives. The FMO negotiates interagency agreements  
 4 (contracting/agreements officer must review and process agreement) and  
 5 represents the Agency Administrator on local interagency fire and fire aviation  
 6 groups.

7  
 8 The Superintendent annually shall provide and update the expectations of  
 9 wildland fire program leaders by means of two instruments. One is a limited  
 10 Delegation of Authority (DOA) that encompasses the scope of duties outlined  
 11 above. The other is an Inter-park Agreement for those cases where a Park  
 12 Group FMO (or designee) handles defined duties on behalf of another NPS unit  
 13 within the defined Park Group.

14  
 15 **Fire Management Staff Performance Requirements for Fire Operations**

| PERFORMANCE REQUIRED                                                                                                                                                                              | FAM CHIEF | RFMO | FMO |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------|-----|
| 1. Maintain safety first as the foundation for all aspects of fire and fire aviation management.                                                                                                  | X         | X    | X   |
| 2. Ensure completion of a job hazard analysis (JHA) for fire and fire aviation activities so mitigation measures are taken to reduce risk.                                                        |           |      | X   |
| 3. Ensure work/rest and length of assignment guidelines are followed during all fire and fire aviation activities. Deviations must be approved and documented.                                    | X         | X    | X   |
| 4. Ensure that only trained and qualified personnel are assigned to fire and fire aviation duties.                                                                                                | X         | X    | X   |
| 5. Develop, implement, evaluate and document fire and fire aviation training programs to meet current and anticipated needs.                                                                      | X         | X    | X   |
| 6. Establish an effective process to gather, evaluate, and communicate information to managers, supervisors, and employees. Ensure clear and concise communications are maintained at all levels. | X         | X    | X   |
| 7. Develop and maintain an open line of communication with the public and cooperators.                                                                                                            | X         | X    | X   |

| <b>PERFORMANCE REQUIRED</b>                                                                                                                                                                                                                                                                | <b>FAM CHIEF</b> | <b>RFMO</b> | <b>FMO</b> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------|------------|
| 8. Ensure that the fire and fire aviation management staff understand their role, responsibilities, authority, and accountability.                                                                                                                                                         | X                | X           | X          |
| 9. Organize, train, equip, and direct a qualified work force. Establish "red card" certification/qualification process at the local level. Individual Development Plans (IDP) should be developed for all employees, but special emphasis must be on employees that do not meet standards. | X                | X           | X          |
| 10. Ensure fire and fire aviation policies are understood, followed, and coordinated with other agencies as appropriate.                                                                                                                                                                   | X                | X           | X          |
| 11. Recognize when complexity levels exceed program capabilities. Increase administrative, managerial, and operational resources to meet the need.                                                                                                                                         | X                | X           | X          |
| 12. Initiate, conduct, and participate in fire management related reviews and investigations, including converted prescribed fires.                                                                                                                                                        | X                | X           | X          |
| 13. Provide for and personally participate in periodic site visits to individual incidents and projects.                                                                                                                                                                                   | X                | X           | X          |
| 14. Utilize the incident complexity analysis to ensure the proper level of management is assigned to all incidents.                                                                                                                                                                        |                  | X           | X          |
| 15. Review and evaluate performance of the fire management organization and take appropriate actions.                                                                                                                                                                                      | X                | X           | X          |
| 16. Ensure incoming personnel and crews are briefed prior to fire and fire aviation assignments.                                                                                                                                                                                           |                  | X           | X          |
| 17. Ensure the development of Published Decisions within WFDSS with local unit staff specialists for all fires that escape initial attack and within limitations contained within the Park's FMP.                                                                                          |                  | X           | X          |

| PERFORMANCE REQUIRED                                                                                                                                                                                                                                                                          | FAM CHIEF | RFMO | FMO |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------|-----|
| 18. Monitor fire season severity predictions, fire behavior, and fire activity levels. Take actions to ensure safe, efficient, and effective operations.                                                                                                                                      | X         | X    | X   |
| 19. Provide fire personnel with adequate guidance and decision-making authority to ensure timely decisions.                                                                                                                                                                                   |           | X    | X   |
| 20. Ensure a written/approved plan based on current land use and/or fire management plans and/or project-level NEPA document exists for each prescribed fire or non-fire treatment. Plans shall be integrated with related vegetation management actions such as invasive species management. |           |      | X   |
| 21. Ensure effective transfer of command of incident management occurs and oversight is in place.                                                                                                                                                                                             | X         | X    | X   |
| 22. Develop and maintain agreements, annual operating plans, and contracts on an interagency basis to increase effectiveness and efficiencies.                                                                                                                                                | X         | X    | X   |
| 23. Provide the expertise and skills to fully integrate fire and fire aviation management into interdisciplinary planning efforts.                                                                                                                                                            | X         | X    | X   |
| 24. Work with cooperators to identify processes and procedures for providing fire safe communities.                                                                                                                                                                                           | X         | X    | X   |
| 25. Develop, maintain, and annually evaluate the FMP to ensure accuracy and validity by completing a review. Ensure applicable park resource management objectives are included in the Fire Management Plan (FMP).                                                                            |           | X    | X   |
| 26. Ensure budget requests and allocations reflect analyzed anticipated workload.                                                                                                                                                                                                             | X         | X    | X   |
| 27. Develop and maintain current operational plans, e.g., dispatch, pre-attack, prevention.                                                                                                                                                                                                   | X         | X    | X   |
| 28. Ensure that reports and records are properly completed and maintained.                                                                                                                                                                                                                    | X         | X    | X   |

| PERFORMANCE REQUIRED                                                                                                                                                                                                 | FAM CHIEF | RFMO | FMO |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------|-----|
| 29. Ensure Wildland Fire Program Core spatial data is collected, stored, and aggregated based on NPS standards ( <a href="http://share.nps.gov/firegis">http://share.nps.gov/firegis</a> ).                          |           | X    | X   |
| 30. Ensure fiscal responsibility and accountability in planning and expenditures.                                                                                                                                    | X         | X    | X   |
| 31. Assess, identify, and implement program actions that effectively reduce unwanted wildland fire ignitions and mitigate risks to life, property, and resources. Utilize safe, effective, and efficient management. |           | X    | X   |
| 32. Effectively communicate the role of wildland fire to internal and external agency audiences.                                                                                                                     | X         | X    | X   |
| 33. Complete trespass actions when unplanned human-caused ignitions occur.                                                                                                                                           |           | X    | X   |
| 34. Ensure compliance with National and Regional policy and direction for prescribed fire activities and ensure that periodic reviews and inspections of the prescribed fire program are completed.                  | X         | X    | X   |
| 35. Ensure all fire management actions and activities are consistent with those contained in the current Fire Management Plan and associated environmental compliance documentation.                                 |           |      | X   |

1

2 **Requirements for Fire Management Positions**

3

4 All NPS employees assigned dedicated fire management program  
5 responsibilities at the park, regional or national level shall meet established  
6 interagency and NPS competencies (knowledge, skills, and abilities) and  
7 associated qualifications.

8

9 All NPS employees assigned to wildland fire management incidents will meet  
10 the training and qualification standards set by the National Wildfire  
11 Coordinating Group.

12

13 Refer to Chapter 13 of the *Interagency Standards for Fire and Fire Aviation*  
14 *Operations* for specific requirements.

15

1 All wildland fires will be managed by an individual qualified and certified at the  
 2 command level appropriate to the complexity level of the incident.  
 3  
 4 The qualification standards identified in the *Interagency Fire Program*  
 5 *Management Qualifications Standards* will be required, in conjunction with  
 6 specific agency requirements, when filling vacant fire program positions and as  
 7 an aid in developing Individual Development Plans (IDPs) for employees.

8  
 9 **Training**

10  
 11 **Training for Park Superintendents**

12 The following training is required for park superintendents.  
 13 • Fire Management Leadership (geographic or national)  
 14 The national course is the preferred alternative to the geographic course. The  
 15 training should be completed within two years of appointment to a designated  
 16 management position to ensure that personnel who have oversight  
 17 responsibilities for the fire program have completed the Fire Management  
 18 Leadership course.

19  
 20 **Training for Fire Management Officers**

21 The following training is required for fire management officers.  
 22 • Fire Program Management (M-581).  
 23 • M-3 Aviation Management for Supervisors (every 3 years).

24  
 25 **NPS Firefighters General Training Requirements**

|                  | One-Time Training                                                                                           | Recurring Training                                                                                                     | Annual Training                                                                                                                                                                                   |
|------------------|-------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| All Firefighters | Hazardous Materials-First Responder Awareness Level<br><br>Aviation B3:Helicopter/Airplane Safety-classroom | First Aid/CPR, every 2 years.<br><br>Defensive Driving every 3 years.<br><br>Aviation B3 (on-line), every three years. | RT-130 Annual Fireline Safety Training<br><br>EEO, Discrimination & Whistleblowing in the Workplace (on-line) *<br><br>HazWOPR Refresher (on-line@DOILearn)<br><br>Blood borne Pathogen (on-line) |

26 \*Training is not required for AD positions.  
 27  
 28

**1 Structural Fire and Hazardous Materials Response**

2

**3 Structural Fire Response Requirements (Including Vehicle, Trash, and  
4 Dumpster Fires)**

5 In order to protect the health and safety of National Park Service personnel, no  
6 employee shall be directed, or dispatched (including self-dispatching) to the  
7 suppression of structural fires, including vehicle fires, unless they are provided  
8 with the required personnel protective equipment, firefighting equipment and  
9 training. All employees must meet or exceed the standards and regulations  
10 identified in Director's Order and Reference Manual #58, Structural Fire.

11

12 Vehicle, trash, and dumpster fires contain a high level of toxic emissions and  
13 must be treated with the same caution that structural fires are treated.

14 Firefighters must be outfitted with NFPA compliant structural fire personal  
15 protective clothing, including self-contained breathing apparatus. Situations  
16 exist during the incipient phase of a vehicle fire where the fire can be quickly  
17 suppressed with the discharge of a handheld fire extinguisher. Discharging a  
18 handheld fire extinguisher during this phase of the fire will normally be  
19 considered an appropriate action for any employee who has received annual fire  
20 extinguisher training. If the fire has gone beyond the incipient stage, employees  
21 are to protect the scene and request the appropriate suppression resources.

22

**23 Hazardous Materials Response**

24 Hazardous material response or control is not a functional responsibility of  
25 wildland fire suppression resources. These incidents have tremendous potential  
26 to cause significant health and life safety issues. In order to protect the health  
27 and safety of NPS personnel, no employee shall be directed, or dispatched  
28 (including self dispatching) to an incident involving hazardous materials unless  
29 they are provided with the required personal protective equipment and the  
30 appropriate certification level. NPS personnel on incidents involving hazardous  
31 material will limit their actions to those emergency services necessary for the  
32 immediate protection of themselves and the public and the prompt notification  
33 of appropriate public safety agencies. All wildland firefighters who are likely to  
34 witness or discover hazardous substances are required to complete the agency's  
35 First Responder Awareness (Level I) program, requiring 4-8 hours of initial  
36 training and an additional 4 hours of refresher training annually.

37

**38 Delegation of Authority**

39

**40 Delegation for Regional Fire Management Officers**

41 In order to effectively perform their duties, the RFMO must have certain  
42 authorities delegated from the Regional Director. The Delegation of Authority  
43 should include the following roles and responsibilities:

- 44 • Serves as the Regional Director's authorized representative on Geographic  
45 Area Coordination Groups, including MAC groups.

- 1 • Coordinate and establish priorities on uncommitted fire suppression
- 2 resources during periods of shortages.
- 3 • Coordinate wildland fire planning, response, and evaluation region-wide.
- 4 • Relocate agency pre-suppression/suppression resources within the region
- 5 based on fire potential/activity.
- 6 • Correct unsafe fire suppression activities.
- 7 • Direct accelerated, aggressive initial attack when appropriate.
- 8 • Develop and maintain agreements to provide for the management, fiscal and
- 9 operational functions of combined agency operated facilities.
- 10 • Suspend prescribed fire activities when warranted.
- 11 • Give authorization to hire Emergency Firefighters in accordance with the
- 12 DOI Pay Plan for Emergency Workers.
- 13 • Approve emergency fire severity funding expenditures not to exceed the
- 14 Regional annual authority.

#### 16 **NPS Duty Officer (DO)**

17  
18 All Fire Management Officers are responsible to provide DO coverage during  
19 any period of predicted incident activities. DO's responsibilities may be  
20 performed by any individual with a signed Delegation of Authority from the  
21 local Agency Administrator. The required duties for all DOs are:

- 22 • Monitor unit incident activities for compliance with NPS safety policies.
- 23 • Coordinate and set priorities for unit suppression actions and resource
- 24 allocation.
- 25 • Keep Agency Administrators, suppression resources and Information
- 26 Officers informed of the current and expected situation.
- 27 • Plan for and implement actions required for future needs.
- 28 • Document all decisions and actions.

29  
30 DOs will provide operational oversight of these requirements as well as any  
31 specific duties assigned by fire managers through the fire operating plan. DOs  
32 will not fill any ICS incident command functions connected to any incident. In  
33 the event that the DO is required to accept an incident assignment, the FMO will  
34 ensure that another authorized DO is in place prior to the departure of the  
35 outgoing DO.

#### 37 **Engine Operating Standards**

38  
39 Current direction on the NPS Fire and Aviation vehicle program is at the NPS  
40 Fire Operations Sharepoint site:  
41 <http://npsfamshare/wildlandfire/operations/fleetandfacilities/default.aspx>

#### 43 **Vehicle Color and Marking**

44 Vehicles dedicated to wildland fire activities shall be white in color and have a  
45 single four-inch wide red reflective stripe placed according to NFPA 1906



1 (NFPA 1906 8.8.3, 2006 edition). The word "FIRE" red with white background  
 2 color will be clearly visible on all four sides of the vehicle. The NPS  
 3 Arrowhead will be placed on the front doors. The size and placement of the  
 4 Arrowhead will be as specified in RM-9. An identifier will be placed on the  
 5 vehicle according to local zone or GACC directions. Roof numbers will be  
 6 placed according to local zone procedures.

7

### 8 **Engine Staffing Standards**

9 If no ENGB is assigned, then the apparatus is designated as a Patrol or  
 10 Prevention vehicle, not as an Engine.

11

| Engine Type | Recommended Daily Staffing† | WCF Mandatory Staffing During Defined Season | Minimum 410-1 Standards | Min Quals, out-of-park Response | Min Quals, In-park Response |
|-------------|-----------------------------|----------------------------------------------|-------------------------|---------------------------------|-----------------------------|
| 3           | 5*                          | 4*                                           | 3                       | ENGB, 2-FFT2                    | ENGB, 2-FFT2                |
| 4           | 5*                          | 4*                                           | 2                       | ENGB, 2-FFT2                    | ENGB, FFT2                  |
| 5           | 5*                          | 4*                                           | 2                       | ENGB, 2-FFT2                    | ENGB, FFT2                  |
| 6           | 3                           | 3                                            | 2                       | ENGB, 2-FFT2                    | ENOP**, FFT2                |
| 7           | 3                           | 2                                            | 2                       | ENGB, FFT2                      | See Below<br>***            |

12 † Recommended when status is available, but must at least meet minimum 410-  
 13 1 standards for off-park assignments.

14 \* Engines staffed with more than 3 will always have a qualified engine operator  
 15 (ENOP) in addition to an ENGB

16 \*\* ENOP must also be qualified as ICT5

17 \*\*\* Determined by Park Superintendent and/or FMO, minimum FFT2

18

19 ENOP is an agency specific qualification. To add this position to an employee  
 20 in IQCS, use the NPS00 SetID.

21

22 NPS ENOP Prerequisites: FFT1, L-280, RT130, FITCAT, ENOP PTB

23 ENOP PTB can be found at: <http://www.nwccg.gov/pms/taskbook/taskbook.htm>

24

### 25 **Lights and Siren Response**

26

27 Responding to wildland fire incidents normally does not warrant the use of  
 28 emergency lights and siren on public roads by calling for or blocking the right-  
 29 of-way from other traffic in order to safely and effectively perform the NPS

- 1 mission. However, there may be rare and extenuating circumstances when  
2 limited use of emergency lights and siren is appropriate and necessary due to an  
3 immediate threat to life.  
4
- 5 Those units that determine an emergency lights-and-siren response on public  
6 roads is necessary to meet mission requirements must develop an operating plan  
7 that ensures the following:
- 8 1. All vehicles (command, engines, etc.) will be properly marked, equipped, and  
9 operated in accordance with state statutes, codes, permits and NPS requirements.
  - 10 2. Drivers will complete training in the proper use of lights and siren response in  
11 accordance with National Fire Protection Association (NFPA) 1451 Standard for  
12 a Fire Service Operations Training Program and 1002 Standard for Fire  
13 Apparatus Operator/Driver Professional Qualifications, as well as any state  
14 requirements.
  - 15 3. Instructors of lights and siren training must have successfully completed  
16 lights and siren training as part of a federal engine academy, and Emergency  
17 Vehicle Operators Course (EVOC) and a facilitative instructor course.
  - 18 4. Drivers responding with emergency lights and sirens will be minimally  
19 qualified as engine operator.
  - 20 5. Lights and sirens will meet NFPA and state code requirements.
  - 21 6. Posted speed limits will be followed at all times, regardless of response type.
  - 22 7. Drivers will stop at all controlled intersections (sign, light, traffic officer)  
23 before proceeding; drivers will stop or reduce speed as circumstances dictate  
24 prior to proceeding through any uncontrolled intersections.
  - 25 8. Traffic light changing mechanisms (e.g., Opticons) will only be used under  
26 formal written agreement with state and local governments. They will be used  
27 only when they are necessary to create safe right-of-way through urban high-  
28 traffic areas. All pertinent state and local statutes and procedures will be  
29 adhered to.

30

### 31 **Vehicle Repairs and Maintenance**

32

33 The cost of all vehicle repairs and maintenance is the responsibility of the  
34 individual parks unless the damage is directly attributable to operations on a  
35 wildfire. In that case, with approval from the IC, the damages may be paid for  
36 under the fire's suppression account. Daily preventative maintenance checks,  
37 regular servicing, and prompt repairs are critical to providing mission readiness,  
38 performance, and safe operation. Annual required maintenance servicing and  
39 monthly preventative maintenance checks will be conducted and documented.  
40 Wildland fire vehicles that are not operationally sound or have safety  
41 deficiencies must not be put into service. In addition, vehicles that suffer from  
42 mechanical or safety issues while enroute or on assignment must be taken out of  
43 service at the earliest opportunity in which it is safe to do so and must not be put  
44 back into service until corrective action can be completed.

45

46

1 **Fixed Ownership Rates (FORs)**

2 FORs are fees that are paid into the WCF annually for each vehicle in the  
3 program. These fees continue to accumulate over the life of a vehicle and are  
4 used to replace the vehicle at the end of its life cycle. The FOR is adjusted  
5 annually by the WCF manager to reflect changes in input parameters.

7 **Equipment Bulletins and Equipment Alerts**

9 The NPS mirrors the Bureau of Land Management (BLM) two-level Equipment  
10 Bulletin (EB) and Equipment Alert (EA) System. The purpose of the system is  
11 to share accurate and timely information regarding potential equipment  
12 problems and/or needed repairs. The EB is primarily intended to inform the  
13 equipment users of recommendations for repairs, potential hazards, or general  
14 information related to the overall maintenance, awareness, and safe operation of  
15 fire equipment. The EA is time sensitive and addresses potentially serious  
16 hazards or risks. The alert includes a specific action that the user must act upon.

18 Unexpected issues involving wildland fire vehicles which do not fall under other  
19 types of wildland fire reviews and investigations and/or other applicable federal,  
20 state or specific agency requirements must be reported via an electronic form  
21 located in the PDS fleet tab. If an unexpected vehicle issue warrants a EB or EA  
22 it is issued by the National Fire Equipment Program Manager through the  
23 Operations Advisory Team and the Capital Equipment Committee. Members of  
24 these groups must ensure the information reaches all levels of the organization.

26 **Annual Safety Inspections, Scheduled Maintenance, and Daily Inspections**

27 It is required to complete and document annual safety inspections, regularly  
28 scheduled preventative maintenance and daily (or pre-trip) inspections for all  
29 NPS wildland fire vehicles. Annual safety inspections must be documented on  
30 Form 1520-35 and uploaded into PDS. Regularly scheduled preventative  
31 maintenance, unscheduled maintenance and repairs must be recorded in PDS.  
32 Daily inspections must be recorded in the FEMPR (Fire Engine Maintenance  
33 Procedure and Record).

35 **NPS Firefighter Target Physical Fitness Standards**

37 These are voluntary targets. They are not mandatory. These targets are  
38 established to provide NPS firefighters a common standard against which to  
39 gauge their physical fitness level. NPS firefighters are encouraged to meet or  
40 exceed these standards.

|                     | Age<br>20-29 | Age<br>30-39 | Age<br>40-49 | Age<br>50 & Up |
|---------------------|--------------|--------------|--------------|----------------|
| 1.5 Mile Run        | 11:58        | 12:25        | 13:05        | 14:43          |
| Sit-Ups (1 minute)  | 40           | 36           | 31           | 26             |
| Push-Ups (1 minute) | 33           | 27           | 21           | 15             |

- 1 The guide below may be used to adjust the 1.5 mile run times to compensate for  
2 altitude differences:

| Altitude in feet | 1.5 mile run time adjustment |
|------------------|------------------------------|
| 0 - 5,000        | No adjustment                |
| 5,000 - 6,000    | Add 30 seconds               |
| 6,000 - 7,000    | Add 40 seconds               |
| 7,000 - 8,000    | Add 50 seconds               |

3

#### 4 **National Fire Operations Fitness Challenge**

5 The national fire operations fitness challenge encourages and recognizes  
6 achievement in physical fitness by NPS firefighters. The fitness challenge  
7 provides a common system by which NPS firefighters can measure current  
8 fitness, establish fitness goals, and track fitness improvement. The fitness  
9 challenge is voluntary, but NPS firefighters are encouraged to participate. The  
10 fitness challenge tests participants in four basic exercises - push-ups, pull-ups,  
11 sit-ups and a timed run of 1.5 miles. Test results are compiled into a final  
12 overall score. Unit and Regional offices are encouraged to support and  
13 recognize achievement in firefighter fitness. Specific information on the fitness  
14 challenge is located at  
15 [www.blm.gov/nifc/st/en/prog/fire/fireops/fitness\\_challenge.html](http://www.blm.gov/nifc/st/en/prog/fire/fireops/fitness_challenge.html).

16

#### 17 **Wildland Fire Uniform Standards**

18

19 The Service-wide Uniform Program Guideline (DO-43) sets forth the  
20 servicewide policies and associated legal mandates for wearing the NPS uniform  
21 and for authorizing allowances to employees.

22

23 The guideline states that superintendents administer the uniform program within  
24 their areas and are responsible for developing and communicating local uniform  
25 and appearance standards in accordance with DO-43, determining who will wear  
26 the uniform and what uniform will be worn and enforcing uniform and  
27 appearance standards. Three options exist for uniforms for wildland fire  
28 personnel:

- 29 • Within the context of the uniform standards, if the conventional NPS  
30 uniform is identified at the local level as required for specified fire  
31 management staff, fire program management funds may be used to support  
32 uniform purchases in accordance with allowance limits identified in DO-43.
- 33 • While Nomex outerwear (i.e. shirts, trousers, brush-coats) routinely issued  
34 as personal protective equipment has become recognized as the uniform of  
35 the wildland firefighter as a matter of necessity, these apparel also have  
36 justifiable utility as a uniform standard at the park level for certain fire  
37 and/or ONPS base-funded wildland fire staff.
- 38 • When the conventional NPS uniform or the full Nomex outerwear is not  
39 appropriate or justified, local management with park superintendent

- 1 approval may establish a predetermined dress code for fire staff. The goals  
2 of the NPS uniform program can appropriately be applied (with common  
3 sense) to this departure from the norm.
- 4 • The DOI Boot Policy is referenced in Chapter 7.
  - 5 • The fire management officer is responsible for establishing a reasonable  
6 allotment schedule for new or returning employees, commensurate with  
7 supplies provided in previous seasons. A suggested per person issuance is  
8 three to four tee shirts, one ball cap, and one sweatshirt (where appropriate).  
9 \$100 would normally be adequate to cover costs of this issuance.

10  
11 Where appropriate and justified, fire funds may be applied to the purchase of  
12 100 percent cotton tee shirts, sweatshirts, and ball caps, with appropriate logo  
13 and color scheme, to augment the Nomex outerwear worn in conjunction with  
14 project or wildland fire management incidents. Nomex outerwear will usually  
15 be returned to the park's fire cache based on the tour of duty (end of season,  
16 transfer to another park, etc.).

17  
18 Just as with uniform allowance discussed in DO-43, the intent of fire-funded  
19 purchases is to defray the cost of the appropriate apparel, not necessarily to  
20 cover the cost of all items. This will not only be factored into the quantities  
21 deemed necessary for the individual, but would also preclude fire-funded  
22 purchases of fleece jackets, rain gear and other personal items generally  
23 considered the responsibility of those employees not covered by the NPS  
24 uniform program. Exceptions to this should be well-justified and documented.

#### 25 26 **Fire Management Credentials**

27 Official fire identification credentials are approved for issuance to National Park  
28 Service (NPS) employees with fire as a primary or secondary responsibility as  
29 identified in their individual position descriptions and approved by DOI Office  
30 of Services for OWCP, Accountability and Retirement (SOAR). These  
31 credentials provide fire personnel with similar professional identification as  
32 being used by many fire cooperators. The fire credentials consist of a badge,  
33 identification card, and case that are issued as government property. The badge  
34 complies with national fire standards, has red trim, and is labeled as Fire Chief,  
35 Fire Manager or Firefighter. The fire credentials are to be carried in a wallet  
36 type case and utilized for identification purposes only and will not be worn with  
37 the official NPS uniform or otherwise conflict with DO-43. Lost or stolen  
38 credentials, as government property, should be entered into NCIC for  
39 confiscation and returned when found.

#### 40 41 **NPS Use of WFDSS**

- 42  
43 1. The internet-based WFDSS will be the primary fire documentation platform  
44 for all NPS wildfires. NFPORS will remain the documentation platform for  
45 all NPS prescribed fires.

- 1 2. Minimum required documentation/data field entry for each fire will follow  
2 system standards.
- 3 3. Input of initial attack fires in the WFDSS is optional. All fires which go  
4 into extended attack or are being managed for multiple objectives will be  
5 input into the WFDSS and a decision will be published.
- 6 4. Those fires burning on to NPS lands from another federal fire management  
7 agency (Forest Service, Bureau of Land Management, Bureau of Indian  
8 Affairs, or US Fish & Wildlife Service) should be entered by the originating  
9 agency, not the NPS.
- 10 5. Wildfires burning on to NPS lands from state and local lands will be entered  
11 into WFDSS by the receiving NPS unit, if they have not been entered by  
12 another federal agency or State, with the true Point of Origin and Discovery  
13 Date being entered. When these incidents are created in WFDSS, the  
14 Responsible Unit Name at Point of Origin will not be the NPS. However,  
15 the NPS will be selected as at least one of the Responsible Agency(s) in  
16 addition to Other.
- 17 6. Wildfires must be entered individually, not as complexes, into the WFDSS.  
18 This is independent of the operational or financial management of a group  
19 of fires as a complex, and regardless of them having a common course of  
20 action.
- 21 7. Applicable fire-related resource management objectives and management  
22 requirements from the NPS Management Policies, as well as from a park's  
23 General Management Plan, Resource Management/Stewardship Plan, and  
24 Fire Management Plan (FMP), will be migrated into the WFDSS. This  
25 information will reflect the management objectives for wildland fire as  
26 stated in the park's FMP and supporting NEPA documents.
- 27 8. Every wildland fire decision will consider the development of protection  
28 objectives which also provide for safety of firefighters and the public and  
29 minimize the loss of, and damage to, property, cultural and natural  
30 resources.
- 31 9. WFDSS does not replace ICS-209 and Situation Reporting Systems. Parks  
32 will continue to follow National, Geographic Area Coordination Center  
33 (GACC), and/or local guidance for fire reporting within these systems.
- 34 10. Refer to Chapter 11 of the *Interagency Standards for Fire and Fire Aviation*  
35 *Operations* for further guidance.  
36

**Chapter 04****U.S. Fish & Wildlife Service Program Organization & Responsibilities****Introduction**

This document states, references, or supplements policy for the U.S. Fish and Wildlife Service Wildland Fire Management Program. The standards provided in this document are based on current U.S. Department of the Interior and Bureau policy, and are intended to provide fire program guidance. If there is a discrepancy between guidance found in this document and the Service Manual, information contained herein will be considered authoritative as updates occur on a more frequent cycle than the FW Manual. The intent is to ensure safe, consistent, efficient, and effective fire and aviation operations. This document will be reviewed and updated annually.

**Agency Administrator Roles****Director**

The Director of the Fish and Wildlife Service has overall responsibility for the Service wildland fire management program. The Director will ensure that all regional fire management activities are formally evaluated.

**Chief, National Wildlife Refuge System**

The National Wildlife Refuge System under the Chief provides leadership for the wildland fire management program. The National Wildlife Refuge System also formally evaluates all regional fire activities at least every five years. The Assistant Director of the National Wildlife Refuge System has delegated the authority to approve the *Fire Management Handbook* and other fire related handbooks as needed to provide guidance to the Chief, Branch of Fire Management.

**Regional Director**

The Regional Director is responsible to the Director for fire management programs and activities within their region. The Regional Director will meet the required elements outlined in the *Management Performance Requirements for Fire Operations* and ensure training is completed to support delegations to line managers and principal acting's.

- Ensures that Refuge Managers/Project Leaders, and or Field Supervisors are qualified to approve prescribed fire plans. Any prescribed fire that is converted to a wildfire, and/or contributes to an air quality violation, and/or significant damage to values outside of FWS boundaries must be reviewed. The appropriate level and scope of the review will be determined by agency policy. The final review results shall be provided to the Regional Director within 90 days.

- 1 • Ensures emergency stabilization and burned area rehabilitation plans with  
2 estimated costs < \$500,000 are consistent with Department and Service  
3 policy and guidelines.
- 4 • Establishes a process to delegate approval for prescribed fire burn plans to  
5 the responsible line officer. The Regional review and concurrence processes  
6 for such plans must include Burn Bosses and designated subject matter  
7 experts.

8  
9 **Regional Chief and Refuge Supervisors**

10 Regional Chiefs and Refuge Supervisors are delegated specific leadership  
11 responsibilities by the Regional Director. They provide oversight and direction,  
12 in coordination with, the Wildland Fire Management Program for the National  
13 Wildlife Refuge System. These responsibilities occur through established lines  
14 of authority as assigned by the Regional Director.

15  
16 **Project Leader/Refuge Manager**

17 The Project Leader is responsible to the Regional Director for the safe and  
18 efficient implementation of fire management activities within their unit,  
19 including cooperative activities with other agencies or landowners, in  
20 accordance with delegations of authorities. The Project Leader, or principal  
21 acting, will meet required elements outlined in the Project Leader/Refuge  
22 Manager Performance Requirements.

- 23  
24 • Refuge Managers/Project Leaders must meet the performance requirements  
25 which are appropriate for the unit’s fire management complexity as  
26 determined by the Refuge Supervisors, in consultation with the Regional Fire  
27 Management Coordinator (RFMC).
- 28 • If a Project Leader/Refuge Manager is absent during an incident, the Refuge  
29 Supervisor and RFMC will make an assessment of the Acting Project  
30 Leader/Refuge Manager’s capabilities and provide appropriate additional  
31 support. The Refuge Supervisor and RFMC will provide additional fire  
32 management support for the affected refuge as needed.

33  
34 **Management Performance Requirements for Fire Operations**

| PERFORMANCE<br>REQUIRED                                                             | FWS<br>Director | Regional<br>Director | Regional<br>Chief /<br>Refuge<br>Supervisor | Project<br>Leader/<br>Refuge<br>Manager |
|-------------------------------------------------------------------------------------|-----------------|----------------------|---------------------------------------------|-----------------------------------------|
| <i>Policy</i>                                                                       |                 |                      |                                             |                                         |
| 1. Ensure any standards developed are compliant with agency wildland fire policies. | X               | X                    | X                                           | X                                       |



| <b>PERFORMANCE REQUIRED</b>                                                                                                                                                                            | <b>FWS Director</b> | <b>Regional Director</b> | <b>Regional Chief / Refuge Supervisor</b> | <b>Project Leader/ Refuge Manager</b> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------------|-------------------------------------------|---------------------------------------|
| 2. Ensure use of fire funds is in compliance with department and agency policies.                                                                                                                      | X                   | X                        | X                                         | X                                     |
| 3. Review critical operations and safety policies and procedures with fire and fire aviation personnel.                                                                                                |                     | X                        | X                                         | X                                     |
| 4. Demonstrate a working knowledge of Service safety and accident reporting policies and procedures.                                                                                                   |                     | X                        | X                                         | X                                     |
| 5. Demonstrate knowledge of NWCG, Interagency Fire Program Management, and <i>Interagency Standards for Fire and Fire Aviation Operations</i> "Red Book" Standards.                                    |                     | X                        | X                                         | X                                     |
| <b><i>Program Management</i></b>                                                                                                                                                                       |                     |                          |                                           |                                       |
| 6. Ensure Fire Management Plans (FMP) reflect agency commitment to firefighter and public safety, while utilizing the full range of fire management activities available for ecosystem sustainability. | X                   | X                        | X                                         | X                                     |
| 7. Ensure all fire management activities are supported by a current FMP with documented annual updates and are integrated with an approved Comprehensive Conservation Plan.                            | X                   | X                        | X                                         | X                                     |
| 8. Ensure units have a current safety plan, an active safety committee, and safety program that integrates the fire program.                                                                           | X                   | X                        | X                                         | X                                     |

| <b>PERFORMANCE REQUIRED</b>                                                                                                                                                                                                                                                                                                                           | <b>FWS Director</b> | <b>Regional Director</b> | <b>Regional Chief / Refuge Supervisor</b> | <b>Project Leader/ Refuge Manager</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------------|-------------------------------------------|---------------------------------------|
| 9. Ensure investigations and reviews are conducted for incidents, accidents, escaped prescribed fires, and near misses as described in Chapter 18.                                                                                                                                                                                                    | X                   | X                        | X                                         | X                                     |
| 10. Ensure management strategies and tactics are employed that achieve departmental cost containment goals.                                                                                                                                                                                                                                           | X                   | X                        | X                                         | X                                     |
| 11. Annually update and review the <i>FWS Line of Duty Death Response Handbook</i> and the <i>Agency Administrator's Guide to Critical Incident Management</i>                                                                                                                                                                                        |                     | X                        | X                                         | X                                     |
| 12. Ensure timely follow-up to fire management program reviews.                                                                                                                                                                                                                                                                                       |                     | X                        | X                                         | X                                     |
| 13. Ensure master agreements with cooperators are valid and in compliance with agency policies, and Annual Operating Plans are current.                                                                                                                                                                                                               |                     | X                        | X                                         | X                                     |
| 14. Provide a written Delegation of Authority to FMOs giving an adequate level of operational authority. For zoned/area units, ensure all appropriate Agency Administrators have signed the delegation. When applicable, an Inter-refuge Agreement specifying reciprocal responsibilities of the Project Leader/Refuge Manager and the Area/Zone FMO. |                     | X                        | X                                         | X                                     |

| PERFORMANCE<br>REQUIRED                                                                                                                                                                                                                                                       | FWS<br>Director | Regional<br>Director | Regional<br>Chief /<br>Refuge<br>Supervisor | Project<br>Leader/<br>Refuge<br>Manager |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------|---------------------------------------------|-----------------------------------------|
| 15. Ensure trespass actions are initiated and documented to recover cost of suppression activities, land rehabilitation, and damages to resources and improvements for all human-caused fires where liability can be determined, as per FWS <i>Fire Management Handbook</i> . |                 | <b>X</b>             | <b>X</b>                                    | <b>X</b>                                |
| 16. Ensure WFDSS is used to publish timely decisions and to provide decision support documentation for all fires that escape initial attack or initial response.                                                                                                              |                 | <b>X</b>             | <b>X</b>                                    | <b>X</b>                                |
| 17. Convene and participate in annual fire meetings.                                                                                                                                                                                                                          |                 |                      | <b>X</b>                                    | <b>X</b>                                |
| 18. Participate as part of in-briefings and post fire closeouts on Type I and Type II fires. (Attendance by Regional Chiefs may be delegated).                                                                                                                                |                 |                      | <b>X</b>                                    | <b>X</b>                                |
| 19. Provide a written Delegation of Authority, Wildland Fire Decision Support System (WFDSS) analysis, Agency Administrator Briefings to Incident Management Teams and local Incident Managers as defined by fire management policy.                                          |                 |                      |                                             | <b>X</b>                                |
| 20. Ensure fire and fire aviation preparedness reviews are conducted annually in all unit offices. Personally participate in at least one review annually.                                                                                                                    |                 |                      |                                             | <b>X</b>                                |

| <b>PERFORMANCE REQUIRED</b>                                                                                                                                                                   | <b>FWS Director</b> | <b>Regional Director</b> | <b>Regional Chief / Refuge Supervisor</b> | <b>Project Leader/ Refuge Manager</b> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------------|-------------------------------------------|---------------------------------------|
| 21. Ensure that fire season severity predictions, weather forecasts, fire behavior predictors and fire activity levels are monitored daily, and communicated and available to all employees . |                     |                          |                                           | <b>X</b>                              |
| 22. Service representative at annual cooperators meetings and review interagency agreements to ensure effectiveness and efficiency.                                                           |                     |                          |                                           | <b>X</b>                              |
| 23. Ensure fire prevention and fire suppression standards are compliant with agency fire policies. Ensure fire prevention activities are integrated into step up plans.                       |                     |                          |                                           | <b>X</b>                              |
| 24. Ensure resource advisors are identified, trained, and available for incident assignment. Refer to <i>Resource Advisors Guide for Wildland Fire</i> PMS 313, NFES 1813, Jan 2004.          |                     |                          |                                           | <b>X</b>                              |
| 25. Personally visit at least one wildland and one prescribed fire each year as available.                                                                                                    |                     |                          |                                           | <b>X</b>                              |
| 26. Appropriately manage Social/Political/Media resources and relationships affecting prescribed fire and wildfire activities.                                                                | <b>X</b>            | <b>X</b>                 | <b>X</b>                                  | <b>X</b>                              |
| 27. Ensure appropriate risk management measures are in place as they pertain to incident management activities.                                                                               |                     |                          | <b>X</b>                                  | <b>X</b>                              |

| PERFORMANCE<br>REQUIRED                                                                                                                                                                                  | FWS<br>Director | Regional<br>Director | Regional<br>Chief /<br>Refuge<br>Supervisor | Project<br>Leader/<br>Refuge<br>Manager |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------|---------------------------------------------|-----------------------------------------|
| 28. Ensure appropriate administration, management and oversight of Type I and II IMTs. Ensure Incident Business Analysts, Resource Advisors, and Agency Representative positions are utilized as needed. |                 |                      |                                             | <b>X</b>                                |
| 29. Develop, negotiate, and implement cost share, Service First, and reimbursable protection agreements with cooperators.                                                                                |                 |                      |                                             | <b>X</b>                                |
| 30. Participate in operations, safety, and fire administration reviews with fire and fire aviation personnel.                                                                                            |                 |                      |                                             | <b>X</b>                                |
| 31. Provide oversight to Emergency Stabilization (ES) and Burned Area Rehabilitation (BAR) processes and procedures.                                                                                     |                 |                      |                                             | <b>X</b>                                |
| <i>Training / Certification</i>                                                                                                                                                                          |                 |                      |                                             |                                         |
| 32. Ensure only trained, certified fire and non-fire personnel are available to support fire operations at the local and national level.                                                                 | <b>X</b>        | <b>X</b>             | <b>X</b>                                    | <b>X</b>                                |
| 33. Ensure personnel delegated fire program responsibilities have completed required training. (Refer to Training Section on page 4-19).                                                                 |                 |                      | <b>X</b>                                    | <b>X</b>                                |

| <b>PERFORMANCE REQUIRED</b>                                                                                                                                                                                                               | <b>FWS Director</b> | <b>Regional Director</b> | <b>Regional Chief / Refuge Supervisor</b> | <b>Project Leader/ Refuge Manager</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------------|-------------------------------------------|---------------------------------------|
| 34. Provide position task book and incident qualification card certification on an as needed basis. Ensure employees meet all necessary medical and physical testing requirements appropriate for NWCG or agency specific qualifications. |                     |                          |                                           | <b>X</b>                              |
| <b><i>Prescribed Fire/Fuels Management</i></b>                                                                                                                                                                                            |                     |                          |                                           |                                       |
| 35. Ensure compliance with National and Regional Office policy for prescribed fire activities. Conduct periodic reviews of the prescribed fire program.                                                                                   | <b>X</b>            | <b>X</b>                 | <b>X</b>                                  | <b>X</b>                              |
| 36. Implement Interagency Prescribed Fire Planning and Implementation Policies and Guidelines.                                                                                                                                            |                     | <b>X</b>                 | <b>X</b>                                  | <b>X</b>                              |
| 37. Ensure Prescribed Fire Plans are approved and meet agency policies.                                                                                                                                                                   |                     |                          | <b>X</b>                                  | <b>X</b>                              |
| 38. Ensure all wildfires resulting from prescribed fire actions are reported to Regional Director within 24 hours of the wildfire declaration.                                                                                            |                     |                          | <b>X</b>                                  | <b>X</b>                              |
| 39. Ensure a policy has been established for review and signing go-no/go checklists.                                                                                                                                                      |                     |                          |                                           | <b>X</b>                              |
| 40. Ensure Prescribed Fire Plans have been reviewed and recommended by a qualified technical reviewer other than the plan author.                                                                                                         |                     |                          |                                           | <b>X</b>                              |

| PERFORMANCE REQUIRED                                                                                                                            | FWS Director | Regional Director | Regional Chief / Refuge Supervisor | Project Leader/ Refuge Manager |
|-------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-------------------|------------------------------------|--------------------------------|
| 41. Perform required Agency Administrator role of reviewing and approving Prescribed Fire Burn Plans and Go-No Agency Administrator Checklists. |              |                   |                                    | X                              |

1

2 **Fire Management Staff Roles**

3

4 **National Office**

5

6 **Fire Director**

7 The Fire Director is the Chief of the Fire Management Branch in the National  
 8 Wildlife Refuge System, and is the Service representative at the National  
 9 Interagency Fire Center (NIFC). The Fire Director, through *Service Manual 621*  
 10 *FW 1*, is delegated authority by the Director to represent the Service on the  
 11 National Multi-Agency Coordinating Group (NMAC Group). The Fire Director  
 12 is responsible for implementing the decisions of the NMAC as they affect U.S.  
 13 Fish and Wildlife Service areas. The decisions of the NMAC include the  
 14 prioritizing of incidents nationally and the allocation or reallocation of  
 15 firefighting resources to meet national priorities.

16

17 The Fire Management Branch is responsible for providing technical direction  
 18 and coordination of fire management planning, policy development, and  
 19 procedures service wide.

20

21 **Regional Office**

22

23 **Regional Fire Management Coordinator (RFMC)**

24 The Regional Fire Management Coordinator provides leadership, direction,  
 25 coordination, training, planning, evaluation, and technical guidance for the  
 26 region and is available to provide assistance for intra-agency and interagency  
 27 wildland fire management needs. The RFMC will meet qualification  
 28 requirements established by the service for the position. The RFMC, through  
 29 written delegation by the Regional Director, is delegated authority to represent  
 30 the region on the GMAC. The RFMC is responsible for implementing the  
 31 decisions of the MAC Group as they affect U.S. Fish and Wildlife Service areas.  
 32 The decisions of the GMAC include the prioritizing of incidents, Interagency  
 33 Master/statewide agreements and the allocation or reallocation of firefighting  
 34 resources to meet wildland fire management priorities.

35

- 1 RFMCs will ensure IQCS accounts are established and training records  
2 maintained for Agency Administrators.

3

4 **Refuge**

5

6 **Fire Management Officer (FMO)**

- 7 The Fire Management Officer (FMO) is responsible and accountable for  
8 providing leadership for fire management programs at the local level. The FMO  
9 determines program requirements to implement land use decisions through the  
10 Fire Management Plan (FMP) to meet land management objectives. The FMO  
11 negotiates interagency agreements and represents the Agency Administrator on  
12 local interagency fire and fire aviation groups.

13

- 14 The FMO is responsible for coordinating with the refuge/unit Agency  
15 Administrator to annually review and update (as needed) the unit Fire  
16 Management Plan to comply with agency policy. An FMO may be assigned to  
17 provide wildland fire management support to a group of refuges (zone) when  
18 individually each refuge does not warrant a fulltime FMO.

19

20 **Fire Management Staff Performance Requirements for Fire Operations**

| PERFORMANCE<br>REQUIRED                                                                                                                                                                                              | Fire<br>Director | RFMC | Zone<br>FMO |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------|-------------|
| 1. Establishes and manages a safe, effective, and efficient fire program.                                                                                                                                            | X                | X    | X           |
| 2. Ensures that the Fire Management Plan (FMP) reflects the agency commitment to firefighter and public safety, while utilizing the full range of fire management activities available for ecosystem sustainability. | X                | X    | X           |
| 3. Provides the expertise and skills to fully integrate fire and fire aviation management into interdisciplinary planning efforts.                                                                                   | X                | X    | X           |
| 4. Ensures that only trained and qualified personnel are assigned to fire and fire aviation duties.                                                                                                                  | X                | X    | X           |
| 5. Ensures completion of a Job Hazard Analysis (JHA)/Risk Assessment for fire and fire aviation activities so mitigation measures are taken to reduce risk.                                                          |                  | X    | X           |
| 6. Ensures compliance with work/rest guidelines during all fire and fire aviation activities.                                                                                                                        | X                | X    | X           |
| 7. Ensures that the fire and fire aviation management employees understand their role, responsibilities, authority, and accountability.                                                                              | X                | X    | X           |



| PERFORMANCE REQUIRED                                                                                                                                                                              | Fire Director | RFMC | Zone FMO |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|------|----------|
| 8. Organizes trains, equips, and directs a qualified work force. Establishes and implements performance review process(es).                                                                       | X             | X    | X        |
| 9. Develops implements, evaluates, and documents fire and fire aviation training to meet current and anticipated needs.                                                                           | X             | X    | X        |
| 10. Ensures fire and fire aviation policies are understood, implemented, and coordinated with other agencies as appropriate.                                                                      | X             | X    | X        |
| 11. Monitors fire suppression activities to recognize when complexity levels exceed current management capabilities. Increases managerial and operational resources to meet the need.             | X             | X    | X        |
| 12. Monitors fire season severity predictions, fire behavior, and fire activity levels. Takes action to ensure safe, efficient, and effective operations.                                         | X             | X    | X        |
| 13. Ensures that master agreements with cooperators are valid and in compliance with agency policy, and that attached Annual Operating Plans are current.                                         | X             | X    | X        |
| 14. Develops, maintains, and implements current operational plans. (e.g., dispatch, preparedness, prevention).                                                                                    |               | X    | X        |
| 15. Ensures use of fire funds is in compliance with department and agency policies.                                                                                                               | X             | X    | X        |
| 16. Ensures that fire severity funding is requested, used, and documented in accordance with agency standards ( <i>Interagency Standards for Fire and Fire Aviation Operations</i> , Chapter 10). | X             | X    | X        |
| 17. Reviews and approves appropriate overtime authorization requests for the use of short-term severity.                                                                                          |               | X    | X        |
| 18. Ensures a process is established to communicate fire info to public, media, and cooperators.                                                                                                  | X             | X    | X        |
| 19. Convenes and participates in annual fire meetings. Specifically address management controls and critical safety issues.                                                                       | X             | X    | X        |
| 20. Oversees pre-season preparedness review of fire and fire aviation program.                                                                                                                    | X             | X    | X        |

| PERFORMANCE REQUIRED                                                                                                                                                                                                                                                                   | Fire Director | RFMC | Zone FMO |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|------|----------|
| 21. Initiates, conducts, and/or participates in fire program management reviews and investigations.                                                                                                                                                                                    | X             | X    | X        |
| 22. Personally participates in periodic site visits to individual incidents and projects.                                                                                                                                                                                              |               | X    | X        |
| 23. Ensures that transfer of command occurs as per appendix D on incidents.                                                                                                                                                                                                            |               | X    | X        |
| 24. Utilizes the Incident Complexity Analysis appendix E & F to ensure the proper level of management is assigned to all incidents                                                                                                                                                     | X             | X    | X        |
| 25. Ensures that incoming personnel and crews are briefed prior to fire and fire aviation assignments.                                                                                                                                                                                 |               | X    | X        |
| 26. Ensures an accurate and defensible Wildland Fire Decision Support System (WFDSS) analysis is completed and updated, approved, and certified as necessary.                                                                                                                          | X             | X    | X        |
| 27. Works with cooperators, groups, and individuals to develop and implement processes and procedures for providing fire safe communities within the wildland urban interface.                                                                                                         | X             | X    | X        |
| 28. Ensures that trespass actions are initiated and documented to recover cost of suppression activities, land rehabilitation, and damages to the resource and improvements for all human-caused fires where liability can be determined, as per <i>FWS Fire Management Handbook</i> . | X             | X    | X        |
| 29. Ensures training for fire cause determination and fire trespass is completed.                                                                                                                                                                                                      | X             | X    | X        |
| 30. Ensures compliance with National and State Office policy for prescribed fire activities. Provides periodic reviews of the prescribed fire program.                                                                                                                                 | X             | X    | X        |
| 31. Annually updates and reviews the <i>FWS Line of Duty Death Response Handbook</i> and the <i>Agency Administrator's Guide to Critical Incident Management</i> .                                                                                                                     | X             | X    | X        |

| <b>PERFORMANCE<br/>REQUIRED</b>                                                                                                                                                                                                                                                                           | <b>Fire<br/>Director</b> | <b>RFMC</b> | <b>Zone<br/>FMO</b> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------|---------------------|
| 32. Ensures that fire season severity predictions, weather forecasts, fire behavior predictors, and fire activity levels are monitored and communicated daily to all employees (hard copy, web page, email, radio, or fax).                                                                               |                          | X           | X                   |
| 33. Uses current National and Local Mobilization Guides and ensures that national, geographic and local mobilization standards are followed.                                                                                                                                                              | X                        | X           | X                   |
| 34. Complies with established property control/management procedures.                                                                                                                                                                                                                                     | X                        | X           | X                   |
| 35. Ensures procedures are in place for reporting unsafe and unhealthy working conditions                                                                                                                                                                                                                 | X                        | X           | X                   |
| 36. Ensures all job related accidents/incidents resulting in, or having the potential to cause fatalities, injuries, illnesses, property or environmental damage are reported and/or investigated. All such reports are electronically submitted through the Safety Management Information System (SMIS). |                          | X           | X                   |
| 37. Ensures that the RXBP and the personnel implementing them meet Service wide and Regional requirements.                                                                                                                                                                                                |                          |             | X                   |
| 38. Ensures adequate oversight and status reporting of all prescribed fires.                                                                                                                                                                                                                              |                          |             | X                   |
| 39. Reports all wildfires resulting from prescribed fires to the Regional Fire Management Coordinator within 12 hours of the wildfire declaration.                                                                                                                                                        |                          |             | X                   |
| 40. Develops and/or updates fire management plans and associated operational plans for approval by project leaders and regional fire and refuge staff (as determined by the region). Annually review FMPs per Service policy.                                                                             |                          |             | X                   |
| 41. Responsible for the coordination of RAWs maintenance, up keep, sensor calibration, oversight of daily inputs in order to maintain a weather network which is used by many cooperating agencies, and the development of the RAWs operating plan.                                                       |                          |             | X                   |

1

**1 National Fire Leadership Team**

2

3 The National Fire Leadership Team (NFLT) is established under the guidance  
4 and support of the NWRS Leadership Team. The team is established to provide  
5 regional input on issues of National importance, to advise the Chief, Fire  
6 Management Branch (FMB), and provide leadership, coordination, and guidance  
7 in the development and implementation of a safe and effective fire management  
8 program within the Service. The team serves as a national clearing house,  
9 provides discussion of wildland fire management issues, and recommends  
10 actions to improve coordination and integration of regional fire management  
11 activities into national direction. The team will be responsible for the following:

- 12 ● Provide leadership, coordination, and guidance for the Service's fire  
13 management program.
- 14 ● Identify potential fire management issues, and recommend strategies that will  
15 enhance the Service's ability to safely and effectively manage fire on Service  
16 lands.
- 17 ● Develop and recommend common guidance and business rules as needed to  
18 manage fire management activities while recognizing individual regional  
19 needs.
- 20 ● Provide a forum for the exchange of ideas, best management practices, and  
21 lessons learned relating to Service fire management activities.
- 22 ● Provide a forum to discuss budget methodology applications that are  
23 consistent with appropriation language authority as well as providing for the  
24 collaboration and coordination within FWS and with our interagency  
25 partners.
- 26 ● Form task groups, working teams, or other collections of subject matter  
27 experts as needed to deal with specific tasks or long-term issues. These  
28 groups or teams will each have a Leader who usually works in the subject  
29 matter area with members assigned who may have the subject area as a  
30 collateral duty. They will have representation from across the Service, and  
31 will provide guidance or operational recommendations to the NFLT.

32

**33 Delegation of Authority**

34

**35 Regional Fire Management Coordinator**

36 In order to effectively perform their duties, a RFMC must have certain  
37 authorities delegated from the Regional Director. This delegation is normally  
38 placed in the regional office supplement to agency manuals. This Delegation of  
39 Authority should include:

- 40 ● Serve as the Regional Director's authorized representative on geographic  
41 area coordination groups, including MAC groups.
- 42 ● Coordinate and establish priorities on uncommitted fire suppression  
43 resources during periods of shortages.
- 44 ● Coordinate logistics and suppression operations regional-wide.

- 1 • Relocate agency pre-suppression/suppression resources within the region
- 2 based on relative fire potential/activity.
- 3 • Correct unsafe fire suppression activities.
- 4 • Direct accelerated, aggressive initial attack when appropriate.
- 5 • Enter into agreements to provide for the management, fiscal, and
- 6 operational functions of combined agency operated facilities.
- 7 • Suspend prescribed fire activities when warranted.
- 8 • Give authorization to hire Emergency Firefighters in accordance with the
- 9 DOI Pay Plan for Emergency Workers.
- 10 • Approve emergency fire severity funding expenditures not to exceed the
- 11 agency's annual authority.

12

### 13 **Zone Fire Management Officer**

14 In order to effectively perform their duties, the FMO may receive a Delegation  
15 of Authority (DOA) outlining the operational and administrative fire  
16 management duties. All Unit Agency Administrators within a Zone should  
17 consider signing a single Zone Fire Management delegation. A sample  
18 "Delegation of Authority" can be found on the FWS Fire Operations Policy and  
19 Guidance SharePoint site.

20

### 21 **Inter-refuge Agreements**

22

23 Inter-Refuge Agreements may be used when FMOs provide fire management  
24 oversight to multiple refuges. This is in addition to the Delegation of Authority  
25 from the Project Leaders/Refuge Managers to the FMO, and further defines the  
26 roles and expectations between the FMO and Refuges. An example can be  
27 found on the FWS Fire Operations Policy and Guidance SharePoint site.

28

### 29 **Fire Duty Officer**

30

31 Fire Management Officers are responsible to provide Fire Duty Officer (FDO)  
32 coverage during periods of predicted incident activities. FDO responsibilities  
33 may be performed by any individual delegated the authority, either written or  
34 verbal, from the FMO. The duties for FDOs include:

- 35 • Monitor unit incident activities for compliance with FWS safety policies.
- 36 • Coordinate and set priorities for unit preparedness activities, incident
- 37 response and resource allocation.
- 38 • Keep Agency Administrators and resources informed of the current and
- 39 expected situation.
- 40 • Plan for and implement actions required for future needs.
- 41 • Document decisions and actions.
- 42 • It is recommended FDOs not fill ICS functions.

43

44

45

**1 Fire Severity Funding**

2  
3 Units may request severity funding when wildfire response resources are  
4 insufficient to meet the predicted fire workload on Service lands. Units/Regions  
5 may request two types of severity funding depending upon the anticipated  
6 duration of need (see table). An approved and current FMP must be in place to  
7 receive long-term severity funding.

**9 Short-Term Severity Funding**

10 Short-term severity funding can be requested to implement preplanned actions  
11 from an approved preparedness or step-up plan. This may include: the unit  
12 anticipates being at PL4 or PL5 (or equivalent) for less than seven consecutive  
13 days, or when the need is only for extending the days/hours of existing staff.  
14 Short-term severity requests must be approved by the RFMC, and may not  
15 exceed a total of \$300,000 per Region annually as described in the FWS Fire  
16 Business Reference Guide, Fire Severity, FY year, Work Breakdown Structure  
17 description. Short-term severity funding codes are PER1 (region 1), PER2  
18 (region 2), etc. An example for short-term severity in Region 2 is FF02RNB000  
19 (*cost center for Bosque del Apache NWR, R2*) plus the work breakdown  
20 structure FF.F2100002PER20

**22 Long-Term Severity Funding**

23 Long-term severity funding can be requested when additional outside resources  
24 are needed for an extended period of time. The need for additional resources  
25 must be based upon existing approved preparedness plans or documentation of  
26 extraordinary conditions that were not anticipated in the existing preparedness  
27 plans. Long-term severity requests must be approved by the Chief, Fire  
28 Management Branch. Severity requests follow guidance located in Appendix E  
29 of the FWS Fire Business Reference Guide and include the documentation  
30 identified in the appendix.

31  
32 Long-term severity funding is provided for a maximum of 30 days per request;  
33 however, regardless of the length of the authorization, use of severity funding  
34 must be terminated when abnormal conditions no longer exist. Long-term  
35 severity codes are cost center plus Severity Funding work breakdown structure  
36 including FIRECODE, e.g. FF02RNB000 FF.F2100002FJ4M0

**38 Daily Fire Report**

39  
40 During the “National Fire Season” as identified by the National Interagency  
41 Coordination Center in Boise, ID (NICC), each field unit within the Refuge  
42 System will report all wildland fire occurrence and fire status daily to their local  
43 dispatch office and Regional Office. Additionally, each Region will establish  
44 procedures to gather fire information and coordinate with their respective  
45 geographic area coordination centers as necessary. Field units will report the  
46 status of large fires separately on form ICS-209 to the local dispatch centers

1 with copies furnished to the RFMCs. Include weekend fire activity on  
2 Monday's report unless there is significant fire activity.

3

#### 4 **Individual Fire Report**

5

6 An Individual Fire Report must be completed in the Fire Management  
7 Information System (FMIS) for the following types of fires within 15 days after  
8 the fire is declared out:

- 9 • All wildland fires on Service lands.
- 10 • Wildfires threatening Service lands on which the Service takes action.
- 11 • Wildfires on which action was taken for another agency.
- 12 • All false alarms responded to by field office staff.

13

14 Reports are required regardless of who takes action, e.g., force account,  
15 cooperator, or contractor. When actions are taken on a cooperative fire, the  
16 agency having jurisdiction over the land on which the wildfire occurs will file a  
17 complete report and prepare a limited version to record and bill for assistance  
18 when necessary.

19

#### 20 **Fish and Wildlife Service Use of Wildland Fire Decision Support System**

21

22 Effective March 31, 2010 all managers must use WFDSS to document and  
23 publish decisions on extended attack wildfires, wildfires managed for multiple  
24 objectives and escaped prescribed fires.

25

26 Documentation of all other wildfires in WFDSS is at the discretion of the local  
27 unit. All fires in Alaska will have WFDSS initiated by the Protection Agency.

28

#### 29 **Final Wildland Fire Record**

30

31 The final wildland fire project record may include the following:

- 32 • FMIS data entry
- 33 • Narrative
- 34 • WFDSS
- 35 • Incident Action Plan(s)
- 36 • Daily weather forecasts and spot weather forecasts  cumulative fire map  
37 showing acreage increase by day
- 38 • Total cost summary
- 39 • Monitoring data (Wildland Fire Observation Records)
- 40 • Critique of fire projections on Incident Action Plan

41

#### 42 **Physical Fitness and Conditioning**

43

44 Employees serving in wildland fire positions that require a fitness rating of  
45 arduous as a condition of employment are authorized one hour of duty time each

1 work day for physical fitness conditioning. Employees not having a fitness  
2 rating of arduous as a condition of employment, but who are required by a  
3 Critical Performance element or other written agreement to maintain an arduous  
4 level, will be authorized three hours per week of duty time for physical fitness  
5 condition. All other wildland firefighting personnel holding qualifications  
6 requiring ratings of moderate or arduous may be authorized, by their supervisor,  
7 up to three hours per week of duty time for fitness conditioning. Prior to any  
8 duty time being allowed for physical fitness conditioning, employees and  
9 supervisors must agree, in writing, what physical conditioning activities the  
10 employee will engage in, and when and where they will occur. Activities  
11 outside of the agreement will not be authorized or allowed. A combination of  
12 activities designed to increase both physical strength and aerobic fitness, while  
13 minimizing the possibility of physical injury, should be utilized.

14

## 15 **Training**

16

### 17 **Agency Administrator Training**

18 The qualification standards identified in the *Interagency Fire Program*  
19 *Management Qualification Standards* are required, in conjunction with specific  
20 agency requirements, when filling vacant fire program positions, and as an aid in  
21 developing Individual Development Plans (IDPs) for employees.

- 22 • Refuge Managers/Project Leaders with Service lands under their jurisdiction  
23 which require the development and maintenance of a Fire Management Plan  
24 must attend either the National Advanced Fire and Resource Institute  
25 (NAFRI) or a locally sponsored Fire Management Leadership course, or  
26 may, upon concurrence of the RFMC, attend the Agency Administrator  
27 Workshop for Prescribed Fire course which is hosted by the National  
28 Interagency Prescribed Fire Training Center (PFTC).
- 29 • Refuge Managers/Project Leaders with high complexity programs under their  
30 jurisdiction must attend the National Fire Management Leadership Course or  
31 Local Fire Management Leadership Course. Program complexity is  
32 determined jointly between the Regional Fire Management Coordinator and  
33 the Regional Refuge Supervisor based upon: frequency and complexity of  
34 wildland fires, values at risk, number and type of fuels treatments, number  
35 and type of fire management personnel assigned to the unit, Interagency  
36 cooperation and coordination, and likelihood of Type 1 or 2 incidents  
37 (wildfire or all hazard).
- 38 • Field supervisors who may approve prescribed fire plans must attend the  
39 NAFRI sponsored Fire Leadership Course or upon concurrence of the  
40 RFMC, may attend the Agency Administrator Workshop for PFTC.
- 41 • Regional Chiefs, Regional Refuge Supervisors, and Refuge  
42 Managers/Project Leaders must complete periodic refresher training as  
43 determined by their supervisor in consultation with the RFMC. Refresher  
44 training options may include attending fire management training/workshops,  
45 trainee experiences, or mentoring.



- 1 • Guidance for use of the agency qualification for Agency Administrators  
2 (AADM) can be found in the FWS Fire Management Handbook.

3

4 **Fire Management Officer Training**

5 All Fire Management Officers (FMO) are required to attend the M-581,  
6 Interagency Fire Program Management course, either as a student or as a  
7 member of the instructor cadre. If attending as an instructor, the FMO must be  
8 present for the entire course.

9

10 **FWS Firefighter General Training Requirements**

| One-Time Training                                             | Recurring Training                                                   | Annual Training                              |
|---------------------------------------------------------------|----------------------------------------------------------------------|----------------------------------------------|
| Hazardous Materials-First Responder Awareness Level           | First/Aid CPR (every 2 years)                                        | Blood Borne Pathogens (online – DOI Learn)   |
| B3: Combination Helicopter/Airplane Safety (Classroom/Online) | B3: Combination Helicopter/Airplane Safety Refresher (every 3 years) | RT-130 Annual Fireline Safety Training       |
| Hazardous Materials (see 242 FW 6 Table 6-4)                  | Defensive Driving (every 3 years)                                    | Hazardous Materials (see 242 FW 6 Table 6-4) |

11

12 **Fish and Wildlife Service Specific Qualifications**

13 Guidance regarding agency-specific qualifications (including ENOP, RXB3,  
14 Faller ABC, RXCM, DZOP, and TPOP) can be found in chapter 13 of the *FWS*  
15 *Fire Management Handbook*.

16

1 **Chapter 05**  
2 **USDA Forest Service Wildland Fire and Aviation Program**  
3 **Organization and Responsibilities**

4  
5 **Introduction**

6  
7 This document is intended to be a program reference guide that documents the  
8 standards for operational procedures and practices for the USDA Forest Service  
9 Fire and Aviation Management program. The standards provided in this  
10 handbook are based on current agency and interagency wildland fire  
11 management policy, and is intended to provide fire and aviation program  
12 guidance and to ensure safe, consistent, efficient, and effective fire and aviation  
13 operations. This document will be reviewed and updated annually.

14  
15 **Foundational Doctrine**

16  
17 The vision of the Forest Service's Fire and Aviation Management program is to  
18 safely and effectively extinguish fire, when needed; use fire where allowable;  
19 manage our natural resources; and as a Nation live with wildland fire. To  
20 support this vision, five objectives set the foundation for an all-inclusive and  
21 comprehensive High Reliability Fire Management program. These objectives  
22 are intrinsic for supporting the vision.

- 23 ● Risk Management and Risk Reduction- transforming our workforce into a  
24 more refined safety culture.
- 25 ● Implementing fire management programs to protect the ecology of Forest  
26 Service lands for multiple uses.
- 27 ● Enhanced and Improved Collaboration and Partnerships.
- 28 ● Learning- utilizing science, research, and innovative practices.
- 29 ● Empowerment of employees in leadership, judgment, and decision making.

30  
31 Doctrine is beliefs and teachings which form the fundamental core values of our  
32 work. Doctrinal approach goes beyond strict compliance with procedural rules,  
33 and promotes risk-based application of wildland fire management principles to  
34 improve decision making and firefighter safety. Foundational doctrine has been  
35 codified in Forest Service Manual 5100 direction, and will guide fundamental  
36 wildland fire management policy, practices, behaviors, and customs to be  
37 mutually understood at every level of command.

38  
39 The following collection of principles and beliefs form the foundational doctrine  
40 for fire suppression in the U.S. Forest Service. These principles and beliefs  
41 operate at multiple organizational levels, including:

- 42 ● Forest Service Wide (i.e., apply to all employees and activities)
- 43 ● Fire and Aviation Management (i.e., are specific to the fire and aviation  
44 management program)
- 45 ● Fire Suppression (i.e., are specific to fire fighting activities).

1 **The Operational Environment**

2 • *Fire Suppression*

- 3 1. No resource or facility is worth the loss of human life, however the  
4 wildland fire suppression environment is complex and possesses inherent  
5 hazards that can, even with reasonable mitigation, result in harm to fire  
6 fighters engaged in fire suppression operations. In recognition of this fact,  
7 we are committed to the aggressive management of risk.

8  
9 **Mission**

10 • *Forest Service Wide*

- 11 2. The Forest Service is prepared and organized to support national and  
12 international emergencies with trained personnel and other assets when  
13 requested.  
14 3. Agency employees respond when they come across situations where  
15 human life is immediately at risk or there is a clear emergency, and they are  
16 capable of assisting without undue risk to themselves or others.  
17 4. In responding to emergencies, we will bring the same professionalism  
18 and passion for safety as we do to non-emergency situations.  
19 5. Support for local fire emergencies takes priority over accomplishment of  
20 local resource targets. Support of non-local fire emergencies will be at the  
21 discretion of the local line officer, as bounded by agency agreements and  
22 Regional or National direction.  
23 6. A cooperative relationship between the Forest Service and other agencies  
24 is essential. The Forest Service is committed to honor its part of the joint  
25 responsibility to develop and maintain effective working relationships with  
26 its intergovernmental cooperators.
- 27 • *Fire & Aviation Management*
- 28 7. Fire management is central to meeting the Forest Service mission –  
29 conserving natural resources, restoring ecological health, and protecting  
30 communities.
- 31 • *Fire Suppression*
- 32 8. Successful fire suppression is essential to support the Forest Service  
33 mission.  
34 9. The intent of wildfire suppression is to protect human life, property, and  
35 at risk lands and resources.

36  
37 **Leadership and Accountability**

38 • *Forest Service Wide*

- 39 10. The hallmarks of Forest Service leadership are action, attitude, and  
40 accountability.  
41 11. Leaders express clear and concise intent to ensure assignments are  
42 managed safely, effectively, and efficiently.  
43 12. Leaders regularly monitor operations for effectiveness, and take action  
44 when there is recognition of exceptional or problematic employee  
45 performance.

1 13. Both positive reinforcement and discipline will be based on individual  
2 behavior as measured by adherence to the rules; appropriate application of  
3 doctrine, principles, and guidelines; execution of responsibilities  
4 commensurate with role; and appropriate use of available information.

5 • *Fire Suppression*

6 14. Demonstrated fitness for command is a requirement for leadership  
7 positions associated with fire fighting.

8

9 **Roles and Relationships**

10 • *Forest Service Wide*

11 15. Commitment to duty, respect for others, and personal integrity are  
12 expected. Every employee fosters a work environment that is enjoyable,  
13 rewarding, recognizes the value of diversity, and is free of harassment.

14 • *Fire & Aviation Management*

15 16. Line officers with fire management responsibilities will have knowledge  
16 and understanding of fire program management.

17 17. Contracted resources will meet identified standards for qualifications,  
18 training, productivity, and efficiency necessary to meet emergency response  
19 needs.

20 18. It is the Forest Service responsibility to initiate and participate in public  
21 education efforts to promote support for necessary fire management  
22 activities.

23

24 • *Fire Suppression*

25 19. Every Forest Service employee has a responsibility to support fire  
26 suppression emergencies in a manner that meets identified needs, and is  
27 within their qualifications and capabilities.

28

29 **Operations**

30 • *Forest Service Wide*

31 20. Employees are expected and empowered to be creative and decisive, to  
32 exercise initiative and accept responsibility, and to use their training,  
33 experience, and judgment in decision-making to carry out their leader's  
34 intent.

35 21. Employees are expected and empowered to make reasonable and  
36 prudent decisions to accomplish the agency mission while minimizing  
37 exposure to hazards.

38 22. Clear, uncomplicated plans and concise orders maximize effectiveness  
39 and minimize confusion.

40 • *Fire Suppression*

41 23. When it is time to fight fire, we do so in a manner that maximizes  
42 effectiveness of effort, has highest regard for firefighter and public safety,  
43 and controls costs.

44 24. Every fire suppression operation is directed toward clearly-defined,  
45 decisive, and obtainable objectives.

1 25. Command and control must be decentralized to cope with the  
2 unpredictable nature of fire. To achieve their leader's intent and accomplish  
3 operational objectives, subordinate commanders are required to make  
4 decisions on their own initiative, and to coordinate their efforts.

5 26. Unity of effort is maintained and suppression actions are coordinated at  
6 all times.

7 27. Using principles requires judgment in application, while adherence to  
8 rules does not. In combination, principles and rules guide our fundamental  
9 wildland fire suppression practices and behaviors, and are mutually  
10 understood at every level of command.

11 28. Rapid deployment and concentration of fire suppression resources at the  
12 decisive time and place is essential to successful fire suppression actions.

13 29. Maintaining high capability for initial attack is essential to public and  
14 fire fighter safety, accomplishment of management objectives, and cost  
15 containment.

### 17 **Risk Management**

#### 18 • *Fire Suppression*

19 30. We practice risk management to minimize the exposure and affects of  
20 the inherent hazards in fire suppression while maximizing the opportunities  
21 to achieve leader intent.

### 23 **Agency Administrator Positions**

24  
25 The Forest Service has developed core fire management competencies. They  
26 are presented here for reference:

- 27 • Knowledge of fire program management including ability to integrate fire  
28 and fuels management across all program areas and functions;
- 29 • Ability to implement fire management strategies and integrate natural  
30 resource concerns into collaborative community protection and ecosystem  
31 restoration strategies;
- 32 • Knowledge to oversee a fire management program including budget,  
33 preparedness, prevention, suppression, and hazardous fuels reduction;
- 34 • Ability to serve as an Agency Administrator during an incident on an  
35 assigned unit; and
- 36 • Ability to provide a fully staffed, highly qualified, and diversified  
37 firefighting workforce that exists in a "safety first" and "readiness"  
38 environment.

### 40 **Training and Core Competencies**

- 41 • Attend a regional or national Fire Management Leadership for Agency  
42 Administrators training session;
- 43 • Require a shadow assignment with a fully qualified Agency Administrator;
- 44 • Receive training or experience with the Wildland Fire Decision Support  
45 System (WFDSS);

- 1 • Ability to provide a Delegation of Authority to Incident Commanders; and  
2 • Attend L-580 *Leadership is Action*.

3

#### 4 **Line Officer Certification Program**

5 The following principles will guide certification of Agency Administrators in  
6 fire management:

- 7 • Regional Foresters are accountable for certification of line officers;  
8 • Line officer evaluation includes standards for training, background and  
9 experience, and demonstrated ability, which will result in a qualitative  
10 evaluation of readiness by the Regional Forester;  
11 • When the complexity level of a fire exceeds a line officer's certification, a  
12 coach will be assigned to advise (but not replace);  
13 • This certification program will be periodically evaluated and updated as  
14 needed;  
15 • Assistance with decision documentation and analysis can be requested  
16 through the Wildland Fire Management RD&A- National Fire Decision  
17 Support Center (NFDSC); and  
18 • The Coaching/Shadowing program, to be administered by each region, is an  
19 integral part of this certification program.

20

#### 21 **Line Officers will be evaluated in three basic areas:**

- 22 • Training;  
23 • Background and experience; and  
24 • Demonstrated understanding of concepts and principles.

25

26 This certification program is a multi-level process where line officers  
27 demonstrate competence in one of three levels of managing fires. Those levels  
28 would be Working, Journey, and Advanced.

29

#### 30 **Guidelines**

31 In consideration of the appropriate level (Working, Journey, and Advanced) to  
32 assign a line officer, the Regional Forester should consider the following  
33 guidelines:

- 34 • For individuals that do not meet at least the Working Level, a coach will be  
35 assigned to support that line officer in managing Type 3 or higher wildfire  
36 incidents.

37

38 **Working Level** - The line officer could manage a low to moderate complexity  
39 fire. The line officer should meet the following:

- 40 • **Training:** Fire Management Leadership or National Fire Management for  
41 Line Officers, and attain WFDSS Certification as described per  
42 authorization level in FSM 5120.

