

Interagency Standards for Fire and Fire Aviation Operations

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

Department of Agriculture
Forest Service

~~2019~~ 2020



February 2019 January 2020

NFES 2724

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<https://www.nwcg.gov/publications/449-2>.

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NATIONAL INTERAGENCY FIRE CENTER
3833 S. Development Avenue
Boise, Idaho 83705-5354

~~February 1, 2019~~ January 1, 2020

To: Agency Personnel
From: Fire and Aviation Directors
Bureau of Land Management
U.S. Forest Service
U.S. Fish and Wildlife Service
National Park Service
Bureau of Indian Affairs

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

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

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

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

For the Bureau of Land Management, this document provides policy and guidance as referenced in *BLM Manual Section (MS) 9200 Fire Program Management*.

For the USDA Forest Service, this document provides guidance for implementing safe and effective fire and aviation management operations based on policy in *Forest Service Manual 5100* and *5700*.

For the U.S. Fish and Wildlife Service, this document provides guidance for implementation of 621 FW 1.

For the National Park Service, this document supplements *Reference Manual 18*.

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For the Bureau of Indian Affairs, this document provides **### guidance policy** on field level fire operations, in addition to policy referenced in the *Indian Affairs Manual (IAM) Section 90*.

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

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

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

John F. Ruhs

Grant Beebe

Acting Assistant Director, Fire & Aviation, Bureau of Land Management

Elizabeth W. Lund

Assistant Director, Operations, Fire & Aviation Management, U.S. Forest Service

Chris Wilcox

Chief, Fire Management Branch, U.S. Fish and Wildlife Service

William Kaage

Chief, Division of Fire and Aviation Management, National Park Service

Leon W. Ben Jr.

Branch Chief, Wildland Fire Management, Bureau of Indian Affairs

Interagency Standards for Fire and Fire Aviation Operations Group agency representatives:

Marlene Eno-Hendren, BLM

Brian Achziger, BLM

Bill Van Bruggen, FS

Evans Kuo

Steven Miller, FS

Mike Mattfeldt, FS

Ted Mason Reese Kerbow,

FWS

Dale Shippelhoute, FWS

Chad Fisher, NPS

Marla Rodgers, NPS

Garth Fisher, BIA

Adrian Grayshield, BIA

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1 **Chapter 1**
 2 **Federal Wildland Fire Management Policy and Doctrine**
 3 **Overview**

4 **Scope**

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

18 **Purpose**

19 The *Interagency Standards for Fire and Fire Aviation Operations* provides fire
 20 and fire aviation program management direction for Bureau of Land
 21 Management, U.S. Forest Service, U.S. Fish and Wildlife Service, National Park
 22 Service, and Bureau of Indian Affairs managers. Employees engaged in fire
 23 management activities will continue to comply with all agency ~~specific~~
 24 ~~health and safety policy policies.~~ Other references, such as the *National Wildfire*
 25 *Coordinating Group (NWCG) Incident Response Pocket Guide* (PMS 461, ~~specific~~
 26 ~~NFES 1077~~) and the *NWCG Wildland Fire Incident Management Field Guide*
 27 (PMS 210) provide operational guidance.

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

30 ~~### The Review and Update of the 1995 Federal Wildland Fire Management~~
 31 ~~Policy (January 2001) is comprised of the following guiding principles and~~
 32 ~~discrete policies. As a whole these principles and policy statements guide the~~
 33 ~~philosophy, direction, and implementation of fire management planning,~~
 34 ~~activities, and projects on federal lands. The Review and Update of the Federal~~
 35 ~~Wildland Fire Management Policy (pp. 21-22) established the following~~
 36 ~~Guiding Principles as fundamental to the successful implementation of the 2001~~
 37 ~~Federal Fire Policy. For reference, the full 2001 policy document is available at~~
 38 ~~https://www.nifc.gov/PIO_bb/Policy/FederalWildlandFireManagementPolicy_2~~
 39 ~~001.pdf.~~

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

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

44 ~~### -Review and Update of the 1995 Federal Wildland Fire Management~~
45 ~~Policy (January 2001)~~

1 ~~### Elements of the Federal Wildland Fire Management Policy 2001~~
 2 **Federal Wildland Fire Management Policy**

3 The 2001 Review and Update of the Federal Wildland Fire Management Policy
 4 (pp. 23-25) established the following policies:

- 5 1. **Safety**
 6 Firefighter and public safety is the first priority. All FMPs and activities
 7 must reflect this commitment.
- 8 2. **Fire Management and Ecosystem Sustainability**
 9 The full range of fire management activities will be used to help achieve
 10 ecosystem sustainability, including interrelated ecological, economic, and
 11 social components.
- 12 3. **Response to Wildland Fire**
 13 Fire, as a critical natural process, will be integrated into land and resource
 14 management plans and activities on a landscape scale, ~~### and~~ across
 15 agency boundaries. Response to wildland fires is based on ecological,
 16 social, and legal consequences of the fire. The circumstances under which a
 17 fire occurs, ~~### and~~ the likely consequences on firefighter and public safety
 18 and welfare, ~~### the~~ natural and cultural resources, and ~~### the~~ values to be
 19 protected dictate the appropriate ~~### management~~ response to ~~### the~~ fire.
- 20 4. **Use of Wildland Fire**
 21 Wildland fire will be used to protect, maintain, and enhance resources and,
 22 as nearly as possible, be allowed to function in its natural ecological role.
 23 Use of fire will be based on approved FMPs and will follow specific
 24 prescriptions contained in operational plans.
- 25 5. **Rehabilitation and Restoration**
 26 Rehabilitation and restoration efforts will be undertaken to protect and
 27 sustain ecosystems, public health, ~~### and~~ safety, and to help communities
 28 protect infrastructure.
- 29 6. **Protection Priorities**
 30 The protection of human life is the single, overriding ~~### suppression~~
 31 priority. Setting priorities among protecting ~~### public human~~ communities
 32 and community infrastructure, other property and improvements, and
 33 natural and cultural resources will be ~~### done~~ based on the values to be
 34 protected, ~~### public human~~ health and safety, and the costs of protection.
 35 Once people have been committed to an incident, these human resources
 36 become the highest value to be protected.
- 37 7. **Wildland Urban Interface**
 38 The operational roles of the federal agencies as partners in the ~~### wildland~~
 39 ~~urban interface~~ Wildland Urban Interface are wildland firefighting, ~~###~~
 40 ~~hazard hazardous fuels~~ reduction, cooperative prevention ~~### and~~
 41 education, and technical assistance. Structural fire suppression is the
 42 responsibility of tribal, state, or local governments. Federal agencies may
 43 assist with exterior structural fire protection activities under formal fire
 44 protection agreements that specify the mutual responsibilities of the
 45 partners, including funding. (Some federal agencies have full structural

- 1 protection authority for their facilities on lands they administer and may
2 also enter into formal agreements to assist state and local governments with
3 structural protection.)
- 4 **8. Planning**
- 5 Every area with burnable vegetation must have an approved FMP. FMPs
6 are strategic plans that define a program to manage wildland and prescribed
7 fires based on the area’s approved land management plan (LMP). FMPs
8 must provide for firefighter and public safety; include fire management
9 strategies, tactics, and alternatives; address values to be protected, and
10 public health issues; and be consistent with resource management
11 objectives, activities of the area, and environmental laws and regulations.
- 12 **9. Science**
- 13 FMPs and fire programs will be based on a foundation of **### the best**
14 **available sound** science. Research will support ongoing efforts to increase
15 our scientific knowledge of biological, physical, and sociological factors.
16 Information needed to support fire management will be developed through
17 an integrated interagency fire science program. Scientific results must be
18 made available to managers in a timely manner and must be used in the
19 development of LMPs, FMPs, and implementation plans.
- 20 **10. Preparedness**
- 21 Agencies will ensure their capability to provide safe, cost-effective fire
22 management programs in support of land and resource management plans
23 through appropriate planning, staffing, training, equipment, and
24 management oversight.
- 25 **11. Suppression**
- 26 **### Wildland** fires are suppressed at minimum cost, considering firefighter
27 and public safety, benefits and **### all** values to be protected consistent with
28 resource objectives.
- 29 **12. Prevention**
- 30 Agencies will work together **### and** with their partners **### and** other
31 affected groups and individuals to prevent unauthorized ignition of wildland
32 fires.
- 33 **13. Standardization**
- 34 Agencies will use compatible planning processes, funding mechanisms,
35 training and qualification requirements, operational procedures, values-to-
36 be protected methodologies, and public education programs for all fire
37 management activities.
- 38 **14. Interagency Cooperation and Coordination**
- 39 Fire management planning, preparedness, prevention, suppression, **### fire**
40 **use**, restoration and rehabilitation, monitoring, research, and education will
41 be conducted on an interagency basis with the involvement of cooperators
42 and partners.
- 43 **15. Communication and Education**
- 44 Agencies will enhance knowledge and understanding of wildland fire
45 management policies and practices through internal and external
46 communication and education programs. These programs will be

1 continuously improved through the timely and effective exchange of
 2 information among all affected agencies and organizations.
 3 **16. Agency Administrator and Employee Roles**
 4 Agency administrators will ensure ~~that~~ their employees are trained,
 5 certified, and made available to participate in the wildland fire program
 6 locally, regionally, and nationally as the situation demands. Employees with
 7 operational, administrative, or other skills will support the wildland fire
 8 programs as necessary. Agency administrators are responsible and will be
 9 held accountable for making employees available.

10 **17. Evaluation**
 11 Agencies will develop and implement a systematic method of evaluation to
 12 determine effectiveness of projects through implementation of the *2001*
 13 *Federal ~~Wildland Fire Management Fire~~ Policy*. The evaluation will
 14 assure accountability, facilitate resolution ~~in~~ of areas of conflict, and
 15 identify resource shortages and agency priorities.

16 ~~Review and Update of the 1995 Federal Wildland Fire Management~~
 17 ~~Policy (January 2001)~~

18 ***Guidance for Implementation of Federal Wildland Fire Management Policy***
 19 **(February 13, 2009)**

20 ~~On February 13, 2009, the Fire Executive Council (FEC) approved~~
 21 ~~guidance for the implementation of federal wildland fire management policy.~~
 22 ~~This guidance provides for consistent implementation of the *Review and Update*~~
 23 ~~*of the 1995 Federal Wildland Fire Management Policy* (January 2001), as~~
 24 ~~directed by the Wildland Fire Leadership Council.~~

25 ~~Guidance for Implementation of Federal Wildland Fire Management~~
 26 ~~Policy (February 13, 2009), page 3.~~

27 On February 13, 2009, the Fire Executive Council (FEC) approved Guidance for
 28 the Implementation of Federal Wildland Fire Management Policy. This
 29 Guidance provides for consistent implementation of the *1995/2001 Federal Fire*
 30 *Policy*, as directed by the Wildland Fire Leadership Council.” (Page 3, *Guidance*
 31 *for Implementation of Federal Wildland Fire Management Policy [February 13,*
 32 *2009]*).

33 For reference, the complete 2009 Guidance is available at
 34 https://www.nifc.gov/policies/policies_documents/GIFWFMP.pdf.

35 “The following guidelines should be used to provide consistent implementation
 36 of federal wildland fire policy:

- 37 1. Wildland fire management agencies will use common standards for all
 38 aspects of their fire management programs to facilitate effective
 39 collaboration among cooperating agencies.
- 40 2. Agencies and bureaus will review, update, and develop agreements that
 41 clarify the jurisdictional inter-relationships and define the roles and
 42 responsibilities among local, state, tribal, and federal fire protection entities.

- 1 3. Responses to wildland fire will be coordinated across levels of government
2 regardless of the jurisdiction at the ignition source.
- 3 4. FMPs will be intergovernmental in scope and developed on a landscape
4 scale.
- 5 5. Wildland fire is a general term describing any non-structure fire that occurs
6 in the wildland. Wildland fires are categorized into two distinct types:
 - 7 a. **Wildfires** – Unplanned ignitions or prescribed fires that are declared
8 wildfires.
 - 9 b. **Prescribed Fires** – Planned ignitions.
- 10 6. A wildland fire may be concurrently managed for one or more objectives
11 and objectives can change as the fire spreads across the landscape.
12 Objectives are affected by changes in fuels, weather, topography; varying
13 social understanding and tolerance; and involvement of other governmental
14 jurisdictions having different missions and objectives.
- 15 7. Management response to a wildland fire on federal land is based on
16 objectives established in the applicable Land/Resource Management Plan
17 (L/RMP), and/or the Fire Management Plan.
- 18 8. Initial action on human-caused wildfire will be to suppress the fire at the
19 lowest cost with the fewest negative consequences with respect to
20 firefighter and public safety.
- 21 9. Managers will use a decision support process to guide and document
22 wildfire management decisions. The process will provide situational
23 assessment, analyze hazards and risk, define implementation actions, and
24 document decisions and rationale for those decisions.”

25 *(Guidance for Implementation of Federal Wildland Fire Management*
26 *Policy (February 13, 2009), page 7.)*

27 **### Definitions**

28 **Wildland Fire**

29 ~~A general term describing any non-structure fire that occurs in the wildland.~~

30 **Fire Type**

31 ~~Wildland fires are categorized into two distinct types:~~

- 32 • ~~**Wildfires**—Unplanned ignitions or prescribed fires that are declared~~
33 ~~wildfires.~~
- 34 • ~~**Prescribed fires**—Planned ignition.~~

35 **Wildfire Management Objectives**

36 ~~A wildfire may be concurrently managed for one or more objectives as specified~~
37 ~~in the L/RMP and FMP. Objectives can change as the fire spreads across the~~
38 ~~landscape and are affected by changes in fuels, weather, and/or topography;~~
39 ~~varying social understanding and tolerance; and involvement of other~~
40 ~~governmental jurisdictions having different missions and objectives.~~

- 41 • ~~**FS** – All wildfires will have a protection objective.~~

1 **Response to Wildfire**

2 Response to wildfire will be coordinated with all affected agencies/cooperators
3 regardless of the jurisdiction at the ignition point.

4 Management response to a wildfire on federal land is based on objectives
5 established in the applicable L/RMP and FMP. A wildfire may be concurrently
6 managed for more than one objective. Unplanned natural ignitions may be
7 managed to achieve L/RMP and FMP objectives when risk is within acceptable
8 limits.

- 9 • **BLM**—Initial action on human caused wildfires will be to suppress the fire
10 in the most cost effective manner with the fewest negative consequences
11 with respect to firefighter and public safety. If the initial action is not
12 successful, an updated decision will be made utilizing the fire management
13 decision process, and will be documented as part of the official record. The
14 updated decision will consider firefighter and public safety, values to be
15 protected and costs.
- 16 • **NPS**—Refer to RM 18, Chapter 2 for further guidance.
- 17 • **FWS**—All escaped prescribed fires will be suppressed. When reporting in
18 FMIS, the cause of the wildfire will be “Escaped RX” and the narrative will
19 document the link between the prescribed fire and the wildfire.
- 20 • **FS**—Human caused fires and trespass fires must be suppressed safely and
21 cost effectively and must not be managed for resourcee benefits.

22 Response to wildfire is based on ecological, social, and legal consequences of
23 the fire. The appropriate response to the fire is dictated by:

- 24 • The circumstances under which a fire occurs;
- 25 • The likely consequences to firefighter/public safety and welfare; and
- 26 • The natural/cultural resource values to be protected.

27 **Initial Response**

28 The initial decisions and actions taken in reaction to a reported incident.

29 **Initial Attack (IA)**

30 A preplanned response to a wildfire given the wildfire’s potential. Initial Attack
31 may include size up, patrolling, monitoring, holding action or suppression.

32 **Extended Attack**

33 Actions taken on a wildfire that has exceeded the initial response.

34 **Extended Attack Incident**

35 An incident that exceeds the capability of the initial attack resourcees and/or
36 organization to successfully manage the incident to conclusion.

37 **Suppression**

38 All the work of extinguishing a fire or confining fire spread.

39 **Protection**

1 The actions taken to mitigate the adverse effects of fire on environmental, social,
2 political, and economical effects of fire.

3 **Prescribed Fire**

4 A wildland fire originating from a planned ignition to meet specific objectives
5 identified in a written, approved, prescribed fire plan for which National
6 Environmental Policy Act (NEPA) requirements (where applicable) have been
7 met prior to ignition.

8 **National Ambient Air Quality Standards (NAAQS)**

9 Uniform air quality goals established by the EPA. The EPA designated two
10 types of national air quality standards, primary which provides public health
11 protection and secondary which provides public welfare protection.

12 **Criteria Pollutants**

13 Six common air pollutants: sulfur dioxide (SO₂), nitrogen oxides (NO_x), carbon
14 monoxide (CO), particulate matter (PM₁₀ & PM_{2.5}), ground-level ozone (O₃),
15 and lead (Pb), designated by the EPA for which primary and secondary NAAQS
16 have been established.

17 **State Implementation Plan (SIP)**

18 Section 110 of the Clean Air Act requires each state to adopt and submit to the
19 EPA an implementation plan that provides for the implementation, maintenance,
20 and enforcement of NAAQS in each Air Quality Control Region.

21 **Federal Implementation Plan (FIP)**

22 A federally implemented plan used by the EPA to ensure air quality is
23 maintained and enforced in accordance with established NAAQS. This plan is
24 used when a state's SIP is found unacceptable.

25 **Attainment Area**

26 A geographic area that meets the primary NAAQS established by the EPA.

27 **Note:** An area may meet the established NAAQS for one criteria pollutant, but
28 have unacceptable levels for another. An area could be in attainment for one
29 criteria pollutant and simultaneously in nonattainment for another.

30 **Nonattainment Area**

31 A geographic area that does not meet the primary NAAQS limits established by
32 the EPA to protect public health and the environment.

33 **Note:** The EPA establishes time limits for nonattainment areas to achieve
34 specified air quality goals and may further designate nonattainment areas as
35 extreme, severe, serious, moderate, or marginal.

36 **Maintenance Area**

1 Geographic area previously designated nonattainment and subsequently
2 redesignated to attainment, for a probationary period, due to achieving the
3 NAAQS.

4 **### Key Policy Definitions**

5 Key policy definitions selected from Appendix A of the *Guidance for*
6 *Implementation of Federal Wildland Fire Management Policy* as updated by
7 FMB Memorandum 19-004, issued October 11, 2019.

8 **Initial Response**

9 The initial decisions and actions taken in reaction to a reported incident.

10 **Initial Attack (IA)**

11 An aggressive action to put the fire out by the first resources to arrive, consistent
12 with firefighter and public safety and values to be protected.

13 **Prescribed Fire**

14 A wildland fire originating from a planned ignition in accordance with
15 applicable laws, policies, and regulations to meet specific objectives. See also:
16 Wildland Fire.

17 **Suppression**

18 All the work to extinguish a fire or limit wildland fire spread.

19 **Wildfire**

20 A wildland fire originating from an unplanned ignition, such as lightning,
21 volcanos, unauthorized and accidental human caused fires and prescribed fires
22 that are declared wildfires.

23 **Wildland Fire**

24 Any non-structure fire that occurs in vegetation or natural fuels. Includes
25 Wildfires and Prescribed Fires.

26 **Other ### Key Definitions**

27 **Extended Attack**

28 Actions taken on a wildfire that has exceeded the initial response.

29 **Extended Attack Incident**

30 An incident that exceeds the capability of the initial attack resources and/or
31 organization to successfully manage the incident to conclusion.

1 Fire Operations Doctrine

2 Purpose of Fire Operations Doctrine

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

9 The Nature of Fire Operations

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

18 Wildland Fire Operations Risk Management

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

27 Fire Preparedness

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

40 Fire Operations Command Philosophy

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

17 **Fire Leadership**

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

27 **Fire Suppression**

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

1 safest, most effective, and efficient manner. Every firefighter, whether in a
2 management, command, support, or direct suppression role, should be
3 committed to maximizing the safe, effective, and efficient engagement of
4 capable firefighters in suppression action.

5 **Principles of Suppression Operations**

6 The primary means by which we implement command decisions and maintain
7 unity of action is through the use of common principles of suppression
8 operations. These principles guide our fundamental fire suppression practices,
9 behaviors, and customs, and are mutually understood at every level of
10 command. They include Risk Management; Standard Firefighting Orders and
11 Watch Out Situations; Lookouts, Communication, Escape Routes, Safety Zones
12 (LCES); and the Downhill ~~### Line Construction~~ Checklist. These principles
13 are fundamental to how we perform fire suppression operations and are intended
14 to improve decision making and firefighter safety. They are not absolute rules.
15 They require judgment in application.

16 **Principles of Fire Suppression Action**

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

22 1. **Objective**

23 ~~### The principle of the objective is to direct every fire suppression~~
24 ~~operation toward a clearly defined, decisive, and obtainable objective. The~~
25 ~~purpose of fire suppression operations is to achieve the suppression~~
26 ~~objectives that support the overall management goals for the fire. Objectives~~
27 ~~direct every fire suppression operation toward a clearly defined, attainable~~
28 ~~end state.~~

29 2. **Speed and Focus**

30 ~~### Speed is rapidity of action. Focus is the convergence of appropriate~~
31 ~~resources at the desired position to initiate action. The principle of speed~~
32 ~~and focus maintains that rapidly deploying and concentrating firefighting~~
33 ~~resources, in a calculated fashion at the decisive time and place, increases~~
34 ~~the likelihood of successful suppression actions. Speed is rapidity of action.~~
35 ~~Focus is the convergence of appropriate resources at the desired position to~~
36 ~~initiate action. Speed and focus results in increased likelihood of successful~~
37 ~~suppression actions.~~

38 3. **Positioning**

39 ~~### The principle of positioning maintains that rapid, flexible, and~~
40 ~~opportunistic movement increases the effectiveness of fire suppression~~
41 ~~resources. Positioning ranges from single resource offensive or defensive~~
42 ~~reactions to dynamic fire conditions, to pre positioning of multiple~~
43 ~~resources based on predicted activity and values at risk. Positioning should~~

1 always be undertaken with speed and focus in mind and with sufficient time
2 for positioning to occur before operations begin. Positioning of fire
3 suppression resources ranges from single resource offensive or defensive
4 reactions to changing fire conditions, to pre-positioning of multiple
5 resources based on predicted activity and values at risk. Positioning should
6 always be undertaken with speed and focus in mind and with sufficient time
7 for positioning to occur before operations begin. Positioning using strategic
8 and opportunistic movement increases the effectiveness of fire suppression
9 resources.

10 4. **Simplicity**

11 ### The principle of simplicity is that clear, uncomplicated plans and
12 concise orders maximize effectiveness and minimize confusion. Simplicity
13 contributes to successful actions. Simplicity provides clear, uncomplicated
14 plans and concise orders. Simplicity contributes to successful actions,
15 maximizing effectiveness and minimizing confusion.

16 5. **Safety**

17 ### The principle of safety maintains that ensuring the safety of firefighters
18 and other persons affected by fire operations Safety is fundamental to
19 successful suppression action. Safety not only contributes to successful
20 actions, it is indispensable to them.

21 **Cost-Effective Fire Operations**

22 Maximizing the cost effectiveness of any fire operation is the responsibility of
23 all involved, including those that authorize, direct, or implement those
24 operations. Cost effectiveness is the most economical use of the suppression
25 resources necessary to accomplish mission objectives. Accomplishing fire
26 operations objectives safely and efficiently will not be sacrificed for the sole
27 purpose of “cost savings.” Care will be taken to ensure that suppression
28 expenditures are commensurate with values to be protected, while understanding
29 that other factors may influence spending decisions, including the social,
30 political, economic, and biophysical environments.

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Chapter 2 BLM Wildland Fire and Aviation Program Organization and Responsibilities

Introduction

This chapter provides policy and guidance for Bureau of Land Management fire and aviation program management as referenced in *BLM Manual Section (MS) 9200 Fire Program Management*. These standards are based on Department of Interior (DOI) and Bureau policy. They are intended to ensure safe, consistent, efficient, and effective fire and aviation operations for a fire organization to manage state and/or local unit fire workload or meet approved national program resource allocations. BLM employees engaged in fire management activities, including fire program management, fire suppression, and fire program/incident support, will adhere to the standards in this document. This chapter will be reviewed and updated annually.

Sexual Harassment, Harassment Non-Sexual and Illegal Discrimination

All fire personnel will be provided with a workplace free of unlawful harassment and discrimination. Discrimination based on race, color, national origin, religion, sex, age (over 40), disability, sexual orientation, genetic information, and reprisal is prohibited. Discrimination, in any form, has no place in our organization and will not be tolerated. Discrimination includes sexual or non-sexual harassment; any discriminatory act, policy, practice or procedure that denies equal opportunity; or any conduct that demeans the dignity of another person.

All personnel have a responsibility to carry out this policy and create a work environment a reasonable person would not consider intimidating, hostile, or offensive.

Sexual harassment is a form of discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Harassment that is not sexual in nature may also be a form of discrimination if it involves unwelcome verbal or physical conduct based on race, color, national origin, religion, sex, age (over 40), disability, sexual orientation, or genetic information. It is behavior that is hostile and/or intimidating, which creates an abusive or offensive work environment.

All allegations of harassment (sexual or non-sexual) will be taken seriously and dealt with fairly and promptly. It is critical that home unit human resources (HR) and Equal Employment Opportunity (EEO) offices be contacted when harassment of any kind occurs while on fire assignment.

Reprisal against an individual who reports harassment of any kind is illegal. Reprisal is the wrongful threatening or taking of either unfavorable action or

1 withholding favorable action from another solely in response for their opposing
2 employment discrimination or participating in an EEO activity protected by
3 employment discrimination statutes.

4 An employee who engages in harassment or discrimination faces consequences
5 ranging from verbal warnings and letters of reprimand, up to termination from
6 employment, depending on the seriousness of the misconduct. Managers and
7 supervisors who do not take action when they know or suspect that harassment
8 or discrimination is occurring also face discipline. Contractor staff may be
9 subject to comparable penalties from their employers. A contractor who fails to
10 enforce this policy may have its contract terminated. Visitors to fire camps who
11 engage in harassment may be removed and prevented from returning.

12 Fire leaders at all levels have the responsibility to serve as role models of
13 appropriate behavior, and should confront any form of discrimination,
14 harassment, or other improper behavior when it is observed, or reported.
15 Supervisors have a duty to act when they become aware of harassment of any
16 kind, and will be held accountable for responding, and stopping harassment
17 while on fire assignment.

18 All reports of alleged discrimination will be taken seriously, promptly
19 investigated and handled with professionalism, dignity, and fairness. Incident
20 personnel who believe they have been subjected to discrimination, harassment
21 or reprisal, should be directed to their home unit EEO Manager or an EEO
22 Counselor within 45 days of the alleged discriminatory matter.

23 ### Department of Interior Personnel Bulletin No. 18-01, *Prevention and*
24 *Elimination of Harassing Conduct*, updates and amends the Department's policy
25 on providing a work environment free from harassment
26 (<https://www.doi.gov/employees/anti-harassment/personnel-bulletin-18-01>). All
27 questions or concerns regarding harassment, sexual harassment or any form of
28 illegal discrimination should be directed to the home unit EEO manager or the
29 Fire and Aviation Directorate EEO Manager.

30 **Employee Conduct**

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

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

37 **Examples of Misconduct**

- 38 • **Hazing** – Hazing is considered a form of harassment. *Hazing* is defined as
39 “any action taken, or situation created intentionally, to produce mental or
40 physical discomfort, embarrassment, or ridicule.”

- 1 • **Alcohol** – The use of alcohol during any work period is strictly prohibited.
2 The performance of job duties while under the influence of alcohol is
3 prohibited. Underage personnel alcohol use is prohibited at all times.

4 **BLM Fire Operations Website**

5 BLM Fire Operations maintains a website that hosts operational, informational,
6 and policy-related documents. The website also contains information about the
7 National Fire Equipment Program, the ~~### BLM Fire Training Unit National~~
8 ~~Fire Training and Workforce Development Program~~, and the BLM Fire
9 Operations Group and its subcommittees. This website is referenced throughout
10 this document. The address of the BLM Fire Operations website is
11 http://web.blm.gov/internal/fire/fire_ops/index.html.

12 **National Wildfire Coordinating Group (NWCG) Relationship to BLM**

13 The National Wildfire Coordinating Group (NWCG) provides national
14 leadership to enable interoperable wildland fire operations among federal, state,
15 local, tribal, and territorial partners. The NWCG establishes national interagency
16 wildland fire operations standards, but the decision to adopt the standards is
17 made independently by the members and communicated through their respective
18 directives systems.

19 See Chapter 8 for NWCG members.

20 BLM provides a representative to the NWCG Executive Board and
21 representatives to various NWCG committees and subcommittees. These
22 individuals are responsible for representing the BLM during NWCG decision-
23 making processes and ensuring that proposed NWCG standards are reviewed by
24 pertinent BLM personnel prior to release by the NWCG.

25 **Fire and Aviation Directorate**

26 The BLM Fire and Aviation Directorate (FAD) consists of the Assistant
27 Director (FA), one Deputy Assistant Director (FA) located at NIFC, and one
28 Deputy Assistant Director (FA) located in Washington D.C., Fire Operations
29 Division Chief, Aviation Division Chief, Fire Planning and Fuels Management
30 Division Chief, Support Services Division Chief, Budget and Evaluation Chief,
31 External Affairs Division Chief, ~~### and the~~ Equal Employment Opportunity
32 Manager, ~~### and Fire Safety Program Manager~~.

33 **Program Manager Responsibilities**

34 **Assistant Director, Fire and Aviation (FA-100)**

35 **Deputy Assistant Directors, Fire and Aviation (FA-100)**

- 36 • Develops policies and standards for firefighting safety, training, prevention,
37 suppression, and use of wildland fires on Bureau lands.

- 1 • Provides guidance to State Directors on the use of prescribed fire and fuels
2 management to achieve management objectives.
 - 3 • Integrates fire and aviation management programs with natural resource
4 management programs.
 - 5 • Establishes position competencies, standards, and minimum qualifications
6 for fire management officers, fire management specialists, and leaders
7 based on federal interagency standards.
 - 8 • Reviews and evaluates state fire and aviation management programs.
 - 9 • Represents the BLM in the coordination of overall fire and aviation
10 management activities at the National Interagency Fire Center (NIFC) on
11 intra- and interagency fire committees, groups, and working teams.
 - 12 • In conjunction with federal fire directors, establishes priorities for
13 assignment of critical resources during wildfire emergencies.
 - 14 • Initiates or participates on boards of review concerning actions taken on
15 selected wildland fires.
 - 16 • Negotiates cooperative agreements and/or modifications of existing national
17 level agreements to improve fire and aviation management activities on
18 Bureau lands.
 - 19 • Makes determinations on wildland fire management program funding to
20 states, and recommends approval to the BLM Director.
 - 21 • Serves as the Bureau's focal point for the Significant Wildland Fire Review
22 (SWFR) process and initiates, facilitates, and provides oversight for the
23 SWFR process. The assistant director (AD) coordinates with the appropriate
24 State Director, assembles a SWFR team, provides a delegation of authority,
25 initiates the SWFR, and provides briefings to the Bureau Director, as
26 appropriate.
 - 27 • Serves as designated contact for the United States Department of the
28 Treasury for the certification and revocation of Certifying Officers and
29 Assistant Disbursing Officers (CO/ADO) and designated officials for
30 emergency incident payments.
 - 31 • ~~### Supervises the Safety and Occupational Health Specialist who develops
32 and implements safety programs, accident investigation procedures, and
33 safety trend analyses.~~
 - 34 • ~~Supervises the National Critical Incident Response Program Manager.~~
- 35 **Equal Employment Opportunity (EEO) Manager (FA-120)**
- 36 • Manages the Equal Employment Opportunity (EEO) program in accordance
37 with legal, regulatory, and policy requirements.
 - 38 • Manages and directs the counseling program, and alternative dispute
39 resolution (ADR) programs in accordance with Equal Employment
40 Opportunity Commission (EEOC) regulations and BLM policy as well as
41 for other agencies located at NIFC.
 - 42 • Advises managers and aggrieved persons of employee rights and
43 responsibilities, procedural options and timeframes in conflict situations and
44 formulates proposed resolutions.

- 1 • Negotiates with managers, aggrieved persons and their representatives to
- 2 informally resolve EEO matters, and executes final settlement agreements.
- 3 • Manages the Affirmative Employment Program (AEP).
- 4 • Develops and maintains the accessibility program for the disabled, required
- 5 under Section 504 of the Rehabilitation Act of 1973, as amended, and the
- 6 Americans with Disability Act (ADA) of 1990.
- 7 • Conducts analyses to evaluate progress in meeting equal employment
- 8 opportunity program goals.
- 9 • Administers training activities for the organization.
- 10 • Provides managers and supervisors with guidance and advice on issues
- 11 related to EEO/civil rights program activities.
- 12 • Represents the organization in meetings with public and private groups,
- 13 universities, minority and women's organizations, other DOI components,
- 14 and other federal agencies.

15 **Support Services Division Chief (FA-200)**

- 16 • Manages all aspects of the business responsibilities and programs under the
- 17 jurisdiction of NIFC for the benefit of the BLM and cooperating agencies.
- 18 • Directs the accomplishment of the approved operating budget, exercising
- 19 appropriate control to assure program quality goals are met according to
- 20 established standards.
- 21 • Interprets Departmental and Bureau policies and directives as they affect
- 22 BLM-NIFC programs.
- 23 • Participates in the BLM-wide and interagency task force activities as a
- 24 leader or member.
- 25 • Responsible for the NIFC site and facilities management, NIFC Safety and
- 26 Health program, business practices, human resources, information resource
- 27 management, maintenance and security, ~~### national radio cache~~, remote
- 28 automated weather stations (RAWS) program, and transportation.
- 29 • Is a focal point and frequent spokesperson for the Bureau and the national-
- 30 level management, assures a public awareness of Bureau programs and
- 31 coordinates with key officials in affected federal agencies, states, and
- 32 occasionally with other entities, such as, foreign governments, private
- 33 individuals, private organizations, vendors, suppliers, transportation groups,
- 34 airlines, and others.
- 35 • Supports the implementation of the BLM's automation/modernization/
- 36 information resource management (IRM) initiatives as they apply to BLM-
- 37 NIFC.
- 38 • ~~### Supervises the Fire Safety Program Manager who develops and~~
- 39 ~~implements safety programs, accident investigation procedures, and safety~~
- 40 ~~trend analyses.~~
- 41 • ~~Supervises the National Critical Incident Response Program Manager.~~

42 **Fire Operations Division Chief (FA-300)**

- 1 • Serves as the principal technical expert on fire operations to the Assistant
2 Director (FA), Deputy Assistant Directors (FA), and to the BLM state fire
3 programs.
- 4 • Provides the Assistant Director (FA) and the Deputy Assistant Directors
5 (FA) technical advice, operational oversight, and leadership in all aspects of
6 fire operations.
- 7 • Performs annual fire program preparedness reviews. Evaluates compliance
8 with policies, objectives, and standards. Assesses operational readiness and
9 provides technical assistance to solve identified problems. Performs other
10 operations reviews as required/requested.
- 11 • Assists the Assistant Director (FA) and Deputy Assistant Directors (FA), in
12 the formulation and establishment of national policies and programs
13 pertinent to wildland fire preparedness, suppression, shared national
14 resources, safety, training, fire facilities, and equipment.
- 15 • Serves as the BLM technical expert on national interagency mobilization
16 and utilization of fire suppression resources.
- 17 • Develops national plans, standards, and technical guides for the BLM and
18 interagency fire management operations.
- 19 • Supervises the Chief, Branch of Preparedness and Suppression Operations
20 (FA-320), responsible for management and oversight of FA-320 staff
21 specialists, the Great Basin Smokejumpers (FA-321), the National Fire
22 Equipment Program (FA-322), and the National Fire Training and
23 Workforce Development Program (FA-324).
- 24 • Supervises the Chief, Branch of Preparedness and Suppression Support
25 (FA-330), responsible for management and oversight of the FA Veteran
26 Affairs program, the FA Cooperator Assistance program, the National
27 Predictive Services Program Manager, the National Interagency
28 Coordination Center (FA-331), the National Radio Operations Section (FA-
29 332), and the Incident Communications Section (FA-333).
- 30 • Serves as the BLM representative to the National Multi-Agency
31 Coordinating (NMAC) Group (may be delegated to Branch Chief).
- 32 • Certifies Area Command and Type 1 Command and General Staff position
33 task books and red cards for the national and Washington offices.
- 34 • Provides daily NMAC Group briefings to the Assistant Director and Deputy
35 Assistant Directors, Fire and Aviation; and BLM state fire management
36 officers at national preparedness level (PL) 3 and above as warranted.
- 37 **Budget and Evaluation Division Chief (FA-400)**
- 38 • Serves as principal budget advisor of the wildland fire program to the
39 Assistant Director (FA), Deputy Assistant ~~### Director Directors~~ (FA),
40 BLM Fire Leadership Team ~~### (FLT)~~, and to other BLM staffs.
- 41 • Serves as primary BLM representative in the DOI wildland fire budget
42 formulation and execution process.

- 1 • Represents BLM on the DOI Fire Budget Team and at other interagency
2 meetings in regards to budget related policies, requirements, procedures,
3 and reports.
- 4 • Coordinates all budget activities between Washington Office, Office of
5 Wildland Fire, and Fire and Aviation.
- 6 • Provides national oversight for BLM wildland fire program budget
7 formulation, justification, and execution. Responsible for the development
8 and preparation of the budget justifications, Planning Target Allocation,
9 Annual Work Plan, capability statements, effects statements, and
10 congressional responses.
- 11 • Reviews NIFC offices at mid-year, third quarter, and end-of-year and
12 distributes available funding in accordance with BLM policy.
- 13 • Provides oversight of Casual Payment Center. Ensures all DOI casual
14 payments are processed in a timely and cost-effective manner adhering to
15 procedures and practices set forth by the DOI agencies.

16 **Aviation Division Chief (FA-500)**

- 17 • Serves as principal aviation advisor to the Assistant Director (FA), Deputy
18 Assistant Director (FA), other staffs, states, and to the DOI.
- 19 • Identifies and develops Bureau aviation policies, methods and procedures,
20 as well as standardized technical specifications for a variety of specialized
21 firefighting missions for incorporation into the directives system.
- 22 • Coordinates aviation-related activities and services between the Washington
23 Office (WO) and states with other wildland firefighting, regulatory,
24 investigative, and military agencies.
- 25 • Coordinates provision and use of aviation resources with business practices,
26 aviation user staffs at the WO, and state office level.
- 27 • Represents the BLM at interagency meetings, in interagency committees
28 developing government-wide aviation policies, requirements, procedures
29 and reports, at aviation industry meetings and conventions.
- 30 • Develops and implements aviation safety programs, accident investigation
31 procedures, and aviation safety trend analyses.
- 32 • Plans and conducts reviews and evaluations of state aviation programs.
- 33 • Plans and conducts technical and managerial analyses relating to the
34 identification of aviation organization and resources appropriate for agency
35 use, cost-effectiveness of aviation firefighting, other specialized missions,
36 aircraft acquisition requirements, equipment developmental needs, and
37 related areas.

38 **Fire Planning and Fuels Management Division Chief (FA-600)**

39 Serves as principal advisor to the Assistant Director (FA), Deputy Assistant ~~###~~
40 ~~Director~~ Directors (FA), ~~### Fire Leadership Team FLT~~, and other BLM staffs
41 for the following wildland fire programs:

- 42 • **Fire Planning** – Responsible for the development and implementation of
43 the Bureau-wide fire planning program and policies. Provides guidance and

- 1 assistance in administering the technical and operational aspects of BLM's
2 fire planning program.
- 3 • **Fuels Management** – Responsible for the development and coordination of
4 the BLM's fuels management program to restore and maintain healthy,
5 resilient landscapes, reducing wildfire risks to communities and other
6 values. Recommends the distribution of program funds to regions and tracks
7 all fuels management fund distributions and prior year carryover funds.
8 Develops and maintains a national database for fuels management
9 accomplishments.
 - 10 • **Community Assistance** – Responsible for the development and
11 coordination of the BLM's community assistance program which includes
12 fire prevention, education, mitigation efforts on adjacent non-federal lands
13 and cooperator assistance.
 - 14 • **Fire Investigation and Trespass** – Responsible for the development and
15 coordination of the BLM's fire investigation and trespass programs.
 - 16 • **Smoke Management** – Responsible for the development and coordination
17 of the BLM's smoke management program requirements and compliance
18 with State air quality rules and State Implementation Plans.
- 19 **External Affairs Division Chief (FA-700)**
- 20 • Responsible for coordination of information between the Department of the
21 Interior and Office of Wildland Fire to the BLM, BIA, USFWS, NPS,
22 USFS, National Association State Foresters (NASF), and Federal
23 Emergency Management Agency (FEMA) at NIFC.
 - 24 • Responsible for coordination of the responses to: Office of Management
25 and Budget (OMB), Government Accountability Office (GAO),
26 congressional, other elected officials, and other external inquiries among
27 agencies and departments, establishing and maintaining cooperative
28 relationships resulting in quality work products.
 - 29 • Serves as the primary manager of the External Affairs program for the
30 NIFC.
 - 31 • Serves as the primary point of contact to external audiences regarding
32 BLM, and at times, DOI fire and aviation policy.
 - 33 • Serves as the primary point of contact with the BLM Washington Office
34 and DOI external affairs and communication offices.
 - 35 • Develops recommendations pertaining to External Affairs aspects for BLM
36 Fire and Aviation policies.
 - 37 • Initiates External Affairs policies and procedures pertaining to Fire and
38 Aviation for adoption at the department level in conjunction with other
39 departments and agencies.
 - 40 • Serves as personal and direct representative of the Assistant Director, Fire
41 and Aviation at various meetings and functions with members of congress
42 and staff, state governors and legislatures, officials of local, state and
43 federal agencies, major private corporations, public and private interest
44 groups, and foreign governments.

- 1 • Serves as external affairs expert and consultant to the Assistant Director,
2 (FA) and the Deputy Assistant Director (FA) on a wide variety of issues and
3 policies of controversial nature, providing analysis and advice on public
4 reaction to major policy and program issues.
- 5 • Responsible for management and contact of all NIFC and BLM FA public
6 expressions, including printed material, video productions, and social media
7 products.
- 8 • Coordinates with BLM legislative affairs on proposed legislation regarding
9 FA.

10 **State Director (SD)**

11 The SD is responsible for fire and aviation management programs and activities
12 within the state. The SD will ensure that employees in their organization meet
13 the requirements outlined in the *Interagency Fire Program Management*
14 *Qualifications Standards and Guide* at <https://www.ifpm.nifc.gov/> and will
15 ensure training is completed to support delegations to line.

16 **District Manager (DM)**

17 The DM is responsible to the SD for the safe and efficient implementation of
18 fire and aviation management activities within their district. This includes
19 cooperative activities with other agencies or landowners.

20 **Agency Administrator (AA)**

21 An AA is a BLM line manager (District Manager, Field Manager, or National
22 Conservation Lands Manager) or their designated Acting that has met specific
23 training requirements (as outlined in Instruction Memorandum No. FA IM-
24 2018-003) and has wildland fire decision authority for a defined area, as
25 specified by delegation. All re-delegations must be consistent with *BLM Manual*
26 1203 and State supplements to that manual.

27 A BLM line manager must complete required AA training no later than two
28 years after being appointed to a designated management position. Training that
29 took place prior to a management appointment also meets the requirement.

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

31 The SFMO provides leadership for the BLM fire and aviation management
32 program. The SFMO is responsible and accountable for providing planning,
33 coordination, training, technical guidance, and oversight to the state fire and
34 aviation management programs. The SFMO also represents the SD on
35 interagency geographic area coordination groups and Multi-Agency
36 Coordination (MAC) groups. The SFMO provides feedback to District offices
37 on performance requirements. The SFMO meets the SFMO Assigned Program
38 Responsibilities.

39 **District Fire Management Officer (DFMO)**

40 The DFMO is responsible and accountable for providing leadership for fire and
41 aviation management programs at the local level. The DFMO:

- 1 • Determines local fire program requirements to implement land use
- 2 decisions through the Fire Management Plan (FMP) to meet land
- 3 management objectives;
- 4 • Negotiates interagency agreements and represents the District Manager on
- 5 local interagency fire and fire aviation working groups;
- 6 • Meets the DFMO Assigned Program Responsibilities; and
- 7 • Fulfills FMO Safety and Health Responsibilities for the Fire Program.

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

- 14 • ### Selective factors for all BLM District Assistant Fire Management
 15 Officer (DAFMO) positions shall mirror those of the DFMO in the district
 16 in which the position is being flown.
 - 17 ○ High Complexity Districts – NWCG qualifications must be in either
 18 Pathway 1 or 2, currency not required.
 - 19 ■ Pathway 1 – DIVS and ICT3 or RXB2
 - 20 ■ Pathway 2 – ASGS and ICT3
 - 21 ■ Completion of M-581, *Fire Program Management – an Overview*,
 22 will be a condition of employment, to be completed within one
 23 year of official hiring date.
 - 24 ○ Moderate Complexity Districts – NWCG qualifications must be in
 25 either Pathway 1 or 2, currency not required.
 - 26 ■ Pathway 1 – TFLD and ICT3 or RXB2
 - 27 ■ Pathway 2 – HEBM and ICT3
 - 28 ■ Completion of M-581, *Fire Program Management – an Overview*,
 29 will be a condition of employment, to be completed within one
 30 year of official hiring date.

31 ### Management Performance Requirements for Fire Operations

32 State Directors and District Managers have both authority and responsibility
 33 within the wildland fire management program. The *BLM Manual* Section (MS)-
 34 1203 Delegation of Authority provides a single authoritative source of the
 35 organizational location of authority. The MS-1203 defines authority as the
 36 ability to make the final, binding decision or to take specific action, or both as
 37 an official representing the United States Government. Such authorities have a
 38 legal basis in statute or regulation. Authority to make a decision or take an
 39 action is different from having responsibility.

40 Following are tables that show many of the authorities as well as the assigned
 41 responsibilities for the wildland fire management program. In addition to the
 42 national level MS-1203, each state may have a supplemental manual that is

- 1 consistent with the MS-1203. BLM offices should ensure adherence to the MS-
2 1203 as well as the relevant state supplemental manual.

3 **### Management Performance Requirements for Fire Operations**

AUTHORITY	SD	DM	May be re-delegated to:		
			AA	SFMO	DFMO
1. Commit funds and personnel for management of wildfires and all hazard incidents.		X	X ¹	X ²	
2. Coordinate decisions of the Geographic Multi-Agency Coordinating Group as they affect BLM lands to establish fire priorities, allocate and re-allocate fire suppression resources.	X			X ³	
3. Authority to expend up to the State authorization limit for discretionary preposition and short-term fire severity needs.	X			X ⁴	

AUTHORITY	SD	DM	May be re-delegated to:		
			AA	SFMO	DFMO
4. Approve fire operating plans committing funds and/or resources in support of national level agreements for mutual assistance.	X	X			
5. Enter into agreements to provide for the housekeeping functions of combined agency-operated fire facilities.	X	X			
6. Approve Fire Management Plans (FMPs).	X	X ⁵			
7. Approve Wildland Fire decisions.	X	X ⁶			
8. Close areas under the administration of the BLM during periods of high hazard to prevent fires.	X				
9. Issue fire prevention orders that close entry to, or restrict use of, designated public lands.	X				
10. Approve Prescribed Fire Plans.	X	X	X ⁷		
11. Approve Individual Fire Reports.		X			X ⁸

AUTHORITY	May be re-delegated to:				
	SD	DM	AA	SFMO	DFMO
12. Determine liability for unauthorized use on public lands. Accept payment in full. Dispose resources and recover funds.	X	X			
13. Approve aircraft use for transportation of passengers and cargo.	X				

¹ During a wildfire or all-hazard incident, only qualified ICs can be delegated this authority. Cannot be re-delegated below either the Field Manager or NCL Manager, except for Alaska.

² Only the Alaska SFMO is re-delegated this Authority.

³ Delegated to SFMOs.

⁴ May only be re-delegated to SFMO.

⁵ Cannot be re-delegated below the DM level.

⁶ Cannot be re-delegated below Field or NCL Manager level.

⁷ Cannot be re-delegated below the Field or NCL Manager.

⁸ Can only be re-delegated to DFMO.

ASSIGNED PROGRAM RESPONSIBILITY	SD	DM	AA
1. Provide a written Delegation of Authority to FMOs that gives them an adequate level of operational authority. If fire management responsibilities are zoned, ensure that all appropriate Agency Administrators have signed the delegation.	X	X	
2. Ensure only trained and qualified personnel are available to support wildland fire operations at the local and national level.	X	X	
3. Annually convene and participate in pre- and post-season fire meetings.	X	X	
4. Review critical operations and safety policies and procedures with fire and fire aviation personnel.	X	X	
5. Ensure fire and fire aviation preparedness reviews are conducted annually in all unit offices. Participate in at least one review annually.	X	X	
6. Complete timely response and follow-up to fire preparedness and program reviews.	X	X	

ASSIGNED PROGRAM RESPONSIBILITY	SD	DM	AA
<p>7. Provide written notification to the:</p> <ul style="list-style-type: none"> State Director when federal combined expenditures for an incident ### or a complex of incidents meet or exceed \$5 million AND more than 50% of the burned acres are managed by the BLM (in Alaska, more than 50% of the burned acres are managed by DOI and ANCSA). National Director, through the State Director, when federal combined expenditures for an incident ### or a complex of incidents meet or exceed \$10 million AND more than 50% of the burned acres are managed by the BLM (in Alaska, more than 50% of the burned acres are managed by DOI and ANCSA). <p>Notifications should be emailed with a cc to the BLM Fire and Aviation Directorate Assistant Director.</p>		X	
8. Ensure proper level of investigations types are conducted per Chapter 18.	X	X	
9. Ensure Resource Advisors are identified, trained and available for incident assignment. Refer to the <i>Federal Wildland Fire Qualifications Supplement</i> .		X	
10. Ensure trespass actions are initiated and documented to recover cost of suppression activities, land rehabilitation, and damages to the resource and improvements for all human-caused fires where liability can be determined, as per <i>Fire Trespass Handbook H-9238-1</i> .		X	
11. Ensure completion of Air Quality Exceedance Review.	X	X	X
12. Ensure prescribed fire activities are in compliance with state smoke management program and Clean Air Act. Participate in Air Quality Exceedance Notice of Violation review.	X	X	X
13. Approve the State Fire Trespass Operating Plan.	X		

ASSIGNED PROGRAM RESPONSIBILITY	SD	DM	AA
14. Ensure prescribed fire activities are in compliance with Interagency, National and State Office policy. Participate in periodic reviews of the prescribed fire program.	X	X	
15. Ensure Safety Program is in place, has a current plan, and has an active safety committee that includes the fire program.	X	X	
16. Annually update and review the <i>Agency Administrator's Guide to Critical Incident Management</i> (or equivalent).	X	X	
17. Establish and maintain a Serious Incident or Fatality (SIOF) Plan. ### SIOF team template available at https://web.blm.gov/internal/fire/fire_ops/index.html .	X	X	
18. Ensure that a current emergency medical response plan is in place and accessible.		X	
19. Personally visit fires each year (see Appendix A).			X
20. Provide an Agency Administrator briefing to Incident Management Teams. See Appendix D.			X
21. Attend post fire closeout on Type 1 and Type 2 fires (attendance may be delegated).			X
22. Sign and date the <i>Agency Administrator Ignition Authorization</i> (PMS 484-1, Element 2A) with the time frame identified before the prescribed fire is ignited.			X

1 **Post Incident Review**

- 2 Appendix B (*Manager's Supplement for Post Incident Review*) emphasizes the
 3 factors that are critical for ensuring safe and efficient wildland fire suppression,
 4 and provides examples for managers to use in their review of incident operations
 5 and Incident Commanders.

6 **Fire Staff Performance Requirements for Fire Operations**

ASSIGNED PROGRAM RESPONSIBILITY	State FMO	District FMO
1. Establish and manage a safe, effective, and efficient fire program.	X	X

ASSIGNED PROGRAM RESPONSIBILITY	State FMO	District FMO
2. Ensure the Fire Management Plan (FMP) reflects the agency commitment to firefighter and public safety by establishing a fire organization to meet state/unit workload or national allocations, while utilizing the full range of fire management activities available for ecosystem sustainability.		X
3. Ensure Individual Fire Reports are completed, signed/approved, and entered into ### WFMI InFORM.		X
4. Ensure only trained and qualified personnel are assigned to fire and fire aviation duties.	X	X
5. Ensure only trained and qualified fire and non-fire personnel are available to support fire operations at the local and national level.	X	X
6. Organize, train, equip, and direct a qualified work force.	X	X
7. Ensure the fire safety program is implemented according to fire and non-fire safety regulations, training, and concerns.	X	X
8. Ensure compliance with work/rest guidelines during all fire and fire aviation activities.	X	X
9. Ensure completion of a Risk Assessment (RA) for fire and fire aviation activities, and non-fire activities so mitigation measures are taken to reduce risk.	X	X
10. Ensure fire and fire aviation management employees understand their role, responsibilities, scope of duty, and accountability.	X	X
11. Establish and implement a post incident assignment performance review process.	X	X
12. Develop, implement, evaluate, and document fire and fire aviation training to meet current and anticipated needs.	X	X
13. Ensure fire and fire aviation policies are understood, implemented, and coordinated with other agencies as appropriate.	X	X
14. Monitor fire suppression activities to recognize when complexity levels exceed program capabilities. Increase managerial and operational resources to meet the need.	X	X

ASSIGNED PROGRAM RESPONSIBILITY	State FMO	District FMO
15. Monitor fire season severity predictions, fire behavior, and fire activity levels. Ensure national fire severity funding and national preposition funding is requested in a timely manner, used, and documented in accordance with agency standards.	X	X
16. Monitor the expenditure of Short-Term Severity and State Discretionary Preposition funding.	X	X
17. Ensure agreements with cooperators are valid and in compliance with agency policy, and that attached ### Annual Operating Plans are current.	X	X
18. Develop annual review and implement current operational plans (e.g., dispatch, preparedness, prevention, draw-down). Ensure that initial response plans reflect agreements and ### annual operating plans, and are reviewed annually prior to fire season.		X
19. Ensure that initial response plans (e.g., run cards, preplanned response) are in place and provide for initial response commensurate with guidance provided in the Fire Management Plan and Land/Resource Management Plan.		X
20. Develop, maintain, and implement restrictions procedures in coordination with cooperators whenever possible.	X	X
21. Ensure that the use of fire funds complies with department and agency policies.	X	X
22. Ensure a process is established to communicate fire information to public, media, and cooperators.	X	X
23. Annually convene and participate in pre-and post-season fire meetings.	X	X
24. Oversee pre-season preparedness review of fire and fire aviation program.	X	X
25. Initiate, conduct, and/or participate in fire program management reviews and investigations as per Chapter 18.	X	X
26. Personally participate in periodic site visits to individual incidents and projects.	X	X
27. Utilize the Risk and Complexity Assessment (Appendix E and F) to ensure the proper level of management is assigned to all incidents.	X	X

ASSIGNED PROGRAM RESPONSIBILITY	State FMO	District FMO
28. Ensure transfer of command on incidents occurs as per Chapter 11.		X
29. Ensure incoming personnel and crews are briefed prior to fire and fire aviation assignments.		X
30. Ensure that an accurate and defensible decision is published in the Wildland Fire Decision Support System (WFDSS) for all fires identified as requiring a decision in Chapter 11.	X	X
31. Ensure IMT briefing packages are developed prior to fire season.		X
32. Work with cooperators, groups, and individuals to develop and implement processes and procedures for providing fire safe communities within the wildland urban interface.	X	X
33. Ensure trespass actions are initiated and documented to recover cost of suppression activities, land rehabilitation, and damages to the resource/improvements for all human-caused fires where liability can be determined.	X	X
34. Ensure required personnel are trained in fire cause determination and fire trespass.	X	X
35. Ensure compliance with Interagency, National and State Office policy for prescribed fire activities. Provide periodic reviews of the prescribed fire program.	X	X
36. Annually update and review the <i>Agency Administrator's Guide to Critical Incident Management</i> (or equivalent).	X	X
37. Ensure that all fire employees review and update their emergency contact information annually, either in Employee Express or in hard copy format.	X	X
38. Ensure fire season severity predictions, weather forecasts, fire behavior predictors, and fire activity levels are monitored and communicated daily to all employees (hard copy, web page, email, radio, or fax).	X	X
39. Ensure standards in current National and Local Mobilization Guides are followed.	X	X
40. Comply with established property control/management procedures.	X	X

ASSIGNED PROGRAM RESPONSIBILITY	State FMO	District FMO
41. Certify Area Command and Type 1 Command and General Staff positions.	X	

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

8 **Delegation of Authority**

9 **Delegation for State Fire Management Officers (SFMO)**

10 In order to effectively perform their duties, a SFMO must have certain
11 authorities delegated from the State Director. This delegation is normally issued
12 annually following re-delegation direction in the MS 1203. The Delegation of
13 Authority should include what Authorities found in the Management
14 Performance Requirements for Fire Operations table above are being re-
15 delegated. The Delegation of Authority may also include items from the
16 Assigned Program Responsibilities section of the Management Performance
17 table, however there should be a clear delineation between Authority being
18 delegated and assignment of responsibility. Appendix C provides a sample
19 “Delegation of Authority.”

20 **Delegation for District Fire Management Officers (DFMO)**

21 In order to effectively perform their duties, a DFMO must have certain
22 authorities delegated from the District Manager. This delegation is normally
23 issued annually following re-delegation direction in the MS 1203. The
24 Delegation of Authority should include what Authorities found in the
25 Management Performance Requirements for Fire Operations table above are
26 being re-delegated. The Delegation of Authority may also include items from
27 the Assigned Program Responsibilities section of the Management Performance
28 table, however there should be a clear delineation between Authority being
29 delegated and assignment of responsibility. Appendix C provides a sample
30 “Delegation of Authority.”

31 **Preparedness Reviews**

32 The *Review and Update of the 1995 Federal Wildland Fire Management Policy*
33 (January 2001) states that, “Agencies will ensure their capability to provide safe,
34 cost-effective fire management programs in support of land and resource
35 management plans through appropriate planning, staffing, training, equipment,
36 and management oversight.” The Assistant Director, Fire and Aviation,

1 accomplishes this in part through the fire preparedness review process. Fire
2 preparedness reviews assess fire programs for compliance with established fire
3 policies and procedures as outlined in the current *Interagency Standards for Fire
4 and Fire Aviation Operations* and other pertinent policy documents. Reviews
5 identify organizational, operational, procedural, personnel, or equipment
6 deficiencies, and recommend specific corrective actions.

7 **BLM Review Schedules**

- 8 • BLM Districts conduct fire preparedness reviews annually.
- 9 • BLM State Offices conduct state-wide fire preparedness reviews every two
10 years.
- 11 • The BLM National Office conducts national fire preparedness reviews of
12 each BLM state fire program every four years.

13 **BLM Operational Duty Officer (ODO)**

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

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

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

33 **State and National Duty Officers**

34 Each state will maintain a state-level duty officer during fire season and
35 dedicated telephone number. State duty officers are responsible for:

- 36 • Establishing a process to identify available assets or needs within their state;
- 37 • Communicating availability of or need for assets to other state duty officers;
- 38 • Maintaining information on the Asset Intelligence Spreadsheet;
- 39 • Approving asset assignments;

- 1 • Facilitating movement of assets using established dispatch/coordination
 2 system protocols; and
 3 • Ensuring emergency notifications are made to the National Duty Officer.
- 4 FA-320 will maintain a national duty officer and dedicated telephone number.
 5 The national duty officer is responsible for:
- 6 • Monitoring and supporting the Asset Intelligence Spreadsheet;
 7 • Providing coordination and prioritization of prepositioned assets between
 8 states if the need arises;
 9 • Resolving disagreements of asset priorities and/or mobilizations by
 10 elevating issues to the Division Chief, Fire Operations (FA DC) or delegate;
 11 • Facilitating movement of assets using established dispatch/coordination
 12 system protocols;
 13 • Providing briefings and updates to the FA DC/BLM NMAC representative
 14 as requested; and
 15 • Ensuring emergency notifications are made according to FA protocols.
- 16 All state and national duty officer telephone numbers are listed on the Asset
 17 Intelligence Spreadsheet.

18 Incident Business

19 A consolidated view of fire business practices, supporting policy, and regulation
 20 is contained in the *BLM Standards for Fire Business Management*, available at:
 21 http://web.blm.gov/internal/fire/budget/Reference_docs/Incident%20Business/I
 22 [B-new/OrangeBk.html](http://web.blm.gov/internal/fire/budget/Reference_docs/Incident%20Business/I).

23 BLM Fire Management Position Titles and Fire Department Cooperator 24 Equivalencies

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

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

Release Date: January 2020

BLM Fire Management Position Title	Fire Department Cooperator Equivalency
Fire Engine Operator	Engineer
Communications Technician	Comm.
Mechanic	Repair

1 **Agreements with Cooperators (Rangeland Fire Protection Association**
 2 **(RFPA) and Local Fire Department)**

3 The BLM should have a cooperative fire response agreement with any RFPA
 4 and local fire department (i.e., rural, volunteer and city) that responds to wildfire
 5 incidents on lands under BLM protection. These cooperative fire response
 6 agreements can be directly with individual BLM units or administered through a
 7 statewide cooperative agreement where BLM is a party. When entering into
 8 cooperative fire response agreements, BLM will ensure the following minimum
 9 required elements are included in the agreement.

- 10 • RFPA/local fire department personnel responding to incidents on BLM
 11 lands must:
- 12 ○ Be 18 years of age or older;
 - 13 ○ Have and use the required personal protective equipment (PPE) found
 14 in Chapter 7; and
 - 15 ○ Have a basic level of wildland fire training, identified as the National
 16 Wildfire Coordinating Group (NWCG) course S-190 and S-130, which
 17 can be modified to fit local needs. I-100 is not required, but ICS must
 18 be thoroughly covered within the applicable section of S-190 and S-130
 19 (RFPA requirement); or
 - 20 ○ Have a basic level of wildland fire training. The National Wildfire
 21 Coordinating Group (NWCG) course S-190 and S-130 are
 22 recommended, both courses can be modified to fit local needs (local
 23 fire department requirement).

- 1 • Pre-identified incident communication protocols will be established and
- 2 followed (e.g., frequencies plans, points of contact, and interoperable radio
- 3 hardware).
- 4 • The Incident Command System (ICS) will be used to manage all incidents.

5 **Safety and Occupational Health Program**

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

12 **Safety and Health Responsibilities for the Fire Program**

PERFORMANCE REQUIRED	State Safety Manager	District/ Zone Safety Manager	Unit FMO	District/ Field Manager
1. An annual Unit Safety and Health Action Plan is developed, approved, and signed by unit Agency Administrator. This plan outlines courses of action to improve the unit’s safety program and is based upon an assessment of what is needed to make the safety program fully functional.		X	X	X
2. Risk Assessments (RAs) are completed for suppression and non-suppression related activities and crews are briefed on RAs prior to beginning work.		### X	X	X
3. An individual has been designated as the Unit Safety Officer.	X			X
4. Maintains a working relationship with all facets of the fire organization including outstations.		X	X	X

PERFORMANCE REQUIRED	State Safety Manager	District/ Zone Safety Manager	Unit FMO	District/ Field Manager
5. A safety committee or group, which includes fire representation, is organized to monitor safety and health concerns and activities.		X	X	X
6. Written safety and health programs required by OSHA are in place and being implemented to include fire personnel.	X	X		
7. Employees are provided mandatory safety and health training, including the BLM Fire and Aviation Employee Orientation Checklist.		X	X	X
8. Fire safety programs (e.g., SAFENET, 6 Minutes for Safety, Safety Alerts) are known and being utilized.			X	
9. Safety publications are available to all fire employees (e.g., <i>Incident Response Pocket Guide</i> , <i>DOI Occupational Safety and Health Program – Field Manual</i>).			X	
10. Assures that risk management process is integrated into all major policies, management decisions, and the planning and performance of every job. (<i>BLM Manual 1112</i>)			X	
11. Procedures are in place to monitor Work Capacity Test (WCT) results and ensure medical examination policies are followed.			X	

PERFORMANCE REQUIRED	State Safety Manager	District/ Zone Safety Manager	Unit FMO	District/ Field Manager
12. Safety Data Sheets (SDS) are present, accessible, and available for all hazardous materials used and stored in the work area.		X	X	
13. Procedures are in place to purchase non-standard equipment as identified in the Risk Assessment process, and to ensure compliance with consensus standards (e.g., ANSI, NIOSH) ### for PPE.	X	X		X
14. Personal protective equipment (PPE) supplied, is serviceable, and being utilized.		X	X	
15. Ensures tailgate safety meetings are held and documented.			X	
16. Monitors and inspects operations and work sites for unsafe acts and conditions and promptly takes appropriate preventative and corrective measures. (<i>BLM Manual 1112</i>)		X		
17. Procedures are in place for reporting unsafe and unhealthful working conditions.		X		X

PERFORMANCE REQUIRED	State Safety Manager	District/ Zone Safety Manager	Unit FMO	District/ Field Manager
18. Promptly reports and investigates all job-related accidents/incidents that result in or have the potential to cause fatalities, injuries, illnesses, property, or environmental damage. All such reports are electronically submitted to the Safety Management Information System (SMIS). <i>(BLM Manual 1112)</i>			X	X
19. Injury data is monitored and reviewed to determine trends affecting the health and welfare of employees.		X		X
20. Ensures facility and work area inspections are conducted to ensure requirements are met. <i>29 CFR 1960 and 485 DM, Chapter 5 requirements.</i>	X	X		X

1 **Employee Safety and Health Program Responsibility**

- 2 All employees have personal responsibility to ensure safe and healthful work
3 practices and the following elements specifically outline these responsibilities:
- 4 • Complying with applicable work rules, practices, and procedures.
 - 5 • Using safety devices, personal protective equipment, clothing, and other
6 means provided or directed by recognized authority at all times when
7 necessary for their protection.
 - 8 • Reporting unsafe and unhealthful working conditions to management.
 - 9 • Reporting every job-related accident/incident to their supervisor that results
10 in, or has the potential to harm people, property, or the environment.
 - 11 • Reporting personal conditions that could adversely affect their ability to
12 perform in a safe and healthful manner on the job.
 - 13 • Completing the BLM Fire and Aviation Employee Orientation Checklist,
14 available on the BLM Fire Operations website.

1 Emergency Notification and Contact Information

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

6 Injury on a BLM Fire

7 The responsible unit Fire Management Officer (FMO)/Operational Duty Officer
8 will notify their State Duty Officer (or Fire Operations Group (FOG)
9 representative) immediately. The State Duty Officer (or FOG representative)
10 will then ensure the appropriate local agency GACC operational representative
11 is notified.

12 BLM Employee Injury

13 Injured employee's home unit FMO is notified. The FMO will then notify their
14 State Duty Officer (or FOG representative) immediately. If the employee injury
15 occurs in another state, the State Duty Officer (or FOG representative) will
16 ensure that the hosting State Duty Officer (or FOG representative) is notified of
17 the injury.

18 Great Basin Smokejumpers**19 From the Scene**

- 20 • The accident is reported to the smokejumper spotter, Great Basin
21 Smokejumper Liaison Officer (LO), and local dispatch.
- 22 • When the accident involves a jump injury, the spotter and/or ground contact
23 will convey the medical needs and nature of the injury to the local dispatch.
- 24 • If cellular phone or satellite phone coverage is available, a ground contact
25 will call the Great Basin Smokejumper LO or DO with details about the
26 accident.

27 From the Great Basin Smokejumper Duty Officer

- 28 • The Great Basin Smokejumper Duty Officer will notify the base manager.
- 29 • The smokejumper base manager will notify the Chief, Branch of
30 Preparedness and Suppression Operations (FA-320).
- 31 • The Chief, Branch of Preparedness and Suppression Operations (FA-320)
32 will inform necessary parties up the chain of command and notify the NIFC
33 External Affairs Office.
- 34 • The Great Basin Smokejumper Duty Officer or Base Manager will notify
35 the BLM State Duty Officer (or FOG Representative).
- 36 • The Great Basin Smokejumper Duty Officer will confirm an agency
37 representative will accompany the injured party to the hospital.

1 ***From the BLM Great Basin Smokejumper Base Manager***

- 2 • The smokejumper base manager will contact their base manager counterpart
3 if a visiting jumper is injured.
4 • The smokejumper base manager will notify the emergency contact of the
5 injured smokejumper if the injured smokejumper is unable to do so.

6 All fire and aviation employees are required to review and update their
7 emergency contact information annually, either in Employee Express or in hard
8 copy format. This information will only be used for emergency purposes and
9 only by those authorized to make contact with the employee and/or their
10 personal contact(s) and will be maintained in accordance with the provisions of
11 the Privacy Act of 1974.

12 **Employee Advocacy**

13 Fire operations doctrine acknowledges the inherent danger of fire operations and
14 the potential for serious injury or death to firefighters. When these occur, it is
15 important that Bureau employees are provided the best and most appropriate
16 care and support possible. Managers should consult their human resources
17 experts to ensure that applicable Departmental and Bureau human resources
18 policies and guidelines are followed. In addition, the *Bureau of Land*
19 *Management* ~~### Line of Duty Death (LODD) Response Guide Loss of Human~~
20 *Life Handbook (LOHL)* (https://web.blm.gov/internal/fire/fire_ops/index.html)
21 provides information to assist managers in dealing with the many complexities
22 of these occurrences.

23 ~~### The LODD Response Guide is available in the Toolbox section of the BLM~~
24 ~~Fire Operations Website.~~

25 **BLM Fire and Aviation Honor Guard**

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

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

34 The Honor Guard is comprised of a cross-section of the BLM workforce from
35 within the fire and aviation program. A commitment to the program directly
36 impacts fellow members and the ability of the team to function at the highest
37 level possible. Members will be expected to commit for no less than a two-year
38 period, and may remain an Honor Guard member until they can no longer fulfill
39 the commitment or wish to retire from the Honor Guard. Members must stay in

1 good standing in the Bureau. ###
2 http://web.blm.gov/internal/fire/fire_ops/hg.htm
3 ### For more information, refer to
4 <http://web.blm.gov/internal/fire/honorGuard.htm>

5 **BLM Mobile Fire Equipment Policy**

6 **Introduction**

7 The following section represents a general overview of the BLM Mobile Fire
8 Equipment Policy. The policy can be found in its entirety ### at ~~on the BLM~~
9 ~~National Fire Equipment Program (NFEP) Website, located within the BLM~~
10 ~~Fire Operations website.~~ https://web.blm.gov/internal/fire/fire_ops/index.html,
11 under the NFEP tab.

12 **Policy and Guidance**

13 The BLM fire equipment program is responsible for the design, development,
14 and acquisition of specialized wildland fire equipment to meet the full range of
15 fire management requirements. The design and development is accomplished
16 through the analysis of performance needs required by ### BLM field units and
17 working with industry to produce prototypes for testing and eventually
18 production units. Acquisition of equipment is accomplished primarily through
19 contracting. The ### BLM fire equipment program balances advanced
20 technology with overall cost efficiency to provide maximum safety for
21 personnel while effectively meeting fire management needs.

22 It is agency policy to maintain each piece of fire equipment at a high level of
23 performance and in a condition consistent with the work it has been designed to
24 perform. This shall be accomplished through application of a uniform preventive
25 maintenance program, timely repair of ### damaged components ### damaged
26 while on assignment, and in accordance with all agency fiscal requirements.
27 Repairs shall be made as they are identified to keep the equipment functional
28 and in peak operating condition.

29 **Fire Equipment Committees**

30 There are three levels of fire equipment committees: National, State, and
31 Interagency. Fire equipment committees address the broad spectrum of
32 equipment subjects and make recommendations. State committees will report to
33 the respective State Fire Management Officer. ### The BLM Fire Equipment
34 Group, BLM Dozer/Heavy Equipment Committee, and the BLM Engine
35 Committee report to the Fire Operations Group (FOG). The Fire Equipment
36 Group, Dozer/Heavy Equipment, Engine, Helitack and Hotshot committees
37 report to the Fire Operations Group (FOG). Equipment committees should invite
38 other agency equipment leads to share ideas, transfer technology, and coordinate
39 efforts.

40 **BLM National Fire Equipment Program (NFEP)**

1 The **### BLM National Fire Equipment Program (NFEP)** is located at NIFC.
2 This unit is the sole entity responsible for design, ordering, procurement, and
3 delivery of Working Capital Fund (WCF) 600 series fire equipment that will
4 meet or exceed the minimum performance standards established by the **###**
5 **BLM Fire Equipment Group and the BLM Engine Committee Fire Equipment**
6 **Group, Engine, Helitack and Hotshot committees. The NFEP website is located**
7 **within the BLM Fire Operations website. Information can be found on the BLM**
8 **Fire Operations website under the NFEP tab.**

9 **### BLM Fire Equipment Status Report (FES)**

10 Each state will submit an FES report to the NFEP annually by April 15. The
11 FES is required to gather baseline data including the license number, type,
12 make/model and location on mobile asset types (i.e., engines, off highway
13 vehicles and support vehicles). The Division of Fire Operations will issue an
14 annual reminder notification to the Fire Operations Group (FOG) requesting this
15 information. The FES is available at the NFEP section of the BLM Fire
16 Operations website.

17 **BLM Engine Use Report (EUR)**

18 All BLM engines will utilize the Engine Use Report. The EUR should be printed
19 and completed daily as part of the Fire Equipment Maintenance and Procedure
20 Record (FEMPR) and entered into the BLM EUR Share Point on a monthly
21 basis. Access will be granted by the respective state Fire Operations Group
22 (FOG) representative. The EUR is available at the Engine section of the BLM
23 Fire Operations website.

24 **Equipment Development**

25 The **### BLM NFEP** has established a fire equipment development process to
26 ensure that new fire equipment or technologies meet or exceed established
27 performance standards. All new fire equipment will follow this development
28 process and will be tested and evaluated under actual field conditions prior to
29 being made available for general ordering.

30 **Fire Equipment Standardization**

31 Standardization of fire equipment aids in the ability to produce equipment that
32 effectively meets the Bureau's mission by providing cost effective equipment
33 with the least impact on fire programs. Standardization also contributes to the
34 ability to provide effective, consistent, and quality training to the BLM fire
35 program workforce. **### The BLM Fire Equipment Group and the BLM Engine**
36 **Committee have the responsibility to establish and approve minimum**
37 **performance standards for all BLM-specific fire equipment. Respective**
38 **committees have the responsibility to establish minimum performance standards**
39 **and acquire FOG approval for all BLM-specific WCF 600-class fire equipment.**

40 **Fire ~~### Engine and Command Vehicle~~ Equipment Identifier Standards**

1 ~~### Fire engine and command vehicle equipment identifier standards have been~~
2 ~~established by the FOG and can be found at~~
3 ~~https://web.blm.gov/internal/fire/fire_ops/nfep_policy.htm. All fire vehicles~~
4 ~~equipment have identifier standards and shall be equipped with identifier~~
5 ~~standards established by the FOG. Information can be found on the BLM Fire~~
6 ~~Operations website under the NFEP tab.~~

7 **Improvement and Deficiency Reporting**

8 The BLM Fire Equipment Improvement and Deficiency Reporting System is
9 used to collect improvement recommendations and deficiency reports for all
10 BLM fire equipment. The reporting system enables the BLM NFEP to build a
11 comprehensive database to document problems, identify trends, and establish
12 priorities for development and modification of new and existing equipment.

13 District/Field Offices are required to submit timely and detailed deficiency
14 reports for problems encountered with BLM fire equipment. Reports will also be
15 submitted for suggestions for improvement. Submitted reports will receive
16 immediate attention. The NFEP will immediately verify receipt of the deficiency
17 report and will follow-up with the submitting District/Field Office to correct the
18 deficiency or work to incorporate the improvement suggestion. The
19 Improvement and Deficiency Reporting System can be found ~~### on the BLM~~
20 ~~National Fire Equipment Program website, located within the BLM Fire~~
21 ~~Operations website on the BLM Fire Operations website under the NFEP tab.~~

22 **### Equipment Modification/Retrofitting**

23 Modification proposals must be submitted through the Improvement and
24 Deficiency reporting system or applicable FOG subcommittee for consideration
25 and approved through the NFEP. Unauthorized modifications and retrofits have
26 the potential to negatively impact equipment quality and safety and void
27 manufacturer warranties. In such cases, the financial burden of corrective action
28 will be borne by the home state/unit preparedness funding.

29 **Acquisition of Working Capital Fund Equipment**

30 All WCF 600-series equipment must be ordered through the NFEP using the
31 Fire Equipment Ordering System (FEOS). The National Operations Center
32 (NOC) located in Denver manages the Working Capital Fund (WCF). Each class
33 of vehicle has an established replacement cycle based on miles or hours, vehicle
34 replacement costs, and residual value. The WCF acquires funds through Fixed
35 Ownership and Use Rates determined by the replacement cycle. At the end of
36 the replacement cycle, adequate funds to replace the vehicle are available. For
37 new vehicle purchases, funds are acquired/secured by the receiving unit and the
38 new purchase is added to the WCF. The NOC monitors vehicle usage and
39 replacement cycles, and notifies the NFEP when vehicles need to be replaced.
40 The NFEP then coordinates with the receiving unit to order the replacement
41 vehicle. When the order is placed, the NFEP works with the BLM Fleet
42 Manager, the receiving unit, contracting, and the vendor to fill the order.

- 1 Acquisition of new WCF 600-series fire equipment that exceeds the Bureau's
2 fleet cap is authorized under the following terms:
- 3 • Vehicles support fire management actions identified in approved
4 Land/Resource Management Plans and their associated Fire Management
5 Plans. Vehicles will be purchased with funds approved by the Fire and
6 Aviation Directorate.
 - 7 • ~~### Vehicles will be transferred to the benefitting State/Field Office when
8 received New vehicle purchases.~~ New vehicle purchases will require
9 completion of a BLM Fire and Aviation New Fire Fleet Request, ~~### in
10 addition to ### Form 1520-58, Vehicle or Equipment Justification and
11 Approval, and 1510-18, Obligating Funds For Acquisition of Working
12 Capital Fund Assets. The form is Forms are located on the ### NOC Fleet
13 Management website and the NFEP website NOC website under Fleet
14 Management, and BLM Fire Operations website under the NFEP tab.~~

15 Funding

16 Procurement of nonstandard equipment with fire management funds when
17 standard equipment is available must have written approval by the Fire
18 Operations Division Chief (FA-300) and the State Fire Management Officer.
19 Most fire vehicles are funded through the WCF. Other types of fire equipment
20 are funded through the normal budget process at the state and local level.
21 Specialized equipment may be funded in a variety of ways including through the
22 Fire and Aviation Directorate, special project allocations, available mid or year
23 end funds, state or local funding, interagency agreement, or through the WCF.

24 BLM Mobile Fire Equipment Ordering

25 Ordering of BLM mobile fire equipment is completed through the NFEP at
26 NIFC ~~### using the Fire Equipment Ordering System (FEOS). Available
27 equipment is listed ### in the BLM Fire Equipment Ordering System (FEOS)
28 web page on the Fire Operations website under the NFEP tab.~~ Contact the
29 National Fire Equipment Program for additional information.

30 ~~### States have the authority to order their own equipment using WCF funds.
31 However, the BLM has established required equipment and performance
32 standards for new equipment. These standards have been established to reduce
33 excessive procurement costs, maintain common operational functions, and
34 provide a Bureau wide standard fire fleet.~~

35 ~~All WCF 600 class vehicles must be ordered through FEOS. If states order their
36 own equipment using WCF funds, they must have approval from the WCF Fleet
37 Manager, State Fire Management Officer, and the Fire Operations Division
38 Chief (FA 300) prior to ordering.~~

39 The NFEP has established required equipment and performance standards for
40 new equipment. These standards have been established to reduce excessive
41 procurement costs, maintain common operational functions, and provide a
42 Bureau-wide standard fire fleet.

1 States have the authority to order equipment using WCF funds; however, prior
2 to ordering, approval is required from the WCF Fleet Manager, State Fire
3 Management Officer, and the Fire Operations Division Chief (FA-300).

4 **### Equipment Modification/Retrofitting**

5 Modification proposals must be submitted through the Improvement and
6 Deficiency reporting system or applicable FOG subcommittee for consideration
7 and approved through the NFEP. Unauthorized modifications and retrofits have
8 the potential to negatively impact equipment quality and safety and void
9 manufacturer warranties. In such cases, the financial burden of corrective action
10 will be borne by the home state/unit preparedness funding.

11 **600-Class Command Vehicle Procurement Standards**

12 The 600-class vehicles below have been developed and configured specifically
13 for the roles/asset types listed. New, replacement, or upgraded procurements
14 outside of the listed roles/asset types requires State Fire Management Officer
15 and Division Chief, Fire Operations (FA-300) approval utilizing the New Fire
16 Fleet Request form located **### at**
17 web.blm.gov/internal/fire/fire_ops/nfep_policy.htm on the Fire Operations
18 website under the NFEP tab. An electronic copy of all approvals will be
19 provided to the National Fire Equipment Program (NFEP) manager prior to
20 order.

- 21 • **### 644 Crew Carrier: FPDSS funded hand crew.**
- 22 • **651/653 Command Truck: District/Unit AFMO, Fire Operations**
23 **Specialist/Supervisor, FPDSS funded hand crew, FPDSS funded wildland**
24 **fire module, FPDSS funded helitack crew.**
- 25 • **652 Superintendent Truck: FPDSS funded hand crew, FPDSS funded**
26 **wildland fire module, FPDSS funded helitack crew.**
- 27 • **661 Helitack Support: FPDSS funded helitack crew.**
- 28 • **District/Unit AFMO, Fire Operations Specialist/Supervisor: 651/653/**
29 **654/655/656/657/658 Command Truck.**
- 30 • **FPDSS funded hand crew: 644 Crew Carrier, 651/653/657/658 Command**
31 **Truck, 652 Superintendent Truck.**
- 32 • **FPDSS funded helitack crew: 651/653/657/658 Command Truck, 652**
33 **Superintendent Truck, 661 Helitack Support.**
- 34 • **FPDSS funded wildland fire module: 651/653/657/658 Command Truck,**
35 **652 Superintendent Truck.**

36
37 All 600-class vehicles will be ordered by NFEP through the BLM Fire
38 Equipment Ordering System (FEOS). NFEP will route all FEOS orders through
39 the individual State Fire Operations Group representative.

40 **Property Transfer/Replacement**

41 Surplus and early turn-in fire vehicles may be transferred to another unit for
42 continued service with the approval of the State Fire Management Officer and
43 the WCF Manager. In these instances, the vehicle remains in the same class, and

1 the FOR and use rates will continue to be charged to the unit acquiring the
2 vehicle. Units may dispose of fire vehicles prior to the normal replacement date.
3 In these instances, no future replacement is automatically provided and there is
4 no accrued credit for the FOR collected on that unit prior to disposal. Units
5 acquiring this type of equipment continue payment of the FOR and use rates.
6 Mobile fire equipment transfers to other agencies or organizations must be
7 approved by the NFEP and FA-300 prior to initiating any transfer actions. ###
8 Submit a completed Form 1520-104v, *Transfer of Asset-Fleet*
9 (<https://blmspace.blm.doi.net/oc/sites/property/operations/Pages/Fleet.aspx>) to
10 the responsible NFEP production manager.

11 **Conversions**

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

- 14 • Proposed changes meet current and future preparedness requirements
15 identified in Resource/Land Management Plans and Fire Management
16 Plans.
- 17 • Proposed changes result in an overall cost savings to the government.

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

- 20 • Increased production rates which may offset additional costs.
- 21 • The requesting states availability of sufficient funds to cover additional
22 costs.

23 ### BLM units will use the standard form available on the BLM Fire Operations
24 website to provide required documentation for approval for conversions,
25 transfers, and excess vehicles. Conversions require the following forms:

- 26 • National Operations Center forms found at
27 <https://blmspace.blm.doi.net/oc/sites/property/operations/Pages/Fleet.aspx>
 - 28 ○ Form 1520-104v, *Transfer of Asset-Fleet*
 - 29 ○ Form 1520-58, *Vehicle or Equipment Justification and Approval* (if
30 new equipment is an upgrade in class)
 - 31 ○ Form 1510-18V, *Obligating Funds For Acquisition of Working Capital*
32 *Fund Assets* (if converting equipment doesn't have sufficient funds
33 available)
- 34 • 600 Series Conversion Notification
35 https://web.blm.gov/internal/fire/fire_ops/nfep_policy.htm

36 **BLM Engine Equipment Inventory**

37 ### BLM engines will be stocked as per the BLM National Engine Equipment
38 Inventory found on the BLM Fire Operations website Engines will be stocked
39 with Normal Unit Stocking found at
40 https://web.blm.gov/internal/fire/fire_ops/engine_policy.htm.

41 **Fire Equipment Maintenance and Care Standards**

1 BLM fire equipment will be maintained to reflect the highest standards in
2 performance and appearance, and will meet the following standards:

- 3 • Equipment exterior:
 - 4 ○ Clean and waxed
 - 5 ○ Free of debris
 - 6 ○ Items secured
 - 7 ○ Windows and mirrors cleaned
 - 8 ○ All mechanical systems in good working order
- 9 • Equipment interior:
 - 10 ○ Cab and compartments free of dirt and debris
 - 11 ○ Cab free of loose items
 - 12 ○ Equipment stored in appropriate compartments and organized
 - 13 ○ Windows and mirrors cleaned
 - 14 ○ Mechanical systems in good working order

15 Equipment will be stored in sheltered areas away from environmental elements
16 whenever possible to prevent damage to critical seals, mechanical components,
17 and the high-visibility finish. ### It is important to document all maintenance
18 and keep thorough records of all repair work. This documentation may be used
19 to determine responsibility for charges when later repairs are required to prove
20 that damages are not the result of negligence.

21 **Fire Equipment Maintenance Procedure and Record (FEMPR)**

22 The Fire Equipment Maintenance Procedure and Record (FEMPR) will be used
23 to document daily inspections and all maintenance for all WCF Class 600 fire
24 equipment and any other vehicle used primarily for fire suppression operations.
25 The FEMPR shall be maintained and archived to record historic maintenance for
26 the duration of the vehicle's service life. This historical data is beneficial in
27 determining trends, repair frequency, and repair costs. The FEMPR can be found
28 on the BLM Fire Operations website ###, under the NFEP tab.

29 Apparatus safety and operational inspections will be performed at the intervals
30 recommended by the manufacturer and on a daily and post-fire basis as required.

- 31 • For engines and water tenders, all annual inspections will include a pump
32 gpm test to ensure the pump/plumbing system is operating at or above the
33 manufacturer's minimum rating for the pump.
- 34 • ### Comprehensive (i.e., internal) tire inspections of all tires (including
35 spare tires) will be completed during required annual inspections/service
36 and at 10,000 mile intervals. Comprehensive inspections will be completed
37 by tire service technicians and documented in the Tire Log.

38 **### BLM Fire Equipment Status Report (FES)**

39 Each state will submit an FES report to the NFEP annually by April 15. The
40 FES is required to gather baseline data including the license number, type,
41 make/model and location on mobile asset types (i.e., engines, off-highway
42 vehicles and support vehicles). The Division of Fire Operations will issue an
43 annual reminder notification to the Fire Operations Group (FOG) requesting this

1 information. The FES is available ### at the NFEP section of the BLM Fire
2 Operations website on the BLM Fire Operations website under the NFEP tab.

3 **BLM Engine Use Report (EUR)**

4 All BLM engines will utilize the Engine Use Report. The EUR should be printed
5 and completed daily as part of the Fire Equipment Maintenance and Procedure
6 Record (FEMPR) and entered into the BLM EUR Share Point on a monthly
7 basis. Access will be granted by the respective state Fire Operations Group
8 (FOG) representative. The EUR is available ### at the Engine section of the
9 BLM Fire Operations website on the BLM Fire Operations website under the
10 Engine tab.

11 **Equipment Bulletins and Equipment Alerts**

12 The purpose of an Equipment Bulletin (EB) or an Equipment Alert (EA) is to
13 share accurate and timely information regarding potential equipment problems
14 and/or needed repairs. The EB is primarily intended to inform the equipment
15 users of recommendations for repairs, potential hazards, or general information
16 related to the overall maintenance, awareness, and safe operation of fire
17 equipment. The EA is time sensitive and addresses potentially serious hazards or
18 risks. The alert includes a specific action that the user must act upon.

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

26 **BLM Implementation of the Department of the Interior (DOI)** 27 **Authorization for Use of Government Passenger Carrier(s) for Home-to-** 28 **Work Transportation**

29 The BLM recognizes the need for domiciling fire vehicles for specific positions
30 during fire season in order to provide for more immediate response to wildfires
31 during off-duty hours, and has been granted this authority by DOI.

- 32 • Only those positions authorized and pre-identified within the DOI
33 memorandum will have the authority to domicile designated government
34 vehicles.
- 35 • This authority is intended only for individuals in first response fire
36 leadership roles who may be responding to initial attack fires directly from
37 their home after hours.
- 38 • Government vehicles are used solely for official business and domiciled
39 only during core fire season months when there is a heightened level of
40 current or expected fire activity.
- 41 • Authorized positions will be recertified every two years and may be revised
42 at that time.

- 1 • Units are responsible for maintaining documentation of home-to-work use
2 of government vehicles. This documentation will be reviewed during annual
3 fire and aviation preparedness reviews. A **### BLM** standard tracking form
4 has been developed and may be used for this purpose **###**
5 (http://web.blm.gov/internal/fire/fire_ops/toolbox.htm). It can be found on
6 the BLM Fire Operations website at
7 http://web.blm.gov/internal/fire/fire_ops/toolbox.htm

8 **Lights and Siren Response**

9 Responding to BLM wildfire incidents normally does not warrant the use of
10 emergency lights and siren to safely and effectively perform the BLM mission.
11 However, there may be rare or extenuating circumstances when limited use of
12 lights and sirens are appropriate and necessary due to an immediate threat to life.

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

- 17 1. All vehicles (command, engines, etc.) will be properly marked, equipped,
18 and operated in accordance with state statutes, codes, permits, and BLM
19 unit requirements.
- 20 2. Drivers will complete training in the proper use of lights and sirens
21 response in accordance with National Fire Protection Association (NFPA)
22 1451 and 1002 standards, as well as any state requirements.
- 23 3. Engine drivers responding with lights and sirens will be minimally qualified
24 as engine operator with a qualified engine boss in the engine; otherwise,
25 driver must be engine boss qualified. Command vehicle drivers will be
26 minimally qualified as single resource boss.
- 27 4. Lights and sirens will meet NFPA and state code requirements.
- 28 5. Posted speed limits will be followed at all times, regardless of response
29 type.
- 30 6. Operators will stop or reduce speed as circumstances dictate prior to
31 proceeding through all intersections.
- 32 7. Traffic light changing mechanisms (e.g., Opticons) will only be used under
33 formal written agreement with state and local governments. They will be
34 used only when they are necessary to create safe right-of-way through urban
35 high-traffic areas. All pertinent state and local statutes and procedures will
36 be adhered to.
- 37 8. Authorization to respond with lights and sirens does not cross state lines.
38 No driver will be authorized by one state to operate with lights and sirens in
39 another state.

40 **### Foam Use**

41 BLM engines are designed with integrated foam tanks and automatic foam
42 proportioners as standard equipment. When properly used along with various
43 foam nozzles, foam use increases the effectiveness of water. This equipment

1 should be used to apply approved foam concentrate along with water delivery
2 during fire suppression. Special exceptions should be made where accidental
3 spillage or over spray of the chemical could be harmful to the aquatic
4 ecosystem, or where other identified resource concerns are identified.

5 **BLM Firefighters**

6 **Introduction**

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

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

14 These units include:

- 15 • **Hand Crews** – Vehicle mobile firefighters that specialize in the use of hand
16 tools, chainsaws, portable pumps, and ignition devices for tactical
17 operations. Hand crew types include Interagency Hotshot Crews (IHC)s,
18 Type 2 Initial Attack Crews, Type 2 Crews, and Fire Suppression Modules.
- 19 • **Engine Crews** – Engine mobile firefighters that specialize in the use of
20 engines for tactical operations.
- 21 • **Helitack** – Helicopter mobile firefighters that specialize in the use of
22 helicopters for tactical and logistical operations.
- 23 • **Smokejumpers** – Fixed wing aircraft and parachute mobile firefighters that
24 specialize in the use hand tools, chainsaws, and ignition devices for tactical
25 operations.

26 **BLM Firefighter Priority for Use**

- 27 • Initial attack on lands for which the BLM has suppression responsibility.
- 28 • Other fire suppression/management assignments on BLM lands.
- 29 • Other fire suppression/management assignments on other agency lands.
- 30 • All Hazard – ESF#4 reference:
31 http://web.blm.gov/internal/fire/budget/Reference_docs/esf4/ESF4_page.htm
32 m.

33 **### BLM Fire Operations Group National Preposition Strategy**

34 The Fire Operations Group (FOG) has established an Asset Intelligence
35 Spreadsheet for priority placement and prepositioning of suppression resources.
36 Information can be found on the FOG website at
37 http://web.blm.gov/internal/fire/fire_ops/fog.htm

38 **Mobilization of BLM Firefighters**

39 BLM firefighters are mobilized to perform the following functions:

- 40 • Suppress fires and manage wildland fire incidents;

- 1 • Improve BLM initial attack capability;
- 2 • Maximize the utilization of limited BLM fire operational assets;
- 3 • Provide additional fire management capability in high tempo periods;
- 4 • Provide experience and developmental opportunities to BLM firefighters;
- 5 • Perform fire management project work or assignments; or
- 6 • Perform other project work or assignments.

7 There are six funding mechanisms for mobilizing BLM firefighters:

- 8 • Preparedness funding
- 9 • Suppression funding
- 10 • Short-term severity (State-level/Regional-level Severity) funding
- 11 • National-level severity funding
- 12 • National preposition funding
- 13 • State discretionary preposition funding

14 **Preparedness Funding**

15 Preparedness funding may be used to mobilize resources for normal
16 preparedness activities such as:

- 17 • Movement of resources within a unit not associated with fire activity;
- 18 • Detailing firefighters to fill vacant positions;
- 19 • Project work or normal preparedness activities; and/or
- 20 • Training.

21 Fire managers have the authority to expend preparedness funding for
22 preparedness activities. Mobilization of non-BLM federal resources with BLM
23 preparedness funding requires a reimbursable agreement.

24 **Suppression Funding**

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

28 **Short-Term Severity (State-Level Severity)**

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

- 31 • Wind events;
- 32 • Cold dry front passage;
- 33 • Lightning events; and/or
- 34 • Unexpected events such as off-road rallies or recreational gatherings.

35 Each state director and the Fire and Aviation division chiefs for Operations and
36 Aviation have been delegated the authority to expend “short-term” severity
37 funds per fiscal year. This discretionary severity authorization can be expended
38 for appropriate severity activities without approval from Fire and Aviation.

1 States will establish a process for requesting, approving, and tracking short-term
2 severity funds.

3 **National-Level Severity Funding**

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

- 5 • Preparedness plans indicate the need for additional preparedness/
6 suppression resources;
- 7 • Anticipated fire activity will exceed the capabilities of local resources;
- 8 • Fire season has either started earlier or lasted longer than identified in the
9 Fire Danger Operating Plan;
- 10 • An abnormal increase in fire potential or fire danger (e.g., high fine fuel
11 loading, fuel dryness) not planned for in existing preparedness plans; and/or
- 12 • There is a need to mitigate threats to values identified in Land and Resource
13 Management Plans with AD, Fire and Aviation concurrence.

14 In addition to the above criteria, the AD, Fire and Aviation may consider other
15 factors when approving requests for national severity.

16 Guidance for requesting and utilizing national-level severity funding is found in
17 Chapter 10 and on the BLM Fire Operations website. Requests should be
18 consolidated by state, coordinated with Fire and Aviation, and then submitted to
19 Fire and Aviation by the State Director. The official memo requesting funds
20 should be mailed to the Assistant Director, Fire and Aviation. An electronic
21 copy should also be e-mailed to “BLM_FA_Severity@blm.gov.”

22 Severity funding requests will be accepted and approved for a maximum of 30
23 days, regardless of the length of the authorization. Use of severity funding must
24 be terminated when abnormal conditions no longer exist. If the fire severity
25 situation extends beyond the 30-day authorization, the state must prepare a new
26 severity request.

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

31 In order to support the BLM national aviation strategy, which includes
32 prioritized allocation based on need, air resource mobility, and cost containment,
33 a state may be directed to release an air resource to another state. All charges
34 related to releasing an air resource will be covered by Fire and Aviation or the
35 receiving state.

36 **National Preposition Funding**

37 National preposition funding is used to mobilize resources to areas with
38 anticipated fire activity when other funding is not available. Units may request
39 national preposition funding from FA to acquire supplemental fire operations
40 assets to increase initial attack capability. National preposition funding may be
41 used to mobilize resources when BLM units:

- 1 • Do not have available preparedness funding;
 - 2 • Do not have available short-term severity funding; or
 - 3 • Do not meet the criteria for use of national severity funding.
- 4 Approved national preposition funding may be used only for travel and per diem
5 costs for the duration of the assignment, and overtime labor costs associated
6 with the original preposition move.
- 7 Each State Director has been delegated the authority to expend national
8 preposition funding within an allocation limit established annually through
9 issuance of an Instruction Memorandum. The criteria stated above apply to this
10 allocation.
- 11 • **National Preposition Request Process**
 - 12 ○ Unit FMO identifies need and notifies State FOG representative. FOG
13 representative informs SFMO.
 - 14 ○ FOG representative coordinates with unit FMO to verify need and
15 determine asset types, numbers, and projected preposition location.
 - 16 ○ Requesting FOG representative queries FOG group and identifies
17 available assets.
 - 18 ○ Requesting and sending FOG representatives jointly complete the BLM
19 Preposition Request Form found on the BLM Fire Operations website.
 - 20 ○ Requesting FOG representative will submit the request electronically
21 via e-mail to “BLM_FA_Prepositioning@blm.gov” to acquire Division
22 of Fire Operations (FA-300) approval. If aviation assets are requested,
23 FA-300 will coordinate with the National Aviation Office (FA-500)
24 and secure FA-500 approval.
 - 25 ○ FA-300 will notify the requesting and sending FOG representatives via
26 e-mail when the request is approved.
 - 27 ○ After securing FA-300/500 approval, the requesting FOG
28 representative places name request order(s) for specified assets through
29 normal coordination system channels.
 - 30 ○ Responding BLM assets will be assigned to a temporary host unit by
31 the receiving FOG representative.
 - 32 ○ Responding assets, sending/receiving FOG representatives, and the
33 temporary host unit will negotiate length of assignment and crew
34 rotation, and ensure that prepositioned personnel meet work/rest
35 requirements.
- 36 BLM preposition funding request information can be found at the BLM Fire
37 Operations website.
- 38 **State Discretionary Preposition Funding**
39 Each State Director has been delegated the authority to expend preposition
40 funding for prepositioning activities in amounts determined by the BLM Fire
41 Leadership Team. This discretionary preposition funding authorization can be
42 expended for appropriate preposition activities (according to the criteria

- 1 established for National Preposition Funding) without approval from the AD,
2 FA.
- 3 Each state will establish a process to document requests and approvals, and
4 maintain information in a file.

5 **BLM Fire Training and Workforce Development**

6 **BLM Fire Training and Workforce Development Program**

7 The BLM National Fire Training and Workforce Development Program is
8 located at NIFC and works for the BLM Chief, Preparedness and Suppression
9 Operations. The program develops the wildland firefighting workforce through
10 qualification standards, training standards, and workforce development
11 programs in support of BLM fire management.

12 ***BLM Standards for Fire Training and Workforce Development***

13 The BLM Fire Training and Workforce Development Program, in coordination
14 with the BLM Fire Operations Group and the BLM Fire Training Committee, is
15 responsible for publishing the *BLM Standards for Fire Training and Workforce*
16 *Development*. The *BLM Standards for Fire Training and Workforce*
17 *Development* provides fire and aviation training, qualifications, and workforce
18 development program management direction. This document is available at
19 https://www.nifc.gov/training/trainingBLM_main.html.

20 Personnel hired by the BLM must meet requirements established in the position
21 description. If the position description requires Incident Command System
22 qualifications, only qualifications and minimum requirements specified in the
23 ~~### NWCG NIMS: Wildland Fire Qualification System Guide NWCG Standards~~
24 ~~for Wildland Fire Position Qualifications~~ (PMS 310-1) will be applied as
25 selective factors and/or screen-out questions. To avoid reducing candidate pools,
26 BLM-specific requirements that are supplemental to the PMS 310-1 may not be
27 used as selective placement factors/screen-out questions. Supplemental BLM-
28 specific training or qualification requirements may only be used as selective
29 factors and/or screen-out questions when requested and justified by the selecting
30 official, and approved by human resources. Impacts to the candidate pool must
31 be addressed in the justification. As with all other BLM or DOI-specific
32 training/experience requirements (e.g., Do What's Right training, purchase card
33 training) that newly hired employees from other agencies may not have, the
34 supervisor and IQCS certifying official are responsible for reconciling that
35 employee's training and IQCS record after the employee has entered on duty.
36 This may be accomplished by providing additional training/experience or by
37 manually awarding competencies as per established IQCS protocol.

1 **BLM Firefighters General Non-Fire Training Requirements**2 **Administratively Determined (AD) and Emergency Firefighters (EFF)**

Training Required	Initial Requirement/ Frequency	Delivery Method/ Responsible Party
Defensive Driving (If operating GOV, including rental or leased, vehicle for official purposes.)	<ul style="list-style-type: none"> Prior to operating motor vehicle for official purposes. Once every three years. 	<ul style="list-style-type: none"> DOI Talent or Instructor-led Unit Safety Manager
First Aid/ Cardiopulmonary Resuscitation (CPR)	<ul style="list-style-type: none"> Upon initial employment. Every ### 3 2 years or per certifying authority. At least two persons per crew (GS or AD) shall be current and certified. 	<ul style="list-style-type: none"> Instructor-led Unit Safety Manager

3 **Agency Permanent, Career Seasonal, and Temporary Firefighters**

Training Required	Initial Requirement/ Frequency	Delivery Method/ Responsible Party
Safety Orientation	<ul style="list-style-type: none"> Once 	<ul style="list-style-type: none"> Instructor-led Supervisor
Bloodborne Pathogens	<ul style="list-style-type: none"> Once: Awareness level. For employees not at increased risk (e.g., non-fireline support personnel) Annually: For employees at increased risk due to assigned duties (e.g., IHC, Helitack, SMKJ, Engine Crew) 	<ul style="list-style-type: none"> Instructor-led Unit Safety Manager
Defensive Driving	<ul style="list-style-type: none"> Prior to operating motor vehicle for official purposes Once every three years 	<ul style="list-style-type: none"> DOI Talent or Instructor-led Unit Safety Manager
First Aid/ Cardiopulmonary Resuscitation (CPR)	<ul style="list-style-type: none"> Upon initial employment Every ### 3 2 years or per certifying authority 	<ul style="list-style-type: none"> Instructor-led Unit Safety Manager
HAZMAT - First Responder Awareness Level	<ul style="list-style-type: none"> Upon initial employment Annually 	<ul style="list-style-type: none"> Instructor-led Unit Safety Manager
USGS Hazard Communications – GHS	<ul style="list-style-type: none"> Upon initial employment 	<ul style="list-style-type: none"> Instructor-led, DOI Talent Unit Safety Manager, Unit Hazardous Materials Coordinator

Training Required	Initial Requirement/ Frequency	Delivery Method/ Responsible Party
Do What's Right/EEO/ Diversity	<ul style="list-style-type: none"> • Annually 	<ul style="list-style-type: none"> • Instructor-led, DOI Talent, or as determined by EEO Manager • FMO (Do What's Right) • EEO Manager

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

2 All regular drivers of specialized vehicles (e.g., engines, water tenders, crew
3 carriers, fuel tenders, helicopter support vehicles) must complete BL-300, *Fire*
4 *Vehicle Driver Orientation* (initially) and RT-301, *Fire Vehicle Driver*
5 *Refresher Training* (annually). Course materials are available at the BLM Fire
6 Training website at <https://www.nifc.gov/training/trainingFireVehicle.html>.

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

10 **BLM Firefighter Mandatory Physical Fitness Standards**

11 The ~~### NIMS: Wildland Fire Qualification System Guide~~ *NWCG Standards for*
12 *Wildland Fire Position Qualifications* (PMS 310-1) establishes physical fitness
13 standards for NWCG sanctioned firefighters. These standards are assessed using
14 the Work Capacity Tests (WCT). Prior to attempting the WCT, all permanent,
15 career-seasonal, temporary, Student Career Experience Program (SCEP), and
16 AD/EFF employees who participate in wildland fire activities requiring a fitness
17 level of arduous must participate in the DOI Medical Qualification Standards
18 Program (DOI MSP).

19 Employees serving in wildland fire positions that require a fitness rating of
20 arduous as a condition of employment are *required* to perform physical fitness
21 conditioning for one hour of duty time each work day. Special exceptions such
22 as being assigned to an incident, travel status, injuries, details, etc., may be
23 granted. BLM employees wholly funded by fire preparedness and/or fuels who
24 maintain a fitness rating of arduous may be *authorized* one hour of daily duty
25 time for physical fitness conditioning. Participation will be negotiated with the
26 employee's supervisor. Employees serving in positions that require a fitness
27 rating of moderate or light may be authorized up to three hours per week.

28 Units will maintain a fitness program that ensures BLM firefighters will possess
29 the physical ability to perform the duties of their positions safely and effectively
30 while ensuring compliance with the requirements of the Work Capacity Test
31 (WCT).

32 Information on the WCT and the DOI MSP is located in Chapter 13 of this
33 publication. Fitness and conditioning information may be found at
34 <https://www.nifc.gov/FireFit/index.htm>.

1 **BLM National Fire Operations Fitness Challenge**

2 The BLM fire operations fitness challenge encourages and recognizes
3 achievement in physical fitness by BLM firefighters. The fitness
4 challenge provides a common system by which BLM firefighters can
5 measure current fitness, establish fitness goals, and track fitness
6 improvement.

7 Efforts are underway to update the fitness challenge. For current
8 specific information about the fitness challenge, refer to the fitness
9 challenge information on the BLM Fire Operations website.

10 **Interagency Fire Program Management Standards**

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

- 14 • Establishes minimum qualifications standards for 11 key fire management
15 positions. These standards include 1) basic requirements, 2) specialized
16 experience requirements, 3) NWCG incident management qualifications, 4)
17 additional required training.
- 18 • Provides a “complexity rating for program management” table, which is
19 used to determine overall complexity of the unit-level fire program. This is
20 used because qualification standards for some of the 11 identified positions
21 are tied to fire program complexity.

22 State- and unit-level fire managers should consult human resources officials and
23 apply the IFPM Standard as appropriate. IFPM information is located at:
24 <https://www.ifpm.nifc.gov>.

25 **BLM Hand Crews**

26 **BLM Hand Crew Standards (all crew types)**

- 27 • **Language** – CRWB and FFT1: must be able to read and interpret the
28 language of the crew as well as English.
- 29 • **Flight weight** – 5,300 pounds.
- 30 • **Personal gear** – Sufficient for 14-day assignments.
- 31 • **Physical fitness** – Arduous, all positions.
- 32 • **Required equipment and PPE** – Fully equipped as specified in the
33 *Interagency Standards for Fire and Fire Aviation Operations*.

1 BLM Hand Crew Standards by Type

Crew Type	Type 1 IHC	Type 2 IA	Type 2	Fire Suppression Module
Crew Size	Minimum 20 Maximum 25 (See table in Chapter 13 for “Minimum Crew Standards for National Mobilization”)	Minimum 18 Maximum 20	Minimum 18 Maximum 20	Minimum 5 Maximum 10
Leadership Qualifications	1 Supt. 1 Asst. Supt. 3 Squad Leaders 2 Senior Firefighters (FFT1) or 1 Supt. 2 Asst. Supt. 2 Squad Leaders 2 Senior Firefighters (FFT1)	1 CRWB 3 ICT5	1 CRWB 3 FFT1	1 SRB/ICT5 2 FFT1
Fireline Capability	Initial Attack – Can be broken up into squads, fireline construction, complex firing operations (backfire)	Initial Attack – Can be broken up into squads, fireline construction, firing to include burnout	Initial Attack – Fireline construction, firing as directed	Operates as a single module w/T5 command capability
Language Requirement	All senior leadership including Squad Leaders and higher must be able to read and interpret the language of the crew as well as English.	Same as Type 1	Same as Type 1	Same as Type 1
Crew Experience	80% of the crewmembers must have at least 1 season experience in fire suppression	60% of the crewmembers must have at least 1 season experience in fire suppression	20% of the crewmembers must have at least 1 season experience in fire suppression	Agency only

Crew Type	Type 1 IHC	Type 2 IA	Type 2	Fire Suppression Module
Full-Time Organized Crew	Yes (work and train as a unit 40 hours per week)	No	No	No
Crew Utilization	National Shared Resource	Local unit control	Local unit control	Local unit control
Communication	8 programmable handheld radios 1 programmable mobile radio in each truck	4 programmable handheld radios	4 programmable handheld radios	2 programmable handheld radios
Sawyers	4 FAL2, 50% of crew FAL3	1 FAL2, 2 FAL3	None	2 FAL3
Training	As required by the <i>Standards for Interagency Hotshot Crew Operations</i> or agency policy prior to assignment.	Basic firefighter training or once red carded, 4 hours annual fireline refresher training prior to assignment.	Basic firefighter training or once red carded, 4 hours annual fireline refresher training prior to assignment.	Basic firefighter training or once red carded, 4 hours annual fireline refresher training prior to assignment.
Logistics	Squad-level agency purchasing authority	Crew-level agency purchasing authority recommended	No purchasing authority	Self-sufficient for 48 hours; purchasing authority recommended
Maximum Weight	5,300 lbs	5,300 lbs	5,300 lbs	N/A
Dispatch Availability	Available Nationally	Available Nationally	Variable	Variable
Production Factor	1.0	.8	.8	Variable
Transportation	Own transportation	Need transportation	Need transportation	Own transportation
Tools and Equipment	Fully equipped	Not equipped	Not equipped	Variable
Personal Gear	Arrives with crew first aid kit, personal first aid kit, headlamp, 1-qt canteen, web gear, sleeping bag.	Same as Type 1	Same as Type 1	Same as Type 1

Crew Type	Type 1 IHC	Type 2 IA	Type 2	Fire Suppression Module
PPE	All standard designated fireline PPE	Same as Type 1	Same as Type 1	Same as Type 1
Certification	Must be annually certified by the local host unit Agency Administrator or designee prior to being made available for assignment	N/A	N/A	N/A

- 1 **BLM Interagency Hotshot Crews (IHCs)**
- 2 BLM IHCs will meet all requirements found in the *Standards for Interagency*
- 3 *Hotshot Crew Operations (SIHCO)* and the *Interagency Standards for Fire and*
- 4 *Fire Aviation Operations* while providing a safe, professional, mobile, and
- 5 highly skilled hand crew for all phases of fire management and incident
- 6 operations.

7 **BLM IHC Locations**

State	Crew	Location
AK	Chena	Fairbanks
	Midnight Sun	
### AZ	Aravaipa Veteran	Sierra Vista
CA	Diamond Mountain	Susanville
	Kern Valley	Bakersfield
CO	Craig	Craig
ID	Snake River	Pocatello
MS	Jackson	Jackson
NV	Silver State	Carson City
	Ruby Mountain	Elko
OR	Vale	Vale
	Lakeview Veteran	Klamath Falls
UT	Bonneville	Salt Lake City

- 8 **BLM IHC Annual Crew Mobilization**
- 9 Prior to becoming available for mobilization, each BLM IHC will complete the
- 10 BLM Hotshot Crew Preparedness Review Checklist (#18) and the Annual IHC

1 Mobilization Checklist (SIHCO, Appendix C). The IHC Superintendent,
2 supervising fire management officer, and supervising agency administrator will
3 complete both checklists. Completed and signed checklists will be sent to the
4 State Fire Management Officer for concurrence. Upon concurrence, the State
5 Fire Management Officer will notify the appropriate Geographic Area
6 Coordination Center and the Branch Chief, Preparedness and Suppression
7 Standards (FA-320) of crew status, and provide copies of the BLM Hotshot
8 Crew Preparedness Review Checklist (#18) and the Annual IHC Mobilization
9 Checklist (SIHCO, Appendix C) to each.

10 **Establishing or Converting BLM IHC**

11 BLM state directors must request approval from the AD FA prior to beginning
12 the process to establish a new BLM IHC or to convert a current Type 2 or Type
13 2 IA crew to an IHC. Upon approval from AD FA, BLM states will follow the
14 Crew Certification Process as outlined in the SIHCO, Chapter 5. The IHC
15 certification process will be coordinated with FA-300.

