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| **Location:** |       |
| **Date:**MM/DD/YY |       |
| **Respondent:**First, Last |       |
| **Reviewed by:**First, Last |       |

**For Agency Preparedness Review, you will need to have the following items available for review:**

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| **CHECKLIST ITEM #** | **DOCUMENTATION** |
| 6 | Certification of completion for Fire Management Leadership course |
| 8 | Delegation of Authority to the FMO |
| 10 | Master agreements with annual operating plans |
| 18 | Annual Delegation of Authority and/or expectations for the Agency’s Type 3, 4, and 5 ICs |
| 27 | *Agency Administrator’s Guide to Critical Incident Management* (or equivalent) |
|  | *Interagency Standards for Fire and Fire Aviation Operations*(<https://www.nifc.gov/policies/pol_ref_redbook.html>) |

**Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
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| 1 | Ensures Fire Management Plan (FMP) reflects the agency commitment to firefighter and public safety while utilizing the full range of fire management activities available for ecosystem sustainability.*[RB Ch 6: Agency Superintendent]* | Choose an item. |       |
| 2 | Establishes a fire organization to meet Agency fire management objectives based on national, state, and local priorities and within national allocations.*[RB Ch 6: Agency Superintendent]* | Choose an item. |       |
| 3 | Develops fire management standards and constraints that are compliant with agency fire policies.*[RB Ch 6: Agency Superintendent]*  | Choose an item. |       |
| 4 | Ensures use of fire funds are in compliance with department and agency policies.*[RB Ch 6: Agency Superintendent]* | Choose an item. |       |
| 5 | Ensures incident responses will be based on current and approved Resource Management Plans (RMPs) and FMPs.*[RB Ch 6: Agency Superintendent]* | Choose an item. |       |
| 6 | Ensures that personnel delegated fire program responsibilities have completed fire training requirements.*[RB Ch 6: Agency Superintendent]* | Choose an item. |       |
| 7 | Publishes decisions in the Wildland Fire Decision Support System (WFDSS) as per Chapter 6 and Chapter 11.*[RB Ch 6: Agency Superintendent]* | Choose an item. |       |
| 8 | Provides a written Delegation of Authority to FMOs that gives them an adequate level of operational authority. If fire management responsibilities are zoned, ensures that all appropriate Agency Administrators have signed the delegation. | Choose an item. |       |
| 9 | Ensures only trained, certified fire and non-fire personnel are available to support fire operations at the local and national level.[*RB Ch 6: Agency Superintendent]* | Choose an item. |       |
| 10 | Ensures cooperator master agreements and cooperative agreements are valid and in compliance with agency policy, and that attached annual operating plans are current.*[RB Ch 6: Agency Superintendent]* | Choose an item. |       |
| 11 | Personally visit fires each year.  | Choose an item. |       |
| 12 | Annually convenes and participates in pre- and post-season fire meetings.*[RB Ch 6: Agency Superintendent]* | Choose an item. |       |
| 13 | Reviews critical operations and safety policies and procedures with fire and fire aviation personnel.*[RB Ch 6: Agency Superintendent]* | Choose an item. |       |
| 14 | Ensures timely follow-up to fire preparedness and program reviews. | Choose an item. |       |
| 15 | Ensures fire and fire aviation preparedness reviews are conducted annually in all unit offices. Participates in at least one review annually. | Choose an item. |       |
| 16 | Ensures investigations are conducted for incidents with potential, entrapments, and serious accidents as per the standards in Chapter 18.*[RB Ch 6: Agency Superintendent]* | Choose an item. |       |
| 17 | Provides a written Delegation of Authority, copy of the Wildland Fire Decision Support System (WFDSS) Published Decision, and an Agency Administrator Briefing to Incident Management Teams.*[RB Ch 6: Agency Superintendent]* | Choose an item. |       |
| 18 | Provides a written Delegation of Authority and/or expectations to the unit’s Type 3, 4, and 5 Incident Commanders annually prior to fire season.[*RB Ch 6: Agency Superintendent]* | Choose an item. |       |
| 19 | Ensures resource advisors are identified, trained, and available for incident assignment. Refer to *Resource Advisor's Guide for Wildland Fire PMS 313, NFES 1831, Jan 2004.* | Choose an item. |       |
| 20 | Attends post fire closeout on Type 1 and Type 2 fires (attendance may be delegated).*[RB Ch 6: Agency Superintendent]* | Choose an item. |       |
| 21 | Ensures trespass actions are initiated and documented to recover cost of suppression activities, land rehabilitation, and damages to the resource and improvements for all human-caused fires where liability can be determined, as per *90 IAM 5-H: Wildland Fire Origin and Cause Investigation Handbook.**[RB Ch 6: Agency Superintendent]* | Choose an item. |       |
| 22 | Ensures compliance with National and Regional Office policy for prescribed fire activities. Participates in periodic reviews of the prescribed fire program. | Choose an item. |       |
| 23 | Ensures prescribed fire plans that are approved meet agency policies.*[RB Ch 6: Agency Superintendent]* | Choose an item. |       |
| 24 | Ensures the prescribed fire plan has been reviewed and recommended by a qualified technical reviewer who was not involved in the plan preparation. | Choose an item. |       |
| 25 | Ensures the *Agency Administrator Ignition Authorization* (PMS 485) is signed and dated with the time frame identified before the prescribed fire is ignited. | Choose an item. |       |
| 26 | Ensures Agency Safety Program is in place, has a current plan, has an active safety committee that includes the fire program. | Choose an item. |       |
| 27 | Annually updates and reviews the *Agency Administrator’s Guide to Critical Incident Management* (or equivalent)*.* | Choose an item. |       |
| 28 | Ensures that a current emergency medical response plan is in place and accessible. | Choose an item. |       |
| 29 | Ensures current fire and weather information is posted (hardcopy, web, etc.) and available for all employees. | Choose an item. |       |