43

44

45

- 1 • **Background and Experience:**  
2 ○ Successful management of a minimum of one Type 3 or higher fire, or  
3 one successful higher complexity fire (Type 2 or higher) quality  
4 shadow assignment (consider complexity and size of the fires).  
5 ○ Management oversight of a low-complexity fire program and/or  
6 experience as an Agency Administrator or representative.  
7 ○ Applicable experience in all hazard or other incident oversight may be  
8 considered in lieu of this experience.  
9 ○ Consider career fire experience.
- 10 • **Demonstrated Ability:** Successful evaluation by a coach (including  
11 feedback from ICs or ACs) that the candidate has demonstrated  
12 understanding and application of the responsibilities of an Agency  
13 Administrator on smaller low-complexity fires with a basic understanding  
14 of the elements of the core competencies.  
15
- 16 **Journey Level** - The line officer could manage a moderate to high complexity  
17 fire. The line officer needs to be certified at the Working Level and should meet  
18 the following:
- 19 • **Training:** Fire Management Leadership or National Fire Management for  
20 Line Officers, and attain WFDSS Certification as described per  
21 authorization level in FSM 5120.
- 22 • **Background and Experience:**  
23 ○ Successful management of a minimum of one Type 2 or higher fire, or  
24 one successful higher complexity fire (Type 1) quality shadow  
25 assignment, depending on fire experience (complexity and size of the  
26 fires should be considered).  
27 ○ Management oversight of a moderate-complexity fire program, or  
28 experience as an Agency Administrator or representative on Type 2 or  
29 higher fires.  
30 ○ Applicable experience in all-hazard or other incident oversight may  
31 also be considered in lieu of other guidelines.
- 32 • **Demonstrated Ability:** Successful evaluation by a coach (including  
33 feedback from ICs or ACs) that the candidate has demonstrated  
34 understanding and application of the responsibilities of an Agency  
35 Administrator on moderate to large complex fires in the core competencies,  
36 and other elements that may be relevant.  
37
- 38 **Advanced Level** - The line officer could manage a high complexity fire. The  
39 line officer needs to be certified at the Journey Level, and should meet the  
40 following:
- 41 • **Training:** Fire Management Leadership or National Fire Management for  
42 Line Officers, and attain WFDSS Certification as described per  
43 authorization level in FSM 5120.  
44  
45  
46

- 1 • **Background and Experience:**
- 2 ○ Successful management of a minimum of five Type 1 or 2 fires (at least
- 3 one of which is a Type 1 fire), depending on fire experience
- 4 (complexity and size of the fires should be considered).
- 5 ○ Management oversight of a moderate to high-complexity fire program.
- 6 ○ Applicable experience in all hazard or other incident oversight may
- 7 also be considered in lieu of other guidelines.
- 8 • **Demonstrated Ability:** Successful evaluation by a coach (including
- 9 feedback from ICs or ACs) that the candidate has demonstrated
- 10 understanding and application of the responsibilities of an Agency
- 11 Administrator on large complex fires in the core competencies, and other
- 12 elements that may be relevant.

13

**Other Considerations**

14 Core competencies, consistent with Fire Doctrine principles, include:

- 15 • Safety;
- 16 • Strategies and tactics for cost containment;
- 17 • Incident management processes;
- 18 • Understanding of decision support tools;
- 19 • Situational awareness of resource availability & allocation;
- 20 • Understanding fire agreements and cost apportionment;
- 21 • WFDSS experience;
- 22 • Monitoring and evaluation of fire operations;
- 23 • Risk management; and
- 24 • Social/political awareness and interpersonal relations.

25

26 Other training opportunities to achieve core competencies - Additional training

27 opportunities/suggestions (will be updated as program is evaluated):

- 28 • Upper levels of fire leadership and fire management courses;
- 29 • Function as the Line Officer in sand table exercises and training simulations
- 30 in S-420, S-520, and other fire courses;
- 31 • Participate in advanced risk management training;
- 32 • Get assigned to a Type 1 or Type 2 team as a training assignment (e.g.
- 33 shadow Plans) and see the world from their viewpoint;
- 34 • WFDSS training (see the WFDSS homepage <http://wfdss.usgs.gov/wfdss>
- 35 for training materials);
- 36 • Include risk management and fire management topics during annual line
- 37 officer meetings;
- 38 • Attend staff rides (staff rides need to include a stand that portrays the line
- 39 officer perspective);
- 40 • Participate in prescribed fires and/or attend prescribed fire training;
- 41 • Participate in other leadership and/or decision-making training; and
- 42 • For additional information, a copy of the *Line Officer Desk Reference for*
- 43 *Fire Program Management* can be downloaded at:
- 44



1 [http://www.wfmrda.nwcg.gov/docs/6-1-](http://www.wfmrda.nwcg.gov/docs/6-1-2012_Line_Officer_Desk_Reference_Guide_for_Fire_Mgmt.pdf)  
2 [2012\\_Line\\_Officer\\_Desk\\_Reference\\_Guide\\_for\\_Fire\\_Mgmt.pdf](http://www.wfmrda.nwcg.gov/docs/6-1-2012_Line_Officer_Desk_Reference_Guide_for_Fire_Mgmt.pdf)

3

#### 4 **Guidance on the Selection of Coaches**

5 Coaches can be current or former line officers. The Regional Forester  
6 determines the level of certification for which a coach is qualified.

7 Criteria for individuals serving as Coaches are as follows:

- 8 • Must be a “Journey” level line officer in dealing with large fire incident, or  
9 rated at an experience level commensurate with incident being managed;  
10 Present and past Agency Administrators can serve as coaches, including  
11 retirees that were qualified/experienced; and
- 12 • Must be willing and able to serve as a Coach.

13

#### 14 **Specific Agency Administrator Responsibilities for Fire and Aviation at the** 15 **Field Level**

16

##### 17 **Responsibilities**

- 18 • Integrate fire and fuels management across all functional areas.
- 19 • Implement fire management strategies and integrate natural resource  
20 concerns into collaborative community protection and ecosystem restoration  
21 strategies on the unit.
- 22 • Manage a budget that includes fire preparedness, prevention, suppression,  
23 and hazardous fuels in an annual program of work for the unit.
- 24 • Ensure the GSA Wildland Fire Equipment Catalog is used as the primary  
25 and mandatory source of supply for wildland fire suppression equipment,  
26 supplies and protective clothing. Any deviation must follow the  
27 requirements listed in FSH 6309.32 - Required Sources of Supplies and  
28 Services and FAR 8.002 - Priorities for Use of Government Supply Sources.  
29 The deviation must be supported by a Job Hazard Analysis (JHA) that  
30 documents the specific reason the stock item does not meet the job  
31 requirements and is signed by the applicable line officer. The purchasing  
32 official must confirm that the JHA supports the alternate purchase.
- 33 • Perform duties of Agency Administrator and maintain those qualifications.
- 34 • Provide a fully staffed, highly qualified, and diverse workforce in a "safety  
35 first" environment.
- 36 • Support and participate in wildfire prevention.

37

38 These responsibilities are based on current policy and provide program guidance  
39 to ensure safe, consistent, efficient, and effective fire and aviation operations.

40

##### 41 **Preparedness**

- 42 • Take all necessary and prudent actions to ensure firefighter and public  
43 safety.

- 1 • Ensure sufficient qualified fire and non-fire personnel are available to  
2 support fire operations at a level commensurate with the local and national  
3 fire situation.
- 4 • Ensure accurate position descriptions are developed and reflect the  
5 complexity of the unit. Individual Development Plans promote and enhance  
6 FMO currency and development.
- 7 • Provide a written Delegation of Authority to FMOs that provides an  
8 adequate level of operational authority at the unit level. Include Multi-  
9 Agency Coordinating (MAC) Group authority, as appropriate.
- 10 • Identify resource management objectives to maintain a current Fire  
11 Management Plan (FMP) that identifies an accurate level of funding for  
12 personnel and equipment.
- 13 • Develop preparedness standards that are in compliance with agency fire  
14 policies.
- 15 • Management teams meet once a year to review fire and aviation policies,  
16 roles, responsibilities, and delegations of authority. Specifically address  
17 oversight and management controls, critical safety issues, and high-risk  
18 situations such as transfers of incident command, periods of multiple fire  
19 activity, and Red Flag Warnings.
- 20 • Ensure fire and aviation preparedness reviews are conducted each year and  
21 include the key components of the record of decision for the nationwide  
22 aerial application of fire retardant on National Forest System land.
- 23 • Meet annually with cooperators and review interagency agreements to  
24 ensure their continued effectiveness and efficiency.
- 25 • Meet annually with local US Fish and Wildlife Service and NOAA  
26 Fisheries specialists to ensure the avoidance maps reflect changes during  
27 the year on additional species or changes made for designated critical  
28 habitat, and reporting and monitoring guidelines are still valid and being  
29 applied.
- 30 • Convene and participate in annual conferences and fire reviews.
- 31 • Agency Administrators, Fire Program Managers, and/or Safety and Health  
32 Program Managers shall conduct after action reviews on all Type 3 fires  
33 and a minimum of 10% of their unit's Type 4 and 5 fires and document  
34 their inspections in the incident records.

### 35 36 **Suppression**

- 37 • Ensure use of fire funds is in compliance with Agency policies.
- 38 • All fires must utilize the WFDSS to inform and document decisions related  
39 to course of action, resource allocations, and risk management  
40 considerations. WFDSS will be used to approve and publish decisions on  
41 all fires that exceed initial attack or include a resource management  
42 objective. See table below for WFDSS approval authorities.
- 43 • Personally attend reviews on Type 1 and Type 2 fires. Ensure Agency  
44 Administrator representatives are assigned when appropriate.

- 1 • Provide incident management objectives (all wildfires must have a  
2 protection objective), written delegations of authority, and a complete  
3 Agency Administrator briefing to Incident Management Teams.
- 4 • Ensure briefings include any applicable information for avoidance areas and  
5 waterways per the nationwide aerial application of fire retardant direction,  
6 mapping, and cultural resources. Include the reporting requirements in the  
7 briefing if a misapplication of fire chemical occurs. Provide resource  
8 advisors if the use of aerially applied fire retardant is expected and the unit  
9 has mapped avoidance areas (which include waterways and 300' or larger  
10 buffers) and otherwise evaluate the need for resource advisors for all other  
11 fires, and assign as appropriate.
- 12 • For all unplanned human-caused fires where responsibility can be  
13 determined, ensure actions are initiated to recover cost of suppression  
14 activities, land rehabilitation, damages to the resource, and improvements.
- 15 • Ensure structure exposure protection principles are followed.

#### 17 **Responsibilities and Oversight**

- 18 • Agency Administrators are responsible for all aspects of fire management.
- 19 • Agency Administrators will ensure that all Forest Service employees and  
20 employees of interagency partners working on Forest Service jurisdiction  
21 wildfires clearly understand direction.
- 22 • Agency Administrators must approve and publish decisions in WFDSS (and  
23 subsequent courses of action) and issue delegations of authority to the  
24 Incident Commander. The Agency Administrator authority is based on  
25 incident type, as directed in FSM 5131.3.

26

| Incident Type | USFS Approval*                                                  |
|---------------|-----------------------------------------------------------------|
| Type 1        | Regional Forester level with National oversight                 |
| Type 2        | Forest Supervisor level with oversight by the Regional Forester |
| Type 3,4,5    | District Ranger level with oversight by the Forest Supervisor   |

27 \*This Authority may be delegated to the next level provided that the line  
28 officer at the next level meets Line Officer wildfire response certification  
29 requirements.

30

- 31 • Critical long duration wildfire oversight roles include ensuring that:
  - 32 ○ Up-to-date Published decisions are completed and documented in  
33 WFDSS.
  - 34 ○ Hazards are identified and risk assessments are incorporated into  
35 Published Decisions.
  - 36 ○ Coordination with partners and potentially affected parties is conducted  
37 (including smoke impacts). Unified command is implemented early if  
38 necessary.

- 1 ○ Resource capacity and availability are adequately assessed to meet
- 2 expectations.
- 3 ● This oversight role should address concerns of the states, cooperators, and
- 4 the public including air quality impacts from multiple wildfires.
- 5

### 6 **Risk Management Framework**

7 Sound decision-making relies on identifying reasonable objectives for protection  
8 of critical values at risk, while considering the amount and quality of exposure  
9 to firefighters and probability of success. The following Risk Assessment and  
10 Risk Decision questions are designed to inform fire management decisions by  
11 stimulating thinking and prompting dialogue, analyzing and assessing risk, and  
12 recognizing shared risks and communicating those risks within the Agency and  
13 with partners and stakeholders.

- 14 ● *Risk Assessment:*
  - 15 1. What are the critical values at risk?
  - 16 2. What is the chance the critical values will be impacted, and if so what
  - 17 are the consequences?
  - 18 3. What are the opportunities to manage fire to meet land management
  - 19 objectives?
  - 20 4. What are the possible low probability/high consequence events?
  - 21 5. Who are the stakeholders that should be consulted prior to making a
  - 22 decision?
- 23 ● *Risk Decision:*
  - 24 1. What alternatives (objectives, strategies, and tactics) are being
  - 25 considered?
  - 26 2. What is the exposure of responders for the alternatives being
  - 27 considered?
  - 28 3. What is the relative probability of success associated with the
  - 29 alternatives being considered?
  - 30 4. What alternative provides for the best balance between the desired
  - 31 outcome and exposure to responders?
  - 32 5. What are the critical thresholds that will trigger reconsideration of the
  - 33 proposed alternative and how will they be monitored?

### 35 **Safety**

- 36 ● Review safety policies, procedures, and concerns with field fire and
- 37 aviation personnel.
- 38 ● Ensure timely follow-up actions to program reviews, fire preparedness
- 39 reviews, fire and aviation safety reviews, and management reviews.
- 40 ● Monitor the fire situation and provide oversight during periods of critical
- 41 fire activity and situations of high risk.
- 42 ● Ensure there is adequate direction in fire management plans to maintain fire
- 43 danger awareness.
- 44 ● Take appropriate actions with escalating fire potential.

- 1 • Ensure appropriate investigation or Lessons Learned analyses are conducted  
2 for incidents, entrapments, and serious accidents.  
3

#### 4 **Fuels**

- 5 • Complete a fuels treatment effectiveness assessment on all wildfires which  
6 start in or burn into a fuel treatment area.  
7 • Enter results of the assessment in the Fuels Treatment Effectiveness  
8 Monitoring (FTEM) database found at: [www.nwportal.fs.usda.gov](http://www.nwportal.fs.usda.gov) within  
9 90 days of control of the fire.  
10

#### 11 **Prescribed Fire**

- 12 • Provide program leadership by visiting prescribed fire treatment projects  
13 and providing leader's intent to prescribed fire personnel.  
14 • Ensure compliance with National and Regional Office policy and direction  
15 for prescribed fire activities and ensure that periodic reviews and  
16 inspections of the prescribed fire program are completed.  
17 • Adhere to procedures for Regional and/or National level approvals for new  
18 and continued prescribed fire activities at National Preparedness Levels 4  
19 and 5 as described in the *National Interagency Mobilization Guide*.  
20 • Ensure a Prescribed Fire Plan is written and approved for each project prior  
21 to implementation in accordance with the *Interagency Prescribed Fire*  
22 *Planning and Procedures Guide* available at:  
23 [www.nwcg.gov/pms/RxFire/rxfire.htm](http://www.nwcg.gov/pms/RxFire/rxfire.htm)  
24 • Review Prescribed Fire Plans:  
25 ○ Ensure that the prescribed fire plan has been reviewed and  
26 recommended by a qualified technical reviewer.  
27 ○ Ensure that prescribed fire plans are designed to achieve desired  
28 conditions as described in Land and Resource Management Plans and  
29 project-specific NEPA analysis.  
30 • Approve Prescribed Fire Plans:  
31 ○ Minimum qualifications for Forest Supervisors, District Rangers, other  
32 Line Officers and formally delegated "Acting" Line Officers to approve  
33 prescribed fire plans are:  
34 ■ Completing a National or Regional Fire Management Leadership  
35 course, or  
36 ■ Qualifying in a Type 1 or 2 Command and General Staff position  
37 (currency not required), or  
38 ■ Qualifying as a Prescribed Fire Burn Boss (RXB1 or RXB2) or  
39 Prescribed Fire Manager (RXM1 or RXM2) (currency not  
40 required).  
41 ○ Authority to approve prescribed fire plans is held at the Forest  
42 Supervisor level but may be delegated in writing to other qualified line  
43 officers or staff.

- 1 ○ Approve prescribed fire plan amendments and determine the need for
- 2 additional technical review of proposed plan amendments prior to
- 3 approval.
- 4 ● Reauthorize all prescribed fire plans if more than one year has elapsed since
- 5 last authorization.
- 6 ● Report all instances of prescribed fires resulting in a wildfire declaration
- 7 and/or air quality Notice-of-Violation.

#### 9 **Fire Management Positions**

10 The following standards show the minimum operational experience required for  
11 fire management positions. The *Interagency Fire Program Management*  
12 *Qualifications Standard (IFPM)* and *Forest Service Fire Program Management*  
13 *Standard (FS-FPM)* will be used in conjunction with specific agency  
14 requirements when filling vacant fire program positions, and as an aid in  
15 developing Individual Development Plans (IDPs) for employees.

#### 17 **Specific Fire Management Staff Responsibilities for Fire Operations at the** 18 **Field Level**

#### 20 **Preparedness**

- 21 ● Use sound risk management practices as the foundation for all aspects of
- 22 fire and aviation management.
- 23 ● Ensure that only trained and qualified personnel are assigned to fire and
- 24 aviation duties.
- 25 ● Develop, implement, evaluate, and document fire and aviation training
- 26 program to meet current and anticipated needs.
- 27 ● Establish an effective process to gather, evaluate, and communicate
- 28 information to managers, supervisors, and employees. Ensure clear concise
- 29 communications are maintained at all levels.
- 30 ● Ensure fire and aviation management staffs understand their roles,
- 31 responsibilities, authority, and accountability.
- 32 ● Develop and maintain effective communication with the public and
- 33 cooperators.
- 34 ● Regardless of funding level, provide a safe, effective, and efficient fire
- 35 management program.
- 36 ● Organize, train, equip, and direct a qualified work force. An Individual
- 37 Development Plan (IDP) must be provided for incumbents who do not meet
- 38 new standards. Establish qualification review process.
- 39 ● Take appropriate action when performance is exceptional or deficient.
- 40 ● Ensure fire and aviation policies are understood, followed, and coordinated
- 41 with other agencies as appropriate.
- 42 ● Ensure that adequate resources are available to implement fire management
- 43 operations.
- 44 ● Provide fire personnel with adequate guidance, training, and decision-
- 45 making authority to ensure timely decisions.

- 1 • Develop and maintain agreements, annual operating plans, and contracts on  
2 an interagency basis to increase effectiveness and efficiencies.
- 3 • Develop, maintain, and annually evaluate the FMP to ensure accuracy and  
4 validity.
- 5 • Ensure budget requests and allocations reflect preparedness requirements in  
6 the FMP.
- 7 • Develop and maintain current operational plans. (e.g., dispatch, pre-attack,  
8 prevention).
- 9 • Ensure that reports and records are properly completed and maintained.
- 10 • Ensure fiscal responsibility and accountability in planning and expenditures.
- 11 • Assess, identify, and implement program actions that effectively reduce  
12 unwanted wildland fire ignitions and mitigate risks to life, property, and  
13 resources.
- 14 • Work with cooperators to identify processes and procedures for providing  
15 fire adapted communities within the wildland urban interface.

16

**17 Suppression**

- 18 • Provide for and personally participate in periodic site visits to individual  
19 incidents and projects.
- 20 • Utilize the Organizational Needs Assessment and/or Complexity Analysis  
21 to ensure the proper level of management is assigned to all incidents.
- 22 • Ensure incoming personnel and crews are briefed prior to fire and aviation  
23 assignments.
- 24 • Coordinate the development of Published Decisions within WFDSS with  
25 local unit staff specialists for all fires that escape initial attack.
- 26 • Ensure effective transfer of command of incident management occurs and  
27 safety is considered in all functional areas.
- 28 • Monitor fire activity to anticipate and recognize when complexity levels  
29 exceed program capabilities. Increase managerial and operational resources  
30 to meet needs.
- 31 • Complete cost recovery actions when unplanned human-caused fires occur.
- 32 • Ensure structure exposure protection principles are followed.
- 33 • Ensure all misapplications of wildland fire chemicals are reported and  
34 appropriate consultation conducted as needed (see Chapter 12).
- 35 • Ensure 5% assessment of fires less than 300 acres that had aerial fire  
36 retardant used and have avoidance areas as a result of the record of decision  
37 for the nationwide aerial application of fire retardant on National Forest  
38 System land is completed and documented for misapplication reporting.
- 39 • Ensure all assessments of impacts to threatened and endangered species or  
40 cultural resources are conducted by trained and qualified resource  
41 personnel.

42

**43 Safety**

- 44 • Ensure completion of a Job Hazard Analysis (JHA) for fire and fire aviation  
45 activities, and implement applicable risk mitigation measures.

- 1 • Ensure work/rest and R&R guidelines are followed during all fire and  
2 aviation activities. Deviations are approved and documented.  
3 • Initiate, conduct, and/or participate in fire management related reviews and  
4 investigations.  
5 • Monitor fire season severity predictions, fire behavior, and fire activity  
6 levels. Take appropriate actions to ensure safe, efficient, and effective  
7 operations.  
8

#### 9 **Prescribed Fire**

- 10 • Ensure a written, approved burn plan exists for each prescribed fire project.  
11 • Prepare and implement all prescribed fire plans in accordance with the  
12 *Interagency Prescribed Fire Planning and Procedures Guide* available at:  
13 [www.nwccg.gov/pms/RxFire/rxfire.htm](http://www.nwccg.gov/pms/RxFire/rxfire.htm)  
14 • Ensure that the Prescribed Fire Burn Boss assigned to each project is  
15 qualified at the appropriate level as determined by project complexity (see  
16 the *Interagency Prescribed Fire Planning and Procedures Guide* at  
17 [www.nwccg.gov/pms/RxFire/rxfire.htm](http://www.nwccg.gov/pms/RxFire/rxfire.htm) for specific guidance).  
18 • Review and update all prescribed fire plans as necessary to comply with  
19 new policy or procedures and submit to agency administrator for review and  
20 approval.  
21 • Submit amendments to prescribed fire plans to the agency administrator for  
22 approval.  
23 • Resubmit prescribed fire plans to agency administrator if more than one  
24 year has elapsed since last authorization was signed.  
25

#### 26 **Structure Exposure Protection Principles**

##### 27 **Mission and Role**

29 A significant role of the Forest Service is to manage natural resources on public  
30 land, and management of unwanted wildland fire is a primary mission in that  
31 role. Wildland firefighter training, tools, and personal protective equipment are  
32 based on the wildland environment. This does not prevent using wildland  
33 tactics in the Wildland Urban Interface (WUI) when risks are mitigated.  
34 Wildland firefighter training for the WUI, however, is centered on the concepts  
35 of preventing wildland fire from reaching areas of structures and/or reducing the  
36 intensity of fire that does reach structures. Fire suppression actions on structures  
37 that are outside federal jurisdiction, outside the scope of wildland firefighting  
38 training, or beyond the capability of wildland firefighting resources are not  
39 appropriate roles for the Forest Service.  
40

41 Forest Service leadership will express clear and concise “leader’s intent” to  
42 ensure structure protection assignments are managed safely, effectively, and  
43 efficiently. Leaders are expected to operate under existing policies and doctrine  
44 under normal conditions. Where conflicts occur, employees will be expected to



1 weigh the risk versus gain, and operate within the intent of Agency policy and  
2 doctrine.

3

#### 4 **Strategic Principles**

- 5 • The Forest Service actively supports creation of Firewise and Fire Adapted  
6 Communities and structures that can survive wildland fire without  
7 intervention. We support the concept that property owners have primary  
8 responsibility for reducing wildfire risks to their lands and assets.
- 9 • The Forest Service will actively work toward applying Firewise concepts to  
10 all Forest Service owned structures, facilities, and permitted use to serve as  
11 a model to publics and communities.
- 12 • The Forest Service will apply strategy and tactics to keep wildland fires  
13 from reaching structures, as prudent to do so, considering risk management  
14 for firefighters and publics, fire behavior, values at risk including natural  
15 resources, availability of firefighting resources, and jurisdictional  
16 authorities.
- 17 • The Forest Service will be proactive in developing agreements with  
18 interagency partners to clarify its structure protection policy.
- 19 • The Forest Service structure protection role is based on the assumption that  
20 other Departments and agencies will fulfill their primary roles and  
21 responsibilities. The Forest Service will not usurp individual, local, or state  
22 responsibility for structure protection.
- 23 • Prior to task implementation, a specific structure protection role briefing  
24 will be accomplished.

25

#### 26 **Tactical Applications**

27

#### 28 **Structure Protection Definition**

29 Actions taken in advance of a fire reaching structures or other improvements are  
30 intended to safely prevent the fire from damaging or destroying these values at  
31 risk. For the Forest Service, structure protection involves the use of standard  
32 wildland fire suppression tactics and control methods; including the use of  
33 standard equipment, fire control lines, and the extinguishing of spot fires near or  
34 on the structure when safe and practical.

35

#### 36 **USFS Role**

37 As documented in a Forest Service doctrinal principle, “Agency employees  
38 respond when they come across situations where human life is immediately at  
39 risk or there is a clear emergency, and they are capable of assisting without  
40 undue risk to themselves or others”. This principle serves as a foundational  
41 basis for the roles employees play in structure protection.

42

43 Pursuant to this “structure protection” policy provided above, Forest Service  
44 personnel may engage support from other cooperators in structure protection  
45 activities when 1) requested by local government under terms of an approved  
46 cooperative agreement or 2) when operating within a unified command. The

1 agency is permitted, without agreement, to render emergency assistance to a  
2 local government in suppressing wildland fires, and in preserving life and  
3 property from the threat of fire, when properly trained and equipped agency  
4 resources are the closest to the need, and there is adequate leadership to do so  
5 safely. The agency will NOT routinely provide primary emergency response  
6 (medical aids, fire suppression, HAZMAT, etc... as identified on "run cards" or  
7 preplanned dispatch scenarios) nor will the agency supplant the local  
8 government responsibility to do so.

9  
10 The contents of a cooperative agreement will clearly define the responsibilities  
11 of partners. Regarding structural fire protection, typical Forest Service  
12 responsibilities in the case of mutual aid, initial attack, extended attack, or large  
13 fire support include:

- 14 • To provide initial attack through extended attack actions consistent with  
15 application of wildland fire strategy and tactics.
  - 16 • To supply water in support of tribal, state or local agencies having  
17 jurisdictional responsibility for the fire. This would include the use of water  
18 tenders, portable pumps, hose, tanks, and supporting draft sites.
  - 19 • To assist or supply foam or chemical suppressant capability with engines or  
20 aerial application.
  - 21 • To assist local authorities in the event of evacuations.
  - 22 • To assist local authorities by assessing (triaging) structures for defensibility  
23 from wildfire.
  - 24 • To coordinate with local authorities on actions taken by Private Structure  
25 Protection Companies.
- 26 As such, there should not be an expectation that the Forest Service will:
- 27 • "Wrap" or set up and administer sprinklers around privately owned  
28 structures.
  - 29 • Remove fuels immediately surrounding a structure such as brush,  
30 landscaping, or firewood.

31  
32 As addressed above, the Forest Service will apply strategy and tactics to keep  
33 wildland fires from reaching structures, as prudent to do so, considering risk  
34 management for firefighters and publics, fire behavior, values at risk including  
35 natural resources, availability of firefighting resources, and jurisdictional  
36 authorities.

37  
38 The Forest Service shall not:

- 39 • Take direct suppression actions on structures other than those that tactically  
40 reduce the threat of fire spread to them.
- 41 • Enter structures or work on roofs of structures for the purpose of direct  
42 suppression actions.

43  
44 In consideration of Forest Service owned or leased structures outside of  
45 structure fire protection areas these same policies apply. The use of Firewise

1 principles and aggressive fire prevention measures will be employed for Forest  
2 Service structures at every opportunity.

3  
4 If a Forest Service structure is determined to be at risk, “wrapping” or other  
5 indirect protection methods for the structure can be authorized by the Agency  
6 Administrator. Documentation of these decisions needs to be placed in the fire  
7 documentation package and the unit files. Any employee engaged in  
8 “wrapping” or other indirect methods of protection operations will be  
9 thoroughly briefed and trained in correct safety and personal protection  
10 equipment procedures, especially if the use of ladders or climbing on the  
11 structure is necessary. In any case, the Forest Service holds that no structure is  
12 worth the risk of serious injury to an employee in an attempt to protect that  
13 structure or facility from fire.

14

#### 15 **Local Government Role**

16 Local government has the responsibility for emergency response, including  
17 structure protection, within their jurisdiction. This responsibility is usually  
18 found within the fire agencies’ charter and is substantiated by tax dollar revenue  
19 (sales and/or property tax).

20

#### 21 **Cost**

22 Local governments assume the financial responsibility for emergency response  
23 activities, including structure protection, within their jurisdictions. Local  
24 government will order resources deemed necessary to protect structures within  
25 their jurisdiction. Local agencies will not be reimbursed for performing their  
26 responsibilities within their jurisdiction.

27

#### 28 **Tactical Operating Principles**

29 When engaging in structure protection activities, as defined above, Forest  
30 Service personnel will apply the following principles:

- 31 • The first priority for all risk-decisions is human survival, both of firefighters  
32 and the public.
- 33 • Incident containment strategies specifically address and integrate protection  
34 of defensible improved property and wildland values.
- 35 • Direct protection of improved property is undertaken when it is safe to do  
36 so, when there are sufficient time and appropriate resources available, and  
37 when the action directly contributes to achieving overall incident objectives.
- 38 • Firefighter decision to accept direction to engage in structure protection  
39 actions is based on the determination that the property is defensible and the  
40 risk to firefighters can be safely mitigated under the current or potential fire  
41 conditions.
- 42 • A decision to delay or withdraw from structure protection operations is the  
43 appropriate course of action when made in consideration of firefighter  
44 safety, current or potential fire behavior, or defensibility of the structure or  
45 groups of structures.

- 1 • Firefighters at all levels are responsible to make risk-decisions appropriate  
2 to their individual knowledge, experience, training, and situational  
3 awareness.
- 4 • Every firefighter is responsible to be aware of the factors that affect their  
5 judgment and the decision-making process, including: a realistic perception  
6 of their own knowledge, skills, and abilities, the presence of life threat or  
7 structures, fire behavior, availability of resources, social/political pressures,  
8 mission focus, and personal distractions such as home, work, health, and  
9 fatigue.
- 10 • An individual's ability to assimilate all available factors affecting  
11 situational awareness is limited in a dynamic wildland urban interface fire  
12 environment. Every firefighter is responsible to understand and recognize  
13 these limitations, and to apply experience, training and personal judgment  
14 to observe, orient, decide, and act in preparation for the "worst case".
- 15 • It is the responsibility of every firefighter to participate in the flow of  
16 information with supervisors, subordinates, and peers. Clear and concise  
17 communication is essential to overcome limitations in situational  
18 awareness.

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**Chapter 6**

**RESERVED**

**This chapter is reserved.**

## Chapter 07 Safety and Risk Management

### Introduction

The primary means by which we prevent accidents in wildland fire operations is through aggressive risk management. Our safety philosophy acknowledges that while the ideal level of risk may be zero, a hazard free work environment is not a reasonable or achievable goal in fire operations. Through organized, comprehensive, and systematic risk management, we will determine the acceptable level of risk that allows us to provide for safety yet still achieve fire operations objectives. Risk management is intended to minimize the number of injuries or fatalities experienced by wildland firefighters.

### Policy

Firefighter and public safety is our first priority. All Fire Management Plans and activities must reflect this commitment. The commitment to and accountability for safety is a joint responsibility of all firefighters, managers, and administrators. Every supervisor, employee, and volunteer is responsible for following safe work practices and procedures, as well as identifying and reporting unsafe conditions.

Agency Specific Safety Policy Documents:

- *BLM - BLM Handbook 1112-1, 1112-2*
- *FWS - Service Manual 241 FW7, Firefighting*
- *NPS - DO-50 and RM-50 Loss Control Management Guideline*
- *FS - FSM 5100 and chapters, FSH-6709.11 Health and Safety Code Handbook*

For additional safety guidance, refer to:

- *Fireline Handbook (PMS 410-1, NFES 0065).*
- *Incident Response Pocket Guide (IRPG) (PMS 461, NFES 1077)*

### Guiding Principles

The primary means by which we implement command decisions and maintain unity of action is through the use of common principles of operations. These principles guide our fundamental wildland fire management practices, behaviors, and customs, and are mutually understood at every level of command. They include Risk Management, Standard Firefighting Orders and Watch Out Situations, LCES and the Downhill Line Construction Checklist. These principles are fundamental to how we perform fire operations, and are intended to improve decision making and firefighter safety. They are not absolute rules. They require judgment in application.

**Goal**

1  
2  
3 The goal of the fire safety program is to provide direction and guidance for safe  
4 and effective management in all activities. Safety is the responsibility of  
5 everyone assigned to wildland fire, and must be practiced at all operational  
6 levels from the national fire director, state/regional director, and unit manager to  
7 employees in the field. Agency Administrators need to stress that firefighter and  
8 public safety always takes precedence over property and resource loss.  
9 Coordination between the fire management staff and unit safety officer(s) is  
10 essential in achieving this objective.

**Definitions**

11  
12  
13  
14 **Safety:** A measure of the degree of freedom from risk or conditions that can  
15 cause death, physical harm, or equipment or property damage.

16 **Hazard:** A condition or situation that exists within the working environment  
17 capable of causing physical harm, injury, or damage.

18 **Risk:** The likelihood or possibility of hazardous consequences in terms of  
19 severity or probability.

20 **Risk Management:** The process whereby management decisions are made and  
21 actions taken concerning control of hazards and acceptance of remaining risk.

**Risk Management Process**

22  
23  
24  
25 Fire operations risk management is outlined in the *NWCG Incident Response*  
26 *Pocket Guide (IRPG)*. The five step process provides firefighters and fire  
27 managers a simple, universal, and consistent way to practice risk management  
28 by:

- 29 • Establishing situation awareness.
- 30 • Identifying hazards and assessing the risk.
- 31 • Controlling or eliminating hazards.
- 32 • Making decisions based on acceptability of remaining risk.
- 33 • Evaluating effectiveness of hazard controls and continuously re-evaluating  
34 the situation.

**Job Hazard Analysis (JHA)/Risk Assessment (RA)**

35  
36  
37  
38 A completed JHA/RA is required for:

- 39 • Jobs or work practices that have potential hazards.
- 40 • New, non-routine, or hazardous tasks to be performed where potential  
41 hazards exist.
- 42 • Jobs that may require the employee to use non-standard personal protective  
43 equipment (PPE).
- 44 • Changes in equipment, work environment, conditions, policies, or materials.

- 1 • Supervisors and appropriate line managers must ensure that established  
2 JHAs are reviewed and signed prior to any non-routine task or at the  
3 beginning of the fire season.
  - 4 ○ **BLM-** *Additional RA information can be obtained at:*  
5 *<http://web.blm.gov/portal/employeeresources/allemployees/safety/riskm>*  
6 *anagement.php*
  - 7 ○ **FS - JHA's** *must include a description of the emergency medical*  
8 *procedures, identification of key individuals, and actions that will be*  
9 *taken to ensure prompt and effective medical care and evacuation. See*  
10 *FSH 6709.11, section 21.1 for more information.*

## 11 **Work/Rest**

12  
13 To mitigate fatigue, Agency Administrators, fire managers, supervisors, Incident  
14 Commanders, and individual firefighters should plan for and ensure that all  
15 personnel are provided a minimum 2:1 work/rest ratio (for every 2 hours of  
16 work or travel, provide 1 hour of sleep and/or rest). Work shifts that exceed 16  
17 hours and/or consecutive days that do not meet the 2:1 work/rest ratio should be  
18 the exception. When this occurs, the following actions are required:

- 19 • Personnel will resume 2:1 work/rest ratio as quickly as possible.
- 20 • The Incident Commander or Agency Administrator will justify work shifts  
21 that exceed 16 hours and/or consecutive days that do not meet 2:1 work  
22 rest ratio. Justification will be documented in the daily incident records,  
23 and must include mitigation measures used to reduce fatigue.
- 24 • The Time Officer's/Unit Leader's approval of the Emergency Firefighter  
25 Time Report (OF-288), or other agency pay document, certifies that the  
26 required documentation is on file and no further documentation is required  
27 for pay purposes.

28  
29  
30 The work/rest guidelines do not apply to aircraft pilots assigned to an incident.  
31 Pilots must abide by applicable Federal Aviation Administration (FAA)  
32 guidelines, or agency policy if more restrictive.

## 33 **Length of Assignment**

### 34 **Assignment Definition**

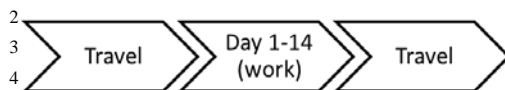
35  
36 An assignment is defined as the time period (days) between the first full  
37 operational period at the first incident or reporting location on the original  
38 resource order and the last day worked prior to commencement of return travel  
39 to the home unit.

### 40 **Length of Assignment**

41  
42 Standard assignment length is 14 days, exclusive of travel from and to home  
43 unit, with possible extensions identified below. Time spent in staging and  
44 preposition status counts toward the 14-day limit, regardless of pay status, for all  
45 personnel, including Incident Management Teams.

46 **Release Date: January 2013**



1 14-Day Scenario6 **Days Off**

7 To assist in mitigating fatigue, days off are allowed during and after  
8 assignments. Agency Administrators (incident host or home unit) may authorize  
9 time off supplementary to mandatory days off requirements.

10

11 The authority to grant a day off with pay lies within 5 U.S.C. 6104, 5 CFR  
12 610.301-306, and 56 Comp. Gen. Decision 393 (1977).

13

14 After completion of a 14 day assignment and return to the home unit, two  
15 mandatory days off will be provided (2 after 14). Days off must occur on the  
16 calendar days immediately following the return travel in order to be charged to  
17 the incident. (See Section 12.1-2) (5 U.S.C. 6104, 5 CFR 610.301-306, and 56  
18 Comp. Gen. Decision 393 (1977)). If the next day(s) upon return from an  
19 incident is/are a regular work day(s), a paid day(s) off will be authorized.  
20 Regulations may preclude authorizing this for non-NWCG and state/local  
21 employees.

22

23 Pay entitlement, including administrative leave, for a paid day(s) off cannot be  
24 authorized on the individual's regular day(s) off at their home unit. Agencies  
25 will apply holiday pay regulations, as appropriate. A paid day off is recorded on  
26 home unit time records according to agency requirements. Casuals (AD) are not  
27 entitled to paid day(s) off upon release from the incident or at their point of hire.

28

29 Contract resources are not entitled to paid day(s) off upon release from the  
30 incident or at their point of hire.

31

32 Home unit Agency Administrators may authorize additional day(s) off with  
33 compensation to further mitigate fatigue. If authorized, home unit program  
34 funds will be used. All length of assignment rules apply to aviation resources,  
35 including aircraft pilots, notwithstanding the FAA and agency day off  
36 regulations.

37

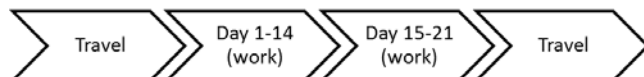
38 **Assignment Extension**

39 Prior to assigning incident personnel to back-to-back assignments, their health,  
40 readiness, and capability must be considered. The health and safety of incident  
41 personnel and resources will not be compromised under any circumstance.

- 42 • Assignments may be extended when:
  - 43 ○ Life and property are imminently threatened.
  - 44 ○ Suppression objectives are close to being met.
  - 45 ○ A military battalion is assigned.
  - 46 ○ Replacement resources are unavailable, or have not yet arrived.

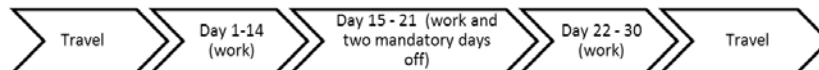
1 Upon completion of the standard 14-day assignment, an extension of up to an  
 2 additional 14 days may be allowed (for a total of up to 30 days, inclusive of  
 3 mandatory days off, and exclusive of travel).

#### 5 21-Day Scenario



10 A 21-day assignment is exclusive of travel from and to home unit. Time spent  
 11 in staging and preposition status counts toward the 21-day assignment,  
 12 regardless of pay status, for all personnel, including Incident Management  
 13 Teams.

#### 15 30-Day Scenario



19 An assignment longer than 22 days is exclusive of travel from and to home unit.  
 20 Time spent in staging and preposition status counts toward the assignment,  
 21 regardless of pay status, for all personnel, including Incident Management  
 22 Teams. For an assignment exceeding 21 days, two mandatory days off will be  
 23 provided prior to the 22nd day of the assignment.

25 Contracts, Incident Blanket Purchase Agreements (I-BPA), and Emergency  
 26 Equipment Rental Agreements (EERA) should be reviewed for appropriate pay  
 27 requirements and length of assignment. If the contract, I-BPA, or EERA do not  
 28 address this, the incident Finance/Administration Section Chief or the  
 29 procurement official should be consulted as to whether compensation for a day  
 30 off is appropriate.

#### 32 **Single Resource/Kind Extensions**

33 The section chief or Incident Commander will identify the need for assignment  
 34 extension and will obtain the affected resource's concurrence. The section chief  
 35 and affected resource will acquire and document the home unit supervisor's  
 36 approval.

38 The Incident Commander approves the extension. If a convened geographic or  
 39 national multi-agency coordinating group (GMAC/NMAC) directs, the Incident  
 40 Commander approves only after GMAC/NMAC concurrence.

42 If the potential exists for reassignment to another incident during the extension,  
 43 the home unit supervisor and the affected resource will be advised and must  
 44 concur prior to reassignment.

**1 Incident Management Team Extensions**

2 Incident management team extensions are to be negotiated between the incident  
3 Agency Administrator, the Incident Commander, and the GMAC/NMAC (if  
4 directed).

**6 Maximum Consecutive Days Worked- Home Unit**

7 During extended periods of activity at the home unit, personnel will have a  
8 minimum of 1 day off in any 21-day period.

**10 Driving Standard**

11 All employees driving motor vehicles are responsible for the proper care,  
12 operation, maintenance, and protection of the vehicle, and to obey all federal  
13 and state laws.

14 The use of government-owned, rented, or leased motor vehicles is for official  
15 business only. Unauthorized use is prohibited.

**19 General Driving Policy**

- 20 ● Employees must have a valid state driver's license in their possession for  
21 the appropriate vehicle class before operating the vehicle. Operating a  
22 government-owned or rental vehicle without a valid state driver's license is  
23 prohibited.
- 24 ● All drivers whose job duties require the use of a motor vehicle will receive  
25 initial defensive driver training within three months of entering on duty and  
26 refresher driver training every three years thereafter.
  - 27 ○ *BLM /FS- Driver training is required prior to operating a vehicle for*  
28 *official purposes.*
- 29 ● All traffic violations or parking tickets will be the operator's responsibility.
- 30 ● All driving requiring a CDL will be performed in accordance with  
31 applicable Department of Transportation regulations.
- 32 ● Drivers and all passengers are required to use provided seat belts at all times  
33 when the motor vehicle is in motion.
- 34 ● Employees operating any motor vehicle with a Gross Vehicle Weight  
35 Rating (GVWR) of 26,000 pounds or more, towing a vehicle 10,000 pounds  
36 GVWR or more, hauling hazardous material requiring the vehicle to be  
37 placarded, or transporting 16 or more persons (including the driver) must  
38 possess a valid Commercial Drivers License (CDL) with all applicable  
39 endorsements. Program funds are authorized to pay for the cost of CDL  
40 licensing fees and exams, necessary for employees to operate fire  
41 equipment. In those cases where a test has been failed and must be retaken,  
42 the employee will be responsible for costs associated with additional  
43 testing.
  - 44 ○ *BLM- BLM Form 1112-11 will be used to document every fire and*  
45 *aviation employee's authorization to drive government vehicles or to*  
46 *drive private or rental vehicles for government business. BLM Form*

- 1           1112-11 replaces form OF-345, form DI-131, and any equivalent form  
2           that has been created for local or state level use. Employees are  
3           required to self-certify their physical ability to operate vehicles which  
4           they are authorized to use. Drivers of vehicles that require a  
5           Commercial Driver's License may be required to have additional  
6           driver, medical, and fitness testing as required by local and/or state  
7           laws. Employees will immediately inform their supervisor and update  
8           BLM Form 1112-11 if a change in medical condition impedes their  
9           driving ability or if a state driving privilege is restricted for any  
10          reason. Supervisors will review the updated form and take appropriate  
11          action as necessary. BLM Form 1112-11 is available at:  
12          <http://web.blm.gov/blmforms/>
- 13          ○ **FS** - Policy requires all operators of government owned, or leased  
14          vehicles to have a Forest Service issued Operator's Identification Card  
15          (OF-346) indicating the type of vehicles or equipment the holder is  
16          authorized and qualified to operate.
  - 17          ○ **BLM/FWS/NPS** – The DOI has granted wildland fire agencies a  
18          waiver to allow employees between the ages of 18 and 21 to operate  
19          agency commercial fire vehicles using a state issued CDL under the  
20          specific conditions as stated below:
    - 21                  ■ Drivers with a CDL may only drive within the state that has issued  
22                  the CDL and must comply with the state's special requirements  
23                  and endorsements.
    - 24                  ■ These drivers must only drive vehicles that are equipped with visible  
25                  and audible signals, and are easily recognized as fire fighting  
26                  equipment. This excludes, but is not limited to, school buses used  
27                  for crew transport and "low-boy" tractor trailers used for  
28                  construction equipment transport.
    - 29                  ■ Supervisors must annually establish and document that these drivers  
30                  have a valid license (i.e. that the license has not been suspended,  
31                  revoked, canceled, or that the employee has not been otherwise  
32                  unqualified from holding a license - 485 DM 16.3.B (1), ensure  
33                  that the employee has the ability to operate the vehicle(s) safely in  
34                  the operational environment assigned (485 DM 16.3.B (2), and  
35                  review and validate the employee's driving record (485 DM  
36                  16.3.B(4)).

### 37 38 **Non-Incident Operations Driving**

39 Refer to the current driving standards for each individual agency.

### 40 41 **Mobilization and Demobilization**

42 To manage fatigue, every effort should be made to avoid off unit (excluding IA  
43 response) mobilization and demobilization travel between 2200 hrs and 0500  
44 hrs.

45  
46

**1 Incident Operations Driving**

2 This policy addresses driving by personnel actively engaged in wildland fire or  
3 all-hazard activities; this includes driving while in support, mobilization, and  
4 demobilization to an assigned incident, or during initial attack fire response  
5 (includes time required to control the fire and travel to a rest location).

- 6 • Agency resources assigned to an incident or engaged in initial attack fire  
7 response will adhere to the current agency work/rest policy for determining  
8 length of duty day.
- 9 • No driver will drive more than 10 hours (behind the wheel) within any duty-  
10 day.
- 11 • Multiple drivers in a single vehicle may drive up to the duty-day limitation  
12 provided no driver exceeds the individual driving (behind the wheel) time  
13 limitation of 10 hours.
- 14 • A driver shall drive only if they have had at least 8 consecutive hours off  
15 duty before beginning a shift. Exception to the minimum off-duty hour  
16 requirement is allowed when essential to:
  - 17 ○ Accomplish immediate and critical suppression objectives.
  - 18 ○ Address immediate and critical firefighter or public safety issues.
- 19 • As stated in the current agency work/rest policy, documentation of  
20 mitigation measures used to reduce fatigue is required for drivers who  
21 exceed 16 hour work shifts. This is required regardless of whether the  
22 driver was still compliant with the 10 hour individual (behind the wheel)  
23 driving time limitations.

**24 Fire Vehicle Operation Standards**

25 Operators of all vehicles must abide by state traffic regulations. Operation of all  
26 vehicles will be conducted within the limits specified by the manufacturer.  
27 Limitations based on tire maximum speed ratings and GVWR restrictions must  
28 be followed. It is the vehicle operator's responsibility to ensure vehicles abide  
29 by these and any other limitations specified by agency or state regulations.

**30 Management Controls to Mitigate Exposure**

31  
32 Management controls, engineering controls, equipment guards, and  
33 administrative procedures are the first line of defense against exposing an  
34 employee to a hazard. Personal protective equipment (PPE) will be used to  
35 protect employees against hazards that exist after all management controls are  
36 exhausted.

**37 Wildland Fire Field Attire**

38  
39 Polyester, polypropylene, and nylon materials are not to be worn, because most  
40 synthetic fibers melt when exposed to flame or extreme radiant heat. Personnel  
41 should wear only undergarments made of 100 percent or the highest possible  
42 content of natural fibers, aramid, or other flame-resistant materials.

**1 Personal Protective Equipment (PPE)**

2  
3 All personnel are required to use Personal Protective Equipment (PPE)  
4 appropriate for their duties and/or as identified in JHAs/RAs. Employees must  
5 be trained to use safety equipment effectively.

6  
7 Flame resistant clothing should be cleaned or replaced whenever soiled,  
8 especially when soiled with petroleum products. Flame resistant clothing will  
9 be replaced when the fabric is so worn as to reduce the protection capability of  
10 the garment or is so faded as to significantly reduce the desired visibility  
11 qualities.

12  
13 Any modification to personal protective equipment that reduces its protection  
14 capability such as iron-on logos, and sagging of pants, is an unacceptable  
15 practice and will not be allowed on fires.

**16 Required Fireline PPE includes:**

- 18 ● Wildland fire boots
- 19 ● Fire shelter (M-2002)
- 20 ● Hard hat with chinstrap
- 21 ● Goggles/safety glasses (as identified by JHAs/RAs)
- 22 ● Ear plugs/hearing protection
- 23 ● Yellow-long-sleeved flame resistant shirt
- 24 ● Flame resistant trousers
- 25 ● Leather or leather/flame resistant combination gloves. Flight gloves are not  
26 approved for fireline use.
- 27 ● Additional PPE as identified by local conditions, material safety data sheet  
28 (MSDS), or JHA/RA
- 29
- 30 ○ *FS- Shirt, trousers, and gloves used by USFS personnel must meet*  
31 *Forest Service specification 5100-91 (shirt), 5100-92 (trousers), 6170-*  
32 *5 (gloves), or be certified to the National Fire Protection Association*  
33 *(NFPA) 1977, Standard on Protective Clothing and Equipment for*  
34 *Wildland Fire Fighting.*

**35 Wildland Fire Boot Standard**

36 Personnel assigned to wildland fires must wear a minimum of 8-inch high, lace-  
37 type exterior leather work boots with Vibram-type, melt-resistant soles. The 8-  
38 inch height requirement is measured from the bottom of the heel to the top of the  
39 boot. Alaska is exempt from the Vibram-type sole requirement.

40  
41  
42 All boots that meet the wildland fire boot standard as described above are  
43 required for firefighting and fireline visits, considered non-specialized PPE, and  
44 will be purchased by the employee (including AD/EFF) prior to employment.

- 1 • *DOI- The DOI has issued policy authorizing payment of a boot stipend by*  
2 *DOI agencies. See agency-specific guidance for implementation of the DOI*  
3 *policy.*  
4

#### 5 **Fire Shelters**

6 New Generation Fire Shelters (M-2002, Forest Service Specification 5100-606)  
7 are required for all wildland firefighters. For more information, refer to  
8 [http://www.nifc.gov/fireShelt/fshelt\\_main.html](http://www.nifc.gov/fireShelt/fshelt_main.html)  
9

10 Training in inspection and deployment of new generation fire shelters will be  
11 provided prior to issuance. Firefighters will inspect their fire shelters at the  
12 beginning of each fire season and periodically throughout the year, to ensure  
13 they are serviceable.

14  
15 Training shelters will be deployed at required Annual Fireline Safety Refresher  
16 Training. No live fire exercises for the purpose of fire shelter deployment  
17 training will be conducted.  
18

19 Fire shelters will be carried in a readily accessible manner by all line personnel.  
20 The deployment of shelters will not be used as a tactical tool. Supervisors and  
21 firefighters must never rely on fire shelters instead of using well-defined escape  
22 routes and safety zones. When deployed on a fire, fire shelters will be left in  
23 place if it is safe to do so and not be removed pending approval of authorized  
24 investigators. Firefighters must report the shelter deployment incident to their  
25 supervisor as soon as possible.  
26

#### 27 **Head Protection**

28 Personnel must be equipped with hardhats and wear them at all times while on  
29 the fireline. Hardhats must be equipped with a chinstrap, which must be  
30 fastened while riding in, or in the vicinity of, helicopters.

31 Acceptable hardhats for fireline use are:

- 32 • “Wildland Firefighter’s Helmet” listed in a current or past edition of the  
33 GSA Wildland Fire Equipment Catalog. To view a current catalog, go to  
34 [www.gsa.gov/fireprogram](http://www.gsa.gov/fireprogram); or  
35 • equivalent hardhat meeting the *(NFPA) 1977 Standard on Protective*  
36 *Clothing and Equipment for Wildland Fire Fighting* requirements, or  
37 • equivalent hardhat meeting ANSI Z89.1-2003 Type 1, Class G or ANSI  
38 Z89.1-2009 Type 1, Class G.  
39

40 Hardhats consist of two components - the shell and the suspension - which work  
41 together as a system. Alteration of either of these components compromises the  
42 effectiveness of the system (e.g. wearing hardhat backwards) and is not allowed.  
43 Both components require periodic inspection and maintenance. The useful  
44 service life begins when the hardhat is put into service, not the manufacture date  
45 specified on the hardhat. Specific inspection and maintenance instructions are

1 found in Missoula Technology and Development Center (MTDC) Tech Tip  
2 publication, *Your Hardhat: Inspection and Maintenance* (0267-2331-MTDC).  
3 <http://www.fs.fed.us/t-d/pubs/htmlpubs/htm02672331/index.htm> and the  
4 Hardhat Update: Summer 2012 Notice also issued by MTDC at  
5 <http://www.fs.fed.us/t-d/pubs/htmlpubs/htm12512825/>.

### 7 **Eye and Face Protection**

8 The following positions require the wearing of eye protection (meets *ANSI*  
9 *Z87.1* Standards):

- 10 • Nozzle operator
- 11 • Chainsaw operator/faller
- 12 • Helibase and ramp personnel
- 13 • Wildland fire chemical mixing personnel
- 14 • Other duties may require eye protection as identified in a specific JHA/RA

15  
16 Full face protection in the form of a face shield in compliance with *ANSI Z87.1*  
17 shall be worn when working in any position where face protection has been  
18 identified as required in the job specific JHA/RA: Batch Mixing for Terra-  
19 Torch®, power sharpener operators, etc.

### 21 **Hearing Protection**

22 Personnel who are exposed to a noise level in excess of 85db must be provided  
23 with, and wear, hearing protection. This includes, but is not limited to:

- 24 • Chainsaw operators/fallers.
- 25 • Pump operators.
- 26 • Helibase and aircraft ramp personnel.
- 27 • Wildland fire chemical mixing personnel.

28  
29 Other duties may require hearing protection as identified in a specific JHA/RA.  
30 Employees may be required to be placed under a hearing conservation program  
31 as required by *29 CFR 1910.95*. Consult with local safety & health personnel  
32 for specifics regarding unit hearing conservation programs.

### 34 **Neck Protection**

35 Face and neck shrouds are not required PPE. The use of shrouds is not required  
36 and should be as a result of onsite risk analysis. If used, face and neck shrouds  
37 shall meet the requirements of FS specification 5100-601 or *NFPA 1977*  
38 *Standard on Protective Clothing and Equipment for Wildland Fire Fighting*.

39  
40 Shrouds should be positioned in a manner that allows for immediate use. For  
41 additional information see MTDC Tech Tip *Improved Face and Neck Shroud*  
42 *for Wildland Firefighters, 2004* (0451-2323-MTDC).  
43 <http://fsweb.mtdc.wo.fs.fed.us/pubs/htmlpubs/htm04512323/index.htm>

44  
45



**1 Leg Protection**

2 All chainsaw operators will wear chainsaw chaps meeting the United States  
3 Forest Service Specification 6170-4F or 4G. Swampers should wear chaps  
4 when the need is demonstrated by a risk analysis considering proximity to the  
5 sawyer, slope, fuel type, etc. All previous Forest Service specification chainsaw  
6 chaps must be removed from service. Chainsaw chaps shall be maintained in  
7 accordance with MTDC Publication, *Inspecting and Repairing Your Chainsaw*  
8 *Chaps - User Instructions* (0567-2816-MTDC)  
9 <http://www.fs.fed.us/t-d/pubs/htmlpubs/htm05672816/page01.htm>.

10

**11 Respiratory Protection**

12 Respiratory protection should only be implemented once engineering and  
13 administrative controls are exhausted. The need for respiratory protection  
14 during wildland fire operations must be determined by each agency. The  
15 requirements for respirator use are found in 29 CFR Part 1910.134.

16

17 Only NIOSH-approved respirators shall be used. Several respiratory-type  
18 products are marketed to wildland firefighters but are not NIOSH-approved (e.g.  
19 shrouds with filtration devices).

20

21 Managers and supervisors will not knowingly place wildland firefighters in  
22 positions where exposure to toxic gases or chemicals that cannot be mitigated  
23 and would require the use of self-contained breathing apparatus.

24 Managers will not sign cooperative fire protection agreements that would  
25 commit wildland firefighters to situations where exposure to toxic gases or  
26 chemicals would require the use of self-contained breathing apparatus.

- 27 • **FS - FSM – 5130- Self-Contained Breathing Apparatus - Wildland**  
28 *firefighters may use only SCBA which are compliant with NFPA 1981,*  
29 *Standard on Open-Circuit Self-Contained Breathing Apparatus (SCBA) for*  
30 *Emergency Services. SCBA may only be used when contaminants from*  
31 *vehicle, dump, structure, or other non-wildland fuel fire cannot be avoided*  
32 *while meeting wildland fire suppression objectives (29 CFR 1910.134,*  
33 *Respiratory Protection). If such an apparatus is not available, avoid*  
34 *exposure to smoke from these sources. The acquisition, training, proper*  
35 *use, employee health surveillance programs, inspection, storage, and*  
36 *maintenance of respiratory protection equipment must comply with*  
37 *applicable National Fire Protection Association standards and 29 CFR*  
38 *1910.134, and be justified by a Job Hazard Analysis. Where the acquisition*  
39 *and use of an SCBA is approved, it may be carried only on a fire engine and*  
40 *its use must be consistent with FSM 5130.*

41

**42 Specialized or Non Standard Personal Protective Equipment (PPE)**

43 Specialized PPE not routinely supplied by the agency (e.g. prescription safety  
44 glasses, static-resistant clothing, cold weather flame resistant outerwear, etc.)  
45 required to perform a task safely must be procured in accordance with agency  
46 direction, and supported by a JHA/Risk Assessment.

1 A JHA/Risk Assessment must be completed and reviewed by the Unit Safety  
2 Officer and the supervisor's approval is required. Items must meet agency and  
3 industry standards for specific intended use. Cold weather flame resistant  
4 outerwear shall be in compliance with NFPA 1977, *Standard on Protective*  
5 *Clothing and Equipment for Wildland Fire Fighting*. All cold weather inner  
6 wear should be composed of 100% or the highest possible content of natural  
7 fibers (cotton, wool or silk) or other flame resistant material such as aramid.

### 9 **High Visibility Vests**

10 In order to meet 23 CFR 634, high visibility apparel should be worn whenever a  
11 firefighter is working on or in the right of way of a public roadway.

12  
13 Employees must wear high visibility safety apparel that meets ANSI/ISEA 107-  
14 2004, Class 2 or 3, or ANSI/ISEA 207-2006.

15  
16 Exceptions:

17 The high visibility safety apparel should not be worn if:

- 18 ● There is a reasonable chance that the employee may be exposed to flames,  
19 high heat, or hazardous materials.
- 20 ● The high visibility garment hinders an employee's ability to do their job  
21 because it prevents necessary motion or because it limits access to  
22 necessary equipment such as radios or fire shelters.

23  
24 Additional information is available in the Missoula Technology and  
25 Development Center (MTDC) report, *High-Visibility Garments and Worker*  
26 *Safety on Roadways* (1251-2818P-MTDC).

27 <http://fsweb.mtdc.wo.fs.fed.us/pubs/htmlpubs/html12512818>

## 29 **Fireline Safety**

### 31 **Incident Briefings**

32 Fire managers must ensure that safety briefings are occurring throughout the fire  
33 organization, and that safety factors are addressed through the IC or their  
34 designee and communicated to all incident personnel at operational briefings.  
35 The identification and location of escape routes and safety zones must be  
36 stressed. A briefing checklist can be found in the *Incident Response Pocket*  
37 *Guide (IRPG)*.

### 39 **LCES - A System for Operational Safety**

40 LCES will be used in all operational briefings and tactical operations as per the  
41 *Incident Response Pocket Guide (IRPG)*.

- 42 ● L - Lookout(s)
- 43 ● C - Communication(s)
- 44 ● E - Escape Route(s)
- 45 ● S - Safety Zone(s)

46

**1 Right to Refuse Risk**

2 Every individual has the right to turn down unsafe assignments. When an  
3 individual feels an assignment is unsafe, they also have the obligation to  
4 identify, to the degree possible, safety alternatives for completing that  
5 assignment. The IRPG contains a process for How to Properly Refuse Risk.

6

**7 Smoke and Carbon Monoxide**

8 It is important to note that smoke is just one of the potential risks faced by  
9 wildland firefighters. Site-specific hazards and mitigations need to be identified  
10 (using JHA/RA) to reduce firefighter exposure to smoke and potential carbon  
11 monoxide which includes evaluating and balancing all the risks associated with  
12 the operational objectives.

13

14 From an incident management perspective, smoke impacts need to be analyzed  
15 and a risk assessment completed using the ICS-215A, Incident Action Plan  
16 Safety Analysis worksheet. For additional information, reference NWCG memo  
17 NWCG#006-2012, *Monitoring and Mitigating Exposure to Carbon Monoxide*  
18 *and Particulates at Incident Base Camps at*  
19 <http://www.nwcg.gov/general/memos/nwcg-006-2012.html>.

20

**21 Location of Fire Camps and Plans to Remain in Place**

22 Fire camps should be located in areas that will service the incident for the long  
23 term without having to relocate. Due to such factors as extreme fire behaviors,  
24 fire camp locations might be compromised. Incident Commanders are to be  
25 especially vigilant to quickly identify situations that may put their fire camp(s)  
26 or any other adjacent fire camps in jeopardy. As such, planning for evacuation  
27 and/ or remain in place actions should be considered. Evacuation plans at a  
28 minimum shall include:

- 29 • Documented risk assessment
- 30 • Trigger points
- 31 • Egress routes
- 32 • Transportation for all personnel
- 33 • Accountability for all personnel
- 34 • Those individuals not meeting 310-1 qualifications will be considered  
35 escorted visitors as addressed elsewhere in this chapter.
  - 36 ○ *FS- At a minimum, plans shall also include:*
    - 37 ■ *ICP protection strategy referenced in the IAP.*
    - 38 ■ *Live-ability considerations including air quality, functionality of*  
39 *location and facilities, and safety factors for post burn conditions.*

40

**41 Standard Safety Flagging**

42 The NWCG recommends the following Safety Zone/Escape Route flagging for  
43 wildland fire activities:

- 44 • Hot-pink flagging marked “Escape Route” (NFES 0566). Crews with  
45 colorblind members may wish to carry and utilize fluorescent chartreuse  
46 flagging (NFES #2396).

- 1 • Hazards. Yellow with black diagonal stripes, 1 inch wide (NFES 0267). If  
2 the above recommendation is not utilized on an incident, the incident will  
3 need to identify the selected color and make it known to all firefighters.  
4

## 5 **Emergency Medical Planning and Services**

6  
7 To provide for quick and effective response, all units (including dispatch  
8 centers) will develop and implement plans that specify emergency procedures,  
9 actions, and roles/responsibilities to ensure injured personnel are provided  
10 prompt and effective medical care and evacuation.  
11

### 12 **Incident Emergency Management Planning**

13 In 2010, NWCG approved the standardized incident emergency protocol  
14 developed by the Dutch Creek Serious Accident Task Team, and issued  
15 direction that these emergency medical procedures be adopted by all IMT's  
16 during daily operations.  
17

18 Although some of the procedures are specific to larger Type 1 and Type 2  
19 incidents when key unit leader positions are filled, these same procedures and  
20 protocols can be adapted for local unit use when managing Type 5, 4, and 3  
21 incidents as well as during normal field operations. Local unit emergency  
22 medical plans must take into account all types and management levels of  
23 incidents.  
24

25 To achieve successful medical response, Agency Administrators will ensure that  
26 their units have completed the following items prior to each field season:

- 27 • An Incident Emergency Plan that identifies medical evacuation options,  
28 local/county/state/federal resource capabilities, capacities, ordering  
29 procedures, cooperative agreements, role of dispatch centers, and key  
30 contacts or liaisons;
- 31 • Standardized communication center protocols that include the following  
32 components:
- 33 ○ Determine the nature of the emergency;
  - 34 ○ If the emergency is a medical injury/illness, determine if the  
35 injury/illness is life threatening;
  - 36 ○ If the injury is life threatening, then clear designated frequency for  
37 emergency traffic;
  - 38 ○ Identify the on-scene point of contact by position and last name (i.e.  
39 TFLD Smith);
  - 40 ○ Ensure that the Medical Unit Leader (if assigned) is contacted  
41 immediately;
  - 42 ○ Identify number injured, patient assessment(s) and location (geographic  
43 and/or GPS coordinates);
  - 44 ○ Identify on-scene medical personnel by position and last name (i.e.  
45 EMT Jones);
  - 46 ○ Identify preferred method of patient transport;

- 1 ○ Determine any additional resources or equipment needed;
- 2 ○ Document all information received and transmitted on the radio or
- 3 phone;
- 4 ○ Document any changes in the on-scene point of contact or medical
- 5 personnel as they occur;
- 6 ● For incidents that require the preparation of an IAP, an incident medical
- 7 plan that satisfies the requirements found in NWCG memo number 025-
- 8 2010 is required, and will include an expanded block eight of the ICS-206
- 9 Medical Plan detailing available resources (ground and air), roles,
- 10 responsibilities, and hazard mitigations.

11

12 For more information, refer to NWCG 025-2010 at  
13 <http://www.nwcg.gov/general/memos/nwcg-025-2010.html>

14

#### 15 **Air Ambulance Coordination**

16 Unit and state/regional level fire program managers should ensure that  
17 procedures, processes, and/or agreements for use of local and regional air  
18 ambulance services are stated in writing and effectively coordinated between the  
19 fire programs, the dispatch/logistics centers, and the service providers.

20

#### 21 **Incident Emergency Medical Services**

22 Agencies will follow interim NWCG minimum standards for incident  
23 emergency medical services as defined in Appendix K (NWCG#011-2208) to  
24 assist wildland fire Incident Commanders with determining the level and  
25 number of emergency medical resources and related supplies needed based upon  
26 the number of incident personnel. This standard as well as other incident  
27 medical information can be found on the NWCG Incident Emergency Medical  
28 Subcommittee website at:

29 <http://www.nwcg.gov/branches/pre/rmc/iems/index.html>

30

31 Incidents that have established Medical Units shall follow the direction as  
32 outlined in *Interim NWCG Minimum Standards for Medical Units Managed By*  
33 *NWCG Member Agencies* at:

34 [http://www.nwcg.gov/branches/pre/rmc/iems/policyguides/minimum\\_stds\\_for\\_](http://www.nwcg.gov/branches/pre/rmc/iems/policyguides/minimum_stds_for_medical_units.pdf)  
35 [medical\\_units.pdf](http://www.nwcg.gov/branches/pre/rmc/iems/policyguides/minimum_stds_for_medical_units.pdf)

36

37 NWCG has published *Clinical Treatment Guidelines for Wildland Fire Medical*  
38 *Units (PMS 551)*. These guidelines establish a national approach for medical  
39 care during large incidents that expand the typical emergency management  
40 services (EMS) scope of practice to include the mission of managing and  
41 maintaining the health and wellness of wildland fire personnel. These  
42 guidelines are available at:

43 <http://www.nwcg.gov/branches/pre/rmc/iems/index.html>

44

45 Home units that choose to utilize and support higher level medical responders to  
46 provide medical support for internal agency medical emergencies (beyond basic

1 first aid/CPR) may do so; however, certification and credentialing must follow  
2 respective state laws and protocols.

3

#### 4 **Required Treatment for Burn Injuries**

5

6 The following standards will be used when any firefighter sustains burn injuries,  
7 regardless of agency jurisdiction.

8

9 After on-site medical response, initial medical stabilization, and evaluation are  
10 completed, the Agency Administrator or designee having jurisdiction for the  
11 incident and/or firefighter representative (e.g. Crew Boss, Medical Unit Leader,  
12 Compensations for Injury Specialist, etc.) should coordinate with the attending  
13 physician to ensure that a firefighter whose injuries meet any of the following  
14 burn injury criteria is immediately referred to the nearest regional burn center.

15

16 It is imperative that action is expeditious, as burn injuries are often difficult to  
17 evaluate and may take 72 hours to manifest themselves. These criteria are based  
18 upon American Burn Association criteria as warranting immediate referral to an  
19 accredited burn center.

20

21 The decision to refer the firefighter to a regional burn center is made directly by  
22 the attending physician or may be requested of the physician by the Agency  
23 Administrator or designee having jurisdiction and/or firefighter representative.

24

25 The Agency Administrator or designee for the incident will coordinate with the  
26 employee's home unit to identify a Workers Compensation liaison to assist the  
27 injured employee with workers compensation claims and procedures.

28 Workers Compensation benefits may be denied in the event that the attending  
29 physician does not agree to refer the firefighter to a regional burn center.

30

31 During these rare events, close consultation must occur between the attending  
32 physician, the firefighter, the Agency Administrator or designee and/or  
33 firefighter representative, and the firefighter's physician to assure that the best  
34 possible care for the burn injuries is provided.

35

#### 36 **Burn Injury Criteria**

- 37 • Partial thickness burns (second degree) involving greater than 5% Total  
38 Body Surface Area (TBSA).
- 39 • Burns (second degree) involving the face, hands, feet, genitalia, perineum,  
40 or major joints.
- 41 • Third-degree burns of any size are present.
- 42 • Electrical burns, including lightning injury are present.
- 43 • Inhalation injury is suspected.
- 44 • Burns are accompanied by traumatic injury (such as fractures).
- 45 • Individuals are unable to immediately return to full duty.

- 1 • When there is any doubt as to the severity of the burn injury, the  
2 recommended action should be to facilitate the immediate referral and  
3 transport of the firefighter to the nearest burn center.  
4

5 A list of burn care facilities can be found at:  
6 <http://www.blm.gov/nifc/st/en/prog/fire/im.html>.

7  
8 For additional NWCG incident emergency medical information see:  
9 <http://www.nwcg.gov/branches/pre/rmc/iems/index.html>

### 10 **Explosives, Munitions, and Unexploded Ordnance**

11  
12  
13 When encountering explosives, munitions, unexploded ordinance (UXO), or  
14 suspected UXO, never pick up, handle, uncover, or touch suspected explosives  
15 or military munitions. Retreat and secure the area from entry. Immediately  
16 notify the local dispatch office, and gather as much information as possible from  
17 a safe distance.

18  
19 Gather the following information and provide it to the dispatch center:

- 20 • Location of the explosive/munitions using a map, GPS coordinates, or  
21 landmarks (use of a GPS receiver is acceptable because it is a receive-only  
22 device).  
23 • Picture of the explosive if it can be obtained from a safe distance.  
24 • Who discovered the explosive/munitions and how they can be contacted.  
25 • Condition of the explosive/munitions (e.g., buried, partially exposed, fully  
26 exposed, deteriorated, or punctured).  
27 • Number and type of explosive/munitions visible (e.g., blasting caps,  
28 dynamite, bomb, grenade, etc.).  
29 • Estimated size of explosive/munitions (e.g., length and diameter).  
30 • Distinctive features of explosive/munitions (e.g., shape, color, markings).  
31 • Nearby structures, if any (so inhabitants can be contacted and evacuated if  
32 necessary).  
33 • Public access to the vicinity (i.e., open or closed to motor vehicles).

34  
35 Never spend more time near munitions, suspected explosives, or UXO than is  
36 absolutely necessary. Only collect the above information as long as it is safe to  
37 do so from a distance. Never compromise safety to collect information.

### 38 **Notifications**

39 Local dispatch centers are responsible for notifying:

- 40  
41 • Agency law enforcement;  
42 • Unit safety officer;  
43 • Agency Administrator; and  
44 • Local law enforcement.

1 **Discovery of Explosives/Munitions/UXO Associated with Former Defense**  
2 **Sites**

3 The military retains liability and responsibility for munitions removal and for  
4 remedial actions on all lands transferred (or transferring) from the military to the  
5 land management agencies, and is responsible for explosives safety at former  
6 defense sites. The military must be notified for all UXO on these lands.

7  
8 Local law enforcement is responsible for contacting the appropriate military  
9 authority. If the responsible military unit is unknown, then local law  
10 enforcement should contact the U.S. Army Forces Command (FORSCOM),  
11 52nd Ordnance Group (EOD), at its 24-hour emergency response number, (931)  
12 431-3824.

13  
14 For additional UXO safety information, see the current IRPG.

15  
16 **Industrial and Naturally Occurring Hazardous Exposures**

17  
18 Firefighters can potentially be exposed to hazards in the wildland fire  
19 environment. Encountered hazards can be both human and environmentally  
20 borne.

21  
22 This section provides information and mitigations for most commonly  
23 encountered industrial and naturally occurring potential exposures. Recognizing  
24 there may be unique/area specific hazardous exposures (e.g., fungus causing  
25 valley fever, erionite, coal seams), the following standards apply to all hazards:

- 26 • Identifying unit-specific environmental hazards;
- 27 • Develop Risk Assessments/Job Hazard Analyses (RA/JHAs) for those  
28 hazards;
- 29 • Develop and provide specific training and standard operating procedures  
30 (SOPs);
- 31 • Provide briefings/training for those who may be exposed;
- 32 • If exposure is suspected, immediately disengage and leave the area; and
- 33 • Seek immediate medical attention if exposure symptoms occur.

34  
35 **Dump and Spill Sites**

36 Employees that discover any unauthorized waste dump or spill site that contains  
37 indicators of potential hazardous substances (e.g., containers of unknown  
38 substances, pools of unidentifiable liquids, piles of unknown solid materials,  
39 unusual odors, or any materials out of place or not associated with an authorized  
40 activity) should take the following precautions:

- 41 • Follow the procedures in the IRPG;
- 42 • Treat each site as if it contains harmful materials;
- 43 • Do not handle, move, or open any container, breathe vapors, or make  
44 contact with the material;
- 45 • Move a safe distance upwind from the site;



- 1 • Contact appropriate personnel. Generally, this is the Hazardous Materials  
2 Coordinator for the local office; and
- 3 • Firefighters need to immediately report hydrogen sulfide (H<sub>2</sub>S) or potential  
4 exposure and seek immediate medical care.
- 5 • *BLM/FWS/NPS - Agencies require that all field personnel complete First  
6 Responder Awareness training. Firefighters are required to take an annual  
7 refresher for Hazardous Material protocol.*

8  
9 The following general safety rules shall be observed when working with  
10 chemicals:

- 11 • Read and understand the Material Safety Data Sheets.
- 12 • Keep the work area clean and orderly.
- 13 • Use the necessary safety equipment.
- 14 • Label every container with the identity of its contents and appropriate  
15 hazard warnings.
- 16 • Store incompatible chemicals in separate areas.
- 17 • Substitute less toxic materials whenever possible.
- 18 • Limit the volume of volatile or flammable material to the minimum needed  
19 for short operation periods.
- 20 • Provide means of containing the material if equipment or containers should  
21 break or spill their contents.

