

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38

## Chapter 11 Incident Management and Response

### National Response Framework

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies—from the smallest incident to the largest catastrophe.

The Framework establishes a comprehensive, national, all-hazards approach to domestic incident response. Information about the NRF can be found at <https://www.fema.gov/emergency-managers/national-preparedness/frameworks/response>.

### National Incident Management System

The National Wildfire Coordinating Group (NWCG) follows the National Incident Management System (NIMS), which is a component of the NRF. NIMS provides a universal set of structures, procedures, and standards for agencies to respond to all types of emergencies. NIMS will be used to complete tasks assigned to the interagency wildland fire community under the NRF.

### Incident Management and Coordination Components of NIMS

Effective incident management requires:

- Command organizations to manage on-site incident operations.
- Coordination and support organizations to provide direction and supply resources to the on-site organization.

### Incident Command System (ICS)

The ICS is the on-site management system used in NIMS. The ICS is a standardized emergency management system specifically designed to provide for an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, communications, and procedures operating within a common organizational structure to manage incidents. ICS will be used by the agencies to manage wildland fire operations and all-hazard incidents.

### Wildfire Complexity

Wildfires are typed by complexity, from Type 5 (least complex) to Type 1 (most complex). The ICS organizational structure develops in a modular fashion based on the complexity of the incident. Complexity is determined by completing a Risk and Complexity Assessment (Refer to samples in Appendix E and F).

Incidents not meeting the recommended incident typing characteristics in the *Wildland Fire Incident Management Field Guide* (PMS 210) and later in this

1 chapter should have a documented Risk and Complexity Assessment (Appendix  
2 E) verifying the command organization is appropriate.

### 3 **Wildfire Risk and Complexity Assessment**

4 The NWCG has adopted the Risk and Complexity Assessment (RCA) form as a  
5 replacement for the Incident Complexity Analysis form and the Organizational  
6 Needs Assessment form. The RCA assists personnel with evaluating the  
7 situation, objectives, risks, and management considerations of an incident and  
8 recommends the appropriate organization necessary to manage the incident. The  
9 Risk and Complexity Assessment is found in Appendix E.

10 The RCA also includes common indicators of incident complexity to assist  
11 firefighters and managers with determining incident management organizational  
12 needs. These common indicators are found in Appendix F.

13 The RCA can be used to populate the Relative Risk Assessment and  
14 Organization Assessment portions of the Wildland Fire Decision Support  
15 System (WFDSS).

16 The RCA is also available at <https://www.nwcg.gov/publications/210>.

## 17 **Command Organizations**

### 18 **Incident Command**

19 All wildfires, regardless of complexity, will have an Incident Commander (IC).  
20 The IC is a single individual responsible to the Agency Administrator(s) for all  
21 incident activities. ICs are qualified according to the *NWCG Standards for*  
22 *Wildland Fire Position Qualifications* (PMS 310-1) and any additional agency  
23 requirements. The IC may assign personnel to any combination of ICS  
24 functional area duties in order to operate safely and effectively. ICS functional  
25 area duties should be assigned to the most qualified or competent individuals  
26 available.

27 Incident Commanders are responsible for:

- 28 • Obtaining a Delegation of Authority and/or expectations to manage the  
29 incident from the Agency Administrator. For Type 3, 4, or 5 incidents,  
30 delegations/expectations may be written or oral;
  - 31 ○ *BLM – BLM District Managers will provide a written Delegation of*  
32 *Authority and expectations to the unit's Type 3, 4, and 5 Incident*  
33 *Commanders annually prior to fire season.*
- 34 • Ensuring that safety receives priority consideration in all incident activities,  
35 and that the safety and welfare of all incident personnel and the public is  
36 maintained. Ensure standardized incident and communication center  
37 protocols identified in the Medical Incident Report section of the *IRPG* are  
38 utilized. The Medical Incident Report is found in the Medical Plan (ICS-  
39 206-WF) form available at <https://www.nwcg.gov/publications/ics-forms>;
- 40 • Assessing the incident situation, both immediate and potential;
- 41 • Maintaining command and control of the incident management  
42 organization;

- 1 • Ensuring transfer of command is communicated to host unit dispatch and to  
2 all incident personnel;
- 3 • Assisting with WFDSS documentation and support in close coordination  
4 with the local office(s), if requested by the delegating agency  
5 administrator(s);
- 6 • Developing incident objectives, strategies, and tactics, consistent with the  
7 Delegation of Authority and latest published WFDSS decision(s);
- 8 • Developing the organizational structure necessary to manage the incident;
- 9 • Approving and implementing the Incident Action Plan, as needed;
- 10 • Ordering, deploying, and releasing resources;
- 11 • Ensuring incident financial accountability and expenditures meet agency  
12 policy and standards; and
- 13 • Ensuring incident documentation is complete.

14 For purposes of initial attack, the first IC on scene qualified at any level will  
15 assume the duties of initial attack IC. The initial attack IC will assume the duties  
16 and have responsibility for all suppression efforts on the incident up to his/her  
17 level of qualification until relieved by an IC qualified at a level commensurate  
18 with incident complexity.

19 As an incident escalates and de-escalates, a continuing reassessment of  
20 complexity should be completed to validate the current command organization  
21 or identify the need for a different level of incident management.

22 An IC is expected to establish the appropriate organizational structure for each  
23 incident and manage the incident based on his/her qualifications, incident  
24 complexity, and span of control. If the incident complexity exceeds the  
25 qualifications of the current IC, the IC must continue to manage the incident  
26 within his/her capability and span of control until replaced.

#### 27 **On-site Command Organizations**

28 Command organizations responsible for incident management include:

- 29 • Type 5 Incident Command;
- 30 • Type 4 Incident Command;
- 31 • Type 3 Incident Command;
- 32 • Type 2 Incident Command;
- 33 • Type 1 Incident Command;
- 34 • National Incident Management Organizations (NIMO);
- 35 • Area Command; and
- 36 • Unified Command.

#### 37 **Incident Characteristics**

##### 38 **Type 5 Incident Characteristics**

- 39 • Ad hoc organization managed by a Type 5 Incident Commander.
- 40 • Primarily local resources used.
- 41 • ICS command and general staff positions are not activated.

- 1 • Resources vary from two to six firefighters.
- 2 • Incident is generally contained within the first burning period and often
- 3 within a few hours after resources arrive on scene.
- 4 • Additional firefighting resources or logistical support are not usually
- 5 required.
- 6 • May require a Published Decision in WFDSS.

#### 7 **Type 4 Incident Characteristics**

- 8 • Ad hoc organization managed by a Type 4 Incident Commander.
- 9 • Primarily local resources used.
- 10 • ICS command and general staff positions are not activated.
- 11 • Resources vary from a single resource to multiple resource task forces or
- 12 strike teams.
- 13 • Incident is usually limited to one operational period. However, incidents
- 14 may extend into multiple operational periods.
- 15 • Written Incident Action Plan (IAP) is not required. A documented
- 16 operational briefing will be completed for all incoming resources. Refer to
- 17 the *Incident Response Pocket Guide* for a briefing checklist.
- 18 • May require a Published Decision in WFDSS or other decision support
- 19 document.

#### 20 **Type 3 Incident Characteristics**

- 21 • Ad hoc or pre-established Type 3 organization managed by a Type 3
- 22 Incident Commander.
- 23 • The IC develops the organizational structure necessary to manage the
- 24 incident. Some or all of ICS functional areas are activated, usually at the
- 25 Division/Group Supervisor and/or unit leader level.
- 26 • The incident complexity analysis process is formalized and certified daily
- 27 with the jurisdictional agency. It is the IC's responsibility to continually
- 28 reassess the complexity level of the incident. When the assessment of
- 29 complexity indicates a higher complexity level, the IC must ensure that
- 30 suppression operations remain within the scope and capability of the
- 31 existing organization and that span of control is consistent with established
- 32 ICS standards.
- 33 • Local and non-local resources used.
- 34 • Resources vary from several resources to several task forces/strike teams.
- 35 • May be divided into divisions.
- 36 • May require staging areas and incident base.
- 37 • May involve low complexity aviation operations.
- 38 • May involve multiple operational periods prior to control, which may
- 39 require a written Incident Action Plan (IAP).
- 40 • Documented operational briefings will occur for all incoming resources and
- 41 before each operational period. Refer to the *Incident Response Pocket*
- 42 *Guide* for a briefing checklist.

- 1 • ICT3s will not serve concurrently as a single resource boss or have any non-
- 2 incident related responsibilities.
- 3 • May require a Published Decision in WFDSS.
- 4 • May require a written Delegation of Authority.

5 **Type 3 Incident Command**

6 When ICT3s are required to manage an incident, they must not have concurrent  
 7 responsibilities that are not associated with the incident and they must not  
 8 concurrently perform single resource boss duties.

9 As of October 1, 2019, PMS 310-1 qualifications as Operations Section Chief  
 10 Type 3 (OPS3), Planning Section Chief Type 3 (PSC3), Logistics Section Chief  
 11 Type 3 (LSC3), and Finance Section Chief Type 3 (FSC3) are required for  
 12 national mobilization.

13 The following position standards can be used for local incidents.

Type 3 Functional Responsibility	Minimum Qualification Standards
Safety	Line Safety Officer (SOFR)
Division	Single Resource Boss – Operational qualification must be commensurate with resources assigned (i.e., more than one resource assigned requires a higher level of qualification).
Information	Local entities can establish level of skill to perform function.

14 **Type 2 Incident Characteristics**

- 15 • Pre-established incident management team managed by Type 2 Incident
- 16 Commander.
- 17 • ICS command and general staff positions activated.
- 18 • Many ICS functional units required and staffed.
- 19 • Geographic and/or functional area divisions established.
- 20 • Complex aviation operations.
- 21 • Incident command post, base camps, staging areas established.
- 22 • Incident extends into multiple operational periods.
- 23 • Written Incident Action Plan required for each operational period.
- 24 • Operations personnel often exceed 200 per operational period and total
- 25 personnel may exceed 500.
- 26 • Requires a Published Decision in WFDSS or other decision support
- 27 document.
- 28 • Requires a written Delegation of Authority to the Incident Commander.

