**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.

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

Agency Administrator's Briefing to Incident Management Team

Incident Name
Approx. Size @   Date   Time
Location
Date of Start
Overhead and Suppression Resources Currently on Incident And Present IC
General Fire Situation in Area
Resources Ordered
Other Organizations Requiring Coordination (Area Command, Expanded Dispatch, MAC, Buying Team, Payment Team, Tribal Government, Other Agency Jurisdictions)
Law Enforcement/Ongoing Investigations
Financial Considerations/Limitations
Fire Behavior Considerations
Weather Situation
Fuel Types
Topography
Fire Behavior
Appropriate Management Response Considerations Established Through and for the WDFSS Development Priorities
Environmental Constraints
Utility Corridors

Air Operations
Effectiveness
Hazards
Air Space Restrictions
Airports, Heliports, Helispots
Suppression Policies
Other
Environmental, Social, Political, Economic, and Cultural Resource Considerations
Environmental
Social
Political
Economic
Cultural Resource
Communications
Radio
Telephone
Electronic (Computers)
Expanded Dispatch
Procurement Arrangements
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

Human Welfare
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.

Incident Complexity Analysis Type 1 & 2	YES	NO
A. Fire Behavior (Observed or Predicted)		
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. Resources Committed		
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		

C. Resources Threatened		
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		
D. Safety		
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		
E. Ownership		
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		
F. External Influences		
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		

G. Change in Strategy		
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		
H. Existing Overhead		
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

Incident Complexity Analysis (Type 3, 4, 5)		
Fire Behavior	**Yes**	**No**
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.		
Firefighter Safety		
Performance of firefighting resources affected by cumulative fatigue.		
Overhead overextended mentally and/or physically.		
Communication ineffective with tactical resources or dispatch.		
Organization		
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.		
Values to be protected		
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**

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:
☐ ICS 201	☐ ICS 215	☐ Map of Fire
☐ ICS 207	☐ ICS 220	☐ Aerial Photos
☐ ICS 209		☐ 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:	☐	☐			
Base:	☐	☐			
Camp(s):	☐	☐			
Staging Area(s):	☐	☐			

Copy Machine Available		☐ Yes	☐ No

Safety Issues:		EMS in Place:	☐ Yes	☐ 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: ☐ Radio   ☐ Telephone   ☐ 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**	

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.

Complete the follow evaluation narratives and rating for each question
0 - did not achieve expectations,   3 - met expectations,   5 - excelled

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?

Circle one	0	1	2	3	4	5

(Explain)

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?

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

- 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	Type 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	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 & Pump Support	General Took 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 (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 ½" NH (feet)	0967	300	300
	¾" NH, garden (feet)	1016	300	300
	1 ½" NH, engine protection (feet)		20	20
	1 ½" NH, refill (feet)		15	15

Nozzle	Forester, 1" NPSH	0024	3	2
	Adjustable, 1" NPSH	0138	4	2
	Adjustable, 1 ½" NH	0137	5	3
	Adjustable, ¾" NH	0136	4	2
	Foam, ¾" NH	0627	1	1
	Foam 1 ½" 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 ½" NH, Two-Way, Gated	0231	4	2
	¾" 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 ½" NPSH-F to 1 ½" NH-M	0007	1	1
	1 ½" NH-F to 1 ½" NPSH-M	0006	*	*
Increaser	¾" NH-F to 1" NPSH-M	2235	1	1
	1" NPSH-F to 1 ½" NH-M	0416	2	1
Coupling	1" NPSH, Double Female	0710	1	1
	1" NPSH, Double Male	0916	1	1
	1 ½" NH, Double Female	0857	2	2
	1 ½" NH, Double Male	0856	1	1
Reducer/ Adapter	1" NPSH-F to ¾" NH-M	0733	3	3
	1 ½" NH-F to 1 NPSH-M	0010	6	4
	2" NPSH-F to 1 ½" NH-M	0417	*	*
	2 ½" NPSH-F to 1 ½" NH-M	2229	*	*
Reducer	1 ½" NH-F to 1" NH-M	0009	1	1
	2 ½" NH-F to 1 ½" NH-M	2230	1	1
Tee	1" NPSH-F x 1" NPSH-M x 1" NPSH-M, w/cap	2240	2	2
	1 ½" NH-F x 1 ½" NH-M x 1" NPSH-M w/cap	0731	2	2
	1 ½" NH-F x 1 ½" NH-M x 1" NPSH-M w/valve	0230	2	2
Valve	1 ½" NH-F, Automatic Check and Bleeder	0228	1	1
	¾" NH, Shut Off	0738	5	5
	1" Shut Off	1201	1	1
	1 ½" 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 ½" hose size	0234	4	1
	Spanner, 11", 1 ½" to 2 ½" 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 *Interagency Standards for Fire and Fire Aviation Operations*		1	1
* No minimums – carried by engines as an option, within weight limitations				
NPS – Additional or differing items recommended by NPS				
Fire Tools & Equip[1]	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 ½" Refill Hose, Water tender		*	*
Nozzle	Adjustable, 1 ½" NH	0137	3	3
Wyes	¾" 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 ¾" NH-M	0733	3	2
	1 ½" 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 ½" NH-F, Automatic Check and Bleeder	0228	1	*
	¾" NH, Shut Off	0738	4	2
Wrench	Pipe, 20"		1	*
Engine	Accident Forms (Vehicle & Personnel)		1	1
	Compass		1	1

