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/emergency/nrf/index.htm

National Interagency Incident Management System

The National Interagency Incident Management System (NIIMS) is sponsored by the National Wildfire Coordinating Group (NWCG). NIIMS is compliant with the National Incident Management System (NIMS), which is a component of the National Response Framework. NIIMS provides a universal set of structures, procedures and standards for agencies to respond to all types of emergencies.   NIIMS will be used to complete tasks assigned to the interagency wildland fire community under the National Response Framework.

Incident Management and Coordination Components of NIIMS
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 NIIMS/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 risk 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 F

& G). Units may develop their own Incident Complexity Analysis format to replace appendix G.

Organizational Needs Assessment

The National Wildfire Coordinating Group has adopted the Organizational Needs Assessment as a replacement for the Type 3, Type 2, and Type 1 Incident Complexity Analysis. The Organizational Needs Assessment assists personnel with evaluating the situation, objectives, risks, and management considerations of a complex incident and determining the appropriate organization necessary to manage the incident. The Organizational Needs Assessment will be incorporated into the Wildland Fire Decision Support System (WFDSS) as development allows. The Organizational Needs Assessment is available at: http://www.wfmrda.org/policy.php

Command Organizations

Incident Command

All fires, regardless of complexity, will have an incident commander (IC). The IC is a single individual responsible to the agency administrator(s) for all incident activities. Incident Commanders are responsible for:

- Obtaining a Delegation of Authority and/or expectations to manage the incident from the agency administrator. For type 3, 4, or 5 incidents, delegations/expectations may be written or oral.
- Ensuring that safety receives priority consideration in all incident activities, and that the safety and welfare of all incident personnel and the public is maintained.
- Assessing the incident situation, both immediate and potential.
- Maintaining command and control of the incident management organization.
- Ensuring transfer of command is communicated to host unit dispatch and to all incident personnel.
- Developing incident objectives, strategies, and tactics.
- Developing the organizational structure necessary to manage the incident.
- Approving and implementing the Incident Action Plan, as needed.
- Ordering, deploying, and releasing resources.
- Ensuring incident financial accountability and expenditures meet agency policy and standards.
- Ensuring incident documentation is complete.

For purposes of initial attack, the first IC on scene qualified at any level will assume the duties of initial attack IC. The initial attack IC will assume the duties and have responsibility for all suppression efforts on the incident up to his/her level of qualification until relieved by an IC qualified at a level commensurate with incident complexity.

As an incident escalates, a continuing reassessment of the complexity level should be completed to validate the current command organization or identify the need for a higher level of incident management.

An IC is expected to establish the appropriate organizational structure for each incident and manage the incident based on his/her qualifications, incident complexity, and span of control. If the incident complexity exceeds the qualifications of the current IC, the IC must continue to manage the incident within his/her capability and span of control until replaced.

On-site Command Organizations

Command organizations responsible for incident management include:

- Type 5 Incident Command
- Type 4 Incident Command
- Type 3 Incident Command
- Type 2 Incident Command
- Type 1 Incident Command
- Wildland Fire Management Teams
- National Incident Management Organizations (NIMO)
- Area Command
- Unified Command

Type 5 Incidents

Type 5 Incident Characteristics

- Ad hoc organization managed by a type 5 Incident Commander.
- Primarily local resources used.
- ICS command and general staff positions are not activated.
- Resources vary from two to six firefighters.
- Incident is generally contained within the first burning period and often within a few hours after resources arrive on scene.
- Additional firefighting resources or logistical support are not usually required.

Type 5 Incident Command

Type 5 Incident Commanders (ICs) are qualified according to the *NWCG Wildland Fire Qualifications Systems Guide PMS 310-1 (NFES # 310-1)*. The type 5 IC may assign personnel to any combination of ICS functional area duties in order to operate safely and effectively. ICS functional area duties should be assigned to the most qualified or competent individuals available.

- *FS - See FSH 5109.17 for additional standards.*

Type 4 Incidents

Type 4 Incident Characteristics

- Ad hoc organization managed by a type 4 Incident Commander.
- Primarily local resources used.
- ICS command and general staff positions are not activated.
- Resources vary from a single resource to multiple resource task forces or strike teams.
- Incident is usually limited to one operational period in the control phase. Mopup may extend into multiple operational periods.
- Written incident action plan (IAP) is not required. A documented operational briefing will be completed for all incoming resources. Refer to the *Incident Response Pocket Guide* for a briefing checklist.

Type 4 Incident Command

Type 4 Incident Commanders (ICs) are qualified according to the *NWCG Wildland Fire Qualifications Systems Guide PMS 310-1*. The type 4 IC may assign personnel to any combination of ICS functional area duties in order to operate safely and effectively. ICS functional area duties should be assigned to the most qualified or competent individuals available.

- *FS - See FSH 5109.17 for additional standards.*

Type 3 Incidents

Type 3 Incident Characteristics

- Ad hoc or pre-established type 3 organization managed by a type 3 Incident Commander.
- The IC develops the organizational structure necessary to manage the incident. Some or all of ICS functional areas are activated, usually at the division/group supervisor and/or unit leader level.
- The Incident Complexity Analysis process is formalized and certified daily with the jurisdictional agency. It is the IC's responsibility to continually reassess the complexity level of the incident. When the complexity analysis indicates a higher complexity level the IC must ensure that suppression operations remain within the scope and capability of the existing organization and that span of control is consistent with established ICS standards.
- Local and non-local resources used.
- Resources vary from several resources to several task forces/strike teams.
- May be divided into divisions.
- May require staging areas and incident base.
- May involve low complexity aviation operations.
- May involve multiple operational periods prior to control, which may require a written Incident Action Plan (IAP).

1 ● Documented operational briefings will occur for all incoming resources and
2   before each operational period. Refer to the *Incident Response Pocket*
3   *Guide* for a briefing checklist.
4 ● ICT3's will not serve concurrently as a single resource boss or have any non
5   incident related responsibilities.
6

7 **Type 3 Incident Command**
8 Type 3 Incident Commanders (ICT3s) are qualified according to the *310-1*.
9 When ICT3s are required to manage an incident they must not have concurrent
10 responsibilities that are not associated with the incident and they must not
11 concurrently perform single resource boss duties.
12

13 Other than the Incident Commander, command and general staff positions have
14 not been established at the type 3 complexity level. However, a type 3 incident
15 may require additional functional positions to assist the Incident Commander.
16 The following table lists minimum qualification requirements for these
17 functional responsibilities.
18

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
Operations	Task Force Leader
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.