29 **Type 2 Incident Command**

30 These ICs command pre-established Incident Management Teams that are  
 31 configured with ICS Command Staff, General Staff and other leadership and  
 32 support positions. Personnel performing specific Type 2 command and general

1 staff duties must be qualified at the Type 1 or Type 2 level according to the PMS  
2 310-1 standards and any additional agency requirements.

### 3 **Type 1 Incident Characteristics**

- 4 • Pre-established Incident Management Team managed by Type 1 Incident  
5 Commander.
- 6 • ICS command and general staff positions activated.
- 7 • Most ICS functional units required and staffed.
- 8 • Geographic and functional area divisions established.
- 9 • May require branching to maintain adequate span of control.
- 10 • Complex aviation operations.
- 11 • Incident command post, incident camps, staging areas established.
- 12 • Incident extends into multiple operational periods.
- 13 • Written Incident Action Plan required for each operational period.
- 14 • Operations personnel often exceed 500 per operational period and total  
15 personnel may exceed 1000.
- 16 • Requires a Published Decision in WFDSS or other decision support  
17 document.
- 18 • Requires a written Delegation of Authority to the Incident Commander.

### 19 **Type 1 Incident Command**

20 These ICs command pre-established Incident Management Teams that are  
21 configured with ICS Command Staff, General Staff and other leadership and  
22 support positions. Personnel performing specific Type 1 Command and General  
23 Staff duties must be qualified at the Type 1 level according to the PMS 310-1  
24 standards and any additional agency requirements.

## 25 **Incident Management Teams**

### 26 **Area Command**

27 Area Command is an Incident Command System organization established to:

- 28 • Oversee the management of large or multiple incidents to which several  
29 Incident Management Teams have been assigned. Area Command may  
30 become Unified Area Command when incidents are multi-jurisdictional; or
- 31 • Provide strategic support and coordination services to decision makers such  
32 as Geographic Area MAC Groups, sub-geographic area MAC Groups,  
33 Agency Administrators, Geographic Area Coordination Centers, emergency  
34 operations centers, agency operations centers, or FEMA Joint Field Offices.

35 The primary determining factor for establishing Area Command is the span of  
36 control of the Agency Administrator.

37 National Area Command teams are managed by the National Multi-Agency  
38 Coordinating Group (NMAC) and are comprised of the following:

- 39 • Area Commander (ACDR);
- 40 • Assistant Area Commander, Planning (AAPC);

- 1 • Assistant Area Commander, Logistics (AALC); and
  - 2 • Area Command Aviation Coordinator (ACAC).
- 3 Depending on the complexity of the interface between the incidents, other  
4 specialists may also be assigned in areas such as aviation safety, information,  
5 long-term fire planning, and risk assessment and analysis.
- 6 Area Command functions typically include:
- 7 • Establishing overall strategy, objectives, and priorities for the incident(s)  
8 under its command;
  - 9 • Allocating critical resources according to agency priorities (i.e., aircraft,  
10 IHCs, incident support needs such as medical services, communication and  
11 internet operability equipment);
  - 12 • Ensuring that incidents are properly managed;
  - 13 • Coordinating mobilization, team transitions, and demobilization;
  - 14 • Supervising, managing, and evaluating Incident Management Teams under  
15 its command; and
  - 16 • Minimizing duplication of effort and optimize effectiveness by combining  
17 multiple agency efforts under a single Area or Geographic Theater Plan.
- 18 See Appendix M for Area Command (AC) Complexity Assessment.

### 19 **Type 1 Incident Management Teams**

20 Type 1 Teams are managed by Geographic Area Multi-Agency Coordinating  
21 Groups and are mobilized by the Geographic Area Coordination Centers. At  
22 national preparedness levels 4 and 5, these teams are managed by the National  
23 Multi-Agency Coordinating Group (NMAC).

### 24 **National Incident Management Organization (NIMO)**

25 NIMO Teams are managed by the Forest Service Fire and Aviation's  
26 Washington Office and are ordered thru the NICC. The mission of NIMO is to  
27 promote continuous improvement by introducing innovative concepts,  
28 approaches, and technologies while providing adaptive and agile incident  
29 management. The NIMO Coordinator can assist ordering units to order teams in  
30 short or long configurations, customized configuration for special capabilities,  
31 and managing long duration incidents.

32 NIMO's standard configuration consists of seven Command and General Staff  
33 positions qualified at the Type 1 level. If needed, NIMO can expand to meet  
34 various complexity levels.

35 Types of NIMO assignments include:

- 36 • National or Geographic Area/Regional support to provide strategic planning  
37 assistance, during incident review, and feedback.
- 38 • Work with Type 2 candidates on Type 1 incidents for successional  
39 planning.
- 40 • To serve as mentors, trainers and evaluators on a Type 2 or Type 3 incident  
41 or designated projects.

- 1 • Manage multiple Type 3 ignitions within an area (i.e., GACC, Forest,  
2 Zone).
- 3 • Support and mentoring to an Agency Administrator with a complex fire  
4 situation.
- 5 • International assignments.
- 6 • All-hazard incidents.
- 7 • Mission-specific assignments – NIMO will continue to assist Forest Service  
8 units and other agencies with special missions. Examples from the past  
9 include R2 Bark Beetle, R5 Marijuana Eradication, or support to Regions as  
10 a Force Multiplier during higher planning/activity levels.

### 11 **Type 2 Incident Management Teams**

12 Most Type 2 teams are managed by Geographic Area Multi-Agency  
13 Coordinating Groups and are coordinated by the Geographic Area Coordination  
14 Centers. Some Type 2 teams are managed by non-federal agencies (e.g., state or  
15 local governments) and availability of these teams is determined on a case by  
16 case basis.

### 17 **Unified Command**

18 Unified Command is an application of the Incident Command System used  
19 when there is more than one agency with incident jurisdiction or when incidents  
20 cross political jurisdictions. Under Unified Command, agencies work together  
21 through their designated Incident Commanders at a single incident command  
22 post to establish common objectives and issue a single Incident Action Plan.  
23 Unified Command may be established at any level of incident management or  
24 Area Command. Under Unified Command, all agencies with jurisdictional  
25 responsibility at the incident contribute to the process of:

- 26 • Determining overall strategies;
- 27 • Selecting alternatives;
- 28 • Ensuring that joint planning for tactical activities is accomplished; and
- 29 • Maximizing use of all assigned resources.

30 Advantages of Unified Command are:

- 31 • A single set of objectives is developed for the entire incident;
- 32 • A collective approach is used to develop strategies to achieve incident  
33 objectives;
- 34 • Information flow and coordination is improved between all jurisdictions and  
35 agencies involved in the incident;
- 36 • All involved agencies have an understanding of joint priorities and  
37 restrictions; and
- 38 • No agency's legal authorities will be compromised or neglected.

### 39 **All-Hazard Incident Management Teams (IMTs) and Other Non-Wildland** 40 **Fire IMT**

41 Many different entities have developed IMTs based on ICS core competencies  
42 under the National Incident Management System (NIMS). See Chapter 8 for  
43 more information.



## 1 **Coordination and Support Organizations**

2 Organizations that provide coordination and support to on-site command  
3 organizations include:

- 4 • Initial Attack Dispatch;
- 5 • Expanded Dispatch;
- 6 • Buying/Payment Teams;
- 7 • National and Geographic Area Coordination Centers (refer to Chapter 8);  
8 and
- 9 • Local, Geographic Area, and National Multi-Agency Coordinating (MAC)  
10 groups.

11 Refer to Chapter 19 for Initial Attack and Expanded Dispatch information.

### 12 **Buying/Payment Teams**

13 Buying/Payment Teams support incidents by procuring services, supplies, and  
14 renting land, facilities, and equipment. These teams may be ordered when  
15 incident support requirements exceed local unit capacity. These teams report to  
16 the Agency Administrator or the local unit administrative officer. See the  
17 *NWCG Standards for Interagency Incident Business Management* for more  
18 information.

### 19 **Multi-Agency Coordination (MAC)**

20 Multi-Agency Coordination Groups are part of the National Interagency  
21 Incident Management System (NIIMS) and are an expansion of the off-site  
22 coordination and support system. MAC groups are activated by the Agency  
23 Administrator(s) when the character and intensity of the emergency situation  
24 significantly impacts or involves other agencies. A MAC group may be  
25 activated to provide support when only one agency has incident(s). The MAC  
26 group is made up of agency representatives who are delegated authority by their  
27 respective Agency Administrators to make agency decisions and to commit  
28 agency resources and funds. The MAC group relieves the incident support  
29 organization (dispatch, expanded dispatch) of the responsibility for making key  
30 decisions regarding prioritization of objectives and allocation of critical  
31 resources. The MAC group makes coordinated Agency Administrator level  
32 decisions on issues that affect multiple agencies. The MAC group is supported  
33 by situation, resource status and intelligence units who collect and assemble data  
34 through normal coordination channels.

35 MAC group direction is carried out through dispatch and coordination center  
36 organizations. When expanded dispatch is activated, the MAC group direction is  
37 carried out through the expanded dispatch organization. The MAC group  
38 organization does not operate directly with Incident Management Teams or with  
39 Area Command Teams, which are responsible for on-site management of the  
40 incident.

41 MAC groups may be activated at the local, geographic, or national level.

42 National level and Geographic Area level MAC groups should be activated in

1 accordance with the preparedness levels criteria established in the National and  
2 Geographic Area Mobilization Guides.