16 **BLM IHC Decertification and Recertification**

17 Changes to crew qualifications and capabilities should be closely examined by
18 the superintendent to ensure that all requirements contained in the SIHCO are
19 met. Any BLM IHC that is unable to meet the minimum requirements will be
20 placed in Type 2 IA status until the requirements can be met. Exceptions to the
21 requirements must be requested by the State Fire Management Officer (for IHCs
22 based in the Eastern and Southern Geographic Areas, the request must be made
23 by the State Director, Eastern States), and may be granted on a case-by-case
24 basis by the Chief, Division of Fire Operations (FA-300).

25 Short-term inability to meet the requirements may not necessarily require
26 recertification, but will require completion of the Annual IHC Mobilization
27 Checklist (SIHCO, Appendix C) and concurrence from the Branch Chief,
28 Preparedness and Suppression Standards before regaining IHC status. Longer-
29 term or more significant failures to meet the requirements may require the full
30 recertification process as stated in the SIHCO, with oversight from the Division
31 of Fire Operations.

32 **BLM IHC Size**

33 Standard crew size is 20-22 with a maximum of 25. For national mobilization,
34 BLM IHCs will have a minimum of 18 personnel. BLM IHC superintendents
35 will obtain prior approval from the respective GACC when the assignment
36 requires fixed wing transport of an IHC with more than 20 personnel.

37 **BLM IHC Status Reporting System**

38 BLM IHCs will utilize the National IHC Status Reporting System to report
39 availability, assignment status, and unavailability periods. Refer to Chapter 13
40 for instructions on how to report.

1 **BLM IHC Training and Qualification Requirements**

Position	NWCG Qualification	Fire Training
Firefighter	FFT2	IS-700 <i>NIMS: An Introduction ### to NIMS</i> ICS-100 <i>Introduction to ICS</i> S-130 <i>Firefighter Training</i> S-190 <i>Introduction to Wildland Fire Behavior</i> L-180 <i>Human Factors in the Wildland Fire Service</i>
Senior Firefighter	FFT1	All the above plus: S-211 <i>Portable Pumps and Water Use</i> S-212 <i>Wildland Fire Chain Saws</i> S-131 <i>Firefighter Type 1</i> S-270 <i>Basic Air Operations</i>
Squad Leader	ICT5 CRWB	All the above plus: IS-800 <i>NRF: An Introduction</i> ICS-200 <i>Basic ICS</i> S-215 <i>Fire Operations in the WUI</i> S-230 <i>Crew Boss (Single Resource)</i> ### S-234 Ignition S-219 <i>Firing Operations</i> S-260 <i>Interagency Incident Business Management</i> S-290 <i>Intermediate Wildland Fire Behavior</i> L-280 <i>Followership to Leadership</i>
Assistant Superintendent or Captain	STCR or TFLD CRWB ICT4	All the above plus: ICS-300 <i>Intermediate ICS</i> S-200 <i>Initial Attack IC</i> S-330 <i>Task Force/Strike Team Leader</i> S-390 <i>Introduction to Wildland Fire Behavior Calculations</i> L-380 <i>Fireline Leadership</i> M-410 <i>Facilitative Instructor or equivalent</i>
Superintendent	TFLD ICT4 FIRB	All the above

2 **### BLM Veteran Crews**

3 BLM veteran crews are comprised primarily of veterans from the United States
4 Armed Forces. Each veteran crew trains and works as a single unit, and
5 mobilizes fully equipped with transportation. The diverse make-up of veteran
6 crewmembers provides a high level of professionalism, leadership, and skills
7 that are transferable to the wildland fire environment.

1 **BLM Veteran Crew Types and Locations**

State	Crew	Type	Location
AZ	Aravaipa Veteran	IHC	Sierra Vista
CA	Folsom Lake	Type 2 IA	Placerville
MT	Billings	Type 2 IA	Billings
NV	Vegas Valley	Type 2 IA	Las Vegas
OR	Lakeview Veteran	IHC	Klamath Falls
	Medford	Type 2 IA	Medford
WA	Spokane	Fire Suppression Module	Spokane
WY	Devil's Canyon	Type 2 IA	Worland

2 **BLM Fire Suppression Modules**

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

8 **BLM Fire Suppression Module Mobilization**

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

11 **BLM Wildland Fire Modules**

12 Refer to Chapter 13.

13 **BLM Engines**

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

19 **BLM Engine Ordering**

- 20 • BLM engines will status themselves with their local dispatch center in
21 accordance with local policy and procedure.
- 22 • Availability of BLM engines for off unit assignments rests with local unit
23 fire management.
- 24 • BLM units needing engines from another state for support will contact their
25 state operations lead with a request.
- 26 • The state operations lead will contact the FA Division of Operations or
27 other BLM state office operations leads with the request.

28 **BLM Engine Typing**

Release Date: January 2020

- 1 BLM engines are typed according to interagency standards as established by
- 2 NWCG. See Chapter 14 for engine typing standards.

3 **BLM Engine Minimum Staffing Requirements**

4 **### All BLM engines will meet these staffing standards on every fire response:**

- 5 • BLM engines operating with five or more personnel will always have a
- 6 fully qualified ENOP (other than the Engine Boss). The Engine Boss must
- 7 be qualified as ICT4;
- 8 • BLM engines operating with four personnel will always have an FFT1
- 9 (other than the Engine Boss). The Engine Boss must be qualified as ICT5;
- 10 • BLM Engines operating with three or fewer personnel must have an Engine
- 11 Boss qualified as ICT5 or higher; and
- 12 • Chase vehicles are considered part of the engine staffing.

13 BLM utilizes the term “Engine Captain” to describe an individual whose

14 position description reflects primary responsibility as a supervisory wildland

15 firefighter of a wildland fire engine in a BLM fire management organization.

16 “Engine Captain” is not a fireline qualification.

BLM WCF Vehicle Class	NWCG Type Class	Engine Boss	Engine Operator	Engine Crewmember Firefighter Type 2 (FFT2)
650 Hummer	6	1		1
662 Light	6	1		1
663 Light	6	1		1
664 Enhanced Light	6	1		1
665 Interface	3	1		2
667 Heavy Engine	3,4	1		2
668 Super-heavy Engine ¹	3,4	1	### 1	1 2
668 Super-heavy Tactical Tender ¹	2 (Tender)	1		1
669 Tactical Water Tender	1, 2 (Tender)		1	1
669 Non-Tactical Water Tender ²	1, 2, 3 (Tender)	See footnote 2 below	See footnote 2 below	See footnote 2 below

^{####} All WCF class 668 super-heavy engines will be minimally staffed as Type 3 or 4 engines with an Engine Boss, ### Engine Operator, and Engine Crewmember and two FFT2s. All WCF class 668 super-heavy tactical water tenders (2 seats, Tatra chassis, volume pump rated at 250 GPM and 150 PSI or better) will be minimally staffed with an Engine Boss and an Engine Crewmember.

²A WCF class 669 non-tactical water tender may be staffed with a crew of one driver/operator when it is used in a support role as a fire engine refill unit or for dust abatement. These operators will pass the moderate Work Capacity Test (WCT), take BL-300/RT-301 and annual refresher training, and possess a CDL with tank endorsement and air brake endorsement (if applicable).

1 All BLM engines will meet these minimum staffing requirements on every
2 incident response:

- 3 • Minimum staffing for Type 6 engines is two personnel: one Single
4 Resource Boss- Engine (ENGB) and one Firefighter Type 2 (FFT2).
- 5 • Minimum staffing for Type 3, 4, and 5 engines is three personnel: one
6 ENGB and two FFT2.

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

13 BLM Engine Training and Qualification Requirements

14 BLM has established additional training and qualification requirements for
15 Engine Operator (ENOP) and Engine Boss (ENGB). These additional
16 requirements are as follows:

Fireline Position	Required Qualifications and Training
### Engine Crewmember Firefighter Type 2	IS-700 ### NIMS: An Introduction <i>An Introduction to the NIMS</i> ICS-100 <i>Introduction to the ICS</i> L-180 <i>Human Factors in the Wildland Fire Service</i> S-130 <i>Firefighter Training</i> S-190 <i>Introduction to Wildland Fire Behavior</i>
Engine Operator ### 1	Qualified as FFT1 ### PMS 419 <i>BLM Engine Operator Course</i> L-280 <i>Followership to Leadership</i> S-131 <i>Firefighter Type 1</i> S-211 <i>Portable Pumps and Water Use</i> S-212 <i>Wildland Fire Chain Saws</i> S-260 <i>Interagency Incident Business Management</i> S-290 <i>Intermediate Wildland Fire Behavior</i> RT-301 <i>BLM Fire Vehicle Driver Refresher - Annually</i>
Engine Boss	Qualified as ENOP and ICT5 ICS-200 <i>Basic ICS ### for Initial Response</i> S-215 <i>Fire Operations in the Wildland/Urban Interface</i> S-230 <i>Crew Boss (Single Resource)</i> S-290 <i>Intermediate Wildland Fire Behavior</i>

17 ### The BLM utilizes the Engine Operator (ENOP) fireline qualification to provide additional
18 expertise in engine maintenance, pump operations, and vehicle operation. ENOP is required prior to
19 qualification as a BLM Engine Boss (ENGB).

20 BLM Engine Driver Requirements

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

1 WCF Class ### 650 and 668 vehicle drivers are required to complete *WCF*
2 *Class ### 650 and 668 Driver and Maintenance Training* (once). *WCF Class*
3 *### 650 and 668 Driver and Maintenance Training* may be conducted at the
4 unit/zone/state level utilizing qualified and experienced ### 650 and 668
5 operators, with prior approval and oversight by the NFEP. The NFEP maintains
6 a list of qualified cadre members to assist as needed. NFEP staff are available as
7 unit instructors; the hosting unit is responsible for course coordination.

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

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

14 BLM engine driver training satisfies the Bureau requirement for 4X4 driver
15 training stated in H-1112-1, Chapter 15.

16 **BLM Smokejumpers**

17 BLM Smokejumpers operate in teams of 2-8 firefighters and are used primarily
18 for wildfire suppression, fuels reduction, and other fire management duties.
19 They are capable of performing self-contained initial attack suppression
20 operations, and commonly provide incident management capability at the Type
21 3 level. BLM Smokejumpers provide personnel to Type 1 and Type 2 incidents
22 as command and general staff or other miscellaneous single resource. The
23 primary locations of the BLM smokejumper bases are Boise, Idaho and
24 Fairbanks, Alaska.

25 **BLM Smokejumper (SMKJ) Operations**

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

31 **BLM Smokejumper Mission**

32 BLM smokejumper aircraft are dispatched with a standard load of 8
33 smokejumpers and equipment to be self-sufficient for 48 hours. A typical
34 smokejumper mission takes 30 minutes over a fire. A spotter (senior
35 smokejumper in charge of smokejumper missions) serves as the mission
36 coordinator on smokejumper missions. This may include coordinating
37 smokejumper operation with on-scene aircraft over a fire until a qualified ATGS
38 arrives.

39 **BLM Smokejumper Coordination and Dispatch**

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

8 **BLM Ram-Air Parachute System Management**

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

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

44 **BLM Smokejumper Aircraft**

Release Date: January 2020

1 BLM Smokejumpers use aircraft approved by the Interagency Smokejumper
 2 Aircraft Screening and Evaluation Subcommittee (SASES). All aviation
 3 operations will be performed according to agency policies and procedures. BLM
 4 Smokejumper-specific aviation standards are identified in the *BLM*
 5 *Smokejumper Air Operations Manual*.

6 **BLM Smokejumper Training**

7 To ensure proficiency and safety, smokejumpers complete annual training in
 8 aviation, parachuting, fire suppression, administration, and safety. Experienced
 9 jumpers receive annual refresher training in these areas. First-year
 10 smokejumpers undergo a rigorous 4-5 weeks long smokejumper training
 11 program.

12 Candidates are evaluated to determine:

- 13 • Level of physical fitness
- 14 • Ability to learn and perform smokejumper skills
- 15 • Ability to work as a team member
- 16 • Attitude
- 17 • Ability to think clearly and remain productive in a stressful environment

18 **BLM Smokejumper Training and Qualification Targets**

Position	IQCS Target	Smokejumper Training Target
Department Managers	T1 and T2 C&G	
Spotter	ICT3, DIVS, ATGS RXB2, SOFR	
Senior Smokejumper	STLD, TFLD	Senior Rigger, FOBS
Smokejumper	ICT4, CRWB, FIRB	FEMO
Rookie Smokejumper	ICT5	

19 **BLM Smokejumper Jump Proficiency Guideline**

20 To ensure proficiency and safety, it is the goal of BLM smokejumpers to
 21 perform a training or operational jump every 14 days. A longer duration time
 22 period between jumps can occur due to fire assignments or other duties.
 23 Guidelines for managing gaps between jumps beyond 14 days are included in
 24 the BLM Ram-Air Training Manual. Funding for currency and/or training jumps
 25 are included in the home unit's normal preparedness budgets. Units hosting
 26 contingents or spike bases will not be charged for any proficiency jump or
 27 related activities.

28 **BLM Smokejumper Physical Fitness Standards**

29 The BLM smokejumper physical fitness standards are mandatory. All BLM
 30 smokejumpers must pass the BLM smokejumper physical fitness standards in
 31 order to ~~### participate in smokejumper parachute training~~ perform training or
 32 operational jumps.

BLM Smokejumper Physical Fitness Standards
(Two options)*: A. 1.5-mile run in 10:47 minutes or less, or B. 3-mile backpacking with a 110-pound load within 65 minutes.
30 push-ups
6 pull-ups
Arduous Work Capacity Test

* Both options of this element are tested during smokejumper rookie training.

1 **Retesting**

2 Retesting criteria include:

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

13 **BLM Exclusive Use Helitack Crews**

14 The BLM contracts for the exclusive use of vendor supplied and supported
15 helicopters. These aviation resources are Type 2 (medium) or Type 3 (light)
16 helicopters and are located at BLM Districts throughout the western United
17 States. Helitack Crews are assigned to manage each contracted helicopter and
18 perform suppression and support operations to accomplish fire and resource
19 management objectives.

20 Each contract specifies a Mandatory Availability Period (MAP) that the aircraft
21 will be assigned for the exclusive use of the BLM. The National Aviation Office
22 provides the funding to pay for the aircraft's availability costs.

23 The BLM host unit is responsible for providing a Helitack Crew that meets the
24 minimum experience and qualification requirements specified in the Exclusive
25 Use Fire Helicopter Position Prerequisites table in Chapter 16. Each functional
26 or supervisory level must have met the experience and qualification
27 requirements of the next lower functional level. The minimum daily staffing
28 level (7 day staffing) must meet the level indicated in the [Interagency
29 Helicopter Operations Guide \(IHOG\) NWCG Standards for Helicopter
30 Operations](#), chapter 2 (BLM helicopters operated in Alaska need only be staffed
31 with a qualified Helicopter Manager).

- 1 The host unit is also responsible for providing administrative support, and ###
 2 *Interagency Helicopter Operations Guide (IHOG) NWCG Standards for*
 3 *Helicopter Operations* specified equipment, vehicles, and facilities for their
 4 Helitack Crews and any other associated specialized equipment.

5 **BLM Exclusive Use Helicopter Locations**

State	Location	NWCG Type
AK	Fairbanks	2 (4 ea.), 3 (3 ea.)
AZ	Wickenburg	3
CA	Apple Valley	2
	Ravendale	3
CO	Rifle	3
ID	Boise	1
	Twin Falls	2
MT	Lewistown	3
	Miles City	3
NV	Elko	3
	Ely	3
	Las Vegas	3
OR	Burns	2
	Lakeview	2
	Vale	3
UT	Moab	3
	Salt Lake City	3
	St. George	3
WY	Rawlins	3

6 **Target (Desired) Exclusive Use Helitack Crew Qualifications and**
 7 **Composition**

- 8 The following chart indicates **target** IQCS qualifications for BLM exclusive use
 9 helitack crews. These targets are NOT required, but provide direction for
 10 increased program capabilities. This chart does not replace the minimum
 11 requirements specified in Chapter 16.

Role	Target IQCS Qualifications	Target Training
Fire Helicopter Crew Supervisor	ICT3 or DIVS, HEBM, PLDO, HLCO, ASGS	S-300 or S-339, S-378, L-381, S-375
Assistant Fire Helicopter Crew Supervisor	TFLD, HEBM, PLDO	S-215, S-330, S-390, S-371, L-380

Role	Target IQCS Qualifications	Target Training
Fire Helicopter Squad Boss	ICT4, HMGB	S-200, S-230, S-290, M-410, S-230
Helicopter Senior Crew Member	ICT5, HMGB(T)	S-372, L-280
Helicopter Crew Member	FFT1, HECM	S-131

1 ### Type 1 Helitack Program

2 The BLM type 1 helitack program is a pilot project. In order to thoroughly
 3 evaluate the effectiveness of this initial attack program, prioritization and
 4 prepositioning of the BLM type 1 helitack program must occur nationally
 5 through a coordinated effort.

6
 7 The BLM type 1 helitack program's primary mission is initial attack. This
 8 aircraft comes with a compliment of crewmembers and flight mission
 9 capabilities that are unique to this category of aircraft. While most effective at
 10 providing rapid initial response, the crew is equipped to respond to extended
 11 attack incidents and critical need missions on large fires.

12 13 Mobilization

- 14 • As with any initial attack resource, Boise Helitack and the Black Hawk are
 15 most effective when prepositioned in areas with predicted or current
 16 elevated fire danger.
- 17 • BLM States may request to preposition Boise Helitack and the Black Hawk,
 18 either directly to the BLM State Duty Officer hosting the crew, or through
 19 the National Duty Officer (208-387-5876). Contact the National Duty
 20 Officer for preposition funding options.
- 21 • Order as Type 1 EU – Limited
- 22 • Daily staffing of 16 to 20 Helitack personnel and 5 vendor personnel
 23 accompany the aircraft.
- 24 • Ground support vehicles include helitack buggies, command vehicles, large
 25 fuel tender, and mechanic truck with trailer.
- 26 • Initial Attack aircraft requests should be ordered on a Resource Order via
 27 ROSS and/or Aircraft Dispatch Form. Generating and awaiting a Resource
 28 Order should not be allowed to affect the response time for an initial attack
 29 mobilization within the host Geographic Area or with neighborhood
 30 agreements across Geographic Area boundaries through established
 31 dispatch ordering channels. Resource orders through ROSS can be provided
 32 after mobilization has occurred for initial attack.
- 33 • The BLM State Duty Officer for the state hosting Boise Helitack is
 34 responsible for:
 - 35 ○ Prioritizing use of Boise Helitack to meet BLM and interagency initial
 36 attack priorities;

- 1 ○ Communicating status/location of Boise Helitack by maintaining the
- 2 Asset Intelligence System (AIS) utilized by the BLM Fire Operations
- 3 Group (FOG);
- 4 ○ Communicating status/location of Boise Helitack with the Helitack
- 5 Crew Supervisor, District Duty Officers, surrounding BLM State Duty
- 6 Officers, and the pertinent Geographic Area Coordination Center
- 7 (GACC); and
- 8 ○ Approving requests to utilize the aircraft and crew beyond initial attack
- 9 and communicating approval to the GACC.
- 10 • The aircraft and crew may be reallocated to areas of greatest need by the
- 11 BLM Division Chief, Aviation, in coordination with the National Duty
- 12 Officer.
- 13 • All initial attack resource orders for the BLM type 1 helitack program
- 14 should be honored regardless of dispatch or jurisdictional boundaries.

15 **Management Actions for Noncompliant Remote Automatic Weather**

16 **Stations (RAWS)**

17 Fire managers must be cognizant that all RAWS will not be 100% compliant
 18 with standards established in the ~~### Interagency Wildland Fire Weather Station~~
 19 ~~Standards and Guidelines (NWCG PMS 426-3) NWCG Standards for Fire~~
 20 ~~Weather Stations (PMS 426-3)~~ at all times. Furthermore, even when RAWS are
 21 fully compliant and operational, RAWS data should be used only in conjunction
 22 with other predictive services and fireline data sources in fire management
 23 decision making, particularly at the tactical level.

24 Fire managers must monitor RAWS status and recognize when a station is
 25 noncompliant. Noncompliant stations are broadly categorized as follows:

- 26 • *Inoperative station.* This station is noncompliant but poses no danger of
- 27 providing inaccurate weather data because it is not transmitting data.
- 28 • *Operating station that has exceeded the required maintenance cycle.* These
- 29 stations are identified in the weekly “Wildland Fire Management
- 30 Information (WFMI) weather Noncompliance Report,” which is widely
- 31 distributed by email and available at ~~###~~
- 32 ~~https://raws.fam.nwcc.gov/nfdrs.html~~ [https://raws.nifc.gov/standards-](https://raws.nifc.gov/standards-guidelines)
- 33 [guidelines](https://raws.nifc.gov/standards-guidelines). Although transmitted data may be accurate, noncompliance
- 34 means the data should not be trusted.
- 35 • *Operating station that transmits data outside of ### NWCG PMS 426-3*
- 36 *standards due to faulty sensors or components.* These stations are most
- 37 easily identified by local users who are familiar with environmental trends
- 38 and conditions and can recognize data that seems abnormal or clearly
- 39 unrepresentative of current conditions. This usually indicates faulty sensors
- 40 or components.

41 When noncompliant RAWS are identified or suspected, fire managers should
 42 implement the following hazard mitigation actions to expedite RAWS repair and
 43 to reduce risk to fire personnel:

- 1 • Contact the RAWS Help Desk (208-387-5475 or rawshelp@blm.gov).
 - 2 Identify the station and discuss troubleshooting steps or schedule the
 - 3 necessary repairs. If there are trained personnel in the local area, the Help
 - 4 Desk may be able to ship the required parts and coordinate the repairs via
 - 5 phone. If a professional technician needs to make a site visit, provide a local
 - 6 individual to assist, and use this opportunity to provide training for local
 - 7 personnel.
 - 8 • Ensure that appropriate personnel and organizations know which stations
 - 9 are out of compliance, and which sensors are affected, if possible. Direct
 - 10 them to alternative weather data sources if possible.
 - 11 • Use nearby compliant RAWS if available.
 - 12 • Based on local knowledge of specific RAWS problems (e.g., which sensor
 - 13 is out of compliance), separate reliable data from unreliable data.
 - 14 • Consider using data from belt weather kit readings, other portable device
 - 15 observations, Predictive Services or National Weather Service offices, or
 - 16 non-fire weather sources such as airports.
- 17 Fire managers should ensure that locally held portable RAWS are compliant
- 18 prior to use; noncompliant portable RAWS will not be activated for data
- 19 processing via WFMI-weather.

20 **Sagebrush Rangeland and Sage-Grouse Conservation Related to Wildland**

21 **Fire**

22 Firefighter and public safety has been, and continues to be, the BLM's highest

23 fire management priority. Protecting, conserving, and restoring the sagebrush

24 rangelands and sage-grouse habitat are among BLM fire management's highest

25 natural resource objectives.

26 The BLM's management responsibilities include taking actions on public lands

27 to control and manage wildfire and invasive plants in order to protect, conserve,

28 and restore the sagebrush rangelands and sage-grouse habitat. The BLM's goal

29 is to limit acres burned and damaged within and adjacent to sage-grouse habitat.

30 The BLM will meet this goal through the certain management actions, including

31 fuels management, fire operations and post fire recovery. The following

32 provides guidance to convey leader's intent while recognizing that not all of

33 these actions and activities apply to all affected offices and successful

34 implementation may look different throughout the BLM.

35 Prior to, during, and following wildfires, BLM field offices will:

- 36 • Protect, conserve, and restore sagebrush rangelands and sage-grouse habitat.
- 37 • Strive to maintain and enhance resilience of the sagebrush rangelands,
- 38 including through fuels and vegetation treatments.
- 39 • Foster existing relationships with partners and develop new cooperative
- 40 relationships that will help bolster BLM capacity to protect sagebrush
- 41 rangelands and sage-grouse habitat.

- 1 With regard to fire operations in sagebrush rangelands and sage-grouse habitat,
2 BLM field offices will:
- 3 • Prioritize firefighter and public safety including following our “Standard
4 Firefighting Orders,” mitigate any “Watch-Out Situations,” and apply the
5 principles of Lookouts, Communications, Escape Routes, and Safety Zones
6 on all fire assignments.
 - 7 • Maintain a strong and proactive preparedness capability when conditions
8 indicate potential for multiple ignitions and large fire growth.
 - 9 • Maintain situational awareness during suppression resource drawdown
10 levels under multiple ignition and large fire growth conditions.
 - 11 • Boost suppression capability in critical sage grouse habitat when severe fire
12 weather conditions are predicted.
 - 13 • Generate interest in local residents and public land users becoming a trained
14 and equipped fire response force to work in concert with existing partners.
 - 15 • Expand the use of Rangeland Fire Protection Association (RFPA) or Rural
16 Fire Department (RFD) suppression resources.
 - 17 • Continue and expand efforts to train and use local, non-federal agency
18 individuals as liaisons in wildland fire detection and suppression operations.

19 The Fire and Aviation Directorate may continue to review wildfires occurring in
20 sagebrush rangelands and sage-grouse habitat as part of the Significant Wildland
21 Fire Review process. A Significant Wildland Fire Review may be conducted, in
22 part, when there are significant political, social, natural resource, complexity,
23 size, or policy concerns; significant and complicated cost-share or multi-
24 jurisdictional issues; or the affected line officer requests a review.

25 When sage-grouse habitat is burned or threatened by wildland fires burning on
26 or originating on Bureau managed lands, reporting requirements and
27 documentation in the Incident Status Summary (ICS-209) regarding the impact
28 to sage-grouse habitat should be in accordance with National Multi-Agency
29 Coordinating Group (NMAC) Correspondence #2015-7 dated June 23, 2015 and
30 the Office of Wildland Fire (OWF) Policy Memorandum #2015-007. For
31 additional guidance on sage-grouse inputs to the ICS-209, see the *National*
32 *Interagency Mobilization Guide*.

33 Current habitat designations geospatial data layers provided to the WFDSS
34 system and for calculating acres burned are available at
35 <https://www.nifc.gov/fireandsagegrouse/mapsData.html>.

36 **BLM Use of the Wildland Fire Decision Support System (WFDSS)**

37 BLM follows interagency policy regarding use of WFDSS. Standards for when
38 WFDSS will be used are found in Chapter 11.

1 **BLM Global Positioning System (GPS) Datum and Coordinate Format**
2 **Standard**

3 To ensure safe and efficient suppression operations, all BLM fire resources will
4 use a standard GPS datum and latitude/longitude (coordinate) format when
5 communicating GPS references. The standard datum is WGS84, and the
6 standard coordinate format is Degrees Decimal Minutes (DDM). For other
7 activities (e.g., mapping, ### fire reporting, planning) agency standards will
8 apply.

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1 **Chapter 3**
2 **National Park Service Program Organization and**
3 **Responsibilities**

4 **Introduction**

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

11 **Employee Conduct**

12 All employees, cooperators, contractors, and volunteers who participate in
13 wildland fire activities have the duty to treat each other with respect and to
14 maintain a work environment free of harassment and misconduct. This includes
15 conduct broader than the legal definitions of harassment and sexual harassment.
16 Harassment becomes illegal when enduring the offensive conduct becomes a
17 condition of continued employment or the conduct is sufficiently severe or
18 pervasive as to create a work environment that a reasonable person would
19 consider intimidating, hostile, or abusive. Employees are subject to disciplinary
20 action, up to and including removal, for engaging in harassing conduct while in
21 the workplace or in any work-related situation, including while on official
22 travel. Off-duty misconduct may subject the employee to potential discipline if
23 the misconduct is likely to have an adverse effect on the NPS (e.g., harassing a
24 co-worker, visitor, contractor, or volunteer during off-duty hours). More
25 extensive information, including how to report misconduct or harassment, is
26 found in Director's Order 16E.

27 *### Office of Wildland Fire (OWF) Policy Memorandum 2018-011,*
28 *Implementing Procedures for the Department of the Interior (DOI) Personnel*
29 *Bulletin 18-01: Prevention and Elimination of Harassing Conduct for DOI*
30 *employees deployed to fire (or other emergency) incidents provides clarification*
31 *for implementing the DOI Personnel Bulletin 18-01, Prevention and Elimination*
32 *of Harassing Conduct policy while employees are deployed on incidents.*

- 33 • OWF Policy Memorandum 2018-011 can be found at
34 <https://www.doi.gov/sites/doi.gov/files/elips/documents/personnel-bulletin-18-01-implementing-procedures-for-employees-deployed-to-fire-or-other-emergency-incidents-approval.pdf>.
- 37 • DOI Personnel Bulletin 18-01 can be found at
38 <https://www.doi.gov/employees/anti-harassment/personnel-bulletin-18-01>.

39 **Agency Administrator Roles**

40 **Director**

Release Date: January 2020

1 The Director of the National Park Service is responsible to the Secretary of the
 2 Interior for fire management programs on public lands administered by the
 3 National Park Service. The Division of Fire and Fire Aviation Management is
 4 responsible to the Director for policy formulation and program oversight.

5 The Chief, Division of Fire and Aviation Management will meet the required
 6 elements outlined in the *Management Performance Requirements for Fire*
 7 *Operations*.

8 **Regional Director**

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

11 The Regional Director will meet the required elements outlined in the
 12 *Management Performance Requirements for Fire Operations* and ensure
 13 training is completed to support delegations to line managers and principal
 14 actings.

15 **Park Superintendent**

16 The Park Superintendent is responsible to the Regional Director for the safe and
 17 efficient implementation of fire management activities within their unit,
 18 including cooperative activities with other agencies or landowners in accordance
 19 with delegations of authorities. The Park Superintendent or principal acting will
 20 meet the required elements outlined in the *Management Performance*
 21 *Requirements for Fire Operations*.

22 **Agency Administrator Management Performance Requirements for Fire** 23 **Operations**

PERFORMANCE REQUIRED	NPS Director	Regional Director	Park Supt
1. Take necessary and prudent actions to ensure firefighter and public safety.	X	X	X
2. Ensures sufficient qualified fire and non-fire personnel are available each year to support fire operations at a level commensurate with the local and national fire situation. Ensures that all training and certification of fire and non-fire personnel is completed as required to support fire operations at the local and national level.	X	X	X
3. Ensure Fire Management Officers (FMOs) are fully qualified as identified in the <i>Interagency Fire Program Management Qualification Standards</i> .	X	X	X

PERFORMANCE REQUIRED	NPS Director	Regional Director	Park Supt
<p>4. Provide a written Delegation of Authority on an annual basis to individual(s) responsible for wildland fire management activities to ensure an adequate level of operational authority. Depending on park organizational structure, written delegations may be provided to the Chief Ranger, Natural Resource Specialist, FMO, designated Fire Coordinator, Park Group FMO, or to individuals from neighboring fire management organizations, provided a written agreement or memorandum of understanding is in-place. Where applicable, an Inter-park Agreement that specifies the reciprocal responsibilities of the Superintendent and Park Group FMO assigned Duty Officer, will be prepared. This Inter-park Agreement will be accompanied by an annual Delegation of Authority. Both the Delegation of Authority and Inter-Park Agreement will remain valid until rescinded by either party, updates are needed, or personnel changes necessitate a revision and update. As appropriate, the Delegation of Authority will specify multi-agency coordination (MAC) group authorities.</p>	<p>X</p>	<p>X</p>	<p>X</p>

PERFORMANCE REQUIRED	NPS Director	Regional Director	Park Supt
<p>5. Fire Management Plans do not expire. They are considered valid until superseded by a new or revised Superintendent approved plan. Ensure applicable park unit resource management objectives are included in the Fire Management Plan (FMP). The comprehensive 7-year review of the FMP is no longer required. Annual updates are required. Then newly established FMP Update Checklist must be completed, signed by the Superintendent and uploaded in the Integrated Resource Management Application (IRMA) under the established park unit name. The new checklist can be found at https://irma.nps.gov/DataStore/Collection/Profile/3868. Ensure the FMP annual update is completed in advance of the fire season. The regions will determine specific deadlines. If the annual review is not completed by your regional deadline, an interdisciplinary team may need to be assembled to determine if the FMP is still adequate to support the park unit fire management program.</p>			X
<p>6. Reviews and approves wildfire preparedness and fuels management funding based on an accurate and defensible readiness analysis. Ensure use of fire funds is in compliance with Department and Agency policies.</p>	X	X	X
<p>7. Develop fire management standards and constraints that are in compliance with agency fire policies.</p>		X	X
<p>8. Ensure compliance with the collection, storing, and aggregation of Wildland Fire Program Core geospatial data (http://share.nps.gov/firegis).</p>			X

PERFORMANCE REQUIRED	NPS Director	Regional Director	Park Supt
9. Management teams will meet once a year to review fire and aviation policies, roles, responsibilities, and delegations of authority. Specifically address oversight and management controls, critical safety issues and high-risk situations such as team transfers of command, periods of multiple fire activity and Red Flag Warnings.	X	X	X
10. Review safety policies, procedures, and concerns with field fire and fire aviation personnel. Discussions should include issues that could compromise safety and effectiveness during the upcoming season.			X
11. Ensure timely follow-up actions to program reviews, fire preparedness reviews, fire and fire aviation safety reviews, fire critiques and post-season reviews.	X	X	X
12. Ensure fire and fire aviation preparedness reviews are conducted in all units each year. Parks must complete checklists applicable to their specific program scope and complexity and include appropriate program elements, such as prescribed fire. A summary of the preparedness review findings including standards exceeded or needing improvement will be submitted to the Regional FMO before the fire season.		X	X
13. Ensure an approved burn plan is followed for each prescribed fire project; technical review, <i>Prescribed Fire Go/No-Go Checklist</i> ### (PMS 486) (PMS 484-1, Element 2B), and <i>Agency Administrator Ignition Authorization</i> (PMS 484-1, Element 2A) are completed; follow-up monitoring and documentation to ensure management objectives are met.		X	X
14. Ensure Air Quality Exceedance Reviews are completed in cooperation with NPS Air Resource Division.	X	X	X

PERFORMANCE REQUIRED	NPS Director	Regional Director	Park Supt
15. Meet annually with major cooperators and review interagency agreements to ensure their continued effectiveness and efficiency (may be delegated).		X	X
16. Ensure post fire reviews are conducted on all fires that escape initial attack or are managed as long term incidents. Participate in all reviews that require management by any type of Incident Management Team (Regional Director may delegate).		X	X
17. Provide management oversight by personally visiting wildland and prescribed fires each year.			X
18. Provide incident management objectives, written delegations of authority and Agency Administrator briefings to Incident Management Teams. See Chapter 11, Agency Administrator Responsibilities.			X
19. Monitor wildfire potential and provide oversight during periods of critical fire activity/situations.	X	X	X
20. Ensures that resource advisors are identified, trained, available, and appropriately assigned to wildland fire incidents. Refer to <i>### Resource Advisor's Guide for Wildland Fire, PMS 313, NFES 1831, Aug 2017. Resource Advisor Guide (PMS 313), Aug. 2017.</i>			X
21. Convene and participate in annual pre- and post-season fire meetings.	X	X	X
22. Ensure Park superintendents who have potential wildland fire response in their park, their designated acting superintendents, and supervisors of fire management officers (FMOs) attain and maintain the Agency Administrator (AADM) qualification in the Incident Qualifications and Certification System (IQCS). The qualification must be attained within two years of appointment to the positions listed above.		X	X

PERFORMANCE REQUIRED	NPS Director	Regional Director	Park Supt
23. Ensure appropriate investigations are conducted for accidents (as defined in Chapter 18), entrapments, shelter deployments, and related events.	X	X	X
24. For all unplanned human-caused fires where liability can be determined, ensure actions are initiated to recover cost of suppression activities, land rehabilitation, and damages to the resource and improvements.		X	X
25. For all fires identified as requiring a WFDSS decision in Chapter 11, ensure local unit staff specialists are involved in the development and that all decisions are consistent with the objectives and requirements contained in the Park's Fire Management Plan.			X
26. Ensure there is adequate direction in fire management plans to identify fire danger awareness with escalating fire potential.			X
27. NPS Superintendents or other designated approving officials will maintain WFDSS user profiles (as appropriate), allowing them to approve wildfire decisions in WFDSS.			X
28. Ensure compliance with Departmental and agency policy, as well as Regional Office direction for prescribed fire activities and ensure that periodic reviews and inspections of the prescribed fire program are completed.	X	X	X
29. Review prescribed fire plans and recommend or approve the plans depending upon the delegated authority. Ensure that the prescribed fire plan has been reviewed and recommended by a qualified technical reviewer who was not involved in the plan preparation.			X

PERFORMANCE REQUIRED	NPS Director	Regional Director	Park Supt
30. At National Preparedness Level 4 and 5, approve the initiation or continuation of prescribed fire applications based on an assessment of risk, impacts of the proposed actions on area resources and activities and include feedback from the Geographic Area Multi-Agency Coordinating Group.		X	
31. Serves as the Management Official (MO) within the DOI Wildland Firefighter Medical Standards Program.		X	X

1 Fire Management Staff Roles

2 National Office

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

9 Regional Office

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

17 Park

18 The Fire Management Officer (FMO) is responsible and accountable for
19 providing leadership for fire and fire aviation management programs at the local
20 level. The FMO determines program requirements to implement land use
21 decisions through the Fire Management Plan (FMP) to meet land management
22 objectives. The FMO negotiates interagency agreements
23 (contracting/agreements officer must review and process agreement) and
24 represents the Agency Administrator on local interagency fire and fire aviation
25 groups.

26 The Superintendent annually shall provide and update the expectations of
27 wildland fire program leaders by means of two instruments. One is a limited
28 Delegation of Authority that encompasses the scope of duties outlined above.
29 The other is an Inter-park Agreement for those cases where a Park Group FMO

- 1 (or designee) handles defined duties on behalf of another NPS unit within the
- 2 defined Park Group.

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

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

PERFORMANCE REQUIRED	FAM CHIEF	RFMO	FMO
9. Organize, train, equip, and direct a qualified work force. Establish "red card" certification/qualification process at the local level. Individual Development Plans (IDP) should be developed for all employees, but special emphasis must be on employees that do not meet standards.	X	X	X
10. Ensure fire and fire aviation policies are understood, followed, and coordinated with other agencies as appropriate.	X	X	X
11. Recognize when complexity levels exceed program capabilities. Increase administrative, managerial, and operational resources to meet the need.	X	X	X
12. Initiate, conduct, and participate in fire management related reviews and investigations, including prescribed fires declared wildfires.	X	X	X
13. Provide for and personally participate in periodic site visits to individual incidents and projects.	X	X	X
14. Utilize the incident complexity analysis to ensure the proper level of management is assigned to all incidents.		X	X
15. Review and evaluate performance of the fire management organization and take appropriate actions.	X	X	X
16. Ensure incoming personnel and crews are briefed prior to fire and fire aviation assignments.		X	X
17. For all fires identified as requiring a WFDSS decision in Chapter 11, ensure local unit staff specialists are involved in the development and that all decisions are consistent with the objectives and requirements contained in the Park's Fire Management Plan.		X	X
18. Monitor fire season severity predictions, fire behavior, and fire activity levels. Take actions to ensure safe, efficient, and effective operations.	X	X	X

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

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

1 Fire Management Leadership Board

2 The Fire Management Leadership Board (FMLB) is established under the
3 authority of the Chief, Division of Fire and Aviation Management. The purpose
4 of FMLB is to provide leadership for the National Park Service (NPS) Wildland
5 Fire Management Program through strategic planning and coordination to
6 implement a safe and effective fire management program within the NPS. The
7 FMLB will:

- 8 • Develop and implement a Wildland Fire Management Strategic Plan and
9 Wildland Fire Policy;

- 1 • Facilitate integrating park, regional and national perspectives in support of
- 2 the Wildland Fire Strategic Plan and Wildland Fire Policy;
- 3 • Develop and recommend strategic direction for long-term NPS Wildland
- 4 Fire Management Program issues, policies, programs and systems,
- 5 including the role of the interagency community, to meet the NPS mission;
- 6 • Develop and recommend budget priorities to the Branch Chief, Wildland
- 7 Fire;
- 8 • Develop budget and financial management guidance and business rules for
- 9 the NPS Wildland Fire Management Program;
- 10 • Communicate with management and leadership regarding wildland fire
- 11 management program issues and needs;
- 12 • Promote/advocate integrating fire programs with other NPS programs; and
- 13 • Address recruitment/retention, succession planning and organizational
- 14 efficiency.

15 **Requirements for Fire Management Positions**

16 All NPS employees assigned dedicated fire management program
17 responsibilities at the park, regional or national level shall meet established
18 interagency and NPS competencies (knowledge, skills, and abilities) and
19 associated qualifications.

20 All NPS employees assigned to wildland fire management incidents will meet
21 the training and qualification standards set by the National Wildfire
22 Coordinating Group.

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

25 All wildland fires will be managed by an individual qualified and certified at the
26 command level appropriate to the complexity level of the incident.

27 The qualification standards identified in the *Interagency Fire Program*
28 *Management Qualifications Standards* will be required, in conjunction with
29 specific agency requirements, when filling vacant fire program positions and as
30 an aid in developing Individual Development Plans (IDPs) for employees.

31 **Training**

32 **Training for Fire Management Officers**

33 The following training is required for fire management officers:

- 34 • Fire Program Management, an Overview (M-581).

35 **NPS Firefighters General Training Requirements**

36 The following training is required for agency permanent, career seasonal and
37 temporary firefighters:

Required Training	Initial Requirement/ Frequency	Completion Tracking Method	Reference
First Aid/ Cardiopulmonary Resuscitation (CPR)	<ul style="list-style-type: none"> • Upon initial employment. • Every 3 years or per certifying authority 	<ul style="list-style-type: none"> • Instructor-led • Unit Safety Manager 	RM-50B, Section 4
HAZMAT - First Responder Awareness Level	<ul style="list-style-type: none"> • Upon initial employment • Annually • Minimum of one hour online course initially and annually 	<ul style="list-style-type: none"> • Instructor-led • Unit Safety Manager • DOI Talent 	https://www.osha.gov/Publications/OSHA-2254.pdf Pg. 27
Annual Fireline Safety Refresher (RT-130)	<ul style="list-style-type: none"> • No minimum hourly requirement • Annually 	<ul style="list-style-type: none"> • IQCS 	RM-18 Ch. 10
Bloodborne Pathogens	<ul style="list-style-type: none"> • Annual for employees at increased risk due to assigned duties (i.e., IHC, helitack, WFM, engine crews) • Locally taught or DOI Talent 	<ul style="list-style-type: none"> • Instructor • DOI Talent 	RM-51 Ch. 5

1 Structural Fire and Hazardous Materials Response

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

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

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

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

1 Delegation of Authority**2 Delegation for Regional Fire Management Officers**

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

- 6 • Serves as the Regional Director's authorized representative on Geographic
7 Area Coordination Groups, including MAC groups.
- 8 • Coordinate and establish priorities on uncommitted fire suppression
9 resources during periods of shortages.
- 10 • Coordinate wildland fire planning, response, and evaluation region-wide.
- 11 • Relocate agency pre-suppression/suppression resources within the region
12 based on fire potential/activity.
- 13 • Correct unsafe fire suppression activities.
- 14 • Direct accelerated, aggressive initial attack when appropriate.
- 15 • Develop and maintain agreements to provide for the management, fiscal and
16 operational functions of combined agency operated facilities.
- 17 • Suspend prescribed fire activities when warranted.
- 18 • Give authorization to hire Emergency Firefighters in accordance with the
19 DOI Pay Plan for Emergency Workers.
- 20 • Approve emergency fire severity funding expenditures not to exceed the
21 Regional annual authority.

22 NPS Duty Officer (DO)

23 All Fire Management Officers are responsible to provide DO coverage during
24 any period of predicted incident activities. DO's responsibilities may be
25 performed by any individual with a signed Delegation of Authority from the
26 local Agency Administrator. The Duty Officer may be in a location remote from
27 the park, but will be familiar with local incident response procedures,
28 agreements and resources. The required duties for all DOs are:

- 29 • Monitor unit incident activities for compliance with NPS safety policies.
- 30 • Coordinate and set priorities for unit suppression actions and resource
31 allocation.
- 32 • Keep Agency Administrators, suppression resources and Information
33 Officers informed of the current and expected situation.
- 34 • Plan for and implement actions required for future needs.
- 35 • Document all decisions and actions.

36 DOs will provide operational oversight of these requirements as well as any
37 specific duties assigned by fire managers through the fire operating plan. DOs
38 will not fill any ICS incident command functions connected to any incident. In
39 the event that the DO is required to accept an incident assignment, the FMO will
40 ensure that another authorized DO is in place prior to the departure of the
41 outgoing DO.

1 **Engine Operating Standards**

2 Current direction on the NPS Fire and Aviation vehicle program is at the NPS
 3 Fire Operations Sharepoint site
 4 [http://famshare.inside.nps.gov/wildlandfire/operations/fleetandfacilities/default.a](http://famshare.inside.nps.gov/wildlandfire/operations/fleetandfacilities/default.aspx)
 5 [spx](http://famshare.inside.nps.gov/wildlandfire/operations/fleetandfacilities/default.aspx).

6 **Vehicle Color and Marking**

7 Vehicles dedicated to wildland fire activities shall be white in color and have a
 8 single four-inch wide red reflective stripe placed according to NFPA 1906
 9 (NFPA 1906 8.8.3, 2006 edition). The word “FIRE” red with white background
 10 color will be clearly visible on all four sides of the vehicle. The NPS Arrowhead
 11 will be placed on the front doors. The size and placement of the Arrowhead will
 12 be as specified in RM-9. An identifier will be placed on the vehicle according to
 13 local zone or GACC directions. Roof numbers will be placed according to local
 14 zone procedures.

15 **Engine Module Standards**

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

Type	Minimum Personnel	ENGB	FFT2 (Minimum Qualification)
3	3	1	2
4	3	1	2
5	2	1	1
6	2	1	1
7	2*	**	1
Tactical Tender	2	1***	1

* At least one of which is FFT1 and ICT5 qualified.

** An ENGB is required for mobilization.

*** If the Water Tender is operated without an ENGB then it may only fill Non-Tactical missions as described in Chapter 14.

- 18 • Engines with four or more personnel assigned will always have a qualified
 19 engine operator (ENOP) in addition to an ENGB.
 20 • Additional personnel may be requested by the ordering unit and/or added by
 21 the filling unit for mobilization.
 22

23 **Lights and Siren Response**

24 Responding to wildland fire incidents normally does not warrant the use of
 25 emergency lights and siren on public roads by calling for or blocking the right-
 26 of-way from other traffic in order to safely and effectively perform the NPS
 27 mission. However, there may be rare and extenuating circumstances when

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

31 **Vehicle Maintenance, Repairs and Replacement**

32 Daily preventative maintenance checks, regular servicing, and prompt repairs,
33 and lifecycle replacement are critical to providing mission readiness,
34 performance, and safe operation.

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

36 It is required to complete and document annual safety inspections, regularly
37 scheduled preventative maintenance and daily (or pre-trip) inspections for all
38 NPS wildland fire vehicles. Annual safety inspections must be documented on
39 Form 1520-35. Regularly scheduled preventative maintenance, unscheduled
40 maintenance and repairs for interior owned (I-plate) vehicles is recorded in
41 FBMS. Daily inspections must be recorded in the FEMPR (Fire Engine
42 Maintenance Procedure and Record).

1 The cost of all vehicle repairs and maintenance is the responsibility of the
 2 individual parks unless the damage is directly attributable to operations on a
 3 wildfire. In that case, with approval from the IC, the damages may be paid for
 4 under the fire's suppression account.

5 Wildland fire vehicles that are not operationally sound or have safety
 6 deficiencies must not be put into service. In addition, vehicles that suffer from
 7 mechanical or safety issues while en route or on assignment must be taken out of
 8 service at the earliest opportunity in which it is safe to do so and must not be put
 9 back into service until corrective action can be completed.

10 **Fixed Ownership Rates (FORs)**

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

15 **Equipment Bulletins and Equipment Alerts**

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

24 Unexpected issues involving wildland fire vehicles which do not fall under other
 25 types of wildland fire reviews and investigations and/or other applicable federal,
 26 state or specific agency requirements must be reported. If an unexpected vehicle
 27 issue warrants an EB or EA it is issued by the National Fire Equipment Program
 28 Manager through the Operations Advisory Team and the Capital Equipment
 29 Committee. Members of these groups must ensure the information reaches all
 30 levels of the organization.

31 **NPS Firefighter Target Physical Fitness Standards**

32 These are voluntary targets. They are not mandatory. These targets are
 33 established to provide NPS firefighters a common standard against which to
 34 gauge their physical fitness level. NPS firefighters are encouraged to meet or
 35 exceed these standards.

Fitness Activity	Age 18-29	Age 30-39	Age 40-49	Age 50 and Up
1.5-mile run	11:58	12:25	13:05	14:43
Sit-ups (1 minute)	40	36	31	26

Fitness Activity	Age 18-29	Age 30-39	Age 40-49	Age 50 and Up
Push-ups (1 minute)	33	27	21	15

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

Altitude in Feet	1.5-mile Run Time Adjustment
0 - 5,000	No adjustment
5,000 - 6,000	Add 30 seconds
6,000 - 7,000	Add 40 seconds
7,000 - 8,000	Add 50 seconds

3 **National Fire Operations Fitness Challenge**

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

14 **Wildland Fire Uniform Standards**

- 15 The Service-wide Uniform Program Guideline (DO-43) sets forth the service-
16 wide policies and associated legal mandates for wearing the NPS uniform and
17 for authorizing allowances to employees.

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

- 24 • Within the context of the uniform standards, if the conventional NPS
25 uniform is identified at the local level as required for specified fire
26 management staff, fire program management funds may be used to support
27 uniform purchases in accordance with allowance limits identified in DO-43.
- 28 • While Nomex outerwear (i.e., shirts, trousers, brush-coats) routinely issued
29 as personal protective equipment has become recognized as the uniform of
30 the wildland firefighter as a matter of necessity, these apparel also have
31 justifiable utility as a uniform standard at the park level for certain fire
32 and/or ONPS base-funded wildland fire staff.

- 1 • When the conventional NPS uniform or the full Nomex outerwear is not
2 appropriate or justified, local management with park superintendent
3 approval may establish a predetermined dress code for fire staff. The goals
4 of the NPS uniform program can appropriately be applied (with common
5 sense) to this departure from the norm.
- 6 • The DOI Boot Policy is referenced in Chapter 7.
- 7 • The fire management officer is responsible for establishing a reasonable
8 allotment schedule for new or returning employees, commensurate with
9 supplies provided in previous seasons. A suggested per person issuance is
10 three to four tee shirts, one ball cap, and one sweatshirt (where appropriate).
11 \$100 would normally be adequate to cover costs of this issuance.

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

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

25 **Fire Management Credentials**

26 The NPS Fire and Aviation Management Credential Program is currently
27 suspended and undergoing a review.

28 **NPS Use of WFDSS**

29 The internet-based WFDSS will be the primary decision support documentation
30 platform for all NPS wildfires. Refer to Chapter 11 of the *Interagency Standards*
31 *for Fire and Fire Aviation Operations* for further guidance.

32 **National Park Service Specific Qualifications and Qualifications Exceptions**

33 Park superintendents who have potential wildland fire response in their park,
34 their designated acting superintendents, and supervisors of fire management
35 officers (FMOs) must attain and maintain the Agency Administrator (AADM)
36 qualification in the Incident Qualifications and Certification System (IQCS).
37 The qualification must be attained within two years of appointment to the
38 positions listed above. Requirements for the AADM qualification may be found
39 in the *Federal Wildland Fire Qualifications Supplement* hosted at ###
40 <https://www.nwcg.gov/publications/310> + <https://iqcsweb.nwcg.gov/>.

1 **Chapter 4**
2 **U.S. Fish and Wildlife Service Program Organization and**
3 **Responsibilities**

4 **Introduction**

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

15 **Agency Administrator Roles**

16 **Director**

17 The Director of the Fish and Wildlife Service has overall responsibility for the
18 Service's Wildland Fire Management Program. The Director will ensure
19 regional fire management activities are formally evaluated.

20 **Chief, National Wildlife Refuge System**

21 The ### Chief of the National Wildlife Refuge System ### (NWRS) under the
22 Chief provides leadership for the Wildland Fire Management Program. The ###
23 National Wildlife Refuge System Chief also formally evaluates all regional fire
24 activities as needed. The Assistant Director of the ### National Wildlife Refuge
25 System NWRS has delegated the authority to approve the Service Fire
26 Management Handbook and other fire related handbooks as needed to provide
27 guidance to the Chief, Branch of Fire Management.

28 **Regional Director**

29 The Regional Director is responsible to the Director for fire management
30 programs and activities within their region. The Regional Director will meet the
31 required elements outlined in the *Management Performance Requirements for*
32 *Fire Operations* and ensure training is completed to support delegations to line
33 managers and principal ### acting's actings. The Regional Director ensures that
34 Refuge Managers/Project Leaders, and or Field Supervisors are qualified to
35 approve prescribed fire plans. ### Any prescribed fire that: 1) is converted to a
36 wildfire; 2) is issued a Notice of Violation for air quality; or 3) damages values
37 off of Service lands, must be reviewed. The appropriate level and scope of the
38 review will be determined by agency policy. The final review results shall be
39 provided to the Regional Director within 45 days of the incident out date.

1 For USFWS declared wildfire reviews, regardless of level; a draft copy of the
2 final report will be submitted to the agency's National Fuels Management
3 Specialist within 45 days of the fire being declared out, prior to signatures. After
4 which, the National Fuels Management Specialist will work with appropriate
5 regional staff to finalize the report for signature. Once finalized, signatures must
6 include, at a minimum: 1) preparer(s), 2) the Zone Fire Management Officer
7 (reviewed by), and 3) appropriate level agency administrator (approved by).
8 Additional signatories may be added as desired.

9 Once signatures are obtained, the National Fuels Management Specialist will
10 submit the final report to the Wildland Fire Lessons Learned Center (LLC) after
11 approved by the Chief, Branch of Fire Management. The Branch of Fire
12 Management will then notify Regional Fire Management Coordinators that it is
13 available to facilitate additional learning.

14 Regional Directors will provide a written Delegation of Authority to the
15 Regional Fire Management Coordinator (RFMC) to represent the region on the
16 Geographic Multi-Agency Coordinating Group (GMAC) and ~~### perform~~ other
17 duties as described in this chapter under the heading "Delegation of Authority."

18 **Regional Chief and Refuge Supervisors**

19 Regional Chiefs and Refuge Supervisors are delegated specific leadership
20 responsibilities by the Regional Director. They provide oversight and direction,
21 in coordination with, the Wildland Fire Management Program for ~~the ###~~
22 ~~National Wildlife Refuge System NWRS~~. These responsibilities occur through
23 established lines of authority as assigned by the Regional Director.

24 **Project Leader/Refuge Manager**

25 The ~~### Project Leader~~ Project Leader/Refuge Manager is responsible for the
26 safe and efficient implementation of fire management activities within their unit,
27 including cooperative activities with other agencies or landowners, in
28 accordance with delegations of authorities. The ~~### Project Leader~~ Project
29 Leader/Refuge Manager, or principal acting, will meet required elements
30 outlined in the *Management Performance Requirements for Fire Operations*
31 table below.

- 32 • If an Agency Administrator is absent during an incident, the Refuge
33 Supervisor and RFMC will make an assessment of the Acting Agency
34 Administrator's capabilities and provide appropriate additional support. ~~###~~
35 ~~The Refuge Supervisor and RFMC will provide additional fire management~~
36 ~~support for the affected refuge as needed.~~

37 **Management Performance Requirements for Fire Operations**

PERFORMANCE REQUIRED	FWS Director	Regional Director	Regional Chief/Refuge Supervisor	Project Leader/Refuge Manager
Policy				
1. Ensure any standards developed are compliant with agency wildland fire policies.			X	X
2. Ensure use of fire funds is in compliance with department and agency policies.			X	X
PERFORMANCE REQUIRED	FWS Director	Regional Director	Regional Chief/Refuge Supervisor	Project Leader/Refuge Manager
3. Attends the M-581, <i>Fire Program Management, an Overview</i> course (offered at the geographic level) or the Agency Administrator Training Workshop hosted by the Prescribed Fire Training Center (see agency policy) within two years of appointment to Refuge Manager/Project Leader, unless there have been no wildfire or prescribed fires recorded in the last 10 years within the complex/refuge. Ensures that personnel assigned oversight responsibilities for the fire program have completed the M-581 course.			X	X

<p>4. Review critical operations and safety policies and procedures, including <i>Interagency Fire Program Management Qualifications Guide</i> and <i>Interagency Standards for Fire and Fire Aviation Operations</i> (Redbook) with fire and fire aviation personnel.</p>		<p>X</p>	<p>X</p>	<p>X</p>
<p>PERFORMANCE REQUIRED</p>	<p>FWS Director</p>	<p>Regional Director</p>	<p>Regional Chief/Refuge Supervisor</p>	<p>Project Leader/Refuge Manager</p>
<p><i>Program Management</i></p>				
<p>5. Provide a written Delegation of Authority to Zone Fire Management Officer (ZFMOs) giving an adequate level of operational authority. For zoned/area units, ensure all appropriate Agency Administrators have signed the delegation. When applicable, develop an Inter-refuge Agreement specifying reciprocal responsibilities of the Project Leader/Refuge Manager and the Zone FMO.</p>				<p>X</p>
<p>6. Ensure all fire management activities are supported by a current Fire Management Plan (FMP) with documented annual updates and are integrated with an approved Comprehensive Conservation Plan.</p>		<p>X</p>	<p>X</p>	<p>X</p>

<p>7. Ensure investigations and reviews are conducted for incidents, accidents, escaped prescribed fires, and near misses as described in Chapter 17 of <i>Fire Management Handbook</i> and Chapter 18 of <i>Interagency Standards for Fire and Fire Aviation Operations</i>.</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>
<p>8. Annually update and review the <i>FWS Line of Duty Death Response Handbook</i> and the <i>Agency Administrator's Guide to Critical Incident Management</i>.</p>		<p>X</p>	<p>X</p>	<p>X</p>
<p>PERFORMANCE REQUIRED</p>	<p>FWS Director</p>	<p>Regional Director</p>	<p>Regional Chief/Refuge Supervisor</p>	<p>Project Leader/Refuge Manager</p>
<p>9. Ensure master agreements with cooperators are valid and in compliance with agency policies, and ### Annual Operating Plans are current.</p>		<p>X</p>	<p>X</p>	<p>X</p>
<p>10. Ensure trespass actions are initiated and documented to recover cost of suppression activities, land rehabilitation, and damages to resources and improvements for all human-caused fires where liability can be determined, as per <i>Service Fire Management Handbook</i>.</p>		<p>X</p>	<p>X</p>	<p>X</p>
<p>11. Ensure Wildland Fire Decision Support System (WFDSS) is used to publish timely decisions and to provide decision support documentation for all fires that escape initial attack or initial response.</p>		<p>X</p>	<p>X</p>	<p>X</p>

12. Convene and participate in annual fire meetings.			X	X
13. Participate as part of in-briefings and post fire closeouts on Type 1 and Type 2 fires and provide a written Delegation of Authority, WFDSS analysis, Agency Administrator briefings to Incident Management Teams.				X
PERFORMANCE REQUIRED	FWS Director	Regional Director	Regional Chief/Refuge Supervisor	Project Leader/Refuge Manager
14. Ensure fire and fire aviation preparedness reviews are conducted annually in all unit offices. Ensure timely follow-up to fire management program reviews.			X	X
15. Ensure resource advisors are identified, trained, and available for incident assignment. Refer to the ### Resource Advisor's Guide for Wildland Fire (NWCG PMS 313, NFES 1831) Resource Advisor Guide (PMS 313).				X
16. Personally visit at least one wildland fire each year.				X
17. Ensure appropriate management of Social/Political/Media resources and relationships affecting wildland fire.		X	X	X
18. Provide oversight to Emergency Stabilization (ES) and Burned Area Rehabilitation (BAR) processes and procedures.				X

Training/Certification				
19. Ensure only trained and certified fire and non-fire personnel are available to support fire operations at the local, geographic, and national levels.		X	X	X
PERFORMANCE REQUIRED	FWS Director	Regional Director	Regional Chief/Refuge Supervisor	Project Leader/Refuge Manager
20. Fire Management Leadership, Local Fire Management Leadership training and Prescribed Fire Training Center training will be tracked in the Incident Qualifications and Certification System (IQCS).			X	X
Prescribed Fire/Fuels Management				
21. Ensure compliance with National and Regional policies for prescribed fire activities. Conduct periodic reviews of the prescribed fire program.		X	X	X
22. Ensure all wildfires resulting from prescribed fire actions are reported to Regional Director within 24 hours of the wildfire declaration.			X	X
23. ### In the event of a declared wildfire from an escaped prescribed fire, conduct and submit Declared Wildfire Review to National Office within 45 days of wildfire out date.		X	X	X

24. Ensure Prescribed Fire Plans have been reviewed and recommended by a qualified technical reviewer other than the plan author.				X
25. Review and approve the Agency Administrator Ignition Authorization.				X

1 Fire Management Staff Roles

2 National Office

3 *Fire Director*

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

13 The Fire Management Branch is responsible for providing technical direction
14 and coordination of fire management planning, policy development, and
15 procedures Service wide.

16 Regional Office

17 *Regional Fire Management Coordinator (RFMC)*

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

29 Refuge

1 ***Zone Fire Management Officer (ZFMO)***

2 The ZFMO is responsible and accountable for providing leadership for the fire
3 management program. The ZFMO determines program requirements to
4 implement land use decisions through the FMP to meet land management
5 objectives. The ZFMO negotiates interagency agreements and as delegated,
6 represents the Agency Administrator on local interagency fire and fire aviation
7 groups. The ZFMO is responsible for coordinating with Agency Administrators
8 to annually review and update (as required) their respective Fire Management
9 Plans to comply with agency policy.

1 Fire Management Staff Performance Requirements for Fire Operations

PERFORMANCE REQUIRED	Fire Director	RFMC	Zone FMO
<i>Policy</i>			
1. Establishes and manages a safe, effective, and efficient fire program.	X	X	X
2. Ensures that FMPs reflect the agency's commitment to firefighter and public safety, while utilizing the full range of fire management activities available for ecosystem sustainability.		X	X
3. Provides the expertise and skills to fully integrate fire and fire aviation management into interdisciplinary planning efforts.	X	X	X
4. Ensures fire and fire aviation policies are understood, implemented, and coordinated with other agencies as appropriate including work/rest guidelines.	X	X	X
<i>Program Management</i>			
5. Ensure appropriate risk management, administration, management and oversight of wildland incidents. Ensure Incident Business Analysts, Strategic Operational Planners, Resource Advisors, and Agency Representative positions are utilized as needed.	X	X	X
6. Ensures completion of a Job Hazard Analysis (JHA)/Risk Assessment for fire and fire aviation activities to mitigate risk.		X	X
7. Develop, negotiate, and implement cost share, Service First, and reimbursable protection agreements with cooperators.	X	X	X
8. Monitors fire suppression activities to recognize when complexity levels exceed current management capabilities. Increases managerial and operational resources to meet the need.	X	X	X
9. Ensures that agreements with cooperators and operational plans (e.g., ### Annual Operating Plans, dispatch, preparedness, prevention) are valid and in compliance with agency policy.	X	X	X

PERFORMANCE REQUIRED	Fire Director	RFMC	Zone FMO
10. Ensures use of fire funds is in compliance with department and agency policies.	X	X	X
11. Ensures that fire severity funding is requested, used, and documented in accordance with agency standards.	X	X	X
12. Ensures a process is established to communicate fire information to public, media, and cooperators.	X	X	X
13. Participates in annual fire meetings.	X	X	X
14. Oversees pre-season preparedness review of fire and fire aviation program.		X	X
15. Initiates, conducts, and/or participates in fire program management reviews and investigations.	X	X	X
16. Personally participates in periodic site visits to individual incidents and projects.		X	X
17. Ensures that transfer of command occurs as per <i>Interagency Standards for Fire and Fire Aviation Operations</i> , Appendix G on incidents.		X	X
18. Ensure the proper level of management complexity is assigned to all incidents.		X	X
19. Ensures that incoming personnel and crews are briefed prior to fire and fire aviation assignments.		X	X
20. Ensures a WFDSS analysis is initiated, updated, approved, and published as necessary.		X	X
21. Works with cooperators, groups, and individuals to develop and implement processes and procedures for providing fire safe communities within the wildland urban interface.	X	X	X
22. Ensures unit is capable of wildfire cause determination.	X	X	X

PERFORMANCE REQUIRED	Fire Director	RFMC	Zone FMO
23. Annually updates and reviews the FWS <i>Line of Duty Death Response Handbook</i> and the <i>Agency Administrator's Guide to Critical Incident Management</i> .	X	X	X
24. Ensures that fire season severity predictions, weather forecasts, fire behavior predictors, and fire activity levels are monitored and communicated daily to all employees (hard copy, web page, email, radio, or fax).	X	X	X
25. Uses current National, Geographic, and Local Mobilization Guides and ensures standards are followed.	X	X	X
26. Ensures that reports and records are properly maintained according to FWS policies.	X	X	X
27. Ensures all job related accidents/incidents resulting in, or having the potential to cause fatalities, injuries, illnesses, property or environmental damage are reported and/or investigated. All such reports are electronically submitted through the Safety Management Information System (SMIS), SAFENET or SAFECOM as appropriate.		X	X
28. Ensures that current emergency medical response plan is in place and accessible.		X	X
Planning			
29. Develops and/or updates fire management plans and associated operational plans for approval by project leaders and regional fire and refuge staff (as determined by the region). Annually review FMPs per Service policy.			X
30. Responsible for the coordination of Remote Automated Weather Station (RAWS) maintenance, sensor calibration, and oversight of daily inputs.			X
Training			
31. Ensures IQCS accounts are established and training records maintained for Agency Administrators.		X	X

PERFORMANCE REQUIRED	Fire Director	RFMC	Zone FMO
32. Organizes trains, equips, and directs a qualified work force. Ensures that only trained and qualified personnel are assigned to fire and fire aviation duties. Establishes and implements performance review process(es).		X	X
Prescribed Fire and Fuels			
33. Ensures compliance with Service, Regional, and/or local policies for prescribed fire activities. Provides periodic reviews of the prescribed fire program.	X	X	X
34. Reports all wildfires resulting from prescribed fires to the Regional Fire Management Coordinator within 12 hours of the wildfire declaration.			X
35. ### A draft copy of the final report will be submitted to the agency's National Fuels Management Specialist within 45 days of the fire being declared out, prior to signatures.		X	

1 **National Fire Leadership Team**

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

- 11 • Provide leadership, coordination, and guidance for the Service's fire
 12 management program.
- 13 • Identify potential fire management issues, and recommend strategies that
 14 will enhance the Service's ability to safely and effectively manage fire on
 15 Service lands.
- 16 • Develop and recommend common guidance and business rules as needed to
 17 manage fire management activities while recognizing individual regional
 18 needs.
- 19 • Provide a forum for the exchange of ideas, best management practices, and
 20 lessons learned relating to Service fire management activities.
- 21 • Provide a forum to discuss budget methodology applications that are
 22 consistent with appropriation language authority as well as providing for the

- 1 collaboration and coordination within FWS and with our interagency
2 partners.
- 3 • Form task groups, working teams, or other collections of subject matter
4 experts as needed to deal with specific tasks or long-term issues. These
5 groups or teams will each have a Leader who usually works in the subject
6 matter area with members assigned who may have the subject area as a
7 collateral duty. They will have representation from across the Service, and
8 will provide guidance or operational recommendations to the NFLT.

9 **Line Officer Team (LOT)**

10 The Line Officer Team (LOT) consists of representatives from each Region and
11 each level of the National Wildlife Refuge System (NWRS). Their primary
12 responsibility is to advise and promote a safe, effective and integrated fire
13 management program in the NWRS.

14 **Delegation of Authority**

15 **Regional Fire Management Coordinator**

16 In order to effectively perform their duties, **### a an** RFMC must have certain
17 authorities delegated from the Regional Director. This delegation is normally
18 placed in the regional office supplement to agency manuals. This Delegation of
19 Authority should include:

- 20 • Serve as the Regional Director's authorized representative on geographic
21 area coordination groups, including MAC groups.
- 22 • Coordinate and establish priorities on uncommitted fire suppression
23 resources during periods of shortages.
- 24 • Coordinate logistics and suppression operations region-wide.
- 25 • Relocate agency wildland fire resources within the region based on relative
26 fire potential/activity.
- 27 • Correct unsafe wildland fire activities.
- 28 • Enter into agreements to provide for the management, fiscal, and
29 operational functions of combined agency operated facilities.
- 30 • Suspend prescribed fire activities when warranted.
- 31 • Give authorization to hire Emergency Firefighters (EFF) in accordance with
32 the DOI Pay Plan for Emergency Workers.
- 33 • Approve short-term fire severity funding expenditures not to exceed the
34 region's annual authority.

35 **Zone Fire Management Officer (ZFMO)**

36 In order to effectively perform their duties, the ZFMO will receive a Delegation
37 of Authority outlining the operational and administrative fire management
38 duties. All Unit Agency Administrators within a Zone will sign a Zone and/or
39 Refuge Fire Management delegation. A sample Delegation of Authority can be
40 found on the FWS Fire Operations Policy and Guidance SharePoint site.

1 **Inter-refuge Agreements**

2 Inter-refuge Agreements may be used when ZFMOs provide fire management
3 oversight to multiple refuges. This is in addition to the Delegation of Authority
4 from the Project Leaders/Refuge Managers to the ZFMO, and further defines the
5 roles and expectations between the ZFMO and Refuges. An example can be
6 found on the FWS Fire Operations Policy and Guidance SharePoint site.

7 **Fire Duty Officer**

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

- 12 • Monitor unit incident activities for compliance with FWS safety policies.
- 13 • Coordinate and set priorities for unit preparedness activities, incident
14 response and resource allocation.
- 15 • Keep Agency Administrators and resources informed of the current and
16 expected situation.
- 17 • Plan for and implement actions required for future needs.
- 18 • Document decisions and actions.
- 19 • FDOs will not fill Incident Command System (ICS) functions. If the FDO
20 needs to fulfil an ICS function, they must re-assign the FDO duties.

21 **Wildland Fire Field Attire**

22 Wildland fire field attire will be worn by primary preparedness funded personnel
23 on all duty days during the predetermined “fire season” for the home unit in
24 accordance with their approved step-up plan.

25 **Fire Severity Funding**

26 Service specific fire severity funding guidance can be found in Chapter 10 of
27 ~~### the Interagency Standards for Fire and Fire Aviation Operations (NFES~~
28 ~~2724) this guide,~~ Chapter 10 of the *Service Fire Management Handbook*, and
29 the *Fire Business Guide*, Severity Subactivity.

30 **Fire Reporting**

31 Field units will report wildland fire occurrence and fire status to their local
32 dispatch office and Regional Fire Management Coordinator or designee.

33 **Individual Fire Report**

34 An Individual Fire Report must be completed in the Fire Management
35 Information System (FMIS) for the following types of fires or treatments within
36 15 days after the fire is declared out or treatment is complete:

- 37 • All wildland fires on Service lands;
- 38 • Support actions;

- 1 • Fires suppressed on other lands under an agreement;
 - 2 • All false alarms;
 - 3 • Natural outs (by natural out definition); and
 - 4 • Non-fire treatments completed with fuels funding.
- 5 Detailed information about a support action is only required from an initial entry
6 into FMIS to establish a work breakdown structure (WBS). Once the WBS has
7 been established, users are not required to establish additional fire reporting
8 information for the same fire.
- 9 Reports are required regardless of who takes action, e.g., force account,
10 cooperator, or contractor. When actions are taken on a cooperative fire, the
11 agency having jurisdiction over the land on which the wildfire occurs will file a
12 complete report to record and bill for assistance when necessary.

13 **Fish and Wildlife Service Use of WFDSS**

14 FWS follows interagency policy regarding use of WFDSS. Standards for when
15 WFDSS will be used are found in Chapter 11 of ~~### the Interagency Standards~~
16 ~~for Fire and Fire Aviation Operations~~ this guide.

17 Documentation of all other wildfires in WFDSS is at the discretion of the
18 Regional Office or local unit. All fires in Alaska will have WFDSS initiated by
19 the Protecting Agency.

20 **Final Wildland Fire Record**

21 The final wildland fire or project record may include the following:

- 22 • FMIS data entry (required)
- 23 • Narrative
- 24 • WFDSS ~~### analyses and decisions~~
- 25 • Incident Action Plan(s)
- 26 • Daily weather forecasts and spot weather forecasts
- 27 • ~~### Cumulative fire map showing acreage increase by day~~ Daily fire
28 ~~progression map~~
- 29 • Total cost summary
- 30 • Monitoring data (Wildland Fire Observation Records)
- 31 • Critique of fire projections on Incident Action Plan

32 **Physical Fitness and Conditioning**

33 Employees serving in wildland fire positions that require a fitness rating of
34 arduous as a condition of employment are authorized one hour of duty time each
35 work day for physical fitness conditioning. Employees not having a fitness
36 rating of arduous as a condition of employment, but who are required by a
37 Critical Performance element or other written agreement to maintain an arduous
38 level, will be authorized three hours per week of duty time for physical fitness
39 ~~### condition conditioning~~. All other wildland firefighting personnel holding

1 qualifications requiring ratings of moderate or arduous may be authorized, by
2 their supervisor, up to three hours per week of duty time for fitness conditioning.
3 Prior to any duty time being allowed for physical fitness conditioning,
4 employees and supervisors must agree, in writing, what physical conditioning
5 activities the employee will engage in, and when and where they will occur.
6 Activities outside of the agreement will not be authorized or allowed. A
7 combination of activities designed to increase both physical strength and aerobic
8 fitness, while minimizing the possibility of physical injury, should be utilized.

9 **National Fire Operations Fitness Challenge**

10 The national fire operations fitness challenge encourages and recognizes
11 achievement in physical fitness by FWS firefighters. The fitness challenge
12 provides a common system by which FWS firefighters can measure current
13 fitness, establish fitness goals, and track fitness improvement. The fitness
14 challenge is voluntary, but FWS firefighters are encouraged to participate.

15 The fitness challenge tests participants in four basic exercises - push-ups, pull-
16 ups, sit-ups and a timed run of either 1.5 miles or 3 miles. Test results are
17 compiled into a final overall score.

18 Unit and Regional offices are encouraged to support firefighter participation.
19 Individual accomplishments can be forwarded to the national office for
20 employee recognition by the Branch Chief. Specific information on the fitness
21 challenge is located at <https://sites.google.com/a/fws.gov/fws-fire-employee-development/home/fitness-challenge>
22 <https://fishnet.fws.doi.net/regions/9/nwrs/fire/Shared%20Documents/Memo's%20From%20The%20Branch/FY19/FWS%20National%20Fitness%20Challenge2.15.19.pdf>.

26 **Training**

27 **Agency Administrator Training**

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

- 32 • Refuge Managers/Project Leaders with Service lands under their
33 jurisdiction which require the development and maintenance of a Fire
34 Management Plan must attend *Fire Program Management, an Overview*
35 (M-581), or may upon concurrence of the RFMC, attend the Prescribed Fire
36 Workshop for Agency Administrators offered by the National Interagency
37 Prescribed Fire Training Center.
- 38 • Projects leaders/refuge managers who oversee or have the potential to
39 oversee complex fire management programs should consult with their
40 RFMC about attending *Fire Program Management, Leading Complex Fire*
41 *Programs* (M-582).

- 1 • Field supervisors who may approve prescribed fire plans must attend *Fire*
- 2 *Program Management, an Overview* (M-581), or may upon concurrence of
- 3 the RFMC, attend the Prescribed Fire Workshop for Agency Administrators
- 4 offered by the National Interagency Prescribed Fire Training Center.
- 5 • Regional Chiefs, Regional Refuge Supervisors, and Refuge
- 6 Managers/Project Leaders must complete periodic refresher training as
- 7 determined by their supervisor in consultation with the RFMC. Refresher
- 8 training options may include attending fire management
- 9 training/workshops, trainee experiences, or mentoring.
- 10 • Guidance for use of the agency qualification for Agency Administrators
- 11 (AADM) can be found in the *Federal Wildland Fire Qualifications*
- 12 *Supplement*.

13 **Zone Fire Management Officer Training**

14 All ZFMOs are required to attend the M-581, *Fire Program Management, an*

15 *Overview* course, either as a student or as a member of the instructor cadre. If

16 attending as an instructor, the ZFMO must be present for the entire course. See

17 IFPM requirements.

18 **FWS Firefighter General Training Requirements**

19 ### For firefighter qualification documentation guidance, reference chapter 13.

20 ***Agency Permanent, Career Seasonal, and Temporary Firefighters***

Required Training	Initial Requirement/Frequency	Completion/Tracking Method	Reference
Hazardous Materials -First Responder Awareness Level	<ul style="list-style-type: none"> • Based on regional safety requirements 	<ul style="list-style-type: none"> • Classroom or onsite • Employee ### training folder personnel file 	242 FW 6, Hazardous Waste Operations and Emergency Response
A-100 Basic Aviation Safety (classroom/online)	<ul style="list-style-type: none"> • Upon initial employment • Refresher every ### 3 2 years 	<ul style="list-style-type: none"> • ### https://www.iat.gov/Interagency Aviation Training 	330 FW 3, Flight Authority and Aviation Training ### FWS Memo October 17, 2011 found on the IAT website at: https://www.iat.gov/docs/FWS_Memo_2011_A-223_A-312.pdf

Required Training	Initial Requirement/ Frequency	Completion/ Tracking Method	Reference
Fireline Safety Refresher (RT-130)	<ul style="list-style-type: none"> Annually 	<ul style="list-style-type: none"> Classroom IQCS 	621 FW1, Fire Management Program
First Aid / Cardiopulmonary Resuscitation (CPR)	<ul style="list-style-type: none"> Upon initial employment Every 2 years or per certifying authority 	<ul style="list-style-type: none"> Classroom Employee ### training folder personnel file 	240 FW 3, Safety and Health Training
Defensive Driving	<ul style="list-style-type: none"> Based on regional safety requirements 	<ul style="list-style-type: none"> Employee ### training folder personnel file 	321 FW 1, Authorization, Training and Safety Requirements
A-312 Water Ditching and Survival (Alaska only)	<ul style="list-style-type: none"> Upon initial employment Every 2 years 	<ul style="list-style-type: none"> https://www.iat.gov/ 	See regional direction

1 ***Administratively Determined (AD) and EFF Required Training***

- 2 • First Aid/CPR (every 2 years)
- 3 • Defensive driving (every 3 years)

4 **Fish and Wildlife Service Specific Qualifications**

5 Guidance regarding agency-specific qualifications that are not contained in the
6 ### National Incident Management System (NIMS) Wildland Fire Qualifications
7 Guide (NWCG NWCG Standards for Wildland Fire Position Qualifications
8 (PMS 310-1) can be found in the *Federal Wildland Fire Qualifications
9 Supplement*. For qualifications with agency standards which exceed minimums
10 established in the PMS 310-1, refer to the Service Fire Management Handbook.

11 **FWS Global Positioning System (GPS) Datum and Coordinate Format
12 Standard**

13 To ensure safe and efficient suppression operations, all FWS fire resources will
14 use a standard GPS datum and latitude/longitude (coordinate) format when
15 communicating GPS references. The standard datum is WGS84, and the
16 standard coordinate format is Degrees Decimal Minutes (DDM). For other
17 activities (e.g., mapping, fire reporting, planning), agency standards will apply.

1 **Chapter 5**
2 **USDA Forest Service Wildland Fire and Aviation Program**
3 **Organization and Responsibilities**

4 **Introduction**

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

12 **Vision and Objectives for Fire Management**

13 The vision of the Forest Service's Fire and Aviation Management program is to
14 safely and effectively extinguish fire, when needed; use fire where allowable;
15 manage our natural resources; and as a Nation, live with wildland fire. The
16 following objectives support this vision:

- 17 • Risk Management and Risk Reduction – Assure management of risk to
18 people, communities and natural and cultural resources is the fundamental
19 principle used to make informed decisions in all fire management programs.
20 Minimize the risk to people, communities and natural and cultural resources
21 by assessing the potential benefits of actions, severity of concerns, and
22 probabilities of occurrences to reduce risk.
- 23 • Ecological – Meet the Forest Service mission through the use of fire
24 management programs to protect people and communities, conserve natural
25 and cultural resources, and maintain and restore ecological health.
- 26 • Collaboration – Implement the wildland fire management program through
27 collaboration and partnerships.
- 28 • Learning – Learn from science, and ours and our partners' experiences, to
29 improve fire management programs.
- 30 • Empowerment – Employees are expected and empowered to be creative and
31 decisive, to exercise initiative and accept responsibility and use their
32 training, experience, and judgement to implement the agency's mission.

33 **Foundational Doctrine**

34 The vision of the Forest Service's Fire and Aviation Management program is to
35 use a doctrinal approach based on leadership, operations and risk management.
36 To support this vision, Forest Service policy is to:

- 37 • Take all response actions to ensure the safety of firefighters, other
38 personnel, and the public regardless of cost or resource loss; no resource or
39 facility is worth the loss of human life.

- 1 • The intent of wildfire response is to protect human life, property, and
2 achieve protection and natural resource management objectives established
3 in Land and Resource Management Plans.
- 4 • Leadership principles are the foundational doctrine on which fire and
5 aviation management operations will be based (*Leading in the Wildland*
6 *Fire Service*, NWCG PMS 494-2).

7 A doctrinal approach goes beyond strict compliance with procedural rules, and
8 promotes risk-based application of wildland fire management principles to
9 improve decision making and firefighter safety. Foundational doctrine has been
10 codified in Forest Service *Manual 5100* direction and will guide fundamental
11 wildland fire management policy, practices, behaviors, and customs to be
12 mutually understood at every level of command.

13 Under this doctrinal approach:

- 14 • Employees are expected and empowered to be creative and decisive, to
15 exercise initiative and accept responsibility, and to use their training,
16 experience, and judgment in decision-making to carry out their leader's
17 intent.
- 18 • Employees are expected and empowered to make reasonable and prudent
19 decisions to accomplish the agency mission while minimizing unnecessary
20 risk.

21 **Mission**

- 22 • The Forest Service is prepared and organized to support national and
23 international emergencies with trained personnel and other assets when
24 requested.
- 25 • Agency employees respond when they come across situations where human
26 life is immediately at risk or there is a clear emergency, and they are
27 capable of assisting without undue risk to themselves or others.
- 28 • Support for local fire emergencies takes priority over accomplishment of
29 local resource targets. Support of non-local fire emergencies will be at the
30 discretion of the local line officer, as bounded by agency agreements and
31 Regional or National direction.
- 32 • A cooperative relationship between the Forest Service and other agencies is
33 essential. The Forest Service is committed to honor its part of the joint
34 responsibility to develop and maintain effective working relationships with
35 its intergovernmental cooperators.

36 **Wildland Fire Response Principles**

- 37 • Response to wildland fire is based on the ecological, social, and legal
38 consequences of fire. The circumstances under which a fire occurs, and the
39 likely consequences to firefighter and public safety and welfare, natural and
40 cultural resources, and values to be protected dictate the appropriate
41 management response to fire.

- 1 • Response to wildfire in the Wilderness focuses on the natural ecological
2 role of fire and activities are conducted in a manner compatible with overall
3 wilderness management objectives (see FSM 2320).
4 • Success is achieving reasonable objectives with the least firefighter risk
5 necessary while enhancing stakeholder support for our management efforts.

6 **Leadership and Accountability**

- 7 • All levels of leadership must communicate a clear vision of Agency goals
8 and management principles, ensuring they are shared and understood by all
9 levels of the organization.
10 • All levels of leadership must express clear intent concerning roles and
11 responsibilities to ensure wildfire response assignments are appropriate,
12 risk-based and effective.
13 • Leaders regularly monitor operations for safety, efficiency and
14 effectiveness, and take action when there is recognition of exceptional or
15 problematic employee performance.

16 **The Operational Environment**

17 ***Risk Management***

18 The wildfire response environment is complex and possesses inherent hazards. It
19 should be recognized that even with reasonable risk mitigations responses can
20 result in harm to firefighters.

- 21 • The Forest Service is committed to the aggressive management of risk.
22 • Apply a risk management process to minimize unnecessary risk in wildfire
23 response while maximizing the opportunities to achieve management
24 objectives.
25 • Maintaining state of the art decision support systems based on the best
26 available science is essential for making sound decisions on how to manage
27 all wildland fire to achieve Land and Resource Management Plan
28 objectives, including public and Agency personnel safety.
29 • The Forest Service guide to **Operational Risk Management** and other
30 helpful Risk Management resources can be found on the USDA Forest
31 Service website for **Operational Risk Management**.
32 <https://bit.ly/OperationalRiskManagement> [https://www.fs.fed.us/managing-](https://www.fs.fed.us/managing-land/fire/safety)
33 [land/fire/safety](https://www.fs.fed.us/managing-land/fire/safety)

34 **Operations**

35 Every wildfire response operation is directed toward clearly-defined, decisive,
36 and obtainable objectives.

37 ***Wildfire Response***

- 38 • When it is time to engage a wildfire, do so in a manner that is appropriate,
39 risk-based, and effective.
40 • Command and control will be decentralized to cope with the unpredictable
41 nature of wildfire. To achieve leader's intent and accomplish operational

- 1 objectives, subordinate commanders must make decisions on their own
2 initiative, and coordinate their efforts to maintain unity of effort.
- 3 • Judgement in combination with principles and rules will guide wildfire
4 response practices and actions.
 - 5 • Rapid deployment and appropriate concentration of wildfire response
6 resources at the decisive time and place are essential to successful wildfire
7 response actions.
 - 8 • Maintaining a high capability to ensure effective initial attack is essential to
9 public and firefighter safety, accomplishment of management objectives,
10 and cost containment.
 - 11 • The interdependence of wildland fire jurisdictions requires the
12 collaborative, proactive engagement of cooperators, partners, and the public
13 in response activities.

14 **Risk Management Protocol**

15 Forest Service Risk Management Protocol begins with working with partners
16 and stakeholders to identify values affected by fire (positively and negatively)
17 and then forming clear and reasonable objectives around these values. The
18 highest value is human life and thus the primary objective will always be
19 protection of human life. Other objectives will be weighed against the amount of
20 risk responders and the public must accept in order to accomplish the objectives
21 as well as the likelihood of success. The Forest Service is committed to using a
22 three phased risk management protocol:

23 **I. Pre-season**

24 Pre-season preparedness work is critical to success when the fire starts.

- 25 • Build decision maker and key stakeholder capacity to manage the
26 uncertainties and inherent risks of fires.
 - 27 ○ Increase understanding of risk management with key stakeholders and
28 partner agencies.
 - 29 ○ Build Agency Administrator capacity to perform as risk managers.
- 30 • Assess risk at a landscape level, looking at National Forest System (NFS)
31 lands and those adjoining lands that may be impacted by a fire leaving NFS
32 land.
 - 33 ○ Develop a common understanding of values to be protected by
34 answering four questions; ‘What is important?’ ‘Why is it important?’
35 ‘Who is it important to?’ and ‘How important is it?’
 - 36 ○ Complete a risk analysis, with key stakeholders and partner agencies, to
37 predetermine the optimal response strategies for protecting values at
38 risk. Engage key stakeholders and partner agencies in tabletop
39 exercises or other venues to ensure alignment.
 - 40 ○ Initiate dialogue with line officers and stakeholders aimed at
41 understanding, acceptance, and support for alternative risk-based
42 decisions. This is especially important where there is an expectation
43 that a fire will become a long-term event, because of an opportunity to

1 use fire to achieve land management objectives, and/or the need to
2 adjust the level of engagement based on risks to responders, lack of
3 available resources and the level of risk toward values to be protected.

4 **II. During Incident Phase**

5 During incident phase focuses on a Seven (7) Step Risk Management Process:

- 6 1. Complete an incident risk assessment.
 - 7 • Develop an assessment of what is at risk (from preseason work or input
8 from key stakeholders), and the associated probabilities and potential
9 consequences.
- 10 2. Complete a risk analysis.
 - 11 • Consider alternatives (objectives, strategies and tactics) against desired
12 outcomes, risks to human life (responders and the public), probability
13 of success and values to be protected.
- 14 3. Complete two-way risk communications.
 - 15 • Engage community leaders, local government officials, partners, and
16 other key stakeholders of the incident to share the risk picture and enlist
17 input.
- 18 4. Conduct risk-sharing dialogue.
 - 19 • Engage appropriate senior line officers and political appointees (as
20 necessary) regarding the potential decision aimed at obtaining
21 understanding, acceptance, and support for the alternatives and likely
22 decision.
- 23 5. Make the risk-informed decision.
- 24 6. Document the risk: assessment, analysis, communication, sharing and
25 decision in WFDSS.
- 26 7. Continue monitoring and adjusting as necessary or as conditions change.

27 **III. Post Incident Phase**

28 As a learning organization we should always strive to improve how we conduct
29 our business. We should endeavor to learn from each incident and apply those
30 lessons.

- 31 • Complete an incident after action review.
 - 32 ○ Engage key stakeholders of the incident to be involved.
 - 33 ○ Review what worked, what did not work and suggestions for
34 improvement.
- 35 • Conduct a peer review after action process.
 - 36 ○ Engage others who have had similar incidents to learn strategies for
37 improvement.
- 38 • Implement plans for improvement.
 - 39 ○ Make use of lessons learned in real-time if possible.

40 The following Risk Assessment and Risk Decision questions are designed to
41 inform fire management decisions by stimulating thinking and prompting
42 dialogue, analyzing and assessing risk, and recognizing shared risks and
43 communicating those risks within the Agency and with partners and
44 stakeholders.

- 45 • Risk Assessment

- 1 1. What are the critical values at risk?
- 2 2. What is the chance the critical values will be impacted, and if so what
- 3 are the consequences?
- 4 3. What are the opportunities to manage fire to meet land management
- 5 objectives?
- 6 4. What are the possible low probability/high consequence events?
- 7 5. Who are the stakeholders that should be consulted prior to making a
- 8 decision?
- 9 • Risk Decision
- 10 1. What alternatives (objectives, strategies, and tactics) are being
- 11 considered?
- 12 2. What is the relative exposure of responders for the alternatives being
- 13 considered (exposure in terms of numbers of responders needed,
- 14 amount of time (days) of commitment needed to accomplish the
- 15 objectives and the amount and types of risks these responders will be
- 16 asked to accept if the alternative is chosen)?
- 17 3. What is the relative probability of success associated with the
- 18 alternatives being considered?
- 19 4. What alternative provides for the best balance between the desired
- 20 outcome and risk to responders?
- 21 5. What are the critical thresholds that will trigger reconsideration of the
- 22 proposed alternative and how will they be monitored?

23 **Specific Line Officer Responsibilities for Fire and Aviation at the Field**

24 **Level**

25 The Forest Service has developed core fire management competencies for Line
26 Officers with oversight responsibilities over fire management programs. They
27 are presented here for reference:

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

1 Responsibilities

- 2 • Line Officers are responsible for all aspects of fire management.
- 3 • Integrate fire and fuels management across all functional areas.
- 4 • Implement fire management strategies and integrate natural resource
- 5 concerns into collaborative community protection and ecosystem restoration
- 6 strategies on the unit.
- 7 • Manage a budget that includes fire preparedness, prevention, suppression,
- 8 and hazardous fuels in an annual program of work for the unit.
- 9 • Perform duties of Agency Administrator and maintain those qualifications.
- 10 • Provide a fully staffed, highly qualified, and diverse workforce in a "safety
- 11 first" environment.
- 12 • Support and participate in wildfire prevention.
- 13 • Ensure operational fire management responsibilities remain separated from
- 14 agency administrator responsibilities in order to avoid collateral duty
- 15 conflicts.

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

18 Preparedness

19 Preparedness is a continuous process that includes all fire management activities
20 conducted in advance of wildfire ignitions to ensure an appropriate, risk
21 informed and effective wildfire response to meet National and Agency goals.

- 22 • Take all necessary and prudent actions to ensure firefighter and public
- 23 safety.
- 24 • Ensure sufficient qualified fire and non-fire personnel are available to
- 25 support fire operations at a level commensurate with the local and national
- 26 fire situation.
- 27 • Ensure accurate position descriptions are developed and reflect the
- 28 complexity of the unit. Individual Development Plans promote and enhance
- 29 FMO currency and development.
- 30 • Provide a written Delegation of Authority to FMOs that provides an
- 31 adequate level of operational authority at the unit level. Include Multi-
- 32 Agency Coordinating (MAC) Group authority, as appropriate.
- 33 • Ensure the plans contained in the Fire Management Reference System
- 34 (FMRS) are based on resource objectives found in the LRMP.
- 35 • Ensure budget requests and allocations reflect preparedness requirements
- 36 from the program of work and support objectives from the LRMP.
- 37 • Develop preparedness standards that are in compliance with agency fire
- 38 policies.
- 39 • Management teams meet once a year to review fire and aviation policies,
- 40 roles, responsibilities, and delegations of authority. Specifically address
- 41 oversight and management controls, critical safety issues, and high-risk
- 42 situations such as transfers of incident command, periods of multiple fire
- 43 activity, and Red Flag Warnings.

- 1 • Ensure fire and aviation preparedness reviews are conducted each year and
2 include the key components of the record of decision for the nationwide
3 aerial application of fire retardant on National Forest System land.
- 4 • Meet annually with cooperators and review interagency agreements to
5 ensure their continued effectiveness and efficiency.
- 6 • Meet annually with local US Fish and Wildlife Service and NOAA
7 Fisheries specialists to ensure the avoidance maps reflect changes during
8 the year on additional species or changes made for designated critical
9 habitat, and reporting and monitoring guidelines are still valid and being
10 applied.

11 **Wildfire Response**

- 12 • Ensure use of fire funds is in compliance with Agency policies.
- 13 • WFDSS will be used to approve and publish decisions on all fires. See
14 Chapter 11 for the fire criteria that require a published decision.
- 15 • Personally attend reviews on Type 1 and Type 2 fires. Ensure Agency
16 Administrator representatives are assigned when appropriate.
- 17 • Provide incident management objectives, written delegations of authority,
18 and a complete Agency Administrator briefing to Incident Management
19 Teams.
- 20 • Ensure briefings include any applicable information for avoidance areas and
21 waterways per the nationwide aerial application of fire retardant direction,
22 mapping, and cultural resources. Include the reporting requirements in the
23 briefing if a misapplication of fire chemical occurs. Provide resource
24 advisors if the use of aerially applied fire retardant is expected and the unit
25 has mapped avoidance areas (which include waterways and 300' or larger
26 buffers) and otherwise evaluate the need for resource advisors for all other
27 fires, and assign as appropriate.
- 28 • For all unplanned human-caused fires where responsibility can be
29 determined, ensure actions are initiated to recover cost of suppression
30 activities, land rehabilitation, damages to the resource, and improvements.
- 31 • Ensure structure exposure protection principles are followed (FSM 5135).
- 32 • Ensure that a sufficient number of incident after action reviews are
33 conducted for Type 3, 4, and 5 wildfires to adequately assess the unit's
34 wildfire response capability, performance, procedures and to enhance
35 learning.

36 **Wildfire Response Responsibilities and Oversight**

- 37 • Agency Administrators will ensure that all Forest Service employees and
38 employees of interagency partners working on Forest Service jurisdiction
39 wildfires clearly understand direction.
- 40 • Agency Administrators must approve and publish decisions in WFDSS in a
41 timely manner and issue delegations of authority to the Incident
42 Commander in accordance with FSM 5133.3.

- 1 • Line Officers will assign Agency Administrators to oversee incidents based
2 on Certification Level according to incident type.

Incident Type	USFS AA Certification Level to Approve WFDSS Decisions & Provide Incident Oversight ¹
Type 1	Advanced level
Type 2	Journey level
Type 3, 4, 5	Working level

¹Authority may be retained at the Regional Forester level.

- 3 • Critical long duration wildfire oversight roles include ensuring that:
4 ○ Up-to-date Published Decisions are completed and documented in
5 WFDSS.
6 ○ Hazards are identified and risk assessments are incorporated into
7 Published Decisions.
8 ○ Coordination with partners and potentially affected parties is conducted
9 (including smoke impacts); Unified Command is implemented early
10 when appropriate.
11 ○ Resource capacity and availability are adequately assessed to meet
12 expectations.
13 • This oversight role should address concerns of the states, cooperators, and
14 the public including air quality impacts from multiple wildfires.

15 **Safety**

- 16 • Review safety policies, procedures, and concerns with field fire and
17 aviation personnel.
18 • Ensure timely follow-up actions to program reviews, fire preparedness
19 reviews, fire and aviation safety reviews, and management reviews.
20 • Monitor the fire situation and provide oversight during periods of critical
21 fire activity and situations of high risk.
22 • Ensure there is adequate direction in fire management plans to maintain fire
23 danger awareness.
24 • Take appropriate actions with escalating fire potential.
25 • Ensure appropriate investigation or Lessons Learned analyses are conducted
26 for incidents, entrapments, and serious accidents (see FSM 6730).

27 **Fuels**

- 28 • Plan and implement a hazardous fuels management and prescribed fire
29 program applying principles and policy elements described in FSM 5100
30 and 5140 and guided by the goals described in the National Cohesive
31 Wildland Fire Strategy.
32 • Complete a fuels treatment effectiveness assessment on all wildfires which
33 start in or burn into a fuel treatment area.

- 1 • Enter results of the assessment in the Fuels Treatment Effectiveness
2 Monitoring (FTEM) database found at www.nwportal.fs.usda.gov within 90
3 days of control of the fire. Reference FSM 5140.

4 **Prescribed Fire**

- 5 • Provide program leadership by visiting prescribed fire treatment projects
6 and providing leader's intent to prescribed fire personnel.
- 7 • Ensure compliance with National and Regional Office policy and direction
8 for prescribed fire activities and ensure that periodic reviews and
9 inspections of the prescribed fire program are completed.
- 10 • Coordinate prescribed fire program activities with Regional air quality
11 specialists and federal, state, Tribal, air pollution control district or county
12 regulatory authorities to ensure compliance with their regulations supported
13 by the Clean Air Act.
- 14 • When multiple wildland fire events are occurring within an airshed, or any
15 airshed is impacted by ongoing wildland fire events, fire managers will
16 consider the cumulative impact to air quality. Initiation of new prescribed
17 fire must be in compliance with air quality regulations and standards.
- 18 • All prescribed fires should be conducted using Basic Smoke Management
19 Practices. USDA Natural Resources Conservation Service and Forest
20 Service Technical Note (2011). ###
21 [http://www.airquality.nrcs.usda.gov/Internet/FSE_DOCUMENTS/stelprdb1](http://www.airquality.nrcs.usda.gov/Internet/FSE_DOCUMENTS/stelprdb1046311.pdf)
22 [046311.pdf https://www.nrcs.usda.gov/wps/portal/nrcs/main/national/air/](https://www.nrcs.usda.gov/wps/portal/nrcs/main/national/air/)
- 23 • Ensure a Prescribed Fire Plan is written and approved for each project
24 to implementation in accordance with the *Interagency Prescribed Fire*
25 *Planning and Implementation Procedures Guide* (PMS 484) available at
26 <https://www.nwcg.gov/publications/484>.
- 27 • Review and approve Prescribed Fire Plans and ignitions:
- 28 ○ Engage in the development of the Complexity Analysis; review and
29 approve the final complexity rating.
- 30 ○ Ensure that the prescribed fire plan has been reviewed and
31 recommended by a qualified technical reviewer.
- 32 ○ Ensure that prescribed fire plans are designed to achieve desired
33 conditions as described in Land and Resource Management Plans and
34 project-specific NEPA decision document.
- 35 ○ Approve prescribed fire plan amendments and determine the need for
36 additional technical review of proposed plan amendments prior to
37 approval.
- 38 ○ If more than one year has elapsed since a prescribed fire plan was last
39 approved, the plan will be reviewed, updated as necessary, and re-
40 approved before implementation.
- 41 ○ Authorize ignition of prescribed fire as delegated and adhere to
42 procedures as described in ### FSM 5140 for Regional and/or National
43 level approvals for initiation of new and continued prescribed fire
44 activities at National Preparedness levels 4 and 5 or when forecast

- 1 National Fire Danger Rating System adjective ratings are at “Extreme”
2 category.
- 3 • Report all instances of prescribed fires resulting in a wildfire declaration
4 and/or air quality Notice-of-Violation as required in FSM 5140.

5 **Agency Administrator Training and Certifications for Wildland Fire** 6 **Management**

7 There are two separate and distinct certifications that **### agency** administrators
8 must attain related to fire management, one for wildfire decision making and
9 one for prescribed fire. The training and experience requirements and
10 certification process for both wildfire and prescribed fire are described below.

11 **Agency Administrator Core Competencies**

12 Core competencies that must be demonstrated by Agency Administrators
13 exercising decision-making authority for wildfires or prescribed fires include:

- 14 • Risk Management
15 • Wildfire response and incident management processes
16 • WFDSS/IFTDSS and other decision support tools
17 • Fuels management and prescribed fire processes
18 • Fire Prevention, mitigation, and education processes
19 • Social, political, economic and environmental impacts of wildland fire
20 management activities
21 • Collaboration with partners and stakeholders
22 • Fiscal management

23 These core competencies form the basis for the Agency Administrator Task
24 Book which is used to document that an individual has indeed demonstrated
25 these competencies while working toward certification. For access to the Task
26 Book, Pathways Chart and additional information on the Forest Service Agency
27 Administrator Fire Certification Programs, visit the Decision Support Toolbox at
28 <https://wfmrda.nwcg.gov>.

29 **Definitions**

30 **### Agency Administrator:** A general term meaning the official with the
31 delegated authority, responsibility, and qualifications for decision making on
32 incidents or prescribed fire within a particular administrative unit.

33 **Coach:** A fully qualified Agency Administrator/Representative at journey or
34 advanced level.

35 **Shadow:** An individual that does not perform the duty of Agency
36 Administrator/Representative, but observes a qualified, designated Agency
37 Administrator/Representative.

38 **Agency Administrator Trainee:** An Agency Administrator working on
39 certification at any given level by performing the role under the supervision and
40 authority of the Agency Administrator and/or Representative.

- 1 **Coach/Shadow Team:** A team comprised of a qualified Coach and group of
2 Shadows who may travel to multiple incidents and support sites to increase their
3 level of understanding.
- 4 **Acting Agency Administrator:** An individual who has been delegated in
5 writing the necessary authorities to act in an Agency Administrator roll and is
6 certified at the level required by the incident complexity to provide relief and
7 support.
- 8 **Regional Forester Agency Administrator Representative:** A representative
9 that carries out roles and responsibilities as delegated.
- 10 **Agency Administrator:** A general term meaning the official with the delegated
11 authority, responsibility, and qualifications for decision-making on incidents or
12 prescribed fire within a particular administrative unit.
- 13 **Agency Administrator Representative:** A representative that carries out
14 Agency Administrator roles and responsibilities as delegated.
- 15 **Agency Administrator Trainee:** An Agency Administrator working on
16 certification at any given level by performing the role under the supervision and
17 authority of a fully qualified Agency Administrator.
- 18 **Coach:** A fully qualified Agency Administrator certified at an experience level
19 commensurate with the incident or project being managed (e.g., journey or
20 advanced for wildfire and moderate or high for prescribed fire). The role of the
21 coach is to advise and support the agency administrator trainee through various
22 aspects of a wildfire incident, prescribed fire or all hazard incident.
- 23 **Coach/Shadow Team:** A team comprised of a qualified Coach and group of
24 Shadows who may travel to multiple incidents and support sites to increase their
25 level of understanding.
- 26 **Line Officer:** A Forest Service official who serves in a direct line of command
27 from the Chief and has been delegated authority to make and execute decisions
28 for their administrative unit(s). Examples are the deputy chiefs, Director of Law
29 Enforcement and Investigations, regional foresters, station directors, forest
30 supervisors, and district rangers. Line officers have authority to issue direction
31 within delegated levels.
- 32 **Shadow:** A learning opportunity to observe various elements of a fire program.
33 This position does not perform the duties of an Agency Administrator but
34 observes a qualified AA during an incident for the purpose of increasing
35 understanding of the duties. The shadow may participate as an individual or part
36 of a group of trainees. It is an observational learning assignment; certification
37 recommendations should be reserved for active trainee assignments where tasks
38 are being performed, however certain aspects of the task book may be
39 accomplished during the assignment.

40 Agency Administrator Wildfire Certification Program

- 1 The following principles will guide certification of Agency Administrators in
2 wildfire management:
- 3 • Regional Foresters are accountable for annual certification of Agency
4 Administrators ### by review process established by Regional Forester,
5 such as Regional Line Officer Team;
 - 6 • Agency Administrator evaluation includes standards for training,
7 background and experience, demonstrated ability, and utilizing the Task
8 Book and Wildfire Pathways Chart which will result in a qualitative
9 evaluation of readiness by the Regional Forester;
 - 10 • When the complexity level of a wildfire exceeds an Agency Administrator's
11 certification, a coach will be assigned;
 - 12 • Care should be taken when assigning Acting AAs to ensure operational fire
13 management responsibilities remain separated from agency administrator
14 responsibilities in order to avoid collateral duty conflicts;
 - 15 • Agency Administrator competencies (aka certification level) supersedes
16 position (e.g., a District Ranger certified at the Advanced Level may be the
17 AA for a Type I Incident);
 - 18 • This certification program will be periodically evaluated and updated as
19 needed. When changes are made in training requirements, the Regional
20 Forester may choose to "grandfather" Agency Administrators thereby
21 maintaining their existing certification level; however, the updated training
22 requirements must be met before advancement to the next level or before
23 recertification after a lapse in currency;
 - 24 • Assistance with decision documentation and analysis can be requested
25 through the Wildland Fire Management RD&A – National Fire Decision
26 Support Center (NFDSC); and
 - 27 • The Coaching/Shadowing functions, to be administered by each region, is
28 an integral part of this certification program.

29 **Agency Administrators will be evaluated in three basic areas:**

- 30 • Training;
- 31 • Background and experience; and
- 32 • Demonstrated understanding of concepts and principles as outlined in the
33 Task Book.

34 This certification program is a multi-level process where Agency Administrators
35 demonstrate competence in one of three levels of managing wildfires. Those
36 levels would be Working, Journey, and Advanced.

37 **Guidelines**

38 In consideration of the appropriate level (Working, Journey, Advanced) to
39 assign an Agency Administrator, the Regional Forester should consider the
40 following guidelines:

- 1 • For individuals that do not meet at least the Working Level, a coach will be
2 assigned to support that Agency Administrator in managing Type 3 or
3 higher wildfire incidents.

4 **Working Level** – ### The Agency Administrator could manage a low to
5 moderate complexity fire. The Agency Administrator Trainee must meet the
6 following in order to be certified at the Working Level The Agency
7 Administrator could manage a Type 3, 4 or 5 wildfire or similar complexity
8 incident. The Agency Administrator must meet the following in order to be
9 certified at the Working Level:

- 10 • **Required Training:** *Risk Management 101* ### (in development); M-581,
11 *Fire Program Management, an Overview*, ### or M-582, *Fire Program*
12 *Management, Leading Complex Fire Programs* or Agency Administrators
13 Prescribed Fire Workshop at the Prescribed Fire Training Center
14 (recommended for AAs seeking more hands-on prescribed fire experience),
15 and WFDSS training – WFDSS Refresher Topics located on the Decision
16 Support Toolbox. https://wfmrda.nwccg.gov/line_officer_resources.php
17 • **Required Background and Experience:**
18 ○ Successful management of a minimum of one Type 3 or higher fire.
19 Consider duration, complexity and size of the fire.
20 • **Other Background, Experience, and Training That Supports:**
21 ○ Applicable experience in prescribed fire, wildfire, all-hazard or other
22 incident oversight may also be considered in addition to other
23 guidelines.
24 ○ ### Management oversight of a low complexity fire program and/or
25 experience as an Agency Administrator or representative Management
26 oversight of a moderate-high complexity fire program.
27 • **Demonstrated Ability:** Successful evaluation by a coach (including
28 feedback from ICs or ACs) that the candidate has demonstrated
29 understanding and application of the responsibilities of an Agency
30 Administrator ### on smaller low complexity fires with a basic
31 understanding of the elements of the core competencies Trainee. Use AA
32 Task Book to document.

33 **Journey Level** – ### The Agency Administrator could manage a moderate to
34 high complexity fire. The Agency Administrator Trainee needs to be certified at
35 the Working Level and meet the following to become certified at the Journey
36 Level The Agency Administrator could manage Type 2 or lower complexity
37 fires or similar incidents. The Agency Administrator needs to be certified at the
38 Working Level and meet the following to become certified at the Journey Level:

- 39 • **Required Training:** ### *Risk Management 101*; (in development); M-581,
40 *Fire Program Management, an Overview*; or M-582, *Fire Program*
41 *Management, Leading Complex Fire Programs*; and WFDSS training –
42 WFDSS Refresher Topics located on the Decision Support Toolbox.
43 https://wfmrda.nwccg.gov/line_officer_resources.php *Risk Management 101*;
44 M-581, *Fire Program Management – an Overview*, or Agency

- 1 Administrators Prescribed Fire Workshop at the Prescribed Fire Training
2 Center (recommended for AAs seeking more hands-on prescribed fire
3 experience).
- 4 • **Required Background and Experience:**
 - 5 ○ ### Successful management of a minimum of one Type 2 or higher
6 fire, or one successful higher complexity fire (Type 1). Duration,
7 complexity and size of the fire should be considered Successful
8 management of a minimum of one Type 2 fire or similar complexity
9 incident. Duration, complexity and size of the fire should be
10 considered.
 - 11 • **Other Background, Experience, and Training That Supports:**
 - 12 ○ Applicable experience in prescribed fire, wildfire, all-hazard or other
13 incident oversight may also be considered in addition to other
14 guidelines.
 - 15 ○ ### Management oversight of a moderate complexity fire program, or
16 experience as an Agency Administrator or Representative on Type 2 or
17 higher fires Management oversight of a moderate-high complexity fire
18 program.
 - 19 • **Demonstrated Ability:** Successful evaluation by a coach (including
20 feedback from ICs or ACs) that the candidate has demonstrated
21 understanding and application of the responsibilities of an Agency
22 Administrator. ### Representative on moderate to large complex fires in
23 the core competencies, and other elements that may be relevant. Use AA
24 Task Book to document.
- 25 **Advanced Level – ### The Agency Administrator could manage one or more**
26 **high complexity fire(s). The Agency Administrator Trainee needs to be certified**
27 **at the Journey Level, and meet the following to become certified at the**
28 **Advanced Level** The Agency Administrator could manage one or more Type 1
29 wildfire or similar complexity incidents. The Agency Administrator needs to be
30 certified at the Journey Level, and meet the following to become certified at the
31 Advanced Level:
- 32 • **Required Training:** ### *Risk Management 101* (in development); M-582,
33 *Fire Program Management, Leading Complex Fire Programs*; and WFDSS
34 training—WFDSS Refresher Topics located on the Decision Support
35 Toolbox. https://wfmrda.nwecg.gov/line_officer_resources.php *Risk*
36 *Management 101*; M-582, *Fire Program Management, Leading Complex*
37 *Fire Programs* or Agency Administrators Prescribed Fire Workshop at the
38 Prescribed Fire Training Center (recommended for AAs seeking more
39 hands-on prescribed fire experience); at least one continuing education
40 course in fireline leadership/decision-making. Pathways diagram and
41 resources can be found on the Decision Support Toolbox:
42 https://wfmrda.nwecg.gov/line_officer_resources.php.
 - 43 • **Required Background and Experience:**
 - 44 ○ ### Successful management of several Type 1 or 2 fires (at least one is
45 a Type 1 fire), depending on fire experience. Duration, complexity, and

- 1 size of the fires should be considered. Successful management of one
 2 Type 1 wildfire or similar complexity incident. Duration, complexity,
 3 and size of the fires should be considered.
- 4 • **Other Background, Experience, and Training That Supports:**
 - 5 ○ Applicable experience in prescribed fire, wildfire, all-hazard or other
 - 6 incident oversight may also be considered in addition to other
 - 7 guidelines.
 - 8 ○ Management oversight of a moderate to high-complexity fire program.
 - 9 • **Demonstrated Ability:** Successful evaluation by a coach (including
 - 10 feedback from ICs or ACs) that the candidate has demonstrated
 - 11 understanding and application of the responsibilities of an Agency
 - 12 Administrator on large complex fires. ### in the core competencies, and
 - 13 other elements that may be relevant. Use AA Task Book to document.