19 ● *FS - Refer to FSH 5109.17 for additional standards.*
20

21 Type 3 experience that is input into the Incident Qualification and Certification
22 System (IQCS) will not exceed an individual's current Incident Qualification
23 Card.
24
25
26

Type 2 Incidents

Type 2 Incident Characteristics

- Pre-established incident management team managed by type 2 Incident Commander.
- ICS command and general staff positions activated.
- Many ICS functional units required and staffed.
- Geographic and/or functional area divisions established.
- Complex aviation operations.
- Incident command post, base camps, staging areas established.
- Incident extends into multiple operational periods.
- Written incident action plan required for each operational period.
- Operations personnel often exceed 200 per operational period and total personnel may exceed 500.
- Requires WFDSS or other decision support document.
- Requires a written Delegation of Authority to the Incident Commander.

Type 2 Incident Command

Type 2 Incident Commanders are qualified according to the *310-1*. These ICs command pre-established Incident Management Teams that are configured with ICS Command Staff, General Staff and other leadership and support positions. Personnel performing specific type 2 command and general staff duties must be qualified at the type 1 or type 2 level according to the *310-1* standards.

- *FS - Refer to FSH 5109.17 for additional standards.*

Type 1 Incidents

Type 1 Incident Characteristics

- Pre-established incident management team managed by type 1 Incident Commander.
- ICS command and general staff positions activated.
- Most ICS functional units required and staffed.
- Geographic and functional area divisions established.
- May require branching to maintain adequate span of control.
- Complex aviation operations.
- Incident command post, incident camps, staging areas established.
- Incident extends into multiple operational periods.
- Written incident action plan required for each operational period.
- Operations personnel often exceed 500 per operational period and total personnel may exceed 1000.
- Requires WFDSS or other decision support document.
- Requires a written Delegation of Authority to the incident commander.

Type 1 Incident Command

Type 1 Incident Commanders are qualified according to the *310-1*. These ICs command pre-established Incident Management Teams that are configured with ICS Command Staff, General Staff and other leadership and support positions. Personnel performing specific type 1 command and general staff duties must be qualified at the type 1 level according to the *310-1* standards.

- *FS - Refer to FSH 5109.17 for additional standards.*

Incident Management Teams

Type 2 Incident Management Teams

Most type 2 teams are managed by Geographic Area Multi-Agency Coordinating Groups and are coordinated by the Geographic Area Coordination Centers. Some type 2 teams are managed by non-federal agencies (e.g. state or local governments) and availability of these teams is determined on a case by case basis.

Type 1 Incident Management Teams

Type 1 teams are managed by Geographic Area Multi-Agency Coordinating Groups and are mobilized by the Geographic Area Coordination Centers. At national preparedness levels 4 and 5 these teams are managed by the National Multi-Agency Coordinating Group (NMAC).

Wildland Fire Management Teams (WFMT)

Wildland Fire Management Teams provide land managers with skilled and mobile personnel to assist with the management of wildfires and prescribed fires. WFMT are available as an interagency resource for assignment to all agencies and units.

National Incident Management Organization Teams

Four National Incident Management Organization (NIMO) teams are configured as short Type I incident management teams. Each team has a full-time incident commander and six full-time Command & General Staff. NIMO teams are mobilized from Boise, Atlanta, Portland and Phoenix. The primary focus of the National Incident Management Organization is management of complex incidents.

In addition to complex incident management, these teams have year-round "non-incident" duties in support of fire and aviation management, including training, quality assurance activities, fuels management, fuels implementation, fire and resource management support, NWCG projects, cost containment, and leadership development.

Area Command

Area Command is an Incident Command System organization established to oversee the management of large or multiple incidents to which several Incident

Management Teams have been assigned. Area Command may become Unified Area Command when incidents are multi-jurisdictional. The determining factor for establishing area command is the span of control of the agency administrator.

National Area Command teams are managed by the National Multi-Agency Coordinating Group (NMAC) and are comprised of the following:
- Area Commander (ACDR).
- Assistant Area Commander, Planning (AAPC).
- Assistant Area Commander, Logistics (AALC).
- Area Command Aviation Coordinator (ACAC).

Depending on the complexity of the interface between the incidents, specialists in other areas such as aviation safety or information may also be assigned.

Area Command Functions include:
- Establish overall strategy, objectives and priorities for the incident(s) under its command.
- Allocate critical resources according to priorities.
- Ensure that incidents are properly managed.
- Coordinate demobilization.
- Supervise, manage and evaluate Incident Management Teams under its command.
- Minimize duplication of effort and optimize effectiveness by combining multiple agency efforts under a single Area Action Plan.

Unified Command
Unified Command is an application of the Incident Command System used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Under Unified Command, agencies work together through their designated incident commanders at a single incident command post to establish common objectives and issue a single Incident Action Plan. Unified Command may be established at any level of incident management or area command. Under Unified Command all agencies with jurisdictional responsibility at the incident contribute to the process of:
- Determining overall strategies.
- Selecting alternatives.
- Ensuring that joint planning for tactical activities is accomplished.
- Maximizing use of all assigned resources.

Advantages of Unified Command are:
- A single set of objectives is developed for the entire incident.
- A collective approach is used to develop strategies to achieve incident objectives.

1 ● Information flow and coordination is improved between all jurisdictions and
2   agencies involved in the incident.
3 ● All involved agencies have an understanding of joint priorities and
4   restrictions.
5 ● No agency's legal authorities will be compromised or neglected.
6
7 **Coordination and Support Organizations**
8
9 Organizations that provide coordination and support to on-site command
10 organizations include:
11 ● Initial Attack Dispatch
12 ● Expanded Dispatch
13 ● Buying/Payment Teams
14 ● National and Geographic Area Coordination Centers (refer to Chapter 8)
15 ● Local, Geographic Area, and National Multi-Agency Coordinating (MAC)
16   Groups
17
18 **Initial Attack Dispatch**
19 An initial attack dispatch organization is the primary unit responsible for
20 implementing the initial response to incidents upon report. It is integrated
21 within the fire organization and the decision for deployment of response
22 resources is made by an authorized individual.
23
24 Initial attack dispatch is also responsible for coordination of communications
25 and logistical support for incidents and field operations.
26
27 **Expanded Dispatch**
28 Expanded dispatch is the organization needed to support an incident which
29 expands along with the Incident Command System. Expanded dispatch is
30 established when a high volume of activity indicates that increased dispatch and
31 coordination capability is required.
32
33 The expanded dispatch coordinator facilitates accomplishment of goals and
34 direction of the agency administrator and, when activated, the Multi Agency
35 Coordinating Group. The position may be filled by the person normally
36 managing the day-to-day operations of the center or an individual from a higher
37 level of management. The expanded dispatch center coordinator is responsible
38 for:
39 ● Filling and supervising necessary positions in accordance with coordination
40   complexity.
41 ● Implementing decisions made by the Multi-Agency Coordination (MAC)
42   group.
43

Expanded dispatch facilities and equipment should be pre-identified, procured and available for immediate setup. The following key items should be provided for:

- Work space separate from, but accessible to, the initial attack organization.
- Adequate office space (lighting, heating, cooling, security).
- Communications equipment (telephone, fax, computer hardware with adequate data storage space, priority use and support personnel).
- Area suitable for briefings (agency administrators, media).
- Timetable/schedule should be implemented and adhered to (operational period changes, briefings, strategy meetings).
- A completed and authorized Continuation of Operations Plan (COOP).
- Qualified personnel on site to staff required operations.

