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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** |
| 19 | Agreements with annual operating plans |
| 35 | *Agency Administrator’s Guide to Critical Incident Management* (or equivalent) |
| 39 | Agency Emergency Medical Plan |
| 40 | Air Ambulance Service Documentation |
| 44-48 | Published WFDSS Decision(s) |
|  | *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 the fire program is funded and managed to provide for safe and effective fire management activities. | Choose an item. |  |
| 2 | Ensures 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. | Choose an item. |  |
| 3 | Ensures appropriate reporting is implemented for all incidents. Ensures Final Fire Reports are completed and certified in InFORM Inspector. | Choose an item. |  |
| 4 | Ensures only trained and qualified personnel are assigned to fire and fire aviation duties. | Choose an item. |  |
| 5 | Ensures that burned acres identified and reported as achieving resource management objectives are identified through an interdisciplinary review process. | Choose an item. |  |
| 6 | Ensures acres burned in a wildfire that achieve resource management objectives as defined in LRMP/FMP are reported in the NFPORS Non-National Fire Plan (Non-NFP) portal. | Choose an item. |  |
| 7 | Ensures the unit safety program is implemented and provides direction for fire and non-fire safety regulations, training, and concerns. | Choose an item. |  |
| 8 | Ensures completion of a Risk Assessment (RA) for fire and fire aviation activities, and non-fire activities so mitigation measures are taken to reduce risk. | Choose an item. |  |
| 9 | Ensures compliance with work/rest guidelines during all fire and fire aviation activities. | Choose an item. |  |
| 10 | Ensures fire and fire aviation management employees understand their role, responsibilities, authority, and accountability. | Choose an item. |  |
| 11 | Organizes, trains, equips, and directs a qualified work force. | Choose an item. |  |
| 12 | Establishes and implements a post incident assignment performance review process for each employee. | Choose an item. |  |
| 13 | Develops, implements, evaluates, and documents fire and fire aviation training to meet current and anticipated needs. | Choose an item. |  |
| 14 | Ensures that initial response plans (e.g. step-up plans, preplanned response) are in place and provide for initial response commensurate with guidance provided in the Fire Management Plan and Land/Resource Management Plan. Ensures that initial response plans reflect agreements and annual operating plans and are reviewed annually prior to fire season. | Choose an item. |  |
| 15 | Ensures fire and fire aviation policies are understood, implemented, and coordinated with other agencies as appropriate. | Choose an item. |  |
| 16 | Monitors fire suppression activities to recognize when complexity levels exceed program capabilities. Increases managerial and operational resources to meet the need. | Choose an item. |  |
| 17 | Monitors fire season severity predictions, fire behavior, and fire activity levels. Ensures national fire severity funding and national preposition funding is requested in a timely manner, used, and documented in accordance with agency standards. | Choose an item. |  |
| 18 | Monitors the expenditure of Short-Term and/or Long-Term Severity funding. | Choose an item. |  |
| 19 | Ensures agreements with cooperators are valid and in compliance with agency policy, and that attached Annual Operating Plans are current. | Choose an item. |  |
| 20 | Develops, maintains, and implements current operational plans (e.g., dispatch, preparedness, prevention, drawdown). | Choose an item. |  |
| 21 | Develops, maintains, and implements restrictions procedures in coordination with cooperators whenever possible. | Choose an item. |  |
| 22 | Ensures that the use of fire funds complies with department and agency policies. | Choose an item. |  |
| 23 | Reviews and approves appropriate overtime authorization requests for personnel providing fire suppression coverage during holidays, special events, and abnormal fire conditions. | Choose an item. |  |
| 24 | Ensures a process is established to communicate fire information to public, media, and cooperators. | Choose an item. |  |
| 25 | Annually convenes and participates in pre- and post-season fire meetings where management controls and critical safety issues are discussed. | Choose an item. |  |
| 26 | Oversees pre-season preparedness review of fire and fire aviation program. | Choose an item. |  |
| 27 | Initiates, conducts, and/or participates in fire program management reviews and investigations. | Choose an item. |  |
| 28 | Personally participates in periodic site visits to outstations, individual incidents, and projects. | Choose an item. |  |
| 29 | Utilizes the Risk and Complexity Assessment (Appendices E & F) to ensure the proper level of management is assigned to all incidents. | Choose an item. |  |
| 30 | Ensures transfer of command on incidents occurs as per Chapter 11 of the Red Book. | Choose an item. |  |
| 31 | Ensures incoming personnel and crews are briefed prior to fire and fire aviation assignments. | Choose an item. |  |
| 32 | Works with cooperators, groups, and individuals to develop and implement processes and procedures for providing fire safe communities within the wildland urban interface. | Choose an item. |  |
| 33 | Ensures 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 that ignite on BIA jurisdiction where liability can be determined. | Choose an item. |  |
| 34 | Ensures required unit personnel are trained in fire cause determination and fire trespass. | Choose an item. |  |
| 35 | Annually updates and reviews the *Agency Administrator’s Guide to Critical Incident Management* (or equivalent)*.* | Choose an item. |  |
| 36 | Ensures 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). | Choose an item. |  |
| 37 | Ensures standards in current National and Local Mobilization Guides are followed. | Choose an item. |  |
| 38 | Complies with established property control/management procedures. | Choose an item. |  |
| 39 | Ensures that unit has a Medical Emergency Plan for responding to field medical emergencies. The plan will identify: |  |  |
|  | 1. Roles and responsibilities | Choose an item. |  |
|  | 1. Any known hazards and related mitigations | Choose an item. |  |
|  | 1. Medical plan identifying available medical resources (air and ground transportation) | Choose an item. |  |
|  | 1. Necessary coordination between the fire program, dispatch, and service providers | Choose an item. |  |
| 40 | Ensures that the unit has written procedures, processes, and/or agreements in place for the use of local and regional air ambulance services. | Choose an item. |  |
| 41 | Ensures that all fire employees review and update their emergency contact information annually, either in Employee Express or in hard copy format. | Choose an item. |  |
| 42 | Ensures that newly procured fire vehicles adhere to the BIA fire vehicle identifier standards. | Choose an item. |  |
| 43 | Ensures that all fire personnel have access to the SAFENET and SAFECOM reporting systems. | Choose an item. |  |
| 44 | Ensures that appropriate individuals are trained and qualified in the use of decision support tools and their processes for planning and documenting of wildland fire management decisions. | Choose an item. |  |
| 45 | The unit has completed preseason data entry into the WFDSS system. | Choose an item. |  |
| 46 | Ensures the utilization of appropriate decision support tools and planning processes is documented for all wildland fire management decisions. | Choose an item. |  |
| 47 | Ensures that decision support tool documents are reviewed and approved by a trained and qualified official who has a written delegated authority to review and/or approve them on this unit. | Choose an item. |  |
| 48 | Ensures that decision support tool documents are included in the final fire package. | Choose an item. |  |