14 Evaluation Process

- 15 • Every trainee will receive an evaluation from a certified Agency
- 16 Administrator/Agency Administrator Representative or coach using the
- 17 Agency Administrator Task Book identified in the *Line Officer/Agency*
- 18 *Administrator Desk Reference for Fire Program Management*.
- 19 • Individuals involved in a shadow assignment should receive creditable
- 20 experience through documentation.
- 21 • The purpose of the Task Book is to provide consistency for the Agency
- 22 Administrator Coach/Evaluator to evaluate trainees and document their
- 23 demonstrated abilities to achieve the core competencies, which will be used
- 24 as a component to achieve the next level certification.
- 25 • Every trainee will complete a Task Book for evaluation from an Agency
- 26 Administrator. ### /Agency Administrator Representative or coach as
- 27 identified in the *Line Officer/Agency Administrator Desk Reference for Fire*
- 28 *Program Management*.

29 Creditable work experiences to achieve and maintain certification levels:

- 30 • Coaching
- 31 • Regional Forester Representative (RFR)
- 32 • Acting Agency Administrator/Representative assignments
- 33 • Shadow assignments

34 Training opportunities ### and work experiences to achieve and maintain core

35 competencies:

- 36 • ### Upper levels of fire leadership and fire management courses;
- 37 • Function as the Agency Administrator or cadre member for S 420, S 520,
- 38 S 620, M 581, M 582, and other fire courses;
- 39 • Participate in advanced risk management training;
- 40 • Assigned to a Type 1 or Type 2 team as a training assignment (e.g., shadow
- 41 plans) and see the world from their viewpoint;

- 1 • WFDSS training (see the WFDSS homepage <https://wfdss.usgs.gov> for
 - 2 training materials and the WFM RD&A Line Officer Resources page for
 - 3 Agency Administrator specific refresher training materials
 - 4 <https://wfmrda.nwcg.gov/>);
 - 5 • Include risk management and fire management topics during annual line
 - 6 officer meetings;
 - 7 • Attend staff rides (staff rides need to include a stand that portrays the Line
 - 8 Officer or Agency Administrator's perspective);
 - 9 • Participate in prescribed fires and/or attend prescribed fire training;
 - 10 • Participate in other leadership and/or decision making training;
 - 11 • Attend L 580, Leadership is Action.
- 12 Refer to the pathways chart found in Decision Support Toolbox.
- 13 https://wfmrda.nwcg.gov/line_officer_resources.php

14 **Currency**

15 #### Currency is reviewed annually by the Certifying Official for frequency of

16 demonstrated exercise of Core Competencies through activities such as those

17 described above or assignment as Agency Administrator/Coach/Representative

18 on an incident. To maintain currency, an Agency Administrator/Representative

19 will as a minimum, engage in at least one extended response wildfire incident

20 within a three-year period. Currency is certified annually by the Regional

21 Forester for frequency of demonstrated exercise of Core Competencies through

22 activities such as those described above or assignments as Agency Administrator

23 on incidents of appropriate level within a three-year interval.

24 **Guidance on the Selection of Coaches**

25 #### Coaches can be a current or former Agency Administrator/Representative.

26 The Regional Forester determines the level of certification for which a coach is

27 qualified. See Coach/Shadow guide in the Decision Support Toolbox:

28 https://wfmrda.nwcg.gov/line_officer_resources.php.

29 Criteria for individuals serving as coaches are as follows:

- 30 • Must be a "Journey" level Agency Administrator/Representative in dealing
- 31 with large fire incident, or rated at an experience level commensurate with
- 32 incident being managed. Present and past Agency Administrators can serve
- 33 as coaches, including retirees that were qualified/experienced; and
- 34 • Must be willing and able to serve as a coach.

35 **Agency Administrator Prescribed Fire Certification**

36 The following principles will guide certification of Agency Administrators (AA)

37 for prescribed fire:

- 38 • Regional Foresters are accountable for annual certification of AAs to
- 39 approve and authorize prescribed fire.
- 40 • Agency Administrator evaluation includes standards for training,
- 41 background and experience, and demonstrated ability, which will result in a
- 42 qualitative evaluation of readiness by the Regional Forester.

- 1 • When the complexity level of a prescribed fire exceeds an AAs
2 certification, an appropriately certified AA will be assigned and must
3 approve the complexity analysis and the burn plan along with the AA being
4 mentored/coached.
- 5 • The authorization to ignite a prescribed fire must be approved by an
6 appropriately certified AA; however, the Line Officer with authority over
7 their assigned unit will also retain authority to authorize or prohibit the
8 ignition based on their judgement regardless of their certification level;
- 9 • Care should be taken when assigning Acting AAs to ensure operational fire
10 management responsibilities remain separate from AA responsibilities in
11 order to avoid collateral duty conflicts.
- 12 • This certification program will be periodically evaluated and updated as
13 needed; when changes are made in training requirements, the Regional
14 Forester may choose to “grandfather” AAs thereby maintaining their
15 existing certification level, however the updated training requirements must
16 be met before advancement to the next level or before recertification after a
17 lapse in currency.
- 18 • The Coach/Shadow functions, to be administered by each region, is an
19 integral part of this certification program.

20 **Agency Administrators will be evaluated in three basic areas:**

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

24 This certification program is a multi-level process where Agency Administrators
25 demonstrate competence in one of three levels of prescribed fire complexity.
26 Those levels are Low, Moderate, and High.

27 **Guidelines**

28 In consideration of the appropriate qualification level (Low, Moderate, or High)
29 to certify an Agency Administrator, the Regional Forester should consider the
30 following guidelines:

31 **Low Complexity Level**

32 The Agency Administrator can review, approve, authorize and provide oversight
33 for the management of low complexity prescribed fires. The Agency
34 Administrator Trainee must meet the following in order to be certified at the
35 Low Complexity level:

- 36 • **Required Training:** M-581, *Fire Program Management – An Overview* or
37 ~~### M 582, *Fire Program Management – Leading Complex Fire Programs*~~
38 ~~or~~ Agency Administrators Prescribed Fire Workshop at the Prescribed Fire
39 Training Center (recommended for AAs seeking more hands-on prescribed
40 fire experience).

- 1 • **Required Background and Experience:** Successful management of a
2 minimum of one (1) Low Complexity prescribed fire, or one or more low
3 complexity wildfires (Type 4 or 5).
- 4 • **Other Background, Experience, and Training That Supports:**
 - 5 ○ Applicable experience in prescribed fire, wildfire, all-hazard or other
6 incident or project oversight may also be considered in addition to other
7 guidelines.
 - 8 ○ Management oversight of a low-complexity fire program.
- 9 • **Demonstrated Ability:** Successful evaluation by a coach (including
10 feedback from FMO/Fire Staff/Director) that the candidate has
11 demonstrated understanding and application of the responsibilities of an
12 Agency Administrator on smaller low-complexity prescribed fires with a
13 basic understanding of the elements of the core competencies. Use AA Task
14 Book to document.

15 **Moderate Complexity Level**

16 The Agency Administrator can review, approve, authorize and provide oversight
17 for the management of moderate complexity prescribed fires. The Agency
18 Administrator Trainee needs to be certified at the Low Complexity Level and
19 meet the following to become certified at the Moderate Complexity level:

- 20 • **Required Training:** ~~### M-581, Fire Program Management—An~~
21 ~~Overview or M-582, Fire Program Management—Leading Complex Fire~~
22 ~~Programs or Agency Administrators Prescribed Fire Workshop at the~~
23 ~~Prescribed Fire Training Center (recommended for AAs seeking more~~
24 ~~hands-on prescribed fire experience) *Risk Management 101*. Pathways~~
25 ~~diagram and resources can be found on the Decision Support Toolbox.~~
26 ~~https://wfmrda.nwcg.gov/line_officer_resources.php~~
- 27 • **Required Background and Experience:** Successfully review and approve
28 one (1) or more prescribed fire plans at a moderate complexity level and
29 authorize and provide oversight for the ignition of three (3) or more
30 individual burn units under a moderate complexity plan, and complete a
31 minimum of (1) post-burn review of a moderate complexity prescribed fire.
- 32 • **Other Background, Experience, and Training That Supports:**
 - 33 ○ Applicable experience in wildfire, all-hazard or other incident oversight
34 may also be considered in lieu of other guidelines.
 - 35 ○ Management oversight of a moderately complex prescribed fire
36 program, providing for a workforce with appropriate training and
37 equipment, NEPA compliance and project planning, social/political
38 considerations, smoke management, public information, etc.
- 39 • **Demonstrated Ability:** Successful evaluation by a supervisor or coach
40 (including feedback from FMO/Fire Staff/Director) that the candidate has
41 demonstrated understanding and application of the responsibilities of an
42 Agency Administrator on moderate complexity prescribed fires with an
43 understanding of the core competencies and other elements that may be
44 relevant.

1 **High Complexity Level**

2 The Agency Administrator can review, approve, authorize and provide oversight
3 for the management of high complexity prescribed fires. The Agency
4 Administrator Trainee needs to be certified at the Moderate Complexity Level,
5 and meet the following to become certified at the High Complexity Level:

- 6 • **Required Training:** ### M-582, *Fire Program Management, Leading*
7 *Complex Fire Programs or Agency Administrators Prescribed Fire*
8 *Workshop at the Prescribed Fire Training Center (recommended for AAs*
9 *seeking more hands-on prescribed fire experience), Risk Management 101;*
10 *M-582, Fire Program Management – Leading Complex Fire Programs;* at
11 at least one continuing education course in fireline leadership/decision-
12 making. Pathways diagram and resources can be found on the Decision
13 Support Toolbox https://wfmrda.nwcg.gov/line_officer_resources.php.
- 14 • **Required Background and Experience:** Successfully review and approve
15 one (1) or more prescribed fire plans at a high complexity level and
16 authorize and provide oversight for the ignition of one (1) or more burn
17 units under a high complexity prescribed fire plan and, complete a
18 minimum of one (1) post-burn review of a high complexity prescribed fire.
- 19 • **Other Background, Experience, and Training That Supports:**
 - 20 ○ Applicable experience in prescribed fire, wildfire, all-hazard or other
21 incident oversight may also be considered in lieu of other guidelines.
 - 22 ○ Management oversight of a moderate to high complexity prescribed fire
23 program, providing for a workforce with appropriate training and
24 equipment, NEPA compliance and project planning, social/political
25 considerations, smoke management, public information, etc.
- 26 • **Demonstrated Ability:** Successful evaluation by ### a supervisor an
27 **Agency Administrator** or coach (including feedback from FMO/Fire
28 Staff/Director) that the candidate has demonstrated understanding and
29 application of the responsibilities of an Agency Administrator on large
30 complex fires in the core competencies, and other elements that may be
31 relevant.

32 **Evaluation Process**

- 33 • Every trainee will receive an evaluation from a certified Agency
34 Administrator or coach using the Agency Administrator Task Book. ###
35 identified in the *Line Officer/Agency Administrator's Desk Reference for*
36 *Fire Program Management*.
- 37 • Individuals involved in a shadow assignment should receive creditable
38 experience through documentation.
- 39 • Refer to the pathways chart found in Decision Support Toolbox:
40 https://wfmrda.nwcg.gov/line_officer_resources.php.

41
42 ~~### Creditable work experiences to achieve and maintain certification levels:~~

- 43 • ~~Coaching/Shadow assignments.~~
- 44 • ~~Assignments as member of a prescribed fire implementation organization.~~

- 1 • Acting Agency Administrator/Representative assignments on prescribed
- 2 fires.
- 3 Training opportunities to achieve and maintain core competencies:
- 4 • Upper levels of fire leadership and fire management courses;
- 5 • Function as the Agency Administrator in sand table exercises and training
- 6 simulations;
- 7 • Participate in prescribed fire and fire management training such as RX-410
- 8 and RX-510;
- 9 • Act as a member or leader for a team assigned to review a Declared
- 10 Wildfire or Violation of Air Quality Standards;
- 11 • Attendance/Participation in RT-300, *Prescribed Fire Burn Boss Refresher*
- 12 training;
- 13 • Participate in prescribed fires and/or attend prescribed fire training; and
- 14 • Participate in other leadership and/or decision-making training.

15 **Currency**

16 ~~### Currency is reviewed annually by the Certifying Official for frequency of~~
17 ~~demonstrated exercise of Core Competencies. To maintain currency, an Agency~~
18 ~~Administrator will as a minimum, engage in the review and approval of~~
19 ~~prescribed fire plan(s) at least once within a three-year period which may~~
20 ~~include coaching assignments. Currency is certified annually by the Regional~~
21 ~~Forester for frequency of demonstrated exercise of Core Competencies through~~
22 ~~activities such as those described above or assignments as Agency Administrator~~
23 ~~on incidents of appropriate level within a three-year interval.~~

24 **Guidance on the Selection of Coaches**

25 ~~### Coaches can be a current or former Agency Administrator/Representative.~~
26 ~~The~~
27 ~~Regional Forester determines the level of certification for which a coach is~~
28 ~~qualified.~~

29 ~~Criteria for individuals serving as Coaches are as follows:~~

- 30 • ~~Must be a “Moderate” or “High” level Agency~~
31 ~~Administrator/Representative commensurate with the complexity level of~~
32 ~~the prescribed fire project being managed. Present and past Agency~~
33 ~~Administrators can serve as coaches, including retirees that were~~
34 ~~qualified/experienced; and~~
- 35 • ~~Must be willing and able to serve as a Coach.~~

36 Refer to the pathways chart found in Decision Support Toolbox:

37 https://wfmrda.nwcg.gov/line_officer_resources.php.

38 **Specific Fire Management Staff Responsibilities for Fire Operations at the**

39 **Field Level**

40 **Preparedness**

- 1 • Use sound risk management practices as the foundation for all aspects of
- 2 fire and aviation management.
- 3 • Ensure that only trained and qualified personnel are assigned to fire and
- 4 aviation duties.
- 5 • Develop, implement, evaluate, and document fire and aviation training
- 6 program to meet current and anticipated needs.
- 7 • Establish an effective process to gather, evaluate, and communicate
- 8 information to managers, supervisors, and employees. Ensure clear concise
- 9 communications are maintained at all levels.
- 10 • Ensure fire and aviation management staffs understand their roles,
- 11 responsibilities, authority, and accountability.
- 12 • Develop and maintain effective communication with the public and
- 13 cooperators.
- 14 • Regardless of funding level, provide a safe, effective, and efficient fire
- 15 management program.
- 16 • Organize, train, equip, and direct a qualified work force. An Individual
- 17 Development Plan (IDP) must be provided for incumbents who do not meet
- 18 new standards. Establish qualification review process.
- 19 • Take appropriate action when performance is exceptional or deficient.
- 20 • Ensure fire and aviation policies are understood, followed, and coordinated
- 21 with other agencies as appropriate.
- 22 • Ensure that adequate resources are available to implement fire management
- 23 operations.
- 24 • Provide fire personnel with adequate guidance, training, and decision-
- 25 making authority to ensure timely decisions.
- 26 • Develop and maintain agreements, ~~### annual~~ operating plans, and
- 27 contracts on an interagency basis to increase effectiveness and efficiencies.
- 28 • Develop, maintain, and annually evaluate both the FMRS and Spatial Fire
- 29 Planning in WFDSS to ensure accuracy and validity.
- 30 • Ensure budget requests and allocations reflect preparedness requirements
- 31 from the program of work and support objectives from the LRMP.
- 32 • Develop and maintain current operational plans (e.g., dispatch, pre-attack,
- 33 prevention).
- 34 • Ensure that reports and records are properly completed and maintained.
- 35 • Ensure fiscal responsibility and accountability in planning and expenditures.
- 36 • Assess, identify, and implement program actions that effectively reduce
- 37 unwanted wildland fire ignitions and mitigate risks to life, property, and
- 38 resources.
- 39 • Work with cooperators to identify processes and procedures for providing
- 40 fire adapted communities within the wildland urban interface.

41 **Wildfire Response**

- 42 • Provide for and personally participate in periodic site visits to individual
- 43 incidents and projects.

- 1 • Utilize the Risk Complexity Assessment to ensure the proper level of
2 management is assigned to all incidents.
- 3 • Ensure incoming personnel and crews are briefed prior to fire and aviation
4 assignments.
- 5 • Coordinate the development of Published Decisions within WFDSS with
6 local unit staff specialists for all fires that escape initial attack.
- 7 • Ensure effective transfer of command of incident management occurs and
8 safety is considered in all functional areas.
- 9 • Monitor fire activity to anticipate and recognize when complexity levels
10 exceed program capabilities. Increase managerial and operational resources
11 to meet needs.
- 12 • Complete cost recovery actions when unplanned human-caused fires occur.
- 13 • Ensure structure exposure protection principles are followed.
- 14 • Ensure all misapplications of wildland fire chemicals are reported and
15 appropriate consultation conducted as needed (see Chapter 12).
- 16 • Ensure 5% assessment of fires less than 300 acres that had aerial fire
17 retardant used and have avoidance areas as a result of the record of decision
18 for the nationwide aerial application of fire retardant on National Forest
19 System land is completed and documented for misapplication reporting.
- 20 • Ensure all assessments of impacts to threatened and endangered species or
21 cultural resources are conducted by trained and qualified resource
22 personnel.

23 **Safety**

- 24 • Ensure completion of a Job Hazard Analysis (JHA) or Risk Assessment
25 (RA) for fire and fire aviation activities, and implement applicable risk
26 mitigation measures.
- 27 • Ensure work/rest and Length of Assignment guidelines are followed during
28 all fire and aviation activities. Deviations are approved and documented.
- 29 • Initiate, conduct, and/or participate in fire management related reviews and
30 investigations.
- 31 • Monitor fire season severity predictions, fire behavior, and fire activity
32 levels. Take appropriate actions to ensure safe, efficient, and effective
33 operations.

1 Prescribed Fire

- 2 • Ensure a written, approved burn plan exists for each prescribed fire project.
- 3 • Prepare and implement all prescribed fire plans in accordance with the
- 4 *Interagency Prescribed Fire Planning and Implementation Procedures*
- 5 *Guide* (PMS 484) available at <https://www.nwcg.gov/publications/484>.
- 6 • Ensure that the Prescribed Fire Burn Boss assigned to each project is
- 7 qualified at the appropriate level as determined by project complexity (see
- 8 the *Interagency Prescribed Fire Planning and Implementation Procedures*
- 9 *Guide* at <https://www.nwcg.gov/publications/484> for specific guidance).
- 10 • Responsibility for prescribed fires in patrol/mop-up status may be assigned
- 11 to the unit Duty Officer (see below) until declared “out.” The DO may
- 12 assign either a Burn Boss or Incident Commander at a level commensurate
- 13 with expected activities to coordinate on-site actions (e.g., ICT5 for 1
- 14 engine to patrol). In the event that elements of the burn plan other than
- 15 patrol/mop-up (e.g., holding or contingency) become necessary, then an
- 16 appropriately qualified Burn Boss will be assigned to continue
- 17 implementation of the approved burn plan.
- 18 • Review and update all prescribed fire plans as necessary to comply with
- 19 policy or procedures and submit to agency administrator for review and
- 20 approval.
- 21 • Submit amendments to prescribed fire plans to the agency administrator for
- 22 approval.
- 23 • If more than one year has elapsed since approval, a prescribed fire plan will
- 24 be reviewed to ensure assumptions are still valid and conditions have not
- 25 changed, updated as necessary, and resubmitted to the agency administrator
- 26 for approval.

27 Fire and Aviation Management (FAM) Duty Officer

28 Each Forest or Grassland Fire Management Officer or Assistant Fire
29 Management Officer will perform the duties of a FAM Duty Officer (DO) for
30 their unit, or will provide a delegated DO, during any periods of predicted or
31 actual incident activity. Individuals performing as DO must have the approval of
32 the unit’s Agency Administrator and meet the minimum NWCG qualifications
33 as identified in the FS-FAQG Chapter 4. ###
34 https://www.fs.fed.us/fire/publications/FSFAQG_Chapter4_Dec2016.pdf
35 <https://www.fs.fed.us/managing-land/fire/publications>

36 The required duties for all DOs are:

- 37 • Serve as the unit’s primary contact with Dispatch for both on and off-unit
- 38 assignments.
- 39 • Monitor unit incident activity for compliance with Forest Service risk
- 40 management practices.
- 41 • Coordinate and set priorities for unit suppression actions and resource
- 42 allocation.
- 43 • Keep Agency Administrators, suppression resources, and information
- 44 officers informed of the current and expected situation.

- 1 • Plan for and implement actions required for future needs.
 - 2 • Document key decisions and actions.
- 3 DOs will perform the above duties in addition to any unit specific duties
4 assigned by the unit's Agency Administrators or fire managers through a
5 delegation of authority or unit operating plan.
- 6 In the event that the DO is required to accept an incident assignment, the
7 outgoing DO must transition with another qualified and approved DO.
- 8 Use of District/Zone DOs is intended to manage span of control. When assigned
9 to the DO role, DOs will not concurrently perform any ICS command or
10 operational functions directly connected to an incident.
- 11 DO staffing levels may vary based on locally determined metrics such as fire
12 danger, local area Planning Level, predicted incident activity, prescribed fire
13 implementation, and/or span of control.

14 **Fire Management Position Requirements**

15 The *Interagency Fire Program Management Qualifications Standard (IFPM)*
16 and *Forest Service Fire Program Management Standard (FS-FPM)* will be used
17 in conjunction with specific agency requirements when filling vacant fire
18 program positions, and as an aid in developing Individual Development Plans
19 (IDPs) for employees.

20 **Structure Exposure Protection Principles**

21 **Mission and Role**

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

33 Forest Service leadership will express clear and concise "leader's intent" to
34 ensure structure protection assignments are managed safely, effectively, and
35 efficiently. Leaders are expected to operate under existing policies and doctrine
36 under normal conditions. Where conflicts occur, employees will be expected to
37 weigh the risk versus gain, and operate within the intent of Agency policy and
38 doctrine.

1 **Strategic Principles**

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

28 **Tactical Applications**

29 ***Structure Protection Definition***

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

36 ***USFS Role***

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

1 Pursuant to this “structure protection” policy provided above, Forest Service
2 personnel may engage support from other cooperators in structure protection
3 activities when 1) requested by local government under terms of an approved
4 cooperative agreement or 2) when operating within a unified command. The
5 agency is permitted, without agreement, to render emergency assistance to a
6 local government in suppressing wildland fires, and in preserving life and
7 property from the threat of fire, when properly trained and equipped agency
8 resources are the closest to the need, and there is adequate leadership to do so
9 safely. The agency will NOT routinely provide primary emergency response
10 (medical aids, fire suppression, HAZMAT, etc., as identified on “run cards” or
11 preplanned dispatch scenarios) nor will the agency supplant the local
12 government responsibility to do so.

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

- 17 • To provide initial attack through extended attack actions consistent with
18 application of wildland fire strategy and tactics.
- 19 • To supply water in support of tribal, state or local agencies having
20 jurisdictional responsibility for the fire. This would include the use of water
21 tenders, portable pumps, hose, tanks, and supporting draft sites.
- 22 • To assist or supply foam or chemical suppressant capability with engines or
23 aerial application.
- 24 • To assist local authorities in the event of evacuations.
- 25 • To assist local authorities by assessing (triaging) structures for defensibility
26 from wildfire.
- 27 • To coordinate with local authorities on actions taken by Private Structure
28 Protection Companies.

29 As such, there should not be an expectation that the Forest Service will:

- 30 • “Wrap” or set up and administer sprinklers around privately owned
31 structures.
- 32 • Remove fuels immediately surrounding a structure such as brush,
33 landscaping, or firewood.

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

39 The Forest Service shall not:

- 40 • Take direct suppression actions on structures other than those that tactically
41 reduce the threat of fire spread to them.

- 1 • Enter structures or work on roofs of structures for the purpose of direct
2 suppression actions.
- 3 In consideration of Forest Service owned or leased structures outside of
4 structure fire protection areas these same policies apply. The use of Firewise
5 principles and aggressive fire prevention measures will be employed for Forest
6 Service structures at every opportunity.
- 7 If a Forest Service structure is determined to be at risk, “wrapping” or other
8 indirect protection methods for the structure can be authorized by the Agency
9 Administrator. Documentation of these decisions needs to be placed in the fire
10 documentation package and the unit files. Any employee engaged in “wrapping”
11 or other indirect methods of protection operations will be thoroughly briefed and
12 trained in correct safety and personal protection equipment procedures,
13 especially if the use of ladders or climbing on the structure is necessary. In any
14 case, the Forest Service holds that no structure is worth the risk of serious injury
15 to an employee in an attempt to protect that structure or facility from fire.

16 ***Local Government Role***

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

21 ***Cost***

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

27 ***Tactical Operating Principles***

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

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

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

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Chapter 6 BIA Program Organization and Responsibilities

Bureau of Indian Affairs Fire Management Policy

Policy and responsibility for the Bureau of Indian Affairs (BIA) WFM program is documented in the Indian Affairs Manual (IAM), Part 90, Chapter 1. This part identifies the authorities, standards, and procedures that have general and continuing applicability to wildland fire activities under the jurisdiction of the Assistant Secretary – Indian Affairs.

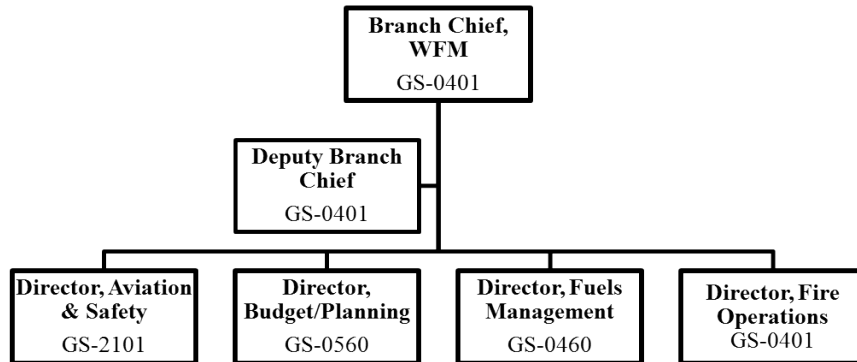
BIA Mission

The Bureau of Indian Affairs Mission is to enhance the quality of life, to promote economic opportunity and to carry out responsibility to protect and improve the trust assets of American Indians, Indian Tribes, and Alaska Natives.

BIA Fire Operations Website

BIA Fire Operations maintains a website that hosts operational, informational, and policy-related documents. The website also contains information about the following programs: Job Recruitment, BIA Training, Pathways Internship Program, Fuels Management, Aviation Safety and Wildland Fire Prevention. The address to the BIA Fire Management website is <https://www.bia.gov/bia/ots/dfwfm/bwfm>.

Branch of Wildland Fire Management Organization



1 Agency Administrator's Roles

2 The following positions are responsible for WFM activities of the Bureau
3 (including such activities when contracted for, in whole or in part, with other
4 Agencies or Tribes) under the statutes cited in 620 DM 1.1.

5 Director, Bureau of Indian Affairs

6 Responsible for the implementation of an effective WFM program:

- 7 • Responsible for implementation of policies and recommendations in the
8 Federal Wildland Fire Management Policy;
- 9 • Adopts and establishes wildfire prevention policies to protect Indian Lands
10 and Indian natural resources from human-caused wildfires;
- 11 • Ensures compliance and capacity to comply with statutes, regulations, IA
12 policy, and Department of the Interior (DOI) policy applicable to the
13 prevention of human-caused wildfires on Indian Lands;
- 14 • Represents Indian Affairs on the Federal Fire Policy Council; and
- 15 • Approves national level cooperative wildland fire management agreements
16 with other federal agencies and interagency wildland fire coordinating
17 groups.

18 Director, Office of Trust Services

- 19 • Implements the policies and recommendations in the *Federal Wildland Fire*
20 *Management Policy and Program Review Report*;
- 21 • Reviews and recommends national wildfire prevention policy for Indian
22 Country;
- 23 • Coordinates wildfire prevention activities among and between Office of
24 Trust Services programs;
- 25 • Coordinates with Division Directors to ensure consistent implementation of
26 wildfire prevention policies;
- 27 • Provides for the coordination of wildland fire management activities with
28 other federal, state, and non-government fire protection agencies; and
- 29 • Represents Indian Affairs in Interior Fire Executive Council and Fire
30 Executive council.

31 Division Chief, Forestry and Wildland Fire Management

- 32 • Provides overall direction to the wildland fire management program.

33 Branch Chief, Wildland Fire Management

- 34 Responsible to recommend policies and standards for firefighter safety, training,
35 prevention, suppression and use of wildland fires on Indian Trust lands.
- 36 • Recommends policies, standards and guidance to the Bureau Director on the
37 use of prescribed fire and fuels management to achieve fuels management
38 and resource management objectives;
 - 39 • Integrates wildland fire management into natural resource management;

- 1 • Establishes wildland fire management position competencies, standards and
2 minimum qualifications for fire management officers, wildland fire
3 specialists and leaders based on federal interagency standards;
- 4 • Implements national fire programs and activities including: current planning
5 model, preparedness, fuels management, community assistance, prevention,
6 emergency wildland fire operations, post fire activities, medical standards,
7 and Interagency Fire Program Management Qualifications (IFPM);
- 8 • Reviews and evaluates regional wildland fire management programs;
- 9 • Represents or delegates representation for Indian Affairs in the coordination
10 of overall wildland fire management activities at the National Interagency
11 Fire Center (NIFC) and coordinates Indian Affairs representation on intra-
12 and interagency wildland fire committees, groups and working teams,
13 which include but are not limited to:
 - 14 a. National Wildfire Coordinating Group (NWCG)
 - 15 b. Fire Management Board
 - 16 c. Executive Aviation Committee (EAC)
 - 17 d. National Interagency Aviation Council (NIAC)
 - 18 e. Interior Fire Executive Council
 - 19 f. National Multi-Agency Coordinating Group (NMAC)
 - 20 g. Information Technology Management Advisory Board (ITAB)
- 21 • In conjunction with other federal fire directors, establishes priorities for
22 assignment of critical resources during wildland fire emergencies;
- 23 • Initiates or participates in boards of review concerning actions taken on
24 selected wildland fires;
- 25 • Oversees prevention policy development and evaluates impacts on other
26 wildland fire programs;
- 27 • Provides policy and procedural guidance to Regional Directors to achieve
28 wildland fire prevention and education objectives;
- 29 • Negotiates cooperative agreements and/or modification of existing national
30 level agreements to improve wildland fire management activities on Indian
31 trust and restricted lands;
- 32 • Develops policies and standards for firefighter safety, equipment and
33 training for the prevention, investigation, suppression and use of wildland
34 fires on Indian trust and restricted lands;
- 35 • Reviews funding requests for fuels management, prevention, community
36 assistance, facility construction, subsidiary and rehabilitation requests;
37 makes determinations on funding levels and recommends approval to the
38 Director, Office of Trust Services, based on guiding principles in the
39 Federal Fire Policy, National Fire Plan (NFP), supporting documents and
40 Secretarial directives;
- 41 • Approves and makes determination of funding levels for severity and post
42 fire activity requests; and
- 43 • Oversees the national casual and vendor payment programs for emergency
44 incident payments.

1 Regional Directors

2 Responsible for ensuring activities and/or plans reflect a commitment to safety
3 and a state of readiness commensurate with values at risk to minimize wildland
4 fire loss.

- 5 • Oversees allocation model implementation, preparedness, fuels
6 management, community assistance, prevention, emergency wildland fire
7 operations, post fire activities, medical standards, and IFPM standards;
- 8 • Develops regional level cooperative fire protection agreements;
- 9 • Ensures that wildfire prevention needs are met;
- 10 • Ensures that activities and/or plans reflect a commitment to firefighter and
11 public safety and the reduction of property loss;
- 12 • Integrates wildland fire prevention program evaluations into fire readiness
13 reviews conducted at Tribal and agency locations;
- 14 • Submits funding requests to Director of Operations, Branch of Fire
15 Management for severity, fuels management, prevention, community
16 assistance, facility construction, subsidiary and post fire activities;
- 17 • Ensures prevention needs are included in national long-term severity
18 requests;
- 19 • Directs regional movement of fire management personnel and equipment to
20 meet emergency needs;
- 21 • Oversees wildland fire prevention management programs within the region;
- 22 • Develops regional directives for standards and additional procedural policy,
23 as needed, for wildland fire prevention planning, operational
24 implementation, evaluation and fiscal accountability;
- 25 • Determines when a critical fire situation has exceeded agency capability and
26 ensures that qualified personnel take immediate charge of fire suppression
27 activities; requests assistance when the wildfire situation exceeds the
28 capability of the region's resources;
- 29 • Certifies funding authorizations submitted by agency offices for estimated
30 costs exceeding \$5,000,000, and approves all decisions in WFDSS for fires
31 exceeding \$5 million dollars;
- 32 • Approves decisions over \$10 million dollars as delegated by the Bureau
33 Director. Notifies the Bureau Director when individual fires are anticipated
34 to exceed \$10 million dollars in cost;
- 35 • Approves all initiation or continuance of prescribed fire burn and wildland
36 fire use plans at National Fire Preparedness Planning Level 4 and 5;
- 37 • Assigns boards of review on selected individual wildland fires which
38 presented unusual problems or situations;
- 39 • Provides direction for cooperative agreements, self-determination contracts,
40 and self-governance compacts with Tribes for wildland fire management
41 programs as needed;
- 42 • Coordinates and implements regional fire preparedness planning activities;
- 43 • Approves and certifies that agency and Tribal WFPP's meet or exceed the
44 IA policy requirements for wildfire prevention;

- 1 • Oversees the region-wide casual and vendor payment programs for
2 emergency incident payments;
 - 3 • Represents Indian landowners interests and Indian Affairs on Geographic
4 Area Coordination Groups and on Multi-Agency Coordinating (MAC)
5 groups;
 - 6 • Coordinates with the Office of Justice Services (OJS) Special Agent in
7 Charge when criminal activity associated with wildfires occurs on Indian
8 Lands; and
 - 9 • Develops region-wide wildfire investigation policies and procedures.
- 10 **Agency Superintendent (unless excepted in regional directives)**
- 11 Ensures that every wildland firefighter, fireline supervisor and fire manager
12 takes positive action to obtain compliance with established standards and safe
13 firefighting practices.
- 14 • Protects Indian trust and restricted lands from wildfire by taking appropriate
15 action as specified in the approved fire management plan to meet Indian
16 landowner objectives or in the absence of an approved plan, takes
17 immediate suppression action, consistent with other standards;
 - 18 • Develops plans, prepares agreements and implement activities for
19 prescribed fires, wildland fire use, community assistance and/or other fuel
20 management activities in accordance with approved implementation plans
21 and established standards and guidelines;
 - 22 • Ensures agency fire management personnel develop and maintain fire
23 management job qualifications and meet physical fitness standards in
24 accordance with policy and assign personnel to fire suppression, prescribed
25 fire, wildland fire use activities according to qualifications and
26 demonstrated ability;
 - 27 • Manages personnel to ensure that prevention goals and objectives are being
28 achieved;
 - 29 • Develops, updates, and maintains the local fire preparedness planning
30 activities, wildland fire prevention plan, annual mobilization plans, and
31 ensures initial attack capability and management personnel availability to
32 provide for an adequate level of protection from wildfire;
 - 33 • Initiates, develops, and implements approved post fire activities to prevent
34 unacceptable resource degradation and to minimize threats to life or
35 property resulting from wildfire;
 - 36 • Initiates, develops, and implements approved rehabilitation activities to
37 protect and sustain ecosystems, public health, safety, and to help
38 communities protect infrastructure;
 - 39 • Develops, updates and maintains agency Fire Management Plan's;
 - 40 • Negotiates cooperative agreements with adjacent protection organizations
41 as needed;
 - 42 • Negotiates reimbursable agreements with Tribal, local, state, and other
43 federal agencies for wildland fire management activities as needed;

- 1 • Recommends a board of review be established to review actions taken on
2 selected individual fires;
- 3 • Ensures that all escaped prescribed fire or any prescribed fire that results in
4 resource or property damage are reviewed or investigated;
- 5 • Requests assistance through appropriate interagency channels when the fire
6 situation exceeds the capabilities of the agency's resources;
- 7 • Initiates investigation of trespass from wildfires to determine cause and
8 origin and if fire trespass has occurred;
- 9 • Ensures established wildfire investigation procedures and guidance are
10 followed;
- 11 • Coordinates with appropriate law enforcement agency when wildfire crimes
12 are suspected and/or detected;
- 13 • Enters and maintains employee fire qualifications in the Incident
14 Qualification Certification System (IQCS) and enters and maintains fire
15 occurrence in the Bureau fire reporting system;
- 16 • Coordinate the development of Published Decisions within WFDSS for all
17 fires identified as requiring a decision and consistent with authority
18 identified in Chapter 11.
- 19 • Maintains fiscal integrity in the use of the casual pay and vendor programs;
- 20 • Has responsibility for the adhering to the Administratively Determined
21 (AD) Pay Plan for Emergency Workers (Casuals) hiring authority in
22 accordance with the pay plan policy;
- 23 • Using prevention funding to implement the wildfire prevention actions in
24 the agency or Tribal WFPP; ensuring that carryover is held to below the
25 one-half of one percent; and
- 26 • Has responsibility for financial and accountability oversight for all wildland
27 fire management programs.

28 **Tribal Contracts/Compacts**

29 The Tribes have three options to manage fire protection services. Tribes may use
30 direct services, self-determination contracts or self-governance compacts to
31 manage either a portion, or all of a Bureau program.

32 Public Law 93-638 [The Indian Self-Determination and Education Assistance
33 Act of 1975, as amended; Title I and V]: provides maximum Indian participation
34 in the governance and education of the Indian people; to provide for the full
35 participation of Indian Tribes in programs and services conducted by the Federal
36 Government for Indians and to encourage the development of human resources
37 of the Indian people; to establish a program of assistance to upgrade Indian
38 education; to support the right of Indian citizens to control their own educational
39 activities; and for other purposes.

40 **Fire Management Administration**

41 These guidelines are intended to be used by the Bureau and Indian Tribes when
42 negotiating annual funding agreements, whether P.L. 93-638 contracts (Title I)
43 or Self-Governance Compacts (Title V).

1 Guiding Principles

- 2 • Indian Tribal fire management programs are held to the same standards as
3 Bureau fire management programs. Both Bureau and Indian Tribal
4 programs will strive to achieve excellence.
- 5 • Indian Tribal and Bureau WFM programs receive equal consideration for
6 available budget and resources.
- 7 • The Bureau is committed to working with Indian Tribes to ensure the
8 success of their WFM programs.
- 9 • Indian Tribes who desire to compact or contract national, regional or agency
10 fire program functions or services provided by the Bureau, to benefit more
11 than one Indian Tribe, must have a plan to provide comparable functionality
12 or services and agreement of other affected Indian Tribes.

13 Inherently Federal Activities

- 14 • Hiring, termination and paying federal employees including
15 Administratively Determined (AD) Emergency Workers (Casuals).
- 16 • The AD hiring authority is an inherently federal activity and requires
17 Federal Government supervision. The AD hiring authority is granted
18 through the DOI to the BIA, and cannot be delegated to a Tribally
19 contracted or compacted program. However, Tribal programs can gather
20 documentation to assist in meeting the requirements of the AD Pay Plan for
21 Casuals and specific national guidance.
- 22 • Approval, consolidation and submission of budget requests.
- 23 • Obligating federal funds.
- 24 • Approval of resource management or land use plans, fire management plans
25 (FMPs), NEPA documents, wildland fire decision support system (WFDSS)
26 documents, post wildland fire activity (ES/BAER) plans, and Delegations of
27 Authority to incident management and post fire activity teams. The Bureau
28 must approve the documents in the preceding sentence to fulfill its trust
29 responsibility in resource protection.

30 Program Operational Standards

- 31 • Unless waivers to the following standards are explicitly approved and
32 identified in Tribal annual funding agreements, the following standards will
33 apply to Tribal fire management programs (Personnel Qualifications (90
34 IAM Chapter 3, 3.1, C.) (1) and (2)):
- 35 • Adherence to the ~~### NWCG Wildland and Prescribed Fire Qualification~~
36 ~~System Guide~~ *NWCG Standards for Wildland Fire Position Qualifications*
37 **PMS 310-1** is mandatory for all firefighters fighting wildfires on and off
38 their respective jurisdictions.
- 39 • Adherence to the IFPM Guide standards are mandatory for fire program
40 management officers, fire specialists and fire project leaders.
- 41 • Self-governance compact standards for qualification, physical fitness and
42 safety will be those established by the parties to the agreement, but will not

- 1 be less than NWCG and IFPM standards when mobilized off their Tribal
2 lands.
- 3 • Tribal fire management officers are responsible for certifying Tribal
4 program employee qualifications and maintaining records of their employee
5 qualifications. ### They may use the firefighter qualifications/ certification
6 component of the Incident Qualification and Certification System (IQCS).
7 They may choose to do so, but are not required to use that system. All
8 BIA/Tribal units with fire management programs are required to use the
9 Incident Qualifications and Certification System (IQCS) to track all federal
10 emergency responders.
 - 11 • ### Fire occurrence reports will be encoded to the Wildland Fire
12 Management Information (WFMI) System within two weeks after a wildfire
13 is declared out. Wildfires that burn Indian trust lands under a Tribe's
14 protection must be reported and certified in InFORM promptly after being
15 declared out. Obligating government funds is an inherently federal function
16 and fire reports are an essential element in accounting for the obligation of
17 federal funds.
 - 18 • Placing resource orders for Incident Management Teams (IMT) to manage
19 extended, large fire operations or for post wildland fire activity teams
20 requires the involvement of the Bureau. All actions require that the Bureau
21 approve delegations of authority to teams.

22 Program Planning

23 ### There are various types and levels of planning required to conduct a fire
24 management program, and are described below;

25 Fire Program Workload Shares

26 The Fire Program Workload Shares Assessment (WSA) supports preparedness
27 budget distribution from the Regional Offices to their field level units. It is
28 intended to supplant the Most Effective Level (MEL) budget values that were
29 generated by the former Fire Management Program Analysis (FMPA) process.

30 The WSA uses the Graphical Network Interface (GeNIe) computer application
31 to define program workload elements and assign breakpoints (to classify and
32 normalize empirical data) and weights. Unlike purely subjective processes,
33 GeNIe ensures that the decision criteria are documented, the math is performed
34 without error, and the outputs can be readily reproduced.

35 Upon completion of the assessment, the WSA yields the percentage workload
36 share for each unit evaluated, in reference to their combined workload. These
37 share percentages then can be used to support a variety of decisions, such as the
38 allocation of preparedness budgets from the Regional Office to its field level
39 units.

40 The WSA is a Regional level tool. Its use is strictly voluntary and is intended to
41 assess workload shares for the units within a given Region (not between
42 Regions). Use of the WSA outputs is left to the discretion of the Regional

1 ~~Office.~~ Strategic planning for BIA field-level units relies primarily on two
2 required documents, Fire Management Plans (including Spatial Fire
3 Management Plans) and Fire Danger Operating Plans, per the interagency
4 guidance in Chapters 9 and 10 respectively. Such plans rely on historical
5 weather and fire occurrence data to depict the range of conditions in burning
6 environment, define the fire season, and quantify the unit's workload.

7 **Fire Occurrence Data and Reporting**

8 Consistent with the *Guidance for Implementation of Federal Wildland Fire*
9 *Management Policy* (February 13, 2009), the Bureau recognizes two types of
10 wildland fires when collecting and recording fire occurrence data. Those two
11 types are: planned ignitions (i.e., prescribed fires) and unplanned ignitions (i.e.,
12 including escaped prescribed fires).

13 Specific guidance regarding prescribed fire data and reporting is provided in the
14 *BIA Fuels Management Program Planning and Implementation Guide*. ###
15 Reports for wildfires should be prepared in accordance with the detailed
16 guidance provided in the *BIA Fire Occurrence Reporting System Users Guide*,
17 which includes instructions for preparing Individual Final Fire Reports. Starting
18 in calendar year 2020, all wildfires that burn on Indian trust lands must be
19 documented with a single, certified Individual Final Fire Report in the
20 Interagency Fire Occurrence Reporting Modules (InFORM) application, which
21 replaced the Wildland Fire Management Information (WFMI) fire reporting
22 application. For large or otherwise significant wildfires involving Indian trust
23 lands, approved Incident Status Summary (ICS-209) reports, including a
24 designated final report, must also be submitted per the requirements and
25 guidance in Chapter 11.

26 **Records Management for Fire Reports**

27 ### The BIA Individual Final Fire Reports and final ICS-209 reports are official
28 records. Accordingly, the local unit is responsible for adhering to *Indian Affairs*
29 *Records Management Manual* and the local *Fire Maintenance and Disposition*
30 *Plan* concerning management and archiving these hard copy records. Individual
31 Final Fire Reports and final ICS-209 reports are official records for wildfires
32 that burn on Indian trust lands. Accordingly, the BIA administrative unit
33 overseeing the affected land is responsible for adhering to *Indian Affairs*
34 *Records Management Manual* ([https://www.doi.gov/ost/indian-affairs-records-](https://www.doi.gov/ost/indian-affairs-records-management-manual)
35 [management-manual](https://www.doi.gov/ost/indian-affairs-records-management-manual)) and the local *File Maintenance and Disposition Plan*
36 concerning management and archiving these records.

37 Additional guidance regarding wildland fire incident records can be found on
38 the ### *National Wildland Fire Coordinating Group's NWCG* Incident Records
39 Management website [https://www.nwcg.gov/committees/incident-planning-](https://www.nwcg.gov/committees/incident-planning-subcommittee)
40 [subcommittee](https://www.nwcg.gov/committees/incident-planning-subcommittee).

41 **Fire Weather/RAWS**

1 The fire weather program is managed and coordinated by the WFM Fuels
2 Management Section, which has one staff member designated as the BIA
3 National RAWS Coordinator (405-206-1854). This program provides funding
4 and technical support for the maintenance/emergency repairs of station sensors
5 and the accuracy of station data for the wildland fire program.

6 All field-level units will identify at least one permanent, NFDRS fire weather
7 station for fire planning purposes. A listing of these designated weather stations
8 is maintained by the WFM Fuels Management staff and is updated annually.

9 Each Region must identify a Regional Point of Contact (RPOC), and each
10 Agency/Tribe must identify a Local Point of Contact (LPOC) for fire weather
11 and weather stations. These contacts must be updated immediately upon
12 reassignment to a new POC and provided to the BIA National RAWS
13 Coordinator.

14 **Bureau and Tribal NFDRS Weather Stations**

15 The BIA Central Office, Branch of Wildland Fire Management (BOWFM)
16 maintains a national contract with Forest Technology Systems, Ltd., (FTS) to
17 provide annual maintenance, factory exchange service, and emergency repair to
18 81 permanent NFDRS weather stations. When noncompliant or malfunctioning
19 RAWS are identified or suspected, fire managers should implement the
20 following hazard mitigation actions to expedite RAWS repair and to reduce risk
21 to fire personnel: Contact a Technical Support Specialist at FTS and the BIA
22 National RAWS Coordinator to resolve the noncompliance or emergency repair
23 issue.

24 **Non-NFDRS Weather Stations**

25 In the Bureau's managed inventory, there are 19 non-NFDRS weather stations,
26 which are mostly portables and are mainly used for large wildfires and
27 prescribed fires. These stations are also covered under the BIA's national
28 contract with Forest Technology Systems, Ltd., (FTS) to provide annual
29 maintenance, factory exchange service and emergency repair.

- 30 • Non-NFDRS stations do not have to have a NWS station number or a
31 station catalog in WIMS, but units may establish them as needed.
- 32 • Non-NFDRS weather stations, such as portable or research stations that
33 support fire operations are required to receive annual calibration and
34 certification. The equipment will meet the requirements of the Annual
35 Rehabilitation Maintenance Section of the **### NWCG Interagency**
36 **Wildland Fire Weather Station Standards and Guidelines NWCG Standards**
37 **for Fire Weather Stations** (PMS 426-3) publication.
- 38 • The maintenance will be documented in the WFMI Weather module.

39 **Weather Station Naming Conventions**

40 To ensure the continuity with historic records, the names of existing stations
41 should not be changed without a good justification. Proposed name changes
42 must have the concurrence of the BIA national fire weather program manager.

- 1 • New weather stations should be named after the nearest local geographic
2 feature.
- 3 • Portable RAWS stations will use the following naming conventions: The
4 Unit ID and the word “Port” followed by a sequential number. For example
5 the portable RAWS at Crow Agency is named MTCRA_Port1, where
6 “MTCRA” represents Crow Agency in Montana and “Port1” represents a
7 unique number to identify the station. If another portable RAWS was
8 deployed at Crow Agency, the name of that station would then be
9 MTCRA_Port2. Portable stations should not be renamed when relocated on
10 the unit or temporarily assigned to another unit.
- 11 • For weather data collection and archiving standards for NFDRS, refer to the
12 ~~### NWCG Interagency Wildland Fire Weather Station Standards and~~
13 ~~Guidelines NWCG Standards for Fire Weather Stations~~ (PMS 426-3)
14 publication and the WIMS Web Application User Guide.

15 When any station (i.e., including portable stations) is desired to be moved to a
16 different location, specific processes identified in the ~~### NWCG Interagency~~
17 ~~Wildland Fire Weather Station Standards and Guidelines NWCG Standards for~~
18 ~~Fire Weather Stations~~ (PMS 426-3) must be adhered to. The LPOC must first
19 notify the BIA National RAWS Coordinator before notifying the BLM RAWS
20 Depot Help Desk (208-387-5475) to make notification that the station is to be
21 shutdown. Following the relocation, the LPOC must again first notify the BIA
22 National RAWS Coordinator before informing the RAWS Depot Help Desk
23 with the new location information and the time of reactivation.

24 **Station Identifiers**

25 When a station identifier is needed, contact the contact the BIA National RAWS
26 Coordinator (405-206-1854), who will coordinate the request with the
27 appropriate entities, including the GACC Predictive Services staff.

28 **Weather Module in Wildland Fire Management Information (WFMI)**

29 *Weather Module Access*

- 30 • The WFMI Weather Module provides access to the weather data that is
31 transmitted from the more than 2,500 Remote Automatic Weather Stations
32 (RAWS) located throughout the U.S.
- 33 • Individuals who desire access to the WFMI Weather Module must complete
34 and submit only sections I and II of the “Weather Module – User Access
35 Request” form to the BIA National RAWS Coordinator. Due to the terms of
36 the BIA’s national RAWS contract, individuals may only request “view-
37 only” access to the weather module. Edit access is restricted to prevent
38 possible contractual issues.

1 Program Preparedness

2 The wildland fire management program should reference the following
3 agreements, contracts, and operating plans as identified in the Program Planning
4 section above.

5 Preseason Agreements, Contracts and Operating Plans

6 The authority to enter into Interagency Agreements, Cooperative Agreements,
7 Memorandum of Understanding, Mutual-Aid Agreements and Contracts is cited
8 in *Departmental Manual, Part 620* and respective statues; *Indian Affairs*
9 *Manual (IAM) 90*; *the Reciprocal Fire Protection Act 42 U.S.C. 1856*; and is
10 referenced in the *Federal Wildland Fire Management Policy and Program*
11 *Review*. See Chapter 8 for additional guidance.

12 Tribal Disaster Assistance

13 On January 29, 2013, the president signed the Sandy Recovery Improvement
14 Act of 2013, which amended the Stafford Act. The Act included a provision to
15 provide federally-recognized Indian Tribal governments the option to request a
16 Presidential emergency or major disaster declaration independent of a state.
17 Tribal governments may still choose to seek assistance under a state declaration
18 request.

19 FEMA established Tribal liaisons in each FEMA region to assist Tribes with
20 emergency assistance as it relates to providing disaster assistance. Contacts
21 within each Region are identified at
22 <https://www.training.fema.gov/tribal/liaisons.aspx>.

23 More information about Tribal Declaration and Disaster Assistance resources, is
24 on the FEMA Tribal Affairs web page at [https://www.fema.gov/fema-tribal-](https://www.fema.gov/fema-tribal-affairs)
25 [affairs](https://www.fema.gov/fema-tribal-affairs).

26 Tribal Support for Emergency Support Function (ESF)

27 BIA is an Emergency Support Function (ESF) support agency under the USDA-
28 FS and USFA ESF #4 and #5 Annexes. Tribes may provide support through this
29 mechanism; however, they must follow their designated reimbursement process
30 to participate under an ESF.

31 National Program Preparedness/Readiness Reviews

32 Branch of Wildland Fire Management will conduct regularly scheduled fire
33 preparedness review of regional offices. Each review will include fiscal and
34 budget reviews of standard operating procedures (SOP) and administrative
35 activities. A schedule will be developed by BIA-NIFC, with input from the
36 Regions, to coordinate review scheduling. At least one review every five (5)
37 years will be conducted at each region, though more frequent reviews would be
38 preferable. BIA-NIFC's implementation intentions are to administer one
39 preparedness review and one fiscal accountability review in two separate regions

1 every year. Additionally, local unit pre-season fire preparedness/readiness
2 reviews will be conducted.

3 Standards for preparedness reviews are documented in the *Interagency Fire*
4 *Preparedness Review Guide*. The guide is currently available at
5 https://www.nifc.gov/policies/pol_ref_intgncy_prepcheck_BIA.html.

6 **FireCode Business Rules**

7 The BIA developed business rules and procedures to implement the FireCode
8 System. The FireCode System User Guide and Business Procedures can be
9 accessed through the BIA-NIFC office.

10 Wildfires on BIA Trust land (BIA/Tribal unit is the host unit) will have an
11 assigned FireCode.

- 12 • BIA/Tribe host unit dispatcher will access the FireCode website and enter
13 the incident information and generate a FireCode for every wildfire. This
14 FireCode will be used for all financial obligations charged to an incident
15 and by all resources assigned to an incident. ~~### The FireCode is not the~~
16 ~~fire number for BIA. The fire number will continue to be the fire reporting~~
17 ~~number in WFMI. However, the~~ FireCode will be a required entry on
18 the fire report.
- 19 • The FireCode will be used by the BIA ~~### in place of the Fire Number~~
20 when entering an obligation to FBMS. Contract/Compact Tribes will use
21 this code to identify all costs associated with an incident.
- 22 • Compact/Contract Tribes will use the FireCode to identify costs for
23 wildfires when reporting to the BIA Regional office.
- 24 • ~~### A fire report must be created for each wildfire in WFMI. The fire report~~
25 ~~form will require the entry of a FireCode.~~
- 26 • ~~If the wildfire is a false alarm you must create a fire report in WFMI. BIA-~~
27 ~~NIFC will generate one false alarm FireCode for each region, ###. The~~
28 ~~regional false alarm FireCode which~~ will be used for each false alarm fire
29 report. ~~### in WFMI.~~

30 Wildfires on BIA Trust lands when BIA/Tribal resources are ordered from
31 another BIA/Tribal unit(s).

- 32 • All BIA/Tribal resources responding will use the hosting BIA/Tribal unit's
33 FireCode to charge all financial obligations related to that wildfire.
- 34 • ~~### BIA/Tribal units will create a support action fire report in WFMI when~~
35 ~~responding to another unit's wildfire.~~
- 36 • Compact/Contract Tribes will use the FireCode to identify their respective
37 costs for assistance to other BIA/Tribal units when reporting to the Regional
38 office.

39 Wildfires on other federal lands when the BIA/Tribe is ordered (another federal
40 agency is the host unit).

- 1 • All BIA/Tribal resources responding to other federal agency fires will use a
2 FireCode created by the host federal agency.
- 3 • Compact/ Contract Tribes will use the FireCode to identify their respective
4 costs for assistance to other federal agencies when reporting to the Regional
5 office.
- 6 Wildfires on state lands when the BIA/Tribe is ordered (state agency is the host
7 unit).
- 8 • All BIA/Tribal resources responding to state agency wildfires will create a
9 FireCode for each fire if a FireCode has not already been created by another
10 federal agency. If a FireCode has been created, the BIA/Tribal unit(s) will
11 use that FireCode as the charge code (project code) for all financial
12 obligations related to that wildfire.
- 13 • BIA/Tribal units will create a support action fire report in WFMI when
14 responding to another unit's wildfire.
- 15 • Compact/Contract Tribes will use the FireCode to identify their respective
16 costs for assistance to state agencies when reporting to the Regional office.
- 17 Short-term Severity actions where additional local resources are employed under
18 operations to supplement readiness capability as a direct result of short duration
19 high fire danger on BIA Trust lands.
- 20 • BWM will generate one short-term severity FireCode for each region.
- 21 • Each region will use the short-term severity FireCode to cover local short-
22 term severity needs relating to employing additional personnel.
- 23 • Request to use the short-term severity FireCode must be made to the
24 Regional FMO, or their acting, and approval given before the FireCode is to
25 be used.
- 26 • ### A support action fire report must be entered in WFMI and the
27 respective FireCode entered in that fire report. The remarks section of the
28 fire report must identify the purpose of the support action. For each short-
29 term severity use through the fire season, a support action fire report must
30 be entered in WFMI.
- 31 Long-term Severity FireCodes will be used by BIA resources to identify all
32 costs related to approve BIA wildfire severity actions.
- 33 • All severity requests will be submitted to the BWM for approval. Upon
34 approval, the BWM will generate a FireCode and notify the Region of the
35 FireCode and authorized funding level.
- 36 • The FireCode will be used to charge all authorized financial obligations for
37 readiness under the severity request.
- 38 • If a BIA Agency/Tribe responds to another BIA Agency/Tribe's severity
39 request, the responding BIA Agency/Tribe will use the hosting
40 Agency/Tribal unit's FireCode to charge all financial obligations.
- 41 • Compact/Contract Tribes will use the FireCode to identify their respective
42 severity costs when reporting to the Regional office.

- 1 • ### A support action fire report needs to be completed in WFMI for each
2 severity action.
- 3 Casual Training – A FireCode established by the BWFM will be used by all BIA
4 units to charge obligations related to Administratively Determined (AD) or
5 casual workers during ### field exercises training. BIA units must use ### the a
6 FireCode with their organizational code to charge obligations for casual field
7 exercises.
- 8 ### USDA Forest Service Wildland Fire Severity Support – A FireCode will be
9 used by DOI to identify all costs related to support of USDA Forest Service
10 severity actions.
- 11 • The FireCode will be used to charge all authorized financial obligations for
12 readiness under the severity request.
- 13 • A fire report needs to be completed for severity support of USDA Forest
14 Service severity actions.
- 15 Wildland Fire Severity Support to Other Agencies – To account for resource
16 usage and costs incurred when BIA provides severity support to other agencies,
17 the BWFM will generate a separate FireCode for each agency (USFS, BLM,
18 FWS, NPS, and State/Local). In lieu of using the requesting Agency’s own
19 FireCode (if any), the BIA-issued FireCode will be used by BIA units to charge
20 all authorized financial obligations for readiness related to their support of
21 another agency’s severity actions.

22 Wildland Fire Management Funding

23 Preparedness Activity

24 This activity consists of all the actions needed to prepare for the response to
25 wildland fire ignitions. Preparedness funds provide support to the overall
26 management and planning of the Bureau’s and Indian Tribal fire management
27 programs. Preparedness includes, but is not limited to, readiness and capability
28 to provide safe, cost-effective fire management programs in support of land and
29 resource management plans. This activity includes the hiring and training of fire
30 personnel, purchasing/contracting of equipment and supplies, support, planning
31 and coordination, policy development, oversight, and research. Interagency
32 coordination and direction includes establishment and funding of interagency
33 agreements and interagency fair share contributions.

- 34 • Indian Tribes are eligible for indirect costs from the wildland fire
35 appropriation for preparedness.
- 36 • Wildland Fire Management funding and indirect costs may be included in
37 the Indian Tribal annual funding agreements (AFAs). For compact wildland
38 fire preparedness, wildland fire prevention and interagency hotshot
39 programs, funding shall be transferred to the Office of Self-Governance
40 (OSG) by the BWFM Budget.

- 1 • One-time funding or one-time project funding will be applied for annually
2 and distributed to the region for distribution to agencies/Tribes. Funding
3 shall be transferred to the OSG by the BWFM. These are project-based one-
4 time transfers of funds. Indirect costs on non-recurring or one-time wildland
5 fire preparedness funds are not authorized. Indian Tribal and Bureau
6 programs will be given equal consideration for non- recurring preparedness
7 funding and will be coordinated at the Regional Office level.

8 ~~### Fire Facility Construction and Maintenance Activity~~ moved down in the
9 chapter

10 This activity provides for the maintenance and construction of fire facilities for
11 line item funded in the DOI wildland fire appropriation only. All projects are
12 approved through a consolidated DOI process and entered into the Departments
13 five year plan. The five year plan is a fiscal year based plan and is part of the
14 overall budget process. The plan requires annual updating so that the budget
15 request continues to reflect a five year picture of the actual need. As a result, the
16 schedule of activities is based on the fiscal year, not the calendar year. The
17 annual update presents the opportunity for the fire bureaus' to adjust project
18 priorities based on newly identified needs or previously identified needs that
19 have become more critical during the past year. Projects in the out years may
20 also be removed become more critical during the past year. Projects in the out
21 year may also be removed because they were addressed through other means.
22 The Bureau's five year plan submissions are completed at least a year before
23 Congress enacts the annual appropriation.

24 Consists of the following:

- 25 • Projects for construction of fire facilities must be included in the five year
26 DOI Facilities Construction Plan and identified as part of the Wildland Fire
27 Annual Budget Appropriation.
- 28 • Funding is obtained by Indian tribes through Bureau regional offices via
29 cooperative agreements, contracts or through agreements with other Federal
30 agencies to reimburse Indian tribes for fire facilities construction costs on a
31 project by project basis.
- 32 • Indirect costs for fire facilities and deferred maintenance construction
33 projects are not authorized. Administrative fees are authorized when
34 requests have them built into the total cost of the construction project as a
35 direct cost.

36 **Suppression Activity**

37 This activity provides for the development and implementation of three
38 operation components: Suppression, Post Wildland Fire Activities and Severity.

- 39 • Funding is obtained by Indian Tribes through agreements established by
40 Bureau regional offices or other federal agencies to reimburse Indian Tribes
41 for fire costs on a fire-by-fire basis (per FireCode). Indirect costs for fire
42 suppression are not authorized.

- 1 • Severity (short- and long-term) authority and funding for activities
2 necessary to augment initial attack capability when abnormal fire conditions
3 occur throughout a region resulting in the fire season starting earlier than
4 normal, or exceeding average high fire danger ratings for periods. Funding
5 is obtained by Tribes through agreements established by Bureau regional
6 offices or other federal agencies to reimburse Indian Tribes for severity
7 costs incurred under an approved fire severity cost request. Indirect costs
8 for severity funds are not authorized.
- 9 • Post Wildland Fire Activities includes all post fire burned area activities
10 covered by approved plans. Funding is obtained by Indian Tribes through
11 agreements established by the Bureau regional offices or other federal
12 agencies to reimburse Indian Tribes for costs on a project by project basis
13 (per FireCode). Indirect costs for emergency stabilization projects are not
14 authorized, however reasonable administrative and overhead costs incurred
15 by Indian Tribes in such projects may be authorized within stabilization
16 plans and should be built into the project and treated as a direct cost.

17 **Interagency Severity Funding Request Procedures**

18 *Qualification of Need*

19 To adequately quantify the need for severity funding, at least one of the criteria
20 listed below should demonstrate that abnormal conditions exist. Severity funds
21 and project approval will be identified by a severity FireCode generated by BIA-
22 NIFC. Requests for special projects must be evaluated and approved by the
23 respective Regional Office and forwarded to BIA-NIFC for approval and
24 execution. All costs associated with a severity request must include the severity
25 FireCode when procuring and/or encoding to the Financial Business and
26 Management System (FBMS).

- 27 • Fire danger models or analysis software (FireFamily Plus) graphically
28 contrasts the current seasonal trend for ERC and/or BI, with all-time worst
29 and historical average ERC and/or BI, based on an analysis of year-round
30 data.
- 31 • Palmer Index or standardized precipitation indices that specify the departure
32 from normal.
- 33 • Fuel Loading Quantitative information comparing current to the average.
- 34 • Current local fuel moisture compared to average trend and all-time worst
35 provided by Normalized Differences Vegetative Index (NDVI) and/or Live
36 Fuel Moisture Project reports. Note: Data from NDVI and Live Fuel
37 Moisture Project may be a week old or older.
- 38 • NWS 30-day weather outlook.
- 39 • Weather station NFDRS number and name.

40 *Narrative Statement*

41 Provide a brief statement of the interagency situation (local and geographic).
42 Each agency should request funds only for their respective needs, not for needs
43 of another agency. Sharing resources when all parties have needs is desirable.

- 1 When requesting prevention or investigation resources, the following
2 information must be included:
- 3 • Human-Caused Fire Activity; number of human-caused fires to date as
4 compared to previous years, include fire cause category;
 - 5 • Description of how the team will be utilized; shared resource covering
6 multiple areas, etc.;
 - 7 • Any significant upcoming events or activities; and
 - 8 • Justification for additional funds for prevention materials or supplies.
- 9 Severity requests for prevention/investigation resources are to be reviewed by
10 the Regional WUI/Prevention Specialist.

11 ***Requested Resources***

12 Requested resources should be identified by type, quantity, and cost using the
13 severity cost estimation worksheet. Utilize the Prevention tab for requesting
14 prevention/investigation resources.

15 **Budget Management**

16 This section governs use of the Bureau's Wildland Fire Management (WFM)
17 appropriation account structure, procedures, cost accounting and one-time
18 funding procedures. Personnel at all levels within the Bureau need to be aware
19 of the responsibilities and limitations on the use of these funds, which this
20 chapter and other financial and budget handbooks address.

21 **Program Budget Annual Appropriations**

22 Annual appropriations are made available for the WFM, pursuant to the passage
23 of the annual appropriation act for the DOI and related agencies. The WFM
24 appropriation is a no-year appropriation.

25 **Funded Program Procedures**

26 WFM funds, excluding emergency suppression funding (unless under a
27 Continuing Resolution), will be distributed to the BWFM Budget Management
28 office, which distributes funds to WFM Regional Office programs. The
29 exception to the allocation is compacted programs which will be disbursed
30 directly from WFM-NIFC to OSG. Instructions documented on a financial
31 allocation forms (e.g., Funding Entry Document or FED) detail how
32 distributions are to be made from regions to Agencies/Tribes for preparedness
33 programs.

34 **One-Time Funding ### /Critical Needs**

35 The one-time Funding program provides mechanisms to request funding for
36 special projects or needs that exceed an agency's regular budgeted funds. Funds
37 used in this program are non-recurring in nature, and are based on either
38 available prior year un-obligated balances, or unused Indirect costs.

39 ### WFM will issue a memo annually during the second quarter with a standard
40 form that will identify timelines for current year. The Individual plans are

- 1 required to be submitted to Regional offices for review, changes or rejection.
2 Once approved at the regional level, the requests will be forwarded to WFM.
3 Critical needs projects are high priority or an activity ready for implementation,
4 and require immediate funding at the start of the FY, before appropriations bills
5 are signed. Critical needs should only cover three (3) months of project needs,
6 but will continue under Continuing Resolutions (CR) until an appropriations bill
7 is passed.
- 8 One-time funding for Preparedness (signed by appropriate Regional Director)
9 will be submitted to WFM ### by May 15 Budget Officer no later than May 15th
10 for the upcoming Fiscal Year for current year needs. Requests received after
11 deadlines will be given lower priority. WFM-NIFC will evaluate all requests
12 based on the region's prioritization and the availability of funds.

13 **Procedures for One-Time Funding Submission**

- 14 One-time funding requests must be submitted using the following process:
- 15 • Requests are submitted to the Regional Office for approval. The process
16 verifies the request meets the intent and fire policy of Interior appropriation
17 act language.
 - 18 • The Regional Office then submits prioritized funding requests to the Branch
19 of Wildland Fire Management Budget office.
 - 20 • WBS to be assigned by WFM-NIFC Budget or the DC Central Office.

21 ~~### National Model 52 Wildland Engine Program BIA National Fire Fleet~~ 22 ~~Program Wildland Fire Model 52 Engine Program~~

23 The Model 52 Wildland Engine program was created by the BIA in 1996. The
24 objective of the program is to provide a centralized process for replacement
25 parts ###, and training ### and fabrication of Model 52 pumping systems.
26 Detailed information on the program can be found in the BIA National Model
27 52 Wildland Engine Program Operations Guide.

28 **Mission/Policy**

- 29 • Provide a standardized Model 52 engine for the participating Agency or
30 Tribal organization.
- 31 • Provide an opportunity to supply trucks for Model 52 pumping systems.
- 32 • Provide repair services for Fire Management Planning Analysis (FMPA)
33 approved number of engines.
- 34 • Provide training in the use and maintenance of the Model 52 pumping
35 systems.
- 36 • Evaluate new equipment and Model 52 improvements to meet the wildland
37 fire program needs.
- 38 • Provide emergency repair or replacement for Model 52 pumping systems.
- 39 • No aftermarket parts of any kind are to be place on any Model 52
40 equipment without prior approval from the Deputy, Fire Operations and
41 concurrence from the Program Center Managers.

1 **### Vehicle Maintenance, Replacement and Repairs**

2 Daily preventative maintenance checks, regular servicing, and prompt repairs,
3 and lifecycle replacement are critical to providing mission readiness,
4 performance, and safe operation.

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

6 It is required to complete and document annual safety inspections, regularly
7 scheduled preventative maintenance and daily (or pre-trip) inspections for all
8 BIA wildland fire vehicles. Annual safety inspections must be documented on
9 Form 1520-35 or designated local form. Regularly scheduled preventative
10 maintenance, unscheduled maintenance and repairs for interior owned (I-plate)
11 vehicles are recorded in FBMS. Daily inspections must be kept with the vehicle
12 records for the life of that vehicle.

13 The cost of all vehicle repairs and maintenance is the responsibility of the
14 individual region, agency or Tribe unless the damage is directly attributable to
15 operations on a wildfire. In that case, with approval from the IC, the damages
16 may be paid for under the fire's suppression account.

17 Wildland fire vehicles that are not operationally sound or have safety
18 deficiencies must not be put into service. In addition, vehicles that suffer from
19 mechanical or safety issues while en route or on assignment must be taken out of
20 service at the earliest opportunity in which it is safe to do so and must not be put
21 back into service until corrective action can be completed.

22 **Replacement Guidelines**

23 BIA Model 52 ~~### replacement schedule (funding pending)~~ GSA Standards
24 updated replacement schedule is set as follows:

25 Model 52 Type 6	8 Years	100,000 Miles
26 Model 52 Type 4	### 12 10 Years	100,000 250,000 Miles

27 **Organization**

28 The program is organized into three geographical areas:

- 29 • ~~### Northwest Center (Missoula, MT)~~ Missoula, MT services the
30 Northwest, Rocky Mountain and north half of the Pacific Region.
- 31 • ~~### Northern Center (Eagle Butte, SD)~~ Eagle Butte, SD services the Great
32 Plains, Midwest, and Eastern Regions.
- 33 • ~~### Southwest Center (Dulce, NM)~~ Dulce, NM services the Southwest,
34 Western, Navajo, Eastern Oklahoma, Southern Plains, and south half of the
35 Pacific Region.

36 ~~### Administration moved down in the chapter~~

37 The program is administered through the BWFM Fire Operations Section. A
38 Model 52 Oversight Group has been established to plan, develop and budget for
39 the annual operations of the program. The Group is comprised of the Model 52
40 Program Leads at each center and the Deputy, Fire Operations. Trucks and

1 fabrication orders for the Model 52 are procured nationally through the
2 BIA-NIFC office.

3 **Emergency Repairs**

4 Emergency fire related repairs to a BIA Model 52 pumping package will be
5 requested through the assigned user area Model 52 Center. The request will be
6 reviewed and approved by the Center Manager before a Service Truck is
7 dispatched or replacement parts are sent to the requesting agency.

8 **Non-Emergency/Non-Suppression Repairs**

9 Non-emergency repairs shall be charged to the identified agency account. The
10 account will be approved by an agency official (e.g., FMO, Forest Manager,
11 Superintendent) before requested action is taken.

12 Authorization of account will be sent by email or signed fax identifying account,
13 name and title of authorizing official. Initial request for all non-emergency
14 repairs will be requested through the assigned user area Model 52 Center. The
15 request will be reviewed and approved by the Center Manager before a Service
16 Truck is dispatched or replacement part is mailed to the requesting agency.

17 All Emergency and Non-Emergency repair expenditures shall be charged to an
18 appropriate account.

19 **### Administration**

20 The program is administered through the BWFM Fire Operations Section. A
21 Model 52 Oversight Group has been established to plan, develop and budget for
22 the annual operations of the program. The Group is comprised of the Model 52
23 Program Leads at each center and the Deputy, Fire Operations. Trucks and
24 fabrication orders for the Model 52 are procured nationally through the
25 BIA-NIFC office.

26 **### Fire Facility Construction and Maintenance Activity**

27 This activity provides for the maintenance and construction of fire facilities for
28 line item funded in the DOI wildland fire appropriation only. All projects are
29 approved through a consolidated DOI process and entered into the Departments
30 five year plan. The five-year plan is a fiscal year based plan and is part of the
31 overall budget process. The plan requires annual updating so that the budget
32 request continues to reflect a five-year picture of the actual need. As a result, the
33 schedule of activities is based on the fiscal year, not the calendar year. The
34 annual update presents the opportunity for the fire bureaus' to adjust project
35 priorities based on newly identified needs or previously identified needs that
36 have become more critical during the past year. Projects in the out-years may
37 also be removed become more critical during the past year. Projects in the out-
38 year may also be removed because they were addressed through other means.
39 The Bureau's five-year plan submissions are completed at least a year before
40 Congress enacts the annual appropriation.

- 1 Consists of the following:
- 2 • Projects for construction of fire facilities must be included in the five-year
3 DOI Facilities Construction Plan and identified as part of the Wildland Fire
4 Annual Budget Appropriation.
 - 5 • Funding is obtained by Indian Tribes through Bureau regional offices via
6 cooperative agreements, contracts or through agreements with other federal
7 agencies to reimburse Indian Tribes for fire facilities construction costs on a
8 project-by-project basis.
 - 9 • Indirect costs for fire facilities and deferred maintenance construction
10 projects are not authorized. Administrative fees are authorized when
11 requests have them built into the total cost of the construction project as a
12 direct cost.

13 **National Aviation Program**

14 The BIA Wildland Fire and Aviation Management program recommends
15 Bureau policy, procedures, and standards; and maintains functional oversight
16 and interagency coordination for all aviation activities. The BIA-BWFM
17 established two Inter-Regional Aviation Management Offices to provide
18 technical aviation expertise support for Regional, Agency, and field offices.
19 Each of these offices supports Bureau Regions across geographic boundaries.
20 Each of the Inter-Regional offices is staffed by an IRAM and an AOS, both of
21 which are available to provide support for any Region.

22 **Aviation Program Goals**

23 The primary goals of each of these positions are to promote aviation safety and
24 cost-effectiveness. The Branch of Wildland Fire Management Director, Aviation
25 and Safety supports Bureau aviation activities and missions, which includes fire
26 suppression, through strategic program guidance, managing aviation programs
27 of national scope, coordination with Office of Aviation Services (OAS) and
28 interagency partners.

29 The Director, Aviation and Safety has the responsibility and authority, after
30 consultation with Regional FMOs, for funding and acquisition of all fire aircraft,
31 prioritizing the allocation of BIA aircraft on a Bureau wide basis, and approving
32 Regional Office requests to acquire supplemental aircraft resources.

33 Refer to *Indian Affairs Manual; Part 57* for information on BIA aviation policy
34 and procedures. Refer to *112 DM 12* for a list of responsibilities.

35 **Regional Office Level**

36 Regional FMOs are responsible for providing oversight for aircraft hosted in
37 their region and have the authority and responsibility to approve, with the WFM
38 Branch Chief concurrence, acquisition of supplemental aircraft resources within
39 their region.

- 1 • Regional FMOs have the authority to prioritize the allocation, pre-
2 positioning and movement of all aircraft assigned to the BIA within their
3 region.
- 4 • Regional Offices will coordinate with the National Office on movement of
5 their aircraft outside of their region.

6 Regional Aviation Managers (RAM) are associated with every BIA Region.
7 They implement aviation program objectives and directives to support the BIA
8 mission and each Region's goals. Some Regions may have additional support
9 staff assigned to support aircraft operations and to provide technical expertise. A
10 Regional Aviation Management Plan is required to outline goals of the Region's
11 aviation program and to identify policy and procedures specific to that Region.

12 Important Note: A Region is not generally authorized to supplement this policy
13 with more restrictive policy or procedures than the national policy, unless the
14 policy or procedure is approved by the Director, Aviation and Safety.

15 **Agency/Field Office Level**

16 Agency, Field Managers and staff manage their programs as necessary to
17 conduct their aviation operations safely. Agency Aviation Managers (AAMs)
18 serve as the focal point for the Agency Aviation Program by providing technical
19 expertise and management of aviation resources to support agency programs.

20 While many agencies have aviation management as a collateral duty, during
21 periods of intense aviation activity (e.g., wildland fire support) it is still
22 absolutely critical that aviation oversight be maintained.

23 When other duties interfere or compete with effective aviation management,
24 request assistance from the Regional Office. Agencies are responsible for
25 hosting, supporting, providing daily management, and dispatching all aircraft
26 assigned to their unit. Agencies have the authority to request additional
27 resources, establish priorities, and make assignments for all aircraft assigned to
28 the BIA within their agency.

- 29 • AAMs have the responsibility for aviation activities at the local level,
30 including aviation mission planning, risk management and safety,
31 supervision, and evaluation. AAMs assist Line Officers with risk
32 assessment/management and cost analysis.

33 All Tribal and agency offices utilizing aircraft should have a current and
34 approved aviation management plan on file.

35 **Aviation Safety**

36 The BIA and the interagency partners have adopted Safety Management
37 Systems (SMS) as the foundation to our aviation safety program. For further
38 information, reference Chapter 16.

39 **Flight Request and Approval**

1 Bureau flights will be requested and documented using the process defined in
2 the Regional or Agency Aviation Plans. As a minimum, flight management
3 procedures will follow the *National Interagency Mobilization Guide*, Chapter
4 80, Flight Management Procedures. The BLM Aircraft Flight Request/Schedule
5 (9400- 1a) form is one example which may be used.

6 **Safety and Risk Management**

7 **Motor Vehicle Operation Policy**

8 ### All individuals operating a motor vehicle in performance of duties in
9 support of the BIA must comply with the requirement of the BIA Motor Vehicle
10 policy requirements 5 CFR 930, and 485 DM 16. Regional Directors, Agency
11 Superintendents, and FMO's will be responsible for ensuring full compliance,
12 including safe operation of motor vehicles as well as immediate response to
13 issues of non compliance. Non standard vehicle training will be provided to fire
14 personnel required to drive Model 52 engines, Helitack and Crew vehicles.

15 Effective immediately, the Bureau requires supervisors to ensure all wildland
16 fire personnel who operate government owned and/or leased vehicles have the
17 proper licensure and are adhering to their respective state laws and licensing
18 requirements, prior to operating any government owned and/or leased vehicles.
19 This includes ensuring employees have the appropriate commercial driver's
20 license, tank endorsements, air brake endorsements and other applicable
21 certifications. Additional resources regarding BIA driving requirements can be
22 found under Motor Vehicle Information on the Branch of Wildland Fire
23 Management, Fire Safety web page:
24 <https://www.bia.gov/bia/ots/dfwfm/bwfm/safety>.

25 On January 1, 2021, the BL-300 course will become mandatory for all wildland
26 fire management and support personnel who operate vehicles. Course material is
27 accessible at: <https://www.nifc.gov/training/trainingFireVehicle.html>.

28 ### **Lights and Siren Response**

29 Responding to BIA wildfire incidents normally does not warrant the use of
30 emergency lights and siren to safely and effectively perform the BIA mission.
31 However, there may be rare or extenuating circumstances when limited use of
32 lights and sirens are appropriate and necessary due to an immediate threat to life.

33 Those BIA Regions that determine a lights and sirens response is necessary to
34 meet mission requirements must develop an operating plan that is signed and
35 approved by the Regional Director and forwarded to the Chief, Division of Fire
36 Operations, BIA. The operating plan must ensure the following:

- 37 1. All vehicles (command, engines, etc.) will be properly marked, equipped,
38 and operated in accordance with state statutes, codes, permits, and BIA unit
39 requirements.

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

21 ### Physical Fitness and Conditioning

22 The *NWCG Standards for Wildland Fire Position Qualifications* (PMS 310-1)
23 establishes physical fitness standards for NWCG sanctioned firefighters. These
24 standards are assessed using the Work Capacity Tests (WCT). Prior to
25 attempting the WCT, all permanent, career-seasonal, temporary, Student Career
26 Experience Program (SCEP), and AD/EFF employees who participate in
27 wildland fire activities requiring a fitness level of arduous must participate in the
28 DOI Medical Qualification Standards Program (DOI MSP).

29 Employees serving in wildland fire line-going positions that require a fitness
30 rating of arduous, moderate or light are *authorized* to perform physical fitness
31 conditioning for up to five hours per week, not to exceed more than 2 hours per
32 day.

33 Units will maintain a fitness program that ensures BIA firefighters will possess
34 the physical ability to perform the duties of their positions safely and effectively
35 while ensuring compliance with the requirements of the Work Capacity Test
36 (WCT).

37 Information on the WCT and the DOI MSP is located in Chapter 13 of this
38 publication. Fitness and conditioning information may be found at
39 <https://www.nifc.gov/FireFit/index.htm>.

1 Business Management and Administration

2 The BIA follows the uniform application (IAM Part 90, 1.2, (18)) of the
3 interagency policies and guidelines as developed in the *NWCG Standards for*
4 *Interagency Incident Business Management*. BIA will follow the direction set
5 forth in the *NWCG Standards for Interagency Incident Business Management* in
6 all incident business management functions except where specific to agency
7 legal mandates, policies, rules or regulations.

8 Casuals Hired as Drivers When Employed by BIA

9 In accordance with the BIA Motor Vehicle Policy, casuals hired as drivers are
10 required to possess a valid driver's license in order to operate a motor vehicle
11 and have a safe driving record.

12 Agencies should recruit a pool of drivers prior to fire season. They must submit
13 GSA Form 3607, Government Motor Vehicle Operator's License and Driving
14 Record, in advance to verify they have a favorable driving record.

- 15 • Form 3607 will be processed through Regional channels to retrieve the
16 driving record of the application with the State, or National Driver Registry
17 and applicable Tribe.
- 18 • Regional Directors can contact the Division of Safety and Risk
19 Management for information on completing and submitting Form 3607.
- 20 • Meeting the qualification requirements for a motor vehicle license is a
21 condition of employment within BIA for those individuals whose duties
22 require the operation of a motor vehicle for official wildland fire operations
23 business. Failure to adhere to the policy will result in automatic termination
24 of the casual.

25 Request for Funding Authorization

26 The authorization and procedure for use of the operations "suppression"
27 (AF2001010) program account, for emergency workers field activities is as
28 follows.

- 29 • A regional funding request plan must be completed that identifies the
30 program need for casual funding for field activities only;
- 31 • The request must be submitted through the Regional FMO by January 1st of
32 each year; and
- 33 • The requests will be reviewed and authorized in writing to the respective
34 agency.

35 Acquisitions

36 Per 90 IAM, the WFM program requires adherence to the *NWCG Standards for*
37 *Interagency Incident Business Management* in conducting wildland fire
38 business.

39 The BIA Branch of Fire Management's waiver for fire/emergency personnel
40 purchases are cited in Memoranda Expanded Government Charge Card

1 Purchase Authority During Emergency Wildland Fire Operations, dated 6/12/03
2 at <https://www.bia.gov/nifc/library/Memos/index.htm>. The exceptions are:

- 3 • Meals, Beverages and Lodging – This exception will be used to lodge and
4 feed employees without credit cards or to support mixed charge card/non-
5 charge card crews.
- 6 • Personal Gear – This exception will be used to purchase personal items if
7 destroyed, lost or stolen while serving on the fire crew/emergency incident,
8 (e.g., clothing, footwear and/or toiletries).
- 9 • Payment of medical treatment for casualties and overhead when authorized for
10 Incident Agency Provided Medical Care (APMC).

11 **Emergency Equipment Rental Agreements (EERA)**

12 The Emergency Equipment Payment Operating Guidelines provides procedure,
13 guidance and instructions to the BIA WFM Programs, Regional fire
14 management offices and agency offices, Office of Financial Management,
15 Office of Acquisition and Property for implementation of the EERAs payment
16 process. Refer to the *NWCG Standards for Interagency Incident Business*
17 *Management*, Chapter 20, for EERA Administration.

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

19 BIA follows interagency policy regarding use of WFDSS found in Chapter 11.

20 **Fuels Management, Planning & Implementation**

21 The national and interagency policy guides for Fuels Management programs are
22 contained in the following guides and handbooks:

- 23 • *Interagency Prescribed Fire Planning and Implementation Procedures*
24 *Reference Guide* (PMS 484) July 2017.
25 (<https://www.nwcg.gov/publications/484>);
- 26 • BIA Fuels Management Program Supplement to the Interagency Prescribed
27 Fire Planning and Implementation Procedures Reference Guide 2008; and
- 28 • BIA Fuels Program Business Management Handbook, February 2008
- 29 • Chapter 17 – NFES 2724, Interagency Standards for Fire and Fire Aviation
30 Operations (Red Book).

31 Exclusive use of these handbooks and guides enhances intra- and inter-agency
32 program continuity, avoids duplication, reduces the chances to misinterpret
33 policy and provides one stop shopping for the fuels programs policy in a fire
34 management and political environment where changes occur frequently. Please
35 call the Director of Fuels Management for more information.

36 **Prescribed Fire Review**

37 The goal of a Prescribed Fire Review is to provide recommendations, identify
38 deficiencies and specific corrective actions. Reviews do not have to be
39 associated with a specific incident.

- 1 Any Prescribed Fire related incident that has resource or property damage that
- 2 may result in a claim for compensation shall initiate a review.
- 3 The review team and their expertise should be commensurate with the scope,
- 4 and focus of the review. Interagency participation is encouraged with team
- 5 selection.

6 **### Fire Communications and Education**

7 **Early Alert Notification Process**

- 8 Early Alerts will be made via phone call and a written Early Alert Notification.
- 9 All units (federal and tribal) will provide information to the Regional Fire
- 10 Management Office and the Branch of Wildland Fire Management Duty Officer
- 11 within six hours of the incident.
- 12 • Crew Supervisor notifies the Unit Fire Management Officer (FMO)
 - 13 • Unit FMO notifies Regional Fire Management Officer (RFMO) and
 - 14 Dispatch Center. ~~### If time allows, generates Early Alert Notification.~~
 - 15 ○ Dispatch Center: If 4th tier, notifies 3rd tier Dispatch Center who then
 - 16 notifies the Geographic Area Coordination Center.
 - 17 • Regional Fire Management Officer (RFMO) will immediately notify the
 - 18 Branch of Wildland Fire Management On-Call Duty Officer at: **208-387-**
 - 19 ~~### 5087 5080~~ AND within six hours, email to: EarlyAlert@bia.gov.

20 **Situations Requiring an Early Alert Notification**

- 21 • Fatality
- 22 • Injury Requiring Transports to Medical Facility
- 23 • Significant Property Damage to Equipment
- 24 • Serious Wildland Fire Accident
- 25 • Wildland Fire Accident
- 26 • Entrapment/ Burnover
- 27 • Shelter Deployment
- 28 • Near-miss
- 29 • Aviation accident
- 30 • Evacuations
- 31 • Highway and interstate closures
- 32 • Structure loss
- 33 • Escape prescribed fire
- 34 • Fire approaching Large Fire thresholds (100 acres in timber; 300 acres in
- 35 grass)
- 36 • Any Wildland Fire Management Delegation of Authority issued by a line
- 37 officer

39 The Early Alert Notification Communication Process, Template and PMS 405-1

40 are accessible online at: <https://www.bia.gov/bia/ots/dfwfm/bwfm/safety>.

1 **Notification Requirements for Entrapments or Fatalities**
2 If a wildland fire entrapment or fatality occurs, immediate notification to the
3 National Interagency Coordination Center (NICC) is required using the
4 Wildland Fire Entrapment/Fatality Initial Report (PMS 405-1). Following the
5 issuance of an Early Alert, the local unit will provide the PMS 405-1 to the 3rd
6 tier Dispatch Center which will then provide it to the Geographic Area
7 Coordination Center (GACC) electronically within 24 hours. The GACC
8 immediately notifies the NICC Coordinator on Duty (COD) and within 24
9 hours, submits the PMS 405-1 to NICC COD.

10 **Wildland Fire Media Relations Guidance**
11 During dynamic events such as wildland fire, providing accurate information is
12 critical for public safety. To be effective, communication must be timely, if not
13 immediate. For this reason news bulletins and routine fire information pertaining
14 to the topics listed below are authorized for media release on behalf of the BIA,
15 Branch of Wildland Fire Management (DFWFM). For cases that may include
16 multiple agency jurisdictions, these releases are also approved for use. The
17 DFWFM media release template and approved supporting fire messages can be
18 found online at <https://www.bia.gov/bia/ots/dfwfm/bwfm/fire-information>.

19

Wildland Fire Prevention	Fire Operations, Fire Use, and Fuels Management	Burned Area Emergency Response	Training
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<ul style="list-style-type: none"> • Fire Danger Alerts • Fire Restrictions/Burn Bans • Burn Permits • Fire Preparedness Activities • WeTip • FIREWISE • Arson Prevention • Juvenile Fire Setter Prevention • Seasonal and Holiday Wildfire Precautions • Outdoor Cooking • Debris Burning • Campfire Safety • Fireworks Safety • Equipment/Vehicle Safety • Other Wildland Fire Prevention Message specific to a home unit that may target a <i>cause</i> of wildland fire starts. 	<ul style="list-style-type: none"> • Evacuations • Road Closures • Smoke in Area • Fire equipment use • Incident Management Team Mobilizations/Status updates • Multiple objectives being met using natural wildfires. • Prescribed Fire Planned/Complete • Mechanical Treatment Planned/Complete • Annual Refresher Announcements 	<ul style="list-style-type: none"> • BAER Team Status updates • Closures • Treatment Planned/Completed 	<ul style="list-style-type: none"> • Training Season • Administratively Determined Firefighter Announcements • Special Training Sessions • Indian Country Fitness Challenge
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Chapter 7 Safety and Risk Management

3 Introduction

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

12 Policy

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

19 Agency-specific Safety Policy Documents:

- 20 • **BLM** – *BLM Handbook 1112-1, DOI Occupational Safety and Health*
21 *Program – Field Manual*
- 22 • **NPS** – *DO-50 and RM-50 Loss Control Management Guideline*
- 23 • **FWS** – *Service Manual 240 FW 1 Safety Program Management, 241 FW7,*
24 *Firefighting, 241 FW 4, Risk Management*
- 25 • **FS** – *FSM 5100 and chapters, FSH-6709.11 Health and Safety Code*
26 *Handbook*

27 For additional safety guidance, refer to:

- 28 • *Wildland Fire Incident Management Field Guide (PMS 210)*
- 29 • *Incident Response Pocket Guide (IRPG) (PMS 461, NFES 1077)*
 - 30 ○ ~~### FS – USDA Forest Service Operational Risk Management website:~~
31 ~~<https://bit.ly/OperationalRiskManagement>. USDA Forest Service~~
32 ~~website for Risk Management at [https://www.fs.fed.us/managing-](https://www.fs.fed.us/managing-land/fire/safety)~~
33 ~~[land/fire/safety](https://www.fs.fed.us/managing-land/fire/safety).~~

34 Guiding Principles

35 The primary means by which we implement command decisions and maintain
36 unity of action is through the use of common principles of operations. These
37 principles guide our fundamental wildland fire management practices,
38 behaviors, and customs, and are mutually understood at every level of
39 command. They include Risk Management, Standard Firefighting Orders and

1 Watch Out Situations, LCES and the Downhill ~~### Line Construction Checklist.~~
2 These principles are fundamental to how we perform fire operations, and are
3 intended to improve decision making and firefighter safety. They are not
4 absolute rules. They require judgment in application.

5 **Goal**

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

14 **Definitions**

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

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

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

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

23 **Risk Management Process**

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

- 28 • Establishing situation awareness by identifying hazards.
- 29 • Assessing hazard potential.
- 30 • Developing hazard controls and making risk management decisions.
- 31 • Implementing hazard controls.
- 32 • Supervising implementation and evaluating effectiveness.

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

34 A completed JHA/RA is required for:

- 35 • Jobs or work practices that have potential hazards.
- 36 • New, non-routine, or hazardous tasks to be performed where potential
37 hazards exist.

- 1 • Jobs that may require the employee to use non-standard personal protective
 - 2 equipment (PPE).
 - 3 • Changes in equipment, work environment, conditions, policies, or materials.
- 4 Supervisors and appropriate line managers must ensure that established
- 5 JHAs/RAs are reviewed and signed prior to any non-routine task or at the
- 6 beginning of the fire season.
- 7 • **BLM** – *Additional RA information can be obtained at:*
 - 8 *[https://blmspace.blm.doi.net/wo/700/safetyhealthandemergency/SitePages/](https://blmspace.blm.doi.net/wo/700/safetyhealthandemergency/SitePages/Risk%20Management.aspx)*
 - 9 *[Risk%20Management.aspx](https://blmspace.blm.doi.net/wo/700/safetyhealthandemergency/SitePages/Risk%20Management.aspx).*
 - 10 • **FWS** – *See also 240 FW 1, Exhibit 1, Job Hazard Assessment.*
 - 11 • **FS** – *JHAs must include a description of the emergency medical*
 - 12 *procedures, identification of key individuals, and actions that will be taken*
 - 13 *to ensure prompt and effective medical care and evacuation. See FSH*
 - 14 *6709.11, section 21.1 for more information. The FS Operational Risk*
 - 15 *Management Guide, process and forms for conducting a RA can be found*
 - 16 *on the USDA Forest Service ~~#### Operational Risk Management website:~~*
 - 17 *~~<https://bit.ly/OperationalRiskManagement>~~. website for Risk Management at*
 - 18 *<https://www.fs.fed.us/managing-land/fire/safety>.*

19 **Work/Rest**

20 To mitigate fatigue, Agency Administrators, fire managers, supervisors, Incident

21 Commanders, and individual firefighters should plan for and ensure that all

22 personnel are provided a minimum 2:1 work/rest ratio (for every 2 hours of

23 work or travel, provide 1 hour of sleep and/or rest). Work shifts that exceed 16

24 hours and/or consecutive days that do not meet the 2:1 work/rest ratio should be

25 the exception. When this occurs, the following actions are required:

- 26 • Personnel will resume 2:1 work/rest ratio as quickly as possible.
- 27 • The Incident Commander or Agency Administrator will justify work shifts
- 28 that exceed 16 hours and/or consecutive days that do not meet 2:1 work to
- 29 rest ratio. Justification will be documented in the daily incident records,
- 30 made available to the employee by the Finance Section/local unit, and must
- 31 include mitigation measures used to reduce fatigue.
- 32 • The Time Officer's/Unit Leader's approval of the Emergency Firefighter
- 33 Time Report (OF-288), or other agency pay document, certifies that the
- 34 required documentation is on file and no further documentation is required
- 35 for pay purposes.

36 The work/rest guidelines do not apply to aircraft pilots assigned to an incident.

37 Pilots must abide by applicable Federal Aviation Administration (FAA)

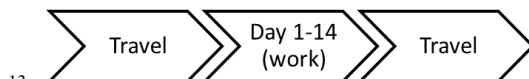
38 guidelines, or agency policy if more restrictive.

1 Length of Assignment**2 Assignment Definition**

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

7 Length of Assignment

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

12 14-Day Scenario**14 Days Off**

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

18 The authority to grant a day off with pay lies within 5 U.S.C. 6104, 5 CFR
19 610.301-306, and 56 Comp. Gen. Decision 393 (1977).

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

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

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

- 35 • *BLM/FWS – After completion of a 14-day assignment and return travel,*
36 *the mandatory days off will be charged to Administrative Leave if they fall*
37 *on a regularly-scheduled work day.*

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

6 **Assignment Extension**

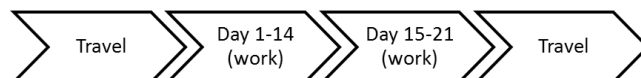
7 Prior to assigning incident personnel to back-to-back assignments, their health,
 8 readiness, and capability must be considered. The health and safety of incident
 9 personnel and resources will not be compromised under any circumstance.

10 Assignments may be extended when:

- 11 • Life and property are imminently threatened.
- 12 • Suppression objectives are close to being met.
- 13 • A military battalion is assigned.
- 14 • Replacement resources are unavailable, or have not yet arrived.

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

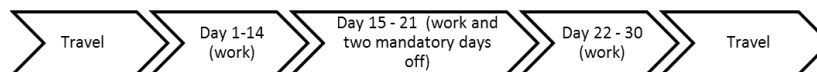
18 21-Day Scenario



19

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

23 30-Day Scenario



24

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

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

1 **Single Resource/Kind Extensions**

2 The section chief or Incident Commander will identify the need for assignment
3 extension and will obtain the affected resource's concurrence. The section chief
4 and affected resource will acquire and document the home unit supervisor's
5 approval.

6 The Incident Commander approves the extension. If a convened Geographic or
7 National Multi-Agency Coordinating Group (GMAC/NMAC) directs, the
8 Incident Commander approves only after GMAC/NMAC concurrence.

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

12 **Incident Management Team Extensions**

13 Incident Management Team extensions are to be negotiated between the incident
14 Agency Administrator, the Incident Commander, and the GMAC/NMAC (if
15 directed).

16 **Maximum Consecutive Days Worked – Home Unit**

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

19 **Driving Standard**

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

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

25 **General Driving Policy**

- 26 • Employees must have a valid state driver's license in their possession for
27 the appropriate vehicle class before operating the vehicle. Operating a
28 government-owned or rental vehicle without a valid state driver's license is
29 prohibited.
- 30 • All drivers whose job duties require the use of a motor vehicle will receive
31 initial defensive driver training within three months of entering on duty and
32 refresher driver training every three years thereafter.
- 33 ○ *BLM/FS – Driver training is required prior to operating a vehicle for*
34 *official purposes.*
- 35 • All traffic violations or parking tickets will be the operator's responsibility.
- 36 • All driving requiring a CDL will be performed in accordance with
37 applicable Department of Transportation regulations.
- 38 • Drivers and all passengers are required to use provided seat belts at all times
39 when the motor vehicle is in motion.

- 1 Employees operating a motor vehicle that meets any of the following criteria
2 must possess a valid Commercial Driver's License (CDL) with all of the
3 applicable endorsements:
- 4 • Has a gross combination weight rating or gross combination weight of
5 26,001 pounds or more, whichever is greater, inclusive of a towed unit(s)
6 with a gross vehicle weight rating or gross vehicle weight of more than
7 10,000 pounds, whichever is greater; or
 - 8 • Has a gross vehicle weight rating or gross vehicle weight of 26,001 pounds
9 or more, whichever is greater; or
 - 10 • Is designed to transport 16 or more passengers, including the driver; or
 - 11 • Is of any size and is used in the transportation of hazardous materials.
12 Hazardous materials means any material that has been designated as
13 hazardous under 49 U.S.C. 5103 and is required to be placarded under
14 subpart F of 49 CFR part 172 or any quantity of a material listed as a select
15 agent or toxin in 42 CFR part 73.
 - 16 ○ *BLM – BLM Form 1112-11 will be used to document every fire and*
17 *aviation employee's authorization to drive government vehicles or to*
18 *drive private or rental vehicles for government business. BLM Form*
19 *1112-11 replaces form OF-345, form DI-131, and any equivalent form*
20 *that has been created for local or state level use. Employees are*
21 *required to self-certify their physical ability to operate vehicles which*
22 *they are authorized to use. Drivers of vehicles that require a*
23 *Commercial Driver's License may be required to have additional*
24 *driver, medical, and fitness testing as required by local and/or state*
25 *laws. Employees will immediately inform their supervisor and update*
26 *BLM Form 1112-11 if a change in medical condition impedes their*
27 *driving ability or if a state driving privilege is restricted for any*
28 *reason. Supervisors will review the updated form and take appropriate*
29 *action as necessary. BLM Form 1112-11 is available at:*
30 *[https://blmspace.blm.doi.net/oc/intra/dbs/eForms%20Library/Forms/S](https://blmspace.blm.doi.net/oc/intra/dbs/eForms%20Library/Forms/Safety.aspx)*
31 *afety.aspx.*
 - 32 ○ *DOI – Employees under the age of 21 that possess a CDL may ###*
33 *operate wildland fire vehicles under the following condition to operate*
34 *Commercial Motor Vehicles (CMV) across state lines for Interstate*
35 *Commerce purposes under the following conditions:*
 - 36 ■ *Drivers under the age of 21 with a CDL may only drive within the*
37 *state that issued the CDL and must comply with that state's special*
38 *requirements and endorsement. Drivers with a CDL may operate a*
39 *Commercial Motor Vehicle (CMV) in accordance with the issuing*
40 *authority (i.e., the State) that issued the CDL and must comply with*
41 *the issuing authority's CMV operational requirements and any*
42 *special requirements and endorsements applicable to the CMV*
43 *license classification of the CDL holder; and*
 - 44 ■ *Supervisors must annually establish and document that those*
45 *drivers have a valid driver's license (i.e., that the license has not*

- 1 *been suspended, revoked, canceled, or that he/she has not been*
2 *otherwise disqualified from holding a license – 485 DM 16.3D*
3 *(1)), have the ability to operate the vehicle(s) safely in the*
4 *operational environment assigned (485 DM 16.3B (2)), and review*
5 *and validate the employee’s driving record (485 DM 16.3D (4)).*
- 6 ○ **BLM/NPS/FWS** – *Employees, volunteers, and contractors (for BLM,*
7 *this includes cooperators) are prohibited from using any mobile*
8 *voice/data communication or electronic data retrieval device while*
9 *operating a government owned, leased, or rented vehicle or while*
10 *operating a personally-owned vehicle for official government business,*
11 *and are further prohibited from using any government-owned mobile*
12 *communication or data retrieval device while operating a personally-*
13 *owned vehicle. Government purchased two-way radios are exempt from*
14 *this requirement. The use of any of these devices during an emergency*
15 *situation (immediate threat to life) is limited to the extent necessary to*
16 *convey vital information. When there is a passenger in the vehicle and*
17 *the vehicle is in motion, the passenger shall manage communications to*
18 *prevent driver distraction.*
 - 19 ○ **NPS** – *For NPS employees engaged in activities other than wildfire or*
20 *prescribed fire, refer to the current NPS Official Travel Driving Policy*
21 *for restrictions.*
 - 22 ○ **FS** – *Policy requires all operators of government owned, or leased*
23 *vehicles to have a Forest Service issued Operator’s Identification Card*
24 *(OF-346) indicating the type of vehicles or equipment the holder is*
25 *authorized and qualified to operate.*
 - 26 ○ **FS** – *Drivers shall not engage in cellular phone or mobile radio*
27 *communications while the vehicle is in motion unless actively engaged*
28 *in an emergency such as wildland firefighting. During non-emergency*
29 *situations, the driver shall identify a safe location to stop the vehicle*
30 *and then engage in cellular phone or mobile radio communications.*
31 *These restrictions apply whether or not hands-free technology is*
32 *available.*

33 **Non-Incident Operations Driving**

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

35 **Mobilization and Demobilization**

36 To manage fatigue, every effort should be made to avoid off unit (excluding IA
37 response) mobilization and demobilization travel between 2200 hours and 0500
38 hours.

39 **Incident Operations Driving**

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

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

19 **Fire Vehicle Operation Standards**

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

25 **Management Controls to Mitigate Risks to Responders**

26 Management controls, engineering controls, equipment guards, and
27 administrative procedures are the first line of defense against exposing an
28 employee to a hazard. Personal protective equipment (PPE) will be used to
29 protect employees against hazards that exist after all management controls are
30 exhausted.

31 **Wildland Fire Field Attire**

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

36 **Personal Protective Equipment (PPE)**

37 All personnel are required to use personal protective equipment (PPE)
38 appropriate for their duties and/or as identified in JHAs/RAs. Employees must
39 be trained to use safety equipment effectively.

- 1 Flame resistant clothing should be cleaned or replaced whenever soiled,
2 especially when soiled with petroleum products. Flame resistant clothing will be
3 replaced when the fabric is so worn as to reduce the protection capability of the
4 garment or is so faded as to significantly reduce the desired visibility qualities.
- 5 Any modification to personal protective equipment that reduces its protection
6 capability such as iron-on logos, and sagging of pants, is an unacceptable
7 practice and will not be allowed on fires.

8 **Required Fireline PPE**

- 9 • Wildland fire boots
10 • Fire shelter (M-2002)
11 • Helmet with chinstrap
12 • Goggles/safety glasses (as identified by JHAs/RAs)
13 • Ear plugs/hearing protection
14 • National Fire Protection Association (NFPA) 1977 compliant long-sleeved
15 flame resistant shirt (yellow recommended)
16 • NFPA 1977 compliant flame resistant trousers
17 • Leather or leather/flame resistant combination gloves. Flame resistant flight
18 gloves or NFPA 1977 compliant Driving Gloves can be used by heavy
19 equipment operators, drivers and fireline supervisors when not using
20 fireline hand tools.
21 • Additional PPE as identified by local conditions, Safety Data Sheet (SDS),
22 or JHA/RA
23 ○ *FS – Shirt, trousers, and gloves used by USFS personnel must meet*
24 *Forest Service specification 5100-91 (shirt), 5100-92 (trousers), 6170-*
25 *5 (gloves), or be NFPA 1977 compliant.*

26 **Wildland Fire Boot Standard**

27 Personnel assigned to wildland fires must wear a minimum of 8-inch high, lace-
28 type exterior leather work boots with lug melt-resistant soles. The 8-inch height
29 requirement is measured from the bottom of the boot's heel to the top of the
30 boot. Alaska is exempt from the lug sole requirement.

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

34 The agencies have authorized payment of a boot stipend. See agency specific
35 guidance for implementation.

36 **Fire Shelters**

37 New Generation Fire Shelters (M-2002, Forest Service Specification 5100-606)
38 are required for all wildland firefighters. For more information, refer to ###
39 https://www.nife.gov/fireShelt/fshelt_main.html
40 [https://www.nwcg.gov/committees/fire-shelter-and-personal-protective-](https://www.nwcg.gov/committees/fire-shelter-and-personal-protective-equipment-subcommittee)
41 [equipment-subcommittee.](https://www.nwcg.gov/committees/fire-shelter-and-personal-protective-equipment-subcommittee)

1 Training in inspection and deployment of fire shelters will be provided prior to
2 issuance. Fire shelters do not have a shelf life; serviceability depends on the
3 shelter's condition. Firefighters will inspect their shelter at the beginning of each
4 fire season and periodically throughout the year to ensure they are serviceable.
5 Inspection criteria can be found here:
6 https://www.fs.fed.us/t-d/php/library_card.php?p_num=1151%202301P.
7 Training shelters will be deployed at required Annual Fireline Safety Refresher
8 Training. No live fire exercises for the purpose of fire shelter deployment
9 training will be conducted.
10 Fire shelters will be carried in a readily accessible manner by all line personnel.
11 The deployment of shelters will not be used as a tactical tool. Supervisors and
12 firefighters must never rely on fire shelters instead of using well-defined escape
13 routes and safety zones. When deployed on a fire, fire shelters will be left in
14 place if it is safe to do so and not be removed pending approval of authorized
15 investigators. Firefighters must report the shelter deployment incident to their
16 supervisor as soon as possible.

17 **Head Protection**

18 Personnel must be equipped with helmets and wear them at all times while in the
19 fire area. Helmets must be equipped with a chinstrap, which must be fastened
20 while riding in, or in the vicinity of, helicopters. Acceptable helmets for fireline
21 use must meet *NFPA 1977 Standard on Protective Clothing and Equipment for*
22 *Wildland Fire Fighting* requirements.

- 23 • *BLM – Helmets and hats used for protection from impact of falling and*
24 *flying objects and from limited electric shock and burn must meet the*
25 *specifications of American National Standards Institute Z89.1-2009.*
26 *Equivalent ### hardhat helmet meeting ANSI Z89.1-2009 Type 1, Class G*
27 *or NFPA 1977.*

28 Helmets consist of the shell and the suspension, which work together as a
29 system. Both components require frequent inspection and maintenance. Detailed
30 helmet inspection procedures can be found at
31 <https://www.nwcg.gov/committees/equipment-technology-committee>.

32 **Eye and Face Protection**

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

- 35 • Nozzle operator
- 36 • Chainsaw operator/faller
 - 37 ○ The ANSI Z87.1 eye and face protection will be worn during all
 - 38 chainsaw operations involving cleaning and fueling. Steel mesh safety
 - 39 goggles are allowed only during falling and bucking chainsaw/crosscut
 - 40 saw operations.
 - 41 ○ Steel mesh glasses are not allowed for any chainsaw operations.
- 42 • Helibase and ramp personnel

- 1 • Wildland fire chemical mixing personnel
 - 2 • Other duties may require eye protection as identified in a specific JHA/RA
- 3 Full-face protection in the form of a face shield in compliance with *ANSI Z87.1*
- 4 shall be worn when working in any position where face protection has been
- 5 identified as required in the job-specific JHA/RA: Batch Mixing for Terra-
- 6 Torch®, power sharpener operators, etc.

7 **Hearing Protection**

- 8 Personnel who are exposed to a noise level in excess of 85db must be provided
- 9 with, and wear, hearing protection. This includes, but is not limited to:
- 10 • Chainsaw operators/fallers
 - 11 • Pump operators
 - 12 • Helibase and aircraft ramp personnel
 - 13 • Wildland fire chemical mixing personnel

14 Other duties may require hearing protection as identified in a specific JHA/RA.

15 Employees may be required to be placed under a hearing conservation program

16 as required by *29 CFR 1910.95*. Consult with local safety and health personnel

17 for specifics regarding unit hearing conservation programs.

18 **Neck Protection**

19 Face and neck shrouds are not required PPE. The use of shrouds is not required

20 and should be as a result of onsite risk analysis. If used, face and neck shrouds

21 shall meet the requirements of FS specification 5100-601 or *NFPA 1977*

22 *Standard on Protective Clothing and Equipment for Wildland Fire Fighting*.

23 Shrouds should be positioned in a manner that allows for immediate use. For

24 additional information see MTDC Tech Tip *Improved Face and Neck Shroud*

25 *for Wildland Firefighters, 2004* (0451-2323-MTDC) at

26 <https://www.fs.fed.us/t-d/pubs/htmlpubs/htm04512323/index.htm>.

27 **Leg Protection**

28 All chainsaw operators will wear chainsaw chaps meeting the United States

29 Forest Service Specification 6170-4F or 4G. Swampers should wear chaps when

30 the need is demonstrated by a risk analysis considering proximity to the sawyer,

31 slope, fuel type, etc. All previous Forest Service specification chainsaw chaps

32 must be removed from service. Chainsaw chaps shall be maintained in

33 accordance with MTDC Publication, *Inspecting and Repairing Your Chainsaw*

34 *Chaps – User Instructions* (0567-2816-MTDC) available at

35 <https://www.fs.fed.us/t-d/pubs/htmlpubs/htm05672816/page01.htm>.

36 **Respiratory Protection**

37 Respiratory protection should only be implemented once engineering and

38 administrative controls are exhausted. The need for respiratory protection during

- 1 wildland fire operations must be determined by each agency. The requirements
2 for respirator use are found in *29 CFR Part 1910.134*.
- 3 Only NIOSH-approved respirators shall be used. Several respiratory-type
4 products are marketed to wildland firefighters but are not NIOSH-approved
5 (e.g., shrouds with filtration devices).
- 6 Managers and supervisors will not knowingly place wildland firefighters in
7 positions where exposure to toxic gases or chemicals that cannot be mitigated
8 and would require the use of self-contained breathing apparatus.
- 9 Managers will not sign cooperative fire protection agreements that would
10 commit wildland firefighters to situations where exposure to toxic gases or
11 chemicals would require the use of self-contained breathing apparatus.
- 12 • **FS – FSM 5130, Self-Contained Breathing Apparatus – Wildland**
13 *firefighters may use only SCBA which are compliant with NFPA 1981,*
14 *Standard on Open-Circuit Self-Contained Breathing Apparatus (SCBA) for*
15 *Emergency Services. SCBA may only be used when contaminants from*
16 *vehicle, dump, structure, or other non-wildland fuel fire cannot be avoided*
17 *while meeting wildland fire suppression objectives (29 CFR 1910.134,*
18 *Respiratory Protection). If such an apparatus is not available, avoid*
19 *exposure to smoke from these sources. The acquisition, training, proper*
20 *use, employee health surveillance programs, inspection, storage, and*
21 *maintenance of respiratory protection equipment must comply with*
22 *applicable National Fire Protection Association standards and 29 CFR*
23 *1910.134, and be justified by a Job Hazard Analysis or Risk Assessment*
24 *(RA). Where the acquisition and use of an SCBA is approved, it may be*
25 *carried only on a fire engine and its use must be consistent with FSM 5130.*

26 **Specialized or Non-Standard Personal Protective Equipment (PPE)**

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

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

38 **High Visibility Vests**

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

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

3 **Exceptions**

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

- 5 • There is a reasonable chance that the employee may be exposed to flames,
6 high heat, or hazardous materials.
- 7 • The high visibility garment hinders an employee's ability to do their job
8 because it prevents necessary motion or because it limits access to
9 necessary equipment such as radios or fire shelters.