Buying/Payment Teams

Buying/Payment Teams support incidents by procuring services, supplies, renting land and equipment. These teams may be ordered when incident support requirements exceed local unit capacity. These teams report to the agency administrator or the local unit administrative officer. See the *Interagency Incident Business Management Handbook* for more information.

Multi-Agency Coordination (MAC)

Multi-Agency Coordination Groups are part of the National Interagency Incident Management System (NIIMS) and are an expansion of the off-site coordination and support system. MAC groups are activated by the Agency administrator(s) when the character and intensity of the emergency situation significantly impacts or involves other agencies. A MAC group may be activated to provide support when only one agency has incident(s). The MAC group is made up of agency representatives who are delegated authority by their respective agency administrators to make agency decisions and to commit agency resources and funds. The MAC group relieves the incident support organization (dispatch, expanded dispatch) of the responsibility for making key decisions regarding prioritization of objectives and allocation of critical resources. The MAC group makes coordinated agency administrator level decisions on issues that affect multiple agencies. The MAC group is supported by situation, resource status and intelligence units who collect and assemble data through normal coordination channels.

MAC group direction is carried out through dispatch and coordination center organizations. When expanded dispatch is activated, the MAC group direction is carried out through the expanded dispatch organization. The MAC group organization does not operate directly with Incident Management Teams or with Area Command teams, which are responsible for on-site management of the incident.

MAC groups may be activated at the local, state, regional, or national level. National level and Geographic Area level MAC groups should be activated in

1 accordance with the preparedness levels criteria established in the National and
2 Geographic Area Mobilization Guides.
3
4 The MAC group coordinator facilitates organizing and accomplishing the
5 mission, goals and direction of the MAC group. The MAC group coordinator:
6 ●   Provides expertise on the functions of the MAC group and on the proper
7   relationships with dispatch centers and incident managers.
8 ●   Fills and supervises necessary unit and support positions as needed, in
9   accordance with coordination complexity.
10 ●   Arranges for and manages facilities and equipment necessary to carry out
11   the MAC group functions.
12 ●   Facilitates the MAC group decision process. Implements decisions made by
13   the MAC group.
14
15 Activation of a MAC group improves interagency coordination and provides for
16 allocation and timely commitment of multi-agency emergency resources.
17 Participation by multiple agencies in the MAC effort will improve:
18 ●   Overall situation status information.
19 ●   Incident priority determination.
20 ●   Resource acquisition and allocation.
21 ●   State and Federal disaster coordination.
22 ●   Political interfaces.
23 ●   Consistency and quality of information provided to the media and involved
24   agencies.
25 ●   Anticipation of future conditions and resource needs.
26

27 **Wildland Fire Decision Support System (WFDSS)**

28
29 The Wildland Fire Decision Support System (WFDSS) is a web-based decision
30 support system that provides a single dynamic documentation system for use
31 beginning at the time of discovery and concluding when the fire is declared out.
32 It can be scaled and modified as the incident duration and complexity changes.
33 The WFDSS involves a linear process of fire documentation and analysis for the
34 agency administrator to describe the basic fire situation, create incident
35 objectives and requirements, develop a course of action, validate key
36 dependencies, and evaluate risks. To support the decision process, spatial data
37 within the WFDSS allows users to display the fire situation, quantify values at
38 risk, perform fire behavior predictions, and develop management strategies.
39 These combined features allow the agency administrator to make an informed
40 decision for management of the incident considering safety, complexity, risk and
41 economics.
42
43 WFDSS will be used for decision support documentation and all fires that
44 escape initial attack or exceed initial response will have a published decision
45 within WFDSS. A published WFDSS decision establishes a course of action

1 and rationale for incidents with varying duration, spread potential, costs, or other
2 considerations. Consider publishing a decision when a fire continues to actively
3 spread beyond a few burning periods, increases in complexity or cost, or has a
4 high relative risk. The level of documentation to publish a decision should be
5 commensurate to the incident duration, spread potential, cost or relative risk.
6 Agency-specific direction established in memos or other policy documents may
7 further define WFDSS documentation requirements.
8
9 Additional information about the WFDSS can be found in Appendix S or user
10 support information, training materials, and other resources can be found at the
11 WFDSS homepage. http://wfdss.usgs.gov/wfdss/WFDSS_Home.shtml
12

WFDSS Support

14 A National Fire Decision Support Center (NFDSC) has been established to
15 support analysis used in wildland fire decision making and WFDSS. The
16 support provided by NFDSC consists of developing, improving, and increasing
17 production and operational use of decision support products. As part of that
18 support NFDSC will provide not only direct decision support but also mentoring
19 and training to develop and strengthen regional and unit level decision support
20 capacity. Information for requesting assistance from the NFDSC can be found
21 at www.wfmrda.org by clicking on the NFDSC tab or at the WFDSS homepage.
22

WFDSS User Roles and Incident Privileges

24 User Roles within WFDSS correspond to permissions which allow users to
25 perform certain tasks within the application, such as creating an incident or
26 conducting fire behavior analysis. Typical User Roles are Viewer, Dispatcher,
27 Author, Data Manager, and Fire Behavior Specialist.
28
29 Incident privileges are assigned at the time of (and are specific to) an incident.
30 These privileges allow you to Own, Edit, Review, or Approve a decision
31 document.
32

Fire Modeling

34 Fire modeling has been incorporated into WFDSS, in the form of the FIRE
35 Spread Probability model (FSPro), Basic Fire Behavior (Basic), Short Term Fire
36 Behavior (STFB) and Near Term Fire Behavior (NTFB). Comparison of
37 WFDSS short and basic models to stand alone FlamMap and other fire behavior
38 information can be found on the WFDSS homepage under the Related
39 Resources link, fire behavior section. Information for requesting assistance in
40 running these models for your incident can be found at the WFDSS homepage
41 through the National Fire Decision Support Center (NFDSC).
42

Relative Risk Assessment

44 The Relative Risk assessment is required before publishing a decision for an
45 incident. Its purpose is to assist in planning for, assessing, and managing the
46 incident. It provides the Agency Administrator with a quick but comprehensive