3 The MAC Group Coordinator facilitates organizing and accomplishing the  
4 mission, goals and direction of the MAC group. The MAC group coordinator:

- 5 • Provides expertise on the functions of the MAC group and on the proper  
6 relationships with dispatch centers and incident managers;
- 7 • Fills and supervises necessary unit and support positions as needed, in  
8 accordance with coordination complexity;
- 9 • Arranges for and manages facilities and equipment necessary to carry out  
10 the MAC group functions;
- 11 • Facilitates the MAC group decision process; and
- 12 • Implements decisions made by the MAC group.

13 Activation of a MAC group improves interagency coordination and provides for  
14 allocation and timely commitment of multi-agency emergency resources.

15 Participation by multiple agencies in the MAC effort will improve:

- 16 • Overall situation status information;
- 17 • Incident priority determination;
- 18 • Resource acquisition and allocation;
- 19 • State and federal disaster coordination;
- 20 • Political interfaces;
- 21 • Consistency and quality of information provided to the media and involved  
22 agencies; and
- 23 • Anticipation of future conditions and resource needs.

#### 24 **Wildland Fire Decision Support System (WFDSS)**

25 The Wildland Fire Decision Support System (WFDSS) is a web-based decision  
26 support system that provides a single dynamic documentation system for use  
27 beginning at the time of discovery and concluding when the fire is declared out.  
28 WFDSS is the decision support documentation platform for all federal wildfires.  
29 WFDSS allows the Agency Administrator to describe and assess the fire  
30 Situation, review completed fire behavior analysis products, develop Incident  
31 Objectives and Requirements, develop a Course of Action, evaluate Relative  
32 Risk, complete an Organization Assessment, document the Rationale and  
33 publish a Decision.

34 Units are encouraged to engage in pre-season planning that familiarizes staff  
35 with fire-related guidance and direction from land use plans and/or FMPs,  
36 facilitates cooperation among resource areas and with neighboring units, and  
37 establishes protection priorities proactively ahead of fire season. Annual  
38 WFDSS refreshers, preferably with Agency Administrator attendance, are  
39 encouraged but are only one component of a unit's overall pre-season planning  
40 strategy.

1 For detailed information on the tools and capabilities in WFDSS, how managers  
2 may use the tools, and suggested WFDSS refresher training items, refer to  
3 Appendix N and [https://wfdss.usgs.gov/wfdss/WFDSS\\_Home.shtml](https://wfdss.usgs.gov/wfdss/WFDSS_Home.shtml).

4 The Integrated Reporting of Wildfire Information (IRWIN) data exchange  
5 system passes wildfire data through the IRWIN system to automatically  
6 populate some fields on the WFDSS information tab (e.g., Incident Name, Point  
7 of Origin, etc.) and for those using a Computer Aided Dispatch (CAD) or the  
8 InFORM final fire reporting system, has replaced the need to load fires  
9 individually into WFDSS. Once a record is created in a CAD, FireCode, IROC,  
10 ICS-209, or InFORM, those fires will automatically have a record created in  
11 WFDSS. For more information on the IRWIN project see  
12 <https://www.forestsandrangelands.gov/WFIT/applications/IRWIN/index.shtml>.

13 In order to publish a decision consistent with the Land Use Plan, applicable fire-  
14 related protection and resource management objectives and requirements from  
15 land use plans and/or FMPs must be incorporated pre-season into the WFDSS  
16 via the Data Management tab.

- 17 • *NPS – NPS recommends pre-loading management direction into WFDSS  
18 pre-season.*
- 19 • *FWS/BIA – FWS and BIA units are not required to pre-load management  
20 direction into WFDSS.*

21 A Published Decision documents:

- 22 • Strategic direction from land/resource management plans and/or fire  
23 management plans;
- 24 • Incident objectives and requirements;
- 25 • Incident management strategies and courses of action;
- 26 • Estimated costs for the duration of the incident;
- 27 • All affected jurisdictions that participated in the decision process and  
28 concurred with the strategies selected;
- 29 • That Agency Administrator(s) has reviewed and approved the decision; and
- 30 • The framework for the actions to be performed under the Delegation of  
31 Authority which authorizes an Incident Commander to operate on a specific  
32 unit(s). See Agency Administrator Responsibilities under “Managing the  
33 Incident” heading and Appendix G for Delegation of Authority specifics.

34 The level of documentation in a decision should be commensurate with incident  
35 complexity, cost, and/or potential duration and spread. As incident complexity  
36 changes, additional analysis may be necessary to inform decision making.

### 37 **Initial Decision**

38 All fires will have a Published Decision within WFDSS when they:

- 39 • Escape initial attack; or
- 40 • Exceed initial response; or
- 41 • Include objectives with both protection and resource benefit elements  
42 consistent with land management planning documents.

1 Agency-specific direction established in memos or other policy documents may  
2 further define WFDSS documentation requirements. Agency Administrator roles  
3 and responsibilities are addressed in agency chapters 2-6.

4 Additional considerations for determining that a decision may be needed  
5 include:

- 6 • The fire affects or is likely to affect more than one agency or more than one  
7 administrative unit within a single agency (for example more than one  
8 National Forest);
- 9 • The fire is burning into or expected to burn into wildland-urban interface;
- 10 • Significant safety or other concerns such as air quality are present or  
11 anticipated; and
- 12 • The Relative Risk Assessment indicates the need for additional evaluation  
13 and development of best management practices for achieving land and  
14 resource objectives.

#### 15 **New Decision**

16 A new decision is required when:

- 17 • The Periodic Assessment indicates the Course of Action is no longer valid;  
18 or
- 19 • The fire moves beyond the Planning Area; or
- 20 • The incident exceeds an established agency threshold for approval authority  
21 (cost or complexity); or
- 22 • The Risk and Complexity Assessment indicates that the incident exceeds  
23 existing management capability.

24 Considerations for determining when a new decision may be needed:

- 25 • Costs are expected to exceed the estimated final costs in the current  
26 Decision; or
- 27 • Management Action Points have changed since the current Decision was  
28 published.

29 Additional information about WFDSS can be found in Appendix N. User  
30 support information, training materials, and other resources can be found at the  
31 WFDSS homepage, [https://wfdss.usgs.gov/wfdss/WFDSS\\_Home.shtml](https://wfdss.usgs.gov/wfdss/WFDSS_Home.shtml).

#### 32 **WFDSS Decision Approval and Publication**

33 All agencies having jurisdiction within a WFDSS Planning Area must be  
34 provided the opportunity to participate as soon as possible in the decision-  
35 making process. In situations where one agency provides fire protection under  
36 agreement or contract to a jurisdictional agency, both jurisdictional and  
37 protecting agencies should be involved in the process. Of note, in order for one  
38 federal agency administrator to be delegated authority as an “Approver” for  
39 another agency, a pre-season agreement would generally need to be developed  
40 that would describe those authorities (see your agency’s delegation of authority  
41 policies for additional guidance).

1 Every wildfire decision will consider the development of protection objectives  
 2 which also provide for safety of firefighter and the public and minimize the loss  
 3 of, and damage to, property, cultural and natural resources.  
 4 • **FS** – Decisions are required to include protection objectives.

5 Units considering developing a decision for a group of fires, merged fires, or a  
 6 complex should reference NWCG Memorandum EB-M-16-024, *NWCG Data*  
 7 *Management Standards for Incidents Complexes and Merged Wildfires* at:  
 8 <https://www.nwcg.gov/sites/default/files/memos/eb-m-16-024.pdf> for  
 9 considerations until functionality is updated within the system.

10 The cost estimate shown in the WFDSS Cost tab will represent estimated final  
 11 cost for the incident and should be developed based on historic fire costs,  
 12 estimation spreadsheets, or other sources. If to-date incident expenditures  
 13 exceed WFDSS estimated fire costs, the final cost estimate must be updated and  
 14 validated through a periodic assessment or a new decision. For DOI bureaus, to-  
 15 date agency costs that exceed the decision authority of the Agency  
 16 Administrator require the publication of a new decision and/or notification as  
 17 described in the Approval Authorities table. Approval of WFDSS wildfire  
 18 decisions by Agency Administrators constitutes awareness of estimated final fire  
 19 costs for the incident.

20 Decisions in WFDSS are approved and published by the appropriate Line  
 21 Officer(s) and/or authorized agency administrator(s) for the agency(s)  
 22 participating in the decision. Agency administrator authority is defined in the  
 23 tables below but may be subject to re-delegation or reservation of authority.

24 As approvers of WFDSS decisions, Agency Administrators will ensure that  
 25 periodic assessments are completed until the fire is declared out.

26 **WFDSS Approval Authorities by Agency**

27 **DOI WFDSS Approval Authorities**

Cost Estimate <sup>1</sup>	WFDSS Approval <sup>2</sup>
Less Than \$5 Million	BLM District Manager <sup>3</sup> NPS Park Superintendent FWS Refuge Manager BIA Agency Superintendent
\$5 Million - \$10 Million	BLM District Manager <sup>3</sup> NPS Park Superintendent <sup>4</sup> FWS/BIA Regional Director <sup>5</sup>
Greater Than \$10 Million	BLM District Manager <sup>3</sup> NPS Park Superintendent <sup>4</sup> FWS National Director <sup>5</sup> BIA Bureau Director <sup>5</sup>

<sup>1</sup>*NPS/FWS/BIA* – Cost estimate should be based on estimated final cost of the incident.

<sup>2</sup>**Alaska** – Alaska WFDSS decisions require an additional approval from the protecting Agency Fire Management Officer as per the Alaska Statewide Annual Operating Plan. In addition, Alaska WFDSS decisions affecting Alaska Native Claims Settlement Act (ANCSA) Corporation lands and DOI lands not managed by BLM require an additional approval from the Alaska Fire Service (AFS) as the fiscally responsible agent. Fiscal approvals for these wildfires with costs less than \$5 million are delegated to AFS Zone Fire Management Officers. Fiscal approvals for these wildfires with costs of \$5 million and above are delegated to the Alaska Fire Service Manager.