### 22 23 **Responding to Wildland Fires in or near Oil/Gas Operations**

24 For those offices with oil and gas operations within their fire suppression  
25 jurisdiction, the following is the minimum standard operating procedures to help  
26 ensure the health and safety of wildland firefighters:

- 27 • Firefighters shall receive annual oil and gas hazard recognition and  
28 mitigation training;
- 29 • Local unit shall complete a JHA/RA for wildland fire suppression activities  
30 in oil and gas areas and provide a copy with a briefing to all local and  
31 incoming resources;
- 32 • Establish Response Protocols and proper decontamination procedures to  
33 minimize exposure to additional employees, equipment, and facilities.  
34 Protocols will include notification procedures to respective oil and gas  
35 company(s);
- 36 • Ensure oil and gas resource advisors are consulted;
- 37 • Ensure that at least one member of each squad or engine crew is  
38 knowledgeable in the use and data interpretation of the H<sub>2</sub>S gas monitor.  
39 Training on the device will include at a minimum:
  - 40 ○ Equipment charging and maintenance of sensors;
  - 41 ○ Startup, zeroing, calibration, and bump testing procedures as  
42 recommended by the manufacturer; and
  - 43 ○ How the monitor elicits a warning alarm (visual, auditory, vibration).
- 44 • Understand Peak Reading, Short Term Exposure Limits (STEL), and Time  
45 Weighted Averages;

- 1     ○ Understand how to set the monitors alarm threshold.
- 2     ● The monitor's alarm shall be set at the current American Conference on
- 3       Governmental Industrial Hygienists (ACGIH) Threshold Limit Value (10
- 4       PPM 2008) and STEL (15 PPM 2008);
- 5     ● If H<sub>2</sub>S gas is encountered, immediately disengage and leave area; and
- 6     ● Do not establish incident base camps or staging areas in or near oil and gas
- 7       operations.

8

9 The following websites provide additional information and training resources:

- 10    ● <http://www.nifc.gov/video/HazMat.wmv>
- 11    ● <http://iirdb.wildfirelessons.net/main/Reviews.aspx>
- 12    ● [www.nfpa.org/assets/files/pdf/Sup10.pdf](http://www.nfpa.org/assets/files/pdf/Sup10.pdf)

13

#### 14 **Responding to Wildland Fires in or Near Radioactive Locations**

15 Abandoned uranium mines and other potential radioactive sites exist in many  
16 areas of public lands. When these areas are identified, local management should  
17 provide information and direction on operations to be used. General knowledge  
18 and understanding of potential radiation exposure is necessary for wildland fire  
19 program management to make valid risk management decisions in these areas.

20 The following websites provide this information and general guidelines:

- 21    ● [http://www.nifc.gov/policies/red\\_book/doc/RadiationDocument.pdf](http://www.nifc.gov/policies/red_book/doc/RadiationDocument.pdf)
- 22    ● [http://www.nifc.gov/policies/red\\_book/doc/RadiationGuidance.pdf](http://www.nifc.gov/policies/red_book/doc/RadiationGuidance.pdf)

23

#### 24 **Hazardous Water Sources**

25 Many water sources used during fire suppression activities may appear  
26 harmless, but contain hazardous materials (e.g. hydraulic fracturing fluid,  
27 cyanide, sewage, corrosives). These hazardous water sources may pose threats  
28 to personnel health and firefighting equipment. Indicators that a water source  
29 may be hazardous include proximity to active or inactive mining operations,  
30 gas/oil wells, water treatment facilities, or other industrial operations. In many  
31 cases, these hazardous water sources may not be fenced and no warning signs  
32 may be present.

33

34 Suppression personnel should evaluate water sources to ensure they do not  
35 contain hazardous materials. If unsure of the contents of a water source,  
36 personnel should not utilize the water source until its contents can be verified.  
37 Dispatch centers, Resource Advisors, or on-scene personnel can assist with  
38 verification of safe water sources. Information about known hazardous water  
39 sources should be included in operational briefings.

40

#### 41 **Hydrogen Cyanide (HCN) Exposure**

42 Synthetic materials such as plastics, nylon, Styrofoam®, and polyurethane can  
43 produce HCN. HCN exposure can disrupt the body's ability to use oxygen,  
44 cause asphyxia, and cause carbon monoxide poisoning. Common items such as

1 sofas, carpeting, vehicles, and other products routinely found in the wildland can  
2 produce smoke with HCN.

3

4 Symptoms of HCN poisoning include bitter almond odor on breath, burning  
5 taste in mouth, stiffness of lower jaw, feeling of numbness or constriction in  
6 throat, weakness, and headache.

7

8 Follow hazardous materials protocols contained in the IRPG to mitigate  
9 exposure to HCN. If personnel may have been exposed to HCN, immediate  
10 referral to a health care facility capable of toxicology testing and treatment of  
11 HCN exposure is required.

12

### 13 **Safety for Non-Operational Personnel Visiting Fires**

14

15 A wide variety of personnel such as Agency Administrators, other agency  
16 personnel, dignitaries, members of the news media, etc., may visit incidents.  
17 The following standards apply to all visitors.

18

#### 19 **Visits to an Incident Base**

20 Recommended field attire for visits to incident base camps and other non-  
21 fireline field locations:

- 22 • Lace-up, closed toe shoes/boots with traction soles and ankle support.
- 23 • Trousers.
- 24 • Long-sleeve shirt.
- 25 • For agency personnel, the field uniform is appropriate.

26

#### 27 **Fireline Logistical Support**

28 Personnel performing fireline logistical support duties (e.g. bus drivers, supply  
29 delivery/retrieval, incident drivers, non-tactical water delivery, etc.) must meet  
30 the following requirements:

- 31 • Complete fire shelter training
- 32 • Fireline PPE
- 33 • Receive an incident briefing
- 34 • Ensure adequate communications are established
- 35 • Other requirements (if any) established by the Incident Commander
- 36 • A Work Capacity Test (WCT) is not required unless required for a specific  
37 position defined in the PMS 310-1.

38

#### 39 **Minimum Requirements for Visits to the Fireline/RX Burns**

40 Visits (such as media visits or political/administrative tours) to hazardous areas  
41 of the fire or areas that pose a fire behavior threat will be managed by meeting  
42 the requirements below.

- 43 • Visits to the fireline must have the approval of the IC/Burn Boss.
- 44 • Visitors must maintain communications with the DIVS or appropriate  
45 fireline supervisor of the area they are visiting.

- 1 • Required PPE:
- 2     ○ Wildland fire boots.
- 3     ○ Yellow long-sleeved flame resistant shirts.
- 4     ○ Flame resistant trousers.
- 5     ○ Hard hat with chinstrap.
- 6     ○ Leather or leather/flame resistant combination gloves. Flight gloves
- 7         are not approved for fireline use.
- 8     ○ Fire shelter (M-2002), must also receive fire shelter training.
- 9 • Required field attire:
- 10    ○ Undergarments made of 100 percent or the highest possible content of
- 11       natural fibers or flame-resistant materials.
- 12 • Required equipment/supplies:
- 13    ○ Hand tool.
- 14    ○ Water canteen.

15  
16 Visitors to the Fireline/RX Burns may be “Non-Escorted” or “Escorted”  
17 depending on the following requirements:

#### 18 **Non-Escorted Visits**

19 Visitors must have an incident qualification with a minimum physical fitness  
20 level of “light” to visit the fireline unescorted.

- 21 • Must have adequate communications and radio training.
- 22 • Completed the following training:
- 23     ○ Introduction to Fire Behavior (S-190).
- 24     ○ Firefighter Training (S-130).
- 25     ○ Annual Fireline Safety Refresher Training, including fire shelter
- 26         training.
- 27
- 28 • Deviation from this requirement must be approved by the IC or Burn Boss.
- 29 The law enforcement physical fitness standard is accepted as equivalent to a
- 30 “light” WCT work category.

#### 31 **Escorted Visits**

32 All non-incident, non-agency visitors lacking the above training and physical  
33 requirements must be escorted while on the fireline.

- 34 • Visitors must receive training in the proper use of PPE.
- 35 • Requirement for hand tool and water to be determined by escort.
- 36 • Visitors must be able to walk in mountainous terrain and be in good
- 37     physical condition with no known limiting conditions.
- 38 • Escorts must be minimally qualified as Single Resource Boss. Any
- 39     deviation from this requirement must be approved by the IC or Burn Boss.
- 40

#### 41 **Helicopter Observation Flights**

42 Visitors who take helicopter flights to observe fires must receive approval from  
43 the Incident Commander, a passenger briefing, and meet the following  
44 requirements:  
45

- 1 • Required PPE:
  - 2     ○ Flight helmet
  - 3     ○ Leather boots
  - 4     ○ Flame-resistant clothing
  - 5     ○ All leather or leather and aramid gloves
- 6 Occasional passengers/visitors have no training requirement, but a qualified  
7 flight manager must supervise loading and unloading of passengers.

#### 9 **Fixed-Wing Observation Flights**

10 No PPE is required for visitors and agency personnel who take fixed-wing  
11 flights to observe fires. However, a passenger briefing is required, and the flight  
12 level must not drop below 500 feet AGL.

#### 14 **Six Minutes for Safety Training**

16 It is recommended that daily Six Minutes for Safety training be conducted that  
17 focuses on high-risk, low frequency activities that fire personnel may encounter  
18 during a fire season. A daily national Six Minutes for Safety briefing can be  
19 found at: [http://www.nifc.gov/sixminutes/dsp\\_sixminutes.php](http://www.nifc.gov/sixminutes/dsp_sixminutes.php) or the National  
20 Incident Management Situation Report.

#### 22 **SAFENET**

24 SAFENET is a form, process, and method for reporting and resolving safety  
25 concerns encountered in any aspect (e.g., preparedness, training, etc.) of  
26 wildland fire or all hazard incident management. The information provided on  
27 the form will provide important, safety-related data to the National Interagency  
28 Fire Center, and determine long-term trends and problem areas.

29 The objectives of the form and process are:

- 30 • To provide immediate reporting and correction of unsafe situations or close  
31 calls in wildland fire.
- 32 • To provide a means of sharing safety information throughout the fire  
33 community.
- 34 • To provide long-term data that will assist in identifying trends.
- 35 • Primarily intended for wildland and prescribed fire situations, however,  
36 SAFENET can be used for training and all hazard events.

38 Individuals who observe or who are involved in an unsafe situation shall initiate  
39 corrective actions if possible, and then report the occurrence using SAFENET.  
40 You are encouraged, but not required, to put your name on the report.  
41 Prompt replies to the originator (if name provided), timely action to correct the  
42 problem, and discussion of filed SAFENETs at local level meetings encourage  
43 program participation and active reporting.

45 SAFENET is not the only way to correct a safety-related concern and it does not  
46 replace accident reporting or any other valid agency reporting method. It is an

- 1 efficient way to report a safety concern. It is also a way for front line  
2 firefighters to be involved in the daily job of being safe and keeping others safe,  
3 by documenting and helping to resolve safety issues. SAFENETs may be filed:  
4 • Electronically at <http://safenet.nifc.gov>;  
5 • Verbally by telephone at 1-888-670-3938; or  
6 • By SAFENET Field Card

7  
8 The SAFENET Field Card is can be used by wildland fire personnel to  
9 immediately identify and report unsafe situations or close calls that should  
10 receive immediate resolution/mitigation. If the situation cannot be resolved at  
11 the local/incident level, the reporting individual is encouraged to follow the  
12 formal SAFENET submission process stated above. SAFENET Field Cards are  
13 available at: <http://safenet.nifc.gov>

### 14 **Accident/Injury Reporting**

15  
16  
17 The Occupational Safety and Health Administration (OSHA) mandates that all  
18 accidents and injuries be reported in a timely manner. This is important for the  
19 following reasons:

- 20 • To protect and compensate employees for incidents that occur on-the-job.  
21 • To assist supervisors and safety managers in taking corrective actions and  
22 establish safer work procedures.  
23 • To determine if administrative controls or personal protective equipment are  
24 needed to prevent a future incident of the same or similar type.  
25 • To provide a means for trend analysis.

26  
27 Employees are required to immediately report to their supervisor every job-  
28 related accident. Managers and supervisors shall ensure that an appropriate  
29 level of investigation is conducted for each accident and record all personal  
30 injuries and property damage. Coordinate with your human resources office or  
31 administrative personnel to complete appropriate Office of Worker's  
32 Compensation (OWCP) forms. Reporting is the responsibility of the injured  
33 employee's home unit regardless of where the accident or injury occurred.

- 34 • *DOI- employees will report accidents using the Safety Management*  
35 *Information System (SMIS) at <https://www.smis.doi.gov/>. Supervisors shall*  
36 *complete SMIS report within six working days after the accident/injury.*  
37 • *FS- employees will use the Safety and Health Information Portal System*  
38 *(SHIPS) through the Forest Service Dashboard at*  
39 *[http://fsweb.asc.fs.fed.us/HRM/owcp/WorkersComp\\_index.php](http://fsweb.asc.fs.fed.us/HRM/owcp/WorkersComp_index.php)*

### 40 **Critical Incident Management**

41  
42  
43 The NWCG has published the *Agency Administrator's Guide to Critical*  
44 *Incident Management* (PMS 926). This guide is designed as a working tool to  
45 assist Agency Administrators with the chronological steps in managing a critical

1 incident. This document includes a series of checklists, which outline Agency  
2 Administrator's and other functional area's oversight and responsibilities. The  
3 guide is not intended to replace local emergency plans or other specific guidance  
4 that may be available, but should be used in conjunction with existing SOPs.  
5 Local units should complete the guide, and review and update at least annually.  
6 This guide is only available electronically at:  
7 <http://www.nwcg.gov/pms/pubs/pubs.htm>.

8

### 9 **Critical Incident Stress Management (CISM)**

10

11 A critical incident may be defined as a fatality or other event that can have  
12 serious long term affects on the agency, its employees and their families or the  
13 community. Such an event may warrant stress management assistance. The  
14 local Agency Administrator may choose to provide CISM for personnel that  
15 have been exposed to a traumatic event.

16

17 The availability of CISM teams and related resources (e.g. defusing teams)  
18 varies constantly - it is imperative that local units pre-identify CISM resources  
19 that can support local unit needs. Some incident management teams include  
20 personnel trained in CISM who can provide assistance.

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## Chapter 08 Interagency Coordination & Cooperation

### Introduction

Fire management planning, preparedness, prevention, suppression, restoration and rehabilitation, monitoring, research, and education will be conducted on an interagency basis with the involvement of cooperators and partners. The same capabilities used in wildland fire management will also be used, when appropriate and authorized, on non-fire incidents in the United States, and on both wildland fires and non-fire incidents internationally.

### National Wildland Fire Cooperative Agreements

#### USDOJ and USDA Interagency Agreement for Fire Management

The objectives of the *Interagency Agreement for Fire Management Between the Bureau of Land Management (BLM), Bureau of Indian Affairs (BIA), National Park Service (NPS), Fish and Wildlife Service (FWS) of the United States Department of the Interior (DOI) and the Forest Service (FS) of the United States Department of Agriculture* are:

- To provide a basis for cooperation among the agencies on all aspects of wildland fire management and as authorized in non-fire emergencies.
- To facilitate the exchange of personnel, equipment (including aircraft), supplies, services, and funds among the agencies.

#### DOI, USDA, and DOD Interagency Agreement

The purpose of the *Interagency Agreement for the Provision of Temporary Support During Wildland Firefighting Operations among the United States Department of the Interior, the United States Department of Agriculture, and the United States Department of Defense* is:

- To establish the general guidelines, terms and conditions under which the National Interagency Fire Center (NIFC) will request, and DOD will provide, temporary support to NIFC in wildland fire emergencies occurring within all 50 States, the District of Columbia, and all U.S. Territories and Possessions, including fires on State and private lands. It is also intended to provide the basis for reimbursement of DOD under the Economy Act.

These and other agreements pertinent to interagency wildland fire management can be found in their entirety in Chapter 40 of the *National Interagency Mobilization Guide* online at:  
<http://www.nifc.gov/nicc/mobguide/CHAPTER40.pdf>



**1 National Wildland Fire Management Structure**

2

**3 Wildland Fire Leadership Council (WFLC)**

4 The WFLC is a cooperative, interagency body dedicated to achieving consistent  
5 implementation of the goals, actions, and policies in the National Fire Plan and  
6 the Federal Wildland Fire Management Policy. The WFLC provides a forum  
7 for high-level dialogues between federal and non-federal entities to set strategic  
8 direction for national fire management.

9

10 The Council consists of the Department of Agriculture's Undersecretary for  
11 Natural Resources and Environment, the Deputy Undersecretary for Natural  
12 Resources and Environment, and the Chief of the U.S. Forest Service; the  
13 Department of the Interior's (DOI) Assistant Secretary for Policy, Management  
14 and Budget, the Directors of the National Park Service, Bureau of Indian  
15 Affairs, Bureau of Land Management, Fish and Wildlife Service, and U.S.  
16 Geological Survey; the Department of Homeland Security's U.S. Fire  
17 Administration Administrator; the President of the Intertribal Timber Council;  
18 two state governors selected from the National Governors Association; a county  
19 commissioner serving as a member of the National Association of Counties; a  
20 mayor serving as a member of the National League of Cities; a State Forester  
21 serving at the request of a senior state elected official; and a fire chief serving at  
22 the request of a senior local government elected official.

23

24 The Council is coordinated by the Department of Agriculture's Deputy  
25 Undersecretary for Natural Resources and Environment and DOI's Assistant  
26 Secretary for Policy, Management and Budget.

27

**28 Federal Fire Policy Council (FFPC)**

29 The primary responsibilities of the FFPC include coordinating and integrating  
30 federal wildland fire policy; providing policy direction for the formulation of the  
31 wildland fire budgets; providing a forum to consider and resolve inter- and intra-  
32 departmental policy issues; ensuring that program goals are identified and that  
33 results are measured for wildland fire; and maintaining national level fire  
34 activity situational awareness.

35

36 The FFPC is composed of the USDA Deputy Under Secretary for National  
37 Resources and Environment; the Chief of the Forest Service and the Deputy  
38 Chief of State and Private Forestry; and for DOI the Assistant Secretaries for  
39 Policy, Management and Budget, Fish and Wildlife and Parks, Indian Affairs,  
40 Land and Minerals Management, and Water and Science; the Bureau Directors  
41 of the Bureau of Indian Affairs, the Bureau of Land Management, the Fish and  
42 Wildlife Service, the National Park Service, and the US Geological Survey; the  
43 Deputy Assistant Secretary – Law Enforcement, Security & Emergency  
44 Management; the Assistant Administrator of DHS-US Fire Administration; and  
45 the Environmental Protection Agency representative.

46

1 **Wildland Fire Executive Council (WFEC)**

2 The WFEC is an advisory council that provides recommendations on national  
3 wildland fire management to the secretaries of Agriculture and Interior through  
4 WFLC. Members include the Director, USDA FS Fire & Aviation  
5 Management; the Director, DOI Office of Wildland Fire; the Deputy  
6 Administrator, DHS U. S. Fire Administration; an NWCG Executive Board  
7 representative; a National League of Cities representative; an Intertribal Timber  
8 Council representative; a Fire Committee representative from the National  
9 Association of State Foresters; a National Association of Counties  
10 representative; an International Association of Fire Chiefs representative, and a  
11 National Governors Association representative.

12

13 **Interior Fire Executive Council (IFEC)**

14 The Interior Fire Executive Council (IFEC) provides interagency coordination  
15 and interagency executive-level wildland fire policy leadership, direction, and  
16 program oversight. IFEC is the focal point for discussing wildland fire policy  
17 issues that affect the DOI and provides a forum for gathering the interests of the  
18 DOI bureaus to formulate a DOI recommendation and/or position to be taken  
19 forward to the Wildland Fire Executive Council (WFEC).

20

21 The IFEC is composed of the Director, Office of Wildland Fire Coordination  
22 (OWFC) and the four DOI fire directors and their respective senior executives,  
23 as well as the Director, Aviation Management Directorate and a representative  
24 from USGS.

25

26 **Office of Wildland Fire (OWF)**

27 The OWF is a Department of the Interior organization responsible for managing  
28 and overseeing all wildland fire management activities executed by the bureaus.  
29 OWF coordinates the Department's wildland fire programs within the  
30 Department and with other federal and non-federal partners, to establish legally  
31 and scientifically based Department-wide policies and budgets, and to provide  
32 strategic leadership and oversight, that result in safe, comprehensive, cohesive,  
33 efficient, and effective wildland fire programs for the nation consistent with the  
34 bureaus' statutory authorities and constraints.

35

36 OWF has three functional areas:

- 37 • The Budget and Performance Management Division which manages and  
38 oversees the DOI Wildland Fire Management financial account and budget  
39 operations;
- 40 • The Policy Division which develops wildland fire management program  
41 policies, strategies, and plans for wildland fire operations, fuels and biomass  
42 coordination, emergency management coordination, science advisory,  
43 international cooperation, and strategic planning; and
- 44 • The Enterprise Systems and Decision Support Division which coordinates  
45 with Federal and non-Federal partners on inter-departmental/intra-  
46 governmental Information Technology systems that support interagency

1 wildland fire business management, fire operations and program  
2 management activities and other decision support tools. This functional  
3 area also manages the Fire Program Analysis Group (FPA), Wildland Fire  
4 Decision Support System (WFDSS), the Integrated Reporting of Wildland-  
5 Fire Information Group (iRWIn), and Ecosystem Management Decision  
6 Support (EMDS).

#### 7 **National Wildfire Coordinating Group (NWCG)**

9 The NWCG is made up of the USFS, BIA, BLM, FWS, and NPS; Intertribal  
10 Timber Council; U.S. Fire Administration (USFA); and state forestry agencies  
11 through the National Association of State Foresters (NASF). The mission of the  
12 NWCG is to provide leadership in establishing, maintaining, and  
13 communicating consistent interagency standards, guidelines, and qualifications  
14 for wildland fire management. Its goal is to provide more effective execution of  
15 each agency's fire management program. The group provides a formalized  
16 system to agree upon standards of training, equipment, qualifications, and other  
17 operational functions.

### 18 **Multi-Agency Management and Coordination**

#### 20 **National Multi-Agency Coordinating (NMAC) Group**

21 National multi-agency coordination is overseen by the NMAC Group, which  
22 consists of one representative each from the following agencies: BLM, FWS,  
23 NPS, BIA, FS, NASF, and the USFA, who have been delegated authority by  
24 their respective agency directors to manage wildland fire operations on a  
25 national scale when fire management resource shortages are probable. The  
26 delegated authorities include:

- 28 • Provide oversight of general business practices between the NMAC group  
29 and the Geographic Area Multi-Agency Coordination groups.
- 30 • Establish priorities among geographic areas.
- 31 • Activate and maintain a ready reserve of national resources for assignment  
32 directly by NMAC as needed.
- 33 • Implement decisions of the NMAC.

#### 34 **Geographic Area Multi-Agency Coordinating (GMAC) Groups**

35 Geographic area multi-agency coordination is overseen by GMAC Groups,  
36 which are comprised of geographic area (State, Region) lead administrators or  
37 fire managers from agencies that have jurisdictional or support responsibilities,  
38 or that may be significantly impacted by resource commitments. GMAC  
39 responsibilities include:

- 41 • Establish priorities for the geographic area.
- 42 • Acquire, allocate, and reallocate resources.
- 43 • Provide NMAC with National Ready Reserve (NRR) resources as required.
- 44 • Issue coordinated and collective situation status reports.

45

## 1 **National Dispatch/Coordination System**

2

3 The wildland fire dispatch system in the United States has three levels (tiers):

- 4 • National
- 5 • Geographic
- 6 • Local

7

8 Logistical dispatch operations occur at all three levels, while initial attack  
9 dispatch operations occur primarily at the local level.

10

### 11 **National Interagency Coordination Center (NICC)**

12 The NICC is located at NIFC, Boise, Idaho. The principal mission of the NICC  
13 is the cost-effective and timely coordination of land management agency  
14 emergency response for wildland fire at the national level. This is accomplished  
15 through planning, situation monitoring, and expediting resource orders between  
16 the BIA Areas, BLM States, National Association of State Foresters, FWS  
17 Regions, FS Regions, NPS Regions, National Weather Service (NWS) Regions,  
18 and other cooperating agencies.

19

20 The NICC supports non-fire emergencies when tasked by an appropriate agency,  
21 such as FEMA, through the National Response Framework. The NICC collects  
22 and consolidates information from the GACCs and disseminates the *National*  
23 *Incident Management Situation Report* through the NICC website at  
24 <http://www.nifc.gov/nicc/sitreprt.pdf>.

25

### 26 **Geographic Area Coordination Centers (GACCs)**

27 There are 11 GACCs, each of which serves a specific geographic portion of the  
28 United States. Each GACC interacts with the local dispatch centers, as well as  
29 with the NICC and neighboring GACCs. Refer to the *National Interagency*  
30 *Mobilization Guide* for a complete directory of GACC locations, addresses, and  
31 personnel.

32

33 The principal mission of each GACC is to provide the cost-effective and timely  
34 coordination of emergency response for all incidents within the specified  
35 geographic area. GACCs are also responsible for determining needs,  
36 coordinating priorities, and facilitating the mobilization of resources from their  
37 areas to other geographic areas.

38

### 39 **Local Dispatch Centers**

40 Local dispatch centers are located throughout the country as dictated by the  
41 needs of fire management agencies. The principal mission of a local dispatch  
42 center is to provide safe, timely, and cost-effective coordination of emergency  
43 response for all incidents within its specified geographic area. This entails the  
44 coordination of initial attack responses and the ordering of additional resources  
45 when fires escape initial attack.

46

**1 Local and Geographic Area Drawdown**

2

3 Drawdown is the predetermined number and type of suppression resources that  
4 are required to maintain viable initial attack (IA) capability at either the local or  
5 geographic area. Drawdown resources are considered unavailable outside the  
6 local or geographic area for which they have been identified. Drawdown is  
7 intended to:

- 8 • Ensure adequate fire suppression capability for local and/or geographic area  
9 managers.
  - 10 • Enable sound planning and preparedness at all management levels.
- 11 Although drawdown resources are considered unavailable outside the local or  
12 geographic area for which they have been identified, they may still be  
13 reallocated by the Geographic Area or National MAC to meet higher priority  
14 obligations. Refer to Chapter 19 for guidance on establishment of drawdown  
15 levels.

**17 National Ready Reserve (NRR)**

18

19 NRR is a means by which the NMAC identifies and readies specific categories,  
20 types, and quantities of fire suppression resources in order to maintain overall  
21 national readiness during periods of actual or predicted national suppression  
22 resource scarcity. Refer to Chapter 19 for NRR implementation responsibilities  
23 and requirements.

24

**25 Interagency Incident Business Management Handbook**

26

27 All federal agencies have adopted the NWCG *Interagency Incident Business*  
28 *Management Handbook* (IIBMH) as the official guide to provide execution of  
29 each agency's incident business management program. Unit offices, geographic  
30 areas, or NWCG may issue supplements, as long as policy or conceptual data is  
31 not changed.

32

33 Since consistent application of interagency policies and guidelines is essential,  
34 procedures in the IIBMH will be followed. Agency manuals provide a bridge  
35 between manual sections and the IIBMH so that continuity of agency manual  
36 systems is maintained and all additions, changes, and supplements are filed in a  
37 uniform manner.

- 38 • **BLM** - *The IIBMH replaces BLM Manual Section 1111.*
- 39 • **FWS** - *Refer to Service Manual 095 FW 3 Wildland Fire Management.*
- 40 • **NPS** - *Refer to RM-18.*
- 41 • **FS** - *Refer to FSH 5109.34.*

42

43

44

45

46

## 1 **Standards for Cooperative Agreements**

2

### 3 **Agreement Policy**

4 Agreements will be comprised of two components: the actual agreement and an  
5 operations plan. The agreement will outline the authority and general  
6 responsibilities of each party and the operations plan will define the specific  
7 operating procedures.

8

9 Any agreement which obligates federal funds or commits anything of value  
10 must be signed by the appropriate warranted contracting officer. Specifications  
11 for funding responsibilities should include billing procedures and schedules for  
12 payment.

13

14 Any agreement that extends beyond a fiscal year must be made subject to the  
15 availability of funds. Any transfer of federal property must be in accordance  
16 with federal property management regulations.

17

18 All agreements must undergo periodic joint review; and, as appropriate,  
19 revision. Assistance in preparing agreements can be obtained from local or state  
20 office fire and/or procurement staff.

21

22 All appropriate agreements and operating plans will be provided to the servicing  
23 dispatch center. The authority to enter into interagency agreements is extensive.

- 24 • **BLM** - *BLM Manual 9200, Departmental Manual 620 DM, the Reciprocal*  
25 *Fire Protection Act, 42 U.S.C. 1856, and the Federal Wildland Fire*  
26 *Management Policy and Program Review.*
- 27 • **FWS** - *Service Manual, Departmental Manual 620 DM, and Reciprocal*  
28 *Fire Protection Act, 42U.S.C. 1856.*
- 29 • **NPS** - *Chapter 2, Federal Assistance and Interagency Agreements*  
30 *Guideline (DO-20), and the Departmental Manual 620 (DM-620). NPS-*  
31 *RM-18, Interagency Agreements, Release Number 1, 02/22/99.*
- 32 • **FS** - *FSM 1580, 5106.2 and FSH 1509.11.*

33

## 34 **Types of Agreements**

35

### 36 **National Interagency Agreements**

37 The national agreement, which serves as an umbrella for interagency assistance  
38 among federal agencies is the interagency agreement between the Bureau of  
39 Land Management, Bureau of Indian Affairs, National Park Service, Fish and  
40 Wildlife Service of the United States Department of the Interior, and the Forest  
41 Service of the United States Department of Agriculture. This and other national  
42 agreements give substantial latitude while providing a framework for the  
43 development of state and local agreements and operating plans.

44

45

46

1 **Regional/State Interagency Agreements**

2 Regional and state cooperative agreements shall be developed for mutual  
3 assistance. These agreements are essential to the fire management program.  
4 Concerns for area-wide scope should be addressed through these agreements.

5  
6 **Local Interagency Agreements**

7 Local units are responsible for developing agreements with local agencies and  
8 fire departments to meet mutual needs for suppression and/or prescribed fire  
9 services.

10  
11 **Emergency Assistance**

12 Approved, established reimbursable agreements are the appropriate and  
13 recommended way to provide emergency assistance. If no agreements are  
14 established, refer to your Agency Administrator to determine the authorities  
15 delegated to your agency to provide emergency assistance.

16  
17 **Contracts**

18 Contracts may be used where they are the most cost-effective means of  
19 providing for protection commensurate with established standards. A contract,  
20 however, does not absolve an Agency Administrator of the responsibility for  
21 managing a fire program. The office's approved fire management plan must  
22 define the role of the contractor in the overall program.

23  
24 Contracts should be developed and administered in accordance with federal  
25 acquisition regulations. In particular, a contract should specify conditions for  
26 abandonment of a fire in order to respond to a new call elsewhere.

27  
28 **Elements of an Agreement**

29  
30 The following elements should be addressed in each agreement:

- 31 • The authorities appropriate for each party to enter in an agreement.
- 32 • The roles and responsibilities of each agency signing the agreement.
- 33 • An element addressing the cooperative roles of each participant in  
34 prevention, pre-suppression, suppression, fuels, and prescribed fire  
35 management operations.
- 36 • Reimbursements/Compensation - All mutually approved operations that  
37 require reimbursement and/or compensation will be identified and agreed to  
38 by all participating parties through a cost-share agreement. The mechanism  
39 and timing of the funding exchanges will be identified and agreed upon.
- 40 • Appropriation Limitations - Parties to this agreement are not obligated to  
41 make expenditures of funds or reimbursements of expenditures under terms  
42 of this agreement unless the Congress of the United States of America  
43 appropriates such funds for that purpose by the Counties of \_\_\_\_\_, by the  
44 Cities of \_\_\_\_\_, and/or the Governing Board of Fire Commissioners  
45 of \_\_\_\_\_.

- 1 • Liabilities/Waivers - Each party waives all claims against every other party  
2 for compensation for any loss, damage, personal injury, or death occurring  
3 as a consequence of the performance of this agreement unless gross  
4 negligence on any part of any party is determined.
- 5 • Termination Procedure - The agreement shall identify the duration of the  
6 agreement and cancellation procedures.
- 7 • A signature page identifying the names of the responsible officials shall be  
8 included in the agreement.
- 9
- 10 • *NPS - Refer to DO-20 for detailed instructions and format for developing*  
11 *agreements.*

### 13 **Annual Operating Plans (AOPs)**

14  
15 Annual Operating Plans shall be reviewed, updated, and approved prior to the  
16 fire season. The plan may be amended after a major incident as part of a joint  
17 debriefing and review. The plan shall contain detailed, specific procedures  
18 which will provide for safe, efficient, and effective operations.

#### 19 **General Elements of an AOP**

20 The following items should be addressed in the AOP:

- 21 • **Mutual Aid**  
22 The AOP should address that there may be times when cooperators are  
23 involved in emergency operations and unable to provide mutual aid. In this  
24 case, other cooperators may be contacted for assistance.
- 25 • **Command Structure**  
26 Unified command should be used, as appropriate, whenever multiple  
27 jurisdictions are involved, unless one or more parties request a single  
28 agency IC. If there is a question about jurisdiction, fire managers should  
29 mutually decide and agree on the command structure as soon as they arrive  
30 on the fire; Agency Administrators should confirm this decision as soon as  
31 possible. Once this decision has been made, the incident organization in  
32 use should be relayed to all units on the incident as well as dispatch centers.  
33 In all cases, the identity of the IC must be made known to all fireline and  
34 support personnel.
- 35 • **Communications**  
36 In mutual aid situations, a common designated radio frequency identified in  
37 the AOP should be used for incident communications. All incident  
38 resources should utilize and monitor this frequency for incident  
39 information, tactical use, and changes in weather conditions or other  
40 emergency situations. In some cases, because of equipment availability/  
41 capabilities, departments/agencies may have to use their own frequencies  
42 for tactical operations, allowing the “common” frequency to be the link  
43 between departments. It is important that all department/agencies change to  
44 a single frequency or establish a common communications link as soon as  
45 practical. Clear text should be used. Avoid personal identifiers, such as



- 1 names. This paragraph in the AOP shall meet Federal Communications  
2 Commission (FCC) requirements for documenting shared use of radio  
3 frequencies.
- 4 • **Distance/Boundaries**  
5 Responding and requesting parties should identify any mileage limitations  
6 from mutual boundaries where “mutual aid” is either pay or non-pay status.  
7 Also, for some fire departments, the mileage issue may not be one of initial  
8 attack “mutual aid”, but of mutual assistance. In this situation, you may  
9 have the option to make it part of this agreement or identify it as a situation  
10 where the request would be made to the agency having jurisdiction, which  
11 would then dispatch the fire department.
  - 12 • **Time/Duration**  
13 Responding and requesting parties should identify time limitations (usually  
14 24 hours) for resources in a non-reimbursable status, and “reimbursable  
15 rates” when the resources are in a reimbursable status.
  - 16 • **Qualifications/Minimum Requirements**  
17 As per the NWCG memorandum *Qualification Standards During Initial*  
18 *Action, March 22, 2004* and the PMS 310-1 *Wildland Fire Qualification*  
19 *System Guide*:
    - 20 ○ The 310-1 qualification/certification standards are mandatory only for  
21 national mobilization of wildland fire fighting resources.
    - 22 ○ During initial action, all agencies (federal, state, local and tribal) accept  
23 each other’s standards. Once jurisdiction is clearly established, then  
24 the standards of the agency(s) with jurisdiction prevail.
      - 25 ■ *BLM- During initial attack, all agencies accept each other’s*  
26 *standards. When an incident exceeds initial attack and*  
27 *jurisdiction has been established, the standards of the*  
28 *jurisdictional agency(s) prevail.*
    - 29 ○ Prior to the fire season, federal agencies should meet with their state,  
30 local, and tribal agency partners and jointly determine the qualification/  
31 certification standards that will apply to the use of local, non-federal  
32 firefighters during initial action on fires on lands under the jurisdiction  
33 of a federal agency.
    - 34 ○ The Geographic Area Coordinating Group should determine the  
35 application of 310-1 qualification/certification standards for  
36 mobilization within the geographic area.
    - 37 ○ On a fire where a non-federal agency is also an agency with legal  
38 jurisdiction, the standards of that agency apply.
    - 39 ○ The AOP should address qualification and certification standards  
40 applicable to the involved parties.
  - 41 • **Reimbursement/Compensation**  
42 Compensation shall be as close to actual expenditures as possible. This  
43 should be clearly identified in the AOP. Vehicles and equipment operated  
44 under the federal excess property system will only be reimbursed for  
45 maintenance and operating costs.

- 1 • **Cooperation**  
2 The annual operating plan will be used to identify how the cooperators will  
3 share expertise, training, and information on items such as prevention,  
4 investigation, safety, and training.
- 5 • **Agency Reviews and Investigations**  
6 Annual operating plans should describe processes for conducting agency  
7 specific reviews and investigations.
- 8 • **Dispatch Centers**  
9 Dispatch centers will ensure all resources know the name of the assigned IC  
10 and announce all changes in incident command. Geographic Area  
11 Mobilization Guides, Zone Mobilization Guides, and Local Mobilization  
12 Guides should include this procedure as they are revised for each fire  
13 season.  
14
- 15 **Fiscal Responsibility Elements of an AOP**  
16 Annual Operating Plans should address the following:
- 17 • The level of communication required with neighboring jurisdictions  
18 regarding the management of all wildland fires, especially those with  
19 multiple objectives.
- 20 • The level of communication required with neighboring jurisdictions  
21 regarding suppression resource availability and allocation, especially for  
22 wildland fires with objectives that include benefit.
- 23 • Identify how to involve all parties in developing the strategy and tactics to  
24 be used in preventing wildland fire from crossing the jurisdictional  
25 boundary, and how all parties will be involved in developing mitigations  
26 which would be used if a wildland fire does cross jurisdictional boundaries.
- 27 • Jurisdictions, which may include state and private lands, should identify the  
28 conditions under which wildland fire may be managed to achieve benefit,  
29 and the information or criteria that will be used to make that determination  
30 (e.g. critical habitat, hazardous fuels, and land management planning  
31 documents).
- 32 • Jurisdictions will identify conditions under which cost efficiency may  
33 dictate where suppression strategies and tactical actions are taken (i.e. it  
34 may be more cost effective to put the containment line along an open  
35 grassland than along a mid-slope in timber). Points to consider include loss  
36 and benefit to land, resource, social and political values, and existing legal  
37 statutes.
- 38 • The cost-sharing methodologies that will be utilized should wildfire spread  
39 to a neighboring jurisdiction in a location where fire is not wanted.
- 40 • The cost-share methodologies that will be used should a jurisdiction accept  
41 or receive a wildland fire and manage it to create benefit.
- 42 • Any distinctions in what cost-share methodology will be used if the reason  
43 the fire spreads to another jurisdiction is attributed to a strategic decision,  
44 versus environmental conditions (weather, fuels, and fire behavior), or  
45 tactical considerations (firefighter safety, resource availability) that preclude

- 1 stopping the fire at jurisdictional boundaries. Examples of cost-sharing  
2 methodologies may include, but are not limited to, the following:
- 3 ○ When a wildland fire that is being managed for benefit spreads to a  
4 neighboring jurisdiction because of strategic decisions, and in a  
5 location where fire is not wanted, the managing jurisdiction shall be  
6 responsible for wildfire suppression costs.
  - 7 ○ In those situations where weather, fuels, or fire behavior of the  
8 wildland fire precludes stopping at jurisdiction boundaries cost-share  
9 methodologies may include, but are not limited to:
    - 10 a) Each jurisdiction pays for its own resources – fire suppression  
11 efforts are primarily on jurisdictional responsibility lands,
    - 12 b) Each jurisdiction pays for its own resources – services rendered  
13 approximate the percentage of jurisdictional responsibility, but not  
14 necessarily performed on those lands,
    - 15 c) Cost share by percentage of ownership,
    - 16 d) Cost is apportioned by geographic division. Examples of  
17 geographic divisions are: Divisions A and B (using a map as an  
18 attachment); privately owned property with structures; or specific  
19 locations such as campgrounds,
    - 20 e) Reconciliation of daily estimates (for larger, multi-day incidents).  
21 This method relies upon daily agreed to cost estimates, using Incident  
22 Action Plans or other means to determine multi-Agency  
23 contributions. Reimbursements can be made upon estimates instead  
24 of actual bill receipts.

25  
26 For further information, refer to *NWCG Memorandum #009-2009 Revisions to*  
27 *the Annual Operating Plans for Master Cooperative Fire and Stafford Act*  
28 *Agreements due to Implementation of Revised Guidance for the Implementation*  
29 *of Federal Wildland Fire Management Policy, April 13, 2009*  
30

### 31 **All-Hazards Coordination and Cooperation**

32  
33 All-hazards incidents are natural, technological, or human-caused incidents that  
34 warrant action to protect life, property, environment, and public health and  
35 safety. Wildland fire is one type of all-hazard incident. All-hazards incidents  
36 are managed using a standardized national incident management system and  
37 response framework.  
38

### 39 **Stafford Act Disaster Relief and Emergency Assistance**

40 The *Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public*  
41 *Law 93-288, as amended)* establishes the programs and processes for the Federal  
42 Government to provide disaster and emergency assistance to states, local  
43 governments, tribal nations, individuals, and qualified private non-profit  
44 organizations. The provisions of the Stafford Act cover all hazards including  
45 natural disasters and terrorist events. In a major disaster or emergency as  
46 defined by the act, the President “may direct any federal agency, with or without

1 reimbursement, to utilize its authorities and the resources granted to it under  
2 federal law (including personnel, equipment, supplies, facilities, managerial,  
3 technical, and advisory services) in support of state and local assistance efforts.”  
4

#### 5 **Homeland Security Act**

6 The *Homeland Security Act of 2002 (Public Law 107-296)* established the  
7 Department of Homeland Security (DHS) with the mandate and legal authority  
8 to protect the American people from the continuing threat of terrorism. In the  
9 act, Congress also assigned DHS as the primary focal point regarding natural  
10 and manmade crises and emergency planning.  
11

#### 12 **Homeland Security Presidential Directive-5**

13 *Homeland Security Presidential Directive (HSPD-5), Management of Domestic*  
14 *Incidents, February 28, 2003*, is intended to enhance the ability of the United  
15 States to manage domestic incidents by establishing a single, comprehensive  
16 national incident management system. HSPD-5 designates the Secretary of  
17 Homeland Security as the Principal Federal Official (PFO) for domestic incident  
18 management and empowers the Secretary to coordinate Federal resources used  
19 in response to or recovery from terrorist attacks, major disasters, or other  
20 emergencies in specific cases.  
21

#### 22 **National Response Framework**

23 Federal disaster relief and emergency assistance are coordinated by the Federal  
24 Emergency Management Agency (FEMA) using the National Response  
25 Framework (NRF). The NRF, using the National Incident Management System  
26 (NIMS), establishes a single, comprehensive framework for the management of  
27 domestic incidents. The NRF provides the structure and mechanisms for the  
28 coordination of federal support to state, local, and tribal incident managers; and  
29 for exercising direct federal authorities and responsibilities. Information about  
30 the National Response Framework can be found at:  
31 [www.fema.gov/national-response-framework](http://www.fema.gov/national-response-framework)  
32

#### 33 **National Incident Management System (NIMS)**

34 HSPD-5 directed that the DHS Secretary develop and administer a National  
35 Incident Management System to provide a consistent, nationwide approach for  
36 Federal, State, and local governments to work effectively and efficiently  
37 together to prepare for, respond to, and recover from domestic incidents,  
38 regardless of cause, size, or complexity. To provide for interoperability and  
39 compatibility among federal, state, and local capabilities, the NIMS will include  
40 a core set of concepts, principles, terminology, and technologies covering the  
41 incident command system; multi-agency coordination systems; unified  
42 command; training; identification and management of resources (including  
43 systems for classifying types of resources); qualifications and certification; and  
44 the collection, tracking, and reporting of incident information and incident  
45 resources. Information about the NIMS can be found at:  
46 [www.fema.gov/national-incident-management-system](http://www.fema.gov/national-incident-management-system)

1 **Emergency Support Function (ESF) Annexes**

2 Emergency Support Function (ESF) Annexes are the components of the NRF  
 3 that detail the mission, policies, structures, and responsibilities of federal  
 4 agencies. They are utilized for coordinating resource and programmatic support  
 5 to the states, tribes, and other federal agencies or other jurisdictions and entities  
 6 during Incidents of National Significance. Each ESF Annex identifies the ESF  
 7 coordinator and the primary and support agencies pertinent to the ESF. USDA-  
 8 FS and USFA are the Co-coordinators of ESF #4- Firefighting. USDA-FS  
 9 coordinates at the national and regional levels with FEMA, state agencies, and  
 10 cooperating agencies on all issues related to response activities. USFA  
 11 coordinates with appropriate state agencies and local fire departments to expand  
 12 structural firefighting resource capacity in the existing national firefighting  
 13 mobilization system and provides information on protection of emergency  
 14 services sector critical infrastructure.

15  
 16 The ESF primary agency serves as a federal executive agent under the Federal  
 17 Coordinating Officer to accomplish the ESF mission. The ESF support  
 18 agencies, when requested by the designated ESF primary agency, are  
 19 responsible for conducting operations using their own authorities, subject-matter  
 20 experts, capabilities, or resources. USDA-FS is the primary agency for ESF #4 -  
 21 Firefighting. See  
 22 [http://www.fema.gov/sites/default/files/orig/fema\\_pdfs/pdf/emergency/nrf/nrf-](http://www.fema.gov/sites/default/files/orig/fema_pdfs/pdf/emergency/nrf/nrf-esf-04.pdf)  
 23 [esf-04.pdf](http://www.fema.gov/sites/default/files/orig/fema_pdfs/pdf/emergency/nrf/nrf-esf-04.pdf) for further information regarding ESF #4.

24  
 25 Other NRF USDA-FS and DOI responsibilities are:

| ESF Support Annex                                              | USDA Role             | DOI Role |
|----------------------------------------------------------------|-----------------------|----------|
| #01 Transportation                                             | Support               | Support  |
| #02 Communications                                             | Support               | Support  |
| #03 Public Works and Engineering                               | Support               | Support  |
| #04 Firefighting                                               | Coordinator & Primary | Support  |
| #05 Emergency Management                                       | Support               | Support  |
| #06 Mass Care, Emergency Assistance, Housing, & Human Services | Support               | Support  |
| #07 Logistics Management and Resources Support                 | Support               | Support  |
| #08 Public Health and Medical Services                         | Support               | Support  |
| #09 Search and Rescue                                          | Support               | Primary  |
| #10 Oil and Hazardous Materials Response                       | Support               | Support  |
| #11 Agriculture and Natural Resources                          | Support               | Primary  |
| #12 Energy                                                     |                       | Support  |
| #13 Public Safety and Security                                 | Support               | Support  |
| #15 External Affairs                                           | Support               | Support  |

1 **National Oil and Hazardous Substances Pollution Contingency Plan (NCP,**  
2 **40 CFR 300)**

3 The NCP provides the organizational structure and procedures for preparing for  
4 and responding to discharges of oil and releases of hazardous substances,  
5 pollutants, and contaminants. The NCP is required by section 105 of the  
6 Comprehensive Environmental Response, Compensation, and Liability Act of  
7 1980 (CERCLA), 42 U.S.C. 9605, as amended by the Superfund Amendments  
8 and Reauthorization Act of 1986 (SARA), P.L. 99–499, and by section 311(d) of  
9 the Clean Water Act (CWA), 33 U.S.C. 1321(d), as amended by the Oil  
10 Pollution Act of 1990 (OPA), P.L. 101–380. The NCP identifies the national  
11 response organization that may be activated in response actions to discharges of  
12 oil and releases of hazardous substances, pollutants, and contaminants in  
13 accordance with the authorities of CERCLA and the CWA. It specifies  
14 responsibilities among the federal, state, and local governments and describes  
15 resources that are available for response, and provides procedures for involving  
16 state governments in the initiation, development, selection, and implementation  
17 of response actions, pursuant to CERCLA. The NCP works in conjunction with  
18 the National Response Framework through Emergency Support Function 10 –  
19 Oil and Hazardous Material Response.

20

21 **Post-Katrina Emergency Management Reform Act**

22 The *Post-Katrina Emergency Reform Act of 2006 (Public Law 109-295)*  
23 amended the Homeland Security Act. This law established the FEMA  
24 Administrator as responsible for managing the Federal response to emergencies  
25 and disasters, and for reporting directly to the President. The Secretary of  
26 Homeland Security is the Principal Federal Official, but has no direct authority  
27 for response or coordination.

28

29 **Presidential Policy Directive-8**

30 *Presidential Policy Directive-8 (PPD-8), National Preparedness, March 30,*  
31 *2011* is intended to strengthen all-of-Nation preparedness. PPD-8 directs the  
32 Secretary of Homeland Security to develop a national preparedness goal and a  
33 national preparedness system in coordination and consultation with other federal  
34 departments and agencies, state, local, tribal, and territorial governments, private  
35 and non-profit sectors, and the public. The national preparedness system is  
36 comprised of:

- 37 • National planning frameworks for the prevention, protection, mitigation,  
38 response to, and recovery from national threats. These frameworks are  
39 similar and complementary to the National Response Framework (NRF).
- 40 • Corresponding Federal interagency operational plans.
- 41 • Guidance for the national interoperability of personnel and equipment.
- 42 • Guidance for business, community, family, and individual preparedness.

43

44 **All-Hazards Coordination and Cooperation**

45 In an actual or potential Incident of National Significance that is not  
46 encompassed by the Stafford Act, the President may instruct a federal

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1 department or agency, subject to any statutory limitations on the department or  
2 agency, to utilize the authorities and resources granted to it by Congress. In  
3 accordance with Homeland Security Presidential Directive-5, federal  
4 departments and agencies are expected to provide their full and prompt support,  
5 cooperation, available resources, consistent with their own responsibilities for  
6 protecting national security. Personnel assigned to all-hazard incidents may  
7 only perform duties within agency policy, training, and capability.

8

#### 9 **NWCG Role in Support, Coordination, and All-Hazards Response by** 10 **Wildland Fire Agencies**

11

12 The National Wildfire Coordinating Group has established guidelines to define  
13 NWCG's role in the preparedness for, coordination of, and support to all-  
14 hazards incidents.

15

16 General All-Hazards Guidelines for NWCG:

- 17 ● The National Incident Management System (NIMS) is the foundation of all  
18 response. NWCG principles, procedures, and publications will comply with  
19 and support NIMS. NWCG expects that all local, State, and Federal  
20 response agencies and organizations will comply with NIMS.
- 21 ● NWCG uses the NIMS definition of All-Hazards, which includes wildland  
22 fire. This definition is:
  - 23 ○ All-Hazards: Describing an incident, natural or manmade, that  
24 warrants action to protect life, property, environment, and public  
25 health or safety, and to minimize disruptions of government, social, or  
26 economic activities.
- 27 ● NWCG recognizes FEMA's role in overseeing the development,  
28 implementation, and maintenance of NIMS, which includes the Incident  
29 Command System (ICS) and its components (forms, core competencies,  
30 training, qualifications and standards, etc.).
- 31 ● NWCG accepts the components of NIMS and will develop an endorsement  
32 process and additional qualifications requirements for positions having  
33 specific wildland fire application.
- 34 ● NWCG recognizes and supports the use of position-specific qualifications  
35 from other NIMS compliant disciplines (law enforcement, structure fire,  
36 hazmat, etc.)
- 37 ● NWCG supports the ongoing development and maintenance of wildland fire  
38 systems to be adaptable for all-hazards response.
- 39 ● NWCG expects that all wildland fire personnel engaged in all-hazards  
40 response, whether at the national, regional or local level will base actions on  
41 both NWCG and agency policies, standards, doctrine, and procedures.
- 42 ● NWCG member agencies ensure all personnel responding to all-hazards  
43 incidents are properly trained, equipped, and qualified for their assigned  
44 position.

- 1 • NWCG encourages all wildland fire agencies and personnel to receive  
2 appropriate preparedness training, focusing on general knowledge of all-  
3 hazards response, disaster characteristics, and the effects from these events  
4 on citizens and responders.
- 5 • NWCG encourages all wildland fire agencies and personnel to consider  
6 appropriate risk mitigation measures (e.g. vaccinations, personal protective  
7 equipment, etc.) prior to responding to all-hazards incidents.
- 8 • NWCG coordinates with member agencies to ensure accountability of  
9 wildland fire personnel during all-hazards response.

10

### 11 **USFS All-Hazards Guiding Principles and Doctrine**

12 The Forest Service has developed doctrine, known as the *Foundational Doctrine*  
13 *for All-Hazard Response*, outlining the guiding principles, roles, and  
14 responsibilities of the agency during all-hazards response. Forest Service  
15 responders and leadership are expected to follow this doctrine, established to  
16 help ensure the safest response conditions possible.

17

18 The following principles encompass the guidelines, roles, and responsibilities  
19 established in this doctrine:

- 20 • The intent of Forest Service all-hazard response and support is to protect  
21 human life, property, and at-risk lands and resources *while imminent threats*  
22 *exist*.
- 23 • Personnel should be prepared and organized to support all-hazard responses  
24 by providing trained personnel to utilize their inherent skills, capabilities,  
25 and assets -without requiring significant advanced training and preparation.  
26 Support to cooperators requiring wildland resources will be consistent with  
27 employee core skills, capabilities, and training.
- 28 • As incidents move from the *response phase* to the *recovery phase*, there  
29 should be a shift to demobilizing agency resources.
- 30 • Within all-hazard response environments, agency personnel may encounter  
31 situations in which there is an imminent threat to life and property outside  
32 of their Agency's jurisdiction. These environments include scenarios  
33 ranging from being first on scene at a vehicle accident, to committing  
34 Agency resources to protect a local community. Leaders are therefore  
35 expected to use their judgment and respond appropriately.
- 36 • Wildland resources deployed to all-hazard responses will understand the  
37 dynamic and complex environment and utilize their leadership, training, and  
38 skills to adapt, innovate, and bring order to chaos.
- 39 • Leaders are expected to operate within the incident organizational structure  
40 encountered on all-hazard responses. When such structure is absent, they  
41 will utilize National Incident Management System principles to assure safe  
42 and effective utilization of agency resources.
- 43 • Leaders are expected to operate under existing policies and doctrine under  
44 normal conditions. On all-hazard responses, fire and aviation business and  
45 safety standards may have to be adapted to the situation to successfully



- 1 accomplish the mission. When conflicts occur, employees will use their  
2 judgment, weigh the risk versus gain, and operate within the intent of  
3 Agency policy and doctrine.
- 4 ● All-hazard response will be focused on missions that we perform  
5 consistently and successfully. Workforce assignments will be directed  
6 toward the core skills developed through our existing training and  
7 curriculum.
  - 8 ● Agency employees will be trained to operate safely and successfully in the  
9 all-hazard environment. Preparedness training will focus on gaining  
10 general knowledge of all-hazard response, disaster characteristics, as well as  
11 the effects from these events on citizens and responders.
  - 12 ● Specific operational skills will be facilitated through the National Incident  
13 Management System, working with the responsible agencies who supply  
14 the technical specialists who, in turn, provide the specific skill sets. The  
15 Forest Service will not train or equip to meet every hazard.
  - 16 ● Wildland employees are expected to perform all-hazard support as directed  
17 within their qualifications and physical capabilities. All employees have the  
18 right to a safe assignment. The employee may suspend his or her work  
19 whenever any environmental condition –or combination of conditions–  
20 become so extreme that an immediate danger is posed to employee health  
21 and safety that cannot be readily mitigated by the use of appropriate,  
22 approved protective equipment or technology.
  - 23 ● Acceptable risk is risk mitigated to a level that provides for reasonable  
24 assurances that the all-hazard task can be accomplished without serious  
25 injury to life or damage to property.
  - 26 ● All-hazard incident-specific briefing and training will be accomplished  
27 *prior* to task implementation. This preparation will usually occur prior to  
28 mobilization where incident description, mission requirements, and known  
29 hazards are addressed. Key protective equipment and associated needs for  
30 these all-hazard task that wildland employees do not routinely encounter or  
31 perform will be identified. This will be done- and be in place- *prior* to task  
32 implementation.
  - 33 ● Agency employees will be provided with appropriate vaccinations,  
34 credentials, and personal protective equipment to operate in the all-hazard  
35 environment to which they are assigned.
  - 36 ● Additional information can be found in the Forest Service Foundational  
37 Doctrine for All-Hazard Response:  
38 [http://www.fs.fed.us/fire/doctrine/conferences/all\\_hazard\\_response.pdf](http://www.fs.fed.us/fire/doctrine/conferences/all_hazard_response.pdf)  
39

#### 40 **International Wildland Fire Coordination and Cooperation**

##### 42 **U.S. - Mexico Cross Border Cooperation on Wildland Fires**

43 In June of 1999, the Department of Interior and the Department of Agriculture  
44 signed a Wildfire Protection Agreement with Mexico. The agreement has two  
45 purposes:

- 1 • To enable wildfire protection resources originating in the territory of one  
2 country to cross the United States-Mexico border in order to suppress  
3 wildfires on the other side of the border within the zone of mutual  
4 assistance (10 miles/16 kilometers) in appropriate circumstances.  
5 • To give authority for Mexican and U.S. fire management organizations to  
6 cooperate on other fire management activities outside the zone of mutual  
7 assistance.

8  
9 National Operational Guidelines for this agreement are located in Chapter 40 of  
10 the *National Interagency Mobilization Guide* available online. These guidelines  
11 cover issues at the national level and also provide a template for those issues that  
12 need to be addressed in local operating plans. The local operating plans identify  
13 how the agreement will be implemented by the GACCs (and Zone Coordination  
14 Centers) that have dispatching responsibility on the border. The local operating  
15 plans will provide the standard operational procedures for wildfire suppression  
16 resources that could potentially cross the U.S. border into Mexico.

#### 17 18 **U.S. - Canada, Reciprocal Forest Firefighting Arrangement**

19 Information about United States - Canada cross border support is located in  
20 Chapter 40 of the *National Interagency Mobilization Guide* available online.  
21 This chapter provides policy guidance, which was determined by an exchange of  
22 diplomatic notes between the U.S. and Canada in 1982. This chapter also  
23 provides operational guidelines for the Canada - U.S. Reciprocal Forest Fire  
24 Fighting Arrangement. These guidelines are updated yearly.

#### 25 26 **U.S. - Australia/New Zealand Wildland Fire Arrangement**

27 Information about United States - Australia/New Zealand support is located in  
28 Chapter 40 of the *National Interagency Mobilization Guide* available online.  
29 This chapter provides a copy of the arrangements signed between the U.S. and  
30 the states of Australia and the country of New Zealand for support to one  
31 another during severe fire seasons. It also contains the AOP that provides more  
32 detail on the procedures, responsibilities, and requirements used during  
33 activation.

### 34 35 **International Non-Wildland Fire Coordination and Cooperation**

#### 36 37 **International Disasters Support**

38 Federal wildland fire employees may be requested through the FS to support the  
39 U.S. Government's (USG) response to international disasters by serving on  
40 Disaster Assistance Response Teams (DARTs). A DART is the operational  
41 equivalent of an ICS team used by the U.S. Agency for International  
42 Development's Office of Foreign Disaster Assistance (OFDA) to provide an on-  
43 the-ground operational capability at the site of an international disaster. Prior to  
44 being requested for a DART assignment, employees will have completed a  
45 weeklong DART training course covering information about:

- 1 • USG agencies charged with the responsibility to coordinate USG responses  
2 to international disaster.
- 3 • The purpose, organizational structure, and operational procedures of a  
4 DART.
- 5 • How the DART relates to other international organizations and countries  
6 during an assignment. Requests for these assignments are coordinated  
7 through the FS International Programs, Disaster Assistance Support  
8 Program (DASP).
- 9 • DART assignments should not be confused with technical exchange  
10 activities, which do not require DART training.
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- 12 More information about DARTs can be obtained at the FS International  
13 Program's website: <http://www.fs.fed.us/global/aboutus/dasp/welcome.htm>.

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## Chapter 09 Fire Management Planning

### Policy and Implementation

Every area with burnable vegetation must have an approved Fire Management Plan (FMP). FMPs are strategic plans that define a program to manage planned and unplanned ignitions based on the areas approved Land or Resource Management Plan (L/RMP). FMPs must provide for firefighter and public safety; include fire management strategies, tactics, and alternatives; address values to be protected and public health issues; and be consistent with resource management objectives, activities of the area, and environmental laws and regulations.

For complete historical interagency policy and implementation guidance, see [http://www.nwcg.gov/branches/ppm/fpc/archives/fire\\_policy/index.htm](http://www.nwcg.gov/branches/ppm/fpc/archives/fire_policy/index.htm) and [http://www.nifc.gov/policies/policies\\_main.html](http://www.nifc.gov/policies/policies_main.html)

### Purpose

The fire management planning process and requirements may differ among agencies. However, for all agencies, the FMP contains strategic and operational elements that describe how to manage applicable fire program components such as: response to unplanned ignitions, hazardous fuels and vegetation management, burned area emergency stabilization and rehabilitation, prevention, community interactions and collaborative partnerships roles, and monitoring and evaluation programs.

The FMP includes a concise summary of information organized by fire management unit (FMU) or units. Each FMP should be updated as new information becomes available, as conditions on the ground necessitate updates, or when changes are made to the L/RMP.

For an example of FMP templates, see:

- **DOI-** <http://www.nwcg.gov/branches/ppm/ifpc/library.htm>
- **FS-** <http://fsweb.wo.fs.fed.us/fire/fmp/>

### Wildland Fire Management Objectives

A wildland fire may be concurrently managed for one or more objectives as specified in the L/RMP and FMP. Objectives can change as the fire spreads across the landscape and are affected by changes in fuels, weather, and/or topography; varying social understanding and tolerance; and involvement of other governmental jurisdictions having different missions and objectives.

**1 Concepts and Definitions**

2

3 For further clarification of concepts and definitions that follow, refer to  
4 *Terminology Updates Resulting from Release of the Guidance for the*  
5 *Implementation of Federal Wildland Fire Management Policy (2009), April 30,*  
6 *2010 (NWCG #024-2010), and the *Guidance for Implementation of Federal**  
7 *Wildland Fire Management Policy, February 13, 2009.*

8

**9 Land/Resource Management Plan**

10 A document prepared with public participation and approved by the Agency  
11 Administrator that provides general guidance and direction for land and resource  
12 management activities for an administrative area. The L/RMP identifies fire's  
13 role in a particular area and for a specific benefit. The objectives in the L/RMP  
14 provide the basis for the development of fire management objectives and the fire  
15 management program in the designated area.

16

**17 Fire Management Plan**

18 A Fire Management Plan (FMP) identifies and integrates all wildland fire  
19 management (both planned and unplanned ignitions) and associated activities  
20 within the context of the approved L/RMP. The FMP is supplemented by  
21 operations plans, including but not limited to preparedness plans, preplanned  
22 dispatch plans, fuels treatment plans, and prevention plans. FMPs assure that  
23 wildland fire management goals and objectives are coordinated.

24

**25 Fire Management Unit**

26 The primary purpose of developing Fire Management Units (FMUs) in fire  
27 management planning is to assist in organizing information in complex  
28 landscapes. The process of creating FMUs divides the landscape into smaller  
29 geographic areas to more easily describe physical/biological/social  
30 characteristics and frame associated planning guidance based on these  
31 characteristics. FMUs should be developed through interagency efforts and  
32 interactions to facilitate common fire management across boundaries.

33

34 A FMU can be any land management area definable by objectives that set it  
35 apart from the management characteristics of an adjacent FMU (e.g.  
36 management constraints, topographic features, access, values to be protected,  
37 political boundaries, fuel types, and major fire regime groups). The FMU may  
38 have dominant management objectives and pre-selected strategies assigned to  
39 accomplish these objectives.

40

**41 Wildland Fire**

42 Wildland fire is a general term describing any non-structure fire that occurs in  
43 vegetation and/or natural fuels including both prescribed fire and wildfire.

44

45

46

1 **Fire Type**

2 Wildland fires are categorized into two distinct types:

- 3 • Wildfires- Unplanned ignitions or prescribed fires that are declared  
4 wildfires.  
5 • Prescribed fires- Planned ignition.

6  
7 **Response to Wildland Fire**

8 Responses to wildland fire will be coordinated with all affected  
9 agencies/cooperators regardless of the jurisdiction at the ignition point. Fire, as  
10 a critical natural process, will be integrated into land and resource management  
11 plans and activities on a landscape scale, and across agency boundaries.

12  
13 Management response to a wildland fire on federal land is based on objectives  
14 established in the applicable L/RMP and FMP. A wildfire may be concurrently  
15 managed for more than one objective. Unplanned natural ignitions may be  
16 managed to achieve L/RMP and FMP objectives when risk is within acceptable  
17 limits.

- 18 • *FS- All wildfires will have a protection objective.*

19  
20 Initial response to human-caused wildfires will be to suppress the fire at the  
21 lowest cost with the fewest negative consequences with respect to firefighter and  
22 public safety.

- 23 • *FS- Human caused fires and trespass fires must be suppressed safely and  
24 cost effectively and must not be managed for resource benefits.*  
25 • *BLM- All known human caused fires, except escaped prescribed fires, will  
26 be suppressed in every instance and will not be managed for resource  
27 benefits.*  
28 • *FWS- All escaped prescribed fires will be suppressed. When reporting in  
29 FMIS, the cause of the wildfire will be "Escaped RX" and the narrative will  
30 document the link between the prescribed fire and the wildfire.*  
31 • *NPS- Refer to RM-18, Chapter 2 for further guidance.*

32  
33 Response to wildland fire is based on ecological, social, and legal consequences  
34 of the fire. The appropriate response to the fire is dictated by:

- 35 • The circumstances under which a fire occurs;  
36 • The likely consequences to firefighter/public safety and welfare; and  
37 • The natural/cultural resource values to be protected.

38  
39 **Initial Response**

40 Initial response is the immediate decisions and actions taken to react to an  
41 ignition. These decisions and actions may include a management or initial  
42 decision to postpone taking action on the ground based on conditions, safety,  
43 and/or competing priorities.

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45

1 **Initial Attack**

2 This type of initial response is an aggressive action to put the fire out consistent  
3 with firefighter and public safety and values to be protected.

4

5 **Extended Attack**

6 Suppression activity for a wildfire that has not been contained or controlled by  
7 initial attack or contingency forces and for which more firefighting resources are  
8 arriving, en route, or being ordered by the initial attack Incident Commander.

9 See *NWCG Glossary of Wildland Fire Terminology, November 2008*.

10

11 **Wildfire Suppression**

12 Management action to extinguish a fire or confine fire spread.

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## Chapter 10 Preparedness

### Preparedness

Preparedness is the result of activities that are planned and implemented prior to wildland fire ignitions to ensure safe, efficient, and effective management action. Preparedness is a continuous process that includes developing and maintaining unit, state/regional, and national level firefighting infrastructure; predicting fire activity; preventing human-caused fires; hiring, training, equipping, and deploying firefighters; evaluating performance; correcting deficiencies; and improving overall operations. The preparedness process includes routine pre-season actions as well as incremental in-season actions conducted in response to increasing fire danger.

Preparedness actions are consistent with actions identified in the Fire Management Plan and based on operational plans including the Fire Danger Operating Plans (FDOPs), Preparedness Level Plans, Step-up Plans, Preparedness Plans, and Initial Response Plans.

### Fire Danger Operating Plan

FDOPs use information from decision support tools such as the National Fire Danger Rating System (NFDRS), the Canadian Forest Fire Danger Rating System (CFFDRS, used in interior Alaska), the Palmer Drought Index, live fuel moisture data, monthly or seasonal wildland fire outlooks, seasonal climate forecasts, and wildland fire risk analyses. FDOPs should be prepared by individuals trained at the Intermediate NFDRS (S-491) level, and preferably the Advanced NFDRS level.

The FDOP guides the application of information from decision support tools (i.e. NFDRS, CFFDRS, etc.) at the local level. A FDOP documents the establishment and management of the local unit fire weather station network and describes how fire danger ratings are applied to local unit fire management decisions. FDOPs are generally prepared for local interagency areas; therefore, interagency involvement throughout the process is essential. Interagency FDOPs are an integral component of unit fire management plan(s). FDOPs may be packaged as a stand-alone document or as part of a larger planning effort (such as a fire management plan).

All units will develop and maintain a Fire Danger Operating Plan. Fire Danger Operating Plans include, but are not limited to, the following components:

- **Roles and Responsibilities**

Defined for those responsible for maintenance and daily implementation of the plan, program management related to the plan, and associated training.

- 1 Training for development of fire danger rating areas is available through  
2 NWCG-sponsored NFDRS courses.
- 3 • **Fire Danger Rating Inventory**  
4 An inventory of the basic components of the operating plan will include a  
5 description of the dispatch response areas, protection units, administrative  
6 units, fire occurrence, land management objectives, standards, guidelines,  
7 etc. The fire danger rating inventory:
    - 8 ○ includes identification of fire/ignition issues specific to the area;
    - 9 ○ incorporates NFDRS fuel models, slope classes (topography, and  
10 weather/climatology into Fire Danger Rating Areas (FDRAs); and
    - 11 ○ validates the existing weather station network and identifies any  
12 additional weather stations that support fire danger rating needs.
  - 13 • **Operational Procedures**  
14 This section establishes the procedures used to gather and process data in  
15 order to integrate fire danger rating information into decision processes.  
16 The network of fire weather stations whose observations are used to  
17 determine fire danger ratings is identified. Station maintenance  
18 responsibilities and schedules are defined.
    - 19 ○ NFDRS offers several choices of fuel model and output to the user.  
20 Distinct selections of fuel model and index/component are appropriate  
21 for different management decisions (such as internal readiness or  
22 industrial and public restrictions). The choice of NFDRS fuel model  
23 and index or component used to determine fire danger ratings to  
24 support particular decisions is explained in this section.
    - 25 ○ NFDRS requires periodic management in order to produce appropriate  
26 results that are applied in a timely manner. Some daily observation  
27 variables (such as state of the weather) must be manually validated  
28 and published daily. This procedure is essential for the calculation of  
29 daily and forecasted NFDRS outputs in the Weather Information  
30 Management System (WIMS) and ensures weather data storage in the  
31 National Interagency Fire Management Integrated Database  
32 (NIFMID). These efforts are coordinated with the local National  
33 Weather Service fire weather meteorologists and Geographic Area  
34 Coordination Center (GACC) predictive services meteorologists to  
35 provide timely forecasted NFDRS outputs. Observed (today) and  
36 forecasted (tomorrow) NFDRS outputs are communicated daily. Live  
37 fuel moisture model inputs (such as herbaceous vegetation type/stage,  
38 season code, greenness factor) are adjusted seasonally in WIMS  
39 (<http://fam.nwcg.gov/fam-web/>) at appropriate times. Decision points  
40 are determined through analysis using FireFamily Plus and reviewed  
41 and adjusted annually or more often as appropriate in WIMS.
  - 42 • **Climatic Breakpoints and Fire Business Thresholds**  
43 Climatological breakpoints and fire business thresholds are established to  
44 provide NFDRS-based decision points for all appropriate management  
45 responses in a Fire Danger Rating Area (FDRA). Climatological

1 breakpoints are points on the cumulative distribution of one fire  
2 weather/danger index computed from climatology without regard for  
3 associated fire occurrence/business. For example, the value of the 90th  
4 percentile ERC is the climatological breakpoint at which only 10 percent of  
5 the ERC values are greater in value. Climatological percentiles are used for  
6 budgetary decisions by federal agencies.

- 7 ○ BLM - 80th and 95th percentiles
- 8 ○ FWS/NPS/FS - 90th and 97th percentiles

9  
10 It is important to identify the period or range of data analysis used to determine  
11 the agency percentiles. The percentile values for 12 months of data will be  
12 different from the percentile values for the fire season. Year round data should  
13 be used for percentiles for severity-related decisions, and percentiles based on  
14 fire season data for staffing levels and adjective fire danger rating.

15  
16 It is equally important to recognize that these agency-specific climatological  
17 percentiles represent a method to describe a point during the year with respect to  
18 fire weather/danger indices computed from historical weather only.  
19 Climatological percentiles do not incorporate the correlation of fire occurrence  
20 data.

21  
22 Fire business thresholds are values of one or more fire weather/fire danger  
23 indices that have been statistically related to occurrence of fires (fire business).  
24 Generally, the threshold is a range of weather/fire danger values where fire  
25 activity has significantly increased or decreased. Assuming that a  
26 comprehensive FireFamilyPlus analysis of historical weather and fire occurrence  
27 data is completed, fire business thresholds are expected to more closely predict  
28 large and/or multiple fire activity than climatological breakpoints.

### 29 30 **Staffing Level**

31 The Staffing Level is used to make daily internal fire operations decisions. The  
32 Staffing Level is the daily staffing of initial response resources, as opposed to  
33 the number of resources dispatched to an incident (see Initial Response Plan). A  
34 unit can operate with anywhere from 3 to 9 levels of staffing. Most units  
35 typically use 5 (1,2,3,4,5) or 6 (1,2,3L,3H,4,5) levels. Staffing Level is a direct  
36 output of the danger rating processor (WIMS) and is based on one of the  
37 following:

- 38 • NFDRS (Burning Index, Energy Release Component, Spread Component,  
39 or Ignition Component)
- 40 • Keetch-Byram Drought Index

41  
42 Staffing levels only consider fire danger, while Preparedness Levels incorporate  
43 additional items, such as number of fires, incident management teams assigned,  
44 and resources committed.

45

### 1 **Adjective Fire Danger Rating**

2 Adjective Fire Danger Rating (low, moderate, high, very high, extreme) is based  
3 on the NFDRS index or component used to compute staffing level and the  
4 ignition component (the probability that a firebrand would cause a wildland  
5 fire). It is a general description of fire danger for the purpose of informing the  
6 public. Adjective ratings are computed automatically in the WIMS based on  
7 NFDRS parameters provided by local fire managers.

8  
9 Climatological breakpoints and fire business thresholds are developed with  
10 NFDRS software, such as FireFamilyPlus, and are applied in the NFDRS  
11 processor, (WIMS), to determine daily staffing levels and adjective ratings.

