



Southern Idaho Interagency

Type II Crew Guide

2016



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I. INTRODUCTION

The purpose for creating this guide is to form a basis of common understanding and uniformity. Due to the nature of our work it is necessary that each individual understand what is expected of them in terms of leadership, performance and conduct. This applies to both crewpersons and overhead.

All of us are expected to perform fast, efficiently and safely. To do so, we must be well organized, trained and conscientious of our actions. This guide can assist in achieving these goals.

In addition, stated expectations aid in forming and maintaining a desired image of competence and professionalism. This is for the benefit of the entire crew as well as the individual.

As such, this guide is to serve as a reference of key items to help in obtaining the above-mentioned expectations.

Within our particular zone of influence there are several facts to bear in mind when forming a crew.

1. It is more than likely that the crew will consist of persons from various agencies.
2. There will be variance in experience and capabilities.
3. Unfamiliarity with each other and a lack of practical training as a unit complicates the task of achieving quality performance in a safe manner.
4. Whether or not people agree or like it, crews are judged and evaluated on both performance and appearance. Some individualism must be sacrificed for the benefit of the crew.

II. CREW CONFIGURATION

Please see page 23 of this guide or the Interagency Standards for Fire and Aviation Operations Guide (Red Book). **Chapter 13**

III. ROLES AND RESPONSIBILITIES

All employees on this crew will be expected to be an utmost professional. You are representing the fire service, your organization, your district, your co-workers, yourself and Southern Idaho. Horseplay, profane language, or obscene gestures will not be tolerated in public. You are expected to be courteous and respectful of anyone and anything for the entirety of your crew assignment.

A. AGENCY FIRE PROGRAM MANAGER

It is the responsibility of each fire program manager for the participating agencies to insure the following items:

1. Select qualified Crew Boss and Crew Boss trainees based on recommendations from each agencies fire program, and assure that these individuals or their alternate are available for the selected rotation.
2. Training and qualifications records are current and maintained according to each agency specifications and each firefighter has a current red card.
3. Hold a preseason interagency meeting with perspective CRWB/CRWB (t) to discuss what will be expected of them to ensure an understanding of agency expectations, goals, and objectives.
4. Ensure that the firefighters understand the physical needs of the job. They are to inform their personnel of what to expect on a fire assignment. Everyone needs to understand they are making a 14-day fire commitment unless there is an emergency. Assignments can exceed 14 days due to travel time to and from the incident.
5. Their personnel have all the appropriate PPE, equipment, and personal items necessary for a 14-day assignment.
6. Set up and coordinate the initial crew manifest, including contact information. Ensure National Type 2 IA standards are meet prior to mobilization/assignment.
7. Ensure understanding of how the phone tree will operate.
8. Designate and coordinate vehicles approved for crew use.
9. Serve as a contact for any injury or conduct issues.

B. SOUTH CENTRAL IDAHO INTERAGENCY DISPATCH CENTER (SCIIDC)

1. After the initial set up by the Fire Program Managers, the South Central Interagency Dispatch Center(SCIIDC) will function as the point of contact for any changes to the manifest, during the on call or available period for the crew.
2. When the crew is ordered, dispatch will notify the Crew Boss, Crew Boss Trainee, and the current BLM/Forest Duty Officers. In addition to notification, dispatch will provide specifics pertaining to the order, and send an electronic copy, of the manifest to the CRWB/CRWB (t) and the BLM/Forest Duty Officers. Once the order has been filled and finalized, a hard copy will be given to the CRWB/CRWB (t) at the mobilization point in Shoshone.
3. It is the responsibility of the CRWB/CRWB (t) to coordinate logistical needs as appropriate for the crew. However, SCIIDC may be called upon to assist. The mobilization point will be at the Shoshone Yard.
4. The SCIIDC will maintain the crew manifest and will create the crew resource order. SCIIDC will also be responsible for making sure that 21 copies of this guide are available to the Crew Boss at time of dispatch. A minimum of 10 copies of the manifest are given to the Crew Boss along with a copy of the resource order and travel map. The SCIIDC provides the Crew Boss with copies of any information that they may have on the incident that the crew is being assigned to.
5. Once the resource order has been filled and finalized, an electronic copy will be sent to the Duty Officers.

6. When the crew is demobed and dispatch has their travel information they will notify the participating agencies (BLM/Forest Duty Officers).

