**Interagency Hotshot Crew (2023)**

**Checklist #16**

| **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 | Crew table of organization |
| 3 | Letter to GACC regarding status |
| 4 | [*Standards for Interagency Hotshot Crew Operations*](https://www.nifc.gov/nicc/logistics/crews/SIHCO.pdf)(SIHCO), Appendix C |
| 8 | DI-105 (Receipt for Property) |
| 10 | Employee EPAPs |
| 12 | Employee incident qualification cards (red cards)­­­­ |
| 13, 15, 18 | Employee training records |
| 16 | Employee CDLs |
| 17 | Employee driver’s license and form 1112-11 |
| 20, 21 | Risk assessments (RAs) |
| 22 | Documentation of tailgate safety sessions/6 Minutes for Safety |
| 27 | Documents listed |
|  | [*BLM Standards for Fire Training and Workforce Development*](https://www.nifc.gov/sites/default/files/blm/training/Stds_Trng_WFD.pdf) |
|  | [*Interagency Standards for Fire and Fire Aviation Operations*](https://www.nifc.gov/standards/guides/red-book) |

| **CHECKLIST ITEM #** | **CHECKLIST REFERENCES** |
| --- | --- |
| 11 | [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 | Crew meets agency and national standards for organizational requirements.  *[RB Ch 2, Ch 13; SIHCO]* |  |  |
|  | 1. Superintendent |  |  |
|  | 1. Assistant superintendent |  |  |
|  | 1. Squad leaders |  |  |
|  | 1. Total number of career positions on table of organization (PFT and career seasonal) |  |  |
| 2 | Crew meets agency and national standards for:  *[RB Ch 2; SIHCO]* |  |  |
|  | 1. Mobilization and get away time frames |  |  |
|  | 1. Government-issued purchase cards |  |  |
|  | 1. 40 hours operational preparedness training |  |  |
| 3 | Crew is properly statused with the appropriate geographic area coordination center.  [*SIHCO]* |  |  |
| 4 | Appendix C, *Standards for Interagency Hotshot Crew Operations Annual IHC Mobilization Checklist* completed and forwarded to the state fire management officer.  *[RB Ch 2, SIHCO]* |  |  |
| 5 | Module meets agency standards for:  *[RB Ch 2]* |  |  |
|  | 1. Superintendent |  |  |
|  | 1. Assistant superintendent |  |  |
|  | 1. Squad leader |  |  |
|  | 1. Senior firefighter |  |  |
|  | 1. Firefighter |  |  |
|  | 1. Minimum crew size |  |  |
| 6 | Supervisors are familiar with administrative issues and prepare proper documents as required: |  |  |
|  | 1. Time and attendance (Quicktime) |  |  |
|  | 1. Crew time reports |  |  |
|  | 1. Fire time reports |  |  |
|  | 1. Travel vouchers (Concur) |  |  |
|  | 1. Accident/injury reporting   (CA1/CA2/CA16)/ECOMP |  |  |
|  | 1. Credit card purchases and records |  |  |
|  | 1. Fleet fuel cards |  |  |
| 7 | Supervisors are familiar with safety reporting processes as required: |  |  |
|  | 1. Safety Management Information System (SMIS)   *[RB Ch 7]* |  |  |
|  | 1. SAFENET reporting   *[RB Ch 7]* |  |  |
|  | 1. SAFECOM reporting   *[RB Ch 16]* |  |  |
| 8 | Complies with established property control/management measures.  *[BLM Manual 1520]* |  |  |
| 9 | Supervisors are familiar with air cargo transport limitations and requirements, including: |  |  |
|  | 1. Purging of gas receptacles   *[NWCG Standards for Aviation Transport of Hazardous Materials]* |  |  |
|  | 1. Air transport manifesting   *[NWCG Standards for Helicopter Operations, Ch 7]* |  |  |
|  | 1. Weight limitations   *[National Interagency Mobilization Guide]* |  |  |
|  | 1. Safe packaging procedures for specialized equipment   [*NWCG Standards for Helicopter Operations, Ch11]* |  |  |
| 10 | Each employee has an Employee Performance Appraisal Plan (EPAP) in place.  *[370 DM 430]* |  |  |
| 11 | Employees are provided mandatory safety and health training.  *[H-1112-1; Employee Orientation Checklist]* |  |  |