1 assessment of the risk of the fire. An incident owner, editor, reviewer, or
2 approver can perform the assessment.
3
4 This is a qualitative process that can be completed in less time than a
5 quantitative long-term risk assessment. The relative risk assessment chart uses
6 three risk components:
7 ● values
8 ● hazard
9 ● probability
10
11 Each of these components is assessed independently. The three outputs are then
12 evaluated in a final step that provides the relative risk rating for the fire. From
13 the relative risk rating, guidance is provided within the system to assist the
14 owner/author in determining the level of analysis needed, considerations for the
15 incident and documentation of the decision.
16
17 **WFDSS Decision Approval and Publication**
18 Decisions in WFDSS are approved and published by the appropriate line officer
19 as defined in the table below. Incident privileges must be assigned within
20 WFDSS to designate the approver. During the approval process, prior to
21 publishing a decision, the timeframe for periodic assessment can be set (1-14
22 days).
23
24 It is imperative that a decision be reviewed carefully as once approved and
25 published, a decision becomes a system of record and all WFDSS users can
26 view the information. Additionally, the action CANNOT be undone. If there is
27 an error in the information, or new information is added for documentation or
28 update (i.e. fire behavior, Management Action Points) a new decision must be
29 made to permanently update the record.
30
31 **WFDSS Approval Requirements**

Cost Estimate	BIA	BLM	FWS	NPS	USFS
$0-$2M	Agency Supt	Field/ District Manager	Project Leader/ Refuge Manager	Park Supt	District Ranger
$2M-$5M	Regional Director	Field/ District Manager*	Regional Director	Park Supt*	Forest Supervisor
$5M-$10M	BIA Director	Field/ District Manager*	FWS Director	Park Supt*	Forest Supervisor

$10M-$50M	BIA Director	Field/ District Manager*	FWS Director	Park Supt*	Regional Forester
>$50M	BIA Director	Field/ District Manager*	FWS Director	Park Supt*	USFS Chief

__BLM/NPS__– All WFDSS decisions are approved in the application at the local level by the Field Office Manager, District Manager or Park Superintendent. When the cost thresholds described above are reached, certification by respective BLM State Directors/Bureau Directors or NPS Regional Director/National Director occurs through a process outside of the WFDSS application. Certification from the higher level must be in writing.

BLM/NPS WFDSS Approval and Cost Certification

Cost Estimate (*Certification or recertification is required at the following thresholds)	Approving Official for WFDSS Decision	Certifying Official for Fire Cost
<$2M	District/Field Office Manager/Park Superintendent	District/Field Manager/Park Superintendent
>$2M	District/Field Office Manager/Park Superintendent	BLM State Director/NPS Regional Director
>$5M	District/Field Office Manager/Park Superintendent	BLM Director/NPS Director

Periodic Assessment

The periodic assessment allows an approver to verify that the WFDSS decision is still valid during the course of the incident. The periodic assessment must be completed by the designated approver in the time frame set during the publication process. The frequency of the Periodic Assessment is set at the time the decision is published and can range from 1 to 14 days and the approver can request a reminder email. It is important to document clear, concise information about the incident when completing the periodic assessment as this information will be part of the decision record.

WFDSS Features

The WFDSS has many tools within one system for documenting and supporting decision making. Some features include:

● Fire Behavior

Modeling tools are available within the system to assist with informed decision making. 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).

- Values Inventory –
There are numerous national and interagency geospatial layers that are intended to help users visualize values data geographically. WFDSS Values Inventory uses the geospatial data to quantify the values within a planning area. This is intended as a strategic tool and is the fastest method to see and quantify values within the fire planning area. The report is a tabular product that gives the breakdowns of values in quantity, miles or acres, depending on the value.

- Values at Risk
WFDSS Values at Risk combines FSPro outputs with reference to value layers to quantify the number, miles or acres of specific values within each probability contour. No economic values are associated with the outputs.

- Rapid Assessment Values at Risk (RAVAR)
The RAVAR analysis process is completed outside of the WFDSS and in imported into the system once completed. To order a RAVAR analysis, contact your Geographic Editor. RAVAR utilizes Fire Spread Probability Model (FSPro) outputs and county assessor cadastral data for structural property values as well as other Tier 1 (national) and Tier 2 (regional) values at risk. The result of overlaying the values and the FSPro output is both a map product and a tabular product that breaks down the values by probability radii. This product is intended for strategic use and may lack sufficient detail for use in making tactical decisions.

- Stratified Cost Index
SCI is intended as a self assessment tool for cost per acre for fires larger than 300 acres and is not dependant on any spatial information except the latitude and longitude of the fire. The SCI tool is based on historical suppression costs based on fire size, location (inside or outside wilderness and distance to town), ERC percentile, fuel model, and the agency of jurisdiction. There are separate models for the Department of Interior (DOI) and USDA Forest Service.

- Smoke Dispersion
Based on the lat/long of a fire, a smoke dispersion forecast can be obtained in WFDSS through a web link found on the Situation Tab in the Info Tab..
The seven day forecast provides projections of Mixing Height, Transport winds, Ventilation rates, Haines Indices, and PM2.5 values.

- Wildland Fire Air Quality
Wildland fire Air Quality tools can be linked within the application under the left menu – fire related links.

Managing the Incident

Agency Administrator Responsibilities

The agency administrator (AA) manages the land and resources on their organizational unit according to the established land management plan. Fire management is part of that responsibility. The AA establishes specific performance objectives for the incident commander (IC) and delegates the authority to the IC to take specific actions to meet those objectives. AA responsibilities to a type 1 or 2 Incident Management Team (IMT) or Wildland Fire Management Team (WFMT) include:

- Conduct an initial briefing to the Incident Management Team (appendix D).
- Provide an approved and certified WFDSS.
- *FS - Ensure that significant decisions related to strategy and costs are included in a key decision log or in WFDSS.*
- Complete an Incident Complexity Analysis (appendix F & G) to accompany the WFDSS
- Coordinate with neighboring agencies on multi-jurisdiction fires to issue a joint delegation of authority and develop a single WFDSS document for the management of unplanned ignitions.
- Issue a written Delegation of Authority (appendix H) to the type 1 or 2 Incident Commander and to other appropriate officials, agency administrator representative, resource advisor and incident business advisor. The delegation should:
  - ➢ State specific and measurable objectives, priorities, expectations, agency administrator's intent, constraints and other required direction.
  - ➢ Establish the specific time for transfer of command.
  - ➢ Assign clear responsibilities for initial attack.
  - ➢ Define your role in the management of the incident.
  - ➢ Conduct during action reviews with the IC.
  - ➢ Assign a resource advisor(s) to the IMT.
  - ➢ Define public information responsibilities.
  - ➢ If necessary, assign a local government liaison to the IMT.
  - ➢ Assign an Incident Business Advisor (IBA) to provide incident business management oversight commensurate with complexity.
  - ➢ Direct IMT to address rehabilitation of areas affected by suppression activities.
- Coordinate mobilization with the Incident Commander:
  - ➢ Negotiate filling of mobilization order with the IC.
  - ➢ Establish time and location of agency administrator briefing.
  - ➢ Consider approving support staff additional to the IMT as requested by the IC.
  - ➢ Consider authorizing transportation needs as requested by the IC.