IV. ROLES AND RESPONSIBILITIES OF CREW BOSS/CREW BOSS TRAINEE

A. MOBILIZATION

MOBILIZATION POINT: Shoshone Yard

1. The Crew Boss will sit down with the Crew Boss Trainee and establish the roles and responsibilities of the Crew Boss and Crew Boss Trainee; this can and should be done prior to mobilization. Determine who will be in charge. The Crew Boss Trainee should be running the crew and the Crew Boss will be evaluating the Crew Boss Trainee and giving assistance and guidance when needed. Inform crew of how the Crew Boss and Crew Boss Trainee will be operating. Ensure an understanding of the Southern Idaho T2IA crew guide.
2. Ensure crew vehicles are inventoried and fully stocked for a 48 hour shift (Jerry cans and Dolmars filled/Drip torches filled/Cubies filled/MREs stocked). Keep inventory copy for resupply at fire camp or receiving district.
3. Survey crew for proper clothing (correct boots, etc.) and physical condition, inquiring about prescription medications or conditions that may require others be aware of, i.e.: allergic to bee stings, etc. While in travel status Nomex pants, T-shirt, and boots will be worn.
4. Assign squad bosses, squad members, trainees, and saw teams. At this time delegate some duties to squad bosses, such as timekeeping, and making certain you have copies of the crew manifest, map of travel route, and copy of resource order from dispatch. Make sure that all personnel doing trainee assignments have their task books with them.
5. Assign 1 person to be in charge of each vehicle, make sure your drivers are qualified and able to operate that specific piece of equipment. Make sure the vehicles are filling out the Vehicle Card Breakdown Sheet (Appendix K). This sheet will be in the brown vehicle book and is needed to reconcile credit card statements for BLM. PM checks also need to be documented in each vehicle books. Additionally, ensure that pre and post vehicle inspections are conducted and documented.
6. Get as much information about the incident from SCIIDC as possible. Brief everyone on what you know about the incident and the procedures to be followed as a crew. Make sure you cover key points associated with the incident, expectations, protocol, and Safety.
7. Make sure you have a phone number to call in case of breakdowns or delays.
8. Inspect Crew Boss briefcase to insure all necessary items have been restocked from last assignment.
9. Be sure you have the Crew cellular telephone.
10. Ensure one person has a government-purchasing card.
11. Crew Boss and Crew Boss Trainee will identify inter-crew roles and responsibilities.

12. Before leaving on the assignment, the Crew Boss will do a survey and make copies of the crew's Red Card Qualifications. Depending on the assignment, the Crew Boss should assign trainees in key positions of responsibility, and assure they have Task Books with them, and are evaluated prior to returning from the incident. Oftentimes, we assemble a crew, which consists of numerous overhead-qualified people. However, for efficiency, there is room for only so many overhead and trainees. ***Those who have not been chosen should accept their role as crewmember.*** Selection of overhead and trainees should be done in such a way as to provide for fair representation of all agencies.
13. The Crew Boss/Crew Boss Trainee and the Agency Fire Program managers (Duty Officers) will ensure that the crew configuration guidelines are met. (See III. CREW CONFIGURATION.)
14. Once the order has been filled by dispatch, it is up to the CRWB/CRWB (t) to ensure that the crewmembers have been notified of the assignment, and arrange/coordinate departure to incident. The expected total mobilization time is 4 hours. If a delay is expected or anticipated, the CRWB/CRWB (t) must communicate this with dispatch. The crew manifest will contain contact information for crewmembers.
15. Once en route to the assignment coordinate logistical needs with the receiving dispatch center.
16. Obtain 21 copies of this Crew Guide and a minimum of 10 copies of the Manifest from SCIIDC.
17. The CRWB/CRWB (T) needs to identify medical experience on the crew.

B. CHECKING IN UPON ARRIVAL AT INCIDENT

1. You need to formally check-in once per incident. This should be done immediately upon arrival (filling in ICS form 211). If this cannot be done make sure you do it as soon as possible.
2. Receive briefing from your immediate supervisor or Planning Section. You will be placed in either assigned, available or out of service status.
3. Take care of immediate logistical needs, such as gas for transportation and food and water for the crew.

C. ASSIGNED STATUS

1. After receiving a briefing on the shift assignment the Crew Boss/Crew Boss Trainee must brief the crew.
2. The intra-crew chain of command must be emphasized. Under this structure crewmembers are directly responsible to Squad Bosses; Squad Bosses to Crew Boss; and Crew Boss to Strike Team Leader or Division Supervisor. At this time the Crew Boss may want to appoint a Saw Boss to oversee all saw operations; a tool manager for handing out and seeing that all tools are sharpened; and a supply manager for obtaining supplies in camp. Remember delegating is for the purpose of being expedient, organized, and efficient. If the situation allows, the CRWB should look for training opportunities for the 21st crewmember. If the incident agrees to the trainee, the final decision to allow the trainee to depart from the crew will come from the CRWB only. If the CRWB determines that the training assignment cannot be fulfilled, the 21st crewmember will remain a member of the crew. If the crew gets released or demobed, the crewmember will depart with the crew
3. If flying, have flight manifest prepared.
4. Lining Out: Determine kind and amount of tools needed—hand out tools in a specified manner. A tool manger may handle this. Stress a 10 foot walking and working distance.