10 Additional information is available in the Missoula Technology and
11 Development Center (MTDC) report, *High-Visibility Garments and Worker*
12 *Safety on Roadways* (1251-2818P-MTDC) at
13 <https://www.fs.fed.us/t-d/pubs/htmlpubs/html12512818/>.

14 **Fireline Safety**

15 **Incident Briefings**

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

22 **LCES – A System for Operational Safety**

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

- 25 • L – Lookout(s)
- 26 • C – Communication(s)
- 27 • E – Escape Route(s)
- 28 • S – Safety Zone(s)

29 **Right to Refuse Risk**

30 Every individual has the right to turn down unsafe assignments. When an
31 individual feels an assignment is unsafe, they also have the obligation to
32 identify, to the degree possible, safety alternatives for completing that
33 assignment. The *IRPG* contains a process for properly refusing risk.

34

1 ### Aerial Drop Safety Considerations

- 2 • Maintain prompt communications with aerial resources. Prioritize air-to-
- 3 ground as appropriate.
- 4 • Establish a designated monitor for air-to-ground communications. Specific
- 5 drops may not be accomplished unless communications are maintained and
- 6 clearance is assured. Keep informed of the aerial firefighting objectives,
- 7 tempo and aircraft type.
- 8 • Anticipate when line clearance may be requested. Tempo can change very
- 9 quickly as aerial resources become available. Anticipate the clearance
- 10 requirement based on the volume of delivery.
- 11 • Evaluate the environment for gravity hazards (tree limbs, rocks, logs and
- 12 dispensed retardant/water). Broken trees and tree limbs, rolling rocks and
- 13 logs all move with gravity. If clearance is downhill of the drop, heightened
- 14 awareness is warranted.
- 15 • If clearance is impractical, where fuels and/or terrain obstruct lateral
- 16 clearance, notify aerial supervisor or the initial attack resource immediately.
- 17 • If escape is not possible, lie face-down with head toward incoming aircraft
- 18 with hardhat in place. Hold hand tool away from your body, and if possible,
- 19 grasp something firm to prevent being carried or rolled about by the
- 20 dropped liquid.

21 Smoke and Carbon Monoxide

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

27 From an incident management perspective, smoke impacts need to be analyzed
28 and a risk assessment completed using the ICS-215A, Incident Action Plan
29 Safety Analysis worksheet. For additional information, reference NWCG
30 memorandum EB-M-12-006, *Monitoring and Mitigating Exposure to Carbon*
31 *Monoxide and Particulates at Incident Base Camps* at
32 <https://www.nwcg.gov/executive-board/correspondence>. Ordering Air Resource
33 Advisors should be considered when smoke impacts are of concern in the ICS-
34 215A.

35 Location of Fire Camps and Plans to Remain in Place

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

- 43 • Documented risk assessment

- 1 • Trigger points
- 2 • Egress routes
- 3 • Transportation for all personnel
- 4 • Accountability for all personnel
- 5 • Those individuals not meeting PMS 310-1 qualifications will be considered
- 6 escorted visitors as addressed elsewhere in this chapter.
- 7 ○ **FS** – At a minimum, plans shall also include:
- 8 ▪ *ICP protection strategy referenced in the IAP.*
- 9 ▪ *Live-ability considerations including air quality index guidelines,*
- 10 *functionality of location and facilities, and safety factors for post*
- 11 *burn conditions.*

12 **Standard Safety Flagging**

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

- 15 • Hot-pink flagging marked “Escape Route” (NFES 0566). Crews with
- 16 colorblind members may wish to carry and utilize fluorescent chartreuse
- 17 flagging (NFES 2396).
- 18 • Hazards. Yellow with black diagonal stripes, 1-inch wide (NFES 0267). If
- 19 the above recommendation is not utilized on an incident, the incident will
- 20 need to identify the selected color and make it known to all firefighters.

21 **Emergency Medical Planning and Services**

22 To provide for quick and effective response, all units (including dispatch
23 centers) will develop and implement plans that specify emergency procedures,
24 actions, and roles/responsibilities to ensure injured personnel are provided
25 prompt and effective medical care and evacuation.

26 **Incident Medical Emergency Management Planning**

27 In 2010, NWCG approved the standardized incident emergency protocol
28 developed by the Dutch Creek Serious Accident Task Team, and issued
29 direction that these emergency medical procedures be adopted by all IMTs
30 during daily operations.

- 31 • Although some of the procedures are specific to larger Type 1 and Type 2
- 32 incidents when key unit leader positions are filled, these same procedures
- 33 and protocols can be adapted for local unit use when managing Type 5, 4,
- 34 and 3 incidents as well as during normal field operations. Local unit
- 35 emergency medical plans must take into account all types and management
- 36 levels of incidents.
- 37 • All IMTs will use the standard Medical Incident Report in their Medical
- 38 Plan and Communication protocols. It is found in the *IRPG* under
- 39 Emergency Medical Care Guidelines (red pages) and with the Medical Plan
- 40 (ICS-206-WF) form available at [https://www.nwcg.gov/publications/ics-](https://www.nwcg.gov/publications/ics-forms)
- 41 [forms.](https://www.nwcg.gov/publications/ics-forms)

- 1 To achieve successful medical response, Agency Administrators will ensure that
2 their units have completed the following items prior to each field season:
- 3 • A Medical Emergency Plan that identifies medical evacuation options,
4 local/county/state/federal resource capabilities, capacities, ordering
5 procedures, cooperative agreements, role of dispatch centers, and key
6 contacts or liaisons.
 - 7 • Standardized incident and communication center protocols identified in the
8 Medical Incident Report section of the *IRPG*.
 - 9 • For incidents that require the preparation of an IAP, Form ICS-206-WF will
10 be used. This form is available at
11 <https://www.nwcg.gov/publications/ics-forms>.

12 **Air Ambulance Coordination**

13 Unit and state/regional-level fire program managers should ensure that
14 procedures, processes, and/or agreements for use of local and regional air
15 ambulance services are stated in writing and effectively coordinated between the
16 fire programs, the dispatch/logistics centers, and the service providers. These
17 procedures, processes, and/or agreements should address contact frequencies,
18 coordinate format requirements, and capabilities/limitations of the air ambulance
19 (e.g., night flying, unimproved helispots, weather restrictions).

20 **Incident Emergency Medical Services**

21 Incident medical information can be found on the NWCG Incident Emergency
22 Medical Subcommittee website at [https://www.nwcg.gov/committees/incident-](https://www.nwcg.gov/committees/incident-emergency-medical-subcommittee)
23 [emergency-medical-subcommittee](https://www.nwcg.gov/committees/incident-emergency-medical-subcommittee).

24 NWCG has published *Clinical Treatment Guidelines for Wildland Fire Medical*
25 *Units* (PMS 551). These guidelines establish a national approach for medical
26 care during large incidents that expand the typical emergency management
27 services (EMS) scope of practice to include the mission of managing and
28 maintaining the health and wellness of wildland fire personnel. These guidelines
29 are available at [https://www.nwcg.gov/committees/incident-emergency-medical-](https://www.nwcg.gov/committees/incident-emergency-medical-subcommittee)
30 [subcommittee](https://www.nwcg.gov/committees/incident-emergency-medical-subcommittee) under Guides and Agency Policies.

31 Home units that choose to utilize and support higher level medical responders to
32 provide medical support for internal agency medical emergencies (beyond basic
33 first aid/CPR) may do so; however, certification and credentialing must follow
34 respective state laws and protocols unless there is other agency direction.

35 **Required Treatment for Burn Injuries**

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

38 After on-site medical response, initial medical stabilization, and evaluation are
39 completed, the Agency Administrator or designee having jurisdiction for the
40 incident and/or firefighter representative (e.g., Crew Boss, Medical Unit Leader,
41 Compensations for Injury Specialist, etc.) should discuss and coordinate with the

1 attending physician to ensure that a firefighter whose burn injuries meet any of
2 the following burn injury criteria is appropriately referred to the nearest regional
3 burn center. Burn injuries are often difficult to evaluate and may take 72 hours
4 to manifest themselves. When there is any doubt as to the severity of or if
5 criteria are met for a burn injury, the recommended action is to work closely
6 with the treating physician to facilitate either a digital picture or telemedicine
7 consult with a burn center or the referral and transport of the burned employee to
8 the nearest burn center. It should be kept in mind, however, that not all burns
9 require referral to a burn center. Special consideration should be given to
10 referring a burned firefighter to a burn center if there is poor pain control during
11 care at the medical facility. The following criteria from the American Burn
12 Association (ABA) are meant to help guide the patient referral decision process.

13 The decision to refer a firefighter not meeting the following criteria to a regional
14 burn center is made directly by the attending physician or may be requested of
15 the physician by the Agency Administrator or designee having jurisdiction
16 and/or firefighter representative after discussing medical follow-up beyond the
17 ER. A possible solution is a referral to a burn center out-patient clinic for
18 follow-up care after the ER visit.

19 After initial medical stabilization and evaluation are completed in a medical
20 facility, the decision to refer the employee to a specialty care physician/facility
21 is made only by the attending physician. Workers Compensation benefits may
22 be denied in the event the employee is transported to a specialty care
23 physician/facility without a referral from the attending physician after already
24 being seen by a medical provider. A report prepared by a Physicians' Assistant
25 must be countersigned by a physician to be accepted as medical evidence. A
26 definition of "physician" can be found at
27 [https://www.dol.gov/owcp/dfec/regs/compliance/DFECfolio/FECA-](https://www.dol.gov/owcp/dfec/regs/compliance/DFECfolio/FECA-PT3/#30100)
28 [PT3/#30100](https://www.dol.gov/owcp/dfec/regs/compliance/DFECfolio/FECA-PT3/#30100).

29 The Agency Administrator or designee for the incident will coordinate with the
30 employee's home unit to identify a workers compensation liaison to assist the
31 injured employee with workers compensation claims and procedures.

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

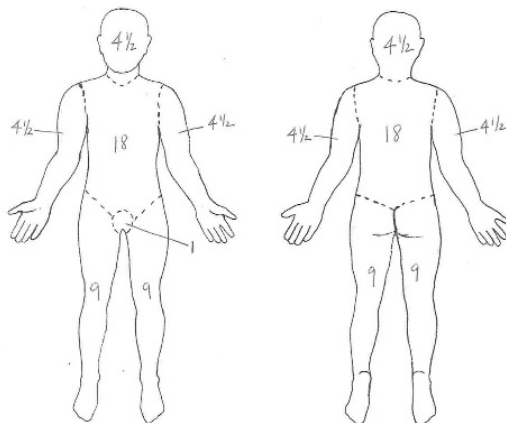
36 **ABA Burn Injury Criteria**

- 37 • Partial thickness burns (second degree) involving greater than 10% Total
38 Body Surface Area (TBSA).
- 39 • Burns (second degree) involving the face, hands, foot, genitalia, perineum,
40 or major joints.
- 41 • Third-degree burns of any size are present.
- 42 • Electrical burns, including lightning injury, or chemical burns are present.

- 1 • Inhalation injury is suspected.
- 2 • Burn injury in someone with preexisting medical disorders that could
- 3 complicate management, prolong recovery or affect mortality (e.g.,
- 4 diabetes).
- 5 • Any patient with burns and concomitant trauma (such as fractures) in which
- 6 the burn injury poses the greatest risk of morbidity or mortality. In such
- 7 cases, if the trauma poses the greater immediate risk, the patient may be
- 8 initially stabilized in a trauma center before being transferred to a burn unit.
- 9 Physician judgment will be necessary in such situations and should be in
- 10 concert with the regional medical control plan and triage protocols.
- 11 • Burn injury in someone who will require special social, emotional or
- 12 rehabilitative intervention (PTSD, severe anxiety, etc.).

13 **Severity Determination**

- 14 • **First Degree** (Superficial) Red, sometimes painful.
- 15 • **Second Degree** (Partial Thickness) Skin may be red, blistered, swollen,
- 16 painful to very painful.
- 17 • **Third Degree** (Full Thickness) Whitish, charred, or translucent, no pin
- 18 prick sensation in burned area.



19 **Percentage Total Body Surface Area (TBSA) – Rule of 9s or Rule of Palms**

20 Rule of 9s (pictures on previous page): The body is divided into sections of 9

21 percent, or multiples of 9 percent, each as per the drawing.

22 Rule of Palms: Patient's palm equals 1% of their body surface. Estimate how

23 many times the patient's palm could be placed over the burned areas to estimate

24 the percentage of body that has been burned.

25 A map as well as a search engine of burn care facilities can be found at

26 <http://ameriburn.org/public-resources/find-a-burn-center/>.

1 For additional NWCg incident emergency medical information see
2 <https://www.nwcg.gov/committees/incident-emergency-medical-subcommittee>
3 under Guides and Agency Policies.

4 **Explosives, Munitions, and Unexploded ### Ordinance Ordinance**

5 When encountering explosives, munitions, unexploded ### ordinance ordinance
6 (UXO), or suspected UXO, never pick up, handle, uncover, or touch suspected
7 explosives or military munitions. Retreat and secure the area from entry.
8 Immediately notify the local dispatch office, and gather as much information as
9 possible from a safe distance.

10 Gather the following information and provide it to the dispatch center:

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

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

28 **Notifications**

29 Local dispatch centers are responsible for notifying:

- 30 • Agency law enforcement;
- 31 • Unit safety officer;
- 32 • Agency Administrator; and
- 33 • Local law enforcement.

34 **Discovery of Explosives/Munitions/UXO Associated with Former Defense 35 Sites**

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

1 Local law enforcement is responsible for contacting the appropriate military
2 authority. If the responsible military unit is unknown, then local law
3 enforcement should contact the U.S. Army Forces Command (FORSCOM),
4 52nd Ordnance Group (EOD), at its 24-hour emergency response number, (931)
5 431-3824.

6 For additional UXO safety information, see the current *IRPG*.

7 **Industrial and Naturally Occurring Hazardous Materials Exposure**

8 Firefighters can potentially be exposed to hazards in the wildland fire
9 environment. Encountered hazards can be both human and environmentally
10 borne.

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

- 15 • Identifying unit-specific environmental hazards;
- 16 • Develop Risk Assessments/Job Hazard Analyses (RA/JHAs) for those
17 hazards;
- 18 • Develop and provide specific training and standard operating procedures
19 (SOPs);
- 20 • Provide briefings/training for those who may be exposed;
- 21 • If exposure is suspected, immediately disengage and leave the area; and
- 22 • Seek immediate medical attention if exposure symptoms occur.

23 **Hazardous Materials Response**

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

36 **Dump and Spill Sites**

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

- 1 • Follow the procedures in the *IRPG*;
- 2 • Treat each site as if it contains harmful materials;
- 3 • Do not handle, move, or open any container, breathe vapors, or make
- 4 contact with the material;
- 5 • Move a safe distance upwind from the site;
- 6 • Contact appropriate personnel. Generally, this is the Hazardous Materials
- 7 Coordinator for the local office; and
- 8 • Firefighters need to immediately report hydrogen sulfide (H₂S) or potential
- 9 exposure and seek immediate medical care.
- 10 ○ *BLM/NPS/FWS – Agencies require that all field personnel complete*
- 11 *First Responder Awareness training. Firefighters are required to take*
- 12 *an annual refresher for Hazardous Material protocol.*

13 The following general safety rules shall be observed when working with
14 chemicals:

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

26 **Wildland Fires In or Near Oil/Gas Operations**

27 For units with oil and gas operations within their jurisdiction, the following are
28 the minimum standard operating procedures to help ensure the health and safety
29 of wildland firefighters:

- 30 • Firefighters shall receive annual oil and gas hazard recognition and
- 31 mitigation training;
- 32 • Local unit shall complete a JHA/RA for wildland fire activities in oil and
- 33 gas areas and provide a copy with a briefing to all local and incoming
- 34 resources;
- 35 • Establish Response Protocols and proper decontamination procedures to
- 36 minimize exposure to additional employees, equipment, and facilities.
- 37 Protocols will include notification procedures to respective oil and gas
- 38 company(s);
- 39 • Ensure oil and gas resource advisors are consulted;
- 40 • Ensure that at least one member of each squad or engine crew is
- 41 knowledgeable in the use and data interpretation of the H₂S gas monitor.
- 42 Training on the device will include at a minimum:
- 43 ○ Equipment charging and maintenance of sensors;

- 1 ○ Startup, zeroing, calibration, and bump testing procedures as
- 2 recommended by the manufacturer; and
- 3 ○ How the monitor elicits a warning alarm (visual, auditory, vibration).
- 4 ● Understand Peak Reading, Short Term Exposure Limits (STEL), and Time
- 5 Weighted Averages;
- 6 ○ Understand how to set the monitors alarm threshold.
- 7 ● The monitor's alarm shall be set at the current American Conference on
- 8 Governmental Industrial Hygienists (ACGIH) Threshold Limit Value (10
- 9 PPM 2008) and STEL (15 PPM 2008);
- 10 ● If H₂S gas is encountered, immediately disengage and leave area; and
- 11 ● Do not establish incident base camps or staging areas in or near oil and gas
- 12 operations.

13 The following websites provide additional information and training resources:

- 14 ● <https://www.nifc.gov/video/HazMat.wmv>
- 15 ● <https://www.wildfirelessons.net/irdb>
- 16 ● <https://www.nfpa.org/>
- 17 ● A template for briefing Incident Management Teams is available in the
- 18 "Additional Resources" section of the NIFC Safety website at
- 19 <https://www.nifc.gov>.

20 **Wildland Fires In or Near Radioactive Locations**

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

26 The following websites provide this information and general guidelines:

- 27 ● https://www.nifc.gov/policies/red_book/doc/RadiationDocument.pdf
- 28 ● https://www.nifc.gov/policies/red_book/doc/RadiationGuidance.pdf

29 **Wildland Fires In or Near Coal Seams**

30 Coal is naturally occurring black or brownish rock usually located in rock strata
31 in layers or veins, coal beds or coal seams. Exposed coal seams are abundant
32 through southeast and central Montana, western North Dakota, South Dakota,
33 and Alaska. A coal seam fire is the smoldering of an exposed or underground
34 coal deposit.

35 **Risks:** Coal seam fires pose a serious problem that can be a hazard to
36 firefighter's health and safety. Coal seam fires can emit toxic gases, including
37 carbon monoxide, sulfur dioxide and other potentially hazardous gases.

38 Carbon Monoxide is a colorless, odorless and tasteless gas that can be highly
39 toxic. Sulfur Dioxide is a colorless gas with a characteristic of an irritating,
40 pungent odor and is also highly toxic. Some symptoms of exposure to these

1 gases may include headaches, nausea, dizziness, fatigue, shortness of breath,
2 coughing and eye irritation.

3 Because of the variances in symptoms and exposure levels, seek medical
4 attention for a complete diagnosis if firefighters have been exposed to toxic
5 gases from coal seam fires and symptoms persist. Additionally firefighters
6 exposed to coal ash, smoke or vapor should trade in their PPE for fresh PPE.
7 Individually bag PPE that has been contaminated.

8 **Required Actions/Precautions:** Firefighters are typically not equipped or trained
9 for coal seam fires and should not attempt to extinguish such fires with hand
10 tools and engines.

11 Putting water on coal seam fires is normally useless. Mitigation crews will need
12 to excavate the burning coal seam and mix the hot material with soil and water
13 to cool. The area can be reclaimed by backfilling the seam and re-vegetating the
14 disturbed area.

15 Signs of a coal seam fire may include a rotten egg smell, smoking white ash and
16 continuous or non-continuous lines of what appears to be smoldering black rock
17 (coal) where the flame may or may not be visible. Avoid low lying terrain in
18 known coal seam fire areas especially early morning when air temps are cool.
19 Gas tends to sink when air is cool and will accumulate in low lying areas.

20 Do not depend on sense of smell to detect coal seam fires. At high
21 concentrations the sense of smell will be almost immediately overwhelmed or
22 become numb. At lower levels, the sense of smell will slowly deteriorate as
23 levels build in the blood stream. Do not stand downwind of coal smoke under
24 any conditions especially during suppression operations.

25 Report the location of all coal seam fires to the incident commander or
26 supervisor. ICs should notify agency representatives of locations of coal seam
27 fires. Agencies should have resource advisors notify incoming incident
28 command teams and firefighting resources of known locations of exposed coal
29 seams, coal mines or abandoned coal mines adjacent to ongoing incidents and
30 the risks and precautions to take when working around coal seam fires.

31 **Hazardous Water Sources**

32 Many water sources used during wildland fire operations may appear harmless,
33 but contain hazardous materials (e.g., hydraulic fracturing fluid, cyanide,
34 sewage, corrosives). These hazardous water sources may pose threats to
35 personnel health and firefighting equipment. Indicators that a water source may
36 be hazardous include proximity to active or inactive mining operations, gas/oil
37 wells, water treatment facilities, or other industrial operations. In many cases,
38 these hazardous water sources may not be fenced and no warning signs may be
39 present.

40 Fire personnel should evaluate water sources to ensure they do not contain
41 potentially hazardous materials. If unsure of the contents of a water source,

1 personnel should not utilize the water source until its contents can be verified.
2 Dispatch centers, Resource Advisors, or on-scene personnel can assist with
3 verification of safe water sources. Information about known hazardous water
4 sources should be included in operational briefings.

5 **Hydrogen Cyanide (HCN) Exposure**

6 Synthetic materials such as plastics, nylon, Styrofoam®, and polyurethane can
7 produce HCN. HCN exposure can disrupt the body's ability to use oxygen,
8 cause asphyxia, and cause carbon monoxide poisoning. Common items such as
9 sofas, carpeting, vehicles, and other products routinely found in the wildland can
10 produce smoke with HCN.

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

14 Follow hazardous materials protocols contained in the *IRPG* to mitigate
15 exposure to HCN. If personnel may have been exposed to HCN, immediate
16 referral to a health care facility capable of toxicology testing and treatment of
17 HCN exposure is required.

18 **Safety for Personnel Visiting Fires**

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

22 **Visits to Incident Base Camps or Non-Fireline Field Locations**

23 Recommended field attire includes:

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

28 **Fireline Logistical Support**

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

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

1 Minimum Requirements for Visits to the Fireline/RX Burns

2 Visits (such as media visits or political/administrative tours) to hazardous areas
3 of the fire or areas that pose a fire behavior threat will be managed by meeting
4 the requirements below:

- 5 • Visits to the fireline must have the approval of the IC/Burn Boss.
- 6 • Visitors must maintain communications with the DIVS or appropriate
7 fireline supervisor of the area they are visiting.
- 8 • Required fireline PPE as referenced in the personal protective equipment
9 section of this chapter.
- 10 • Required field attire:
 - 11 ○ Undergarments made of 100 percent or the highest possible content of
12 natural fibers or flame-resistant materials.
- 13 • Required equipment/supplies:
 - 14 ○ Hand tool.
 - 15 ○ Water canteen.

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

18 Non-Escorted Visits

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

- 21 • Must have adequate communications and radio training.
- 22 • Completed the following training:
 - 23 ○ Introduction to Fire Behavior (S-190).
 - 24 ○ Firefighter Training (S-130).
 - 25 ○ Annual Fireline Safety Refresher Training, including fire shelter
26 training.
- 27 • Deviation from these requirements must be approved by the IC or Burn
28 Boss.

29 The law enforcement physical fitness standard is accepted as equivalent to a
30 “light” WCT work category.

31 Escorted Visits

32 All visitors lacking the above training and physical requirements must be
33 escorted while on the fireline.

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

41 Helicopter Observation Flights

1 Visitors who take helicopter flights to observe fires must receive approval from
2 the Incident Commander, a passenger briefing, and meet the following
3 requirements:

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

11 **Fixed-Wing Observation Flights**

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

15 **6 Minutes for Safety Training**

16 It is recommended that daily 6 Minutes for Safety training be conducted that
17 focuses on high-risk, low frequency activities that fire personnel may encounter
18 during a fire season. A daily national 6 Minutes for Safety briefing can be found
19 at <https://www.nwccg.gov/committees/6-Minutes-for-safety> or within the
20 National Incident Management Situation Report.

21 **SAFENET**

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

27 The objectives of the form and process are:

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

35 Individuals who observe or who are involved in an unsafe situation shall initiate
36 corrective actions if possible, and then report the occurrence using SAFENET.
37 You are encouraged, but not required, to put your name on the report.

38 Prompt replies to the originator (if name provided), timely action to correct the
39 problem, and discussion of filed SAFENETs at local level meetings encourage
40 program participation and active reporting.

- 1 SAFENET is not the only way to correct a safety-related concern and it does not
2 replace accident reporting or any other valid agency reporting method. It is an
3 efficient way to report a safety concern. It is also a way for front line firefighters
4 to be involved in the daily job of being safe and keeping others safe, by
5 documenting and helping to resolve safety issues. SAFENETs may be filed:
- 6 • Electronically at <https://safenet.nifc.gov>;
 - 7 • Verbally by telephone at 1-888-670-3938; or
 - 8 • By SAFENET Field Card.

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

15 **Safety Alert System**

16 The Safety Alert system is intended as another mechanism to provide safety
17 related information to the field. The expectation is that the messages will
18 continue to be forwarded within the fire community, and that they will receive a
19 wide distribution in a relatively short period of time. There are three levels of
20 Safety Alert:

- 21 • Safety Warning – A warning of a safety hazard that poses an imminent
22 threat to life or property.
- 23 • Safety Advisory – An advisory on safety information that isn't related to
24 imminent or potential threats of injury.
- 25 • Safety Bulletin – A factual confirmation of a serious accident, incident or
26 fatality within the fire community.

27 A database of all bulletins can be found at
28 <https://www.nifc.gov/safetyAlerts/index.html>.

29 **Accident/Injury Reporting**

30 The Occupational Safety and Health Administration (OSHA) mandates that all
31 accidents and injuries be reported in a timely manner. This is important for the
32 following reasons:

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

39 **Agency Reporting Requirements**

- 1 Employees are required to immediately report to their supervisor every job-
2 related accident. Managers and supervisors shall ensure that an appropriate level
3 of investigation is conducted for each accident and record all personal injuries
4 and property damage. Coordinate with your human resources office or
5 administrative personnel to complete appropriate Office of Worker's
6 Compensation (OWCP) forms. Reporting is the responsibility of the injured
7 employee's home unit regardless of where the accident or injury occurred.
- 8 • **BLM/NPS/FWS** – *Employees will report accidents using the Safety*
9 *Management Information System (SMIS) at <https://www.smis.doi.gov/>.*
10 *Supervisors shall complete SMIS report within six working days after the*
11 *accident/injury.*
 - 12 • **FS** – *Employees will use the eSafety system through the Forest Service*
13 *Dashboard at*
14 *http://fsweb.asc.fs.fed.us/HRM/owcp/WorkersComp_index.php/.*
 - 15 • **BIA** – *In addition to reporting accidents using the Safety Management*
16 *Information System (SMIS), Fire Management Officers will complete the*
17 *Early Alert at <https://www.bia.gov/bia/ots/dfwfm/bwfm/safety>, and submit to*
18 *Regional Fire Management Officers within 24 hours after the*
19 *accident/injury.*

20 OSHA Reporting Requirements

21 For accidents/injuries meeting the Serious Accident criteria (found in Chapter
22 18), OSHA must be notified within 8 hours.

23 For other work-related accidents/injuries requiring in-patient hospitalizations,
24 amputations, or loss of an eye, OSHA must be notified within 24 hours. In-
25 patient hospitalization is defined as formal admission to the in-patient service of
26 a hospital or clinic for care or treatment (does not include admission for
27 observation or diagnostic testing only).

28 Supervisors will coordinate with the unit safety manager where the
29 accident/injury occurred to ensure notifications are made to the appropriate
30 OSHA regional office.

31 OSHA reporting information is available at
32 <https://www.osha.gov/recordkeeping2014/index.html>.

33 Critical Incident Management

34 The NWCG has published the *Agency Administrator's Guide to Critical*
35 *Incident Management* (PMS 926). This guide is designed as a working tool to
36 assist Agency Administrators with the chronological steps in managing a critical
37 incident. This document includes a series of checklists, which outline Agency
38 Administrator's and other functional area's oversight and responsibilities. The
39 guide is not intended to replace local emergency plans or other specific guidance
40 that may be available, but should be used in conjunction with existing agency
41 policy, line of duty death (LODD) **###/loss of human life (LOHL)** handbooks,

- 1 or other critical incident guidance. Local units should complete the guide or
- 2 equivalent, and review and update at least annually.

3 **Critical Incident Stress Management (CISM)**

4 CISM is a comprehensive, integrated, systematic, and multicomponent crisis
5 intervention program that was developed to manage traumatic experiences. It is
6 a package of tactics that are designed to mitigate the impact of a traumatic event,
7 facilitate normal recovery processes, restore adaptive function, and identify
8 people who would benefit from additional support services. CISM interventions
9 services can be applied to wildland fire, law enforcement, or other emergency
10 responses. CISM interventions should never be used for grief counseling,
11 mediation or a replacement for mental health care professionals. The Agency
12 Administrator is responsible for identifying an event as a critical incident.

- 13 • **### BLM** – Refer to FA IM-2020-003, *Critical Incident Stress Management*
14 *Program Policy*. <http://web.blm.gov/internal/fire/Directives/IM2020/FA->
15 [IM-2020-003.pdf](http://web.blm.gov/internal/fire/Directives/IM2020/FA-IM-2020-003.pdf)

16 **Critical Incident Peer Support (CIPS)**

17 Critical Incident Peer Support (CIPS) is an intervention tactic designed for
18 colleagues or people of “mutual respect” to help each other through difficult
19 situations. It is the foundation of the interagency wildland fire CISM program
20 since peers understand the unique traumas, fears, job related stresses, and offer
21 instant trust, respect, credibility, and empathy. Camaraderie among peers has
22 credibility that academic training cannot create.

23 **Critical Incident Peer Support Groups**

24 CIPS Groups are assembled at the time of request and can be ordered through
25 the dispatch/coordination system. For more information go to
26 <https://gacc.nifc.gov/cism/>.

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Chapter 8 Interagency Coordination and Cooperation

3 Introduction

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

10 National Wildland Fire Cooperative Agreements

11 **USDOI and USDA Interagency Agreement for Fire Management**

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

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

21 **DOI, USDA, and DOD Interagency Agreement**

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

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

32 These and other agreements pertinent to interagency wildland fire management
33 can be found in their entirety at
34 <https://www.nifc.gov/nicc/logistics/references.htm>.

35 National Wildland Fire Management Structure

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

37 The WFLC is a cooperative, interagency body dedicated to achieving consistent
38 implementation of the goals, actions, and policies in the National Fire Plan and
39 the Federal Wildland Fire Management Policy. The WFLC provides a forum for

1 high-level dialogues between federal and non-federal entities to set strategic
2 direction for national fire management.

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

16 The Council is coordinated by the Department of Agriculture's Deputy
17 Undersecretary for Natural Resources and Environment and DOI's Assistant
18 Secretary for Policy, Management and Budget.

19 **### Wildland Fire Executive Council (WFEC)**

20 The WFEC is an advisory council that provides recommendations on national
21 wildland fire management to the secretaries of Agriculture and Interior through
22 WFEC. Members include the Director, USDA FS Fire and Aviation
23 Management; the Director, DOI Office of Wildland Fire; the Deputy
24 Administrator, DHS U. S. Fire Administration; an NWCG Executive Board
25 representative; a National League of Cities representative; an Intertribal Timber
26 Council representative; a Fire Committee representative from the National
27 Association of State Foresters; a National Association of Counties
28 representative; an International Association of Fire Chiefs representative, and a
29 National Governors Association representative.

30 **Federal Fire Policy Council (FFPC)**

31 The FFPC provides a common national federal agency approach to wildland fire
32 management. FFPC ensures that wildland fire management policies, programs,
33 activities, and budgets are coordinated and consistent among and between the
34 member agencies and strives for coordinated and consistent policies and
35 programs with non-federal partner and cooperator agencies. FFPC sets strategic
36 policy and program direction, provides coordinated recommendations to the
37 Secretaries of Agriculture, the Interior, and Homeland Security and resolves
38 inconsistencies among and between federal wildland fire programs.

39 The FFPC is accountable and has the authority to:

- 40 • Set the vision and provide leadership for the federal wildland fire program.
- 41 • Set national federal strategic wildland fire program goals and priorities.
- 42 • Establish the Fire Executive Council.

1 The FFPC is responsible to:

- 2 • Provide coordinated federal wildland fire management policy direction.
- 3 • Resolve policy and program management inconsistencies.
- 4 • Set strategic budget priorities for wildland fire management.
- 5 • Coordinate and communicate with non-federal entities.

6 The FFPC is composed of the USDA Deputy Under Secretary for National
7 Resources and Environment; the Chief of the Forest Service and the Deputy
8 Chief of State and Private Forestry; and for DOI the Assistant Secretaries for
9 Policy, Management and Budget, Fish and Wildlife and Parks, Indian Affairs,
10 Land and Minerals Management, and Water and Science; the Bureau Directors
11 of the Bureau of Land Management, the Fish and Wildlife Service, the National
12 Park Service, the Bureau of Indian Affairs, and the US Geological Survey; the
13 Deputy Assistant Secretary – Law Enforcement, Security and Emergency
14 Management; the Assistant Administrator of DHS-US Fire Administration; and
15 the Environmental Protection Agency representative.

16 **Fire Executive Council (FEC)**

17 The FEC provides a common, integrated, and coordinated federal agency
18 approach to wildland fire policy, leadership, budget, and program oversight.
19 Within the broad strategic direction and vision set by the FFPC, the FEC ensures
20 that the wildland fire management policies, programs, activities, and budgets are
21 coordinated and consistent among and between the member agencies. FEC sets
22 policy and program direction for federal wildland fire program implementation,
23 provides coordinated recommendations to the FFPC, and resolves
24 inconsistencies among and between federal wildland fire programs. FEC ensures
25 policy and program coordination and integration with non-fire management
26 programs and activities as well as non-federal partners and cooperators.

27 The FEC is accountable and has the authority to:

- 28 • Establish strategic federal fire program budget direction and priorities.
- 29 • Ensure coordinated federal policy development.
- 30 • Develop federal business requirements and priorities.

31 The FEC is responsible and has the authority to:

- 32 • Provide coordinated federal interagency executive level wildland fire policy
33 leadership, direction, and program oversight.
- 34 • Provide coordinated recommendations and advice to the FFPC.
- 35 • Provide wildland fire policy and program direction to the Fire Management
36 Board (FMB).
- 37 • Provide strategic policy and program integration with resource
38 management, aviation, and other related program areas.
- 39 • Coordinate and communicate with other non-federal entities.
- 40 • Set strategic budget direction and recommendations.

- 1 • Establish strategic direction and requirements for wildland fire information
- 2 and technology, wildland fire administrative/business support, scientific and
- 3 research support, and other program areas.
- 4 • Approve wildland fire policy, as appropriate.
- 5 • Resolve policy and program management inconsistencies and differences.
- 6 • Oversee compliance with policy, budget, and program direction.
- 7 • Charter the Fire Management Board.
- 8 • Charter the National Wildfire Coordinating Group (NWCG) along with the
- 9 Intertribal Timber Council and the National Association of State Foresters.

10 The FEC is composed of the Director and Deputy Directors, USFS Fire and
11 Aviation Management (USDA); the Director, Office of Wildland Fire, Director,
12 Office of Aviation Services, Fire Executives from BLM, NPS, BIA, and
13 USFWS (DOI); and the US Fire Administration Chief, Emergency Support
14 Branch, National Fire Programs (USDHS-FEMA).

15 **Fire Management Board (FMB)**

16 The FMB provides a mechanism for coordinated and integrated federal wildland
17 fire program management and implementation. The FMB, taking strategic
18 policy and program direction from the FEC, directs, coordinates and oversees
19 the development and implementation of federal wildland fire policy and
20 programs to provide consistent and cost-effective program management.

21 The FMB is accountable and has the authority to:

- 22 • Coordinate federal program management and oversight.

23 The FMB is responsible for and has the authority to:

- 24 • Provide common, integrated implementation strategies, approaches,
- 25 programs, and oversight for implementing federal wildland fire policies.
- 26 • Provide federal wildland fire program strategy, policy, budget and program
- 27 recommendations to the FEC.
- 28 • Provide recommendations on information and technology requirements,
- 29 priorities, and investments to the Wildland Fire Information and
- 30 Technology Executive Board.
- 31 • Provide recommendations on science and research requirements and
- 32 priorities necessary to support wildland fire program management activities.
- 33 • Identify requirements and recommend priorities for standards necessary to
- 34 ensure interoperability of intergovernmental wildland fire activities and
- 35 operations.
- 36 • Consult with our non-federal partners.
- 37 • Develop recommendations for interagency wildland fire
- 38 administrative/business support needs.

39 The FMB is composed of the USFS Fire and Aviation Management Assistant
40 Directors (USDA); the Deputy Director, Office of Wildland Fire, the Deputy
41 Director, Office of Aviation Services, the Fire Directors for BIA, BLM,

- 1 USFWS, and NPS (DOI); and the Wildfire Program Manager, US Fire
- 2 Administration (USDHS-FEMA).

3 **National Wildfire Coordinating Group (NWCG)**

4 The NWCG is made up of the USFS, BIA, BLM, FWS, and NPS; Intertribal
5 Timber Council; U.S. Fire Administration (USFA); state forestry agencies
6 through the National Association of State Foresters (NASF); and the
7 International Association of Fire Chiefs. The mission of the NWCG is to
8 provide leadership in establishing, maintaining, and communicating consistent
9 interagency standards, guidelines, and qualifications for wildland fire
10 management. Its goal is to provide more effective execution of each agency's
11 fire management program. The group provides a formalized system to agree
12 upon standards of training, equipment, qualifications, and other operational
13 functions.

14 **Interior Fire Executive Council (IFEC)**

15 The Interior Fire Executive Council (IFEC) provides interagency coordination
16 and interagency executive-level wildland fire policy leadership, direction, and
17 program oversight. IFEC is the focal point for discussing wildland fire policy
18 issues that affect the DOI and provides a forum for gathering the interests of the
19 DOI bureaus to formulate a DOI recommendation and/or position. ~~### to be
20 taken forward to the Wildland Fire Executive Council (WFEC).~~

21 The IFEC is composed of the Director, Office of Wildland Fire (OWF) and the
22 four DOI fire directors and their respective senior executives, as well as the
23 Director, Aviation Management Directorate and a representative from USGS.

24 **Office of Wildland Fire (OWF)**

25 The OWF is a Department of the Interior organization responsible for managing
26 and overseeing all wildland fire management activities executed by the bureaus.
27 OWF coordinates the Department's wildland fire programs within the
28 Department and with other federal and non-federal partners, to establish legally
29 and scientifically based Department-wide policies and budgets, and to provide
30 strategic leadership and oversight, that result in safe, comprehensive, cohesive,
31 efficient, and effective wildland fire programs for the nation consistent with the
32 bureaus' statutory authorities and constraints.

33 For more information about the Office of Wildland Fire and the federal wildland
34 fire management organization, follow the links under "About OWF" at
35 <https://www.doi.gov/wildlandfire>.

36 **Multi-Agency Management and Coordination**

37 **National Multi-Agency Coordinating (NMAC) Group**

38 National multi-agency coordination is overseen by the NMAC Group, which
39 consists of one representative each from the following agencies: BLM, FWS,
40 NPS, BIA, FS, NASF, and the USFA, who have been delegated authority by

- 1 their respective agency directors to manage wildland fire operations on a
2 national scale when fire management resource shortages are probable. The
3 delegated authorities include:
- 4 • Provide oversight of general business practices between the NMAC group
5 and the Geographic Area Multi-Agency Coordination groups.
 - 6 • Establish priorities among geographic areas.
 - 7 • Activate and maintain a ready reserve of national resources for assignment
8 directly by NMAC as needed.
 - 9 • Implement decisions of the NMAC.

10 The NMAC Operating Plan, NMAC Correspondence, and other resources and
11 references are at <https://www.nifc.gov/nicc/administrative/nmac/index.html>.

12 **Geographic Area Multi-Agency Coordinating (GMAC) Groups**

13 Geographic area multi-agency coordination is overseen by GMAC Groups,
14 which are comprised of geographic area (State, Region) lead administrators or
15 fire managers from agencies that have jurisdictional or support responsibilities,
16 or that may be significantly impacted by resource commitments. GMAC
17 responsibilities include:

- 18 • Establish priorities for the geographic area.
- 19 • Acquire, allocate, and reallocate resources.
- 20 • Provide NMAC with National Ready Reserve (NRR) resources as required.
- 21 • Issue coordinated and collective situation status reports.

22 ***NWCG Standards for Interagency Incident Business Management***

23 All federal agencies have adopted the *NWCG Standards for Interagency*
24 *Incident Business Management* as the official guide to provide execution of each
25 agency's incident business management program. Unit offices, geographic
26 areas, or NWCG may issue supplements, as long as policy or conceptual data is
27 not changed.

28 Since consistent application of interagency policies and guidelines is essential,
29 procedures in the *NWCG Standards for Interagency Incident Business*
30 *Management* will be followed. Agency manuals provide a bridge between
31 manual sections and the *NWCG Standards for Interagency Incident Business*
32 *Management* so that continuity of agency manual systems is maintained and all
33 additions, changes, and supplements are filed in a uniform manner.

- 34 • **DOI** – *The Department of the Interior All Hazards-Supplement to the*
35 *NWCG Standards for Interagency Incident Business Management*
36 *establishes business management guidelines for the Department of the*
37 *Interior's (DOI's) all-hazards incidents. The DOI Supplement is available*
38 *at <https://www.doi.gov/emergency/emergency-policy.cfm>.*
- 39 • **BLM** – *The NWCG Standards for Interagency Incident Business*
40 *Management replaces BLM Manual Section 1111.*
- 41 • **NPS** – *Refer to RM-18.*

- 1 • *FWS – Refer to Service Manual 621 FW 1 Wildland Fire Management.*
- 2 • *FS – Refer to FSH 5109.34.*

3 **Standards for Cooperative Agreements**

4 **Agreement Policy**

5 Agreements will be comprised of two components: the actual agreement and an
6 operations plan. The agreement will outline the authority and general
7 responsibilities of each party and the operations plan will define the specific
8 operating procedures.

9 Any agreement which obligates federal funds or commits anything of value
10 must be signed by the appropriate warranted contracting officer. Specifications
11 for funding responsibilities should include billing procedures and schedules for
12 payment.

13 Any agreement that extends beyond a fiscal year must be made subject to the
14 availability of funds. Any transfer of federal property must be in accordance
15 with federal property management regulations.

16 All agreements must undergo periodic joint review; and, as appropriate,
17 revision. Assistance in preparing agreements can be obtained from local or state
18 office fire and/or procurement staff.

19 All appropriate agreements and operating plans will be provided to the servicing
20 dispatch center. The authority to enter into interagency agreements is extensive.

- 21 • *BLM – BLM Manual 9200, Departmental Manual 620 DM, the Reciprocal*
22 *Fire Protection Act, 42 U.S.C. 1856, and the Federal Wildland Fire*
23 *Management Policy and Program Review.*
- 24 • *NPS – Chapter 2, Federal Assistance and Interagency Agreements*
25 *Guideline (DO-20), and the Departmental Manual 620 (DM-620). NPS-*
26 *RM-18, Interagency Agreements, Release Number 1, 02/22/99.*
- 27 • *FWS – Service Manual, Departmental Manual 620 DM, and Reciprocal*
28 *Fire Protection Act, 42U.S.C. 1856.*
- 29 • *FS – FSM 1580, 5106.2 and FSH 1509.11.*

30 **Types of Agreements**

31 **National Interagency Agreements**

32 The national agreement, which serves as an umbrella for interagency assistance
33 among federal agencies is the interagency agreement between the Bureau of
34 Land Management, Bureau of Indian Affairs, National Park Service, Fish and
35 Wildlife Service of the United States Department of the Interior, and the Forest
36 Service of the United States Department of Agriculture. This and other national
37 agreements give substantial latitude while providing a framework for the
38 development of state and local agreements and operating plans.

1 Regional/State Interagency Agreements

- 2 Regional and state cooperative agreements shall be developed for mutual
3 assistance. These agreements are essential to the fire management program.
4 Concerns for area-wide scope should be addressed through these agreements.

5 Local Interagency Agreements

- 6 Local units are responsible for developing agreements with local agencies and
7 fire departments to meet mutual needs for suppression and/or prescribed fire
8 services.

9 Emergency Assistance

- 10 Approved, established reimbursable agreements are the appropriate and
11 recommended way to provide emergency assistance. If no agreements are
12 established, refer to your Agency Administrator to determine the authorities
13 delegated to your agency to provide emergency assistance.

14 Contracts

- 15 Contracts may be used where they are the most cost-effective means of
16 providing for protection commensurate with established standards. A contract,
17 however, does not absolve an Agency Administrator of the responsibility for
18 managing a fire program.

- 19 Contracts should be developed and administered in accordance with Federal
20 Acquisition Regulations. In particular, a contract should specify conditions for
21 abandonment of a fire in order to respond to a new call elsewhere.

22 Elements of an Agreement

23 The following elements should be addressed in each agreement:

- 24 • The authorities appropriate for each party to enter in an agreement.
- 25 • The roles and responsibilities of each agency signing the agreement.
- 26 • An element addressing the cooperative roles of each participant in
27 prevention, pre-suppression, suppression, fuels, and prescribed fire
28 management operations.
- 29 • Reimbursements/Compensation – All mutually approved operations that
30 require reimbursement and/or compensation will be identified and agreed to
31 by all participating parties through a cost-share agreement. The mechanism
32 and timing of the funding exchanges will be identified and agreed upon.
- 33 • Appropriation Limitations – Parties to this agreement are not obligated to
34 make expenditures of funds or reimbursements of expenditures under terms
35 of this agreement unless the Congress of the United States of America
36 appropriates such funds for that purpose by the Counties of _____, by the
37 Cities of _____, and/or the Governing Board of Fire Commissioners
38 of _____.
- 39 • Liabilities/Waivers – Each party waives all claims against every other party
40 for compensation for any loss, damage, personal injury, or death occurring

- 1 as a consequence of the performance of this agreement unless gross
2 negligence on any part of any party is determined.
- 3 • Termination Procedure – The agreement shall identify the duration of the
4 agreement and cancellation procedures.
 - 5 • A signature page identifying the names of the responsible officials shall be
6 included in the agreement.
 - 7 ○ *BLM* – Refer to Chapter 2, *Agreements with Cooperators (Rangeland*
8 *Fire Protection Association (RFPA) and Local Fire Department)*.
 - 9 ○ *NPS* – Refer to *DO-20* for detailed instructions and format for
10 *developing agreements*.
 - 11 ○ *BIA* – Refer to *Notification of Required Use of Cooperative Agreement*
12 *Template in response to Office of Inspector General’s Independent*
13 *Report on the “Bureau of Indian Affairs Wildland Fire Suppression”*
14 *(memo dated September 06, 2013) and Clarification of Authorities on*
15 *Implementation of the Wildland Fire Cooperative Agreement Template*
16 *(memo dated May 28, 2014)*.

17 ### Annual Operating Plans (### AOPs)

18 ### Annual Operating plans shall be reviewed, updated, and approved prior to
19 the fire season. The plan may be amended after a major incident as part of a
20 joint debriefing and review. The plan shall contain detailed, specific procedures
21 which will provide for safe, efficient, and effective operations.

22 General Elements of an ### Annual Operating Plan

23 The following items should be addressed in the ### AOP:

- 24 • **Mutual Aid**
25 The ### AOP should address that there may be times when cooperators are
26 involved in emergency operations and unable to provide mutual aid. In this
27 case, other cooperators may be contacted for assistance.
- 28 • **Command Structure**
29 The Incident Command System (ICS) will be used to manage all fires under
30 federal jurisdiction. Unified command should be used, as appropriate,
31 whenever multiple jurisdictions are involved, unless one or more parties
32 request a single agency IC. If there is a question about jurisdiction, fire
33 managers should mutually decide and agree on the command structure as
34 soon as they arrive on the fire; Agency Administrators should confirm this
35 decision as soon as possible. Once this decision has been made, the incident
36 organization in use should be relayed to all units on the incident as well as
37 dispatch centers. In all cases, the identity of the IC must be made known to
38 all fireline and support personnel.
- 39 • **Communications**
40 In mutual aid situations, a common designated radio frequency identified in
41 the ### AOP should be used for incident communications. All incident
42 resources should utilize and monitor this frequency for incident
43 information, tactical use, and changes in weather conditions or other

1 emergency situations. In some cases, because of equipment availability/
2 capabilities, departments/agencies may have to use their own frequencies
3 for tactical operations, allowing the “common” frequency to be the link
4 between departments. It is important that all department/agencies change to
5 a single frequency or establish a common communications link as soon as
6 practical. Clear text should be used. Avoid personal identifiers, such as
7 names. This paragraph in the ### AOP shall meet Federal Communications
8 Commission (FCC) requirements for documenting shared use of radio
9 frequencies.

10 • **Distance/Boundaries**

11 Responding and requesting parties should identify any mileage limitations
12 from mutual boundaries where “mutual aid” is either pay or non-pay status.
13 Also, for some fire departments, the mileage issue may not be one of initial
14 attack “mutual aid,” but of mutual assistance. In this situation, you may
15 have the option to make it part of this agreement or identify it as a situation
16 where the request would be made to the agency having jurisdiction, which
17 would then dispatch the fire department.

- 18 ○ *BLM – Agreements/### AOPs with Department of Defense, best*
19 *practices (including UXO protocols) are located on the BLM Fire*
20 *Operations website*
21 *http://web.blm.gov/internal/fire/fire_ops/toolbox.htm.*

22 • **Time/Duration**

23 Responding and requesting parties should identify time limitations (usually
24 24 hours) for resources in a non-reimbursable status, and “reimbursable
25 rates” when the resources are in a reimbursable status.

26 • **Qualifications/Minimum Requirements**

27 ### The National Wildfire Coordinating Group publication, *National*
28 *Incident Management System: Wildland Fire Qualification System Guide*
29 *NWCG Standards for Wildland Fire Position Qualifications* (PMS 310-1),
30 outlines the minimum requirements for training, experience, physical fitness
31 level, and currency standards for wildland fire positions, which all
32 participating agencies have agreed to meet for national mobilization.

- 33 ○ During initial action, all agencies (federal, state, local and Tribal)
34 accept each other’s standards. Once jurisdiction is clearly established,
35 then the standards of the agency(s) with jurisdiction prevail.
36 ■ *BLM/BIA – BLM/BIA may accept the standards of any local*
37 *cooperator through the duration of an incident when the*
38 *cooperator has a current cooperative fire response agreement with*
39 *BLM/BIA, and the cooperator is in compliance with the agreement.*
40 *Personnel from agencies that do not subscribe to the NWCG*
41 *qualification standards may be used on agency managed fires, and*
42 *must only be assigned to duties commensurate with their*
43 *competencies, qualifications, and equipment capabilities.*
44 ○ Prior to the fire season, federal agencies should meet with their state,
45 local, and Tribal agency partners and communicate the qualification/
46 certification standards that will apply to the use of local, non-federal

- 1 firefighters during initial action on fires on lands under the jurisdiction
2 of a federal agency.
- 3 ○ The Geographic Area Coordinating Group should determine the
4 application of PMS 310-1 qualification/certification standards for
5 mobilization within the geographic area.
 - 6 ○ On a fire where a non-federal agency is also an agency with legal
7 jurisdiction, the standards of that agency apply.
 - 8 ○ The ### AOP should address qualification and certification standards
9 applicable to the involved parties.
- 10 ● **Reimbursement/Compensation**
11 ### Compensation shall be as close to actual expenditures as possible. This
12 should be clearly identified in the AOP. Compensation will be based on
13 actual expenditures unless exceptions are identified within the operating
14 plan. If suppression tactics cross jurisdictional boundaries, refer to the cost
15 share agreement for compensation methods. Vehicles and equipment
16 operated under the federal excess property system will only be reimbursed
17 for maintenance and operating costs.
 - 18 ● **Cooperation**
19 The ### annual operating plan will be used to identify how the cooperators
20 will share expertise, training, and information on items such as prevention,
21 investigation, communication plans, safety, training, ICS, and the
22 integration of resources.
 - 23 ● **Agency Reviews and Investigations**
24 ### Annual Operating plans should describe processes for conducting
25 agency specific reviews and investigations. ### AOPs should also describe
26 processes for accident notifications to the appropriate fire managers, line
27 officers, and dispatch/coordination centers.
 - 28 ● **Dispatch Centers**
29 Dispatch centers will ensure all resources know the name of the assigned IC
30 and announce all changes in incident command. Geographic Area
31 Mobilization Guides, Zone Mobilization Guides, and Local Mobilization
32 Guides should include this procedure as they are revised for each fire
33 season.
- 34 **Fiscal Responsibility Elements of an ### Annual Operating Plan**
35 ### Annual Operating plans should address the following:
- 36 ● The level of communication required with neighboring jurisdictions
37 regarding the management of all wildland fires. ###, especially those with
38 multiple objectives.
 - 39 ● The level of communication required with neighboring jurisdictions
40 regarding suppression resource availability and allocation, especially for
41 wildland fires with objectives that include benefit.
 - 42 ● Identify how to involve all parties in developing the strategy and tactics to
43 be used in preventing wildland fire from crossing the jurisdictional

- 1 boundary, and how all parties will be involved in developing mitigations
2 which would be used if a wildland fire does cross jurisdictional boundaries.
- 3 • Jurisdictions, which may include state and private lands, should identify the
4 conditions under which wildland fire may be managed to achieve benefit,
5 and the information or criteria that will be used to make that determination
6 (e.g., critical habitat, hazardous fuels, and land management planning
7 documents).
 - 8 • Jurisdictions will identify conditions under which cost efficiency may
9 dictate where suppression strategies and tactical actions are taken (i.e., it
10 may be more cost effective to put the containment line along an open
11 grassland than along a mid-slope in timber). Points to consider include loss
12 and benefit to land, resource, social and political values, and existing legal
13 statutes.
 - 14 • The cost-sharing methodologies that will be utilized should wildfire spread
15 to a neighboring jurisdiction in a location where fire is not wanted.
 - 16 • The cost-share methodologies that will be used should a jurisdiction accept
17 or receive a wildland fire and manage it to create benefit.
 - 18 • Any distinctions in what cost-share methodology will be used if the reason
19 the fire spreads to another jurisdiction is attributed to a strategic decision,
20 versus environmental conditions (weather, fuels, and fire behavior), or
21 tactical considerations (firefighter safety, resource availability) that preclude
22 stopping the fire at jurisdictional boundaries. Examples of cost-sharing
23 methodologies may include, but are not limited to, the following:
 - 24 ○ When a wildland fire that is being managed for benefit spreads to a
25 neighboring jurisdiction because of strategic decisions, and in a
26 location where fire is not wanted, the managing jurisdiction shall be
27 responsible for wildfire suppression costs.
 - 28 ○ In those situations where weather, fuels, or fire behavior of the
29 wildland fire precludes stopping at jurisdiction boundaries cost-share
30 methodologies may include, but are not limited to:
 - 31 a) Each jurisdiction pays for its own resources – fire suppression
32 efforts are primarily on jurisdictional responsibility lands.
 - 33 b) Each jurisdiction pays for its own resources – services rendered
34 approximate the percentage of jurisdictional responsibility, but not
35 necessarily performed on those lands.
 - 36 c) Cost share by percentage of ownership.
 - 37 d) Cost is apportioned by geographic division. Examples of
38 geographic divisions are: Divisions A and B (using a map as an
39 attachment); privately owned property with structures; or specific
40 locations such as campgrounds.
 - 41 e) Reconciliation of daily estimates (for larger, multi-day incidents).
42 This method relies upon daily agreed to cost estimates, using
43 Incident Action Plans or other means to determine multi-Agency
44 contributions. Reimbursements can be made upon estimates
45 instead of actual bill receipts.

1 For further information, refer to NWCG Memorandum EB-M-09-009, *Revisions*
2 *to the Annual Operating Plans for Master Cooperative Fire and Stafford Act*
3 *Agreements due to Implementation of Revised Guidance for the Implementation*
4 *of Federal Wildland Fire Management Policy*, April 13, 2009.

5 **All-Hazards Coordination and Cooperation**

6 All-hazards is defined by NWCG as an incident, natural or manmade, that
7 warrants action to protect life, property, environment, and public health or
8 safety, and to minimize disruptions of government, social, or economic
9 activities. Wildland fire is one type of all-hazard incident. All-hazards incidents
10 are managed using a standardized national incident management system and
11 response framework.

12 **Stafford Act Disaster Relief and Emergency Assistance**

13 The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public
14 Law 93-288, as amended) establishes the programs and processes for the Federal
15 Government to provide disaster and emergency assistance to states, local
16 governments, Tribal nations, individuals, and qualified private non-profit
17 organizations. The provisions of the Stafford Act cover all hazards including
18 natural disasters and terrorist events. In response to, or in anticipation of, a
19 major disaster or emergency as defined by the act, the President “may direct any
20 federal agency, with or without reimbursement, to utilize its authorities and the
21 resources granted to it under federal law (including personnel, equipment,
22 supplies, facilities, managerial, technical, and advisory services) in support of
23 state and local assistance efforts.”

- 24 • **BIA** – Refer to Chapter 6 for the *Stafford Act Amendment Tribal Disaster*
25 *Assistance*.

26 **Homeland Security Act**

27 The *Homeland Security Act of 2002 (Public Law 107-296)* established the
28 Department of Homeland Security (DHS) with the mandate and legal authority
29 to protect the American people from the continuing threat of terrorism. In the
30 act, Congress also assigned DHS as the primary focal point regarding natural
31 and manmade crises and emergency planning.

32 **Homeland Security Presidential Directive-5**

33 *Homeland Security Presidential Directive (HSPD-5), Management of Domestic*
34 *Incidents, February 28, 2003*, is intended to enhance the ability of the United
35 States to manage domestic incidents by establishing a single, comprehensive
36 national incident management system. HSPD-5 designates the Secretary of
37 Homeland Security as the Principal Federal Official (PFO) for domestic incident
38 management and empowers the Secretary to coordinate federal resources used in
39 response to or recovery from terrorist attacks, major disasters, or other
40 emergencies in specific cases.

41 **National Response Framework**

Release Date: January 2020

1 Federal disaster relief and emergency assistance are coordinated by the federal
2 Emergency Management Agency (FEMA) using the National Response
3 Framework (NRF). The NRF, using the National Incident Management System
4 (NIMS), establishes a single, comprehensive framework for the management of
5 domestic incidents. The NRF provides the structure and mechanisms for the
6 coordination of federal support to state, local, and Tribal incident managers; and
7 for exercising direct federal authorities and responsibilities. Information about
8 the National Response Framework can be found at
9 <https://www.fema.gov/media-library/assets/documents/117791>.

10 **National Incident Management System (NIMS)**

11 HSPD-5 directed that the DHS Secretary develop and administer a National
12 Incident Management System to provide a consistent, nationwide approach for
13 federal, state, and local governments to work effectively and efficiently together
14 to prepare for, respond to, and recover from domestic incidents, regardless of
15 cause, size, or complexity. To provide for interoperability and compatibility
16 among federal, state, and local capabilities, the NIMS will include a core set of
17 concepts, principles, terminology, and technologies covering the incident
18 command system; multi-agency coordination systems; unified command;
19 training; identification and management of resources (including systems for
20 classifying types of resources); qualifications and certification; and the
21 collection, tracking, and reporting of incident information and incident
22 resources. Information about the NIMS can be found at
23 <https://www.fema.gov/national-incident-management-system>.

24 **Emergency Support Function (ESF) Annexes**

25 Emergency Support Function (ESF) Annexes are the components of the NRF
26 that detail the mission, policies, structures, and responsibilities of federal
27 agencies. They are utilized for coordinating resource and programmatic support
28 to the states, Tribes, and other federal agencies or other jurisdictions and entities
29 during Incidents of National Significance. Each ESF Annex identifies the ESF
30 coordinator and the primary and support agencies pertinent to the ESF. USDA-
31 FS and USFA are the Co-coordinators of ESF #4 – Firefighting. USDA-FS
32 coordinates at the national and regional levels with FEMA, state agencies, and
33 cooperating agencies on all issues related to response activities. USFA
34 coordinates with appropriate state agencies and local fire departments to expand
35 structural firefighting resource capacity in the existing national firefighting
36 mobilization system and provides information on protection of emergency
37 services sector critical infrastructure.

38 The ESF primary agency serves as a federal executive agent under the Federal
39 Coordinating Officer to accomplish the ESF mission. The ESF support agencies,
40 when requested by the designated ESF primary agency, are responsible for
41 conducting operations using their own authorities, subject-matter experts,
42 capabilities, or resources. USDA-FS is the primary agency for ESF #4 –
43 Firefighting.

- 1 See <https://www.fema.gov/media-library/assets/documents/32180?id=7353> for
- 2 further information regarding ESF #4.
- 3 Other NRF USDA-FS and DOI responsibilities are:

ESF Support Annex	USDA-FS Role	DOI Role
#01 Transportation	Support	Support
#02 Communications	Support	Support
#03 Public Works and Engineering	Support	Support
#04 Firefighting	Coordinator & Primary	Support
#05 Emergency Management	Support	Support
#06 Mass Care, Emergency Assistance, Housing, and Human Services	Support	Support
#07 Logistics Management and Resources Support	Support	Support
#08 Public Health and Medical Services	Support	Support
#09 Search and Rescue	Support	Primary
#10 Oil and Hazardous Materials Response	Support	Support
#11 Agriculture and Natural Resources	Primary	Primary
#12 Energy		Support
#13 Public Safety and Security	Support	Support
#15 External Affairs	Support	Support

4 **National Oil and Hazardous Substances Pollution Contingency Plan (NCP,**
5 **40 CFR 300)**

6 The NCP provides the organizational structure and procedures for preparing for
7 and responding to discharges of oil and releases of hazardous substances,
8 pollutants, and contaminants. The NCP is required by section 105 of the
9 Comprehensive Environmental Response, Compensation, and Liability Act of
10 1980 (CERCLA), 42 U.S.C. 9605, as amended by the Superfund Amendments
11 and Reauthorization Act of 1986 (SARA), P.L. 99–499, and by section 311(d) of
12 the Clean Water Act (CWA), 33 U.S.C. 1321(d), as amended by the Oil
13 Pollution Act of 1990 (OPA), P.L. 101–380. The NCP identifies the national
14 response organization that may be activated in response actions to discharges of
15 oil and releases of hazardous substances, pollutants, and contaminants in
16 accordance with the authorities of CERCLA and the CWA. It specifies
17 responsibilities among the federal, state, and local governments and describes
18 resources that are available for response, and provides procedures for involving
19 state governments in the initiation, development, selection, and implementation
20 of response actions, pursuant to CERCLA. The NCP works in conjunction with
21 the National Response Framework through Emergency Support Function 10 –
22 Oil and Hazardous Material Response.

23 **Post-Katrina Emergency Management Reform Act**

Release Date: January 2020

1 The *Post-Katrina Emergency Reform Act of 2006 (Public Law 109-295)*
2 amended the Homeland Security Act. This law established the FEMA
3 Administrator as responsible for managing the federal response to emergencies
4 and disasters, and for reporting directly to the President. The Secretary of
5 Homeland Security is the Principal Federal Official, but has no direct authority
6 for response or coordination. This law also amends the Stafford Act to allow
7 FEMA, in the absence of a specific request or Presidential declaration, to direct
8 other federal agencies to provide resources and support where necessary to save
9 lives, prevent human suffering, or mitigate severe damage.

10 **Presidential Policy Directive-8**

11 *Presidential Policy Directive-8 (PPD-8), National Preparedness, March 30,*
12 *2011* is intended to strengthen all-of-Nation preparedness. PPD-8 directs the
13 Secretary of Homeland Security to develop a national preparedness goal and a
14 national preparedness system in coordination and consultation with other federal
15 departments and agencies, state, local, tribal, and territorial governments, private
16 and non-profit sectors, and the public. The national preparedness system is
17 comprised of:

- 18 • National planning frameworks for the prevention, protection, mitigation,
19 response to, and recovery from national threats. These frameworks are
20 similar and complementary to the National Response Framework (NRF).
- 21 • Corresponding federal interagency operational plans.
- 22 • Guidance for the national interoperability of personnel and equipment.
- 23 • Guidance for business, community, family, and individual preparedness.

24 **All-Hazards Coordination and Cooperation**

25 In an actual or potential incident of national significance that is not encompassed
26 by the Stafford Act, the President may instruct a federal department or agency,
27 subject to any statutory limitations on the department or agency, to utilize the
28 authorities and resources granted to it by Congress. In accordance with
29 Homeland Security Presidential Directive-5, federal departments and agencies
30 are expected to provide their full and prompt support, cooperation, available
31 resources, consistent with their own responsibilities for protecting national
32 security. Personnel assigned to all-hazard incidents may only perform duties
33 within agency policy, training, and capability.

34 **NWCG Role in Support, Coordination, and All-Hazards Response by** 35 **Wildland Fire Agencies**

36 The National Wildfire Coordinating Group has established guidelines to define
37 NWCG's role in the preparedness for, coordination of, and support to all-
38 hazards incidents.

39 General All-Hazards Guidelines for NWCG:

- 40 • The National Incident Management System (NIMS) is the foundation of all
41 response. NWCG principles, procedures, and publications will comply with

- 1 and support the NIMS. NWCG expects that all local, State, and federal
2 response agencies and organizations will comply with NIMS.
- 3 • NWCG uses the NIMS definition of All-Hazards, which includes wildland
4 fire. This definition is:
 - 5 ○ All-Hazards: Describing an incident, natural or manmade, that warrants
6 action to protect life, property, environment, and public health or
7 safety, and to minimize disruptions of government, social, or economic
8 activities.
 - 9 • NWCG recognizes FEMA's role in overseeing the development,
10 implementation, and maintenance of NIMS, which includes the Incident
11 Command System (ICS) and its components (forms, core competencies,
12 training, qualifications and standards, etc.).
 - 13 • NWCG accepts the components of NIMS and will develop an endorsement
14 process and additional qualifications requirements for positions having
15 specific wildland fire application.
 - 16 • NWCG recognizes and supports the use of position-specific qualifications
17 from other NIMS compliant disciplines (law enforcement, structure fire,
18 hazmat, etc.).
 - 19 • NWCG supports the ongoing development and maintenance of wildland fire
20 systems to be adaptable for all-hazards response.
 - 21 • NWCG expects that all wildland fire personnel engaged in all-hazards
22 response, whether at the national, regional or local level will base actions on
23 both NWCG and agency policies, standards, doctrine, and procedures.
 - 24 • NWCG member agencies ensure all personnel responding to all-hazards
25 incidents are properly trained, equipped, and qualified for their assigned
26 position.
 - 27 • NWCG encourages all wildland fire agencies and personnel to receive
28 appropriate preparedness training, focusing on general knowledge of all-
29 hazards response, disaster characteristics, and the effects from these events
30 on citizens and responders.
 - 31 • NWCG encourages all wildland fire agencies and personnel to consider
32 appropriate risk mitigation measures (e.g., vaccinations, personal protective
33 equipment, etc.) prior to responding to all-hazards incidents.
 - 34 • NWCG coordinates with member agencies to ensure accountability of
35 wildland fire personnel during all-hazards response.

36 **USFS All-Hazards Guiding Principles and Doctrine**

37 The Forest Service has developed doctrine, known as the *Foundational Doctrine*
38 *for All-Hazard Response*, outlining the guiding principles, roles, and
39 responsibilities of the agency during all-hazards response. Forest Service
40 responders and leadership are expected to follow this doctrine, established to
41 help ensure the safest response conditions possible.

42 The following principles encompass the guidelines, roles, and responsibilities
43 established in this doctrine:

- 1 • The intent of Forest Service all-hazard response and support is to protect
2 human life, property, and at-risk lands and resources *while imminent threats*
3 *exist*.
- 4 • Personnel should be prepared and organized to support all-hazard responses
5 by providing trained personnel to utilize their inherent skills, capabilities,
6 and assets, without requiring significant advanced training and preparation.
7 Support to cooperators requiring wildland resources will be consistent with
8 employee core skills, capabilities, and training.
- 9 • As incidents move from the *response phase* to the *recovery phase*, there
10 should be a shift to demobilizing agency resources.
- 11 • Within all-hazard response environments, agency personnel may encounter
12 situations in which there is an imminent threat to life and property outside
13 of their Agency's jurisdiction. These environments include scenarios
14 ranging from being first on scene at a vehicle accident, to committing
15 Agency resources to protect a local community. Leaders are therefore
16 expected to use their judgment and respond appropriately.
- 17 • Wildland resources deployed to all-hazard responses will understand the
18 dynamic and complex environment and utilize their leadership, training, and
19 skills to adapt, innovate, and bring order to chaos.
- 20 • Leaders are expected to operate within the incident organizational structure
21 encountered on all-hazard responses. When such structure is absent, they
22 will utilize National Incident Management System principles to assure safe
23 and effective utilization of agency resources.
- 24 • Leaders are expected to operate under existing policies and doctrine under
25 normal conditions. On all-hazard responses, fire and aviation business and
26 safety standards may have to be adapted to the situation to successfully
27 accomplish the mission. When conflicts occur, employees will use their
28 judgment, weigh the risk versus gain, and operate within the intent of
29 Agency policy and doctrine.
- 30 • All-hazard response will be focused on missions that we perform
31 consistently and successfully. Workforce assignments will be directed
32 toward the core skills developed through our existing training and
33 curriculum.
- 34 • Agency employees will be trained to operate safely and successfully in the
35 all-hazard environment. Preparedness training will focus on gaining general
36 knowledge of all-hazard response, disaster characteristics, as well as the
37 effects from these events on citizens and responders.
- 38 • Specific operational skills will be facilitated through the National Incident
39 Management System, working with the responsible agencies who supply
40 the technical specialists who, in turn, provide the specific skill sets. The
41 Forest Service will not train or equip to meet every hazard.
- 42 • Wildland employees are expected to perform all-hazard support as directed
43 within their qualifications and physical capabilities. All employees have the
44 right to a safe assignment. The employee may suspend his or her work
45 whenever any environmental condition—or combination of condition—

- 1 become so extreme than an immediate danger is posed to employee health
2 and safety that cannot be readily mitigated by the use of appropriate,
3 approved protective equipment or technology.
- 4 • Acceptable risk is risk mitigated to a level that provides for reasonable
5 assurances that the all-hazard task can be accomplished without serious
6 injury to life or damage to property.
 - 7 • All-hazard incident-specific briefing and training will be accomplished
8 prior to task implementation. This preparation will usually occur prior to
9 mobilization where incident description, mission requirements, and known
10 hazards are addressed. Key protective equipment and associated needs for
11 these all-hazard tasks that wildland employees do not routinely encounter or
12 perform will be identified. This will be done—and be in place—prior to
13 task implementation.
 - 14 • Agency employees will be provided with appropriate vaccinations,
15 credentials, and personal protective equipment to operate in the all-hazard
16 environment to which they are assigned.
 - 17 • Additional information can be found in the Forest Service Foundational
18 Doctrine for All-Hazard Response. ###
19 https://www.fs.fed.us/fire/doctrine/conferences/all_hazard_response.pdf
20 <https://www.fs.fed.us/managing-land/fire/ibp/all-hazard>

21 **All-Hazard Incident Management Teams (IMTs) and Other Non-Wildland** 22 **Fire IMTs**

23 Different entities have developed IMTs based on ICS core competencies under
24 the National Incident Management System (NIMS). Federal agencies with IMTs
25 include the U.S. Coast Guard, the Environmental Protection Agency, USDA’s
26 Animal and Plant Health Inspection Service (APHIS), DOI’s National Park
27 Service and U.S. Fish and Wildlife Service, and others. In addition, many states
28 and metropolitan areas have developed All Hazard Incident Management Teams
29 (AHIMTs). AHIMT consists of personnel from various disciplines (fire, rescue,
30 emergency medical, hazardous materials, law enforcement, public works, public
31 health and others) trained to perform the functions of the Command and General
32 Staff at the Type 3 level. AHIMTs are often sponsored or administered by a
33 state or local emergency management agency.

34 Many different entities that sponsor an AHIMT or other non-wildland fire IMT
35 have requested that their personnel be allowed to “shadow” wildland fire IMT
36 positions during incidents (sometimes referred to as “field training” or “field
37 mentoring”). The primary purpose of shadowing is to gain insight to complex
38 incident management. All shadowing events should be coordinated with the
39 receiving GACCs and the IC at an incident.

- 40 • *DOI* – <https://www.doi.gov/emergency/emergency-policy.cfm>

41 **International Wildland Fire Coordination and Cooperation**

42 **U.S. – Mexico Cross Border Cooperation on Wildland Fires**

1 In April 2015, the Department of Interior and the Department of Agriculture
2 signed a Wildfire Protection Agreement with Mexico. The agreement has two
3 purposes:

- 4 • To enable wildfire protection resources originating in the territory of one
5 country to cross the United States-Mexico border in order to suppress
6 wildfires on the other side of the border within the zone of mutual
7 assistance (10 miles/16 kilometers) in appropriate circumstances.
- 8 • To give authority for Mexican and U.S. fire management organizations to
9 cooperate on other fire management activities outside the zone of mutual
10 assistance.

11 National Operational Guidelines for this agreement are located at
12 <https://www.nifc.gov/nicc/logistics/references.htm>. These guidelines cover
13 issues at the national level and also provide a template for those issues that need
14 to be addressed in local operating plans. The local operating plans identify how
15 the agreement will be implemented by the GACCs (and Zone Coordination
16 Centers) that have dispatching responsibility on the border. The local operating
17 plans will provide the standard operational procedures for wildfire suppression
18 resources that could potentially cross the U.S. border into Mexico.

19 **U.S. – Canada, Reciprocal Forest Firefighting Arrangement**

20 Information about United States – Canada cross border support is located at
21 <https://www.nifc.gov/nicc/logistics/references.htm>. This chapter provides policy
22 guidance, which was determined by an exchange of diplomatic notes between
23 the U.S. and Canada in 1982. This chapter also provides operational guidelines
24 for the Canada – U.S. Reciprocal Forest Fire Fighting Arrangement. These
25 guidelines are updated yearly.

26 **U.S. – Australia/New Zealand Wildland Fire Arrangement**

27 Information about United States – Australia/New Zealand support is located at
28 <https://www.nifc.gov/nicc/logistics/references.htm>. This chapter provides a copy
29 of the arrangements signed between the U.S. and the states of Australia and the
30 country of New Zealand for support to one another during severe fire seasons. It
31 also contains the AOP that provides more detail on the procedures,
32 responsibilities, and requirements used during activation.

33 **International Non-Wildland Fire Coordination and Cooperation**

34 **International Disasters Support**

35 Federal wildland fire employees may be requested through the FS to support the
36 U.S. Government's (USG) response to international disasters by serving on
37 Disaster Assistance Response Teams (DARTs). A DART is the operational
38 equivalent of an ICS team used by the U.S. Agency for International
39 Development's Office of Foreign Disaster Assistance (OFDA) to provide an on-
40 the-ground operational capability at the site of an international disaster. Prior to

- 1 being requested for a DART assignment, employees will have completed a
2 weeklong DART training course covering information about:
- 3 • USG agencies charged with the responsibility to coordinate USG responses
4 to international disaster.
 - 5 • The purpose, organizational structure, and operational procedures of a
6 DART.
 - 7 • How the DART relates to other international organizations and countries
8 during an assignment. Requests for these assignments are coordinated
9 through the FS International Programs, Disaster Assistance Support
10 Program (DASP).
 - 11 • DART assignments should not be confused with technical exchange
12 activities, which do not require DART training.
- 13 More information about DARTs can be obtained at the FS International
14 Program's website, <https://www.fs.fed.us/global/aboutus/dasp/welcome.htm>.

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Chapter 9

2

Fire Management Planning

Purpose

4 The purpose of fire management planning is to provide for firefighter and public
5 safety, and outline fire management strategies and tactics that, when
6 implemented, protect values and meet resource goals and objectives of the land
7 and/or resource management plan. Planning strategically allows for responses to
8 fire commensurate with risk, and movement towards desired conditions.

9 Fire planning products include a concise summary of information organized by
10 fire management unit (FMU) or by other geospatially explicit representations of
11 the landscape. These products should be updated as new information becomes
12 available, as conditions on the ground necessitate updates, or when changes are
13 made to the Land/Resource Management Plan (L/RMP).

14 Products may address: response to wildfire, hazardous fuels and vegetation
15 management, burned area emergency stabilization and rehabilitation, prevention,
16 community interactions and collaborative partnerships roles, and monitoring and
17 evaluation of programs.

18 Fire Management planning efforts should address the vision and goals of the
19 National Cohesive Wildland Fire Management Strategy (2014) (Cohesive
20 Strategy).

21 The Cohesive Strategy vision is “To safely and effectively extinguish fire, when
22 needed; use fire where allowable; manage our natural resources; and as a
23 Nation, live with wildland fire.”

24 The Cohesive Strategy goals are:

- 25 • Restore and maintain landscapes
- 26 • Fire-adapted communities
- 27 • Wildfire response

Policy

29 “Fire, as a critical natural process, will be integrated into land and resource
30 management plans and activities on a landscape scale and across agency
31 boundaries” (*Review and Update of the Federal Wildland Fire Management*
32 *Policy*, January 2001).

33 Fire Management Plans should be developed collaboratively between federal
34 agencies and tribal, local, and state agencies to accomplish resource and
35 protection objectives.

36 Every area with burnable vegetation must have an approved Fire Management
37 Plan (FMP). Fire Management Plans are strategic plans that define a program to
38 manage wildland fires based on the area's approved land management plan.

- 1 When practical, Fire Management Plans (FMP) should contain mutually
- 2 developed objectives for managing fires that cross jurisdictional boundaries.
- 3 Fire Management Plans must provide for firefighter and public safety; include
- 4 fire management strategies, tactics, and alternatives; address values to be
- 5 protected and values at risk; address the location and conditions under which
- 6 resource and protection objectives can be met; consider public health issues; and
- 7 be consistent with resource management objectives, activities of the area, and
- 8 environmental laws and regulations. Fire Management Plans should be based
- 9 upon the best available science.

10 **Agency Planning Guidance**

11 **Department of Interior (DOI)**

12 Fire Management Plans must be consistent with the DOI Interagency Fire
13 Management Plan Framework and subsequent bureau direction. Fire
14 Management Plan content may be represented in spatial, text-based and/or
15 digital formats.

- 16 • The DOI framework is available at:
17 [https://www.nwcg.gov/committees/interagency-fire-planning-](https://www.nwcg.gov/committees/interagency-fire-planning-committee/resources)
18 [committee/resources](https://www.nwcg.gov/committees/interagency-fire-planning-committee/resources)
 - 19 ○ *BLM – FMP Template is available at*
20 <http://web.blm.gov/internal/fire/fpfm/planning.html>.
 - 21 ○ *NPS – FMP Template and information is available at*
22 <http://famshare.inside.nps.gov/wildlandfire/budgetandplanning/fireman>
23 [agementplanning/firemanagementplans/default.aspx](http://famshare.inside.nps.gov/wildlandfire/budgetandplanning/fireman).

24 **U.S. Forest Service (FS)**

25 Forest Service FMPs have been replaced with a combination of enhanced
26 Spatial Planning contained in the Wildland Fire Decision Support System
27 (WFDSS) and the Fire Management Reference System (FMRS), a collection of
28 plans required for fire program management, such as aviation, operations,
29 dispatch, and fire danger operating plan products. Fire Management Planning
30 will be a continuing effort to ensure that guidance represented spatially in
31 WFDSS and the FMRS are consistent with LRMP direction, reflecting available
32 fire response options to move from current to desired conditions.

33 The FS has replaced the FSH 5109.19 with a Fire Management Planning Guide
34 that further describes Spatial Fire Planning and the Fire Management Reference
35 System (FMRS). As allowed in the Land and Resource Management Plan
36 (LRMP), fire response strategies should be consistent with the Cohesive
37 Strategy and developed in collaboration with adjoining land managers. This
38 Guide is at <https://fsweb.wo.fs.fed.us/fire/fmp/>.

1 Other Resources

2 For information on utilizing the Spatial Fire Planning method in WFDSS, see
3 the WFDSS Spatial Fire Planning Guide located on the WFDSS Training page
4 at https://wfdss.usgs.gov/wfdss/WFDSS_Training.shtml.

5 Concepts and Definitions

6 For further clarification of concepts and definitions that follow, refer to:
7 *Terminology Updates Resulting from Release of the Guidance for the*
8 *Implementation of Federal Wildland Fire Management Policy (2009)*, NWCG
9 Memorandum EB-M-10-024, and the *Guidance for Implementation of Federal*
10 *Wildland Fire Management Policy*, February 13, 2009.

11 Land/Resource Management Plan

12 A document prepared with public participation and approved by the Agency
13 Administrator that provides guidance and direction for land and resource
14 management activities for an administrative area. The L/RMP may identify fire's
15 role in a particular area and for a specific benefit, or may contain general
16 statements regarding the role of fire across the land management unit. Guidance
17 contained in the L/RMP provides the basis for the development of strategic fire
18 management objectives and the fire management program in the designated
19 area.

20 Fire Management Plan

21 A plan that identifies and integrates all wildland fire management and related
22 activities within the context of approved land/resource management plans. It
23 defines a program to manage wildland fires (wildfire and prescribed fire). The
24 plan is supplemented by operational plans, including but not limited to
25 preparedness plans, preplanned dispatch plans, prescribed fire burn plans and
26 prevention plans. Fire Management Plan's assure that wildland fire management
27 goals and components are coordinated.

28 Compliance

29 Compliance generally includes the full range of considerations and procedures
30 defined by each agency to comply with laws such as (but not limited to); the
31 National Environmental Planning Act (NEPA), Section 106 of the Archeological
32 Resources Protection Act, Section 7 of the Endangered Species Act, Clean Air
33 Act, Wilderness Act, Executive Orders, etc.

34 Spatial Fire Management Plan (SFMP)

35 A Spatial Fire Management Plan is a strategic plan that contains text based and
36 spatially represented information that guides a full range of fire management
37 activities and is supported by a land or resource management plan.

38 Spatial Fire Management Plan Mapsheet

39 A collection of one or more tables, graphics, maps or other information on a
40 single page or poster.

1 **Spatial Fire Management Plan Map Set**

2 A compilation of all the mapsheets that make up a SFMP.

3 **Connection to Other Plans**

4 Fire Management Plans (DOI) and/or Spatial Fire Planning in WFDSS (FS)
5 capture fire related direction and decisions from Land/Resource Management
6 Plans (LRMP). If fire management direction and decisions were not adequately
7 integrated into the existing LRMP, additional NEPA may be necessary.

8 **Air Quality and Smoke Management**

9 Clean air is a primary natural resource value in all federal units. Fire
10 management activities which result in the discharge of air pollutants (e.g.,
11 particulates, carbon monoxide, and other pollutants from fires) are subject to,
12 and must comply with, all applicable federal, state, interstate, and local air
13 pollution control requirements, as specified by Section 118 of the Clean Air Act,
14 as amended (42 USC 7418). These requirements are the same substantive,
15 procedural, and administrative requirements that apply to a private person or
16 other non-governmental entity. The protection of these resources must be given
17 full consideration in fire management planning and operations.

18 Coordination with a state or states air regulatory office is required during the
19 development of resource and fire management plans in order to determine
20 procedures for compliance with state air quality regulations. Each agency should
21 consult with their fire management unit the proper procedures for obtaining
22 coordination with the state or states in which the unit is located, or when notified
23 by the state that an air pollution violation has occurred.

24 The *NWCG Smoke Management Guide for Prescribed Fire* 2018 Edition (PMS
25 420-2), is the primary technical reference and should be referenced when
26 developing and implementing wildland fire management plans.

27 NIFC smoke management website:

28 https://www.nifc.gov/smoke/smoke_publications.html.

29 **### Air Quality Definitions**

30 **National Ambient Air Quality Standards (NAAQS)**

31 Uniform air quality goals established by the EPA. The EPA designated two
32 types of national air quality standards, primary which provides public health
33 protection and secondary which provides public welfare protection.

34 **Criteria Pollutants**

35 Six common air pollutants: sulfur dioxide (SO₂), nitrogen oxides (NO_x), carbon
36 monoxide (CO), particulate matter (PM₁₀ & PM_{2.5}), ground-level ozone (O₃),
37 and lead (Pb), designated by the EPA for which primary and secondary NAAQS
38 have been established.

- 1 **State Implementation Plan (SIP)**
2 Section 110 of the Clean Air Act requires each state to adopt and submit to the
3 EPA an implementation plan that provides for the implementation, maintenance,
4 and enforcement of NAAQS in each Air Quality Control Region.
- 5 **Federal Implementation Plan (FIP)**
6 A federally-implemented plan used by the EPA to ensure air quality is
7 maintained and enforced in accordance with established NAAQS. This plan is
8 used when a state's SIP is found unacceptable.
- 9 **Attainment Area**
10 A geographic area that meets the primary NAAQS established by the EPA.
11 **Note:** An area may meet the established NAAQS for one criteria pollutant, but
12 have unacceptable levels for another. An area could be in attainment for one
13 criteria pollutant and simultaneously in nonattainment for another.
- 14 **Nonattainment Area**
15 A geographic area that does not meet the primary NAAQS limits established by
16 the EPA to protect public health and the environment.
17 **Note:** The EPA establishes time limits for nonattainment areas to achieve
18 specified air quality goals and may further designate nonattainment areas as
19 extreme, severe, serious, moderate, or marginal.
- 20 **Maintenance Area**
21 Geographic area previously designated nonattainment and subsequently
22 redesignated to attainment, for a probationary period, due to achieving the
23 NAAQS.

Chapter 10 Preparedness

Preparedness Overview

Fire preparedness is the state of being ready to respond to wildfires based on identified objectives and is the result of activities that are planned and implemented prior to fire ignitions.

Preparedness requires:

- Identifying necessary firefighting capabilities;
- Implementing coordinated programs to develop those capabilities;
- A continuous process of developing and maintaining firefighting infrastructure;
- Predicting fire activity;
- Implementing prevention activities;
- Identifying values to be protected;
- Hiring, training, equipping, pre-positioning, and deploying firefighters and equipment;
- Evaluating performance;
- Correcting deficiencies; and
- Improving operations.

Preparedness activities should focus on developing interagency response capabilities that will result in safe, effective, and efficient fire operations aligned with risk-based fire management decisions.

Preparedness activities will be consistent with direction in the approved Land and Resource Management Plan (LRMP) and Fire Management Plan (FMP).

Preparedness Planning

At the local level, preparedness planning and the resultant activities begin with a Fire Danger Operating Plan (FDOP), which includes a number of other plans that result in coordinated actions based on the fire situation.

- *BLM – Districts can use a FDOP, or Fire Danger Analysis Document (FDAD), or Fire Weather and Fire Occurrence Analysis Document (FWOAD) depending on which format best meets their needs.*

References, templates, and other supporting materials pertaining to the FDOP process and related operationally-focused preparedness plans can be found at <https://www.wfas.net/nfdrs2016>.

- *BLM – References, templates, and other supporting materials pertaining to the FDAD/FWOAD process can be found at <https://sites.google.com/a/firenet.gov/blm-fire-danger-site/>.*

- 1 Outputs from a FDOP process are used to support decisions found in many
2 components of preparedness plans. These actions will ensure a unit is
3 appropriately prepared to react to new and emerging wildfire incidents.
- 4 Preparedness plans should include, but are not limited to:
- 5 • Fire Danger Operating Plan (as specified by agency requirements)
 - 6 • Preparedness Level Plan
 - 7 • Initial Response/Pre-planned Dispatch Plan
 - 8 • Step-up/Staffing Plan
 - 9 • Fire Prevention/Mitigation Plan (as specified by agency requirements)
 - 10 • Closure/Restriction Plan (as specified by agency requirements)
 - 11 • Geographic Area Mobilization Guide (updated annually)
 - 12 • Geographic Area Draw-Down guidance (updated annually)

13 **Fire Danger Rating**

14 The National Fire Danger Rating System (NFDRS) and the Weather Information
15 Management System (WIMS) are the principle applications used by the federal
16 land management agencies to assess fire danger. At every scale, fire danger
17 rating is a key consideration for staffing and prepositioning preparedness
18 resources, regulating industrial activity, or placing restrictions on public lands.
19 Because these assessments are used by and affect a wide variety of stake holders
20 including federal and state agencies, local governments, industrial and other
21 private entities, as well as the general public, participation in a recognized fire
22 danger system and careful management of weather and fire data is vital to
23 ensure accurate assessments and the consistent application of fire danger rating,
24 especially for broader scale assessments.

25 The following requirements apply to all NFDRS-compliant weather stations
26 managed in WIMS:

- 27 • For the primary fuel model (i.e., the first model listed in the WIMS station
28 catalog):
 - 29 ○ Identify an appropriate Staffing index;
 - 30 ○ Identify the Staffing index breakpoints (i.e., the two highest breakpoint
31 values and their associated percentiles*); and
 - 32 ○ Identify the number of Decision Classes (i.e., the number of Staffing
33 Levels).
- 34 • If not already entered as the primary fuel model, also enter Fuel Model G:
 - 35 ○ Identify ERC as the Staffing index;
 - 36 ○ Identify the ERC breakpoints (i.e., the two highest ERC breakpoint
37 values and their associated percentiles*); and
 - 38 ○ Identify the number of Decision Classes (i.e., the number of Staffing
39 Levels).

40 * For units that have not performed detailed analysis to identify Fire Business
41 Thresholds or Climatological Breakpoints, it is recommended to use the 90th
42 and 97th percentiles as default values for these Critical Percentiles.

- 43 ■ *BLM – 80th and 95th percentiles*

1 Communication of Fire Danger

2 Daily Observed and Forecasted Fire Danger Outputs will be:

- 3 • Communicated daily to local fire personnel to aid in situational awareness;
- 4 and
- 5 • Should include the Staffing index and/or index/component used.

6 Fire danger will be conveyed to the public using the five Adjective Fire Danger

7 Rating classes: low, moderate, high, very high, and extreme.

8 Fire Danger Operating Plan

- 9 • *BLM – Districts can use a FDOP, or Fire Danger Analysis Document*
10 *(FDAD), or a Fire Weather and Fire Occurrence Analysis Document*
11 *(FWOAD) depending on which format best meets their needs.*

12 Ideally developed for interagency field-level operations (e.g., corresponding to
13 the area within the jurisdiction of a third-tier dispatch center), a FDOP is an
14 integral component of local fire management planning. A FDOP documents the
15 analysis process and the development of decision points to be used for future weather
16 and fire occurrence situations, based on an analysis of local conditions, historic
17 weather, and historic fire occurrence. The analysis and decision points are developed
18 using decision support tools such as the National Fire Danger Rating System
19 (NFDRS), the Canadian Forest Fire Danger Rating System (CFFDRS), the
20 Palmer Drought Index, live fuel moisture data, monthly or seasonal wildland fire
21 outlooks, seasonal climate forecasts, and wildland fire risk analyses. The analysis
22 of historic weather and fire occurrence is conducted utilizing a statistical software
23 program, such as but not exclusive to FireFamily Plus (FFP), which calculates fire
24 danger indices and can correlate them to historic fire occurrence. A FDOP process
25 blends science, historical data, established processes, and local knowledge to provide
26 a unified framework for local interagency unit managers/administrators to make
27 informed decisions that result in safe, efficient, and effective responses to fire
28 situations.

29 Every field-level unit with a fire program should be covered by a FDOP and
30 should participate in the planning process. FDOP developers should attend
31 Intermediate NFDRS (S-491) and preferably, the Advanced NFDRS level courses.
32 Units are encouraged to seek the participation of and review by NFDRS or
33 CFFDRS Subject Matter Experts when developing a FDOP. Established FDOPs
34 should be monitored, reviewed annually, and updated as necessary to ensure they
35 continue to meet the preparedness needs of the local units.

- 36 • *BLM – BLM offices are required to have a FDOP, a Fire Danger Analysis*
37 *Document (FDAD), or a Fire Weather Occurrence Analysis Document*
38 *(FWOAD) by May, 2020. BLM offices are required to complete and*
39 *document their review every other year and updated every five years.*

- 1 In conjunction with the analysis noted above, a FDOP also describes:
- 2 • Processes, such as daily input and output monitoring of the Weather
3 Information Management System (WIMS) at [https://fam.nwcg.gov/fam-
5 web/](https://fam.nwcg.gov/fam-
4 web/);
 - 6 • Tools that will be utilized to communicate fire danger information, such as
7 Fire Danger PocketCards, or seasonal trends analysis; and
 - 8 • Related products, such as staffing, dispatch, and preparedness level plans
9 (which can be included as components of a FDOP or linked, if presented as
separate plans).

10 A FDOP template can be found at <https://www.wfas.net/nfdrs2016>
11 [https://sites.google.com/firenet.gov/nfdrs/rollout-workshops/document-
12 templates](https://sites.google.com/firenet.gov/nfdrs/rollout-workshops/document-
12 templates).

- 13 • *BLM – Reference templates and other supporting materials pertaining to
14 the FDAD/FWOAD process can be found at
15 <https://sites.google.com/a/firenet.gov/blm-fire-danger-site/>.*

16 Required minimum content for a FDOP includes the following components:

- 17 • **Roles and Responsibilities**
18 This section of a FDOP defines the roles and responsibilities for those
19 responsible for the development, maintenance and daily implementation of
20 the plan, program management related to the plan, and associated training.
- 21 • **Fire Danger Area Inventory**
22 This section of a FDOP presents the inventory of the basic components of a
23 FDOP area, which will describe the general area, including the
24 administrative units involved in the planning process. The fire danger area
25 inventory will include:
 - 26 ○ Fire history, as well as identification of fire/ignition issues specific to
27 the area;
 - 28 ○ Description of vegetation/fuels, topography, and weather/climatology
29 resulting in the delineation of specific Fire Danger Rating Areas
30 (FDRAs), which are broad landscapes (typically, on the scale of tens or
31 hundreds of thousands of acres each) that are considered to have
32 relatively homogeneous fire danger;
 - 33 ○ The existing weather station network and identification of any
34 additional weather station system needs; and
 - 35 ○ Validation that each Remote Automated Weather Station (RAWS)
36 meets the requirements of the [Interagency Wildland Fire Weather
37 Station Standards and Guidelines NWCG Standards for Fire Weather
38 Stations](#) (PMS 426-3).
- 39 • **Operational Procedures**
40 This section of a FDOP establishes the procedures used to gather and
41 process data in order to integrate fire danger rating information into
42 decision processes. The network of fire weather stations whose observations
43 are used to determine fire danger ratings is identified. Station maintenance
44 responsibilities and schedules are defined. Include:

- 1 ○ Daily weather processing schedule and procedures;
- 2 ○ Daily communication schedule and modes;
- 3 ○ Seasonal station catalog adjustment schedule and responsible
- 4 personnel;
- 5 ○ Annual review of decision points and responsible personnel; and
- 6 ○ Periodic review of PocketCards or other communication methodology
- 7 and responsible personnel.
- 8 • **Decision Point Analysis**
- 9 This section of a FDOP describes the analysis of climatological breakpoints
- 10 and fire business thresholds that trigger changes in fire danger-related
- 11 decisions within an FDRA. Decision points are identified using statistical
- 12 analysis software such as but not limited to FFP. Distinct selections of fuel
- 13 model and fire danger index/component (NFDRS or CFFDRS) are appropriate
- 14 for different management decisions (such as staffing, initial response, or
- 15 industrial and public restrictions).
- 16 Because Fire Business Thresholds correlate periods of historical fire danger
- 17 and fire occurrence, they generally provide the best decision support and are
- 18 appropriate for identifying Staffing Levels, Dispatch Levels, fire
- 19 restrictions, Preparedness Levels, fire prevention activities, and other
- 20 specific readiness actions. Climatological Breakpoints, which are expressed
- 21 as percentiles, may be appropriate as decision points for longer term
- 22 decisions and general preparedness activities, such as seasonal staffing
- 23 start/end dates or contract aircraft availability periods.
- 24 *Note: WIMS relies exclusively on Climatological Breakpoints to compute*
- 25 *Staffing Level and Adjective Rating. If Fire Business Thresholds are used as*
- 26 *decision points, Staffing Level and Adjective Rating must be computed*
- 27 *outside of WIMS.*
- 28 • **Fire Danger-based Decisions**
- 29 This section of a FDOP describes the decision points used in Step-
- 30 up/Staffing Plans, Initial Response/Pre-planned Dispatch Plans,
- 31 Preparedness Level Plans, Prevention Plans (which include how Adjective
- 32 Fire Danger Ratings are determined and will be applied),
- 33 Closure/Restriction Plans, etc. It should include the rationale for the fuel
- 34 model and index/component selection and the corresponding decision
- 35 points for each of those plans. The plans may be included in a FDOP or be
- 36 stand-alone plans.

37 Preparedness Level Plans

38 Preparedness Level Plans are required at the national, state/regional, and local
39 levels. These plans address the five Preparedness Levels (1-5) and provide
40 management direction based on identified levels of burning conditions (fire
41 danger), fire activity, resource commitment/availability, such as incident
42 management teams assigned, and other considerations (in contrast to Staffing
43 Levels, which typically only consider fire danger, as described below).

- 1 Preparedness Level Plans may be developed by a state/regional office for
2 agency-specific use.
- 3 Supplemental preparedness actions to consider include, but are not limited to, the
4 following items:
- 5 • Management briefings, direction, and considerations;
 - 6 • Support function: consideration given to expanded dispatch activation and
7 other support needs (procurement, supply, ground support, and
8 communication);
 - 9 • Support staff availability outside of fire organization;
 - 10 • Fire danger/behavior assessment;
 - 11 • Fire information – internal and external;
 - 12 • Multi-agency coordination group/Area command activation; and
 - 13 • Prescribed fire direction and considerations.
- 14 Refer to the *National Interagency Mobilization Guide* and GACC Mobilization
15 Guides for more information on Preparedness Level Plans.

16 **Step-up/Staffing Plans**

17 Step-up/Staffing plans are designed to direct incremental preparedness actions at
18 the local level in response to changing fire danger. Each plan should address the
19 unit's chosen number of Staffing Levels, and the corresponding actions to
20 consider for those changing fire danger conditions, as reviewed annually. The
21 Step-up/Staffing Plan should be based on analysis completed as part of the unit's
22 FDOP and the analysis rationale, if not the entire plan, should be included as
23 part of a FDOP.

24 **Staffing Level**

25 The Staffing Level should be used to guide daily internal fire operational
26 decisions at the local level. The Staffing Level specifies appropriate daily
27 staffing for initial response resources, such as when to implement 7-day
28 coverage and adjusted work schedules, and the number of personnel committed
29 to initial attack resources (in contrast to the Initial Response/Pre-planned
30 Dispatch Plan – described below – that specifies the number of resources
31 dispatched to an incident). Staffing Level helps define “How ready to be
32 today?” A unit can operate with 3 to 9 levels of staffing. Most units typically use
33 5 (1, 2, 3, 4, 5) or 6 (1, 2, 3L, 3H, 4, 5) levels. The use of Fire Business
34 Thresholds to determine Staffing Levels is encouraged; however, they must be
35 computed outside of the WIMS.

36 The Step-up/Staffing Plan describes pre-identified escalating responses at fire
37 business or climatological thresholds analyzed in a FDOP and FMP. A Step-
38 up/Staffing Plan should also include recurring supplemental preparedness
39 actions designed to enhance the unit's fire management capability during short
40 periods (Fourth of July, or other pre-identified events) where staffing normally
41 needs to be increased to meet initial attack, prevention, or detection needs.

- 1 The Staffing Plan should also consider supplemental staffing actions such as, but
2 not limited to, the following items:
- 3 • Fire prevention actions, including closures/restrictions, media messages,
4 signing, and patrolling;
 - 5 • Prepositioning or augmentation of suppression resources;
 - 6 • Cooperator discussion and/or involvement;
 - 7 • Safety considerations: safety messages, safety officer;
 - 8 • Increased initial attack dispatch staffing; and
 - 9 • Increased detection activities.

10 In contrast to staffing actions established for the normal range of conditions,
11 severity is a longer duration condition that cannot be adequately dealt with under
12 normal staffing, such as a killing frost converting live fuel to dead fuel or drought
13 conditions. Severity is discussed later in this chapter.

14 **Initial Response/Pre-planned Dispatch Plans**

15 Local-level Initial Response/Pre-planned Dispatch Plans, also referred to as run
16 cards, specify the fire management response (e.g., number and type of
17 suppression assets to dispatch) within a defined geographic area to an unplanned
18 ignition, based on fire weather, fuel conditions, fire management objectives, and
19 resource availability.

20 Fire Management Officers will ensure that Initial Response/Pre-planned
21 Dispatch Plans are in place, utilized, and provide for initial response
22 commensurate with guidance provided in the FMP and/or LRMP. Initial
23 Response/Pre-planned Dispatch Plans will reflect agreements and ### annual
24 operating plans, and will be reviewed annually prior to fire season. These plans
25 may be modified as needed during fire season to reflect the availability of
26 national, prepositioned, and/or severity resources.

27 **Fire Prevention/Mitigation Plans**

28 Unit-level Fire Prevention/Mitigation Plans may be required and completed by
29 conducting a wildland fire prevention/mitigation assessment. The purpose of the
30 plan is to develop a strategy that will identify actions to reduce unwanted human-
31 caused ignitions, thereby reducing wildland fire damages and losses,
32 unnecessary risks to firefighters, and suppression costs. As fire danger moves
33 from low to extreme, as defined in a FDOP, and/or human activity increases,
34 prevention and mitigation activities must be increased to maintain effectiveness.

35 The Prevention/Mitigation Plan outlines how the Adjective Fire Danger Ratings
36 are communicated to the public, and applied, in terms of responsible personnel
37 and assigned activities. Prevention activities are intended to reduce the occurrence
38 of unwanted human-caused fires and include, but are not limited to:

- 39 • Education (signage, school programs, radio and news releases, recreation
40 contacts, local business contacts, exhibits);

- 1 • Engineering (public utility company, government agency/cooperator
2 coordination);
- 3 • Enforcement/industrial program monitoring (patrol, permitting, inspections
4 including firewood cutting, logging, mining, power line maintenance, and
5 area closures); and
- 6 • Administration (patrol, communication, FDOP, sign and other plans and
7 planning activities).
 - 8 ○ **BLM** – Refer to *BLM MS-9212 – Fire Prevention*.
 - 9 ○ **NPS** – Only units that experience more than an average of 26 human-
10 caused fires per ten-year period are required to develop a fire
11 prevention plan.
 - 12 ○ **FWS** – Prevention assessment determines requirement for prevention
13 plan. Refer to *Fire Management Handbook Chapter 10*.
 - 14 ○ **FS** – Refer to *FSM 5110*.
 - 15 ○ **BIA** – Refer to *90IAM 1.4C (6) – H, BIA National Wildfire Prevention*
16 *Handbook for guidance, available at*
17 *[https://www.bia.gov/bia/ots/dfwfm/bwfm/wildfire-prevention-and-](https://www.bia.gov/bia/ots/dfwfm/bwfm/wildfire-prevention-and-education/prevention-resource-library)*
18 *education/prevention-resource-library*.

19 **National Fire Prevention Education Teams**

20 National Fire Prevention and Education Teams (NFPETs) provide unit and
21 agency managers with skilled and mobile personnel which have the ability to
22 supplement or enhance ongoing local wildfire prevention and education
23 activities, where hazard or risk is, or is expected to be, elevated above normal.

24 Teams are highly effective in their ability to reduce unwanted human-caused
25 wildland ignitions and are equipped to rapidly complete on-site prevention
26 assessments and plans, initiate implementation of such plans, and to begin
27 immediate prevention and education activities.

28 A basic team is composed of three personnel with these minimum qualifications:

- 29 • 1 PETL – Prevention and Education Team Leader;
- 30 • 1 PETM – Prevention and Education Team Member; and
- 31 • 1 PIO2 – Public Information Officer Type 2.

32 Actual team composition may include additional support positions, as
33 determined jointly by the team leader and the ordering unit, on a case-by-case
34 basis, based on the team’s anticipated tasking. The use of trainees is encouraged.

35 NFPETs can assist the local unit in preventing unwanted human-caused
36 wildfires in several ways. They can assist the local unit to:

- 37 • Complete fire risk assessments;
- 38 • Determine the severity of the situation;
- 39 • Facilitate community awareness and education in fire prevention including
40 prescribed burning;
- 41 • Coordinate announcement of interagency restrictions and closures;

- 1 • Coordinate fire prevention efforts with the public, special target groups,
 - 2 state and local agencies, and elected officials;
 - 3 • Promote public and personal responsibility regarding fire prevention in the
 - 4 wildland/urban interface; and
 - 5 • Assist Incident Management Teams in accomplishing their objectives in
 - 6 working with the public to develop fire protection plans.
- 7 To order an NFPET, place the order with the regional GACCs. See the National
- 8 Interagency Mobilization Guide for additional information on ordering and
- 9 using NFPETs.

10 **Fire Danger PocketCard for Firefighter Safety**

11 Fire Danger PocketCards provide, through a graphical interpretation of historic

12 fire danger, a means for firefighters to understand the fire potential for a given

13 local area during any day of the fire season. PocketCards apply to areas of

14 uniform fire danger rating, known as FDRAs, which should be developed

15 through an interagency FDOP process (if FDRAs aren't defined, PocketCards

16 may be developed based on other areas of like fire danger). The PocketCard can

17 also be an ideal tool for local seasonal tracking of fire season severity with the

18 addition of daily indices (see "Local Unit Seasonal Tracking" section). The Fire

19 Danger PocketCards must adhere to the NWCG standard located at ###

20 https://fam.nwec.gov/fam_web/pocketcards/default.htm

21 <https://famit.nwec.gov/applications/WIMS/PocketCards>.

22 PocketCards should be updated following a significant fire season but;

23 otherwise, based on the length of the station or Special Interest Group (SIG)

24 dataset:

- 25 • 10 years or less of historic weather data, update PocketCard annually;
- 26 • 11-14 years, update every other year;
- 27 • 15 years or more, update every 3 years.

28 In all cases, a high quality database should be used; i.e., 5 years of poor data and

29 10 years of good data does not equal 15 years of quality data.

30 Compliance with the standard, including quality, currency, and application of

31 the PocketCard, is the responsibility of the local fire management unit.

- 32 • **BLM** – ### *All units will develop, maintain and ensure either a PocketCard*
- 33 *or a Seasonal Trend Analysis is available to all personnel. Alaska is*
- 34 *required to complete a Seasonal Trend Analysis in lieu of PocketCards.*
- 35 *Seasonal Trend Analysis must be updated and posted at least every two*
- 36 *weeks during fire season and PocketCards must be updated at least every*
- 37 *other year. Final approval for PocketCards and Seasonal Trend Analyses*
- 38 *will be obtained from the BLM representative to the NWCG Fire Danger*
- 39 *Subcommittee (current contact information available at*
- 40 *<https://www.nwec.gov/committees/fire-danger-subcommittee/roster>).*
- 41 *Seasonal trend analysis (updated and posted at least every two weeks) is the*

- 1 only requirement for communication of fire danger, although offices may
2 use PocketCards in addition to a seasonal trend analysis if they choose to.
3 Seasonal trend analyses will be prepared at the Predictive Service Area
4 scale or smaller. Predictive Service Area scale analyses are typically
5 developed and posted online by the Geographic Area Coordination Center
6 while smaller scales are typically developed by the local unit. Hard copies
7 should be made available in areas with limited internet connectivity. Fire
8 management officers should ensure incoming and local resources are
9 briefed on the seasonal trend analysis for their area
10 (<https://sites.google.com/a/firenet.gov/blm-fire-danger-site/home>). Final
11 approval for seasonal trend analyses and PocketCards will be obtained
12 from the BLM representative to the NWCG Fire Danger Subcommittee
13 (<https://www.nwcg.gov/committees/fire-danger-subcommittee/roster>).
- 14 • ~~### BLM – FA IM 2018 022 describes BLM required criteria for a~~
15 ~~Seasonal Trend Analysis.~~
 - 16 • **FS** – Obtain Regional certification for Fire Danger PocketCards.
17 Distribute PocketCards to each fireline supervisor on Type 3, 4, and 5
18 wildfires. Units have the option to do more frequent updates if they choose
19 to do so.
 - 20 • **BIA** – ~~### Agencies and Tribes will maintain Fire Danger PocketCards~~
21 ~~and ensure they are available to all personnel. Field-level units will identify~~
22 ~~the NWCG-compliant Fire Danger PocketCard(s) that represent its lands~~
23 ~~and ensure they are available to all firefighters and fire management~~
24 ~~personnel.~~
- 25 The NWCG standards for updating and posting the cards can be found at ~~###~~
26 ~~https://fam.nwcg.gov/fam_web/pocketcards/default.htm~~
27 ~~<https://famit.nwcg.gov/applications/WIMS/PocketCards>.~~

28 **Managing Weather Data in WIMS**

29 Fire danger requires continual management in order to produce accurate results
30 that are applied in a timely manner. Some daily weather observation variables
31 (such as state of the weather) must be manually validated and published daily.
32 This procedure is essential for the calculation of daily and forecasted fire danger
33 outputs in WIMS and ensures weather data storage in the National Fire and
34 Aviation Management (FAMWeb) Database. These efforts are coordinated with
35 local National Weather Service fire weather meteorologists to provide timely
36 forecasted fire danger outputs.

37 In addition to daily weather management, certain WIMS data requires periodic
38 adjustment. The following should be adjusted seasonally or as appropriate:

- 39 • Live fuel moisture model inputs, including herbaceous vegetation stage,
40 green-up and freeze date, season codes, greenness factors.
- 41 • Dead fuel moisture model inputs, including the snow flag and starting 1000
42 hour and X1000 fuel moisture and KBDI values.

1 Decision points should be reviewed annually and adjusted, as appropriate, based
2 on statistical analysis. If decision points are adjusted, PocketCards should also be
3 validated and updated as necessary.

4 **Management Actions for Remote Automated Weather Stations (RAWS)**

5 **Noncompliance Report**

6 A weekly report from Wildland Fire Management Information (WFMI) weather
7 module displays RAWS that are more than 1 year and 45 days past their annual
8 maintenance date. Fire weather stations are to be maintained annually per ###
9 *Interagency Wildland Fire Weather Station Standards and Guidelines NWCG*
10 *Standards for Fire Weather Stations* (PMS 426-3). The report is widely
11 distributed by email and available at ###
12 <https://famit.nwfg.gov/applications/RAWS> [https://raws.nifc.gov/standards-](https://raws.nifc.gov/standards-guidelines)
13 [guidelines](https://raws.nifc.gov/standards-guidelines). If a RAWS is on the report, it has either not had annual maintenance,
14 or the documentation for annual maintenance has not been completed in WFMI.
15 Data from these RAWS should not be used or used with caution.

16 **Portable RAWS**

17 Fire managers should ensure that locally held portable RAWS are maintained
18 prior to use. Non-maintained portable RAWS will not be activated for data
19 processing through WFMI weather.
20 • *BLM – Refer to Chapter 2 for more guidance.*

21 **Predictive Service Areas**

22 Predictive Service Areas (PSA) are sub-geographic areas of similar climate,
23 fuels and topography defined by Geographic Area Coordination Center (GACC)
24 meteorologists generally for forecasting purposes. The PSAs are also used to
25 display current and forecasted conditions at the national and Geographic Area
26 level, such as maps showing 7-day Significant Fire Potential and statistics
27 graphs of select indices and fuel moistures. While PSAs are defined using
28 similar criteria as Fire Danger Rating Areas (FDRAs), the PSA-based products
29 are intended for longer range prediction purposes and strategic planning at the
30 sub-geographic scale, and FDRA-based products are intended to guide daily
31 operational decisions at the unit level.