In situations where one agency provides fire suppression service under agreement to the jurisdictional agency, both jurisdictional and protecting

agencies will be involved in the development of and signatories to the delegation of authorities and the WFDSS to the incident management teams.

Agency Administrator Representative Responsibilities

The agency administrator representative (the on-scene agency administrator) is responsible for representing the political, social and economic issues of the agency administrator to the Incident Commander. This is accomplished by participating in the agency administrator briefing, in the IMT planning and strategy meetings and in the operational briefings. Responsibilities include representing the agency administrator to the IMT regarding:

- Compliance with the Delegation of Authority and the WFDSS.
- Public Concerns (air quality, road or trail closures, smoke management, threats)
- Public safety (evacuations, access/use restrictions, temporary closures)
- Public information (fire size, resources assigned, threats, concerns, appeals for assistance)
- Socioeconomic, political, or tribal concerns
- Land and property ownership concerns
- Interagency and inter-governmental issues
- Wildland urban interface impacts
- Media contacts

Resource Advisor Responsibilities

The Resource Advisor is responsible for anticipating the impacts of fire operations on natural and cultural resources and for communicating protection requirements for those resources to the Incident Commander. The Resource Advisor should ensure IMT compliance with the Land Management Plan and Fire Management Plan.   The Resource Advisor should provide the Incident Commander with information, analysis and advice on these areas:

- Rehabilitation requirements and standards
- Land ownership
- Hazardous materials
- Fuel breaks (locations and specifications)
- Water sources and ownership
- Critical watersheds
- Critical wildlife habitat
- Noxious weeds/aquatic invasive species
- Special status species (threatened, endangered, proposed, sensitive)
- Fisheries
- Poisonous plants, insects and snakes
- Mineral resources (oil, gas, mining activities)
- Archeological site, historic trails, paleontological sites
- Riparian areas
- Military issues

- Utility rights-of-way (power, communication sites)
- Native allotments
- Grazing allotments
- Recreational areas
- Special management areas (wilderness areas, wilderness study areas, recommended wilderness, national monuments, national conservation areas, national historic landmarks, areas of critical environmental concern, research natural areas, wild and scenic rivers)

The Resource Advisor and agency administrator representative positions are generally filled by local unit personnel. These positions may be combined and performed by one individual. Duties are stated in the *Resource Advisor's Guide for Wildland Fire (NWCG PMS 313, NFES 1831, Jan 2004).*

Use of Trainees

Use of trainees is encouraged. On wildland fire incidents, trainees may supervise trainees. However, when assigning trainees to positions where critical life-safety decisions are affected, trainees must be <u>directly</u> supervised by a fully qualified individual. For example:

- A Division Group Supervisor (DIVS) trainee may not work directly for an Operations Section Chief without additional field supervision. The potential for high hazard work with high risk outcomes calls for a fully qualified DIVS to be assigned supervision of the DIVS trainee.
- A Supply unit Leader (SPUL) trainee may supervise a Receiving/Distribution Manager (RCDM) trainee. In this case, supervision may be successfully provided in a lower hazard environment with appropriate risk mitigation.

For more information, refer to *NWCG Memorandum #018-2010 Assignment of Trainees to Incident Positions (April 8, 2010)*

Incident Action Plan

When a written Incident Action Plan is required, suggested components may include objectives, organization, weather forecast, fire behavior forecast, division assignments, air operations summary, safety message, medical plan, communications plan and incident map.

Incident Status Reporting

The Incident Status Summary (ICS-209), submitted to the GACC, is used to report large wildland fires and any other significant events on lands under federal protection or federal ownership. Lands administered by states and other federal cooperators may also report in this manner.

Large fires are classified as 100 acres or larger in timber fuel types, 300 acres or larger in grass fuel types, or when a type 1 or 2 Incident Management Team is assigned. A report should be submitted daily until the incident is contained.

1 The agency administrator may require additional reporting times. Refer to local,
2 zone and/or GACC guidance for additional reporting requirements.
3
4 **Incident History and Financial Records**
5 Wildland fire incidents on Federal lands managed by the FS and DOI (except
6 BIA) require creation of an Incident History File (IHF) to document significant
7 events, actions taken, lessons learned and other information with long-term
8 value for managing natural resources. IHF contents and instructions and tools
9 for creating the IHF are found at
10 http://www.nwcg.gov/policies/records/index.html
11
12 The host unit will be responsible for retaining the incident documentation
13 package including the IHF and financial records.
14
15 **Document and Computer Security**
16 Precautions must be taken to secure incident information in its various formats.
17 All forms of information shall be treated as Controlled Unclassified Information
18 (CUI) and care must be exercised when handling the data to prevent the
19 inadvertent viewing or unauthorized disclosure of information. CUI paper copies
20 that compromise privacy and security shall be shredded before disposal when no
21 longer needed. All computers used at the incident must be patched and have
22 anti-virus software installed with recently updated definition files. All media
23 used to transfer information into the incident (for example, but not limited to:
24 USB flash drives, portable hard drives and CD/DVDs) must be scanned prior to
25 use. Autorun capabilities must be disabled to prevent the spread of malware. All
26 computers and storage devices shall be physically secured at all times.
27
28 **Transfer of Command**
29 The following guidelines will assist in the transfer of incident command
30 responsibilities from the local unit to incoming type 1 or 2 Incident Management
31 Team and back to the local unit.
32 ● The local team or organization already in place remains in charge until the
33   local representative briefs their counterparts on the incoming team, a
34   delegation of authority has been signed and a mutually agreed time for
35   transfer of command has been established.
36 ● The ordering unit will specify times of arrival and transfer of command and
37   discuss these timeframes with both the incoming and outgoing command
38   structures.
39 ● Clear lines of authority must be maintained in order to minimize confusion
40   and maintain operational control.
41 ● Transfers of command should occur at the beginning of an operational
42   period, whenever possible.
43 ● All operational personnel will be notified on incident command frequencies
44   when transfer of command occurs.
45
46

Release of Teams

The release of a type 1 or 2 IMT should follow an approved transfer of
command process. The agency administrator must approve the date and time of
the transfer of command. The transition plan should include the following
elements:

- Remaining organizational needs and structure.
- Tasks or work to be accomplished.
- Communication systems and radio frequencies.
- Local safety hazards and considerations.
- Incident Action Plan, including remaining resources and weather forecast
- Facilities, equipment and supply status.
- Arrangement for feeding remaining personnel.
- Financial and payment processes needing follow-up.
- Complexity Analysis.