[1] 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.

* No minimums – carried by engines as an option, within weight limitations

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, XXX Landscape Data Source, Geographic Area, Responsible Unit at Point of Origin, Incident Cause, XXX 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, XXX U.S. States;
- Incident- Planning Areas, Fire Perimeters, Management Action Points, Points of Interest, Objective Shapes, XXX Point of Origin;
- Analysis- Ignitions, Barriers, Landscape Masks, Basic Fire Behavior, Short Term Fire Behavior, Near Term Fire Behavior, FSPro (Values at Risk);
- XXX Fire Related- Fires since January of current year, Historical Wildfires, Active MODIS, RAWS Stations, Fire Wx Zones, Retardant Avoidance, Significant Fire Potential;
- XXX 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;

- Natural and Cultural Resources- Air Quality, Critical Habitat (T&E), Other Species;
- Unit Shapes – Data managers can upload shape files that contain information about local values.
- Map Capture – using the camera button at the top of the map users can create (save) a screen capture of the map that can be later incorporated into a Decision.

Info (sub tab) – the user can access: Feature Information, Fire Danger (ERC charts), Smoke Dispersion, Strategic Objectives, Fire Weather Forecasts, XXX and Predictive Services Significant Fire Potential. Additionally users can access basic information about the underlying landscape file: Source, Elevation, Aspect, Slope, Fuel Model, Canopy Cover, Bulk Density, Stand Height, Base Height.

XXX MOVED ~~Relative Risk (left menu) – As part of the situation assessment, users can calculate the relative risk. It is a series of four graphs: Hazards, Values, Probability, and the summary graph – Relative Risk. As the graphs are completed, there is a text box to document the thoughts/reasons for the inputs. The information from the text box automatically populates in the WFDSS Decision content but the graphs themselves do not. Relative Risk can be visited pre-season to define some local inputs.~~

Objectives
Strategic Objectives and Management Requirements as entered from XXX ~~the~~ approved plans (Land & Resource Management Plans, Fire Management Plans) can be viewed and Incident Requirements and Objectives can be developed. Based on the Planning Area, Strategic Objectives and Management Requirements are automatically loaded XXX to the Decision content.

Incident Requirements and Incident Objectives are created which are tiered from XXX ~~these~~ the overarching Strategic Objectives and Management Requirements. Users can control the activation or deactivated status of Incident Objectives and Incident Requirements based on fire location and activity.

Courses of Action
Documentation for action items and associated cost is completed in this section. Users can edit, include, or exclude action items each time a decision is made. Several methods for determining cost can be found here; follow your agency direction and include a summary of how the cost was constructed.

Cost can be developed using the Stratified Cost Index (SCI) located in the left hand menu. The SCI is available for USFS and DOI. The correct model is automatically chosen by the Unit ID in the Unique Fire Identifier. The model requires input XXX ~~of~~ for the estimated final acreage of the incident. Users can input up to four different XXX estimated acreages.