32 **National Predictive Services Fire Potential Outlooks and Advisories**

33 **National Significant Wildland Fire Potential Outlook**

34 The National Significant Wildland Fire Potential Outlook is prepared and
35 distributed by NICC Predictive Services on the first day of each month. The
36 Outlook is a composite of outlooks prepared by the individual Geographic Area
37 Predictive Services units and national discussions prepared by NICC Predictive
38 Services. It provides fire managers at all levels with the information needed to
39 make long range decisions concerning resource staffing and allocation. The

1 Outlook identifies areas where significant wildland fire activity is expected to be
2 above or below normal levels.

3 The Outlook covers a four-month period. Maps for each period display areas of
4 below normal, normal, and above normal significant wildland fire potential. A
5 brief synopsis of the current and predicted national and GACC situation is
6 included in the report. Specific guidance on issuance and requirements for the
7 National Significant Wildland Fire Potential Outlook can be found in the
8 *National Interagency Mobilization Guide* at
9 <https://www.nifc.gov/nicc/mobguide/index.html>.

10 **National 7-day Significant Fire Potential Outlook**

11 The National 7-day Significant Fire Potential Outlook is a composite of outlooks
12 produced by each of the Geographic Area Predictive Services units. The 7-day
13 provides a week-long projection of fuel dryness, weather, and fire potential. The
14 7-day depicts a nationwide view of the significant fire potential for the next
15 seven days with links to the individual Geographic Area 7-day outlooks. The
16 system is database-driven and is updated periodically as each Geographic Area
17 Predictive Services unit posts its outlook. Each Geographic Area Predictive
18 Services unit will determine whether to routinely produce a morning or
19 afternoon product. Issuance times for each Area's outlook can be found in the
20 Geographic Area Mobilization Guide and/or in its National Weather
21 Service/Predictive Services **### Annual** Operating Plan. Guidance on issuance
22 and requirements for National 7-day Significant Fire Potential Outlook can be
23 found in the *National Interagency Mobilization Guide* at
24 <https://www.nifc.gov/nicc/mobguide/index.html>.

25 **Fuels and Fire Behavior Advisories**

26 Fuels and Fire Behavior Advisories are alerts issued as needed to address an
27 exceptional or extreme circumstance that could threaten firefighter or public
28 safety. Conditions that could be reasonably expected normally do not warrant a
29 Fuels and Fire Behavior Advisory. Advisories will focus on fuel conditions and
30 fire behavior that have long term impacts, not atmospheric conditions that can
31 be found in other Predictive Services products. Advisories will highlight and
32 give specific examples of conditions that are currently on-going and have been
33 experienced in the field. Advisories should be tailored so that firefighters at all
34 experience levels can recognize the situation and act accordingly. Advisories
35 should be coordinated with neighboring administrative units to ensure that all
36 areas with similar conditions are being addressed. All Advisories that extend
37 beyond a single local administrative unit or that will be posted on the national
38 Advisory map must be coordinated with the NICC and GACC Predictive
39 Service Units. Each Advisory must include a map of the affected area. Only one
40 Advisory may be active at any time over any area. If multiple Advisory
41 conditions are present incorporate them into one Advisory. Advisories will
42 remain in effect for 14 days from issuance. If the Advisory conditions continue
43 beyond the 14 days a new Advisory will need to be issued to update conditions

- 1 and circumstances with more timely information. At the request of the issuer
2 Advisories may be lifted before the 14 days has passed. For the Fuels and Fire
3 Behavior Advisory Template and Protocols, see
4 https://www.predictiveservices.nifc.gov/fuels_fire-danger/fuels_fire-danger.htm.

5 **National Intelligence Products**

- 6 See the *National Interagency Mobilization Guide*, Chapter 60.

7 **Local Unit Seasonal Tracking**

- 8 • **BLM** – Districts can use a *FDOP*, or *Fire Danger Analysis Document*
9 (*FDAD*), or a *Fire Weather and Fire Occurrence Analysis Document*
10 (*FWOAD*) depending on which format best meets their needs.

11 As identified in the FMP and/or FDOP, each unit selects and compares to
12 normal, the current value and seasonal trend of one (or more) of the following
13 indicators which are most useful in predicting fire season severity and duration
14 in its area. By downloading daily weather observations and adding them to the
15 database, FFP or similar statistical analysis software can be used to produce the
16 current NFDRS, CFFDRS, and fuel moisture products, including statistical
17 graphs of various indices and components such as:

- 18 • NFDRS (or CFFDRS) index and/or component values;
19 • Palmer Drought or Keetch-Byram Drought Index;
20 • 1000-hour fuel moisture;
21 • 100-hour fuel moisture;
22 • Live fuel moisture; and/or
23 • Growing Season Index.

24 The seasonal trend of each selected indicator is graphically compared to normal
25 and all-time worst (for the historical period analyzed). This comparison is
26 updated regularly and posted in dispatch and crew areas. The mechanism that is
27 recommended for comparing and displaying these items is a PocketCard and/or
28 fire danger seasonal graphs, which have been developed and used at the local
29 unit to inform and educate firefighters on local conditions. PocketCards and
30 seasonal fire danger graphs should use the same index and fuel model to display
31 information so that the two can be easily compared.

32 Any local seasonal trends of indices/components or fuel moisture values should
33 be communicated to the GACC Predictive Services unit to augment their
34 assessments. Trends should be monitored throughout the fire season and
35 communication should be on-going, particularly when significant changes in key
36 indicators occur.

37 **Fire Severity Funding**

38 Fire severity funding is the authorized use of suppression operations funds
39 (normally used exclusively for suppression operations and distinct from

1 preparedness funds) for extraordinary preparedness activities that are required
2 due to:

- 3 • FMP, FDOP, or **### Annual** operating plan criteria that indicate the need
4 for additional preparedness/suppression resources. The plan(s) should
5 identify thresholds for severity needs.
- 6 • Anticipated fire activity will exceed the capabilities of local resources.
- 7 • Fire seasons that either start earlier or last longer than identified in a FDOP.
- 8 • An abnormal increase in fire potential or danger not planned for in existing
9 preparedness plans.

10 Agency established decision points or thresholds will be used to determine
11 severity funding needs.

12 The objective of fire severity funding is to appropriately manage risk and adjust
13 planned specific actions and staffing in excess of the budgeted program to
14 improve initial response capabilities and wildfire prevention activities, when
15 extraordinary weather and fire conditions may result in the occurrence, or
16 substantial threat of occurrence, of wildfires with significant damage potential.

17 Fire severity funding is not intended to:

- 18 • Raise preparedness funding levels to cover differences that may exist
19 between funds actually appropriated and those identified in the fire planning
20 process.
 - 21 ○ *BLM – Refer to Chapter 2 for more guidance.*
 - 22 ○ *NPS/FWS/FS – Mitigate threats to Threatened and Endangered*
23 *Species habitat, wildland/urban interface, or other values identified in*
24 *Land and Resource Management Plans.*

25 **Typical Uses**

26 Fire severity funds are typically used to:

- 27 • Increase prevention activities;
- 28 • Temporarily increase firefighting staffing;
- 29 • Pay for standby;
- 30 • Preposition initial attack suppression forces;
- 31 • Provide additional aerial reconnaissance; and
- 32 • Provide for standby aircraft availability.

33 **Authorization**

34 Authorization to use severity funding is provided in writing based on a written
35 request with supporting documentation. Authorization is on a line item basis and
36 comes with a severity cost code. Agencies will follow their administrative
37 procedures for issuing severity cost codes. Authorization is provided for a
38 maximum of 30 days per request; however, regardless of the length of the
39 authorization, use of severity funding must be terminated when abnormal
40 conditions no longer exist. If the fire severity situation extends beyond the 30-

- 1 day authorization, the Unit/State/Region/Agencies/Tribes must prepare a new
- 2 severity request.

3 **State/Regional-Level Fire Severity Funding**

4 Each fiscal year the national office will provide each state/region with funding
5 and a severity cost code for state/regional short-term severity needs (e.g., wind
6 events, cold dry front passage, lightning events, and unexpected events such as
7 off road rallies, cultural events) that are expected to last less than one week.
8 Expenditure of these funds is authorized by the State/Regional Directors at the
9 written request of the Agency Administrator. State/Regional Directors are
10 responsible and accountable for ensuring that these funds are used only to meet
11 severity funding objectives and that amounts are not exceeded. The national
12 office will notify the State/Regional Director, State/Regional Budget Officer,
13 and the State/Regional FMO when the severity cost code is provided.

- 14 • **BLM** – Refer to Chapter 2 and the BLM Fire Operations website
15 (http://web.blm.gov/internal/fire/fire_ops/index.html) for additional short-
16 term severity guidance.
- 17 • **NPS** – Parks have the authority to approve “Step-up” actions only, as
18 defined in their fire management plan. Regional offices approve severity
19 (long term – up to 30 days) for parks up to \$100,000 per severity event.
- 20 • **FWS** – Refer to the Fire Management Handbook Chapter 10 for additional
21 short-term severity guidance.
- 22 • **FS** – Severity funding direction is found in FSM 5130 and current FY
23 Program Direction.
- 24 • **BIA** – Regional Offices will establish procedures for approval and
25 monitoring short-term severity usage/funds within their respective regions.

26 **National-Level Fire Severity Funding**

27 National Agency Fire Directors or their delegates are authorized to allocate fire
28 severity funding under specific conditions stated or referenced in this chapter.
29 Expenditure of these funds is authorized by the appropriate approving official at
30 the written request of the State/Regional Director. Approved severity funding
31 will be used only for the preparedness activities and timeframes specifically
32 outlined in the authorization, and only for the objectives stated above.

- 33 • **BLM** – Refer to Chapter 2 and the BLM Fire Operations Website for
34 additional national severity guidance.
- 35 • **NPS** – National office approves all single or cumulative requests exceeding
36 \$100,000.
- 37 • **FWS** – Additional information may be found on the FWS Sharepoint site
38 ### or the current US Fish and Wildlife Service Fire Business Guide.
- 39 • **FS** – Regional offices approve all severity requests.
- 40 • **BIA** – Refer to Chapter 6 for additional guidance.

41 **Appropriate Fire Severity Funding Charges and Activities**

1 Severity funded personnel and resources will not use a severity cost code while
2 assigned to wildfires. The wildfire FireCode number will be used instead.

3 **Labor**

4 Appropriate labor charges include:

- 5 • Regular pay for non-fire personnel;
- 6 • Regular pay for seasonal/temporary fire personnel outside their normal fire
7 funded activation period; and
- 8 • Overtime pay for all fire and non-fire personnel.

9 Severity funded personnel and resources must be available for immediate initial
10 attack regardless of the daily task assignment.

11 **Vehicles and Equipment**

12 Appropriate vehicle and equipment charges include:

- 13 • GSA lease rate and mileage;
- 14 • Hourly rate or mileage for Agency owned vehicles; and
- 15 • Commercial rentals and contracts.

16 **Aviation**

17 Appropriate aviation charges include:

- 18 • Contract extensions;
- 19 • The daily minimum cost for call when needed (CWN) aircraft;
- 20 • Preposition flight time; and
- 21 • Support expenses necessary for severity funded aircraft (facility rentals,
22 utilities, telephones, etc.).

23 **Travel and Per Diem**

24 Severity funded personnel in travel status are fully subsisted by the government
25 in accordance with their agency regulations. Costs covered include:

- 26 • Lodging;
- 27 • Government provided meals (in lieu of per diem);
- 28 • Airfare (including returning to their home base);
- 29 • Privately owned vehicle mileage (with prior approval); and
- 30 • Other miscellaneous travel and per diem expenses associated with the
31 assignment.

32 **Prevention Activities**

33 Appropriate prevention activities include:

- 34 • Funding Prevention Teams (Prevention teams will be mobilized as
35 referenced in the National Interagency Mobilization Guide, Chapter 20).
- 36 • Implementing local prevention campaigns, to include community risk
37 assessments, mitigation planning, enforcement, outreach, and education.
- 38 • Augmenting patrols.

- 1 • **Note:** Non-fire funded prevention team members should charge base 8 and
2 overtime to the severity cost code for the length of the prevention activities
3 assignment. Fire funded personnel should charge overtime only to the
4 severity cost code for the length of the prevention activities assignment.

5 **Inappropriate Fire Severity Funding Charges**

- 6 • To cover differences that may exist between funds actually appropriated
7 (including rescissions) and those identified in the fire planning process.
8 • Administrative surcharges, indirect costs, fringe benefits.
9 • Equipment purchases.
10 • Purchase, maintenance, repair, or upgrade of vehicles.
11 ○ *NPS/FWS/BIA – Severity-related repair and maintenance of agency*
12 *vehicles and equipment may be funded by severity because they do not*
13 *have a use rate covering these charges. These charges must be*
14 *approved by the National Office.*
15 • Purchase of radios.
16 • Purchase of telephones.
17 • Purchase of pumps, saws, and similar suppression equipment.
18 • Aircraft availability during contract period.
19 • Cache supplies that are normally available in fire caches.
20 • Fixed ownership rate vehicle costs.

21 **Interagency Severity Requests**

22 Agencies working cooperatively in the same geographic area must work
23 together to generate and submit joint requests, to minimize duplication of
24 required resources, reduce interagency costs, and to utilize severity funded
25 resources in an interagency manner. However, each agency should request funds
26 only for its fair-share contributions or offsets for pooled, interagency
27 resources/activities. The joint request should be routed simultaneously through
28 each agency's approval system, and the respective approving official will issue
29 an authorization that specifies allocations by agency.

30 **Requesting Fire Severity Funding**

31 Each agency has established severity funding request protocols. The completed
32 and signed request is submitted from the State/Regional Director to the
33 appropriate approving official as per the sequence of action outlined below.
34 Authorizations will be returned in writing.

35 Severity funding request information for all agencies can be found at
36 https://www.nifc.gov/policies/pol_severity_funding.html.

37 **Sequence of Action and Responsible Parties for Severity Funding Requests**

Action	Responsible Party
In collaboration with interagency partners, as appropriate, identify and develop severity funding request.	Unit FMO
Review, modify, and approve (or reject) request. Forward to state/regional office.	Unit Agency Administrator
Review, modify, and recommend for approval (or rejection) unit request. Add state/regional needs and consolidate. Forward to State/Regional Director for approval within 48 hours.	State/Regional FMO
Review, modify, and approve (or reject) request. Forward to the appropriate National Fire Director/approving official within 48 hours. Notify the fire budget staff.	State/Regional Director
Review, modify, and approve (or reject) the request within 48 hours. Issue written authorization with a severity cost code.	Appropriate National Fire Director/Approving Official
Establish severity cost code in the appropriate finance system within 24 hours.	Applicable National Finance System
Notify unit office(s) and state/regional budget lead upon receipt of authorization.	State/Regional FMO
Utilize severity cost code. Ensure that project expenditures are only used for authorized purposes. Continually assess needs and submit new requests/extensions as required.	Unit FMO
Maintain severity files, including requests, authorizations, and summary of expenditures and activities.	Unit/State/Regional/ National Offices

- 1 • **FS** – Severity codes are pre-established at the beginning of the fiscal year.
- 2 Requests are approved at the regional office with a copy to the national
- 3 office for those exceeding \$250,000 or including National Shared
- 4 Resources.

5 **Labor Cost Coding For Fire Severity Funded Personnel**

- 6 Fire preparedness personnel outside their normal activation period, employees
- 7 whose regular salary is not fire funded, and Administratively Determined (AD)
- 8 employees hired under an approved severity request should charge regular time
- 9 and approved non-fire overtime to the severity suppression operations
- 10 subactivity and the requesting office's severity cost code.
- 11 Fire preparedness personnel should charge their regular planned salary (base-
- 12 eight) to their budgeted subactivity using their home unit's location code.

- 1 Overtime associated with the severity request should be charged to the severity
2 suppression operations subactivity and the requesting office's severity cost code.
- 3 Regular hours worked in suppression operations will require the use of the
4 appropriate fire subactivity with the appropriate FireCode number. Overtime in
5 fire suppression operations will be charged to the suppression operations
6 subactivity with the appropriate FireCode number.
- 7 Employees from non-federal agencies should charge their time in accordance
8 with the approved severity request and the appropriate local and statewide
9 agreements. An interagency agreement for reimbursement must be established.
10 The Interagency Agreement for Fire Management can be used as a template.
- 11 • **FS** – *Firefighters under a severity order will continue to charge base salary*
12 *to a B-code and overtime to the severity S-code, even if it is outside their*
13 *funded tour. If called out to an incident these resources will be under the*
14 *same rules of charging base salary to a B-code and overtime to the P-*
15 *code. Regions must manage funding of tours within allocations*
16 *provided. Firefighters working on an incident beyond their planned and*
17 *their allocations. All firefighters charge their Base 8 hours to a B-code*
18 *(WFPR). Regions must contact WO FAM if they believe they might exceed*
19 *their allocations. All firefighters charge their Base 8 hours to Preparedness*
20 *job codes – either WFPR or a B-code unless they are working on other non-*
21 *fire project work outside of fire season. These situations are accounted for*
22 *in the allocations by basing the allocations on the last three years of salary*
23 *expenditures.*

24 **Documentation**

25 The unit/state/regional and national office will document and file accurate
26 records of severity funding activity. This will include complete severity funding
27 requests, written authorizations, and expenditure records.

28 **Severity Funding Reviews**

29 State/Regional and National offices should ensure appropriate usage of severity
30 funding and expenditures. This may be done as part of their normal agency fire
31 program review cycle.

32 **Qualification for Professional Liability Insurance Reimbursement**

33 Public Law 110-161 provides for reimbursement for up to one half of the cost
34 incurred for professional liability insurance (including any administrative
35 processing cost charged by the insurance company) for temporary fire line
36 managers, management officials, and law enforcement officers.

37 To qualify for reimbursement, “temporary fire line managers” must meet one of
38 the following three criteria:

- 39 • Provide temporary supervision or management of personnel engaged in
40 wildland fire activities;

- 1 • Provide analysis or information that affects a supervisor's or manager's
- 2 decision about a wildland fire;
- 3 • Direct the deployment of equipment for a wildland fire, such as a base camp
- 4 manager, an equipment manager, a helicopter coordinator, or an initial
- 5 attack dispatcher.
- 6 ○ **DOI** – See *Personnel Bulletin No. 08-07, March 20, 2008*.
- 7 ○ **FS** – Refer to <https://fsweb.asc.fs.fed.us/HR>.

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Chapter 11 Incident Management and 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 <https://www.fema.gov/media-library/assets/documents/117791>.

National Incident Management System

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

Incident Management and Coordination Components of NIMS

Effective incident management requires:

- Command organizations to manage on-site incident operations.
- Coordination and support organizations to provide direction and supply resources to the on-site organization.

Incident Command System (ICS)

The ICS is the on-site management system used in NIMS. The ICS is a standardized emergency management system specifically designed to provide for an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, communications, and procedures operating within a common organizational structure to manage incidents. ICS will be used by the agencies to manage wildland fire operations and all-hazard incidents.

Wildfire Complexity

Wildfires 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 a Risk and Complexity Assessment (Refer to samples in Appendix E and F).

Incidents not meeting the recommended incident typing characteristics in the *Wildland Fire Incident Management Field Guide* (PMS 210) and later in this

1 chapter should have a documented Risk and Complexity Assessment (Appendix
2 E) verifying the command organization is appropriate.

3 **Wildfire Risk and Complexity Assessment**

4 The National Wildfire Coordinating Group has adopted the Risk and
5 Complexity Assessment (RCA) form as a replacement for the Incident
6 Complexity Analysis form and the Organizational Needs Assessment form. The
7 RCA assists personnel with evaluating the situation, objectives, risks, and
8 management considerations of an incident and recommends the appropriate
9 organization necessary to manage the incident. The Risk and Complexity
10 Assessment is found in Appendix E.

11 The RCA also includes common indicators of incident complexity to assist
12 firefighters and managers with determining incident management organizational
13 needs. These common indicators are found in Appendix F.

14 The RCA can be used to populate the Relative Risk Assessment and
15 Organization Assessment portions of the Wildland Fire Decision Support
16 System (WFDSS).

17 The RCA is also available at <https://www.nwcg.gov/publications/210>.

18 **Command Organizations**

19 **Incident Command**

20 All wildfires, regardless of complexity, will have an Incident Commander (IC).
21 The IC is a single individual responsible to the Agency Administrator(s) for all
22 incident activities. ICs are qualified according to the ~~### NWCG National~~
23 ~~Incident Management System: Wildland Fire Qualification System Guide~~
24 ~~NWCG Standards for Wildland Fire Position Qualifications~~ (PMS 310-1) and
25 any additional agency requirements. The IC may assign personnel to any
26 combination of ICS functional area duties in order to operate safely and
27 effectively. ICS functional area duties should be assigned to the most qualified
28 or competent individuals available.

29 Incident Commanders are responsible for:

- 30 • Obtaining a Delegation of Authority and/or expectations to manage the
31 incident from the Agency Administrator. For Type 3, 4, or 5 incidents,
32 delegations/expectations may be written or oral;
 - 33 ○ *BLM – BLM District Managers will provide a written Delegation of*
34 *Authority and expectations to the unit's Type 3, 4, and 5 Incident*
35 *Commanders annually prior to fire season.*
- 36 • Ensuring that safety receives priority consideration in all incident activities,
37 and that the safety and welfare of all incident personnel and the public is
38 maintained. Ensure standardized incident and communication center
39 protocols identified in the Medical Incident Report section of the *IRPG* are
40 utilized. The Medical Incident Report is found in the Medical Plan (ICS-
41 206-WF) form available at <https://www.nwcg.gov/publications/ics-forms>;

- 1 • Assessing the incident situation, both immediate and potential;
- 2 • Maintaining command and control of the incident management
3 organization;
- 4 • Ensuring transfer of command is communicated to host unit dispatch and to
5 all incident personnel;
- 6 • Assisting with WFDSS documentation and support in close coordination
7 with the local office(s), if requested by the delegating agency
8 administrator(s);
- 9 • Developing incident objectives, strategies, and tactics, consistent with the
10 Delegation of Authority and latest published WFDSS decision(s);
- 11 • Developing the organizational structure necessary to manage the incident;
- 12 • Approving and implementing the Incident Action Plan, as needed;
- 13 • Ordering, deploying, and releasing resources;
- 14 • Ensuring incident financial accountability and expenditures meet agency
15 policy and standards; and
- 16 • Ensuring incident documentation is complete.

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

22 As an incident escalates and de-escalates, a continuing reassessment of
23 complexity should be completed to validate the current command organization
24 or identify the need for a different level of incident management.

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

30 **On-site Command Organizations**

31 Command organizations responsible for incident management include:

- 32 • Type 5 Incident Command;
- 33 • Type 4 Incident Command;
- 34 • Type 3 Incident Command;
- 35 • Type 2 Incident Command;
- 36 • Type 1 Incident Command;
- 37 • National Incident Management Organizations (NIMO);
- 38 • Area Command; and
- 39 • Unified Command.

1 Incident Characteristics**2 Type 5 Incident Characteristics**

- 3 • Ad hoc organization managed by a Type 5 Incident Commander.
- 4 • Primarily local resources used.
- 5 • ICS command and general staff positions are not activated.
- 6 • Resources vary from two to six firefighters.
- 7 • Incident is generally contained within the first burning period and often
- 8 within a few hours after resources arrive on scene.
- 9 • Additional firefighting resources or logistical support are not usually
- 10 required.
- 11 • May require a Published Decision in WFDSS.

12 Type 4 Incident Characteristics

- 13 • Ad hoc organization managed by a Type 4 Incident Commander.
- 14 • Primarily local resources used.
- 15 • ICS command and general staff positions are not activated.
- 16 • Resources vary from a single resource to multiple resource task forces or
- 17 strike teams.
- 18 • Incident is usually limited to one operational period. However, incidents
- 19 may extend into multiple operational periods.
- 20 • Written Incident Action Plan (IAP) is not required. A documented
- 21 operational briefing will be completed for all incoming resources. Refer to
- 22 the Incident Response Pocket Guide for a briefing checklist.
- 23 • May require a Published Decision in WFDSS or other decision support
- 24 document.

25 Type 3 Incident Characteristics

- 26 • Ad hoc or pre-established Type 3 organization managed by a Type 3
- 27 Incident Commander.
- 28 • The IC develops the organizational structure necessary to manage the
- 29 incident. Some or all of ICS functional areas are activated, usually at the
- 30 Division/Group Supervisor and/or unit leader level.
- 31 • The incident complexity analysis process is formalized and certified daily
- 32 with the jurisdictional agency. It is the IC's responsibility to continually
- 33 reassess the complexity level of the incident. When the assessment of
- 34 complexity indicates a higher complexity level, the IC must ensure that
- 35 suppression operations remain within the scope and capability of the
- 36 existing organization and that span of control is consistent with established
- 37 ICS standards.
- 38 • Local and non-local resources used.
- 39 • Resources vary from several resources to several task forces/strike teams.
- 40 • May be divided into divisions.
- 41 • May require staging areas and incident base.
- 42 • May involve low complexity aviation operations.

- 1 • May involve multiple operational periods prior to control, which may
- 2 require a written Incident Action Plan (IAP).
- 3 • Documented operational briefings will occur for all incoming resources and
- 4 before each operational period. Refer to the Incident Response Pocket
- 5 Guide for a briefing checklist.
- 6 • ICT3s will not serve concurrently as a single resource boss or have any non-
- 7 incident related responsibilities.
- 8 • May require a Published Decision in WFDSS.
- 9 • May require a written Delegation of Authority.

10 **Type 3 Incident Command**

11 When ICT3s are required to manage an incident, they must not have concurrent
 12 responsibilities that are not associated with the incident and they must not
 13 concurrently perform single resource boss duties.

14 ~~### On As of October 1, 2019, PMS 310-1 qualifications as Operations Section~~
 15 ~~Chief Type 3 (OPS3), Planning Section Chief Type 3 (PSC3), Logistics Section~~
 16 ~~Chief Type 3 (LSC3), and Finance Section Chief Type 3 (FSC3) ### will be are~~
 17 ~~required for national mobilization. ### in these positions to Type 3 incidents~~
 18 ~~outside the employee’s local dispatch area. Reference NWCG Memorandum~~
 19 ~~No. 18-002, National Mobilization Requirements for Type 3 General Staff~~
 20 ~~Positions—Change of Implementation date, and Clarification of Position Task~~
 21 ~~Book (PTB) Administration at [https://www.nwec.gov/executive-](https://www.nwec.gov/executive-board/correspondence)~~
 22 ~~board/correspondence. [https://www.nwec.gov/sites/default/files/memos/eb-m-](https://www.nwec.gov/sites/default/files/memos/eb-m-18-002.pdf)~~
 23 ~~18-002.pdf.~~

24 ~~### Prior to October 1, 2019, the following interim standards or locally~~
 25 ~~established standards will be used for Type 3 positions. These interim position~~
 26 ~~standards may be used for national mobilization as well as local incidents to~~
 27 ~~provide time for employees to meet the PMS 310-1 standards. The following~~
 28 ~~position standards can be used for local incidents.~~

Type 3 Functional Responsibility	Minimum Qualification Standards
Incident Command	Incident Commander Type 3 (ICT3)
Safety	Line Safety Officer (SOFR)
Operations	Task Force Leader (TFLD)
Division	Single Resource Boss – Operational qualification must be commensurate with resources assigned (i.e., more than one resource assigned requires a higher level of qualification).
Plans	Local entities can establish level of skill to perform function.
Logistics	Local entities can establish level of skill to perform function.
Information	Local entities can establish level of skill to perform function.
Finance	Local entities can establish level of skill to perform function.

1 ~~After October 1, 2019, the PMS 310-1 position standard will be required for~~
2 ~~national mobilization for Type 3 Command and General Staff positions.~~

3 **Type 2 Incident Characteristics**

- 4 • Pre-established incident management team managed by Type 2 Incident
- 5 Commander.
- 6 • ICS command and general staff positions activated.
- 7 • Many ICS functional units required and staffed.
- 8 • Geographic and/or functional area divisions established.
- 9 • Complex aviation operations.
- 10 • Incident command post, base camps, staging areas established.
- 11 • Incident extends into multiple operational periods.
- 12 • Written Incident Action Plan required for each operational period.
- 13 • Operations personnel often exceed 200 per operational period and total
- 14 personnel may exceed 500.
- 15 • Requires a Published Decision in WFDSS or other decision support
- 16 document.
- 17 • Requires a written Delegation of Authority to the Incident Commander.

18 **Type 2 Incident Command**

19 These ICs command pre-established Incident Management Teams that are
20 configured with ICS Command Staff, General Staff and other leadership and
21 support positions. Personnel performing specific Type 2 command and general
22 staff duties must be qualified at the Type 1 or Type 2 level according to the PMS
23 310-1 standards and any additional agency requirements.

24 **Type 1 Incident Characteristics**

- 25 • Pre-established Incident Management Team managed by Type 1 Incident
- 26 Commander.
- 27 • ICS command and general staff positions activated.
- 28 • Most ICS functional units required and staffed.
- 29 • Geographic and functional area divisions established.
- 30 • May require branching to maintain adequate span of control.
- 31 • Complex aviation operations.
- 32 • Incident command post, incident camps, staging areas established.
- 33 • Incident extends into multiple operational periods.
- 34 • Written Incident Action Plan required for each operational period.
- 35 • Operations personnel often exceed 500 per operational period and total
- 36 personnel may exceed 1000.
- 37 • Requires a Published Decision in WFDSS or other decision support
- 38 document.
- 39 • Requires a written Delegation of Authority to the Incident Commander.

1 **Type 1 Incident Command**

2 These ICs command pre-established Incident Management Teams that are
3 configured with ICS Command Staff, General Staff and other leadership and
4 support positions. Personnel performing specific Type 1 Command and General
5 Staff duties must be qualified at the Type 1 level according to the PMS 310-1
6 standards and any additional agency requirements.

7 **Incident Management Teams**

8 **Area Command**

9 Area Command is an Incident Command System organization established to:

- 10 • Oversee the management of large or multiple incidents to which several
11 Incident Management Teams have been assigned. Area Command may
12 become Unified Area Command when incidents are multi-jurisdictional; or
- 13 • Provide strategic support and coordination services to decision makers such
14 as Geographic Area MAC Groups, sub-geographic area MAC Groups,
15 Agency Administrators, Geographic Area Coordination Centers, emergency
16 operations centers, agency operations centers, or FEMA Joint Field Offices.

17 The primary determining factor for establishing Area Command is the span of
18 control of the Agency Administrator.

19 National Area Command teams are managed by the National Multi-Agency
20 Coordinating Group (NMAC) and are comprised of the following:

- 21 • Area Commander (ACDR);
- 22 • Assistant Area Commander, Planning (AAPC);
- 23 • Assistant Area Commander, Logistics (AALC); and
- 24 • Area Command Aviation Coordinator (ACAC).

25 Depending on the complexity of the interface between the incidents, other
26 specialists may also be assigned in areas such as aviation safety, information,
27 long-term fire planning, and risk assessment and analysis.

28 Area Command functions typically include:

- 29 • Establishing overall strategy, objectives, and priorities for the incident(s)
30 under its command;
- 31 • Allocating critical resources according to agency priorities (i.e., aircraft,
32 IHCs, incident support needs such as medical services, communication and
33 internet operability equipment);
- 34 • Ensuring that incidents are properly managed;
- 35 • Coordinating mobilization, team transitions, and demobilization;
- 36 • Supervising, managing, and evaluating Incident Management Teams under
37 its command; and
- 38 • Minimizing duplication of effort and optimize effectiveness by combining
39 multiple agency efforts under a single Area or Geographic Theater Plan.

40 See Appendix M for Area Command (AC) Complexity Assessment.

1 **Type 1 Incident Management Teams**

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

6 **National Incident Management Organization (NIMO)**

7 NIMO Teams are managed by the Forest Service Fire and Aviation's
8 Washington Office and are ordered thru the NICC. The mission of NIMO is to
9 promote continuous improvement by introducing innovative concepts,
10 approaches, and technologies while providing adaptive and agile incident
11 management. The NIMO Coordinator can assist ordering units to order teams in
12 short or long configurations, customized configuration for special capabilities,
13 and managing long duration incidents.

14 NIMO's standard configuration consists of seven Command and General Staff
15 positions qualified at the Type 1 level. If needed, NIMO can expand to meet
16 various complexity levels.

17 Types of NIMO assignments include:

- 18 • National or Geographic Area/Regional support to provide strategic planning
19 assistance, during incident review, and feedback.
- 20 • Work with Type 2 candidates on Type 1 incidents for successional
21 planning.
- 22 • To serve as mentors, trainers and evaluators on a Type 2 or Type 3 incident
23 or designated projects.
- 24 • Manage multiple Type 3 ignitions within an area (i.e., GACC, Forest,
25 Zone).
- 26 • Support and mentoring to an Agency Administrator with a complex fire
27 situation.
- 28 • International assignments.
- 29 • All-hazard incidents.
- 30 • Mission-specific assignments – NIMO will continue to assist Forest Service
31 units and other agencies with special missions. Examples from the past
32 include R2 Bark Beetle, R5 Marijuana Eradication, or support to Regions as
33 a Force Multiplier during higher planning/activity levels.

34 **Type 2 Incident Management Teams**

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

40 **Unified Command**

41 Unified Command is an application of the Incident Command System used
42 when there is more than one agency with incident jurisdiction or when incidents

1 cross political jurisdictions. Under Unified Command, agencies work together
2 through their designated Incident Commanders at a single incident command
3 post to establish common objectives and issue a single Incident Action Plan.
4 Unified Command may be established at any level of incident management or
5 Area Command. Under Unified Command, all agencies with jurisdictional
6 responsibility at the incident contribute to the process of:

- 7 • Determining overall strategies;
- 8 • Selecting alternatives;
- 9 • Ensuring that joint planning for tactical activities is accomplished; and
- 10 • Maximizing use of all assigned resources.

11 Advantages of Unified Command are:

- 12 • A single set of objectives is developed for the entire incident;
- 13 • A collective approach is used to develop strategies to achieve incident
14 objectives;
- 15 • Information flow and coordination is improved between all jurisdictions and
16 agencies involved in the incident;
- 17 • All involved agencies have an understanding of joint priorities and
18 restrictions; and
- 19 • No agency's legal authorities will be compromised or neglected.

20 **All-Hazard Incident Management Teams (IMTs) and Other Non-Wildland** 21 **Fire IMT**

22 Many different entities have developed IMTs based on ICS core competencies
23 under the National Incident Management System (NIMS). See Chapter 8 for
24 more information.

25 **Coordination and Support Organizations**

26 Organizations that provide coordination and support to on-site command
27 organizations include:

- 28 • Initial Attack Dispatch;
- 29 • Expanded Dispatch;
- 30 • Buying/Payment Teams;
- 31 • National and Geographic Area Coordination Centers (refer to Chapter 8);
32 and
- 33 • Local, Geographic Area, and National Multi-Agency Coordinating (MAC)
34 Groups.

35 Refer to Chapter 19 for Initial Attack and Expanded Dispatch information.

36 **Buying/Payment Teams**

37 Buying/Payment Teams support incidents by procuring services, supplies, and
38 renting land, facilities, and equipment. These teams may be ordered when
39 incident support requirements exceed local unit capacity. These teams report to
40 the Agency Administrator or the local unit administrative officer. See the

1 *NWCG Standards for Interagency Incident Business Management* for more
2 information.

3 **Multi-Agency Coordination (MAC)**

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

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

25 MAC groups may be activated at the local, geographic, or national level.
26 National level and Geographic Area level MAC groups should be activated in
27 accordance with the preparedness levels criteria established in the National and
28 Geographic Area Mobilization Guides.

29 The MAC Group Coordinator facilitates organizing and accomplishing the
30 mission, goals and direction of the MAC group. The MAC group coordinator:

- 31 • Provides expertise on the functions of the MAC group and on the proper
32 relationships with dispatch centers and incident managers;
- 33 • Fills and supervises necessary unit and support positions as needed, in
34 accordance with coordination complexity;
- 35 • Arranges for and manages facilities and equipment necessary to carry out
36 the MAC group functions;
- 37 • Facilitates the MAC group decision process; and
- 38 • Implements decisions made by the MAC group.

39 Activation of a MAC group improves interagency coordination and provides for
40 allocation and timely commitment of multi-agency emergency resources.

41 Participation by multiple agencies in the MAC effort will improve:

- 1 • Overall situation status information;
- 2 • Incident priority determination;
- 3 • Resource acquisition and allocation;
- 4 • State and federal disaster coordination;
- 5 • Political interfaces;
- 6 • Consistency and quality of information provided to the media and involved
- 7 agencies; and
- 8 • Anticipation of future conditions and resource needs.

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

10 The Wildland Fire Decision Support System (WFDSS) is a web-based decision
11 support system that provides a single dynamic documentation system for use
12 beginning at the time of discovery and concluding when the fire is declared out.
13 WFDSS is the decision support documentation platform for all federal wildfires.
14 WFDSS allows the Agency Administrator to describe and assess the fire
15 Situation, develop Incident Objectives and Requirements, develop a Course of
16 Action, evaluate Relative Risk, complete an Organization Assessment,
17 document the Rationale and publish a Decision.

18 For detailed information on the tools and capabilities in WFDSS, how managers
19 may use the tools, and suggested WFDSS refresher training items, refer to
20 Appendix N and https://wfdss.usgs.gov/wfdss/WFDSS_Home.shtml.

21 The Integrated Reporting of Wildfire Information (IRWIN) data exchange
22 system passes wildfire data through the IRWIN system to automatically
23 populate some fields on the WFDSS information tab (e.g., Incident Name, Point
24 of Origin, etc.) and for those using a Computer Aided Dispatch (CAD), has
25 replaced the need to load fires individually into WFDSS, for more information
26 on the IRWIN project see
27 <https://www.forestsandrangelands.gov/WFIT/applications/IRWIN/index.shtml>.

28 In order to publish a decision consistent with the Land Use Plan, applicable fire-
29 related protection and resource management objectives and requirements from
30 Land Use Plans and/or FMPs must be incorporated pre-season into the WFDSS
31 via the Data Management tab.

- 32 • *NPS – NPS recommends pre-loading management direction into WFDSS*
33 *pre-season.*
- 34 • *FWS/BIA – FWS and BIA units are not required to pre-load management*
35 *direction into WFDSS.*

36 A Published Decision documents:

- 37 • Strategic direction from Land/Resource Management Plans and/or Fire
38 Management Plans;
- 39 • Incident objectives and requirements;
- 40 • Incident management strategies and courses of action;
- 41 • Estimated costs for the duration of the incident;

- 1 • All affected jurisdictions that participated in the decision process and
 - 2 concurred with the strategies selected;
 - 3 • That Agency Administrator(s) has reviewed and approved the decision; and
 - 4 • The framework for the actions to be performed under the Delegation of
 - 5 Authority which authorizes an Incident Commander to operate on a specific
 - 6 unit(s). See Agency Administrator Responsibilities under “Managing the
 - 7 Incident” heading and Appendix G for Delegation of Authority specifics.
- 8 The level of documentation in a decision should be commensurate with incident
- 9 complexity, cost, and/or potential duration and spread. As incident complexity
- 10 changes, additional analysis may be necessary to inform decision making.

11 **Initial Decision**

12 All fires will have a Published Decision within WFDSS when they:

- 13 • Escape initial attack; or
- 14 • Exceed initial response; or
- 15 • Include objectives with both protection and resource benefit elements
- 16 consistent with land management planning documents.

17 Agency-specific direction established in memos or other policy documents may

18 further define WFDSS documentation requirements. Agency Administrator roles

19 and responsibilities are addressed in agency chapters 2-6.

20 Additional considerations for determining that a decision may be needed

21 include:

- 22 • The fire affects or is likely to affect more than one agency or more than one
- 23 administrative unit within a single agency (for example more than one
- 24 National Forest);
- 25 • The fire is burning into or expected to burn into wildland-urban interface;
- 26 • Significant safety or other concerns such as air quality are present or
- 27 anticipated; and
- 28 • The Relative Risk Assessment indicates the need for additional evaluation
- 29 and development of best management practices for achieving land and
- 30 resource objectives.

31 **New Decision**

32 A new decision is required when:

- 33 • The Periodic Assessment indicates the Course of Action is no longer valid;
- 34 or
- 35 • The fire moves beyond the Planning Area; or
- 36 • The incident exceeds an established agency threshold for approval authority
- 37 (cost or complexity); or
- 38 • The Risk and Complexity Assessment indicates that the incident exceeds
- 39 existing management capability.

- 1 Considerations for determining when a new decision may be needed:
 - 2 • Costs are expected to exceed the estimated final costs in the current
 - 3 Decision; or
 - 4 • Management Action Points have changed since the current Decision was
 - 5 published.
- 6 Additional information about WFDSS can be found in Appendix N. User
- 7 support information, training materials, and other resources can be found at the
- 8 WFDSS homepage, https://wfdss.usgs.gov/wfdss/WFDSS_Home.shtml.
- 9 **WFDSS Decision Approval and Publication**
- 10 All agencies having jurisdiction within a WFDSS Planning Area must be
- 11 provided the opportunity to participate as soon as possible in the decision-
- 12 making process. In situations where one agency provides fire protection under
- 13 agreement or contract to a jurisdictional agency, both jurisdictional and
- 14 protecting agencies should be involved in the process. Of note, in order for one
- 15 federal agency administrator to be delegated authority as an “Approver” for
- 16 another agency, a pre-season agreement would generally need to be developed
- 17 that would describe those authorities (see your agency’s delegation of authority
- 18 policies for additional guidance).
- 19 Every wildfire decision will consider the development of protection objectives
- 20 which also provide for safety of firefighter and the public and minimize the loss
- 21 of, and damage to, property, cultural and natural resources.
- 22 • *FS – Decisions are required to include protection objectives.*
- 23 Units considering developing a decision for a group of fires, ### should refer to
- 24 the WFM R&DA Whitepaper “WFDSS Incident Groups and Decisions
- 25 (6/26/2016)” for considerations until functionality is updated within the system.
- 26 merged fires, or a complex should reference NWCG Memorandum EB-M-16-
- 27 024, *NWCG Data Management Standards for Incidents Complexes and Merged*
- 28 *Wildfires* at: <https://www.nwcg.gov/sites/default/files/memos/eb-m-16-024.pdf>
- 29 for considerations until functionality is updated within the system.
- 30 The cost estimate shown in the WFDSS Cost tab will represent estimated final
- 31 cost for the incident and should be developed based on historic fire costs,
- 32 estimation spreadsheets, or other sources. If to-date incident expenditures
- 33 exceed WFDSS estimated fire costs, the final cost estimate must be updated and
- 34 validated through a periodic assessment or a new decision. For DOI bureaus, to-
- 35 date agency costs that exceed the decision authority of the Agency
- 36 Administrator require the publication of a new decision and/or notification as
- 37 described in the Approval Authorities table. Approval of WFDSS wildfire
- 38 decisions by Agency Administrators constitutes awareness of estimated final fire
- 39 costs for the incident.
- 40 Decisions in WFDSS are approved and published by the appropriate Line
- 41 Officer(s) and/or authorized agency administrator(s) for the agency(s)

- 1 participating in the decision. Agency administrator authority is defined in the
- 2 tables below but may be subject to re-delegation or reservation of authority.
- 3 As approvers of WFDSS decisions, Agency Administrators will ensure that
- 4 periodic assessments are completed until the fire is declared out.

5 **WFDSS Approval Authorities by Agency**

6 **DOI WFDSS Approval Authorities**

Cost Estimate ¹	WFDSS Approval ²
Less Than \$5 Million	BLM District Manager ³ NPS Park Superintendent FWS Refuge Manager BIA Agency Superintendent
\$5 Million - \$10 Million	BLM District Manager ³ NPS Park Superintendent ⁴ FWS/BIA Regional Director ⁵
Greater Than \$10 Million	BLM District Manager ³ NPS Park Superintendent ⁴ FWS/BIA National Director ⁵

¹*NPS/FWS/BIA* – Cost estimate should be based on estimated final cost of the incident.

²*Alaska* – Alaska WFDSS decisions require an additional approval from the protecting Agency Fire Management Officer as per the Alaska Statewide Annual Operating Plan. In addition, Alaska WFDSS decisions affecting Alaska Native Claims Settlement Act (ANCSA) Corporation lands and DOI lands not managed by BLM require an additional approval from the Alaska Fire Service (AFS) as the fiscally responsible agent. Fiscal approvals for these wildfires with costs less than \$5 million are delegated to AFS Zone Fire Management Officers. Fiscal approvals for these wildfires with costs of \$5 million and above are delegated to the Alaska Fire Service Manager.

###²FWS Alaska – FWS WFDSS approval authority has been delegated to Refuge Managers for all fires since suppression funding flows through BLM Alaska Fire Service instead of FWS. When an incident meets or exceeds federal combined expenditures of \$5 million AND more than 50% of the burned acres are managed by the FWS, the Alaska Fire Service Manager will ensure that written notification is provided to the Regional Chief of Refuges and the Branch of Wildland Fire Chief. When an incident meets or exceeds federal combined expenditures of \$10 million AND more than 50% of the burned acres are managed by the FWS, the Alaska Fire Service Manager will ensure that written notification is provided to the FWS National Director, the Regional Chief of Refuges and the Branch of Wildland Fire Chief.

³**BLM** – Approvals may be re-delegated to the Field or National Conservation Lands Manager per agency policy. See Chapter 2 for fire cost notification requirements.

⁴*NPS – Park Superintendents will provide written notification to the regional and/or agency director when an incident meets or exceeds federal combined expenditures of \$5 million and/or \$10 million in suppression costs, AND more than 50% of the burned acres are managed by the NPS. Written notifications should be emailed with a cc to the Chief, Branch of Wildland Fire.*

⁵*FWS/BIA – Regional Directors and National Director may delegate WFDSS approval authority as per agency policy.*

1 USFS WFDSS Approval Authorities

Incident Type	Agency Administrator Certification Level ¹
Type 1	Advanced
Type 2	Journey
Type 3, 4, 5	Working

¹*Authority may be retained at the Regional Forester level.*

2 If internet connections or servers are unavailable, WFDSS documentation will
3 be completed using the “temporary WFDSS paper form” and entered into the
4 web-based application as soon as it becomes available.

5 WFDSS Support

6 The Wildland Fire Management Research Development and Application (WFM
7 RD&A) group provides the national infrastructure for wildland fire decision
8 making and WFDSS support. Field users should contact their WFDSS
9 Geographic Area Editor for assistance prior to contacting WFM RD&A staff.
10 Information for requesting assistance from WFM RD&A can be found at the
11 WFDSS homepage at <https://wfdss.usgs.gov/>.

12 Managing the Incident

13 Agency Administrator Definition

14 An Agency Administrator is the official responsible for the management of a
15 geographic unit or functional area. Agency Administrators are the managing
16 officer of an agency, division thereof, or jurisdiction having statutory
17 responsibility for incident mitigation and management. Some examples include:
18 NPS Park Superintendent, BIA Agency Superintendent, USFS Forest
19 Supervisor, BLM District Manager, FWS Refuge Manager, State Forester,
20 Tribal Chairperson, Fire Chief, Police Chief.

21 Agency Administrator Responsibilities

22 The Agency Administrator (AA) manages the land and resources on their
23 organizational unit according to the established land management plan. Fire
24 management is part of that responsibility.

25 Agency Administrators are responsible for safety oversight, and may request
26 additional safety oversight as needed.

- 1 Situations that may require additional safety oversight:
- 2 • A fire escapes initial attack or when extended attack is probable;
- 3 • There is complex or critical fire behavior;
- 4 • There is a complex air operation;
- 5 • The fire is in an urban intermix/interface; and
- 6 • Other extraordinary circumstances.

- 7 The AA establishes specific performance objectives for the Incident
- 8 Commander (IC) and delegates the authority to the IC to take specific actions to
- 9 meet those objectives. Agency Administrator responsibilities to an Incident
- 10 Management Team (IMT) include:
- 11 • Conduct an initial briefing to the Incident Management Team (Appendix
- 12 D).
- 13 • Provide an approved WFDSS Decision.
- 14 ○ *FS* – Ensure that significant decisions related to strategy and costs are
- 15 included in WFDSS.
- 16 • Complete a Risk and Complexity Assessment (Appendix E and F) to
- 17 accompany the WFDSS Published Decision.
- 18 ○ *FS* – Complete a Risk and Complexity Assessment (RCA) for Type 1, 2,
- 19 and 3 incidents within WFDSS.
- 20 • Coordinate with neighboring agencies on multi-jurisdiction fires to issue a
- 21 joint Delegation of Authority and develop a single Published Decision in
- 22 WFDSS for the management of unplanned ignitions.
- 23 • Issue a written Delegation of Authority (Appendix G) to the Incident
- 24 Commander and to other appropriate officials, Agency Administrator
- 25 Representative, Resource Advisor, and Incident Business Advisor. The
- 26 delegation should:
- 27 ○ State specific and measurable objectives, priorities, expectations,
- 28 Agency Administrator’s intent, constraints, and other required
- 29 direction;
- 30 ○ Establish the specific time for transfer of command;
- 31 ○ Assign clear responsibilities for initial attack;
- 32 ○ Define your role in the management of the incident;
- 33 ○ Describe procedures for Conducting during action reviews with the IC;
- 34 ○ Assign a resource advisor(s) to the IMT;
- 35 ○ Define public information responsibilities;
- 36 ○ Address accident investigation procedures and notification
- 37 requirements for fire managers, line officer(s), and
- 38 dispatch/coordination centers;
- 39 ○ Assign a local government liaison to the IMT (if necessary);
- 40 ○ Assign a local fire management liaison to the IMT (if necessary);
- 41 ○ Assign an Incident Business Advisor (INBA) to provide incident
- 42 business management oversight commensurate with complexity; and
- 43 ○ Direct the IMT to address rehabilitation of areas affected by
- 44 suppression activities.

- 1 • Coordinate mobilization with the Incident Commander:
 - 2 ○ Negotiate filling of mobilization order with the IC;
 - 3 ○ Establish time and location of Agency Administrator briefing;
 - 4 ○ Consider approving support staff additional to the IMT as requested by
 - 5 the IC; and
 - 6 ○ Consider authorizing transportation needs as requested by the IC.
- 7 • Provide pertinent support materials and documents (L/RMP, FMP, GIS
- 8 data, local unit SOPs, maps, Service and Supply Plan, etc.) to the IMT.

9 In situations where one agency provides fire protection under agreement to the
10 jurisdictional agency, both jurisdictional and protecting agencies will be
11 involved in the development of the Delegation of Authorities to the Incident
12 Management Teams and the Published Decision in WFDSS.

13 **Agency Administrator Representative Responsibilities**

14 The Agency Administrator Representative (the on-scene Agency Administrator)
15 is responsible for representing the political, social, and economic issues of the
16 Agency Administrator to the Incident Commander. This is accomplished by
17 participating in the Agency Administrator briefing, in the IMT planning and
18 strategy meetings and in the operational briefings.

19 Responsibilities include representing the Agency Administrator to the IMT
20 regarding:

- 21 • Compliance with the Delegation of Authority and the Published Decision in
- 22 WFDSS;
- 23 • Public Concerns (air quality, road or trail closures, smoke management,
- 24 threats);
- 25 • Public safety (evacuations, access/use restrictions, temporary closures);
- 26 • Public information (fire size, resources assigned, threats, concerns, appeals
- 27 for assistance);
- 28 • Socioeconomic, political, or tribal concerns;
- 29 • Land and property ownership concerns;
- 30 • Interagency and inter-governmental issues;
- 31 • Wildland urban interface impacts; and
- 32 • Media contacts.

33 **Resource Advisor Responsibilities**

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

- 40 • Rehabilitation requirements and standards;
- 41 • Land ownership;
- 42 • Hazardous materials;

- 1 • Fuel breaks (locations and specifications);
- 2 • Water sources and ownership;
- 3 • Critical watersheds;
- 4 • Critical wildlife habitat;
- 5 • Noxious weeds/aquatic invasive species;
- 6 • Special status species (threatened, endangered, proposed, sensitive);
- 7 • Fisheries;
- 8 • Poisonous plants, insects and snakes;
- 9 • Mineral resources (oil, gas, mining activities);
- 10 • Archeological site, historic trails, paleontological sites;
- 11 • Riparian areas;
- 12 • Military issues;
- 13 • Utility rights-of-way (power, communication sites);
- 14 • Native allotments;
- 15 • Grazing allotments;
- 16 • Recreational areas; and
- 17 • Special management areas (wilderness areas, wilderness study areas,
- 18 recommended wilderness, national monuments, national conservation areas,
- 19 national historic landmarks, areas of critical environmental concern,
- 20 research natural areas, wild and scenic rivers).

21 The Resource Advisor and Agency Administrator Representative positions are
22 generally filled by local unit personnel. These positions may be combined and
23 performed by one individual. Duties are stated in the *Resource Advisor's*
24 *Guide for Wildland Fire* (NWCG PMS 313, NFES 1831, Aug 2017) *Resource*
25 *Advisor Guide* (PMS 313).

26 Use of Trainees

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

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

39 Incident Action Plan

40 When a written Incident Action Plan is required, suggested components may
41 include objectives, organization, weather forecast, fire behavior forecast,
42 division assignments, air operations summary, safety message, communications

1 plan, and incident map. An incident medical plan is required in all written
2 Incident Action Plans.

3 **Incident Status Reporting**

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

8 Large fires are classified as 100 acres or larger in timber fuel types, 300 acres or
9 larger in grass fuel types, or when a NIMO, Type 1 or 2 Incident Management
10 Team is assigned, regardless of the size of the incident or the suppression
11 management strategy. An ICS-209 should be submitted daily for all uncontained
12 full suppression wildfires that meet large fire criteria. An ICS-209 should be
13 submitted weekly (Thursday evening), for all wildfires meeting large fire criteria
14 that are being managed under strategies that are less than full suppression. The
15 Agency Administrator may require additional reporting times. Refer to local,
16 zone and/or GACC guidance for additional reporting requirements.

17 **Incident History and Financial Records**

18 Wildfire incidents on federal lands managed by the FS and DOI (except BIA)
19 require creation of an Incident History File (IHF) to document significant
20 events, actions taken, lessons learned and other information with long-term
21 value for managing natural resources. IHF contents and instructions, and tools
22 for creating the IHF are found at
23 <https://www.nwccg.gov/committees/incident-planning-subcommittee>.

24 The host unit will be responsible for retaining the incident documentation
25 package including the IHF and financial records.

26 **Document and Computer Security**

27 Precautions must be taken to secure incident information in its various formats.
28 All forms of information shall be treated as Controlled Unclassified Information
29 (CUI) and care must be exercised when handling the data to prevent the
30 inadvertent viewing or unauthorized disclosure of information. CUI paper copies
31 that compromise privacy and security shall be shredded before disposal when no
32 longer needed. All computers used at the incident must be patched and have
33 anti-virus software installed with recently updated definition files. All media
34 used to transfer information into the incident (for example, but not limited to,
35 USB flash drives, portable hard drives and CD/DVDs) must be scanned prior to
36 use. Autorun capabilities must be disabled to prevent the spread of malware. All
37 computers and storage devices shall be physically secured at all times.

38 **Transfer of Command**

39 The following guidelines will assist in the transfer of incident command
40 responsibilities from the local unit to incoming Incident Management Team and
41 back to the local unit.

- 1 • The local team or organization already in place remains in charge until the
2 local representative briefs their counterparts on the incoming team, a
3 Delegation of Authority has been signed, and a mutually agreed time for
4 transfer of command has been established.
- 5 • The ordering unit will specify times of arrival and transfer of command, and
6 discuss these timeframes with both the incoming and outgoing command
7 structures.
- 8 • Clear lines of authority must be maintained in order to minimize confusion
9 and maintain operational control.
- 10 • Transfers of command should occur at the beginning of an operational
11 period, whenever possible.
- 12 • All operational personnel will be notified on incident command frequencies
13 when transfer of command occurs.

14 **Release of Incident Management Teams**

15 The release of an IMT should follow an approved transfer of command process.
16 The Agency Administrator must approve the date and time of the transfer of
17 command. The Transfer of Command Plan should include the following
18 elements:

- 19 • Remaining organizational needs and structure;
- 20 • Tasks or work to be accomplished;
- 21 • Communication systems and radio frequencies;
- 22 • Local safety hazards and considerations;
- 23 • Incident Action Plan, including remaining resources and weather forecast;
- 24 • Facilities, equipment, and supply status;
- 25 • Arrangement for feeding remaining personnel;
- 26 • Financial and payment processes needing follow-up; and
- 27 • Risk and Complexity Assessment.

28 **Team Evaluation**

29 At completion of assignment, Incident Commanders will receive a written
30 performance evaluation from the Agency Administrator(s) prior to the teams'
31 release from the incident. Certain elements of this evaluation may not be able to
32 be completed at the closeout review. These include accountability and property
33 control, completeness of claims investigation/documentation, and completeness
34 of financial and payment documentation.

35 The final evaluation incorporating all of the above elements should be sent to
36 the Incident Commander and the respective GACC within 60 days. See
37 Appendix I for the IMT evaluation form.

38 The Delegation of Authority, the Published Decision in WFDSS, and other
39 documented Agency Administrator's direction will serve as the primary
40 standards against which the IMT is evaluated.

41 The Agency Administrator will provide a copy of the evaluation to the IC and
42 the state/regional FMO, and retain a copy for the final fire package.

- 1 The state/regional FMO will review all evaluations and will be responsible for
- 2 providing a copy of evaluations documenting performance to the Geographic
- 3 Area Coordinating Group or agency managing the IMT.

4 **Unit/Area Closures**

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

9 **Incident Emergency Management Planning and Services**

- 10 Refer to Chapter 7 for further guidance.

11 **Fire Management in Wilderness**

- 12 Actions taken in wilderness will be conducted to protect life and safety, to meet
- 13 natural and cultural resource objectives, and to minimize negative impacts of the
- 14 fire management actions and the fires themselves. In evaluating fire
- 15 management actions, the ~~### potential degradation~~ preservation of wilderness
- 16 character will be considered before, and given significantly more weight than,
- 17 economic efficiency and convenience. Unless human life or private property is
- 18 immediately threatened, only those actions that preserve wilderness character
- 19 and/or have localized, short-term adverse impacts to wilderness character will be
- 20 acceptable. Any Delegation of Authority to Incident Management Teams will
- 21 convey appropriate emphasis on the ~~### protection~~ preservation of wilderness
- 22 character and resources and will ensure interaction with local wilderness
- 23 resource advisors.

- 24 • ~~### BLM – BLM Manual 6340—Management of BLM Wilderness (2012),~~
- 25 ~~Section 1.6.C.7 states that to the greatest extent possible, the Bureau will~~
- 26 ~~manage all wildfires in wilderness: 1) using Minimum Impact Suppression~~
- 27 ~~Tactics (MIST) wherever possible; 2) if feasible, without equipment that~~
- 28 ~~would ordinarily be prohibited under Section 4(c) of the Wilderness Act;~~
- 29 ~~and 3) by assigning a Resource Advisor (READ) with expertise in~~
- 30 ~~wilderness stewardship. To assist in documenting any decision involving~~
- 31 ~~uses generally prohibited by the Wilderness Act (e.g., heavy equipment,~~
- 32 ~~chainsaws, and the landing of aircraft, among other examples), the~~
- 33 ~~BLM normally uses a tool known as the Minimum Requirements Decision~~
- 34 ~~Guide (MRDG). Under the Wilderness Act, however, control of fire is an~~
- 35 ~~exception to the prohibited uses, so the MRDG is not necessary at the time~~
- 36 ~~of response to an emergency. Nevertheless, the minimum requirements~~
- 37 ~~concept should be incorporated into emergency planning so that the~~
- 38 ~~minimum necessary methods and tools can be used to resolve emergencies~~
- 39 ~~while preserving wilderness character to the greatest extent practicable.~~
- 40 ~~Responses involving prohibited uses will be approved by the State Director,~~
- 41 ~~though approval can be delegated through the BLM MS-1203 –~~

- 1 *DELEGATION OF AUTHORITY to the District or Field Office Manager if*
2 *he/she has been through the National or Regional Wilderness Stewardship*
3 *Training offered by the Arthur Carhart National Wilderness Training*
4 *Center. In emergency situations, the decision on authorization of normally*
5 *prohibited uses should always err on the side of protecting human life.*
- 6 • *NPS – For all wilderness fire management actions proposing the use of any*
7 *of the Wilderness Act Section 4(c) prohibitions, a minimum requirements*
8 *analysis (MRA) will be completed. To ensure adequate consideration of*
9 *wilderness resources, a programmatic MRA must be completed as part of*
10 *the development of a park's FMP and companion environmental*
11 *compliance document.*
 - 12 • *BLM/NPS/FWS – For all wilderness fire management actions proposing*
13 *the use of any of the Wilderness Act 4(c) prohibitions, a minimum*
14 *requirements analysis will be completed.*
 - 15 • *FS – For all wilderness fire management actions proposing the use of any*
16 *Wilderness Act 4(c) prohibitions, a minimum requirements analysis is*
17 *recommended.*
 - 18 • *### BLM/NPS/FWS/FS – Section 4(d)(1) of the Wilderness Act of 1964*
19 *allows all agencies to control fire, in wilderness areas, subject to such*
20 *conditions as the Secretary deems desirable.*
 - 21 • *BIA – For all wilderness fire management actions refer to the Land and*
22 *Resource Management Plans.*

23 **Operational Guidelines for Aquatic Invasive Species**

24 In order to prevent the spread of aquatic invasive species, it is important that fire
25 personnel recognize how our fire operations can prevent the transport of these
26 species. The NWCG Invasive Species Subcommittee provides up-to-date
27 operational guidelines, best management practices, and equipment cleaning
28 guidance to minimize the spread of aquatic invasive species. Consult the NWCG
29 website (<https://www.nwcg.gov/committees/invasive-species-subcommittee>) to
30 obtain these protocols. Local area or agency guidelines may also be available
31 and useful and local biologists, Resource Advisors (READ) and fire personnel
32 should consult with each other during the pre-season regarding known aquatic
33 invasive species locations to facilitate incident avoidance when possible. To
34 minimize potential transmission of aquatic invasive species, it is recommended
35 that you:

- 36 • Consult with local biologists, Resource Advisors (READ) and fire
37 personnel for known aquatic invasive species locations in the area and avoid
38 them when possible.
- 39 • Avoid entering (driving through) water bodies or wet areas when possible.
- 40 • Avoid transferring water between drainages or between unconnected waters
41 within the same drainage when possible.
- 42 • Avoid sucking organic and bottom material into water intakes when
43 drafting from a natural water body.

- 1 • Avoid obtaining water from multiple sources during a single operational
2 period when possible.
- 3 • Remove all plant parts and mud from external surfaces of gear and
4 equipment after an operational period.
- 5 • If gear contacts untreated water, consider decontaminating before moving to
6 new drainages. Applicable gear includes helicopter buckets, snorkel ends,
7 foot valves, and draft hoses. Water delivery equipment and accessories
8 (e.g., fireline hoses, wye valves, nozzles) that do not transfer tank water to
9 waterbodies do not need to be disinfected.
- 10 • For decontamination and cleaning protocols, refer to NWCG Invasive
11 Species Subcommittee guidance
12 (<https://www.nwcg.gov/committees/invasive-species-subcommittee>) or
13 local area or agency direction. NWCG protocols emphasize hot water power
14 washing or drying over use of chemicals.
- 15 • Carry spare, clean, dry helicopter buckets, draft hoses, and foot valves to
16 switch out with used ones when moving to a new water source.
17 Decontaminate the wet gear while spares are being used.
- 18 • Prime engine pumps with water from the drafting source (e.g., streams,
19 lake) rather than using water from the engine tank. This minimizes the
20 leakage of possibly contaminated engine tank water through the foot valve.
21 Ensure foot valves are operating and not leaking. Decontamination of
22 engine or water tender tanks with hot water or chemicals is not
23 recommended.

24 **Operational Guidelines for Invasive Species**

25 Suppression and support vehicles, tools, and machinery should be cleaned at a
26 designated area prior to arriving and leaving the incident. Onsite fire equipment
27 should be thoroughly cleaned including the undercarriage, fender wells, tires,
28 radiator, and exterior of the vehicle. Firefighter personnel should clean personal
29 equipment, boots, clothing, etc., of weed or other invasive species materials,
30 including visible plant parts, soil, and other materials as identified by the
31 resource advisor. The cleaning area should also be clearly marked to identify the
32 area for post-fire control treatments, as needed.

33 Ensure that seed mixes and mulch used in suppression repair contain no
34 federally or state designated noxious weeds by using seed mixes and mulches
35 that have been examined by a laboratory or have current weed free certification
36 from a state seed laboratory or equivalent qualified testing agent.

37 **Responding to Non-Wildland Fire Incidents**

38 Managers will avoid giving the appearance that their wildland fire resources are
39 trained and equipped to perform structure, vehicle, and dump fire suppression, to
40 respond to hazardous materials releases, or to perform emergency medical
41 response for the public.

1 **Wildland Urban Interface**

2 The operational roles of the federal agencies as partners in the wildland urban
3 interface are wildfire suppression, structure protection (see below), prescribed
4 fire, hazard reduction, cooperative prevention and education, and technical
5 assistance. Structural fire suppression is the responsibility of tribal, state, or
6 local governments. Federal agencies may assist with exterior structural fire
7 protection activities under formal fire protection agreements that specify the
8 mutual responsibilities of the partners, including funding (some federal agencies
9 have full structural protection authority for their facilities on lands they
10 administer and may also enter into formal agreements to assist state and local
11 governments with structural protection).

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

14 Funding is not provided to prepare for or respond to emergency non-wildland
15 fire response activities such as structure fires, vehicle fires, dump fires,
16 hazardous materials releases, and emergency medical responses. Managers must
17 ensure that fire management plans, interagency agreements, and ### annual
18 operating plans clearly state agency and cooperater roles and responsibilities for
19 non-wildland fire response activities that agency personnel are exposed to as a
20 result of working in the interagency fire environment. Managers will also ensure
21 that federal wildland fire resources are not identified on run cards or in dispatch
22 plans for non-wildland fire responses.

23 **Structure, Vehicle, Dumpster, Trash, and Landfill Fires**

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

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

- 35 • *NPS – For structural fire (including vehicle, trash and dumpster fires)*
36 *response, training, medical examination, and physical fitness requirements,*
37 *and hazardous material response or control guidance, refer to Chapter 3.*
- 38 • *FS – Wildfires other than vegetation (such as dumpster, trash, landfill, or*
39 *vehicle) as the primary fuel present hazards that are outside of the basic*
40 *wildland firefighters training and protective equipment. Response actions*
41 *will be limited to protection of life, property, and resources when they can*
42 *be safely undertaken with proper risk assessment and mitigation. When*
43 *agency employees are trained, qualified, and equipped to take action on*

- 1 *other than vegetation fires, they may do so with proper risk assessment and*
2 *mitigation (Incident Response Pocket Guide, PMS 461).*

3 **Public Emergency Medical Response**

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

- 9 • *NPS – NPS employees who provide emergency medical services will adhere*
10 *to the requirements contained in Director's Order and Reference Manual*
11 *#51, Emergency Medical Services.*

12 **Post-Wildfire Activities**

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

18 Post-wildfire activities references can be found in *Interagency Burned Area*
19 *Emergency Response Guidebook, Interpretation of Department of the Interior*
20 *620 DM 7 and USDA Forest Service Manual 2523, For the Emergency*
21 *Stabilization of Federal and Tribal Trust Lands, Version 4.0 dated Feb. 2006*
22 *and Interagency Burned Area Rehabilitation Guidebook, Interpretation of*
23 *Department of the Interior 620 DM 7, For the Burned Area Rehabilitation of*
24 *Federal and Tribal Trust Lands, Version 1.3 dated October 2006.*

25 Damages resulting from wildfires are addressed through four activities:

- 26 • **Suppression Repair** – Planned actions taken to repair the damages to
27 resources, lands, and facilities resulting from wildfire suppression actions
28 and documented in the Incident Action Plan. These actions are usually
29 implemented prior to, or immediately after containment of the wildfire by
30 the incident management organization. Repairs under this activity may be
31 completed to return the value to pre-wildfire management activity condition
32 as practical but may not improve the condition beyond what was existing
33 prior to the incident.
- 34 • **Emergency Stabilization** – Planned actions to stabilize and prevent
35 unacceptable degradation to natural and cultural resources, to minimize
36 threats to life or property resulting from the effects of a wildfire, or to
37 repair/replace/construct physical improvements necessary to prevent
38 degradation of land or resources. Emergency stabilization actions must be
39 taken within one year plus twenty-one days after the ignition date of a
40 wildfire and documented in a Burned Area Emergency Response Plan or an
41 agency specific plan. Within the Department of Interior, the Bureau
42 Director may approve an extension beyond the one-year plus twenty-one

- 1 days to accommodate circumstances related to climatic conditions or other
- 2 significant events.
- 3 • Rehabilitation – Efforts taken within five years following 21 days after the
- 4 ignition date of a wildfire to repair or improve wildfire-damaged lands
- 5 unlikely to recover naturally to management approved conditions, or to
- 6 repair or replace minor assets damaged by wildfire. These efforts are
- 7 documented in:
 - 8 ○ *DOI* – a separate Burned Area Rehabilitation Plan (BAR) or in
 - 9 combination with Burned Area Emergency Response Plan (BAER).
 - 10 ○ *FS* – a Burned Area Emergency Response Plan (BAER).
- 11 • Restoration – Continuing the rehabilitation beyond the initial five years or
- 12 the repair or replacement of major assets damaged by the wildfire.

13 **Post-Fire Activities**

	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 and fire	Fire	Fire
Urgency	Immediately after containment	1-12 months	1-5 years	5+ years
Responsibility	IC/Agency Administrator	Agency Administrator	Agency Administrator	Agency Administrator
Funding type	Suppression (fire)	Suppression (Emergency Stabilization)	Rehabilitation or regular program	Regular program

1

Emergency Stabilization Approval Authorities

	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 Chief, Division of Fire and Aviation	>\$100,000 or \$500,000 Director, Watershed & Wildlife Management

2 **Burned Area Emergency Response (BAER) Teams**

3 BAER Teams are a standing or ad hoc group of technical specialists (e.g.,
4 hydrologists, biologists, soil scientists, etc.) that develop and may implement
5 portions of the Burned Area Emergency Response Plans. They will meet the
6 requirements for unescorted personnel found in Chapter 7 under “Visitors to the
7 Fireline” when working within the perimeter of an uncontrolled wildfire. The
8 team’s skills and size should be commensurate with the size and complexity of
9 the wildfire.

10 It is the Agency Administrator’s responsibility to designate an interdisciplinary
11 BAER team. However, BAER teams must coordinate closely with IC and
12 Incident Management teams to work safely and efficiently. The Agency
13 Administrator is responsible for submitting the Emergency Stabilization BAER
14 plan to the Regional Office for review and approval within the timeframes
15 established by each Agency. Coordination should occur with the Regional
16 BAER Coordinator. If needed, extensions can be negotiated with those having
17 the appropriate level of approval authority.

- 18 • *DOI – The Department of Interior maintains one National BAER Team to*
19 *assist field units in planning for complex post-fire emergency stabilization.*
20 *The National BAER Team is scalable in long and short configurations. It*

- 1 *may be ordered as command and general staff, or ordered as individual*
2 *resources. The full National BAER Team is dispatched to more difficult*
3 *incidents involving extreme risks to human life and critical federal assets.*
4 *Potential floods, mud and debris flows, watershed/municipal water*
5 *supplies, urban interface, and complex and multiple jurisdictions are the*
6 *dispatch prioritization criteria issues factored into the mobilization*
7 *decision. Less complex incidents will use local, regional, interagency, and*
8 *contracted ad hoc BAER teams that may be supplemented with National*
9 *BAER Team personnel. Bureau coordinators maintain rosters of BAER*
10 *personnel for less complex incidents.*
- 11 • **DOI** – *The DOI-BAER Teams should be requested at least 10 days prior to*
12 *expected date of wildfire containment and ordered as per the National*
13 *Interagency Mobilization Guide.*
 - 14 • **FS** – *Each Forest Service unit identifies a core BAER team prior to fire*
15 *season. Regional coordinators maintain rosters of experienced BAER*
16 *personnel in the Region. When needed, specific BAER personnel*
17 *representing needed specialties from other units can either be contacted*
18 *directly or through dispatch. See FSM 2523 and FSH 2509.13 for agency-*
19 *specific policy and direction for BAER teams.*

20 ### Interagency Final Fire Reports and Datasets

21 The Final Fire Report, also referred to as the Individual Fire Report, serves as
22 the official record for a wildfire occurrence and its related outcomes. While
23 there are other types of fire reports, including the ICS-209 and other situational
24 (e.g. daily) and ad-hoc reports, datasets compiled from individual Final Fire
25 Reports provide the official statistics for every agency and the interagency
26 wildland fire management organization as a whole. These datasets also provide
27 vital information regarding the frequency, location, and size of historical fires,
28 which are used for decision support, budget formulation, occurrence modeling,
29 research analysis, and other planning applications. For these reasons, it is
30 important for Final Fire Reports to be completed promptly and accurately once a
31 wildfire is declared “out” and its outcomes are known. To ensure that the
32 wildfire occurrence and workload is fully represented, every wildfire, regardless
33 of size, should be documented with a Final Fire Report.

34 The Interagency Fire Occurrence Reporting Modules (InFORM) is a suite of
35 applications used by multiple fire management agencies for Final Fire
36 Reporting. By replacing multiple agency-specific fire reporting applications,
37 InFORM strives to fulfill the goal of having “one fire, one report, one
38 authoritative data source”. Starting in Calendar Year 2020, a single
39 corresponding record must exist in the InFORM dataset for any wildfire that
40 originates on or otherwise burns onto federally-owned or protected lands.
41 Because the federal wildland fire management agencies use IRWIN-integrated
42 Computer Aided Dispatch (CAD) applications and issue FireCodes for wildfires,
43 most records will be automatically established in InFORM, where they will be

- 1 available for review, editing, and certifying once the fire is declared “out” and
2 reporting ceases in other applications.
- 3 • The federal wildland fire management agency with jurisdiction at a fire’s
4 point of origin is responsible for ensuring that the fire is reported and
5 certified in InFORM; however, this responsibility can be conveyed to
6 another agency via agreement. Certification is a process in InFORM
7 whereby the Final Fire Report is declared complete and suitable for use in
8 official statistics.
 - 9 ○ **BLM/NPS/USFS/BIA/BOR** – *Final Fire Reports for wildfires that*
10 *originate on agency lands, or lands formally protected by these*
11 *agencies, shall be certified in InFORM.*
 - 12 ○ **FWS** – *For wildfires that originate on FWS lands, or lands formally*
13 *protected by FWS, Final Fire Reports shall be submitted via the Fire*
14 *Management Information System (FMIS), as noted in Chapter 4.*
 - 15 ○ **Other agencies** – *Several state agencies and certain other federal*
16 *agencies, such as those under Department of Defense, have lands*
17 *where wildfires occur, but do not use InFORM for fire reporting.*
 - 18 • For a fire that originates on land that is under the jurisdiction of an agency
19 that does not use InFORM, but subsequently burns onto lands owned or
20 protected by one or more federal agency that does use InFORM for
21 reporting, any one of these affected federal agencies shall ensure that the
22 fire is reported and certified in InFORM.
- 23 For more information about Interagency Fire Reporting and InFORM, go to
24 <https://www.nwcg.gov/committees/fire-reporting-subcommittee>.

25 Incident Business Management

26 Specific incident business management guidance is contained in the *NWCG*
27 *Standards for Interagency Incident Business Management* (PMS 902). This
28 handbook assists participating agencies of the NWCG to constructively work
29 together to provide effective execution of each agency's incident management
30 program by establishing procedures for:

- 31 • Uniform application of regulations on the use of human resources, including
32 classification, payroll, commissary, injury compensation, and travel;
- 33 • Acquisition of necessary equipment and supplies from appropriate sources
34 in accordance with applicable procurement regulations;
- 35 • Managing and tracking government property;
- 36 • Financial coordination with the protection agency and maintenance of
37 finance, property, procurement, and personnel records and forms;
- 38 • Use and coordination of incident business management functions as they
39 relate to sharing of resources among federal, state, and local agencies,
40 including the military;
- 41 • Investigation and reporting of accidents;
- 42 • Investigating, documenting, and reporting claims;
- 43 • Documenting costs and implementing cost-effective criteria for managing
44 incident resources; and

- 1 • Non-fire incidents administrative processes.
- 2 ○ **DOI** – *The Department of the Interior All Hazards-Supplement to the*
- 3 *NWCG Standards for Interagency Incident Business Management*
- 4 *establishes business management guidelines for the Department of the*
- 5 *Interior’s (DOI’s) all-hazards incidents. The DOI Supplement is*
- 6 *available at <https://www.doi.gov/emergency/emergency-policy.cfm>.*

7 **Cost Management**

8 An Incident Business Advisor (INBA) must be assigned to any wildfire with
9 costs of \$5 million or more. If a qualified INBA is not available, the approving
10 official will appoint a financial advisor to monitor expenditures.

11 Incident cost objectives will be included as a performance measure in Incident
12 Management Team evaluations.

13 **Large Fire Cost Review (FS)**

14 See Chapter 18.

15 **Significant Wildland Fire Review (DOI)**

16 See Chapter 18.

17 **Cache Management**

18 Agencies often serve as interagency partners in national support caches and
19 local area support caches, and may operate single agency initial attack caches.
20 All caches will maintain established stocking levels, receive and process orders
21 from participating agencies and follow ordering and fire replenishment
22 procedures as outlined by the national and geographic area cache management
23 plans and mobilization guides.

- 24 • **FS** – *Refer to FSM 5160 for specific requirements.*

25 **Type 1 and 2 National Interagency Support Caches**

26 There are fifteen National Interagency Support Caches (NISCs); eleven are
27 managed by the Forest Service, three are managed by the BLM, and one is
28 managed by the State of Idaho. The fifteen national caches are part of the
29 National Fire Equipment System (NFES). Each of these caches provides
30 incident support in the form of equipment and supplies to units within their
31 respective geographic areas. The NFES cache system may support other
32 emergency, disaster, fire-related or land management activities, provided that
33 such support is permitted by agency policies and does not adversely affect the
34 primary mission. These national caches do not provide supplies and equipment
35 to restock local caches for non-incident requests. Non-emergency (routine)
36 orders should be directed to the source of supply; e.g., DLA or private vendors.

37 The Great Basin Area Incident Support Cache at NIFC provides publications
38 management support to the National Wildfire Coordinating Group (NWCG).
39 Reference the *NWCG NFES Catalog Part 2: Publications* at
40 <https://www.nwcg.gov/publications/449-2> for more detailed information.

1 Forest Service National Symbols Program distribution is through the Eastern
2 Area Incident Support Cache (NEK). This material is coordinated by the USDA
3 Forest Service, under advisement of the National Association of State Foresters'
4 (NASF) Cooperative Forest Fire Prevention Committee (CFFP). Materials
5 include Smokey Bear /Junior Forest Ranger prevention items and Woodsy Owl
6 environmental educational materials.

7 NEK also distributes DOI Fire Education materials. The website at
8 <https://www.symbols.gov/> contains the catalog of these materials, information
9 about these programs, and online ordering instructions.

10 **Type 3 Support Caches**

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

14 **Type 4 Local Caches**

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

18 **Inventory Management**

19 **System Implementation**

20 Each fire cache, regardless of size, should initiate and maintain a cache
21 inventory management system. Agency management systems provide a check
22 out/return concept that incorporates a debit/crediting for all items leaving the
23 cache. This system is strictly followed in the Type 1 and 2 NISC's. Inventory
24 management processes should be implemented for all Type 3 Support and Type
25 4 Local caches.

26 **Accountability**

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

32 **Trackable Items**

33 Trackable items include items that a cache may track due to dollar value,
34 sensitive property classification, or limited quantities. Available items that are
35 considered trackable are usually engraved or tagged with a cache trackable
36 identification number. These items must be returned to the issuing cache at the
37 end of the incident use, or documentation must be provided to the issuing cache
38 as to why it was not returned. All trackable items are also considered durable.
39 Accountability for trackable items is expected to be 100 percent.

1 Durable Items

2 Durable items include cache items considered to have a useful life expectancy
3 greater than one incident. High percentages of return for these items are
4 expected. These items are not specifically cache identified/tagged/engraved.
5 Durable items include water handling accessories, helicopter accessories, tents
6 and camp items such as heaters, lights, lanterns, tables, chairs, hose, tools,
7 backpack pumps, sleeping bags, pads, cots, and personal protective equipment.
8 A 90% level of return is the expected threshold for durable items.

9 Consumable Items

10 Consumable items include items normally expected to be consumed during
11 incident use. Consumable items returned in unused condition are credited to the
12 incident. Examples of consumable items are: batteries, plastic canteens,
13 cubitainers, forms, MREs, fusees, hot food containers, petroleum products, and
14 medical supplies.

15 Incident Management and Environmental Sustainability

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

21 Incident-to-Incident Transfer of Supplies and Equipment

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

27 Documentation will be completed on the *Interagency Incident Waybill* (NFES
28 1472) and must include the following:

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

37 Upon request, the servicing NISC can provide the Supply Unit Leader with an
38 Outstanding Items Report or Incident Summary Report to facilitate accurate
39 waybill documentation.

40 Fire Loss Tolerance Reporting for Type 1 and 2 Incidents

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

11 These reports are compiled by the NISC servicing the particular incident.
12 Reports will then be forwarded to the responsible local office, with a copy to the
13 state/regional FMO. The following steps must be followed to insure accurate
14 reports:

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

28 **Incident Supply and Equipment Return Procedures**

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

- 31 • Items meeting NFES standards will be returned to the NISC for reuse
32 within the fire supply system;
- 33 • Items not meeting the prescribed NFES standards will be purchased with
34 program funds by the local unit if the items are needed for program use; or
- 35 • Items will be delivered to the unit's excess property program for disposal.

36 **Cache Returns and Restock Procedures**

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

1 returned to multiple-fire charges, unless specific incident charge documentation
2 (issues) can be provided with the return.

3 **Incident Replacement of Government Property**

4 Refer to the *NWCG Standards for Interagency Incident Business Management*,
5 Chapter 30 for procedures governing property management relating to incident
6 activities. The Agency Administrator is responsible for providing agency
7 property management guidelines and/or procedures to incident personnel.

8 Damage or Loss for assigned property is addressed under *NWCG Standards for*
9 *Interagency Incident Business Management*, Chapter 30. Specialty or non-cache
10 items originally provided by the home unit through the use of preparedness
11 funds will be replaced by home unit funds if the loss is due to normal wear and
12 tear. If the government property is damaged on the incident due to a specific
13 event, e.g., wind event damages tent, the incident may, upon receipt of required
14 documentation and proof of damage, authorize replacement using the *Incident*
15 *Replacement Requisition (OF-315)*. Cache items will be replaced at the incident
16 if available. Cache items that are not available at the incident may be authorized
17 for restocking at the home unit via an authorized *Incident Replacement*
18 *Requisition*.

19 For replacement of NFES items not carried by the National Incident Supply
20 Cache responsible for supporting the incident (i.e., Wildland Firefighter's Pants,
21 Type II), replacement must be authorized using the *Incident Replacement*
22 *Requisition (OF-315)*, and should be accomplished by ordering the item from
23 Defense Logistics Agency (DLA).

1 **Chapter 12**
2 **Suppression Chemicals and Delivery Systems**

3 **Policy for Use of Fire Chemicals**

4 Use only products qualified and approved for intended use. Follow safe handling
5 procedures, use personal protective equipment recommended on the product
6 label and Safety Data Sheet (SDS).

7 A current list of qualified products and approved uses can be found on the
8 Wildland Fire Chemical Systems (WFCS) website at
9 <https://www.fs.fed.us/rm/fire/wfcs/index.htm>.

10 Refer to local jurisdictional policy and guidance related to use of wildland fire
11 chemicals for protection of historic structures.

12 Products must be blended or mixed at the proper ratio prior to being loaded into
13 aircraft. Quality control and safety requirements dictate that mixing or blending
14 of wildland fire chemicals be accomplished by approved methods.

15 **### The use of fire chemicals mixed with on board fire chemical injection**
16 **systems or blending systems are not permitted to be used on federally-contracted**
17 **aircraft or on federal lands. This also includes cooperator aircraft operating on**
18 **fires on federal lands.**

19 **Types of Fire Chemicals**

20 **Long-Term Retardant**

21 Long-term retardants contain fertilizer salts that change the way fuels burn.
22 They are effective even after the water has evaporated. Retardants may be
23 applied aurally by large airtanker, single engine airtanker (SEAT) and
24 helicopter bucket. Some retardant products are approved for fixed tank
25 helicopters. Some products are formulated specifically for delivery from ground
26 sources. See the Qualified Products List (QPL) for specific uses for each product
27 at <https://www.fs.fed.us/rm/fire/wfcs/index.htm>.

28 Recommended coverage levels and guidelines for use can be found in the **###**
29 **10 Principles of Retardant Application, NFES 2048, PMS 440 2 pocket card**
30 **IRPG (PMS 461)**. Retardant mixing, blending, testing, and sampling
31 requirements can be found at the WFCS website Lot Acceptance and Quality
32 Assurance page <https://www.fs.fed.us/rm/fire/wfcs/laqa.htm>.

33 **Fire Suppressant Foam**

34 Fire suppressant foams are combinations of wetting and foaming agents added
35 to water to improve the effectiveness of the water. They are no longer effective
36 once the water has evaporated. Foam may be applied by engines and portable
37 pumps. Aerial application of foam is no longer approved on Federal
38 Jurisdictional Lands. See the QPL for specific uses for each product.

1 Wet Water

2 Using foam concentrates at a mix ratio of 0.1 percent will produce a wet water
3 solution.

4 Water Enhancer (Gel)

5 ~~### Water enhancers, such as firefighting gels, are added to water to improve
6 the viscosity and adhesion of water. They are not effective once the water has
7 evaporated. These products may be used in structure protection within the
8 wildland interface or on wildland fuels. They are fully approved for use in
9 helicopter bucket and engine application. Many are also approved, at specific
10 mix ratios, for use in SEATs, and fixed tank helicopters. See the QPL for
11 specific uses for each product.~~

12 Water enhancers, including firefighting gels and elastomers, are added to water
13 to improve drop characteristics and adhesion of water to fuel. They are not
14 effective once the water has evaporated. These products may be used in
15 structure protection within the wildland interface or on wildland fuels. Mixing
16 water enhancers outside of their qualified mix ratios is not acceptable. They are
17 fully approved for use in helicopter buckets and engine application. Some
18 products are approved for use in SEATs and fixed-tank helicopters at specific
19 mix ratios. See the QPL for specific uses for each product.

20 The use of water enhancers mixed with on-board injection systems are not
21 allowed on federal lands or on federally-contracted aircraft. The use of water
22 enhancers mixed through a proportioner and loaded from ground-based
23 equipment is acceptable according to their qualified applications as specified on
24 the QPL.

25 Safety Information**26 Personnel Safety**

27 All qualified wildland fire chemicals meet minimum requirements ~~### (June
28 2007)~~ (Forest Service Specifications 5100-304, 5100-306, 5100-307) in regard
29 to aquatic and mammalian toxicity (acute oral toxicity, acute dermal toxicity,
30 primary skin irritation, and primary eye irritation). Specifications for long-term
31 retardants, fire suppression foams, and water enhancers can be found on the
32 WFCS website.

33 Personnel involved in handling, mixing, and applying fire chemicals or solutions
34 shall be trained in proper procedures to protect their health and safety and the
35 environment. Approved fire chemicals can be irritating to the eyes. Personnel
36 must follow the manufacturer's recommendations; including use of PPE, as
37 found on the product label and product SDS. The SDSs for all approved fire
38 chemicals can be found on the website
39 <https://www.fs.fed.us/rm/fire/wfcs/msds.htm>.

40 Human health risk from accidental drench with fire chemicals can be mitigated
41 by washing with water to remove any residue from exposed skin.

1 Containers of any fire chemical, including backpack pumps and engine tanks,
2 should be labeled to alert personnel that they do not contain only water and the
3 contents are not potable.

4 Slippery footing is a hazard at storage areas, unloading and mixing sites, and
5 wherever applied. Because all fire chemical concentrates and solutions
6 contribute to slippery conditions, all spills must be cleaned up immediately,
7 preferably with a dry absorbent pad or granules. Firefighters should be aware
8 that fire chemicals can conceal ground hazards. Wildland fire chemicals can
9 penetrate and deteriorate leather boots, resulting in wet feet and potentially
10 ruined leather.

11 **Aerial Application Safety**

12 Personnel and equipment in the flight path of intended aerial drops should move
13 to a location that will decrease the possibility of being hit with a drop.

14 Personnel near aerial drops should be alert for objects (tree limbs, rocks, etc.)
15 that the drop could dislodge. The Incident Response Pocket Guide (*IRPG*)
16 provides additional safety information for personnel in drop areas.

17 During training or briefings, inform all fire personnel of environmental
18 guidelines and requirements for fire chemicals application and avoid contact
19 with waterways.

20 Avoid dipping from rivers or lakes with a helicopter bucket containing residual
21 fire chemicals without first cleaning/washing down the bucket.

22 Consider setting up an adjacent reload site and manage the fire chemicals in
23 portable tanks or terminate the use of chemicals for that application.

24 **Interagency Policy for Aerial and Ground Delivery of Wildland Fire** 25 **Chemicals Near Waterways and Other Avoidance Areas**

26 This policy is an expansion and update for the 2000 and 2009 updated
27 Guidelines for Aerial Delivery of all wildland fire chemicals, including
28 retardant, foam, and water enhancers, which were established and approved by
29 the Forest Service (FS) and the Department of the Interior (DOI). The policy
30 includes additional avoidance areas (both aquatic and terrestrial) for aerial
31 delivery of fire chemicals as designated by individual agencies and includes
32 additional FS reporting requirements.

33 This policy does not require the helicopter or airtanker pilot-in-command to fly
34 in such a way as to endanger his or her aircraft, other aircraft, or structures or
35 compromise ground personnel safety.

Aerial Delivery Policy	Ground Delivery Policy
<ul style="list-style-type: none"> • Avoid aerial application of all wildland fire chemicals within 300 feet (ft.) of waterways. • Additional mapped avoidance areas may be designated by individual agency. • Whenever practical, as determined by the fire incident commander, use water or other less toxic wildland fire chemical suppressants for direct attack or less toxic approved fire retardants in areas occupied by threatened, endangered, proposed, candidate or sensitive species (TEPCS) or their designated critical habitats. 	<ul style="list-style-type: none"> • Avoid application of all wildland fire chemicals into waterways¹

¹ Delivery on the ground provides for more precise delivery of fire chemicals to target areas. Thus, delivery is allowed within the aquatic mapped avoidance areas provided chemicals do not reach the waterway. Because there is the potential for TEPCS, their designated critical habitats, or other resources such as cultural or heritage areas to occur in waterway buffers or additional mapped avoidance areas, it is advised that a resource advisor be consulted prior to application to determine best action or the potential for environmental effects. See reporting section below for requirements.

1 **Definition of Waterway**

2 Any body of water (including lakes, rivers, streams, and ponds) whether or not it
3 contains aquatic life.

4 **Definition of Waterway Buffer**

5 300 ft. distance on either side of a waterway.

6 **Definition of Additional Mapped Avoidance Areas**

7 On FS lands, there may be areas requiring additional protection outside of the
8 300-foot waterway buffer. This may include certain dry intermittent or
9 ephemeral streams, areas designated for resource protection, as well as areas for
10 the protection of TEPCS terrestrial habitats and population areas.

11 • *FS – Maps are available at <https://www.fs.fed.us/fire/retardant/index.html>.*

12 **Guidance for Pilots**

13 Pilots will avoid all waterways and additional mapped avoidance areas
14 designated by individual agencies. To meet the 300-foot waterway buffer zone
15 or additional mapped avoidance areas guideline, implement the following:

16 • All Aircraft: When approaching a waterway or other avoidance areas, the
17 pilot shall terminate application of wildland fire chemical approximately
18 300 feet before reaching the area. When flying over a waterway, the pilot
19 shall not begin application of wildland fire chemical until 300 feet after
20 crossing the far bank or shore. The pilot shall make adjustments for airspeed
21 and ambient conditions such as wind to avoid the application of wildland
22 fire chemicals within the 300-foot buffer zone. Riparian vegetation may be
23 an indicator of waterways and pilots should confirm to the extent possible
24 that no water is present before dropping.

- 1 • Prior to fire retardant application, all aerial supervision and/or pilots shall
2 be briefed on the locations of all TEPCS or other avoidance areas in the
3 vicinity.
- 4 • If operationally feasible, pilots or the aerial supervision shall make a ‘dry
5 run’ over the intended application area and/or coordinate with ground
6 resources to identify avoidance areas and waterways in the vicinity of the
7 wildland fire.
- 8 • Pilots will be provided avoidance area maps and information at all briefings
9 (if not dispatched from one geographic area/unit and delivering to another
10 geographic area).

11 **Exceptions for Aerial Delivery of Long-Term Retardant on USDA Forest**
12 **Service Lands (2011 Record of Decision)**

- 13 • Deviations from the policy are allowed only for the protection of life or
14 safety (public and firefighter).

15 **Exceptions for All Other Agencies and All Other Fire Chemicals**

- 16 • When alternative line construction tactics are not available due to terrain
17 constraints, congested area, life and property concerns or lack of ground
18 personnel, it is acceptable to anchor the wildland fire chemical application
19 to the waterway. When anchoring a wildland fire chemical line to a
20 waterway, use the most accurate method of delivery in order to minimize
21 placement of wildland fire chemical in the waterway (e.g., a helicopter
22 rather than a heavy airtanker).
- 23 • Deviations from the policy are acceptable when life or property is
24 threatened and the use of wildland fire chemical can be reasonably expected
25 to alleviate the threat.
- 26 • When potential damage to natural resources outweighs possible loss of
27 aquatic life, the unit administrator may approve a deviation from these
28 guidelines.

29 **Reporting Requirements of Aerially Delivered Wildland Fire Chemicals**
30 **Into Waterways, Waterway Buffer Areas and Mapped Avoidance Areas**

31 During training or briefings, inform field personnel of:

- 32 • Environmental guidelines for fire chemical application;
33 • Requirements for avoiding contact with waterways;
34 • Additional mapped avoidance areas as designated by individual agency; and
35 • Their responsibility for upward reporting in the event of application, for
36 whatever reason, into avoidance areas.

37 If application of wildland fire chemical occurs or anyone believes it may have
38 been introduced within waterways, waterway buffered areas, or other mapped
39 avoidance areas, the following is required as appropriate:

- 40 • They should inform their supervisor;

- 1 • The information will be forwarded to incident management and the agency
- 2 administrator, usually through the resource advisor;
- 3 • The incident or host authorities must immediately contact specialists within
- 4 the local jurisdiction; and
- 5 • Notifications and reporting will be completed as soon as possible.

6 Procedures have been implemented for the required reporting. All information,
7 including reporting tools and instructions are posted on the websites at
8 <https://www.fs.fed.us/rm/fire/wfcs> and ~~###~~ <https://www.fs.fed.us/fire/retardant/>
9 <https://www.fs.fed.us/managing-land/fire/chemicals>.

10 The FS has additional reporting requirements for threatened, endangered,
11 proposed, candidate and FS listed sensitive species for aerially delivered fire
12 retardant only. This requirement resulted from the Forest Service's acceptance
13 of Biological Opinions received from the National Marine Fisheries Service
14 (NMFS) and the U.S. Fish and Wildlife Service (FWS), and the *2011 Record of*
15 *Decision (ROD) for Nationwide Aerial Application of Fire Retardant on*
16 *National Forest System Lands*. The procedures, reporting tools, and instructions
17 can be found at the same websites listed above.

18 **Endangered Species Act (ESA) Emergency Consultation**

19 The following provisions are guidance for complying with the emergency
20 section 7 consultation procedures of the ESA for wildland fire chemicals. These
21 provisions do not alter or diminish an action agency's responsibilities under the
22 ESA.

23 Where T&E species or their habitats are potentially affected by application of
24 wildland fire chemicals, the following additional procedures apply and shall be
25 documented in initial or subsequent fire reports:

- 26 • As soon as practicable after application of wildland fire chemical near
27 waterways or other avoidance area as designated by agency, determine
28 whether the application has caused any adverse effects to a T&E species or
29 their habitat. This can be accomplished by the following:
 - 30 ○ Ground application of wildland fire chemical outside a waterway is
31 presumed to avoid adverse effects to aquatic species and no further
32 consultation for aquatic species is necessary;
 - 33 ○ Aerial application of wildland fire chemical outside 300 ft. (or in any
34 additional buffer areas beyond 300 ft. established on NFS lands for
35 certain species) of a waterway is presumed to avoid adverse effects to
36 aquatic species and no further consultation for aquatic species is
37 necessary;
 - 38 ○ Aerial application of wildland fire chemical within 300 ft. (or in any
39 additional NFS lands buffer areas) of a waterway requires that the unit
40 administrator determine whether there have been any adverse effects to
41 T&E species within the waterway. If no adverse effects to aquatic T&E

1 species or their habitats, no additional requirement to consult on aquatic
2 species with FWS or NMFS is required; and/or
3 ○ Application of wildland fire chemical within other avoidance areas as
4 designated by agency requires the agency administrator to determine
5 whether there have been any adverse effects to T&E species. If there
6 are no adverse effects to species or their habitats there is no additional
7 requirement to consult with FWS or NMFS.

8 ■ **FS – Note:** *the FS has completed consultation with regulatory*
9 *agencies (FWS and NOAA) for aerial delivery of fire retardant*
10 *(only) in National Forest System lands; please refer to ###*
11 *<https://www.fs.fed.us/fire/retardant/> for additional information and*
12 *re-initiation of consultation requirements*
13 *<https://www.fs.fed.us/managing-land/fire/chemicals> for additional*
14 *information and reporting, monitoring, and re-initiation of*
15 *consultation requirements.*

16 If the action agency determines that there were adverse effects on T&E species
17 or their habitats then the action agency must consult with FWS and NMFS, as
18 required by *50 CFR 402.05* (Emergencies). Procedures for emergency
19 consultation are described in the *USFWS Endangered Species Consultation*
20 *Handbook*, Chapter 8 (March, 1998). In the case of a long duration incident,
21 emergency consultation should be initiated as soon as practical during the event.
22 Otherwise, post-event consultation is appropriate. The initiation of the
23 consultation is the responsibility of the unit administrator.

24 **Operational Guidelines for Invasive Species**

25 Refer to Chapter 11 for guidance on minimizing potential transmission of
26 invasive species.

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Chapter 13 Firefighter Training and Qualifications

Introduction

National Wildfire Coordinating Group (NWCG) sanctioned firefighters are trained and qualified according to the NWCG and other standards, as outlined below.

Standards

Firefighters must meet standards identified in the NWCG publication, *National Incident Management System: Wildland Fire Qualification System Guide* NWCG Standards for Wildland Fire Position Qualifications (PMS 310-1). The PMS 310-1 may be found at <https://www.nwcg.gov/publications/310-1>.

Federal agencies have consolidated minimum standards and information for frequently used positions not included in the PMS 310-1. The *Federal Wildland Fire Qualifications Supplement* can be found [on the NWCG Qualifications website](https://iqcsweb.nwcg.gov/) at <https://iqcsweb.nwcg.gov/>.

Certain firefighters must meet standards identified in the *Interagency Fire Program Management Qualifications Standards and Guide* at <https://www.ifpm.nifc.gov>.

Agency standards for training and qualifications may exceed the minimum standards established by National Wildfire Coordinating Group (NWCG). Such additional standards will be approved by the Fire Directors, and implemented through the Incident Qualifications and Certification System (IQCS). Standards which may exceed the minimum standards established by NWCG are identified in:

- **BLM** – *BLM Standards for Fire Training and Workforce Development*, available at https://www.nifc.gov/training/trainingBLM_main.html.
- **FWS** – *The Fire Management Handbook*.
- **FS** – *The Forest Service Fire and Aviation Qualifications Guide (FSFAQG)* at <https://www.fs.fed.us/fire/publications/>.
- **BIA** – Standards can be referenced at <https://www.bia.gov/nife/index.htm> <https://www.bia.gov/bia/ots/dfwfm/bwfm> *Fire Management Leadership (FML)*, (geographic or national) is required for all Bureau Agency Administrators/Line Officers including Agency Superintendents; Agency Foresters or Natural Resource Managers; and Regional Foresters. Regional Directors, Deputy Directors in natural resource program areas, and Tribal Natural Resource Program Administrators are also encouraged to attend this course. The national level course offered by NAFRI is the preferred alternative to the geographic course.

- 1 Federal agencies will accept each other's qualifications/certifications, regardless
- 2 of jurisdiction and throughout the duration of the incident.

3 **Qualification and Certification Process**

- 4 Each unit with fire management responsibilities will establish an Incident
- 5 Qualification Card qualification and certification process, which may include a
- 6 qualification and certification committee. In areas cooperating with other
- 7 federal, state, or local agencies, an interagency qualification and certification
- 8 committee should be established and include representatives from each unit.
- 9 • *BIA – Regional/Local Unit Red Card Committees will be used to determine*
- 10 *qualifications and training requirements.*

11 These qualification and certification committees provide management oversight
12 and review of the wildland and prescribed fire positions under their jurisdiction.

13 The committee:

- 14 • Ensures that qualifications generated by IQCS or other agency systems for
- 15 employees are valid by reviewing the training and experience of each
- 16 employee.
- 17 • Determines whether each employee possesses the personal characteristics
- 18 necessary to perform the wildland and prescribed fire positions in a safe and
- 19 efficient manner.
- 20 • Makes recommendations to the appropriate Agency Administrator or
- 21 designee who is responsible for final certification signature.
- 22 • Develops interagency training needs and sponsors courses that can be
- 23 offered locally.
- 24 • Ensures training nominees meet minimum requirements for attending
- 25 courses.

26 **Non-NWCG Agency Personnel Qualifications**

27 Personnel from non-NWCG agencies meeting **### NWCG** PMS 310-1
28 prerequisites can participate in and receive certificates for successful completion
29 of NWCG courses. Agency employees can complete the Task Blocks,
30 Evaluation Record and Verification/Certification sections of a cooperating
31 organizations employee Position Task Book. Agency employees will not initiate
32 or complete the Agency Certification sections of the Position Task Book for
33 non-agency employees.

34 Personnel from agencies that do not subscribe to the NWCG qualification
35 standards may be used on agency managed fires. Agency fire managers must
36 ensure these individuals are only assigned to duties commensurate with their
37 competencies, agency qualifications, and equipment capabilities.

38 **Non-NWCG Agency Personnel Use on Prescribed Fire**

39 The **### NWCG** PMS 310-1 **###**, *National Incident Management System:*
40 *Wildland Fire Qualification System Guide*, establishes the minimum

- 1 qualifications for personnel involved in prescribed fires on which resources of
- 2 more than one agency are utilized—unless local agreements specify otherwise.
- 3 This guide may be found at <https://www.nwccg.gov/publications/310-1>.

4 **Incident Qualifications and Certification System (IQCS)**

5 The Incident Qualifications and Certification System (IQCS) is the fire
6 qualifications and certification record keeping system. The Responder Master
7 Record report provided by the IQCS meets the agency requirement for
8 maintaining fire qualification records. The system is designed to provide
9 managers at the local, state/regional, and national levels with detailed
10 qualification, experience, and training information needed to certify employees
11 in wildland fire positions. The IQCS is a tool to assist managers in certification
12 decisions. However, it does not replace the manager's responsibility to validate
13 that employees meet all requirements for position performance based on their
14 agency standards.

15 ~~### A hard copy file folder will be kept for each employee. The contents will~~
16 ~~include, but are not limited to training records for all agency required courses,~~
17 ~~evaluations from assignments, position task book verification, yearly updated~~
18 ~~IQCS forms, and the Responder Master Record from IQCS. All records will be~~
19 ~~stored and/or destroyed in accordance with agency policies. Certifying officials~~
20 ~~have the option to keep employee qualification records as a hard copy file or an~~
21 ~~electronic file using the IQCS document upload feature. Both options must~~
22 ~~include proof of all required training, certified position task books, required~~
23 ~~license/certification and documentation for administrative actions (system~~
24 ~~overrides from Certifying Officials). Hard copy files will also include current~~
25 ~~copies of the IQCS Master Record and Incident Qualification Card. All records~~
26 ~~will be stored and/or destroyed in accordance with agency policies.~~

- 27 • **BLM** – These policies can be found at
28 <https://blmspace.blm.doi.net/wo/BLMrec/default.aspx>.
- 29 • **BLM/NPS** – IQCS account managers will have an IQCS Delegation of
30 Authority from the certifying official. A Delegation of Authority can be
31 found at <https://iqcsweb.nwccg.gov/>.
- 32 • **FS** – Forest Service Fire and Aviation Qualifications Guide (FSFAQG) at
33 ~~### <https://www.fs.fed.us/fire/publications/> [https://www.fs.fed.us/managing-](https://www.fs.fed.us/managing-land/fire)~~
34 ~~land/fire.~~
- 35 • **BIA** – All BIA/Tribal units with Fire Management Programs are required
36 to use IQCS to track all federal emergency responders. Agency
37 Superintendents and Line Officers of Tribal fire programs are considered
38 Certifying Officials pursuant to the definition in the ~~### NWCCG~~ PMS 310-1.
39 As such, they are responsible for ensuring that agency fire management
40 personnel develop and maintain fire management job qualifications and
41 meet physical fitness standards in accordance with policy and assign
42 personnel to fire suppression, prescribed fire, wildland fire use activities
43 according to qualifications and demonstrated ability. They are responsible
44 for entering and maintaining employee fire qualifications in the IQCS.

1 *Agency Superintendents and Line Officers of Tribal Fire Programs who*
2 *choose Delegation of Authority of the Certifying Official role must do so in*
3 *writing, utilizing the Delegation of Authority form found on the IQCS*
4 *website at <https://iqcsweb.nwccg.gov/>.*

5 **Certification of Non-Agency Personnel**

6 Non-agency firefighters will be certified by state or local fire departments, or
7 private training providers approved by a Memorandum of Understanding
8 (MOU) through their local GACC. Agencies will not assist in the
9 administration, or sponsor the Work Capacity Test (WCT), as the certifying
10 agency.

11 **Incident Qualification Card**

12 The Agency Administrator (or delegate) is responsible for annual certification of
13 all agency and Administratively Determined (AD) personnel serving on wildfire,
14 prescribed fire, and all hazard incidents. This responsibility includes monitoring
15 medical status, fitness, training, performance, and ensuring the responder meets
16 all position performance requirements.

17 Training and successful completion of the appropriate WCT must be
18 accomplished and documented. All Incident Qualification Cards issued to
19 agency employees, with the exception of Emergency Firefighter (EFF-paid or
20 temporary employees at the FFT2 level), will be printed using the IQCS.
21 Incident Qualification Cards issued to EFF or temporary employees at the FFT2
22 level may be printed without use of the IQCS.

23 Each agency will designate employees at the national, regional/state, and local
24 levels as Fire Qualifications Administrators, who ensure all incident experience,
25 incident training, and position task books for employees within the agency are
26 accurately recorded in the IQCS. All records must be updated annually or
27 modified as changes occur.

28 • **BLM – BLM Recertification Policy:** *If an employee (including an agency-*
29 *sponsored AD) has lost currency in a position, the employee is converted to*
30 *trainee status for that position. In order to regain full qualification for the*
31 *position, the employee must demonstrate the ability to perform in the*
32 *position as determined by the Certifying Official. Prior to recertification,*
33 *the employee must:*

- 34 ○ *Complete the BLM Recertification Evaluation found at*
35 *https://www.nifc.gov/training/trainingBLM_main.html.*
- 36 ○ *Complete one or more evaluation assignments.*
- 37 ○ *Complete any additional requirements as determined by the Certifying*
38 *Official (e.g., additional assignments and/or courses).*

39 ***NOTE:** This policy only applies to positions for which a task book is*
40 *required.*

41 • **BLM – State Fire Management Officers** *will certify Position Task Books*
42 *and Incident Qualification Cards for Area Command and Type 1 Command*
43 *and General Staff positions.*

- 1 • *NPS – Certification for Area Command and Type 1 Command and General*
- 2 *Staff (C&GS) position task books will be done at the national office level;*
- 3 *Type 2 C&GS, and any position task books issued to park fire management*
- 4 *officers will be certified at the regional office level. All other position task*
- 5 *books may be certified at the local unit level.*
- 6 • *NPS – It is NPS policy that two or more assignments be accomplished after*
- 7 *completing a Position Task Book, and receiving certification, before an*
- 8 *individual begins movement to the next higher level.*
- 9 • *FWS – See Fire Management Handbook for guidance on qualification*
- 10 *recertification.*
- 11 • *FS – Refer to FSH 5109.17, chapter 10, and the FSFAQG.*
- 12 • *BIA – ### All personnel sponsored by BIA/Tribal units are required to*
- 13 *have an Incident Qualification Card. BIA Recertification Policy: If an*
- 14 *employee, including an agency-sponsored AD, has lost currency in a*
- 15 *position, the employee is converted to trainee status for that position. In*
- 16 *order to regain full qualification for the position, the employee must*
- 17 *demonstrate the ability to perform in the position as determined by the*
- 18 *Certifying Official. Prior to recertification, the employee must:*
- 19 ○ *Complete one or more evaluation assignments.*
- 20 ○ *Complete any additional requirements as determined by the Certifying*
- 21 *Official (e.g., additional assignments and/or courses).*

22 Incident Qualification Card Expiration Dates

23 Incident Qualification Cards for responders that possess qualifications requiring
24 Work Capacity Tests (WCT) and the Annual Fireline Safety Refresher Training
25 course (RT-130) are valid through the earliest expiration date (either fitness or
26 refresher) listed on the card. Incident Qualification Cards for responders that
27 possess qualifications that do not require WCT or RT-130 for issuance are valid
28 for 12 months from the date the card is signed by a certifying official.

- 29 • *FS – The WCT is considered effective for 13 months from the date passed.*
- 30 *If an employee is on an emergency assignment on the date their*
- 31 *WCT/refresher expires, they will complete their assignment including any*
- 32 *extensions. Upon return to their duty station, they must complete the*
- 33 *WCT/refresher and acquire a new Incident Qualification Card prior to*
- 34 *accepting any new assignments.*

35 Universal Training Requirements

36 All personnel filling NWCG recognized positions on the fireline must have
37 completed:

- 38 • S-130 *Firefighter Training* (including the required field exercises);
- 39 • S-190 *Introduction to Wildland Fire Behavior*;
- 40 • L-180 *Human Factors on the Fireline*;
- 41 • ICS-100 *Introduction to ICS*; and
- 42 • IS-700 *NIMS: An Introduction* (current version).

1 Annual Fireline Safety Refresher Training

2 Annual Fireline Safety Refresher Training is required for those positions
3 identified in the ~~### NWCC~~ *PMS 310-1*. Annual Fireline Safety Refresher
4 Training must include the following core components:

- 5 • **Entrapment Avoidance** – Use training and reference materials (e.g.,
6 LCES, Standard Firefighting Orders, Watch Out Situations, Wildfire
7 Decision Support System (WFDSS) direction, Fire Management Plan
8 priorities) to study the risk management process as identified in the Incident
9 Response Pocket Guide (*IRPG*) as appropriate to the participants;
- 10 • **Current Issues** – Review and discuss current topics which could be based
11 on the new modules or areas of concern identified by your agency or
12 geographic area. Review forecasts and assessments for the upcoming fire
13 season and discuss implications for firefighter safety;
- 14 • **Fire Shelter** – Review and discuss last resort survival including escape and
15 shelter deployment site selection. Conduct “hands-on” fire shelter
16 inspections. Practice shelter deployments in applicable crew/module
17 configurations (wearing fireline personal protective equipment during fire
18 shelter practice can enhance the learning experience for students); and
- 19 • **Other Hazards and Safety Issues** – Choose additional hazard and safety
20 subjects, which may include SAFENET, current safety alerts, site/unit-
21 specific safety issues and hazards.

22 These core components must be sufficiently covered to ensure that personnel are
23 aware of safety concerns and procedures and can demonstrate proficiency in fire
24 shelter deployment. The minimum refresher training hour requirements for each
25 agency is identified below. Training time may be extended in order to
26 effectively complete this curriculum or to meet local training requirements.

- 27 • **BLM/BIA** – 4 hours.
- 28 • **NPS/FWS/FS** – No minimum hourly requirement; core topics as shown
29 above will be covered.

30 The Annual Fireline Safety Refresher Training course (RT-130) is not a self-
31 study course. Minimum requirements have been established for instructors for
32 Annual Fireline Safety Refresher Training. These requirements will ensure that
33 an appropriate level of expertise and knowledge is available to facilitate
34 refresher training exercises and discussions.

