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

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

|  |  |
| --- | --- |
| **CHECKLIST ITEM #** | **DOCUMENTATION** |
| 1, 2, 6, 8 | Documentation listed – individual training |
| 3 | Incident Qualifications and Certification (Red Card) |
| 4 | Receipt for Property (D-105) and/or Property Pass (DI-1934) |
| 7 | Current Driver’s License and Motor Vehicle Authorization |
| 9 | Employee EPAPs |
| 14 | Employee orientation documentation |
| 33 | Risk Assessments |
| 34 | Tailgate safety session documentation |

|  |  |
| --- | --- |
| **CHECKLIST ITEM #** | **CHECKLIST REFERENCES** |
| 6b, 6c, 9, 10, 14 | Employee Orientation Checklist  |

**TRAINING AND READINESS**

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

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 1 | Annual firefighter refresher training (RT-130) is complete.*[RB Ch 13]* | Choose an item. |       |
| 2 | Fire shelter training and practice drills are complete.*[RB Ch 7, 13]* | Choose an item. |       |
| 3 | Incident Qualification and Certification Card (Red Card) is current.*[RB Ch 13]* | Choose an item. |       |
| 4 | Personal fire equipment is issued, available and complies with established property control/management procedures: |  |  |
|  | 1. Personal protective equipment is issued and serviceable.

*[RB Ch 7]* | Choose an item. |       |
|  | b. Personal fire gear bag and line gear are ready and meets weight standard. *[National Mobilization Guide]* | Choose an item. |       |
|  | c. Fire shelter is inspected and meets standards. *[RB Ch 7]* | Choose an item. |       |
| 5 | Firefighter participates in the units’ fitness program.*[*RB Ch 13*]* | Choose an item. |       |
| 6 | Employee has attended mandatory orientation/training to include: |  |  |
|  | a. Local resource management issues | Choose an item. |       |
|  | b. Roles and responsibilities/chain of command/unit table of organization | Choose an item. |       |
|  | d. First Aid | Choose an item. |       |
|  | e. CPR | Choose an item. |       |
|  | f. Bloodborne Pathogens | Choose an item. |       |
|  | g. HAZMAT - First Responder Awareness Level | Choose an item. |       |
|  | h. USGS Hazard Communications – GHS | Choose an item. |       |
|  | i. Defensive driving training if applicable and BL 300 Fire Vehicle Driver Orientation Course | Choose an item. |       |
| 7 | All drivers have valid driver licenses for appropriate for the motor vehicle they may operate and Motor Vehicle Authorization in accordance with IAM 25, Chapter 4, Motor Vehicle Safety Program.*[RB Ch 7]* | Choose an item. |       |
| 8 | Position task books are properly initiated, reviewed, and documented for the employee.*[RB Ch 13]* | Choose an item. |       |

**LEADERSHIP AND MANAGEMENT**

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

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 9 | Each subordinate employee has reviewed and signed an Employee Performance Appraisal Plan (EPAP) for the current season. | Choose an item. |       |
| 10 | Each subordinate employee has a reviewed Individual Development Plan (IDP) on file. | Choose an item. |       |
| 11 | Develops, implements, evaluates, and documents fire and fire aviation training to meet current and anticipated needs.*[RB Ch 13]* | Choose an item. |       |
| 12 | Work Capacity Tests are administered according to standards including preparation of a medical response plan, qualified Medical First Responder and completed and signed Risk Assessment.*[RB Ch 13]* | Choose an item. |       |
| 13 | Annual Fireline Safety Refresher Training has been administered for subordinates.*[RB Ch 13]* | Choose an item. |       |
| 14 | Ensures each subordinate employee has agency orientation. | Choose an item. |       |
| 15 | Ensures that fire and fire aviation management employees understand their roles, responsibilities, authority, and accountability. | Choose an item. |       |
| 16 | Ensures subordinates participate in the units’ fitness program. | Choose an item. |       |
| 17 | Develops, maintains, and/or implements current operational plans (e.g., dispatch, preparedness, prevention). | Choose an item. |       |
| 18 | Ensures assigned fire facilities meet policy and safety requirements, are maintained in a professional manner and operational for the fire season. | Choose an item. |       |
| 19 | Complies with established property control/management procedures. | Choose an item. |       |
| 20 | Organizes trains, equips, and directs a qualified workforce. | Choose an item. |       |
| 21 | Ensures that only trained and qualified personnel are assigned to fire and fire aviation duties. | Choose an item. |       |
| 22 | Establishes and implements a post-incident assignment performance review process for each employee. | Choose an item. |       |
| 23 | Ensures engines/crews are meeting required staffing levels and qualification requirements.*[RB Ch 14]* | Choose an item. |       |
| 24 | Ensures that engine captains/boss maintain engines in accordance with property and fleet guidelines, and other vehicles are maintained according to policy. | Choose an item. |       |
| 25 | Employee is familiar with administrative issues and prepares proper documents as required: |  |  |
|  | a. Time and Attendance (QuickTime) | Choose an item. |       |
|  | b. Crew time reports | Choose an item. |       |
|  | c. Fire time reports | Choose an item. |       |
|  | d. Travel vouchers/per diem forms (Concur) | Choose an item. |       |
|  | e. Accident/injury reporting (CA1/CA2/CA16) through SMIS | Choose an item. |       |
|  | f. Credit card purchases and records | Choose an item. |       |
|  | g. Fleet gas cards | Choose an item. |       |
| 27 | Ensures compliance with work/rest guidelines during all fire and fire aviation activities.*[RB Ch 6]* | Choose an item. |       |
| 28 | Has access to the Unit Safety Plan and ensures that the unit safety program is implemented. | Choose an item. |       |
| 29 | Annually participates in pre-and post-season fire meetings where management controls and critical safety issues are discussed. | Choose an item. |       |
| 30 | Reviews critical operations and safety policies and procedures with fire and fire aviation personnel. | Choose an item. |       |
| 31 | Participates in fire program management reviews and investigations. | Choose an item. |       |
| 32 | Ensures After Action Reviews are conducted. | Choose an item. |       |
| 33 | Risk Assessments (RA) are completed for suppression-related activities and crews are briefed on RA prior to beginning work. | Choose an item. |       |
| 34 | Ensures that job-specific tailgate safety sessions are conducted and documented.*[RB Ch 7]* | Choose an item. |       |
| 35 | Ensures that incoming personnel and crews are briefed prior to fire and fire aviation assignments. | Choose an item. |       |
| 36 | Ensures current fire and weather information is posted (hardcopy, web, etc.) and available for all employees. | Choose an item. |       |
| 37 | Employee is familiar with safety reporting processes as required: |  |  |
|  | a. Safety Management Information System (SMIS) *[RB Ch 7]* | Choose an item. |       |
|  | b. SAFENET reporting *[RB Ch 7]* | Choose an item. |       |
|  | c. SAFECOM reporting *[RB 16]* | Choose an item. |       |

**COMPLETE CHECKLIST #21, VEHICLES**