Management Action Points (MAPs) (left menu) may be developed to define a
condition which when met, prompts implementation of a pre-determined action.
The Condition, Action, and optional Cost can be defined and linked to
geospatial MAPs drawn in the Situation tab.

Validation
The default Course of Action (pre-planned response) and decisions are validated
in this section XXX ~~at different times during the decision process. Initially
validating the need for a decision and later validating the course of action prior
to publishing a decision.~~ It is important to document your justification in the
comment section as completely as possible for answering the question - "Will
the Incident and Strategic Objectives be satisfied with the proposed Course of
Action?" WFDSS users should consider the following when writing this
justification:

- Are there adequate resources to achieve your COA?
- Has the cost been developed to achieve the COA?
- Does the current fire behavior and weather assessment support the COA?
- Have you completed the Relative Risk Assessment and assessed the XXX
  Planning Area's Value Inventory?
- Have you checked your Relative Risk Advice considerations?

This information will be viewable throughout the decision process and will be
automatically populated in the WFDSS Decision content.

Decisions
In this section, users create, view, edit, and download published decisions. It is
important XXX ~~in this area~~ that Owners, Editors, and Reviewers become
familiar with their role and understand how to manipulate the incident content
into the Decision Content. Additionally, knowing and understanding how and
where to save information as agreed upon by the incident Owner(s) are essential.
From this tab, an Owner(s) starts the review and approval process. Incident
decisions can be edited by incident Owners or by those users who have been
granted access through incident privileges. XXX~~: Edit, Review, Approve.~~
Users will access the decision editor by checking the radio button next to the
pending decision, then clicking EDIT. Once editing is completed, users XXX
~~will~~ click the Check-In button to allow access by others.

The WFDSS Decision content is outlined into several sections: Assessment
(Information, Weather, and Other content), Objectives (includes all FMUs,
Strategic Objectives and Management Requirements included in the Planning
Area as well as all included Incident Objectives and Incident Requirements),
Course of Action (includes MAPs), Validation (Includes the Relative Risk text)
and Rationale. Multiple editors can be working on different sections of the
WFDSS Decision content with a little coordination and using the edit / check-in

process. Additional information that supports the Decision should be added to each of these sections.

The users who are editing the Decision content should include maps captureds or uploaded images that support the Decision or help tell the story of the incident and the Decision. These images can be added to any section of the content as needed. Additionally, the Editors should also include all support information: cost development summary, Relative Risk, social/political concerns, fire behavior models, Values at Risk, long term assessment information.

Information from XXX the past planning documents XXX of the past, that supports the Decision, now must be included in the Decision content in WFDSS. It is typically added in the Assessment portion of the Decision content. This information should also be summarized and referenced in the Rationale portion of the Decision.

Prior to submitting a Decision for the Review and Approval process, the Rationale portion of the Decision must be completed. The Rationale content should describe why the Decision was made to implement the Course(s) of Action. Consider explaining what caused you to make this Decision, what caused you to choose the Course(s) of Action, what are the causes and influences on the incident, what are the social and political concerns/pressures, what does the Relative Risk XXX Assessment tell you, are their smoke concerns, XXX and what fire behavior models informed the Decision.

Once a Decision has all the sections completed, it can be submitted for the Review and Approval process. If a Decision has not been published, it can be edited or deleted. However, once a Decision has been published, it is part of that incident record and cannot be changed or removed.

The Incident Objectives, Incident Requirements, Course of Action and Planning Area cannot be viewed by users who do not have incident ownership or privileges until a Decision is published. A new Decision must be made if updated information or findings are to be documented.

Periodic Assessment
This is the section where the Approver(s) will complete the Periodic Assessment and view the previous actions and comments. The Periodic Assessment must be completed based on the timeframe specified by the Approver. Depending upon the complexity and activity on the incident, the timeframe can be set to 1-14 days while publishing the Decision or during the Periodic Assessment process. It is beneficial to document clear, concise information about the incident when completing the Periodic Assessment. XXX This the Periodic Assessment information will be part of the project record and a way for someone to gather situational awareness of the incident. It should be useful information, not only

during the incident, but also for years to come when reviewing incidents. XXX This the comment section is especially pertinent because XXX it Approvers can outlines the thought process and reasons for either continuing a current decision or requiring a new one.