- 35 • Lead instructors must be a qualified single resource boss.
- 36 • Unit instructors must be a qualified firefighter type one (FFT1).
- 37 • Adjunct instructors may be utilized to provide limited instruction in
38 specialized knowledge and skills at the discretion of the lead instructor.
39 They must be experienced, proficient and knowledgeable of current issues
40 in their field of expertise.
- 41 • All instructors will need the knowledge and skills to utilize current
42 educational technology as it relates to the Wildland Fire Safety Training

- 1 Annual Refresher (WFSTAR) website, such as video streaming,
2 downloading interactive videos, and use of mobile applications and devices.
- 3 For additional information please refer to the current **### NWCG Field**
4 **Manager's Course Guide NWCG Standards for Course Delivery** (PMS 901-1) at
5 <https://www.nwccg.gov/publications/901-1>.
- 6 Annual Fireline Safety Refresher training will have a 12-month currency.
- 7 • **FS** – *Forest Service employees have a 13-month currency requirement for*
8 *Annual Fireline Safety Refresher training.*
- 9 Firefighters who receive initial fire training are not required to take Annual
10 Fireline Safety Refresher Training in the same calendar year. A website,
11 <https://www.nwccg.gov/publications/training-courses/rt-130>, titled *RT-130*
12 *Annual Fireline Safety Refresher Training* is available to assist in this training.
13 Entrapment avoidance and deployment protocols are identified in the *Incident*
14 *Response Pocket Guide (IRPG)* (PMS 461/NFES 1077). The guide contains a
15 specific “Risk Management Process” and “Last Resort Survival Checklist.”
- 16 • **BLM** – *The “Do What’s Right” training is required annual training but is*
17 *not a prerequisite for issuance of an Incident Qualification Card.*

18 **Medical Examinations**

- 19 Agency Administrators and supervisors are responsible for the occupational
20 health and safety of their employees performing wildland fire activities, and may
21 require employees to take a medical examination at any time.
- 22 • **BLM/NPS/FWS/BIA** – *An employee may be required to take a medical*
23 *examination whenever there is a reasonable concern, based on objective*
24 *evidence, about the employee’s continued capacity to meet any of the*
25 *physical or medical requirements of the position. Such an examination may*
26 *be ordered for instances of job-related injuries/illnesses and for those that*
27 *are not job-related. Supervisors should contact their Servicing Human*
28 *Resource Office and Wildland Fire Safety Program Manager for assistance*
29 *with preparing the memorandum for requiring a medical examination. The*
30 *DOI MSP Program Management will review the memorandum before*
31 *issuance to the employee.*
- 32 • **FS** – *See the USFS WCT Implementation Guide at*
33 *<https://www.fs.fed.us/managing-land/fire> as well as the eMedical website at*
34 ***### <https://www.fs.fed.us/fire/safety/wct/MQP.index.html>***
35 ***<https://www.fs.fed.us/managing-land/fire/safety/emedical>***
- 36 Established medical qualification programs, as stated in 5 CFR 339, provide
37 consistent medical standards for arduous positions in order to safeguard the
38 health of employees whose work may subject them or others to significant
39 health and safety risks due to occupational or environmental exposure or
40 demand.

1 Any employee with an active worker's compensation (OWCP) case or other
2 physical or medical limiting factors/restrictions that preclude them from fully
3 performing the activities of an arduous position must disclose this as part of the
4 self-certification or medical examination process.

5 Information on any medical records is considered confidential and must be kept
6 in the employee's medical file.

7 **Arduous Fitness Level – Department of Interior Wildland Firefighter
8 Medical Standards Program (DOI MSP)**

9 Per Office of Wildland Fire (OWF) Policy Memorandum 2016-014, "All
10 employees (incumbents and applicants) must take an examination meeting
11 Federal Interagency Wildland Fire Medical Standards every three years
12 regardless of employment status and hiring authority, including emergency
13 firefighters (Administratively Determined – AD/casual hires) and collateral duty
14 firefighters who participate in arduous duty wildland fire activities. An
15 examination taken and successfully cleared in accordance with the DOI MSP
16 direction is required prior to participating in the Arduous Duty Work Capacity
17 Test (Pack Test), performing arduous duty, wildland fire duties, or any agency
18 sanctioned physical fitness training to prepare for these duties. In the years
19 between the periodic examinations, an employee will self-certify their medical
20 concerns and risk in taking the Work Capacity Test." Information regarding the
21 DOI MSP can be obtained from agency Wildland Fire Safety Program Manager
22 and at https://www.nifc.gov/medical_standards/.

23 If diagnostic testing beyond what is required by the DOI MSP is needed to
24 determine medical qualification, agency approval is required before the tests are
25 conducted. If the agency approves a request for further testing, the agency is
26 responsible for payment. Additional testing or treatment carried out without
27 prior approval shall be at the individual's expense.

28 **Exam/Self-Certification Periodicity and Changes in Medical Status**

29 ~~### A baseline or periodic exam is required every 36 months from the date of
30 the exam regardless of the qualification date. Annual self-certifications between
31 periodic exams must be completed within 12 months of the previous medical
32 qualification date.~~

- 33 • ~~*BLM/NPS – If an employee's medical qualification expires prior to
34 successfully clearing a periodic exam or self-certification, they are no
35 longer medically qualified. It is incumbent on the supervisor to block, in
36 IQCS, all arduous duty related qualifications until the employee has been
37 medically cleared to resume arduous duty work.*~~

38 ~~Supervisors may order a self certification for employees prior to the 12-month
39 expiration of the last medical qualification to accommodate unit level alignment
40 of recertification schedule (RT 130, medical qualification or work capacity
41 testing). A self-certification must precede the arduous work capacity test by no
42 more than 45 days prior to fitness testing.~~

1 If a Department of the Interior arduous duty wildland firefighter (WLFF)
2 develops a change in medical status between periodic medical exams or self-
3 certifications, the WLFF is required to immediately report this change to his/her
4 supervisor and report it at the time of the next medical exam or self certification.

5 Changes in medical status that require reporting are:

- 6 • Injury or illness which may prevent performance of arduous duty.
- 7 • Expiration of periodic medical exam or self certification.
 - 8 ○ **BLM/NPS/BIA** – If a change in medical status for BLM/NPS/BIA
9 arduous duty firefighters has been reported, it is incumbent on the
10 BLM/NPS/BIA/Tribal supervisor to block, in IQCS, all arduous duty
11 related qualifications until the employee has been medically cleared to
12 resume arduous duty work.

13 A baseline or periodic exam is required every 36-months from the date of the
14 exam regardless of the qualification date. Annual self-certifications between
15 exams must precede the arduous work capacity test by no more than 45 days
16 prior to fitness testing.

17 If a Department of the Interior arduous duty wildland firefighter (WLFF)
18 develops a significant change in medical status between medical exams or self-
19 certifications, the WLFF is required to immediately report this change to his/her
20 supervisor and complete a self-certification. A significant change in medical
21 status is defined as any injury or illness which may prevent performance of
22 arduous duty. It is critical the employee understands the importance of reporting
23 a significant change in medical status and ceasing arduous duty until cleared.
24 Eligibility for compensation or benefit claims may be affected by a failure to
25 report. If a change in medical status for arduous duty firefighters has been
26 reported, it is incumbent on the supervisor to ensure the firefighter ceases to
27 perform arduous duty and if necessary, ensure all arduous duty related
28 qualifications are prevented from being sent to ROSS in IQCS until the
29 employee has been medically cleared to resume arduous duty work.

30 A WLFF must also immediately inform his/her supervisor if they have not
31 completed an exam within the previous 36 months and must not resume arduous
32 duty work until completion of a periodic exam and medical qualification.

- 33 ○ **NPS** – *NPS Law Enforcement Rangers who are collateral duty*
34 *wildland firefighters will have their LE medical exam results reviewed*
35 *against the Federal Interagency Wildland Firefighter Medical*
36 *Standards for medical qualification determination. If a determination*
37 *of Not Cleared is made, the DOI MSP Risk Mitigation/Waiver process*
38 *will be used.*
- 39 ○ **FWS** – *Periodicity requirements for Refuge law enforcement*
40 *examinations will be applied to arduous duty wildland fire positions.*
41 *Law enforcement officers wishing to perform in ### NWCG PMS 310-1*
42 *or USFWS agency-specific wildland fire positions with an arduous*
43 *fitness requirement must pass the arduous work capacity test on an*
44 *annual basis. The HSQ will be used for off exam years prior to arduous*
45 *work capacity testing.*

- 1 ○ **FS** – Refer to current agency direction at
 2 <https://www.fs.fed.us/managing-land/fire>.
 3 ○ **BIA** – Refer to agency specific standards located at
 4 https://www.nifc.gov/medical_standards/.
 5 ○ **BIA** – BIA structural firefighters may submit a completed NFPA exam
 6 that includes all of the DOI MSP exam requirements for RMO review
 7 against the Federal Interagency Wildland Firefighter Medical
 8 Standards for wildland fire medical qualification.

9 Medical Exam Process for Light and Moderate Fitness Levels

10 ~~###~~ Beginning January 2019, the medical screening process for light and
 11 moderate work capacity testing (Health Screening Questionnaire (HSQ)) will be
 12 In January 2019, the medical screening process for light and moderate work
 13 capacity testing (Health Screening Questionnaire (HSQ)) was centralized and
 14 automated through the DOI MSP's national contractor. For details on the
 15 process visit https://www.nifc.gov/medical_standards.

- 16 • **FS** – Medical exams will be paid from a Washington Office fund code.
 17 Additional specialized testing other than the tests listed on the OF-178 will
 18 not be covered by the Forest Service.

19 If the SHRO or FMO has a direct concern about an employee's/applicant's
 20 capacity to meet the physical or medical requirements of a position, the agency
 21 may require the employee/applicant to report for a specific medical evaluation.
 22 For more information, contact your SHRO or agency Wildland Fire Safety
 23 Program Manager.

- 24 • **NPS** – The law enforcement medical exam for NPS rangers, who are
 25 collateral duty wildland firefighters, will suffice for ~~### arduous~~, moderate,
 26 and light fitness level clearance.
 27 • **FWS** – Periodicity requirements for Refuge law enforcement examinations
 28 will be applied to light or moderate. Law enforcement officers wishing to
 29 perform in ~~### NWCG~~ PMS 310-1 or USFWS agency-specific wildland fire
 30 positions with a light or moderate fitness requirement must pass the
 31 appropriate level work capacity test on an annual basis. The HSQ will be
 32 used for off exam years prior to light or moderate work capacity testing.
 33 • **FS** – The completed OF-178 is submitted to the Reviewing Medical Officer
 34 for the Agency to review and medically clear.
 35 • **BIA** – Individuals who opt out of the DOI MSP at the arduous level will be
 36 required to complete a Fitness for Duty exam prior to participating in a
 37 WCT at a lower fitness level.

38 Work Capacity Tests

39 Work Capacity Test (WCT) Categories

40 The ~~### NWCG National Incident Management System: Wildland Fire~~
 41 ~~Qualification System Guide~~ NWCG Standards for Wildland Fire Position
 42 ~~Qualifications~~ (PMS 310-1) identifies fitness levels for specific positions. There

- 1 are three fitness levels—Arduous, Moderate, and Light—which require an
- 2 individual to demonstrate their ability to perform the fitness requirements of the
- 3 position. Positions in the “no fitness level required” category are normally
- 4 performed in a controlled environment, such as an incident base.
- 5 Law Enforcement physical fitness standard is accepted as equivalent to a “light”
- 6 WCT work category.

7 **Work Capacity Test Categories**

WCT Category	Distance	Weight	Time
Arduous Pack Test	3 miles	45 lb	45 min
Moderate Field Test	2 miles	25 lb	30 min
Light Walk Test	1 mile	None	16 min

- 8 • **Arduous** – Duties involve field work requiring physical performance with
- 9 above average endurance and superior conditioning. These duties may
- 10 include an occasional demand for extraordinarily strenuous activities in
- 11 emergencies under adverse environmental conditions and over extended
- 12 periods of time. Requirements include running, walking, climbing, jumping,
- 13 twisting, bending, and lifting more than 50 pounds; the pace of the work
- 14 typically is set by the emergency conditions.
- 15 • **Moderate** – Duties involve field work requiring complete control of all
- 16 physical faculties and may include considerable walking over irregular
- 17 ground, standing for long periods of time, lifting 25 to 50 pounds, climbing,
- 18 bending, stooping, twisting, and reaching. Occasional demands may be
- 19 required for moderately strenuous activities in emergencies over long
- 20 periods of time. Individuals usually set their own work pace.
- 21 • **Light** – Duties mainly involve office type work with occasional field
- 22 activity characterized by light physical exertion requiring basic good health.
- 23 Activities may include climbing stairs, standing, operating a vehicle, and
- 24 long hours of work, as well as some bending, stooping, or light lifting.
- 25 Individuals can usually govern the extent and pace of their physical activity.

26 **Work Capacity Test (WCT) Administration**

27 The Work Capacity Test (WCT) is the official method of assessing wildland
 28 firefighter fitness levels. General guidelines can be found in the **Work**
 29 **Capacity Tests for Wildland Firefighters, Test Administrator’s Guide Work**
 30 **Capacity Test: Administrator’s Guide** (PMS 307 **NFES 1109**).

- 31 • **FS** – For FS direction on WCT administration, refer to the USFS WCT
 32 *Implementation Guide* at <https://www.fs.fed.us/managing-land/fire>.

33 WCT administrators must confirm medical clearance at the appropriate fitness
 34 level through review of a clearance list provided by the Fire Management
 35 Officer (or delegate) or by verifying certificate of WCT clearance at the time of

- 1 the WCT. There is no need for the WCT Administrator to collect or retain
2 copies of the certificate of clearance.
- 3 At a minimum, WCTs are administered annually to all employees, including
4 AD/EFF who will be serving in wildland fire positions that require a fitness
5 level. The currency for the WCT is 12 months.
- 6 • **FS** – *Currency for WCT is 13 months.*
- 7 The WCT results shall be documented on the WCT Record available online as
8 Appendix O at https://www.nifc.gov/policies/pol_ref_redbook.html. The WCT
9 Record captures information that is covered under the Privacy Act and should be
10 maintained in accordance with agency Freedom of Information Act (FOIA)
11 guidelines.
- 12 Administration of the WCT of non-federal firefighters is prohibited for liability
13 reasons. Potential emergency firefighters who would be hired under Emergency
14 Hire authority by the agency must be in AD pay status or sign an agency-
15 specific volunteer services agreement prior to taking the WCT.
- 16 A Job Hazard Analysis (JHA) or Risk Assessment (RA) shall be developed and
17 approved for each field unit prior to administering the WCT. Administer the
18 test using the JHA/RA as a briefing guide.
- 19 • **BLM** – *A risk assessment shall be developed and approved for each field*
20 *unit prior to administering the WCT.*
- 21 • **BIA** – *A RA shall be developed and approved for each field unit prior to*
22 *administering the WCT. A RA for the WCT can be found at*
23 *<https://www.bia.gov/nifc/safety/WildlandFireRiskAssessment/index.htm>.*
- 24 The local unit shall prepare a medical response plan (such as an ICS-206 form),
25 evaluate options for immediate medical care and patient transport, and identify
26 closest emergency medical services. A minimum of a qualified Medical First
27 Responder/Emergency Medical Responder (EMR) must be on site during WCT
28 administration. Based upon a thorough evaluation of potential medical treatment
29 and evacuation scenarios, a higher level of on-site emergency medical
30 qualifications and equipment may be warranted (e.g., Emergency Medical
31 Technician (EMT) or paramedic).
- 32 An Automatic External Defibrillator (AED) is required on-site during all WCTs.
- 33 Personnel taking the WCT will only complete the level of testing (Pack, Field,
34 Walk) required by the highest fitness level identified for a position on their
35 Incident Qualification Card. Employees shall not take the WCT unless they have
36 an Incident Qualification Card qualification that requires it, and only at the
37 fitness level required by that position as identified in the ### NWCG PMS 310-
38 I or agency-specific guidance or policy.
- 39 Treadmills are not approved for Work Capacity Testing.

- 1 WCT results must be entered into the IQCS annually to update the fitness level
2 and date that will appear on the Incident Qualification Card. WCT dates entered
3 in IQCS will reflect the date the employee passed the fitness test. The results of
4 the most recent WCT will always supersede the results of any previous WCT,
5 even if previous WCTs were within the currency period.
- 6 • *NPS/FWS – Law Enforcement Officers are required to provide a copy of*
7 *the medical clearance for verification and tracking purposes to the*
8 *appropriate incident qualifications and certifications system (IQCS)*
9 *account manager. Account managers will reflect the appropriate*
10 *examination type and currency for the Law Enforcement Officer*
11 *examinations in the physical examinations portion of the IQCS system.*
 - 12 • *FS – Failed or not completed WCT attempts are to be entered into the*
13 *eMedical system by the HSQ Coordinator.*

14 **Work Capacity Test – Retesting**

15 Those who do not pass the WCT will be provided another opportunity to retest.
16 Employees will have to wait at least 48 hours before retaking the WCT. If an
17 employee sustains an injury (verified by a licensed medical provider) during a
18 test, the test will not count as an attempt. Once an injured employee has been
19 released for full duty, the employee will be given time to prepare for the test (not
20 to exceed 4 weeks). The numbers of retesting opportunities that will be allowed
21 include:

- 22 • Three opportunities total for permanent employees required to pass a test
23 for duties in the fire program.
- 24 • One opportunity for temporary employees required to pass a test (a second
25 chance maybe provided at the discretion of fire management).
 - 26 ○ *FS – Direction can be found in the USFS WCT Implementation Guide*
27 *at <https://www.fs.fed.us/managing-land/fire>.*
 - 28 ○ *BIA – Employees who fail two WCT's will develop an appropriate*
29 *Physical Fitness Plan with their supervisors to ensure accountability*
30 *before the 3rd test is administered.*
 - 31 ○ *BIA – Temporary Employees- A second test may be authorized by the*
32 *local unit after 14 days to allow the individual to train for the WCT. A*
33 *failed second test will result in a 90 day suspension without additional*
34 *testing during that period.*

35 **Physical Fitness**

36 **Physical Fitness and Conditioning**

37 Agency Administrators are responsible for ensuring the overall physical fitness
38 of firefighters. Employees serving in wildland fire positions that require a fitness
39 rating of arduous as a condition of employment are authorized one hour of duty
40 time each work day for physical fitness conditioning. Employees serving in
41 positions that require a fitness rating of moderate or light may be authorized up
42 to three hours per week.

- 43 • *BLM – See Chapter 2 for physical fitness conditioning requirements.*

- 1 Fitness conditioning periods may be identified and structured to include aerobic
2 and muscular exercises. Team sports are not authorized for fitness conditioning.
3 Chapters 5, 6, 7, 8, and 9 and Appendices F, G, and H of *Fitness and Work*
4 *Capacity 2009 ed.* (PMS 304-2, NFES 1596) and the Interagency Fire Fitness
5 Program in the USFS *WCT Implementation Guide* provide excellent guidance
6 concerning training specifically for the pack test, aerobic fitness programs, and
7 muscular fitness training. <https://www.nifc.gov/FireFit/index.htm>
- 8 • **NPS** – *A fitness plan is required for all NPS personnel participating in a*
9 *fitness program (DO-57). For health and fitness purposes, those who are*
10 *fire-qualified at less than the arduous fitness level are not required to meet*
11 *the mandatory fitness program requirements of DO-57 for wildland fire*
12 *management. They are strongly encouraged to participate in the voluntary*
13 *fitness program, and must still meet physical fitness/work capacity*
14 *requirements as outlined in the ### Wildland Fire Qualifications System*
15 *Guide NWCG Standards for Wildland Fire Position Qualifications (PMS*
16 *310-1) for positions with Moderate and Light fitness requirements.*
 - 17 • **FWS** – *Refer to Chapter 4, Physical Fitness and Conditioning.*
 - 18 • **FS** – *Forest Service direction is found in FSH 5109.17 and the FSFAQG.*
19 *NFFE Partnership bargaining unit employees may only be required to*
20 *successfully complete the WCT once per year.*
 - 21 • **BIA** – *### Physical Fitness plan must have supervisor's approval. Refer to*
22 *Chapter 6, Physical Fitness and Conditioning.*

23 **Minimum Age Requirements for Hazardous Duty Assignments on Federal** 24 **Incidents**

25 Persons under 18 years old will not perform hazardous duties during wildland
26 fire management operations on federal jurisdictions.

27 **Engine Modules**

28 Staffing levels and specific requirements for engine personnel may be found in
29 Chapter 14, Firefighting Equipment.

30 **Helicopter Modules**

31 Staffing levels and specific requirements for helicopter personnel may be found
32 in Chapter 16, Aviation.

33 **Smokejumpers (SMKJ)**

34 Smokejumpers provide professional and effective fire suppression, fuels
35 reduction, and fire management services to help land managers meet objectives.

36 **Smokejumper Policy**

37 Smokejumper operations are guided by direction in the interagency section of
38 the *Interagency Smokejumper Operations Guide (ISOG)*.

1 Each base will comply with smokejumper operations standards. The arduous
 2 duties, specialized assignments, and operations in a variety of geographic areas
 3 require smokejumpers to have uniform training, agency approved equipment,
 4 communications, organization, and operating procedures.

5 **Smokejumper Communications**

6 All smokejumpers carry programmable radios and are proficient in their use and
 7 programming procedures.

8 **Smokejumper Training**

9 To ensure proficiency and safety, smokejumpers complete annual training that
 10 covers aspects of aviation, parachuting, fire suppression tactics, administrative
 11 procedures, and safety related to the smokejumper mission and fire operations.
 12 The training program for first-year smokejumpers is four weeks long.

13 Candidates are evaluated to determine:

- 14 • Level of physical fitness;
- 15 • Ability to learn and perform smokejumper skills;
- 16 • Ability to work as a team member;
- 17 • Attitude; and
- 18 • Ability to think clearly and remain productive in a stressful environment.

19 **Smokejumper Target Qualifications**

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

20 **Smokejumper Medical Standards**

21 Smokejumper medical standards are the same as the Federal Interagency
 22 Wildland Firefighter Medical Standards-Arduous Duty Wildland Firefighter.

23 **USFS Smokejumper Physical Fitness Standards**

24 The national minimum standards for smokejumpers are:

- 25 • 1.5 mile run in 11:00 minutes or less;
- 26 • 45 sit-ups;
- 27 • 25 pushups;
- 28 • 7 pull-ups;
- 29 • 110 lb. pack-out over 3 miles/level terrain/90 minutes*; and
- 30 • Successful completion of the WCT at the arduous level.

*This element is tested during Smokejumper Rookie Training.

- 1 • **BLM** – Refer to Chapter 2 for physical fitness standards.

2 **Interagency Hotshot Crews (IHC)**

3 Interagency Hotshot Crews provide an organized, mobile, and skilled hand crew
4 for all phases of wildfire suppression. IHCs are comprised of 18-22 firefighters
5 and are used primarily for wildfire suppression, fuels reduction, and other fire
6 management duties. IHC's are capable of performing self-contained initial
7 attack suppression operations, and commonly provide incident management
8 capability at the Type 3 or 4 levels.

9 **IHC Policy**

10 IHC standards provide consistent planning, funding, organization, and
11 management of the agency IHCs. The sponsoring unit will ensure compliance
12 with the established standards. The arduous duties, specialized assignments, and
13 operations in a variety of geographic areas required of IHCs dictate that training,
14 equipment, communications, transportation, organization, and operating
15 procedures are consistent for all agency IHCs.

16 As per agency policy, all IHCs will be managed under the *Standards for*
17 *Interagency Hotshot Crew Operations (SIHCO)*.

- 18 • **BLM/NPS** – *BLM Preparedness Review Checklist #18 (Hotshot Crew)*
19 *supersedes the checklist found in the SIHCO.*
20 • **BLM** – *Additional guidance for BLM IHCs is contained in Chapter 2.*
21 • **BIA** – *IHC Superintendent and Assistant Superintendent are required to*
22 *have the additional qualification of IHCS and/or IHCA on their Red Card*
23 *prior to mobilization. Additional information regarding this standard can*
24 *be found in the Federal Wildland Fire Qualifications Supplement at*
25 *<https://iqcsweb.nwcg.gov/>.*

26 **IHC Certification**

27 The process for IHC certification is found in the *Standards for Interagency*
28 *Hotshot Crew Operations (SIHCO)*.

29 **Annual Crew Pre-Mobilization Process**

30 The superintendent of crews holding IHC status the previous season are required
31 to complete the Annual IHC Mobilization Checklist (*SIHCO*, Appendix C) and
32 send the completed document to the local GACC prior to making the crew
33 available for assignment each season.

34 **Annual IHC Readiness Review**

35 On an annual basis the superintendent of crews holding IHC status the previous
36 season are required to complete the Annual IHC Preparedness Review (*SIHCO*
37 Appendix B). This process is designed to evaluate crew preparedness and
38 compliance with *SIHCO*. The annual review will be conducted while the crew is

1 fully staffed and operational. The review is not required prior to a crew being
2 made available for incident assignment at the beginning of their availability
3 period. When a review document is completed, the document is kept on file at
4 the local (host) unit fire management office.

5 **IHC Organization**

6 Individual crew structure will be based on local needs using the following
7 standard positions: Superintendent, Assistant Superintendent, Squad Leader,
8 Skilled Firefighter, and Crewmember.

- 9 • **BLM** – IHCs have the option of traveling with 25 personnel when on
10 incident assignments.
- 11 • **NPS** – IHCs have the option of traveling with 22 personnel when on
12 incident assignments as authorized by the sending or receiving unit.

13 When traveling by charter aircraft, IHC's should be prepared to take no more
14 than 20 personnel, unless they receive approval via normal dispatch channels.

15 **IHC Availability Periods**

16 IHCs will have minimum availability periods as defined in the *SIHCO*.
17 Availability periods may exceed the required minimum availability period. The
18 Crew Superintendent will inform the local supervisor and the GACC of any
19 changes in the crew's availability.

20 **National IHC Status Reporting System**

21 IHCs will report status through the National IHC Status Reporting System. IHC
22 superintendents will regularly update the system with any change in crew status
23 and/or current utilization when on assignment.

24 IHCs may report status by three methods:

- 25 • Via e-mail to BLM_FC_Crews@blm.gov (preferred method);
- 26 • Via the internet to the Hotshot Status submission form (link available from
27 the Crew page of the NICC website); or
- 28 • Contacting the NICC Crew Desk at 208-387-5400.

29 **IHC Communications**

30 IHCs will provide a minimum of eight programmable multi-channel radios per
31 crew as stated in the *SIHCO*.

32 **IHC Transportation**

33 Crews will be provided adequate transportation. The number of vehicles used to
34 transport a crew should not exceed five. All vehicles must adhere to the certified
35 maximum Gross Vehicle Weight (GVW) limitations.

36 **Other Hand Crews**

37 **Policy**

- 1 All crews must meet minimum crew standards as defined below as well as any
 2 additional agency, state, or contractual requirements. Typing will be identified at
 3 the local level with notification made to the local GACC.

4 **Minimum Crew Standards for National Mobilization**

Minimum Standards	Type 1	Type 2 with IA Capability	Type 2
Fireline Capability	Initial Attack – Can be broken up into squads, fireline construction, complex firing operations (backfire)	Initial Attack – Can be broken up into squads, fireline construction, firing to include burnout	Initial Attack – fireline construction, firing as directed
Crew Size	18-22	18-20	18-20
Leadership Qualifications	Permanent Supervision Supt: TFLD, ICT4, FIRB Asst Supt: STCR or TFLD and CRWB, ICT4 3 Squad Leaders: CRWB and ICT5 2 Senior Firefighters: FFT1	Crew Boss: CRWB 3 Squad Bosses: ICT5	Crew Boss: CRWB 3 Squad Bosses: FFT1
Language Requirement	All senior leadership including Squad Leaders and higher must be able to read and interpret the language of the crew as well as English.	Same as Type 1	Same as Type 1
Experience	80% 1 season	60% 1 season	20% 1 season
Full Time Organized Crew	Yes (work and train as a unit 40 hrs per week)	No	No
Communications	8 programmable radios	4 programmable radios	4 programmable radios
Sawyers	4 agency certified as FAL2 and 50% of crew certified as FAL3 or better.	3 agency qualified	None
Training	As required by the <i>SIHCO</i> or agency policy prior to assignment	Basic firefighter training and/or annual firefighter safety refresher prior to assignment	Basic firefighter training and/or annual firefighter safety refresher prior to assignment

Minimum Standards	Type 1	Type 2 with IA Capability	Type 2
Logistics	Crew level agency purchasing authority	No purchasing authority	No purchasing authority
Maximum Weight	5,300 lbs	5,300 lbs	5,300 lbs
Dispatch Availability	Available nationally	Available nationally	Variable
Production Factor	1.0	.8	.8
Transportation	Own transportation	Transportation needed	Transportation needed
Tools and Equipment	Fully equipped	Not equipped	Not equipped
Personal Gear	Arrives with: crew first aid kit, personal first aid kit, headlamp, 1 qt. canteen, web gear, sleeping bag	Same as Type 1	Same as Type 1
PPE	All standard designated fireline PPE	All standard designated fireline PPE	All standard designated fireline PPE
Certification	Must be annually certified by the local host unit Agency Administrator or designee prior to being made available for assignment.	N/A	N/A

- 1 • **BLM** – for additional standards and certification requirements, refer to
- 2 *Chapter 2.*

3 **Wildland Fire Modules (WFM)**

4 The primary mission of a WFM is to provide an innovative, safe, highly mobile,
 5 logistically independent, and versatile fire module with a primary commitment
 6 to maintain fire’s role as a natural ecological process for wildland fire
 7 management and incident operations.

8 WFMs are comprised of 7-10 firefighters. The WFM program facilitates the use
 9 of fire and other management techniques involving planned and unplanned
 10 wildland fire events. WFMs are highly skilled and versatile fire crews, which
 11 provide technical and ecological based expertise in the areas of long term
 12 planning, ignitions, holding, and suppression, and fire effects monitoring. For
 13 more information please refer to **### NWCG Standards for Wildland Fire**

- 1 *Module Operations* (PMS 430). ~~*Interagency Standards for Wildland Fire*~~
 2 ~~*Module Operations (ISWFMO).*~~

3 **WFM Policy**

4 All WFM operations will be conducted adhering to the ~~### *Interagency*~~
 5 ~~*Standards for Wildland Fire Module Operations (ISWFMO), NWCG Standards*~~
 6 ~~*for Wildland Fire Module Operations*~~ (PMS 430). Sponsoring units in
 7 conjunction with the appropriate Geographic Area Coordination Center will
 8 ensure compliance of all WFMs according to the standards set within the
 9 ISWFMO. The arduous duties, specialized assignments, and operations in a
 10 variety of geographic areas require WFMs to have uniform training, agency
 11 approved equipment, communications, organization, and operating procedures.

12 **WFM Types and Certification**

13 WFMs ready for assignment will be certified as Type 1 WFM (WFM1) or Type
 14 2 WFM (WFM2). Refer to the ~~### *Interagency Standards for Wildland Fire*~~
 15 ~~*Module Operations (ISWFMO)– NWCG Standards for Wildland Fire Module*~~
 16 ~~*Operations*~~ (PMS 430) for additional information.

17 **WFM Availability Periods**

18 WFMs will have minimum availability periods as defined in the *ISWFMO*.
 19 Availability for Type 1 WFMs may exceed the minimum period defined. Type 1
 20 WFMs will be available for off unit assignment during the designated 90 day
 21 availability period. The module leader will inform the local supervisor and the
 22 GACC of any changes to the modules availability.

23 **WFM Organization**

24 Individual module structures vary based on local and agency needs using the
 25 following standard positions: Module Leader/ Foreman, Assistant Leader/
 26 Foreman, Lead Firefighter, Senior Firefighter, Crewmember.

27 **Minimum WFM Standards for Interagency Mobilization**

Minimum Standards	Type 1	Type 2
Fireline Capability	Ability to form separate logistically self-sufficient independent groups, fire line construction, complex firing operations(backfire), monitoring, strategic planning, fire reconnaissance, public information.	Monitoring, fireline construction, firing to include burnout.
Crew Size	7-10	7-10

Minimum Standards	Type 1	Type 2
Leadership Qualifications	- Qualifications are not tied to a particular position within the WFM. All modules will have the following qualifications: TFLD, RXB2*, ICT4, CRWB, FIRB, FOBS - Module Lead: TFLD, CRWB - Asst. Module Lead: ICT4, FEMO - 1 Squad Boss: ICT5 - 2 Senior Firefighters: FFT1 *RXB2 (1) could be any of the module members	- Crew Boss: CRWB - 1 Squad Boss: ICT5
Language Requirement	All senior leadership, including Squad Bosses and higher, must be able to read and interpret the language of the crew as well as English.	Same as Type 1
Experience	90% > 1 season	60% > 1 season
Full Time Organized Crew	Yes (work and train as a unit 40 hrs. per week, 90 continuous days)	No
Communications	5 programmable radios	4 programmable radios
Sawyers	2 agency qualified	1 agency qualified
FEMO	2	2 (1 of 2 can be trainee)
Training	As required by the <i>ISWFMO</i> prior to assignment	Basic firefighter training or RT-130 prior to assignment
Medical First Responder Training	Yes	No
Logistics	Multiple crew level agency purchasing authorities	Generally no purchasing authority, may need assistance by incident logistics
Dispatch Availability	Availability determined by sponsoring agency	Availability variable by sponsoring agency
Mobilization Time	Within 2 hours of receipt of resource order when on duty, 8 hours when off duty	Within 24 hours of receipt of resource order.
Transportation	Own transportation	Transportation needed
Tools and Equipment	Fully equipped for each geographic region.	May need assistance by incident logistics
Specialized Digital, Remote Operations, Monitoring, Equipment	Yes	No

Minimum Standards	Type 1	Type 2
Personal Gear	Arrives with: crew First Aid kit, personal first aid kit, headlamp, 1 quart canteen, web gear, sleeping bag	Arrives with: crew First Aid kit, personal first aid kit, headlamp, 1 quart canteen, web gear, sleeping bag
PPE	All standard designated fireline PPE	All standard designated fireline PPE
Certification	Must be annually certified by the Regional or State Office of the host unit Agency Administrator or designee prior to being made available for assignment.	Must complete the mobilization checklist by the local host unit or Agency Administrator or designee prior to being made available for assignment.

- 1 • **BLM** – BLM WFMs will meet standards identified in the ~~### Interagency~~
2 ~~Standards for Wildland Fire Module Operations~~ NWCG Standards for
3 ~~Wildland Fire Module Operations~~ (PMS 430). In addition, BLM WFMs will
4 meet the following requirements:
- 5 ○ All BLM WFMs will meet the standards for Type 1 WFMs identified in
6 the ~~### Interagency Standards for Wildland Fire Module Operations~~
7 ~~NWCG Standards for Wildland Fire Module Operations~~. Type 2 WFMs
8 will not be formed, sponsored, or statused in the Resource Ordering
9 and Status System (ROSS) by BLM units.
- 10 ○ Approval from the Assistant Director, Fire and Aviation is required
11 prior to establishing and/or statusing new Type 1 WFMs.
- 12 ○ Any BLM unit may provide personnel to WFMs sponsored by another
13 agency. All BLM personnel must meet the standards outlined in the ~~###~~
14 ~~Interagency Standards for Wildland Fire Module Operations~~ NWCG
15 ~~Standards for Wildland Fire Module Operations~~, and the Interagency
16 Standards for Fire and Fire Aviation Operations.
- 17 ○ Units may utilize Type 1 and/or Type 2 WFMs for BLM incidents.
18 Incident commanders will order the appropriate resource to
19 accomplish incident objectives.
- 20 ○ Fire Suppression Modules and WFMs are separate and distinct
21 resources. The BLM has established standards for fire suppression
22 modules in Chapter 2 of this publication. Fire managers and incident
23 commanders should order the appropriate resource to accomplish
24 incident objectives.
- 25 • **NPS** – Modules are coordinated regionally and mobilized/demobilized
26 through established ordering channels through the GACCs.

27 Chainsaw Operators and Fallers

- 28 In 2014, NWCG established faller qualifications in the ~~### NWCG~~ PMS 310-1.
29 Agencies have established additional evaluation and certification requirements:
- 30 • **BLM/NPS/FWS/BIA** - Use of the NWCG position task books is required.
31 The requirements for final evaluators for each position are as follows:

- 1 ○ *The individual tasks required for completion of the FAL3 PTB must be*
2 *evaluated by a qualified FAL2 or FAL1. The Final Evaluator's*
3 *Verification for a FAL3 trainee must be completed by a qualified FAL2*
4 *or FAL1.*
- 5 ○ *The individual tasks required for completion of the FAL2 PTB must be*
6 *evaluated by a qualified FAL2 or FAL1. The Final Evaluator's*
7 *Verification for a FAL2 trainee must be completed by a qualified FAL2*
8 *or FAL1.*
- 9 ○ *The final certification of all wildfire faller positions will remain the*
10 *responsibility of the IQCS Certifying Official.*
- 11 ○ *All wildfire saw operation qualifications are maintained through the*
12 *IQCS system and displayed on the Incident Qualification Card.*
- 13 ▪ **BLM** – *The individual tasks required for completion of the FAL1*
14 *PTB must be evaluated by a qualified FAL1. The Final Evaluator's*
15 *Verification for a FAL1 trainee must be completed by a qualified*
16 *FAL1 Evaluator. Each BLM State Fire Management Officer will*
17 *certify and maintain a list of their current FAL1 Evaluators.*
- 18 ▪ **NPS/BIA** – *The individual tasks required for completion of the*
19 *FAL1 PTB must be evaluated by a qualified FAL1. The Final*
20 *Evaluator's Verification for a FAL1 trainee must be completed by*
21 *a qualified FAL1.*
- 22 ▪ **FWS** – *Follow evaluator qualification requirements listed in the*
23 *FAL1, FAL2, and FAL3 position task books.*
- 24 • **FS** – *Use of the NWCG combined position task book for FAL1, FAL2, and*
25 *FAL3 is not authorized for Forest Service use. Forest Service sawyers will*
26 *continue to use agency specific certification processes outlined in Forest*
27 *Service Manual 2358.*
- 28 ○ *Sawyers shall not use saws outside the limits of their certification or*
29 *qualifications, except during formal evaluation proceedings or under*
30 *the immediate supervision of a higher qualified sawyer.*
- 31 ○ *All sawyers must comply with FS policy and the FSFAQG requirements*
32 *for FAL3, FAL2, or FAL1 to operate a chainsaw or crosscut saw on a*
33 *wildland fire incident. Requirements include:*
- 34 ▪ *Possess a current first aid and CPR certification (FSH 6709.11,*
35 *sec 52.3).*
- 36 ▪ *Initially complete a Nationally Recognized Sawyer Training*
37 *Course (Wildland Fire Chain Saws, S-212).*
- 38 ▪ *Completion of a field proficiency evaluation with appropriate saw*
39 *operator skill level ### along with restrictions (if any) noted on*
40 *their National Sawyer Certification Card.*
- 41 ○ *The National Sawyer Certification Card is valid for 3 years and is*
42 *subject to review any time prior to expiration. Minimum requirements*
43 *for sawyer training and field proficiency reevaluation include:*
- 44 ▪ *Completion of a knowledge refresher (classroom or field) and a*
45 *field proficiency evaluation equivalent to the initial evaluation.*

- 1 ▪ Sawyer Instructors are required to be recertified by instructing at
- 2 least one NRSTC or refresher NRSTC every three years.
- 3 ○ FS sawyers may function as evaluators for partner agencies using the
- 4 FAL3 and FAL2 position task book.
- 5 ○ Fallers who are certified or recertify after October 1, 2014 will be
- 6 required to be certified in progression (i.e., must be FAL3 to be FAL2).
- 7 However if the initial evaluation is FAL2 the account manager shall
- 8 grant the position competency for FAL3. Those certified initially as
- 9 FAL1 will have position competencies for FAL2 and FAL3 granted.
- 10 ○ FS will accept other agency chainsaw certifications on incidents
- 11 occurring on FS lands provided they meet NWCG minimum standards.
- 12 ○ FS will accept a transferring employee's faller qualification if it was
- 13 certified following the PMS 310-1 standard.
- 14 • **BIA** – Use of FAL1, FAL2 and FAL3 PTBs is mandatory and not up to unit
- 15 discretion.

Position Code	Performance Currency	Training Currency	Fitness Level	CPR	First Aid and Bloodborne Pathogens
FAL3	### § 3 years	S-212	Arduous	2 Years	3 Years
FAL2	### § 3 years	S-212	Arduous	2 Years	3 Years
FAL1	3 years	Qualification maintained through performance in the position	Arduous	2 Years	3 Years

- 16 ○ ### The FAL1 that needs to be recertified every 3 years may be
- 17 recertified by other agencies.
- 18 ○ BIA will accept other agencies FAL1 credentials upon hire.
- 19 ○ Emergency Firefighter (AD) Chainsaw Operators – Chainsaw training
- 20 is authorized for AD employees who are required to operate chainsaws
- 21 for fire suppression or hazardous fuels reduction project work.
- 22 Supervisors of Type 2 and Type 2 IA crews who have employees who
- 23 operate chainsaws must have emergency medical response capabilities.
- 24 The possession of emergency response capabilities can be fulfilled
- 25 through one of the following two options: 1) Crews will minimally
- 26 possess one or more individuals who are currently certified to
- 27 administer CPR and provide first aid. 2) If the crew does not possess
- 28 this capability, other provisions must be made by the supervisor to
- 29 provide these services while engaged in chainsaw operations.

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Chapter 14 Firefighting Equipment

Introduction

The agency wildland fire program equipment resources include engines, dozers, water tenders, and other motorized equipment for fire operations.

Policy

Each state/region will comply with established standards for training, equipment, communications, organization, and operating procedures required to effectively perform arduous duties in multi-agency environments and various geographic areas.

Approved foam concentrate may be used to improve the efficiency of water, except near waterways where accidental spillage or over spray of the chemical could be harmful to the aquatic ecosystem, or other identified resource concerns.

Firefighting Engine/Water Tender Common Standards

Driving Standard

Refer to driving standards in Chapter 7.

- *BIA – Refer to Chapter 6 for BIA Specific Motor Vehicle Policies. BIA and DOI policy requires all personnel who operate a vehicle with a Gross Vehicle Weight (GVW) over 26,000 pounds to have a valid CDL.*

Engine/Tactical Water Tender Water Reserve

Engine/tactical water tender operators will maintain at least 10 percent of the pumpable capacity of the water tank for emergency engine protection and drafting.

Chocks

At least one set of wheel chocks will be carried on each engine/water tender and will be properly utilized whenever the engine is parked or left unattended. This includes engine/water tender operation in a stationary mode without a driver “in place.”

Fire Extinguisher

All engines/water tenders will have at least one 5 lb. ABC rated (minimum) fire extinguisher, either in full view or in a clearly marked compartment.

Nonskid Surfaces

All surfaces will comply with National Fire Protection Association (NFPA) 1906 Standard for Wildland Fire Apparatus requirements.

1 **First Aid Kit**

2 Each engine/water tender shall carry, in a clearly marked compartment, a fully
3 equipped 20-25 person first aid kit.

- 4 • **### BLM** – *Fire First Response Kits will be carried in all Working Capital*
5 *Fund 600-series fire vehicles (excluding trailers).*

6 **Gross Vehicle Weight (GVW)**

7 Each engine and water tender will have an annually certified weight slip in the
8 vehicle at all times. Weight slip will show individual axle weights and total
9 GVW. Operators of engines and water tenders must ensure that the maximum
10 certified gross vehicle and axle weight ratings are never exceeded, including
11 gear, personnel, and fuel. The NFPA 1906 standard of 250 pounds per seat
12 position for each person and their personal gear will be used to calculate the
13 loaded weight.

- 14 • **FS** – *Refer to FSH 7109.19, Chapter 30 for calculation of Rough Road*
15 *Factor reduction for driving on rough or unsurfaced roads.*

16 **Speed Limits**

17 Posted speed limits will not be exceeded.

18 **Lighting**

19 Headlights and taillights shall be illuminated at all times while the vehicle is in
20 motion. All new orders for fire engine apparatus will include an overhead
21 lighting package in accordance with agency standards. Lighting packages will
22 meet NFPA 1906 standards at the time of manufacture. Engines currently in
23 service may be equipped with overhead lighting packages. A red, white, and
24 amber combination is the accepted color scheme for fire.

25 **Emergency Light Use**

26 Emergency lighting will be used only during on site wildland fire operations or
27 to mitigate serious safety hazards. Overhead lighting and other emergency
28 lighting must meet state code requirements, and will be illuminated whenever
29 the visibility is reduced to less than 300 feet.

- 30 • **BLM/NPS ###/BIA** – *See agency chapters or policy for specific*
31 *guidance.*
32 • **FWS** – *Refer to Service policy 621 FW 1.*
33 • **FS** – *See FSM 5120, FSM 5130, and FSH 5109.16 for red lights and siren*
34 *policy.*

35 **Fire Equipment Maintenance and Inspections**

36 Apparatus safety and operational inspections will be accomplished either on a
37 post-fire or daily basis. Offices are required to document these inspections.
38 Periodic maintenance (as required by the manufacturer) shall be performed at
39 the intervals recommended and properly documented. All annual inspections
40 will include a pump performance test to ensure the pump/plumbing system is
41 operating at desired specifications (pressure and gallons per minute).

1 **Mobile Attack (Pump and Roll)**

2 Firefighters must be seated and belted within an enclosed cab or walk alongside
 3 the apparatus during mobile attack (pump and roll) operations. Riding, standing
 4 or seated on the exterior of the apparatus is prohibited. Utilization of the NFPA
 5 1906 “on-board pump-and-roll fire-fighting position” if equipped, is not
 6 permitted.

7 **Firefighting Engines**

8 **Operational Procedures**

9 All engines will be equipped, operated, and maintained within guidelines
 10 established by the Department of Transportation (DOT) and regional/state/local
 11 operating plans. All personnel assigned to agency fire engines will meet all
 12 gear weight, cube, and manifest requirements specified in the *National*
 13 *Interagency Mobilization Guide*.

14 **Engine Typing**

15 Engine typing and respective standards have been established by NWCG
 16 (reference the *Wildland Fire Incident Management Field Guide* (PMS 210),
 17 Chapter 4).

Engine Type	Structure		Wildland Engines				
	1	2	3	4	5	6	7
<i>Components</i>							
Tank Minimum Capacity (gal)	300	300	500	750	400	150	50
Pump Minimum Flow (gpm)	1000	500	150	50	50	50	10
@ Rated Pressure (psi)	150	150	250	100	100	100	100
Hose 2½"	1200	1000	-	-	-	-	-
1½"	500	500	1000	300	300	300	-
1"	-	-	500	300	300	300	200
Ladders per NFPA 1901	Yes	Yes	-	-	-	-	-
Master Stream 500 gpm Min.	Yes	-	-	-	-	-	-
Pump and Roll	-	-	Yes	Yes	Yes	Yes	Yes
Maximum GVWR (lbs.)	-	-	-	-	26,000	19,500	14,000
Personnel (NWCG min.)	4	3	3	2	2	2	2

- 18 • **FS** – See ~~###~~ [https://www.fs.fed.us/fire/equipment/engine-](https://www.fs.fed.us/fire/equipment/engine-models/models.html)
 19 ~~models/models.html~~ <https://www.fs.fed.us/managing-land/fire/engines> for
 20 description of Forest Service national engine standards.

1 **Fire Engine Staffing**

2 For Type 4, 5, 6, and 7 engines, minimum staffing is two individuals one of
3 which is Engine Boss qualified.

4 For Type 3 engines, minimum staffing is three individuals, including an Engine
5 Boss.

- 6 • **BLM** – For BLM engine staffing requirements see Chapter 2.
- 7 • **NPS** – For NPS engine staffing requirements see Chapter 3.

8 **Engine Inventories**

9 An inventory of supplies and equipment carried on each vehicle is required to
10 maintain accountability and to obtain replacement items lost or damaged on
11 incidents. Refer to agency-specific requirements regarding standard inventory
12 for engines.

- 13 • **BLM** – https://web.blm.gov/internal/fire/fire_ops/engine_policy.htm
- 14 • **FWS – FMH CH14**

15 **Water Tenders**

16 **Water Tender Typing**

17 Water tender typing and respective standards have been established by NWCG
18 (reference the *Wildland Fire Incident Management Field Guide* (PMS 210),
19 Chapter 4).

Water Tender Type	Support			Tactical	
Requirements	S1	S2	S3	T1	T2
Tank Capacity (gal)	4000	2500	1000	2000	1000
Pump Minimum Flow (gpm)	300	200	200	250	250
@Rated Pressure (psi)	50	50	50	150	150
Max. Refill Time (mins)	30	20	15	-	-
Pump and Roll	-	-	-	Yes	Yes
Personnel (min)	1	1	1	2	2

20 **Water Tender Qualifications and Staffing Standards**

- 21 • **Water Tender (Non-Tactical)**
 - 22 ○ **Qualifications:** CDL (tank endorsement)
 - 23 ▪ **BLM** – Refer to the *Federal Wildland Fire Qualifications Supplement*.
 - 24 ○ **Staffing:** A water tender (non-tactical) may be staffed with a crew of
25 one driver/operator when it is used in a support role as a fire engine
26 refill unit or for dust abatement. These operators do not have to pass
27 the Work Capacity Test (WCT) but are required to take annual
28 refresher training.
29

- 1 ▪ **### BLM** – A WCF class 669 non-tactical water tender may be
 2 staffed with a crew of one driver/operator when it is used in a
 3 support role as a fire engine refill unit or for dust abatement.
 4 These operators will pass the moderate Work Capacity Test
 5 (WCT), take BL-300/RT-301 and annual refresher training, and
 6 possess a CDL with tank endorsement and air brake endorsement
 7 (if applicable).
- 8 • **Water Tender (Tactical)**
 9 Tactical use is defined as “direct fire suppression missions such as
 10 pumping hoselays, live reel use, running attack, and use of spray bars and
 11 monitors to suppress fires.”
- 12 ○ **Qualifications:**
- 13 ▪ **BLM** – ENOP, CDL (tank endorsement)
 14 ▪ **NPS/FWS** – ENGB, CDL (tank endorsement)
 15 ▪ **FS** – FFT1, CDL
- 16 ○ **Staffing:** Tactical water tenders will carry a minimum crew of two:
- 17 ▪ **### BLM** – One ENOP and one FFT2. All WCF class 668 super-
 18 heavy tactical water tenders (2 seats, Tatra chassis, volume pump
 19 rated at 250 GPM and 150 PSI or better) will be minimally
 20 staffed with an Engine Boss and FFT. All WCF 669 tactical water
 21 tenders will be staffed with one ENOP and one FFT2.
 22 ▪ **BLM** – 668 Super Heavy Tactical Tenders will be staffed with
 23 one engine boss and one engine crewmember.
 24 ▪ **NPS/FWS** – One ENGB and one FFT2.
 25 ▪ **FS** – One FFT1 and one FFT1/FFT2.

26 **Dozers/Tractor Plows**

27 **Dozer/Tractor Plow Training and Qualifications**

28 Agency wildland fire dozers/tractor plows will be staffed with personnel that
 29 meet the training and experience standards for Dozer Operator (DZOP) or
 30 Dozer Operator Initial Attack (DZIA) per the *Federal Wildland Fire*
 31 *Qualifications Supplement*. While on fire assignments, all operators and
 32 support crew will meet PPE requirements.

33 **Dozer/Tractor Plow Operational Procedures**

- 34 • Agency owned and operated dozer/tractor plows will be equipped with
 35 programmable two-way radios, configured to allow the operator to monitor
 36 radio traffic.
- 37 • Agency and contract dozer/tractor plows will have agency supplied
 38 supervision when assigned to any suppression operations.
- 39 • Contract dozers must be provided with radio communications, either
 40 through a qualified Heavy Equipment Boss (HEQB) or an agency-supplied
 41 radio. Contract dozer/tractor plows will meet the specifications identified
 42 in their agreement/contract.

- 1 • Operators of dozer/tractor plows and transport equipment will meet DOT
2 certifications and requirements regarding the use and movement of heavy
3 equipment, including driving limitations, CDL requirements, and pilot car
4 use.

5 **All-Terrain Vehicles (ATV)/Utility Terrain Vehicles (UTV)**

6 The operation of ATV/UTVs can be high risk. The use of ATV/UTVs should
7 be evaluated to ensure that use is essential to accomplish the mission, rather
8 than for convenience.

- 9 • **BLM** – *BLM personnel will not use ATVs for any wildland fire*
10 *management activity including preparedness, suppression, prescribed fire,*
11 *hazardous fuels reduction, post-fire rehabilitation, and emergency*
12 *stabilization and restoration, regardless of incident jurisdiction or*
13 *project/activity location after January 1, 2018. State Directors, Assistant*
14 *State Directors and the Director, National Operations Center have the*
15 *authority to approve exceptions to this policy on a case-by-case basis. All*
16 *requests for exceptions must be in writing and will include:*
- 17 ○ *A description of how the ATV is essential for the performance of*
18 *official duties;*
 - 19 ○ *Analysis of the alternatives that were considered;*
 - 20 ○ *Justification for an ATV being the only viable alternative; and*
 - 21 ○ *Concurrence by the applicable Field Manager, District Manager,*
22 *District Safety Manager, and the State ###/Center Safety Manager.*
- 23 *Cost is not a basis for approval of an exception and no exceptions may be*
24 *made to the existing ban on industrial use of ATVs.*
- 25 • **BIA** – *Effective immediately, all BIA programs will cease the procurement*
26 *of ATVs used for wildland fire management activities (including*
27 *preparedness, suppression, prescribed fire, hazardous fuels reduction,*
28 *post-fire rehabilitation, and emergency stabilization and restoration).*
29 *After this date, BIA personnel will not utilize ATVs for any wildland fire*
30 *management activities, regardless of incident jurisdiction or*
31 *project/activity location.*
- 32 • **BIA** – *Programs may continue to procure and utilize other commercially*
33 *available utility terrain vehicles (UTVs), provided the vehicle has*
34 *manufactured-installed seat belts, a steering wheel, is a multi-seat or*
35 *newly available single-seat model and is equipped with a certified roll-*
36 *over protection structure (ROPS) designed and installed by the original*
37 *equipment manufacturer as standard equipment.*
- 38 • **BLM/BIA** – *Employees of cooperating agencies/entities may utilize ATVs*
39 *on BLM/BIA incidents if allowed by their individual agency/entity policy.*

40 Because of the high risk nature, agencies have developed specific operational
41 policy (refer to current agency policy). ATV/UTV operators will meet the
42 training and certification requirements of their agency; employees certified by
43 their agency will be considered qualified ATV/UTV operators regardless of

1 incident jurisdiction. Common policy requirements for wildland fire operations
2 are highlighted below:

- 3 • A JHA/RA must be completed and approved by the supervisor prior to
4 vehicle operation.
- 5 • All personnel authorized to operate an ATV/UTV must first complete
6 agency specific or manufacturer-provided training in safe operating
7 procedures and appropriate PPE.
 - 8 ○ **BLM** – ~~###~~ *UTV instructors must complete the Recreational Off-*
9 *Highway Vehicle Association (ROHVA) Instructor course. BLM*
10 *offices may use either UTV training that is commercially available*
11 *from the Recreational Off-Highway Vehicle Association (ROHVA), or*
12 *continue to use the current version (8/2018) of the BLM UTV*
13 *Operator Field Training Range Cards to train their employees who*
14 *use UTVs. If offices choose to use ROHVA's Driver Course, they must*
15 *continue to train employees on UTV loading/unloading, trailer use,*
16 *and winch operations as prescribed in lesson plans eight through ten*
17 *of the BLM UTV range cards prior to employees engaging in these*
18 *activities. This change does not affect the requirement for UTV riders*
19 *to complete the DOI Talent course, "Introduction to Utility Terrain*
20 *Vehicle Operation" as a pre-requisite to the field training provided by*
21 *either ROHVA or the BLM range cards.*
- 22 • Re-evaluation/Re-certification – Operators shall be re-evaluated every
23 three years. Infrequent users (less than 16 hours of riding a year) shall have
24 a check ride prior to scheduled use of an ATV/UTV.
- 25 • Specific authorization for ATV/UTV use is required – All ATV/UTV
26 operations must hold a valid Motor Vehicle Operator's Identification Card,
27 OF-346 or agency equivalent.
 - 28 ○ **BLM** – *Upon completion of UTV training and operator certification*
29 *requirements, UTV Operator (UTVO) will be placed on the*
30 *employee's Incident Qualification and Certification (IQCS) Card (Red*
31 *Card). IQCS Certifying Officials are responsible for verifying that UTV*
32 *operator qualifications are current, and that the UTVO qualification*
33 *is removed from the Red Card if training, certification, or currency*
34 *requirements lapse.*
 - 35 ○ **NPS/FWS** – *Upon completion of agency-specific ATV/UTV training*
36 *and operator certification requirements, All-Terrain Vehicle Operator*
37 *(ATVO) will be placed on the employee's Incident Qualification and*
38 *Certification (IQCS) Card (Red Card). IQCS Certifying Officials are*
39 *responsible for verifying that ATV/UTV operator qualifications are*
40 *current, and that the ATVO qualification is removed from the Red*
41 *Card if agency-specific training, certification, or currency*
42 *requirements lapse.*
 - 43 ○ **NPS** – *All Off-Highway Vehicle (OHV) operators (including*
44 *ATV/UTV) must hold a valid state Motor Vehicle Operator's Permit.*
45 *Operating restrictions identified on the operator's permit must be*

- 1 *adhered to while operating an OHV (e.g., use of corrective lenses,*
2 *etc.). NPS ATV operators must be qualified at either the Basic or*
3 *Advanced Level as described in RM-50B depending on the hazard*
4 *potential of the operation. All ATV operators shall be provided*
5 *refresher training each year in accordance with a JHA and*
6 *reevaluated by an ASI Certified Trainer every 3 years. The*
7 *reevaluation shall be documented. RM-50B, Appendix B (ATV*
8 *Operator Accountability/Certification Tracking Record) may be used*
9 *to document the reevaluation. Further information on ATV/UTV use is*
10 *found in RM-50B.*
- 11 ○ **BIA** – *Upon completion of UTV training and operator certification*
12 *requirements, Utility Terrain Vehicle Operator will be placed on the*
13 *employee’s Incident Qualification and Certification (IQCS) Card (Red*
14 *Card). IQCS Certifying Officials are responsible for verifying that*
15 *UTV operator qualifications are current, and that the UTVO*
16 *qualification is removed from the Red Card if training, certification,*
17 *or currency requirements lapse.*
 - 18 ● ATVs can only have a single rider—passengers are prohibited even if
19 ATV is designed for two riders.
 - 20 ● UTVs passengers are limited to the number of seats installed by
21 manufacturer. The operator and passenger(s) must use seatbelts while the
22 vehicle is in motion.
 - 23 ● Operators must use required PPE while loading/unloading ATV/UTV.
 - 24 ● Cargo loads shall be loaded and secured as to not affect the vehicle’s
25 center of gravity, and shall not exceed manufacturer’s recommendations
26 for maximum carrying capacity; and
 - 27 ● When transporting external fuel containers with a UTV/ATV, a 5 lb. class
28 BC fire extinguisher must be secured to the UTV/ATV.

29 **Required PPE**

30 **ATV Head Protection for Wildland Fire Operations**

- 31 ● ATV helmets must be worn at all times during ATV operations (on and off
32 the fireline); and
- 33 ● ATV helmets must meet Snell SA2010, SA2015, or DOT certification.
 - 34 ○ A ¾ face model meeting Snell SA2010, SA2015 certification is
35 acceptable for use.
 - 36 ○ Use of half “shorty” helmets requires a JHA/RA for fireline use and
37 must include justification for its use. Refer to MTDC Tech Tip
38 publication, *A Helmet for ATV Operators with Fireline Duties* (0651-
39 2350-MTDC).

40 **UTV Head Protection for Wildland Fire Operations:**

- 41 ● Helmets must meet DOT, ANSI Z90.1; or Snell SA2010, SA2015
42 certification unless:

- 1 ○ UTV is used for low speeds and smooth travel surfaces, administrative
 2 use (e.g., campgrounds, incident base camps) UTV operators are not
 3 required to wear ~~### hardhats or~~ helmets; or
- 4 ○ UTV is equipped with approved Rollover Protection System (ROPS),
 5 and:
- 6 ■ **BLM** – *A comprehensive and properly prepared RA of the*
 7 *specific conditions demonstrates no more than a medium residual*
 8 *risk level, then a ### hard hat helmet meeting NFPA 1977 or*
 9 *ANSI Z 89.1 2009 Type I, Class G standards standard may be*
 10 *worn with chin strap secured in place under chin.*
 - 11 ■ **NPS** – *Approved helmets are required for UTV operations that*
 12 *are rated moderate (amber) or high (red) using the “ORV Risk*
 13 *Assessment Tool” included in the NPS Off-Highway Vehicle*
 14 *Policy.*
 - 15 ■ **FWS** – *Per 243 FW 6.6 B.1, a hardhat meeting NFPA 1977 or*
 16 *ANSI Z 89.1 standards may be worn with chin straps secured in*
 17 *place unless the risk assessment for the operation dictates*
 18 *wearing a securely fastened motorcycle helmet.*
 - 19 ■ **FS** – *UTV Helmet (for fire use) – ### Helmets must have Snell SA*
 20 *certification. must meet the policy within the Safety Handbook*
 21 *(6709.11), Chapter 70, 71.12; Exhibit 01 states “Specialized*
 22 *Equipment, such as ATVs, UTVs, Dirt Bikes, Snowmobiles*
 23 *(Department of Transportation-approved helmet).” Wearing*
 24 *hardhats while driving or riding on a UTV is not allowed. Forest*
 25 *Service policy provides no exception to the helmet requirement*
 26 *for low speeds, smooth travel surfaces, or administrative use.*
 27 *UTV Helmet (for fire use) requirements are the same as ATV use.*
 28 *Helmets must meet Snell, or DOT ANSI certification. A ¾ face*
 29 *model meeting Snell or DOT certification is acceptable for use.*
 30 *Use of half “shorty” helmets requires a JHA/RA for fireline use*
 31 *approved by the Incident Commander or relevant Line Officer*
 32 *and must include justification for its use. Refer to MTDC Tech*
 33 *Tip 5 publication, A Helmet for ATV Operators with Fireline*
 34 *Duties (0651-6 2350-MTDC).*
 - 35 ■ **### BIA-UTV Helmet (for fire use) must be worn. Helmets must**
 36 **meet DOT, ANSI Z90.1: or Snell SA2010, SA2015 certification.**
 37 **Hardhats are not approved for Wildland Fire Operations (non-**
 38 **admin use).**
- 39 Eye protection (goggles, face shield, or safety glasses) based upon JHA/RA:
- 40 ● Eye protection is not required for a UTV equipped with an original
 41 manufacturer windshield that protects the face from branches, flying
 42 debris, etc., unless otherwise required by an associated industrial use
 43 activity or JHA/RA.
- 44 If operating ATV/UTV on the fireline, the following are required:

- 1 • Leather or leather/flame resistant combination gloves. Flame resistant
2 flight gloves or NFPA 1977 compliant Driving Gloves can be used by
3 heavy equipment operators, drivers and fireline supervisors when not using
4 fireline hand tools.
- 5 • National Fire Protection Association (NFPA) 1977 compliant long-sleeved
6 flame resistant shirt (yellow recommended).
- 7 • NFPA 1977 compliant flame resistant trousers.
- 8 • Wildland fire boots.
- 9 • Appropriate head protection as described above.
 - 10 ○ **FS** – *Shirt, trousers, and gloves used by USFS personnel must meet*
11 *Forest Service specification 5100-91 (shirt), 5100-92 (trousers),*
12 *6170-5 (gloves), or be NFPA 1977 compliant.*
- 13 ATV/UTV operator shall carry a personal communication device (e.g., two-
14 way radio, cellular phone, or satellite phone).
- 15 All other ATV/UTV specific guidance is found in the respective agency's
16 policy:
 - 17 • **BLM** – Refer to BLM ~~### Manual Handbook 1112-1, Chapter 17. ### Off-~~
18 ~~Highway Vehicles at [http://web.blm.gov/internal/wo-500/directives/dir-](http://web.blm.gov/internal/wo-500/directives/dir-
hdbk/h1112-1.pdf)~~
19 ~~hdbk/h1112-1.pdf. Refer to Instruction Memorandum No. WO 2017-014,~~
20 ~~Transporting Utility Terrain Vehicles (UTVs) in Pick up Trucks.~~
 - 21 • **NPS** – Refer to Reference Manual 50B Occupational Health and Safety,
22 Section 6.1 Off-Highway Vehicle Safety at
23 <https://www.nps.gov/policy/RM50Bdoclist.htm>.

24 **Vehicle Cleaning/Invasive Species Prevention**

25 Refer to Chapter 11 for guidance on minimizing potential transmission of
26 invasive species.

27 **Incident Remote Automated Weather Stations**

28 Incident Remote Automated Weather Stations (IRAWS – NFES 5869) are
29 readily deployable, portable weather stations that may be utilized in unprepared
30 locations to monitor local weather conditions. IRAWS are intended for use on
31 or near the fireline or at other all-hazard incidents, and are installed by NIFC
32 technicians and operated as desired by Fire Behavior Analysts (FBAN) and/or
33 Incident Meteorologists (IMET) to record and distribute real time weather data.

34 National resource IRAWS systems are cached at the National Interagency Fire
35 Center (NIFC) and may be ordered through standard equipment resource
36 ordering systems. Following release from an incident, these stations must be
37 returned to the Remote Sensing/Fire Weather Support Unit (RSFWSU) at
38 NIFC for maintenance, recalibration, and redeployment.

1 Aerial Ignition Devices

2 Information on types of aerial ignition devices, operational guidelines, and
3 personnel qualifications may be found in the *NWCG Standards for Aerial*
4 *Ignition* (PMS 501) available at <https://www.nwcg.gov/publications/501>.

5 Ground Ignition Devices and Transporting/Dispensing Fuel

6 For ground ignition devices, follow the ~~### Interagency Ground Ignition Guide~~
7 ~~*NWCG Standards for Ground Ignition Equipment*~~ (PMS 443) for operational
8 guidelines, personnel qualifications, and equipment selection.
9 <https://www.nwcg.gov/publications/443>

- 10 • **BLM** – *A 10 lb. class BC fire extinguisher is required for UTVs equipped*
11 *with a ground ignition device.*

12 For transporting and dispensing fuel, follow the ~~### Interagency~~
13 ~~*Transportation Guide for Gasoline, Mixed Gas, Drip Torch Fuel, and Diesel*~~
14 ~~*NWCG Standards for Transporting Fuel*~~ (PMS 442) found at
15 <https://www.nwcg.gov/publications/442> or agency-specific guidance.

- 16 • ~~### BLM~~ – *Effective May 1, 2019, all drip torches must meet United*
17 *States Forest Service (USFS) specification 5100-614.*
- 18 • **NPS** – *Follow the Forest Service standard for military style jerrican (UN*
19 *3A1) (PMS 442, page 8).*
- 20 • **FS** – *Direction is found in FSH 6709.11.*

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**Chapter 15
Communications****3 Policy**

4 Agency specific policies for radio communications may be found in:

- 5 • Department of Interior, Department Manual, Radio Communications
6 Handbook (377 DM).
- 7 • USDA Forest Service Handbook (FSH) 6609.14, Chapters 10-40 and Forest
8 Service Manual (FSM) 6600 Systems Management, Chapter 6640 –
9 Telecommunications.

10 Dispatch Recording Devices

11 Recording of phone calls without all party's prior knowledge and consent is not
12 permitted. Recording of radio traffic is appropriate.

- 13 • *BLM – Radio recording devices will be used by BLM dispatch offices or*
14 *any interagency office dispatching BLM resources.*

15 Cellular/Satellite Phone Communications

16 Cellular/satellite telephones will not be used to communicate tactical or
17 operational traffic unless no other means are available. Cellular/satellite
18 telephones will not be used for flight following in lieu of normal flight following
19 procedures. Telephone communications may be used for logistical purposes.

20 Refer to Chapter 7 for policy regarding use of mobile devices while operating a
21 vehicle.

22 Radio Communications

23 Radio communications provide for the information needed for the
24 command/control and safety of personnel and resources.

25 Radio Contracts

26 Radios used for fire and aviation activities must be approved by the National
27 Interagency Incident Communication Division (NIICD). Information on
28 contracts, software, hardware requirements and approved radios is available at
29 <https://www.nifc.gov/NIICD/documents.html>, or contact your agency
30 Telecommunications Department or the National Interagency Fire Center
31 Communications Duty Officer (NIFC CDO) at (208) 387-5644.

- 32 • *BLM – For information on BLM contracts, software, and hardware*
33 *requirements and approved radios, contact the Branch of Radio Operations*
34 *(FA-332) at ### (208) 387-5830 (208) 387-5881.*

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1 **Radio Frequency Management**

2 In accordance with Executive Order 13556 and USDA/DOI policies and
3 guidelines, all documents with USDA/DOI frequencies that involve the safety of
4 life and property must be labeled in accordance with Department of Defense
5 (DOD) 8500E, National Institute of Standards and Technology (NIST) 800-53
6 and the National Archives CUI Marking Handbook v1-1.

7 Therefore, any documents containing frequency information dealing with life
8 and/or property, whose dissemination is not controlled with a password, must be
9 labeled at the top and bottom of each page with, **Controlled Unclassified**
10 **Information//Basic** and controlled as such.

11 Frequency Modulated (FM) and Amplitude Modulated (AM) frequencies are
12 approved and assigned by a designated Washington Office frequency manager
13 and managed by state and local Communications Officers. Frequencies shall not
14 be transmitted without written permission from formally appointed frequency
15 management personnel at the local, state, regional, or national level.

16 Radio interference must be reported to NIFC CDO (or COMC when assigned)
17 when adversely impacting incident communications. Minimum reporting
18 information: location, radio frequency, time and date (including interference
19 duration), and sound or source for interference.

20 ~~### Daily and Initial Attack Operational Frequency Management Daily,~~
21 ~~Initial Attack and Airtanker Base Frequency Management~~

22 Frequency assignments for normal daily and initial attack operations are made
23 on a permanent basis and are requested through the normal Radio Frequency
24 Authorization process from the local, state, regional or national level designated
25 frequency management personnel.

26 ~~### Air operations initial attack frequencies, both AM and FM, are assigned by~~
27 ~~the FAA and departmental frequency managers. These interagency assignments~~
28 ~~are coordinated with the Geographic Area Coordination Centers (GACCs) by~~
29 ~~the NIFC CDO. For air operations the NIFC CDO coordinates annually with~~
30 ~~the Forest Service, and Department of Interior (DOI) Frequency Managers to~~
31 ~~provide initial attack (IA) air-to-ground (A/G) FM frequencies, and with the~~
32 ~~Federal Aviation Administration (FAA) to provide IA A/A AM and Airtanker~~
33 ~~Base frequencies.~~

34 IA A/G FM frequencies are carefully engineered for use by Forest Service and
35 DOI frequency managers to ensure that the frequencies will not cause
36 interference to, or, receive interference from, other licensed users. These
37 frequencies are authorized for use **only** within their assigned frequency zone
38 boundaries. Any use of these frequencies outside of the frequency zone
39 boundaries may cause interference with other authorized users and will be
40 considered a safety violation in regards to the protection of life and/or property

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1 and could have major consequences. Therefore, any changes to dispatch areas
2 that result in being responsible for areas outside of the existing frequency
3 boundaries must result in a coordinated effort between dispatch centers,
4 ensuring that only frequencies assigned within the appropriate frequency zone
5 are used.

6 On an annual basis the FAA engineers Airtanker Base frequencies and IA A/A
7 AM frequencies for use by the wildland fire community. The Airtanker Base
8 frequencies are engineered for use within a 40 nautical mile radius (unless
9 otherwise specified) from the base center point and the IA A/A AM frequencies
10 are engineered for use **only** within their assigned frequency zone boundaries.
11 Both are designed for use below 5,000 feet above ground level (AGL). These
12 frequencies are engineered by the FAA to minimize the risk of causing
13 interference with civilian aircraft or airports located within the same geographic
14 areas. Any use of these frequencies outside of the provided service volume is
15 considered a major safety violation by the FAA and may result in the removal of
16 and/or denial of use for those frequencies.

17 All initial attack frequency assignments are depicted on maps disseminated
18 annually by the CDO through the FTP site. For access to the FTP site contact the
19 CDO Office.

20 **Mutual Aid Frequency Management**

21 Mutual aid frequency sharing agreements can be made at the local level.
22 Agreements are only approved in the specific location where assigned.

23 Prohibited:

- 24 • Use of mutual-aid-frequency outside assigned area; and
- 25 • Formal agreements for mutual-aid using NIFC National Fire Frequencies.

1 Exception:

- 2 • Agency with Radio Frequency Authorization (RFA) approved by National
3 Telecommunications Information Agency (NTIA) for frequency in NIFC
4 Channeling Plan; notification and coordination with NIFC CDO required.

5 **Incident Frequency Management**

6 National level coordination and assignments of incident frequencies is the
7 responsibility of the National Interagency Incident Communications Division
8 (NIICD) and is performed by the NIFC CDO.

9 When communications requirements exceed normal operations, the NIFC CDO
10 may request that GACCs assign a Communication Coordinator (COMC) to
11 facilitate geographic area frequency management. Additional information is in
12 the *National Interagency Mobilization Guide*.

- 13 • Frequencies for Type 1 and 2 incidents are assigned by the NIFC CDO and
14 are managed by a qualified Communications Unit Leader (COML). The
15 COML will request, assign, and report all frequencies used on the incident
16 to the NIFC CDO/COMC. This will include the request and assignment of
17 all aircraft frequencies. Frequency use will be documented on the ICS-205
18 (Incident Radio Communications Plan) and on ICS-220 (Air Operation
19 Summary) forms. These completed forms will be made available to incident
20 personnel in the Incident Action Plan (IAP).
21 • Type 3 incidents, or other incidents that do not have an assigned COML,
22 will coordinate and request all frequency and communication equipment
23 needs through the COMC and/or the NIFC CDO.

24 If additional frequencies are required, the COML will order them through the
25 established ordering process.

26 Additional frequencies may be available on a temporary basis, and may be
27 requested by the NIFC CDO from the Washington Office Spectrum managers
28 when:

- 29 • The NIICD national frequencies are all committed within a specific
30 geographic area; and/or
31 • New incidents within a complex create a need for additional frequencies;
32 and/or
33 • The fire danger rating is extreme and the potential for additional new
34 incidents is high; and/or
35 • There is frequency congestion due to incidents in close proximity.

1 **Aviation Operations Frequency Management**

- 2 • Air-to-Air initial attack – AM frequencies are assigned yearly to the
3 GACCs by the NIFC CDO in coordination with the Federal Aviation
4 Administration (FAA). Once assigned to the zones, management of those
5 frequencies is the responsibility of the GACC. Frequencies allocated to
6 zones for initial attack are not to be dedicated for project fire use. If
7 additional frequencies are required, they must be requested from and
8 assigned by the NIFC CDO.
- 9 • Air-to-Ground – FM frequencies will be assigned by agency frequency
10 managers and coordinated by the NIFC CDO.

11 Both AM and FM aviation frequency assignments will be used on an
12 interagency basis and a master record of these assignments is maintained by the
13 NIFC CDO. Updated frequency information is coordinated annually with the
14 GACCs.

15 **Pre-assigned National Frequencies**

16 **National Air Guard Frequency (168.6250 MHz)**

17 A National Interagency Air Guard frequency will be used for emergency
18 aviation communications. Continuous monitoring of this frequency is mandatory
19 by agency dispatch centers and aircraft. A Continuous Tone Coded Squelch
20 System (CTCSS) tone of 110.9 Hz must be used when transmitting on the
21 National Air Guard Frequency. This frequency must be programmed into the
22 last channel of every group in fire handheld radios.

23 This frequency, 168.6250 MHz is only used for:

- 24 • Air-to-air emergency contact and coordination;
25 • Ground-to-air emergency contact; and
26 • Initial call, recall, and re-direction of aircraft when no other contact
27 frequency is available.

28 **National Flight Following Frequency (168.6500 MHz)**

29 The National Flight Following Frequency is used to monitor interagency and
30 contract aircraft. All aircraft on point-to-point or mission flights should
31 establish/terminate flight following, and confirm Automated Flight Following
32 (AFF) on the National Flight Following frequency.

33 The National Flight Following frequency is to be used for flight following,
34 dispatch, or redirection of aircraft. ~~### No other use is authorized. No other~~
35 ~~uses, including tactics and logistics, are authorized.~~

36 All dispatch centers/offices will monitor the national ~~### flight flight~~ following
37 frequency at all times. A CTCSS tone of 110.9 must be used when transmitting
38 and receiving on the National Flight Following frequency.

Controlled Unclassified Information//Basic

- 1 **National Interagency Air Tactics Frequencies (166.6125 MHz, 167.9500**
2 **MHz, 169.1500 MHz, 169.2000 MHz, 168.4000 MHz)**
3 • Frequencies used to support air-to-air or ground-to-air communications on
4 incidents west of the 95th meridian.
5 • Used for air-to-air and ground-to-air communications only.
6 • Aircraft radio transmitter power output limit: 10 watts.
7 ○ Prohibited:
8 ▪ Use as ground tactical operational channel
9 ▪ Use in base station and/or repeater
10 These frequencies will be assigned by the NIFC CDO or in coordination with
11 the local unit if a NTIA-RFA is approved.

12 **National Interagency Airtanker Base Frequencies**

13 The National Interagency airtanker base frequencies are engineered and
14 assigned by the FAA frequency managers on a yearly basis. Each frequency is
15 restricted to a service volume of a 40 nautical mile radius and 10,000 feet mean
16 sea level (MSL) or 5,000 feet above ground level (AGL) from the specified
17 latitude and longitude of the airtanker base as annotated in the National
18 Airtanker Base Directory. NO other frequencies are authorized for this use.

19 **Smokejumper and Rappel/RADS Air-to-Ground Frequency (168.5500**
20 **MHz)**

21 Assigned to Smokejumpers for DOI, USDA and other agencies. Specifically
22 dedicated as a smokejumper national air-to-ground tactical channel. Secondary
23 use is authorized for BLM and USFS Rappel/rope Assisted Delivery System
24 (RADS) aerial delivery operations. Channel must be toned on both transmit and
25 receive for all smokejumper and RADS teams to insure that interference issues
26 are avoided. Smokejumpers will use tone 123.0 and RADS will use 110.9. Use
27 of this frequency other than for the delivery of aerial firefighters is prohibited.

28 **Government-wide Area Common User Frequencies (163.1000 MHz,**
29 **168.3500 MHz)**

30 These shared frequencies are used on a non-interference basis and are not
31 exclusive to any user. These frequencies are not to be used for air-to-ground
32 operations and are prohibited by DOI and USDA from use as a frequency during
33 operations involving the protection of life and property.

- 34 • **NOTE:** When traveling between incidents, be sure to monitor for incident
35 radio traffic in the area before using these frequencies.

1 **National Interagency Fire Tactical Frequencies (168.0500 MHz, 168.2000**
2 **MHz, 168.6000 MHz, 168.2500 MHz, 166.7250 MHz, 166.7750 MHz)**

3 These shared frequencies are approved for ground tactical operations (line of
4 sight) on incidents.

5 Prohibited Use:

- 6 • Air-to-air communications; and
- 7 • Air-to-ground communications.

8 Permission to use these frequencies requires prior approval from the NIFC CDO
9 (or COMC when mobilized).

10 **Incident Radio Support**

11 All National Incident Radio Support Cache (NIRSC) communications
12 equipment will be returned to NIFC immediately after the incident is turned over
13 to the local jurisdictional agency unless otherwise coordinated with the NIICD
14 CDO/COMC.

15 No NIRSC communications equipment shall be moved from one incident to
16 another without being first returned to NIRSC for refurbishment. Unused and
17 sealed equipment may be moved, but only upon approval of the NIFC CDO or
18 COMC.

19 **Military Communications on an Incident**

20 Military units assigned to an incident are provided NIRSC communications
21 equipment. Each battalion is typically assigned 80 handheld radios. Intercrew
22 communications within a military unit is provided by the military on their radios
23 and frequencies. All incident frequencies are assigned by the COML using form
24 ICS-205.

25 Some military units have aviation VHF-FM radios compatible with civilian
26 systems. Other units must be provided VHF-FM radios prior to dispatch to an
27 incident. Wiring harnesses and radios will be resource ordered by the incident.
28 The resource order will include a request for qualified personnel from NIICD to
29 perform the installation of the equipment. Equipment will not be sent without
30 qualified personnel to install it.

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Chapter 16 Aviation Operations and Resources

Purpose and Scope

Aviation resources are one of a number of tools available to accomplish fire related land management objectives.

Aviation use must be prioritized based on management objectives and probability of success.

The effect of aviation resources on a fire is directly proportional to the speed at which the resource(s) can initially engage the fire, the effective capacity of the aircraft, and the deployment of ground resources.

These factors are magnified by flexibility in prioritization, mobility, positioning, and utilization of the versatility of many types of aircraft.

In addition to the priorities listed in the *National Interagency Mobilization Guide*, Chapter 10 under headings “Total Mobility” and “Priorities”, mobilization of aircraft should be based on optimizing the use of exclusive-use contracted aircraft. Call-when-needed aircraft will be the last ordered and the first released. The exception to this is use for initial action response and capability.

Risk management is a necessary requirement for the use of any aviation resource. The risk management process must include risk to ground resources, and the risk of not performing the mission, as well as the risk to the aircrew.

Organizational Responsibilities

National Office – Department of Interior (DOI)

Office of Aviation Services (OAS)

The Office of Aviation Services (OAS) is responsible for the coordination of aviation policy development and maintenance management within the agencies of the Department of the Interior (DOI). The OAS has no operational responsibility. The OAS provides aviation safety program oversight, accident investigation, and inspection/approval of aircraft and pilots for DOI agencies.

Bureau of Land Management (BLM)

National Aviation Office (NAO) – NAO develops BLM policy, procedures, and standards. It also maintains functional oversight, and facilitates interagency coordination for all aviation activities. The principal goals are safety and cost-effectiveness. The NAO supports BLM aviation activities and missions. This includes fire suppression, through strategic program guidance, managing aviation programs of national scope, coordination with OAS, and interagency partners. The Fire and Aviation Directorate has the responsibility and authority, after consultation with State Fire Management Officers, for funding and

1 acquisition of all fire aircraft, prioritizing the allocation of BLM aircraft on a
2 Bureau wide basis, and approving State Office requests to acquire supplemental
3 aircraft resources. Refer to *BLM National Aviation Plan and Manual 9400* for
4 aviation policy and guides. Refer to 112 DM 12 for a list of responsibilities.

5 ***National Park Service (NPS)***

6 The Branch of Aviation develops NPS policy, procedures, and standards for all
7 fire and non-fire aviation activities. This includes providing guidance on fire
8 suppression, as well as standardizing aviation programs at the national level,
9 coordinating with OAS and interagency partners. The Branch of Aviation also
10 has responsibility for operational execution of the aviation program. The Branch
11 ensures personnel receive aviation training, provides internal training for fleet
12 pilots, has responsibility for quality assurance and quality control of park
13 aviation programs and provides fiscal analysis to determine numbers and types
14 of aircraft for the bureau.

15 ***Bureau of Indian Affairs (BIA)***

16 The NAO is responsible for supporting all BIA Aviation programs through an
17 active and professional aviation organization that:

- 18 • Develops and coordinates efficient aviation policy and management
19 processes;
- 20 • Provides guidance for aviation programmatic and operational risk
21 management;
- 22 • Leads aviation safety assurance and promotion programs;
- 23 • Provides aircraft acquisition support as specified by Indian Affairs
24 management objectives; and
- 25 • Develops and promotes a skilled aviation management workforce.

26 **National Office – U.S. Department of Agriculture**

27 ***Forest Service (FS)***

28 The FS has responsibility for all aspects of its aviation program, including
29 aviation policy and budget development, aircraft acquisition, aircraft operations,
30 aviation safety and risk management, budget, pilot standardization, and
31 airworthiness. In addition, the FS has operational responsibility for functional
32 oversight of aviation assets and facilities, operational coordination and
33 utilization, accident investigation, and aircraft and pilot inspection.

34 The Assistant Director (AD), Aviation, is responsible to the Director of Fire and
35 Aviation Management for the management and supervision of the National
36 Headquarters Office in Washington DC, and the ### detached Aviation Unit
37 National Office in Boise. The AD, Aviation provides leadership, support and
38 coordination for national and regional aviation programs and operations. Refer
39 to FSM 5704 for list of responsibilities.

40 The Branch Chief, Aviation Operations reports to the AD, Aviation, and is
41 responsible for national aviation operational management and oversight.

- 1 The Branch Chief, Pilot Standardization reports to the AD, Aviation, and is
2 responsible for pilot and aircrew standardization and approval of agency and
3 contract pilots and aircrew.
- 4 The Branch Chief, Airworthiness reports to the AD, Aviation, and is responsible
5 for national aircraft airworthiness and maintenance program management and
6 oversight.
- 7 The Branch Chief, Aviation Business Operations reports to the AD, Aviation
8 and is responsible for policy maintenance and development, budget
9 development, and planning.
- 10 The Aviation Strategic Planner reports to the AD, Aviation and is responsible
11 for strategic planning and reporting.
- 12 The Branch Chief, Aviation Safety Management Systems reports to the AD,
13 Risk Management and Training, and is responsible for the national aviation
14 safety and risk management program and oversight.

15 **State/Regional Office**

- 16 • **BLM** – *State FMOs are responsible for providing oversight for aircraft*
17 *hosted in their state. State FMOs have the authority and responsibility to*
18 *approve, with National Office concurrence, acquisition of supplemental*
19 *aircraft resources within their state. State FMOs have the authority to*
20 *prioritize the allocation, pre-positioning and movement of all aircraft*
21 *assigned to the BLM within their state. State Offices will coordinate with*
22 *the National Office on movement of their aircraft outside of their State. A*
23 *State Aviation Manager (SAM) is located in each state office. SAMs are*
24 *delegated as the Contracting Officers Representative (COR) for all*
25 *exclusive use aircraft hosted by their state. SAMs implement aviation*
26 *program objectives and directives to support the agency mission and state*
27 *objectives. A state aviation plan is required to outline the state aviation*
28 *program objectives and to identify state-specific policy and procedures.*
- 29 • **NPS** – *A Regional Aviation Manager (RAM) is designated for each Region.*
30 *RAMs oversee the tactical execution of their region's aviation programs,*
31 *provide technical expertise and aviation safety oversight of the parks in*
32 *their geographic area. RAMs observe regional aviation activities and*
33 *provide liaison with the national Branch of Aviation and other agencies as*
34 *appropriate. A Regional aviation operations and management plan is*
35 *required to outline the Region's aviation program objectives and to identify*
36 *Region-specific policy and procedures.*
- 37 • **FWS** – *A Regional Aviation Manager (RAM) is designated for each Region.*
38 *RAMs implement aviation program objectives and directives to support the*
39 *agency mission and Region objectives. Several Regions have additional*
40 *support staff, and/or pilots assigned to support aircraft operations and to*
41 *provide technical expertise. A Regional aviation operations and*
42 *management plan is required to outline the Region's aviation program*
43 *objectives and to identify Region-specific policy and procedures.*

- 1 • **FS** – *Regional Aviation Officers (RAOs) are responsible for directing and*
2 *managing Regional aviation programs in accordance with the National and*
3 *Regional Aviation Management Plans, and applicable agency policy*
4 *direction. (Refer to FSM 5700 and FSH 5709.16 for list of responsibilities).*
5 *RAOs report to Director of Fire and Aviation for their specific Region.*
6 *Regional Aviation Safety Managers (RASMs) are responsible for aviation*
7 *safety in their respective Regions, and work closely with the RAO to ensure*
8 *aviation safety is an organizational priority (refer to FSM 5700 and FSH*
9 *5709.16 for list of responsibilities). Most Regions have additional aviation*
10 *technical specialists and pilots who help manage and oversee the Regional*
11 *aviation programs. Most Regions also have Aviation Maintenance*
12 *Inspectors, Fixed-wing Program Managers, Helicopter Program Managers,*
13 *Helicopter Operations Specialists, Inspector Pilots, etc.*
- 14 • **BIA** –
- 15 ○ *Provides oversight and approval of the acquisition and use of BIA*
16 *aircraft within their region;*
 - 17 ○ *Has the authority to prioritize the allocation, reallocation, pre-*
18 *positioning and movement of all aircraft assigned to the BIA within*
19 *their region. All movements will be coordinated with the NAO;*
 - 20 ○ *Manages and provides oversight of all BIA aircraft assigned to the*
21 *region;*
 - 22 ○ *Coordinates with Agencies, Geographical Coordination centers, NAO*
23 *aircraft coordinators on aviation resources assigned to their region;*
 - 24 ○ *Ensures all region assigned aviation resources are effectively utilized*
25 *as efficient BIA resources;*
 - 26 ○ *Delegates or designates the RAM, who ensures appropriate aviation*
27 *roles and positions are filled by qualified personnel;*
 - 28 ○ *Ensures all aviation employees meet DOI and BIA training*
29 *requirements; and*
 - 30 ○ *Ensures Inter-agency Agreement (IAA) between region and Office of*
31 *Aviation Services (OAS) Acquisition Services Directorate (ASD) is*
32 *valid and in force. Coordinate modifications to IAA as projects and*
33 *missions dictate.*

34 **Local Office**

35 Some areas have interagency aviation programs that utilize an Aviation Manager
36 for multiple units. Duties are similar as other local level managers.

- 37 • **BLM** – *Unit Aviation Managers (UAMs) serve as the focal point for the*
38 *Unit Aviation Program by providing technical expertise and management of*
39 *aviation resources to support Field Office/District programs. Field/District*
40 *Offices are responsible for hosting, supporting, providing daily*
41 *management, and dispatching all aircraft assigned to their unit.*
42 *Field/District Offices have the authority to request additional resources; to*
43 *establish priorities, and make assignments for all aircraft assigned to the*
44 *BLM within their unit or zone.*

- 1 • **NPS** – Unit or Park Aviation Managers have the responsibility to provide
2 aviation expertise and management of aviation resources at each park unit.
3 Organizational responsibility refer to DO-60, RM-60.
- 4 • **FS** – Unit Aviation Officers (UAOs)/Forest Aviation Officers (FAOs) have
5 the responsibility for aviation activities at the local level, including aviation
6 mission planning, risk management and safety, supervision, and evaluation.
7 UAOs/FAOs assist Line Officers with risk assessment/management and cost
8 analysis. Refer to FSM 5700 Zero Code for a list of responsibilities.
- 9 • **BIA** – The AAM/UAM manages the unit aviation program by providing
10 technical and management direction of aviation resources to support
11 Agency programs. The AAM/UAM has functional responsibility in the
12 following areas:
 - 13 ○ The AAM/UAM is authorized to provide for daily management of all
14 aviation resources;
 - 15 ○ Ensures Agency flight compliance with USDI/BIA/Region and Agency
16 policies and regulations;
 - 17 ○ Develop and implement the Agency/Unit aviation management plan, as
18 well as specific operating plans for other aviation programs (i.e.,
19 Helitack, SEAT, and aerial supervision);
 - 20 ○ Ensures completion of the Project Aviation Safety Plan (PASP) with
21 appropriate approvals/briefing of Line Officer;
 - 22 ○ Ensures that appropriate training is provided to aviation users and
23 supervisors. Monitors aviation training compliance for the
24 Agency/Unit;
 - 25 ○ Designates and assigns an alternate aviation manager when needed;
 - 26 ○ Ensures that visiting aircrews have received flight crew
27 briefing/aviation orientation and guides;
 - 28 ○ Confirms DOI/BIA/OMB requirements are met and completes the cost
29 analysis requirements and schedules the flight with a qualified vendor;
 - 30 ○ Ensures the accuracy of the Aircraft Use Report. Processes and
31 maintains copies and records documenting the flight as required by the
32 DOI manual;
 - 33 ○ Confirms that a qualified Flight Manager is assigned to all
34 project/resource flights;
 - 35 ○ Is responsible for the distribution and use of the Aviation Boundary
36 Plan/Checklist if one is in place;
 - 37 ○ Ensures Agency/Unit Aviation Security Plan is current and
38 implemented in accordance with DOI policy;
 - 39 ○ May serve as the COR for BIA exclusive use aircraft on their
40 Agency/Unit if aircraft manager is not current or qualified as such;
 - 41 ○ Authorized to order approved aircraft utilizing agency procurement
42 documents and procedures. Also establish priorities and allocate all
43 aircraft assigned to the BIA within their unit or zone; and
 - 44 ○ Maintains an up to date aviation reference library with all applicable
45 aviation policy and procedural references.

1 Aviation Information Resources

2 Aviation reference guides and aids for agency aviation management are listed
3 for policy, guidance, and specific procedural requirements.

- 4 • **BLM** – 9400 Manual Appendix 1, National Aviation Plan (NAP) and
5 applicable aviation guides as referenced in the NAP.
- 6 • **NPS** – RM-60 Aviation Management Reference Manual, ### IHOG NWCG
7 Standards for Helicopter Operations, and ### IASG Interagency Standards
8 for Aerial Supervision.
- 9 • **FWS** – Service Manual 330-339, Aviation Management and ### IHOG
10 NWCG Standards for Helicopter Operations.
- 11 • **FS** – FSM 5700, FSH 5709.16 and applicable aviation guides when
12 approved by the agency and referenced in policy.
- 13 • **BIA** – BIA National Aviation Plan (NAP) and applicable aviation guides as
14 referenced in the NAP.

15 Safety alerts, operational alerts, instruction memoranda, information bulletins,
16 incident reports, and other guidance or information are issued as needed.

17 An up-to-date library with aviation policy and procedural references will be
18 maintained at all permanent aviation bases, dispatch, and aviation management
19 offices.

20 Aviation Safety

21 The FS, BLM, and BIA have adopted Safety Management Systems (SMS) as the
22 foundation for the aviation safety program. The four pillars of SMS are Safety
23 Policy, Safety Risk Management, Safety Assurance, and Safety Promotion. SMS
24 is the standard for aviation safety set by the International Civil Aviation
25 Organization (ICAO) and the Federal Aviation Administration (FAA).

26 SMS focuses on:

- 27 • Emphasis on proactive risk management;
- 28 • Promotes a “Just” culture;
- 29 • Addresses systemic safety concerns;
- 30 • Holds the organization accountable;
- 31 • Identifies “What” so we can manage the manageable; and
- 32 • Communicates the “Why” so the culture can learn from mistakes.

33 The intent of SMS is to improve the aviation culture by increasing hazard
34 identification, reduce risk-taking behavior, learn from mistakes, and correct
35 procedures before a mishap occurs rather than after the accident. More
36 information on SMS is available at the Wildland Fire Lessons Learned Center
37 under the Lessons Learned link at <https://www.wildfirelessons.net/home>.
38 Additionally, the current approved US Forest Service Aviation SMS Guide is
39 available at <https://www.fs.fed.us/managing-land/fire>.

1 Risk Assessment and Risk Management

2 The use of risk management will help to ensure a safe and successful operation.
3 Risk is the probability that an event will occur. Assessing risk identifies the
4 hazard, the associated risk, and places the hazard in relationship to the mission.
5 A decision to conduct a mission requires weighing the risk against the benefit of
6 the mission and deciding whether the risks are acceptable.

7 Aviation missions always have some degree of risk. The four sources of hazards
8 are methods, medium, man, and machine. Managing risk is a 5-step process:

- 9 1. Identify hazards associated with all specified and implied tasks for the
10 mission.
 - 11 2. Assess hazards to determine potential of occurrence and severity of
12 consequences.
 - 13 3. Develop controls to mitigate or remove risk, and make decisions based on
14 accepting the least risk for the best benefit.
 - 15 4. Implement controls – (1) education controls, (2) physical controls, and (3)
16 avoidance controls.
 - 17 5. Supervise and Evaluate – enforce standards and continuously re-evaluate
18 their effectiveness in reducing or removing risk. Ensure that controls are
19 communicated, implemented, and enforced.
- 20 • *FS – FSM 5700. Employees shall use an operational risk management*
21 *process to evaluate the risk and hazards prior to every flight.*

22 How to Properly Refuse Risk (Aviation)

23 Every individual (government and contracted employees) has the right and
24 obligation to report safety problems affecting his or her safety and has the right
25 to contribute ideas to correct the hazard. In return, supervisors are expected to
26 give these concerns and ideas serious consideration. When an individual feels an
27 assignment is unsafe, he or she also has the obligation to identify, to the degree
28 possible, safe alternatives for completing that assignment. Turning down an
29 assignment is one possible outcome of managing risk.

30 A “turn down” is a situation where an individual has determined he or she
31 cannot undertake an assignment as given and is unable to negotiate an
32 alternative solution. The turn down of an assignment must be based on
33 assessment of risks and the ability of the individual or organization to control or
34 mitigate those risks. Individuals may turn down an assignment because of safety
35 reasons when:

- 36 • There is a violation of regulated safe aviation practices;
- 37 • Environmental conditions make the work unsafe; or
- 38 • They lack the necessary qualifications or experience.

39 Individuals will directly inform their supervisor that they are turning down the
40 assignment as given. The most appropriate means of documented turn down
41 criteria is using the Aviation Watch Out Situations (*IRPG*).

- 1 Supervisors will notify the Air Operations Branch Director (AOBD) or unit
2 aviation leadership immediately upon being informed of a turn down. If there is
3 no AOBD, notification shall go to the appropriate Section Chief, the Incident
4 Commander or local fire and aviation staff. Proper handling of turn downs
5 provides accountability for decisions and initiates communication of safety
6 concerns within the incident organization.
- 7 If the assignment has been turned down previously and the supervisor asks
8 another resource to perform the assignment, he or she is responsible to inform
9 the new resource that the assignment had been turned down and the reasons
10 why. Furthermore, personnel need to realize that a “turn down” does not stop the
11 completion of the assigned operation. The “turn down” protocol is an integral
12 element that improves the effective management of risk, for it provides timely
13 identification of hazards within the chain of command, raises risk awareness for
14 both leaders and subordinates, and promotes accountability.
- 15 If an unresolved safety hazard exists the individual needs to communicate the
16 issue/event/concern immediately to his or her supervisor and document as
17 appropriate.

18 **Aviation Safety Support**

19 **Aviation Safety and Technical Assistance Team (ASTAT)**

20 During high levels of aviation activity, it is advisable to request an Aviation
21 Safety and Technical Assistance Team (ASTAT). An ASTAT’s purpose is to
22 enhance risk management, efficiency, effectiveness, and provide technical
23 assistance while reviewing aviation operations. If an ASTAT cannot be filled
24 internally, the request may be placed with NICC through established ordering
25 channels using individual overhead requests. An ASTAT should operate under a
26 Delegation of Authority from the appropriate State/Regional Aviation
27 Manager(s) or Multi Agency Coordinating Group. Formal written reports shall
28 be provided to appropriate manager(s) as outlined at the in-brief. A team should
29 be developed to fit the need of the requesting unit and may consist of the
30 following:

- 31 • Aviation Safety Manager;
- 32 • Operations Specialist (helicopter and/or fixed wing);
- 33 • Pilot Inspector;
- 34 • Maintenance Inspector;
- 35 • Avionics Inspector (optional); and
- 36 • Aircraft Dispatcher (optional).

37 **Aviation Safety Briefing**

38 Every passenger must receive a briefing prior to each flight. The briefing is the
39 responsibility of the Pilot in Command (PIC) but may be conducted by the pilot,
40 flight manager, helicopter manager, fixed-wing base manager, or an individual
41 with the required training to conduct an aviation safety briefing. The pilot
42 should also receive a mission briefing from the government aircraft manager.

1 Refer to the *IRPG* and **### HOG NWCG Standards for Helicopter Operations**
2 **Chapter 10.**

3 **Aviation Hazard**

4 An aviation hazard is any condition, act, or circumstance that compromises the
5 safety of personnel engaged in aviation operations. Pilots, flight crew personnel,
6 aviation managers, incident air operations personnel, and passengers are
7 responsible for hazard identification and mitigation. Aviation hazards may
8 include but are not limited to the following:

- 9 • Deviations from policy, procedures, regulations, and instructions;
- 10 • Improper hazardous materials handling and/or transport;
- 11 • Airspace conflicts/flight following deviation;
- 12 • Deviation from planned operations;
- 13 • Failure to utilize PPE or Aviation Life Support Equipment (ALSE);
- 14 • Failure to meet qualification standards or training requirement;
- 15 • Extreme environmental conditions;
- 16 • Improper ground operations;
- 17 • Improper pilot procedures;
- 18 • Fuel contamination; and
- 19 • Unsafe actions by pilot, air crew, passengers, or support personnel.

20 Aviation hazards also exist in the form of wires, low-flying aircraft, and
21 obstacles protruding beyond normal surface features. Each office will post,
22 maintain, and annually update a “Known Aerial Hazard Map” for the local
23 geographic area where aircraft are operated, regardless of agency jurisdiction.
24 This map will be posted and used to brief flight crews. Unit Aviation Managers
25 are responsible for ensuring the development and updating of Known Aerial
26 Hazard Maps (**### HOG NWCG Standards for Helicopter Operations**).

27 **Aerial Applications of Wildland Fire Chemical Safety**

28 Chapter 12 contains information concerning the aerial application of wildland
29 fire chemicals.

30 **SAFECOM**

31 The DOI and the FS have an incident/hazard reporting form called The Aviation
32 Safety Communiqué (SAFECOM). The database, available at
33 <https://www.safecom.gov/>, fulfills the Aviation Mishap Information System
34 (AMIS) requirements for aviation mishap reporting for the DOI agencies and the
35 FS. Categories of reports include: Accidents, Airspace, Hazards, Incidents,
36 Maintenance, Mishap Prevention, and Kudos. The system uses the SAFECOM
37 Form OAS-34 or FS-5700-14 to report any condition, observation, act,
38 maintenance problem, or circumstance with personnel or aircraft that has the
39 potential to cause an aviation-related mishap. The SAFECOM system is not
40 intended for initiating punitive actions. Submitting a SAFECOM is not a
41 substitute for "on-the-spot" correction(s) to a safety concern. It is a tool used to

- 1 identify, document, track, and correct safety related issues. A SAFECOM does
- 2 not replace the requirement for initiating an accident or incident report.
- 3 Any individual (including vendors/cooperators) with knowledge of an
- 4 incident/hazard should complete a SAFECOM. The SAFECOM form, including
- 5 attachments and pictures, should be entered directly on the internet at
- 6 <https://www.safecom.gov/> or faxed to the Department of the Interior's Office of
- 7 Aviation Services, Aviation Safety (208) 433-5069 or to the FS at (208) 387-
- 8 5735 ATTN: SAFETY. Electronic cc copies are automatically forwarded to the
- 9 National, Regional, State, and Unit Aviation Managers.
- 10 The agency with operational control of the aircraft at the time of the
- 11 hazard/incident/accident is responsible for completing the SAFECOM and
- 12 submitting it through agency channels.

13 **Aircraft Incidents/Accidents**

- 14 Notification to the FS or OAS and DOI agency Aviation Safety Managers is
- 15 required for any aircraft mishap involving damage or injury. Use the hotline
- 16 (888) 464-7427 or the most expeditious means possible. Initiate the appropriate
- 17 unit Aviation Mishap Response Plan.

18 **### Low-level Flight Operations**

19 The only fixed-wing aircraft missions authorized for low-level fire operations
20 are:

- 21 • Smokejumper/Para-cargo;
- 22 • Aerial Supervision Module (ASM) and Lead operations; and
- 23 • Aerial dispensing of retardant, water enhancers and water.

24 **Operational Procedures**

- 25 • A high level recon will be made prior to low-level flight operations.
- 26 • All flights below 500 feet will be contained to the area of operation.
- 27 • PPE is required for all fixed-wing, low-level flights. Helmets are not
- 28 required for multi-engine airtanker crews, smokejumper pilots, and
- 29 Leadplane/ASM flight/aircrew members.

30 **Congested Area Flight Operations**

31 Airtankers can drop retardant in congested areas under DOI authority given in
32 *14 CFR Part 137*.

33 FS authority is granted under exemption 392, from *14 CFR Part 91.119* as
34 referenced in *FSM 5714*. When such operations are necessary, they may be
35 authorized subject to these limitations:

- 36 • Airtanker operations in congested areas may be conducted at the request of
37 the city, rural fire department, county, state, or federal fire suppression
38 agency;
- 39 • An ASM/Leadplane is ordered to coordinate aerial operations;

- 1 • The air traffic control facility responsible for the airspace is notified prior to
2 or as soon as possible after the beginning of the operation;
- 3 • A positive communication link must be established between the ASM or
4 Leadplane, airtanker pilot(s), and the responsible fire suppression agency
5 official; and
- 6 • The IC for the responsible fire agency or designee will advise the
7 ASM/Leadplane/airtanker that all non-essential people and movable
8 property have been cleared prior to commencing retardant drops.

9 Unmanned Aircraft Systems

10 ### UAS Incursion Reporting Protocol

- 11 • Fire personnel should immediately notify the ATGS if overhead, aircraft
12 over the incident, the IC and dispatch. Dispatch should report all
13 unauthorized UAS or drone activity immediately via SAFECOM
14 (www.safecom.gov) and to the Federal Aviation Administration.
- 15 Reporting Keypoints:
- 16 • Report UAS information (location, color, size, altitude, flight pattern), if
17 known.
 - 18 • Dispatch centers should report incursions to the nearest Air Route Traffic
19 Control Center (ARTCC) or follow geographic area protocol.

20 Policy

- 21 • UAS fire operations shall be conducted under the provisions of the ###
22 ~~Interagency Fire Unmanned Aircraft Systems Operations Guide NWCG~~
23 *Standards for Fire Unmanned Aircraft Systems Operations* (PMS 515).
- 24 • When UAS are flown for USFS/DOI work or benefit, Federal Aviation
25 Administration (FAA), USFS, and DOI regulations apply.
- 26 • All aircraft (to include UAS) purchase, lease, or acquisition **must** follow
27 department procurement policy and procedures.
- 28 • All aircraft and pilots employed by the USFS or DOI agencies **shall** be
29 credentialed in accordance with departmental policy.
- 30 • UAS flights under USFS operational control **must** adhere to USFS policy
31 and regulations regarding their use. Guidance can be found in FSM 5713.7,
32 the *USFS National Aviation Safety and Management Plan* and at ###
33 ~~<https://www.fs.fed.us/science-technology/fire/unmanned-aircraft-systems>~~
34 ~~<https://www.fs.fed.us/managing-land/fire/aviation/uas>~~.
- 35 • UAS flights under DOI operational control **must** adhere to DOI and agency
36 specific policy and regulations regarding their use. Guidance can be found
37 in the *Departmental Manual*, Parts 350-353, and Operational Procedures
38 Memorandum 11 at ~~<https://www.doi.gov/aviation/library/opm>~~.
- 39 • UAS procured/owned/operated by cooperating agencies (state, local, and
40 International) may be utilized on federally-managed fires when cooperative
41 agreements are in place and the aircraft and pilot have been approved by
42 letter nationally or regionally.

- 1 • UAS flights conducted by non-participatory entities (e.g., media) must
2 adhere to FAA regulations.
- 3 • A Special Government Interest Waiver (SGI) must be issued for beyond
4 visual line of sight (BVLOS) operations within a TFR. SGI requests shall be
5 ~~### coordinated through departmental channels~~ routed through the UAS
6 Coordinator at 208-387-5335.

7 Personnel

- 8 • Four UAS positions are listed in the PMS 310-1:
 - 9 ○ Unmanned Aircraft System Pilot (UASP)
 - 10 ○ Unmanned Aircraft System, Data Specialist (UASD)
 - 11 ○ Unmanned Aircraft System, Manager (UASM)
 - 12 ○ Unmanned Aircraft System, Module Leader (UASL)

13 Crew Composition

- 14 • UAS operations are typically conducted under a crew (module) concept.
- 15 • Typical module configuration:
 - 16 ○ Agency operated systems (Type 3 or 4): UASP and UASD
 - 17 ○ Contract systems (Type 1 or 2): UASM and UASD
 - 18 ○ Span of control for multiple UAS operations on the same incident can
19 be mitigated with UASL.

20 Ordering

- 21 • UAS personnel are ordered through established dispatch channels.
- 22 • Agency-owned UAS should be designated by make, model, and call sign in
23 the “Special Needs” section of the resource order.
- 24 • Federally contracted exclusive use and CWN UAS are national resources.
25 Geographic areas utilizing them will make them available for fires on a
26 priority basis.

27 Operations

- 28 • UAS flight crews utilize established procedures (e.g., Fire Traffic Area) for
29 coordinating flights with aerial supervision/on-scene aircraft.
- 30 • Large UAS (typically type 1 and 2) will launch and recover from a “Launch
31 and Recovery Zone” which should be designated on incident aviation
32 planning maps.
- 33 • Small (typically type 4) UAS are fireline portable and flights will be
34 conducted through established procedures.

35 Key Points

- 36 • UAS is an effective tool for situational awareness and data collection.
37 Determine the data objective before ordering the resource and flying the
38 mission.
- 39 • UAS ICS types are listed in the ~~### Interagency Fire Unmanned Aircraft~~
40 ~~Systems Operations Guide~~ *NWCG Standards for Fire Unmanned Aircraft*
41 *Systems Operations* (PMS 515).

- 1 • UAS training, aircraft, sensors, and capabilities are listed on the Interagency
2 Fire UAS Subcommittee website (see below).
- 3 • Personally owned UAS or model aircraft **must not** be used by federal
4 agencies or their employees for interagency fire use.
- 5 • Individuals who are determined to have interfered with wildland fire
6 operations may be subject to civil penalties and criminal prosecution.

7 **Additional Information**

8 Interagency Fire UAS Subcommittee – ###

9 <https://sites.google.com/firenet.gov/iuas>

10 [https://www.nwcg.gov/committees/interagency-fire-unmanned-aircraft-systems-](https://www.nwcg.gov/committees/interagency-fire-unmanned-aircraft-systems-subcommittee)
11 [subcommittee](https://www.nwcg.gov/committees/interagency-fire-unmanned-aircraft-systems-subcommittee)

12 • **FAA** – <https://www.faa.gov/uas>

13 • **DOI** – <https://www.doi.gov/aviation/uas>

14 • **BLM** – <https://sites.google.com/a/firenet.gov/blm-uas/program>

15 • **FS** – ### [https://www.fs.fed.us/science-technology/fire/unmanned-aircraft-](https://www.fs.fed.us/science-technology/fire/unmanned-aircraft-systems)
16 [systems https://www.fs.fed.us/managing-land/fire/aviation/uas](https://www.fs.fed.us/managing-land/fire/aviation/uas)

17 **Airspace Coordination**

18 The Interagency Airspace Program is an aviation safety program designed to
19 enhance aviation safety and reduce the risk of a mid-air collision. The *NWCG*
20 *Standards for Airspace Coordination* ###

21 (<https://www.nwcg.gov/publications/520>) provides direction and procedures for
22 airspace coordination. Additional guidance may be found in the *National*
23 *Interagency Mobilization Guide* and supplemented by local mobilization guides.

- 24 • **FS** – Refer to *FSM 5709.16, Chapter 30* for additional airspace
25 information.

26 ### An Airspace Coordinator (ASCO) should be ordered when incident aviation
27 activity is widespread and involves a number of complex TFRs, complex
28 airspace is involved, or difficult airspace conflict resolutions exist with various
29 agencies.

30 Airspace deconfliction is performed for both emergency and non-emergency
31 aviation activities.

32 Some BLM, BIA, state and FS units have Memorandums of Understanding
33 (MOUs) with local military airspace authorities for airspace coordination.
34 Briefings from Unit Aviation Managers/Officers (UAM/UAO) are crucial to
35 ensure that any local airspace information is coordinated before flight.

36 All firefighting aircraft are required to have operative transponders and will use
37 a national firefighting transponder code of 1255 when engaged in, or traveling
38 to, firefighting operations (excluding ferry flights), unless given a discrete code
39 by Air Traffic Control (ATC).

40

- 1 ~~### Additional coordination information can be found by contacting:~~ Additional
2 coordination information can be found at:
3 <https://www.nwcg.gov/committees/interagency-airspace-subcommittee>. See
4 “Roster” for agency members. ~~Additionally, airspace coordination can be found~~
5 ~~by contacting~~ Additional airspace coordination can be found by contacting:
6 • **BLM** – *State Aviation Managers, National Airspace Program Manager*
7 • **NPS** – *Regional Aviation Managers*
8 • **FWS** – *National Aviation Safety and Operations*
9 • **FS** – *Regional Aviation Officers, National Airspace Program Manager*
10 • **BIA** – *Regional Aviation Managers*

11 Flight Request and Approval

- 12 • **NPS** – *Reference RM 60, Appendix 3 and 4.*
13 • **FS** – *Refer to FSM 5709.16, Chapter 30 for all flights.*

14 Point-to-Point Flights

15 A “Point-to-point” flight is one that originates at one developed airport or
16 permanent helibase and flies directly to another developed airport or permanent
17 helibase with the sole purpose of transporting personnel or cargo (this term does
18 not apply to flights with a scheduled air carrier on a seat fare basis). These types
19 of flights are often referred to as “administrative” flights and only require the
20 aircraft and pilot to be carded and approved for point-to-point flight. A point-to-
21 point flight is conducted higher than 500 feet above ground level (AGL).

