**Fire Operations Supervisor (2023)**

**Checklist #3**

| **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 Qualification Card (Red Card) |
| 4 | Receipt for Property (DI-105) |
| 7 | Current Driver’s License and BLM Form 1112-11 |
| 9 | Employee EPAPs |
| 6b, 6c, 14 | Employee Orientation Checklist (<https://www.nifc.gov/standards/blm-preparedness-review>) |
| 33 | Risk assessments |
| 34 | Tailgate safety session documentation |
| 38 | Required PPE |
| 41 | Documents listed |

**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 complete.  *[RB Ch 13]* |  |  |
| 2 | Fire shelter training and practice drills are complete.  *[RB Ch 7, Ch 13]* |  |  |
| 3 | Incident qualification card (red card) is current.  *[RB Ch 13]* |  |  |
| 4 | Personal fire equipment is issued, available and complies with established property control/management procedures.  *[BLM Manual 1520, DI-105]* |  |  |
|  | 1. Personal protective equipment is issued and serviceable.   *[RB Ch 7]* |  |  |
|  | 1. Personal fire gear bag and line gear are ready and meet weight standard.   *[National Interagency Mobilization Guide]* |  |  |
|  | 1. Fire shelter is inspected and meets standards.   *[RB Ch 7]* |  |  |
| 5 | Firefighter participates in the unit’s fitness program.  *[RB Ch 2]* |  |  |
| 6 | Employee has attended mandatory orientation/training 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   *[RB Ch 2]* |  |  |
|  | 1. CPR   *[RB Ch 2]* |  |  |
|  | 1. Bloodborne pathogens   *[RB Ch 2]* |  |  |
|  | 1. HAZWOPER – Field Awareness   *[RB Ch 2]* |  |  |
|  | 1. BLM Hazard Communications – GHS   *[RB Ch 2]* |  |  |
|  | 1. Defensive driving training   *[RB Ch 2]* |  |  |
|  | 1. [Fuel Transport Hazardous Materials Training](https://www.fs.usda.gov/t-d/fueltran/training/index.html), if applicable.   [*RB Ch 2*] |  |  |
| 7 | Procedures are in place to ensure all drivers who drive a government vehicle or drive private or rental vehicles for government business have a valid current state driver’s license and *BLM Form 1112-11* on file.  *[RB Ch 7]* |  |  |
| 8 | Position task books are properly initiated, reviewed, and documented for the employee.  *[RB Ch 13]* |  |  |