### 13 **Preparedness Plans**

14  
15 Preparedness plans provide management direction given identified levels of  
16 burning conditions, fire activity, and resource commitment. Outputs from the  
17 FDOP process are used to support decisions found in many different  
18 preparedness plans, including staffing plans, step-up/staffing plans, prevention  
19 plans, preparedness levels, dispatch response plans, dispatch response levels,  
20 etc. Increasing fire danger suggests a corresponding increase in preparedness  
21 actions intended to mitigate those fire danger conditions.

22  
23 Preparedness plans must be based on and consistent with the unit's Fire  
24 Management Plan. Preparedness plans consist of:

- 25 • An analysis and decision making process, including a Fire Danger  
26 Operating Plan;
- 27 • A validation that each Remote Automated Weather Station (RAWS) meets  
28 the requirements of the *Interagency Wildland Fire Weather Station*  
29 *Standards and Guidelines* (PMS 426-3); and
- 30 • The identification of actions to be taken in response to increasing levels of  
31 fire severity and activity (preparedness level) at the unit level.

### 33 **Preparedness Level Plans**

34  
35 Preparedness Level Plans are required at the national, state/regional, and local  
36 levels. These plans address the five Preparedness Levels (1-5) and provide  
37 management direction based on identified levels of burning conditions, fire  
38 activity, and resource commitment/availability.

39  
40 Refer to the *National Interagency Mobilization Guide* and GACC Mobilization  
41 Guides for more information on Preparedness Level Plans.

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**1 Step-Up Plans**

2

3 Step-up Plans, (also called Staffing Plans), are designed to direct incremental  
4 preparedness actions in response to increasing fire danger. Each Step-Up Plan  
5 should address the unit's chosen number of Staffing Levels, and the  
6 corresponding planned actions that are intended to mitigate those changing fire  
7 danger conditions. The Step-up Plan should be based on analysis completed as  
8 part of the unit's FDOP, and should be included as part of the FDOP.

9

10 The Step-up Plan describes escalating responses that are pre-approved in the  
11 FDOP and fire management plan. A Step-up Plan should also include  
12 supplemental preparedness actions. Supplemental preparedness actions are  
13 designed to enhance the unit's fire management capability during short periods  
14 (one burning period, Fourth of July, or other pre-identified events) where normal  
15 staffing cannot meet initial attack, prevention, or detection needs.

16

17 The difference between step-up and severity is that step-up actions are  
18 established in the unit FDOP and/or fire management plan and implemented by  
19 the unit when those pre-identified conditions are experienced. Severity is a  
20 longer duration condition that cannot be adequately dealt with under normal  
21 staffing, such as a killing frost converting live fuel to dead fuel or drought  
22 conditions. Severity is discussed later in this chapter.

23

24 Supplemental preparedness actions identified in the fire management plan or  
25 FDOP should include, but are not limited to, the following items:

- 26 • Management direction and considerations;
- 27 • Fire prevention actions, including closures/restrictions, media messages,  
28 signing, and patrolling;
- 29 • Prepositioning suppression resources;
- 30 • Cooperator discussion and/or involvement;
- 31 • Safety considerations: safety message, safety officer;
- 32 • Augmentation of suppression forces;
- 33 • Support function: consideration given to expanded dispatch activation,  
34 initial attack dispatch staffing, and other support needs (procurement,  
35 supply, ground support, and communication);
- 36 • Support staff availability outside of fire organization;
- 37 • Communication of Fire Weather Watch and Red Flag Warning conditions;
- 38 • Fire danger/behavior assessment;
- 39 • Briefings for management and fire suppression personnel;
- 40 • Fire information - internal and external;
- 41 • Multi-agency coordination groups/area command activation;
- 42 • Prescribed fire direction and considerations; and
- 43 • Increased detection activities.

44



## 1 Initial Response Plans

2

3 Initial response plans, also referred to as run cards or preplanned response plans,  
4 specify the fire management response (e.g. number and type of suppression  
5 assets to dispatch) within a defined geographic area to an unplanned ignition,  
6 based on fire weather, fuel conditions, fire management objectives, and resource  
7 availability.

8

9 Fire Management Officers will ensure that initial response plans (e.g. run cards,  
10 preplanned response) are in place and provide for initial response commensurate  
11 with guidance provided in the Fire Management Plan and Land/Resource  
12 Management Plan. Initial response plans will reflect agreements and annual  
13 operating plans, and will be reviewed annually prior to fire season. Initial  
14 response plans may be modified as needed during fire season to reflect the  
15 availability of national, prepositioned, and/or severity resources.

16

## 17 Fire Danger PocketCard for Firefighter Safety

18

19 Fire Danger PocketCards provide, through a graphical interpretation of daily fire  
20 danger, a means for firefighters to understand the fire potential for a given local  
21 area during any day of the fire season. Interagency PocketCards are encouraged  
22 in areas where multiple agencies share fire suppression responsibilities. Fire  
23 Danger PocketCards must adhere to the NWCG standard located at:  
24 <http://fam.nwcg.gov/fam-web/pocketcards/default.htm>

25

26 PocketCards can be updated as frequently as needed by downloading the  
27 additional weather observations, amending the Fire Family Plus database, and  
28 running new cards. PocketCards based on stations with a dataset of 10 years or  
29 less should be updated annually, while cards with more data (10 years or more)  
30 should be updated every other year.

31

32 Compliance with the standard, including quality, currency, and application of  
33 the PocketCard, is the responsibility of the local fire management unit.

- 34 • **BLM-** *BLM units will maintain Fire Danger PocketCards and ensure they*  
35 *are available to all personnel.*
- 36 • **FS-** *Obtain Regional certification for Fire Danger PocketCards. Distribute*  
37 *PocketCards to each fireline supervisor on Type 3, 4, and 5 wildfires.*  
38 *Update and post the cards per the NWCG standard published on the*  
39 *website referenced above. Units have the option to do more frequent*  
40 *updates if they choose to do so.*

41

## 42 Seasonal Risk Analysis

43

44 A Seasonal Risk Analysis (SRA) requires fire managers to review current and  
45 predicted weather and fuels information, compare this information with historic

1 weather and fuels records, and predict the upcoming fire season's severity and  
2 duration for any given area. It is important to incorporate drought indices into  
3 this assessment.

4  
5 SRAs for each geographic area are prepared, issued, and updated each year by  
6 GACC Predictive Service staffs. These analyses consider detailed information  
7 for each of the Predictive Services Areas (PSA) within the geographic area.

8  
9 If the SRA suggests an abnormal fire season might be anticipated, a unit should  
10 notify the state/regional office and request additional resources commensurate  
11 with the escalated risk. Information from a SRA can be used to modify the  
12 Annual Operating Plan (AOP), step-up and pre-attack plans. It provides the  
13 basis for actions such as prepositioning critical resources, requesting additional  
14 funding, or modifying Memoranda of Understanding (MOU) to meet anticipated  
15 needs.

16  
17 As identified in the Fire Management Plan and/or Fire Danger Operating Plan,  
18 each unit selects, and compares to normal, the current value and seasonal trend  
19 of one or more of the following indicators which are most useful in predicting  
20 fire season severity and duration in its area:

- 21 ● NFDRS (or CFFDRS) index values (ERC, BI);
- 22 ● Temperature levels;
- 23 ● Precipitation levels;
- 24 ● Humidity levels;
- 25 ● Palmer Drought or Standardized Precipitation Index;
- 26 ● 1000-hour fuel moisture (timber fuels);
- 27 ● Vegetation moisture levels;
- 28 ● Live fuel moisture (brush fuels);
- 29 ● Curing rate (grass fuels);
- 30 ● Episodic wind events (moisture drying days);
- 31 ● Unusual weather events (early severe frost); or
- 32 ● Fires to date.

33  
34 The seasonal trend of each selected indicator is graphically compared to normal  
35 and all-time worst. This comparison is updated regularly and posted in dispatch  
36 and crew areas.

37  
38 Seasonal Assessment Workshops are conducted to facilitate these seasonal  
39 outlook reports. Local risk analyses should be compiled at the state/regional  
40 office to determine the predicted fire season severity within the state/region, and  
41 then forwarded to the respective national office for use in determining national  
42 fire preparedness needs. Risk analysis is ongoing. It should be reviewed  
43 periodically and revised when significant changes in key indicators occur. All

1 reviews of seasonal risk analysis, even if no changes are made, should be  
2 documented.

3

#### 4 **Fire Severity Funding**

5

6 Fire severity funding is the authorized use of suppression operations funds  
7 (normally used exclusively for suppression operations and distinct from  
8 preparedness funds) for extraordinary preparedness activities that are required  
9 due to:

- 10 • Preparedness plans (Fire Management Plan, Fire Danger Operating Plan,  
11 annual operating plan, etc.) indicate the need for additional  
12 preparedness/suppression resources. The plan(s) should identify thresholds  
13 for severity needs.
- 14 • Anticipated fire activity will exceed the capabilities of local resources.
- 15 • Fire seasons that either start earlier or last longer than planned in the fire  
16 management plan.
- 17 • An abnormal increase in fire potential or danger not planned for in existing  
18 preparedness plans.

19

20 The objective of fire severity funding is to mitigate losses due to extraordinary  
21 conditions by supplementing suppression response capability and provide for  
22 increased wildfire prevention activities.

23

24 When resources acquired through the approved fire planning process (e.g.  
25 NFMAS, IIAA, FPA) are insufficient to meet the extraordinary need, additional  
26 resources may be requested through the severity funding process. Fire severity  
27 funding is not intended to raise preparedness funding levels to cover differences  
28 that may exist between funds actually appropriated and those identified in the  
29 fire planning process.

30

#### 31 **Typical Uses**

32 Severity funds are typically used to:

- 33 • Increase prevention activities;
- 34 • Temporarily increase firefighting staffing;
- 35 • Pay for standby;
- 36 • Preposition initial attack suppression forces;
- 37 • Provide additional aerial reconnaissance; and
- 38 • Provide for standby aircraft availability.

39

#### 40 **Authorization**

41 Authorization to use severity funding is provided in writing based on a written  
42 request with supporting documentation. Authorization is on a line item basis  
43 and comes with a severity cost code. Agencies will follow their administrative  
44 procedures for issuing severity cost codes. Authorization is provided for a

1 maximum of 30 days per request; however, regardless of the length of the  
2 authorization, use of severity funding must be terminated when abnormal  
3 conditions no longer exist. If the fire severity situation extends beyond the 30-  
4 day authorization, the State/Region must prepare a new severity request.

5

#### 6 **State/Regional Level Severity Funding**

7 Each fiscal year the national office will provide each state/region with funding  
8 and a severity cost code for state/regional short-term severity needs (e.g. wind  
9 events, cold dry front passage, lightning events, and unexpected events such as  
10 off road rallies) that are expected to last less than one week. Expenditure of  
11 these funds is authorized by the state/regional directors at the written request of  
12 the Agency Administrator. State/regional directors are responsible and  
13 accountable for ensuring that these funds are used only to meet severity funding  
14 objectives and that amounts are not exceeded. The national office will notify the  
15 state/regional director, state/regional budget officer, and the state/regional FMO  
16 when the severity cost code is provided.

- 17 • *BLM- Refer to Chapter 2 and the BLM Fire Operations Website for*  
18 *additional short-term severity guidance.*
- 19 • *FWS - Short-term severity or “step-up” cost codes are established yearly*  
20 *(at the Regional level) as PER10, PER20, etc. (numeric value indicates the*  
21 *specific region utilizing short-term severity funding).*
- 22 • *NPS - Parks have the authority to approve “Step-up” actions only, as*  
23 *defined in their fire management plan. Regional offices approve severity*  
24 *(long term - up to 30 days) for parks up to \$100,000 per severity event.*
- 25 • *FS - Severity funding direction is found in FSM 5190.*

26

#### 27 **National Level Severity Funding**

28 National Agency Fire Directors or their delegates are authorized to allocate fire  
29 severity funding under specific conditions stated or referenced in this chapter.  
30 Expenditure of these funds is authorized by the appropriate approving official at  
31 the written request of the state/regional director. Approved severity funding will  
32 be used only for the preparedness activities and timeframes specifically outlined  
33 in the authorization, and only for the objectives stated above.

- 34 • *BLM- Refer to Chapter 2 and the BLM Fire Operations Website for*  
35 *additional national severity guidance.*
- 36 • *NPS- National office approves all requests over \$100,000.*
- 37 • *FWS- Additional information may be found on the FWS Sharepoint site.*

38

#### 39 **Appropriate Severity Funding Charges**

40

#### 41 **Labor**

42 Appropriate labor charges include:

- 43 • Regular pay for non-fire personnel;

- 1 • Regular pay for seasonal/temporary fire personnel outside their normal fire  
2 funded activation period;
- 3 • Overtime pay for all fire and non-fire personnel;
- 4
- 5 Severity funded personnel and resources must be available for immediate initial  
6 attack regardless of the daily task assignment. Severity funded personnel and  
7 resources will not use a severity cost code while assigned to wildfires. The  
8 wildfire firecode number will be used.
- 9

### 10 **Vehicles and Equipment**

11 This includes:

- 12 • GSA lease rate and mileage;
- 13 • Hourly rate or mileage for Agency owned vehicles; and
- 14 • Commercial rentals and contracts.
- 15

### 16 **Aviation**

17 This includes:

- 18 • Contract extensions;
- 19 • The daily minimum for call when needed (CWN) aircraft;
- 20 • Preposition flight time; and
- 21 • Support expenses necessary for severity funded aircraft (facility rentals,  
22 utilities, telephones, etc.).
- 23

### 24 **Travel and Per Diem**

25 Severity funded personnel in travel status are fully subsisted by the government  
26 in accordance with their agency regulations. Costs covered include:

- 27 • Lodging;
- 28 • Government provided meals (in lieu of per diem);
- 29 • Airfare (including returning to their home base);
- 30 • Privately owned vehicle mileage (with prior approval); and
- 31 • Other miscellaneous travel and per diem expenses associated with the  
32 assignment.
- 33

### 34 **Prevention Activities**

35 These include:

- 36 • Funding Prevention Teams (Preventions teams will be mobilized as  
37 referenced in the *National Mobilization Guide*, Chapter 20)
- 38 • Implementing local prevention campaigns, to include community risk  
39 assessments, mitigation planning, enforcement, outreach, and education
- 40 • Augmenting patrols
- 41 • Note: Non-fire funded prevention team members should charge base 8 and  
42 overtime to the severity cost code for the length of the prevention activities  
43 assignment. Fire funded personnel should charge overtime only to the  
44 severity cost code for the length of the prevention activities assignment.

**1 Inappropriate Fire Severity Funding Charges**

- 2 • To cover differences that may exist between funds actually appropriated
- 3 (including rescissions) and those identified in the fire planning process
- 4 • Administrative surcharges, indirect costs, fringe benefits
- 5 • Equipment purchases
- 6 • Purchase, maintenance, repair, or upgrade of vehicles
- 7 ○ *FWS/NPS- Severity-related repair and maintenance of FWS and NPS*
- 8 *vehicles and equipment may be funded by severity because FWS and*
- 9 *NPS do not have a use rate covering these charges. These charges*
- 10 *must be approved by the National Office.*
- 11 • Purchase of radios
- 12 • Purchase of telephones
- 13 • Purchase of pumps, saws, and similar suppression equipment
- 14 • Aircraft availability during contract period
- 15 • Cache supplies which are normally available in fire caches
- 16 • Fixed ownership rate vehicle costs
- 17 • Resources or activities to protect Threatened and Endangered Species
- 18 habitat, wildland/urban interface, or other values identified in Land
- 19 Use/Resource Management Plans
- 20 • Incident Only Emergency Equipment Rental Agreements (EERAs) may not
- 21 be used for severity activities or hazardous fuels projects. Equipment that
- 22 has been solicited under competitive pre-season I-BPAs may be used on
- 23 nationwide fire suppression, all-hazard incidents, and severity activities.
- 24 Long term rehabilitation projects require a separate solicitation for
- 25 equipment.

**27 Interagency Requests**

28 Agencies working cooperatively in the same geographic area must work  
29 together to generate and submit joint requests, to minimize duplication of  
30 required resources, reduce interagency costs, and to utilize severity funded  
31 resources in an interagency manner. However, each agency should request  
32 funds only for its own agency specific needs. The joint request should be routed  
33 simultaneously through each agency's approval system, and the respective  
34 approving official will issue an authorization that specifies allocations by  
35 agency.

**37 Requesting Fire Severity Funding**

38 Each agency has established severity funding request protocols. The completed  
39 and signed request is submitted from the state/regional director to the  
40 appropriate approving official as per the sequence of action outlined below.  
41 Authorizations will be returned in writing.  
42 Severity funding request information for all agencies can be found at  
43 [http://www.nifc.gov/policies/pol\\_severity\\_funding.html](http://www.nifc.gov/policies/pol_severity_funding.html)

44

1 **Sequence of Action and Responsible Parties for Severity Funding Requests**

| Action                                                                                                                                                               | Responsible Party                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| Identify and develop severity funding request.                                                                                                                       | Unit FMO                                              |
| Review, modify, and approve (or reject) request. Forward to state/regional office.                                                                                   | Unit Agency Administrator                             |
| Review, modify, and approve (or reject) unit request. Add state/regional needs and consolidate. Forward to state/regional director for approval within 48 hours.     | State/Regional FMO                                    |
| Review, modify, and approve (or reject) request. Forward to the appropriate National Fire Director/approving official within 48 hours. Notify the fire budget staff. | State/Regional Director                               |
| Review, modify, and approve (or reject) the request within 48 hours. Issue written authorization with a severity cost code.                                          | Appropriate National Fire Director/Approving Official |
| Establish severity cost code in the appropriate finance system within 24 hours.                                                                                      | Applicable National Finance System                    |
| Notify unit office(s) and state/regional budget lead upon receipt of authorization.                                                                                  | State/Regional FMO                                    |
| Execute severity cost code. Ensure that project expenditures are only used for authorized purposes.                                                                  | Unit Office                                           |
| Maintain severity files, including requests, authorizations, and summary of expenditures and activities.                                                             | Unit/State/Regional/National Offices                  |

2

3 **Labor Cost Coding For Severity Funded Personnel**

4 Fire preparedness personnel outside their normal activation period, employees  
5 whose regular salary is not fire funded, and Administratively Determined (AD)  
6 employees hired under an approved severity request should charge regular time  
7 and approved non-fire overtime to the severity suppression operations  
8 subactivity and the requesting office's severity cost code.

9

10 Fire preparedness personnel should charge their regular planned salary (base-  
11 eight) to their budgeted subactivity using their home unit's location code.  
12 Overtime associated with the severity request should be charged to the severity  
13 suppression operations subactivity and the requesting office's severity cost code.

14

15 Regular hours worked in suppression operations will require the use of the  
16 appropriate fire subactivity with the appropriate firecode number. Overtime in  
17 fire suppression operations will be charged to the suppression operations  
18 subactivity with the appropriate firecode number.

19

1 Employees from non-federal agencies should charge their time in accordance  
2 with the approved severity request and the appropriate local and statewide  
3 agreements. An interagency agreement for reimbursement must be established.  
4 The Interagency Agreement for Fire Management can be used as a template.

5

#### 6 **Documentation**

7 The state/regional and national office will document and file accurate records of  
8 severity funding activity. This will include complete severity funding requests,  
9 written authorizations, and expenditure records.

10

#### 11 **Severity Funding Reviews**

12 State/regional and national offices should ensure appropriate usage of severity  
13 funding and expenditures. This may be done as part of their normal agency fire  
14 program review cycle.

15

#### 16 **Fire Prevention/Mitigation**

17

#### 18 **Wildland Fire Cause Determination & Fire Trespass**

19 Refer to Chapter 18 for guidance.

20

#### 21 **Wildland Fire Mitigation and Prevention**

22 Fire programs are required to fund and implement unit level Fire Prevention  
23 Plans by completing a wildland mitigation/prevention assessment. The purpose  
24 of this is to reduce unwanted human caused ignitions, to reduce damages and  
25 losses caused by unwanted wildland fires, to reduce unnecessary risk to  
26 firefighters, and to reduce the suppression costs of wildland fires. As weather  
27 and fuel conditions move from average to above average or severe, and/or  
28 human activity increases, mitigation and prevention activities must be  
29 strengthened to maintain effectiveness.

30

31 Prevention includes education (sign posting plans, school programs, radio and  
32 news releases, recreation contacts, local business contacts, exhibits), industrial  
33 program monitoring (timber, mining, power line maintenance operations),  
34 reconnaissance patrols, and other activities to prevent the occurrence of  
35 unwanted human caused fires.

- 36 • **BLM**-Refer to the *BLM Wildland Fire Prevention, Education and*  
37 *Mitigation Planning Guide* available at:  
38 [http://www.blm.gov/nifc/st/en/prog/fire/fuelsmgmt/fire\\_prevention\\_and.html](http://www.blm.gov/nifc/st/en/prog/fire/fuelsmgmt/fire_prevention_and.html)
- 39 • **NPS**- Only units that experience more than an average of 26 human caused  
40 fires per ten-year period are required to develop a fire prevention plan.
- 41 • **FS** -Refer to *FSM 5110 and 5300*.

42

43

44

45



**1 Professional Liability Insurance**

- 2  
3 Public Law 110-161 provides for reimbursement for up to one half of the cost  
4 incurred for professional liability insurance (including any administrative  
5 processing cost charged by the insurance company) for temporary fire line  
6 managers, management officials, and law enforcement officers.  
7  
8 To qualify for reimbursement, “temporary fire line managers” must meet one of  
9 the following three criteria:
- 10 ● Provide temporary supervision or management of personnel engaged in  
11 wildland fire activities;
  - 12 ● Provide analysis or information that affects a supervisor’s or manager’s  
13 decision about a wildland fire;
  - 14 ● Direct the deployment of equipment for a wildland fire, such as a base camp  
15 manager, an equipment manager, a helicopter coordinator, or an initial  
16 attack dispatcher.
    - 17 ○ *DOI* – see *Personnel Bulletin No. 08-07, March 20, 2008*
    - 18 ○ *FS* – refer to <http://fsweb.asc.fs.fed.us/HRM/benefits/PLI.php>

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## Chapter 11 Incident Management & Response

### National Response Framework

The National Response Framework presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies - from the smallest incident to the largest catastrophe. The Framework establishes a comprehensive, national, all-hazards approach to domestic incident response. Information about the National Response Framework can be found at: <http://www.fema.gov/national-response-framework>.

### National Incident Management System

The National Wildfire Coordinating Group (NWCG) follows the National Incident Management System (NIMS), which is a component of the National Response Framework. NIMS provides a universal set of structures, procedures, and standards for agencies to respond to all types of emergencies. NIMS will be used to complete tasks assigned to the interagency wildland fire community under the National Response Framework.

### Incident Management and Coordination Components of NIMS

Effective incident management requires:

- Command organizations to manage on-site incident operations.
- Coordination and support organizations to provide direction and supply resources to the on-site organization.

### Incident Command System (ICS)

The ICS is the on-site management system used in NIMS. The ICS is a standardized emergency management system specifically designed to provide for an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, communications, and procedures operating within a common organizational structure to manage incidents. ICS will be used by the agencies to manage wildland fire operations and all-hazard incidents.

### Wildland Fire Complexity

Wildland fires are typed by complexity, from Type 5 (least complex) to Type 1 (most complex). The ICS organizational structure develops in a modular fashion based on the complexity of the incident. Complexity is determined by completing an Incident Complexity Analysis - (Refer to samples in appendix E & F). Units may develop their own Incident Complexity Analysis format to replace appendix F.

1 Incidents not meeting the recommended incident typing characteristics below  
2 should have a documented Complexity Analysis (Appendix F) verifying the  
3 command organization is appropriate.

#### 4 **Organizational Needs Assessment**

5 The National Wildfire Coordinating Group has adopted the Organizational  
6 Needs Assessment (ONA) as a replacement for the Type 3, Type 2, and Type 1  
7 Incident Complexity Analysis. The Organizational Needs Assessment assists  
8 personnel with evaluating the situation, objectives, risks, and management  
9 considerations of a complex incident and determining the appropriate  
10 organization necessary to manage the incident. The Organizational Needs  
11 Assessment is incorporated into the Wildland Fire Decision Support System  
12 (WFDSS), and is available at: <http://www.wfmrda.nwcg.gov/policy.php>

- 13 • ***BLM/NPS-** For all incidents, managers will determine incident complexity  
14 to establish the appropriate Incident Command System (ICS) management  
15 structure. Complexity Analysis direction is provided in the Interagency  
16 Standards for Fire and Fire Aviation Operations (NFES 2724), the Incident  
17 Response Pocket Guide (PMS 461), and the Fireline Handbook (PMS 410-  
18 1). For Type 1 and Type 2 incidents, and for incidents managed for  
19 resource benefit, managers may use the ONA to supplement the complexity  
20 analysis. The ONA provides a more selective assessment of implementation  
21 difficulty, decision concerns, and overall risk. As with the Complexity  
22 Analysis, this assessment can be used to assist in the selection of the  
23 appropriate management organization for a complex incident.*

### 24 **Command Organizations**

#### 25 **Incident Command**

26 All wildfires, regardless of complexity, will have an Incident Commander (IC).  
27 The IC is a single individual responsible to the Agency Administrator(s) for all  
28 incident activities. ICs are qualified according to the NWCG Wildland Fire  
29 Qualifications Systems Guide PMS 310-1 (NFES # 310-1) and any additional  
30 agency requirements. The IC may assign personnel to any combination of ICS  
31 functional area duties in order to operate safely and effectively. ICS functional  
32 area duties should be assigned to the most qualified or competent individuals  
33 available.

34 Incident Commanders are responsible for:

- 35 • Obtaining a Delegation of Authority and/or expectations to manage the  
36 incident from the Agency Administrator. For Type 3, 4, or 5 incidents,  
37 delegations/expectations may be written or oral;
- 38 • Ensuring that safety receives priority consideration in all incident activities,  
39 and that the safety and welfare of all incident personnel and the public is  
40 maintained;
- 41 • Assessing the incident situation, both immediate and potential;

- 1 • Maintaining command and control of the incident management  
2 organization;
- 3 • Ensuring transfer of command is communicated to host unit dispatch and to  
4 all incident personnel;
- 5 • Developing incident objectives, strategies, and tactics;
- 6 • Developing the organizational structure necessary to manage the incident;
- 7 • Approving and implementing the Incident Action Plan, as needed;
- 8 • Ordering, deploying, and releasing resources;
- 9 • Ensuring incident financial accountability and expenditures meet agency  
10 policy and standards; and
- 11 • Ensuring incident documentation is complete.

12

13 For purposes of initial attack, the first IC on scene qualified at any level will  
14 assume the duties of initial attack IC. The initial attack IC will assume the  
15 duties and have responsibility for all suppression efforts on the incident up to  
16 his/her level of qualification until relieved by an IC qualified at a level  
17 commensurate with incident complexity.

18

19 As an incident escalates, a continuing reassessment of the complexity level  
20 should be completed to validate the current command organization or identify  
21 the need for a higher level of incident management.

22

23 An IC is expected to establish the appropriate organizational structure for each  
24 incident and manage the incident based on his/her qualifications, incident  
25 complexity, and span of control. If the incident complexity exceeds the  
26 qualifications of the current IC, the IC must continue to manage the incident  
27 within his/her capability and span of control until replaced.

28

#### 29 **On-site Command Organizations**

30 Command organizations responsible for incident management include:

- 31 • Type 5 Incident Command;
- 32 • Type 4 Incident Command;
- 33 • Type 3 Incident Command;
- 34 • Type 2 Incident Command;
- 35 • Type 1 Incident Command;
- 36 • Wildland Fire Management Teams;
- 37 • National Incident Management Organizations (NIMO);
- 38 • Area Command; and
- 39 • Unified Command.

40

### 41 **Incident Characteristics**

42

#### 43 **Type 5 Incident Characteristics**

- 44 • Ad hoc organization managed by a Type 5 Incident Commander.
- 45 • Primarily local resources used.

- 1 • ICS command and general staff positions are not activated.
- 2 • Resources vary from two to six firefighters.
- 3 • Incident is generally contained within the first burning period and often
- 4 within a few hours after resources arrive on scene.
- 5 • Additional firefighting resources or logistical support are not usually
- 6 required.
- 7 • May require a Published Decision in WFDSS.

8

#### 9 **Type 4 Incident Characteristics**

- 10 • Ad hoc organization managed by a Type 4 Incident Commander.
- 11 • Primarily local resources used.
- 12 • ICS command and general staff positions are not activated.
- 13 • Resources vary from a single resource to multiple resource task forces or
- 14 strike teams.
- 15 • Incident is usually limited to one operational period. However, incidents
- 16 may extend into multiple operational periods.
- 17 • Written incident action plan (IAP) is not required. A documented
- 18 operational briefing will be completed for all incoming resources. Refer to
- 19 the *Incident Response Pocket Guide* for a briefing checklist.
- 20 • May require a Published Decision in WFDSS or other decision support
- 21 document.

22

#### 23 **Type 3 Incident Characteristics**

- 24 • Ad hoc or pre-established Type 3 organization managed by a Type 3
- 25 Incident Commander.
- 26 • The IC develops the organizational structure necessary to manage the
- 27 incident. Some or all of ICS functional areas are activated, usually at the
- 28 Division/Group Supervisor and/or unit leader level.
- 29 • The Incident Complexity Analysis process is formalized and certified daily
- 30 with the jurisdictional agency. It is the IC's responsibility to continually
- 31 reassess the complexity level of the incident. When the complexity analysis
- 32 indicates a higher complexity level the IC must ensure that suppression
- 33 operations remain within the scope and capability of the existing
- 34 organization and that span of control is consistent with established ICS
- 35 standards.
- 36 • Local and non-local resources used.
- 37 • Resources vary from several resources to several task forces/strike teams.
- 38 • May be divided into divisions.
- 39 • May require staging areas and incident base.
- 40 • May involve low complexity aviation operations.
- 41 • May involve multiple operational periods prior to control, which may
- 42 require a written Incident Action Plan (IAP).
- 43 • Documented operational briefings will occur for all incoming resources and
- 44 before each operational period. Refer to the *Incident Response Pocket*
- 45 *Guide* for a briefing checklist.

- 1 • ICT3s will not serve concurrently as a single resource boss or have any non-
- 2 incident related responsibilities.
- 3 • May require a Published Decision in WFDSS.
- 4 • May require a written Delegation of Authority.

5  
6 **Type 3 Incident Command**

7 When ICT3s are required to manage an incident, they must not have concurrent  
8 responsibilities that are not associated with the incident and they must not  
9 concurrently perform single resource boss duties.

10  
11 The NWCG has not established Command and General Staff positions at the  
12 Type 3 complexity level, with the exception of Incident Commander Type 3  
13 (ICT3). However, a Type 3 incident may require additional functional positions  
14 to assist the Incident Commander. The following table lists minimum  
15 qualification requirements for these functional responsibilities.

16

| Type 3 Functional Responsibility | Specific 310-1 or Equivalent Qualification Standards Required to Perform ICS Functions at Type 3 Level                                                                        |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Incident Command                 | Incident Commander Type 3 (ICT3)                                                                                                                                              |
| Safety                           | Line Safety Officer (SOFR)                                                                                                                                                    |
| Operations                       | Task Force Leader (TFLD)                                                                                                                                                      |
| Division                         | Single Resource Boss- Operational qualification must be commensurate with resources assigned (i.e. more than one resource assigned requires a higher level of qualification). |
| Plans                            | Local entities can establish level of skill to perform function.                                                                                                              |
| Logistics                        | Local entities can establish level of skill to perform function.                                                                                                              |
| Information                      | Local entities can establish level of skill to perform function.                                                                                                              |
| Finance                          | Local entities can establish level of skill to perform function.                                                                                                              |

17  
18 Type 3 experience that is input into the Incident Qualification and Certification  
19 System (IQCS) will not exceed an individual’s current Incident Qualification  
20 Card.

21  
22 **Type 2 Incident Characteristics**

- 23 • Pre-established incident management team managed by Type 2 Incident
- 24 Commander.
- 25 • ICS command and general staff positions activated.
- 26 • Many ICS functional units required and staffed.

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- 1 • Geographic and/or functional area divisions established.
- 2 • Complex aviation operations.
- 3 • Incident command post, base camps, staging areas established.
- 4 • Incident extends into multiple operational periods.
- 5 • Written Incident Action Plan required for each operational period.
- 6 • Operations personnel often exceed 200 per operational period and total
- 7 personnel may exceed 500.
- 8 • Requires a Published Decision in WFDSS or other decision support
- 9 document.
- 10 • Requires a written Delegation of Authority to the Incident Commander.

11

### 12 **Type 2 Incident Command**

13 These ICs command pre-established Incident Management Teams that are  
14 configured with ICS Command Staff, General Staff and other leadership and  
15 support positions. Personnel performing specific Type 2 command and general  
16 staff duties must be qualified at the Type 1 or Type 2 level according to the *310-*  
17 *I* standards and any additional agency requirements.

18

### 19 **Type 1 Incident Characteristics**

- 20 • Pre-established incident management team managed by Type 1 Incident
- 21 Commander.
- 22 • ICS command and general staff positions activated.
- 23 • Most ICS functional units required and staffed.
- 24 • Geographic and functional area divisions established.
- 25 • May require branching to maintain adequate span of control.
- 26 • Complex aviation operations.
- 27 • Incident command post, incident camps, staging areas established.
- 28 • Incident extends into multiple operational periods.
- 29 • Written Incident Action Plan required for each operational period.
- 30 • Operations personnel often exceed 500 per operational period and total
- 31 personnel may exceed 1000.
- 32 • Requires a Published Decision in WFDSS or other decision support
- 33 document.
- 34 • Requires a written Delegation of Authority to the Incident Commander.

35

### 36 **Type 1 Incident Command**

37 These ICs command pre-established Incident Management Teams that are  
38 configured with ICS Command Staff, General Staff and other leadership and  
39 support positions. Personnel performing specific Type 1 command and general  
40 staff duties must be qualified at the Type 1 level according to the *310-1*  
41 standards and any additional agency requirements.

42

43

44

45

**1 Incident Management Teams**

2

**3 Type 2 Incident Management Teams**

4 Most Type 2 teams are managed by Geographic Area Multi-Agency  
5 Coordinating Groups and are coordinated by the Geographic Area Coordination  
6 Centers. Some Type 2 teams are managed by non-federal agencies (e.g. state or  
7 local governments) and availability of these teams is determined on a case by  
8 case basis.

9

**10 Type 1 Incident Management Teams**

11 Type 1 teams are managed by Geographic Area Multi-Agency Coordinating  
12 Groups and are mobilized by the Geographic Area Coordination Centers. At  
13 national preparedness levels 4 and 5, these teams are managed by the National  
14 Multi-Agency Coordinating Group (NMAC).

15

**16 National Incident Management Organization Teams**

17 Four National Incident Management Organization (NIMO) teams are configured  
18 as short Type I Incident Management Teams. Each team has a full-time Type 1  
19 Incident Commander and six full-time Type 1 Command & General Staff.  
20 NIMO teams are mobilized from Boise, Atlanta, Portland, and Phoenix. The  
21 primary focus of the National Incident Management Organization is  
22 management of complex incidents.

23

24 In addition to complex incident management, these teams have year-round "non-  
25 incident" duties in support of fire and aviation management, including training,  
26 quality assurance activities, fuels management, fuels implementation, fire and  
27 resource management support, NWCG projects, cost containment, and  
28 leadership development.

29

**30 Area Command**

31 Area Command is an Incident Command System organization established to  
32 oversee the management of large or multiple incidents to which several Incident  
33 Management Teams have been assigned. Area Command may become Unified  
34 Area Command when incidents are multi-jurisdictional. The determining factor  
35 for establishing area command is the span of control of the Agency  
36 Administrator.

37

38 National Area Command teams are managed by the National Multi-Agency  
39 Coordinating Group (NMAC) and are comprised of the following:

- 40 • Area Commander (ACDR);
- 41 • Assistant Area Commander, Planning (AAPC);
- 42 • Assistant Area Commander, Logistics (AALC); and
- 43 • Area Command Aviation Coordinator (ACAC).

44

45 Depending on the complexity of the interface between the incidents, specialists  
46 in other areas such as aviation safety or information may also be assigned.

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1 Area Command Functions include:

- 2 • Establish overall strategy, objectives, and priorities for the incident(s) under  
3 its command;
- 4 • Allocate critical resources according to priorities;
- 5 • Ensure that incidents are properly managed;
- 6 • Coordinate demobilization;
- 7 • Supervise, manage, and evaluate Incident Management Teams under its  
8 command; and
- 9 • Minimize duplication of effort and optimize effectiveness by combining  
10 multiple agency efforts under a single Area Action Plan.

### 12 **Unified Command**

13 Unified Command is an application of the Incident Command System used  
14 when there is more than one agency with incident jurisdiction or when incidents  
15 cross political jurisdictions. Under Unified Command, agencies work together  
16 through their designated Incident Commanders at a single incident command  
17 post to establish common objectives and issue a single Incident Action Plan.  
18 Unified Command may be established at any level of incident management or  
19 area command. Under Unified Command, all agencies with jurisdictional  
20 responsibility at the incident contribute to the process of:

- 21 • Determining overall strategies;
- 22 • Selecting alternatives;
- 23 • Ensuring that joint planning for tactical activities is accomplished; and
- 24 • Maximizing use of all assigned resources.

25 Advantages of Unified Command are:

- 26 • A single set of objectives is developed for the entire incident;
- 27 • A collective approach is used to develop strategies to achieve incident  
28 objectives;
- 29 • Information flow and coordination is improved between all jurisdictions and  
30 agencies involved in the incident;
- 31 • All involved agencies have an understanding of joint priorities and  
32 restrictions; and
- 33 • No agency's legal authorities will be compromised or neglected.

### 36 **Coordination and Support Organizations**

37 Organizations that provide coordination and support to on-site command  
38 organizations include:

- 39 • Initial Attack Dispatch;
- 40 • Expanded Dispatch;
- 41 • Buying/Payment Teams;
- 42 • National and Geographic Area Coordination Centers (refer to Chapter 8);
- 43 • Local, Geographic Area, and National Multi-Agency Coordinating (MAC)  
44 Groups.

1 Refer to Chapter 19 for Initial Attack and Expanded Dispatch information.

2

### 3 **Buying/Payment Teams**

4 Buying/Payment Teams support incidents by procuring services, supplies, and  
5 renting land, facilities, and equipment. These teams may be ordered when  
6 incident support requirements exceed local unit capacity. These teams report to  
7 the Agency Administrator or the local unit administrative officer. See the  
8 *Interagency Incident Business Management Handbook* for more information.

9

### 10 **Multi-Agency Coordination (MAC)**

11 Multi-Agency Coordination Groups are part of the National Interagency  
12 Incident Management System (NIIMS) and are an expansion of the off-site  
13 coordination and support system. MAC groups are activated by the Agency  
14 Administrator(s) when the character and intensity of the emergency situation  
15 significantly impacts or involves other agencies. A MAC group may be  
16 activated to provide support when only one agency has incident(s). The MAC  
17 group is made up of agency representatives who are delegated authority by their  
18 respective Agency Administrators to make agency decisions and to commit  
19 agency resources and funds. The MAC group relieves the incident support  
20 organization (dispatch, expanded dispatch) of the responsibility for making key  
21 decisions regarding prioritization of objectives and allocation of critical  
22 resources. The MAC group makes coordinated Agency Administrator level  
23 decisions on issues that affect multiple agencies. The MAC group is supported  
24 by situation, resource status and intelligence units who collect and assemble data  
25 through normal coordination channels.

26

27 MAC group direction is carried out through dispatch and coordination center  
28 organizations. When expanded dispatch is activated, the MAC group direction  
29 is carried out through the expanded dispatch organization. The MAC group  
30 organization does not operate directly with Incident Management Teams or with  
31 Area Command teams, which are responsible for on-site management of the  
32 incident.

33

34 MAC groups may be activated at the local, geographic, or national level.  
35 National level and Geographic Area level MAC groups should be activated in  
36 accordance with the preparedness levels criteria established in the National and  
37 Geographic Area Mobilization Guides.

38

39 The MAC Group Coordinator facilitates organizing and accomplishing the  
40 mission, goals and direction of the MAC group. The MAC group coordinator:

- 41 ● Provides expertise on the functions of the MAC group and on the proper  
42 relationships with dispatch centers and incident managers;
- 43 ● Fills and supervises necessary unit and support positions as needed, in  
44 accordance with coordination complexity;
- 45 ● Arranges for and manages facilities and equipment necessary to carry out  
46 the MAC group functions;

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- 1 • Facilitates the MAC group decision process; and
- 2 • Implements decisions made by the MAC group.
- 3
- 4 Activation of a MAC group improves interagency coordination and provides for
- 5 allocation and timely commitment of multi-agency emergency resources.
- 6 Participation by multiple agencies in the MAC effort will improve:
- 7 • Overall situation status information;
- 8 • Incident priority determination;
- 9 • Resource acquisition and allocation;
- 10 • State and Federal disaster coordination;
- 11 • Political interfaces;
- 12 • Consistency and quality of information provided to the media and involved
- 13 agencies; and
- 14 • Anticipation of future conditions and resource needs.
- 15

### 16 **Wildland Fire Decision Support System (WFDSS)**

17  
18 The Wildland Fire Decision Support System (WFDSS) is a web-based decision  
19 support system that provides a single dynamic documentation system for use  
20 beginning at the time of discovery and concluding when the fire is declared out.  
21 WFDSS allows the Agency Administrator to describe the fire situation, create  
22 Incident Objectives and Requirements, develop a Course of Action, evaluate  
23 risks, and publish a decision.

24  
25 For detailed information on the tools and capabilities in WFDSS, and how  
26 managers may use the tools, refer to Appendix N.

27  
28 WFDSS will be used for decision support documentation for all fires that escape  
29 initial attack or exceed initial response. These incidents will have a Published  
30 Decision within WFDSS. A Published WFDSS Decision establishes objectives,  
31 a Course of Action and Rationale for incidents with varying duration, spread  
32 potential, costs, or other considerations. The level of documentation to publish a  
33 decision should be commensurate to the incident duration, spread potential, cost,  
34 or Relative Risk. Agency-specific direction established in memos or other  
35 policy documents may further define WFDSS documentation requirements.

36  
37 Reference the NWCG memorandum # 012-2011, "Wildland Fire Decision  
38 Support System (WFDSS) Decision Documentation and GACG  
39 Responsibilities" for NWCG guidance on decision publication.

- 40 • **BLM**-Refer to Chapter 2 for additional requirements for WFDSS  
41 implementation.
- 42 • **NPS**- Refer to Chapter 3 for additional requirements for WFDSS  
43 implementation.
- 44
- 45

**1 Initial Decision**

2 An initial decision should be published within 24 hours after the determination  
3 that a Published Decision is needed, or within 24 hours of requesting an incident  
4 management team.

5

6 Considerations for determining that a decision is needed include:

- 7 ● The fire has not been contained by initial attack resources dispatched to the  
8 fire;
- 9 ● The fire will not have been contained within the initial attack management  
10 objectives established for that zone or area according to the unit's planning  
11 documents;
- 12 ● The Incident Objectives include both protection and resource benefit  
13 elements consistent with land management planning documents;
- 14 ● The fire affects or is likely to affect more than one agency or more than one  
15 administrative unit within a single agency (for example more than one  
16 National Forest);
- 17 ● The fire is burning into or expected to burn into wildland-urban interface.
- 18 ● Significant safety or other concerns such as air quality are present or  
19 anticipated;
- 20 ● The Relative Risk Assessment indicates the need for additional evaluation  
21 and development of best management practices for achieving land and  
22 resource objectives; and
- 23 ● The criteria for Flame Act funding are anticipated to be met and  
24 documentation will be needed.

25

**26 New Decision**

27 As incident complexity increases or decreases, it may become necessary for  
28 additional supporting analyses to inform decision making. If additional analysis  
29 indicates the Decision needs modification, a new decision is required.

30 Depending on the complexity of the incident, a new decision should be  
31 published within 2-3 days for less complex incidents and within 4-7 days for  
32 more complex incidents. The same criteria above plus the following  
33 considerations can guide determinations about publishing a new decision:

- 34 ● The Periodic Assessment indicates the Course of Action (Decision) is no  
35 longer valid;
- 36 ● The management needs of the incident exceed existing capability;
- 37 ● The expected costs of incident management exceed the estimated costs in  
38 the initial Decision or agency-established thresholds for level of approval  
39 authority;
- 40 ● The fire moves or is expected to move beyond the Planning Area analyzed;
- 41 ● Management Action Points have been established since the initial Decision  
42 was published and additional information is needed to further manage the  
43 incident over time; and
- 44 ● The line officer is considering ordering an IMT.

45

1 Additional information about WFDSS can be found in Appendix N. User  
 2 support information, training materials, and other resources can be found at the  
 3 WFDSS homepage. <http://wfdss.usgs.gov/>

#### 5 **WFDSS Decision Approval and Publication**

6 Decisions in WFDSS are approved and published by the appropriate Line  
 7 Officer as defined in the tables below. Incident privileges must be assigned  
 8 within WFDSS to designate the Approver(s). During the approval process, prior  
 9 to publishing a Decision, the Periodic Assessment timeframe can be set from 1  
 10 to 14 days.

11  
 12 It is imperative that a decision be reviewed carefully as once approved and  
 13 published, a decision becomes a system of record and all WFDSS users can  
 14 view the information. Additionally, the action CANNOT be undone. If there is  
 15 an error in the information, or new information is added for documentation or  
 16 update (i.e. fire behavior, Management Action Points) a new decision must be  
 17 published to officially update the record.

18  
 19 All agencies having jurisdiction included in a WFDSS Planning Area should be  
 20 notified prior to publication of a decision.

#### 22 **WFDSS Approval Requirements by Agency**

##### 24 **DOI WFDSS Approval Requirements**

| 25 <b>Cost Estimate<sup>1</sup></b> | <b>WFDSS Approval</b>                                                                                           |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| 26 Less Than \$5 Million            | BIA Agency Superintendent, NPS Park Superintendent, FWS Refuge Manager, BLM District/Field Manager <sup>3</sup> |
| \$5 Million - \$10 Million          | BIA/NPS/FWS Regional Director <sup>2</sup> ; BLM District/Field Manager <sup>3</sup>                            |
| Greater Than \$10 Million           | BIA/NPS/FWS National Director <sup>2</sup> ; BLM District/Field Manager <sup>3</sup>                            |

##### 26 **USFS WFDSS Approval Requirements**

| <b>Incident Type</b> | <b>USFS Approval</b>                                                         |
|----------------------|------------------------------------------------------------------------------|
| Type 3,4,5           | District Ranger level with oversight by the Forest Supervisor                |
| Type 2               | Forest Supervisor level with oversight by the Regional Forester <sup>4</sup> |
| Type 1               | Regional Forester level with National oversight <sup>4</sup>                 |

27 **DOI-** Cost estimate should be based on proportionate agency share of the total  
 28 estimated cost of the incident. For example, on a \$20 million fire managed by a  
 29 Type 1 IMT that is 98% FS, 1% BLM, and 1% NPS, the USFS Regional

- 1 *Forester and the BLM and NPS local Agency Administrators would be the*  
2 *approving officials in a jointly published WFDSS decision.*  
3 <sup>2</sup>*BIA/NPS/FWS- Regional Directors and National Director may delegate*  
4 *WFDSS approval authority as per agency policy.*  
5 <sup>3</sup>*BLM- District/Field Managers will approve WFDSS decisions and provide*  
6 *written notification to the state and/or national director when approaching \$5*  
7 *million and/or \$10 million cost estimates. Refer to Chapter 2 for additional*  
8 *information regarding delegation of WFDSS approval.*  
9 <sup>4</sup>*FS- This authority may be delegated to the next lower level provided that the*  
10 *line officer at the lower next level meets Line Officer wildfire response*  
11 *certification requirements.*

12

### 13 **WFDSS Support**

14 The Wildland Fire Management Research Development and Application (WFM  
15 RD&A) group provides support for wildland fire decision making and WFDSS.  
16 Information for requesting assistance from WFM RD&A can be found at  
17 <http://www.wfmrda.nwcg.gov/nfdsc.php> or from the WFDSS homepage.  
18 <http://wfdss.usgs.gov/>

19

## 20 **Managing the Incident**

21

### 22 **Agency Administrator Responsibilities**

23 The Agency Administrator (AA) manages the land and resources on their  
24 organizational unit according to the established land management plan. Fire  
25 management is part of that responsibility.

26

27 Agency Administrators are responsible for safety oversight, and may request  
28 additional safety oversight as needed.

29

30 Situations that may require additional safety oversight:

- 31 ● A fire escapes initial attack or when extended attack is probable;
- 32 ● There is complex or critical fire behavior;
- 33 ● There is a complex air operation;
- 34 ● The fire is in an urban intermix/interface; and
- 35 ● Other extraordinary circumstances.

36

37 The AA establishes specific performance objectives for the Incident  
38 Commander (IC) and delegates the authority to the IC to take specific actions to  
39 meet those objectives. AA responsibilities to an Incident Management Team  
40 (IMT) include:

- 41 ● Conduct an initial briefing to the Incident Management Team (appendix D);
- 42 ● Provide an approved WFDSS;
  - 43 ○ *FS - Ensure that significant decisions related to strategy and costs are*
  - 44 *included in WFDSS.*

- 1 • Complete an Incident Complexity Analysis (Appendix E & F) to  
2 accompany the WFDSS Published Decision;
  - 3 ○ *FS- Complete an Organizational Needs Assessment (ONA) for Type 1,*  
4 *2, and 3 incidents within WFDSS.*
- 5 • Coordinate with neighboring agencies on multi-jurisdiction fires to issue a  
6 joint Delegation of Authority and develop a single Published Decision in  
7 WFDSS for the management of unplanned ignitions;
- 8 • Issue a written Delegation of Authority (appendix G) to the Incident  
9 Commander and to other appropriate officials, Agency Administrator  
10 Representative, Resource Advisor, and Incident Business Advisor. The  
11 delegation should:
  - 12 ○ State specific and measurable objectives, priorities, expectations,  
13 Agency Administrator's intent, constraints, and other required  
14 direction;
  - 15 ○ Establish the specific time for transfer of command;
  - 16 ○ Assign clear responsibilities for initial attack;
  - 17 ○ Define your role in the management of the incident;
  - 18 ○ Conduct during action reviews with the IC;
  - 19 ○ Assign a resource advisor(s) to the IMT;
  - 20 ○ Define public information responsibilities;
  - 21 ○ If necessary, assign a local government liaison to the IMT;
  - 22 ○ Assign an Incident Business Advisor (IBA) to provide incident  
23 business management oversight commensurate with complexity; and
  - 24 ○ Direct IMT to address rehabilitation of areas affected by suppression  
25 activities.
- 26 • Coordinate mobilization with the Incident Commander:
  - 27 ○ Negotiate filling of mobilization order with the IC;
  - 28 ○ Establish time and location of Agency Administrator briefing;
  - 29 ○ Consider approving support staff additional to the IMT as requested by  
30 the IC; and
  - 31 ○ Consider authorizing transportation needs as requested by the IC.
- 32 • Provide pertinent support materials and documents (L/RMP, FMP, GIS  
33 data, local unit SOP's, maps, Service and Supply Plan, etc.) to the IMT.  
34

35 In situations where one agency provides fire suppression service under  
36 agreement to the jurisdictional agency, both jurisdictional and protecting  
37 agencies will be involved in the development of and signatories to the  
38 Delegation of Authorities and the Published Decision in WFDSS to the incident  
39 management teams.

40

#### 41 **Agency Administrator Representative Responsibilities**

42 The Agency Administrator Representative (the on-scene Agency Administrator)  
43 is responsible for representing the political, social, and economic issues of the  
44 Agency Administrator to the Incident Commander. This is accomplished by  
45 participating in the Agency Administrator briefing, in the IMT planning and  
46 strategy meetings and in the operational briefings.

- 1 Responsibilities include representing the Agency Administrator to the IMT  
2 regarding:
- 3 ● Compliance with the Delegation of Authority and the Published Decision in  
4 WFDSS;
  - 5 ● Public Concerns (air quality, road or trail closures, smoke management,  
6 threats);
  - 7 ● Public safety (evacuations, access/use restrictions, temporary closures);
  - 8 ● Public information (fire size, resources assigned, threats, concerns, appeals  
9 for assistance);
  - 10 ● Socioeconomic, political, or tribal concerns;
  - 11 ● Land and property ownership concerns;
  - 12 ● Interagency and inter-governmental issues;
  - 13 ● Wildland urban interface impacts; and
  - 14 ● Media contacts.

15

#### 16 **Resource Advisor Responsibilities**

17 The Resource Advisor is responsible for anticipating the impacts of fire  
18 operations on natural and cultural resources and for communicating protection  
19 requirements for those resources to the Incident Commander. The Resource  
20 Advisor should ensure IMT compliance with the Land/Resource Management  
21 Plan and Fire Management Plan. The Resource Advisor should provide the  
22 Incident Commander with information, analysis, and advice on these areas:

- 23 ● Rehabilitation requirements and standards;
- 24 ● Land ownership;
- 25 ● Hazardous materials;
- 26 ● Fuel breaks (locations and specifications);
- 27 ● Water sources and ownership;
- 28 ● Critical watersheds;
- 29 ● Critical wildlife habitat;
- 30 ● Noxious weeds/aquatic invasive species;
- 31 ● Special status species (threatened, endangered, proposed, sensitive);
- 32 ● Fisheries;
- 33 ● Poisonous plants, insects and snakes;
- 34 ● Mineral resources (oil, gas, mining activities);
- 35 ● Archeological site, historic trails, paleontological sites;
- 36 ● Riparian areas;
- 37 ● Military issues;
- 38 ● Utility rights-of-way (power, communication sites);
- 39 ● Native allotments;
- 40 ● Grazing allotments;
- 41 ● Recreational areas; and
- 42 ● Special management areas (wilderness areas, wilderness study areas,  
43 recommended wilderness, national monuments, national conservation areas,



1 national historic landmarks, areas of critical environmental concern,  
2 research natural areas, wild and scenic rivers).

3  
4 The Resource Advisor and Agency Administrator Representative positions are  
5 generally filled by local unit personnel. These positions may be combined and  
6 performed by one individual. Duties are stated in the *Resource Advisor's Guide*  
7 *for Wildland Fire (NWCG PMS 313, NFES 1831, Jan 2004)*.

#### 9 **Use of Trainees**

10 Use of trainees is encouraged. On wildland fire incidents, trainees may  
11 supervise trainees. However, when assigning trainees to positions where critical  
12 life-safety decisions are affected, trainees must be directly supervised by a fully  
13 qualified individual. For example:

- 14 • A Division Group Supervisor (DIVS) trainee may not work directly for an  
15 Operations Section Chief without additional field supervision. The  
16 potential for high hazard work with high risk outcomes calls for a fully  
17 qualified DIVS to be assigned supervision of the DIVS trainee.
- 18 • A Supply unit Leader (SPUL) trainee may supervise a  
19 Receiving/Distribution Manager (RCDM) trainee. In this case, supervision  
20 may be successfully provided in a lower hazard environment with  
21 appropriate risk mitigation.

#### 23 **Incident Action Plan**

24 When a written Incident Action Plan is required, suggested components may  
25 include objectives, organization, weather forecast, fire behavior forecast,  
26 division assignments, air operations summary, safety message, medical plan,  
27 communications plan, and incident map.

#### 29 **Incident Status Reporting**

30 The Incident Status Summary (ICS-209), submitted to the GACC, is used to  
31 report large wildland fires and any other significant events on lands under  
32 federal protection or federal ownership. Lands administered by states and other  
33 federal cooperators may also report in this manner.

34  
35 Large fires are classified as 100 acres or larger in timber fuel types, 300 acres or  
36 larger in grass fuel types, or when a Type 1 or 2 Incident Management Team is  
37 assigned. A report should be submitted daily until the incident is contained.  
38 The Agency Administrator may require additional reporting times. Refer to  
39 local, zone and/or GACC guidance for additional reporting requirements.

#### 41 **Incident History and Financial Records**

42 Wildfire incidents on Federal lands managed by the FS and DOI (except BIA)  
43 require creation of an Incident History File (IHF) to document significant  
44 events, actions taken, lessons learned and other information with long-term  
45 value for managing natural resources. IHF contents and instructions, and tools

1 for creating the IHF are found at  
2 <http://www.nwcg.gov/policies/records/index.html>

3  
4 The host unit will be responsible for retaining the incident documentation  
5 package including the IHF and financial records.

6

### 7 **Document and Computer Security**

8 Precautions must be taken to secure incident information in its various formats.  
9 All forms of information shall be treated as Controlled Unclassified Information  
10 (CUI) and care must be exercised when handling the data to prevent the  
11 inadvertent viewing or unauthorized disclosure of information. CUI paper  
12 copies that compromise privacy and security shall be shredded before disposal  
13 when no longer needed. All computers used at the incident must be patched and  
14 have anti-virus software installed with recently updated definition files. All  
15 media used to transfer information into the incident (for example, but not limited  
16 to: USB flash drives, portable hard drives and CD/DVDs) must be scanned prior  
17 to use. Autorun capabilities must be disabled to prevent the spread of malware.  
18 All computers and storage devices shall be physically secured at all times.

19

### 20 **Transfer of Command**

21 The following guidelines will assist in the transfer of incident command  
22 responsibilities from the local unit to incoming Incident Management Team and  
23 back to the local unit.

- 24 • The local team or organization already in place remains in charge until the  
25 local representative briefs their counterparts on the incoming team, a  
26 Delegation of Authority has been signed, and a mutually agreed time for  
27 transfer of command has been established.
- 28 • The ordering unit will specify times of arrival and transfer of command, and  
29 discuss these timeframes with both the incoming and outgoing command  
30 structures.
- 31 • Clear lines of authority must be maintained in order to minimize confusion  
32 and maintain operational control.
- 33 • Transfers of command should occur at the beginning of an operational  
34 period, whenever possible.
- 35 • All operational personnel will be notified on incident command frequencies  
36 when transfer of command occurs.

37

### 38 **Release of Incident Management Teams**

39 The release of an IMT should follow an approved transfer of command process.  
40 The Agency Administrator must approve the date and time of the transfer of  
41 command. The transition plan should include the following elements:

- 42 • Remaining organizational needs and structure;
- 43 • Tasks or work to be accomplished;
- 44 • Communication systems and radio frequencies;
- 45 • Local safety hazards and considerations;

- 1 • Incident Action Plan, including remaining resources and weather forecast
- 2 • Facilities, equipment, and supply status;
- 3 • Arrangement for feeding remaining personnel;
- 4 • Financial and payment processes needing follow-up; and
- 5 • Complexity Analysis/Organizational Needs Assessment.

6

### 7 **Team Evaluation**

8 At completion of assignment, Incident Commanders will receive a written  
9 performance evaluation from the Agency Administrator(s) prior to the teams'  
10 release from the incident. Certain elements of this evaluation may not be able to  
11 be completed at the closeout review. These include accountability and property  
12 control, completeness of claims investigation/documentation, and completeness  
13 of financial and payment documentation.

14

15 The final evaluation incorporating all of the above elements should be sent to  
16 the Incident Commander and the respective GACC within 60 days. See  
17 appendix I for the IMT evaluation form.

18

19 The Delegation of Authority, the Published Decision in WFDSS, and other  
20 documented Agency Administrator's direction will serve as the primary  
21 standards against which the IMT is evaluated.

22

23 The Agency Administrator will provide a copy of the evaluation to the IC and  
24 the state/regional FMO, and retain a copy for the final fire package.

25

26 The state/regional FMO will review all evaluations and will be responsible for  
27 providing a copy of evaluations documenting performance to the Geographic  
28 Area Coordinating Group or agency managing the IMT.

29

### 30 **Unit/Area Closures**

31

32 Threats to public safety may require temporary closure of a unit/area or a  
33 portion of it. When a fire threatens escape from the unit/area, adjacent  
34 authorities must be given as much advance notice as possible in order to achieve  
35 orderly evacuation.

36

### 37 **Incident Emergency Management Planning and Services**

38

39 Refer to chapter 7 for further guidance.

40

### 41 **Fire Management in Wilderness**

42

43 Actions taken in wilderness will be conducted to protect life and safety, to meet  
44 natural and cultural resource objectives, and to minimize negative impacts of the  
45 fire management actions and the fires themselves. In evaluating fire  
46 management actions, the potential degradation of wilderness character will be

1 considered before, and given significantly more weight than, economic  
2 efficiency and convenience. Unless human life or private property is  
3 immediately threatened, only those actions that preserve wilderness character  
4 and/or have localized, short-term adverse impacts to wilderness character will be  
5 acceptable. Any delegation of authority to incident management teams will  
6 convey appropriate emphasis on the protection of wilderness character and  
7 resources and will ensure interaction with local wilderness resource advisors.

- 8 • **DOI-** *For all wilderness fire management actions proposing the use of any*  
9 *of the Wilderness Act 4(c) prohibitions, a minimum requirements analysis*  
10 *will be completed.*
- 11 • **FS-** *For all wilderness fire management actions proposing the use of any*  
12 *Wilderness Act 4(c) prohibitions, a minimum requirements analysis is*  
13 *recommended.*

#### 15 **Operational Guidelines for Aquatic Invasive Species**

16  
17 In order to prevent the spread of aquatic invasive species, it is important that fire  
18 personnel not only recognize the threat aquatic invasive species pose to  
19 ecological integrity, but how our fire operations and resulting actions can  
20 influence their spread. Each local land management unit may have specific  
21 guidelines related to aquatic invasive species. Therefore, it is recommended that  
22 you consult established local jurisdictional guidelines for minimizing the spread  
23 of aquatic invasive species and for equipment cleaning guidance specific to  
24 those prevalent areas and associated species. To minimize the potential  
25 transmission of aquatic invasive species, it is recommended that you:

- 26 • Consult with local biologists, Resource Advisors (READ) and fire  
27 personnel for known aquatic invasive species locations in the area and avoid  
28 them when possible;
- 29 • Avoid entering (driving through) water bodies or saturated areas whenever  
30 possible;
- 31 • Avoid transferring water between drainages or between unconnected waters  
32 within the same drainage when possible;
- 33 • Use the smallest screen possible that does not negatively impact operations  
34 and avoid sucking organic and bottom substrate material into water intakes  
35 when drafting from a natural water body;
- 36 • Avoid obtaining water from multiple sources during a single operational  
37 period when possible; and
- 38 • Remove all visible plant parts, soil and other materials from external  
39 surfaces of gear and equipment after an operational period. If possible,  
40 power-wash all accessible surfaces with clean, hot water (ideally > 140° F)  
41 in an area designated by a local READ.
- 42 ○ **BLM-** *For additional information and guidelines please refer to the links*  
43 *provided in the document titled “BLM Fire Program Aquatic Invasive*  
44 *Species Guidance”, found at:*  
45 *<http://web.blm.gov/internal/fire/fpfm/docs/aquatic.pdf>*

**1 Noxious Weed Prevention**

2

3 To reduce the transport, introduction, and establishment of noxious weeds or  
4 other invasive species on the landscape due to fire suppression activities, all fire  
5 suppression and support vehicles, tools, and machinery should be cleaned at a  
6 designated area prior to arriving and leaving the incident. Onsite fire equipment  
7 should be used to thoroughly clean the undercarriage, fender wells, tires,  
8 radiator, and exterior of the vehicle. Firefighter personnel should clean personal  
9 equipment, boots, clothing, etc. of weed or other invasive species materials,  
10 including visible plant parts, soil, and other materials as identified by the fire  
11 resource advisor. The cleaning area should also be clearly marked to identify  
12 the area for post fire control treatments, as needed.

13

14 Ensure that seed mixes, mulch, and/or straw wattles contain no federally or state  
15 designated noxious weeds by using seed mixes, mulches or straw wattles that  
16 have been examined by a laboratory or have current weed free certification from  
17 a state seed laboratory or equivalent qualified testing agent.

18

**19 Responding to Non-Wildland Fire Incidents**

20

21 Managers will avoid giving the appearance that their wildland fire resources are  
22 trained and equipped to perform structure, vehicle, and dump fire suppression, to  
23 respond to hazardous materials releases, or to perform emergency medical  
24 response for the public.

25

**26 Wildland Urban Interface**

27 The operational roles of the federal agencies as partners in the wildland urban  
28 interface are wildfire suppression, structure protection (see below), prescribed  
29 fire, hazard reduction, cooperative prevention and education, and technical  
30 assistance. Structural fire suppression is the responsibility of tribal, state, or  
31 local governments. Federal agencies may assist with exterior structural fire  
32 protection activities under formal fire protection agreements that specify the  
33 mutual responsibilities of the partners, including funding (Some federal agencies  
34 have full structural protection authority for their facilities on lands they  
35 administer and may also enter into formal agreements to assist state and local  
36 governments with structural protection).

37

*-Review and Update of the 1995 Federal Wildland Fire Management  
38 Policy, January 2001, page 23.*

39

40 Funding is not provided to prepare for or respond to emergency non-wildland  
41 fire response activities such as structure fires, vehicle fires, dump fires,  
42 hazardous materials releases, and emergency medical responses. Managers  
43 must ensure that fire management plans, interagency agreements, and annual  
44 operating plans clearly state agency and cooperators roles and responsibilities for  
45 non-wildland fire response activities that agency personnel are exposed to as a  
46 result of working in the interagency fire environment. Managers will also

1 ensure that federal wildland fire resources are not identified on run cards or in  
2 dispatch plans for non-wildland fire responses.

3

#### 4 **Structure, Vehicle, Dumpster, Trash, and Landfill Fires**

5 Wildland firefighters will not take direct suppression action on structure,  
6 vehicle, dumpster, trash, or landfill fires. Structure, vehicle, and landfill fire  
7 suppression is not a functional responsibility of wildland fire resources. These  
8 fires have the potential to emit high levels of toxic gases. This policy will be  
9 reflected in suppression response plans.

10

11 Wildland firefighters who encounter structure, vehicle, or landfill fires, or who  
12 are dispatched to such fires due to significant threat to adjacent agency protected  
13 lands/resources, will not engage in direct suppression action. Structure  
14 protection (not suppression) activities will be limited to exterior efforts, and only  
15 when such actions can be accomplished safely and in accordance with  
16 established wildland fire operations standards.

- 17 • *NPS- For structural fire (including vehicle, trash and dumpster fires)  
18 response, training, medical examination, and physical fitness requirements,  
19 and hazardous material response or control guidance, refer to chapter 3.*
- 20 • *FS- Wildfires other than vegetation (such as dumpster, trash, landfill, or  
21 vehicle) as the primary fuel present hazards that are outside of the basic  
22 wildland firefighters training and protective equipment. Response actions  
23 will be limited to protection of life, property, and resources when they can  
24 be safely undertaken with proper risk assessment and mitigation. When  
25 agency employees are trained, qualified, and equipped to take action on  
26 other than vegetation fires, they may do so with proper risk assessment and  
27 mitigation (Incident Response Pocket Guide, PMS 461).*

28

#### 29 **Public Emergency Medical Response**

30 Public emergency medical response is not a functional responsibility of wildland  
31 fire resources, and should not be part of a preplanned response that requires  
32 these duties. When wildland firefighters encounter emergency medical response  
33 situations, their efforts should be limited to immediate care (e.g. first aid, first  
34 responder) actions that they are trained and qualified to perform.

- 35 • *NPS- NPS employees who provide emergency medical services will adhere  
36 to the requirements contained in Director's Order and Reference Manual  
37 #51, Emergency Medical Services.*

38

#### 39 **Post Wildfire Activities**

40

41 Each wildland fire management agency is responsible for taking prompt action  
42 to determine the need for, and to prescribe and implement, emergency  
43 treatments to minimize threats to life or property or to stabilize and prevent  
44 unacceptable degradation to natural and cultural resources resulting from the  
45 effects of a fire on the lands they manage.

1 Post wildfire activities references can be found in *Interagency Burned Area*  
 2 *Emergency Response Guidebook, Interpretation of Department of the Interior*  
 3 *620 DM 3 and USDA Forest Service Manual 2523, For the Emergency*  
 4 *Stabilization of Federal and Tribal Trust Lands, Version 4.0 dated Feb. 2006*  
 5 *and Interagency Burned Area Rehabilitation Guidebook, Interpretation of*  
 6 *Department of the Interior 620 DM 3, For the Burned Area Rehabilitation of*  
 7 *Federal and Tribal Trust Lands, Version 1.3 dated October 2006.*  
 8 <http://www.fws.gov/fire/ifcc/Esr/home.htm>.

9  
 10 Damages resulting from wildfires are addressed through four activities:

- 11 • Wildfire Suppression Activity Damage Repair - Planned actions taken to  
 12 repair the damages to resources, lands, and facilities resulting from wildfire  
 13 suppression actions and documented in the Incident Action Plan. These  
 14 actions are usually implemented immediately after containment of the  
 15 wildfire by the Incident Management Organization.
- 16 • Emergency Stabilization - Planned actions to stabilize and prevent  
 17 unacceptable degradation to natural and cultural resources, to minimize  
 18 threats to life or property resulting from the effects of a wildfire, or to  
 19 repair/replace/construct physical improvements necessary to prevent  
 20 degradation of land or resources. Emergency stabilization actions must be  
 21 taken within one year following containment of a wildfire and documented  
 22 in a Burned Area Emergency Response Plan.
- 23 • Rehabilitation - Efforts taken within three years of containment of a wildfire  
 24 to repair or improve wildfire-damaged lands unlikely to recover naturally to  
 25 management approved conditions, or to repair or replace minor facilities  
 26 damaged by wildfire. These efforts are documented in a separate Burned  
 27 Area Rehabilitation Plan.
- 28 • Restoration - Continuing the rehabilitation beyond the initial three years or  
 29 the repair or replacement of major facilities damaged by the wildfire.

#### 30 31 Post-Fire Activities

|                       | Suppression Repair            | Emergency Stabilization   | Rehabilitation       | Restoration                     |
|-----------------------|-------------------------------|---------------------------|----------------------|---------------------------------|
| <b>Objective:</b>     | Repair suppression damages    | Protect life and property | Repair damages       | Long Term Ecosystem Restoration |
| <b>Damage due to:</b> | Suppression activities        | Post-fire events          | Fire                 | Fire                            |
| <b>Urgency:</b>       | Immediately after containment | 1-12 months               | 1-3 years            | 3 + years                       |
| <b>Responsibility</b> | Agency Administrator          | Agency Administrator      | Agency Administrator | Agency Administrator            |
| <b>Funding type:</b>  | Suppression (fire)            | Emergency Stabilization   | Rehabilitation       | Regular program                 |

1

**Emergency Stabilization Approval Authorities**

|                                      | <b>BIA</b>                                      | <b>BLM</b>                           | <b>FWS</b>                                                                                           | <b>NPS</b>                                                  | <b>FS</b>                                     |
|--------------------------------------|-------------------------------------------------|--------------------------------------|------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|-----------------------------------------------|
| <b>Local Approval Level</b>          | <\$250,000<br>Agency Supt.                      | \$0<br>Field/<br>District<br>Manager | \$0<br>Refuge<br>Manager                                                                             | \$0<br>Park Supt.                                           | \$0<br>District<br>Ranger                     |
|                                      |                                                 |                                      |                                                                                                      |                                                             | \$0<br>Forest<br>Supervisor                   |
| <b>Regional/State Approval Level</b> | \$250,000-<br>\$500,000<br>Regional<br>Director | <\$100,000<br>State<br>Director      | <\$500,000<br>Regional<br>Director with<br>Regional Fire<br>Management<br>Coordinator<br>concurrency | <\$500,000<br>Regional<br>Director                          | \$500,000<br>Western<br>Regional<br>Foresters |
|                                      |                                                 |                                      |                                                                                                      |                                                             | \$100,000<br>Eastern<br>Regional<br>Foresters |
| <b>National Approval Level</b>       | >\$500,000<br>Director of Fire<br>Management    | >\$100,000<br>Director               | >\$500,000<br>Chief, Branch<br>of Fire<br>Management                                                 | >\$500,000<br>Chief,<br>Division of<br>Fire and<br>Aviation | >\$100,000 or<br>\$500,000<br>Chief           |

2

3 **Burned Area Emergency Response (BAER) Teams**

4 BAER Teams are a standing or ad hoc group of technical specialists (e.g.,  
5 hydrologists, biologists, soil scientists, etc.) that develop and may implement  
6 portions of the Burned Area Emergency Response Plans. They will meet the  
7 requirements for unescorted personnel found in Chapter 07 under “Visitors to  
8 the Fireline” when working within the perimeter of an uncontrolled wildfire.  
9 The team’s skills and size should be commensurate with the size and complexity  
10 of the wildfire.

11

12 It is the Agency Administrator’s responsibility to designate an interdisciplinary  
13 BAER team. However, BAER teams must coordinate closely with IC and  
14 Incident Management teams to work safely and efficiently. Initial requests for  
15 funding for BAER should be submitted to the appropriate Agency Administrator  
16 for approval within 7 calendar days after the total containment of the fire. If  
17 additional time is needed, extensions may be negotiated with those having  
18 approval authority.

- 19 • *DOI - The Department of the Interior maintains two standing National*  
20 *BAER Teams with pre-identified positions listed in the National Interagency*  
21 *Mobilization Guide and are comprised of personnel from the Bureau of*  
22 *Indian Affairs, Bureau of Land Management, National Park Service, Fish*  
23 *and Wildlife Service and Forest Service. The DOI-BAER Teams are*  
24 *dispatched by the National Interagency BAER Team Dispatch Prioritization*  
25 *Criteria Evaluation.*



- 1 [http://www.fws.gov/fire/ifcc/Esr/BAER/BAER\\_Team\\_Management/2006%20](http://www.fws.gov/fire/ifcc/Esr/BAER/BAER_Team_Management/2006%20BAERTeam%20call-out%20criteria.pdf)  
2 [OBAERTeam%20call-out%20criteria.pdf](http://www.fws.gov/fire/ifcc/Esr/BAER/BAER_Team_Management/2006%20BAERTeam%20call-out%20criteria.pdf).
- 3 ● **DOI**- *The DOI-BAER Teams should be requested at least 10 days prior to*  
4 *expected date of wildfire containment and ordered as per the National*  
5 *Mobilization Guide.*
  - 6 ● **FS** - *The Forest Service utilizes BAER Teams through a pool of resources*  
7 *with the skills identified by the receiving unit. When needed, BAER*  
8 *personnel from other units can either be contacted directly or through*  
9 *dispatch. Placing a general fire resource order for BAER team members*  
10 *via dispatch is not appropriate for ad hoc Forest Service teams. See FSM*  
11 *2523 and FSH 2509.13 for agency specific policy and direction for BAER*  
12 *teams.*

### 14 Incident Business Management

15  
16 Specific incident business management guidance is contained in the *Interagency*  
17 *Incident business Management Handbook* (PMS 902). This handbook assists  
18 participating agencies of the NWCG to constructively work together to provide  
19 effective execution of each agency's incident management program by  
20 establishing procedures for:

- 21 ● Uniform application of regulations on the use of human resources, including  
22 classification, payroll, commissary, injury compensation, and travel;
- 23 ● Acquisition of necessary equipment and supplies from appropriate sources  
24 in accordance with applicable procurement regulations;
- 25 ● Managing and tracking government property;
- 26 ● Financial coordination with the protection agency and maintenance of  
27 finance, property, procurement, and personnel records and forms;
- 28 ● Use and coordination of incident business management functions as they  
29 relate to sharing of resources among federal, state, and local agencies,  
30 including the military;
- 31 ● Investigation and reporting of accidents;
- 32 ● Investigating, documenting, and reporting claims;
- 33 ● Documenting costs and implementing cost-effective criteria for managing  
34 incident resources; and
- 35 ● Non-fire incidents administrative processes.