Reports

This section allows users to create custom reports consisting of portions of Decision content, (e.g. the MAP content or Fire Behavior content). A report can be viewed, edited, published, and downloaded. The Report section does not provide a report on a Published Decision. Reports on Published Decisions can be found in the Decisions tab by using the PDF or HTML button, depending on desired format. When creating a report the user can decide on a custom or a Management Action Point report. Both reports give the user the ability to select pertinent information from the incident for the report they are constructing.

WFDSS Tools and Functions

WFDSS User Roles and Incident Privileges

User Roles within WFDSS correspond to permissions which allow users to perform certain tasks within the application, such as creating an incident or conducting fire behavior analysis. Typical User Roles are Viewer, Dispatcher, Author, Data Manager, and Fire Behavior Specialist.

Incident privileges are assigned at the time of (and are specific to) an incident. These privileges allow you to Own, Edit, Review, or Approve decision content.

Fire Modeling

Fire modeling has been incorporated into WFDSS, in the form of the Fire Spread Probability model (FSPro), Basic Fire Behavior (Basic), Short Term Fire Behavior (STFB) and Near Term Fire Behavior (NTFB). Comparison of WFDSS Short Term and Basic models to stand alone FlamMap and other fire behavior information can be found on the WFDSS homepage under the Related Resources link, fire behavior section. Information for requesting assistance in running these models for your incident can be found at the WFDSS homepage through the XXX National Fire Decision Support Center (NFDSC) or by visiting http://www.wfmrda.nwcg.gov/nfdsc.php .. Wildland Fire Management Research and Development And Application group, or by visiting http://www.wfmrda.nwcg.gov/decision-support-training.php

Relative Risk Assessment (left menu)

The Relative Risk Assessment is required before publishing a Decision for an incident. Its purpose is to assist in planning for, assessing, and managing the incident. It provides the Agency Administrator with a quick but comprehensive assessment of the risk of the fire. An incident Owner XXX or Editor XXX reviewer, or approver can perform the assessment.

This is a qualitative process that can be completed in less time than a
quantitative long-term risk assessment. The Relative Risk Assessment chart
uses three risk components:
- values
- hazard
- probability

Each of these components is assessed independently. The three outputs are then
evaluated in a final step that provides the Relative Risk rating for the fire. XXX
As the graphs are completed, there is a text box to document the
thoughts/reasons for the inputs. The information from the text box
automatically populates in the WFDSS Decision content but the graphs
themselves do not. Relative Risk can be visited pre-season to define some local
inputs. From the Relative Risk rating, guidance is provided within the system to
assist the Owner/Author in determining the level of analysis needed,
considerations for the incident and documentation of the Decision.

Organizational Needs Assessment (left menu)
The Organizational Needs Assessment (ONA) guides Agency Administrators in
their management organization selection, both in escalating and moderating
situations (.i.e. this process can be used to expand or contract organizations).
The ONA is based on Relative Risk, implementation difficulty, and decision
concerns. The final part of the ONA combines these variables to determine the
level of incident management needed.

Incident KMZ (left menu)
Incident KMZ files can be downloaded that include all the incident spatial data
and completed analysis from the Published Decision(s). The spatial data is
composed of the incident shapes found under the Incident and Analysis layers
folder on the Situation Tab. If a decision is pending, only spatial information
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:

	Pack Test	**Field Test**	**Walk Test**
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 Annual Operating Plan Elements~~

XXX Dispatch Center Local Mobilization Guide/Dispatch Operating Plan

XXX Local Mobilization Guides/Operating plans will contain the following elements and procedures:

- **Organization**
  - o Chain-of-command/table of organization for XXX the center, local agencies and cooperators
  - o Notification process/procedures; Roles/responsibilities etc.
- **Dispatch Operations**
  - o General information
  - o Dispatcher roles and responsibilities
  - o XXX Procedures for each functional area (Coordinator On Duty, Overhead, Crews, Equipment, Aircraft, predictive services, etc.)
  - o Dispatcher training and qualification XXX requirements
  - o 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
  - o Procedures for dispatch of resources off unit
- **Daily Duties**
  - o Check-in/out of administrative/fire personnel
  - o XXX Procedures for gathering and disseminating intelligence and Weather/briefings
  - o XXX ~~Verify~~ Verification of initial attack response levels
  - o XXX Verification of status of suppression resources
  - o Preparedness level establishment and verification
  - o XXX ~~Information to be provided by dispatch~~ procedures for providing information to the field about ~~for~~ Suppression/Support Resource availability, radio frequencies to be used; burning conditions/fuel types; weather forecast updates; local fire activity; agency policies, XXX ~~etc. For management:~~ fire activity, incident updates, weather updates, resource status
  - o XXX 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**
  - o Preplanned dispatch plans, Run-cards, XXX and dispatch procedures
  - o XXX Management notification of a reported fire
  - o Procedures for identifying preparedness levels
  - o XXX ~~Fire weather; Identification of fire danger;~~
  - o Process for assessing the appropriate response
  - o Identification and notification of resources to respond XXX ~~(Local units will establish standard response times for all initial attack/response resources);~~
  - o XXX ~~Appropriate management notification;~~

- o   Cooperator support and planned response
- o   Communications procedures
- o   Procedures to follow when activity exceeds the initial attack/response plan
- o   Aviation procedures
- **Emergency Operations (Fire/Non-fire)**
  - o   Notification of a reported incident
  - o   Jurisdiction verification
  - o   Response plan activation
  - o   Agency and area notification
  - o   Move-up and cover procedures
  - o   Call-back procedures
  - o   Evacuation of incident area
  - o   Closing public/private roads
  - o   Ordering additional personnel, equipment, and aircraft
  - o   Fire Weather Watch and Red Flag Warning notification
  - o   Temporary Flight Restrictions (TFRs)
  - o   Agency duty officers (roles and responsibilities)
  - o   XXX ~~Aircraft pre-accident plan~~ Aviation Mishap Response Guide
  - o   Utility company notification (power and gas)
  - o   Law enforcement dispatching procedures/requirements
  - o   HazMat/spill response notification procedures
  - o   Local government requesting all-risk assistance
  - o   Search and Rescue XXX ~~Identify the incident commander~~
- **Local Agreements**
  - o   Copies of all interagency or inter-unit agreements and associated annual operating plans that govern the use of fire management resources
  - o   Maps delineating areas of responsibility for fire suppression coverage
- **Communications**
  - o   Procedures for assigning/managing local radio frequencies
  - o   Procedures for obtaining additional frequencies
  - o   maps of repeater sites
  - o   instructions for using local dispatch radio consoles, phones, computers, fax machines, paging systems, etc.
- **Weather**
  - o   XXX Procedures for Processing of weather observations via Weather Information Management System (WIMS)
  - o   Daily posting and briefing procedures
  - o   Broadcasts of fire weather forecasts to local fire suppression personnel
  - o   Procedures for processing spot weather forecast requests and disseminating spot forecasts to the field
  - o   Procedures for immediate notification to fire suppression personnel of Fire Weather Watches and Red Flag Warnings
- **Fire Danger**

- o   **XXX** Remain aware of locally significant fire danger indices and recording of those values daily
  - o   **XXX Procedures for** update and posting of monthly the seasonal trends of those values versus seasonal averages
- **Briefings**
  - o   Time frames and frequencies/locations for daily briefings **XXX** must be clearly specified in the local dispatch SOP. A method should also be identified for
  - o   **XXX Method for** documenting briefings (time given, content of briefing, and person(s) conducting and receiving briefing)
- **Preparedness Levels**
  - o   General information relating to the local preparedness plan:
    - ▪ Procedures for identifying preparedness level
    - ▪ Notification to management
    - ▪ Dispatching roles and responsibilities at each preparedness level
  - o   Trigger Points
    - ▪ Specific triggers **XXX** should be incorporated into preparedness plans that cause the preparedness level to move up or down, **XXX** These triggers could be related to such as number/size of fires, amount and type of resources available/committed, regional/national fire situation, condition of local fuels, observed fire behavior, human-caused risk or predicted lightning activity level, etc.
    - ▪ Specific actions **XXX** should also be tied to each preparedness level, such as **XXX extended staffing,** prepositioning of suppression resources (crews, engines, airtankers, smokejumpers, etc.), the activation of local Multi-Agency Coordination (MAC) groups, making contact with other agencies, and hiring of call when needed (CWN) aircraft, emergency equipment rental agreements (EERA), or administratively determined (AD) pay plan crews
- **Aviation**
  - o   Ordering/scheduling requirements and procedures
  - o   special use airspace
  - o   Special use mission requirements
  - o   Incident/accident reporting and documentation procedures
  - o   Flight management/tracking procedures
- **Expanded Dispatch Plan**
  - o   Indicators for considering establishment of expanded dispatch
  - o   Recommended organization and points of contact
  - o   Overhead positions to order
  - o   Location/facilities, equipment/supplies, support needs
  - o   Procurement or buying unit team considerations
- **Service and Supply Plan**
  - o   **XXX current copies of competitive and non-competitive Incident Blanket Purchase Agreements (I-BPAs)**