**LEADERSHIP AND MANAGEMENT**

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

| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 9 | Each subordinate employee has reviewed and signed an Employee Performance Appraisal Plan (EPAP) for the current season.  *[370 DM 430]* |  |  |
| 10 | Each subordinate employee has a reviewed individual development plan (IDP) on file, if requested.  *[370 DM 410]* |  |  |
| 11 | Develops, implements, evaluates, and documents fire and fire aviation training to meet current and anticipated needs.  *[RB Ch 2, Ch 13]* |  |  |
| 12 | Work capacity tests are administered according to standards including preparation of a medical response plan, qualified medical first responder/emergency medical responder and completed and signed risk assessment.  *[RB Ch 13]* |  |  |
| 13 | RT-130, *Wildland Fire Safety Training Annual Refresher* has been administered for subordinates.  *[RB Ch 13]* |  |  |
| 14 | Ensures each subordinate employee has agency orientation.  *[Employee Orientation Checklist]* |  |  |
| 15 | Ensures that fire and fire aviation management employees understand their roles, responsibilities, authority, and accountability.  *[RB Ch 2]* |  |  |
| 16 | Ensures subordinates participate in the units’ fitness program.  *[RB Ch 2]* |  |  |
| 17 | Develops, maintains, and/or implements current operational plans (e.g., dispatch, preparedness, prevention).  *[RB Ch 2]* |  |  |
| 18 | Ensures assigned fire facilities meet policy and safety requirements, are maintained in a professional manner and operational for the fire season.  *[RB Ch 2]* |  |  |
| 19 | Complies with established property control/management procedures.  *[RB Ch 2]* |  |  |
| 20 | Organizes trains, equips, and directs a qualified workforce.  *[RB Ch 2]* |  |  |
| 21 | Ensures that only trained and qualified personnel are assigned to fire and fire aviation duties.  *[RB Ch 2]* |  |  |
| 22 | Establishes and implements a post-incident assignment performance review process for each employee.  *[RB Ch 2]* |  |  |
| 23 | Ensures engines/crews are meeting required staffing levels and qualification requirements.  *[RB Ch 2, Ch 14]* |  |  |
| 24 | Ensures that engine captains maintain engines in accordance with *FEMPR* guidelines, and other vehicles are maintained according to policy.  *[RB Ch 2]* |  |  |
| 25 | Has completed Fire Vehicle Driver Orientation (BL-300, once) and/or Fire Vehicle Driver Refresher Training (RT-301, annually).  *[RB Ch 2]* |  |  |
| 26 | Employee is familiar with administrative issues and prepares proper documents as required: |  |  |
|  | 1. Time and attendance (Quicktime) |  |  |
|  | 1. Crew time reports |  |  |
|  | 1. Fire time reports |  |  |
|  | 1. Travel vouchers/per diem forms (Concur) |  |  |
|  | 1. Accident/injury reporting (CA1/CA2/CA16)/ECOMP |  |  |
|  | 1. Credit card purchases and records |  |  |
|  | 1. Fleet gas cards |  |  |
| 27 | Ensures compliance with work/rest guidelines during all fire and fire aviation activities.  *[RB Ch 2]* |  |  |
| 28 | Has access to the unit safety plan and ensures that the unit safety program is implemented.  *[RB Ch 2]* |  |  |
| 29 | Annually participates in preseason and postseason fire meetings where management controls and critical safety issues are discussed.  *[RB Ch 2]* |  |  |
| 30 | Reviews critical operations and safety policies and procedures with fire and fire aviation personnel.  *[RB Ch 2]* |  |  |
| 31 | Participates in fire program management reviews and investigations.  *[RB Ch 2]* |  |  |
| 32 | Ensures after action reviews are conducted.  *[RB Ch 18]* |  |  |
| 33 | Risk assessments (RA) are completed for suppression-related activities and crews are briefed on RA prior to beginning work.  *[RB Ch 2]* |  |  |
| 34 | Ensures that job-specific tailgate safety sessions are conducted and documented.  *[RB Ch 7]* |  |  |
| 35 | Ensures that incoming personnel and crews are briefed prior to fire and fire aviation assignments.  *[RB Ch 2]* |  |  |
| 36 | Ensures current fire and weather information is posted (hardcopy, web, etc.) and available for all employees.  *[RB Ch 2]* |  |  |
| 37 | Employee is familiar with safety reporting processes as required: |  |  |
|  | 1. Safety Management Information System (SMIS)   *[RB Ch 2]* |  |  |
|  | 1. SAFENET reporting   *[RB Ch 7]* |  |  |
|  | 1. SAFECOM reporting   *[RB Ch 16]* |  |  |
|  | 1. Fire Equipment Improvement and Deficiency Reporting System   *[RB Ch 2]* |  |  |

**PERSONAL PROTECTIVE EQUIPMENT (PPE)**

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

| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 38 | 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 5100-60 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. 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. 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. 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]* |  |  |

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

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

| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 39 | Radio equipment checked/updated annually or as changes occur.  *[MS-1292, Radio Communications Manual]* |  |  |
| 40 | The help desk (REMEDY) system used for reporting/managing radio and radio-related issues.  *[MS-1292, Radio Communications Manual]* |  |  |
| 41 | Repeater location maps and channel/frequency plans are provided upon request.  *[MS-1292, Radio Communications Manual]* |  |  |
| 42 | 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. |  |  |
| 43 | Knowledge of radio programming (if needed, analog/digital, CTCSS/NAC).  *[RB Ch 15]* |  |  |
| 44 | Frequency authorization and use issues have been explained to the employee.  *[DM 377, MS 1291]* |  |  |
| 45 | Radio User Comments |  |  |

**COMPLETE CHECKLIST #19, VEHICLES**

**COMPLETE CHECKLIST #20, FUEL TRANSPORT IF TRANSPORTING HAZARDOUS MATERIALS**