22 Agency policy requires designating a Flight Manager for point-to-point flights
23 transporting personnel. The Flight Manager is a government employee that is
24 responsible for coordinating, managing, and supervising flight operations. The
25 Flight Manager is not required to be on board for most flights. For those flights
26 that have multiple legs or are complex in nature a Flight Manager should attend
27 the entire flight. The Flight Manager will meet the qualification standard for the
28 level of mission assigned as set forth in the *Interagency Aviation Training Guide*
29 (IAT).

- 30 • **BLM** – *Reference the BLM National Aviation Plan, Chapter 3, available at*
31 *https://www.nifc.gov/aviation/av_BLMlibrary.html.*
32 • **NPS** – *Reference RM-60, Appendix 3 for agency specific policy.*
33 • **FS** – *Refer to FSM 5709.16 Chapter 30 and the Forest Service*
34 *Administrative Use of Aircraft Desk Reference.*
35 • **BIA** – *Reference the BIA National Aviation Plan.*

36 Mission Flights

37 Mission flights are defined as flights not meeting the definition of point-to-point
38 flight. A mission flight requires work to be performed in the air (retardant or
39 water delivery, fire reconnaissance, smokejumper delivery), or through a
40 combination of ground and aerial work (delivery of personnel and/or cargo from

- 1 helibases to helispots or unimproved landing sites, rappelling or cargo let-down,
2 horse herding).
- 3 • PPE is required for any fixed wing mission flight conducted below
4 500' AGL. ### Flight helmets are not required for multi-engine airtanker
5 crews, smokejumper pilots and Leadplane/ASM flight/aircrew members.
 - 6 ○ *DOI – Flight helmets may not be required for multi-engine airtanker*
7 *crews, smokejumper pilots and Leadplane/ASM flight/aircrew*
8 *members. Note: DOI requires a helmet for all special use missions 500*
9 *feet and below unless a waiver is obtained per the ALSE Handbook.*
10 *Refer to agency aviation policy to determine if ALSE waivers are in*
11 *place for your specific mission.*
 - 12 ○ *FS – USFS does not require flight helmets for fixed wing special use*
13 *missions.*
 - 14 • Required attire for ATGS and fire reconnaissance are:
 - 15 ○ Leather shoes or boots; and
 - 16 ○ Natural fiber shirt, full length cotton or nomex pants, or flight suit.
 - 17 • The use of full PPE is required for all helicopter flights (point to point and
18 mission) and associated ground operations. The specific items to be worn
19 are dependent on the type of flight, the function an individual is performing,
20 or the ground operation being conducted. Refer to the tables in Chapter 9 of
21 the ### *HOG NWCG Standards for Helicopter Operations* for specific
22 requirements.
 - 23 • All personnel will meet training and qualification standards required for the
24 mission.
 - 25 • Agency FM radio capability is required for all mission flights.
 - 26 • All passengers must be authorized and all personnel onboard must be
27 essential to the mission.
 - 28 ○ *FS – Special Use Mission Flight is any flight that is not point-to-point.*
29 *Special use mission flights require special pilot endorsements, flight*
30 *evaluations, training, and/or specialized aircraft equipment. For all*
31 *special use mission flights, all pilots and aircraft must be specifically*
32 *approved in writing for that flight.*
- 33 Mission flights for fixed-wing aircraft include but are not limited to the
34 following:
- 35 • Water or retardant application;
 - 36 • Parachute delivery of personnel or cargo;
 - 37 • Leadplane/ASM/Airtanker operations;
 - 38 • Takeoff or landing requiring special techniques due to hazardous terrain,
39 obstacles, or surface conditions; and
 - 40 • Aerial Supervision.
- 41 Mission helicopter flights include but are not limited to the following:
- 42 • Flights conducted within 500 feet AGL;
 - 43 • Water or retardant application;
 - 44 • Helicopter coordinator and ATGS operations;

- 1 • Aerial ignition activities;
- 2 • External load operations;
- 3 • Rappelling;
- 4 • Takeoff or landing requiring special techniques due to hazardous terrain,
- 5 obstacles, pinnacles, or surface conditions;
- 6 • Free-fall cargo;
- 7 • Fire reconnaissance;
- 8 • Short-haul operations; and
- 9 • Night helicopter operations.

10 ### Low-level Flight Operations

11 The only fixed-wing aircraft missions authorized for low-level fire operations
12 are:

- 13 • Smokejumper/Para-cargo;
- 14 • Aerial Supervision Module (ASM) and Lead operations; and
- 15 • Aerial dispensing of retardant, water enhancers and water.

16 Operational Procedures

- 17 • A high-level recon will be made prior to low-level flight operations.
- 18 • All flights below 500 feet will be contained to the area of operation.
- 19 • PPE is required for all fixed-wing, low-level flights. Helmets are not
20 required for multi-engine airtanker crews, smokejumper pilots, and
21 Leadplane/ASM flight/aircrew members.

22 ### Congested Area Flight Operations

23 Airtankers can drop retardant in congested areas under DOI authority given in
24 *14 CFR Part 137*.

25 FS authority is granted under exemption 392, from *14 CFR Part 91.119* as
26 referenced in *FSM 5714*. When such operations are necessary, they may be
27 authorized subject to these limitations:

- 28 • Airtanker operations in congested areas may be conducted at the request of
29 the city, rural fire department, county, state, or federal fire suppression
30 agency;
- 31 • An ASM/Leadplane is ordered to coordinate aerial operations;
- 32 • The air traffic control facility responsible for the airspace is notified prior to
33 or as soon as possible after the beginning of the operation;
- 34 • A positive communication link must be established between the ASM or
35 Leadplane, airtanker pilot(s), and the responsible fire suppression agency
36 official; and
- 37 • The IC for the responsible fire agency or designee will advise the
38 ASM/Leadplane/airtanker that all non-essential people and movable
39 property have been cleared prior to commencing retardant drops.

1 Flight-Following All Aircraft

2 Flight-Following is mandatory for all flights. Refer to the *National Interagency*
3 *Mobilization Guide* for specific direction.

- 4 • Agency FM radio capability is required for all mission flights.
- 5 • For mission flights, there are two types of Agency Flight Following:
6 Automated Flight Following (AFF) and radio check-in. AFF is the preferred
7 method of agency flight following. If the aircraft and flight following office
8 have AFF capability, it shall be utilized. Periodic radio transmissions are
9 acceptable when utilizing AFF. Reference the AFF procedures section of
10 the National Interagency Mobilization Guide for more information.
- 11 • All dispatch centers designated for fire support shall have the ability to
12 monitor AFF as well as the capability to transmit and receive “National
13 Flight Following” and “Air Guard.”
- 14 • If AFF becomes inoperable the aircraft will normally remain available for
15 service, utilizing radio/voice system for flight following. Each occurrence
16 must be evaluated individually and decided by the COR/CO.
- 17 • Helicopters conducting Mission Flights shall check-in prior to and
18 immediately after each takeoff/landing per ~~### HOG NWCG Standards for~~
19 *Helicopter Operations 4.H.E.2.*

20 Sterile Cockpit All Aircraft

21 Sterile cockpit rules apply within a 5-mile radius of the airport. The flight crew
22 will not perform radio or cockpit communication during that time that is not
23 directly related to safe flight of the aircraft from taxi to 5 miles out and from 5
24 miles out until clearing the active runway. This would consist of reading
25 checklists, communication with Air Traffic Control (ATC), Flight Service
26 Stations, Unicom, or other aircraft with the intent of ensuring separation or
27 complying with ATC requirements. Communications by passengers or air crew
28 members can be accomplished when the audio panels can be isolated and do not
29 interfere with flight operations of the flight crew.

30 **Exception:** When conducting firefighting missions within 5 miles of an
31 uncontrolled airport, maintain sterile cockpit until departing the traffic pattern
32 and reaching final altitude. Monitor CTAF frequency if feasible while engaged
33 in firefighting activities. Monitor CTAF as soon as practical upon leaving the
34 fire and returning to the uncontrolled airport. When conducting firefighting
35 missions within Class B, C, or D airspace, notify dispatch that ATC
36 communications will have priority over dispatch communications.

37 Interagency Interim Flight and Duty Limitations/Aviation Stand Downs

38 Aviation stand downs are a means to find time, in an otherwise demanding flight
39 schedule, to reflect on core aviation safety values. In this context, aviation stand
40 downs refer to an administrative decision to keep tactical aviation resources on
41 the ground through all or part of their normal duty day or days.

1 Interim flight and duty limitations are a method to manage pilot and crew
2 fatigue by reducing the length of the duty day or increasing the number of days
3 off in the normal duty day cycle. During extended periods of high flight activity,
4 fatigue must be mitigated by fire and aviation managers.

5 Aviation stand downs and interim flight and duty day limitations can be
6 implemented at the Geographic Area or National level. In either case, the
7 procedure for implementation is the same. Requests for implementation of flight
8 and duty limitations, or proposed stand down parameters, will be made through
9 the National Aviation Office through which it originated.

10 Decisions and procedures for implementation will be made on a coordinated,
11 interagency basis, involving the GACC, NICC, and National Aviation
12 Representatives at NIFC and Aviation Contracting Officers. Details of the
13 proposal will be formalized and coordinated with other affected agencies and
14 implemented through the National Multi-Agency Coordinating Group (NMAC).

15 **Interim Flight and Duty Limitations Implementation**

16 During extended periods of a high level of flight activity or maximum 14-hour
17 days, fatigue factors must be taken into consideration by Fire and Aviation
18 Managers. Phase 2 and/or Phase 3 Duty Limitations will be implemented for
19 specific geographic area's aviation resources. The minimum scope of operation
20 should be by geographic area; e.g., Northwest, Great Basin.

21 Interim flight and duty limitations are written to apply to federal contract
22 resources. States may apply them if they so choose. The interim flight and duty
23 limitations can apply to agency pilots, but additional days off must be
24 coordinated with the agency pilot's supervisor and must follow federal pay and
25 leave regulations.

26 ***Phase 1 – Standard Flight and Duty Limitations (Abbreviated Summary)***

- 27 • 14-hour maximum duty day;
- 28 • 8 hours maximum daily flight time for mission flights;
- 29 • 10 hours for point-to-point, with a 2 pilot crew;
- 30 • A maximum of 42 hours flight time during any consecutive 6-day period.
31 When a pilot acquires 36 or more flight hours in a consecutive 6-day period,
32 the pilot shall be given the following day off. A new 6-day cycle shall begin
33 upon return from any day off;
- 34 • Minimum of 10 hours uninterrupted time off (rest) between duty periods;
35 and
- 36 • Two days off within any 14-day period.

37 This does not diminish the authority or obligation of any individual COR
38 (Contracting Officer Representative) or Aviation Manager to impose shorter
39 duty days or additional days off at any time for any flight/maintenance crew
40 members for fatigue. This authority is currently provided for in agency direction

- 1 and contract specifications. Aviation managers should consider the following
2 actions:
- 3 • Any tactical aircraft flight crew member (airtanker, helicopter,
4 ASM/leadplane, SEAT or air attack) may request an additional day off in
5 conjunction with their normally scheduled day(s) off.
 - 6 • The additional day off may be granted when requested. Flight crews are
7 encouraged to honestly assess their fatigue level and request an additional
8 day off if they believe it is needed.
 - 9 • Aircraft availability will be paid when this occurs regardless of whether a
10 relief crew is provided or not.
 - 11 • When an additional day off is granted, document this in the remarks section
12 of the aircraft payment document.
 - 13 • In order to assure sufficient coverage, additional days off will need to be
14 coordinated within the currently assigned GACC and communicated to
15 national aviation managers. Coordinate with your aviation managers,
16 contracting officers and dispatch organizations to implement these actions.

17 ***Phase 2 – Interim Duty Limitations***

18 When Phase 2 is activated, pilots shall adhere to the flight and day-off
19 limitations prescribed in Phase 1 and the duty limitations defined under Phase 2.

20 Each flight crew member shall be given an additional day off each 14-day
21 period. Crews on a 12-and-2 schedule shall have 3 consecutive days off (11-and-
22 3). Flight crews on 6-and-1 schedules shall work an alternating weekly schedule
23 of 5 days on, 2 days off, then 6 days on and one day off.

24 Aircraft fixed daily rates and special rates, when applicable, shall continue to
25 accrue during the extra day off. Contractors may provide additional approved
26 crews to maximize utilization of their aircraft. All costs associated with
27 providing the additional crew will be at the contractor's expense, unless the
28 additional crew is requested by the Government.

29 ***Phase 3 – Interim Duty Limitations***

30 When Phase 3 is activated, pilots shall adhere to the flight limitations of Phase 1
31 (standard), the additional day off of Phase 2, and the limitations defined under
32 Phase 3.

33 Flight crew members shall have a minimum of 12 consecutive hours of
34 uninterrupted rest (off duty) during each duty day cycle. The standard duty day
35 shall be no longer than 12 hours, except a crew duty day extension shall not
36 exceed a cumulative 14-hour duty day. The next flight crew rest period shall
37 then be adjusted to equal the extended duty day; i.e., 13- hour duty day, 13 hours
38 rest; 14- hour duty day, 14 hours rest. Extended duty day applies only to
39 completion of a mission. In no case may standby be extended beyond the 12-
40 hour duty day.

41 Double crews (2 complete flight crews assigned to an aircraft), augmented flight
42 crews (an additional pilot-in-command assigned to an aircraft), and aircraft

1 crews that work a rotating schedule; i.e., 2 days on, 1 day off, 7 days on, 7 days
2 off, or 12 days on, 12 days off, may be exempted from Phase 2 Limitations upon
3 verification that their scheduling and duty cycles meet or exceed the provisions
4 of Paragraph a. of Phase 2 and Phase 1 Limitations.

5 Exemptions of Phase 3 provisions may be requested through the local Aviation
6 Manager or COR, but must be approved by the FS RAO or DOI Area Aviation
7 Manager.

8 **Aviation Assets**

9 Typical agency aviation assets include: Helitack or Rappel, Aerial Supervision
10 (ATGS, HLCO, Leadplane, and ASM), Large (multi-engine) Airtankers, Very
11 Large Airtankers (VLATs), Single Engine Airtankers (SEATs), and
12 Smokejumpers.

- 13 • *BLM – All BLM acquired aircraft (exclusive use, On-Call, and CWN) are*
14 *available to move to areas of greatest Bureau need, thereby maximizing*
15 *efficiency and effectiveness. Specific authorities and responsibilities for*
16 *Field/State and National Offices are outlined earlier in this chapter. Offices*
17 *are expected to adhere to procedures established in the National Aviation*
18 *Plan for both acquisition and use reporting.*
- 19 • *### BLM – Awaiting a resource order should not be allowed to affect the*
20 *response time for initial attack mobilization. Initial attack aircraft may be*
21 *launched to new incidents with just the location, bearing, distance and*
22 *flight following frequency. All other pertinent information will be provided*
23 *to aircrews while en route. See the BLM National Aviation Plan, 3.17.1, for*
24 *additional information.*
- 25 • *FS – All FS aircraft (agency-owned, exclusive use, leased and CWN) are*
26 *available to move to areas of greatest agency need, thereby maximizing*
27 *efficiency and effectiveness. Forest Service units are expected to adhere to*
28 *procedures established in policy for acquisition and use reporting.*
- 29 • *BIA – All BIA acquired aircraft (exclusive use, On-Call, and CWN) are*
30 *available to move to areas of greatest Bureau need, thereby maximizing*
31 *efficiency and effectiveness. Specific authorities and responsibilities for*
32 *Regional/Agencies and National Offices are outlined in the National*
33 *Aviation Plan for both acquisition and use reporting.*

34 **Helitack**

35 Helitack crews perform suppression and support operations to accomplish fire
36 and resource management objectives.

37 **Organization – Crew Size**

- 38 • *BLM – The minimum crew size for a BLM exclusive-use Type 3 helicopter is*
39 *seven personnel. The minimum crew size for a BLM exclusive-use Type 2*
40 *helicopter is ten personnel. All BLM exclusive-use crews will consist of key*
41 *positions including: supervisor, assistant, squad boss, and crew members.*

- 1 *The BLM States may establish larger crew size and standards for their*
2 *exclusive use helicopter crews based on program need. Any increase in*
3 *crew size will be documented in the respective State Aviation Plan. BLM*
4 *helicopters operated in Alaska need only be staffed with a qualified*
5 *Helicopter Manager (HMGB).*
- 6 • *NPS – Helicopter exclusive-use modules will consist of a minimum of eight*
7 *fire funded personnel. The NPS regions may establish larger crew size and*
8 *standards for their exclusive use helicopter crews based on the need for an*
9 *all hazard component (Fire, SAR, Law Enforcement, and EMT). Exception*
10 *to minimum helicopter crew staffing standards must be approved by the*
11 *National Aviation Office. NPS helicopters operated in Alaska need only be*
12 *staffed with a qualified Helicopter Manager (HMGB).*
 - 13 • *FS – Regions may establish minimum crew size and standards for their*
14 *exclusive use helitack crews. Experience requirements for exclusive-use*
15 *helicopter positions are listed in FSFAQG, Chapter 4.*
 - 16 • *BIA – All helicopter personnel responsibilities are outlined in the ###*
17 *IHOG NWCG Standards for Helicopter Operations. CWN helitack training*
18 *and currency requirements are contained in the ### NWCG PMS 310-1.*
19 *Each region hosting exclusive-use helicopters is responsible for providing*
20 *essential management, overhead, equipment, facilities and the resources*
21 *necessary to fully support the helitack crew. Host regions are encouraged*
22 *to increase helitack crew size minimum*
23 *requirements to enhance operational efficiency. Recommended minimum*
24 *staffing levels:*
 - 25 ○ *Type 3 helicopter – 7 helitack personnel*
 - 26 ○ *Type 2 helicopter – 15 helitack personnel*

27 **Operational Procedures**

28 *The ### Interagency Helicopter Operations Guide (IHOG) NFES 1885 NWCG*
29 *Standards for Helicopter Operations (PMS 510) is policy for helicopter*
30 *operations.*

31 **Communication**

32 *The helitack crew standard is one handheld programmable multi-channel FM*
33 *radio per every two crew persons, and one multi-channel VHF-AM*
34 *programmable radio in the primary helitack crew (chase) truck. Each helitack*
35 *crew (chase) vehicle will have a programmable VHF-FM mobile radio. Each*
36 *permanent helibase will have a permanent programmable FM radio base station*
37 *and should be provided a VHF-AM base station radio.*

38 **Transportation**

39 *Dedicated vehicles with adequate storage and security will be provided for*
40 *helitack crews. The required Gross Vehicle Weight (GVW) of the vehicle will*
41 *be dependent upon the volume of equipment carried on the truck and the number*
42 *of helitack crewmembers assigned to the crew.*

- 1 • **BLM/BIA** – Minimum vehicle configuration for a seven person crew will
 2 consist of one Class 661 Helitack Support Vehicle and one Class 156 or
 3 Class 166 vehicle.

4 **Training and Experience Requirements**

5 All helitack members will meet fire qualifications as prescribed by the ###
 6 National Wildfire Coordinating Group (NWCG) PMS 310-1 and their agency
 7 manual requirements. The following chart establishes experience and training
 8 requirements for FS, BLM, NPS, FWS, and BIA exclusive use, Fire Helicopter
 9 Crew Positions.

- 10 • ### **BIA** – Follows the guidance put forth in the National Aviation Plan in
 11 regards to Fire Helicopter Position Standards.

12 Non-exclusive use HECM’s and HMGB’s should also meet the following
 13 currency requirements.

14 **Note:** The *Interagency Aviation Training Guide* (October 2017) states additional
 15 aviation training requirements (A courses). The guide is available at
 16 https://www.iat.gov/docs/IAT_Guide_2017_10.pdf.

17 **Exclusive Use Fire Helicopter Position Prerequisites**

Position ¹	Minimum Prerequisite Experience ²	Minimum Required Training ³	Currency Requirements
Fire Helicopter Crew Supervisor	One season ⁴ as an Assistant Fire Helicopter Crew Supervisor, ICT4, HMGB, HEBM		RT-372 ⁵ RT-130
Assistant Fire Helicopter Crew Supervisor	One season as a Fire Helicopter Squad Boss, ICT4, HMGB, HEBM(T)	ICS-200, S-215, S-219, S-260, S-270	RT-372 ⁵ RT-130
Fire Helicopter Squad Boss	One season as a Fire Helicopter Crewmember, FFT1, ICT5	S-211, S-212	RT-130
Fire Helicopter Crewmember	One season as a FFT2, HECM Task Book	S-271	RT-130

¹ All exclusive use Fire Helicopter positions require an arduous fitness rating.

² Minimum experience and qualifications required prior to performing in the exclusive use position. Each level must have met the experience and qualification requirements of the previous level(s).

³ Minimum training required to perform in the position. Each level must have met the training requirements of the previous level(s).

⁴ A “season” is continuous employment in a primary wildland fire position for a period of 90 days or more.

⁵ After completing S-372, must attend Interagency Helicopter Manager Workshop (RT-372) within three years and every three years thereafter.

18 **Note:** Exceptions to the above position standards and staffing levels may be
 19 granted on a case-by-case basis by the BLM National Aviation Office, NPS
 20 Regional Office, FWS Regional Office, or FS Regional Office as appropriate.

- 1 • Some positions may be designated as COR/Alternate-COR. If so, see
- 2 individual Agency COR training and currency requirements.
- 3 • Fire Helicopter Managers (HMGB) are fully qualified to perform all the
- 4 duties associated with Resource Helicopter Manager.

5 **Helicopter Rappel and Cargo Let-Down**

6 Any rappel or cargo let-down programs must be approved by the appropriate
7 agency national headquarters.

- 8 • **BLM** – *BLM personnel involved in an Interagency Rappel Program must*
- 9 *have SFMO approval.*
- 10 • **NPS/BIA** – *Approval is required by the National Office.*
- 11 • **FS** – *Approval is required by the National Office.*

12 All rappel and cargo let-down operations will follow the *Interagency Helicopter*
13 *Rappel Guide* (IHRG), as policy. Any exemption to the guide must be requested
14 by the program through the state/region for approval by the National Aviation
15 Office (BLM), or Director of Fire and Aviation (FS).

16 **### Single-Skid, Toe-In, and Hover Exit/Entry (STEP)**

17 Any STEP program must be approved by the appropriate agency national office.

- 18 • **BLM** – *BLM STEP protocols are outlined in the BLM National Aviation*
- 19 *Plan.*

20 **Emergency Medical Short-Haul**

21 The emergency medical short-haul mission is intended to extract injured or ill
22 personnel from areas where a ground based evacuation would expose rescuers to
23 greater risk or where such evacuation would likely cause greater harm or
24 threaten the life or limbs of the patient due to added exposure or time delay.
25 Based on a risk assessment, short-haul transport of personnel/patients may occur
26 over the most reasonable distance to a location where another type of medical
27 transportation is available (e.g., ground ambulance, EMS/life flight, or internal in
28 an agency helicopter).

29 All emergency medical short-haul programs must be approved by the
30 appropriate agency national headquarters.

- 31 • **NPS/FS/BIA** – *National Office approval is required.*

32 All short-haul operations will comply with the following policy:

- 33 • **NPS** – *Helicopter Short-haul Handbook.*
- 34 • **FS** – *Emergency Medical Short-Haul Operations Plan (EMSHOP).*

35 Exemptions to the policy must be requested by the program through the regional
36 office for approval by the National Aviation Office (NPS) or Director of Fire
37 and Aviation (FS).

1 Aerial Ignition

2 The *NWCG Standards for Aerial Ignition* (PMS 501) is policy for all aerial
3 ignition activities.

4 Fire Chemical Avoidance Areas

5 See Chapter 12 (Suppression Chemicals and Delivery Systems) for guidance.

6 Aerial Supervision Principles for ATGS, HLCO, ASM, and Leadplane

7 The response speed of aerial supervision resources contributes greatly to
8 established aggressive initial attack doctrine and should be utilized accordingly.

9 Aerial supervision resources will be dispatched when available to
10 initial/extended attack incidents in order to enhance safety, effectiveness, and
11 efficiency of aerial/ground operations.

12 When aerial supervision resources are collocated with airtankers, they will be
13 launched together to maximize the safety, effectiveness, and efficiency of
14 incident operations unless aerial supervision is currently over the incident.

15 Incidents with three or more aircraft over/assigned to them should also have
16 aerial supervision in the form of ATGS or ASM/Leadplane. A qualified
17 smokejumper spotter (senior smokejumper in charge of smokejumper missions)
18 may coordinate smokejumper operations with on-scene aircraft over a fire until
19 a qualified ATGS arrives.

20 Operational Procedures and Policy

21 The ~~### *Interagency Aerial Supervision Guide*~~ *Interagency Standards for Aerial*
22 *Supervision* (IASG, PMS 505) provides operational procedures for all aerial
23 supervision resources. The ~~### *IASG Interagency Standards for Aerial*~~
24 *Supervision* and additional aerial supervision forms are maintained online at the
25 NWCG website <https://www.nwcg.gov/publications/505>.

26 The ~~### *NIMS Wildland Fire Qualification System Guide*~~ *NWCG Standards for*
27 *Wildland Fire Position Qualifications* (PMS 310-1) provides training,
28 qualification, and currency standards.

29 The ~~### *IASG Interagency Standards for Aerial Supervision*~~ contains additional
30 requirements and is policy for the BLM, FS, BIA, FWS, and NPS.

31 Air Tactical Group Supervisor (ATGS)

32 The ATGS coordinates incident airspace and manages incident air traffic. The
33 ATGS is an airborne firefighter who coordinates, assigns, and evaluates the use
34 of aerial resources in support of incident objectives. Specific duties and
35 responsibilities are outlined in the *Wildland Fire Incident Management Field*
36 *Guide* (PMS 210) and the ~~### *Interagency Aerial Supervision Guide*~~
37 *Interagency Standards for Aerial Supervision* (PMS 505).

1 Program Management

2 The air attack program is managed at the national level by agency program
3 managers. The National Interagency Aviation Committee (NIAC) provides
4 guidance through the Interagency Aerial Supervision Subcommittee (IASS),
5 which authorizes an Agency Program Manager/ATGS GACC Representative to
6 provide operational and programmatic oversight at the Geographic Area level.

7 Training

8 Classroom training is completed as per the PMS 310-1.

9 Field (flight) training assignments are coordinated and prioritized by the
10 Geographic Area Training Representatives and Agency Program
11 Manager/ATGS GACC Representatives.

12 National interagency ATGS training aircraft have been identified and are
13 utilized for the sole purpose of ATGS flight training.

14 Operational Considerations

- 15 • Ground resources will maintain consistent communication on assigned air
16 to ground frequencies with aerial supervision to maximize the safety,
17 effectiveness, and efficiency of aerial operations.
- 18 • Relief aerial supervision should be ordered for sustained operations to
19 ensure continuous coverage over an incident.
- 20 • Personnel who are performing aerial reconnaissance and detection will not
21 perform aerial supervision duties unless they are fully qualified as an
22 ATGS.
- 23 • ATGS aircraft must meet the aircraft/avionics typing requirements listed in
24 the **### IASSG Interagency Standards for Aerial Supervision** and the pilot
25 must be carded to perform the air tactical mission. Rotor-wing pilots are not
26 required to be carded for air tactical missions.

27 Leadplane

28 A leadplane is a national shared resource. Any operation that limits the national
29 resource availability must be approved by the agency program manager.

30 Agency policy requires an ASM or Leadplane to be on order prior to aerial
31 retardant/suppressant delivery over a congested area. Operations may proceed
32 before the ASM or Leadplane arrives if communications are established with
33 on-site resources, authorization is granted from the IC, and the line is cleared
34 prior to commencing aerial application operations.

35 Aerial Supervision Module (ASM)

36 The ASM is a national shared resource.

37 The ASM is crewed with both a Leadplane qualified pilot (LPIL) and an Air
38 Tactical Supervisor (AITS). These individuals are specifically trained to operate
39 together as a team. The resource is primarily designed for providing both

- 1 functions (Leadplane pilot and ATGS) simultaneously from the same aircraft,
- 2 but can also provide single role service.
- 3 The LPIL is primarily responsible for aircraft coordination over the incident.
- 4 The AITS develops strategy and implements tactical plans through coordination
- 5 with the IC or designee.

6 **Operational Considerations**

- 7 Any operation that limits the national resource availability must be approved by
- 8 the agency program manager.
- 9 Aerial or incident complexity and environmental considerations will dictate
- 10 when the ASM ceases low-level operations. The ASM flight crew has the
- 11 responsibility to determine when the complexity level of the incident exceeds
- 12 the capability to perform both ATGS and leadplane functions from one aircraft.
- 13 The crew will request additional supervision resources, or modify the operation
- 14 to maintain mission safety and efficiency.

15 **Policy**

- 16 Only those individuals certified and authorized by the BLM–National Aviation
- 17 Office or the FS–Branch Chief Pilot Standardization will function as an Air
- 18 Tactical Supervisor (AITS) in an ASM mission profile.

19 **Aerial Supervision Module Program Training and Qualifications**

- 20 Training and qualification requirements for ASM crewmembers are defined in
- 21 the **### IASG Interagency Standards for Aerial Supervision**.

22 **Aerial Supervision Coordination**

- 23 National coordination and management of leadplane and ASM aircraft and
- 24 staffing is required to ensure there is aerial supervision coverage, response and
- 25 capability nationwide. The Forest Service Aerial Supervision Program Manager
- 26 and Forest Service Fixed-wing Coordinator coordinate and manage aerial
- 27 supervision staffing, aircraft readiness and availability, capability, and response
- 28 with pilots, aerial supervisors, regional aviation staff, Bureau of Land
- 29 Management National Aviation Office staff, and the National Interagency
- 30 Coordination Center.

31 **Reconnaissance or Patrol Flights**

- 32 The purpose of aerial reconnaissance or detection flights is to locate and relay
- 33 fire information to fire management. In addition to detecting, mapping, and
- 34 sizing up new fires, this resource may be utilized to provide ground resources
- 35 with intelligence on fire behavior, provide recommendations to the IC when
- 36 appropriate, and describe access routes into and out of fire areas for responding
- 37 units. Only qualified Aerial Supervisors (ATGS, ASM, HLCO and LPIL) are
- 38 authorized to coordinate incident airspace operations and give direction to
- 39 aviation assets. Flights with a “Recon, Detection, or Patrol” designation should

- 1 communicate with tactical aircraft only to announce location, altitude and to
- 2 relay their departure direction and altitude from the incident.

3 **Airtankers**

4 Federally contracted airtankers are national resources. Geographic areas
5 administering these aircraft will make them available for initial attack and
6 extended attack fires on a priority basis. Early-ups for large fire support can
7 have a significant effect on the resource availability late in the day. NICC must
8 be included in this discussion. The rationale for use of airtankers prior to normal
9 start times for large fire support must include obtainable incident objectives in
10 support of ground resources.

11 Host GACCs will check with NICC prior to releasing flight crews on Type 1
12 and Type 2 airtankers and VLATs for the day when those resources are not
13 being used within the host area, and could be utilized elsewhere for emerging or
14 ongoing fire activity.

15 Large airtankers are primarily used for initial attack and are initial attack capable
16 without leadplane/ASM supervision. Very large airtankers are primarily used for
17 large fire support and require leadplane/ASM supervision to be on scene prior to
18 arriving on the fire.

19 The *National Interagency Mobilization Guide*, Chapter 50, “Airtankers”
20 contains additional direction regarding staffing and maintenance of support
21 functions to mobilize national resources.

22 For aviation safety and policy concerning wildland fire chemicals see Chapter
23 12 (Suppression Chemicals and Delivery Systems).

24 Federal airtankers are owned and operated by commercial vendors. Some states
25 may contract for commercially-owned airtankers, own airtankers or order
26 airtankers through Compacts either state-to-state or state-to-Canadian Province.
27 The management of airtankers is governed by:

- 28 • **BLM** – *The requirements of the DM, BLM NAP, and BLM Manual 9400.*
- 29 • **FS** – *Airtankers operate in accordance with 14 CFR Part 137, specific*
30 *contracts, Grants of Exemption, Forest Service Manual (5700) and*
31 *Handbook (5709.16) and the ### National Airtanker Operations Plan*
32 *Forest Service Standards for Airtanker Operations.*
- 33 • **BIA** – *The requirements of the DM and BIA NAP.*

34 **Airtanker Types**

35 Airtankers are typed according to their load capacity:

- 36 • Very Large Air Tankers (VLAT) – 8,000 gallons or more
- 37 • Type 1 – 3,000 to 4,999 gallons
- 38 • Type 2 – 1,800 to 2,999 gallons
- 39 • Type 3 – 800 to 1,799 gallons
- 40 • Type 4 – up to 799 gallons

1 **Very Large Airtankers (VLATs)**

2 VLATs have some unique operational considerations including low-level
3 supervision, terrain, airtanker base ramp operations and operations in the Fire
4 Traffic Area (FTA).

- 5 • VLATs may be used on fires to augment Type 1, Type 2 and Type 3
6 airtankers, but not as a replacement.
- 7 • Aerial supervision (leadplane or Aerial Supervision Module) is required by
8 contract and interagency policy for VLATs while dropping retardant.
- 9 • The leadplane or ASM must be on scene prior to dispatching the VLAT.
- 10 • VLATs are less maneuverable than large airtankers and should be used in
11 less challenging terrain that affords better maneuverability and effectiveness
12 for dispensing.
- 13 • ~~### The VLATs minimum drop height is 200 feet above the top of the~~
14 ~~vegetation with a target height of 250 feet~~ VLATs minimum drop height is
15 250 feet above the ground or canopy cover whichever is higher. Generally,
16 drop heights should increase when using higher coverage levels.
- 17 • VLATs require considerable more space and clearance from other aircraft
18 within the FTA and more time to set up for drops.
- 19 • Airtanker bases approved for VLATs are listed in the *NWCG Airtanker*
20 *Base Directory*.

21 **State of Alaska Airtankers**

22 Canadian registered CV-580 airtankers under contract to the State of Alaska can
23 be mobilized to the lower 48 as approved cooperator aircraft. These airtankers
24 have been approved by OAS under 351 DM 4 and OPM-53 for interagency use.
25 Operationally they can be used similar to other federally-contracted airtankers
26 and can be directed by U.S. ASM/leadplanes or Canadian Bird Dogs.

27 **Canadian Airtankers and Water Scoopers**

28 Canadian airtankers and scoopers can be activated through the NIFC/CIFFC
29 agreement or through Compacts (US State-to-Canadian Province). These
30 Canadian airtankers and water scoopers typically operate as a “group” with
31 Canadian Bird Dogs as part of their operational model. Bird Dogs have a
32 Canadian Air Attack Officer (AAO) on board and function similar to a U.S.
33 ASM.

- 34 • ~~### NIFC/CIFFC Ordered Canadian Aircraft – Aircraft ordered through the~~
35 ~~National Interagency Fire Center agreement with the Canadian Interagency~~
36 ~~Forest Fire Center may be used on federal lands if the aircraft have been~~
37 ~~inspected and approved by USDA Forest Service/ Department of the~~
38 ~~Interior letter.~~
- 39 • Compact Ordered Aircraft – Aircraft and flight crews ordered through U.S.
40 State to Canadian Province compacts will be considered non-federally
41 approved Cooperator aircraft, unless they have been previously inspected
42 and approved by the USDA Forest Service/ Department of the Interior.

1 The standard operating procedure for the Canadian Airtanker and Water Scooper
2 Groups is as follows:

- 3 • Canadian airtankers must be supervised by a Bird Dog or U.S.
4 ASM/leadplane, and must include at a minimum a low level “show me”
5 pass.
- 6 • Canadian Bird Dogs may provide low level target identification runs
7 (“show me” pass) for either Canadian or US contracted airtankers.
- 8 • Canadian Bird Dogs are not authorized to “lead” U.S. federally-contracted
9 airtankers.
- 10 • Canadian Bird Dogs can perform the functions of an ATGS.
- 11 • U.S. ASM/leadplanes are authorized to “lead” Canadian airtankers.
- 12 • Canadian water scoopers can operate with or without their Bird Dog. They
13 do not require aerial supervision unless they request it.

14 **Airtanker Rotation**

15 The federal national airtanker fleet includes a mix of Exclusive Use (EU), Call
16 When Needed (CWN)/On-Call Type 1 and Type 2 airtankers (Large
17 Airtankers/LATs), Very Large Airtankers (VLATs), or Single Engine Airtankers
18 (SEATs). To ensure consistent utilization, rotation, and management of the
19 national airtanker fleet, the following is interagency direction for the
20 management of airtanker rotation and supplements direction contained in
21 *NWCG Standards for Airtanker Base Operations* (PMS 508) and in *###*
22 *Interagency SEAT Operations Guide NWCG Standards for Single Engine*
23 *Airtanker Operations* (PMS 506).

24 All LATs, VLATs and SEATs (including federally-approved Cooperator and
25 Canadian) operating from the same base shall be dispatched in rotation based on
26 the type of airtanker requested on a first in/first out basis regardless of contract
27 type (EU, CWN/On-Call or Forest Service owned) or the location of the
28 incident.

29 First in/first out also applies to airtankers that are requested for a load/return.
30 When an incident requires multiple loads of retardant, Aerial
31 Supervisors/Incident Commanders will notify the appropriate dispatch center of
32 the need for additional retardant and any operational retardant delivery
33 requirements. To ensure timely and effective retardant delivery, dispatch will
34 order the next available airtanker in rotation if an airtanker that meets the
35 requirement of the request is available and located at the load and return
36 airtanker base.

37 **Exceptions**

- 38 1. Airtankers that do not have an Initial Attack (IA) rated Pilot-in-Command
39 will not be dispatched to a fire unless a leadplane or Aerial Supervision
40 Module (ASM) is on scene upon the arrival of the airtanker.
- 41 2. Incident commanders/aerial supervision requests a specific type of resource
42 (e.g., VLAT, LAT, or SEAT).

- 1 3. On-scene aerial supervision determines that the use of a specific
2 make/model airtanker is not effective based on factors such as risk,
3 maneuverability in terrain, and/or effectiveness.
- 4 4. The next airtanker in rotation has an operating restriction at the base where
5 it is being assigned. Operating restrictions may include fuel and retardant
6 availability, airtanker base or airport restrictions, significant downloading of
7 fuel or retardant based on performance, daylight remaining, or distance to
8 the incident is not considered effective.
- 9 5. Repositioning of an airtanker closer to where their maintenance crews or
10 supplies are available. The National Interagency Coordination Center
11 (NICC) will facilitate in coordination with the Geographic Area
12 Coordination Center (GACC).
- 13 6. A benefit to the government would be realized by changing the rotation.
14 This will be facilitated by the GACC or NICC with consideration to days
15 off, mission requirements, and/or anticipated need.
- 16 7. Airtankers are returning after day(s) off. Upon returning to availability from
17 days off, these airtankers will be at the end of the rotation at the airtanker
18 base. Airtankers that work a seven day schedule retain their position in the
19 rotation.
- 20 8. MAFFS, NICC ordered state cooperators, and NICC ordered Canadian
21 airtankers will begin rotation at that base after the contracted and FS owned
22 airtanker(s) at the beginning of each day.
- 23 9. Water Scoopers will not be included in airtanker base rotations.

24 **Rotation of State Airtankers**

25 Rotation of State resources on State incidents at a state airtanker base is
26 established by their agency.

27 In cases where federally-approved State airtankers are operated in conjunction
28 with federally-contracted airtankers on an incident primarily on federal lands,
29 the State airtankers are added to the rotation after the federal airtankers at the
30 beginning of each day.

31 **Additional Information**

32 Forest Service/DOI contracted airtankers, when assigned to incidents managed
33 by other agencies or state cooperators remain under the direction of the
34 Contracting Agency. Forest Service and DOI Contracted airtankers are bound
35 only by their contract and will be treated fairly and equitably during their
36 assignment with other federal or state agencies.

37 **Airtanker Payloads**

38 Loading Type 2, Type 1 or VLAT airtankers with water or dropping water
39 operationally shall not occur unless the Forest Service National Airtanker
40 Program Manager has been notified. Use of water operationally from these
41 airtankers will require the following prior to notification:

- 1 • Use of retardant is restricted by the fire management plan (FMP) for the
2 unit requesting the approval to use water. A copy of the section of the FMP
3 restricting use of retardant shall be provided to the Airtanker Program
4 Manager with the notification.
 - 5 ○ Prior to ordering an airtanker, the receiving unit should request the
6 appropriate water aerial dispensing aircraft, such as a water scooper or
7 helicopter.
- 8 During pre or post season fires, loading airtankers with water may be necessary
9 when the nearest airtanker base may not be operational and capable of loading
10 retardant. Once an airtanker base is operational and can load retardant, use of
11 water shall cease.
- 12 Use of water enhancers (gels) is strictly prohibited in Type 2, Type 1 or VLAT
13 airtankers contracted by the USDA Forest Service.

14 **Large and Very Large Airtanker Coordination**

15 National coordination and management of Forest Service contracted airtankers
16 is required to ensure there is airtanker coverage, response, and capability
17 nationwide. The Forest Service Airtanker Program Manager and Forest Service
18 Fixed-wing Coordinator coordinate and manage airtanker readiness and
19 availability, capability, and response with vendors, National Aviation staff, and
20 the National Interagency Coordination Center.

21 **Airtanker Base Operations**

22 Certain parameters for the operation of airtankers are agency-specific. For
23 dispatch procedures, limitations, and times, refer to geographic area
24 mobilization guides and the *NWCG Standards for Airtanker Base Operations*
25 (SABO).

26 All permanent, CWN and temporary bases will have an Airtanker Base
27 Operations Plan (ABOP), and a qualified Airtanker Base Manager (ATBM)
28 prior to operations out of the airtanker base airport. All personnel conducting
29 airtanker base operations should review the SABO and have it available.
30 ATBM's are authorized to manage Single Engine Airtankers (SEAT), the
31 ATBM should review the *NWCG Standards for Single Engine Airtanker*
32 *Operations* and have it available. Both Large Airtankers as well as SEATs have
33 applicable aircraft contracts that will be available for reference, as well as the
34 National Long-Term Fire Retardant Contract.

35 ### Regions, States, and GACC shall coordinate airtanker base activation and
36 closing dates with the appropriate agency Airtanker Base Specialist to ensure
37 national airtanker response and capability is maintained.

- 38 • *FS – National job codes for airtanker base early activation or late closing*
39 *is available to support national response and capability.*

40 **Loading Operations**

1 Forest Service contracted airtankers and Modular Airborne Firefighting System
2 (MAFFS) airtankers shall be loaded using a Mass Flow Meter to measure the
3 payload in pounds. Refer to the Forest Service Airtanker Operations Plan for
4 more information.
5 <https://www.fs.fed.us/managing-land/fire/aviation/publications>

6 **Airtanker Base Personnel**

7 There is identified training for the positions at airtanker bases; the SABO
8 contains descriptions of Airtanker Base support positions and their roles and
9 responsibilities. The ~~### NIMS Wildland Fire Qualification System Guide~~
10 ~~NWCG Standards for Wildland Fire Position Qualifications~~ (PMS 310-1) lists
11 required training for these positions.
12 The ATBM provides supervision and coordination of airtanker base operations.
13 The ATBM may report to the local Aviation Manager and/or Incident Aviation
14 Manager.

15 **Startup/Cutoff Time for Multi Engine Airtankers**

16 Refer to the ~~### Interagency Aerial Supervision Guide Interagency Standards~~
17 ~~for Aerial Supervision~~ (PMS 505).

18 **Single Engine Airtankers**

19 **Single Engine Airtanker (SEAT) Operations, Procedures, and Safety**

20 The *NWCG Standards for Single Engine Airtanker Operations* (PMS 506)
21 defines operating standards and is policy for both the DOI and FS. All
22 permanent and temporary SEAT bases will have a SEAT Base Operating Plan,
23 and a qualified Single Engine Airtanker Manager (SEMG) or ATBM prior to
24 operations out of the SEAT base airport.

25 **Single Engine Airtanker Manager Position**

26 The SEMG duties and responsibilities are outlined in the *NWCG Standards for*
27 *Single Engine Airtanker Operations*. The PMS 310-1 lists required training for
28 the SEMG position, ATBM position, and other base support positions. SEMG's
29 may also refer to the *NWCG Standards for Airtanker Base Operations* (SABO)
30 for base support duties and responsibilities.

31 The SEMG provides supervision and coordination of SEAT base operations and
32 base support personnel. The SEMG may report to the local Aviation Manager,
33 Incident Aviation Manager, or ATBM if applicable. SEMG's assist in ensuring
34 adherence to contract regulations, safety and policy requirements, and fiscal
35 accountability.

36 **Operational Procedures**

37 Using SEATs in conjunction with other aircraft over an incident is standard
38 practice. Agency or geographical area mobilization guides may specify
39 additional procedures and limitations.

1 Depending on location, operator, and availability, SEATs are capable of
 2 dropping suppressants, water, or approved chemical retardants. Because of the
 3 load capacities of the SEATs (500 to 800 gallons), quick turn-around times
 4 should be a prime consideration.

5 SEAT operations at established airtanker bases or reload bases are authorized.
 6 All BLM and FS Airtanker base operating plans will permit SEAT loading in
 7 conjunction with large airtankers.

8 **Multi-Engine Water Scoopers**

9 Forest Service contracted exclusive use and CWN multi-engine water scoopers
 10 are national resources. Geographic areas administering these aircraft will make
 11 them available for initial attack and extended attack fires on a priority basis.
 12 Generally, a water scooper manager will be assigned by the Forest Service
 13 National Aviation Office. The manager will be on site to coordinate water
 14 scooper operations, logistics and water body assessment.

15 Forest Service multi-engine water scoopers, by contract, shall not use retardant,
 16 foam or gels.

17 **Smokejumper Pilots**

18 The *Interagency Smokejumper Pilot Operations Guide* (ISPOG) serves as policy
 19 for smokejumper pilot qualifications, training, and operations.

20 **Helicopters**

21 **Helicopter Types**

22 The minimum specifications for the typing of helicopters are by allowable
 23 payload, number of passenger seats and water or retardant carrying capability.

24 **ICS Type Specifications for Helicopters**

Attributes	Type 1	Type 2	Type 3
Useful load at 59°F at sea level	5,000 pounds	2,500 pounds	1,200 pounds
Passenger seats	15 or more	9-14	4-8
Retardant or water carrying capability	700 gallons	300 gallons	100 gallons
Maximum gross takeoff/landing weight	12,501+ pounds	6,000-12,500 pounds	up to 6,000 pounds

25 The *National Interagency Mobilization Guide*, Chapter 50, contains additional
 26 direction regarding staffing and maintenance support functions to mobilize
 27 national resources. For aviation safety and policy concerning wildland fire
 28 chemicals (water enhancers, retardants and foams), reference
 29 <https://www.fs.fed.us/rm/fire/wfcs/>. Other helicopter information can be found

- 1 in the ~~### Interagency Helicopter Operations Guide NWCG Standards for~~
2 ~~Helicopter Operations~~ (PMS 510) at <https://www.nwcg.gov/publications/510>.
- 3 • **FS** – *There will be NO on-board mixing of wildland fire chemicals on*
4 *Forest Service-owned, contracted, chartered or leased aircraft. Use of*
5 *water enhancers in large dip tanks or pumpkin tanks is not recommended,*
6 *unless the Qualified Product List (QPL) approved mix ratio can be*
7 *maintained with the constantly changing water/gel mixture and ratio during*
8 *operations. The ability to maintain the QPL mix ratio is highly unlikely.*

9 **Military or National Guard Helicopters and Pilots**

10 The *Military Use Handbook* ~~### (NFES 2175)~~ will be used when planning or
11 conducting aviation operations involving regular military aircraft. Ordering
12 military resources is done through the National Interagency Coordination Center
13 (NICC); National Guard resources are utilized through local or state
14 Memorandum of Understanding (MOU).

15 **Modular Airborne Fire Fighting System (MAFFS)**

16 The *MAFFS Operating Plan* (available from the National Interagency
17 Coordination Center) will be used when planning or conducting aviation
18 operations involving MAFFS military aircraft. Ordering MAFFS is done
19 through the National Interagency Coordination Center (NICC); MAFFS are
20 utilized through a national agreement (see the *National Interagency*
21 *Mobilization Guide*). Several states have the ability to activate MAFFS through
22 separate agreements that do not require ordering through NICC.

23 **Cooperator Aircraft**

24 ~~Aircraft procured/owned by cooperating agencies (state, local, and~~
25 ~~International) may be utilized on federally managed fires when cooperative~~
26 ~~agreements are in place and the aircraft have been approved by letter nationally~~
27 ~~or regionally.~~

28 ~~The purpose of this direction is to keep non-federally approved aircraft under the~~
29 ~~operational control of the agency providing the aircraft, to the extent possible.~~

30 ~~States may use aircraft that have not been identified as an “Approved~~
31 ~~Cooperator Aircraft” on federal lands when and where the state is the protecting~~
32 ~~agency in a reciprocal or off-set agreement or when state lands are threatened~~
33 ~~and the state maintains operational control of the aircraft.~~

34 ~~The following conditions apply for non-federally approved aircraft:~~

- 35 • ~~No federal employees are allowed to ride on board the aircraft.~~
36 • ~~No federal employee may be assigned to a position that exercises~~
37 ~~contractual control.~~
38 • ~~They are approved to have federal personnel load retardant at federal~~
39 ~~airtanker bases, regardless of jurisdiction.~~

- 1 • Federal personnel may provide aerial supervision (ATGS, ASM, HELCO,
2 leadplane) under existing standard procedures and agreements.
 - 3 • They remain under state operational control regardless of the agency
4 affiliation of the firefighters directing the aircraft on an incident with state
5 jurisdiction.
 - 6 • They are approved to interact with federal dispatch personnel as long as the
7 aircraft remains under the operational control of the state or for safety
8 reasons.
- 9 Under emergency circumstances, where **human life is immediately at risk** by
10 wildland fire on lands under federal protection, a federal line officer can approve
11 the use of non-federally approved aircraft to address the immediate threat. Under
12 circumstances where a Governor has declared a state of emergency, a federal
13 line officer at the State/Regional level, may consider any fire under federal
14 protection, as an immediate threat to human life. This exemption must only take
15 place when sufficient federal firefighting aircraft are not readily available to
16 meet the emergency need. Line officers are encouraged to consult with their
17 agency aviation management personnel to aid in decision making.
- 18 As exemptions are exercised, they must be documented by the approving federal
19 line officer in accordance with their agencies guidance to include submitting a
20 SAFECOM within 24 hours.
- 21 Cooperator contracted aircraft also on an existing federal contract with federal
22 aircraft and pilot cards may be utilized on federally-managed fires when
23 cooperative agreements are in place and the aircraft have been approved by
24 USDA Forest Service/ Department of the Interior letter.
- 25 Cooperator exclusive use contracted aircraft not on an existing federal contract
26 with federal aircraft and pilot cards may be considered for approval on a case by
27 case basis when cooperative agreements are in place.
- 28 Cooperator owned or operated aircraft may be utilized on federally-managed
29 fires when cooperative agreements are in place and the aircraft have been
30 approved by USDA Forest Service/ Department of the Interior letter.
- 31 All Cooperator used on federally-managed fires must be approved by USDA
32 Forest Service/ Department of the Interior letter.
- 33 Utilization of approved Cooperator aircraft shall be limited based on 49 United
34 States Code §40125.
- 35 • All approved Cooperator aircraft used on federally-managed fires shall be
36 released when federal aircraft become reasonably available.
 - 37 • The use of Cooperator aircraft must involve a “significant and imminent
38 threat to life or property” documented daily on the Cooperator Aircraft Use
39 Validation Worksheet (National Mobilization Guide Chapter 80 Forms) to
40 document the justification for aircraft utilization.
- 41 **### Non-Federally Approved Cooperator Aircraft**

1 Cooperator aircraft that have not been approved by USDA Forest Service/
2 Department of the Interior letter may be utilized on federal lands when and
3 where the Cooperator is the protecting agency in a reciprocal or off-set
4 agreement or when Cooperator lands are threatened and the state maintains
5 operational control of the aircraft.

6 The following conditions apply for non-federally approved aircraft:

- 7 • No federal employees are allowed to ride on board the aircraft.
- 8 • No federal employee may be assigned to a position that exercises
9 contractual control.
- 10 • Federal personnel may load retardant at federal airtanker bases, regardless
11 of jurisdiction.
- 12 • Federal personnel may provide aerial supervision (ATGS, ASM, HLCO,
13 leadplane) under existing standard procedures and agreements.
- 14 • They remain under state operational control regardless of the agency
15 affiliation of the firefighters directing the aircraft on an incident with state
16 jurisdiction.
- 17 • They are approved to interact with federal dispatch personnel as long as the
18 aircraft remains under the operational control of the state or for safety
19 reasons.

20 Under emergency circumstances, where **human life is immediately at risk** by
21 wildland fire on lands under federal protection, a federal line officer can approve
22 the use of non-federally approved aircraft. This exemption must only take place
23 when sufficient federal firefighting aircraft are not readily available to meet the
24 emergency need. Federal line officers are encouraged to consult with their
25 agency aviation management personnel to aid in decision-making.

26 As exemptions are exercised, they must be documented by the approving federal
27 line officer in accordance with their agencies guidance to include submitting a
28 SAFECOM (<https://www.safecom.gov/>) within 24 hours.

Chapter 17 Fuels Management

Introduction

The purpose of the Fuels Management (FM) programs within the Department of the Interior (DOI) and the Forest Service (FS) is to reduce hazardous fuels and risks to human communities and improve the health of the land by creating fire-resilient landscapes and restoring fire-adapted ecosystems.

The DOI and FS, along with other federal, state, Tribal, and local partners, will work to ensure effective FM efforts are collectively planned and implemented. These efforts will be consistent with the direction provided in:

- *Review and Update of the 1995 Federal Wildland Fire Management Policy (January 2001)*
- *Guidance for Implementation of Federal Wildland Fire Management Policy (February 13, 2009)*

Policy

The federal fire agencies use the *Interagency Prescribed Fire Planning and Implementation Procedures Guide* (PMS 484) to manage prescribed fire activities. This guide provides standardized procedures specifically associated with the planning and implementation of prescribed fire.

Fuels Management – Policy, project planning and implementation priorities, and standards common to all agencies:

- The safety of firefighters and the public is the number one priority when planning and implementing projects/treatments;
- All projects/treatments will support resource management objectives as identified in their agency-specific Land/Resource Management Plans;
- All projects/treatments will have plans that contain measurable objectives;
- All projects/treatments will comply with National Environmental Policy Act (NEPA) and all other regulatory requirements;
- All projects/treatments will be tracked and progress will be reported within required timeframes; and
- All projects will be monitored to determine if treatment objectives were met and to document weather, fire behavior, fuels information, and smoke dispersion. Evaluation reports are to be completed and maintained in the project file.

Some programmatic differences are identified in the following agency-specific documentation and serve as agency-specific direction.

- **BLM** – *Reference BLM Fuels Management Manual 9214 and Handbook 9214-1, Chapter 5.*
- **NPS** – *Refer to RM 18.*
- **FWS** – *Refer to Fire Management Handbook, Chapter 17.*

- 1 • **FS** – Refer to FSM 5140.
- 2 • **BIA** – Refer to Bureau of Indian Affairs Fuels Management Business Rules,
- 3 July 2008.

4 **Reporting Fuels Management Accomplishments**

5 The Hazardous Fuels Reduction (HFR) Module of the National Fire Plan
6 Operations and Reporting System (NFPORS) is the national system for
7 submitting proposed projects for approval, tracking accomplishments of the
8 program, reporting performance, measuring accomplishments, and
9 accountability for all agencies in the Department of Interior.

10 Forest Service fuels management accomplishments are entered into the Forest
11 Service Activity Tracking System (FACTS) as the official system of record for
12 tracking and reporting. This data is shared with NFPORS to facilitate
13 interagency joint reporting needs.

14 Information on FACTS can be found at
15 <https://fsweb.ftcol.wo.fs.fed.us/frs/facts/index.shtml>. Acres treated through
16 Forest Service funded State Fire Assistance grants are recorded directly in
17 NFPORS.

18 **Reporting Fuels Treatment Effectiveness Monitoring (FTEM)**

19 Anytime a wildfire starts in or interacts with a fuel treatment area, policy for all
20 agencies requires that we document the outcome to examine whether the
21 treatment had the desired effect of reduced fire behavior and/or provided
22 opportunities to firefighters for effective management of the wildfire.

23 • **BLM** – ~~###~~ *Offices will complete a fuels treatment effectiveness assessment*
24 *and input appropriate information into the Fuels Treatment Effectiveness*
25 *Monitoring (FTEM) online tool for all wildfires which start in, burn into, or*
26 *burn through any portion of a fuel treatment area that has been completed*
27 *and reported in the Hazardous Fuels Module of the National Fire Plan*
28 *Operations and Reporting System (NFPORS) from fiscal year 2003 to*
29 *present. If offices have wildfire/treatment intersections that have occurred*
30 *prior to 2003 or are not in NFPORS, as long as offices can document that*
31 *fuels dollars were expended on these treatments and the wildfire is recorded*
32 *in the Wildland Fire Management Information (WFMI) system, the record*
33 *should be entered into FTEM. It is important that treatment data entered*
34 *into FTEM are consistent with the NFPORS, and that wildfire information*
35 *is consistent with the WFMI system. Refer to FA IM 2015-001. Refer to MS-*
36 *9214 and H-9214-1.*

37 • **NPS** – Refer to RM 18 and Documenting Hazardous Fuels Reduction
38 Program Treatment Effectiveness Memo, 10/09/2012.

39 • **FWS** – ~~###~~ *Refer to Fire Management Handbook, Chapter 17 Refer to Fish*
40 *and Wildlife Service Fire Management Reporting Requirements and*
41 *Timelines Memo found on the FWS Sharepoint Site.*
42 *<https://fishnet.fws.doi.net/regions/9/nwrs/fire/Shared%20Documents/Memo>*

- 1 [s%20From%20The%20Branch/FY17/FY%202017%20FMIS%20NFPORS](#)
 2 [%20Fuels%20Reporting%20Requirements%208.10.17.pdf](#).
 3 • **FS** – Refer to FSM 5140.
 4 • **BIA** – Refer to Bureau of Indian Affairs Fuels Treatment Effectiveness
 5 Final Guidance Memo, 06/05/2013.

6 Reporting Planned Fuels Treatments Burned in a Wildfire

7 For NPS and FWS, acres burned in a wildfire may only be reported in the
 8 NFPORS Hazardous Fuels Reduction Module as “Fire Use” if all the following
 9 conditions are met:

- 10 • The area burned was in a pre-existing NFPORS treatment unit;
 11 • The accomplishment has been approved from the Regional and/or National
 12 level;
 13 • NEPA is complete; and
 14 • The planned objectives were met.
 15 ○ **BLM** – Offices will report (using instructions from Attachment 1 of IM
 16 FA-2017-034) all acres burned in a naturally-caused wildfire
 17 (accomplishments of resource objectives for known human-caused fires
 18 will not be reported) that accomplish resource objectives in the HFR
 19 module of NFPORS when:
 20 ▪ An interdisciplinary team approach is used to determine the
 21 specific burned acres where LUP resource objectives were met by
 22 wildfire; and
 23 ▪ An Agency Administrator approves the determination and notifies
 24 the State Fuels Lead/Specialist. Together they ensure appropriate
 25 reporting in NFPORS.
 26 ○ **FS** – Acres burned from an unplanned natural ignition may be
 27 reported as “Fire Use” accomplishment if the resulting fire effects
 28 meet objectives from the Land and Resource Management Plan or
 29 project-specific NEPA decision document. Human-caused wildfires
 30 may not be counted as accomplishment toward target regardless of the
 31 outcome. See Reporting of Wildfire Acres That Meet Resource
 32 Management Objectives section below for additional information.
 33 ○ **BIA** – Refer to Bureau of Indian Affairs Fuels Management Business
 34 Rules, July 2008, page 36.

35 Reporting of Wildfire Acres That Meet Resource Management Objectives

36 Acres burned in a wildfire that achieve resource management objectives as
 37 defined in Land and Resource Management Plans/Fire Management Plans
 38 (LRMP/FMP) will be reported in the NFPORS Non-National Fire Plan (Non-
 39 NFP) module. While strategies for managing individual wildfires are established
 40 through the fire management decision process, the identification of acres which
 41 achieved LRMP/FMP objectives should be made after the fire is declared out,
 42 regardless of the fire management objective, strategy or tactic used (e.g., even
 43 though a wildfire strategy may be full suppression, the effects of a wildfire on

1 resources may be beneficial). The determination of benefit must be based on
2 land management objectives which are affected by fire severity, intensity, and
3 other fire impacts. Post-fire impact, such as invasion of exotic species and the
4 need for rehabilitation, should be considered in this determination. At a
5 minimum, acres reported in the Non-NFP module must meet the following
6 criteria:

- 7 • The LRMP/FMP supports attainment of resource benefit through use of
8 fire;
- 9 • An interdisciplinary approach is used to determine whether the LRMP/FMP
10 objectives were met; and
- 11 • Line manager approves the determination.
 - 12 ○ **FWS** – Reporting will take place in FMIS, not in the NFPORS Non-
13 National Fire Plan module. Reference FMIS User Guide at
14 <https://fishnet.fws.doi.net/regions/9/nwrs/fire/FMR/FMIS1>.
 - 15 ○ **FS** – Direction for reporting accomplishments from unplanned
16 ignitions is found in the Hazardous Fuels Reduction Treatments
17 Tracking and Accomplishments Reporting Requirements document
18 posted on the FACTS support page at
19 <https://fsweb.ftcol.wo.fs.fed.us/frs/facts/support/documents/index.shtml>.

20 **Prescribed Fire During Preparedness Levels 4 and 5**

21 Approval at the Regional or State Office level is required prior to ignition of
22 prescribed fires at National Preparedness Levels 4 and 5. Approving officials
23 should consider relative risks and opportunities as well as availability of local
24 resources to implement without the need for additional outside resources that
25 could add additional strain on resource availability nationally. To limit the
26 potential for mixed messages when at GACC or National Preparedness Levels 4
27 and 5, agencies should coordinate information on planned implementation of
28 prescribed fires with interagency partners at the local, GMAC and NMAC
29 levels.

- 30 • **BLM** – The State Director or designee will approve prescribed fire at
31 National or Geographic Area Preparedness Level 4 or 5.
- 32 • **NPS** – At National Preparedness Level 4 or 5, concurrence from NPS
33 Branch of Fire Management must be obtained prior to implementing
34 prescribed fires. At Geographic Area Preparedness Level 4 or 5, NPS
35 Regional Fire Management concurrence must be obtained prior to
36 implementing prescribed fires.
- 37 • **FWS** – During Geographic Area Preparedness Level 4 or 5, written
38 concurrence from RFMC is required prior to ignition. During National
39 Preparedness Level 5, concurrence from Headquarters, Branch of Fire
40 Management must be obtained prior to implementing prescribed fires. Refer
41 to FMH, Chapter 17 for additional information.
- 42 • **FS** – The Regional Forester will approve or disapprove new prescribed
43 fires or continue existing prescribed fire at National Preparedness Levels 4
44 and 5 or if National Fire Danger Rating System forecasted adjective rating

- 1 is "Extreme" for the county that the prescribed fire is located or any
2 adjacent county. Reference FSM Interim Directive WO-ID-5140-2017-1.
- 3 • **BIA** – At National Preparedness Levels 4 and 5, prescribed fire (Rx)
4 applications can be initiated or continued if the proposed action is
5 approved by an agency at the Regional level. The approval must be based
6 on an assessment of risk, impacts of the proposed actions on Area resources
7 and activities, and include feedback from the GMAC. At National
8 Preparedness Level 5, for Rx applications to be initiated or continued that
9 require additional support of resources from outside the local unit or
10 require resource ordering of an IMT, the Regional Fuels Specialist must
11 prepare a written justification to request permission to implement a new
12 prescribed fire and submit to the BIA Director of Fuels Management. A
13 National MAC representative will assess risk and impacts of the proposed
14 action(s) and present to NMAC for review prior to proceeding. The final
15 decision to implement resides with the implementing agency.

16 **Federal Agencies Assistance**

17 Reference Section VI of the *Interagency Agreement for Wildland Fire*
18 *Management among the Bureau of Land Management, Bureau of Indian Affairs,*
19 *National Park Service, Fish and Wildlife Service of the United States*
20 *Department of The Interior, and the Forest Service of the United States*
21 *Department of Agriculture, effective ### 2011-2015 2016-2021.*

22 Agencies will enter into separate agreements for personnel and other resources
23 provided for planning and implementation of fuels management treatments and
24 activities. This may or may not result in an exchange of funds subject to the
25 applicable statutory authority used.

- 26 • **FS** – USFS units will make every attempt to establish agreements in
27 advance when planning to utilize resources from cooperating agencies to
28 implement or respond as contingency resources for prescribed fire.
29 However, for prescribed fire activities and exigent circumstances, where an
30 agreement was not executed and funds were not obligated prior to
31 commencing work, a ratification may not be necessary if an approved
32 agreement is executed and funds obligated on I-web within 30 calendar
33 days of the start of work. See FSH 1509.11 Chapter 10, Section 15.81.
- 34 • **BIA** – Refer to Bureau of Indian Affairs Fuels Management Business Rules,
35 July 2008, pages 23-24.

36 **Hazard Pay/Environmental Differential for Prescribed Fire** 37 **Implementation**

38 Current policy is that hazard pay will not be paid for any prescribed fire. Under
39 certain circumstances, (i.e., low level flight operations), hazard pay or
40 environmental differential may be warranted. Offices should contact their
41 servicing personnel office with specific questions.

1 Non-NWCG Agency Personnel Use on Prescribed Fire

2 For information regarding use of non-NWCG agency personnel on prescribed
3 fires, see Chapter 13.

4 Use of Contractors for Prescribed Fire Implementation

5 Agencies can contract to conduct all or part of the planning and implementation
6 of prescribed fire operations and/or all or part of mechanical treatments for fuels
7 management projects. Contractors must meet ### NWCG PMS 310-1
8 qualification requirements and agency standards for specific skill positions for
9 prescribed fire operations.

10 If a contractor is actively involved in igniting, holding, or mopping up an agency
11 prescribed fire, a Contracting Officer's Authorized Representative (COR) or
12 Project Inspector (PI) will be on site (exceptions can be made for late stage mop
13 up and patrol) to ensure that the prescribed fire objectives are being met and that
14 the terms of the contract are adhered to. The Agency Administrator and/or FMO
15 will determine the qualifications required for the agency representative (COR or
16 PI).

- 17 • ### BLM – Refer to H-9214-1, Chapter 5-3, Contractor and Cooperator
18 Prescribed Fire Plan development and Implementation.
- 19 • FS – Contractors must meet requirements for any specific skill positions for
20 prescribed fire operations as described in ### NWCG PMS 310-1 or FSH
21 5109.17 for positions not found in the PMS 310-1 (e.g., RXB3). Reference
22 FSM 5140.
- 23 • BIA – Refer to Bureau of Indian Affairs Fuels Management Business Rules,
24 July 2008, pages 22.

25 Use of AD Pay Plan for Prescribed Fire

26 Refer to the DOI Administratively Determined (AD) Pay Plan for Emergency
27 Workers (Casuals) for information regarding the use of emergency workers for
28 prescribed fire. The DOI AD Pay Plan does not allow for use of Casuals for
29 mechanical or chemical treatment fuels reduction projects.

30 Forest Service does not have this authority.

31 Activation of Contingency Resources

32 In the event contingency resources are activated, sending units should respond
33 and support the requesting agency immediately.

34 Non-fire Fuels Management Activities

35 For policy, guidance, and standards for implementation of non-fire fuel
36 reduction treatments (e.g., mechanical, biological, chemical), refer to agency-
37 specific policy and direction.

Chapter 18 Reviews and Investigations

3 Introduction

4 ### When an accident occurs, each agency will meet their agency-specific
5 accident investigation reporting requirements (e.g., DOI Safety Management
6 Information System (SMIS) or USDA eSafety).

7 Reviews and investigations are used by wildland fire and aviation managers to
8 assess and improve the effectiveness and safety of organizational operations.

9 Information (other than factual) derived from safety reviews and accident
10 investigations should only be used by agencies for accident prevention and
11 safety purposes.

12 Multiagency Cooperation

13 Many reviews and investigations involve cooperation between federal, state,
14 county, and municipal agencies. To comply with each agency's authorities,
15 policies, and responsibilities, a multiagency review or investigation may be
16 necessary. A multiagency Delegation of Authority should be provided to outline
17 roles, responsibilities, and expected deliverables.

18 The Team Leader or delegating official(s) should establish cooperative
19 relationships with the other agencies involved in the review or investigation to
20 ensure policies and responsibilities are met. This may involve negotiations,
21 cooperative agreements, and coordination with the agency Designated Agency
22 Safety and Health Official (DASHO) or the agency official who signs the
23 Delegation of Authority.

24 Federal Interagency Investigations

25 Close calls or accidents that involve interagency (USFS or DOI) personnel
26 and/or jurisdiction (e.g., USFS firefighter injured on FWS jurisdictional
27 wildland fire and vice versa) shall be reviewed or investigated cooperatively and
28 conducted at the appropriate level as outlined in this chapter.

29 Agency Administrators will ensure that affected agencies are involved
30 throughout the review/investigation process.

31 When an incident does not meet the serious accident criteria, the affected
32 Agency Administrators should jointly decide what type and level of
33 investigation will be conducted based on agency processes outlined in this
34 chapter. Questions should be addressed to your agency Wildland Fire Safety
35 Program Manager.

36 Reviews

37 Reviews are methodical examinations of system elements such as program
38 management, safety, leadership, operations, preparedness, training, staffing,

1 business practices, budget, cost containment, planning, and interagency or intra-
 2 agency cooperation and coordination. Reviews do not have to be associated with
 3 a specific incident. The purpose of a review is to ensure the effectiveness of the
 4 system element being reviewed, and to identify deficiencies and recommend
 5 specific corrective actions. Established review types are described below and
 6 include:

- 7 • Preparedness Reviews
- 8 • After Action Reviews
- 9 • Fire and Aviation Safety Team Reviews
- 10 • Safety Assistance Team Visits
- 11 • Aviation Safety and Technical Assistance Team Reviews
- 12 • Large Fire Cost Reviews (FS)
- 13 • Significant Wildland Fire Reviews (DOI)
- 14 • Individual Fire Reviews
- 15 • Lessons Learned Reviews
- 16 • Rapid Lesson Sharing
- 17 • Declared Wildfire Reviews
- 18 • Notice of Air Quality Exceedance (NOV) Reviews

19 **Review Types and Requirements**

Type	When Conducted	Delegating or Authorizing Official
Preparedness Review	Annually, or management discretion	Local/State/Region/National
After Action Review	Management discretion	N/A
Fire and Aviation Safety Team Review	As fire activity dictates	Geographic Area Coordinating Group
Safety Assistance Team Visit	As fire activity dictates	Local/State/Region/National
Aviation Safety and Technical Assistance Team Review	As aviation activity dictates	State/Regional Aviation Manager or MACG
Large Fire Cost Review (FS)	Washington Office discretion	Washington Office
Significant Wildland Fire Review (DOI)	Refer to OWF Policy Memorandum 2016-013	Agency Director, Agency Administrator or individual bureau direction
Individual Fire Review	Management discretion	Local/State/Region/National

Type	When Conducted	Delegating or Authorizing Official
Lessons Learned Review • <i>NPS/FS – FLA may be used</i>	Management discretion	Local/State/Region/ National
Rapid Lesson Sharing	Management discretion	N/A
Declared Wildfire Review	See <i>Interagency Prescribed Fire Planning and Implementation Procedures Guide</i> (PMS 484)	See <i>Interagency Prescribed Fire Planning and Implementation Procedures Guide</i> (PMS 484)
Notice of Air Quality Exceedance (NOV) Review	See <i>Interagency Prescribed Fire Planning and Implementation Procedures Guide</i> (PMS 484)	See <i>Interagency Prescribed Fire Planning and Implementation Procedures Guide</i> (PMS 484)

1 Preparedness Reviews

2 Preparedness Reviews assess fire programs for compliance with established fire
3 policies and procedures outlined in the current *Interagency Standards for Fire*
4 *and Fire Aviation Operations* and other pertinent policy documents.

5 Preparedness Reviews identify organizational, operational, procedural,
6 personnel, or equipment deficiencies, and recommend specific corrective
7 actions. Interagency Preparedness Review Checklists can be found at
8 https://www.nifc.gov/policies/pol_ref_intgncy_prepcheck.html.

9 After Action Reviews (AAR)

10 An AAR is a learning tool intended for the evaluation of an incident or project
11 in order to improve performance by sustaining strengths and correcting
12 weaknesses. An AAR is performed as soon after the event as possible by the
13 personnel involved. An AAR should encourage input from participants that is
14 focused on:

- 15 • What was planned?
- 16 • What actually happened?
- 17 • Why it happened?
- 18 • What can be done the next time?

19 An AAR is a tool that leaders and units can use to get maximum benefit from
20 the experience gained on any incident or project. When possible, the leader of
21 the incident or project should facilitate the AAR process. However, the leader
22 may choose to have another person facilitate the AAR as needed and
23 appropriate. AARs may be conducted at any organizational level. However, all
24 AARs involve the exchange of ideas and observations, and focus on improving
25 proficiency. The AAR should not be utilized as an investigational review. The

1 format can be found in the *Interagency Response Pocket Guide (IRPG)*, PMS
2 461, NFES 1077. Additional AAR information is available at ###
3 <https://www.fireleadership.gov/toolbox/after-action-review/index.html>
4 <https://www.nwccg.gov/wfldp/toolbox/aars>.

5 **Fire and Aviation Safety Team (FAST) Reviews**

6 Fire and Aviation Safety Teams assist Agency Administrators during periods of
7 high fire activity by assessing policy, rules, regulations, and management
8 oversight relating to operational issues. They can also do the following:

- 9 • Provide guidance to ensure fire and aviation programs are conducted safely;
- 10 • Assist with providing immediate corrective actions;
- 11 • Review compliance with OSHA abatement plan(s), reports, reviews, and
12 evaluations; and
- 13 • Review compliance with Interagency Standards for Fire and Fire Aviation
14 Operations.

15 FAST reviews can be requested through geographic area coordination centers to
16 conduct reviews at the state/regional and local level. If a more comprehensive
17 review is required, a national FAST can be ordered through the National
18 Interagency Coordination Center.

19 FASTs include a team leader, who is either an Agency Administrator or fire
20 program lead with previous experience as a FAST member, a safety and health
21 manager, and other individuals with a mix of skills from fire and aviation
22 management.

23 FASTs will be chartered by their respective Geographic Area Coordinating
24 Group (GACG) with a Delegation of Authority, and report back to the GACG.

25 FAST reports will include an executive summary, purpose, objectives,
26 methods/procedures, findings, recommendations, follow-up actions (immediate,
27 long-term, national issues), and a letter delegating authority for the review.
28 FAST reports should be submitted to the GACG with a copy to the Federal Fire
29 and Aviation Safety Team (FFAST) chair within 30 days. See Appendix L for
30 sample FAST Delegation of Authority.

31 **Safety Assistance Team (SAT) Visits**

32 In addition to FAST reviews, SAT visits emphasize engaging individual
33 firefighters, managers, and administrators to grasp potential issues, with a focus
34 on firefighting safety fundamentals. SAT visits are not inspections. SATs are
35 often ordered when activity within an area escalates rapidly, or when a high
36 level of activity has been occurring for a long time. SATs can be single agency
37 or interagency in scope and composition.

38 The goals of a Safety Assistance Team are to:

- 39 • Assist fire managers and IMTs with site visits with firefighters, fire
40 managers, and program leaders.
- 41 • Be service oriented, assisting the local units.

- 1 • Provide early warning of potentially hazardous conditions or situations.
- 2 Direct intervention, circumventing normal chain of command, is authorized
- 3 when necessary; however, the overall objective is to create a work environment
- 4 where the normal operating procedures are responsible for safe practices.
- 5 **Aviation Safety and Technical Assistance Team (ASTAT) Reviews**
- 6 Refer to Chapter 16 for ASTAT information.
- 7 **Large Fire Cost Reviews (FS)**
- 8 A Large Fire Cost Review may be conducted at the discretion of the Washington
- 9 Office, at the request of the Regional Office, or when requested by multi-
- 10 jurisdictional cooperators.
- 11 **Significant Wildland Fire Reviews (DOI)**
- 12 A Significant Wildland Fire Review will be conducted when an incident (single
- 13 fire or complex) meets or exceeds federal combined expenditures of \$15 million
- 14 in suppression costs, and more than 50% of the burned acres are managed by
- 15 one or more DOI bureaus.
- 16 A review may also be conducted when an incident (single fire or fire complex)
- 17 meets or is expected to meet one or more of the following criteria:
- 18 • There are significant political, social, natural resource, complexity, size, or
- 19 policy issues;
- 20 • There are significant and complicated cost-share or multi-jurisdictional
- 21 issues; or
- 22 • The affected agency/Agency Administrator requests a review.
- 23 ○ **### BLM – A review may also be conducted when there are significant**
- 24 **natural resource concerns, including impacts to sagebrush rangelands**
- 25 **where fires burn more than 50,000 acres; or there are policy, political,**
- 26 **social, or economic concerns including significant impacts to**
- 27 **infrastructure and energy related corridors; or there are significant**
- 28 **and complicated cost-share or multi-jurisdictional issues; or the**
- 29 **affected line officer(s) requests a review.**
- 30 It is the agency’s responsibility to advise the appropriate individual(s) within
- 31 their agency of the need for a Significant Wildland Fire Review. When a multi-
- 32 jurisdictional fire requires review, the DOI bureaus will determine which agency
- 33 will be designated as the lead in the review process.
- 34 The Agency will provide a Delegation of Authority to the Significant Wildland
- 35 Fire Review Team authorizing the implementation of a review. When possible,
- 36 Significant Wildland Fire Reviews should be conducted when the Incident
- 37 Management Team is still in place to allow prompt access to records and
- 38 incident personnel.
- 39 • **BLM – The Assistant Director, Fire and Aviation will initiate, facilitate,**
- 40 **and provide oversight for the SWFR process ### when BLM is the lead DOI**
- 41 **agency.** Upon determination of the need for a SWFR, the AD will

- 1 coordinate with the appropriate state director and assemble a SWFR team,
2 provide a Delegation of Authority, and initiate the SWFR using direction
3 found at
4 http://web.blm.gov/internal/fire/budget/Reports/Report_Menu_new.htm.
5 The AD will provide briefings to the Bureau Director, as appropriate.
- 6 • **NPS** – Significant Wildland Fire Reviews (SWFR) will be conducted at
7 Management discretion and the Delegating Official may be at the Local,
8 Regional, or National level. See the Agency Administrator and Fire
9 Management Performance Tables in Chapter 3 and the “Review Types and
10 Requirements” table for further information.

11 Individual Fire Reviews

12 Individual fire reviews examine all or part of the operations on an individual
13 fire. The fire may be ongoing or controlled. These reviews may be local,
14 state/regional, or national. These reviews evaluate decisions and strategies,
15 correct deficiencies, identify new or improved procedures, techniques or tactics,
16 determine cost-effectiveness, and compile and develop information to improve
17 local, state/regional, or national fire management programs.

18 Lessons Learned Reviews (LLRs)

19 The purpose of a LLR is to ~~### focus on the near miss events or conditions in~~
20 ~~order to prevent potential serious incident in the future. In order to continue to~~
21 ~~learn from our near misses and our successes explore, investigate, or review~~
22 ~~unintended outcomes or near misses in order to learn from the event and prevent~~
23 ~~future occurrences. In order to learn from these events,~~ it is imperative to
24 conduct a LLR in an open, non-punitive manner. LLRs are intended to provide
25 educational opportunities that foster open and honest dialog and assist the
26 wildland fire community in sharing lessons learned information. LLRs provide
27 an outside perspective with appropriate technical experts assisting involved
28 personnel in identifying conditions that led to the unexpected outcome and
29 sharing findings and recommendations.

30 A LLR should be tailored to the event being reviewed. The scope of the review
31 should be commensurate with the severity of the incident. A LLR will not be
32 substituted for a Serious Accident Investigation (SAI) ~~### or Accident~~
33 ~~Investigation (AI), should the criteria for either of those be met, but may be used~~
34 ~~as a supplement to the SAI or AI, or other agency-specific accident investigation~~
35 ~~reporting requirements (e.g., DOI Safety Management Information System~~
36 ~~(SMIS) or USDA eSafety).~~

- 37 • **NPS** – Facilitated Learning Analysis (FLA) may be used for incidents
38 meeting the AI criteria.
- 39 • **FS** – Facilitated Learning Analysis (FLA) may be used for incidents
40 meeting the AI criteria or if a CRP is not being utilized for an incident
41 meeting SAI criteria. A guide for the FLA process is available at ~~###~~
42 ~~http://bit.ly/FLA_guide~~
43 ~~<https://www.wildfirelessons.net/viewdocument/facilitated-learning-analysis->~~

1 **and-l.** *The Forest Service's formal Learning Review Processes are the*
2 *Facilitated Learning Analysis (FLA) which may be used for unintended*
3 *outcomes of all types and the Coordinated Response Protocol (CRP)*
4 *reserved for FS employee fatality events. Both processes are explicitly non-*
5 *punitive and must have a delegation signed by a line officer so stating.*
6 *Where appropriate, and for less serious incidents the FS may also use the*
7 *Rapid Lesson Sharing (RLS) process or other review process such as After*
8 *Action Reviews which typically do not have a Line Officer's delegation.*
9 *The FS does not use the SAI process but may assist other agencies in a SAI*
10 *for incidents involving the FS interests or personnel. FS Aviation accidents*
11 *and incidents utilize the FS Aviation Mishap Investigation process. Current*
12 *versions of the FLA and CRP guides can be found on the Wildland Fire*
13 *Lessons Learned Center's website (<https://www.wildfirelessons.net/home>).*

14 A LLR will be led by a facilitator not involved in the event. A facilitator should
15 be an appropriate fire management expert who possesses skills in interpersonal
16 communications, organization, and be unbiased to the event. Personnel involved
17 in the event will be participants in the review process. Depending upon the
18 complexity of the event, the facilitator may request assistance from technical
19 experts (e.g., fire behavior, fire operations, etc.).

20 The LLR facilitator will convene the participants and:

- 21 • Obtain a Delegation of Authority from appropriate agency level. See
- 22 Appendix J for a sample LLR Delegation of Authority;
- 23 • Identify facts of the event (sand tables maybe helpful in the process) and
- 24 develop a chronological narrative of the event;
- 25 • Identify underlying reasons for success or unintended outcomes;
- 26 • Identify what individuals learned and what they would do differently in the
- 27 future;
- 28 • Identify any recommendations that would prevent future similar
- 29 occurrences;
- 30 • 24- and 72-hour reports may be produced, but are not required; and
- 31 • Provide a final written report including the above items to the pertinent
- 32 Agency Administrator(s) within two weeks of event occurrence unless
- 33 otherwise negotiated. Names of involved personnel should not be included
- 34 in this report (reference them by position).

35 A copy of the final report will be submitted to the respective agency's national
36 fire safety lead who will provide a copy to the Wildland Fire Lessons Learned
37 Center (LLC). E-mail: llcdocsbmit@gmail.com.

38 **Rapid Lesson Sharing (RLS)**

39 RLS is a type of Lessons Learned Review (LLR) for field personnel to quickly
40 share lessons with others. RLS can be used to document and share lessons
41 learned as a result of close calls, minor accidents, successes, efficient ways of

1 performing work, adaptations, or anything wildland fire personnel can learn
2 from.

3 To submit or view RLS documents, go to
4 <https://www.wildfirelessons.net/resources/rapidlessonssharing>.

5 **Declared Wildfire Reviews**

6 Every prescribed fire resulting in a wildfire declaration will receive an Outcome
7 Review. Declared wildfire outcome review direction is found in these agency
8 documents:

- 9 • **Interagency Prescribed Fire Planning and Implementation Procedures**
10 **Reference Guide (PMS 484)**
 - 11 ○ **BLM** – Refer to *Fuels Management Manual 9214 and Handbook 9214-*
12 *1, Chapter 5.*
 - 13 ○ **NPS** – Refer to *RM-18, Chapter 7 and 17.*
 - 14 ○ **FWS** – Refer to *Fire Management Handbook, Chapter 17.*
 - 15 ○ **FS** – Refer to *FSM 5140.*
 - 16 ○ **BIA** – Refer to *Bureau of Indian Affairs Fuels Management Program*
17 *Supplement to the Interagency Prescribed Fire Planning and*
18 *Implementation Procedures Reference Guide (December 2008),*
19 *Chapter 3.*

20 Declared Wildfire Reviews will be submitted to the Wildland Fire Lessons
21 Learned Center (LLC) by the agency fuels program lead. Submissions should be
22 sent to llcdocsubmit@gmail.com.

23 **Notice of Air Quality Exceedance (NOV) Reviews**

24 A Notice of Air Quality Exceedance (NOV) Review supports understanding of
25 the planning, decisions, and actions taken that contributed to the NOV.
26 <https://www.nwccg.gov/publications/484>

27 **Investigations**

28 Investigations are detailed and methodical efforts to collect and interpret facts
29 related to an incident or accident, identify causes ### or conditions that
30 contributed to the accident (organizational factors, local workplace factors,
31 unsafe acts), and develop control measures to prevent recurrence.

32 ### In addition to agency-specific accident investigation reporting requirements
33 (SMIS/eSafety), distinct types of wildland fire incidents and accidents have
34 specific investigation requirements.

35 **Wildland Fire Incident and Accident Types and Definitions**

- 36 • **Serious Wildland Fire Accident** – An unplanned event or series of events
37 that resulted in death, injury, occupational illness, or damage to or loss of
38 equipment or property. For wildland fire operations, a serious accident
39 involves any of the following:
 - 40 ○ One or more fatalities;

- 1 ○ Three or more personnel who are inpatient hospitalized as a direct
- 2 result of or in support of wildland fire operations;
- 3 ○ Property or equipment damage of \$250,000 or more; and/or
- 4 ○ Consequences that the Designated Agency Safety and Health Official
- 5 (DASHO) judges to warrant a Serious Accident Investigation.
- 6 ● **Wildland Fire Accident** – An unplanned event or series of events that
- 7 resulted in injury, occupational illness, or damage to or loss of equipment or
- 8 property to a lesser degree than defined in “Serious Wildland Fire
- 9 Accident.”
- 10 ● **Near-miss** – An unplanned event or series of events that could have
- 11 resulted in death, injury, occupational illness, or damage to or loss of
- 12 equipment or property but did not.
- 13 ● **Entrapment** – A situation where personnel are unexpectedly caught in a
- 14 fire behavior-related, life-threatening position where planned escape routes
- 15 or safety zones are absent, inadequate, or compromised. Entrapment may or
- 16 may not include deployment of a fire shelter for its intended purpose.
- 17 Entrapment may result in a serious wildland fire accident, a wildland fire
- 18 accident, or a near-miss.
- 19 ● **Burnover** – An event in which a fire moves through a location or overtakes
- 20 personnel or equipment where there is no opportunity to utilize escape
- 21 routes and safety zones, often resulting in personal injury or equipment
- 22 damage.
- 23 ● **Fire Shelter Deployment** – The removing of a fire shelter from its case and
- 24 unfolding it to use as protection against heat, smoke and burning embers.
- 25 ● **Fire Trespass** – The occurrence of unauthorized fire on agency-protected
- 26 lands where the source of ignition is tied to some type of human activity.

27 ### Accident investigation types and final reports should be commensurate with
28 the complexity and/or severity of the accident and focus on organizational
29 learning and the prevention of reoccurrence. Investigations and reports may
30 range from large investigation teams producing comprehensive accident
31 investigation reports to first-level supervisors initiating investigations and
32 reporting injury/property damage in their agency-specific reporting systems
33 (SMIS/eSafety). Final accident investigation reports may range between agency-
34 specific accident reports, small one-page Rapid Lessons Sharing, simple or
35 complex Lessons Learned Review reports, to extensive investigation reports that
36 follow the same format as a serious accident.

37 Investigation Types and Requirements

Wildland Fire Event	Investigation Type	Management Level Requiring Notification ¹	Management level that determines review type and authorizes review ²
Serious Wildland Fire Accident	Serious Accident Investigation (SAI) <i>FS – Facilitated Learning Analysis (FLA) process or the Coordinated Response Protocol (CRP) for FS employee fatality events.</i>	National	National
Wildland Fire Accident	### SAI, Accident Investigation (AI), ### Lessons Learned Review (LLR), Rapid Lesson Sharing (RLS), depending on severity. This is in addition to agency-specific accident report (e.g., SMIS/eSafety) <i>NPS/FS – FLA may be used</i>	<i>BLM/NPS–National FS/FWS – Management Discretion</i>	Region/State/Local
Entrapment/ Burnover	SAI, AI, LLR, depending on severity	National	National/Regional/ State
Fire Shelter Deployment	SAI, AI, LLR, depending on severity	National	National/Regional/ State
Near-miss	LLR, AAR	Management Discretion	Region/State/Local
Fire Trespass	Fire Cause Determination and Trespass Investigation	Local	Local

¹In the event that a wildland fire entrapment or fatality occurs, immediate notification to NICC is required. A ### ~~Wildland Fire Entrapment/Fatality Initial Report~~ *Wildland Fire Fatality and Entrapment Initial Report* (PMS 405-1) should be ### ~~completed and mailed to NICC electronically or by fax machine~~ submitted to NICC within 24 hours. Submit this report even if some data is missing. The PMS 405-1 is located at https://www.nifc.gov/nicc/logistics/coord_forms.htm.

² Higher level management may exercise their authority to determine the type of review or investigation.

- 1 • **BLM** – ~~###~~ *BLM accidents that involve fire and aviation employees or*
 2 *equipment will be investigated according to the requirements stated in this*
 3 *chapter. Investigations will occur regardless of land jurisdiction. Facts will*
 4 *be collected, causes (organizational factors, local workplace factors, unsafe*
 5 *acts) identified, and an accident investigation report produced. The report*
 6 *will include recommended corrective actions and control measures. Report*
 7 *issuance and follow up will be through established command channels.*
 8 *BLM Agency Administrators may jointly delegate authority to investigate*
 9 *accidents in cases of mixed jurisdiction or employee involvement. Joint*
 10 *delegations must ensure that BLM investigation requirements are met. The*
 11 *Facilitated Learning Analysis (FLA) process may be used as a*
 12 *supplemental element to required BLM accident investigation processes.*
 13 *When a BLM employee is involved, investigations will occur regardless of*
 14 *land jurisdiction. BLM Agency Administrators may jointly delegate*
 15 *authority to investigate accidents in cases of mixed jurisdiction or employee*
 16 *involvement. Joint delegations must ensure that BLM accident*
 17 *investigation reporting requirements are met.*
- 18 • **FS** – *Forest Service Line Officers are the deciding officials regarding what*
 19 *type of accident investigation or analysis method is to be used for accidents*
 20 *or near misses occurring under Forest Service jurisdiction.*

21 Investigation Processes

22 Processes Common to All Wildland Fire Accident Investigations

- 23 • **Site Protection** – The site of the incident should be secured immediately
 24 and nothing moved or disturbed until the area is photographed and visually
 25 reviewed by the investigation team. Exact locations of injured personnel,
 26 entrapments, injuries, fatalities, and the condition and location of personal
 27 protective equipment, property, and other equipment must be documented.
- 28 • **Management of Involved Personnel** – Treatment, transport, and follow-up
 29 care must be immediately arranged for injured and involved personnel. The
 30 Agency Administrator or delegate should develop a roster of involved
 31 personnel and supervisors and ensure they are available for interviews by
 32 the investigation team. The Agency Administrator should consider relieving
 33 involved supervisors from fireline duty until the preliminary investigation
 34 has been completed. Attempt to collect initial statements from the involved
 35 individuals prior to a Critical Incident Stress Management (CISM) session.
- 36 • **Delegation of Authority** – A Delegation of Authority shall be issued to the
 37 investigation team leader. The Delegation of Authority will outline roles,
 38 responsibilities, and expected deliverables. Delegation of Authority
 39 templates are available at
 40 https://www.nifc.gov/safety/safety_reprtsInvest.html.
- 41 • **Critical Incident Stress Management (CISM)** – CISM is the
 42 responsibility of local Agency Administrators, who should have individuals

1 pre-identified for critical incident stress debriefings. Also refer to the
2 Agency Administrator's Guide to Critical Incident Management (PMS 926),
3 available at <https://www.nwcc.gov/publications/926>. Individuals or teams
4 may be available through Employee Assistance Programs (EAPs) or
5 Geographic Area Coordination Centers (GACCs).

6 ~~### Wildland Fire Serious Accident Investigation (SAI) Process moved~~
7 ~~down in the chapter~~

8 For interagency serious accident investigations, a multi-agency Delegation of
9 Authority to conduct the investigation may be issued. The delegation will ensure
10 that the investigation meets the policy requirements of involved agencies.

- 11 • ~~*BLM/FWS—The Interagency Serious Accident Investigation Guide*~~
12 ~~*establishes core direction for BLM, FWS, and interagency serious accident*~~
13 ~~*investigations (exceptions for aviation accidents are stated in the guide). It*~~
14 ~~*provides serious accident investigation teams a standardized and*~~
15 ~~*comprehensive process for conducting serious accident investigations. The*~~
16 ~~*guide is available at https://www.nife.gov/safety/safety_reportsInvest.html.*~~
17 ~~*Serious accident investigation reports will be completed, routed, and*~~
18 ~~*disseminated according to processes established in the guide. Reports may*~~
19 ~~*contain information supplemental to the requirements of the guide if it*~~
20 ~~*augments the BLM/FWS's ability to learn and to develop further*~~
21 ~~*improvements.*~~
22 ~~*The guide may be used entirely or in part for accidents that do not meet the*~~
23 ~~*serious accident definition.*~~
- 24 • ~~*FS—The Forest Service's response to serious accidents are the Facilitated*~~
25 ~~*Learning Analysis (FLA) which may be used for unintended outcomes of all*~~
26 ~~*types, and the Coordinated Response Protocol (CRP) reserved for FS*~~
27 ~~*employee fatality events. Both processes are explicitly non-punitive and*~~
28 ~~*must have a delegation signed by a line officer so stating. FS Aviation*~~
29 ~~*accidents and incidents utilize the FS Aviation Mishap Investigation*~~
30 ~~*process. Current versions of the FLA and CRP guides can be found on the*~~
31 ~~*Wildland Fire Lessons Learned Center's website*~~
32 ~~*(<https://www.wildfirelessons.net/home>).*~~

33 ~~**Fire Director Responsibilities**~~

34 The Fire Director(s) or designee(s) of the lead agency, or agency responsible for
35 the land upon which the accident occurred, will:

- 36 • ~~Ensure the agency safety manager and Designated Agency Safety and~~
37 ~~Health Official (DASHO) have been notified;~~
- 38 • ~~Immediately appoint, authorize (through Delegation of Authority), and~~
39 ~~deploy an accident investigation team;~~
- 40 • ~~Provide resources and procedures adequate to meet the team's needs;~~
- 41 • ~~Receive the factual and management evaluation reports and take action to~~
42 ~~accept or reject recommendations;~~

- 1 • Forward investigation findings, recommendations, and corrective action
2 plan to the DASHO (the agency safety office is the “office of record” for
3 reports);
- 4 • Convene an accident review board/ board of review (if deemed necessary)
5 to evaluate the adequacy of the factual and management reports and suggest
6 corrective actions;
- 7 • Ensure a corrective action plan is developed, incorporating management
8 initiatives established to address accident causal factors; and
- 9 • Ensure Serious Accident Investigations remain independent of other
10 investigations.

11 **Agency Administrator Responsibilities**

- 12 • Develop local preparedness plans to guide emergency response.
- 13 • Identify agencies with jurisdictional responsibilities for the accident.
- 14 • Provide for and emphasize treatment and care of survivors.
- 15 • Ensure the Incident Commander secures the accident site.
- 16 • Conduct an in-briefing to the investigation team.
- 17 • Facilitate and support the investigation as requested.
- 18 • Determine need and implement Critical Incident Stress Management
19 (CISM).
- 20 • Notify home tribe leadership in the case of a Native American fatality.
- 21 • Prepare and issue the required 24 Hour Preliminary Report unless formally
22 delegated to another individual.

23 **Notification**

24 Agency reporting requirements will be followed. As soon as a serious accident
25 is verified, the following groups or individuals should be notified:

- 26 • Agency Administrator;
- 27 • Public affairs;
- 28 • Agency Law Enforcement;
- 29 • Safety personnel;
- 30 • County sheriff or local law enforcement as appropriate to jurisdiction;
- 31 • National Interagency Coordination Center (NICC) through the local
32 dispatch center and GACC. Provide a Wildland Fire Entrapment/Fatality
33 Initial Report (PMS-405-1) directly to NICC within 24 hours;
- 34 • Agency headquarters; and
- 35 • OSHA will be notified according to agency policy when an employee is
36 killed on the job or suffers a work-related hospitalization, amputation, or
37 loss of an eye. <https://www.osha.gov/report.html>
 - 38 ○ A fatality must be reported within **8 hours**.
 - 39 ○ An in-patient hospitalization, amputation, or eye loss must be reported
40 within **24 hours**.

41 Notification to the respective agency’s fire national safety/risk management lead
42 is required.

1 **Designating the Investigation Team Lead**

2 The 1995 Memorandum of Understanding (MOU) between the U.S. Department
3 of the Interior and the U.S. Department of Agriculture states that serious
4 wildland fire related accidents will be investigated by interagency investigation
5 teams.

6 The Memorandum of Agreement (MOA) between Department of Agriculture
7 Forest Service and Department of Interior augments and provides clarification
8 to the 1995 MOU for investigation type and team lead/deputy team
9 lead/interagency representative designation. The MOA also provides an
10 interagency template for joint Delegation of Authority. The MOA is available at
11 https://www.nife.gov/safety/safety_reprtsInvest.html.

12 Following initial notification of a serious accident, the agency DASHO will
13 designate a Serious Accident Investigation Team Lead(s) and provide that
14 person(s) with a written Delegation of Authority to conduct the investigation
15 and the means to form and deploy an investigation team.

- 16 • **BLM/NPS/FWS**—The agency DASHOs have delegated this responsibility
17 to the respective agency Fire Directors.
- 18 • **BLM**—The Fire and Aviation Directorate Safety Program Manager
19 mobilizes SAI teams in coordination with the SAI Team Leader.

20 Accidents involving more than one agency will require a collaboratively
21 developed Delegation of Authority that is signed by each of the respective
22 agencies.

23 **Serious Accident Investigation Team (SAIT) Composition**

24 SAIT members should not be affiliated with the unit that sustained the accident.

- 25 • **Team Leader (Core Team Member)**
26 A senior agency management official, at the equivalent associate/assistant
27 regional/state/area/division director level. The team leader will direct the
28 investigation and serve as the point of contact to the Designated Agency
29 Safety and Health Official (DASHO).
- 30 • **Chief Investigator (Core Team Member)**
31 A qualified accident investigation specialist is responsible for the direct
32 management of all investigation activities. The chief investigator reports to
33 the team leader.
- 34 • **Accident Investigation Advisor/Safety Manager (Core Team Member)**
35 An experienced safety and occupational health specialist or manager who
36 acts as an advisor to the team leader to ensure that the investigation focus
37 remains on safety and health issues. The accident investigation
38 advisor/safety manager also works to ensure strategic management issues
39 are examined. Delegating Officials or their designee may, at their
40 discretion, fill this position with a trained and qualified NWCG Safety
41 Officer, Line (SOFR), Safety Officer, Type 2 (SOF2), or Safety Officer,
42 Type 1 (SOF1).

- 1 • **Interagency Representative**
2 An interagency representative will be assigned to every fire-related Serious
3 Accident Investigation Team. They will assist as designated by the team
4 leader and will provide outside agency perspective. They will assist as
5 assigned by the Team Leader and will provide a perspective from outside
6 the agency.
- 7 • **Technical Specialists**
8 Personnel who are qualified and experienced in specialized occupations,
9 activities, skills, and equipment, addressing specific technical issues such as
10 specialized fire equipment, weather, and fire behavior.
- 11 • **Public Affairs Officer**
12 For investigations with high public visibility and significant news media
13 interest, a public affairs officer (PAO) should be considered a part of the
14 team. The PAO should develop a communications plan for the team, be a
15 designated point of contact for news media, and oversee all aspects of
16 internal and external communications. Ideally, the PAO should be qualified
17 as a Type 1 or Type 2 public information officer and be familiar with SAI
18 team organization and function.
- 19 ○ **BLM**—All media-related documents (news releases, talking points,
20 etc.) should be cleared through NIFC Public Affairs prior to external
21 release.
- 22 Core SAI members are required to take the Interagency Serious Accident
23 Investigation Course 1112-05 prior to serious accident investigation assignment.
24 This training is also required every 5 years for recurrency.
- 25 • **BLM/FWS/FS** – This training is required every 5 years to retain currency.
- 26 **SAI 24- and 72-Hour Reports**
27 The final 24-hour report will be approved by the Agency Administrator in
28 concurrence with the SAI delegating official. The 72-hour report will be
29 approved by the SAI delegating official. Both reports are sent to the agency fire
30 safety/risk management lead who will provide a copy to the Wildland Fire
31 Lessons Learned Center (LLC). E-mail: lldocssubmit@gmail.com.
- 32 • **24-Hour Preliminary Report**—This report contains known basic facts
33 about the accident. It will be completed and forwarded by the responsible
34 Agency Administrator to the SAI delegating official. Names of injured
35 personnel will not be included in this report. Personnel may be referenced
36 by position.
- 37 • **72-Hour Expanded Report**—This report provides additional factual
38 information, if available. The information may include the number of
39 victims and severity of injuries. The focus should be on information that
40 may have immediate impact on future accident prevention. This report will
41 be completed and forwarded by the SAI team to the SAI delegating official.
42 Names of injured personnel will not be included in this report. Personnel
43 may be referenced by position.
- 44 **SAI Final Report**

1 Within 45 days of the incident, a final report consisting of a Factual Report (FR)
2 and a Management Evaluation Report (MER) will be produced by the
3 investigation team to document facts, findings, and recommendations and
4 forwarded to the Designated Agency Safety and Health Official (DASHO)
5 through the agency Fire Director(s).

- 6 • **Factual Report**— This report contains a brief summary or background of
7 the event, and facts based only on examination of technical and procedural
8 issues related to equipment and tactical fire operations. It does not contain
9 opinions, conclusions, or recommendations. Names of injured personnel are
10 not to be included in this report (reference them by position). Post accident
11 actions should be included in this report (emergency response attribute to
12 survival of a victim, etc.). Factual Reports will be submitted to Wildland
13 Fire Lessons Learned Center (LLC) by the respective agency's fire
14 safety/risk management leads. E-mail: lledocs@submit@gmail.com.
- 15 • **Management Evaluation Report (MER)**— The MER is intended for
16 internal use only and explores management policies, practices, procedures,
17 and personal performance related to the accident. The MER categorizes
18 findings identified in the factual report and provides recommendations to
19 prevent or reduce the risk of similar accidents.

20 Factual Report and Management Evaluation Report formatting can be found on
21 the NIFC website at https://www.nifc.gov/safety/safety_reprtsInvest.html.

22 **Accident Review Board/Board of Review**

23 An Accident Review Board/Board of Review is used by some agencies to
24 evaluate recommendations, and develop a corrective action plan. Refer to the
25 respective agency's Safety and Health policy.

26 **Wildland Fire Accident Investigation (AI) Process**

- 27 • *FS – The Wildland Fire Accident Investigation (AI) Process is not
28 applicable to Forest Service accidents. The Forest Service's formal
29 Learning Review Processes are the Facilitated Learning Analysis (FLA)
30 which may be used for unintended outcomes of all types and the
31 Coordinated Response Protocol (CRP) reserved for FS employee fatality
32 events. Both processes are explicitly non-punitive and must have a
33 delegation signed by a line officer so stating. Where appropriate, and for
34 less serious incidents the FS may also use the Rapid Lesson Sharing (RLS)
35 process or other review process such as After Action Reviews which
36 typically do not have a Line Officer's delegation. The FS does not use the
37 SAI process but may assist other agencies in a SAI for incidents involving
38 the FS interests or personnel. FS Aviation accidents and incidents utilize
39 the FS Aviation Mishap Investigation process.*

40 Accident investigations and reports should be commensurate with the
41 complexity and/or severity of the accident ### and focus on organizational
42 learning and the prevention of reoccurrence. Investigations and reports may

1 range from large investigation teams producing comprehensive reports to first-
2 level supervisors initiating investigations and reporting injury/property damage
3 in agency reporting systems ### (e.g., SMIS/eSafety). Final accident
4 investigation reports may range between agency-specific accident reports, small
5 one-page Rapid Lessons Sharing, simple or complex Lessons Learned Review
6 reports, to extensive investigation reports that follow the same format as a
7 serious accident.

8 **Notification**

9 When an accident occurs, agency notification requirements will be followed.

10 Notification requirements universally include:

- 11 • Local dispatch center
- 12 • Unit Fire Management Officer
- 13 • Agency Administrator
- 14 • OSHA (refer to Chapter 7 for reporting criteria)

15 **Investigation Team Membership**

16 Investigation team membership should be commensurate with the complexity
17 and/or severity of the accident. An investigation team should consist of a team
18 leader and an adequate number of technical specialists and subject matter
19 experts. For complex investigations, team membership may also include a chief
20 investigator, a safety advisor/manager, and additional technical specialists, and a
21 writer/editor. Team members may have dual roles (e.g., chief investigator/safety
22 advisor).

23 **Investigation Methodology**

24 Accident Investigations (AI) are detailed and methodical efforts to collect and
25 interpret facts related to an accident and to provide specific recommendations to
26 prevent recurrence. The AI ### should may include the following actions:

- 27 • Visual inspection of involved site, equipment, or material;
- 28 • Detailed analysis of equipment or material, as necessary;
- 29 • Interviews with involved personnel, witnesses, managers, and other
30 pertinent persons;
- 31 • Collection and review of written statements;
- 32 • Review of records, archives, plans, policies, procedures, and other pertinent
33 documents;
- 34 • Consideration of environmental, equipment, material, procedural, and
35 human factors as they related to the incident; and
- 36 • Development of specific findings and related recommendations for the AI
37 report.

38 **Accident Investigation 24- and 72-Hour Reports**

39 24- and 72-hour reports should be completed when ### a formal an AI will be
40 conducted. Final 24- and 72-hour reports will be approved by the AI delegating
41 official, then sent to the agency fire safety/risk management lead who will

- 1 provide a copy to the Wildland Fire Lessons Learned Center (LLC). E-mail:
2 llcdocsubmit@gmail.com.
- 3 • **24-Hour Preliminary Report** – This report contains known basic facts
4 about the accident. It will be completed and forwarded by the responsible
5 Agency Administrator to the next higher level (e.g., District Manager
6 forwards to State Director). Names of injured personnel will not be included
7 in this report. Personnel may be referenced by position.
 - 8 • **72-Hour Expanded Report** – This report provides additional factual
9 information, if available. The information may include the number of
10 victims and severity of injuries. The focus should be on information that
11 may have immediate impact on future accident prevention. This report will
12 be completed and forwarded by the AI team to the AI delegating official.
13 Names of injured personnel will not be included in this report. Personnel
14 may be referenced by position.

15 **Accident Investigation Final Report**

16 Within ### approximately 45 days of the accident, a final report ### including
17 facts, findings, and recommendations shall be submitted to the senior manager
18 dependent upon the level of investigation (e.g., local Agency Administrator,
19 State/Regional Director, and Agency Fire Director or their designee). If a lower
20 level investigation is conducted, a courtesy copy of the final report shall be sent
21 to the respective agency's national fire safety/risk management lead.

22 The Final Report (minus names of employees—they should be referenced by
23 position) will be submitted to Wildland Fire Lessons Learned Center (LLC) by
24 the respective agency's National Fire Safety Leads. E-mail:
25 llcdocsubmit@gmail.com.

26 **Accident Investigation Report Standard Contents**

27 ### Accident investigation reports will vary in length, format and complexity.
28 Each report should be commensurate to the complexity of the incident and focus
29 on organizational learning and the prevention of reoccurrence. The following list
30 is common or standard contents often found in accident investigation reports.

- 31 • **Executive Summary** – A brief narrative of the facts involving the accident
32 including dates, locations, times, name of incident, jurisdiction(s), number
33 of individuals involved, etc. Names of injured personnel or personnel
34 involved in the accident are not to be included in this report (reference them
35 by position).
- 36 • **Narrative** – A detailed chronological narrative of events leading up to and
37 including the accident, as well as rescue and medical actions taken after the
38 accident. This section will contain who, what, and where.
- 39 • **Investigation Process** – A brief narrative of actions taken by the
40 investigation team. This narrative should include investigation team
41 membership, Delegation of Authority information (from who and contents,
42 include a copy as an appendix), investigative actions and timeline (when the
43 team conducted interviews, inspections, site visits, etc.), and if other sources

- 1 were consulted (i.e., professional accident reconstruction experts,
2 equipment manufacturers, etc.). This section ~~### should~~ **may** also address if
3 environmental, equipment, material, procedural, and human factors were
4 present, and state how findings/recommendations were developed.
- 5 • **Findings/Recommendations**
 - 6 ○ **Findings** – Developed from the factual information. Each finding is a
7 single event or condition. Each finding is an essential step in the
8 accident sequence, but each finding is not necessarily causal or
9 contributing, and each finding may not have an associated
10 recommendation. Findings should only include information necessary
11 to explain the specific event or condition. Findings must be
12 substantiated by the factual data. Findings should not include opinion
13 or speculation.
 - 14 ○ **Discussion** – This provides explanation or information pertinent to a
15 specific finding.
 - 16 ○ **Recommendations** – Recommendations are proposed actions intended
17 to prevent similar accidents. Recommendations should be directly
18 related to findings, should not contain opinion or speculation, and when
19 appropriate, should identify the specific organization responsible for
20 completing the recommended action. Recommendations will be
21 evaluated and may be incorporated into future operational direction
22 through established processes.
 - 23 • **Conclusions and Observations** – Investigation team’s opinions and
24 inferences, and “lessons learned” may be captured in the section. ~~### This~~
25 ~~section is not required.~~
 - 26 • **Reference Materials**
 - 27 ○ **Maps/Photographs/Illustrations** – Graphic information used to
28 document and visually portray facts.
 - 29 ○ **Appendices** – Reference materials (e.g., fire behavior analysis,
30 equipment maintenance reports, agreements).
- 31 ~~### An~~ AI Delegation of Authority ~~### template templates~~, AI report template
32 and examples of AI reports can be found at the NIFC Safety website
33 https://www.nifc.gov/safety/safety_reprtsInvest.html.

34

35 ~~### Wildland Fire Serious Accident Investigation (SAI) Process~~

36 For interagency serious accident investigations, a multi-agency Delegation of
37 Authority to conduct the investigation may be issued. The delegation will ensure
38 that the investigation meets the policy requirements of involved agencies.

- 39 • *BLM/FWS – The Interagency Serious Accident Investigation Guide*
40 *establishes core direction for BLM, FWS, and interagency serious accident*
41 *investigations (exceptions for aviation accidents are stated in the guide). It*
42 *provides serious accident investigation teams a standardized and*
43 *comprehensive process for conducting serious accident investigations. The*
44 *guide is available at https://www.nifc.gov/safety/safety_reprtsInvest.html.*

- 1 *Serious accident investigation reports will be completed, routed, and*
2 *disseminated according to processes established in the guide. Reports may*
3 *contain information supplemental to the requirements of the guide if it*
4 *augments the BLM/FWS's ability to learn and to develop further*
5 *improvements. The guide may be used entirely or in part for accidents that*
6 *do not meet the serious accident definition.*
- 7 • *FS – The Forest Service's response to serious accidents are the Facilitated*
8 *Learning Analysis (FLA) which may be used for unintended outcomes of all*
9 *types, and the Coordinated Response Protocol (CRP) reserved for FS*
10 *employee fatality events. Both processes are explicitly non-punitive and*
11 *must have a delegation signed by a line officer so stating. FS Aviation*
12 *accidents and incidents utilize the FS Aviation Mishap Investigation*
13 *process. Current versions of the FLA and CRP guides can be found on the*
14 *Wildland Fire Lessons Learned Center's website*
15 *(<https://www.wildfirelessons.net/home>).*

16 **Fire Director Responsibilities**

17 The Fire Director(s) or designee(s) of the lead agency, or agency responsible for
18 the land upon which the accident occurred, will:

- 19 • Ensure the agency safety manager and Designated Agency Safety and
20 Health Official (DASHO) have been notified;
- 21 • Immediately appoint, authorize (through Delegation of Authority), and
22 deploy an accident investigation team;
- 23 • Provide resources and procedures adequate to meet the team's needs;
- 24 • Receive the factual and management evaluation reports and take action to
25 accept or reject recommendations;
- 26 • Forward investigation findings, recommendations, and corrective action
27 plan to the DASHO (the agency safety office is the "office of record" for
28 reports);
- 29 • Convene an accident review board/ board of review (if deemed necessary)
30 to evaluate the adequacy of the factual and management reports and suggest
31 corrective actions;
- 32 • Ensure a corrective action plan is developed, incorporating management
33 initiatives established to address accident causal factors; and
- 34 • Ensure Serious Accident Investigations remain independent of other
35 investigations.

