**Firefighter (2023)**

**Checklist #14**

| **Location:** |  |
| --- | --- |
| **Date:**  MM/DD/YY |  |
| **Respondent:**  First, Last |  |
| **Number of Years as a Firefighter:** |  |
| **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, 3, 8 | Documentation |
| 4 | BLM form 1112-11 and a valid current state driver’s license |
| 6 | *IRPG* |
| 13 | Incident qualification card (Red Card) |
| 14 | EPAP, if required |
| 15 | Position task book documentation |
| 16 | DI-105 (Receipt for Property) |
| 17 | Required PPE |
| 20 | Document listed |
|  | [*Interagency Standards for Fire and Fire Aviation Operations*](https://www.nifc.gov/standards/guides/red-book) |

| **CHECKLIST ITEM #** | **CHECKLIST REFERENCES** |
| --- | --- |
| 8b, 8c, 9-12 | [Employee Orientation Checklist](https://www.nifc.gov/standards/blm-preparedness-review) |

**TRAINING AND READINESS**

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

| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 1 | Wildland Fire Safety Training Annual Refresher, RT-130, is completed.  *[RB Ch 13]* |  |  |
| 2 | Safety meetings are conducted, and project level risk assessments (RA) are reviewed and signed prior to any non-routine task or at the beginning of the fire season.  *[RB Ch 7]* |  |  |
| 3 | If required for position, defensive driving training is complete.  *[RB Ch 2]* |  |  |
| 4 | Individual has BLM form 1112-11 and a valid current state driver’s license on file if driving a government vehicle or to drive private or rental vehicles for government business.  *[RB Ch 7]* |  |  |
| 5 | Firefighter participates in the unit’s fitness program.  *[RB Ch 2]* |  |  |
| 6 | Employee has *Incident Response Pocket Guide* (*IRPG*).  *[RB Ch 7]* |  |  |
| 7 | Employee is familiar with SAFENET and SAFECOM programs and understands reporting procedures.  *[RB Ch 7, Ch 16]* |  |  |

**JOB ORIENTATION TRAINING**

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

| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 8 | Employee has attended orientation to include: |  |  |
|  | 1. Mutual respect/civil rights   *[RB Ch 2]* |  |  |
|  | 1. Local resource management issues   *[Employee Orientation Checklist]* |  |  |
|  | 1. Roles and responsibilities/chain of command/unit table of organization   *[Employee Orientation Checklist]* |  |  |
|  | 1. First aid and CPR are current.   *[RB Ch 2]* |  |  |
|  | 1. Bloodborne pathogen training is complete.   *[RB Ch 2]* |  |  |
|  | 1. HAZWOPER – Field Awareness   *[RB Ch 2]* |  |  |
| 9 | Employee is familiar with employment options, career paths, and position requirements for:  *[Employee Orientation Checklist]* |  |  |
|  | 1. BLM fire and aviation positions |  |  |
|  | 1. Non-fire positions in the BLM |  |  |
|  | 1. Positions with other federal agencies |  |  |
| 10 | If required for position, individual development plan (IDP) is completed as per instructions. *[Employee Orientation Checklist]* |  |  |
| 11 | Employee is familiar with Interagency Fire Program Management (IFPM) requirements, National Wildfire Coordinating Group (NWCG) and agency-specific incident management position requirements, and GS-0401 Series Supplemental Qualification Standard for Wildland Fire Management Position requirements.  *[Employee Orientation Checklist]* |  |  |
| 12 | Employee is familiar with DOI Personnel Bulletin 18-01 (PB 18-01) *Prevention and Elimination of Harassing Conduct*.  *[Employee Orientation Checklist]* |  |  |

**LEADERSHIP AND MANAGEMENT**

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| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 13 | Incident qualification card (Red Card) is current.  *[RB Ch 13]* |  |  |
| 14 | Employee Performance Appraisal Plan (EPAP) is initiated and has been reviewed and signed by employee, if eligible.  *[370 DM 430, p. 19]* |  |  |
| 15 | Position task books are properly initiated, reviewed, and documented.  *[RB Ch 13]* |  |  |
| 16 | Complies with established property control/management measures.  *[BLM Manual 1520]* |  |  |