Team Evaluation

At completion of assignment, incident commanders will receive a written
performance evaluation from the agency administrators prior to the teams
release from the incident. Certain elements of this evaluation may not be able to
be completed at the closeout review. These include; accountability and property
control; completeness of claims investigation/documentation; and completeness
of financial and payment documentation.

The final evaluation incorporating all of the above elements should be sent to
the incident commander and the respective GACC within 60 days. See
appendix J for the IMT evaluation form.

The Delegation of Authority, the WFDSS documents and other documented
agency administrator's direction will serve as the primary standards against
which the IMT is evaluated.

The agency administrator will provide a copy of the evaluation to the IC and the
state/regional FMO, and retain a copy for the final fire package.

The state/regional FMO will review all evaluations and will be responsible for
providing a copy of evaluations documenting performance to the geographic
area board or agency managing the IMT.

Unit/Area Closures

Threats to public safety may require temporary closure of a unit/area, or a
portion of it. When a fire threatens escape from the unit/area, adjacent
authorities must be given as much advance notice as possible in order to achieve
orderly evacuation.

Incident Emergency Management Planning and Services

Refer to chapter 7 for further guidance.

Responding to Non-Wildland Fire Incidents

Wildland Urban Interface

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

Review and Update of the 1995 Federal Wildland Fire Management Policy, January 2001, page 23.

Although funding is not provided to prepare for or respond to emergency non-wildland fire response activities such as structure fires, vehicle fires, dump fires, hazardous materials releases, and emergency medical responses, managers must ensure that fire management plans, interagency agreements, and annual operating plans clearly state agency and cooperator roles and responsibilities for non-wildland fire response activities that agency personnel are exposed to as a result of working in the wildland urban interface environment.

Structure, Vehicle, Dumpster, Trash, and Landfill Fires

Firefighters will not take direct suppression action on structure, vehicle, dumpster, trash, or landfill fires. Structure, vehicle, and landfill fire suppression is not a functional responsibility of wildland fire resources. These fires have the potential to emit high levels of toxic gases. This policy will be reflected in suppression response plans.

Firefighters who encounter structure, vehicle, or landfill fires during normal wildland fire suppression duties, or who are dispatched to such fires due to significant threat to adjacent agency protected lands/resources, will not engage in direct suppression action. Structure protection (not suppression) activities will be limited to exterior efforts, and only when such actions can be accomplished safely and in accordance with established wildland fire operations standards.

- *NPS– For structural fire (including vehicle, trash and dumpster fires) response, training, medical examination, and physical fitness requirements, and hazardous material response or control guidance, refer to chapter 3.*

Public Emergency Medical Response

Public emergency medical response is not a functional responsibility of wildland fire resources, and should not be part of a preplanned response that requires these duties. When wildland firefighters encounter emergency medical response situations, their efforts should be limited to immediate care (e.g. first aid, first responder) actions that they are trained and qualified to perform.

- *NPS– NPS employees who provide emergency medical services will adhere to the requirements contained in Director's Order and Reference Manual #51, Emergency Medical Services.*

Post Wildfire Activities

Each wildland fire management agency is responsible for taking prompt action to determine the need for, and to prescribe and implement, emergency treatments to minimize threats to life or property or to stabilize and prevent unacceptable degradation to natural and cultural resources resulting from the effects of a fire on the lands they manage.

Post wildfire activities references can be found in *Interagency Burned Area Emergency Response Guidebook, Interpretation of Department of the Interior 620 DM 3 and USDA Forest Service Manual 2523, For the Emergency Stabilization of Federal and Tribal Trust Lands, Version 4.0 dated Feb. 2006* and *Interagency Burned Area Rehabilitation Guidebook, Interpretation of Department of the Interior 620 DM 3, For the Burned Area Rehabilitation of Federal and Tribal Trust Lands, Version 1.3* dated October 2006.

http://www.fws.gov/fire/ifcc/Esr/home.htm.

Damages resulting from wildland fires are addressed through four activities:

- Wildfire Suppression Activity Damage Repair **-** Planned actions taken to repair the damages to resources, lands and facilities resulting from wildfire suppression actions and documented in the Incident Action Plan. These actions are usually implemented immediately after containment of the wildfire by the Incident Management Organization.
- Emergency Stabilization **-** Planned actions to stabilize and prevent unacceptable degradation to natural and cultural resources, to minimize threats to life or property resulting from the effects of a wildfire, or to repair/replace/construct physical improvements necessary to prevent degradation of land or resources. Emergency stabilization actions must be taken within one year following containment of a wildland fire and documented in a Burned Area Emergency Response Plan.
- Rehabilitation **-** Efforts taken within three years of containment of a wildland fire to repair or improve wildfire-damaged lands unlikely to recover naturally to management approved conditions, or to repair or replace minor facilities damaged by wildfire. These efforts are documented in a separate Burned Area Rehabilitation Plan.
- Restoration **-** Continuing the rehabilitation beyond the initial three years or the repair or replacement of major facilities damaged by the wildfire.

Post-Fire Activities Table

	Suppression Repair	Emergency Stabilization	Rehabilitation	Restoration
Objective:	Repair suppression damages	Protect life and property	Repair damages	Long Term Ecosystem Restoration
Damage due to:	Suppression activities	Post-fire events	Fire	Fire
Urgency:	Immediately after containment	1-12 months	1-3 years	3 + years
Responsibility	Incident commander	Agency administrator	Agency administrator	Agency administrator
Funding type:	Suppression (fire)	Emergency Stabilization	Rehabilitation	Regular program

Emergency Stabilization Approval Authorities Table

	BIA	BLM	FWS	NPS	FS
Local Approval Level	<$250,000 Agency Supt.	$0 Field/ District Manager	$0 Refuge Manager	$0 Park Supt.	$0 District Ranger
					$0 Forest Supervisor
Regional/ State Approval Level	$250,000-$500,000 Regional Director	<$100,000 State Director	<$500,000 Regional Director with Regional Fire Management Coordinator concurrence	<$500,000 Regional Director	$500,000 Western Regional Foresters
					$100,000 Eastern Regional Foresters
National Approval Level	>$500,000 Director of Fire Management	>$100,000 Director	>$500,000 Chief, Branch of Fire Management	>$500,000 Fire Director	>$100,000 or $500,000 Chief

Burned Area Emergency Response (BAER) Teams

BAER Teams are a standing or ad hoc group of technical specialists (e.g., hydrologists, biologists, soil scientists, etc.) that develop and may implement portions of the Burned Area Emergency Response Plans. They will meet the

requirements for unescorted personnel found in Chapter 07 under "Visitors to the Fireline" when working within the perimeter of an uncontrolled wildfire. The team's skills and size should be commensurate with the size and complexity of the wildfire.