### 37 Cost Management

38 An Incident Business Advisor (IBA) must be assigned to any wildfire with costs  
39 of \$5 million or more. The complexity of the incident and the potential costs  
40 should be considered when assigning either an IBA1 or IBA2. If a qualified  
41 IBA is not available, the approving official will appoint a financial advisor to  
42 monitor expenditures.

43  
44 Incident cost objectives will be included as a performance measure in Incident  
45 Management Team evaluations.

## 1 **Large Fire Cost Reviews**

2 An Interagency Large Fire Cost Review will be conducted when an incident  
3 (single fire or complex) meets or exceeds Federal combined expenditures of \$10  
4 million.

5  
6 A review may also be conducted when an incident (single fire or fire complex)  
7 meets or is expected to meet one or more of the following criteria:

- 8 • The predicted time to achieve the fire management objective exceeds 21  
9 days;
- 10 • There are significant political, social, natural resource, or policy concerns;
- 11 • There are significant and complicated cost-share or multi-jurisdictional  
12 issues; or
- 13 • The affected agency requests a review.

14  
15 It is the responsibility of the Agency Administrator to monitor large fire costs  
16 and advise the appropriate individual(s) within their agency of the need for a  
17 Large Fire Cost Review. When a multi-jurisdictional fire requires review, the  
18 local Agency Administrator will determine which agency will be designated as  
19 the lead in the review process.

20  
21 The Agency Director will provide a Delegation of Authority to the Cost Review  
22 Team authorizing the implementation of a review.

23  
24 The *Large Fire Cost Review Guidebook* and draft Delegation of Authority for  
25 use by all federal wildland fire management agencies can be found at  
26 <http://www.nwcg.gov/general/memos/nwcg-003-2009.html>.

## 27 28 **FLAME Act Responsibilities**

29 To comply with protocols for the Forest Land Assistance, Management, and  
30 Enhancement (FLAME) Act, local units should forward a copy of the completed  
31 complexity analysis (Appendix E) through the State/Regional Office to the  
32 National Office. FLAME Act information should be forwarded for any fires  
33 occurring on their agency's lands (or on lands protected by that agency under  
34 formal agreement) that are managed by a Type 1 or Type 2 Incident  
35 Management Team, and are 300 acres or larger.

- 36 • **BLM-** *The Complexity Analysis should be forwarded by the State to the*  
37 *Division of Budget and Evaluation, Fire and Aviation (FA-400). The*  
38 *Division of Budget and Evaluation will also extract supporting*  
39 *documentation from the Wildland Fire Decision Support System.*
- 40 • **FS-** *Regions are required to submit the following information to*  
41 *FLAME@fs.fed.us for fires that are eligible for FLAME Act funding:*
  - 42 ○ *Incident job code*
  - 43 ○ *Incident number*
  - 44 ○ *Name of fire*
  - 45 ○ *Type of team(s) that was actually mobilized to the fire*
  - 46 ○ *Complexity Analysis/Organizational Needs Assessment*

Release Date: January 2013

11-25

## 1 **Cache Management**

2

3 Agencies often serve as interagency partners in national support caches and  
4 local area support caches, and may operate single agency initial attack caches.  
5 All caches will maintain established stocking levels, receive and process orders  
6 from participating agencies and follow ordering and fire replenishment  
7 procedures as outlined by the national and geographic area cache management  
8 plans and mobilization guides.

- 9 • *FS - Refer to FSM 5160 for specific requirements.*

10

### 11 **Type 1 and 2 National Interagency Support Caches**

12 There are fifteen National Interagency Support Caches (NISCs); eleven are  
13 managed by the Forest Service, three are managed by the BLM, and one is  
14 managed by the State of Idaho. The fifteen national caches are part of the  
15 National Fire Equipment System (NFES). Each of these caches provides  
16 incident support in the form of equipment and supplies to units within their  
17 respective geographic areas. The NFES cache system may support other  
18 emergency, disaster, fire-related or land management activities, provided that  
19 such support is permitted by agency policies and does not adversely affect the  
20 primary mission. These national caches do not provide supplies and equipment  
21 to restock local caches for non-incident requests. Non-emergency (routine)  
22 orders should be directed to the source of supply, e.g., GSA or private vendors.  
23 The Great Basin Area Incident Support Cache at NIFC provides publications  
24 management support to the National Wildfire Coordinating Group (NWCG).  
25 Reference the *NWCG NFES Catalog Part 2: Publications* at [www.nwcg.gov](http://www.nwcg.gov) for  
26 more detailed information.

27

28 Forest Service National Symbols Program distribution is through the Eastern  
29 Area Incident Support Cache (NEK). This material is coordinated by the USDA  
30 Forest Service, under advisement of the National Association of State Foresters'  
31 (NASF) Cooperative Forest Fire Prevention Committee (CFFP). Materials  
32 include Smokey Bear /Junior Forest Ranger prevention items and Woodsy Owl  
33 environmental educational materials.

34

35 NEK also distributes DOI Fire Education materials. The website at  
36 <http://www.symbols.gov/> contains the catalog of these materials, information  
37 about these programs, and online ordering instructions.

38

### 39 **Type 3 Support Caches**

40 These caches directly support more than one agency and generally cover more  
41 than one administrative unit. They will maintain stocking levels to meet the  
42 identified needs of the multiple agencies for whom service is provided.

43

44

45

46

1 **Type 4 Local Caches**

2 Numerous caches of this level are maintained by each agency. These caches  
3 will establish and maintain stocking levels to meet the initial response needs of  
4 the local unit(s).

5

6 **Inventory Management**

7

8 **System Implementation**

9 Each fire cache, regardless of size, should initiate and maintain a cache  
10 inventory management system. Agency management systems provide a check  
11 out/return concept that incorporates a debit/crediting for all items leaving the  
12 cache. This system is strictly followed in the Type 1 and 2 NISC's. Inventory  
13 management processes should be implemented for all Type 3 Support and Type  
14 4 Local caches.

15

16 **Accountability**

17 Fire loss/use rate is defined as all property and supplies lost, damaged, or  
18 consumed on an incident. It is reported as a percentage that is calculated in  
19 dollars of items issued compared to items returned. Consumable items are not  
20 included in this total. All items stocked in agency fire caches will be  
21 categorized for return (loss tolerance/use rate) and accountability purposes.

22

23 **Trackable Items**

24 Trackable items include items that a cache may track due to dollar value,  
25 sensitive property classification, or limited quantities. Available items that are  
26 considered trackable are usually engraved or tagged with a cache trackable  
27 identification number. These items must be returned to the issuing cache at the  
28 end of the incident use, or documentation must be provided to the issuing cache  
29 as to why it was not returned. All trackable items are also considered durable.  
30 Accountability for trackable items is expected to be 100 percent.

31

32 **Durable Items**

33 Durable items include cache items considered to have a useful life expectancy  
34 greater than one incident. High percentages of return for these items are  
35 expected. These items are not specifically cache identified/tagged/engraved.  
36 Durable items include water handling accessories, helicopter accessories, tents  
37 and camp items such as heaters, lights, lanterns, tables, chairs, hose, tools,  
38 backpack pumps, sleeping bags, pads, cots, and personal protective equipment.  
39 A 90% level of return is the expected threshold for durable items.

40

41 **Consumable Items**

42 Consumable items include items normally expected to be consumed during  
43 incident use. Consumable items returned in unused condition are credited to the  
44 incident. Examples of consumable items are: batteries, plastic canteens,  
45 cubitainers, forms, MREs, fusees, hot food containers, petroleum products, and  
46 medical supplies.

1 **Incident Management and Environmental Sustainability**

2 Every incident should seek opportunities to reduce unnecessary waste and limit  
3 impacts associated with management actions. This may be accomplished, for  
4 example, by promoting recycling and encouraging the use of alternative energy  
5 sources as long as such efforts do not compromise operational or safety  
6 objectives.

7

8 **Incident to Incident Transfer of Supplies and Equipment**

9 Transfer of supplies and equipment between incidents is not encouraged, due to  
10 the increased possibility of accountability errors. In instances when it is  
11 determined to be economically feasible and operationally advantageous, the  
12 following must be accomplished by the Supply Unit Leader from the incident  
13 that is releasing the items.

14

15 Documentation will be completed on the *Interagency Incident Waybill (NFES*  
16 *#1472)* and must include the following:

- 17 • NFES Number.
- 18 • Quantity.
- 19 • Unit of Issue.
- 20 • Description.
- 21 • Trackable ID number, if item is trackable.
- 22 • Receiving incident name, incident number, and resource request number.
- 23 • The Supply Unit Leader will send the waybill transfer information to the  
24 servicing NISC to maintain proper accountability recording.

25

26 Upon request, the servicing NISC can provide the Supply Unit Leader with an  
27 Outstanding Items Report or Incident Summary Report to facilitate accurate  
28 waybill documentation.

29

30 **Fire Loss Tolerance Reporting for Type 1 and 2 Incidents**

31 In order to help managers keep incident-related equipment and supply loss to a  
32 minimum, incident management teams (IMTs) are required to maintain  
33 accountability and tracking of these items. Guidelines and procedures to assist  
34 with this accountability are provided in Chapter 30 of the *Interagency Incident*  
35 *Business Management Handbook*. To further facilitate these procedures and  
36 provide oversight, a fire loss report has been developed that provides detailed  
37 information regarding used and trackable item use. This report has been  
38 accepted by NWCG for all wildland fire agencies and will be compiled for all  
39 Type 1 and Type 2 incidents. Investigations may be conducted in those cases  
40 where thresholds may have been exceeded.

41

42 These reports are compiled by the NISC servicing the particular incident.  
43 Reports will then be forwarded to the responsible local office, with a copy to the  
44 state/regional FMO, within 60 days of the close of the incident to meet these  
45 time limits. The following steps must be followed to insure accurate reports:

- 1 • At the close of each incident, all property must be returned to the servicing  
2 NFES cache;
- 3 • If accountable/trackable property has been destroyed or lost, appropriate  
4 documentation must be provided to the cache for replacement and updating  
5 property records;
- 6 • All property purchased with emergency fire funds for an incident must be  
7 returned to the NFES cache system;
- 8 • All unused consumable and/or durable NFES items must be returned to the  
9 servicing NFES cache within 30 days of control of the incident; and
- 10 • Agency Administrators/fire management officers must review the fire loss  
11 report and recommend appropriate follow-up action if losses are excessive.  
12 Those actions and recommendations should be documented and filed in the  
13 final incident records.

14

#### 15 **Incident Supply and Equipment Return Procedures**

16 Supplies and equipment ordered with suppression funds will be returned to the  
17 ordering unit at the close of the incident and dispersed in one of three ways:

- 18 • Items meeting NFES standards will be returned to the NISC for reuse  
19 within the fire supply system;
- 20 • Items not meeting the prescribed NFES standards will be purchased with  
21 program funds by the local unit if the items are needed for program use; or
- 22 • Items will be delivered to the unit's excess property program for disposal.

23

#### 24 **Cache Returns and Restock Procedures**

25 All returns for credit and restock of caches to specific incident charges should be  
26 made within 30 days after the close of the incident. If that timeframe cannot be  
27 met, it is required that returns and restock be made during the same calendar  
28 year as items were issued. All returns should be tagged with appropriate  
29 incident number, accompanied by an interagency waybill identifying the  
30 appropriate incident number, or accompanied by issue documents to ensure  
31 proper account credit is given. Any items returned after the calendar year of  
32 issue will be returned to multiple-fire charges, unless specific incident charge  
33 documentation (issues) can be provided with the return.

34

#### 35 **Incident Replacement of Government Property**

36 Refer to the *IIBMH*, Chapter 30 for procedures governing property management  
37 relating to incident activities. The Agency Administrator is responsible for  
38 providing agency property management guidelines and/or procedures to incident  
39 personnel.

40

41 Damage or Loss for assigned property is addressed under *IIBMH* Chapter 30.  
42 Specialty or non-cache items originally provided by the home unit through the  
43 use of preparedness funds will be replaced by home unit funds if the loss is due  
44 to normal wear and tear. If the government property is damaged on the incident  
45 due to a specific event, e.g., wind event damages tent, the incident may, upon

- 1 receipt of required documentation and proof of damage, authorize replacement
- 2 using the *Incident Replacement Requisition (OF-315)*. Cache items will be
- 3 replaced at the incident if available. Cache items that are not available at the
- 4 incident may be authorized for restocking at the home unit via an authorized
- 5 *Incident Replacement Requisition*.

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## Chapter 12 Suppression Chemicals & Delivery Systems

### Policy for Use of Fire Chemicals

Use only products qualified and approved for intended use. Follow safe handling procedures, use personal protective equipment recommended on the product label and *Material Safety Data Sheet* (MSDS).

A current list of qualified products and approved uses can be found on the Wildland Fire Chemical Systems (WFCS) website at <http://www.fs.fed.us/rm/fire/wfcs/index.htm>

Refer to local jurisdictional policy and guidance related to use of wildland fire chemicals for protection of historic structures.

Products must be blended or mixed at the proper ratio prior to being loaded into the aircraft. Quality control and safety requirements dictate that mixing or blending of wildland fire chemicals be accomplished by approved methods.

### Types of Fire Chemicals

#### Long-Term Retardant

Long-term retardants contain fertilizer salts that change the way fuels burn. They are effective even after the water has evaporated. Retardants may be applied aerially by large air tanker, single engine airtanker (SEAT) and helicopter bucket. Some retardant products are approved for fixed tank helicopters. Some products are formulated specifically for delivery from ground sources. See the Qualified Products List (QPL) for specific uses for each product.

Recommended coverage levels and guidelines for use can be found in the *10 Principles of Retardant Application*, NFES 2048, PMS 440-2 pocket card. Retardant mixing, blending, testing, and sampling requirements can be found at the WFCS website Lot Acceptance and Quality Assurance page: <http://www.fs.fed.us/rm/fire/wfcs/laqa.htm>.

#### Fire Suppressant Foam

Fire suppressant foams are combinations of wetting and foaming agents added to water to improve the effectiveness of the water. They are no longer effective once the water has evaporated. Foam may be applied by engines, portable pumps, helicopters, and SEATs. Some agencies also allow application of foam from fixed-wing water scoopers. See the QPL for specific uses for each product.



1 **Wet Water**

2 Using foam concentrates at a mix ratio of 0.1 percent will produce a wet water  
3 solution.

4  
5 **Water Enhancer (Gel)**

6 Water enhancers, such as fire fighting gels, are added to water to improve the  
7 viscosity and adhesion of water. They are not effective once the water has  
8 evaporated. These products may be used in structure protection within the  
9 wildland interface or on wildland fuels. They are fully approved for use in  
10 helicopter bucket and engine application. Many are also approved, at specific  
11 mix ratios, for use in SEATs, and fixed tank helicopters. See the QPL for  
12 specific uses for each product.

13  
14 **Safety Information**

15  
16 **Personnel Safety**

17 All qualified wildland fire chemicals meet minimum requirements (June 2007)  
18 in regard to aquatic and mammalian toxicity (acute oral toxicity, acute dermal  
19 toxicity, primary skin irritation, and primary eye irritation). Specifications for  
20 long-term retardants, fire suppression foams, and water enhancers can be found  
21 on the WFCS website.

22  
23 Personnel involved in handling, mixing, and applying fire chemicals or solutions  
24 shall be trained in proper procedures to protect their health and safety and the  
25 environment. Approved fire chemicals can be irritating to the eyes. Personnel  
26 must follow the manufacturer's recommendations; including use of PPE, as  
27 found on the product label and product MSDS. The MSDSs for all approved  
28 fire chemicals can be found on the web site at  
29 <http://www.fs.fed.us/rm/fire/wfcs/msds.htm>.

30  
31 Human health risk from accidental drench with fire chemicals can be mitigated  
32 by washing with water to remove any residue from exposed skin.

33  
34 Containers of any fire chemical, including backpack pumps and engine tanks,  
35 should be labeled to alert personnel that they do not contain only water and the  
36 contents are not potable.

37  
38 Slippery footing is a hazard at storage areas, unloading and mixing sites, and  
39 wherever applied. Because all fire chemical concentrates and solutions  
40 contribute to slippery conditions, all spills must be cleaned up immediately,  
41 preferably with a dry absorbent pad or granules. Firefighters should be aware  
42 that fire chemicals can conceal ground hazards. Wildland fire chemicals can  
43 penetrate and deteriorate leather boots, resulting in wet feet and potentially  
44 ruined leather.

45  
46

- 1 **Aerial Application Safety**
- 2 Personnel and equipment in the flight path of intended aerial drops should move
- 3 to a location that will decrease the possibility of being hit with a drop.
- 4
- 5 Personnel near aerial drops should be alert for objects (tree limbs, rocks, etc.)
- 6 that the drop could dislodge. The *Incident Response Pocket Guide* (IRPG)
- 7 provides additional safety information for personnel in drop areas.
- 8
- 9 During training or briefings, inform all fire personnel of environmental
- 10 guidelines and requirements for fire chemicals application and avoid contact
- 11 with waterways.
- 12
- 13 Avoid dipping from rivers or lakes with a helicopter bucket containing residual
- 14 fire chemicals without first cleaning/washing down the bucket.
- 15
- 16 Consider setting up an adjacent reload site and manage the fire chemicals in
- 17 portable tanks or terminate the use of chemicals for that application.
- 18

19 **Interagency Policy for Aerial and Ground Delivery of Wildland Fire**  
 20 **Chemicals near Waterways and Other Avoidance Areas**

21  
 22 This policy is an expansion and update for the 2000 and 2009 updated  
 23 Guidelines for Aerial Delivery of all wildland fire chemicals, including  
 24 retardant, foam, and water enhancers, which were established and approved by  
 25 the Forest Service (FS) and the Department of the Interior (DOI). The policy  
 26 includes additional avoidance areas (both aquatic and terrestrial) for aerial  
 27 delivery of fire chemicals as designated by individual agencies and includes  
 28 additional FS reporting requirements.

29  
 30 This policy does not require the helicopter or airtanker pilot-in-command to fly  
 31 in such a way as to endanger his or her aircraft, other aircraft, or structures or  
 32 compromise ground personnel safety.

| Aerial Delivery Policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Ground Delivery Policy                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Avoid aerial application of all wildland fire chemicals within 300 feet (ft.) of waterways.</li> <li>• Additional mapped avoidance areas may be designated by individual agency.</li> <li>• For FS, whenever practical, as determined by the fire incident commander, use water or other less toxic wildland fire chemical suppressants for direct attack or less toxic approved fire retardants in areas occupied by threatened, endangered, proposed, candidate or sensitive species (TEPCS) or their designated critical habitats.</li> </ul> | <ul style="list-style-type: none"> <li>• Avoid application of all wildland fire chemicals into waterways or mapped avoidance areas.</li> </ul> |

1 **Definition of Waterway**

2 Any body of water (including lakes, rivers, streams, and ponds) whether or not it  
3 contains aquatic life.

4  
5 **Definition of Waterway Buffer**

6 300 ft. distance on either side of a waterway.

7  
8 **Definition of Additional Mapped Avoidance Areas**

9 On FS lands, there may be areas requiring additional protection outside of the  
10 300 ft. waterway buffer. This may include certain dry intermittent or ephemeral  
11 streams for resource protection, as well as areas for the protection of TEPCS  
12 terrestrial habitats and population areas.

13  
14 **Guidance for pilots**

15 Pilots will avoid all waterways and additional mapped avoidance areas  
16 designated by individual agencies. To meet the 300 ft waterway buffer zone or  
17 additional mapped avoidance areas guideline, implement the following:

- 18 • All Aircraft: When approaching a waterway or other avoidance areas, the  
19 pilot shall terminate application of wildland fire chemical approximately  
20 300 ft before reaching the area. When flying over a waterway, the pilot  
21 shall not begin application of wildland fire chemical until 300 ft. after  
22 crossing the far bank or shore. The pilot shall make adjustments for  
23 airspeed and ambient conditions such as wind to avoid the application of  
24 wildland fire chemicals within the 300 ft. buffer zone. Riparian vegetation  
25 may be an indicator of waterways and pilots should confirm to the extent  
26 possible that no water is present before dropping.

27  
28 Additional guidance to pilots for any aircraft supporting a fire on FS lands

- 29 • FS may have additional mapped avoidance areas for TEPCS species,  
30 waterway buffers exceeding 300 ft. or certain intermittent or ephemeral  
31 waterways that are identified as avoidance areas for resource protection.  
32 Any aerial supervision resource should inquire if these avoidance areas  
33 exist on any FS fire they are providing support to.
- 34 • Prior to fire retardant application, all aerial supervision and/or pilots shall  
35 be briefed by dispatch on the locations of all TEPCS or other avoidance  
36 areas in the vicinity.
- 37 • If operationally feasible, pilots or the aerial supervision shall make a 'dry  
38 run' over the intended application area to identify avoidance areas and  
39 waterways in the vicinity of the wildland fire.
- 40 • Pilots should be provided avoidance area maps and information at all  
41 briefings (if not dispatched from one geographic area/unit and delivering to  
42 another geographic area).

43  
44 Exceptions for USDA Forest Service

- 45 • Deviations from the policy are allowed only for the protection of life or  
46 safety (public and firefighter).

1 Exceptions for all other Agencies

- 2 • When alternative line construction tactics are not available due to terrain  
3 constraints, congested area, life and property concerns or lack of ground  
4 personnel, it is acceptable to anchor the wildland fire chemical application  
5 to the waterway. When anchoring a wildland fire chemical line to a  
6 waterway, use the most accurate method of delivery in order to minimize  
7 placement of wildland fire chemical in the waterway (e.g., a helicopter  
8 rather than a heavy airtanker).
- 9 • Deviations from the policy are acceptable when life or property is  
10 threatened and the use of wildland fire chemical can be reasonably expected  
11 to alleviate the threat.
- 12 • When potential damage to natural resources outweighs possible loss of  
13 aquatic life, the unit administrator may approve a deviation from these  
14 guidelines.

15  
16 **Reporting Requirements of Aerially Delivered Wildland Fire Chemicals**  
17 **into Waterways, Waterway Buffer Areas and Mapped Avoidance Areas**  
18

19 During training or briefings, inform field personnel of:

- 20 • Environmental guidelines for fire chemical application;  
21 • Requirements for avoiding contact with waterways;  
22 • Additional mapped avoidance areas as designated by individual agency; and  
23 • Their responsibility for upward reporting in the event of application, for  
24 whatever reason, into avoidance areas.

25  
26 If application of wildland fire chemical occurs or anyone believes it may have  
27 been introduced within waterways, waterway buffered areas, or other mapped  
28 avoidance areas, the following is required as appropriate:

- 29 • They should inform their supervisor;  
30 • The information will be forwarded to incident management and the agency  
31 administrator, usually through the resource advisor;  
32 • The incident or host authorities must immediately contact specialists within  
33 the local jurisdiction; and  
34 • Notifications and reporting will be completed as soon as possible.

35  
36 Procedures have been implemented for the required reporting. All information,  
37 including reporting tools and instructions are posted on the websites at:

38 <http://www.fs.fed.us/rm/fire/wfcs>

39 <http://www.fs.fed.us/fire/retardant/>

40  
41 The FS has additional reporting requirements for threatened, endangered,  
42 proposed, candidate and FS listed sensitive species for aerially delivered fire  
43 retardant only. This requirement resulted from the Forest Service's acceptance  
44 of Biological Opinions received from the National Marine Fisheries Service  
45 (NMFS) and the U.S. Fish and Wildlife Service (FWS), and the *2011 Record of*

1 *Decision for Nationwide Aerial Application of Fire Retardant on National*  
2 *Forest System Lands.* The procedures, reporting tools, and instructions can be  
3 found at the same websites listed above.

#### 5 **Endangered Species Act (ESA) Emergency Consultation**

6  
7 The FS has completed consultation with regulatory agencies (FWS and NOAA)  
8 for aerial delivery of fire retardant (only) on National Forest System lands;  
9 please refer to <http://www.fs.fed.us/fire/retardant/> for additional information and  
10 re-initiation of consultation requirements.

11 The following provisions are guidance for complying with the emergency  
12 section 7 consultation procedures of the ESA for wildland fire chemicals. These  
13 provisions do not alter or diminish an action agency's responsibilities under the  
14 ESA.

15  
16 Where T&E species or their habitats are potentially affected by application of  
17 wildland fire chemicals, the following additional procedures apply and shall be  
18 documented in initial or subsequent fire reports:

- 19 ● As soon as practicable after application of wildland fire chemical near  
20 waterways or other avoidance area as designated by agency, determine  
21 whether the application has caused any adverse effects to a T&E species or  
22 their habitat. This can be accomplished by the following:
  - 23 ○ Ground application of wildland fire chemical outside a waterway is  
24 presumed to avoid adverse effects to aquatic species and no further  
25 consultation for aquatic species is necessary;
  - 26 ○ Aerial application of wildland fire chemical outside 300 ft. of a  
27 waterway is presumed to avoid adverse effects to aquatic species and  
28 no further consultation for aquatic species is necessary;
  - 29 ○ Aerial application of wildland fire chemical within 300 ft. of a  
30 waterway requires that the unit administrator determine whether there  
31 have been any adverse effects to T&E species within the waterway. If  
32 no adverse effects to aquatic T&E species or their habitats, no  
33 additional requirement to consult on aquatic species with FWS or  
34 NMFS is required; and/or
  - 35 ○ Application of wildland fire chemical within other avoidance areas as  
36 designated by agency requires the agency administrator to determine  
37 whether there have been any adverse effects to T&E species. If there  
38 are no adverse effects to species or their habitats there is no additional  
39 requirement to consult with FWS or NMFS.

40  
41 If the action agency determines that there were adverse effects on T&E species  
42 or their habitats then the action agency must consult with FWS and NMFS, as  
43 required by 50 CFR 402.05 (Emergencies). Procedures for emergency  
44 consultation are described in the Interagency Consultation Handbook, Chapter 8  
45 (March, 1998). In the case of a long duration incident, emergency consultation  
46 should be initiated as soon as practical during the event. Otherwise, post-event

1 consultation is appropriate. The initiation of the consultation is the  
2 responsibility of the unit administrator.

3

4 **Operational Guidelines for Invasive Species**

5

6 Refer to Chapter 11 for guidance on minimizing potential transmission of  
7 invasive species.

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## Chapter 13 Firefighter Training and Qualifications

### Introduction

National Wildfire Coordinating Group (NWCG) sanctioned firefighters are trained and qualified according to the NWCG and other standards, as outlined below.

### Policy

Firefighters must meet standards identified in the NWCG publication *PMS 310-1 National Interagency Incident Management System Wildland Fire Qualifications System Guide*. The *PMS 310-1* may be found at <http://www.nwcg.gov/pms/docs/docs.htm>

- **FS** - See *FSH 5109.17* for additional requirements.

Certain firefighters must meet standards identified in the *Interagency Fire Program Management Qualifications Standards and Guide*. The *Interagency Fire Program Management Qualification Standards and Guide* may be found at <http://www.ifpm.nifc.gov>

Agency standards for training and qualifications may exceed the minimum standards established by National Wildfire Coordinating Group (NWCG). Such additional standards will be approved by the Fire Directors, and implemented through the Incident Qualifications and Certification System (IQCS). Standards which may exceed the minimum standards established by NWCG are identified in:

- **BLM**- *BLM Standards for Fire Training and Workforce Development*, available at [http://www.blm.gov/nifc/st/en/prog/fire/training/fire\\_training.html](http://www.blm.gov/nifc/st/en/prog/fire/training/fire_training.html).
- **FWS** - *The Fire Management Handbook*.
- **FS** - *The FSH 5109.17*. AD hires sponsored by the Forest Service will meet *FSH 5109.17* position qualification standards.
- **NPS** - *L380 Fireline Leadership* is recommended training for single resource bosses; *L-381 Incident Leadership* is recommended training for *RXB1*.

### Qualification and Certification Process

Each unit with fire management responsibilities will establish an Incident Qualification Card qualification and certification process, which may include a qualification and certification committee. In areas cooperating with other federal, state, or local agencies, an interagency qualification and certification committee should be established and include representatives from each unit. These qualification and certification committees provide management oversight

- 1 and review of the wildland and prescribed fire positions under their jurisdiction.  
2 The committee:
- 3 • Ensures that qualifications generated by IQCS or other agency systems for  
4 employees are valid by reviewing the training and experience of each  
5 employee.
  - 6 • Determines whether each employee possesses the personal characteristics  
7 necessary to perform the wildland and prescribed fire positions in a safe and  
8 efficient manner.
  - 9 • Makes recommendations to the appropriate Agency Administrator or  
10 designee who is responsible for final certification signature.
  - 11 • Develops interagency training needs and sponsors courses that can be  
12 offered locally.
  - 13 • Ensures training nominees meet minimum requirements for attending  
14 courses.

#### 15 16 **Non-NWCG Agency Personnel Qualifications**

17 Personnel from non-NWCG agencies meeting NWCG *PMS 310-1* prerequisites  
18 can participate in and receive certificates for successful completion of NWCG  
19 courses. Agency employees can complete the Task Blocks, Evaluation Record  
20 and Verification/Certification sections of a cooperating organizations employee  
21 Position Task Book. Agency employees will not initiate or complete the  
22 Agency Certification sections of Position Task Book for non-agency employees.

23  
24 Personnel from agencies that do not subscribe to the NWCG qualification  
25 standards may be used on agency managed fires. Agency fire managers must  
26 ensure these individuals are only assigned to duties commensurate with their  
27 competencies, agency qualifications, and equipment capabilities.

#### 28 29 **Non-NWCG Agency Personnel Use on Prescribed Fire**

30 The NWCG *PMS 310-1 Wildland Fire System Qualifications Guide* establishes  
31 the minimum qualifications for personnel involved in prescribed fires on which  
32 resources of more than one agency are utilized - unless local agreements specify  
33 otherwise. This guide may be found at:  
34 <http://www.nwcg.gov/pms/docs/docs.htm>

#### 35 36 **Incident Qualifications and Certification System (IQCS)**

37  
38 The Incident Qualifications and Certification System (IQCS) is the fire  
39 qualifications and certification record keeping system. The Responder Master  
40 Record report provided by the IQCS meets the agency requirement for  
41 maintaining fire qualification records. The system is designed to provide  
42 managers at the local, state/regional, and national levels with detailed  
43 qualification, experience, and training information needed to certify employees  
44 in wildland fire positions. The IQCS is a tool to assist managers in certification  
45 decisions. However, it does not replace the manager's responsibility to validate



1 that employees meet all requirements for position performance based on their  
2 agency standards.

3

4 A hard copy file folder will be kept for each employee. The contents will  
5 include, but are not limited to: training records for all agency required courses,  
6 evaluations from assignments, position task book verification, yearly updated  
7 IQCS forms, and the Responder Master Record (RPTC028) from IQCS. All  
8 records will be stored and/or destroyed in accordance with agency policies.

- 9 • **BLM** - *These policies can be found at*  
10 *[http://www.blm.gov/wo/st/en/info/regulations/combined\\_record\\_schedules.](http://www.blm.gov/wo/st/en/info/regulations/combined_record_schedules.html)*  
11 *html*
- 12 • **NPS** - *IQCS Account Managers should have an IQCS Delegation of*  
13 *Authority if they are serving as the Certifying Official. Delegation of*  
14 *Authority can be found at: <http://iqcs.nwcg.gov/main/requestAccount.html>*

15

#### 16 **Certification of Non-Agency Personnel**

17 Non-agency firefighters will be certified by state or local fire departments, or  
18 private training providers approved by a Memorandum of Understanding  
19 (MOU) through their local GACC. Agencies will not assist in the  
20 administration, or sponsor the Work Capacity Test (WCT), as the certifying  
21 agency.

22

#### 23 **Incident Qualification Card**

24 The Agency Administrator (or delegate) is responsible for annual certification of  
25 all agency and Administratively Determined (AD) personnel serving on wildfire,  
26 prescribed fire, and all hazard incidents. This responsibility includes monitoring  
27 medical status, fitness, training, performance, and ensuring the responder meets  
28 all position performance requirements.

29

30 Training, medical screening, and successful completion of the appropriate WCT  
31 must be properly accomplished. All Incident Qualification Cards issued to  
32 agency employees, with the exception of Emergency Firefighter (EFF-paid or  
33 temporary employees at the FFT2 level), will be printed using the IQCS.

34 Incident Qualification Cards issued to EFF or temporary employees at the FFT2  
35 level may be printed at the local level without use of the IQCS.

36

37 Each agency will designate employees at the national, regional/state, and local  
38 levels as Fire Qualifications Administrators, who ensure all incident experience,  
39 incident training, and position Task Books for employees within the agency are  
40 accurately recorded in the IQCS. All records must be updated annually or  
41 modified as changes occur.

- 42 • **NPS**- *Certification for Area Command and Type 1 Command and General*  
43 *Staff (C&GS) position task books will be done at the national office level;*  
44 *Type 2 C&GS, and any position task books issued to park fire management*  
45 *officers will be certified at the regional office level. All other position task*  
46 *books may be certified at the local unit level.*

- 1 • **NPS-** *It is NPS policy that two or more assignments be accomplished after*  
2 *completing a Position Task Book, and receiving certification, before an*  
3 *individual begins movement to the next higher level. It is also NPS policy to*  
4 *require two or more qualified assignments be accomplished in a position*  
5 *before an individual may become a position performance evaluator. The*  
6 *only exceptions to this policy are unit leader positions leading to Planning*  
7 *Section Chief, Logistics Section Chief, or Finance Section Chief.*  
8 *Subordinate unit leader positions require a minimum of one assignment*  
9 *after the PTB completion and position certification.*
- 10 • **FS-** *Refer to FSH 5109.17.*
- 11 • **BLM-** *BLM Recertification Policy: If an employee (including an agency-*  
12 *sponsored AD) has lost currency in a position, the employee is converted to*  
13 *trainee status for that position. In order to regain full qualification for the*  
14 *position, the employee must demonstrate the ability to perform in the*  
15 *position as determined by the Certifying Official. Prior to recertification,*  
16 *the employee must:*
- 17 ○ *Complete the BLM Recertification Evaluation found at*  
18 *[http://www.blm.gov/nifc/st/en/prog/fire/training/fire\\_training.html](http://www.blm.gov/nifc/st/en/prog/fire/training/fire_training.html)*
  - 19 ○ *Complete one or more evaluation assignments.*
  - 20 ○ *Complete any additional requirements as determined by the Certifying*  
21 *Official (e.g. additional assignments and/or courses).*
- 22 *NOTE: This policy only applies to positions for which a task book is*  
23 *required.*

#### 24

#### 25 Incident Qualification Card Expiration Dates

26 Incident Qualification Cards for responders that possess qualifications requiring  
27 Work Capacity Tests (WCT) and the Annual Fireline Safety Refresher Training  
28 course (RT-130) are valid through the earliest expiration date (either fitness or  
29 refresher) listed on the card. Incident Qualification Cards for responders that  
30 possess qualifications that do not require WCT or RT-130 for issuance are valid  
31 for 12 months from the date the card is signed by a certifying official.

- 32 • **FS-** *the WCT is considered effective for 13 months from the date passed. If*  
33 *an employee is on an emergency assignment on the date their*  
34 *WCT/refresher expires, they will complete their assignment including any*  
35 *extensions. Upon return to their duty station, they must complete the*  
36 *WCT/refresher and acquire a new Incident Qualification Card prior to*  
37 *accepting any new assignments.*

#### 38

#### 39 Universal Training Requirements

40

41 All personnel filling NWCG recognized positions on the fireline must have  
42 completed:

- 43 • S-130 Firefighter Training (including the required field exercises);
- 44 • S-190 Introduction to Wildland Fire Behavior;
- 45 • L-180 Human Factors on the Fireline; and

- 1 • I-100 Introduction to ICS.  
2  
3 All Responders filling ICS positions must have completed:  
4 IS-700A *NIMS: An Introduction*<sup>1</sup>; and  
5 I-100 *Introduction to ICS*.  
6 Single Resource Personnel:  
7 • ICS-200 or equivalent  
8 Strike Team/Taskforce Leaders, Supervisors, and Branch Directors  
9 • IS-800B *National Response Framework, An Introduction*<sup>2</sup>; and  
10 • ICS-300 or equivalent  
11 Command and General Staff, Area Command and Emergency Managers:  
12 • IS-800B *National Response Framework, An Introduction*<sup>2</sup>; and  
13 • ICS-400 or equivalent  
14  
15 <sup>1</sup>IS-700A replaces IS-700. Either course meets the requirement.  
16 <sup>2</sup>IS-800B replaces IS-800A. Either course meets the requirement.  
17 • *FS - Forest Service direction is found in FSH 5109.17.*  
18

### 19 Annual Fireline Safety Refresher Training

- 20  
21 Annual Fireline Safety Refresher Training is required for those positions  
22 identified in the *Wildland Fire Qualifications System Guide* (NWCG 310-1).  
23 Annual Fireline Safety Refresher Training must include the following core  
24 topics:  
25 • **Entrapment Avoidance-** Use training and reference materials to study the  
26 risk management process as identified in the Incident Response Pocket  
27 Guide as appropriate to the participants, e.g., LCES, Standard Firefighting  
28 Orders, Eighteen Watch Out Situations, Wildfire Decision Support System  
29 (WFDSS) direction, Fire Management Plan priorities, etc.;  
30 • **Current Issues-** Review and discuss identified “hot topics” as found on the  
31 current Wildland Fire Safety Training Annual Refresher (WFSTAR)  
32 website. Review forecasts and assessments for the upcoming fire season  
33 and discuss implications for firefighter safety;  
34 • **Fire Shelter-** Review and discuss last resort survival including escape and  
35 shelter deployment site selection. Conduct “hands-on” fire shelter  
36 inspections. Practice shelter deployments in applicable crew/module  
37 configurations; and  
38 • **Other Hazards and Safety Issues-** Choose additional hazard and safety  
39 subjects, which may include SAFENET, current safety alerts, site/unit  
40 specific safety issues and hazards.  
41  
42 These core topics must be sufficiently covered to ensure that personnel are  
43 aware of safety concerns and procedures and can demonstrate proficiency in fire  
44 shelter deployment. The minimum refresher training hour requirements for each

1 agency is identified below. Training time may be extended in order to  
2 effectively complete this curriculum or to meet local training requirements.

- 3 • **BLM** - 4 hours
- 4 • **FWS/FS** - No minimum hourly requirement; core topics as shown above  
5 will be covered.
- 6 • **NPS** - 8 hours

7  
8 The Annual Fireline Safety Refresher Training course (RT-130) is not a self-  
9 study course. Minimum requirements have been established for instructors for  
10 Annual Fireline Safety Refresher Training. These requirements will ensure that  
11 an appropriate level of expertise and knowledge is available to facilitate  
12 refresher training exercises and discussions.

- 13 • Lead instructors must be a qualified single resource boss;
- 14 • Unit instructors must be a qualified firefighter type one (FFT1); and
- 15 • Adjunct instructors may be utilized to provide limited instruction in  
16 specialized knowledge and skills at the discretion of the lead instructor.  
17 They must be experienced, proficient and knowledgeable of current issues  
18 in their field of expertise.

19  
20 For additional information please refer to the current *NWCG Field Manager's*  
21 *Course Guide* (PMS 901-1) at:

22 <http://www.nwcg.gov/pms/training/fmcg.pdf>.

23  
24 Annual Fireline Safety Refresher Training will have a 12-month currency.  
25 Firefighters who receive initial fire training are not required to take Annual  
26 Fireline Safety Refresher Training in the same calendar year. A web site,  
27 <http://www.nifc.gov/wfstar/index.htm>, titled *Wildland Fire Safety Training*  
28 *Annual Refresher (WFSTAR)* is available to assist in this training.

29  
30 Entrapment avoidance and deployment protocols are identified in the *Incident*  
31 *Response Pocket Guide (IRPG)* (PMS No. 461/NFES No.1077). The guide  
32 contains a specific "Risk Management Process" and "Last Resort Survival  
33 Checklist".

- 34  
35 • **BLM** - The "Do What's Right" training is required annual training but is  
36 not a prerequisite for issuance of an Incident Qualification Card.

### 37 38 **Physical Fitness**

#### 39 40 **Physical Fitness and Conditioning**

41 Agency Administrators are responsible for ensuring the overall physical fitness  
42 of firefighters. Employees serving in wildland fire positions that require a  
43 fitness rating of arduous as a condition of employment are authorized one hour  
44 of duty time each work day for physical fitness conditioning. Employees  
45 serving in positions that require a fitness rating of moderate or light may be  
46 authorized up to three hours per week.

- 1 Fitness conditioning periods may be identified and structured to include aerobic  
2 and muscular exercises. Team sports are not authorized for fitness conditioning.  
3 Chapters 5, 6, 7, 8, and 9 and appendices F, G, and H of *Fitness and Work*  
4 *Capacity 2009 ed.* (PMS 304-2, NFES 1596) and the FireFit Program  
5 (<http://www.nifc.gov/FireFit/index.htm>) provide excellent guidance concerning  
6 training specifically for the pack test, aerobic fitness programs, and muscular  
7 fitness training.
- 8 • *FS - Forest Service direction is found in FSH 5109.17. NFFE Partnership*  
9 *bargaining unit employees may only be required to successfully complete*  
10 *the WCT once per year.*
  - 11 • *NPS – A fitness plan is required for all NPS personnel participating in a*  
12 *fitness program (DO-57). For health and fitness purposes, those who are*  
13 *fire-qualified at less than the arduous fitness level are not required to meet*  
14 *the mandatory fitness program requirements of DO-57 for wildland fire*  
15 *management. They are strongly encouraged to participate in the voluntary*  
16 *fitness program, and must still meet physical fitness/work capacity*  
17 *requirements as outlined in the Wildland Fire Qualifications System Guide*  
18 *(310-1) for positions with Moderate and Light fitness requirements.*

### 20 Medical Examinations and Work Capacity Tests

21  
22 Agency Administrators and supervisors are responsible for the occupational  
23 health and safety of their employees performing wildland fire activities, and may  
24 require employees to take a medical examination at any time.  
25 Established medical qualification programs, as stated in 5 CFR 339, provide  
26 consistent medical standards in order to safeguard the health of employees  
27 whose work may subject them or others to significant health and safety risks due  
28 to occupational or environmental exposure or demand.

29  
30 Information on any medical records is considered confidential and must be kept  
31 in the employee's medical file.

### 33 Department of Interior Wildland Firefighter Medical Standards Program 34 (DOI/MSP) - Arduous Fitness Level

35 All permanent, career-seasonal, temporary, Student Career Experience Program  
36 (SCEP) employees, and AD/EFF who participate in wildland fire activities  
37 requiring a fitness level of *arduous* must participate in the DOI-MSP at the  
38 appropriate level (see Examination Matrix on the MSP website) and must be  
39 cleared prior to attempting the WCT. Additional information regarding the  
40 DOI-MSP can be obtained at [http://www.nifc.gov/medical\\_standards/](http://www.nifc.gov/medical_standards/).

- 41 • *FS - Refer to current agency direction:*  
42 *[http://www.fs.fed.us/fire/safety/wct/wct\\_index.html](http://www.fs.fed.us/fire/safety/wct/wct_index.html)*

43  
44 If the HSQ or Annual Exam results in a status of "cleared", but the Servicing  
45 Human Resource Officer (SHRO) or FMO has a direct concern about an  
46 employee's/applicant's capacity to meet the physical or medical requirements of

1 a position, the agency may require the employee/applicant to report for a  
2 specific medical evaluation. For more information, contact your SHRO or  
3 agency Wildland Fire Safety Program Manager.

4  
5 If any “yes” answer is indicated on the HSQ, an annual exam is required prior to  
6 the employee taking the Arduous WCT. Cost of the exam will be covered at the  
7 National level.

8  
9 If an examining clinician believes diagnostic testing beyond what is required by  
10 the Wildland Firefighter Medical Standards Program is needed to determine  
11 medical clearance, then agency approval is required before the tests are  
12 conducted. If the agency approves the clinician request, or requests further  
13 testing themselves, then the agency is responsible for payment. Additional  
14 testing or treatment requested by the employee/applicant shall be at their own  
15 expense.

16  
17 Employees or applicants who fail to meet the Federal Interagency Wildland  
18 Firefighter Medical Qualification Standards as a permanent, seasonal/temporary,  
19 or term employee may not perform as an AD/EFF for arduous duty positions.

20  
21 If a Department of the Interior arduous duty wildland firefighter (WLFF)  
22 develops a change in medical status (injury or illness) between yearly medical  
23 exams or HSQs that prevents them from performing arduous duty lasting longer  
24 than three consecutive weeks, the WLFF is required to report this change to  
25 his/her supervisor who can request additional medical information and  
26 reevaluate the WLFF clearance status.

- 27 • *NPS - The law enforcement medical exam for NPS rangers, who are*  
28 *collateral duty wildland firefighters, will suffice for MSP clearance.*
- 29 • *NPS - Medical clearance must be entered into IQCS.*
- 30 • *FWS- Periodicity requirements for Refuge law enforcement examinations*  
31 *will be applied to arduous duty wildland fire positions. Law enforcement*  
32 *officers wishing to perform in NWCG PMS 310-1 or USFWS agency*  
33 *specific wildland fire positions with an arduous fitness requirement must*  
34 *pass the arduous work capacity test on an annual basis. The HSQ will be*  
35 *used for off exam years prior to arduous work capacity testing.*

### 36 **Medical Exam Process for Light and Moderate Fitness Levels**

37 This section applies to employees who are only required to complete the WCT  
38 at the light or moderate fitness level.

39  
40  
41 If any “Yes” answer is indicated on the HSQ, a medical examination is required  
42 prior to the employee taking the WCT.

43  
44 Medical examinations will be performed utilizing the *Certificate of Medical*  
45 *Exam, U.S. Office of Personnel Management OF-178*. Stress EKGs are not  
46 required as part of the medical examination and will only be approved if

1 recommended and administered by the medical examining physician. Cost for  
2 exams will be borne by the home unit. If medical findings during exam require  
3 further evaluation, then the cost of any further evaluation or treatment is borne  
4 by the employee/applicant. Costs for additional tests specifically requested by  
5 the agency will be borne by the home unit.

- 6 • *FS- Medical exams will be paid from a Washington Office fund code.*

7  
8 If the SHRO or FMO has a direct concern about an employee's/applicant's  
9 capacity to meet the physical or medical requirements of a position, the agency  
10 may require the employee/applicant to report for a specific medical evaluation.  
11 For more information, contact your SHRO or agency Wildland Fire Safety  
12 Program Manager.

13  
14 Standards for medical examinations using the OF-178 for light and moderate  
15 positions are available at:

16 [http://www.blm.gov/nifc/st/en/prog/fire/more/human\\_resources/forms.html](http://www.blm.gov/nifc/st/en/prog/fire/more/human_resources/forms.html)

17  
18 The examining physician will submit the completed OF-178 (and applicable  
19 supplements) to the employee's servicing human resources office, where it will  
20 be reviewed and retained in the employee's medical file.

- 21 • *NPS- The law enforcement medical exam for NPS rangers, who are  
22 collateral duty wildland firefighters, will suffice for arduous, moderate, and  
23 light fitness level clearance.*

- 24 • *FWS- Periodicity requirements for Refuge law enforcement examinations  
25 will be applied to light or moderate. Law enforcement officers wishing to  
26 perform in NWCG PMS 310-1 or USFWS agency-specific wildland fire  
27 positions with a light or moderate fitness requirement must pass the  
28 appropriate level work capacity test on an annual basis. The HSQ will be  
29 used for off exam years prior to light or moderate work capacity testing.*

### 30 31 **Health Screen Questionnaire (HSQ)**

32 Title 5 CFR Part 339 - Medical Qualification Determinations, which provides a  
33 determination of an individual's fitness-for-duty, authorizes solicitation of this  
34 information.

35  
36 The approved OMB Health Screen Questionnaire (HSQ) may be found at:  
37 [http://www.nifc.gov/medical\\_standards/documents/NewExamProcess/5100-  
38 31.pdf](http://www.nifc.gov/medical_standards/documents/NewExamProcess/5100-31.pdf)

39  
40 The information on the HSQ is considered confidential and once reviewed by  
41 the test administrator to determine if the WCT can be administered, it must be  
42 kept in the employee's medical file (EMF). This file may only be viewed by  
43 Human Resource Management (HRM) or Safety personnel.

- 44 • *FS - See Work Capacity Tests for Wildland Fire Qualifications  
45 Implementation Guide, see website:  
46 [http://www.fs.fed.us/fire/safety/wct/wct\\_index.html](http://www.fs.fed.us/fire/safety/wct/wct_index.html)*

1 **Work Capacity Test (WCT) Categories**

2 The *NWCG Wildland Fire Qualification System Guide, PMS 310-1* identifies  
 3 fitness levels for specific positions. There are three fitness levels - Arduous,  
 4 Moderate, and Light - which require an individual to demonstrate their ability to  
 5 perform the fitness requirements of the position. Positions in the “no fitness  
 6 level required” category are normally performed in a controlled environment,  
 7 such as an incident base.

8  
 9 Law Enforcement physical fitness standard is accepted as equivalent to a “light”  
 10 WCT work category.

11 **Work Capacity Test Categories**

| WCT Category               | Distance | Weight | Time    |
|----------------------------|----------|--------|---------|
| <b>Arduous Pack Test</b>   | 3 miles  | 45 lb  | 45 min. |
| <b>Moderate Field Test</b> | 2 miles  | 25 lb  | 30 min  |
| <b>Light Walk Test</b>     | 1 mile   | None   | 16 min  |

13

- 14 • **Arduous** - Duties involve field work requiring physical performance with  
 15 above average endurance and superior conditioning. These duties may  
 16 include an occasional demand for extraordinarily strenuous activities in  
 17 emergencies under adverse environmental conditions and over extended  
 18 periods of time. Requirements include running, walking, climbing,  
 19 jumping, twisting, bending, and lifting more than 50 pounds; the pace of the  
 20 work typically is set by the emergency conditions.
- 21 • **Moderate** - Duties involve field work requiring complete control of all  
 22 physical faculties and may include considerable walking over irregular  
 23 ground, standing for long periods of time, lifting 25 to 50 pounds, climbing,  
 24 bending, stooping, twisting, and reaching. Occasional demands may be  
 25 required for moderately strenuous activities in emergencies over long  
 26 periods of time. Individuals usually set their own work pace.
- 27 • **Light** - Duties mainly involve office type work with occasional field  
 28 activity characterized by light physical exertion requiring basic good health.  
 29 Activities may include climbing stairs, standing, operating a vehicle, and  
 30 long hours of work, as well as some bending, stooping, or light lifting.  
 31 Individuals can usually govern the extent and pace of their physical activity.

32

33 **Work Capacity Test (WCT) Administration**

34 The Work Capacity Test (WCT) is the official method of assessing wildland  
 35 firefighter fitness levels. General guidelines can be found in the “*Work*  
 36 *Capacity Tests for Wildland Firefighters, Test Administrator’s Guide*” PMS  
 37 307, NFES 1109.

- 38 • **FS-** for FS direction on WCT administration, refer to “*FS Work Capacity*  
 39 *Tests for Wildland Fire Qualifications Implementation Guide*” at  
 40 [http://www.fs.fed.us/fire/safety/wct/wct\\_index.html](http://www.fs.fed.us/fire/safety/wct/wct_index.html)



- 1 WCT Administrators must ensure that WCT participants have been medically  
2 cleared, either through Wildland Firefighter Medical Qualification Standards or  
3 agency specific medical examination.  
4
- 5 WCTs are administered annually to all employees, including AD/EFF who will  
6 be serving in wildland fire positions that require a fitness level. The currency  
7 for the WCT is 12 months.
- 8 • *FS- Currency for WCT is 13 months.*  
9
- 10 The WCT results shall be documented on the WCT Record available online as  
11 Appendix O at [http://www.nifc.gov/policies/policies\\_main.html](http://www.nifc.gov/policies/policies_main.html). The WCT  
12 Record captures information that is covered under the Privacy Act and should be  
13 maintained in accordance with agency Freedom of Information Act (FOIA)  
14 guidelines.  
15
- 16 Administration of the WCT of non-federal firefighters is prohibited for liability  
17 reasons. Potential emergency firefighters who would be hired under Emergency  
18 Hire authority by the agency must be in AD pay status or sign an agency  
19 specific volunteer services agreement prior to taking the WCT.  
20
- 21 A Job Hazard Analysis (JHA) shall be developed and approved for each field  
22 unit prior to administering the WCT. Administer the test using the JHA/RA as  
23 a briefing guide.
- 24 • *BLM - A risk assessment shall be developed and approved for each field  
25 unit prior to administering the WCT. A RA for the WCT can be found at:  
26 [http://web.blm.gov/portal/employeeresources/allemployees/safety/riskmana  
27 gment.php](http://web.blm.gov/portal/employeeresources/allemployees/safety/riskmanagement.php)*  
28
- 29 The local unit shall prepare a medical response plan (such as an ICS-206 form),  
30 evaluate options for immediate medical care and patient transport, and identify  
31 closest emergency medical services. A minimum of a qualified Medical First  
32 Responder/Emergency Medical Responder (EMR) must be on site during WCT  
33 administration. Based upon a thorough evaluation of potential medical  
34 treatment and evacuation scenarios, a higher level of on-site emergency medical  
35 qualifications and equipment may be warranted (e.g. Emergency Medical  
36 Technician (EMT) or paramedic).
- 37 It is recommended that an Automatic External Defibrillator (AED) is on-site  
38 during all WCTs.
- 39 • *FS- an AED is required on-site during all WCTs.*  
40
- 41 Personnel taking the WCT will only complete the level of testing (Pack, Field,  
42 Walk) required by the highest fitness level identified for a position on their  
43 Incident Qualification Card. Employees shall not take the WCT unless they  
44 have an Incident Qualification Card qualification that requires it, and only at the  
45 fitness level required by that position as identified in the NWCG 310-1 or  
46 agency specific guidance or policy.

- 1 Treadmills are not approved for Work Capacity Testing.  
2  
3 WCT results must be entered into the IQCS annually to update the fitness level  
4 and date that will appear on the Incident Qualification Card. WCT dates entered  
5 in IQCS will reflect the date the employee passed the fitness test. The results of  
6 the most recent WCT will always supersede the results of any previous WCT,  
7 even if previous WCTs were within the currency period.
- 8 • *FWS/NPS- Law Enforcement Officers are required to provide a copy of the*  
9 *medical clearance for verification and tracking purposes to the appropriate*  
10 *incident qualifications and certifications system (IQCS) account manager.*  
11 *Account managers will reflect the appropriate examination type and*  
12 *currency for the Law Enforcement Officer examinations in the physical*  
13 *examinations portion of the IQCS system.*

#### 14 15 **WCT Retesting**

- 16 Those who do not pass the WCT will be provided another opportunity to retest.  
17 Employees will have to wait at least 48 hours before retaking the WCT. If an  
18 employee sustains an injury (verified by a licensed medical provider) during a  
19 test, the test will not count as an attempt. Once an injured employee has been  
20 released for full duty, the employee will be given time to prepare for the test (not  
21 to exceed 4 weeks). The numbers of retesting opportunities that will be allowed  
22 include:
- 23 • Three opportunities for permanent employees required to pass a test for  
24 duties in the fire program.
  - 25 • One opportunity for temporary employees required to pass a test (a second  
26 chance maybe provided at the discretion of fire management).

#### 27 28 **Minimum Age Requirements for Hazardous Duty Assignments on Federal** 29 **Incidents**

30  
31 Persons under 18 years old will not perform hazardous duties during wildland  
32 fire management operations on federal jurisdictions.

#### 33 34 **Engine Modules**

35  
36 Staffing levels and specific requirements for engine personnel may be found in  
37 Chapter 14, Fire Fighting Equipment.

#### 38 39 **Helicopter Modules**

40  
41 Staffing levels and specific requirements for helicopter personnel may be found  
42 in Chapter 16, Aviation.

43  
44  
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46

1 **Smokejumpers (SMKJ)**

2  
3 Smokejumpers provide professional and effective fire suppression, fuels  
4 reduction, and fire management services to help land managers meet objectives.

5  
6 **SMKJ Policy**

7 Smokejumper operations are guided by direction in the interagency section of  
8 the *Interagency Smokejumper Operations Guide (ISOG)*.

9  
10 Each base will comply with smokejumper operations standards. The arduous  
11 duties, specialized assignments, and operations in a variety of geographic areas  
12 require smokejumpers to have uniform training, agency approved equipment,  
13 communications, organization, and operating procedures.

14  
15 **SMKJ Communications**

16 All smokejumpers carry programmable radios and are proficient in their use and  
17 programming procedures.

18  
19 **SMKJ Training**

20 To ensure proficiency and safety, smokejumpers complete annual training that  
21 covers aspects of aviation, parachuting, fire suppression tactics, administrative  
22 procedures, and safety related to the smokejumper mission and fire operations.

23 The training program for first-year smokejumpers is four weeks long.

24 Candidates are evaluated to determine:

- 25 • Level of physical fitness;
- 26 • Ability to learn and perform smokejumper skills;
- 27 • Ability to work as a team member;
- 28 • Attitude; and
- 29 • Ability to think clearly and remain productive in a stressful environment.

30  
31 **SMKJ Target Qualifications**

| Position           | IQCS Target                    | SMKJ Training Target |
|--------------------|--------------------------------|----------------------|
| Dept Managers      | T1 and T2 C&G                  |                      |
| Spotter            | ICT3, DIVS, ATGS<br>RXB2, SOFR |                      |
| Lead Smokejumper   | STLD, TFLD                     | Senior Rigger, FOBS  |
| Smokejumper        | ICT4, CRWB, FIRB               | FEMO                 |
| Rookie Smokejumper | ICT5, FFT1                     |                      |

32  
33 **SMKJ Physical Fitness Standards**

34 The national minimum standards for smokejumpers are:

- 35 • 1.5 mile run in 11:00 minutes or less;
- 36 • 45 sit-ups;
- 37 • 25 pushups ;

- 1 • 7 pull-ups;
  - 2 • 110 lb. packout over 3 miles/level terrain/90 minutes\*; and
  - 3 • Successful completion of the WCT at the arduous level.
- 4 \*This element is tested during Smokejumper Rookie Training.

## 6 **Interagency Hotshot Crews (IHC)**

7  
8 Interagency Hotshot Crews provide an organized, mobile, and skilled hand crew  
9 for all phases of wildfire suppression. IHCs are comprised of 18-25 firefighters  
10 and are used primarily for wildfire suppression, fuels reduction, and other fire  
11 management duties. IHC's are capable of performing self-contained initial  
12 attack suppression operations, and commonly provide incident management  
13 capability at the Type 3 or 4 levels.

### 15 **IHC Policy**

16 IHC standards provide consistent planning, funding, organization, and  
17 management of the agency IHCs. The sponsoring unit will ensure compliance  
18 with the established standards. The arduous duties, specialized assignments, and  
19 operations in a variety of geographic areas required of IHCs dictate that training,  
20 equipment, communications, transportation, organization, and operating  
21 procedures are consistent for all agency IHCs.

22  
23 As per agency policy, all IHCs will be managed under the *Standards for*  
24 *Interagency Hotshot Crew Operations (SIHCO)*.

- 25 • **BLM/NPS - BLM Preparedness Review Checklist #18 (Hotshot Crew)**  
26 *supersedes the checklist found in the SIHCO.*

### 28 **IHC Certification**

29 The process for IHC certification is found in the *Standards for Interagency*  
30 *Hotshot Crews (SIHCO)*.

### 32 **Annual Crew Pre-Mobilization Process**

33 The superintendent of crews holding IHC status the previous season are required  
34 to complete the Annual IHC Mobilization Checklist (SIHCO Appendix C) and  
35 send the completed document to the local GACC prior to making the crew  
36 available for assignment each season.

### 38 **Annual IHC Readiness Review**

39 On an annual basis the superintendent of crews holding IHC status the previous  
40 season are required to complete the Annual IHC Preparedness Review (SIHCO  
41 Appendix B). This process is designed to evaluate crew preparedness and  
42 compliance with SIHCO. The annual review will be conducted while the crew  
43 is fully staffed and operational. The review is not required prior to a crew being  
44 made available for incident assignment at the beginning of their availability  
45 period. When a review document is completed, the document is kept on file at  
46 the local (host) unit fire management office.

1 **IHC Organization**

2 Individual crew structure will be based on local needs using the following  
3 standard positions: Superintendent, Assistant Superintendent, Squad Leader,  
4 Skilled Firefighter, and Crewmember.

- 5 • *BLM/NPS- IHCs have the option of traveling with 25 personnel when on*  
6 *incident assignments as authorized by the local unit. IHC superintendents*  
7 *will obtain prior approval from the dispatching GACC when the assignment*  
8 *requires fixed wing transport and the crew size is greater than 20.*

9  
10 **IHC Availability Periods**

11 IHCs will have minimum availability periods as defined in the *SIHCO*.  
12 Availability periods may exceed the required minimum availability period. The  
13 Crew Superintendent will inform the local supervisor and the GACC of any  
14 changes in the crew's availability.

15  
16 **IHC Communications**

17 IHCs will provide a minimum of five programmable multi-channel radios per  
18 crew as stated in the *SIHCO*.

19  
20 **IHC Transportation**

21 Crews will be provided adequate transportation. The number of vehicles used to  
22 transport a crew should not exceed five. All vehicles must adhere to the  
23 certified maximum Gross Vehicle Weight (GVW) limitations.

24  
25 **Other Hand Crews**

26  
27 **Policy**

28 All crews must meet minimum crew standards as defined below as well as any  
29 additional agency, state, or contractual requirements. Typing will be identified  
30 at the local level with notification made to the local GACC.

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1 **MINIMUM CREW STANDARDS FOR NATIONAL MOBILIZATION**

| Minimum Standards                | Type 1                                                                                                                                  | Type 2 with IA Capability                                                                     | Type 2                                                                                    |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| <b>Fireline Capability</b>       | Initial attack/can be broken up into squads, fire line construction, complex firing operations(backfire)                                | Initial attack/can be broken up into squads, fireline construction, firing to include burnout | Initial attack, fireline construction, firing as directed                                 |
| <b>Crew Size</b>                 | 18-20                                                                                                                                   |                                                                                               |                                                                                           |
| <b>Leadership Qualifications</b> | Permanent Supervision<br>Supt: TFLD, ICT4,FIRB<br>Asst Supt: STCR, ICT4<br>3 Squad Bosses: ICT5<br>2 Senior Firefighters: FFT1          | Crew Boss: CRWB<br>3 Squad Bosses:<br>ICT5                                                    | Crew Boss: CRWB<br>3 Squad Bosses:<br>FFT1                                                |
| <b>Language Requirement</b>      | All senior leadership including Squad Bosses and higher must be able to read and interpret the language of the crew as well as English. |                                                                                               |                                                                                           |
| <b>Experience</b>                | 80% 1 season                                                                                                                            | 60% 1 season                                                                                  | 20% 1 season                                                                              |
| <b>Full Time Organized Crew</b>  | Yes<br>(work and train as a unit 40 hrs per week)                                                                                       | No                                                                                            | No                                                                                        |
| <b>Communications</b>            | 5 programmable radios                                                                                                                   | 4 programmable radios                                                                         |                                                                                           |
| <b>Sawyers</b>                   | 3 agency qualified                                                                                                                      | 3 agency qualified                                                                            | None                                                                                      |
| <b>Training</b>                  | As required by the SIHCO or agency policy prior to assignment                                                                           | Basic firefighter training and/or annual firefighter safety refresher prior to assignment     | Basic firefighter training and/or annual firefighter safety refresher prior to assignment |
| <b>Logistics</b>                 | Crew level agency purchasing authority                                                                                                  | No purchasing authority                                                                       | No purchasing authority                                                                   |
| <b>Maximum Weight</b>            | 5300 lbs                                                                                                                                |                                                                                               |                                                                                           |
| <b>Dispatch Availability</b>     | Available nationally                                                                                                                    | Available nationally                                                                          | Variable                                                                                  |
| <b>Production Factor</b>         | 1.0                                                                                                                                     | .8                                                                                            | .8                                                                                        |
| <b>Transportation</b>            | Own transportation                                                                                                                      | Transportation needed                                                                         | Transportation needed                                                                     |
| <b>Tools &amp; Equipment</b>     | Fully 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>                       | All standard designated fireline PPE                                                                                                    |                                                                                               |                                                                                           |
| <b>Certification</b>             | Must be annually certified by the local host unit Agency Administrator or designee prior to being made available for assignment.        | N/A                                                                                           | N/A                                                                                       |

- 2 • **BLM-** for additional standards and certification requirements, refer to  
3 Chapter 2.

4  
5

**Wildland Fire Modules**

1

2

3 Information on wildland fire modules can be found at:

4

4 <http://www.nwccg.gov/pms/pubs/pubs317/PMS-317.pdf>.

5

5 • **NPS-** *The primary mission and priority of the modules is to provide skilled and mobile personnel to assist with planning, preparation, implementation, and monitoring of fuels treatment activities. A secondary priority for the modules is to support management actions for wildfires that are being managed for resource objectives or for wildfires that are being managed with less than full suppression strategies, in the areas of planning, fire behavior monitoring, ignition, and holding.*

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12 • **NPS-** *As an interagency resource, the modules are available nationally throughout the fire season. Each module is comprised of a module leader, assistant leader and three to eight module members. Modules are coordinated regionally and mobilized/demobilized through established ordering channels through the GACCs.*

13

14

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16

17

**Agency Certified Positions**

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19

20 As a supplement to the qualifications system, certain agencies have identified  
21 the additional positions of Prescribed Fire Burn Boss 3 (RXB3) - see Chapter  
22 17; Engine Operator (ENOP) - see Chapter 2; and Chainsaw Operators and  
23 Fallers listed below.

24

24 • **FWS -** *See the Fire Management Handbook for agency specific position information.*

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26 • **BLM-** *Personnel hired by the BLM must meet requirements established in the position description. If the position description requires Incident Command System qualifications, only qualifications and minimum requirements specified in the NWCG Wildland Fire Qualifications Systems Guide, PMS 310-1 will be applied as selective factors and/or screen-out questions. To avoid reducing candidate pools, BLM-specific requirements that are supplemental to the PMS 310-1 may not be used as selective placement factors/screen-out questions. Supplemental BLM-specific training or qualification requirements may only be used as selective factors and/or screen-out questions when requested and justified by the selecting official, and approved by human resources. Impacts to the candidate pool must be addressed in the justification. As with all other BLM or DOI-specific training/experience requirements (e.g. Do What's Right training, purchase card training) that newly hired employees from other agencies may not have, the supervisor and IQCS certifying official are responsible for reconciling that employee's training and IQCS record after the employee has entered on duty. This may be accomplished by providing additional training/experience or by manually awarding competencies as per established IQCS protocol*

**1 Chainsaw Operators and Fallers**

2 The agencies have established the following minimum qualification and  
3 certification process for Chainsaw Operators (Incident Qualification Card  
4 certified as Faller A):

- 5 • Agency employees who are chainsaw operators and fallers must be  
6 minimally qualified as a FFT2 and meet the arduous fitness standards.
- 7 • Successful completion of S-212, including the field exercise, or those  
8 portions of S-212 appropriate for Faller A duties;
- 9 • Agency Administrator (or delegate) certification of qualifications after  
10 verification that training is successfully completed;
- 11 • Documentation must be maintained for individuals;
- 12 • The individual tasks required for completion of the “A” Task Book and the  
13 final evaluation for the “A” level saw operators must be verified or signed  
14 by a qualified “B” or “C” level saw operator;
- 15 • The individual tasks required for completion of the “B” Task Book must be  
16 evaluated by a qualified “B” or “C” level operator. The Final Evaluator  
17 Verification for “B” level operators must be signed by a “C” level saw  
18 operator;
- 19 • The individual tasks required for completion of the “C” Task Book must be  
20 evaluated by a qualified “C” level operator. The Final Evaluator  
21 Verification for “C” level operators must be signed by a state approved “C”  
22 level evaluator;
- 23 • Each of the states/regions will certify and maintain a list of their current “C”  
24 class saw operators who they approve to be “C” class evaluators;
- 25 • The certification of “C” class evaluators will remain the responsibility of  
26 the Agency Administrator or delegate; and
- 27 • All fire related (Incident Qualification Carded) saw operation qualifications  
28 are maintained through the IQCS system and will have a currency of five  
29 years.
- 30 • **BLM/NPS/FWS - Position task book found at:**  
31 *<http://www.nwccg.gov/pms/taskbook-agency/index.htm>*
- 32 • **FWS - See the Fire Management Handbook for additional direction.**  
33 *Information regarding FWS required annual chainsaw refresher can be*  
34 *found at: <http://sharepoint.fws.net/Programs/nifc/operations/default.aspx>.*
- 35 • **FS - FS direction can be found in FSH 5109.17 and FSH 6709.11.**
- 36 • **NPS/FWS - Exceptions to the above policy are:**
  - 37 ○ *Size classes used in the Faller A, Faller B, and Faller C Position Task*  
38 *Book are guidelines and are not the determining factor in the*  
39 *complexity of a tree felling operation. The size classes are to be used as*  
40 *an evaluation tool during trainee evaluation. Chainsaw operators are*  
41 *expected to conduct a thorough size up of each individual tree and*  
42 *determine the extent of qualification required to safely perform a*  
43 *felling operation;*



- 1      ○ *The individual tasks required for completion of the “B” Task Book and*
- 2      *the final evaluation for the Class “B” saw operations must be verified*
- 3      *by a qualified Class “B” or “C” saw operator; and*
- 4      ○ *The individual tasks required for completion of the “C” Task Book*
- 5      *must be verified by a qualified “C” level operator.*
- 6      ○ ***NPS Only-*** *Final evaluation of “C” level operators must be completed*
- 7      *by a regionally-approved “C” level evaluator.*

## Chapter 14 Firefighting Equipment

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### **Introduction**

The agency wildland fire program equipment resources include engines, dozers, water tenders, and other motorized equipment for fire operations.

### **Policy**

Each state/region will comply with established standards for training, equipment, communications, organization, and operating procedures required to effectively perform arduous duties in multi-agency environments and various geographic areas.

Approved foam concentrate may be used to improve the efficiency of water, except near waterways where accidental spillage or over spray of the chemical could be harmful to the aquatic ecosystem, or other identified resource concerns.

### **Firefighting Engine/Water Tender Common Standards**

#### **Driving Standard**

Refer to driving standards in Chapter 07.

#### **Engine/Tactical Water Tender Water Reserve**

Engine/Tactical Water Tender Operators will maintain at least 10 percent of the pumpable capacity of the water tank for emergency engine protection and drafting.

#### **Chocks**

At least one set of wheel chocks will be carried on each engine/water tender and will be properly utilized whenever the engine is parked or left unattended. This includes engine/water tender operation in a stationary mode without a driver “in place”.

#### **Fire Extinguisher**

All engines/water tenders will have at least one 5 lb. ABC rated (minimum) fire extinguisher, either in full view or in a clearly marked compartment.

#### **Nonskid Surfaces**

All surfaces will comply with National Fire Protection Association (NFPA) 1906 Standard for Wildland Fire Apparatus requirements.

**1 First Aid Kit**

2 Each engine/water tender shall carry, in a clearly marked compartment, a fully  
3 equipped 10-person first aid kit.

4

**5 Gross Vehicle Weight (GVW)**

6 Each engine and water tender will have an annually certified weight slip in the  
7 vehicle at all times. Weight slip will show individual axle weights and total  
8 GVW. Operators of engines and water tenders must ensure that the maximum  
9 certified gross vehicle and axle weight ratings are never exceeded, including  
10 gear, personnel, and fuel. The NFPA 1906 standard of 250 pounds per seat  
11 position for each person and their personal gear will be used to calculate the  
12 loaded weight.

- 13 • *FS - Refer to FSH 7109.19, Chapter 30 for calculation of Rough Road*  
14 *Factor reduction for driving on rough or unsurfaced roads.*
- 15 • *NPS - A copy of the annual certified weight slip must be sent to the Fire*  
16 *Equipment and Facilities Specialist at the FMPC in Boise prior to the*  
17 *vehicle being put into service each season.*

18

**19 Speed Limits**

20 Posted speed limits will not be exceeded.

21

**22 Lighting**

23 Headlights and taillights shall be illuminated at all times while the vehicle is in  
24 motion. All new orders for fire engine apparatus will include an overhead  
25 lighting package in accordance with agency standards. Lighting packages will  
26 meet NFPA 1906 standards at the time of manufacture. Engines currently in  
27 service may be equipped with overhead lighting packages. A red, white, and  
28 amber combination is the accepted color scheme for fire. Lighting packages  
29 containing blue lights are reserved for law enforcement and are not allowed on  
30 fire vehicles.

31

**32 Emergency Light Use**

33 Emergency lighting will be used only during on site wildland fire operations or  
34 to mitigate serious safety hazards. Overhead lighting and other emergency  
35 lighting must meet state code requirements, and will be illuminated whenever  
36 the visibility is reduced to less than 300 feet.

- 37 • *DOI- See agency chapters or policy for specific guidance.*
- 38 • *FS- See FSM 5120 and 5130 for red lights and siren policy.*

39

**40 Fire Engine Maintenance Procedure and Record**

41 Apparatus safety and operational inspections will be accomplished either on a  
42 post-fire or daily basis. Offices are required to document these inspections.  
43 Periodic maintenance (as required by the manufacturer) shall be performed at  
44 the intervals recommended and properly documented. All annual inspections

1 will include a pump performance test to ensure the pump/plumbing system is  
 2 operating at desired specifications (pressure and gallons per minute).

3

4 **Firefighting Engines**

5

6 **Operational Procedures**

7 All engines will be equipped, operated, and maintained within guidelines  
 8 established by the Department of Transportation (DOT), regional/state/local  
 9 operating plans, and procedures outlined in *BLM Manual H-9216, Fire*  
 10 *Equipment and Supply Management*, or agency equivalent. All personnel  
 11 assigned to agency fire engines will meet all gear weight, cube, and manifest  
 12 requirements specified in the *National Mobilization Guide*.