<sup>2</sup>**FWS Alaska** – FWS WFDSS approval authority has been delegated to Refuge Managers for all fires since suppression funding flows through BLM Alaska Fire Service instead of FWS. When an incident meets or exceeds federal combined expenditures of \$5 million AND more than 50% of the burned acres are managed by the FWS, the Alaska Fire Service Manager will ensure that written notification is provided to the Regional Chief of Refuges and the Branch of Wildland Fire Chief. When an incident meets or exceeds federal combined expenditures of \$10 million AND more than 50% of the burned acres are managed by the FWS, the Alaska Fire Service Manager will ensure that written notification is provided to the FWS National Director, the Regional Chief of Refuges and the Branch of Wildland Fire Chief.

<sup>3</sup>**BLM** – Approvals may be re-delegated to the Field or National Conservation Lands Manager per agency policy. See Chapter 2 for fire cost notification requirements.

<sup>4</sup>**NPS** – Park Superintendents will provide written notification to the regional and/or agency director when an incident meets or exceeds federal combined expenditures of \$5 million and/or \$10 million in suppression costs, AND more than 50% of the burned acres are managed by the NPS. Written notifications should be emailed with a cc to the Chief, Branch of Wildland Fire.

<sup>5</sup>**FWS** – Regional Directors and National Director may delegate WFDSS approval authority as per agency policy.

<sup>5</sup>**BIA** – Current policy requiring the Bureau Director to approve decisions over 10 million dollars is delegated to BIA Regional Directors per agency memo.

1

#### USFS WFDSS Approval Authorities

Incident Type	Agency Administrator Certification Level <sup>1</sup>
Type 1	Advanced
Type 2	Journey
Type 3, 4, 5	Working

<sup>1</sup>Authority may be retained at the Regional Forester level.

- <sup>2</sup> If internet connections or servers are unavailable, WFDSS documentation will  
<sup>3</sup> be completed using the “temporary WFDSS paper form” and entered into the  
<sup>4</sup> web-based application as soon as it becomes available.

## 1 **WFDSS Support**

2 The Wildland Fire Management Research Development and Application (WFM  
3 RD&A) group provides the national infrastructure for wildland fire decision  
4 making and WFDSS support. Field users should contact their WFDSS  
5 Geographic Area Editor for assistance prior to contacting WFM RD&A staff.  
6 Information for requesting assistance from WFM RD&A can be found at the  
7 WFDSS homepage at <https://wfdss.usgs.gov/>.

## 8 **Managing the Incident**

### 9 **Agency Administrator Definition**

10 An Agency Administrator is the official responsible for the management of a  
11 geographic unit or functional area. Agency Administrators are the managing  
12 officer of an agency, division thereof, or jurisdiction having statutory  
13 responsibility for incident mitigation and management. Some examples include:  
14 NPS Park Superintendent, BIA Agency Superintendent, USFS Forest  
15 Supervisor, BLM District Manager, FWS Refuge Manager, State Forester,  
16 Tribal Chairperson, Fire Chief, Police Chief.

### 17 **Agency Administrator Responsibilities**

18 The Agency Administrator (AA) manages the land and resources on their  
19 organizational unit according to the established land management plan. Fire  
20 management is part of that responsibility.

21 Agency Administrators are responsible for safety oversight, and may request  
22 additional safety oversight as needed.

23 Situations that may require additional safety oversight:

- 24 • A fire escapes initial attack or when extended attack is probable;
- 25 • There is complex or critical fire behavior;
- 26 • There is a complex air operation;
- 27 • The fire is in an urban intermix/interface; and
- 28 • Other extraordinary circumstances.

29 The AA establishes specific performance objectives for the Incident  
30 Commander (IC) and delegates the authority to the IC to take specific actions to  
31 meet those objectives. Agency Administrator responsibilities to an Incident  
32 Management Team (IMT) include:

- 33 • Conduct an initial briefing to the Incident Management Team (Appendix  
34 D).
- 35 • Provide an approved WFDSS Decision.
  - 36 ○ **FS** – *Ensure that significant decisions related to strategy and costs are*  
37 *included in WFDSS.*
  - 38 • Complete a Risk and Complexity Assessment (Appendix E and F) to  
39 accompany the WFDSS Published Decision.
    - 40 ○ **BLM** – *Completion of the Relative Risk and Organization Assessment*  
41 *within WFDSS satisfies the need for a Risk and Complexity Assessment*  
42 *(RCA).*

- 1 ○ **FS** – Complete a Risk and Complexity Assessment (RCA) for Type 1, 2,  
2 and 3 incidents within WFDSS.
- 3 ● Coordinate with neighboring agencies on multi-jurisdiction fires to issue a  
4 joint Delegation of Authority and develop a single Published Decision in  
5 WFDSS for the management of unplanned ignitions.
- 6 ● Issue a written Delegation of Authority (Appendix G) to the Incident  
7 Commander and to other appropriate officials, Agency Administrator  
8 Representative, Resource Advisor, and Incident Business Advisor. The  
9 delegation should:
  - 10 ○ State specific and measurable objectives, priorities, expectations,  
11 Agency Administrator’s intent, constraints, and other required  
12 direction;
  - 13 ○ Establish the specific time for transfer of command;
  - 14 ○ Assign clear responsibilities for initial attack;
  - 15 ○ Define your role in the management of the incident;
  - 16 ○ Describe procedures for Conducting during action reviews with the IC;
  - 17 ○ Assign a resource advisor(s) to the IMT;
  - 18 ○ Define public information responsibilities;
  - 19 ○ Address accident investigation procedures and notification  
20 requirements for fire managers, line officer(s), and  
21 dispatch/coordination centers;
  - 22 ○ Assign a local government liaison to the IMT (if necessary);
  - 23 ○ Assign a local fire management liaison to the IMT (if necessary);
  - 24 ○ Assign an Incident Business Advisor (INBA) to provide incident  
25 business management oversight commensurate with complexity; and
  - 26 ○ Direct the IMT to address rehabilitation of areas affected by  
27 suppression activities.
- 28 ● Coordinate mobilization with the Incident Commander:
  - 29 ○ Negotiate filling of mobilization order with the IC;
  - 30 ○ Establish time and location of Agency Administrator briefing;
  - 31 ○ Consider approving support staff additional to the IMT as requested by  
32 the IC; and
  - 33 ○ Consider authorizing transportation needs as requested by the IC.
- 34 ● Provide pertinent support materials and documents (L/RMP, FMP, GIS  
35 data, local unit SOPs, maps, Service and Supply Plan, etc.) to the IMT.

36 In situations where one agency provides fire protection under agreement to the  
37 jurisdictional agency, both jurisdictional and protecting agencies will be  
38 involved in the development of the Delegation of Authorities to the Incident  
39 Management Teams and the Published Decision in WFDSS.

#### 40 **Agency Administrator Representative Responsibilities**

41 The Agency Administrator Representative (the on-scene Agency Administrator)  
42 is responsible for representing the political, social, and economic issues of the  
43 Agency Administrator to the Incident Commander. This is accomplished by



- 1 participating in the Agency Administrator briefing, in the IMT planning and  
2 strategy meetings and in the operational briefings.
- 3 Responsibilities include representing the Agency Administrator to the IMT  
4 regarding:
- 5 • Compliance with the Delegation of Authority and the Published Decision in  
6 WFDSS;
  - 7 • Public Concerns (air quality, road or trail closures, smoke management,  
8 threats);
  - 9 • Public safety (evacuations, access/use restrictions, temporary closures);
  - 10 • Public information (fire size, resources assigned, threats, concerns, appeals  
11 for assistance);
  - 12 • Socioeconomic, political, or tribal concerns;
  - 13 • Land and property ownership concerns;
  - 14 • Interagency and inter-governmental issues;
  - 15 • Wildland urban interface impacts; and
  - 16 • Media contacts.

#### 17 **Resource Advisor Responsibilities**

18 The Resource Advisor is responsible for anticipating the impacts of fire  
19 operations on natural and cultural resources and for communicating protection  
20 requirements for those resources to the Incident Commander. The Resource  
21 Advisor should ensure IMT compliance with the Land/Resource Management  
22 Plan and Fire Management Plan. The Resource Advisor should provide the  
23 Incident Commander with information, analysis, and advice on these areas:

- 24 • Rehabilitation requirements and standards;
- 25 • Land ownership;
- 26 • Hazardous materials;
- 27 • Fuel breaks (locations and specifications);
- 28 • Water sources and ownership;
- 29 • Critical watersheds;
- 30 • Critical wildlife habitat;
- 31 • Noxious weeds/aquatic invasive species;
- 32 • Special status species (threatened, endangered, proposed, sensitive);
- 33 • Fisheries;
- 34 • Poisonous plants, insects and snakes;
- 35 • Mineral resources (oil, gas, mining activities);
- 36 • Archeological site, historic trails, paleontological sites;
- 37 • Riparian areas;
- 38 • Military issues;
- 39 • Utility rights-of-way (power, communication sites);
- 40 • Native allotments;
- 41 • Grazing allotments;
- 42 • Recreational areas; and

- 1 • Special management areas (wilderness areas, wilderness study areas,  
2 recommended wilderness, national monuments, national conservation areas,  
3 national historic landmarks, areas of critical environmental concern,  
4 research natural areas, wild and scenic rivers).

5 The Resource Advisor and Agency Administrator Representative positions are  
6 generally filled by local unit personnel. These positions may be combined and  
7 performed by one individual. Duties are stated in the *Resource Advisor's Guide*  
8 *for Wildland Fire* (PMS 313).