- It is the agency administrator's responsibility to designate an interdisciplinary BAER team. However, BAER teams must coordinate closely with IC and Incident Management teams to work safely and efficiently. Initial requests for funding for BAER should be submitted to the appropriate agency administrator for approval within 7 calendar days after the total containment of the fire. If additional time is needed, extensions may be negotiated with those having approval authority.

- *DOI -* *The Department of the Interior maintains two standing National BAER Teams with pre-identified positions listed in the National Interagency Mobilization Guide and are comprised of personnel from the Bureau of Indian Affairs, Bureau of Land Management, National Park Service, Fish and Wildlife Service and Forest Service. The DOI-BAER Teams are dispatched by the National Interagency BAER Team Dispatch Prioritization Criteria Evaluation.*
  http://www.fws.gov/fire/ifcc/Esr/BAER/BAER_Team_Management/2006%20BAERTeam%20call-out%20criteria.pdf.

- *DOI- The DOI-BAER Teams should be requested at least 10 days prior to expected date of wildfire containment and ordered through the National Mobilization Guide.*

- *FS -* *The Forest Service utilizes BAER Teams through a pool of resources with the skills identified by the receiving unit. When needed, BAER personnel from other units can either be contacted directly or through dispatch. Placing a general fire resource order for BAER team members via dispatch is not appropriate for ad hoc Forest Service teams. See FSM 2523 and FSH 2509.13 for agency specific policy and direction for BAER team.*

Incident Business Management

Specific incident business management guidance is contained in the *Interagency Incident business Management Handbook* (PMS 902). This handbook was developed to assist participating agencies of the NWCG to constructively work together to provide effective execution of each agency's incident management program by establishing procedures for:

- Uniform application of regulations on the use of human resources, including classification, payroll, commissary, injury compensation, and travel.
- Acquisition of necessary equipment and supplies from appropriate sources in accordance with applicable procurement regulations.
- Managing and tracking government property.
- Financial coordination with the protection agency and maintenance of finance, property, procurement, and personnel records and forms.

1 ● Use and coordination of incident business management functions as they
2   relate to sharing of resources among federal, state, and local agencies,
3   including the military.
4 ● Investigation and reporting of accidents.
5 ● Investigating, documenting, and reporting claims.
6 ● Documenting costs and implementing cost-effective criteria for managing
7   incident resources.
8 ● Non-fire incidents administrative processes.
9
10 **Cost Containment**
11 The primary criteria for choosing suppression strategies are to minimize costs
12 without compromising safety. Planned and actual suppression costs must be
13 commensurate with the values to be protected. They must be included and
14 displayed in the Wildland Fire Decision Support System (WFDSS)
15 documentation. Indirect containment strategies are appropriate only if they are
16 the safest or least costly option. Selection of these strategies must be carefully
17 scrutinized when fire danger trends are rising. Long duration wildfires need to
18 be closely evaluated by cost containment teams to ensure that operations are not
19 occurring beyond the point of diminishing returns.
20 An Incident Business Advisor (IBA) must be assigned to any fire with costs of
21 $5 million or more. The complexity of the incident and the potential costs
22 should be considered when assigning either an IBA1 or IBA2. If a qualified
23 IBA is not available, the approving official will appoint a financial advisor to
24 monitor expenditures.
25
26 Incident cost objectives will be included as a performance measure in Incident
27 Management Team evaluations.
28
29 **Large Fire Cost Reviews**
30 An Interagency Large Fire Cost Review will be conducted when an incident
31 (single fire or complex) meets or exceeds Federal combined expenditures of $10
32 million.
33
34 A review may also be conducted when an incident (single fire or fire complex)
35 meets or is expected to meet one or more of the following criteria:
36 ● The predicted time to achieve the fire management objective exceeds 21
37   days.
38 ● There are significant political, social, natural resource, or policy concerns.
39 ● There are significant and complicated cost-share or multi-jurisdictional
40   issues.
41 ● The affected agency requests a review.
42
43 It is the responsibility of the agency administrator to monitor large fire costs and
44 advise the appropriate individual(s) within their agency of the need for a Large
45 Fire Cost Review. When a multi-jurisdictional fire requires review, the local

agency administrator will determine which agency will be designated as the lead in the review process.

The Agency Director will provide a delegation of authority to the Cost Review Team authorizing the implementation of a review.

The *Large Fire Cost Review Guidebook* and draft Delegation of Authority for use by all federal wildland fire management agencies can be found at http://www.nwcg.gov/general/memos/nwcg-003-2009.html.

Cache Management

Agencies often serve as interagency partners in national support caches and local area support caches, and may operate single agency initial attack caches. All caches will maintain established stocking levels, receive and process orders from participating agencies and follow ordering and fire replenishment procedures as outlined by the national and geographic area cache management plans and mobilization guides.
- *FS - Refer to FSM 5160 for specific requirements.*

National Interagency Support Caches
There are eleven National Interagency Support Caches (NISCs); nine are managed by the Forest Service, and two are managed by the BLM. The eleven national caches are part of the National Fire Equipment System (NFES). Each of these caches provides incident support in the form of equipment and supplies to units within their respective geographic areas. The NFES cache system may support other emergency, disaster, fire-related or land management activities, provided that such support is permitted by agency policies and does not adversely affect the primary mission. These national caches do not provide supplies and equipment to restock local caches for non-incident requests. Non-emergency (routine) orders should be directed to the source of supply, e.g., GSA or private vendors. The Great Basin Cache at NIFC provides publications management support to the National Wildfire Coordinating Group (NWCG). Reference the *NWCG, National Fire Equipment System Catalog (NFES 0362)* for more detailed information.

Forest Service National Symbols Program distribution is through the Northeast Area National Interagency Support Cache. This material is coordinated by the USDA Forest Service, under advisement of the National Association of State Foresters' (NASF) Cooperative Forest Fire Prevention Committee (CFFP) and the DOI Bureau of Land Management. Materials include Smokey Bear prevention items and Junior Forest Ranger environmental educational materials. Northeast Area National Interagency Support Cache also distributes DOI Fire Education materials and provides resource kits for National Fire Prevention Teams. The website at http://www.symbols.gov/ contains the catalog of these materials and offers information having to do with these programs.