36 **Agency Administrator Responsibilities**

- 37 • Develop local preparedness plans to guide emergency response.
- 38 • Identify agencies with jurisdictional responsibilities for the accident.
- 39 • Provide for and emphasize treatment and care of survivors.
- 40 • Ensure the Incident Commander secures the accident site.
- 41 • Conduct an in-briefing to the investigation team.
- 42 • Facilitate and support the investigation as requested.

- 1 • Determine need and implement Critical Incident Stress Management
- 2 (CISM).
- 3 • Notify home Tribe leadership in the case of a Native American fatality.
- 4 • Prepare and issue the required 24-Hour Preliminary Report unless formally
- 5 delegated to another individual.

6 **Notification**

7 Agency reporting requirements will be followed. As soon as a serious accident
8 is verified, the following groups or individuals should be notified:

- 9 • Agency Administrator;
- 10 • Public affairs;
- 11 • Agency Law Enforcement;
- 12 • Safety personnel;
- 13 • County sheriff or local law enforcement as appropriate to jurisdiction;
- 14 • National Interagency Coordination Center (NICC) through the local
15 dispatch center and GACC. Provide a ### **Wildland Fire**
16 **Entrapment/Fatality Initial Report** *Wildland Fire Fatality and Entrapment*
17 *Initial Report* (PMS 405-1) directly to NICC within 24 hours;
- 18 • Agency headquarters; and
- 19 • OSHA will be notified according to agency policy when an employee is
20 killed on the job or suffers a work-related hospitalization, amputation, or
21 loss of an eye. <https://www.osha.gov/report.html>
 - 22 ○ A fatality must be reported within **8 hours**.
 - 23 ○ An in-patient hospitalization, amputation, or eye loss must be reported
24 within **24 hours**.

25 Notification to the respective agency's fire national safety/risk management lead
26 is required.

27 **Designating the Investigation Team Lead**

28 The 1995 Memorandum of Understanding (MOU) between the U.S. Department
29 of the Interior and the U.S. Department of Agriculture states that serious
30 wildland fire-related accidents will be investigated by interagency investigation
31 teams.

32 *The Memorandum of Agreement (MOA) between Department of Agriculture*
33 *Forest Service and Department of Interior* augments and provides clarification
34 to the 1995 MOU for investigation type and team lead/deputy team
35 lead/interagency representative designation. The MOA also provides an
36 interagency template for joint Delegation of Authority. The MOA is available at
37 https://www.nifc.gov/safety/safety_reprtsInvest.html.

38 Following initial notification of a serious accident, the agency DASHO will
39 designate a Serious Accident Investigation Team Lead(s) and provide that
40 person(s) with a written Delegation of Authority to conduct the investigation
41 and the means to form and deploy an investigation team.

- 1 • **BLM/NPS/FWS** – The agency DASHOs have delegated this responsibility
- 2 to the respective agency fire directors.
- 3 • **BLM** – The Fire and Aviation Directorate Safety Program Manager
- 4 mobilizes SAI teams in coordination with the SAI Team Leader.

5 Accidents involving more than one agency will require a collaboratively
6 developed Delegation of Authority that is signed by each of the respective
7 agencies.

8 **Serious Accident Investigation Team (SAIT) Composition**

9 SAIT members should not be affiliated with the unit that sustained the accident.

- 10 • **Team Leader (Core Team Member)**

11 A senior agency management official, at the equivalent associate/assistant
12 regional/state/area/division director level. The team leader will direct the
13 investigation and serve as the point of contact to the Designated Agency
14 Safety and Health Official (DASHO).

- 15 • **Chief Investigator (Core Team Member)**

16 A qualified accident investigation specialist is responsible for the direct
17 management of all investigation activities. The chief investigator reports to
18 the team leader.

- 19 • **Accident Investigation Advisor/Safety Manager (Core Team Member)**

20 An experienced safety and occupational health specialist or manager who
21 acts as an advisor to the team leader to ensure that the investigation focus
22 remains on safety and health issues. The accident investigation
23 advisor/safety manager also works to ensure strategic management issues
24 are examined. Delegating Officials or their designee may, at their
25 discretion, fill this position with a trained and qualified NWCG Safety
26 Officer, Line (SOFR), Safety Officer, Type 2 (SOF2), or Safety Officer,
27 Type 1 (SOF1).

- 28 • **Interagency Representative**

29 An interagency representative will be assigned to every fire-related Serious
30 Accident Investigation Team. They will assist as designated by the team
31 leader and will provide outside agency perspective. They will assist as
32 assigned by the Team Leader and will provide a perspective from outside
33 the agency.

- 34 • **Technical Specialists**

35 Personnel who are qualified and experienced in specialized occupations,
36 activities, skills, and equipment, addressing specific technical issues such as
37 specialized fire equipment, weather, and fire behavior.

- 38 • **Public Affairs Officer**

39 For investigations with high public visibility and significant news media
40 interest, a public affairs officer (PAO) should be considered a part of the
41 team. The PAO should develop a communications plan for the team, be a
42 designated point of contact for news media, and oversee all aspects of
43 internal and external communications. Ideally, the PAO should be qualified

- 1 as a Type 1 or Type 2 public information officer and be familiar with SAI
2 team organization and function.
- 3 ○ **BLM** – All media related documents (news releases, talking points,
4 etc.) should be cleared through NIFC Public Affairs prior to external
5 release.
- 6 Core SAIT members are required to take the Interagency Serious Accident
7 Investigation Course 1112-05 prior to serious accident investigation assignment.
8 ~~### This training is also required every 5 years for recurrency. This training is~~
9 ~~required every 5 years to maintain currency unless the Core SAIT member has~~
10 ~~completed an SAIT assignment within the last 5 years.~~
- 11 • **BLM/FWS/FS** – This training is required every 5 years to retain currency.

12 **SAI 24- and 72-Hour Reports**

- 13 The final 24-hour report will be approved by the Agency Administrator in
14 concurrence with the SAI delegating official. The 72-hour report will be
15 approved by the SAI delegating official. Both reports are sent to the agency fire
16 safety/risk management lead who will provide a copy to the Wildland Fire
17 Lessons Learned Center (LLC). E-mail: llcdocsubmit@gmail.com.
- 18 • **24-Hour Preliminary Report** – This report contains known basic facts
19 about the accident. It will be completed and forwarded by the responsible
20 Agency Administrator to the SAI delegating official. Names of injured
21 personnel will not be included in this report. Personnel may be referenced
22 by position.
- 23 • **72-Hour Expanded Report** – This report provides additional factual
24 information, if available. The information may include the number of
25 victims and severity of injuries. The focus should be on information that
26 may have immediate impact on future accident prevention. This report will
27 be completed and forwarded by the SAI team to the SAI delegating official.
28 Names of injured personnel will not be included in this report. Personnel
29 may be referenced by position.

30 **SAI Final Report**

- 31 Within 45 days of the incident, a final report consisting of a Factual Report (FR)
32 and a Management Evaluation Report (MER) will be produced by the
33 investigation team ~~### to document facts, findings, and recommendations and~~
34 forwarded to the Designated Agency Safety and Health Official (DASHO)
35 through the agency Fire Director(s).
- 36 • **Factual Report** – This report contains a brief summary or background of
37 the event, and facts based only on examination of technical and procedural
38 issues related to equipment and tactical fire operations. It does not contain
39 opinions, conclusions, or recommendations. Names of injured personnel are
40 not to be included in this report (reference them by position). Post-accident
41 actions should be included in this report (emergency response attribute to
42 survival of a victim, etc.). Factual Reports will be submitted to Wildland
43 Fire Lessons Learned Center (LLC) by the respective agency's fire
44 safety/risk management leads. E-mail: llcdocsubmit@gmail.com.

- 1 • **Management Evaluation Report (MER)** – The MER is intended for
2 internal use only and explores management policies, practices, procedures,
3 and personal performance related to the accident. The MER categorizes
4 findings identified in the factual report and provides recommendations to
5 prevent or reduce the risk of similar accidents.

6 Factual Report and Management Evaluation Report formatting can be found at
7 https://www.nifc.gov/safety/safety_reprtsInvest.html.

8 **Accident Review Board/Board of Review**

- 9 An Accident Review Board/Board of Review is used by some agencies to
10 evaluate recommendations, and develop a corrective action plan. Refer to the
11 respective agency's Safety and Health policy.

12 **Fire Cause Determination and Trespass Investigation**

13 **Introduction**

14 Agency policy requires determination of cause, origin, and responsibility for all
15 wildfires. Accurate fire cause determination is a critical first step for a
16 successful fire investigation and for targeting fire prevention efforts. Proper
17 investigative procedures, which occur concurrent with initial attack, more
18 accurately pinpoint fire causes and can preserve valuable evidence that would
19 otherwise be destroyed by suppression activities. Fire trespass refers to the
20 occurrence of unauthorized fire on agency-protected lands where the source of
21 ignition is tied to some type of human activity.

- 22 • **### BIA**—*For guidance regarding origin and cause determination on*
23 *lands under the jurisdiction of the Bureau of Indian Affairs, see 90 IAM*
24 *1.4C (10) Wildland Fire Management – National Fire Investigation*
25 *Handbook available at https://www.bia.gov/policy_forms/handbooks.*

26 **###** Initiation of fire cause determination must be started with notification of an
27 incident. Initial attack dispatchers are responsible for capturing all pertinent
28 information when the fire is reported and throughout the incident. The initial
29 attack Incident Commander and the initial attack forces are responsible for
30 protecting the origin area and initiating fire cause determination and
31 documenting observations starting with their travel to the fire. If probable cause
32 indicates human involvement, an individual qualified in fire cause determination
33 (INVF or cooperator equivalent) should be dispatched to the fire.

34 **Policy**

35 The agency must pursue cost recovery, or document why cost recovery is not
36 required, for all human-caused fires on public lands. The agency will also pursue
37 cost recovery for other lands under fire protection agreement where the agency
38 is not reimbursed for suppression actions, if so stipulated in the agreement.

39 For all human-caused fires where negligence can be determined, trespass actions
40 are to be taken to recover cost of suppression activities, land rehabilitation, and

1 damages to the resource and improvements. Only fires started by natural causes
2 will not be considered for trespass and related cost recovery.

3 The determination whether to proceed with trespass action must be made on
4 “incident facts,” not on “cost or ability to pay.” Trespass collection is both a cost
5 recovery and a deterrent to prevent future damage to public land. It is prudent to
6 pursue collection of costs, no matter how small. This determination must be
7 documented and filed in the unit office’s official fire report file.

- 8 • ~~### BIA—For guidance regarding fire trespass and damage to Indian
9 Forest Products on lands under the jurisdiction of the Bureau of Indian
10 Affairs see 53IAM 7 H Indian Forest Management Handbook—Forest
11 Trespass, available at
12 [https://www.bia.gov/sites/bia.gov/files/assets/bia/ots/dfwfm/pdf/ide-
022535.pdf](https://www.bia.gov/sites/bia.gov/files/assets/bia/ots/dfwfm/pdf/ide-
13 022535.pdf) and https://www.bia.gov/policy_forms/handbooks.~~

14 ~~### The Agency Administrator has the responsibility to bill for the total cost of
15 the fire and authority to accept only full payment. On the recommendation of the
16 State/Regional Director, the Solicitor/Office of General Counsel may
17 compromise claims of the United States, up to the monetary limits (\$100,000)
18 established by law 31 U.S.C. 3711[a], 4 CFR 103-104, and 205 DM 7.1 and 7.2.
19 The Solicitor/Office of General Counsel will refer suspension or termination of
20 the amount, in excess of \$100,000, exclusive of interest, penalties, or
21 administrative charges, to the Department of Justice.~~

22 Unless specified otherwise in an approved protection agreement, the agency that
23 has the land management jurisdiction/administration role is accountable for
24 determining the cause of ignition, responsible party, and for obtaining all
25 billable costs, performing the billing, collection, and distribution of the collected
26 funds. The agency with the fire protection responsibility role must provide the
27 initial determination of cause to the agency with the land management
28 jurisdiction/administration role. The agency providing fire protection shall
29 provide a detailed report of suppression costs that will allow the jurisdictional
30 agency to proceed with trespass procedures in a timely manner.

31 Each agency’s role in fire trespass billing and collection must be specifically
32 defined in ~~### the a~~ relevant Cooperative Fire Protection Agreement ~~###
33 between federal and state cooperators. Federal agencies will follow established
34 procedures for each agency and utilize the IPAC system to transfer funds.—The
35 billing and collection process for federal agencies is:~~

- 36 • ~~For example, a federal agency fire occurs on another federal agency’s land
37 and is determined to be a trespass fire. BLM provides assistance, and
38 supplies costs of that assistance to the federal agency with jurisdictional
39 responsibility for trespass billing. The responsible federal agency bills and
40 collects trespass, and BLM then bills the federal agency and is reimbursed
41 for its share of the collection according to BLM Trespass guidance.~~
- 42 • ~~For example, where BLM administered land is protected by a state agency,
43 the billing and collection process is:~~

- 1 ○ The state bills BLM for their suppression costs. The BLM will pursue
- 2 trespass action for all costs, suppression, rehabilitation, and damages,
- 3 and deposits the collection per BLM’s trespass guidance.
- 4 Initiation of fire cause determination must be started with notification of an
- 5 incident. Initial attack dispatchers are responsible for capturing all pertinent
- 6 information when the fire is reported and throughout the incident. The initial
- 7 attack Incident Commander and the initial attack forces are responsible for
- 8 initiating fire cause determination and documenting observations starting with
- 9 their travel to the fire. If probable cause indicates human involvement, an
- 10 individual qualified in fire cause determination (INVF or cooperator equivalent)
- 11 should be dispatched to the fire.

12 Agency references:

- 13 • **BLM** – 9238-1
- 14 • **NPS** – RM-18, Chapter 6 and RM-9
- 15 • **FWS** – Fire Management Handbook
- 16 • **FS** – FSM 5130 and FSM 5300
- 17 • **BIA** – 53 IAM Chapter 7-H and 90IAM 1.4C (10)
- 18 • **### BIA** – For guidance regarding origin and cause determination on
- 19 lands under the jurisdiction of the Bureau of Indian Affairs, see 90 IAM
- 20 1.4C (10) Wildland Fire Management - National Fire Investigation
- 21 Handbook available at <https://www.bia.gov/policy-forms/handbooks>.
- 22 • **BIA** – For guidance regarding fire trespass and damage to Indian Forest
- 23 Products on lands under the jurisdiction of the Bureau of Indian Affairs see
- 24 53IAM 7-H Indian Forest Management Handbook – Forest Trespass,
- 25 available at
- 26 [https://www.bia.gov/sites/bia.gov/files/assets/bia/ots/dfwfm/pdf/idc-](https://www.bia.gov/sites/bia.gov/files/assets/bia/ots/dfwfm/pdf/idc-022535.pdf)
- 27 [022535.pdf](https://www.bia.gov/policy-forms/handbooks) and <https://www.bia.gov/policy-forms/handbooks>.

28 **Related Policy Documents**

29 These documents provide specific direction related to incident and accident
30 investigations.

	Safety	Prescribed Fire
DOI	485 DM Chapter 7	
BLM	DOI Occupational Safety and Health Program – Field Manual, 1112-1	
NPS	DO/RM-50B, RM-18 Chapter 3	RM-18, Chapter 7
FWS	Service Manual 095	
FS	FSH-6709.11	FSM-5140
	FSM-5100 and FSH-6709.11, FSM 5720 (Aviation), FSM 5130 (Ground Operations), FSM 6730 (Specific policy), FSH 6709.12 Chapter 30	Same as Safety

	Safety	Prescribed Fire
	(General guidance), and most recent Accident Investigation Guide, for specific guidance.	

	Safety	Prescribed Fire
Interagency	Information on accident investigations may be found at https://www.nifc.gov/safety/safety_reportsInvest.html . For reporting use PMS 405-1, <i>Wildland Fire Fatality and Entrapment Initial Report</i> , ### https://www.nifc.gov/nicc/logistics/coordforms.htm https://www.nwcg.gov/publications/405-1	Same as Safety

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Chapter 19 Dispatch and Coordination System

Introduction

The primary mission of the national dispatch/coordination system is the timely, cost-effective, and efficient coordination, mobilization, and demobilization of wildland fire resources. This mission is accomplished at the direction of Agency Administrators and designated fire managers at the local, geographic, and national level and delegated to the Center Manager. Agency Administrators and fire managers are responsible for providing direction to their respective dispatch/coordination centers. The dispatch/coordination system implements the movement of resources in response to the direction as delegated.

Agency Administrators and fire managers will:

- Provide oversight for the development and implementation of dispatch/coordination center plans and operating procedures (e.g., initial response plans, dispatch operating guides/manuals, and mobilization guides) that enable the effective implementation of the fire management plan.
- Through prior planning, provide dispatch with an initial response plan to allocate resources to new incidents under the leadership of the Center Manager or delegated acting.
- Establish priorities for prepositioning and deployment of fire suppression resources based on evaluation of current/predicted fire activity and firefighting resource status and availability, and communicate these priorities to the dispatch/coordination managers through established command channels for implementation.
- Serve as authorized representatives on local, geographic, and national coordinating groups and MAC groups.

Dispatch/Coordination Center Managers will:

- Ensure that dispatch/coordination center decisions and actions are consistent with priorities, established plans, and operating procedures as determined by Agency Administrators and fire managers.
- Implement pre-planned response for allocation of resources to new incidents, pursuant to their delegation from Agency Administrators and designated fire managers.
- Develop and implement dispatch/coordination center plans and operating procedures (e.g., initial response plans, dispatch operating guides/manuals, and mobilization guides) that enable the effective implementation of the fire management plan.

National Dispatch/Coordination System

The wildland fire dispatch and coordination system in the United States has three levels (tiers):

- 1 • National – National Interagency Coordination Center
- 2 • Geographic – Geographic Area Coordination Centers
- 3 • Local – Local Dispatch Centers

4 Logistical dispatch operations occur at all three levels, while initial attack
5 dispatch operations occur primarily at the local level. Any geographic area or
6 local dispatch center using a dispatch system outside the three-tier system must
7 justify why a non-standard system is being used and request written
8 authorization from the BLM, FWS, and/or NPS National Office or USFS
9 Regional Office.

10 **National Interagency Coordination Center (NICC)**

11 The NICC is located at NIFC, in Boise, Idaho. The principal mission of the
12 NICC is the cost-effective and timely coordination of land management agency
13 emergency response for wildland fire at the national level. This is accomplished
14 through planning, situation monitoring, and expediting resource orders between
15 the BIA Areas, BLM States, National Association of State Foresters, FWS
16 Regions, FS Regions, NPS Regions, National Weather Service (NWS) Regions,
17 Federal Emergency Management Agency (FEMA) Regions through the United
18 States Fire Administration (USFA), and other cooperating agencies.

19 The NICC coordinates any requests for support from foreign countries, either
20 through Departments of Agriculture and Interior agreements (Canada and
21 Mexico) or arrangements (Australia and New Zealand), or from the Forest
22 Service International Programs' Disaster Assistance Support Program (DASP)
23 through the U.S. Agency for International Development's Office of Foreign
24 Disaster Assistance.

25 The NICC supports non-fire emergencies when tasked by an appropriate agency,
26 such as FEMA, through the National Response Framework. The NICC collects
27 and consolidates information from the GACCs and disseminates the *National*
28 *Incident Management Situation Report* through the NICC website at
29 <https://www.nifc.gov/nicc/sitreprt.pdf>.

30 **Geographic Area Coordination Centers (GACCs)**

31 There are 10 GACCs, each of which serve a specific geographic portion of the
32 United States. Each GACC interacts with the local dispatch centers, as well as
33 with the NICC and neighboring GACCs. Refer to the *National Interagency*
34 *Mobilization Guide* for a complete directory of GACC locations, addresses, and
35 personnel.

36 The principal mission of each GACC is to provide the cost-effective and timely
37 coordination of emergency response for all incidents within the specified
38 geographic area. GACCs are also responsible for:

- 39 • Determining needs;
- 40 • Coordinating priorities;

- 1 • Facilitating mobilization of resources within their Geographic Area (GA)
- 2 and in support of other GA's; and
- 3 • Supplying intelligence associated with incidents and resource availability
- 4 within their GA to the NICC and cooperating agencies.

5 **Local Dispatch Centers**

6 Local dispatch centers are located throughout the country as dictated by the
7 needs of fire management agencies. Local dispatch centers dispatch multi-
8 agency wildland firefighting resources within a pre-established and identified
9 dispatch zone boundary. The principal mission of a local dispatch center is to
10 provide safe, timely, and cost-effective coordination of emergency response for
11 all incidents within its specified geographic area. This entails the coordination of
12 initial attack responses and the ordering of additional resources when fires
13 require extended attack.

14 Local dispatch centers are also responsible for supplying intelligence and
15 information relating to fires and resource status to their GACC and to their
16 agency managers and cooperators. Local dispatch centers may work for, or with,
17 numerous agencies, but should only report to one GACC.

18 Some local dispatch centers are also tasked with law enforcement and agency
19 administrative workloads for non-wildfire operations. If this is the case, a
20 commensurate amount of funding and training should be provided by the
21 benefiting activity to accompany the increased workload. If non-wildfire
22 workload is generated by another agency operating in an interagency dispatch
23 center, the agency generating the additional workload should offset this
24 increased workload with additional funding or personnel.

25 **Mobilization Guides**

26 The NICC and each GACC annually publish a Mobilization Guide. The
27 Mobilization Guides identify standard procedures which guide the operations of
28 multi-agency logistical support activity throughout the coordination system.
29 These guides are intended to facilitate interagency dispatch coordination,
30 ensuring timely and cost-effective incident support services are provided. Local
31 and Geographic Area Mobilization Guides supplement the *National Interagency*
32 *Mobilization Guide*.

33 The *National Interagency Mobilization Guide* (NFES 2092) and links to
34 Geographic Area Mobilization Guides are available at
35 <https://www.nifc.gov/nicc/>.

36 **Local Mobilization Guide/Dispatch Operating Plan**

37 Local dispatch centers will have a local mobilization guide or dispatch operating
38 plan to supplement the GACC and National Mobilization Guides. The
39 mobilization guide or operating plan will include or provide reference to the
40 minimum elements and procedures to guide the operation of a local dispatch
41 center. See Appendix P for minimum required elements and procedures for

- 1 inclusion in a local mobilization guide/dispatch operating plan or at
- 2 https://www.nifc.gov/policies/pol_ref_redbook.html.

3 **Local and Geographic Area Drawdown**

4 Drawdown is the predetermined number and type of suppression resources that
5 are required to maintain viable initial attack (IA) capability at either the local or
6 geographic area. Drawdown resources are considered unavailable outside the
7 local or geographic area for which they have been identified.

8 Drawdown is intended to:

- 9 • Ensure adequate fire suppression capability for local and/or geographic area
10 managers; and
- 11 • Enable sound planning and preparedness at all management levels.

12 Although drawdown resources are considered unavailable outside the local or
13 geographic area for which they have been identified, they may still be
14 reallocated by the Geographic Area or National MAC to meet higher priority
15 obligations.

16 **Establishing Drawdown Levels**

17 Local drawdown is established by the local unit and/or the local MAC group and
18 implemented by the local dispatch office. The local dispatch office will notify
19 the Geographic Area Coordination Center (GACC) of local drawdown decisions
20 and actions.

21 Geographic area drawdown is established by the GMAC and implemented by
22 the GACC. The GACC will notify the local dispatch offices and the National
23 Interagency Coordination Center (NICC) of geographic area drawdown decision
24 and actions.

25 **National Ready Reserve (NRR)**

26 NRR is a means by which the NMAC identifies and readies specific categories,
27 types, and quantities of fire suppression resources in order to maintain overall
28 national readiness during periods of actual or predicted national suppression
29 resource scarcity.

30 NRR implementation responsibilities are as follows:

- 31 • NMAC establishes national ready reserve requirements by resource
32 category, type, and quantity.
- 33 • NICC implements NMAC intent by directing individual GACCs to place
34 specific categories, types, and quantities of resources on national ready
35 reserve.
- 36 • GACCs direct local dispatch centers and/or assigned IMTs to specifically
37 identify resources to be placed on national ready reserve.
- 38 • NICC mobilizes national ready reserve assets through normal coordination
39 system channels as necessary.

- 1 National ready reserve resources must meet the following requirements:
 - 2 • May be currently assigned to ongoing incidents;
 - 3 • Must be able to demobe and be en route to new assignment in less than 2
 - 4 hours;
 - 5 • Resources must have a minimum of 7 days left in 14-day rotation
 - 6 (extensions will not be factored in this calculation);
 - 7 • May be assigned to incidents after being designated ready reserve, in
 - 8 coordination with NICC; and
 - 9 • Designated ready reserve resources may be adjusted on a daily basis.
- 10 NMAC will adjust ready reserve requirements as needed. Furthermore, in order
- 11 to maintain national surge capability, the NMAC may retain available resources
- 12 within a geographic area, over and above the established geographic area
- 13 drawdown level.

14 **Dispatch/Coordination Center Administration**

15 **Memorandum of Understanding (MOU)**

16 Each dispatch/coordination center will have a Memorandum of Understanding

17 (MOU) signed by all cooperators. This MOU will be reviewed and updated

18 annually. Dispatch/coordination center MOUs and their associated **### Annual**

19 Operating Plans (**### AOPs**) will be current and will define:

- 20 • The roles and responsibilities of each interagency partner's fiscal and
- 21 infrastructure support responsibilities;
- 22 • Administrative oversight/support groups involved with the
- 23 dispatch/coordination center;
- 24 • Clear fiscal reimbursement procedures and interagency funding procedures;
- 25 • The dispatch/coordination center's organizational charts;
- 26 • Communication protocols for local and geographic area cooperating
- 27 Agencies, including briefings, planned meetings, and conference calls;
- 28 • Procedures for Incident Management Team mobilization and close-out; and
- 29 • Supporting documentation, such as any local initial attack or fire and
- 30 aviation agreements for units serviced by the center.

31 Funding for facilities, equipment, and staffing needs shall be identified in each

32 participating agency's planning and budget process, and included in the

33 MOU/**### AOP**.

34 **Service and Supply Plans**

35 All local dispatch centers shall maintain a Service and Supply Plan that contains

36 current copies of procurement documents related to locally available resources.

37 Service and Supply Plans must be current, complete, organized, and accessible

38 to initial attack and expanded dispatchers.

39 The Service and Supply Plan will contain current copies of competitive Incident

40 Blanket Purchase Agreements (I-BPAs), as well as source lists for incident-only

1 agreements. Resources and their respective contracts/agreements will be entered
2 into ROSS if applicable, and naming conventions will meet national standards.

3 For additional required components of a Service and Supply Plan, refer to
4 Appendix P at https://www.nifc.gov/policies/pol_ref_redbook.html.

5 **Continuity of Operations Plan (COOP)**

6 All centers will maintain a current Continuity of Operations Plan (COOP) which
7 includes a pre-identified alternate location with adequate supplies, notification
8 procedures for activation, a back-up computer system, and contingency plans for
9 loss of telecommunications equipment and/or loss of access to network
10 connectivity. Additionally, all centers which are required to maintain
11 communications with field going resources, including aircraft, will maintain an
12 identified back-up power source and redundancies in communication systems
13 for a possible loss of radios and/or telecommunications equipment.

14 **Dispatch/Coordination Center Manager Delegation of Authority**

15 All Dispatch/Coordination Center Managers shall have a signed Delegation of
16 Authority providing an adequate level of operational authority from all
17 participating agencies. The Delegation of Authority will include appropriate
18 supervisory authority, and a process for completion of employee performance
19 evaluations.

20 The Dispatch/Coordination Center Manager may, where appropriate, complete a
21 Delegation of Authority for staff that identifies roles and responsibilities for
22 Acting Center Manager, Coordinator-on-Duty, Floor Supervisor, and/or Internal
23 Duty Officer.

24 **National Interagency Coordination Center (NICC) Functional** 25 **Responsibilities**

26 The NICC has established the Coordinator-On-Duty (NICC COD) position. The
27 NICC COD is responsible for managing the daily operation of the NICC and for
28 resource allocation decisions in alignment with NMAC direction.

29 The National Interagency Coordination Center (NICC) is responsible for the
30 following:

- 31 • **Positioning and Movement of Resources**
32 NICC, in conjunction with the GACCs, is responsible for ensuring a
33 coordinated response to wildland fire incidents and/or all-hazard incidents
34 under the National Response Framework or other appropriate authorities.
35 NICC positions resources (personnel, aircraft, supplies, and equipment) to
36 meet existing and anticipated incident, preparedness, severity, wildland, and
37 prescribed fire needs regardless of geographic location or agency affiliation.
38 NICC coordinates movement of resources across Geographic Area
39 boundaries. NICC allocates resources according to National Multi-Agency

- 1 Coordinating Group (NMAC) direction when competition for wildland fire
2 resources occurs among Geographic Areas.
- 3 • **Management of National Aviation Resources**
- 4 As directed or delegated by NMAC, NICC allocates national resource
5 aviation assets to the Geographic Areas based upon national priorities.
6 These national resources include:
- 7 ○ Federal airtankers
 - 8 ○ Single Engine Airtankers (SEATs)
 - 9 ○ Large transport aircraft
 - 10 ○ Modular Airborne Fire Fighting System (MAFFS) Airtankers
 - 11 ○ Type 1 and 2 FS Exclusive Use/Call-When-Needed contracted
12 helicopters
 - 13 ○ Airborne Thermal Infrared (IR) Fire Mapping aircraft
 - 14 ○ Leadplanes and Aerial Supervision Modules
 - 15 ○ Smokejumpers
 - 16 ○ Smokejumper aircraft
 - 17 ○ Water Scoopers
 - 18 ○ Federally-contracted exclusive use and CWN UAS
- 19 NICC has established authorities and procedures for dispatching aviation
20 resources. These authorities and procedures include:
- 21 ○ Aircraft ordering protocols for fire, logistical and administrative flights;
 - 22 ○ Tracking of all aircraft ordered through NICC that cross geographic
23 area boundaries;
 - 24 ○ Mechanisms for disseminating availability and commitment status
25 throughout the dispatch/coordination system; and
 - 26 ○ Procedures for mobilization and use of large transport aircraft (NICC is
27 the sole source for large transport aircraft).
 - 28 ○ GACCs hosting national Type 1 and 2 helicopters will coordinate with
29 NICC prior to releasing flight crews for the day when those resources
30 are not being used within the host area and could be utilized elsewhere
31 for emerging or ongoing fire activity.
- 32 • **Management of National Support Resources**
- 33 NICC mobilizes national support resources such as National Interagency
34 Radio Support Cache radio systems and kits, Incident Remote Automatic
35 Weather Stations, Project Remote Automatic Weather Stations, National
36 Contract Mobile Food Services, and National Contract Mobile Shower
37 Facilities. Refer to the *National Interagency Mobilization Guide* for more
38 information.
- 39 • **Allocation of Other National Resources**
- 40 As directed or delegated by the NMAC, NICC mobilizes national program
41 resources such as National Interagency Buying Teams, Administrative
42 Payment Teams, Burned Area Emergency Response Teams, and National
43 Fire Prevention and Education Teams to the Geographic Areas based upon
44 national priorities. Refer to the *National Interagency Mobilization Guide* for
45 more information.

- 1 • **Predictive Services ### and Intelligence**
 - 2 Predictive Services is a decision support unit for federal, state and local land
 - 3 agencies for operational management of and strategic planning for wildland
 - 4 firefighting resources. Predictive Services accomplishes this through
 - 5 analysis of weather and climate, fuels, and fire activity and behavior. The
 - 6 products and services provide support for the proactive management of
 - 7 wildland fire with an eye toward safety, cost containment, efficiency and
 - 8 ecosystem health. Additionally, Predictive Services will advance the state of
 - 9 science through collaborations with cooperating agencies, including
 - 10 academic, research and private sector partners.
 - 11 The National Predictive Services staff works under the direction of the
 - 12 National Interagency Coordination Center (NICC) Manager, with guidance
 - 13 from the National Multi Agency Coordinating Group (NMAC). Geographic
 - 14 Area Coordination Center (GACC) Predictive Services staff work under the
 - 15 direction of the GACC Manager, with guidance from the Geographic Area
 - 16 Coordinating Groups. National and GACC missions share importance and
 - 17 as such National and GACC Predictive Services work in unison to create
 - 18 and maintain products and services which provide value to users at all
 - 19 levels.
 - 20 Predictive Services is comprised of Meteorologists and Fuels and Fire
 - 21 Behavior Analysts at NICC and the GACCs. GACC Managers and
 - 22 Geographic Area Coordinating Groups decide the need for and allocation of
 - 23 positions within each GACC with input from National Predictive Service
 - 24 staff, the NICC Manager and NMAC.
 - 25 Intelligence gathering is a fundamental component of the national
 - 26 coordination system for federal, state and local land agencies. Intelligence
 - 27 coordination is accomplished through compiling reports from all levels of
 - 28 the firefighting organization as well as communicating with individual
 - 29 GACCs and local jurisdictions concerning their ongoing, historical and
 - 30 expected fire occurrence. The products and services provide support for the
 - 31 proactive management of wildland fire with an eye toward safety, cost
 - 32 containment, efficiency and ecosystem health.
 - 33 The National Intelligence Coordination staff works under the direction of
 - 34 the National Interagency Coordination Center (NICC) Center Manager,
 - 35 with guidance from the National Multi Agency Coordinating Group
 - 36 (NMAC). Geographic Area Coordination Center (GACC) Intelligence
 - 37 Coordinator and staff work under the direction of the GACC Center
 - 38 Manager or Predictive Services Manager, with guidance from the
 - 39 Geographic Area Coordinating Groups. National and GACC missions share
 - 40 importance and as such, National and GACC Predictive Services work in
 - 41 unison to create and maintain products and services which provide value to
 - 42 users at all levels.

1 The Intelligence sections are comprised of Intelligence Coordinators and
2 Intelligence Officers at NICC and the GACCs. GACC Managers and
3 Geographic Area Coordinating Groups decide the need for and allocation of
4 positions within each GACC with input from National Intelligence Coordination
5 staff, the NICC Manager and NMAC. The National Predictive Services Program
6 mission is to integrate climate, weather, fuels, situation and incident resource
7 status information to enhance the ability of managers to make sound decisions
8 for both short- and long-range strategic planning. Working as cohesive units
9 situated at each of the Geographic Area and National Interagency Coordination
10 Centers, Predictive Services will blend the functions of intelligence, fire
11 management analysis and meteorology for delivering decision support products
12 and services in support of Geographic Area and National decision-making.

13 The National Predictive Services Oversight Group (PSOG) provides
14 management oversight and direction to the National Predictive Services
15 Program. The group coordinates, directs and oversees the development and
16 implementation of national program products and services, ensures the integrity
17 and cohesiveness of program operations, arbitrates differences, and provides a
18 venue for dialogue and deliberation in support of a sustainable and effective
19 program.

20 The National Predictive Services staff works under the direction of the National
21 Interagency Coordination Center (NICC) Manager, with guidance from the
22 National Multi-Agency Coordinating Group (NMAC). Geographic Area
23 Coordination Center (GACC) Predictive Services staff work under the direction
24 of the GACC Manager, with guidance from the Geographic Area Coordinating
25 Groups. National and GACC missions share importance and as such National
26 and GACC Predictive Services work in unison to create and maintain products
27 and services which provide value to users at all levels.

28 Predictive Services is comprised of Meteorologists, Fuels and Fire Behavior
29 Analysts and Intelligence Coordinators and Officers at NICC and the GACCs.
30 GACC Managers and Geographic Area Coordinating Groups determine the need
31 and allocation of positions within each GACC with input from National
32 Predictive Service staff, the NICC Manager and NMAC.

33 • **International and Department of Defense Assistance**

34 NICC serves as the focal point for international assistance requested from
35 NMAC either under existing agreements or by the US Department of State.
36 NICC also serves as the focal point for any requests for assistance from the
37 Department of Defense.

38 For more information, see agreements at
39 <https://www.nifc.gov/nicc/logistics/references.htm>.

40 **Geographic Area Coordination Center (GACC) Functional Responsibilities**

41 Each GACC Manager will be responsible for managing the daily operation of
42 the GACC and for resource allocations within their GA. Resource allocation will
43 be in alignment with their GA MAC and NMAC. The GACC Manager may

- 1 identify an additional point-of-contact (POC) in the form of coordinator-on-duty
2 (COD), Duty Officer and/or Duty Chief.
- 3 Geographic Area Coordination Centers (GACCs) are responsible for the
4 following:
- 5 • **Positioning and Movement of Resources**
6 GACCs, in conjunction with NICC and local dispatch centers, are
7 responsible for ensuring a coordinated response to wildland fire incidents
8 and/or all-hazard incidents under the National Response Framework or
9 other appropriate authorities. GACCs mobilize and position resources
10 (personnel, aircraft, supplies, and equipment) internally among local
11 dispatch centers to meet existing and anticipated incident, preparedness,
12 severity, wildland, and prescribed fire needs, regardless of geographic
13 location or agency affiliation. GACCs coordinate movement of resources
14 within Geographic Area boundaries and allocate resources according to
15 Geographic Area Multi-Agency Coordinating Group (GMAC) direction
16 when competition for wildland fire resources occurs within the Geographic
17 Area. GACCs will ensure adequate fire suppression capability for local
18 and/or Geographic Area managers, and enable sound planning and
19 preparedness at all management levels.
- 20 Geographic Areas will establish priorities for their incidents and wildland
21 fires and report them to NICC. GACCs will notify NICC and adjoining
22 GACCs of the commitment of National Resources within their Area, and
23 will notify the local dispatch offices and the NICC of Geographic Area
24 drawdown decision and actions.
- 25 Activities associated with the National Response Framework will be
26 accomplished utilizing established dispatch coordination procedures. The
27 affected GACC will coordinate ordering points with Regional Response
28 Coordination Centers (RRCC) and Joint Field Offices (JFO).
- 29 • **Management of Aviation Resources**
30 GACCs have established authorities and procedures for dispatching aviation
31 resources. These procedures include:
 - 32 ○ Aircraft ordering protocols for fire, logistical and administrative flights;
 - 33 ○ Procedures for ordering agency-approved IR Mapping Aircraft and
34 unmanned aircraft system (UAS);
 - 35 ○ Procedures for tracking of all aircraft within Geographic Area
36 boundaries;
 - 37 ○ Mechanisms for disseminating availability and commitment status
38 throughout the dispatch/coordination system;
 - 39 ○ Ordering and operational procedures between the GACC, dispatch
40 center(s) and airtanker base(s);
 - 41 ○ Procedures for flight following (including protocols for use of
42 Automated Flight Following (AFF) and initial call on the National
43 Flight Following Frequency);

- 1 ○ Procedures for ordering and establishing TFR's and operating
- 2 guidelines for airspace deconfliction for Military Air Space (MTR,
- 3 SUA, MOA) and Restricted Areas. GACCs will participate in planned
- 4 airspace meetings annually;
- 5 ○ Procedures for ordering and utilization of FAA temporary towers;
- 6 ○ Procedures for reporting through the SAFECOM system; and
- 7 ○ Procedures for reporting drone intrusions.
- 8 ● **Predictive Services**
- 9 ~~### The GACC and/or Predictive Service Managers will provide daily~~
- 10 ~~supervision of their respective Predictive Services programs, including~~
- 11 ~~developing GACC specific operating plans. These plans will encompass the~~
- 12 ~~daily activities of the GACC Predictive Services program, including~~
- 13 ~~supervision, the flow of information within the GACC and Geographic~~
- 14 ~~Area, and the products produced for Geographic Area purposes. GACC~~
- 15 ~~and/or Predictive Service Managers will have ultimate responsibility for~~
- 16 ~~ensuring GACC Predictive Services staffs have the appropriate allocation of~~
- 17 ~~time and resources to produce required national products including but not~~
- 18 ~~limited to the National 7 day Significant Fire Potential Outlook; the~~
- 19 ~~National Significant Wildland Fire Potential Outlook; and Fuels and Fire~~
- 20 ~~Behavior Advisories as needed. The GACC and/or Predictive Service~~
- 21 ~~Managers will provide daily supervision of their respective Predictive~~
- 22 ~~Services programs, including developing GACC-specific operating plans.~~
- 23 ~~These plans will encompass the daily activities of the GACC Predictive~~
- 24 ~~Services program, including supervision, the flow of information within the~~
- 25 ~~GACC and Geographic Area, and the products produced for Geographic~~
- 26 ~~Area purposes. GACC and/or Predictive Service Managers will have~~
- 27 ~~ultimate responsibility for ensuring GACC Predictive Services staff have~~
- 28 ~~the appropriate allocation of time and resources to produce required national~~
- 29 ~~products including the National 7-day Significant Fire Potential Outlook;~~
- 30 ~~the National Significant Wildland Fire Potential Outlook; and Fuels and~~
- 31 ~~Fire Behavior Advisories as needed.~~
- 32 ● **Intelligence**
- 33 ~~The GACC and/or Predictive Service Managers will provide daily~~
- 34 ~~supervision of their respective Intelligence Coordination programs,~~
- 35 ~~including developing GACC specific operating plans. These plans will~~
- 36 ~~encompass the daily activities of the GACC Intelligence Coordination~~
- 37 ~~program, including supervision, the flow of information within the GACC~~
- 38 ~~and Geographic Area, and the products produced for Geographic Area~~
- 39 ~~purposes including Multi Agency Coordination Group management. The~~
- 40 ~~GACC Center Managers will have ultimate responsibility for ensuring~~
- 41 ~~GACC Intelligence Coordination staffs have the appropriate allocation of~~
- 42 ~~time and resources to produce required national products.~~

1 Local Dispatch Center Functional Responsibilities

2 Local Dispatch centers are responsible for initial attack dispatching,
3 coordination of communications, intelligence gathering and dissemination, and
4 logistical support for local incidents and field operations.

5 • Initial Attack Dispatching

6 Local dispatch centers are the focal point for the report of, and initial
7 response to wildland fires, and under appropriate authorities, other
8 emergency incidents at the local level. Deployment of response resources is
9 made in accordance with local processes and procedures as outlined in the
10 dispatch center's mobilization guide.

11 Each dispatch office with the responsibility for initial response to wildland
12 fires shall have a pre-planned response plan that allocates resources to new
13 wildland fires in accordance with fire management direction, initial attack
14 agreements, and established ordering procedures. The pre-planned response
15 plan will be reviewed and updated annually prior to fire season.

16 Additionally, each center will have a method to document actions taken and
17 resources sent to wildland fires. Centers may use either a manual or
18 computer aided dispatch system.

19 Each dispatch center shall have maps posted that depict initial attack
20 response areas, land ownership, jurisdictional and protection boundaries,
21 hazards, and resource concerns. Each center will also ensure that Computer
22 Aided Dispatch (CAD) and Geographic Information System (GIS) products
23 are current, functioning, and utilized.

24 Dispatch centers will have protocols in place for frequency management,
25 priority use of frequencies, and procedures for obtaining additional
26 frequencies.

27 Local Dispatch centers will have protocols in place for timely request and
28 dissemination of Fire Weather Forecasts, Spot Weather Forecasts, Fire
29 Weather Watches, and Red Flag Warnings to firefighters, Incident
30 Commanders, and field-going personnel.

31 The National Multi-Agency Coordinating Group (NMAC) has established
32 incident name protocols. Guidance can be found at
33 <https://www.nifc.gov/nicc/administrative/nmac/index.html>.

34 All required reference material will be current and accessible, and expired
35 or out-of-date material will be removed.

36 • Intelligence

37 The intelligence function is responsible for gathering and disseminating
38 incident, resource, weather and predictive services information. Each
39 dispatch center will ensure that locations and conditions of the fire weather
40 stations are known and a current weather station catalog is available.

41 Weather data will be archived daily in WIMS and seasonal inputs will be

- 1 maintained, including vegetative state, fuel moisture values, daily state of
2 the weather observations, and updating breakpoints.
- 3 ○ **FS** – *Dispatch centers are required to have a person trained in the*
4 *National Fire Danger Rating System (NFDRS) assigned to data quality*
5 *assurance responsibilities.*
- 6 Dispatch centers will ensure that coordination/communication with the local
7 NWS Forecast Office occurs annually prior to fire season.
- 8 Local dispatch centers will have a process in place for submission of the
9 daily situation report and ICS-209s.
- 10 Dispatch centers with websites will ensure current intelligence and weather
11 information is posted.
- 12 • **Expanded Dispatch and Incident Business Management**
- 13 Expanded dispatch is a functional branch of the Incident Support
14 Organization (ISO) that supports incidents and expands as local fire
15 conditions and activity dictates. Expanded dispatch is established when a
16 high volume of activity indicates that increased dispatch and coordination
17 capability is required.
- 18 Each dispatch center will have an Expanded Dispatch Operating Plan which
19 provides specific details about when, where, and how to implement an
20 expanded dispatch. The plan will identify logistical support facilities
21 available for expanded dispatch use. These facilities will be pre-identified,
22 procured, and available for immediate setup, along with necessary
23 equipment.
- 24 The expanded dispatch workspace will be separate from, but accessible to,
25 the initial attack organization. The area should have adequate office space,
26 including suitable lighting, heating/ cooling systems, and security.
27 Expanded dispatchers will have access to communications equipment
28 including telephones, fax machines, copiers, and computer hardware with
29 adequate data storage space.
- 30 Qualified personnel should be on site in order to adequately staff required
31 expanded dispatch functions. Expanded dispatch supervisors are responsible
32 for establishing a staffing and operating schedule for expanded dispatch,
33 including operational period changes, briefings, and strategy meetings.
- 34 • **Aviation**
- 35 Each dispatch center will have documented procedures established for
36 dispatching of aviation resources. These procedures will include:
- 37 ○ Aircraft ordering protocols for fire, logistical and administrative flights;
- 38 ○ Procedures for ordering agency-approved IR Mapping Aircraft and
39 unmanned aircraft system (UAS);
- 40 ○ Procedures for disseminating availability and commitment status
41 throughout the dispatch/coordination system;
- 42 ○ Procedures for coordination with airtanker bases;

- 1 ○ Procedures for airtanker, smokejumper and rappeller use and
- 2 restrictions;
- 3 ○ Procedures for flight following (including protocols for use of
- 4 Automated Flight Following (AFF) and initial call on the National
- 5 Flight Following Frequency);
- 6 ○ Procedures for ordering and establishing TFRs;
- 7 ○ Procedures for airspace de-confliction for Military Air Space (MTR,
- 8 SUA, MOA) and Restricted Areas, and current Aviation flight hazard
- 9 maps or military operating area sectionals;
- 10 ○ Procedures for requesting FAA Temporary Towers;
- 11 ○ Procedures for reporting through the SAFECOM system; and
- 12 ○ Procedures for reporting drone intrusions.

13 **Accident Notification**

14 When an accident occurs, agency notification requirements will be followed. As
15 soon as the accident is verified, the following should be notified:

- 16 • Local dispatch center;
- 17 • Unit Fire Management Officer; and
- 18 • Agency Administrator(s).

19 Additional notifications should occur in the dispatch/coordination system, from
20 the local dispatch center to the NICC through the GACC.

21 **Incident Emergency Management Planning**

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

- 24 • A Medical Emergency Response Plan that identifies medical evacuation
- 25 options, local/county/state/federal resource capabilities, capacities, ordering
- 26 procedures, cooperative agreements, role of dispatch centers, and key
- 27 contacts or liaisons;
- 28 • Standardized incident and communication center protocols identified in the
- 29 Medical Incident Report section of the *IRPG*.
- 30 • For incidents that require the preparation of an IAP, Form ICS-206-WF will
- 31 be used. This form is available at ###
- 32 <https://www.nwec.gov/publications/ics-forms>
- 33 [https://www.nwec.gov/sites/default/files/products/ics-](https://www.nwec.gov/sites/default/files/products/ics-forms/ics_206_wf.pdf)
- 34 [forms/ics_206_wf.pdf](https://www.nwec.gov/sites/default/files/products/ics-forms/ics_206_wf.pdf).

35 **Dispatch/Coordination Center Reference Material**

36 All coordination/dispatch centers will have reference materials available to all
37 dispatchers. See Appendix P for a list of minimum required reference materials
38 at https://www.nifc.gov/policies/pol_ref_redbook.html.

1 Training

2 Dispatch/Coordination center staff will be trained in, and follow established
3 procedures for, the use of applications utilized in center operations.

4 Personnel will be cross trained in each function (i.e., aircraft, crews, overhead,
5 equipment, intelligence) in order to provide staffing coverage. Dispatch
6 personnel will be trained in and follow center procedures for the following (as
7 applicable):

- 8 • Resource Ordering and Status System (ROSS);
- 9 • Computer Aided Dispatch (CAD);
- 10 • Fire Code;
- 11 • Automated Flight Following (AFF);
- 12 • Unit Identifiers;
- 13 • SIT Report/209; and
- 14 • Other applications (e.g., WFDSS, ISuite).

15 All dispatch center employees will have a documentation file for current season
16 training, past season fire training, certifications and experience, fire experience,
17 performance evaluations, and have task books initiated appropriate to their
18 training needs. All supervisors will be familiar with safety and accident
19 reporting processes (i.e., Safety Management Information System (SMIS),
20 SAFENET, SAFECOM).

21 All employees will have current red cards produced by the Incident
22 Qualification and Certification System (IQCS) as per Chapter 13.

- 23 • **BLM** – *BLM employees are required to complete the **BLM Fire and***
24 *Aviation Employee Orientation Checklist available at **the BLM Fire***
25 *Operations website http://web.blm.gov/internal/fire/fire_ops/index.html.*
26 *[https://www.nifc.gov/policies/pol_ref_intgncy_prepcheck_BLMchecklist.ht](https://www.nifc.gov/policies/pol_ref_intgncy_prepcheck_BLMchecklist.html)*
27 *ml.*

28 Facilities and Equipment

29 All dispatch/coordination centers will have a telephone system with an adequate
30 number of lines for normal business volume, and the capability to expand as
31 conditions dictate. Centers will have teleconference capabilities commensurate
32 with the anticipated volume of business.

33 Copying, facsimile, computer, and GIS systems shall meet operational needs
34 (quantity and capability) and comply with agency standards. Software will be
35 compatible with Information Resource Management and agency requirements
36 for security.

37 All facilities shall have an evacuation plan, security plan, and safety practices in
38 place to safe guard the health and welfare of employees.

- 1 Adequate facilities will be available to host an expanded dispatch or MAC group
- 2 and shall include telephones, computer access, copiers, and basic office supplies.
- 3 Rooms for MAC Group use will have adequate IT equipment and support.
- 4 All centers will have adequate workspace with room for reference materials and
- 5 other necessary items to perform assigned duties. Individual workspace should
- 6 be provided away from the initial attack floor for each permanent employee, and
- 7 a break room area should be provided for employees.
- 8 Employees will have access to a locked area to store data that may contain
- 9 personally identifiable information (PII) or personal items.

10 **Radio Systems**

- 11 Radio systems will have an adequate number of frequencies to provide for
- 12 separation of incidents and use by all interagency partners. Base station and
- 13 repeater transmissions shall be recorded and maintained in accordance with
- 14 agency records management policies. Radio systems may have alert tones
- 15 available for use as determined by local center policies.

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Appendix A

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, Watch Out 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?

Appendix B Manager's Supplement for Post Incident Review

Incident Commander _____

Incident Name and Number _____

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.

Release Date: January 2020

APPENDIX B-1

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Appendix C Sample 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

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Appendix D Agency Administrator's Briefing to Incident Management Team

Briefing Package for Incident Management Teams

The purpose of this template is to provide a format and content outline for the host unit to use when briefing an incident management team (IMT). Some items will not be relevant to some units; delete or add additional information as needed. An optional outline is included for those units that would like to use WFDSS to conduct the IMT briefing.

Overview for ALL Team Members

- Introduction – Agency Administrator
 - Other Agencies and Cooperators
- Objectives and Course of Action – Agency Administrator/FMO (use WFDSS as needed)
 - Objectives Tab – Incident Objectives and Incident Requirements
 - Course of Action Tab – Overview of strategic direction
- Situational update – Assigned IC or FMO (use WFDSS as needed)
 - Fire start date, cause
 - Situation Tab – Situational overview
 - Analysis
 - Short Term, Near Term and FSPro
 - Fire Environment and Safety
 - Est Ground Evacuation
 - Retardant Avoidance
 - Disturbance History (in the area)
 - Historical Fires
 - Fuel Treatments
 - Fire Weather and Danger
 - Significant Fire Potential – Predictive Services
 - RAWs stations
 - Local Fire Environment information (Fire Weather, Fire Behavior) – localized anomalies, terrain influences, weather patterns or fire behavior, current and predicted fire weather/fire behavior
 - Boundaries
 - Responsible/Jurisdictional boundaries
 - Federal Boundaries
 - County
 - Designated Areas
 - Wilderness/Potential Wilderness
 - Special designation
 - BLM – oil/gas/range/horse and burro

- Infrastructure
 - Facilities
 - Communication
 - Energy
 - Roads and Trails
- Natural and Cultural Resources
 - Air Quality
 - Critical Habitat
 - Sage Grouse Habitat
- Other considerations to include:
 - Current Planning Area in Published Decision
 - Values at Risk – or other considerations that aren't in WFDSS
 - Resource Benefits – explain where fire is beneficial on the landscape
 - Assessment Tab – current risks and potential benefits (use WFDSS as needed)
- Risk and Complexity Analysis
- Benefits of fire on this landscape (type of fire, where, when)
- Decision and Costs – Agency Administrator or FMO (use WFDSS as needed)
 - Cost Tab – outline cost thresholds for current Decision
 - Decision Tab – Review the Rationale of the Agency Administrator
- Local Concerns – Agency Administrator or FMO
 - Environmental, Social, Political, Economic
 - Law Enforcement or Investigations if applicable
 - Area Closures – potential impacts to local income, outfitter guides, etc.
 - Initial Attack Responsibilities
 - Training Responsibilities – Inclusion of local and geographic area priority trainees
- Incoming IC Comments
- Closing Remarks – Agency Administrator
 - Agency Administrator's Key Points from Leader's Intent
 - Breakout Group Meetings to Follow

Breakout Groups

Incident Commander

Written Package	Oral Briefing
<ul style="list-style-type: none"> • Current and expected weather, fire behavior and fire danger • Delegation of Authority • Leaders Intent • WFDSS Decision Document • Contact List • ICS-209 • IAP and Map • Closure Orders • Local Wildfire Guidance documentation • Heavy Equipment Policy • Medical Evacuation protocol • Coordination of Hazardous Materials 	<ul style="list-style-type: none"> • Set up daily coordination calls between IC, AA, (include others as needed) • Financial Considerations/Limitations • Other coordination expectations – such as adjoining agencies, tribal consultation, elected officials • Local resource concerns (anadromous fish, cultural sites, timber, invasive species, etc.) <ul style="list-style-type: none"> ○ Resource Advisor • Other incidents/IMTs in the area or GACC • Hazardous Materials <ul style="list-style-type: none"> ○ Unexploded ### ordinances, asbestos, mining contaminants, etc.

Information

Written Package	Oral Briefing
<ul style="list-style-type: none"> • Contact list information (phone number, roles, etc.) for appropriate agencies, elected officials, business leaders • Daily updates email list • Template for press releases • Local media contacts • Media guide • JIC contact numbers • Local Unit Public Information Plan 	<ul style="list-style-type: none"> • If JIC activated, how the IMT will interact • Expectations of public meetings, or coordinated outreach from the IMT • Public Information plan within 24 hours

Operations

Written Package	Oral Briefing
<ul style="list-style-type: none"> • WFDSS decision <ul style="list-style-type: none"> ○ MAPs ○ Course of Action • Fire department contacts/resource list/availability <ul style="list-style-type: none"> ○ Provide structure protection guidance (as relative Unit 	<ul style="list-style-type: none"> • Weather/fire danger information • Fire behavior models and predictions • Management action points <ul style="list-style-type: none"> ○ Trigger points or evaluation lines for tactical operations ○ Natural barriers • Structure protection guidance (overview from local perspective)

Written Package	Oral Briefing
<ul style="list-style-type: none"> and adjoining ownership as needed) ○ Evacuation plans and trigger points ○ Structure protection guidance ● Contact list ● Resource orders/resource list <ul style="list-style-type: none"> ○ Outgoing IC/Operations resource list – what’s on order, what’s assigned to the fire currently, what still needs to be ordered ● Area maps/geospatial PDF map of fire area <ul style="list-style-type: none"> ○ Unit frequencies and repeater map ○ Retardant Avoidance maps ○ Structure inventory data/maps ○ Values at risk maps if different than what is in WFSS ● Unit aviation briefing guide ● Suppression rehabilitation plan ● Mop up or rehabilitation standards/guidance ● Turn back standards ● Heavy equipment policy ● Medical evacuation protocol ● Unit identified hazards and potential mitigations (e.g., working in grizzly bear habitat, mining hazards, asbestos contaminated areas) ● Coordination of hazardous materials 	<ul style="list-style-type: none"> ● Spike camp vs. crew shuttle ● Dozer line placement restrictions, recommendations and requirements ● Known structures with protection expectations ● IA responsibilities and procedures ● Rehabilitation standards or expectations ● Unit-identified hazards and potential mitigations (e.g., working in grizzly bear habitat, mining hazards, asbestos contaminated areas)

Air Operations

Written Package	Oral Briefing
<ul style="list-style-type: none"> ● Aviation briefing guidance ● Regional and local frequency guides ● TFR maps ● Frequency maps ● Aviation hazard map 	<ul style="list-style-type: none"> ● Tactical resources (smokejumpers, AA, airtankers) ordering process ● Helibase locations used in the past ● Fuel – stationary and mobile ● Helibase areas (proximity to fire)

Written Package	Oral Briefing
<ul style="list-style-type: none"> • Unit helibase map • Retardant Avoidance maps • Available aviation resources (on order and on loan) • Local airports and airstrips • Contact list (Local air operations personnel and phone numbers) 	<ul style="list-style-type: none"> • Communication limitations • Helicopters available locally • Local weather issues (i.e., wind, smoke) • Restricted areas (military, local flight paths, HARP, clear radar) • Known hazards • Housing for pilots • Retardant status • TFR • Retardant or water usage reporting requirements

Safety

Written Package	Oral Briefing
<ul style="list-style-type: none"> • Emergency Medical Field Evacuation Plan • Serious Accident and Incident within the Incident Plan • Standards for Burn Injuries Memorandum • Burn Care Facilities List • CISM Guidelines for Fire Management Information Sheet • Critical Incident Stress Management Request Form • Wildland Fire Fatality and Entrapment Initial Report form • Memorandum of Agreement between Department of Agriculture FS and DOI • Unit identified hazards and potential mitigations (e.g., working in grizzly bear habitat, mining hazards, asbestos contaminated areas) • Completed ICS-206 for area • Contact List 	<ul style="list-style-type: none"> • Accidents to date • Unit identified hazards (e.g., unexploded ### ordnances, ordnances, bear baiting stations, mines, snag patches, extremely rough terrain, etc.) • Unit protocol for communication of varying degrees of accidents <ul style="list-style-type: none"> ○ What level of notification does the Agency Administrator want? • Local medical plans, hospital locations, etc.

Finance Section (Could be combined with Logistics)

Written Package	Oral Briefing
<ul style="list-style-type: none"> • Unit Incident Business Operating Guidelines • Contracts and agreements 	<ul style="list-style-type: none"> • Overview of local/cooperator agreements

Written Package	Oral Briefing
<ul style="list-style-type: none"> ○ List of all current agreements including land use agreements, fuel agreements, local purchase, equipment/resources agreements ○ Cell phone carrier information ○ Cost share agreements ○ Fire department cooperative fire agreements ○ Weed washing stations contract options ● Comp/claims requirements and contacts (Hospital Liaison) ● Fiscal limitations and constraints ● Identify INBA and contracting officer(s) ● Buying unit ● Contact list 	

Logistics Section

Written Package	Oral Briefing
<ul style="list-style-type: none"> ● Incident Map <ul style="list-style-type: none"> ○ ICP camp locations – map ○ Drop points ● Contracts <ul style="list-style-type: none"> ○ Cell phone carrier information ○ Weed washing stations contract options ● Unit frequencies and repeater map ● Medical information for area ● Expanded dispatch highlights ● Agreements <ul style="list-style-type: none"> ○ List of all current agreements including Land Use Agreement, fuel agreements, local purchase, equipment/resources agreements ● Contact list 	<ul style="list-style-type: none"> ● Medical information for the area – protocol ● Availability of caterer or local restaurants for IMT/crews ● Communication recommendations <ul style="list-style-type: none"> ○ Cell phone coverage (carriers) ● Resource ordering – ROSS access and orders ● Known ground support issues <ul style="list-style-type: none"> ○ Rental car/vehicle availability ● ICP/camp site recommendations (used in past) ● Discussion of agreements

Planning Section

Written Package	Oral Briefing
<ul style="list-style-type: none"> • Delegation of Authority • Leader’s Intent • WFDSS decision • 209/IAP email list • GIS contacts • ICS 209 • Resource List (ROSS orders) • Weather, fire danger and current fuel moistures <ul style="list-style-type: none"> ○ Contacts for these products – local weather office, fuels specialist, etc. ○ Current spot weather forecast • Initial Map and IAP • ROSS orders/resource list • Contact list • Specific wildfire guidance documentation • RAWs ordering • IR availability/ordering • Final product expectations <ul style="list-style-type: none"> ○ Narrative/Executive Summary (IMT) ○ Transition Plan (IMT) ○ Demobilization Plan (IMT/Expanded) ○ Maps (IMT) ○ Documentation (IMT) – number of packages required ○ Hard drive (IMT) ○ Rehabilitation Plan (Area) ○ Evacuation Plan (Local) ○ Structure Protection Plan (Area/IMT) ○ Known sites update (IMT/Area) • Electronic data <ul style="list-style-type: none"> ○ FTP site posting directions or information repository (IMT hard drive) 	<ul style="list-style-type: none"> • WFDSS documentation <ul style="list-style-type: none"> ○ Modeling support/products • ICS 209 deadlines, protocols for complexities, limited fires, etc. • Training responsibilities

Written Package	Oral Briefing
<ul style="list-style-type: none"> ○ GIS data ○ Known sites template 	

Contacts

Unit Name _____

Area	Name	Job Title	Work Phone #	Alternate #
Agency Administrator		Agency Administrator		
		Executive Assistant		
Fire Management		Fire Management Officer		
		Aviation Officer		
		Dispatch Center Manager		
		Asst. Dispatch Center Manager		
		IA Dispatcher		
Administrative Representative		Incident Business Specialist		
Unit Claims Liaison		Budget Officer		
Resource Advisor		Biologist		
Archeologist		Archeologist		
Public Information		Public Affairs Officer		
Safety		Safety Officer		
Law Enforcement		Patrol Captain		
Vehicles/Fleet		Fleet Manager		
Information Systems		GIS Coordinator		
		Web Manager		
Hazmat Coordinator		Engineer		
D1		District Ranger		
		Fire Management Officer		
		Office Manager		
Priority Trainee Program		GATR		

Potential contacts include: Acquisition management (i.e., contracting specialists, purchasing agency, contracting officers, grants and agreements); Union representatives; human resources management (i.e., OWCP contacts); IT information (i.e., ROSS/ISuite, customer helpdesk for agencies involved).

Regional and Interagency

Potential contacts may include Hospital Liaison(s), Incident Business Coordinator and Buying Team Coordinator, Regional Contracting Specialist (VIPR), Regional Contractor Liaison, State Department of Transportation, State Troopers, State Land Office Area Manager, local law enforcement, electric/power company, etc.

Appendix E

Wildland Fire Risk and Complexity Assessment

The Wildland Fire Risk and Complexity Assessment should be used to evaluate firefighter safety issues, assess risk, and identify the appropriate incident management organization. Determining incident complexity is a subjective process based on examining a combination of indicators or factors. An incident's complexity can change over time; incident managers should periodically re-evaluate incident complexity to ensure that the incident is managed properly with the right resources.

Instructions:

Incident Commanders should complete Part A and Part B and relay this information to the Agency Administrator. If the fire exceeds initial attack or will be managed to accomplish resource management objectives, Incident Commanders should also complete Part C and provide the information to the Agency Administrator.

Part A: Firefighter Safety Assessment

Evaluate the following items, mitigate as necessary, and note any concerns, mitigations, or other information.

Evaluate these items	Concerns/Mitigations/Notes
LCES	
Fire Orders and Watch Out Situations	
Multiple operational periods have occurred without achieving initial objectives.	
Incident personnel are overextended mentally and/or physically and are affected by cumulative fatigue.	
Communication is ineffective with tactical resources and/or dispatch.	
Operations are at the limit of span of control.	
Aviation operations are complex and/or aviation oversight is lacking.	
Logistical support for the incident is inadequate or difficult.	

Part B: Relative Risk Assessment

Values				Notes/Mitigation
<p><u>B1. Infrastructure/Natural/Cultural Concerns</u> Based on the number and kinds of values to be protected, and the difficulty to protect them, rank this element low, moderate, or high. Considerations: key resources potentially affected by the fire such as urban interface, structures, critical municipal watershed, commercial timber, developments, recreational facilities, power/pipelines, communication sites, highways, potential for evacuation, unique natural resources, designated areas (i.e., wilderness), T&E species habitat, and cultural sites.</p>	L	M	H	
<p><u>B2. Proximity and Threat of Fire to Values</u> Evaluate the potential threat to values based on their proximity to the fire, and rank this element low, moderate, or high.</p>	L Far	M	H Near	
<p><u>B3. Social/Economic Concerns</u> Evaluate the potential impacts of the fire to social and/or economic concerns, and rank this element low, moderate, or high. Considerations: impacts to social or economic concerns of an individual, business, community or other stakeholder; degree of support for the wildland fire program and resulting fire effects; other fire management jurisdictions; tribal subsistence or gathering of natural resources; air quality regulatory requirements; public tolerance of smoke, including health impacts; potential for evacuation and ingress/egress routes; and restrictions and/or closures in effect or being considered.</p>	L	M	H	
Hazards				Notes/Mitigation
<p><u>B4. Fuel Conditions</u> Consider fuel conditions ahead of the fire and rank this element low, moderate, or high. Evaluate fuel conditions that exhibit high ROS and intensity for your area, such as those caused by invasive species or insect/disease outbreaks; and/or continuity of fuels.</p>	L	M	H	
<p><u>B5. Fire Behavior</u> Evaluate the current and expected fire behavior and rank this element low, moderate, or high. Considerations: intensity; rates of spread; crowning; profuse or long-range spotting.</p>	L	M	H	
<p><u>B6. Potential Fire Growth</u> Evaluate the potential fire growth, and rank this element low, moderate, or high. Considerations: Considerations would include current and expected fire growth based on fire behavior analysis and the weather forecast and/or the ability to control the fire.</p>	L	M	H	

Probability				Notes/Mitigation
<p><i>B7. Time of Season</i> Evaluate the potential for a long-duration fire and rank this element low, moderate, or high. Considerations: time remaining until a season ending event.</p>	L Late	M Mid	H Early	
<p><i>B8. Barriers to Fire Spread</i> Evaluate the barriers to fire spread and their potential to limit fire growth, and rank this element low, moderate, or high. Considerations: If many natural and/or human-made barriers are present, rank this element low. If some barriers are present, rank this element moderate. If no barriers are present, rank this element high.</p>	L Many	M	H Few	
<p><i>B9. Seasonal Severity</i> Evaluate fire danger indices and rank this element low/moderate, high, or very high/extreme. Considerations: Fire danger indices such as energy release component (ERC); drought status; live and dead fuel moistures; fire danger indices; adjective fire danger rating; geographic area preparedness level.</p>	L/M	H	VH/ E	
<p>Enter the number of items circled for each column.</p>				

Relative Risk Rating (circle one):

Low	Majority of items are “Low” with a few items rated as “Moderate” and/or “High.”
Moderate	Majority of items are “Moderate” with a few items rated as “Low” and/or “High.”
High	Majority of items are “High.” A few items may be rated as “Low” or “Moderate.”

Part C: Organization

Relative Risk Rating (from Part B)					
Circle the Relative Risk Rating (from Part B)	L	M	H		
Implementation Difficulty				Notes/Mitigation	
<p><u>C1. Potential Fire Duration</u> Evaluate the estimated length of time that the fire may continue to burn if no action is taken and amount of season remaining. Rank this element low, moderate, or high. Note: This will vary by geographic area.</p>	N/A Very Short	L Short	M	H Long	
<p><u>C2. Incident Strategies (Course of Action)</u> Evaluate the level of risk to firefighters and aviators required to successfully meet the current strategy and implement the course of action. Rank this element as very low, low, moderate, or high. Consider the likelihood that the strategy will be successful, the risks to firefighters and aviators; and whether there are clearly defined trigger points.</p>	Very Low	L	M	H	
<p><u>C3. Functional Concerns</u> Evaluate the need to increase organizational structure to adequately and safely manage the incident, and rank this element very low (minimal resources committed), low (adequate), moderate (some additional support needed), or high (current capability inadequate). Considerations: Incident management functions (logistics, finance, operations, information, planning, safety, and/or specialized personnel/equipment) are inadequate and needed; availability of resources; access to EMS support; heavy commitment of local resources to logistical support; ability of local businesses to sustain logistical support; substantial air operation which is not properly staffed; worked multiple operational periods without achieving initial objectives; incident personnel overextended mentally and/or physically; Incident Action Plans, briefings, etc. missing or incomplete; performance of firefighting resources affected by cumulative fatigue; and ineffective communications.</p>	Very Low	L	M	H	

Socio/Political Concerns					Notes/Mitigation
<p><u>C4. Objective Concerns</u> Evaluate the complexity of the incident objectives and rank this element very low, low, moderate, or high. Considerations: clarity; ability of current organization to accomplish; disagreement among cooperators; tactical/operational restrictions; complex objectives involving multiple focuses; objectives influenced by serious accidents or fatalities.</p>	Very Low	L	M	H	
<p><u>C5. External Influences</u> Evaluate the effect external influences will have on how the fire is managed and rank this element very low, low, moderate, or high. Considerations: limited local resources available for initial attack; increasing media involvement, social/print/television media interest; controversial fire policy; threat to safety of visitors from fire and related operations; restrictions and/or closures in effect or being considered; pre-existing controversies/ relationships; smoke management problems; sensitive political concerns/interests.</p>	Very Low	L	M	H	
<p><u>C6. Ownership Concerns</u> Evaluate the effect ownership/jurisdiction will have on how the fire is managed and rank this element very low, low, moderate, or high. Considerations: disagreements over policy, responsibility, and/or management response; fire burning or threatening more than one jurisdiction; potential for unified command; different or conflicting management objectives; potential for claims (damages); disputes over suppression responsibility.</p>	Very Low	L	M	H	
<p><i>Enter the number of items circled for each column.</i></p>					

Part C: Organization (continued)

Recommended Organization (circle one):

Type 5	Majority of items rated as "Very Low"; a few items may be rated in other categories.
Type 4	Majority of items rated as "Low," with some items rated as "Very Low," and a few items rated as "Moderate" or "High."
Type 3	Majority of items rated as "Moderate," with a few items rated in other categories.
Type 2	Majority of items rated as "Moderate," with a few items rated as "High."
Type 1	Majority of items rated as "High"; a few items may be rated in other categories.

Rationale:

Use this section to document the incident management organization for the fire. If the incident management organization is different than the Wildland Fire Risk and Complexity Assessment recommends, document why an alternative organization was selected. Use the "Notes/Mitigation" column to address mitigation actions for a specific element, and include these mitigations in the rationale.

Name of Incident: _____ Unit(s): _____

Date/Time: _____ Signature of Preparer: _____

The RCA is also available at <https://www.nwccg.gov/publications/210>.

Appendix F Indicators of Incident Complexity

Common indicators may include the area (location) involved; threat to life, environment and property; political sensitivity, organizational complexity, jurisdictional boundaries, values at risk, and weather. Most indicators are common to all incidents, but some may be unique to a particular type of incident. The following are common contributing indicators for each of the five complexity types.

Type 5 Incident Complexity Indicators

General Indicators	Span of Control Indicators
<ul style="list-style-type: none"> ● Incident is typically terminated or concluded (objective met) within a short time once resources arrive on scene ● For incidents managed for resource objectives, minimal staffing/oversight is required ● Resources vary from two to six firefighters ● Formal Incident Planning Process not needed ● Written Incident Action Plan (IAP) not needed ● Minimal effects to population immediately surrounding the incident ● Critical Infrastructure, or Key Resources, not adversely affected 	<ul style="list-style-type: none"> ● Incident Commander (IC) position filled ● Single resources are directly supervised by the IC ● Command Staff or General Staff positions not needed to reduce workload or span of control

Type 4 Incident Complexity Indicators

General Indicators	Span of Control Indicators
<ul style="list-style-type: none"> ● Incident objectives are typically met within one operational period once resources arrive on scene, but resources may remain on scene for multiple operational periods ● Multiple resources may be needed ● Resources may require limited logistical support ● Formal Incident Planning Process not needed ● Written Incident Action Plan (IAP) not needed ● Limited effects to population surrounding incident ● Critical Infrastructure or Key Resources may be adversely affected, but mitigation measures are uncomplicated and can be implemented within one Operational Period ● Elected and appointed governing officials, stakeholder groups, and political organizations require little or no interaction 	<ul style="list-style-type: none"> ● IC role filled ● Resources either directly supervised by the IC or supervised through an ICS Leader position ● Task Forces or Strike Teams may be used to reduce span of control to an acceptable level ● Command Staff positions normally not filled to reduce workload or span of control ● General Staff position(s) normally not filled to reduce workload or span of control

Type 3 Incident Complexity Indicators

General Indicators	Span of Control Indicators
<ul style="list-style-type: none"> ● Incident typically extends into multiple operational periods ● Incident objectives usually not met within the first or second operational period ● Resources may need to remain at scene for multiple operational periods, requiring logistical support ● Numerous kinds and types of resources may be required ● Formal Incident Planning Process is initiated and followed ● Written Incident Action Plan (IAP) needed for each Operational Period ● Responders may range up to 200 total personnel ● Incident may require an Incident Base to provide support ● Population surrounding incident affected ● Critical Infrastructure or Key Resources may be adversely affected and actions to mitigate effects may extend into multiple Operational Periods ● Elected and appointed governing officials, stakeholder groups, and political organizations require some level of interaction 	<ul style="list-style-type: none"> ● IC role filled ● Numerous resources supervised indirectly through the establishment and expansion of the Operations Section and its subordinate positions ● Division Supervisors, Group Supervisors, Task Forces, and Strike Teams used to reduce span of control to an acceptable level ● Command Staff positions may be filled to reduce workload or span of control ● General Staff position(s) may be filled to reduce workload or span of control ● ICS functional units may need to be filled to reduce workload

Type 2 Incident Complexity Indicators

General Indicators	Span of Control Indicators
<ul style="list-style-type: none"> ● Incident displays moderate resistance to stabilization or mitigation and will extend into multiple operational periods covering several days ● Incident objectives usually not met within the first several Operational Periods ● Resources may need to remain at scene for up to 7 days and require complete logistical support ● Numerous kinds and types of resources may be required including many that will trigger a formal demobilization process ● Formal Incident Planning Process is initiated and followed ● Written Incident Action Plan (IAP) needed for each Operational Period ● Responders may range from 200 to 500 total ● Incident requires an Incident Base and several other ICS facilities to provide support ● Population surrounding general incident area affected ● Critical Infrastructure or Key Resources may be adversely affected, or possibly destroyed, and actions to mitigate effects may extend into multiple Operational Periods and require considerable coordination ● Elected and appointed governing officials, stakeholder groups, and political organizations require a moderate level of interaction 	<ul style="list-style-type: none"> ● IC role filled ● Large numbers of resources supervised indirectly through the expansion of the Operations Section and its subordinate positions ● Branch Director position(s) may be filled for organizational or span of control purposes ● Division Supervisors, Group Supervisors, Task Forces, and Strike Teams used to reduce span of control ● All Command Staff positions filled ● All General Staff positions filled ● Most ICS functional units filled to reduce workload

Type 1 Incident Complexity Indicators

General Indicators	Span of Control Indicators
<ul style="list-style-type: none"> ● Incident displays high resistance to stabilization or mitigation and will extend into numerous operational periods covering several days to several weeks ● Incident objectives usually not met within the first several Operational Periods ● Resources may need to remain at scene for up to 14 days, require complete logistical support, and several possible personnel replacements ● Numerous kinds and types of resources may be required, including many that will trigger a formal demobilization process ● DOD assets, or other nontraditional agencies, may be involved in the response, requiring close coordination and support ● Complex aviation operations involving multiple aircraft may be involved ● Formal Incident Planning Process is initiated and followed ● Written Incident Action Plan (IAP) needed for each Operational Period ● Responders may range from 500 to several thousand total ● Incident requires an Incident Base and numerous other ICS facilities to provide support ● Population surrounding the region or state where the incident occurred is affected ● Numerous Critical Infrastructure or Key Resources adversely affected or destroyed. Actions to mitigate effects will extend into multiple Operational Periods spanning days or weeks and require long-term planning and considerable coordination ● Elected and appointed governing officials, stakeholder groups, and political organizations require a high level of interaction 	<ul style="list-style-type: none"> ● IC role filled ● Large numbers of resources supervised indirectly through the expansion of the Operations Section and its subordinate positions ● Branch Director Position(s) may be filled for organizational or span of control purposes ● Division Supervisors, Group Supervisors, Task Forces, and Strike Teams used to reduce span of control ● All Command Staff positions filled and many include assistants ● All General Staff positions filled and many include deputy positions ● Most or all ICS functional units filled to reduce workload

The RCA is also available at <https://www.nwcg.gov/publications/210>.

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Appendix G
Sample Delegations of Authority AA to IMT and Leader's Intent

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 and work with the Geographic Area Training Representative (GATR) to identify opportunities for Priority Trainees.
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

Delegation of Authority for Incident Name

Date:

To: Incident Commander – Name of IC

From: Jurisdictional Agencies

Subject: Incident Number and jurisdictional unit

Effective at XXXX hours on Provide the Date, You are delegated authority for the management of the XXXX Incident on the XXXX Jurisdictional Unit – include other jurisdictions if needed. You have full authority for incident management activities on this/these jurisdiction(s) within the framework of law, agency policies, and direction provided within the Delegation of Authority, Wildland Fire Decision Support System Decision, the *Leader's Intent* letter (optional) and the Team Briefing Package provided.

This Delegation carries with it the full authority for the management of the resources (personnel and equipment), costs, and rehabilitation of incident management efforts directly associated with this incident(s). Your primary responsibility is to organize, manage and direct your assigned resources for safe, efficient and effective management of the incident. You are accountable to the Agency Administrator or designated representative.

Agency Administrator
Agency/Jurisdictional Unit

Date/Time

Agency Administrator
Agency/Jurisdictional Unit

Date/Time

I accept this Delegation:

Incident Commander

Date/Time

Leader's Intent

This is an **optional** document with the following information provided as a template. The purpose is to provide information to an IMT that is not directly related to the strategic direction for managing a wildfire (strategic direction belongs in the WFDSS Decision). Some items will not be relevant to your Unit; delete or add additional information as needed. Items *italicized* and underlined are areas where you should review the information and either add unit-specific information or delete those statements.

Overview

This leader's intent document is one piece of many components of the entire briefing package provided to the incident management team (IMT). In addition to this leader's intent letter, the IMT will also receive the following documentation to support the management of this incident:

- Delegation of Authority
- Published decision from the Wildland Fire Decision Support System
- Briefing package

Communications

It is expected we will meet *daily or as needed* to be informed on significant accomplishments or issues. Daily discussion points include but aren't limited to the following:

- Safety
- Other identified values at risk
- Risk trade-offs
- Relationships with partners and stakeholders
- External communication
- Operational effectiveness (Your assessment of likelihood of success of achieving all objectives)
- Benchmarks based on team capabilities, span of control, daily progress
- Complexity
- Cost
- Ramp up and ramp down strategies
 - Final fire package

Expect to have a preliminary team evaluation at the incident closeout and a final evaluation at the end of fire season when all incident business transactions have been finalized.

Expanded dispatch is in place, please coordinate and work through XX expanded dispatch center located at the interagency communication center for additional resources or support needs.

Strategic Planning

Successful management of this fire requires a common understanding of the values that require protection, their priority for protection, the probability they will be impacted, under what circumstances they require protection, what protection might look like, and how we manage our response. Strategic direction is aligned with the Land and Resource Management Plan/Resource Management Plans and associated amendments as detailed in the WFDSS Decision. It is expected that you and your necessary staffs read and follow

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APPENDIX G SAMPLE DELEGATIONS OF AUTHORITY AA TO IMT AND LEADER'S INTENT

the Decision (Incident Requirements, Incident Objectives, Course of Action, Rationale) in WFDSS. If you have questions or concerns, contact me directly to discuss or clarify.

The team should assist with the following:

- Keep line officer informed of significant accomplishments/issues of which can be documented in the Periodic Assessment throughout the duration of the incident.
- Through your risk assessment process, provide feedback regarding needed changes to the Incident Objectives and Course of Action to mitigate unnecessary risk to firefighters.
- Provide input regarding any other identified values to be addressed in planning operations and in the WFDSS Decision.
- Provide input to the current Risk and Complexity Analysis (RCA) in WFDSS and the need for updates; RCA updates can be made to document changed conditions without publishing a new decision.
- Provide support in updating and revising the decision as necessary, and/or determining if an update to components of the decision or documentation is needed (e.g., expectation that the planning area will be breached).
- Develop, update, and revise management action points as necessary to protect identified values (e.g., structural inholdings, communication sites, culturally sensitive areas) (The unit can list values here, or refer to WFDSS).

Throughout the life of the incident there will likely be oral discussions, agreements or changes in tactics/management of the fire as a whole that deviate from this letter or the WFDSS Decision documentation. Such deviations must be discussed with *me* in person so that we can determine solutions and update the WFDSS Decision as needed.

Human Resources

- All personnel assigned shall be treated with dignity and respect. Manage the human resources assigned to the fire in a manner that promotes a positive and harassment-free work environment and creates a “no tolerance” atmosphere for harassment, alcohol, or illegal drug use.
- All personnel assigned should receive evaluations prior to leaving the incident. Encourage supervisors to provide meaningful feedback regarding performance and conduct.

Safety

- Visitor and public safety is a concern.
 - Provide timely information to publics impacted by the fire/closure areas.
 - Coordinate closures/evacuations with Law Enforcement as identified in the briefing package.
 - If needed, utilize the appropriate Cooperative Law Enforcement Agreement in the briefing package.
- Coordinate and consult with Safety and Health Manager or designated Agency Representative as identified in the briefing package.
- Coordinate hazardous material matters with unit Safety Officer. Specific information has been included in the briefing package.
- Camp security is advised due to base camp's proximity to town.

- Known safety hazards within the proximity of the fire area; e.g., grizzly bear baiting station at XX location, grizzly habitat (considerations for camp, spike camps, night operations, etc.), large standing snag patch from fire, trees are severely weakened, excessively steep terrain (provide a geographical location) with large rock outcrops and no values of concern.

Operations

Attention to firefighter and aviation safety is an absolute necessity! Incident Action Plans should reflect leader's intent for the incident. Tactical actions will be assessed and effective mitigation measures will be in place to avoid putting firefighting personnel at unnecessary risk; Consider not implementing tactical actions by assessing the value being protected versus the risk (even if mitigated) required to protect it.

- Structure Protection
 - Ensure firefighters who engage in structure protection are staying within their tactical training, capabilities, and agency policies.
 - Document significant issues for values at risk within the ICS 209.
 - Utilize the Community and Structure Fire Protection Guidelines (refer to your local guidance if relevant).
- Retardant
 - Review the fire retardant avoidance maps and documentation provided during the IMT in-brief OR in WFDSS, and coordinate with the Resource Advisor as identified in the briefing package.
 - Follow reporting guidelines for retardant use as defined in the briefing package.
 - Follow the guidance/protocol within the Wildfire Guidelines for Resource Protection if retardant is misplaced.
 - Use retardant only when and where it is expected to be successful in slowing fire spread or reducing intensities so ground firefighters may engage the fire more safely with a higher likelihood of success.
- Aviation
 - Aviation safety is a high priority. An Aviation Risk Assessment will be completed on all aviation missions in support of fire management. For additional guidance regarding Aviation Resources or local protocol refer to the Briefing Package and work with the Unit Aviation Officer or their designee as a liaison.
 - An initial TFR has been established for the fire area, coordinate changes to the current TFR with the Unit Aviation Officer.
- Initial Attack Operations
 - You will be responsible for Initial Attack activities within your designated TFR.
 - The local unit may call upon you for additional support as needed for Initial Attack activities.
- Cultural and Resource Protection and/or Enhancement
 - Avoid damage to sensitive cultural resources within the fire area; coordinate suppression actions with the line resource

APPENDIX G SAMPLE DELEGATIONS OF AUTHORITY AA TO IMT AND LEADER'S INTENT

advisor/archeologist. Specific sensitive cultural information was included within the briefing package.

- Ensure all tactical actions adhere to the Unit Wildfire Guidelines for Resource Protection and develop a rehabilitation plan for the impacts associated with those actions.
- Not all wildfire is detrimental in this Planning Area. Specific strategic direction is provided in the WFDSS Decision.

Public Information

- Develop a public information plan for the incident within XX hours and work closely with the unit Public Affairs Specialist to disseminate information to internal staff, external partners, and interested publics. Refer to the briefing package for names and contacts.
- Accuracy and timeliness of public information is important. Public meetings should be held as needed and on a routine basis.
- Maintain contact with appropriate agencies, elected officials, business leaders and members of the public as identified within the briefing package.
- Informational meetings or briefings and news releases are to be coordinated with the Agency Representatives as identified within the briefing package.

Finance

- Document decisions that have incident cost ramifications within the IC Daily log and provide clear rationale for the decisions.
- Utilize the XX Incident Business Plan; please work with the designated INBA for the incident. Refer to the briefing package for contact information.
- A buying team is in place, XX Dispatch Center.
- Develop a total cost projection for managing the incident in line with the strategic direction provided for federal lands, this needs to be completed within XX hours of being delegated authority.
- Provide assistance in developing a cost share agreement as mutually agreed upon by the XX jurisdictions involved.

Logistics

- Telecommunications contracts have been previously established with Verizon for phone and data plans to support IMT base camps. Specific information is included within the briefing package.
- The Local Unit has previously identified base camp and spike camp locations, please evaluate these areas before establishing new locations. Land use agreements for these sites are in place, coordinate with the Incident Business Advisor for specific information.
- Maps of these areas will be provided within the briefing package.
 - Invasive and noxious weeds – Vehicle and equipment washing is required on fires within XX area. Insert localized information. Refer to Wildfire Guidelines for Resource Protection on the local unit for additional information (provided with the briefing package). Please direct questions to the assigned Resource Advisor.

Other

- To build capacity, the use of trainees is strongly suggested to be incorporated into team functions where available. Local trainees will receive first priority for assignments. A list of the local trainees is included within the briefing package.
- Work with the Geographic Area Training Representative (GATR) to identify opportunities for Priority Trainees.
- Coordinate and work closely with the following positions/personnel – contact information as well additional contacts maybe found in the briefing package.
- Line Officer

APPENDIX G SAMPLE DELEGATIONS OF AUTHORITY AA TO IMT AND LEADER'S INTENT

- District FMO/Unit FMO
- Unit Aviation Officer
- Interagency Dispatch Center Manager
- Public Affairs Officer
- Unit Safety Officer
- Incident Business Advisor
- Resource Advisor
- Agency/Interagency Partners
- Other IMTs in the adjoining area

Line Officer Signatory

Date

Optional signatures add if needed

Date

Incident Commander

Date

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Appendix H Local Incident Commander Briefing to IMT

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: <input type="checkbox"/> ICS 201 <input type="checkbox"/> ICS 215 <input type="checkbox"/> ICS 207 <input type="checkbox"/> ICS 220 <input type="checkbox"/> ICS 209	Other Attachments: <input type="checkbox"/> Map of Fire <input type="checkbox"/> Aerial Photos <input type="checkbox"/> Weather Forecast
Fire Start Date:	
Time:	
Fire Cause:	
Fuels Ahead of Fire:	
Fuels at Fire:	
Fire Behavior:	
Fire Spread:	
Natural Barriers:	
Anchor Points:	
Perimeter Secured, Control/Mitigation Efforts Taken, and Containment Status:	
Life, Improvements, Resources and Environmental Issues:	

Weather Forecast:			
	Established	Possible	
ICP:	<input type="checkbox"/>	<input type="checkbox"/>	
Base:	<input type="checkbox"/>	<input type="checkbox"/>	
Camp(s):	<input type="checkbox"/>	<input type="checkbox"/>	
Staging Area(s):	<input type="checkbox"/>	<input type="checkbox"/>	
Copy Machine Available		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Safety Issues:		EMS in Place: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Air Operations Effectiveness to Date:			
Air Related Issues and Restrictions:			
Hazards (Aircraft and People):			
Access from Base to Line:			
Personnel and Equipment on Incident (Status and Condition):			
Personnel and Equipment Ordered:			
Cooperating and Assisting Agencies on Scene:			
Helibase/Helispot Location:			
Crash Fire Protection at Helibase:			

Medivac Arrangement:
Communication System in Use: <input type="checkbox"/> Radio <input type="checkbox"/> Telephone <input type="checkbox"/> Cell Phone
Water Availability:
Review of Incident Action Plan; Copy of Approved Wildfire Decision Support System Published Decision:
Smoke Conditions:
Local Political Issues:
Damage Assessment Needs:
Security Problems:

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Appendix I Incident Management Team Performance Evaluation

Team IC		Incident Type	
Incident Name		Incident Number	
Assignment Dates		Total Acres	
Host Agency		Evaluation Date	
Administrative Unit		Sub-Unit	
<p>At the conclusion of each incident management team (IMT) assignment, the agency administrator or representative should complete this initial performance evaluation (sections 1-5). This evaluation should be discussed directly with the incident commander. The initial performance evaluation should be delivered by the agency administrator without delay to the incident commander, the state/regional fire management officer, and the chair of the IMT's home geographic area multi-agency coordination group to ensure prompt follow-up to any issues of concern.</p>			
<p>Complete the following evaluation narratives and rating for each question 0 – did not achieve expectations 3 – met expectations 5 – excelled</p>			
<p>1. How well did the Team accomplish the objectives described in the Wildland Fire Decision Support System (WFDSS) the Delegation of Authority, and the Agency Administrator briefing?</p>			
Circle one	0	1	2
3	4	5	
(Explain)			
<p>2. How well did the team manage the cost of the incident? Did the team follow agency incident operating guidelines? Were follow-up issues (e.g., invoices, OWCP and vendor issues) identified and documented for the Agency Administrator?</p>			
Circle one	0	1	2
3	4	5	
(Explain)			

3. How did the team demonstrate sensitivity to resource limits/constraints and environmental concerns?						
Circle one	0	1	2	3	4	5
(Explain)						
4. How well did the team deal with sensitive political and social concerns?						
Circle one	0	1	2	3	4	5
(Explain)						
5. Was the team professional in the manner in which they assumed management of the incident and how they managed the total incident? How did the team handle transition either to another IMT or in returning the incident the hosting agency?						
Circle one	0	1	2	3	4	5
(Explain)						
6. How well did the team anticipate and respond to changing conditions, was the response timely and effective?						
Circle one	0	1	2	3	4	5
(Explain)						
7. How well did the team place the proper emphasis on safety?						
Circle one	0	1	2	3	4	5
(Explain)						

8. Did the team activate and manage the mobilization/demobilization in a timely and cost effective manner?						
Circle one	0	1	2	3	4	5
(Explain)						
9. How well did the team use local resources, trainees, and closest available forces?						
Circle one	0	1	2	3	4	5
(Explain)						
10. How did the team notify the incident agency regarding triggers for initiating a cost share agreement or Large Fire Cost Review (FS)/Significant Wildland Fire Review (DOI)? 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 IMT 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:		

Appendix J

Sample Delegation – Lessons Learned Review (LLR)

Memorandum

To: LLR Facilitator; [Title of person/office this is meant for]

From: Delegating Official

Subject: Delegation of Authority – [Incident name] LLR

Situation Summary:

You are hereby designated the authority to lead and conduct a LLR for [Incident name]. The review process will begin at [Identify LLR start time, date, and location]. The Fire Staff and Fire Management Office have identified the group of employees who will also be participating. That information will be provided to you upon your arrival.

You have the authority to tailor your team and the LLR process to fit the situation and your style of facilitation. However, I would like you to utilize the guidance outlined in the *Interagency Standards for Fire and Fire Aviation Operations Chapter 18*, while conducting the LLR. This includes:

- convening the participants;
- identifying facts of the event and developing a chronological narrative of the event;
- identifying underlying reasons for success or failure;
- identifying what was learned and what should/could be done differently in the future;
- identify any recommendations that would prevent future similar occurrences; and
- providing a final, written report covering the above items, which is due to me within two weeks of the event occurrence.

If you need any assistance, your primary contact will be [Name of primary contact].

Thank you for your time and assistance.

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Appendix K

Recommendations for Incident Emergency Medical Services

Resource	Initial Attack	<250 People	250 to 500 People	> 500 People
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	To be determined in consultation with Operations and/or Medical Unit	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 and Crew First Aid Kits	Pocket, Vehicle and Crew First Aid Kits	Pocket, Vehicle and 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	To be determined by the IC or jurisdictional agency	To be determined by the IC or jurisdictional agency	Yes	Yes
Oxygen	No	No	TBD	Yes

APPENDIX K RECOMMENDATIONS FOR INCIDENT EMERGENCY MEDICAL SERVICES

Resource	Initial Attack	<250 People	250 to 500 People	> 500 People
OTC Meds	No	To be determined in consultation with Safety Officer, Medical Unit Leader, and Finance Section Chief	To be determined in consultation with Safety Officer, Medical Unit Leader, and Finance Section Chief	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	Method to provide transport to the nearest medical facility is to be identified in the Incident Action Plan	Method to provide transport to the nearest medical facility is to be identified in the Incident Action Plan

NOTE: Regional differences/protocols exist that vary from these recommendations and may require a higher level of EMS service. Examples of regional differences/protocols are: 1) Northern Rockies (Incident Medical Specialist Program); 2) Pacific Northwest (Incident Medical Specialist Program); and 3) Alaska (Firemedic Program).

Appendix L Delegation of Authority – FAST

Delegation of Authority Geographic Area Fire and 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 Delegation of Authority

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 Delegation of Authority

The _____ Multi-Agency Coordination Group hereby charts and delegates the preceding authority to _____, FAST Leader, effective on _____.

/s/

Chair, _____ Coordinating Group

Date: _____

Appendix M
Area Command (AC) Complexity Assessment
Guide for ACT Engagement

Incident: _____ **Date:** _____

Check all that apply. (Current date/time and expected over next 72-96 hours.)

FACTORS	YES	NO
Multiple incident management organizations (IMTs of varying types) are assigned on a single administrative unit or several adjoining units that can be combined into a single Area Command.		
Local resources and managers need incident management assistance for multi-jurisdictional incidents that may/will incur a unified command organization and/or cost share agreements; may be single incident with multiple IMTs.		
Response trends, and/or planning level, political, media, or public concerns are escalating from local to state/regional level and may rise to national levels (e.g., PLs, military activation, FEMA and/or FMAG involvement).		
Incident reporting or communication requirements are diverse, time-sensitive, and/or require consolidation and clarity.		
Incident personnel are having difficulty achieving objectives.		
Intricate local land and resource management objectives and constraints exist and require close oversight for compliance.		
Special circumstances that warrant additional management oversight and support (including, but not limited to, serious injuries, fatalities, equipment accidents, special non-fire events happening locally) are occurring/impacting agency oversight.		
Key unit leadership (AAs, LOs, Agency Reps, FMOs, etc.) is absent, operating beyond scope of training/experience, or multiple acting/detailed members are present/needed. Fatigue of these individuals is becoming a factor and will not improve for some time.		
Significant events (e.g., severe weather, large public events, substantial increase of initial attack) are predicted that will impact success.		
Complex, long-term or multiple incidents are exceeding acceptable agency administrator and fire program manager span of control.		

FACTORS	YES	NO
Multiple incidents and administrative units are competing for resources: Incident prioritization, allocation of scarce resources, coordinating the sharing of critical resources, and application and management of surge resources can reduce competition and facilitate more efficient operations.		
A <i>Theater of Operations</i> concept is present in the thinking, planning, and operational choices of decision makers: A greater commitment to long-term strategy/planning is warranted to better utilize resources and manage incidents.		
<u>TOTAL</u>		

<u>0-2 YES</u> ACT <i>may not</i> be required, but can be ordered if YES items are significant	<u>3-6 YES</u> <i>Consider</i> ordering ACT: if not, monitor indicators closely and reconsider if additional YES indicators are noted	<u>6+ YES</u> ACT <i>recommended</i>
--	---	--

Appendix N

Wildland Fire Decision Support System Information

WFDSS Overview

The Wildland Fire Decision Support System (WFDSS) is an interagency, web-based application that helps agency administrators and fire managers make risk-informed decisions for all types of wildland fires, regardless of complexity. WFDSS integrates the various applications used to manage incidents into a single risk-informed, collaborative system to streamline the analysis and reporting processes, providing one decision documentation system tiered to Land and/or Resource Management Plans.

The application's home page can be accessed at <https://WFDSS.usgs.gov>.

WFDSS Account Information

The WFDSS application is intended for use by the US federal government for managing wildland fires.

Qualified users (federal and Tribal employees and non-federal WFDSS partners) can request accounts on the WFDSS Production (for live incidents) or Training (training incidents only) login pages and a single account provides access to each system. Additional information about requesting an account can be found at https://wfdss.usgs.gov/wfdss_help/WFDSSHelp_request_acct.html.

Federal accounts are granted automatically, non-federal accounts are granted by Geographic Area Editor (GAE) or National Editors (NE), depending on the geographic area a user's account is associated with (Note: Each federal entity has different overlapping regions which may not coincide with geographic areas. A GAE from a perceived different geographic area may assist you as a result.).

Users work with GAEs, NEs, and the Customer Help Desk to manage locked accounts, disabled accounts and password resets. The help topics Requesting a Password Reset, Understanding Locked User Accounts and Re-enabling a Disabled Account provide additional information, they can be located in the WFDSS Online help available at https://wfdss.usgs.gov/wfdss_help/index.htm.

WFDSS User Roles

User Roles in WFDSS correspond to permissions which allow users to perform certain tasks within the application. Newly activated accounts are assigned a Viewer role but within the application, users can request Author, Dispatcher, Data Manager, or Fire Behavior Specialist roles as necessary. Various support roles exist as well, and include Geographic Area Editor, National Editor, Administrator and Help Desk. User role requests are granted by Geographic and National Editors, depending on the geographic area and role requested.

- Users assigned the Viewer role can view published content but can only engage in incident documentation if assigned incident privileges.

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- The Author role is required for users to create and/or own incidents and manage the decision documentation process.
- The Dispatcher and Data Manager roles are typically designated at the local level to manage an Administrative Unit's incident information and spatial data.
- The Fire Behavior Specialist role can be requested/granted when a certain degree of fire behavior analysis training has been completed (training and experience culminating in S491 and S495).
- The Geographic Area Editor role is a primary support role for Authors, Dispatchers, Data Managers and Fire Behavior Specialists; users assigned this role have implicit ownership of incidents within their geographic area, regardless of agency. Additional information about GAE duties is included in the WFDSS Training and Support section.
- The National Editor role has maximum authority relative to WFDSS incident management; users assigned this role have implicit ownership of all incidents in WFDSS.

The WFDSS User Roles help topic provides additional information about user roles and can be found in the WFDSS online help available at https://wfdss.usgs.gov/wfdss_help/index.htm.

WFDSS Incident Privileges

Incident privileges are assigned and managed by incident owners at the time of (and are specific to) an incident. These privileges allow users to Own, Edit, Review, or Approve decision content. Users must be assigned the Author user role to own incidents, but users with any role can edit, review or approve decisions. If a change in incident privileges is necessary for an incident, contact the incident owner(s) to coordinate the change. Incident Privileges and Managing Incident Privileges are two topics that provide additional information; they can be searched for in the WFDSS help.

WFDSS Training and Support

A variety of WFDSS training and support materials are located on the WFDSS home page. Here you can access modeling and decision learning resources, videos and various white papers and supporting documents. The Hot Picks section provides links to annual refresher materials as well as the most common WFDSS-related offerings; it's a column located on the right side of the WFDSS home page. The Training and Related References sections of the WFDSS home page are available here, respectively:
https://wfdss.usgs.gov/wfdss/WFDSS_Training.shtml and
https://wfdss.usgs.gov/wfdss/WFDSS_Resources.shtml.

Within the WFDSS application, the online help is a comprehensive set of help topics that are mapped to corresponding pages in the application. Click the help icon in the upper right of any page to access specific help information for any

page in the application. The online help can also be accessed here:
https://wfdss.usgs.gov/wfdss_help/index.htm.

Geographic Area Editors Support of WFDSS Users, Incidents and Agencies

Geographic Area Editors (GAE) are another source of WFDSS training and support. Their primary role is to support WFDSS users and incidents within their Geographic Area (GA), serve as interagency technical experts, and Point of Contacts for their agency or bureau.

GAEs from various agencies are typically designated within each GA. GAEs work cooperatively for the benefit of all users within their GA and are both able and expected to assist any caller from any agency within their GA.

Geographic Area Editors WFDSS Duties

- Grants and removes user roles (Viewer, Author, Dispatcher, Fire Behavior Specialist, and Data Manager) in the Training and Production systems within their GA.
 - Serves as a WFDSS expert to support WFDSS users within their GA.
 - Assists or otherwise provides oversight in the development of decision content for WFDSS decisions.
 - Provides “WFDSS Point of Contact (POC)” technical help during off hours and weekends.
 - Provides training and answers technical “how to” questions.
- Provides incident support within their GAs as needed, and when an incident owner is unavailable. Geographic Area Editors can:
 - Edit any WFDSS incident within their GA, in coordination with incident owners, editors and/or Approving Official(s);
 - Develop and share filters (groups, incident, analysis, and intelligence);
 - Upload incident and/or analysis shapefiles;
 - Transfer/modify incident ownership;
 - Grant incident privileges; and
 - Edit jurisdictional point of origin (in coordination with local unit and incident).
- Serves as Geographic Area POC for their agency or bureau:
 - Facilitates interagency cooperation and coordination in support of multijurisdictional incidents and field users.
 - Consults fire and resource management staff and agency leadership as needed on WFDSS decision content.
 - Coordinates with and provides backup to other GAEs within their GA.
 - Disables agency/bureau user accounts within their GA.
 - Disseminates technical information such as upgrades to the WFDSS system, “how to” guidance and training materials/announcements.
 - Participates in GAE calls to keep up to date on system changes or other relevant information to be shared with field units.

- Verifies completion of security training for non-federal account requests.
- Assists with the reactivation of disabled accounts within their GA. When a user with a disabled account contacts a GA editor, the GA can assign the user a role in WFDSS Production and it automatically syncs with the user's Training account. The user can then contact the Help Desk to reset their password and unlock the account.

Geographic Area Editors WFDSS Limitations

- Cannot reset passwords (users must contact the help desk to reset their password and unlock their account).
- Do not have privileges specific to Fire Behavior Specialist, Administrator or Helpdesk.
- Cannot view disabled accounts for users in other GAs.

Fire Behavior Analysis

Fire behavior analysis is 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). A comparison of these models (as well as FlamMap and FARSITE) can be found on the WFDSS homepage under the Training menu option (https://wfdss.usgs.gov/wfdss/WFDSS_Training.shtml), Modeling Learning Resources section.

WFDSS users assigned the Fire Behavior Specialist (FBS) role are responsible for fulfilling analysis needs for incidents. FBSs can be local; assigned to incident management teams in the form of LTANs, FBANs or GSANs; or provide assistance remotely. It's helpful to identify local FBSs pre-season to understand the local capacity for analysis assistance.

If a local FBS is not available to provide analysis for an active incident, you can request assistance by one of the following options: selecting Fire Behavior Request from the Information tab of an Incident and submitting the request (GAE's are monitoring these requests for their units), contacting a Geographic Area Editor directly, or calling the Analysis & Decision Content Support number listed on the WFDSS home page (### 208-473-8107 208-387-5253). Additional information about requesting assistance for an incident can be found on the Decision Support section of the Wildland Fire Management Research, Development and Application group home page at https://wfmrda.nwcg.gov/decision_support.php.

Relative Risk Assessment

The Relative Risk Assessment is required before publishing a Decision for an incident. Its purpose is to assist you in planning for, assessing, and managing your incidents. Incident Owners or Editors can perform the assessment, which provides a quick but comprehensive assessment of the risk of the fire. 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. As the graphs for each component are completed, you can document thoughts/reasons for inputs in accompanying text boxes. This text automatically populates in the WFDSS decision but the graphs themselves do not (they can be manually added if you choose). The three outputs are then evaluated in a final step that provides the Relative Risk rating for the fire. 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. The help topics About Relative Risk and Calculating Relative Risk provide additional information and can be located in the WFDSS online help available at https://wfdss.usgs.gov/wfdss_help/index.htm.

Organization Assessment

The Organization Assessment (OA) is required to publish a Decision for an incident. It guides Agency Administrators in their incident management organization selection, both in escalating and moderating situations (i.e., this process can be used to expand or contract organizations). The OA is based on Relative Risk, implementation difficulty, and socio-political concerns. The final part of the OA combines these variables to allow users to select the level of incident management needed. The help topics Organization Assessment Reference provides additional information and can be located in the WFDSS online help at https://wfdss.usgs.gov/wfdss_help/index.htm.

Incident KMZ (left menu)

Incident KMZ files can be downloaded to include all of the incident spatial data and completed analyses from the Published Decision(s). The spatial data is composed of incident and analysis shapes found in the Incident and Analysis map layers on the Situation map. Shapes include planning areas, fire perimeters, management action points, incident objective shapes, analysis outputs and analysis ignition files. If a decision is pending, only spatial information available to all users will be provided in the KMZ.

WFDSS Suggested Refresher and Preseason Items

It's recommended that units provide annual WFDSS refreshers to all individuals that may be involved in incident decision-making and documentation. It's also important to identify individuals assigned the Fire Behavior Specialist role in WFDSS to understand a unit's capacity for providing analysis products, and to identify future analysts for training and exposure come fire season.

WFDSS Refresher Training Recommendations are located in the Line Officer Resources section of the WFM RD&A web page (https://wfmrda.nwcg.gov/line_officer_resources.php). Additional refresher information can be found on the WFDSS home page (Training and Related References menu options, annual refresher documents in Hot Picks) and from GAEs. Suggested minimum duration for review is two hours.

It is suggested that the following items are covered in annual WFDSS refreshers:

- *Strategic Objectives and Requirements* – briefly review what is currently pre-loaded in WFDSS, discuss if there is conflicting information within the same Strategic Objective (SO) or FMU, and evaluate what fire management options can be utilized within each SO/FMU. Determine if edits are needed to update the information currently in WFDSS.
- *Relative Risk* – can be visited pre-season to define some local inputs.
- *Boundary Fires* – discuss, with interagency partners, how fires will be managed along boundaries. Utilize a fire scenario for this discussion if possible and work through the WFDSS process.
- *Unit Fire Planning* – review planning-related shapes associated to ensure they are still applicable and to identify potential needs for one or more Other Unit Shapes.
- *Fire Scenario* – utilize WFDSS Training to develop one or more fire scenarios and guide corresponding discussions. Utilize a fire scenario that is somewhat complex and includes interagency partners.
 - Planning Area – draw a planning area with dialogue around how to draw it and what to include within it.
 - Values Inventory – review the values inventory that’s derived from drawing the planning area. Document missing values, if any, and determine if shapes are available to represent them.
 - Situation Map/Tab – review available map layers and the data they contain, and check system preferences to ensure that all applicable map layers are available for viewing.
 - Relative Risk and Organizational Assessment – complete this process making notes of what various elements were rated and why.
 - Incident Objectives / Incident Requirements – write them for the scenario. Review to ensure they address the what, when, where and why to communicate leader’s intent and indicate priority.
 - Course of Action – develop a course of action that further explains leader’s intent, the priorities for the incident, and as needed, what not to do.
 - Scenarios – as the above information is developed, discuss the potential scenarios and document those actions not taken in the assessment or rationale.
 - Rationale – draft the rationale to include “My decision is…” information. This is the executive summary of the document. Consider documenting what is allowed in the management plan, the probability

of being successful, the expected duration, and what was considered but rejected. The Rationale section provides a list of items to consider addressing and discussing.

- If interagency partners are not involved in the scenario, discuss who, when and how they would have been involved during an incident.
- *Fire Behavior Models*
 - Discuss the various models (FSPro, NTFB, STFB, Basic) and how any of them might be utilized to inform decision content.
 - Review the values at risk information provided by the models and how it varies from the values inventory.
 - Discuss how the models might be utilized to answer what types of questions (practice forming the questions first, and then determining which modeling tool would provide the best answer).
 - Review products previously utilized by the Unit to evaluate risk on a fire or assist with decision-making.

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Risk Management

Identify Hazards (Situation Awareness)

- Gather Information
 - Objective(s)
 - Communication
 - Who's in Charge
 - Scout the Fire
- Previous Fire Behavior
 - Weather Forecast
 - Local Factors

Assess Hazards

- Estimate Potential Fire Behavior Hazards
 - Look Up/Down/Around Indicators
- Identify Tactical Hazards
 - Watch Outs
- As conditions change, what other safety hazards are likely to exist?
- Consider probability versus severity?

Develop Controls and Make Risk Decisions

- Develop control measures that reduce risk:
 - Firefighting Orders → LCES
 - Anchor Point
 - Downhill Checklist (if applicable)
 - What other controls are necessary?
 - Engineering/Administrative
 - PPE
 - Educational
 - Avoidance
 - Emergency Medevac Procedures/Plan
- Are controls in place to mitigate risk?
 - NO - Reassess situation
 - YES - Next question
- Are selected tactics based on expected fire behavior?
 - NO - Reassess situation
 - YES - Next question
- Have instructions been given and understood?
 - NO - Reassess situation
 - YES - Next question
- Consider risk versus gain

Implement Controls

- Ensure controls are in place and being implemented by personnel.
- Ensure controls are integrated operational plan and understood at all levels.

Supervise and Evaluate

- Are controls adequately mitigating the hazards?
 - NO – Reassess and consider:
 - Human Factors:
 - Low experience level?
 - Distracted from primary tasks?
 - Fatigue or stress reaction?
 - Unsafe attitude?
 - The Situation:
 - What is changing?
 - Are strategy and tactics working?

If situation changes significantly, restart Risk Management Process at the appropriate step.

Standard Firefighting Orders

1. Keep informed on fire weather conditions and forecasts.
2. Know what your fire is doing at all times.
3. Base all actions on current and expected behavior of the fire.
4. Identify escape routes and safety zones and make them known.
5. Post lookouts when there is possible danger.
6. Be alert. Keep calm. Think clearly. Act decisively.
7. Maintain prompt communications with your forces, your supervisor and adjoining forces.
8. Give clear instructions and insure they are understood.
9. Maintain control of your forces at all times.
10. Fight fire aggressively, having provided for safety first.

Watch Out Situations

1. Fire not scouted and sized up.
2. In country not seen in daylight.
3. Safety zones and escape routes not identified.
4. Unfamiliar with weather and local factors influencing fire behavior.
5. Uninformed on strategy, tactics, and hazards.
6. Instructions and assignments not clear.
7. No communication link with crew members/supervisor.
8. Constructing fireline without safe anchor point.
9. Building fireline downhill with fire below.
10. Attempting frontal assault on fire.
11. Unburned fuel between you and fire.
12. Cannot see main fire, not in contact with anyone who can.
13. On a hillside where rolling material can ignite fuel below.
14. Weather is getting hotter and drier.
15. Wind increases and/or changes direction.
16. Getting frequent spot fires across line.
17. Terrain and fuels make escape to safety zones difficult.
18. Taking nap near fireline.