**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** |
| --- | --- | --- | --- |
| 12 | Each employee has a current incident qualification card printed using the IQCS.  *[RB Ch 13]* |  |  |
| 13 | Each employee has a hard copy file folder or electronic file that contains:  *[RB Ch 13]* |  |  |
|  | 1. Training records for all agency required courses |  |  |
|  | 1. Evaluations from assignments, if required |  |  |
|  | 1. Position task book verification |  |  |
|  | 1. Yearly updated IQCS forms, if required |  |  |
|  | 1. Responder Master Record from IQCS |  |  |
|  | 1. Certifications (hardcopy or electronic) |  |  |
| 14 | Unit has access to training materials and equipment. |  |  |
| 15 | Employees are being provided the following mandatory training: |  |  |
|  | 1. Wildland Fireline Safety Annual Refresher Training, RT-130 *[RB Ch 13]* |  |  |
|  | 1. Work/rest requirements   *[RB Ch 7]* |  |  |
|  | 1. Defensive driving (if applicable)   *[RB Ch 2]* |  |  |
|  | 1. Driver duty limitations   *[RB Ch 7]* |  |  |
|  | 1. Risk management process   *[RB Ch 7]* |  |  |
|  | 1. CPR   *[RB Ch 2]* |  |  |
|  | 1. First aid   *[RB Ch 2]* |  |  |
|  | 1. Bloodborne pathogens (BBP)   *[RB Ch 2]* |  |  |
|  | 1. Risk assessments (RA)   *[RB Ch 7]* |  |  |
|  | 1. HAZWOPER – Field Awareness   *[RB Ch 2]* |  |  |
|  | 1. BLM Hazard Communications – GHS   *[RB Ch 2]* |  |  |
|  | 1. *Wildland Fire Chainsaws,* S-212, for chainsaw operators   *[RB Ch 13; PMS 310-1]* |  |  |
|  | 1. Any specific training identified by RA   *[RB Ch 13]* |  |  |
|  | 1. [Fuel Transport Hazardous Materials Training](https://www.fs.usda.gov/t-d/fueltran/training/index.html), if applicable.   [*RB Ch 2*] |  |  |
| 16 | Unit members possess commercial driver’s license where appropriate.  *[RB Ch 7]* |  |  |
| 17 | Each crew member who drives a government vehicle or drives private or rental vehicles for government business has a current state driver’s license and a BLM Form 1112-11 on file.  *[RB Ch 7]* |  |  |
| 18 | All crew personnel have completed Fire Vehicle Driver Orientation (BL-300) once and Fire Vehicle Driver Refresher Training (RT-301) annually.  *[RB Ch 2]* |  |  |
| 19 | Unit members participate in an established physical fitness program.  *[RB Ch 2]* |  |  |
| 20 | Unit has risk assessments completed for all suppression work practices/projects that have potential hazards.  *[RB Ch 7]* |  |  |
| 21 | Unit has risk assessment completed for all non-suppression work practices/projects that have potential hazards.  *[RB Ch 7]* |  |  |
| 22 | Unit has participated in a documented tailgate safety session weekly or at the beginning of each project. May use “6 Minutes for Safety.”  *[RB Ch 7]* |  |  |

**PERSONAL PROTECTIVE EQUIPMENT (PPE)**

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| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 23 | 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.   *[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 and meets ANSI Z87.1 standards. * 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. Members have required PPE and are trained to use safety equipment effectively.   *[RB Ch 7]* |  |  |

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

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| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 24 | Minimum number of radios  *[RB Ch 2, Ch 13]* |  |  |
| 25 | Radio equipment checked/updated annually or as changes occur.  *[MS-1292, Radio Communications Manual]* |  |  |
| 26 | The help desk (REMEDY) system used for reporting/managing radio and radio-related issues.  *[MS-1292, Radio Communications Manual]* |  |  |
| 27 | Repeater location maps and channel/frequency plans are provided upon request.  *[MS-1292, Radio Communications Manual]* |  |  |
| 28 | 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. |  |  |
| 29 | Knowledge of radio programming (if needed, analog/digital, CTCSS/NAC).  *[RB Ch 15]* |  |  |
| 30 | Frequency authorization and use issues have been explained to the employee.  *[DM 377, MS 1291]* |  |  |
| 31 | Radio User Comments |  |  |

**COMPLETE CHECKLIST #19, VEHICLES**

**COMPLETE CHECKLIST #20, FUEL TRANSPORT**