#### 9 **Use of Trainees**

10 Use of trainees is encouraged. On wildland fire incidents, trainees may supervise  
11 trainees. However, when assigning trainees to positions where critical life-safety  
12 decisions are affected, trainees must be directly supervised by a fully qualified  
13 individual. For example:

- 14 • A Division Group Supervisor (DIVS) trainee may not work directly for an  
15 Operations Section Chief without additional field supervision. The potential  
16 for high hazard work with high risk outcomes calls for a fully qualified  
17 DIVS to be assigned supervision of the DIVS trainee.
- 18 • A Supply Unit Leader (SPUL) trainee may supervise a  
19 Receiving/Distribution Manager (RCDM) trainee. In this case, supervision  
20 may be successfully provided in a lower hazard environment with  
21 appropriate risk mitigation.

#### 22 **Incident Action Plan**

23 When a written Incident Action Plan is required, suggested components may  
24 include objectives, organization, weather forecast, fire behavior forecast,  
25 division assignments, air operations summary, safety message, communications  
26 plan, and incident map. An incident medical plan is required in all written  
27 Incident Action Plans.

#### 28 **Incident Status Reporting**

29 The Incident Status Summary (ICS-209), submitted to the GACC, is used to  
30 report large wildland fires and any other significant events on lands under  
31 federal protection or federal ownership. Lands administered by states and other  
32 federal cooperators may also report in this manner.

33 Large fires are classified as 100 acres or larger in timber fuel types, 300 acres or  
34 larger in grass fuel types, or when a NIMO, Type 1 or 2 Incident Management  
35 Team is assigned, regardless of the size of the incident or the suppression  
36 management strategy. An ICS-209 should be submitted daily for all uncontained  
37 full suppression wildfires that meet large fire criteria. An ICS-209 should be  
38 submitted weekly (Thursday evening), for all wildfires meeting large fire criteria  
39 that are being managed under strategies that are less than full suppression. The  
40 Agency Administrator may require additional reporting times. Refer to local,  
41 zone and/or GACC guidance for additional reporting requirements.

**1 Incident History and Financial Records**

2 Wildfire incidents on federal lands managed by the FS and DOI (except BIA)  
3 require creation of an Incident History File (IHF) to document significant  
4 events, actions taken, lessons learned and other information with long-term  
5 value for managing natural resources. IHF contents and instructions, and tools  
6 for creating the IHF are found at  
7 <https://www.nwcg.gov/committees/incident-planning-subcommittee>.

8 The host unit will be responsible for retaining the incident documentation  
9 package including the IHF and financial records.

**10 Document and Computer Security**

11 Precautions must be taken to secure incident information in its various formats.  
12 All forms of information shall be treated as Controlled Unclassified Information  
13 (CUI) and care must be exercised when handling the data to prevent the  
14 inadvertent viewing or unauthorized disclosure of information. CUI paper copies  
15 that compromise privacy and security shall be shredded before disposal when no  
16 longer needed. All computers used at the incident must be patched and have  
17 anti-virus software installed with recently updated definition files. All media  
18 used to transfer information into the incident (for example, but not limited to,  
19 USB flash drives, portable hard drives and CD/DVDs) must be scanned prior to  
20 use. Autorun capabilities must be disabled to prevent the spread of malware. All  
21 computers and storage devices shall be physically secured at all times.

**22 Transfer of Command**

23 The following guidelines will assist in the transfer of incident command  
24 responsibilities from the local unit to incoming Incident Management Team and  
25 back to the local unit.

- 26 • The local team or organization already in place remains in charge until the  
27 local representative briefs their counterparts on the incoming team, a  
28 Delegation of Authority has been signed, and a mutually agreed time for  
29 transfer of command has been established.
- 30 • The ordering unit will specify times of arrival and transfer of command, and  
31 discuss these timeframes with both the incoming and outgoing command  
32 structures.
- 33 • Clear lines of authority must be maintained in order to minimize confusion  
34 and maintain operational control.
- 35 • Transfers of command should occur at the beginning of an operational  
36 period, whenever possible.
- 37 • All operational personnel will be notified on incident command frequencies  
38 when transfer of command occurs.

**39 Release of Incident Management Teams**

40 The release of an IMT should follow an approved transfer of command process.  
41 The Agency Administrator must approve the date and time of the transfer of  
42 command. The Transfer of Command Plan should include the following  
43 elements:

- 1 • Remaining organizational needs and structure;
- 2 • Tasks or work to be accomplished;
- 3 • Communication systems and radio frequencies;
- 4 • Local safety hazards and considerations;
- 5 • Incident Action Plan, including remaining resources and weather forecast;
- 6 • Facilities, equipment, and supply status;
- 7 • Arrangement for feeding remaining personnel;
- 8 • Financial and payment processes needing follow-up; and
- 9 • Risk and Complexity Assessment.

#### 10 **Team Evaluation**

11 At completion of assignment, Incident Commanders will receive a written  
12 performance evaluation from the Agency Administrator(s) prior to the teams'  
13 release from the incident. Certain elements of this evaluation may not be able to  
14 be completed at the closeout review. These include accountability and property  
15 control, completeness of claims investigation/documentation, and completeness  
16 of financial and payment documentation.

17 The final evaluation incorporating all of the above elements should be sent to  
18 the Incident Commander and the respective GACC within 60 days. See  
19 Appendix I for the IMT evaluation form.

20 The Delegation of Authority, the Published Decision in WFDSS, and other  
21 documented Agency Administrator's direction will serve as the primary  
22 standards against which the IMT is evaluated.

23 The Agency Administrator will provide a copy of the evaluation to the IC and  
24 the state/regional FMO, and retain a copy for the final fire package.

25 The state/regional FMO will review all evaluations and will be responsible for  
26 providing a copy of evaluations documenting performance to the Geographic  
27 Area Coordinating Group or agency managing the IMT.

#### 28 **Unit/Area Closures**

29 Threats to public safety may require temporary closure of a unit/area or a  
30 portion of it. When a fire threatens escape from the unit/area, adjacent  
31 authorities must be given as much advance notice as possible in order to achieve  
32 orderly evacuation.

#### 33 **Incident Emergency Management Planning and Services**

34 Refer to Chapter 7 for further guidance.

#### 35 **Fire Management in Wilderness**

36 Actions taken in wilderness will be conducted to protect life and safety, to meet  
37 natural and cultural resource objectives, and to minimize negative impacts of the  
38 fire management actions and the fires themselves. In evaluating fire  
39 management actions, the preservation of wilderness character will be considered

- 1 before, and given significantly more weight than, economic efficiency and  
2 convenience. Unless human life or private property is immediately threatened,  
3 only those actions that preserve wilderness character and/or have localized,  
4 short-term adverse impacts to wilderness character will be acceptable. Any  
5 Delegation of Authority to Incident Management Teams will convey appropriate  
6 emphasis on the preservation of wilderness character and resources and will  
7 ensure interaction with local wilderness resource advisors.
- 8 • **BLM** – *BLM Manual 6340—Management of BLM Wilderness (2012),*  
9 *Section 1.6.C.7 states that to the greatest extent possible, the Bureau will*  
10 *manage all wildfires in wilderness: 1) using Minimum Impact Suppression*  
11 *Tactics (MIST) wherever possible; 2) if feasible, without equipment that*  
12 *would ordinarily be prohibited under Section 4(c) of the Wilderness Act;*  
13 *and 3) by assigning a Resource Advisor (READ) with expertise in*  
14 *wilderness stewardship. To assist in documenting any decision involving*  
15 *uses generally prohibited by the Wilderness Act (e.g., heavy equipment,*  
16 *chainsaws, and the landing of aircraft, among other examples), the*  
17 *BLM normally uses a tool known as the Minimum Requirements Decision*  
18 *Guide (MRDG). Under the Wilderness Act, however, control of fire is an*  
19 *exception to the prohibited uses, so the MRDG is not necessary at the time*  
20 *of response to an emergency. Nevertheless, the minimum requirements*  
21 *concept should be incorporated into emergency planning so that the*  
22 *minimum necessary methods and tools can be used to resolve emergencies*  
23 *while preserving wilderness character to the greatest extent practicable.*  
24 *Responses involving prohibited uses will be approved by the State Director,*  
25 *though approval can be delegated through the BLM MS-1203 –*  
26 *DELEGATION OF AUTHORITY to the District or Field Office Manager if*  
27 *he/she has been through the National or Regional Wilderness Stewardship*  
28 *Training offered by the Arthur Carhart National Wilderness Training*  
29 *Center. In emergency situations, the decision on authorization of normally*  
30 *prohibited uses should always err on the side of protecting human life.*
  - 31 • **NPS** – *For all wilderness fire management actions proposing the use of any*  
32 *of the Wilderness Act Section 4(c) prohibitions, a minimum requirements*  
33 *analysis (MRA) will be completed. To ensure adequate consideration of*  
34 *wilderness resources, a programmatic MRA must be completed as part of*  
35 *the development of a park’s FMP and companion environmental*  
36 *compliance document.*
  - 37 • **FWS** – *For all wilderness fire management actions proposing the use of*  
38 *any of the Wilderness Act 4(c) prohibitions, a minimum requirements*  
39 *analysis will be completed.*
  - 40 • **FS** – *For all wilderness fire management actions proposing the use of any*  
41 *Wilderness Act 4(c) prohibitions, a minimum requirements analysis is*  
42 *recommended.*
  - 43 • **BLM/NPS/FWS/FS** – *Section 4(d)(1) of the Wilderness Act of 1964 allows*  
44 *all agencies to control fire, in wilderness areas, subject to such conditions*  
45 *as the Secretary deems desirable.*

- 1 • *BIA* – For all wilderness fire management actions refer to the land and  
2 resource management plans.