**PERSONAL PROTECTIVE EQUIPMENT (PPE)**

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| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 17 | Required Fireline PPE |  |  |
|  | 1. Wildland fire boots are a minimum of 8-inch-high, lace-type, exterior-leather work boots with melt-resistant, lug soles; Alaska is exempt from the lug sole requirement.   *[RB Ch 7]* |  |  |
|  | 1. Fire shelter is M-2002, Forest Service specification 5100-606 compliant.  * Regular size fire shelters are not manufactured prior to 2006. * Fire shelter is inspected and meets standards. * Fire shelter training and practice drills are conducted.   *[RB Ch 7]* |  |  |
|  | 1. Helmet meets ANSI Z89.1 or equivalent helmet meeting ANSI Z89.1 type 1, class G or NFPA 1977; chinstrap required.   *[RB Ch 7]* |  |  |
|  | 1. Goggles/safety glasses/mesh eyewear  * Positions requiring eye protection are nozzle operator, chainsaw operator/faller, helibase and ramp personnel, wildland fire chemical mixing personnel, and positions and/or activities identified in a JHA/RA. * Eye protection worn during all chainsaw operations including cleaning and fueling (meeting ANSI Z87.1). Steel mesh goggles are allowed during falling, bucking, and brushing operations. Face shield is only required where face protection is identified in a JHA/RA and must meet ANSI Z87.1.   *[RB Ch 7; RB Erratum]* |  |  |
|  | 1. Hearing protection is worn by personnel exposed to a noise level in excess of 85db.  * Includes, but is not limited to, chainsaw operators/fallers, pump operators, helibase and aircraft ramp personnel, and wildland fire chemical mixing personnel   *[RB Ch 7]* |  |  |
|  | 1. Long-sleeved, flame-resistant shirt (yellow recommended) is NFPA 1977 compliant.   *[RB Ch 7]* |  |  |
|  | 1. Flame-resistant trousers are NFPA 1977 compliant.   *[RB Ch 7]* |  |  |
|  | 1. Gloves  * Leather or leather/flame-resistant combination * Flame-resistant flight gloves or NFPA-1977-compliant driving gloves can be used by heavy equipment operators, drivers, and fireline supervisors when not using fireline hand tools. * For helicopter observation flights, flight gloves (type GS/FRP-2), all-leather gloves (without synthetic liners) are acceptable if they provide the wearer with wrist coverage and finger dexterity, or flame-resistant Nomex® and leather design (conforms to Military Specification MIL-DTL-81188C).   *[RB Ch 7, 16]* |  |  |
|  | 1. Chainsaw operators wear chaps meeting the USFS Specification 6170-4F, 4G, or newer.  * Swampers wear chaps when the need is demonstrated by a risk analysis considering proximity to the sawyer, slope, fuel type, etc.   *[RB Ch 7]* |  |  |
|  | 1. Additional PPE as identified by local conditions, Safety Data Sheet, or JHA/RA.   *[RB Ch 7]* |  |  |
|  | 1. Individual is trained in the use of all required PPE.   *[RB Ch 7, Ch 14]* |  |  |
|  | 1. Personal fire gear bag and line gear are ready. |  |  |
|  | m. All equipment meets weight standard.  *[National Interagency Mobilization Guide]* |  |  |

**RADIO USERS (Law Enforcement, Field-going Personnel)**

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| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 18 | Radio equipment checked/updated annually or as changes occur.  *[MS-1292, Radio Communications Manual]* |  |  |
| 19 | The help desk (REMEDY) system used for reporting/managing radio and radio-related issues.  *[MS-1292, Radio Communications Manual]* |  |  |
| 20 | Repeater location maps and channel/frequency plans are provided upon request.  *[MS-1292, Radio Communications Manual]* |  |  |
| 21 | Radio user training provided at least annually.  *[MS-1292, Radio Communications Manual]* |  |  |
|  | 1. Radio training includes use and operation of mobile radios. |  |  |
|  | 1. Radio trainings includes operation and use of handheld radios. |  |  |
|  | 1. Radio training includes channel/frequency plans. |  |  |
|  | 1. Radio training includes user guides. |  |  |
| 22 | Employee demonstrates proficiency in handheld radio use and programming. |  |  |
| 23 | Knowledge of radio programming (if needed, analog/digital, CTCSS/NAC).  *[RB Ch 15]* |  |  |
| 24 | Frequency authorization and use issues have been explained to the employee.  *[DM 377, MS 1291]* |  |  |
| 25 | Radio User Comments |  |  |