13

14 **Engine Typing**

15 Engine typing and respective standards have been established by NWCG.

16

| Engine Type                 |                   |      |                  |     |        |        |        |
|-----------------------------|-------------------|------|------------------|-----|--------|--------|--------|
| Components                  | Structure Engines |      | Wildland Engines |     |        |        |        |
|                             | 1                 | 2    | 3                | 4   | 5      | 6      | 7      |
| Tank Minimum Capacity (gal) | 300               | 300  | 500              | 750 | 400    | 150    | 50     |
| Pump Minimum Flow (gpm)     | 1000              | 500  | 150              | 50  | 50     | 50     | 10     |
| @ Rated Pressure (psi)      | 150               | 150  | 250              | 100 | 100    | 100    | 100    |
| Hose 2 1/2"                 | 1200              | 1000 | -                | -   | -      | -      | -      |
| 1 1/2"                      | 500               | 500  | 1000             | 300 | 300    | 300    | -      |
| 1"                          | -                 | -    | 500              | 300 | 300    | 300    | 200    |
| Ladders per NFPA 1901       | Yes               | Yes  | -                | -   | -      | -      | -      |
| Master Stream 500 gpm Min.  | Yes               | -    | -                | -   | -      | -      | -      |
| Pump and Roll               | -                 | -    | Yes              | Yes | Yes    | Yes    | Yes    |
| Maximum GVWR (lbs)          | -                 | -    | -                | -   | 26,000 | 19,500 | 14,000 |
| Personnel (NWCG min.)       | 4                 | 3    | 3                | 2   | 2      | 2      | 2      |

17 • *FS - See <http://www.fs.fed.us/fire/equipment/engine-models/models.html> for*  
 18 *description of Forest Service national engine standards.*

19

20

1 **Fire Engine Staffing**

2 For Type 4,5,6, and 7 engines, minimum staffing is two individuals, including  
 3 an Engine Boss.

4

5 For Type 3 engines, minimum staffing is three individuals, including an Engine  
 6 Boss.

- 7 • **BLM** - For BLM engine staffing requirements, see Chapter 2.
- 8 • **FWS** - Minimum staffing for Type 6 and 7 engines (on Refuge lands) is one  
 9 ENOP and one FFT2. A minimum of one ICT5 must be available on the  
 10 engine crew.
- 11 • **NPS** - For NPS engine staffing requirements see Chapter 3.
- 12 • **FS** - A Single Resource Boss may supervise a Type 6 or 7 engine.

13

14 **Engine Inventories**

15 An inventory of supplies and equipment carried on each vehicle is required to  
 16 maintain accountability and to obtain replacement items lost or damaged on  
 17 incidents. The standard inventory for engines is found in Appendix M.

18

19 **Water Tenders**

20

21 **Water Tender Typing**

22 Water tender typing and respective standards have been established by NWCG.

23

| Requirements            | Water Tender Type |      |      |          |      |
|-------------------------|-------------------|------|------|----------|------|
|                         | Support           |      |      | Tactical |      |
|                         | S1                | S2   | S3   | T1       | T2   |
| Tank Capacity (gal)     | 4000              | 2500 | 1000 | 2000     | 1000 |
| Pump Minimum Flow (gpm) | 300               | 200  | 200  | 250      | 250  |
| @Rated Pressure (psi)   | 50                | 50   | 50   | 150      | 150  |
| Max. Refill Time (mins) | 30                | 20   | 15   | -        | -    |
| Pump and Roll           | -                 | -    | -    | Yes      | Yes  |
| Personnel (min)         | 1                 | 1    | 1    | 2        | 2    |

24

25

26

27

28

**1 Water Tender Staffing Standards****2 • Water Tender (Non-Tactical)**

- 3 ○ **Qualifications:** CDL (tank endorsement).
- 4 ○ **Staffing:** A water tender (non-tactical) may be staffed with a crew of
- 5 one driver/operator when it is used in a support role as a fire engine
- 6 refill unit or for dust abatement. These operators do not have to pass
- 7 the Work Capacity Test (WCT) but are required to take annual
- 8 refresher training.

**9 • Water Tender (Tactical)**

10 Tactical use is defined as “direct fire suppression missions such as pumping  
11 hoselays, live reel use, running attack, and use of spray bars and monitors to  
12 suppress fires”.

**13 ○ Qualifications:**

14 ■ *BLM/FWS- ENOP, CDL (tank endorsement)*

15 ■ *FS- FFT1, CDL*

**16 ○ Staffing:** Tactical water tenders will carry a minimum crew of two:

17 ■ *BLM/FWS- One ENOP and One FFT2*

18 ■ *FS- One FFT1 and One FFT1/FFT2 firefighter*

19

**20 Dozers/Tractor Plows**

21

**22 Dozer/Tractor Plow Training and Qualifications**

23 Agency personnel assigned as dozer/tractor plow operators will meet the  
24 training standards for a Firefighter 2 (FFT2). This includes all safety and annual  
25 refresher training. While on fire assignments, all operators and support crew  
26 will meet PPE requirements including the use of aramid fiber clothing, hard  
27 hats, fire shelters, boots, etc.

28

**29 Dozer/Tractor Plow Physical Fitness Standards**

30 • *BLM/NPS - All employee dozer/tractor plow operators will meet the WCT*  
31 *requirements at the Moderate level before accepting fire assignments.*

32 • *FWS - See the Fire Management Handbook*

33 • *FS - FS dozer operators refer to FSM 5134.32.*

34

**35 Dozer/Tractor Plow Operational Procedures**

36 • Agency owned and operated dozer/tractor plows will be equipped with  
37 programmable two-way radios, configured to allow the operator to monitor  
38 radio traffic.

39 • Agency and contract dozer/tractor plows will have agency supplied  
40 supervision when assigned to any suppression operations.

41 • Contract dozers must be provided with radio communications, either  
42 through a qualified Heavy Equipment Boss (HEQB) or an agency-supplied  
43 radio. Contract dozer/tractor plows will meet the specifications identified in  
44 their agreement/contract.

- 1 • Operators of dozer/tractor plows and transport equipment will meet DOT  
2 certifications and requirements regarding the use and movement of heavy  
3 equipment, including driving limitations, CDL requirements, and pilot car  
4 use.

#### 6 **All Terrain Vehicles (ATV)/Utility-Terrain Vehicles (UTV)**

7  
8 The operation of ATV/UTVs can be high risk. The use of ATV/UTVs should  
9 be evaluated to ensure that use is essential to accomplish the mission, rather than  
10 for convenience.

- 11 • **BLM-** *After October 1, 2013, all industrial use OHV operations in BLM fire*  
12 *operations will be conducted exclusively on UTVs. No ATVs will be used*  
13 *for industrial use OHV operations.*

14 Because of the high risk nature, agencies have developed specific operational  
15 policy (refer to current agency policy). Common policy requirements for  
16 wildland fire operations are highlighted below:

- 17 • A JHA/RA must be completed and approved by the supervisor prior to  
18 vehicle operation;
- 19 • All personnel authorized to operate an ATV/UTV must first complete  
20 agency specific or manufacturer-provided training in safe operating  
21 procedures and appropriate PPE;
- 22 • Re-evaluation/Re-certification - Operators shall be re-evaluated every three  
23 years. Infrequent users (less than 16 hours of riding a year) shall have a  
24 check ride prior to scheduled use of an ATV/UTV;
- 25 • Specific authorization for ATV/UTV use is required -- all ATV/UTV  
26 operations must hold a valid Motor Vehicle Operator's Identification Card,  
27 OF-346 or agency equivalent;
- 28 ○ **DOI-** *Upon completion of agency-specific ATV/UTV training and*  
29 *operator certification requirements, All-Terrain Vehicle Operator*  
30 *(ATVO) will be placed on the employee's Incident Qualification and*  
31 *Certification (IQCS) Card (Red Card). IQCS Certifying Officials are*  
32 *responsible for verifying that ATV/UTV operator qualifications are*  
33 *current, and that the ATVO qualification is removed from the Red Card*  
34 *if agency-specific training, certification, or currency requirements*  
35 *lapse.*
- 36 ○ **NPS-** *All Off-Highway Vehicle (OHV) operators (including ATV/UTV)*  
37 *must hold a valid state Motor Vehicle Operator's Permit. Operating*  
38 *restrictions identified on the operator's permit must be adhered to*  
39 *while operating an OHV (e.g., use of corrective lenses, etc.). NPS ATV*  
40 *operators must be qualified at either the Basic or Advanced Level as*  
41 *described in RM-50B depending on the hazard potential of the*  
42 *operation. All ATV operators shall be provided refresher training each*  
43 *year in accordance with a JHA and reevaluated by an ASI Certified*  
44 *Trainer every 3 years. The reevaluation shall be documented. RM-*

- 1           50B, Appendix B (ATV Operator Accountability/Certification Tracking  
2           Record) may be used to document the reevaluation. Further  
3           information on ATV/UTV use is found in RM-50B.
- 4 ● ATVs can only have a single rider – passengers are prohibited even if ATV  
5 is designed for two riders;
  - 6 ● UTVs passengers are limited to the number of seats installed by  
7 manufacturer. The operator and passenger(s) must use seatbelts while the  
8 vehicle is in motion;
  - 9 ● Operators must use required PPE while loading/unloading ATV/UTV;
  - 10 ● Cargo loads shall be loaded and secured as to not affect the vehicle’s center  
11 of gravity, and shall not exceed manufacturer’s recommendations for  
12 maximum carrying capacity; and
  - 13 ● When transporting external fuel containers with a UTV/ATV, a 5 lb class  
14 BC fire extinguisher must be secured to the UTV/ATV.

15  
16 **Required PPE includes:**

17 **ATV Head Protection for Wildland Fire Operations:**

- 18 ● ATV Helmets must be worn at all times during ATV operations (on and off  
19 the fireline); and
- 20 ● ATV Helmets must meet Snell SA2005, SA2010, or DOT certification.
  - 21 ○ A ¾ face model meeting Snell SA2005 or SA2010 certification is  
22 acceptable for use.
  - 23 ○ Use of half “shorty” helmets requires a JHA/RA for fireline use and  
24 must include justification for its use. Refer to MTDC Tech Tip  
25 publication, *A Helmet for ATV Operators with Fireline Duties* (0651-  
26 2350-MTDC).

27  
28 **UTV Head Protection for Wildland Fire Operations:**

- 29 ● Helmets must meet DOT, ANSI Z90.1; or Snell SA2005 or SA2010 unless:
  - 30 ○ UTV is used for low speeds and smooth travel surfaces, administrative  
31 use (e.g., campgrounds, incident base camps) UTV operators are not  
32 required to wear hardhats or helmets; or
  - 33     ■ **FWS**- Refer to 243 FW 6.
  - 34 ○ UTV is equipped with approved Rollover Protection System (ROPS),  
35 and:
    - 36     ■ **BLM** – A comprehensive and properly prepared RA of the specific  
37 conditions demonstrates no more than a medium residual risk  
38 level, then a hard hat meeting NFPA 1977 or ANSI Z 89.1  
39 standards may be worn with chin straps secured in place under  
40 chin.
    - 41     ■ **NPS** - Approved helmets are required for UTV operations that are  
42 rated moderate (amber) or high (red) using the “ORV Risk  
43 Assessment Tool” included in the NPS Off-Highway Vehicle  
44 Policy.



- 1           ▪ **FWS**- A hardhat meeting NFPA 1977 or ANSI Z 89.1 standards may
- 2           be worn with chin straps secured in place.
- 3           ▪ **FS**- UTV Helmet (for fire use) – Helmets must have Snell SA
- 4           certification. Wearing hardhats while driving or riding on a UTV
- 5           is not allowed. Forest Service policy provides no exception to the
- 6           helmet requirement for low speeds, smooth travel surfaces, or
- 7           administrative use (FSH 6709.11, Chapter 10).
- 8

9 Eye protection (goggles, face shield, or safety glasses) based upon JHA/RA.

- 10          ○ Eye protection is not required for a UTV equipped with an original
- 11          manufacturer windshield that protects the face from branches, flying
- 12          debris, etc., unless otherwise required by an associated industrial use
- 13          activity or JHA/RA.
- 14

15 If operating ATV/UTV on the fireline, the following are required:

- 16          ○ Leather or leather/flame resistant combination gloves. Flight gloves
- 17          are not approved for fireline use;
- 18          ○ Yellow flame resistant shirt;
- 19          ○ Flame resistant trousers;
- 20          ○ Wildland fire boots; and
- 21          ○ Appropriate head protection as described above
- 22                  ▪ **FS**- Shirt, trousers, and gloves used by USFS personnel must meet
- 23                  Forest Service specification 5100-91(shirt), 5100-92 (trousers),
- 24                  and 6170-5 (gloves) or be certified to the National Fire Protection
- 25                  Association (NFPA) 1977, Standard on Protective Clothing and
- 26                  Equipment for Wildland Fire Fighting.
- 27

28 ATV/UTV operator shall carry a personal communication device (e.g. two-way

29 radio, cellular phone, or satellite phone).

30 All other ATV/UTV specific guidance is found in the respective agency's

31 policy:

- 32          ○ **BLM** - Refer to BLM Manual 1112-1, Chapter 27 Off-Highway
- 33          Vehicles.[http://web.blm.gov/portal/employeeresources/allemployees/saf](http://web.blm.gov/portal/employeeresources/allemployees/safety/policy.php)
- 34          [ety/policy.php](http://web.blm.gov/portal/employeeresources/allemployees/safety/policy.php)
- 35          ○ **FWS** - Refer to 243 FW 6.
- 36          ○ **NPS** - Refer to Reference Manual 50B Occupational Health and Safety,
- 37          Section 6.1 Off-Highway Vehicle Safety
- 38          <http://www.nps.gov/policy/RM50Bdoclist.htm>
- 39

#### 40 **Vehicle Cleaning/Noxious Weed Prevention**

41

42 Refer to Chapter 11 for guidance on minimizing potential transmission of

43 invasive species.

44

45

**1 Incident Remote Automated Weather Stations**

2  
3 Incident Remote Automated Weather Stations (IRAWS – NFES 5869) are  
4 readily deployable, portable weather stations that may be utilized in unprepared  
5 locations to monitor local weather conditions. IRAWS are intended for use on  
6 or near the fireline or at other all-risk incidents, and are installed and operated as  
7 desired by Fire Behavior Analysts (FBAN) and/or Incident Meteorologists  
8 (IMET) to record and distribute real time weather data.

9  
10 National resource IRAWS systems are cached at the National Interagency Fire  
11 Center (NIFC) and may be ordered through standard equipment resource  
12 ordering systems. Following release from an incident, these stations must be  
13 returned to the Remote Sensing/Fire Weather Support Unit (RSFWSU) at NIFC  
14 for maintenance, recalibration, and redeployment.

**15 Aerial Ignition Devices**

16  
17  
18 Information on types of aerial ignition devices, operational guidelines, and  
19 personnel qualifications may be found in the *Interagency Aerial Ignition Guide*.

**20 Ground Ignition Devices and Transporting/Dispensing Fuel**

21  
22  
23 For ground ignition devices: Follow the *Interagency Ground Ignition Guide*  
24 (PMS 443) for operational guidelines, personnel qualifications, and equipment  
25 selection.

26  
27 For transporting and dispensing fuel: Follow the *Interagency Transportation*  
28 *Guide for Gasoline, Mixed Gas, Drip-Torch Fuel, and Diesel* (PMS 442). These  
29 guides are posted at <http://www.nwccg.gov/pms/pubs/pubs.htm>.

- 30 • *FS - direction is found in FSH 5109.32a and 6709.11.*

## Chapter 15 Communications

### Policy

Agency specific policies for radio communications may be found in:

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

### Dispatch Recording Devices

Recording of phone calls without all party's prior knowledge and consent is not permitted. Recording of radio traffic is appropriate.

- **BLM** – *Radio recording devices will be used by BLM dispatch offices or any interagency office dispatching BLM resources.*

### Cellular/Satellite Phone Communications

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

- **BLM/FWS/NPS**- *Employees, volunteers, and contractors (for BLM, this includes co-operators) are prohibited from using any mobile voice/data communication or electronic data retrieval device while operating a government owned, leased, or rented vehicle or while operating a personally-owned vehicle for official government business, and are further prohibited from using any government-owned mobile communication or data retrieval device while operating a personally-owned vehicle. Government purchased two-way radios are exempt from this requirement. The use of any of these devices during an emergency situation (immediate threat to life) is limited to the extent necessary to convey vital information. When there is a passenger in the vehicle and the vehicle is in motion, the passenger shall manage communications to prevent driver distraction.*
- **FS**- *Drivers shall not engage in cellular phone or mobile radio communications while the vehicle is in motion unless actively engaged in an emergency such as wildland firefighting. During non-emergency situations, the driver shall identify a safe location to stop the vehicle and then engage in cellular phone or mobile radio communications. These restrictions apply whether or not hands-free technology is available.*

**1 Radio Communications**

2

3 Radio communications provide for the flow of tactical information needed for  
4 the command/control of personnel and resources.

- 5 • **BLM/FWS-** *To ensure safe and efficient suppression operations, all*  
6 *BLM/FWS fire resources will use a standard GPS datum and*  
7 *latitude/longitude (coordinate) format when communicating GPS*  
8 *references. The standard datum is WGS84, and the standard coordinate*  
9 *format is Degrees Decimal Minutes (DDM). For other activities (e.g.*  
10 *mapping, fire reporting, planning), agency standards will apply.*

11

**12 Radio Contracts**

13

14 Radios used for fire and aviation activities must be approved by the National  
15 Interagency Incident Communication Division (NIICD). Information on  
16 contracts, software, hardware requirements and approved radios is available at:  
17 <http://www/nifc.gov/NIICD/documents.html>, or contact your agency  
18 Telecommunications Department or the National Interagency Fire Center  
19 Communications Duty Officer (NIFC CDO) at (208) 387-5644.

- 20 • **BLM -** *For information on BLM contracts, software, and hardware*  
21 *requirements and approved radios, contact the Branch of Radio Operations*  
22 *(FA-350) at (208) 387-5830.*

23

**24 Radio Frequency Management**

25

26 FM frequencies are authorized and assigned by the designated Washington  
27 Office frequency manager and managed by the state and local Communications  
28 Officers. Frequencies shall not be used without express permission from the  
29 local, state, regional, or national level designated frequency management  
30 personnel.

31

**32 Daily Operational Frequency Management**

33 Frequency assignments for normal daily and initial attack operations are made  
34 on a permanent basis and are requested through the normal Radio Frequency  
35 Authorization process from the local, state, regional or national level designated  
36 frequency management personnel.

37

38 Air operations initial attack frequencies, both AM and FM, will be assigned by  
39 the NIFC CDO. These assignments will be on an interagency basis and  
40 coordinated with the Geographic Area Coordination Centers (GACCs).

41

**42 Mutual Aid Frequency Management**

43 Mutual aid frequency sharing agreements can be made at the local level.  
44 However, mutual-aid frequency sharing agreements are only valid in the specific

1 location where they originated. These agreements do not authorize the use of a  
2 shared frequency other than in the specified local area.

3

4 NIFC national fire frequencies are not to be used for these agreements. The  
5 only exception may occur when an agency holds a National  
6 Telecommunications Information Agency (NTIA) Radio Frequency  
7 Authorization (RFA) for a frequency that is included in the NIFC Channeling  
8 Plan. If this occurs, notification and coordination with the NIFC CDO is  
9 requested.

10

#### 11 **Incident Frequency Management**

12 National level coordination and assignments of incident frequencies is the  
13 responsibility of the National Interagency Incident Communications Division  
14 (NIICD) and is managed by the NIFC CDO.

15

16 When communications requirements exceed normal operations, the NIFC CDO  
17 may request that GACCs assign a Communication Coordinator (COMC) to  
18 facilitate geographic area frequency management. Additional information may  
19 be found in the *National Interagency Mobilization Guide*.

- 20 • Frequencies for Type 1 and 2 incidents are assigned by the NIFC CDO and  
21 are managed by a qualified Communications Unit Leader (COML). The  
22 COML will request, assign, and report all frequencies used on the incident  
23 to the NIFC CDO/COMC. This will include the request and assignment of  
24 all aircraft frequencies. Frequency use will be documented on the ICS-205  
25 Incident Radio Communications Plan and on ICS-220 Air Operation  
26 Summary forms. These completed forms will be made available to incident  
27 personnel.
- 28 • Type 3 incidents, or other incidents that do not have an assigned COML,  
29 will coordinate and request all frequency and communication equipment  
30 needs through the COMC and/or the NIFC CDO.

31

32 If additional frequencies are required, the COML will order them through the  
33 established ordering process.

34

35 Additional frequencies for any operation may be available on a temporary basis,  
36 and may be requested by the NIFC CDO from the Washington Office Spectrum  
37 managers when:

- 38 • The NIICD national frequencies are all committed within a specific  
39 geographic area;
- 40 • New incidents within a specific complex create a need for additional  
41 frequencies;
- 42 • The fire danger rating is extreme and the potential for additional new  
43 incidents is high; and/or
- 44 • When there is frequency congestion due to significant numbers of incidents  
45 in close proximity.

46

**1 Aviation Operations Frequency Management**

- 2 • Air to Air initial attack –AM frequencies are assigned yearly to the GACC's  
3 by the NIFC CDO in coordination with the Federal Aviation Administration  
4 (FAA). Once assigned, management of those frequencies is the  
5 responsibility of the GACC and may be allocated to zones. Frequencies  
6 allocated to zones for initial attack are not to be dedicated for project fire  
7 use. If additional frequencies are required, they must be requested from and  
8 assigned by the NIFC CDO.
- 9 • Air to Ground –FM frequencies will be assigned and coordinated by the  
10 NIFC CDO and agency frequency managers.

11  
12 Both AM and FM aviation frequency assignments will be used on an  
13 interagency basis and a master record of these assignments is maintained by the  
14 NIFC CDO. Updated frequency information is coordinated annually with the  
15 GACC's.

**17 Pre-assigned National Frequencies****19 National Air Guard Frequency (168.6250 MHz)**

20 A National Interagency Air Guard frequency for aircraft will be used for  
21 emergency aviation communications. Continuous monitoring of this frequency  
22 in narrowband mode is mandatory by agency dispatch centers. Transmission on  
23 this frequency must include the Continuous Tone Coded Squelch System  
24 (CTCSS) tone of 110.9 Hz.

25  
26 This frequency, 168.6250 MHz is restricted to the following use:

- 27 • Air-to-air emergency contact and coordination;  
28 • Ground-to-air emergency contact; and  
29 • Initial call, recall, and re-direction of aircraft when no other contact  
30 frequency is available.

**32 National Flight Following Frequency (168.6500 MHz)**

33 The National Flight Following Frequency is used to monitor interagency and  
34 contract aircraft. This frequency is used for flight following and official aircraft  
35 flying point to point; it is not to be used during mission flights or incident  
36 operations.

37  
38 All dispatch centers/offices will monitor the national flight following frequency  
39 at all times. A CTCSS tone of 110.9 must be placed on the transmitter and  
40 receiver of the National Flight Following frequency.

41  
42 This frequency 168.6500 MHz is restricted to the following use:

- 43 • Flight following, dispatch, and/or re-direction of aircraft;  
44 • Air-to-ground and ground-to-air administrative traffic; and

- 1 • Not authorized for ground-to-ground traffic.

2

3 **National Interagency Air Tactics Frequencies (166.6750 MHz, 167.9500**  
4 **MHz, 169.1500 MHz, 169.2000 MHz, 170.0000 MHz)**

5 These frequencies are used to support air-to-air or ground-to-air  
6 communications on incidents west of the 95th meridian. These frequencies shall  
7 be used for air-to-air and ground-to-air communications only. They are not for  
8 use as ground tactical operational frequencies.

9

10 Transmitter power output of radios installed in aircraft utilizing these  
11 frequencies shall be limited to 10 watts. Use of these frequencies in base  
12 stations and repeaters is prohibited.

13

14 These frequencies will be assigned by the NIFC CDO or in coordination with  
15 the local unit if a NTIA-RFA is in effect.

16

17 **National Interagency Airtanker Base Frequency (123.9750 MHz)**

18 This frequency is assigned by the FAA to all airtanker bases (unless otherwise  
19 notified) for exclusive use. Use of this frequency is restricted to a radius of 40  
20 nautical miles and 10,000 feet MSL from the coordinates of the airtanker base.  
21 No other use is authorized.

22

23 **Smokejumper and Rappel/RADS Air to Ground Frequency (168.550 MHz)**

24 BLM and USFS Smokejumpers have been granted exclusive use of primary  
25 National Air to Ground tactical frequency 168.550.

26

27 This frequency is also granted for use, with a separate transmit and receive tone,  
28 as a secondary/backup frequency for the BLM and USFS Rappel/Rope Assisted  
29 Delivery System (RADS) aerial delivery operations if the local air to ground  
30 tactical frequency is being used for initial attack operations and use of that local  
31 frequency could cause interference issues.

32

33 Use of this frequency for other than the delivery of aerial firefighters is  
34 prohibited. This frequency must be toned (CTCSS, transmit and receive) for  
35 Smokejumper and Rappel/RADS crews to ensure that interference issues are  
36 avoided. Smokejumpers will use tone 123.0 and Rappel/RADS crews will use  
37 tone 110.9.

38

39 **Government-wide Area Common User Frequencies (163.1000 MHz,**  
40 **168.3500 MHz)**

41 These frequencies are used on a non-interference basis and are not exclusive to  
42 any user. These frequencies are not to be used for air-to-ground operations and  
43 are prohibited by DOI and USDA from use as a frequency during operations  
44 involving the protection of life and property.

- 45 • **NOTE:** When traveling between incidents, be sure to monitor for incident  
46 radio traffic in the area before using these frequencies.

- 1 **National Interagency Fire Tactical Frequencies( 168.0500 MHz, 168.200**  
2 **MHz, 168.6000 MHz, 168.2500 MHz, 166.7250 MHz, 166.7750 MHz)**  
3 These frequencies are used to support ground tactical operations (line of sight)  
4 on incidents.  
5  
6 They are not authorized for:  
7 • Air to air communications;  
8 • Air to ground communications;  
9 • Mobile radios with more than 5 watts output power;  
10 • Base stations; or  
11 • Repeater frequencies.  
12  
13 Use of these frequencies will be coordinated between the COML and the NIFC  
14 CDO/COMC. Power output is limited to 5 watts or less.  
15

### 16 **Incident Radio Support**

- 17  
18 All National Incident Radio Support Cache (NIRSC) communications  
19 equipment will be returned to NIRSC at NIFC immediately after the incident is  
20 turned over to the jurisdictional agency.  
21  
22 No cache communications equipment shall be moved from one incident to  
23 another without being first returned to NIRSC for refurbishment. Unused and  
24 red-sealed equipment may be moved, but only upon approval of the NIFC CDO  
25 or COMC.  
26

### 27 **Military Communications on an Incident**

- 28  
29 Military units assigned to an incident are assigned radios approved for use on  
30 incidents. Each battalion is typically assigned 80 handheld radios. Sixteen of  
31 these radios are used by military crew liaisons. Intercrew communications  
32 within a military unit is provided by the military on their radios using their  
33 frequencies. All frequency assignments at the incident will be made by the  
34 COML in accordance with the ICS-205.  
35  
36 Some military units have aviation VHF-FM radios compatible with civilian  
37 systems. Other units must be provided VHF-FM radios prior to dispatch to an  
38 incident. Wiring harnesses and radios will be resource ordered by the incident.  
39 The resource order will include a request for qualified personnel from NIICD to  
40 perform the installation of the equipment. Equipment will not be sent without  
41 qualified personnel to install it.



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## Chapter 16 Aviation Operations and Resources

### **Purpose and Scope**

Aviation resources are one of a number of tools available to accomplish fire related land management objectives.

Aviation use must be prioritized based on management objectives and probability of success.

The effect of aviation resources on a fire is directly proportional to the speed at which the resource(s) can initially engage the fire, the effective capacity of the aircraft, and the deployment of ground resources.

These factors are magnified by flexibility in prioritization, mobility, positioning, and utilization of the versatility of many types of aircraft.

Risk management is a necessary requirement for the use of any aviation resource. The risk management process must include risk to ground resources, and the risk of not performing the mission, as well as the risk to the aircrew.

### **Organizational Responsibilities**

#### **National Office**

##### **Department of Interior (DOI)**

##### **Office of Aviation Services (OAS)**

The Office of Aviation Services (OAS) is responsible for the coordination of aviation policy development and maintenance management within the agencies of the Department of the Interior (DOI). OAS has no operational responsibility. OAS provides aviation safety program oversight, accident investigation, and inspection/approval of aircraft and pilots for DOI agencies.

##### **Bureau of Land Management (BLM)**

National Aviation Office (NAO) - NAO develops BLM policy, procedures, and standards. It also maintains functional oversight, and facilitates interagency coordination for all aviation activities. The principal goals are safety and cost-effectiveness. The NAO supports BLM aviation activities and missions. This includes fire suppression, through strategic program guidance, managing aviation programs of national scope, coordination with OAS, and interagency partners. The Fire and Aviation Directorate has the responsibility and authority, after consultation with State Fire Management Officers, for funding and acquisition of all fire aircraft, prioritizing the allocation of BLM aircraft on a Bureau wide basis, and approving State Office requests to acquire supplemental

1 aircraft resources. Refer to *BLM National Aviation Plan and Manual 9400* for  
2 aviation policy and guides. (Refer to 112 DM 12 for a list of responsibilities.)

3

#### 4 **Forest Service (FS)**

5 The FS has responsibility for all aspects of its aviation program, including  
6 aviation policy development, aircraft acquisition, and maintenance management.  
7 In addition, the FS has operational responsibility including development of  
8 aviation procedures and standards, as well as functional oversight of aviation  
9 assets and facilities, accident investigation, and aircraft and pilot inspection.

10

11 The Assistant Director (AD), Aviation, is responsible to the Director of Fire and  
12 Aviation Management for the management and supervision of the National  
13 Headquarters Office in Washington DC, and the detached Aviation Unit in  
14 Boise. The AD, Aviation provides leadership, support and coordination for  
15 national and regional aviation programs and operations. (Refer to FSM 5704.22  
16 for list of responsibilities.)

17

18 The Branch Chief, Aviation Operations reports to the AD, Aviation, and is  
19 responsible for national aviation operational management and oversight.

20

21 The Branch Chief, Standardization and QA reports to the AD, Aviation, and is  
22 responsible for standardization and approval of agency and contract pilots.

23

24 The Branch Chief, Airworthiness and QA reports to the AD, Aviation, and is  
25 responsible for national aircraft airworthiness and maintenance program  
26 management and oversight.

27

28 The Branch Chief, Aviation Risk Management reports to the AD, Risk  
29 Management and Training and is responsible for the national aviation safety and  
30 risk management program and oversight.

31

#### 32 **State/Regional Office**

- 33 • *BLM - State FMOs are responsible for providing oversight for aircraft*  
34 *hosted in their state. State FMOs have the authority and responsibility to*  
35 *approve, with National Office concurrence, acquisition of supplemental*  
36 *aircraft resources within their state. State FMOs have the authority to*  
37 *prioritize the allocation, pre-positioning and movement of all aircraft*  
38 *assigned to the BLM within their state. State Offices will coordinate with*  
39 *the National Office on movement of their aircraft outside of their State. A*  
40 *State Aviation Manager (SAM) is located in each state office. SAMs are*  
41 *delegated as the Contracting Officers Representative (COR) for all*  
42 *exclusive use aircraft hosted by their state. SAMs implement aviation*  
43 *program objectives and directives to support the agency mission and state*  
44 *objectives. A state aviation plan is required to outline the state aviation*  
45 *program objectives and to identify state specific policy and procedures.*

- 1 • *NPS/FWS - A Regional Aviation Manager (RAM) is designated for each*  
2 *Region. RAMs implement aviation program objectives and directives to*  
3 *support the agency mission and Region objectives. Several Regions have*  
4 *additional support staff, and/or pilots assigned to support aircraft*  
5 *operations and to provide technical expertise. A Regional aviation*  
6 *operations and management plan is required to outline the Region's*  
7 *aviation program objectives and to identify Region-specific policy and*  
8 *procedures.*
- 9 • *FS - Regional Aviation Officers (RAOs) are responsible for directing and*  
10 *managing Regional aviation programs in accordance with the National and*  
11 *Regional Aviation Management Plans, and applicable agency policy*  
12 *direction. (Refer to FSM 5700 and FSH 5709.16 for list of responsibilities).*  
13 *RAOs report to Director of Fire and Aviation for their specific Region.*  
14 *Regional Aviation Safety Managers (RASMs) are responsible for aviation*  
15 *safety in their respective Regions, and work closely with the RAO to ensure*  
16 *aviation safety is an organizational priority (refer to FSM 5700 and FSH*  
17 *5709.16 for list of responsibilities). Most Regions have additional aviation*  
18 *technical specialists and pilots who help manage and oversee the Regional*  
19 *aviation programs. Most Regions also have Aviation Maintenance*  
20 *Inspectors, Fixed-wing Program Managers, Helicopter Program Managers,*  
21 *Helicopter Operations Specialists, Inspector Pilots, etc.*

22

### 23 **Local Office**

24 Some areas have interagency aviation programs that utilize an Aviation Manager  
25 for multiple units. Duties are similar as other local level managers.

- 26 • *BLM - Unit Aviation Managers (UAMs) serve as the focal point for the*  
27 *Unit Aviation Program by providing technical expertise and management of*  
28 *aviation resources to support Field Office/District programs. Field/District*  
29 *Offices are responsible for hosting, supporting, providing daily*  
30 *management, and dispatching all aircraft assigned to their unit.*  
31 *Field/District Offices have the authority to request additional resources; to*  
32 *establish priorities, and make assignments for all aircraft assigned to the*  
33 *BLM within their unit or zone.*
- 34 • *NPS - Organizational responsibility refer to DO-60, RM-60.*
- 35 • *FS - Unit Aviation Officers (UAOs)/Forest Aviation Officers (FAOs) have*  
36 *the responsibility for aviation activities at the local level, including aviation*  
37 *mission planning, risk management and safety, supervision, and evaluation.*  
38 *UAOs/FAOs assist Line Officers with risk assessment/management and cost*  
39 *analysis. (Refer to FSH 5709.16\_10.42)*

40

### 41 **Aviation Information Resources**

42

43 Aviation reference guides and aids for agency aviation management are listed  
44 for policy, guidance, and specific procedural requirements.

- 45 • *BLM - 9400 Manual Appendix I, National Aviation Plan (NAP) and*  
46 *applicable aviation guides as referenced in the NAP.*

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**16-3**

- 1 • *FWS - Service Manual 330-339, Aviation Management and IHOG.*
- 2 • *NPS - RM-60 Aviation Management Reference Manual and IHOG & IASG.*
- 3 • *FS - FSM 5700, FSH 5709.16 and applicable aviation guides when*
- 4 *approved by Fire Director as referenced in policy.*

5  
6 Safety alerts, operational alerts, instruction memoranda, information bulletins,  
7 incident reports, and other guidance or information are issued as needed.

8  
9 An up-to-date library with aviation policy and procedural references will be  
10 maintained at all permanent aviation bases, dispatch, and aviation management  
11 offices.

### 12 **Aviation Safety**

13  
14  
15 The FS and the BLM have adopted Safety Management Systems (SMS) as the  
16 foundation to our aviation safety program. The four pillars of SMS are Safety  
17 Policy, Safety Risk Management, Safety Assurance, and Safety Promotion.  
18 SMS is the standard for aviation safety set by the International Civil Aviation  
19 Organization (ICAO) and the Federal Aviation Administration (FAA).

20  
21 SMS focuses on:

- 22 • Emphasis on proactive risk management;
- 23 • Promotes a “Just” culture;
- 24 • Addresses systemic safety concerns;
- 25 • Holds the organization accountable;
- 26 • Identifies “What” so we can manage the manageable; and
- 27 • Communicates the “Why” so the culture can learn from mistakes.

28  
29 The intent of SMS is to improve the aviation culture by increasing hazard  
30 identification, reduce risk-taking behavior, learn from mistakes, and correct  
31 procedures before a mishap occurs rather than after the accident. More  
32 information on SMS is available at the Wildland Fire Lessons Learned Center  
33 under the Lessons Learned link at [www.wildfirelessons.net](http://www.wildfirelessons.net). Additionally, the  
34 current approved US Forest Service Aviation SMS Guide is available at  
35 [www.fs.fed.us/fire/av\\_safety/](http://www.fs.fed.us/fire/av_safety/)

### 36 **Risk Assessment and Risk Management**

37  
38 The use of risk management will help to ensure a safe and successful operation.  
39 Risk is the probability that an event will occur. Assessing risk identifies the  
40 hazard, the associated risk, and places the hazard in relationship to the mission.  
41 A decision to conduct a mission requires weighing the risk against the benefit of  
42 the mission and deciding whether the risks are acceptable.

43  
44 Aviation missions always have some degree of risk. The four sources of hazards  
45 are methods, medium, man, and machine. Managing risk is a 5-step process:

- 1 1. Identify hazards associated with all specified and implied tasks for the  
2 mission.
- 3 2. Assess hazards to determine potential of occurrence and severity of  
4 consequences.
- 5 3. Develop controls to mitigate or remove risk, and make decisions based on  
6 accepting the least risk for the best benefit.
- 7 4. Implement controls - (1) education controls, (2) physical controls, and (3)  
8 avoidance controls.
- 9 5. Supervise and Evaluate - enforce standards and continuously re-evaluate  
10 their effectiveness in reducing or removing risk. Ensure that controls are  
11 communicated, implemented, and enforced.

### 13 **How to Properly Refuse Risk (Aviation)**

14 Every individual (government and contracted employees) has the right and  
15 obligation to report safety problems affecting his or her safety and has the right  
16 to contribute ideas to correct the hazard. In return, supervisors are expected to  
17 give these concerns and ideas serious consideration. When an individual feels  
18 an assignment is unsafe, he or she also has the obligation to identify, to the  
19 degree possible, safe alternatives for completing that assignment. Turning down  
20 an assignment is one possible outcome of managing risk.

21  
22 A “turn down” is a situation where an individual has determined he or she  
23 cannot undertake an assignment as given and is unable to negotiate an  
24 alternative solution. The turn down of an assignment must be based on  
25 assessment of risks and the ability of the individual or organization to control or  
26 mitigate those risks. Individuals may turn down an assignment because of  
27 safety reasons when:

- 28 • There is a violation of regulated safe aviation practices;
- 29 • Environmental conditions make the work unsafe; or
- 30 • They lack the necessary qualifications or experience.

31  
32 Individuals will directly inform their supervisor that they are turning down the  
33 assignment as given. The most appropriate means of documented turn down  
34 criteria is using the Aviation Watch Out Situations (*IRPG*).

35  
36 Supervisors will notify the Air Operations Branch Director (AOBD) or unit  
37 aviation leadership immediately upon being informed of a turn down. If there is  
38 no AOBD, notification shall go to the appropriate Section Chief, the Incident  
39 Commander or local fire and aviation staff. Proper handling of turn downs  
40 provides accountability for decisions and initiates communication of safety  
41 concerns within the incident organization.

42  
43 If the assignment has been turned down previously and the supervisor asks  
44 another resource to perform the assignment, he or she is responsible to inform  
45 the new resource that the assignment had been turned down and the reasons  
46 why. Furthermore, personnel need to realize that a “turn down” does not stop

1 the completion of the assigned operation. The “turn down” protocol is an  
2 integral element that improves the effective management of risk, for it provides  
3 timely identification of hazards within the chain of command, raises risk  
4 awareness for both leaders and subordinates, and promotes accountability.

5

6 If an unresolved safety hazard exists the individual needs to communicate the  
7 issue/event/concern immediately to his or her supervisor and document as  
8 appropriate.

9

### 10 **Aviation Safety Support**

11

12 During high levels of aviation activity it is advisable to request an Aviation  
13 Safety and Technical Assistance Team (ASTAT). An ASTAT’s purpose is to  
14 enhance risk management, and assist and review aviation operations on wildland  
15 fires. An ASTAT should be requested through the agency chain of command  
16 and operate under a Delegation of Authority from the appropriate State/Regional  
17 Aviation Manager(s) or Multi Agency Coordinating Group. Formal written  
18 reports shall be provided to the appropriate manager(s) as outlined at the in-  
19 brief. A team should consist of the following:

- 20 • Aviation Safety Manager;
- 21 • Operations Specialist (helicopter and/or fixed wing);
- 22 • Pilot Inspector;
- 23 • Maintenance Inspector (optional); and
- 24 • Avionics Inspector (optional).

25

### 26 **Aviation Safety Briefing**

27 Every passenger must receive a briefing prior to each flight. The briefing is the  
28 responsibility of the Pilot in Command (PIC) but may be conducted by the pilot,  
29 flight manager, helicopter manager, fixed-wing base manager, or an individual  
30 with the required training to conduct an aviation safety briefing. The pilot  
31 should also receive a mission briefing from the government aircraft manager.  
32 Refer to the *IRPG* and *IHOG* Chapter 10.

33

### 34 **Aviation Hazard**

35 An aviation hazard is any condition, act, or circumstance that compromises the  
36 safety of personnel engaged in aviation operations. Pilots, flight crew personnel,  
37 aviation managers, incident air operations personnel, and passengers are  
38 responsible for hazard identification and mitigation. Aviation hazards may  
39 include but are not limited to the following:

- 40 • Deviations from policy, procedures, regulations, and instructions;
- 41 • Improper hazardous materials handling and/or transport;
- 42 • Airspace conflicts/flight following deviation;
- 43 • Deviation from planned operations;
- 44 • Failure to utilize PPE or Aviation Life Support Equipment (ALSE);
- 45 • Failure to meet qualification standards or training requirement;

- 1 • Extreme environmental conditions;
- 2 • Improper ground operations;
- 3 • Improper pilot procedures;
- 4 • Fuel contamination; and
- 5 • Unsafe actions by pilot, air crew, passengers, or support personnel.

6  
7 Aviation hazards also exist in the form of wires, low-flying aircraft, and  
8 obstacles protruding beyond normal surface features. Each office will post,  
9 maintain, and annually update a "Known Aerial Hazard Map" for the local  
10 geographic area where aircraft are operated, regardless of agency jurisdiction.  
11 This map will be posted and used to brief flight crews. Unit Aviation Managers  
12 are responsible for ensuring the development and updating of Known Aerial  
13 Hazard Maps (IHOG).

14

#### 15 **Aerial Applications of Wildland Fire Chemical Safety**

16 Chapter 12 contains information concerning the aerial application of wildland  
17 fire chemicals.

18

#### 19 **SAFECOM**

20

21 The DOI and the FS have an incident/hazard reporting form called The Aviation  
22 Safety Communiqué (SAFECOM). The database, available at  
23 <https://www.safecom.gov/> fulfills the Aviation Mishap Information System  
24 (AMIS) requirements for aviation mishap reporting for the DOI agencies and the  
25 FS. Categories of reports include: Accidents, Airspace, Hazards, Incidents,  
26 Maintenance, Mishap Prevention, and Kudos. The system uses the SAFECOM  
27 Form OAS-34 or FS-5700-14 to report any condition, observation, act,  
28 maintenance problem, or circumstance with personnel or aircraft that has the  
29 potential to cause an aviation-related mishap. The SAFECOM system is not  
30 intended for initiating punitive actions. Submitting a SAFECOM is not a  
31 substitute for "on-the-spot" correction(s) to a safety concern. It is a tool used to  
32 identify, document, track, and correct safety related issues. A SAFECOM does  
33 not replace the requirement for initiating an accident or incident report.  
34 Any individual (including vendors/cooperators) with knowledge of an  
35 incident/hazard should complete a SAFECOM. The SAFECOM form,  
36 including attachments and pictures, should be entered directly on the internet at  
37 <https://www.safecom.gov/> or faxed to the Department of the Interior's Office of  
38 Aviation Services, Aviation Safety (208)433-5069 or to the FS at (208) 387-  
39 5735 ATTN: SAFETY. Electronic cc copies are automatically forwarded to the  
40 National, Regional, State, and Unit Aviation Managers.

41

42 The agency with operational control of the aircraft at the time of the  
43 hazard/incident/accident is responsible for completing the SAFECOM and  
44 submitting it through agency channels.

45

46

**1 Aircraft Incidents/Accidents**

2  
3 Notification to the FS or OAS and DOI agency Aviation Safety Managers is  
4 required for any aircraft mishap involving damage or injury. Use the hotline  
5 (888) 464-7427 or the most expeditious means possible. Initiate the appropriate  
6 unit Aviation Mishap Response Plan.

**8 Low-level Flight Operations**

9  
10 The only fixed-wing aircraft missions authorized for low-level fire operations  
11 are:

- 12 • Smokejumper/Para-cargo;
- 13 • Aerial Supervision Module (ASM) and Lead/Air Tanker Coordinator  
14 (ATCO) operations; and
- 15 • Retardant, water, and foam application.

**17 Operational Procedures:**

- 18 • A high-level recon will be made prior to low-level flight operations.
- 19 • All flights below 500 feet will be contained to the area of operation.
- 20 • PPE is required for all fixed-wing, low-level flights. Helmets are not  
21 required for multi-engine airtanker crews, smokejumper pilots, and ASM  
22 flight/aircrew members.

**24 Congested Area Flight Operations**

25  
26 Airtankers can drop retardant in congested areas under DOI authority given in  
27 *FAR Part 137*.

28  
29 FS authority is granted under exemption 392, from *FAR 91.119* as referenced in  
30 *FSM 5714*. When such operations are necessary, they may be authorized subject  
31 to these limitations:

- 32 • Airtanker operations in congested areas may be conducted at the request of  
33 the city, rural fire department, county, state, or federal fire suppression  
34 agency;
- 35 • An ASM/Lead/ATCO is ordered to coordinate aerial operations;
- 36 • The air traffic control facility responsible for the airspace is notified prior to  
37 or as soon as possible after the beginning of the operation;
- 38 • A positive communication link must be established between the ASM or  
39 Lead/ATCO, airtanker pilot(s), and the responsible fire suppression agency  
40 official; and
- 41 • The IC for the responsible fire agency or designee will advise the  
42 ASM/leadplane/airtanker that all non-essential people and movable property  
43 have been cleared prior to commencing retardant drops.

44  
45



## 1 **Airspace Coordination**

2  
3 The Interagency Airspace Program is an aviation safety program designed to  
4 enhance aviation safety and reduce the risk of a mid-air collision. Guidance for  
5 this program is found in the *Interagency Airspace Coordination Guide (IACG)*,  
6 which has been adopted as policy by the DOI and FS. It is located at  
7 [www.airspacecoordination.net](http://www.airspacecoordination.net). Additional guidance may be found in the  
8 *National Interagency Mobilization Guide* and supplemented by local  
9 Mobilization Guides.

10  
11 Some state and FS units have Memorandums of Understanding (MOUs) with  
12 local military airspace authorities for airspace coordination. Briefings from Unit  
13 Aviation Managers/Officers (UAM/UAO) are crucial to ensure that any local  
14 airspace information is coordinated before flight.

15  
16 All firefighting aircraft are required to have operative transponders and will use  
17 a national firefighting transponder code of 1255 when engaged in, or traveling  
18 to, firefighting operations (excluding ferry flights), unless given a discrete code  
19 by Air Traffic Control (ATC).

20  
21 Additional coordination information can be found by contacting:

- 22 • **BLM** - *State Aviation Managers, National Airspace Program Manager*
- 23 • **NPS** - *Regional Aviation Managers*
- 24 • **FS** - *Regional Aviation Officers, National Airspace Program Manager*
- 25 • **FWS** - *National Aviation Safety and Operations*

## 26 27 **Flight Request and Approval**

- 28 • **BLM** – *Reference the BLM National Aviation Plan, Chapter 3, available at:*  
29 *<http://www.blm.gov/mifc/st/en/prog/fire/Aviation/Administration.html>*
- 30 • **NPS** - *Reference RM 60, Appendix 3 & 4.*
- 31 • **FS** - *Refer to FSM 5711.3 for administrative use, FSM 5705 for point-to-*  
32 *point and mission use for types of FS flights.*

## 33 34 **Point-to-Point Flights**

35 A “Point-to-point” flight is one that originates at one developed airport or  
36 permanent helibase and flies directly to another developed airport or permanent  
37 helibase with the sole purpose of transporting personnel or cargo (this term does  
38 not apply to flights with a scheduled air carrier on a seat fare basis). These types  
39 of flights are often referred to as “administrative” flights and only require the  
40 aircraft and pilot to be carded and approved for point-to-point flight. A point-to-  
41 point flight is conducted higher than 500 feet above ground level (AGL).

42  
43 Agency policy requires designating a Flight Manager for point-to-point flights  
44 transporting personnel. The Flight Manager is a government employee that is  
45 responsible for coordinating, managing, and supervising flight operations. The  
46 Flight Manager is not required to be on board for most flights. For those flights

1 that have multiple legs or are complex in nature a Flight Manager should attend  
2 the entire flight. The Flight Manager will meet the qualification standard for the  
3 level of mission assigned as set forth in the *Interagency Aviation Training Guide*  
4 (IAT).

- 5 • **BLM** –Reference the *BLM National Aviation Plan, Chapter 3*, available at:  
6 <http://www.blm.gov/mifc/st/en/prog/fre/Aviation/Administration.html>
- 7 • **NPS** - Reference *RM-60, Appendix 3* for agency specific policy.
- 8 • **FS** - Refer to *FSM 5711.3* for administrative use, *FSM 5705* for point-to-  
9 point and mission use for types of FS flights.

10

### 11 **Mission Flights**

12 Mission flights are defined as flights not meeting the definition of point-to-point  
13 flight. A mission flight requires work to be performed in the air (retardant or  
14 water delivery, fire reconnaissance, smokejumper delivery), or through a  
15 combination of ground and aerial work (delivery of personnel and/or cargo from  
16 helibases to helispots or unimproved landing sites, rappelling or cargo let-down,  
17 horse herding).

- 18 • PPE is required for any fixed wing mission flight conducted below  
19 500' AGL. Flight helmets are not required for multi-engine airtanker crews,  
20 smokejumper pilots and ASM flight/aircrew members.
- 21 • Required attire for ATGS and fire reconnaissance are:
  - 22 ○ Leather shoes or boots; and
  - 23 ○ Natural fiber shirt, full length cotton or nomex pants, or flight suit.
- 24 • The use of full PPE is required for all helicopter flights (point to point and  
25 mission) and associated ground operations. The specific items to be worn  
26 are dependent on the type of flight, the function an individual is performing,  
27 or the ground operation being conducted. Refer to the tables in Chapter 9 of  
28 the IHOG for specific requirements.
- 29 • All personnel will meet training and qualification standards required for the  
30 mission.
- 31 • Agency FM radio capability is required for all mission flights.
- 32 • All passengers must be authorized and all personnel onboard must be  
33 essential to the mission.

34

35 Mission flights for fixed-wing aircraft include but are not limited to the  
36 following:

- 37 • Water or retardant application;
- 38 • Parachute delivery of personnel or cargo;
- 39 • Airtanker coordinator operations; and
- 40 • Takeoff or landing requiring special techniques due to hazardous terrain,  
41 obstacles, or surface conditions

42

43 Mission helicopter flights include but are not limited to the following:

- 44 • Flights conducted within 500 feet AGL;
- 45 • Water or retardant application;

- 1 • Helicopter coordinator and ATGS operations;
- 2 • Aerial ignition activities;
- 3 • External load operations;
- 4 • Rappelling;
- 5 • Takeoff or landing requiring special techniques due to hazardous terrain,
- 6 obstacles, pinnacles, or surface conditions;
- 7 • Free-fall cargo; and
- 8 • Fire reconnaissance.

#### 10 **Flight-Following All Aircraft**

11  
12 Flight-Following is mandatory for all flights. Refer to the *National Interagency*  
13 *Mobilization Guide* for specific direction.

- 14 • Agency FM radio capability is required for all mission flights.
- 15 • For mission flights, there are two types of Agency Flight Following:  
16 Automated Flight Following (AFF) and radio check-in. AFF is the preferred  
17 method of agency flight following. If the aircraft and flight following office  
18 have AFF capability, it shall be utilized. Periodic radio transmissions are  
19 acceptable when utilizing AFF. Reference the AFF procedures section of  
20 the *National Interagency Mobilization Guide* for more information.
- 21 • All dispatch centers designated for fire support shall have the ability to  
22 monitor AFF as well as the capability to transmit and receive “National  
23 Flight Following” and “Air Guard”
- 24 • If AFF becomes inoperable the aircraft will normally remain available for  
25 service, utilizing radio/voice system for flight following. Each occurrence  
26 must be evaluated individually and decided by the COR/CO.
- 27 • Helicopters conducting Mission Flights shall check-in prior to and  
28 immediately after each takeoff/landing per IHOG 4.II.E.2

#### 30 **Sterile Cockpit All Aircraft**

31  
32 Sterile cockpit rules apply within a 5-mile radius of the airport. The flight crew  
33 will not perform radio or cockpit communication during that time that is not  
34 directly related to safe flight of the aircraft from taxi to 5 miles out and from 5  
35 miles out until clearing the active runway. This would consist of reading  
36 checklists, communication with Air Traffic Control (ATC), Flight Service  
37 Stations, Unicom, or other aircraft with the intent of ensuring separation or  
38 complying with ATC requirements. Communications by passengers or air crew  
39 members can be accomplished when the audio panels can be isolated and do not  
40 interfere with flight operations of the flight crew.

41  
42 **Exception:** When conducting firefighting missions within 5 miles of an  
43 uncontrolled airport, maintain sterile cockpit until departing the traffic pattern  
44 and reaching final altitude. Monitor CTAF frequency if feasible while engaged  
45 in firefighting activities. Monitor CTAF as soon as practical upon leaving the

1 fire and returning to the uncontrolled airport. When conducting firefighting  
2 missions within Class B, C, or D airspace, notify dispatch that ATC  
3 communications will have priority over dispatch communications.

#### 5 **Interagency Interim Flight and Duty Limitations/Aviation Stand Downs**

7 Aviation stand downs are a means to find time, in an otherwise demanding flight  
8 schedule, to reflect on core aviation safety values. In this context, aviation stand  
9 downs refer to an administrative decision to keep tactical aviation resources on  
10 the ground through all or part of their normal duty day or days.

12 Interim flight and duty limitations are a method to manage pilot and crew  
13 fatigue by reducing the length of the duty day or increasing the number of days  
14 off in the normal duty day cycle. During extended periods of high flight  
15 activity, fatigue must be mitigated by fire and aviation managers.

17 Aviation stand downs and interim flight and duty day limitations can be  
18 implemented at the Geographic Area or National level. In either case, the  
19 procedure for implementation is the same. Requests for implementation of  
20 flight and duty limitations, or proposed stand down parameters, will be made  
21 through the National Aviation Office through which it originated.

#### 23 **Interim Flight and Duty Limitations Implementation**

24 During extended periods of a high level of flight activity or maximum 14-hour  
25 days, fatigue factors must be taken into consideration by Fire and Aviation  
26 Managers. Phase 2 and/or Phase 3 Duty Limitations will be implemented for  
27 specific Geographic Area's Aviation resources. The minimum scope of  
28 operation should be by Geographic Area, i.e., Northwest, Great Basin, etc.

30 Decisions and procedures for implementation will be made on a coordinated,  
31 interagency basis, involving the GACC, NICC, and National Aviation  
32 Representatives at NIFC and Aviation Contracting Officers. Details of the  
33 proposal will be formalized and coordinated with other affected agencies and  
34 implemented through the National Multi Agency Coordinating Group (NMAC).

#### 36 **Phase 1 - Standard Flight and Duty Limitations (Abbreviated Summary):**

- 37 • Fourteen (14) hour maximum duty day;
- 38 • Eight (8) hours maximum daily flight time for mission flights;
- 39 • Ten (10) hours for point-to-point, with a two (2) pilot crew;
- 40 • Maximum cumulative flight hours of thirty-six (36) hours, up to forty-two  
41 (42) hours in six (6) days; and
- 42 • Minimum of ten (10) hours uninterrupted time off (rest) between duty  
43 periods.

45 This does not diminish the authority or obligation of any individual COR  
46 (Contracting Officer Representative) or Aviation Manager to impose shorter

1 duty days or additional days off at any time for any flight crew members for  
2 fatigue. This is currently provided for in agency direction and contract  
3 specifications.

4

5 **Phase 2 - Interim Duty Limitations**

6 When Phase 2 is activated, pilots shall adhere to the flight and day-off  
7 limitations prescribed in Phase 1 and the duty limitations defined under Phase 2.

8

9 Each flight crew member shall be given an additional day off each fourteen (14)  
10 day period. Crews on a twelve (12) and two (2) schedule shall have three (3)  
11 consecutive days off (11 and 3). Flight crews on six (6) and one (1) schedules  
12 shall work an alternating weekly schedule of five (5) days on, two (2) days off,  
13 then six (6) days on and one (1) day off.

14

15 Aircraft fixed daily rates and special rates, when applicable, shall continue to  
16 accrue during the extra day off. Contractors may provide additional approved  
17 crews to maximize utilization of their aircraft. All costs associated with  
18 providing the additional crew will be at the contractor's expense, unless the  
19 additional crew is requested by the Government.

20

21 **Phase 3 - Interim Duty Limitations**

22 When Phase 3 is activated, pilots shall adhere to the flight limitations of Phase 1  
23 (standard), the additional day off of Phase 2, and the limitations defined under  
24 Phase 3.

25

26 Flight crew members shall have a minimum of twelve (12) consecutive hours of  
27 uninterrupted rest (off duty) during each duty day cycle. The standard duty day  
28 shall be no longer than twelve (12) hours, except a crew duty day extension shall  
29 not exceed a cumulative fourteen (14) hour duty day. The next flight crew rest  
30 period shall then be adjusted to equal the extended duty day, i.e., thirteen (13)  
31 hour duty day, thirteen (13) hours rest; fourteen (14) hour duty day, fourteen  
32 (14) hours rest. Extended duty day applies only to completion of a mission. In  
33 no case may standby be extended beyond the twelve (12) hour duty day.

34

35 Double crews (two (2) complete flight crews assigned to an aircraft), augmented  
36 flight crews (an additional pilot-in-command assigned to an aircraft), and  
37 aircraft crews that work a rotating schedule, i.e., two (2) days on, one (1) day  
38 off, seven (7) days on, seven (7) days off, or twelve (12) days on, twelve (12)  
39 days off, may be exempted from Phase 2 Limitations upon verification that their  
40 scheduling and duty cycles meet or exceed the provisions of Paragraph a. of  
41 Phase 2 and Phase 1 Limitations.

42

43 Exemptions of Phase 3 provisions may be requested through the local Aviation  
44 Manager or COR, but must be approved by the FS RAO or DOI Area Aviation  
45 Manager.

46

## 1 Aviation Assets

2

3 Typical agency aviation assets include: Helitack or Rappel, Aerial Supervision  
4 (ATGS, Lead, and ASM), Large (multi-engine) Airtankers, Very Large  
5 Airtankers (VLATs), Single Engine Airtankers (SEATs), and Smokejumpers.

- 6 • **BLM** - All BLM acquired aircraft (exclusive use, On-Call, and CWN) are  
7 available to move to areas of greatest Bureau need, thereby maximizing  
8 efficiency and effectiveness. Specific authorities and responsibilities for  
9 Field/State and National Offices are outlined earlier in this chapter.  
10 Offices are expected to adhere to procedures established in the National  
11 Aviation Plan for both acquisition and use reporting.

12

## 13 Helitack

14

15 Helitack crews perform suppression and support operations to accomplish fire  
16 and resource management objectives.

17

### 18 Organization - Crew Size

- 19 • **BLM**- The standard BLM exclusive-use helitack crew size for a Type 3  
20 helicopter is a minimum of seven personnel (supervisor, assistant, squad  
21 boss, and four crew members). The standard BLM exclusive-use helitack  
22 crew size for a Type 2 helicopter is a minimum of ten personnel (supervisor,  
23 assistant, squad boss, and seven crewmembers). BLM helicopters operated  
24 in Alaska need only be staffed with a qualified Helicopter Manager  
25 (HMGB).
- 26 • **NPS** - Helicopter exclusive-use modules will consist of a minimum of 8 fire  
27 funded personnel. The NPS regions may establish larger crew size and  
28 standards for their exclusive use helicopter crews based on the need for an  
29 all hazard component (Fire, SAR, Law Enforcement, and EMT). Exception  
30 to minimum helicopter crew staffing standards must be approved by the  
31 National Aviation Office. NPS helicopters operated in Alaska need only be  
32 staffed with a qualified Helicopter Manager (HMGB).
- 33 • **FS** - Regions may establish minimum crew size and standards for their  
34 exclusive use helitack crews. Experience requirements for exclusive-use  
35 helicopter positions are listed in FSH 5109.17, Chapter 40.

36

### 37 Operational Procedures

38 The *Interagency Helicopter Operations Guide* (IHOG) NFES 1885 is policy for  
39 helicopter operations.

40

### 41 Communication

42 The helitack crew standard is one handheld programmable multi-channel FM  
43 radio per every two crew persons, and one multi-channel VHF-AM  
44 programmable radio in the primary helitack crew (chase) truck. Each helitack  
45 crew (chase) vehicle will have a programmable VHF-FM mobile radio. Each

1 permanent helibase will have a permanent programmable FM radio base station  
 2 and should be provided a VHF-AM base station radio.

3

4 **Transportation**

5 Dedicated vehicles with adequate storage and security will be provided for  
 6 helitack crews. The required Gross Vehicle Weight (GVW) of the vehicle will  
 7 be dependent upon the volume of equipment carried on the truck and the number  
 8 of helitack crewmembers assigned to the crew.

- 9 • **BLM** - Minimum vehicle configuration for a seven person crew will consist  
 10 of one Class 661 Helitack Support Vehicle and one Class 156, 6-Pack  
 11 pickup or Class 166 carryall.

12

13 **Training and Experience Requirements**

14 All helitack members will meet fire qualifications as prescribed by the *National*  
 15 *Wildfire Coordinating Group (NWCG) 310-1* and their agency manual  
 16 requirements. The following chart establishes experience and training  
 17 requirements for FS, BLM, NPS, and FWS Exclusive Use, Fire Helicopter Crew  
 18 Positions.

19

20 Non-Exclusive Use HECM’s and HMGB’s should also meet the following  
 21 currency requirements.

22

| Exclusive Use Fire Helicopter Position Prerequisites |                                                                                           |                                        |                                                     |
|------------------------------------------------------|-------------------------------------------------------------------------------------------|----------------------------------------|-----------------------------------------------------|
| POSITION <sup>1</sup>                                | MINIMUM PREREQUISITE EXPERIENCE <sup>2</sup>                                              | MINIMUM REQUIRED TRAINING <sup>3</sup> | CURRENCY REQUIREMENTS                               |
| Fire Helicopter Crew Supervisor                      | One season <sup>4</sup> as an Assistant Fire Helicopter Crew Supervisor, ICT4, HMGB, HEB2 |                                        | RT-372 <sup>5</sup><br>RT-130<br>A-110 <sup>6</sup> |
| Assistant Fire Helicopter Crew Supervisor            | One season as a Fire Helicopter Squad Boss, ICT4, HMGB, HEB2 (T)                          | I-200, S-215, S-234, S-260, S-270      | RT-372 <sup>5</sup><br>RT-130<br>A-110 <sup>6</sup> |
| Fire Helicopter Squad Boss                           | One season as a Fire Helicopter Crewmember, FFT1, ICT5                                    | S-211, S-212                           | RT-130<br>A-110 <sup>6</sup>                        |
| Fire Helicopter Crewmember                           | One season as a FFT2, HECM Taskbook                                                       | S-271, A-110                           | RT-130<br>A-110 <sup>6</sup>                        |

23 <sup>1</sup> All Exclusive use Fire Helicopter positions require an arduous fitness  
 24 rating.

25 <sup>2</sup> Minimum experience and qualifications required prior to performing in  
 26 the Exclusive use position. Each level must have met the experience and  
 27 qualification requirements of the previous level(s).

<sup>3</sup> Minimum training required to perform in the position. Each level must have met the training requirements of the previous level(s).

<sup>4</sup> A “season” is continuous employment in a primary wildland fire position for a period of 90 days or more.

<sup>5</sup> After completing S-372, must attend Interagency Helicopter Manager Workshop (RT-372) within three years and every three years thereafter.

- *FS- 5109.17\_27.1 requires biennial attendance after certification for the position occurs.*

<sup>6</sup>A-110 is required every three years.

**Note:** Exceptions to the above position standards and staffing levels may be granted on a case-by-case basis by the BLM National Aviation Office, NPS Regional Office, FWS Regional Office, or FS Regional Office as appropriate.

- Some positions may be designated as COR/Alternate-COR. If so, see individual Agency COR training & currency requirements.
- Fire Helicopter Managers (HMGB) are fully qualified to perform all the duties associated with Resource Helicopter Manager.

### Helicopter Rappel & Cargo Let-Down

Any rappel or cargo let-down programs must be approved by the appropriate agency national headquarters.

- *BLM - BLM personnel involved in an Interagency Rappel Program must have SAM approval.*
- *NPS - Approval is required by the National Office.*
- *FS - Approval is required by the National Office.*

All rappel and cargo let-down operations will follow the *Interagency Helicopter Rappel Guide (IHRG)*, as policy. Any exemption to the guide must be requested by the program through the state/region for approval by the National Aviation Office (BLM), or Director of Fire and Aviation (FS).

### Aerial Ignition

*The Interagency Aerial Ignition Guide (IAIG)* is policy for all aerial ignition activities.

### Fire Chemical Avoidance Areas

National Forest lands may have mapped avoidance areas for Threatened, Endangered, Proposed, Candidate, or Sensitive species and waterways that are excluded from aerially applied wildland fire chemicals. Pilots, aerial supervision personnel, and others affiliated with ordering and delivering aerially applied wildland fire chemicals should inquire prior to initial dispatch for any Forest Service fire to determine if mapped avoidance areas are located on National Forest lands within or near the fire area to ensure wildland fire chemicals will not enter an avoidance area.



1 Maps are available at  
2 [http://apps.fs.fed.us/ArcGIS/rest/services/edw\\_external/edw\\_AerialFireRetardan](http://apps.fs.fed.us/ArcGIS/rest/services/edw_external/edw_AerialFireRetardantAvoidanceAreas_01/MapServer)  
3 [tAvoidanceAreas\\_01/MapServer](http://apps.fs.fed.us/ArcGIS/rest/services/edw_external/edw_AerialFireRetardantAvoidanceAreas_01/MapServer).  
4  
5 Misapplication into these areas shall be reported. See Chapter 12 (Suppression  
6 Chemicals and Delivery Systems) for more details.

### 8 **Aerial Supervision**

9  
10 Aerial supervision resources will be dispatched when available to  
11 initial/extended attack incidents in order to enhance safety, effectiveness, and  
12 efficiency of aerial/ground operations.

13  
14 When aerial supervision resources (ATGS, Lead, or ASM) are collocated with  
15 airtankers, they should be launched together to maximize the safety of the flight  
16 crews, the efficiency of chemical delivery, and the effectiveness of the fire  
17 chemical.

18  
19 Incidents with three or more aircraft over/assigned to them should also have  
20 aerial supervision in the form of ATGS or ASM. A BLM spotter (senior  
21 smokejumper in charge of smokejumper missions) may coordinate airspace over  
22 a fire until a qualified ATGS arrives.

23  
24 Policy dictates additional aerial supervision requirements which are referenced  
25 in the *Interagency Aerial Supervision Guide* (NFES 2544).

### 27 **Air Tactical Group Supervisor (ATGS)**

28  
29 The ATGS manages incident airspace and controls incident air traffic. Specific  
30 duties and responsibilities are outlined in the *Fireline Handbook (PMS 410-1)*  
31 and the *Interagency Aerial Supervision Guide*. The ATGS reports to the Air  
32 Operations Branch Director (AOBD), or in the absence of the AOBD, to the  
33 Operations Section Chief (OSC), or in the absence of the OSC, to the IC.

34  
35 The following attire is required for all interagency ATGS operations:

- 36 • Leather shoes or boots; and
- 37 • Natural fiber shirt, full-length cotton or nomex pants, or flight suit.

### 39 **Operational Considerations**

- 40 • Relief aerial supervision should be ordered for sustained operations to  
41 ensure continuous coverage over an incident.
- 42 • Personnel who are performing aerial reconnaissance and detection will not  
43 perform aerial supervision duties unless they are fully qualified as an  
44 ATGS.
- 45 • Air tactical aircraft must meet the avionics typing requirements listed in the  
46 *Interagency Aerial Supervision Guide* and the pilot must be carded to

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- 1 perform the air tactical mission. Rotor-wing pilots are not required to be  
2 carded for air tactical missions.
- 3 • Ground resources will maintain consistent communication with aerial  
4 supervision in order to maximize the safety, effectiveness, and efficiency of  
5 aerial operations.

### 7 **Leadplane**

8  
9 A leadplane is a national shared resource. The *Interagency Aerial Supervision*  
10 *Guide* is agency policy and is available online at  
11 [http://www.blm.gov/nifc/st/en/prog/fire/Aviation/aerial\\_supervision.html](http://www.blm.gov/nifc/st/en/prog/fire/Aviation/aerial_supervision.html).

12  
13 Agency policy requires an ASM/or Lead/ATCO to be on order prior to aerial  
14 applications over a congested area. Operations may proceed before the ASM/or  
15 Lead/ATCO arrives, if communications are established with on-site resources,  
16 authorization is granted from the IC, and the line is cleared prior to commencing  
17 water/chemical application operations.

### 19 **Aerial Supervision Module (ASM)**

20  
21 The Aerial Supervision Module is crewed with both a Lead/ATCO qualified Air  
22 Tactical Pilot (ATP) and an Air Tactical Supervisor (ATS). These individuals  
23 are specifically trained to operate together as a team. The resource is primarily  
24 designed for providing both functions (Lead/ATCO and Air Attack)  
25 simultaneously from the same aircraft, but can also provide single role service,  
26 as well.

27  
28 The Air Tactical Pilot is primarily responsible for aircraft coordination over the  
29 incident. The ATS develops strategy in conjunction with the Operations Section  
30 Chief.

- 31 • **BLM/FWS/NPS-** *The Interagency Aerial Supervision Guide is policy for*  
32 *BLM, FWS and NPS. The Interagency Aerial Supervision Guide is*  
33 *available online at [HTTP://www.nwcg.gov/pms/pubs/pms505.pdf](http://www.nwcg.gov/pms/pubs/pms505.pdf)*

### 35 **Operational Considerations**

36 The ASM is a shared national resource. Any operation that limits the national  
37 resource status must be approved by the agency program manager. Aerial or  
38 incident complexity and environmental considerations will dictate when the  
39 ASM ceases low level operations. The ASM flight crew has the responsibility  
40 to determine when the complexity level of the incident exceeds the capability to  
41 perform both ATGS and leadplane functions from one aircraft. The crew will  
42 request additional supervision resources, or modify the operation to maintain  
43 mission safety and efficiency.

44  
45  
46

1 **Policy**

2 Only those individuals certified and authorized by the BLM- National Aviation  
3 Office or the FS- Branch Chief Standardization and QA will function as an Air  
4 Tactical Supervisor (ATS) in an ASM mission profile.

5  
6 **Aerial Supervision Module Program Training and Qualifications**

7 Training and qualification requirements for ASM crewmembers are defined in  
8 the *Interagency Aerial Supervision Guide* (NFES 2544).

9  
10 **Reconnaissance or Patrol flights**

11  
12 The purpose of aerial reconnaissance or detection flights is to locate and relay  
13 fire information to fire management. In addition to detecting, mapping, and  
14 sizing up new fires, this resource may be utilized to provide ground resources  
15 with intelligence on fire behavior, provide recommendations to the IC when  
16 appropriate, and describe access routes into and out of fire areas for responding  
17 units. Only qualified Aerial Supervisors (ATGS, ASM, HLCO and  
18 Lead/ATCO) are authorized to coordinate incident airspace operations and give  
19 direction to aviation assets. Flights with a “Recon, Detection, or Patrol”  
20 designation should communicate with tactical aircraft only to announce location,  
21 altitude and to relay their departure direction and altitude from the incident.

22  
23 **Airtankers**

24  
25 Airtankers are a national resource. Geographic areas administering these  
26 aircraft will make them available for initial attack and extended attack fires on a  
27 priority basis. The GACC will ensure that all support functions (e.g. dispatch  
28 centers and tanker bases) are adequately staffed and maintained to support the  
29 mobilization of aircraft during normal and extended hours.

30  
31 For aviation safety and policy concerning wildland fire chemicals see chapter 12  
32 (Suppression Chemicals and Delivery Systems).

33  
34 Airtankers are operated by commercial vendors in accordance with FAR Part  
35 137. The management of Large Airtankers is governed by:

- 36 • **BLM** - *The requirements of the DM and BLM Manual 9400*  
37 • **FS** - *FS operates Large Airtankers under the Grant of Exemption 392A as*  
38 *referenced in FSM 5714.*

39  
40 **Categories**

41 Airtanker types are distinguished by their load capacity:

- 42 • Very Large Air Tankers (VLAT)- more than 10,000 gallons.  
43 • Type 1 - 3,000 to 9,999 gallons.  
44 • Type 2 - 1,800 to 2,999 gallons.  
45 • Type 3 - 800 to 1,799 gallons (includes single engine air tankers, and CL-  
46 215/415 Water Scoopers).