### 3 **Operational Guidelines for Aquatic Invasive Species**

4 In order to prevent the spread of aquatic invasive species, it is important that fire  
5 personnel recognize how our fire operations can prevent the transport of these  
6 species. The NWCG Invasive Species Subcommittee provides up-to-date  
7 operational guidelines, best management practices, and equipment cleaning  
8 guidance to minimize the spread of aquatic invasive species. Consult the NWCG  
9 website (<https://www.nwcg.gov/committees/invasive-species-subcommittee>) to  
10 obtain these protocols. Local area or agency guidelines may also be available  
11 and useful and local biologists, Resource Advisors (READ) and fire personnel  
12 should consult with each other during the pre-season regarding known aquatic  
13 invasive species locations to facilitate incident avoidance when possible. To  
14 minimize potential transmission of aquatic invasive species, it is recommended  
15 that you:

- 16 • Consult with local biologists, resource advisors (READ) and fire personnel  
17 for known aquatic invasive species locations in the area and avoid them  
18 when possible.
- 19 • Avoid entering (driving through) water bodies or wet areas when possible.
- 20 • Avoid transferring water between drainages or between unconnected waters  
21 within the same drainage when possible.
- 22 • Avoid sucking organic and bottom material into water intakes when  
23 drafting from a natural water body.
- 24 • Avoid obtaining water from multiple sources during a single operational  
25 period when possible.
- 26 • Remove all plant parts and mud from external surfaces of gear and  
27 equipment after an operational period.
- 28 • If gear contacts untreated water, consider decontaminating before moving to  
29 new drainages. Applicable gear includes helicopter buckets, snorkel ends,  
30 foot valves, and draft hoses. Water delivery equipment and accessories  
31 (e.g., fireline hoses, wye valves, nozzles) that do not transfer tank water to  
32 waterbodies do not need to be disinfected.
- 33 • For decontamination and cleaning protocols, refer to NWCG Invasive  
34 Species Subcommittee guidance  
35 (<https://www.nwcg.gov/committees/invasive-species-subcommittee>) or  
36 local area or agency direction. NWCG protocols emphasize hot water power  
37 washing or drying over use of chemicals.
- 38 • Carry spare, clean, dry helicopter buckets, draft hoses, and foot valves to  
39 switch out with used ones when moving to a new water source.  
40 Decontaminate the wet gear while spares are being used.
- 41 • Prime engine pumps with water from the drafting source (e.g., streams,  
42 lake) rather than using water from the engine tank. This minimizes the  
43 leakage of possibly contaminated engine tank water through the foot valve.

1 Ensure foot valves are operating and not leaking. Decontamination of  
2 engine or water tender tanks with hot water or chemicals is not  
3 recommended.

#### 4 **Operational Guidelines for Invasive Species**

5 Suppression and support vehicles, tools, and machinery should be cleaned at a  
6 designated area prior to arriving and leaving the incident. Onsite fire equipment  
7 should be thoroughly cleaned including the undercarriage, fender wells, tires,  
8 radiator, and exterior of the vehicle. Firefighter personnel should clean personal  
9 equipment, boots, clothing, etc., of weed or other invasive species materials,  
10 including visible plant parts, soil, and other materials as identified by the  
11 resource advisor. The cleaning area should also be clearly marked to identify the  
12 area for post-fire control treatments, as needed.

13 Ensure that seed mixes and mulch used in suppression repair contain no  
14 federally or state designated noxious weeds by using seed mixes and mulches  
15 that have been examined by a laboratory or have current weed free certification  
16 from a state seed laboratory or equivalent qualified testing agent.

#### 17 **Responding to Non-Wildland Fire Incidents**

18 Managers will avoid giving the appearance that their wildland fire resources are  
19 trained and equipped to perform structure, vehicle, and dump fire suppression, to  
20 respond to hazardous materials releases, or to perform emergency medical  
21 response for the public.

#### 22 **Wildland Urban Interface**

23 The operational roles of the federal agencies as partners in the wildland urban  
24 interface are wildfire suppression, structure protection (see below), prescribed  
25 fire, hazard reduction, cooperative prevention and education, and technical  
26 assistance. Structural fire suppression is the responsibility of tribal, state, or  
27 local governments. Federal agencies may assist with exterior structural fire  
28 protection activities under formal fire protection agreements that specify the  
29 mutual responsibilities of the partners, including funding (some federal agencies  
30 have full structural protection authority for their facilities on lands they  
31 administer and may also enter into formal agreements to assist state and local  
32 governments with structural protection).

33 – *Review and Update of the 1995 Federal Wildland Fire Management*  
34 *Policy, January 2001, page 23*

35 Funding is not provided to prepare for or respond to emergency non-wildland  
36 fire response activities such as structure fires, vehicle fires, dump fires,  
37 hazardous materials releases, and emergency medical responses. Managers must  
38 ensure that fire management plans, interagency agreements, and operating plans  
39 clearly state agency and cooperator roles and responsibilities for non-wildland  
40 fire response activities that agency personnel are exposed to as a result of  
41 working in the interagency fire environment. Managers will also ensure that

1 federal wildland fire resources are not identified on run cards or in dispatch  
2 plans for non-wildland fire responses.

### 3 **Structure, Vehicle, Dumpster, Trash, and Landfill Fires**

4 Wildland firefighters will not take direct suppression action on structure,  
5 vehicle, dumpster, trash, or landfill fires. Structure, vehicle, and landfill fire  
6 suppression is not a functional responsibility of wildland fire resources. These  
7 fires have the potential to emit high levels of toxic gases. This policy will be  
8 reflected in suppression response plans.

9 Wildland firefighters who encounter structure, vehicle, or landfill fires, or who  
10 are dispatched to such fires due to significant threat to adjacent agency protected  
11 lands/resources, will not engage in direct suppression action. Structure  
12 protection (not suppression) activities will be limited to exterior efforts, and only  
13 when such actions can be accomplished safely and in accordance with  
14 established wildland fire operations standards.

- 15 • *NPS – For structural fire (including vehicle, trash and dumpster fires)  
16 response, training, medical examination, and physical fitness requirements,  
17 and hazardous material response or control guidance, refer to Chapter 3.*
- 18 • *FS – Wildfires other than vegetation (such as dumpster, trash, landfill, or  
19 vehicle) as the primary fuel present hazards that are outside of the basic  
20 wildland firefighters training and protective equipment. Response actions  
21 will be limited to protection of life, property, and resources when they can  
22 be safely undertaken with proper risk assessment and mitigation. When  
23 agency employees are trained, qualified, and equipped to take action on  
24 other than vegetation fires, they may do so with proper risk assessment and  
25 mitigation (Incident Response Pocket Guide, PMS 461).*

### 26 **Public Emergency Medical Response**

27 Public emergency medical response is not a functional responsibility of wildland  
28 fire resources, and should not be part of a preplanned response that requires  
29 these duties. When wildland firefighters encounter emergency medical response  
30 situations, their efforts should be limited to immediate care (e.g., first aid, first  
31 responder) actions that they are trained and qualified to perform.

- 32 • *NPS – NPS employees who provide emergency medical services will adhere  
33 to the requirements contained in Director's Order and Reference Manual  
34 #51, Emergency Medical Services.*

### 35 **Post-Wildfire Activities**

36 Each wildland fire management agency is responsible for taking prompt action  
37 to determine the need for, and to prescribe and implement, emergency  
38 treatments to minimize threats to life or property or to stabilize and prevent  
39 unacceptable degradation to natural and cultural resources resulting from the  
40 effects of a fire on the lands they manage.

41 Post-wildfire activities references can be found in *Interagency Burned Area  
42 Emergency Response Guidebook, Interpretation of Department of the Interior*



1 620 DM 7 and USDA Forest Service Manual 2523, For the Emergency  
 2 Stabilization of Federal and Tribal Trust Lands, Version 4.0 dated Feb. 2006  
 3 and Interagency Burned Area Rehabilitation Guidebook, Interpretation of  
 4 Department of the Interior 620 DM 7, For the Burned Area Rehabilitation of  
 5 Federal and Tribal Trust Lands, Version 1.3 dated October 2006.

6 Damages resulting from wildfires are addressed through four activities:

- 7 • **Suppression Repair** – Planned actions taken to repair the damages to  
 8 resources, lands, and facilities resulting from wildfire suppression actions  
 9 and documented in the Incident Action Plan. These actions are usually  
 10 implemented prior to, or immediately after containment of the wildfire by  
 11 the incident management organization. Repairs under this activity may be  
 12 completed to return the value to pre-wildfire management activity condition  
 13 as practical but may not improve the condition beyond what was existing  
 14 prior to the incident.
- 15 • **Emergency Stabilization** – Planned actions to stabilize and prevent  
 16 unacceptable degradation to natural and cultural resources, to minimize  
 17 threats to life or property resulting from the effects of a wildfire, or to  
 18 repair/replace/construct physical improvements necessary to prevent  
 19 degradation of land or resources. Emergency stabilization actions must be  
 20 taken:
  - 21 ○ **DOI** – Within one-year plus twenty-one days after the ignition date of a  
 22 wildfire and documented in a Burned Area Response Plan or an agency  
 23 specific plan. The Bureau Director may approve an extension beyond  
 24 the one year plus twenty-one days to accommodate circumstances  
 25 related to climatic conditions or other significant events.
  - 26 ○ **FS** – No later than one year after the containment of the fire.
- 27 • **Rehabilitation** – Efforts taken within five years following 21 days after the  
 28 ignition date of a wildfire to repair or improve wildfire-damaged lands  
 29 unlikely to recover naturally to management approved conditions, or to  
 30 repair or replace minor assets damaged by wildfire. These efforts are  
 31 documented in:
  - 32 ○ **DOI** – A separate Burned Area Rehabilitation Plan (BAR) or in  
 33 combination with Burned Area Emergency Response Plan (BAER).
  - 34 ○ **FS** – A Burned Area Emergency Response Plan (BAER).
- 35 • **Restoration** – Continuing the rehabilitation beyond the initial five years or  
 36 the repair or replacement of major assets damaged by the wildfire.