Local Area Interagency Support Caches

These caches directly support more than one agency and generally cover more than one administrative unit. They will maintain stocking levels to meet the identified needs of the multiple agencies for whom service is provided.

Initial Response Caches

Numerous caches of this level are maintained by each agency. These caches will establish and maintain stocking levels to meet the initial response needs of the local unit(s).

Inventory Management

System Implementation

Each fire cache, regardless of size, should initiate and maintain a cache inventory management system. Agency management systems provide a check out/return concept that incorporates a debit/crediting for all items leaving the cache. This system is strictly followed in the NISC's. Inventory management processes should be implemented for all local interagency support and initial action caches.

Reporting Requirements

By April 1st of each year, all local interagency support and initial action caches will submit inventories to their servicing NISC.

All items reported will conform to refurbishment standards set forth in the *Fire Equipment Storage and Refurbishment Standards (PMS 448)* available at *www.nwcg.gov.* Those items not identified in this document will not be refurbished.

Accountability

Fire loss/use rate is defined as all property and supplies lost, damaged or consumed on an incident. It is reported as a percentage that is calculated in dollars of items issued compared to items returned. The reasonable anticipated fire loss/use rate for all items issued to an incident is 15 percent of trackable and durable items. Consumable items are not included in this total. All items stocked in agency fire caches will be categorized for return (loss tolerance/use rate) and accountability purposes.

Trackable Items

Include items that a cache may track due to dollar value, sensitive property classification, limited quantities available, or other criteria set by each NISC. Items that are considered trackable are usually engraved or tagged with a cache trackable identification number. These items must be returned to the issuing cache at the end of the incident use, or documentation must be provided to the issuing cache as to why it was not returned. All trackable items are also considered durable. 100 percent accountability is expected on trackable items.

Durable Items

Include cache items considered to have a useful life expectancy greater than one incident. High percentages of return for these items are expected. These items are not specifically cache identified/tagged/engraved. Acceptable loss tolerance/ use rates for the following durable goods have been established:

- 10% for water handling accessories, helicopter accessories, tents and camp items such as heaters, lights, lanterns, tables and chairs.
- 20% for hose, tools, backpack pumps, sleeping bags, pads and cots.
- 30% for personal protective equipment.

Consumable Items

Include items normally expected to be consumed during incident use.

Consumable items returned in unused condition are credited to the incident.

Examples of consumable items are: batteries, plastic canteens, cubitainers, forms, MREs, fusees, hot food containers, petroleum products and medical supplies.

Incident Management and Environmental Sustainability

Every incident should seek opportunities to reduce unnecessary waste and limit impacts associated with management actions. This may be accomplished, for example, by promoting recycling and encouraging the use of alternative energy sources as long as such efforts do not compromise operational or safety objectives.

Incident to Incident Transfer of Supplies and Equipment

Transfer of supplies and equipment between incidents is not encouraged, due to the increased possibility of accountability errors. In instances when it is determined to be economically feasible and operationally advantageous, the following must be accomplished by the Supply Unit Leader from the incident that is releasing the items.

Documentation will be completed on the *Interagency Incident Waybill (NFES #1472)* and must include the following:

- NFES Number.
- Quantity.
- Unit of Issue.
- Description.
- Trackable ID number, if item is trackable.
- Receiving incident name, incident number and resource request number.
- The Supply Unit Leader will send the waybill transfer information to the servicing NISC to maintain proper accountability recording.

Upon request, the servicing NISC can provide the Supply Unit Leader with and Outstanding Items Report to facilitate accurate waybill documentation.

Fire Loss Tolerance Reporting for Type 1 and 2 Incidents

In order to help managers keep incident-related equipment and supply loss to a minimum, incident management teams (IMT)'s are required to maintain accountability and tracking of these items. Guidelines and procedures to assist with this accountability are provided in Chapter 30 of the *Interagency Incident Business Management Handbook*. To further facilitate these procedures and provide oversight, a fire loss report has been developed that provides detailed information regarding used and trackable item use. This report has been accepted by NWCG for all wildland fire agencies and will be compiled for all type 1 and type 2 incidents. Investigations may be conducted in those cases where loss/use tolerances rates may have been exceeded.

These reports are complied by the NISC servicing the particular incident. Reports will then be forwarded to the responsible local office, with a copy to the state/regional FMO, within 60 days of the close of the incident to meet these time limits. The following steps must be followed to insure accurate reports:

- At the close of each incident, all property must be returned to the servicing NFES cache.
- If accountable/trackable property has been destroyed or lost, appropriate documentation must be provided to the cache for replacement and updating property records.
- All property purchased with emergency fire funds for an incident must be returned to the NFES cache system.
- All unused consumable and/or durable NFES items must be returned to the servicing NFES cache within 30 days of control of the incident.
- Agency administrators/fire management officers must review the fire loss report and recommend appropriate follow-up action if losses are excessive. Those actions and recommendations should be documented and filed in the final incident records.

Incident Supply and Equipment Return Procedures

Supplies and equipment ordered with suppression funds will be returned to the ordering unit at the close of the incident and dispersed in one of three ways:

- Items meeting NFES standards will be returned to the local or geographic area cache for reuse within the fire supply system.
- Items not meeting the prescribed NFES standards will be purchased with project funds by the local unit if the items are needed for program use.
- Items will be delivered to the unit's excess property program for disposal.

Cache Returns and Restock Procedures

All returns for credit and restock of caches to specific incident charges should be made within 30 days after the close of the incident. If that timeframe cannot be met, it is required that returns and restock be made during the same calendar year as items were issued. All returns should be tagged with appropriate incident number, accompanied by an interagency waybill identifying the appropriate incident number, or accompanied by issue documents to ensure

1 proper account credit is given. Any items returned after the calendar year of
2 issue will be returned to multiple-fire charges, unless specific incident charge
3 documentation (issues) can be provided with the return.
4
5 **Incident Replacement of Government Property**
6 Refer to the *IIBMH*, Chapter 30 for procedures governing property management
7 relating to incident activities. The agency administrator is responsible for
8 providing agency property management guidelines and/or procedures to incident
9 personnel.
10
11 Damage or Loss for assigned property is addressed under *IIBMH* Chapter 30,
12 35.4. Specialty or non-cache items originally provided by the home unit through
13 the use of preparedness funds will be replaced by home unit funds if the loss is
14 due to normal wear and tear. If the government property is damaged on the
15 incident due to a specific event, e.g., wind event damages tent, the incident may,
16 upon receipt of required documentation and proof of damage, authorize
17 replacement using the *Incident Replacement Requisition (OF315)*. Cache items
18 will be replaced at the incident if available. Cache items that are not available at
19 the incident may be authorized for restocking at the home unit via an authorized
20 *Incident Replacement Requisition*.