- 1 • Type 4 – less than 800 gallons (single engine airtankers).  
2

### 3 **Airtanker Base Operations**

4

5 Certain parameters for the operation of airtankers are agency-specific. For  
6 dispatch procedures, limitations, and times, refer to geographic area  
7 mobilization guides and the *Interagency Airtanker Base Operations Guide*  
8 (*IATBOG*).  
9

### 10 **Airtanker Base Personnel**

11 There is identified training for the positions at airtanker bases; the *Interagency*  
12 *Airtanker Base Operations Guide (IATBOG)* contains a chart of required  
13 training for each position. It is critical that reload bases are prepared and staffed  
14 during periods of moderate or high fire activity at the base. All personnel  
15 conducting airtanker base operations should review the *IATBOG* and have it  
16 available.  
17

### 18 **Startup/Cutoff Time for Multi Engine Airtankers**

19 Refer to the *Interagency Aerial Supervision Guide* (NFES 2544).  
20

### 21 **Single Engine Airtankers**

22

#### 23 **Single Engine Airtanker (SEAT) Operations, Procedures, and Safety**

24 The *Interagency SEAT Operating Guide (ISOG)* (NFES #1844) defines  
25 operating standards and is policy for both the DOI and FS.  
26

#### 27 **SEAT Manager Position**

28 In order to ensure adherence to contract regulations, safety requirements, and  
29 fiscal accountability, a qualified SEAT Manager (SEMG) will be assigned to  
30 each operating location. The SEMG's duties and responsibilities are outlined in  
31 the *ISOG*. To maintain incident qualifications currency a SEAT Manager is  
32 required to attend RT-273 every three years. Elements and criteria of RT-273  
33 can be found in the *Field Managers Course Guide*, PMS 901-1.  
34

#### 35 **Operational Procedures**

36 Using SEATs in conjunction with other aircraft over an incident is standard  
37 practice. Agency or geographical area mobilization guides may specify  
38 additional procedures and limitations.  
39

40 Depending on location, operator, and availability, SEATs are capable of  
41 dropping suppressants, water, or approved chemical retardants. Because of the  
42 load capacities of the SEATs (500 to 800 gallons), quick turn-around times  
43 should be a prime consideration. SEATs are capable of taking off and landing  
44 on dirt, gravel, or grass strips (pilot must be involved in selection of the site); a  
45 support vehicle reduces turn-around times.  
46

1 Reloading at established airtanker bases or reload bases is authorized. (SEAT  
2 operators carry the required couplings). All BLM and FS Airtanker base  
3 operating plans will permit SEAT loading in conjunction with large airtankers.  
4

#### 5 **Smokejumper Pilots**

6  
7 The *Interagency Smokejumper Pilot Operations Guide (ISPOG)* serves as policy  
8 for smokejumper pilot qualifications, training, and operations.  
9

#### 10 **Military or National Guard Helicopters and Pilots**

11  
12 The *Military Use Handbook (NFES 2175)* will be used when planning or  
13 conducting aviation operations involving regular military aircraft. Ordering  
14 military resources is done through the National Interagency Coordination Center  
15 (NICC); National Guard resources are utilized through local or state  
16 Memorandum of Understanding (MOU).  
17

#### 18 **Modular Airborne Fire Fighting System (MAFFS)**

19  
20 The *MAFFS Operating Plan* (available from the National Interagency  
21 Coordination Center) will be used when planning or conducting aviation  
22 operations involving MAFFS military aircraft. Ordering MAFFS is done  
23 through the National Interagency Coordination Center (NICC); MAFFS are  
24 utilized through a national agreement (see the *National Interagency*  
25 *Mobilization Guide*). Several states have the ability to activate MAFFS through  
26 separate agreements that do not require ordering through NICC.

## Chapter 17 Fuels Management

### Introduction

The purpose of the Hazardous Fuels Reduction (HFR) programs within the Department of the Interior (DOI) and the Forest Service (FS) is to reduce hazardous fuels (HF) and risks to human communities and improve the health of the land.

The DOI and FS, along with other federal, state, tribal, and local partners, will work to ensure effective HFR treatment efforts are collectively planned and implemented. These efforts will be consistent with the direction provided in:

- *Review and Update of the 1995 Federal Wildland Fire Management Policy (January 2001)*
- *Guidance for Implementation of Federal Wildland Fire Management Policy (February 13, 2009)*

### Policy

The federal fire agencies use the *Interagency Prescribed Fire Planning and Implementation Procedures Guide* (2008) to manage prescribed fire activities. This guide provides standardized procedures specifically associated with the planning and implementation of prescribed fire.

Policy, project planning and implementation priorities, and standards common to all agencies:

- The safety of firefighters and the public is the number one priority when planning and implementing HFR treatment projects;
- All HFR treatment projects will support resource management objectives as identified in their agency specific Land/Resource Management Plans;
- All HFR treatment projects will have plans that contain measurable objectives;
- All HFR treatment projects will comply with National Environmental Policy Act (NEPA) and all other regulatory requirements;
- All HFR management projects will be tracked and progress will be reported within required timeframes; and
- All HFR projects will be monitored to determine if treatment objectives were met and to document weather, fire behavior, fuels information, and smoke dispersion. Evaluation reports are to be completed and maintained in the project file.

Some programmatic differences are identified in the following agency specific documentation and serve as agency specific direction.

- *BLM - Refer to IM No. OF&A 2012-005*

- 1 • *FWS - Refer to Fire Management Handbook, Chapter 17*
- 2 • *NPS - Refer to RM 18*
- 3 • *FS - Refer to FSM 5140*

4

#### 5 **Reporting HFR Accomplishment**

6

7 The HF module of the National Fire Plan Operations and Reporting System  
8 (NFPORS) is the national system for submitting proposed projects for approval,  
9 tracking accomplishments of the program, reporting performance, measuring  
10 accomplishments, and accountability.

11

#### 12 **Policy Regarding Planned HF Treatments Burned in a Wildfire**

13

14 For DOI agencies, acres burned in a wildfire may only be reported in the  
15 NFPORS HFR Module as "Fire Use" if all the following conditions are met:

- 16 • The area burned was in a pre-existing NFPORS treatment unit;
- 17 • NEPA is complete;
- 18 • The planned objectives were met; and
- 19 • The accomplishment is approved by a Regional Fuels Specialist.

20

21 The USFS provides direction for reporting accomplishment from unplanned  
22 ignitions in the annual budget advice and by Washington Office interim  
23 direction letters.

24

#### 25 **Prescribed Fire during Preparedness Levels 4 and 5**

26

27 Approval is required for implementation of prescribed fires at national  
28 preparedness Levels 4 and 5 (Refer to the *National Mobilization Guide*).

- 29 • *FWS- National Preparedness Level 5 concurrence from Headquarters,*  
30 *Branch of Fire Management must be obtained utilizing Preparedness Level*  
31 *5 Prescribed Fire Concurrence Form.*

32

#### 33 **Federal Agencies Assistance**

34

35 Reference Section VI of the *Interagency Agreement For Wildland Fire*  
36 *Management among the Bureau of Land Management, Bureau of Indian Affairs,*  
37 *National Park Service, Fish and Wildlife Service of the United States*  
38 *Department Of The Interior, and the Forest Service of the United States*  
39 *Department Of Agriculture, effective May, 2010.*

40

41 Agencies will enter into separate agreements for personnel and other resources  
42 provided for planning and implementation of (hazardous fuels management  
43 program) treatments and activities. This may or may not result in an exchange  
44 of funds subject to the applicable statutory authority used.

45

1 **Hazard Pay/Environmental Differential for Prescribed Fire**  
2 **Implementation**

3  
4 Current policy is that hazard pay will not be paid for any prescribed fire. Under  
5 certain circumstances, hazard pay or environmental differential may be  
6 warranted. Offices should contact their servicing personnel office with specific  
7 questions.

8  
9 **Non-NWCG Agency Personnel Use on Prescribed Fire**

10  
11 For information regarding use of non-NWCG agency personnel on prescribed  
12 fires, see Chapter 13.

13  
14 **Use of Contractors for Prescribed Fire Implementation**

15  
16 Agencies can contract to conduct all or part of the planning and implementation  
17 of prescribed fire operations and/or all or part of mechanical treatments for HFR  
18 projects.

19  
20 If a contractor is actively involved in igniting, holding, or mopping up an agency  
21 prescribed fire, a Contracting Officer's Authorized Representative (COR) or  
22 Project Inspector (PI) will be on site (exceptions can be made for late stage mop  
23 up and patrol) to ensure that the burn objectives are being met and that the terms  
24 of the contract are adhered to. The Agency Administrator and/or FMO will  
25 determine the qualifications required for the agency representative (COR or PI).

26  
27 **Use of AD Pay Plan for the Hazardous Fuels Program**

28  
29 Refer to the DOI Administratively Determined (AD) Pay Plan for Emergency  
30 Workers (Casuals) for information regarding the use of emergency workers for  
31 HFR projects.

32  
33 Forest Service does not have this authority.

34  
35 **Activation of Contingency Resources**

36  
37 In the event an agency activates the contingency resources in their prescribed  
38 fire plan, sending units should respond and support the requesting agency  
39 immediately to ensure that the public and firefighter safety are not  
40 compromised.

41  
42 **Non-Prescribed Fire HFR Activities**

43  
44 For policy, guidance, and standards for implementation of non-prescribed fire  
45 hazard fuel reduction treatments (e.g. mechanical, biological, chemical), refer to  
46 agency specific policy and direction.



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## Chapter 18 Reviews and Investigations

### Introduction

Reviews and investigations are used by wildland fire and aviation managers to assess and improve the effectiveness and safety of organizational operations. Information (other than factual) derived from safety reviews and accident investigations should only be used by agencies for accident prevention and safety purposes.

### Multiagency Cooperation

Many reviews and investigations involve cooperation between Federal, State, County, and Municipal Agencies. To comply with each agency's authorities, policies, and responsibilities, a multi-agency review or investigation may be necessary. A multiagency Delegation of Authority should be provided to outline roles, responsibilities, and expected deliverables.

The Team Leader or delegating official(s) should establish cooperative relationships with the other agencies involved in the review or investigation to ensure policies and responsibilities are met. This may involve negotiations, cooperative agreements, and coordination with the agency Designated Agency Safety and Health Official (DASHO) or the agency official who signs the Delegation of Authority.

### Federal Interagency Investigations

Close calls or accidents that involve interagency (USFS or DOI) personnel and/or jurisdiction (e.g. USFS firefighter injured on FWS jurisdictional wildland fire & vice versa) shall be reviewed or investigated cooperatively and conducted at the appropriate level as outlined in this chapter.

Agency Administrators will ensure that affected agencies are involved throughout the review/investigation process.

When an incident does not meet the serious accident criteria, the affected Agency Administrators should jointly decide what type and level of investigation will be conducted based on agency processes outlined in this chapter. Questions should be addressed to your agency wildland fire safety program manager.

### Reviews

Reviews are methodical examinations of system elements such as program management, safety, leadership, operations, preparedness, training, staffing, business practices, budget, cost containment, planning, and interagency or intra-

1 agency cooperation and coordination. Reviews do not have to be associated  
 2 with a specific incident. The purpose of a review is to ensure the effectiveness  
 3 of the system element being reviewed, and to identify deficiencies and  
 4 recommend specific corrective actions. Established review types are described  
 5 below and include:

- 6 • Preparedness Reviews;
- 7 • After Action Reviews;
- 8 • Fire and Aviation Safety Team Reviews;
- 9 • Aviation Safety and Technical Assistance Team Reviews;
- 10 • Large Fire Cost Reviews;
- 11 • Individual Fire Reviews;
- 12 • Lessons Learned Reviews; and
- 13 • Escaped Prescribed Fire Reviews.

14

#### 15 **Review Types and Requirements**

| Type                                                 | When Conducted                                                                             | Delegating or Authorizing Official      |
|------------------------------------------------------|--------------------------------------------------------------------------------------------|-----------------------------------------|
| Preparedness Review                                  | Annually, or management discretion                                                         | Local/State/Region/National             |
| After Action Review                                  | Management discretion                                                                      | N/A                                     |
| Fire and Aviation Safety Team Review                 | As fire activity dictates                                                                  | Geographic Area Coordinating Group      |
| Aviation Safety and Technical Assistance Team Review | As aviation activity dictates                                                              | State/Regional Aviation Manager or MACG |
| Large Fire Cost Review                               | Refer to NWCG Memorandum #003-2009                                                         | Agency Director                         |
| Individual Fire Review                               | Management discretion                                                                      | Local/State/Region/National             |
| Lessons Learned Review                               | Management discretion                                                                      | Local/State/Region/National             |
| Escaped Prescribed Fire Review                       | See <i>Interagency Prescribed Fire Planning and Implementation Procedures Guide</i> (2008) |                                         |

16

#### 17 **Preparedness Reviews**

18 Preparedness Reviews assess fire programs for compliance with established fire  
 19 policies and procedures outlined in the current *Interagency Standards for Fire  
 20 and Fire Aviation Operations* and other pertinent policy documents.

21

22 Preparedness Reviews identify organizational, operational, procedural,  
 23 personnel, or equipment deficiencies, and recommend specific corrective  
 24 actions. Interagency Preparedness Review Checklists can be found at:  
 25 [http://www.nifc.gov/policies/pol\\_ref\\_intgncy\\_prepcheck.html](http://www.nifc.gov/policies/pol_ref_intgncy_prepcheck.html)

26

1 **After Action Reviews (AAR)**

2 An AAR is a learning tool intended for the evaluation of an incident or project  
3 in order to improve performance by sustaining strengths and correcting  
4 weaknesses. An AAR is performed as soon after the event as possible by the  
5 personnel involved. An AAR should encourage input from participants that is  
6 focused on:

- 7 • What was planned?
- 8 • What actually happened?
- 9 • Why it happened?
- 10 • What can be done the next time?

11

12 An AAR is a tool that leaders and units can use to get maximum benefit from  
13 the experience gained on any incident or project. When possible, the leader of  
14 the incident or project should facilitate the AAR process. However, the leader  
15 may choose to have another person facilitate the AAR as needed and  
16 appropriate. AARs may be conducted at any organizational level. However, all  
17 AARs follow the same format, involve the exchange of ideas and observations,  
18 and focus on improving proficiency. The format can be found in the *Interagency Response*  
19 *Pocket Guide (IRPG)*, PMS #461, NFES #1077. Additional AAR information is  
20 available at <http://wildfirelessons.net/AAR.aspx>  
21

22

23 **Fire and Aviation Safety Team (FAST) Reviews**

24 Fire and Aviation Safety Teams assist Agency Administrators during periods of  
25 high fire activity by assessing policy, rules, regulations, and management  
26 oversight relating to operational issues. They can also do the following:

- 27 • Provide guidance to ensure fire and aviation programs are conducted safely.
- 28 • Assist with providing immediate corrective actions;
- 29 • Review compliance with OSHA abatement plan(s), reports, reviews, and  
30 evaluations; and
- 31 • Review compliance with *Interagency Standards for Fire and Fire Aviation*  
32 *Operations*.

33

34 FAST reviews can be requested through geographic area coordination centers to  
35 conduct reviews at the state/regional and local level. If a more comprehensive  
36 review is required, a national FAST can be ordered through the National  
37 Interagency Coordination Center.

38

39 FASTs include a team leader, who is either an Agency Administrator or fire  
40 program lead with previous experience as a FAST member, a safety and health  
41 manager, and other individuals with a mix of skills from fire and aviation  
42 management.

43

44 FASTs will be chartered by their respective Geographic Area Coordinating  
45 Group (GACG) with a Delegation of Authority, and report back to the GACG.

1 FAST reports will include an executive summary, purpose, objectives,  
2 methods/procedures, findings, recommendations, follow-up actions (immediate,  
3 long-term, national issues), and a letter delegating authority for the review.  
4 FAST reports should be submitted to the Geographic Area Coordinating Group  
5 with a copy to the Federal Fire and Aviation Safety Team (FFAST) chair within  
6 30 days. See Appendix L for sample FAST Delegation of Authority.

7

#### 8 **Aviation Safety and Technical Assistance Team (ASTAT) Reviews**

9 Refer to Chapter 16 for ASTAT information.

10

#### 11 **Large Fire Cost Reviews**

12 Information on large fire cost reviews can be found in Chapter 11 (Incident  
13 Management), and at [http://www.nwccg.gov/general/memos/nwccg-003-](http://www.nwccg.gov/general/memos/nwccg-003-2009.html)  
14 [2009.html](http://www.nwccg.gov/general/memos/nwccg-003-2009.html)

15

#### 16 **Individual Fire Reviews**

17 Individual fire reviews examine all or part of the operations on an individual  
18 fire. The fire may be ongoing or controlled. These reviews may be local,  
19 state/regional, or national. These reviews evaluate decisions and strategies,  
20 correct deficiencies, identify new or improved procedures, techniques or tactics,  
21 determine cost-effectiveness, and compile and develop information to improve  
22 local, state/regional, or national fire management programs.

23

#### 24 **Lessons Learned Reviews (LLRs)**

25 The purpose of a LLR is to focus on the near miss events or conditions in order  
26 to prevent potential serious incident in the future. In order to continue to learn  
27 from our near misses and our successes it is imperative to conduct a LLR in an  
28 open, non-punitive manner. LLRs are intended to provide educational  
29 opportunities that foster open and honest dialog and assist the wildland fire  
30 community in sharing lessons learned information. LLRs provide an outside  
31 perspective with appropriate technical experts assisting involved personnel in  
32 identifying conditions that led to the unexpected outcome and sharing findings  
33 and recommendations.

34

35 A LLR should be tailored to the event being reviewed. The scope of the review  
36 should be commensurate with the severity of the incident. A LLR will not be  
37 substituted for a Serious Accident Investigation (SAI) or Accident Investigation  
38 (AI), should the criteria for either of those be met, but may be used as a  
39 supplement to the SAI or AI.

- 40 • *FS- Facilitated Learning Analysis (FLA) may be used for incidents meeting*  
41 *the AI criteria.*

42

43 A LLR will be led by a facilitator not involved in the event. A facilitator should  
44 be an appropriate fire management expert who possesses skills in interpersonal  
45 communications, organization, and be unbiased to the event. Personnel  
46 involved in the event will be participants in the review process. Depending

- 1 upon the complexity of the event, the facilitator may request assistance from  
2 technical experts (e.g., fire behavior, fire operations, etc.).  
3 The LLR facilitator will convene the participants and:
- 4 • Obtain a Delegation of Authority from appropriate agency level. See  
5 appendix J for a sample LLR Delegation of Authority;
  - 6 • Identify facts of the event (sand tables maybe helpful in the process) and  
7 develop a chronological narrative of the event;
  - 8 • Identify underlying reasons for success or unintended outcomes;
  - 9 • Identify what individuals learned and what they would do differently in the  
10 future;
  - 11 • Identify any recommendations that would prevent future similar  
12 occurrences;
  - 13 • 24 and 72 hour reports may be produced, but are not required; and
  - 14 • Provide a final written report including the above items to the pertinent  
15 Agency Administrator(s) within two weeks of event occurrence unless  
16 otherwise negotiated. Names of involved personnel should not be included  
17 in this report (reference them by position).
- 18
- 19 A copy of the final report will be submitted to the respective agency's national  
20 fire safety lead who will provide a copy to the Wildland Fire Lessons Learned  
21 Center (LLC). E-mail: llcsubmit@gmail.com
- 22 • *FS - The Forest Service has combined the Accident Prevention Analysis*  
23 *(APA) with the Facilitated Learning Analysis (FLA). A guide for the FLA*  
24 *process is available at [http://wildfirelessons.net/documents/FLA\\_Guide.pdf](http://wildfirelessons.net/documents/FLA_Guide.pdf)*
- 25

#### 26 Escaped Prescribed Fire Reviews

- 27 An escaped prescribed fire is a prescribed fire which has exceeded, or is  
28 expected to exceed, its prescription. Escaped prescribed fire review direction is  
29 found in these agency documents:
- 30 *Interagency Prescribed Fire Planning and Implementation Procedures*  
31 *Reference Guide (August 2008)*
- 32 • *BLM - IM No. OF&A 2012-005*
  - 33 • *FWS - Fire Management Handbook, Chapter 17*
  - 34 • *NPS - RM-18, Chapter 7 & 17*
  - 35 • *FS - FSM 5140*
- 36

#### 37 Investigations

38

39 Investigations are detailed and methodical efforts to collect and interpret facts  
40 related to an incident or accident, identify causes (organizational factors, local  
41 workplace factors, unsafe acts), and develop control measures to prevent  
42 recurrence.

43

44 Distinct types of wildland fire incidents and accidents have specific  
45 investigation requirements.

- 1 **Wildland Fire Incident and Accident Types and Definitions**
- 2 • **Serious Wildland Fire Accident**
- 3 An unplanned event or series of events that resulted in death; injury,
- 4 occupational illness, or damage to or loss of equipment or property. For
- 5 wildland fire operations, a serious accident involves any of the following:
- 6 ○ One or more fatalities;
- 7 ○ Three or more personnel who are inpatient hospitalized as a direct
- 8 result of or in support of wildland fire operations;
- 9 ○ Property or equipment damage of \$250,000 or more; and/or
- 10 ○ Consequences that the Designated Agency Safety and Health Official
- 11 (DASHO) judges to warrant Serious Accident Investigation.
- 12 • **Wildland Fire Accident**
- 13 An unplanned event or series of events that resulted in injury, occupational
- 14 illness, or damage to or loss of equipment or property to a lesser degree than
- 15 defined in “Serious Wildland Fire Accident”.
- 16 • **Near-miss**
- 17 An unplanned event or series of events that could have resulted in death;
- 18 injury; occupational illness; or damage to or loss of equipment or property
- 19 but did not.
- 20 • **Entrapment**
- 21 A situation where personnel are unexpectedly caught in a fire behavior-
- 22 related, life-threatening position where planned escape routes or safety
- 23 zones are absent, inadequate, or compromised. Entrapment may or may not
- 24 include deployment of a fire shelter for its intended purpose. Entrapment
- 25 may result in a serious wildland fire accident, a wildland fire accident, or a
- 26 near-miss.
- 27 • **Fire Shelter Deployment**
- 28 The removing of a fire shelter from its case and using it as protection
- 29 against fire. Fire shelter deployment may or may not be associated with
- 30 entrapment. Fire shelter deployment may result in a serious wildland fire
- 31 accident, a wildland fire accident, or a near-miss.
- 32 • **Fire Trespass**
- 33 The occurrence of unauthorized fire on agency-protected lands where the
- 34 source of ignition is tied to some type of human activity.
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1 **Investigation Types and Requirements**

| Wildland Fire Event            | Investigation Type                                        | Management Level Requiring Notification <sup>1</sup>           | Management level that determines review type and authorizes review <sup>2</sup> |
|--------------------------------|-----------------------------------------------------------|----------------------------------------------------------------|---------------------------------------------------------------------------------|
| Serious Wildland Fire Accident | Serious Accident Investigation (SAI)                      | National                                                       | National                                                                        |
| Wildland Fire Accident         | Accident Investigation (AI)<br><i>FS- FLA may be used</i> | <i>BLM/NPS-National</i><br><i>FS/FWS-Management Discretion</i> | Region/State/Local                                                              |
| Entrapment                     | SAI, AI, LLR, depending on severity                       | National                                                       | National                                                                        |
| Fire Shelter Deployment        | SAI, AI, LLR, depending on severity                       | National                                                       | National                                                                        |
| Near-miss                      | LLR, AAR                                                  | Management Discretion                                          | Region/State/Local                                                              |
| Fire Trespass                  | Fire Cause Determination & Trespass Investigation         | Local                                                          | Local                                                                           |

2 <sup>1</sup>In the event that a wildland fire entrapment or fatality occurs, immediate  
 3 notification to NICC is required. A *Wildland Fire Entrapment/Fatality Initial*  
 4 *Report* (PMS 405-1) should be completed and mailed to NICC electronically or  
 5 by fax machine within 24 hours. Submit this report even if some data is  
 6 missing. The PMS 405-1 is located at the following web site:  
 7 [http://www.nifc.gov/nicc/logistics/coord\\_forms.htm](http://www.nifc.gov/nicc/logistics/coord_forms.htm).

8 <sup>2</sup> Higher level management may exercise their authority to determine the type of  
 9 review or investigation.

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- **BLM-** *BLM Accidents that involve fire and aviation employees or equipment will be investigated according to the requirements stated in this chapter. Investigations will occur regardless of land jurisdiction. Facts will be collected, causes (organizational factors, local workplace factors, unsafe acts) identified, and an accident investigation report produced. The report will include recommended corrective actions and control measures. Report issuance and follow-up will be through established command channels. BLM Agency Administrators may jointly delegate authority to investigate accidents in cases of mixed jurisdiction or employee involvement. Joint delegations must ensure that BLM investigation*

- 1 requirements are met. The Facilitated Learning Analysis (FLA) process  
2 may be used as a supplemental element to required BLM accident  
3 investigation processes.
- 4 • **FS-** Forest Service Line Officers are the deciding officials regarding what  
5 type of accident investigation or analysis method is to be used for accidents  
6 or near misses occurring under Forest Service jurisdiction. FLAs are a  
7 type of Lessons Learned Review.

## 9 Investigation Processes

### 11 Processes Common to All Wildland Fire Accident Investigations

- 12 • **Site Protection** - The site of the incident should be secured immediately  
13 and nothing moved or disturbed until the area is photographed and visually  
14 reviewed by the investigation team. Exact locations of injured personnel,  
15 entrapments, injuries, fatalities, and the condition and location of personal  
16 protective equipment, property, and other equipment must be documented.
- 17 • **Management of Involved Personnel** - Treatment, transport, and follow-up  
18 care must be immediately arranged for injured and involved personnel. The  
19 Agency Administrator or delegate should develop a roster of involved  
20 personnel and supervisors and ensure they are available for interviews by  
21 the investigation team. The Agency Administrator should consider  
22 relieving involved supervisors from fireline duty until the preliminary  
23 investigation has been completed. Attempt to collect initial statements from  
24 the involved individuals prior to a Critical Incident Stress Management  
25 (CISM) session.
- 26 • **Delegation of Authority** - A Delegation of Authority shall be issued to the  
27 investigation team leader. The Delegation of Authority will outline roles,  
28 responsibilities, and expected deliverables. Delegation of Authority  
29 templates are available at  
30 [http://www.nifc.gov/safety/safety\\_reptsInvest.html](http://www.nifc.gov/safety/safety_reptsInvest.html)
- 31 • **Critical Incident Stress Management (CISM)** - CISM is the  
32 responsibility of local Agency Administrators, who should have individuals  
33 pre-identified for critical incident stress debriefings. Also refer to the  
34 *Agency Administrator's Guide to Critical Incident Management (PMS 926)*,  
35 available at: <http://www.nwcg.gov/pms/pubs/pms926.doc>. Individuals or  
36 teams may be available through Employee Assistance Programs (EAPs) or  
37 Geographic Area Coordination Centers (GACCs).

## 39 Wildland Fire Serious Accident Investigation Process

### 41 Fire Director Responsibilities

42 The Fire Director(s) or designee(s) of the lead agency, or agency responsible for  
43 the land upon which the accident occurred, will:

- 44 • Notify the agency safety manager and Designated Agency Safety and  
45 Health Official (DASHO);



- 1 ● Immediately appoint, authorize (through Delegation of Authority), and  
2 deploy an accident investigation team;
- 3 ● Provide resources and procedures adequate to meet the team's needs.
- 4 ● Receive the factual and management evaluation reports and take action to  
5 accept or reject recommendations;
- 6 ● Forward investigation findings, recommendations, and corrective action  
7 plan to the DASHO (the agency safety office is the "office of record" for  
8 reports);
- 9 ● Convene an accident review board/ board of review (if deemed necessary)  
10 to evaluate the adequacy of the factual and management reports and suggest  
11 corrective actions;
- 12 ● Ensure a corrective action plan is developed, incorporating management  
13 initiatives established to address accident causal factors; and
- 14 ● Ensure Serious Accident Investigations remain independent of other  
15 investigations.

#### 17 **Agency Administrator Responsibilities**

- 18 ● Develop local preparedness plans to guide emergency response.
- 19 ● Identify agencies with jurisdictional responsibilities for the accident.
- 20 ● Provide for and emphasize treatment and care of survivors.
- 21 ● Ensure the Incident Commander secures the accident site.
- 22 ● Conduct an in-briefing to the investigation team.
- 23 ● Facilitate and support the investigation as requested.
- 24 ● Determine need and implement Critical Incident Stress Management  
25 (CISM).
- 26 ● Notify home tribe leadership in the case of a Native American fatality.
- 27 ● Prepare and issue the required 24 Hour Preliminary Report unless formally  
28 delegated to another individual.

#### 30 **Notification**

31 Agency reporting requirements will be followed. As soon as a serious accident  
32 is verified, the following groups or individuals should be notified:

- 33 ● Agency Administrator;
- 34 ● Public affairs;
- 35 ● Agency Law Enforcement;
- 36 ● Safety personnel;
- 37 ● County sheriff or local law enforcement as appropriate to jurisdiction;
- 38 ● National Interagency Coordination Center (NICC) through the local  
39 dispatch center and GACC. Provide a *Wildland Fire Entrapment/Fatality*  
40 *Initial Report* (PMS 405-1) directly to NICC within 24 hours;
- 41 ● Agency headquarters; and
- 42 ● OSHA (within 8 hours if the accident resulted in one or more fatalities or if  
43 three or more personnel are inpatient hospitalized).

44

1 Notification to the respective agency's fire national safety/risk management lead  
2 is required.

3

#### 4 **Designating the Investigation Team Lead**

5 The 1995 Memorandum of Understanding between the U.S. Department of the  
6 Interior and the U.S. Department of Agriculture states that serious wildland fire-  
7 related accidents will be investigated by interagency investigation teams.  
8 Following initial notification of a serious accident, the National Fire Director(s)  
9 or their designee(s) will designate a Serious Accident Investigation Team  
10 Lead(s) and provide that person(s) with a written Delegation of Authority to  
11 conduct the investigation and the means to form and deploy an investigation  
12 team.

- 13 • *BLM- The Fire and Aviation Directorate Safety Program Manager*  
14 *mobilizes SAI teams in coordination with the SAI Team Leader.*

15

16 Accidents involving more than one agency will require a collaboratively  
17 developed Delegation of Authority that is signed by each of the respective  
18 agencies.

19

#### 20 **Serious Accident Investigation Team (SAIT) Composition**

21 SAI Team members should not be affiliated with the unit that sustained the  
22 accident.

- 23 • **Team Leader (Core Team Member)**

24 A senior agency management official, at the equivalent associate/assistant  
25 regional/state/area/division director level. The team leader will direct the  
26 investigation and serve as the point of contact to the Designated Agency  
27 Safety and Health Official (DASHO).

- 28 • **Chief Investigator (Core Team Member)**

29 A qualified accident investigation specialist is responsible for the direct  
30 management of all investigation activities. The chief investigator reports to  
31 the team leader.

- 32 • **Accident Investigation Advisor/Safety Manager (Core Team Member)**

33 An experienced safety and occupational health specialist or manager who  
34 acts as an advisor to the team leader to ensure that the investigation focus  
35 remains on safety and health issues. The accident investigation  
36 advisor/safety manager also works to ensure strategic management issues  
37 are examined. Delegating Officials or their designee may, at their  
38 discretion, fill this position with a trained and qualified NWCG Safety  
39 Officer, Line (SOFR), Safety Officer, Type 2 (SOF2), or Safety Officer,  
40 Type 1 (SOF1).

- 41 • **Interagency Representative**

42 An interagency representative will be assigned to every fire-related Serious  
43 Accident Investigation Team. They will assist as designated by the team  
44 leader and will provide outside agency perspective. They will assist as  
45 assigned by the Team Leader and will provide a perspective from outside  
46 the agency.

- 1 • **Technical Specialists**  
2 Personnel who are qualified and experienced in specialized occupations,  
3 activities, skills, and equipment, addressing specific technical issues such as  
4 specialized fire equipment, weather, and fire behavior.
- 5 • **Public Affairs Officer**  
6 For investigations with high public visibility and significant news media  
7 interest, a public affairs officer (PAO) should be considered a part of the  
8 team. The PAO should develop a communications plan for the team, be a  
9 designated point of contact for news media, and oversee all aspects of  
10 internal and external communications. Ideally, the PAO should be qualified  
11 as a Type 1 or Type 2 public information officer and be familiar with SAI  
12 team organization and function.
- 13 ○ **BLM** - All media related documents (news releases, talking points,  
14 etc.) should be cleared through NIFC Public Affairs prior to external  
15 release.
- 16  
17 Core SAI Team members are required to take the Interagency Serious Accident  
18 Investigation Course 1112-05 prior to serious accident investigation assignment.  
19 This training is also required every 5 years for recurrency.
- 20 • **FS/BLM/FWS**- This training is required every 5 years to retain currency.  
21
- 22 **SAI 24 and 72 Hour Reports**  
23 Final 24 and 72 hour reports will be approved by the SAI delegating official,  
24 then sent to the agency fire safety/risk management lead for national  
25 distribution, which may include posting through the NWCG Safety Alert  
26 System.
- 27 • **24-Hour Preliminary Report**- This report contains known basic facts about  
28 the accident. It will be completed and forwarded by the responsible Agency  
29 Administrator to the SAI delegating official. Names of injured personnel  
30 will not be included in this report. Personnel may be referenced by  
31 position.
- 32 • **72-Hour Expanded Report**- This report provides additional factual  
33 information, if available. The information may include the number of  
34 victims and severity of injuries. The focus should be on information that  
35 may have immediate impact on future accident prevention. This report will  
36 be completed and forwarded by the SAI team to the SAI delegating official.  
37 Names of injured personnel will not be included in this report. Personnel  
38 may be referenced by position.
- 39  
40 **SAIT Final Report**  
41 Within 45 days of the incident, a final report consisting of a Factual Report (FR)  
42 and a Management Evaluation Report (MER) will be produced by the  
43 investigation team to document facts, findings, and recommendations and  
44 forwarded to the Designated Agency Safety and Health Official (DASHO)  
45 through the agency Fire Director(s).
- 46

1 Factual Report and Management Evaluation Report formatting can be found on  
2 the NIFC website at: [http://www.nifc.gov/safety/accident\\_resources.htm](http://www.nifc.gov/safety/accident_resources.htm)

3

- 4 • **Factual Report** This report contains a brief summary or background of the  
5 event, and facts based only on examination of technical and procedural  
6 issues related to equipment and tactical fire operations. It does not contain  
7 opinions, conclusions, or recommendations. Names of injured personnel  
8 are not to be included in this report (reference them by position). Post-  
9 accident actions should be included in this report (emergency response  
10 attribute to survival of a victim, etc).

11

12 Factual Reports will be submitted to Wildland Fire Lessons Learned Center  
13 (LLC) by the respective agency's fire safety/risk management leads.

14 E-mail: [llcdocsubmit@gmail.com](mailto:llcdocsubmit@gmail.com)

15

- 16 • **Management Evaluation Report (MER)**  
17 The MER is intended for internal use only and explores management  
18 policies, practices, procedures, and personal performance related to the  
19 accident. The MER categorizes findings identified in the factual report and  
20 provides recommendations to prevent or reduce the risk of similar  
21 accidents.

22

### 23 **Accident Review Board/Board of Review**

24 An Accident Review Board/Board of Review is used by some agencies to  
25 evaluate recommendations, and develop a corrective action plan. Refer to the  
26 respective agency's Safety and Health policy.

27

### 28 **Wildland Fire Accident Investigation Process**

29

30 Accident investigations and reports should be commensurate with the  
31 complexity and/or severity of the accident. Investigations and reports may range  
32 from large investigation teams producing in-depth reports to first-level  
33 supervisors initiating investigations and reporting injury/property damage in  
34 agency reporting systems.

35

### 36 **Notification**

37 When an accident occurs, agency notification requirements will be followed.  
38 Notification requirements universally include:

- 39 • Local dispatch center
- 40 • Unit Fire Management Officer
- 41 • Agency Administrator

42

### 43 **Investigation Team Membership**

44 Investigation team membership should be commensurate with the complexity  
45 and/or severity of the accident. An investigation team should consist of a team  
46 leader and an adequate number of technical specialists and subject matter

1 experts. For complex investigations, team membership may also include a chief  
2 investigator, a safety advisor/manager, and additional technical specialists, and a  
3 writer/editor. Team members may have dual roles (e.g., chief investigator/safety  
4 advisor).

5

#### 6 **Investigation Methodology**

7 Accident Investigations (AI) are detailed and methodical efforts to collect and  
8 interpret facts related to an accident and to provide specific recommendations to  
9 prevent recurrence. The AI should include the following actions:

- 10 ● Visual inspection of involved site, equipment, or material;
- 11 ● Detailed analysis of equipment or material, as necessary;
- 12 ● Interviews with involved personnel, witnesses, managers, and other  
13 pertinent persons;
- 14 ● Collection and review of written statements;
- 15 ● Review of records, archives, plans, policies, procedures, and other pertinent  
16 documents;
- 17 ● Consideration of environmental, equipment, material, procedural, and  
18 human factors as they related to the incident; and
- 19 ● Development of specific findings and related recommendations for the AI  
20 report.

21

#### 22 **AI 24 and 72 Hour Reports**

23 24 and 72 hour reports should be completed when a formal AI will be  
24 conducted. Final 24 and 72 hour reports will be approved by the AI delegating  
25 official, then sent to the agency fire safety/risk management lead for national  
26 distribution, which may include posting through the NWCG Safety Alert  
27 System.

- 28 ● 24-Hour Preliminary Report- This report contains known basic facts about  
29 the accident. It will be completed and forwarded by the responsible Agency  
30 Administrator to the next higher level (e.g. District Manager forwards to  
31 Sate Director). Names of injured personnel will not be included in this  
32 report. Personnel may be referenced by position.
- 33 ● 72-Hour Expanded Report- This report provides additional factual  
34 information, if available. The information may include the number of  
35 victims and severity of injuries. The focus should be on information that  
36 may have immediate impact on future accident prevention. This report will  
37 be completed and forwarded by the AI team to the AI delegating official.  
38 Names of injured personnel will not be included in this report. Personnel  
39 may be referenced by position.

40

#### 41 **AI Final Report**

42 Within 45 days of the accident, a final report including facts, findings, and  
43 recommendations shall be submitted to the senior manager dependent upon the  
44 level of investigation (e.g., local Agency Administrator, State/Regional Director,  
45 and Agency Fire Director or their designee). If a lower level investigation is

1 conducted, a courtesy copy of the final report shall be sent to the respective  
2 agency's national fire safety/risk management lead.  
3 The Final Report (minus names of employees- they should be referenced by  
4 position) will be submitted to Wildland Fire Lessons Learned Center (LLC) by  
5 the respective agency's National Fire Safety Leads.  
6 E-mail: llcdocsuubmit@gmail.com

7

#### 8 **Accident Investigation Report Standard Contents**

- 9 • **Executive Summary** - A brief narrative of the facts involving the accident  
10 including dates, locations, times, name of incident, jurisdiction(s), number  
11 of individuals involved, etc. Names of injured personnel or personnel  
12 involved in the accident are not to be included in this report (reference them  
13 by position).
- 14 • **Narrative** - A detailed chronological narrative of events leading up to and  
15 including the accident, as well as rescue and medical actions taken after the  
16 accident. This section will contain who, what, and where.
- 17 • **Investigation Process**- A brief narrative of actions taken by the  
18 investigation team. This narrative should include investigation team  
19 membership, Delegation of Authority information (from who and contents,  
20 include a copy as an appendix), investigative actions and timeline (when the  
21 team conducted interviews, inspections, site visits, etc.), and if other sources  
22 were consulted (i.e. professional accident reconstruction experts, equipment  
23 manufacturers, etc.). This section should also address if environmental,  
24 equipment, material, procedural, and human factors were present, and state  
25 how findings/recommendations were developed.
- 26 • **Findings/Recommendations**
  - 27 ○ **Findings** are developed from the factual information. Each finding is a  
28 single event or condition. Each finding is an essential step in the  
29 accident sequence, but each finding is not necessarily causal or  
30 contributing. Findings should only include information necessary to  
31 explain the specific event or condition. Findings must be substantiated  
32 by the factual data. Findings should not include opinion or speculation.
  - 33 ○ **Discussion** –This provides explanation or information pertinent to a  
34 specific finding.
  - 35 ○ **Recommendations** - Recommendations are proposed actions intended  
36 to prevent similar accidents. Recommendations should be directly  
37 related to findings, should not contain opinion or speculation, and  
38 should identify the specific individual responsible for completing the  
39 recommended action. Recommendations will be evaluated and may be  
40 incorporated into future operational direction through established  
41 processes.
- 42 • **Conclusions and Observations** - Investigation team's opinions and  
43 inferences, and "lessons learned" may be captured in the section. This  
44 section is not required.  
45  
46

- 1 • **Reference Materials**
- 2 ○ **Maps/Photographs/Illustrations** - Graphic information used to
- 3 document and visually portray facts.
- 4 ○ **Appendices** - Reference materials (e.g., fire behavior analysis,
- 5 equipment maintenance reports, agreements, Delegation of Authority).
- 6 ○ **Records** - Factual data and documents used to substantiate facts
- 7 involving the accident.
- 8
- 9 An AI Delegation of Authority template, AI report template and examples of AI
- 10 reports can be found at the NIFC Safety website:
- 11 [http://www.nifc.gov/safety/safety\\_reprtsInvest.html](http://www.nifc.gov/safety/safety_reprtsInvest.html)
- 12

## 13 **Fire Cause Determination and Trespass Investigation**

### 14 **Introduction**

15 Agency policy requires determination of cause, origin, and responsibility for all  
16 wildfires. Accurate fire cause determination is a critical first step for a  
17 successful fire investigation and for targeting fire prevention efforts. Proper  
18 investigative procedures, which occur concurrent with initial attack, more  
19 accurately pinpoint fire causes and can preserve valuable evidence that would  
20 otherwise be destroyed by suppression activities. Fire trespass refers to the  
21 occurrence of unauthorized fire on agency-protected lands where the source of  
22 ignition is tied to some type of human activity.

### 23 **Policy**

24 The agency must pursue cost recovery, or document why cost recovery is not  
25 required, for all human-caused fires on public lands. The agency will also  
26 pursue cost recovery for other lands under fire protection agreement where the  
27 agency is not reimbursed for suppression actions, if so stipulated in the  
28 agreement.

29 For all human-caused fires where negligence can be determined, trespass actions  
30 are to be taken to recover cost of suppression activities, land rehabilitation, and  
31 damages to the resource and improvements. Only fires started by natural causes  
32 will not be considered for trespass and related cost recovery.

33 The determination whether to proceed with trespass action must be made on  
34 “incident facts,” not on “cost or ability to pay.” Trespass collection is both a  
35 cost recovery and a deterrent to prevent future damage to public land. It is  
36 prudent to pursue collection of costs, no matter how small. This determination  
37 must be documented and filed in the unit office’s official fire report file.

38 The Agency Administrator has the responsibility to bill for the total cost of the  
39 fire and authority to accept only full payment. On the recommendation of the  
40 State/Regional Director, the Solicitor/Office of General Counsel may  
41 compromise claims of the United States, up to the monetary limits (\$100,000)

42 **Release Date: January 2013**

43 **18-15**

1 established by law 31 U.S.C. 3711[a], 4 CFR 103-104, and 205 DM 7.1 and 7.2.  
2 The Solicitor/Office of General Counsel will refer suspension or termination of  
3 the amount, in excess of \$100,000, exclusive of interest, penalties, or  
4 administrative charges, to the Department of Justice.

5  
6 Unless specified otherwise in an approved protection agreement, the agency that  
7 has the land management jurisdiction/administration role is accountable for  
8 determining the cause of ignition, responsible party, and for obtaining all  
9 billable costs, performing the billing, collection, and distribution of the collected  
10 funds. The agency with the fire protection responsibility role must provide the  
11 initial determination of cause to the agency with the land management  
12 jurisdiction/administration role. The agency providing fire protection shall  
13 provide a detailed report of suppression costs that will allow the jurisdictional  
14 agency to proceed with trespass procedures in a timely manner.

15  
16 Each agency's role in fire trespass billing and collection must be specifically  
17 defined in the relevant Cooperative Fire Protection Agreement. The billing and  
18 collection process for federal agencies is:

- 19 • For example, a federal agency fire occurs on another federal agency's land  
20 and is determined to be a trespass fire. BLM provides assistance, and  
21 supplies costs of that assistance to the federal agency with jurisdictional  
22 responsibility for trespass billing. The responsible federal agency bills and  
23 collects trespass, and BLM then bills the federal agency and is reimbursed  
24 for its share of the collection.
- 25 • For example, where BLM administered land is protected by a state agency,  
26 the billing and collection process is:
  - 27 ○ The state bills BLM for their suppression costs. The BLM will pursue  
28 trespass action for all costs, suppression, rehabilitation, and damages,  
29 and deposits the collection per BLM's trespass guidance.

30  
31 Initiation of fire cause determination must be started with notification of an  
32 incident. Initial attack dispatchers are responsible for capturing all pertinent  
33 information when the fire is reported and throughout the incident. The initial  
34 attack Incident Commander and the initial attack forces are responsible for  
35 initiating fire cause determination and documenting observations starting with  
36 their travel to the fire. If probable cause indicates human involvement, an  
37 individual qualified in fire cause determination (INVF or cooperator equivalent)  
38 should be dispatched to the fire.

39 Agency references:

- 40 • *BLM - 9238-1*
- 41 • *FWS - Fire Management Handbook*
- 42 • *NPS - RM-18, Chapter 6 and RM-9*
- 43 • *FS - FSM 5130 and FSM 5300*

44  
45  
46



1 **Related Policy Documents**

2  
 3 These documents provide specific direction related to incident and accident  
 4 investigations.

|                    | Safety                                                                                                                                                                                                                                                                                      | Prescribed Fire  |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <b>DOI</b>         | 485 DM Chapter 7                                                                                                                                                                                                                                                                            |                  |
| <b>BLM</b>         | Manual 1112-2, 1112-1                                                                                                                                                                                                                                                                       |                  |
| <b>FWS</b>         | Service Manual 095                                                                                                                                                                                                                                                                          |                  |
| <b>NPS</b>         | DO/RM-50B, RM-18 Chapter 3                                                                                                                                                                                                                                                                  | RM-18, Chapter 7 |
| <b>FS</b>          | FSH-6709.11                                                                                                                                                                                                                                                                                 | FSM-5140         |
|                    | FSM-5100 and FSH-6709.11, FSM 5720 (Aviation), FSM 5130 (Ground Operations), FSM 6730 (Specific policy), FSH 6709.12 Chapter 30 (General guidance), and most recent <i>Accident Investigation Guide</i> , for specific guidance.                                                            |                  |
| <b>Interagency</b> | Information on accident investigations may be found at: <a href="http://www.nifc.gov/safety/accident_resources.htm">http://www.nifc.gov/safety/accident_resources.htm</a> . For reporting use <i>PMS 405-1, Wildland Fire Fatality and Entrapment Initial Report</i> , on the NWCG website. |                  |

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## Chapter 19 Dispatch and Coordination System

### Organization

The wildland fire dispatch and coordination system in the United States has three levels (tiers):

- National- National Interagency Coordination Center
- Geographic- Geographic Area Coordination Centers
- Local- Local Dispatch Centers

Logistical dispatch operations occur at all three levels, while initial attack dispatch operations occur primarily at the local level. Any geographic area or local dispatch center using a dispatch system outside the three-tier system must justify why a non-standard system is being used and request written authorization from the DOI National Office or USFS Regional Office.

#### **National Interagency Coordination Center (NICC)**

The NICC is located at NIFC, in Boise, Idaho. The principal mission of the NICC is the cost-effective and timely coordination of land management agency emergency response for wildland fire at the national level. This is accomplished through planning, situation monitoring, and expediting resource orders between the BIA Areas, BLM States, National Association of State Foresters, FWS Regions, FS Regions, NPS Regions, National Weather Service (NWS) Regions, Federal Emergency Management Agency (FEMA) Regions through the United States Fire Administration (USFA), and other cooperating agencies.

The NICC coordinates any requests for support from foreign countries, either through Departments of Agriculture and Interior agreements (Canada and Mexico) or arrangements (Australia and New Zealand), or from the Forest Service International Programs' Disaster Assistance Support Program (DASP) through the U.S. Agency for International Development's Office of Foreign Disaster Assistance.

The NICC supports non-fire emergencies when tasked by an appropriate agency, such as FEMA, through the National Response Framework. NICC collects and consolidates information from the GACCs and disseminates the *National Incident Management Situation Report* through the NICC website at <http://www.nifc.gov/nicc/sitreprt.pdf>.

#### **Geographic Area Coordination Centers (GACCs)**

There are 11 GACCs, each of which serve a specific geographic portion of the United States. Each GACC interacts with the local dispatch centers, as well as with the NICC and neighboring GACCs. Refer to the *National Interagency Mobilization Guide* for a complete directory of GACC locations, addresses, and personnel.

1 The principal mission of each GACC is to provide the cost-effective and timely  
2 coordination of emergency response for all incidents within the specified  
3 geographic area. GACCs are also responsible for determining needs,  
4 coordinating priorities, and facilitating the mobilization of resources from their  
5 areas to other geographic areas.

6

### 7 **Local Dispatch Centers**

8 Local dispatch centers are located throughout the country as dictated by the  
9 needs of fire management agencies. Local dispatch centers dispatch multi-  
10 agency wildland firefighting resources within a pre-established and identified  
11 dispatch zone boundary. The principal mission of a local dispatch center is to  
12 provide safe, timely, and cost-effective coordination of emergency response for  
13 all incidents within its specified geographic area. This entails the coordination  
14 of initial attack responses and the ordering of additional resources when fires  
15 require extended attack.

16

17 Local dispatch centers are also responsible for supplying intelligence and  
18 information relating to fires and resource status to their GACC and to their  
19 agency managers and cooperators. Local dispatch centers may work for, or  
20 with, numerous agencies, but should only report to one GACC.

21

22 Some local dispatch centers are also tasked with law enforcement and agency  
23 administrative workloads for non-fire operations. If this is the case, a  
24 commensurate amount of funding and training should be provided by the  
25 benefiting activity to accompany the increased workload. If a non-wildland fire  
26 workload is generated by another agency operating in an interagency dispatch  
27 center, the agency generating the additional workload should offset this  
28 increased workload with additional funding or personnel.

29

### 30 **Mobilization Guides**

31

32 The NICC and each GACC annually publish a Mobilization Guide. The  
33 Mobilization Guides identify standard procedures which guide the operations of  
34 multi-agency logistical support activity throughout the coordination system.  
35 These guides are intended to facilitate interagency dispatch coordination,  
36 ensuring timely and cost-effective incident support services are provided. Local  
37 and Geographic Area Mobilization Guides supplement the *National Interagency*  
38 *Mobilization Guide*.

39

40 The *National Interagency Mobilization Guide* (NFES 2092) and links to  
41 Geographic Area Mobilization Guides are available at <http://www.nifc.gov/nicc/>

42

### 43 **Local and Geographic Area Drawdown**

44

45 Drawdown is the predetermined number and type of suppression resources that  
46 are required to maintain viable initial attack (IA) capability at either the local or

1 geographic area. Drawdown resources are considered unavailable outside the  
2 local or geographic area for which they have been identified. Drawdown is  
3 intended to:

- 4 • Ensure adequate fire suppression capability for local and/or geographic area  
5 managers; and
- 6 • Enable sound planning and preparedness at all management levels.

7  
8 Although drawdown resources are considered unavailable outside the local or  
9 geographic area for which they have been identified, they may still be  
10 reallocated by the Geographic Area or National MAC to meet higher priority  
11 obligations.

### 12 **Establishing Drawdown Levels**

13 Local drawdown is established by the local unit and/or the local MAC group and  
14 implemented by the local dispatch office. The local dispatch office will notify  
15 the Geographic Area Coordination Center (GACC) of local drawdown decisions  
16 and actions.

17  
18 Geographic area drawdown is established by the GMAC and implemented by  
19 the GACC. The GACC will notify the local dispatch offices and the National  
20 Interagency Coordination Center (NICC) of geographic area drawdown decision  
21 and actions.

### 22 **National Ready Reserve (NRR)**

23  
24 NRR is a means by which the NMAC identifies and readies specific categories,  
25 types, and quantities of fire suppression resources in order to maintain overall  
26 national readiness during periods of actual or predicted national suppression  
27 resource scarcity.

28 NRR implementation responsibilities are as follows:

- 29 • NMAC establishes national ready reserve requirements by resource  
30 category, type, and quantity.
- 31 • NICC implements NMAC intent by directing individual GACCs to place  
32 specific categories, types, and quantities of resources on national ready  
33 reserve.
- 34 • GACCs direct local dispatch centers and/or assigned IMTs to specifically  
35 identify resources to be placed on national ready reserve.
- 36 • GACCs provide NICC specific names of national ready reserve resources.
- 37 • NICC mobilizes national ready reserve assets through normal coordination  
38 system channels as necessary.

39  
40 National ready reserve resources must meet the following requirements:

- 41 • May be currently assigned to ongoing incidents;
- 42 • Must be able to demobe and be enroute to new assignment in less than 2  
43 hours;

- 1 • Resources must have a minimum of 7 days left in 14 day rotation
- 2 (extensions will not be factored in this calculation);
- 3 • May be assigned to incidents after being designated ready reserve, in
- 4 coordination with NICC; and
- 5 • Designated ready reserve resources may be adjusted on a daily basis.
- 6
- 7 NMAC will adjust ready reserve requirements as needed. Furthermore, in order
- 8 to maintain national surge capability, the NMAC may retain available resources
- 9 within a geographic area, over and above the established geographic area
- 10 drawdown level.

11

## 12 **Dispatch/Coordination Center Administration**

13

### 14 **Memorandum of Understanding (MOU)**

15 Each dispatch/coordination center will have a Memorandum of Understanding  
16 (MOU) signed by all cooperators. This MOU will be reviewed and updated  
17 annually. Dispatch/coordination center MOUs and their associated Annual  
18 Operating Plans (AOPs) will be current and will define:

- 19 • The roles and responsibilities of each interagency partner's fiscal and
- 20 infrastructure support responsibilities;
- 21 • Administrative oversight/support groups involved with the
- 22 dispatch/coordination center;
- 23 • Clear fiscal reimbursement procedures and interagency funding procedures
- 24 • The dispatch/coordination center's organizational charts;
- 25 • Communication protocols for local and geographic area cooperating
- 26 Agencies, including briefings, planned meetings, and conference calls;
- 27 • Procedures for Incident Management Team mobilization and close-out; and
- 28 • Supporting documentation, such as any local initial attack or fire and
- 29 aviation agreements for units serviced by the center.

30

31 Funding for facilities, equipment, and staffing needs shall be identified in each  
32 participating agency's planning and budget process, and included in the  
33 MOU/AOP.

34

### 35 **Local Mobilization Guide/Dispatch Operating Plan**

36 Local dispatch centers will have a local mobilization guide or dispatch operating  
37 plan to supplement the GACC and National Mobilization Guides. The  
38 mobilization guide or operating plan will include minimum elements and  
39 procedures to guide the operation of a local dispatch center. See Appendix P for  
40 minimum required elements and procedures for inclusion in a local mobilization  
41 guide/dispatch operating plan.

42

### 43 **Service and Supply Plans**

44 All local dispatch centers shall maintain a Service and Supply Plan that contains  
45 current copies of procurement documents related to locally available resources.

1 Service and Supply Plans must be current, complete, organized, and accessible  
2 to Initial Attack and Expanded Dispatchers.

3  
4 The Service and Supply Plan will contain current copies of competitive and non-  
5 competitive Incident Blanket Purchase Agreements (I-BPAs), as well as source  
6 lists for incident-only contracts. Resources and their respective  
7 contracts/agreements will be entered into ROSS if applicable, and naming  
8 conventions will meet national standards.

9  
10 For additional required components of a Service and Supply Plan, refer to  
11 Appendix P.

### 12 **Continuity of Operations Plan (COOP)**

13 All centers will maintain a current Continuation of Operations Plan (COOP)  
14 which includes an identified back-up power source, a back-up computer system,  
15 a contingency plan for loss of radios (if applicable), a pre-identified alternate  
16 location with adequate supplies, and notification procedures for activation.

### 17 **Dispatch/Coordination Center Manager Delegation of Authority**

18  
19 All Dispatch/Coordination Center Managers shall have a signed Delegation of  
20 Authority providing an adequate level of operational authority from all  
21 participating agencies. The Delegation of Authority will include appropriate  
22 supervisory authority, and a process for completion of employee performance  
23 evaluations.

24  
25 The Dispatch/Coordination Center Manager may, where appropriate, complete a  
26 Delegation of Authority for staff that identifies roles and responsibilities for  
27 Acting Center Manager, Coordinator on Duty, Floor Supervisor, and/or Internal  
28 Duty Officer.

### 29 **Dispatch/Coordination Center Functional Responsibilities**

#### 30 **National Interagency Coordination Center**

31 The NICC has established the Coordinator-On-Duty (NICC COD) position. The  
32 NICC COD is responsible for managing the daily operation of the NICC and for  
33 resource allocation decisions in alignment with NMAC direction.

34 The National Interagency Coordination Center is responsible for the following:

- 35 • **Positioning and Movement of Resources**  
36 NICC is responsible for, in conjunction with the GACCs, ensuring a  
37 coordinated response to wildland fire incidents and/or all-hazard incidents  
38 under the National Response Framework or other appropriate authorities.  
39 NICC positions resources (personnel, aircraft, supplies, and equipment) to  
40 meet existing and anticipated incident, preparedness, severity, wildland, and  
41 prescribed fire needs regardless of geographic location or agency affiliation.

- 1 NICC coordinates movement of resources across Geographic Area  
2 boundaries. NICC allocates resources according to National Multi-Agency  
3 Coordinating Group (NMAC) direction when competition for wildland fire  
4 resources occurs among Geographic Areas.
- 5 • **Management of National Aviation Resources**  
6 As directed or delegated by NMAC, NICC allocates national resource  
7 aviation assets to the Geographic Areas based upon national priorities.  
8 These national resources include:
    - 9 ○ Very Large Airtankers (VLATs);
    - 10 ○ Type 1 and Type 2 Airtankers;
    - 11 ○ Modular Airborne Fire Fighting System (MAFFS) Airtankers;
    - 12 ○ Type 1 and Type 2 helicopters;
    - 13 ○ Infra-red aircraft;
    - 14 ○ Lead planes and aerial supervision modules; and
    - 15 ○ Smokejumper aircraft.
  - 16  
17 NICC has established authorities and procedures for dispatching aviation  
18 resources. These authorities and procedures include:
    - 19 ○ Aircraft ordering protocols for fire, logistical and administrative flights;
    - 20 ○ tracking of all aircraft ordered through NICC that cross Geographic  
21 Area boundaries;
    - 22 ○ mechanisms for disseminating availability and commitment status  
23 throughout the dispatch/coordination system; and
    - 24 ○ Procedures for mobilization and use of large transport aircraft (NICC is  
25 the sole source for large transport aircraft).
  - 26 • **Management of National Support Resources**  
27 NICC mobilizes national support resources such as National Interagency  
28 Radio Support Cache radio systems and kits, Incident Remote Automatic  
29 Weather Stations, Project Remote Automatic Weather Stations, National  
30 Contract Mobile Food Services, and National Contract Mobile Shower  
31 Facilities. Refer to the National Interagency Mobilization Guide for more  
32 information.
  - 33 • **Allocation of Other National Resources**  
34 As directed or delegated by the National Multi-Agency Coordinating Group  
35 (NMAC), NICC mobilizes national program resources such as National  
36 Interagency Buying Teams, Administrative Payment Teams, Burned Area  
37 Emergency Response Teams, and National Fire Prevention and Education  
38 Teams to the Geographic Areas based upon national priorities. Refer to the  
39 *National Interagency Mobilization Guide* for more information.
  - 40 • **Predictive Services and Intelligence**  
41 Predictive Services is responsible for providing weather, fuels, and  
42 intelligence products that support the decision-making process at the local,  
43 state/regional, geographic, and national levels. NICC Predictive Services  
44 produces and disseminates (among other products) a monthly/seasonal  
45 outlook that covers the next one to four month period.

46

1 NICC ensures that procedures are in place for gathering, accessing and  
2 disseminating information, and maintains a current Standard Operating  
3 Procedure that outlines duties and procedures of the predictive services  
4 program. NICC is also responsible for maintaining a Predictive services  
5 and Intelligence website to meet these mission requirements.

6  
7 NICC Predictive Services has identified and maintains open lines of  
8 communication with interagency partners. NICC Predictive Services  
9 ensures that contacts and roles are maintained and understood for the  
10 National Weather Service, NIFC, NICC, and GACCS. Predictive Services  
11 staff participate in planned briefings, meetings and conference calls,  
12 monthly/seasonal assessments, etc.

13  
14 NICC Predictive Services, in coordination with the National Weather  
15 Service (NWS) has an Annual Operating Plan that outlines products and  
16 services provided by each office. NICC Predictive Services ensures that  
17 provisions within the AOP that affect local dispatch centers are coordinated  
18 with and communicated to those centers.

19 • **International and Department of Defense Assistance**

20 NICC serves as the focal point for international assistance requested from  
21 NMAC either under existing agreements or by the US Department of State.  
22 NICC also serves as the focal point for any requests for assistance from the  
23 Department of Defense.

24 For more information, see the *National Interagency Mobilization Guide*,  
25 Chapter 40 at <http://www.nifc.gov/nicc/>

26  
27 **Geographic Area Coordination Centers**

28 The GACCs have established the Coordinator-On-Duty (COD) position. The  
29 COD is responsible for managing the daily operation of the GACC and for  
30 resource allocation decisions in alignment with NMAC direction.

31  
32 Geographic Area Coordination Centers (GACCs) are responsible for the  
33 following:

34 • **Positioning and Movement of Resources**

35 GACCs are responsible for, in conjunction with NICC and local dispatch  
36 centers, ensuring a coordinated response to wildland fire incidents and/or  
37 all-hazard incidents under the National Response Framework or other  
38 appropriate authorities. GACCs mobilize and position resources  
39 (personnel, aircraft, supplies, and equipment) internally among local  
40 dispatch centers to meet existing and anticipated incident, preparedness,  
41 severity, wildland, and prescribed fire needs, regardless of geographic  
42 location or agency affiliation. GACCs coordinate movement of resources  
43 within Geographic Area boundaries and allocate resources according to  
44 Geographic Area Multi-Agency Coordinating Group (GMAC) direction  
45 when competition for wildland fire resources occurs within the Geographic  
46 Area. GACCs will ensure adequate fire suppression capability for local



- 1 and/or Geographic Area managers, and enable sound planning and  
2 preparedness at all management levels.  
3
- 4 Geographic Areas will establish priorities for their incidents and wildland  
5 fires and report them to NICC. GACCs will notify NICC and adjoining  
6 GACCs of the commitment of National Resources within their Area, and  
7 will notify the local dispatch offices and the NICC of Geographic Area  
8 drawdown decision and actions.  
9
- 10 Activities associated with the National Response Framework will be  
11 accomplished utilizing established dispatch coordination procedures. The  
12 affected GACC will coordinate ordering points with Regional Response  
13 Coordination Centers (RRCC) and Joint Field Offices (JFO).
- 14 • **Management of Aviation Resources**  
15 GACCs have established authorities and procedures for dispatching aviation  
16 resources. These procedures include:
- 17 ○ Aircraft ordering protocols for fire, logistical and administrative flights;
  - 18 ○ Procedures for tracking of all aircraft within Geographic Area  
19 boundaries;
  - 20 ○ Mechanisms for disseminating availability and commitment status  
21 throughout the dispatch/coordination system;
  - 22 ○ Ordering and operational procedures between the GACC, dispatch  
23 center(s) and airtanker base(s);
  - 24 ○ Procedures for flight following (including protocols for use of  
25 Automated Flight Following (AFF) and initial call on the National  
26 Flight Following Frequency);
  - 27 ○ Procedures for ordering and establishing TFR's and operating  
28 guidelines for airspace deconfliction for Military Air Space (MTR,  
29 SUA, MOA) and Restricted Areas. GACCs will participate in planned  
30 airspace meetings annually;
  - 31 ○ Procedures for ordering and utilization of FAA temporary towers; and
  - 32 ○ Procedures for reporting through the SAFECOM system.
- 33 • **Predictive Services and Intelligence**  
34 GACC Predictive Services is responsible for providing weather, fuels and  
35 intelligence products that support the decision-making process at the local,  
36 state, geographic and national levels. GACCs provide timely  
37 communications on information and decisions that affect the interagency  
38 dispatch community.  
39
- 40 GACCs ensure that procedures are in place for gathering, accessing and  
41 disseminating information, and maintain a current Standard Operating  
42 Procedure that outlines duties and procedures of the predictive services  
43 program. GACCs are also responsible for maintaining a Predictive services  
44 and Intelligence website to meet these mission requirements.  
45

1 Each GACC prepares an intelligence report that consolidates fire and  
2 resource status information received from each of the local dispatch centers  
3 in its area. This report is sent to NICC and to the local dispatch centers,  
4 caches, and agency managers in the geographic area.  
5 GACC Predictive Services maintains open lines of communication with  
6 interagency partners and ensures that contacts and roles are maintained and  
7 understood for the National Weather Service, NIFC, NICC, and adjacent  
8 GACCS. Predictive Services staff participate in planned briefings,  
9 meetings and conference calls, monthly/seasonal assessments, etc.  
10  
11 GACC Predictive Services, in coordination with the National Weather  
12 Service (NWS) has an Annual Operating Plan that outlines products and  
13 services provided by each office. GACC Predictive Services ensures that  
14 provisions within the AOP that affect local dispatch centers are coordinated  
15 with and communicated to those centers.  
16

### 17 **Local Dispatch Centers**

18 Local Dispatch centers are responsible for initial attack dispatching,  
19 coordination of communications, intelligence gathering and dissemination, and  
20 logistical support for local incidents and field operations.

#### 21 • **Initial Attack Dispatching**

22 Local dispatch centers are the focal point for the report of, and initial  
23 response to wildland fires, and under appropriate authorities, other  
24 emergency incidents at the local level. Deployment of response resources is  
25 made in accordance with local processes and procedures as outlined in the  
26 dispatch center's mobilization guide.  
27

28 Each dispatch office with the responsibility for initial response to wildland  
29 fires shall have a pre-planned response plan that allocates resources to new  
30 wildland fires in accordance with fire management direction, initial attack  
31 agreements, and established ordering procedures. The preplanned response  
32 plan will be reviewed and updated annually prior to fire season.  
33 Additionally, each center will have a method to document actions taken and  
34 resources sent to wildland fires. Centers may use either a manual or  
35 computer aided dispatch system.  
36

37 Each dispatch center shall have maps posted that depict initial attack  
38 response areas, land ownership, jurisdictional and protection boundaries,  
39 hazards, and resource concerns. Each center will also ensure that Computer  
40 Aided Dispatch (CAD) and Geographic Information System (GIS) products  
41 are current and functioning.  
42

43 Dispatch centers will have protocols in place for frequency management,  
44 priority use of frequencies, and procedures for obtaining additional  
45 frequencies.  
46

- 1 Local Dispatch centers will have protocols in place for timely request and  
2 dissemination of Fire Weather Forecasts, Spot Weather Forecasts, Fire  
3 Weather Watches, and Red Flag Warnings to firefighters, Incident  
4 Commanders, and field-going personnel.  
5
- 6 All required reference material will be current and accessible, and expired  
7 or out-of-date material will be removed.
- 8 • **Intelligence**  
9 The intelligence function is responsible for gathering and disseminating  
10 incident, resource, weather and predictive services information. Each  
11 dispatch center will ensure that locations and conditions of the fire weather  
12 stations are known and a current weather station catalog is available.  
13 Weather data will be archived daily in WIMS and seasonal inputs will be  
14 maintained, including vegetative state, fuel moisture values, daily state of  
15 the weather observations, and updating breakpoints.  
16 ○ *FS- Dispatch centers are required to have a person trained in the*  
17 *National Fire Danger Rating System (NFDRS) assigned to data quality*  
18 *assurance responsibilities.*  
19
- 20 Dispatch centers will ensure that coordination/communication with the local  
21 NWS Forecast Office occurs annually prior to fire season.  
22
- 23 Local dispatch centers will have a process in place for submission of the  
24 daily situation report and ICS-209's.  
25
- 26 Dispatch Centers with websites will ensure current intelligence and weather  
27 information is posted.
- 28 • **Expanded Dispatch and Incident Business Management**  
29 Expanded Dispatch is a functional branch of the Incident Support  
30 Organization (ISO) that supports incidents and expands as local fire  
31 conditions and activity dictates. Expanded Dispatch is established when a  
32 high volume of activity indicates that increased dispatch and coordination  
33 capability is required.  
34
- 35 Each dispatch center will have an Expanded Dispatch Operating Plan which  
36 provides specific details about when, where, and how to implement an  
37 Expanded Dispatch. The plan will identify logistical support facilities  
38 available for Expanded Dispatch use. These facilities will be pre-identified,  
39 procured, and available for immediate setup, along with necessary  
40 equipment.  
41
- 42 The Expanded Dispatch workspace will be separate from, but accessible to,  
43 the initial attack organization. The area should have adequate office space,  
44 including suitable lighting, heating/ cooling systems, and security.  
45 Expanded Dispatchers will have access to communications equipment

- 1 including telephones, fax machines, copiers, and computer hardware with  
2 adequate data storage space.  
3
- 4 Qualified personnel should be on site in order to adequately staff required  
5 Expanded Dispatch functions. Expanded Dispatch supervisors are  
6 responsible for establishing a staffing and operating schedule for Expanded  
7 Dispatch, including operational period changes, briefings, and strategy  
8 meetings.
- 9 • **Aviation**
- 10 Each dispatch center will have procedures established for dispatching of  
11 aviation resources. These procedures will include:
- 12 ○ Aircraft ordering protocols for fire, logistical and administrative flights;
  - 13 ○ Procedures for disseminating availability and commitment status  
14 throughout the dispatch/coordination system;
  - 15 ○ Procedures for coordination with airtanker bases;
  - 16 ○ For airtanker, smokejumper and rappeller use and restrictions;
  - 17 ○ Procedures for flight following (including protocols for use of  
18 Automated Flight Following (AFF) and initial call on the National  
19 Flight Following Frequency);
  - 20 ○ Procedures for ordering and establishing TFR's;
  - 21 ○ Procedures for airspace de-confliction for Military Air Space (MTR,  
22 SUA, MOA) and Restricted Areas, and current Aviation flight hazard  
23 maps or military operating area sectionals;
  - 24 ○ Procedures for requesting FAA Temporary Towers; and
  - 25 ○ Procedures for reporting through the SAFECOM system.

### 27 **Accident Notification**

- 28
- 29 When an accident occurs, agency notification requirements will be followed. As  
30 soon as the accident is verified, the following should be notified:
- 31 • Local dispatch center;
  - 32 • Unit Fire Management Officer; and
  - 33 • Agency Administrator(s).

34

35 Additional notifications should occur in the dispatch/coordination system, from  
36 the local dispatch center to the NICC through the GACC.

### 38 **Incident Emergency Management Planning**

- 39
- 40 To achieve successful medical response, agency administrators will ensure that  
41 their units have completed the following items prior to each field season:
- 42 • An Incident Emergency Plan that identifies medical evacuation options,  
43 local/county/state/federal resource capabilities, capacities, ordering  
44 procedures, cooperative agreements, role of dispatch centers, and key  
45 contacts or liaisons;

- 1 • Standardized communication center protocols that include the following  
2 components:
  - 3 ○ Determine the nature of the emergency;
  - 4 ○ If the emergency is a medical injury/illness, determine if the  
5 injury/illness is life threatening;
  - 6 ○ If the injury is life threatening, then clear designated frequency for  
7 emergency traffic;
  - 8 ○ Identify the on-scene point of contact by position and last name (i.e.  
9 TFLD Smith);
  - 10 ○ Ensure that the Medical Unit Leader (if assigned) is contacted  
11 immediately;
  - 12 ○ Identify number injured, patient assessment(s), and location  
13 (geographic and/or GPS coordinates);
  - 14 ○ Identify on-scene medical personnel by position and last name (i.e.  
15 EMT Jones);
  - 16 ○ Identify preferred method of patient transport;
  - 17 ○ Determine any additional resources or equipment needed;
  - 18 ○ Document all information received and transmitted on the radio or  
19 phone; and
  - 20 ○ Document any changes in the on-scene point of contact or medical  
21 personnel as they occur;
- 22 • For incidents that require the preparation of an IAP, an incident medical  
23 plan that satisfies the requirements found in NWCG memo number 025-  
24 2010 is required, and will include an expanded block eight of the ICS-206  
25 Medical Plan detailing available resources (ground and air), roles,  
26 responsibilities, and hazard mitigations.

27 For more information, refer to Chapter 7, or NWCG 025-2010 at  
28 <http://www.nwcg.gov/general/memos/nwcg-025-2010.html>

29

### 30 **Dispatch/Coordination Center Reference Material**

31

32 All coordination/dispatch centers will have reference materials available to all  
33 dispatchers. See Appendix P for a list of minimum required reference materials.

34

### 35 **Training**

36

37 Dispatch/Coordination center staff will be trained in, and follow established  
38 procedures for, the use of applications utilized in center operations.

39

40 Personnel will be cross trained in each function (i.e., aircraft, crews, overhead,  
41 equipment, intelligence) in order to provide staffing coverage. Dispatch  
42 personnel will be trained in and follow Center procedures for the following (as  
43 applicable):

- 44 • Resource Ordering and Status System (ROSS);
- 45 • Computer Aided Dispatch (CAD);

- 1 • Fire Code;
- 2 • Automated Flight Following (AFF);
- 3 • Unit Identifiers;
- 4 • SIT Report/209; and
- 5 • Other applications (i.e. WFDSS, I-Suite).

6  
7 All dispatch center employees will have a documentation file for current season  
8 training, past season fire training, certifications and experience, fire experience,  
9 performance evaluations, and have task books initiated appropriate to their  
10 training needs. All supervisors will be familiar with safety and accident  
11 reporting processes (i.e. Safety Management Information System (SMIS),  
12 SAFENET, SAFECOM).

13 .

14 All employees will have current red cards produced by the Incident  
15 Qualification and Certification System (IQCS) as per chapter 13.

- 16 • **BLM-** *BLM employees are required to complete the BLM Fire and Aviation*  
17 *Employee Orientation Checklist, available at the BLM Fire Operations*  
18 *website.*

19

## 20 **Facilities and Equipment**

21

22 All Dispatch/Coordination Centers will have a telephone system with an  
23 adequate number of lines for normal business volume, and the capability to  
24 expand as conditions dictate. Centers will have teleconference capabilities  
25 commensurate with the anticipated volume of business.

26

27 Copying, facsimile, computer, and GIS systems shall meet operational needs  
28 (quantity and capability) and comply with agency standards. Software will be  
29 compatible with IRM and agency requirements for security.

30

31 All facilities shall have an evacuation plan, security plan, and safety practices in  
32 place to safe guard the health and welfare of employees.

33

34 Adequate facilities will be available to host an expanded dispatch or MAC group  
35 and shall include telephones, computer access, copiers, and basic office supplies.  
36 Rooms for MAC Group use will have adequate IT equipment and support.

37 All centers will have adequate workspace with room for reference materials and  
38 other necessary items to perform assigned duties. Individual workspace should  
39 be provided away from the initial attack floor for each permanent employee, and  
40 a break room area should be provided for employees.

41

42 Employees will have access to a locked area to store data that may contain  
43 personally identifiable information (PII) or personal items.

44

45

46

**1 Radio Systems**

- 2 Radio systems will have an adequate number of frequencies to provide for
- 3 separation of incidents and use by all interagency partners. Base station and
- 4 repeater transmissions shall be recorded and maintained in accordance with
- 5 agency records management policies. Radio systems may have alert tones
- 6 available for use as determined by local center policies.

**Sample Questions  
For Fire Site Visits  
By Agency Administrators**

**Management Direction**

- \_\_\_ Who is the incident commander? If the fire is being managed under Unified Command, are all commanders present? Is the incident operating smoothly?
- \_\_\_ What is the incident organization?
- \_\_\_ What is the current situation? What has been damaged or is at risk?
- \_\_\_ Have you received adequate direction for the management of the incident? Is a Wildfire Decision Support System required/still valid?
- \_\_\_ What are the incident management objectives? Constraints? Probability of success?
- \_\_\_ Are the tactics in the Incident Action Plan realistic and achievable with current resources?
- \_\_\_ Is a resource advisor needed?
- \_\_\_ What are your estimates of suppression costs?
- \_\_\_ What are the incident commander's concerns?
- \_\_\_ What are the local, social, economic, and political issues?
- \_\_\_ Are there rehabilitation needs?
- \_\_\_ What can I, as the agency administrator, do to help?