37 **Post-Fire Activities**

	<b>Suppression Repair</b>	<b>Emergency Stabilization</b>	<b>Rehabilitation</b>	<b>Restoration</b>
<b>Objective</b>	Repair suppression damages	Protect life and property	Repair damages	Long Term Ecosystem Restoration
<b>Damage due to</b>	Suppression activities	Post-fire events and fire	Fire	Fire

	Suppression Repair	Emergency Stabilization	Rehabilitation	Restoration
<b>Urgency</b>	Immediately after containment	1-12 months	1-5 years	5+ years
<b>Responsibility</b>	IC/Agency Administrator	Agency Administrator	Agency Administrator	Agency Administrator
<b>Funding type</b>	Suppression (fire)	Suppression (Emergency Stabilization)	Rehabilitation or regular program	Regular program

1

### Emergency Stabilization Approval Authorities

	BIA	BLM	FWS	NPS	FS
<b>Local Approval Level</b>	<\$250,000 Agency Supt.	\$0 Field/ District Manager	\$0 Refuge Manager	\$0 Park Supt.	\$0 District Ranger
					\$0 Forest Supervisor
<b>Regional/ State Approval Level</b>	\$250,000- \$500,000 Regional Director	<\$100,000 State Director	<\$500,000 Regional Director with Regional Fire Management Coordinator concurrence	<\$500,000 Regional Director	\$500,000 Western Regional Foresters
					\$100,000 Eastern Regional Foresters
<b>National Approval Level</b>	>\$500,000 Director of Fire Management	>\$100,000 Director	>\$500,000 Chief, Branch of Fire Management	>\$500,000 Chief, Division of Fire and Aviation	>\$100,000 or \$500,000 Director, Watershed & Wildlife Management

### 2 Burned Area Emergency Response (BAER) Teams

3 BAER Teams are a standing or ad hoc group of technical specialists (e.g.,  
4 hydrologists, biologists, soil scientists, etc.) that develop and may implement  
5 portions of the Burned Area Emergency Response Plans. They will meet the  
6 requirements for unescorted personnel found in Chapter 7 under “Visitors to the  
7 Fireline” when working within the perimeter of an uncontrolled wildfire. The  
8 team’s skills and size should be commensurate with the size and complexity of  
9 the wildfire.

1 It is the Agency Administrator’s responsibility to designate an interdisciplinary  
2 BAER team. However, BAER teams must coordinate closely with IC and  
3 incident management teams to work safely and efficiently. The Agency  
4 Administrator is responsible for submitting the Emergency Stabilization BAER  
5 plan to the Regional Office for review and approval within the timeframes  
6 established by each Agency. Coordination should occur with the Regional  
7 BAER Coordinator. If needed, extensions can be negotiated with those having  
8 the appropriate level of approval authority.

- 9 • **DOI** – *The Department of Interior maintains a roster of National BAER  
10 Team to assist field units in planning for complex post-fire emergency  
11 stabilization. The National BAER Team is scalable in long and short  
12 configurations. It may be ordered as command and general staff, or ordered  
13 as individual resources. The full National BAER Team is dispatched to  
14 more difficult incidents involving extreme risks to human life and critical  
15 federal assets. Potential floods, mud and debris flows, watershed/municipal  
16 water supplies, urban interface, and complex and multiple jurisdictions are  
17 the dispatch prioritization criteria issues factored into the mobilization  
18 decision. Less complex incidents will use local, regional, interagency, and  
19 contracted ad hoc BAER teams that may be supplemented with National  
20 BAER Team personnel. Bureau coordinators maintain rosters of BAER  
21 personnel for less complex incidents.*
- 22 • **DOI** – *The DOI National BAER Team resources should be requested within  
23 21 days from the discovery date of the fire and ordered as per the National  
24 Interagency Mobilization Guide.*
- 25 • **FS** – *Each Forest Service unit identifies a core BAER team prior to fire  
26 season. Regional coordinators maintain rosters of experienced BAER  
27 personnel in the Region. When needed, specific BAER personnel  
28 representing needed specialties from other units can either be contacted  
29 directly or through dispatch. See FSM 2523 and FSH 2509.13 for agency-  
30 specific policy and direction for BAER teams.*

### 31 **Interagency Final Fire Reports and Datasets**

32 The Final Fire Report, also referred to as the Individual Fire Report, serves as  
33 the official record for a wildfire occurrence and its related outcomes. While  
34 there are other types of fire reports, including the ICS-209 and other situational  
35 (e.g. daily) and ad-hoc reports, datasets compiled from individual Final Fire  
36 Reports provide the official statistics for every agency and the interagency  
37 wildland fire management organization as a whole. These datasets also provide  
38 vital information regarding the frequency, location, and size of historical fires,  
39 which are used for decision support, budget formulation, occurrence modeling,  
40 research, analysis, and other planning applications. For these reasons, it is  
41 important for Final Fire Reports to be completed promptly and accurately once a  
42 wildfire is declared “out” and its outcomes are known. To ensure that the  
43 wildfire occurrence and workload is fully represented, every wildfire, regardless  
44 of size, should be documented with a Final Fire Report.

- 1 The Interagency Fire Occurrence Reporting Modules (InFORM) are a suite of  
2 applications used by multiple fire management agencies for Final Fire  
3 Reporting. By replacing multiple agency-specific fire reporting applications,  
4 InFORM strives to fulfill the goal of having “one fire, one report, one  
5 authoritative data source.” Starting in Calendar Year 2020, a single  
6 corresponding record must exist in the InFORM dataset for any wildfire that  
7 originates on or otherwise burns onto federally-owned or protected lands.  
8 Because the federal wildland fire management agencies use IRWIN-integrated  
9 Computer Aided Dispatch (CAD) applications and issue FireCodes for wildfires,  
10 most records will be automatically established in InFORM, where they will be  
11 available for review, editing, and certifying once the fire is declared “out” and  
12 reporting ceases in other applications.
- 13 • The federal wildland fire management agency with jurisdiction at a fire’s  
14 point of origin is responsible for ensuring that the fire is reported and  
15 certified in InFORM; however, this responsibility can be conveyed to  
16 another agency via agreement. Certification is a process in InFORM  
17 whereby the Final Fire Report is declared complete and suitable for use in  
18 official statistics.
    - 19 ○ *BLM/NPS/USFS/BIA/BOR – Final Fire Reports for wildfires that*  
20 *originate on agency lands, or lands formally protected by these*  
21 *agencies, shall be certified in InFORM.*
    - 22 ○ *FWS – For wildfires that originate on FWS lands, or lands formally*  
23 *protected by FWS, Final Fire Reports shall be submitted via the Fire*  
24 *Management Information System (FMIS), as noted in Chapter 4.*
    - 25 ○ *Other agencies – Several state agencies and certain other federal*  
26 *agencies, such as those under Department of Defense, have lands*  
27 *where wildfires occur, but do not use InFORM for fire reporting.*
  - 28 • For a fire that originates on land that is under the jurisdiction of an agency  
29 that does not use InFORM, but subsequently burns onto lands owned or  
30 protected by one or more federal agency that does use InFORM for  
31 reporting, any one of these affected federal agencies shall ensure that the  
32 fire is reported and certified in InFORM.

33 For more information about Interagency Fire Reporting and InFORM, go to  
34 <https://www.nwccg.gov/committees/fire-reporting-subcommittee>.

### 35 **Incident Business Management**

36 Specific incident business management guidance is contained in the *NWCG*  
37 *Standards for Interagency Incident Business Management* (PMS 902). This  
38 handbook assists participating agencies of the NWCG to constructively work  
39 together to provide effective execution of each agency's incident management  
40 program by establishing procedures for:

- 41 • Uniform application of regulations on the use of human resources, including  
42 classification, payroll, commissary, injury compensation, and travel;
- 43 • Acquisition of necessary equipment and supplies from appropriate sources  
44 in accordance with applicable procurement regulations;

- 1 • Managing and tracking government property;
- 2 • Financial coordination with the protection agency and maintenance of
- 3 finance, property, procurement, and personnel records and forms;
- 4 • Use and coordination of incident business management functions as they
- 5 relate to sharing of resources among federal, state, and local agencies,
- 6 including the military;
- 7 • Investigation and reporting of accidents;
- 8 • Investigating, documenting, and reporting claims;
- 9 • Documenting costs and implementing cost-effective criteria for managing
- 10 incident resources; and
- 11 • Non-fire incidents administrative processes.
  - 12 ○ *DOI – The Department of the Interior All Hazards-Supplement to the*
  - 13 *NWCG Standards for Interagency Incident Business Management*
  - 14 *establishes business management guidelines for the Department of the*
  - 15 *Interior’s (DOI’s) all-hazards incidents. The DOI Supplement is*
  - 16 *available at*
  - 17 *[https://www.doi.gov/sites/doi.gov/files/migrated/emergency/upload/DOI](https://www.doi.gov/sites/doi.gov/files/migrated/emergency/upload/DOI-BusinessSupplement-FINAL-23SEP14.pdf)*
  - 18 *1-BusinessSupplement-FINAL-23SEP14.pdf.*

### 19 **Cost Management**

20 An Incident Business Advisor (INBA) must be assigned to any wildfire with  
21 costs of \$5 million or more. If a qualified INBA is not available, the approving  
22 official will appoint a financial advisor to monitor expenditures.

23 Incident cost objectives will be included as a performance measure in incident  
24 management team evaluations.

### 25 **Fire Reviews – Continuous Improvement Assessments (FS)**

26 See Chapter 18.

### 27 **Significant Wildland Fire Review (DOI)**

28 See Chapter 18.

### 29 **Cache Management**

30 Agencies often serve as interagency partners in national support caches and  
31 local area support caches, and may operate single agency initial attack caches.  
32 All caches will maintain established stocking levels, receive and process orders  
33 from participating agencies and follow ordering and fire replenishment  
34 procedures as outlined by the national and geographic area cache management  
35 plans and mobilization guides.