- o XXX source lists for incident-only contracts.
- o protocols for the use of Dispatch Priority Lists (DPLs)
- o protocols for incident business coordination with agency administrative personnel
- o contact lists and hiring procedures for AD or non-fire personnel, ground, and logistics support
- o a list of locations for use as Staging Areas, Mobilization Centers, and Incident Command Posts (where applicable)
- o procedures for Local and Geographic Area Cache ordering
- o commercial travel procedures (including instructions on the use of the agency corporate travel cards)
- o Incident Management Team and Buying Team mobilization
- o The following reference materials:
  - *National Food Service Contract, NFES 1276*
  - *National Shower Facilities Contract, NFES 2729*
  - *National Incident Radio Support Cache (NIRSC) User's Guide, NFES 0968*
  - *Interagency Incident Business Management Handbook* including Geographic Area Supplements
  - *National Fire Equipment Systems Catalog, NFES 0362*
  - DPL contracts for vendors located in the local area
  - A Continuation of Operations Plan (COOP)

Administrative Items

- Funding; travel; time sheets; fire reports, etc.
- XXX Procedures for completing and archiving fire records
- Procedures for mobilization of critical incident stress debriefing teams

Medical Plan

- Criteria/definitions; agency notification and documentation requirements
- Procedures for Emergency Medical Response and notification
- Activation/evacuation information
- Medical facility locations and phone numbers
- Air and ground transport (Medevac) capability
- Burn center information

Media Plan

- General procedures
- notification requirements to agency external affairs personnel
- routing for media calls

XXX Required Reference Materials

All coordination/dispatch centers will have the following reference materials available:

- *National Interagency Mobilization Guide*
- *Geographic Area Mobilization Guide*
- *Interagency Standards for the ROSS Operations Guide*
- *Interagency Standards for Fire and Fire Aviation Operations*

1. • *WIMS User Guide*
2. • *National Predictive Services Handbook*
3. • *Interagency Situation Report User's Guide*
4. • *ICS – 209 Program User's Guide*
5. • *North American Emergency Response Guidebook* (DOT)
6. • *Interagency Helicopter Operations Guide*
7. • *Aircraft Identification Guide*
8. • *Interagency Air Tanker Bases Directory*
9. • *Interagency SEAT Operations Guide*
10. • *Interagency Areal Supervision Guide*
11. • *Interagency Smokejumper Operations Guide*
12. • *National Retardant Requirements Contract*
13. • *Interagency Call When Needed Helicopter Contract*
14. • *Interagency Airspace Guide*
15. • *Interagency Air Tanker Base Operations Guide*
16. • Military/National Guard Operating Plan (if applicable)
17. • Aviation Safety Plans
18. • AP1B
19. • Frequency Guides
20. • National Regional/State/Local Aviation Plans
21. • local airport, SEAT base, air tanker base, helibase and smoke jumper base
22. locations
23. • current and complete *Interagency Aviation Mishap Response Guide*
24. • Fire Danger Operating Plan or other preparedness operating plan*
25. • Current Fire Danger Pocket Cards*
26. • Fire Management Plan*
27. • Mutual aid/initial attack agreements*
28. * Local Dispatch Centers only.
29.