**Safety**

- \_\_\_ What are your safety concerns?
- \_\_\_ Are these concerns resolved? If not, what needs to be done?
- \_\_\_ What is the general safety attitude and emphasis?
- \_\_\_ Have you assessed the potential hazardous situations and determined if the fire can be fought safely?
- \_\_\_ Have you applied the Fire Orders, Watchout Situations, Lookout, Communication, Escape Routes, Safety Zones (LCES) process in selecting safe and effective strategies and tactics?
- \_\_\_ Have you effectively briefed firefighters on hazards, safety zones, escape routes, and current and expected weather and fire behavior?
- \_\_\_ Is the safety officer position filled? If not, how is this function being addressed?
- \_\_\_ Are you monitoring work schedules to ensure adequate rest? Are you meeting the standard work/rest guidelines?
- \_\_\_ Have you provided for adequate rest, food, water, and health services for all personnel?
- \_\_\_ Are all the fire personnel qualified for the positions they hold, and are they physically able to perform?
- \_\_\_ Have you had any injuries or accidents?



**Fire Suppression Operations**

- \_\_\_ What is the fire weather forecast (present and extended)?
- \_\_\_ What is the fire behavior potential?
- \_\_\_ Are fire personnel briefed on incident objectives, strategies, tactics, organization, communications, hazards, and safety principles?
- \_\_\_ Are the strategy and tactics based on current and forecasted weather?
- \_\_\_ Are the strategy and tactics safe, effective, and consistent with management's objectives and accepted fire policies and procedures?
- \_\_\_ Do you have effective communication on the incident and with dispatch?
- \_\_\_ Are you monitoring weather and fire behavior to make needed adjustments to strategy and tactics?
- \_\_\_ Are you using tactical aircraft? Do you have an assigned air tactical group supervisor?
- \_\_\_ Is aircraft use safe, effective, and efficient? Do you have a TFR?
- \_\_\_ If the fire escapes initial attack, what will your role be in developing the Wildfire Decision Support System?

**Administration**

- \_\_\_ Do you have any administrative concerns?
- \_\_\_ What arrangements have you made to complete time reports, accident forms, fire report, etc.?
- \_\_\_ Did all orders and procurement go through dispatch?
- \_\_\_ Do you have any outstanding obligations?
- \_\_\_ Are all rental agreements and use records properly completed?
- \_\_\_ How did the fire start? If human-caused, has an investigation been initiated to determine the cause and develop a trespass case?
- \_\_\_ Do you know of any current or potential claims?

**Dispatch Office**

- \_\_\_ Is the incident receiving fire weather and fire behavior information?
- \_\_\_ Is the incident getting the resources ordered in a timely manner?
- \_\_\_ Is dispatch adequately staffed?
- \_\_\_ What are the local, area, and National Preparedness Levels? How do they affect this fire?
- \_\_\_ Are the elements identified at the various Preparedness Levels being considered?
- \_\_\_ What are the current local, area and national fire situations?
- \_\_\_ What is the priority of existing fires and how are the priorities being determined.

**Manager's Supplement for Post Incident Review**

Incident Commander \_\_\_\_\_  
 Incident Name and No. \_\_\_\_\_  
 Start Date and Duration of Incident \_\_\_\_\_  
 Date of Incident Debriefing \_\_\_\_\_  
 List of Debriefing Attendees:

Brief synopsis of fire behavior and narrative of the incident:

**Fire Size-up:**

- Gave an accurate sizeup of the fire to dispatch upon arrival?
- Managed fire suppression resources in accordance with the management objectives for the area and availability of resources?
- Did the unit support organization provide timely response and feedback to your needs? (Appendix A)
- Were there any radio communication issues?

**Provide for the Safety and Welfare of Assigned Personnel:**

- Gave operation briefing prior to firefighters being assigned to incident operations.
- How were incoming resources debriefed; via radio, personal contact?
- Were agency work/rest guidelines followed? Was adequate food and water provided to firefighters?

**Fire Suppression Operations:**

- Explain how the strategies and tactics used met management objectives, without compromising adherence to the Fire Orders, Watch Out Situations, and LCES?
- How were weather conditions monitored: daily weather briefings, spot weather forecasts or other?
- Were there adjustments needed to strategy and tactics?
- What were the potentially hazardous situations, and their mitigations?
- How were projected changes in the weather, tactics, hazards and fire behavior communicated to fire personnel?
- Were communications effective with dispatch and supervisor?
- Were all interested parties kept informed of progress, problems, and needs. Was aviation support used? If so, was it effective?
- Were there any injuries, close calls, or safety issues that should be discussed? Were these documented?

**Administrative Responsibilities:**

- Submitted complete documentation to supervisor for time, accidents, incident status, unit logs, evaluations, and other required or pertinent reports?
- Provided timely and effective notification of the fire status and unusual events or occurrences to dispatch and management.
- As requested, provided effective input into the Wildfire Decision Support System.
- If necessary, provided team transition briefing as assigned.
- Form ICS 201 was completed in accordance with local policy.

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APPENDIX B-1

Delegation for Unit Fire Management Officers

\_\_\_\_\_, Fire Management Officer for the \_\_\_\_\_ (Unit) is delegated authority to act on my behalf for the following duties and actions:

- 1. Represent the \_\_\_\_\_ (Agency) in the \_\_\_\_\_ Multi-Agency Coordinating Group in setting priorities and allocating resources for fire emergencies.
2. Coordinate all prescribed fire activities in the \_\_\_\_\_ (Unit) and suspending all prescribed fire and issuance of burning permits when conditions warrant.
3. Ensure that only fully qualified personnel are used in wildland fire operations.
4. Coordinate, preposition, send, and order fire and aviation resources in response to current and anticipated zone fire conditions.
5. Oversee and coordinate the \_\_\_\_\_ Interagency Dispatch Center on behalf of the \_\_\_\_\_ (Agency).
6. Request and oversee distribution of severity funding for Unit Fire and Aviation.
7. Approve Fire Program requests of overtime, hazard pay, and other premium pay.
8. Ensure all incidents are managed in a safe and cost-effective manner.
9. Coordinate and provide all fire and prevention information needs to inform internal and external costumers with necessary information.
10. Coordinate all fire funding accounts with the Budget Officer to assure unit fiscal guidelines are adhered to and targets are met.
11. Approve and sign aviation request forms.
12. Approve Red Cards in accordance with agency policy.
13. Authorized to hire Emergency Firefighters in accordance with the Emergency Worker Pay Plan.

\_\_\_\_\_  
Fire Management Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency Administrator

\_\_\_\_\_  
Date



|                                                                                         |
|-----------------------------------------------------------------------------------------|
| <b>Air Operations</b>                                                                   |
| Effectiveness                                                                           |
| Hazards                                                                                 |
| Air Space Restrictions                                                                  |
| Airports, Heliports, Helispots                                                          |
| Suppression Policies                                                                    |
| Other                                                                                   |
| <b>Environmental, Social, Political, Economic, and Cultural Resource Considerations</b> |
| Environmental                                                                           |
| Social                                                                                  |
| Political                                                                               |
| Economic                                                                                |
| Cultural Resource                                                                       |
| <b>Communications</b>                                                                   |
| Radio                                                                                   |
| Telephone                                                                               |
| Electronic (Computers)                                                                  |
| Expanded Dispatch                                                                       |
| <b>Procurement Arrangements</b>                                                         |
| Agreements                                                                              |
| Tribal Government                                                                       |
| Infrared Status                                                                         |

|                                                           |
|-----------------------------------------------------------|
| Security Considerations                                   |
| Incident Management Direction and Considerations          |
| Wildfire Decision Support System                          |
| Delegation of Authority                                   |
| Agency Administrator's Representative                     |
| Incident Business Advisor                                 |
| Resource Advisor                                          |
| Suppression Priorities                                    |
| Forest Supervisor/Incident Commander Contact              |
| Time                                                      |
| Process                                                   |
| News Media and Incident Information Management            |
| Training Considerations                                   |
| Interagency/Private Property Considerations (costs, etc.) |
| Mop Up Standards                                          |
| Rehabilitation Considerations                             |
| Initial Attack Responsibility                             |
| Support to Other Incidents                                |
| Disposition of Unit Resources on the Incident             |
| Close Out and Debriefing                                  |

| <b>Human Welfare</b>                                               |
|--------------------------------------------------------------------|
| Safety                                                             |
| Health                                                             |
| Civil Rights                                                       |
| Distribute Support Documents                                       |
| Wildfire Decision Support System (Common WFDSS if Unified Command) |
| Delegation of Authority Letter                                     |
| Map & Photos                                                       |
| Fire Management, Pre-Attack, Land Management Plans                 |
| Weather Forecast                                                   |
| Special Management Area Documents                                  |
| Phone Directory, Fax Number                                        |
| Agreements                                                         |
| Incident Status Summary (ICS - 209)                                |
| Business Management Documents                                      |
| Payments (Vendors and Casuals)                                     |
| Claims                                                             |
| Injury Compensation                                                |
| Incident Business Guidelines (ISOPS)                               |

**Guide to Completing the Incident Complexity Analysis  
(Type 1, 2)**

- If positive responses exceed, or are equal to, negative responses within any primary factor (A through G), the primary factor should be considered as a positive response.
- If any three of the primary factors (A through G) are positive responses, this indicates the fire situation is or is predicted to be of Type 1 complexity.
- Factor H should be considered after numbers 1–3 are completed. If more than two of the items in factor H are answered yes, and three or more of the other primary factors are positive responses, a Type 1 team should be considered. If the composites of H are negative, and there are fewer than three positive responses in the primary factors (A-G), a Type 2 team should be considered. If the answers to all questions in H are negative, it may be advisable to allow the existing overhead to continue action on the fire.

| <b>Incident Complexity Analysis Type 1 &amp; 2</b>                                                                                                             | <b>YES</b> | <b>NO</b> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|
| <b>A. Fire Behavior (Observed or Predicted)</b>                                                                                                                |            |           |
| 1. Burning index (from on-site measurement of weather conditions) predicted to be above the 90% level using the major fuel model in which the fire is burning. |            |           |
| 2. Potential exists for extreme fire behavior (fuel moisture, winds, etc.).                                                                                    |            |           |
| 3. Crowning, profuse or long-range spotting.                                                                                                                   |            |           |
| 4. Weather forecast indicating no significant relief or worsening conditions.                                                                                  |            |           |
| Total                                                                                                                                                          |            |           |
| <b>B. Resources Committed</b>                                                                                                                                  |            |           |
| 1. 200 or more personnel assigned.                                                                                                                             |            |           |
| 2. Three or more divisions.                                                                                                                                    |            |           |
| 3. Wide variety of special support personnel.                                                                                                                  |            |           |
| 4. Substantial air operation which is not properly staffed.                                                                                                    |            |           |
| 5. Majority of initial attack resources committed.                                                                                                             |            |           |
| Total                                                                                                                                                          |            |           |



| <b>C. Resources Threatened</b>                                      |  |  |
|---------------------------------------------------------------------|--|--|
| 1. Urban interface.                                                 |  |  |
| 2. Developments and facilities.                                     |  |  |
| 3. Restricted, threatened, or endangered species habitat.           |  |  |
| 4. Cultural sites.                                                  |  |  |
| 5. Unique natural resources, special-designation areas, wilderness. |  |  |
| 6. Other special resources.                                         |  |  |
| Total                                                               |  |  |
| <b>D. Safety</b>                                                    |  |  |
| 1. Unusually hazardous fireline construction.                       |  |  |
| 2. Serious accidents or fatalities.                                 |  |  |
| 3. Threat to safety of visitors from fire and related operations.   |  |  |
| 4. Restrictions and/or closures in effect or being considered.      |  |  |
| 5. No night operations in place for safety reasons.                 |  |  |
| Total                                                               |  |  |
| <b>E. Ownership</b>                                                 |  |  |
| 1. Fire burning or threatening more than one jurisdiction.          |  |  |
| 2. Potential for claims (damages).                                  |  |  |
| 3. Different or conflicting management objectives.                  |  |  |
| 4. Disputes over suppression responsibility.                        |  |  |
| 5. Potential for unified command.                                   |  |  |
| Total                                                               |  |  |
| <b>F. External Influences</b>                                       |  |  |
| 1. Controversial fire policy.                                       |  |  |
| 2. Pre-existing controversies/relationships.                        |  |  |
| 3. Sensitive media relationships.                                   |  |  |
| 4. Smoke management problems.                                       |  |  |
| 5. Sensitive political interests.                                   |  |  |
| 6. Other external influences.                                       |  |  |
| Total                                                               |  |  |

| <b>G. Change in Strategy</b>                                            |  |  |
|-------------------------------------------------------------------------|--|--|
| 1. Change in strategy to control from confine or contain                |  |  |
| 2. Large amounts of unburned fuel within planned perimeter.             |  |  |
| 3. Wildfire Decision Support System invalid or requires updating.       |  |  |
| Total                                                                   |  |  |
| <b>H. Existing Overhead</b>                                             |  |  |
| 1. Worked two operational periods without achieving initial objectives. |  |  |
| 2. Existing management organization ineffective.                        |  |  |
| 3. Overhead overextended mentally and/or physically.                    |  |  |
| 4. Incident action plans, briefings, etc. missing or poorly prepared.   |  |  |
| Total                                                                   |  |  |

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Title

\_\_\_\_\_

Time

**NOTE:**

The National Wildfire Coordinating Group has adopted the Organizational Needs Assessment to assist managers and firefighters with determining the type of organization necessary to manage an incident. Personnel should utilize the Organizational Needs Assessment in addition to this complexity analysis.

The Organizational Needs Assessment can be found at:  
<http://www.wfmrda.org/policy.php>

| <b>Incident Complexity Analysis (Type 3, 4, 5)</b>                                                                                            |            |           |
|-----------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|
| <b>Fire Behavior</b>                                                                                                                          | <b>Yes</b> | <b>No</b> |
| Fuels extremely dry and susceptible to long-range spotting or you are currently experiencing extreme fire behavior.                           |            |           |
| Weather forecast indicating no significant relief or worsening conditions.                                                                    |            |           |
| Current or predicted fire behavior dictates indirect control strategy with large amounts of fuel within planned perimeter.                    |            |           |
| <b>Firefighter Safety</b>                                                                                                                     |            |           |
| Performance of firefighting resources affected by cumulative fatigue.                                                                         |            |           |
| Overhead overextended mentally and/or physically.                                                                                             |            |           |
| Communication ineffective with tactical resources or dispatch.                                                                                |            |           |
| <b>Organization</b>                                                                                                                           |            |           |
| Operations are at the limit of span of control.                                                                                               |            |           |
| Incident action plans, briefings, etc. missing or poorly prepared.                                                                            |            |           |
| Variety of specialized operations, support personnel or equipment.                                                                            |            |           |
| Unable to properly staff air operations.                                                                                                      |            |           |
| Limited local resources available for initial attack.                                                                                         |            |           |
| Heavy commitment of local resources to logistical support.                                                                                    |            |           |
| Existing forces worked 24 hours without success.                                                                                              |            |           |
| Resources unfamiliar with local conditions and tactics.                                                                                       |            |           |
| <b>Values to be protected</b>                                                                                                                 |            |           |
| Urban interface; structures, developments, recreational facilities, or potential for evacuation.                                              |            |           |
| Fire burning or threatening more than one jurisdiction and potential for unified command with different or conflicting management objectives. |            |           |
| Unique natural resources, special-designation areas, critical municipal watershed, T&E species habitat, cultural value sites.                 |            |           |
| Sensitive political concerns, media involvement, or controversial fire policy.                                                                |            |           |

If you have checked "Yes" on 3 to 5 of the analysis boxes, consider requesting the next level of incident management support. \*\*SEE NEXT PAGE\*\*

Release Date: January 2013

APPENDIX F-1

NOTE:

The National Wildfire Coordinating Group has adopted the Organizational Needs Assessment to assist managers and firefighters with determining the type of organization necessary to manage an incident. Personnel should utilize the Organizational Needs Assessment in addition to this complexity analysis for Type 1, 2, and 3 incidents.

The Organizational Needs Assessment can be found at:  
<http://www.wfmrda.nwcg.gov/policy.php>

**Sample Delegation of Authority:  
Delegation of Authority  
Colorado State Office  
Montrose Field Office**

As of 1800, May 20, 2005, I have delegated authority to manage the Crystal River Fire, Number E353, San Juan Resource Area, to Incident Commander Bill Jones and his Incident Management Team.

The fire, which originated as four separate lightning strikes occurring on May 17, 2005, is burning in the Crystal River Drainage. My considerations for management of this fire are:

1. Provide for firefighter and public safety.
2. Manage the fire with as little environmental damage as possible.
3. Key cultural features requiring priority protection are:
4. Key resources considerations are:
5. Restrictions for suppression actions include:
6. Minimum tools for use are:
7. My agency Resource Advisor will be:
8. The fire borders are:
9. Manage the fire cost-effectively for the values at risk.
10. Provide training opportunities for the resources area personnel to strengthen our organizational capabilities.
11. Minimum disruption of residential access to private property, and visitor use consistent with public safety.
12. Efforts should be made to minimize some impacts to communities and ensure that communication is maintained with the state Air Quality Bureau.

\_\_\_\_\_  
(Signature and Title of Agency Administrator)

\_\_\_\_\_  
(Date)

Amendment to Delegation of Authority

The Delegation of Authority dated May 20, 2005, issued to Incident Commander Bill Jones for the management of the Crystal River Fire, number E353, is hereby amended as follows. This will be effective at 1800, May 22, 2005.

13. Key cultural features requiring priority protection are:
14. Use of tracked vehicles authorized to protect Escalante Cabin.

\_\_\_\_\_  
(Signature and Title of Agency Administrator)

\_\_\_\_\_  
(Date)

**Local Incident Commander Briefing**

The Incident Briefing, ICS-201 form provides the basis for the local incident commander to brief the incoming team.

**Briefing Information**

|                                                                              |                                  |                                           |
|------------------------------------------------------------------------------|----------------------------------|-------------------------------------------|
| Forms Available or Attached:                                                 |                                  | Other Attachments:                        |
| <input type="checkbox"/> ICS 201                                             | <input type="checkbox"/> ICS 215 | <input type="checkbox"/> Map of Fire      |
| <input type="checkbox"/> ICS 207                                             | <input type="checkbox"/> ICS 220 | <input type="checkbox"/> Aerial Photos    |
| <input type="checkbox"/> ICS 209                                             |                                  | <input type="checkbox"/> Weather Forecast |
| Fire Start Date:                                                             |                                  |                                           |
| Time:                                                                        |                                  |                                           |
| Fire Cause:                                                                  |                                  |                                           |
| Fuels Ahead of Fire:                                                         |                                  |                                           |
| Fuels at Fire:                                                               |                                  |                                           |
| Fire Behavior:                                                               |                                  |                                           |
| Fire Spread:                                                                 |                                  |                                           |
| Natural Barriers:                                                            |                                  |                                           |
| Anchor Points:                                                               |                                  |                                           |
| Perimeter Secured, Control/Mitigation Efforts Taken, and Containment Status: |                                  |                                           |
| Life, Improvements, Resources and Environmental Issues:                      |                                  |                                           |

|                                                             |                          |                                                                        |                             |
|-------------------------------------------------------------|--------------------------|------------------------------------------------------------------------|-----------------------------|
| Weather Forecast:                                           |                          |                                                                        |                             |
|                                                             | Established              | Possible                                                               |                             |
| ICP:                                                        | <input type="checkbox"/> | <input type="checkbox"/>                                               |                             |
| Base:                                                       | <input type="checkbox"/> | <input type="checkbox"/>                                               |                             |
| Camp(s):                                                    | <input type="checkbox"/> | <input type="checkbox"/>                                               |                             |
| Staging Area(s):                                            | <input type="checkbox"/> | <input type="checkbox"/>                                               |                             |
| Copy Machine Available                                      |                          | <input type="checkbox"/> Yes                                           | <input type="checkbox"/> No |
| Safety Issues:                                              |                          | EMS in Place: <input type="checkbox"/> Yes <input type="checkbox"/> No |                             |
| Air Operations Effectiveness to Date:                       |                          |                                                                        |                             |
| Air Related Issues and Restrictions:                        |                          |                                                                        |                             |
| Hazards (Aircraft and People):                              |                          |                                                                        |                             |
| Access from Base to Line:                                   |                          |                                                                        |                             |
| Personnel and Equipment on Incident (Status and Condition): |                          |                                                                        |                             |
| Personnel and Equipment Ordered:                            |                          |                                                                        |                             |
| Cooperating and Assisting Agencies on Scene:                |                          |                                                                        |                             |
| Helibase/Helispot Location:                                 |                          |                                                                        |                             |

|                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------|
| Crash Fire Protection at Helibase:                                                                                                    |
| Medivac Arrangement:                                                                                                                  |
| Communication System in Use:<br><input type="checkbox"/> Radio <input type="checkbox"/> Telephone <input type="checkbox"/> Cell Phone |
| Water Availability:                                                                                                                   |
| Review of Incident Action Plan; Copy of Approved Wildfire Decision Support System Published Decision:                                 |
| Smoke Conditions:                                                                                                                     |
| Local Political Issues:                                                                                                               |
| Damage Assessment Needs:                                                                                                              |
| Security Problems:                                                                                                                    |



| Incident Management Team Performance Evaluation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |   |                 |   |   |   |   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----------------|---|---|---|---|
| Team IC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |   | Incident Type   |   |   |   |   |
| Incident Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |   | Incident Number |   |   |   |   |
| Assignment Dates                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |   | Total Acres     |   |   |   |   |
| Host Agency                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |   | Evaluation Date |   |   |   |   |
| Administrative Unit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |   | Sub-Unit        |   |   |   |   |
| <p>At the conclusion of each incident management team (IMT) assignment, the agency administrator or representative should complete this initial performance evaluation (sections 1 - 5). This evaluation should be discussed directly with the incident commander. The initial performance evaluation should be delivered by the agency administrator without delay to the incident commander, the state/regional fire management officer, and the chair of the IMT's home geographic area multi-agency coordination group to ensure prompt follow-up to any issues of concern.</p> |   |                 |   |   |   |   |
| <p><b>Complete the follow evaluation narratives and rating for each question</b><br/>                     0 - did not achieve expectations, 3 - met expectations, 5 - excelled</p>                                                                                                                                                                                                                                                                                                                                                                                                  |   |                 |   |   |   |   |
| <p>1. How well did the Team accomplish the objectives described in the Wildland Fire Decision Support System (WFDSS) the Delegation of Authority, and the Agency Administrator Briefing?</p>                                                                                                                                                                                                                                                                                                                                                                                        |   |                 |   |   |   |   |
| Circle one                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 0 | 1               | 2 | 3 | 4 | 5 |
| (Explain)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |   |                 |   |   |   |   |
| <p>2. How well did the Team manage the cost of the incident? Did the team follow agency incident operating guidelines? Were follow-up issues identified and documented for the Agency Administrator ie; invoices, OWCP and vendor issues?</p>                                                                                                                                                                                                                                                                                                                                       |   |                 |   |   |   |   |
| Circle one                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 0 | 1               | 2 | 3 | 4 | 5 |
| (Explain)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |   |                 |   |   |   |   |

|                                                                                                                                                                                                                                                |   |   |   |   |   |   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|---|---|---|
| 3. How did the Team demonstrate sensitivity to resource limits/constraints and environmental concerns?                                                                                                                                         |   |   |   |   |   |   |
| Circle one                                                                                                                                                                                                                                     | 0 | 1 | 2 | 3 | 4 | 5 |
| (Explain)                                                                                                                                                                                                                                      |   |   |   |   |   |   |
| 4. How well did the Team deal with sensitive political and social concerns?                                                                                                                                                                    |   |   |   |   |   |   |
| Circle one                                                                                                                                                                                                                                     | 0 | 1 | 2 | 3 | 4 | 5 |
| (Explain)                                                                                                                                                                                                                                      |   |   |   |   |   |   |
| 5. Was the Team professional in the manner in which they assumed management of the incident and how they managed the total incident? How did the Team handle transition either to another IMT or in returning the incident the hosting agency? |   |   |   |   |   |   |
| Circle one                                                                                                                                                                                                                                     | 0 | 1 | 2 | 3 | 4 | 5 |
| (Explain)                                                                                                                                                                                                                                      |   |   |   |   |   |   |
| 6. How well did the Team anticipate and respond to changing conditions, was the response timely and effective?                                                                                                                                 |   |   |   |   |   |   |
| Circle one                                                                                                                                                                                                                                     | 0 | 1 | 2 | 3 | 4 | 5 |
| (Explain)                                                                                                                                                                                                                                      |   |   |   |   |   |   |
| 7. How well did the Team place the proper emphasis on safety?                                                                                                                                                                                  |   |   |   |   |   |   |
| Circle one                                                                                                                                                                                                                                     | 0 | 1 | 2 | 3 | 4 | 5 |
| (Explain)                                                                                                                                                                                                                                      |   |   |   |   |   |   |

|                                                                                                                                                                                 |   |   |   |   |   |   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|---|---|---|
| 8. Did the Team activate and manage the mobilization/demobilization in a timely and cost effective manner?                                                                      |   |   |   |   |   |   |
| Circle one                                                                                                                                                                      | 0 | 1 | 2 | 3 | 4 | 5 |
| (Explain)                                                                                                                                                                       |   |   |   |   |   |   |
| 9. How well did the Team use local resources, trainees, and closest available forces?                                                                                           |   |   |   |   |   |   |
| Circle one                                                                                                                                                                      | 0 | 1 | 2 | 3 | 4 | 5 |
| (Explain)                                                                                                                                                                       |   |   |   |   |   |   |
| 10. How did the Team notify the incident agency regarding triggers for initiating a cost share agreement or large fire cost review? How were those recommendations implemented? |   |   |   |   |   |   |
| Circle one                                                                                                                                                                      | 0 | 1 | 2 | 3 | 4 | 5 |
| (Explain)                                                                                                                                                                       |   |   |   |   |   |   |
| 11. Was the IC engaged and in charge of the Team and the Incident? How well did the IC function and operate as a leader?                                                        |   |   |   |   |   |   |
| Circle one                                                                                                                                                                      | 0 | 1 | 2 | 3 | 4 | 5 |
| (Explain)                                                                                                                                                                       |   |   |   |   |   |   |

|                                                                                                                                                                                                                              |   |   |   |   |   |       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|---|---|-------|
| 12. How timely was the IC in assuming responsibility for the incident and initiating action?                                                                                                                                 |   |   |   |   |   |       |
| Circle one                                                                                                                                                                                                                   | 0 | 1 | 2 | 3 | 4 | 5     |
| (Explain)                                                                                                                                                                                                                    |   |   |   |   |   |       |
| 13. How did the IC show sincere concern and empathy for the hosting unit and local conditions?                                                                                                                               |   |   |   |   |   |       |
| Circle one                                                                                                                                                                                                                   | 0 | 1 | 2 | 3 | 4 | 5     |
| (Explain)                                                                                                                                                                                                                    |   |   |   |   |   |       |
| 14. Did the Incident Management Team provide an organized financial package (comps/claims documentation completed, payment documents forwarded, I-suite updated, etc.) to the host unit or next IMT prior to demobilization? |   |   |   |   |   |       |
| Circle one                                                                                                                                                                                                                   | 0 | 1 | 2 | 3 | 4 | 5     |
| (Explain)                                                                                                                                                                                                                    |   |   |   |   |   |       |
| 15. Other comments:                                                                                                                                                                                                          |   |   |   |   |   |       |
| Agency Administrator or Representative:                                                                                                                                                                                      |   |   |   |   |   | Date: |
| Incident Commander:                                                                                                                                                                                                          |   |   |   |   |   | Date: |

1 Memorandum

2

3 To: LLR Facilitator; Title of Person/Office This is Meant For

4

5 From: Delegating Official

6

7 Subject: Delegation of Authority - (Incident Name) LLR

8

9

10 Situation Summary:

11

12 You are hereby designated the authority to lead and conduct an LLR for  
13 (Incident Name). The review process will begin at (Identify LLR start time,  
14 date, and location). The Fire Staff and Fire Management Office have identified  
15 the group of employees who will also be participating. That information will be  
16 provided to you upon your arrival.

17

18 You have the authority to tailor your team and the LLR process to fit the  
19 situation and your style of facilitation. However, I would like you to utilize the  
20 guidance outlined in the *Interagency Standards for Fire and Fire Aviation*  
21 *Operations Chapter 18*, while conducting the LLR. This includes:

- 22 • convening the participants;
- 23 • identifying facts of the event and developing a chronological narrative of  
24 the event;
- 25 • identifying underlying reasons for success or failure;
- 26 • identifying what was learned and what should/could be done differently in  
27 the future;
- 28 • identify any recommendations that would prevent future similar  
29 occurrences; and
- 30 • providing a final, written report covering the above items, which is due to  
31 me within two weeks of the event occurrence.

32

33 If you need any assistance, your primary contact will be:

34

35 Thank you for your time and assistance.

1 **Interim NWCG Minimum Standards of Incident Emergency Medical Services**

| Incident Size                     | Initial Attack                  | <250                                                                                                        | 250 to 500                            | > 500                                 |
|-----------------------------------|---------------------------------|-------------------------------------------------------------------------------------------------------------|---------------------------------------|---------------------------------------|
| Medical Unit Leader (MEDL)        | No                              | TBD by IC and jurisdictional agency                                                                         | YES (1)                               | YES (1)                               |
| First Responder or Basic FA       | Yes                             | Yes                                                                                                         | N/A                                   | N/A                                   |
| MEDL EMTs                         | No                              | No                                                                                                          | 1                                     | 2                                     |
| EMTs                              | No                              | To be determined by the IC or jurisdictional agency.                                                        | 1                                     | 2                                     |
| MEDL Quals                        | N/A                             | N/A                                                                                                         | 310-1 Basic EMT                       | 310-1 Basic EMT                       |
| Med Unit EMT Quals                | N/A                             | Basic EMT                                                                                                   | 310-1 Basic EMT                       | 310-1 Basic EMT                       |
| EMTs per Division                 | N/A                             | To be determined in consultation with Operations and/or Medical Unit                                        |                                       |                                       |
| Establish Local Medical Direction | N/A                             | To be determined by the IC or jurisdictional agency.                                                        | Yes                                   | Yes                                   |
| First Aid Kits                    | Pocket & Vehicle First Aid Kits | Pocket, Vehicle & Crew First Aid Kits                                                                       | Pocket, Vehicle & Crew First Aid Kits | Pocket, Vehicle & Crew First Aid Kits |
| 100 person First Aid Kit          | No                              | To be determined by the IC or jurisdictional agency.                                                        | Yes                                   | No                                    |
| 500 person First Aid Kit          | No                              | No                                                                                                          | No                                    | Yes                                   |
| AED                               | No                              | To be determined by the IC or jurisdictional agency.                                                        | Yes                                   | Yes                                   |
| Oxygen                            | No                              | No                                                                                                          | TBD                                   | Yes                                   |
| OTC Meds                          | No                              | To be determined in consultation with Safety Officer, Medical Unit Leader, and Finance Section Chief        |                                       |                                       |
| Emergency Transport               | N/A                             | Method to provide transport to the nearest medical facility is to be identified in the Incident Action Plan |                                       |                                       |

2 **NOTE:** Regional differences/protocols exist: e.g., Northern Rockies (Incident  
 3 Medical Specialist Program), Pacific Northwest (Incident Medical Specialist Program)  
 4 and Alaska (Firemedic Program) that are different from these guidelines and may require  
 5 a higher level of EMS service.

**Delegation of Authority**  
**\_\_\_\_\_ Geographic Area**  
**Fire & Aviation Safety Team (FAST)**

Situation Summary (Issues and Concerns/ Reason for ordering the FAST)

Objectives (Measurable)

Team Skills Required (Per Objectives listed above.)

The final team composition will be determined at time of dispatch and members named on the resource order.

**Mission**

The FAST is to conduct an independent assessment and evaluation of operational and managerial activities (related to the specific objectives stated above) at the following locations (mission segments):

The team may determine visits to other incidents/organizations/operations as appropriate, and may do so after coordination with the GMAC. The FAST will contact the GMAC Coordinator (describe frequency of contact):

The FAST is to provide technical or managerial assistance when requested and where necessary to immediately correct an identified, critical problem. The FAST may also provide short-term assistance in managing situations or incidents when requested by the incident, organization, or operation.

**Protocols**

The FAST will organize and conduct an entry briefing with the appropriate managers of the locations/incidents identified previously. The entry briefing will provide the objectives and operational parameters of the mission.

Once the mission segment is completed, the FAST will organize and conduct an exit briefing with the same officials or their designees, during which a draft of the mission-segment report will be presented and discussed. Components of this report will include:

- Purpose and Objectives
- Findings, Commendations, and Recommendations
- Follow-up Actions Needed

**Release Date: January 2013**

**APPENDIX L-1**

- Immediate
- Long-term
- Scope [local, area, national]
- Copy of the DoA

The FAST will contact the GMAC Coordinator\_\_\_\_\_.

FAST will provide a final written report to the GMAC Coordinator upon completion of all mission segments. This report will include:

- FAST Final Report Outline
- Executive Summary
- Purpose and Objectives
- Summary (Findings, Recommendations, Commendations, Assistance Provided)
- Critical and Immediate Follow-up Actions Required
- Introduction
- Methods and Procedures
- Mission Segments (Summary of Incidents, Organizations, Operations Reviewed. Include copies of Mission Segment Reports).
- Analysis
- Findings and Trends, Commendations, and Recommendations
- Follow-up Actions Needed
- Immediate
- Long-term
- Scope [local, area, national]
- A copy of the DoA

The \_\_\_\_\_ Multi-Agency Coordination Group hereby charters and delegates the preceding authority to \_\_\_\_\_, FAST Leader, effective on \_\_\_\_\_.

/s/

Chair, \_\_\_\_\_ Coordinating Group

Date: \_\_\_\_\_



The following chart shows the NUS minimum stocking levels required for agency engines.  
*BLM units see the agency specific NUS on the NFEP website.*

| Category                | Item Description                      | NFES #                   | Type      |    |
|-------------------------|---------------------------------------|--------------------------|-----------|----|
|                         |                                       |                          | 3, 4, & 5 | 6  |
| Fire Tools & Equip      | McLeod                                | 0296                     | 1         |    |
|                         | Combination Tool                      | 1180                     | 1         | 1  |
|                         | Shovel                                | 0171                     | 3         | 2  |
|                         | Pulaski                               | 0146                     | 3         | 2  |
|                         | Backpack Pump                         | 1149                     | 3         | 2  |
|                         | Fusees (case)                         | 0105                     | 1         | ½  |
|                         | Foam, concentrate, Class A (5-gallon) | 1145                     | 1         | 1  |
|                         | Chainsaw (and chaps)                  |                          | 1         | 1  |
|                         | Chainsaw Tool Kit                     | 0342                     | 1         | 1  |
|                         | Drip Torch                            | 0241                     | 2         | 1  |
|                         | Portable Pump                         |                          | *         | *  |
|                         | Medical                               | First Aid Kit, 10-person | 1143      | 1  |
| Burn Kit                |                                       |                          | 1         | 1  |
| Body Fluids Barrier Kit |                                       | 0640                     | 1         | 1  |
| General Supplies        | Flashlight, general service           | 0069                     | 1         | 1  |
|                         | Chock Blocks                          |                          | 1         | 1  |
|                         | Tow Chain or Cable                    | 1856                     | 1         | 1  |
|                         | Jack, hydraulic (comply w/GVW)        |                          | 1         | 1  |
|                         | Lug Wrench                            |                          | 1         | 1  |
|                         | Pliers, fence                         |                          | 1         | 1  |
|                         | Food (48-hour supply)                 | 1842                     | 1         | 1  |
|                         | Rags                                  | 3309                     | *         | *  |
|                         | Rope/Cord (feet)                      |                          | 50        | 50 |
|                         | Sheeting, plastic, 10' x 20'          | 1287                     | 1         | 1  |
|                         | Tape, duct                            | 0071                     | 1         | 1  |
|                         | Tape, filament (roll)                 | 0222                     | 2         | 2  |
|                         | Water (gallon/person) minimum         |                          | 2         | 2  |
|                         | Bolt Cutters                          |                          | 1         | 1  |
|                         | Toilet Paper (roll)                   | 0142                     | *         | *  |
|                         | Cooler or Ice Chest                   | 0557                     | *         | *  |
|                         | Hand Primer, Mark III                 | 0145                     | *         | *  |
|                         | Hose Clamp                            | 0046                     | 2         | 1  |
|                         | Gaskets (set)                         |                          | 1         | 1  |
|                         | Pail, collapsible                     | 0141                     | 1         | 1  |
| Hose Reel Crank         |                                       | *                        | *         |    |

|                                 |                                                |      |     |     |
|---------------------------------|------------------------------------------------|------|-----|-----|
| Safety                          | Fire Extinguisher (5 lb)                       | 2143 | 1   | 1   |
|                                 | Flagging, Pink (roll)                          | 0566 | *   | *   |
|                                 | Flagging, Yellow w/Black Stripes (roll)        | 0267 | *   | *   |
|                                 | Fuel Safety Can (Type 2 OSHA, metal, 5-gallon) | 1291 | *   | *   |
|                                 | Reflector Set                                  |      | *   | *   |
| Vehicle &<br>Pump Support       | General Tool Kit (5180-00-177-7033/GSA)        |      | 1   | 1   |
|                                 | Oil, automotive, quart                         |      | 4   | 2   |
|                                 | Oil, penetrating, can                          |      | 1   | 1   |
|                                 | Oil, automatic transmission, quart             |      | 1   | 1   |
|                                 | Brake Fluid, pint                              |      | 1   | 1   |
|                                 | Filter, gas                                    |      | 1   | 1   |
|                                 | Fan Belts                                      |      | 1   | 1   |
|                                 | Spark Plugs                                    |      | 1   | 1   |
|                                 | Hose, air compressor w/adapters                |      | 1   | 0   |
|                                 | Fuses (set)                                    |      | 1   | 1   |
|                                 | Tire Pressure Gauge                            |      | 1   | 1   |
|                                 | Jumper Cables                                  |      | 1   | 1   |
|                                 | Battery Terminal Cleaner                       |      | *   | *   |
|                                 | Tape, electrical, plastic                      | 0619 | 1   | 1   |
| Tape, Teflon                    |                                                | 1    | 1   |     |
| Personal Gear<br>(Extra Supply) | File, mill, bastard                            | 0060 | *   | *   |
|                                 | Head Lamp                                      | 0713 | 1   | 1   |
|                                 | Hard Hat                                       | 0109 | 1   | 1   |
|                                 | Goggles                                        | 1024 | 2   | 2   |
|                                 | Gloves                                         |      | *   | *   |
|                                 | First Aid Kit, individual                      | 0067 | 1   | 1   |
|                                 | Fire Shirt                                     |      | *   | *   |
|                                 | Fire Shelter w/case & liner                    | 0169 | 2   | 1   |
|                                 | Packsack                                       | 0744 | 2   | 1   |
|                                 | Batteries, headlamp (pkg)                      | 0030 | 6   | 4   |
|                                 | Ear Plugs (pair)                               | 1027 | 3   | 3   |
| Radio                           | Portable                                       |      | 1   | 1   |
|                                 | Mobile                                         |      | 1   | 1   |
|                                 | Batteries (for portable radio)                 |      | 2   | 2   |
| Hose                            | Booster (feet/reel)                            | 1220 | 100 | 100 |
|                                 | Suction (length, 8' or 10')                    |      | 2   | 2   |
|                                 | 1" NPSH (feet)                                 | 0966 | 300 | 300 |
|                                 | 1 1/2" NH (feet)                               | 0967 | 300 | 300 |
|                                 | 3/4" NH, garden (feet)                         | 1016 | 300 | 300 |
|                                 | 1 1/2" NH, engine protection (feet)            |      | 20  | 20  |
|                                 | 1 1/2" NH, refill (feet)                       |      | 15  | 15  |

|                             |                                               |                         |      |   |
|-----------------------------|-----------------------------------------------|-------------------------|------|---|
| Nozzle                      | Forester, 1" NPSH                             | 0024                    | 3    | 2 |
|                             | Adjustable, 1" NPSH                           | 0138                    | 4    | 2 |
|                             | Adjustable, 1 1/2" NH                         | 0137                    | 5    | 3 |
|                             | Adjustable, 3/4" NH                           | 0136                    | 4    | 2 |
|                             | Foam, 3/4" NH                                 | 0627                    | 1    | 1 |
|                             | Foam 1 1/2" NH                                | 0628                    | 1    | 1 |
|                             | Mopup Wand                                    | 0720                    | 2    | 1 |
|                             | Tip, Mopup Wand                               | 0735                    | 4    | 2 |
|                             | Tip, Forester, Nozzle, fog                    | 0903                    | *    | * |
|                             | Tip, Forester Nozzle, straight stream         | 0638                    | *    | * |
|                             | Wye                                           | 1" NPSH, Two-Way, Gated | 0259 | 2 |
| 1 1/2" NH, Two-Way, Gated   |                                               | 0231                    | 4    | 2 |
| 3/4" NH w/Ball Valve, Gated |                                               | 0739                    | 6    | 4 |
| Adapter                     | 1" NPSH-F to 1" HN-M                          | 0003                    | *    | * |
|                             | 1" NH-F to 1" NPSH-M                          | 0004                    | 1    | 1 |
|                             | 1 1/2" NPSH-F to 1 1/2" NH-M                  | 0007                    | 1    | 1 |
|                             | 1 1/2" NH-F to 1 1/2" NPSH-M                  | 0006                    | *    | * |
| Increaser                   | 3/4" NH-F to 1" NPSH-M                        | 2235                    | 1    | 1 |
|                             | 1" NPSH-F to 1 1/2" NH-M                      | 0416                    | 2    | 1 |
| Coupling                    | 1" NPSH, Double Female                        | 0710                    | 1    | 1 |
|                             | 1" NPSH, Double Male                          | 0916                    | 1    | 1 |
|                             | 1 1/2" NH, Double Female                      | 0857                    | 2    | 2 |
|                             | 1 1/2" NH, Double Male                        | 0856                    | 1    | 1 |
| Reducer/<br>Adapter         | 1" NPSH-F to 3/4" NH-M                        | 0733                    | 3    | 3 |
|                             | 1 1/2" NH-F to 1 NPSH-M                       | 0010                    | 6    | 4 |
|                             | 2" NPSH-F to 1 1/2" NH-M                      | 0417                    | *    | * |
|                             | 2 1/2" NPSH-F to 1 1/2" NH-M                  | 2229                    | *    | * |
| Reducer                     | 1 1/2" NH-F to 1" NH-M                        | 0009                    | 1    | 1 |
|                             | 2 1/2" NH-F to 1 1/2" NH-M                    | 2230                    | 1    | 1 |
| Tee                         | 1" NPSH-F x 1" NPSH-M x 1" NPSH-M, w/cap      | 2240                    | 2    | 2 |
|                             | 1 1/2" NH-F x 1 1/2" NH-M x 1" NPSH-M w/cap   | 0731                    | 2    | 2 |
|                             | 1 1/2" NH-F x 1 1/2" NH-M x 1" NPSH-M w/valve | 0230                    | 2    | 2 |
| Valve                       | 1 1/2" NH-F, Automatic Check and Bleeder      | 0228                    | 1    | 1 |
|                             | 3/4" NH, Shut Off                             | 0738                    | 5    | 5 |
|                             | 1" Shut Off                                   | 1201                    | 1    | 1 |
|                             | 1 1/2" Shut Off                               | 1207                    | 1    | 1 |
|                             | Foot, w/strainer                              |                         | 1    | 1 |

|                                                                            |                                                                            |           |   |   |
|----------------------------------------------------------------------------|----------------------------------------------------------------------------|-----------|---|---|
| Injector                                                                   | 1" NPSH x 1/12" NH, Jet Refill                                             | 7429      | * | * |
| Wrench                                                                     | Hydrant, adjustable, 8"                                                    | 0688      | 1 | 1 |
|                                                                            | Spanner, 5", 1" to 1 1/2" hose size                                        | 0234      | 4 | 1 |
|                                                                            | Spanner, 11", 1 1/2" to 2 1/2" hose size                                   | 0235      | 2 | 2 |
|                                                                            | Pipe, 14"                                                                  | 0934      | 1 | 1 |
|                                                                            | Pipe, 20"                                                                  |           | 1 | 1 |
| Engine                                                                     | Fireline Handbook                                                          | 0065      | 1 | 1 |
|                                                                            | GPS Unit                                                                   |           | 1 | 1 |
|                                                                            | Belt Weather Kit                                                           | 1050      | 1 | 1 |
|                                                                            | Binoculars                                                                 |           | 1 | 1 |
|                                                                            | Map Case w/ maps                                                           |           | 1 | 1 |
|                                                                            | Inventory List                                                             |           | 1 | 1 |
|                                                                            | Current <i>Interagency Standards for Fire and Fire Aviation Operations</i> |           | 1 | 1 |
| * No minimums – carried by engines as an option, within weight limitations |                                                                            |           |   |   |
| NPS – Additional or differing items recommended by NPS                     |                                                                            |           |   |   |
| Fire Tools & Equip <sup>1</sup>                                            | Flapper (NPS)                                                              |           | * | * |
|                                                                            | Council Rake (NPS)                                                         | 1807      | * | * |
|                                                                            | Leaf blower                                                                |           | * | * |
|                                                                            | Shovel                                                                     | 0171      | 2 | 1 |
|                                                                            | Extra Quart, 2 cycle mix                                                   |           | 2 | 1 |
|                                                                            | Portable Pump                                                              |           | 1 | * |
| General Supplies                                                           | Chock Blocks                                                               |           | 1 | 1 |
|                                                                            | Tape, filament (roll)                                                      | 0222      | 2 | 1 |
|                                                                            | Bolt Cutters                                                               |           | * | * |
|                                                                            | Hose Clamp                                                                 | 0046      | 2 | 2 |
| Safety                                                                     | Reflector Set                                                              |           | 1 | 1 |
| Vehicle & Pump Support                                                     | Oil, automotive, quart                                                     |           | 2 | 1 |
|                                                                            | Power steering Fluid                                                       |           | 1 | 1 |
|                                                                            | Antifreeze (seasonal)                                                      |           | * | * |
|                                                                            | Filter, air for engine and pump                                            |           | * | * |
|                                                                            | Filter, oil w/ wrench                                                      |           | * | * |
| Personal Gear (Extra Supply)                                               | File, mill, bastard                                                        | 0060      | * | * |
|                                                                            | Fire Shelter w/case & liner                                                | 0925/0975 | 1 | 1 |
|                                                                            | Packsack                                                                   | 0744      | 2 | 1 |
| Radio                                                                      | Batteries (for portable radio)                                             |           | 2 | 2 |
| Hose                                                                       | 2 1/2" Refill Hose, Water tender                                           |           | * | * |
| Nozzle                                                                     | Adjustable, 1 1/2" NH                                                      | 0137      | 3 | 3 |
| Wyes                                                                       | 3/4" NH w/Ball Valve, Gated                                                | 0739      | 6 | 2 |
| Coupling                                                                   | 1" NPSH, Double Male                                                       | 0916      | 2 | 1 |
|                                                                            | 1" NH, Double Male                                                         | 0856      | 2 | 2 |

|                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                          |      |   |   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|------|---|---|
| Reducer / Adapter                                                                                                                                                                                                                                                                                                                                                                                                                     | 1" NPSH-F to 3/4" NH-M                   | 0733 | 3 | 2 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                       | 1 1/2" NH-F to 1 NPSH-M                  | 0010 | 6 | 3 |
| Tee                                                                                                                                                                                                                                                                                                                                                                                                                                   | 1" NPSH-F x 1" NPSH-M x 1" NPSH-M, w/cap | 2240 | 2 | * |
| Valve                                                                                                                                                                                                                                                                                                                                                                                                                                 | 1 1/2" NH-F, Automatic Check and Bleeder | 0228 | 1 | * |
|                                                                                                                                                                                                                                                                                                                                                                                                                                       | 3/4" NH, Shut Off                        | 0738 | 4 | 2 |
| Wrench                                                                                                                                                                                                                                                                                                                                                                                                                                | Pipe, 20"                                |      | 1 | * |
| Engine                                                                                                                                                                                                                                                                                                                                                                                                                                | Accident Forms (Vehicle & Personnel)     |      | 1 | 1 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                       | Compass                                  |      | 1 | 1 |
| <p><sup>1</sup> A minimum of eight tools for type 3, 4, 5 engines and a minimum of five tools for type 6 engines is required. The listed numbers of tools in each box are required to be on the engine. Beyond that, the tools listed as optional or additional required tools can make up the rest of the minimum number required for engines.</p> <p>* No minimums – carried by engines as an option, within weight limitations</p> |                                          |      |   |   |

## Wildland Fire Decision Support System Information

### WFDSS Subsections

The Wildland Fire Decision Support System is divided into 8 subsections represented by tabs within the program. These sections are: Information, Situation, Objectives, Courses of Action, Validation, Decisions, Periodic Assessment, and Reports.

#### Information

Basic information for an incident is found in this section, which includes: Incident Name, Point of Origin, Unique Fire Identifier, Fire Code, Fire Perimeter / Incident Size, Discovery Date, Containment Date, Controlled Date, Out Date, Landscape Data Source, Geographic Area, Responsible Unit at Point of Origin, Incident Cause, Fire of National Significance, and Jurisdictional Agency at Point of Origin. Updating this information is essential for ongoing incidents (especially acreages and dates) as this information is automatically populated into the WFDSS Decision content. It is also important that the incident Owner(s) are available when the incident is updated or transferred. Incident ownership may be associated with an individual or group, depending on fire complexity, jurisdictions involved, and other considerations.

#### Situation

The Situation section provides a map interface displaying a variety of incident and reference information. It reduces the need for paper maps by giving users a dynamic and intuitive interface in which information needed for decision support is timely and easily accessible from anywhere with an internet connection. This section allows users to create new shape files, view values and boundaries, and conduct Basic and Short-Term fire analysis.

Map (sub tab) – has several spatial layers available:

- Base Layers- WFDSS Topos, Google Maps, Google Physical, U.S. States;
- Incident- Planning Areas, Fire Perimeters, Management Action Points, Points of Interest, Objective Shapes, Point of Origin;
- Analysis- Ignitions, Barriers, Landscape Masks, Basic Fire Behavior, Short Term Fire Behavior, Near Term Fire Behavior, FSPro (Values at Risk);
- Fire Related- Fires since January of current year, Historical Wildfires, Active MODIS, RAWS Stations, Fire Wx Zones, Retardant Avoidance, Significant Fire Potential;
- Disturbance History- Historical Wildfires;
- Boundaries- FMUs, Jurisdictional Agencies, Responsible Agencies, Federal Admin Areas, TNC Lands, Geographic Areas, Counties;
- Designated Areas- Wilderness, Potential Wilderness, Special, Other, BLM;
- Infrastructure- Facilities, Communication, Energy, Roads and Trails;

- 1 • Natural and Cultural Resources- Air Quality, Critical Habitat (T&E), Other
- 2 Species;
- 3 • Unit Shapes – Data managers can upload shape files that contain
- 4 information about local values.
- 5 • Map Capture – using the camera button at the top of the map users can
- 6 create (save) a screen capture of the map that can be later incorporated into
- 7 a Decision.

8  
9 Info (sub tab) – the user can access: Feature Information, Fire Danger (ERC  
10 charts), Smoke Dispersion, Strategic Objectives, Fire Weather Forecasts, and  
11 Predictive Services Significant Fire Potential. Additionally users can access  
12 basic information about the underlying landscape file: Source, Elevation,  
13 Aspect, Slope, Fuel Model, Canopy Cover, Bulk Density, Stand Height, Base  
14 Height.

### 15 16 **Objectives**

17 Strategic Objectives and Management Requirements as entered from approved  
18 plans (Land & Resource Management Plans, Fire Management Plans) can be  
19 viewed and Incident Requirements and Objectives can be developed. Based on  
20 the Planning Area, Strategic Objectives and Management Requirements are  
21 automatically loaded to the Decision content.

22  
23 Incident Requirements and Incident Objectives are created which are tiered from  
24 the overarching Strategic Objectives and Management Requirements. Users can  
25 control the activation or deactivated status of Incident Objectives and Incident  
26 Requirements based on fire location and activity.

### 27 28 **Courses of Action**

29 Documentation for action items and associated cost is completed in this section.  
30 Users can edit, include, or exclude action items each time a decision is made.  
31 Several methods for determining cost can be found here; follow your agency  
32 direction and include a summary of how the cost was constructed.

33  
34 Cost can be developed using the Stratified Cost Index (SCI) located in the left  
35 hand menu. The SCI is available for USFS and DOI. The correct model is  
36 automatically chosen by the Unit ID in the Unique Fire Identifier. The model  
37 requires input for the estimated final acreage of the incident. Users can input up  
38 to four different estimated acreages.

39  
40 Management Action Points (MAPs) (left menu) may be developed to define a  
41 condition which when met, prompts implementation of a pre-determined action.  
42 The Condition, Action, and optional Cost can be defined and linked to  
43 geospatial MAPs drawn in the Situation tab.

44  
45  
46

**1 Validation**

2 The default Course of Action (pre-planned response) and decisions are validated  
3 in this section. It is important to document your justification in the comment  
4 section as completely as possible for answering the question - "Will the Incident  
5 and Strategic Objectives be satisfied with the proposed Course of Action?"

6 WFDSS users should consider the following when writing this justification:

- 7 • Are there adequate resources to achieve your COA?
- 8 • Has the cost been developed to achieve the COA?
- 9 • Does the current fire behavior and weather assessment support the COA?
- 10 • Have you completed the Relative Risk Assessment and assessed the  
11 Planning Area's Value Inventory?
- 12 • Have you checked your Relative Risk Advice considerations?

13

14 This information will be viewable throughout the decision process and will be  
15 automatically populated in the WFDSS Decision content.

16

**17 Decisions**

18 In this section, users create, view, edit, and download published decisions. It is  
19 important that Owners, Editors, and Reviewers become familiar with their role  
20 and understand how to manipulate the incident content into the Decision  
21 Content. Additionally, knowing and understanding how and where to save  
22 information as agreed upon by the incident Owner(s) are essential. From this  
23 tab, an Owner(s) starts the review and approval process. Incident decisions can  
24 be edited by incident Owners or by those users who have been granted access  
25 through incident privileges. Users will access the decision editor by checking  
26 the radio button next to the pending decision, then clicking EDIT. Once editing  
27 is completed, users click the Check-In button to allow access by others.

28

29 The WFDSS Decision content is outlined into several sections: Assessment  
30 (Information, Weather, and Other content), Objectives (includes all FMUs,  
31 Strategic Objectives and Management Requirements included in the Planning  
32 Area as well as all included Incident Objectives and Incident Requirements),  
33 Course of Action (includes MAPs), Validation (Includes the Relative Risk text)  
34 and Rationale. Multiple editors can be working on different sections of the  
35 WFDSS Decision content with a little coordination and using the edit / check-in  
36 process. Additional information that supports the Decision should be added to  
37 each of these sections.

38

39 The users who are editing the Decision content should include maps captures or  
40 uploaded images that support the Decision or help tell the story of the incident  
41 and the Decision. These images can be added to any section of the content as  
42 needed. Additionally, the Editors should also include all support information:  
43 cost development summary, Relative Risk, social/political concerns, fire  
44 behavior models, Values at Risk, long term assessment information.

45



1 Information from past planning documents that supports the Decision, now  
2 must be included in the Decision content in WFDSS. It is typically added in the  
3 Assessment portion of the Decision content. This information should also be  
4 summarized and referenced in the Rationale portion of the Decision.

5  
6 Prior to submitting a Decision for the Review and Approval process, the  
7 Rationale portion of the Decision must be completed. The Rationale content  
8 should describe why the Decision was made to implement the Course(s) of  
9 Action. Consider explaining what caused you to make this Decision, what  
10 caused you to choose the Course(s) of Action, what are the causes and  
11 influences on the incident, what are the social and political concerns/pressures,  
12 what does the Relative Risk Assessment tell you, are their smoke concerns, and  
13 what fire behavior models informed the Decision.

14  
15 Once a Decision has all the sections completed, it can be submitted for the  
16 Review and Approval process. If a Decision has not been published, it can be  
17 edited or deleted. However, once a Decision has been published, it is part of  
18 that incident record and cannot be changed or removed.

19  
20 The Incident Objectives, Incident Requirements, Course of Action and Planning  
21 Area cannot be viewed by users who do not have incident ownership or  
22 privileges until a Decision is published. A new Decision must be made if  
23 updated information or findings are to be documented.

24

#### 25 **Periodic Assessment**

26 This is the section where the Approver(s) will complete the Periodic Assessment  
27 and view the previous actions and comments. The Periodic Assessment must be  
28 completed based on the timeframe specified by the Approver. Depending upon  
29 the complexity and activity on the incident, the timeframe can be set to 1-14  
30 days while publishing the Decision or during the Periodic Assessment process.  
31 It is beneficial to document clear, concise information about the incident when  
32 completing the Periodic Assessment. The Periodic Assessment information will  
33 be part of the project record and a way for someone to gather situational  
34 awareness of the incident. It should be useful information, not only during the  
35 incident, but also for years to come when reviewing incidents. The comment  
36 section is especially pertinent because Approvers can outline the thought process  
37 and reasons for either continuing a current decision or requiring a new one.

38

#### 39 **Reports**

40 This section allows users to create custom reports consisting of portions of  
41 Decision content, (e.g. the MAP content or Fire Behavior content). A report can  
42 be viewed, edited, published, and downloaded. The Report section does not  
43 provide a report on a Published Decision. Reports on Published Decisions can  
44 be found in the Decisions tab by using the PDF or HTML button, depending on  
45 desired format. When creating a report the user can decide on a custom or a

1 Management Action Point report. Both reports give the user the ability to select  
2 pertinent information from the incident for the report they are constructing.

3

#### 4 **WFDSS Tools and Functions**

5

##### 6 **WFDSS User Roles and Incident Privileges**

7 User Roles within WFDSS correspond to permissions which allow users to  
8 perform certain tasks within the application, such as creating an incident or  
9 conducting fire behavior analysis. Typical User Roles are Viewer, Dispatcher,  
10 Author, Data Manager, and Fire Behavior Specialist.

11

12 Incident privileges are assigned at the time of (and are specific to) an incident.  
13 These privileges allow you to Own, Edit, Review, or Approve decision content.

14

##### 15 **Fire Modeling**

16 Fire modeling has been incorporated into WFDSS, in the form of the Fire  
17 Spread Probability model (FSPro), Basic Fire Behavior (Basic), Short Term Fire  
18 Behavior (STFB) and Near Term Fire Behavior (NTFB). Comparison of  
19 WFDSS Short Term and Basic models to stand alone FlamMap and other fire  
20 behavior information can be found on the WFDSS homepage under the Related  
21 Resources link, fire behavior section. Information for requesting assistance in  
22 running these models for your incident can be found at the WFDSS homepage  
23 through the Wildland Fire Management Research and Development And  
24 Application group, or by visiting [http://www.wfmrda.nwcg.gov/decision-](http://www.wfmrda.nwcg.gov/decision-support-training.php)  
25 [support-training.php](http://www.wfmrda.nwcg.gov/decision-support-training.php)

26

##### 27 **Relative Risk Assessment (left menu)**

28 The Relative Risk Assessment is required before publishing a Decision for an  
29 incident. Its purpose is to assist in planning for, assessing, and managing the  
30 incident. It provides the Agency Administrator with a quick but comprehensive  
31 assessment of the risk of the fire. An incident Owner or Editor can perform the  
32 assessment.

33

34 This is a qualitative process that can be completed in less time than a  
35 quantitative long-term risk assessment. The Relative Risk Assessment chart  
36 uses three risk components:

- 37 • values
- 38 • hazard
- 39 • probability

40

41 Each of these components is assessed independently. The three outputs are then  
42 evaluated in a final step that provides the Relative Risk rating for the fire. As  
43 the graphs are completed, there is a text box to document the thoughts/reasons  
44 for the inputs. The information from the text box automatically populates in the  
45 WFDSS Decision content but the graphs themselves do not. Relative Risk can  
46 be visited pre-season to define some local inputs. From the Relative Risk rating,

1 guidance is provided within the system to assist the Owner/Author in  
2 determining the level of analysis needed, considerations for the incident and  
3 documentation of the Decision.

4

5 **Organizational Needs Assessment (left menu)**

6 The Organizational Needs Assessment (ONA) guides Agency Administrators in  
7 their management organization selection, both in escalating and moderating  
8 situations (.i.e. this process can be used to expand or contract organizations).  
9 The ONA is based on Relative Risk, implementation difficulty, and decision  
10 concerns. The final part of the ONA combines these variables to determine the  
11 level of incident management needed.

12

13 **Incident KMZ (left menu)**

14 Incident KMZ files can be downloaded that include all the incident spatial data  
15 and completed analysis from the Published Decision(s). The spatial data is  
16 composed of the incident shapes found under the Incident and Analysis layers  
17 folder on the Situation Tab. If a decision is pending, only spatial information  
18 available to all users will be provided in the KMZ.

**WORK CAPACITY TEST RECORD**

Units will document the administration of the WCT to all employees and job applicants. This documentation must be retained until the next WCT is administered. Units may also be requested to provide data from these records to assist in the evaluation of the WCT process.

Privacy Act - No employee may disclose records subject to the Privacy Act unless the disclosure is permitted under 43 CFR 2.56 or to the individual to whom the record pertains. The Privacy Act contains a criminal penalty for unauthorized disclosure of records. (5 U.S.C. 552a)

To be completed by employee:

Name (Last, First): \_\_\_\_\_ Where employed: \_\_\_\_\_

Date test taken: \_\_\_\_\_ Test administered by: (Print Name) \_\_\_\_\_

ICS position for which test is required (highest needed) \_\_\_\_\_

Performance level needed (circle one):

Arduous                                      Moderate                                      Light

Type of test taken (circle one):

Pack Test                                      Field Test                                      Walk Test

Work Capacity Test Descriptions:

|             | <b>Pack Test</b> | <b>Field Test</b> | <b>Walk Test</b> |
|-------------|------------------|-------------------|------------------|
| Pack weight | 45 lbs.          | 25 lbs            | None             |
| Distance    | 3 miles          | 2 miles           | 1 mile           |
| Time        | 45 minutes       | 30 minutes        | 16 minutes       |

To be completed by test administrator:

Test result time:

Employee passed test (circle one):                      Yes / No

I certify that the work capacity test was administered according to agency guidelines.

\_\_\_\_\_  
(Signature of Test Administrator)                      (Title)                      (Date)

**Dispatch Center Local Mobilization Guide/Dispatch Operating Plan**

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Local Mobilization Guides/Operating plans will contain the following elements and procedures:

- **Organization**
  - Chain-of-command/table of organization for the center, local agencies and cooperators
  - Notification process/procedures; Roles/responsibilities etc.
- **Dispatch Operations**
  - General information
  - Dispatcher roles and responsibilities
  - Procedures for each functional area (Coordinator On Duty, Overhead, Crews, Equipment, Aircraft, predictive services, etc.)
  - Dispatcher training and qualification requirements
  - Dispatch Center Staffing Plan
    - Call-out procedures for additional personnel in emergency situations
    - Designation of duty officer for dispatch center.
    - Shift limitations and day off/EFF hiring
  - Procedures for dispatch of resources off unit
- **Daily Duties**
  - Check-in/out of administrative/fire personnel
  - Procedures for gathering and disseminating intelligence and Weather/briefings
  - Verification of initial attack response levels
  - Verification of status of suppression resources
  - Preparedness level establishment and verification
  - Procedures for providing information to the field about Suppression/Support Resource availability, radio frequencies to be used; burning conditions/fuel types; weather forecast updates; local fire activity; agency policies, fire activity, incident updates, weather updates, resource status
  - Procedures for recording radio traffic, key events, and other information in a format accessible to all personnel (i.e. COD Notes, Shift Briefs)
- **Initial Attack/Response Plan Elements**
  - Preplanned dispatch plans, Run-cards, and dispatch procedures
  - Management notification of a reported fire
  - Procedures for identifying preparedness levels
  - Process for assessing the appropriate response
  - Identification and notification of resources to respond
  - Cooperator support and planned response
  - Communications procedures
  - Procedures to follow when activity exceeds the initial attack/response plan
  - Aviation procedures

- 1 • **Emergency Operations (Fire/Non-fire)**
- 2 ○ Notification of a reported incident
- 3 ○ Jurisdiction verification
- 4 ○ Response plan activation
- 5 ○ Agency and area notification
- 6 ○ Move-up and cover procedures
- 7 ○ Call-back procedures
- 8 ○ Evacuation of incident area
- 9 ○ Closing public/private roads
- 10 ○ Ordering additional personnel, equipment, and aircraft
- 11 ○ Fire Weather Watch and Red Flag Warning notification
- 12 ○ Temporary Flight Restrictions (TFRs)
- 13 ○ Agency duty officers (roles and responsibilities)
- 14 ○ Aviation Mishap Response Guide
- 15 ○ Utility company notification (power and gas)
- 16 ○ Law enforcement dispatching procedures/requirements
- 17 ○ HazMat/spill response notification procedures
- 18 ○ Local government requesting all-risk assistance
- 19 ○ Search and Rescue
- 20 • **Local Agreements**
- 21 ○ Copies of all interagency or inter-unit agreements and associated
- 22 annual operating plans that govern the use of fire management
- 23 resources
- 24 ○ Maps delineating areas of responsibility for fire suppression coverage
- 25 • **Communications**
- 26 ○ Procedures for assigning/managing local radio frequencies
- 27 ○ Procedures for obtaining additional frequencies
- 28 ○ maps of repeater sites
- 29 ○ instructions for using local dispatch radio consoles, phones, computers,
- 30 fax machines, paging systems, etc.
- 31 • **Weather**
- 32 ○ Procedures for Processing of weather observations via Weather
- 33 Information Management System (WIMS)
- 34 ○ Daily posting and briefing procedures
- 35 ○ Broadcasts of fire weather forecasts to local fire suppression personnel
- 36 ○ Procedures for processing spot weather forecast requests and
- 37 disseminating spot forecasts to the field
- 38 ○ Procedures for immediate notification to fire suppression personnel of
- 39 Fire Weather Watches and Red Flag Warnings
- 40 • **Fire Danger**
- 41 ○ Locally significant fire danger indices and recording of those values
- 42 daily
- 43 ○ Procedures for update and posting of monthly the seasonal trends of
- 44 those values versus seasonal averages
- 45
- 46

- 1 • **Briefings**
- 2 ○ Time frames and frequencies/locations for daily briefings
- 3 ○ Method for documenting briefings (time given, content of briefing, and
- 4 person(s) conducting and receiving briefing)
- 5 • **Preparedness Levels**
- 6 ○ General information relating to the local preparedness plan:
- 7     ▪ Procedures for identifying preparedness level
- 8     ▪ Notification to management
- 9     ▪ Dispatching roles and responsibilities at each preparedness level
- 10 ○ Trigger Points
- 11     ▪ Specific triggers that cause the preparedness level to move up or
- 12     down, such as number/size of fires, amount and type of resources
- 13     available/committed, regional/national fire situation, condition of
- 14     local fuels, observed fire behavior, human-caused risk or predicted
- 15     lightning activity level, etc.
- 16     ▪ Specific actions tied to each preparedness level, such as extended
- 17     staffing, repositioning of suppression resources (crews, engines,
- 18     airtankers, smokejumpers, etc.), the activation of local Multi-
- 19     Agency Coordination (MAC) groups, making contact with other
- 20     agencies, and hiring of call when needed (CWN) aircraft,
- 21     emergency equipment rental agreements (EERA), or
- 22     administratively determined (AD) pay plan crews
- 23 • **Aviation**
- 24 ○ Ordering/scheduling requirements and procedures
- 25 ○ special use airspace
- 26 ○ Special use mission requirements
- 27 ○ Incident/accident reporting and documentation procedures
- 28 ○ Flight management/tracking procedures
- 29 • **Expanded Dispatch Plan**
- 30 ○ Indicators for considering establishment of expanded dispatch
- 31 ○ Recommended organization and points of contact
- 32 ○ Overhead positions to order
- 33 ○ Location/facilities, equipment/supplies, support needs
- 34 ○ Procurement or buying unit team considerations
- 35 • **Service and Supply Plan**
- 36 ○ Current copies of competitive and non-competitive Incident Blanket
- 37     Purchase Agreements (I-BPAs)
- 38 ○ Source lists for incident-only contracts.
- 39 ○ protocols for the use of Dispatch Priority Lists (DPLs)
- 40 ○ protocols for incident business coordination with agency administrative
- 41     personnel
- 42 ○ contact lists and hiring procedures for AD or non-fire personnel,
- 43     ground, and logistics support
- 44 ○ a list of locations for use as Staging Areas, Mobilization Centers, and
- 45     Incident Command Posts (where applicable)
- 46 ○ procedures for Local and Geographic Area Cache ordering

- 1 ○ commercial travel procedures (including instructions on the use of the
- 2 agency corporate travel cards)
- 3 ○ Incident Management Team and Buying Team mobilization
- 4 ○ The following reference materials:
- 5 ■ *National Food Service Contract, NFES 1276*
- 6 ■ *National Shower Facilities Contract, NFES 2729*
- 7 ■ *National Incident Radio Support Cache (NIRSC) User's Guide,*
- 8 *NFES 0968*
- 9 ■ *Interagency Incident Business Management Handbook* including
- 10 Geographic Area Supplements
- 11 ■ *National Fire Equipment Systems Catalog, NFES 0362*
- 12 ■ DPL contracts for vendors located in the local area
- 13 ■ A Continuation of Operations Plan (COOP)

**Administrative Items**

- 15 ● Funding; travel; time sheets; fire reports, etc.
- 16 ● Procedures for completing and archiving fire records
- 17 ● Procedures for mobilization of critical incident stress debriefing teams

**Medical Plan**

- 19 ● Criteria/definitions; agency notification and documentation requirements
- 20 ● Procedures for Emergency Medical Response and notification
- 21 ● Activation/evacuation information
- 22 ● Medical facility locations and phone numbers
- 23 ● Air and ground transport (Medevac) capability
- 24 ● Burn center information

**Media Plan**

- 26 ● General procedures
- 27 ● notification requirements to agency external affairs personnel
- 28 ● routing for media calls

**Required Reference Materials**

31 All coordination/dispatch centers will have the following reference materials  
32 available:

- 33 ● *National Interagency Mobilization Guide*
- 34 ● *Geographic Area Mobilization Guide*
- 35 ● *Interagency Standards for the ROSS Operations Guide*
- 36 ● *Interagency Standards for Fire and Fire Aviation Operations*
- 37 ● *WIMS User Guide*
- 38 ● *National Predictive Services Handbook*
- 39 ● *Interagency Situation Report User's Guide*
- 40 ● *ICS – 209 Program User's Guide*
- 41 ● *North American Emergency Response Guidebook (DOT)*
- 42 ● *Interagency Helicopter Operations Guide*
- 43 ● *Aircraft Identification Guide*
- 44 ● *Interagency Air Tanker Bases Directory*
- 45 ● *Interagency SEAT Operations Guide*



- 1 • *Interagency Aerial Supervision Guide*
- 2 • *Interagency Smokejumper Operations Guide*
- 3 • *National Retardant Requirements Contract*
- 4 • *Interagency Call When Needed Helicopter Contract*
- 5 • *Interagency Airspace Guide*
- 6 • *Interagency Air Tanker Base Operations Guide*
- 7 • Military/National Guard Operating Plan (if applicable)
- 8 • Aviation Safety Plans
- 9 • AP1B
- 10 • Frequency Guides
- 11 • National Regional/State/Local Aviation Plans
- 12 • local airport, SEAT base, air tanker base, helibase and smoke jumper base
- 13 locations
- 14 • current and complete *Interagency Aviation Mishap Response Guide*
- 15 • Fire Danger Operating Plan or other preparedness operating plan\*
- 16 • Current Fire Danger Pocket Cards\*
- 17 • Fire Management Plan\*
- 18 • Mutual aid/initial attack agreements\*
- 19 \* Local Dispatch Centers only.
- 20

## Risk Management Process

### Step 1 Situation Awareness

Gather Information

- |                                          |                                                 |
|------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Objective(s)    | <input type="checkbox"/> Previous Fire Behavior |
| <input type="checkbox"/> Communication   | <input type="checkbox"/> Weather Forecast       |
| <input type="checkbox"/> Who's in Charge | <input type="checkbox"/> Local Factors          |

Scout the Fire

### Step 2 Hazard Assessment

Estimate Potential Fire Behavior Hazards

- Look up/Down/Around Indicators

Identify Tactical Hazards

- Watch Outs

What other safety hazards exist?

Consider severity vs. probability?

### Step 3 Hazard Control

Fire Orders → LCES Checklist – MANDATORY

- Anchor Point  
 Downhill Checklist (if applicable)

What other controls are necessary?

### Step 4 Decision Point

Are controls in place for identified hazards?

NO - Reassess situation      YES - Next question

Are selected tactics based on expected fire behavior?

NO - Reassess situation      YES - Next question

Have instructions been given and understood?

NO - Reassess situation      YES - Initiate action

### Step 5 Evaluate

Personnel: Low experience level with local factors?

Distracted from primary tasks?

Fatigue or stress reaction?

Hazardous attitude?

The Situation: What is changing?

Are strategy and tactics working?

## **Standard Firefighting Orders**

- Keep informed on fire weather conditions and forecasts.
- Know what your fire is doing at all times.
- Base all actions on current and expected behavior of the fire.
- Identify escape routes and safety zones and make them known.
- Post lookouts when there is possible danger.
- Be alert. Keep calm. Think clearly. Act decisively.
- Maintain prompt communications with your forces, your supervisor and adjoining forces.
- Give clear instructions and insure they are understood.
- Maintain control of your forces at all times.
- Fight fire aggressively, having provided for safety first.

## **Watch out Situations**

- Fire not scouted and sized up.
- In country not seen in daylight.
- Safety zones and escape routes not identified.
- Unfamiliar with weather and local factors influencing fire behavior.
- Uninformed on strategy, tactics, and hazards.
- Instructions and assignments not clear.
- No communication link with crew members/supervisor.
- Constructing fireline without safe anchor point.
- Building fireline downhill with fire below.
- Attempting frontal assault on fire.
- Unburned fuel between you and fire.
- Cannot see main fire, not in contact with anyone who can.
- On a hillside where rolling material can ignite fuel below.
- Weather is getting hotter and drier.
- Wind increases and/or changes direction.
- Getting frequent spot fires across line.
- Terrain and fuels make escape to safety zones difficult.
- Taking nap near fireline.