- 36 • *FS – Refer to FSM 5160 for specific requirements.*

### 37 **Type 1 and 2 National Interagency Support Caches**

38 There are fifteen National Interagency Support Caches (NISCs); eleven are  
39 managed by the Forest Service, three are managed by the BLM, and one is  
40 managed by the State of Idaho. The fifteen national caches are part of the  
41 National Fire Equipment System (NFES). Each of these caches provides  
42 incident support in the form of equipment and supplies to units within their

1 respective geographic areas. The NFES cache system may support other  
2 emergency, disaster, fire-related or land management activities, provided that  
3 such support is permitted by agency policies and does not adversely affect the  
4 primary mission. These national caches do not provide supplies and equipment  
5 to restock local caches for non-incident requests. Non-emergency (routine)  
6 orders should be directed to the source of supply; e.g., DLA or private vendors.

7 The Great Basin Area Incident Support Cache at NIFC provides publications  
8 management support to the National Wildfire Coordinating Group (NWCG).  
9 Reference the *NWCG NFES Catalog Part 2: Publications* at  
10 <https://www.nwcg.gov/publications/449-2> for more detailed information.

11 Forest Service National Symbols Program distribution is through the Eastern  
12 Area Incident Support Cache (NEK). This material is coordinated by the USDA  
13 Forest Service, under advisement of the National Association of State Foresters'  
14 (NASF) Cooperative Forest Fire Prevention Committee (CFFP). Materials  
15 include Smokey Bear/Junior Forest Ranger prevention items and Woodsy Owl  
16 environmental educational materials.

17 NEK also distributes DOI Fire Education materials. The website contains the  
18 catalog of materials, information about these programs, and online ordering  
19 instructions.  
20 [https://www.fs.usda.gov/main/conservationeducation/about/education-](https://www.fs.usda.gov/main/conservationeducation/about/education-themes/wildland-fire)  
21 [themes/wildland-fire](https://www.fs.usda.gov/main/conservationeducation/about/education-themes/wildland-fire)

### 22 **Type 3 Support Caches**

23 These caches directly support more than one agency and generally cover more  
24 than one administrative unit. They will maintain stocking levels to meet the  
25 identified needs of the multiple agencies for whom service is provided.

### 26 **Type 4 Local Caches**

27 Numerous caches of this level are maintained by each agency. These caches will  
28 establish and maintain stocking levels to meet the initial response needs of the  
29 local unit(s).

## 30 **Inventory Management**

### 31 **System Implementation**

32 Each fire cache, regardless of size, should initiate and maintain a cache  
33 inventory management system. Agency management systems provide a check  
34 out/return concept that incorporates a debit/crediting for all items leaving the  
35 cache. This system is strictly followed in the Type 1 and 2 NISC's. Inventory  
36 management processes should be implemented for all Type 3 Support and Type  
37 4 Local caches.

### 38 **Accountability**

39 Fire loss/use rate is defined as all property and supplies lost, damaged, or  
40 consumed on an incident. It is reported as a percentage that is calculated in  
41 dollars of items issued compared to items returned. Consumable items are not

1 included in this total. All items stocked in agency fire caches will be categorized  
2 for return (loss tolerance/use rate) and accountability purposes.

### 3 **Trackable Items**

4 Trackable items include items that a cache may track due to dollar value,  
5 sensitive property classification, or limited quantities. Available items that are  
6 considered trackable are usually engraved or tagged with a cache trackable  
7 identification number. These items must be returned to the issuing cache at the  
8 end of the incident use, or documentation must be provided to the issuing cache  
9 as to why it was not returned. All trackable items are also considered durable.  
10 Accountability for trackable items is expected to be 100 percent.

### 11 **Durable Items**

12 Durable items include cache items considered to have a useful life expectancy  
13 greater than one incident. High percentages of return for these items are  
14 expected. These items are not specifically cache identified/tagged/engraved.  
15 Durable items include water handling accessories, helicopter accessories, tents  
16 and camp items such as heaters, lights, lanterns, tables, chairs, hose, tools,  
17 backpack pumps, sleeping bags, pads, cots, and personal protective equipment.  
18 A 90% level of return is the expected threshold for durable items.

### 19 **Consumable Items**

20 Consumable items include items normally expected to be consumed during  
21 incident use. Consumable items returned in unused condition are credited to the  
22 incident. Examples of consumable items are: batteries, plastic canteens,  
23 cubitainers, forms, MREs, fusees, hot food containers, petroleum products, and  
24 medical supplies.

### 25 **Incident Management and Environmental Sustainability**

26 Every incident should seek opportunities to reduce unnecessary waste and limit  
27 impacts associated with management actions. This may be accomplished, for  
28 example, by promoting recycling and encouraging the use of alternative energy  
29 sources as long as such efforts do not compromise operational or safety  
30 objectives.

### 31 **Incident-to-Incident Transfer of Supplies and Equipment**

32 Transfer of supplies and equipment between incidents is not encouraged, due to  
33 the increased possibility of accountability errors. In instances when it is  
34 determined to be economically feasible and operationally advantageous, the  
35 following must be accomplished by the Supply Unit Leader from the incident  
36 that is releasing the items.

37 Documentation will be completed on the *Interagency Incident Waybill* (NFES  
38 1472) and must include the following:

- 39 • NFES number
- 40 • Quantity
- 41 • Unit of issue
- 42 • Description

- 1 • Trackable ID number, if item is trackable
- 2 • Receiving incident name, incident number, and resource request number

3 The Supply Unit Leader will send the waybill transfer information to the  
4 servicing NISC to maintain proper accountability recording.

5 Upon request, the servicing NISC can provide the Supply Unit Leader with an  
6 Outstanding Items Report or Incident Summary Report to facilitate accurate  
7 waybill documentation.

#### 8 **Fire Loss Tolerance Reporting for Type 1 and 2 Incidents**

9 In order to help managers keep incident-related equipment and supply loss to a  
10 minimum, incident management teams (IMTs) are required to maintain  
11 accountability and tracking of these items. Guidelines and procedures to assist  
12 with this accountability are provided in Chapter 30 of the *NWCG Standards for*  
13 *Interagency Incident Business Management*. To further facilitate these  
14 procedures and provide oversight, a fire loss report has been developed that  
15 provides detailed information regarding used and trackable item use. This report  
16 has been accepted by NWCG for all wildland fire agencies and will be compiled  
17 for all Type 1 and Type 2 incidents. Investigations may be conducted in those  
18 cases where thresholds may have been exceeded.

19 These reports are compiled by the NISC servicing the particular incident.  
20 Reports will then be forwarded to the responsible local office, with a copy to the  
21 state/regional FMO. The following steps must be followed to insure accurate  
22 reports:

- 23 • At the close of each incident, all property must be returned to the servicing  
24 NFES cache;
- 25 • If accountable/trackable property has been destroyed or lost, appropriate  
26 documentation must be provided to the cache for replacement and updating  
27 property records;
- 28 • All property purchased with emergency fire funds for an incident must be  
29 returned to the NFES cache system;
- 30 • All unused consumable and/or durable NFES items must be returned to the  
31 servicing NFES cache within 30 days of control of the incident; and
- 32 • Agency Administrators/fire management officers must review the fire loss  
33 report and recommend appropriate follow-up action if losses are excessive.  
34 Those actions and recommendations should be documented and filed in the  
35 final incident records.

#### 36 **Incident Supply and Equipment Return Procedures**

37 Supplies and equipment ordered with suppression funds will be returned to the  
38 ordering unit at the close of the incident and dispersed in one of three ways:

- 39 • Items meeting NFES standards will be returned to the NISC for reuse  
40 within the fire supply system;
- 41 • Items not meeting the prescribed NFES standards will be purchased with  
42 program funds by the local unit if the items are needed for program use; or



- 1 • Items will be delivered to the unit's excess property program for disposal.

2 **Cache Returns and Restock Procedures**

3 All returns for credit and restock of caches to specific incident charges should be  
4 made within 30 days after the close of the incident. If that timeframe cannot be  
5 met, it is required that returns and restock be made during the same calendar  
6 year as items were issued. All returns should be tagged with appropriate incident  
7 number, accompanied by an interagency waybill identifying the appropriate  
8 incident number, or accompanied by issue documents to ensure proper account  
9 credit is given. Any items returned after the calendar year of issue will be  
10 returned to multiple-fire charges, unless specific incident charge documentation  
11 (issues) can be provided with the return.

12 **Incident Replacement of Government Property**

13 Refer to the *NWCG Standards for Interagency Incident Business Management*,  
14 Chapter 30 for procedures governing property management relating to incident  
15 activities. The Agency Administrator is responsible for providing agency  
16 property management guidelines and/or procedures to incident personnel.

17 Damage or Loss for assigned property is addressed under *NWCG Standards for*  
18 *Interagency Incident Business Management*, Chapter 30. Specialty or non-cache  
19 items originally provided by the home unit through the use of preparedness  
20 funds will be replaced by home unit funds if the loss is due to normal wear and  
21 tear. If the government property is damaged on the incident due to a specific  
22 event, e.g., wind event damages tent, the incident may, upon receipt of required  
23 documentation and proof of damage, authorize replacement using the *Incident*  
24 *Replacement Requisition (OF-315)*. Cache items will be replaced at the incident  
25 if available. Cache items that are not available at the incident may be authorized  
26 for restocking at the home unit via an authorized *Incident Replacement*  
27 *Requisition*.

28 For replacement of NFES items not carried by the National Incident Supply  
29 Cache responsible for supporting the incident (i.e., Wildland Firefighter's Pants,  
30 Type II), replacement must be authorized using the *Incident Replacement*  
31 *Requisition (OF-315)*, and should be accomplished by ordering the item from  
32 Defense Logistics Agency (DLA).

(This page intentionally left blank.)