Setting a proper pace is extremely important. You want to get to your starting point as quickly as possible, but without jeopardizing safety and expending all the crews' physical strength. Strive for keeping uniform distance, spacing and carrying tools on the same side.

5. Safety: Applicable safety practices must be adhered to during all phases of an incident. This includes travel to and from as well as your status on the incident. When in assigned status a discussion of applicable safety rules should be given as part of the crew briefing. People will be working under stressful, arduous conditions. The problem of performing safely is compounded by the fact that people have not worked together and have different levels of

experience and capability. Everyone will monitor the safety of the crew and the Crew Boss must immediately correct safety infractions.

6. AAR: Crew Boss should conduct an AAR for the previous shift with the crew prior to the next shift.
7. Time: Crew Boss should ensure that crew time is signed and given to the Finance section each day at the end of the shift. The CRWB also should keep the home unit time keepers up-to-date as possible and realize when agency time is due.
8. Rehab: Pre or post shift (at CRWB or incident discretion) water must be refilled, tools cleaned and sharpened, and any needs, supply or personal, brought up. Vehicle inspections, cleaning and area trash cleanup must be completed daily.

D.AVAILABLE STATUS-ON ASSIGNMENT

Available status means that you are ready to respond within three minutes to an assignment. You may be in available status at a staging area or camp. The Crew Boss must assure that all logistical needs have been met and that everyone is in proper clothing. This is not the time to allow people to wander around. Everyone must stay together.

E.OUT OF SERVICE STATUS-ON ASSIGNMENT

1. Upon return to camp take care of all logistical/ personal needs as soon as possible. The Crew Boss will dictate priorities and how everything will be done, such as feeding, getting water, medical attention, tool sharpening, or getting saw gas. Utilize Squad Bosses or mangers to accomplish some tasks. Some camps will only allow the Crew Boss to check out supplies. Learn the requirements of the system as quickly as possible and make it work for you. Everything must be taken care of before the next shift.
2. Line up as a crew before going to meals. This will insure that all crewmembers get to meals.
3. Sleep in a common area. Keep the area neat and clean. Put packs and gear in a neat order before leaving for the next shift assignment.
4. Wearing jeans, shorts, T-shirts, tennis shoes or thongs is allowed when out of service. However shorts and thongs are to be worn only in the sleeping and shower areas. Pants, shoes, shirt must be worn when in eating areas.
5. People must inform their immediate supervisor of their whereabouts. Remember, you could be called back to duty at any time.
6. Crew Boss will survey the crew to make sure that all medical needs have been taken care of.
7. Keep your sense of professionalism. Respect other crews, absolutely no horseplay, and no profanity while in food/shower lines or briefings. Absolute quiet time is 2200. If you need to make a phone call head away from the camp area where no one can hear you.

D.DEMOBILIZATION

1. Crew Boss will follow the incident Demobilization Plan, and notify SCIIDC of demob and travel plans once known.
2. The Crew will leave the incident in a state of readiness. That means there is a full complement of sharp tools; personnel have on Nomex pant, boots, and T-shirt. Although not always possible, needed supplies should be replaced prior to leaving.
3. Crew Boss will obtain a copy of the crew performance rating and crew fire time reports before leaving incident.
4. It is recommended that Crew Members do a Crew Boss Trainee performance rating before disassembling (See appendix G)
5. A crew AAR will be completed prior to leaving or upon arrival back at the home unit.
6. Select travel route and time frame back to the home unit.
7. Contact home dispatch office to confirm travel plans. Make periodic telephone calls to dispatch to see if travel plans have changed. You may be requested to go to another fire after you have started your trip back home.
8. Make sure evaluators have filled out all task books and paperwork as per agency standards prior to crew disassembling (Field Evaluation/Overhead Performance Forms for the USFS employees, Final Evaluator narrative for the BLM employees).
9. Make sure all timekeeping is completed before disassembling.
10. Crew Boss and assigned personnel will refurbish gear with the Interagency Cache Manager (ICM). Any defective equipment needs to be tagged and notify the ICM. Prior to leaving an incident, every effort should be made to obtain an S# for broken or lost accountable equipment and or saw parts.
11. Crew vehicles will be cleaned inside and out, tools and equipment will be rehabed, cleaned and placed back in an organized way. Any trouble or maintenance issues with rigs or equipment must be reported as soon as possible and documented in the FEMPER as the crew may be made available as soon as you arrive back. If any minor issue has not been fixed or is a persistence concern tape a note directly to the steering wheel for the next driver.

E.AGENCY AFTER ACTION REVIEW

The Crew Boss and Trainee will conduct an AAR with representatives from each participating agency within 5 working days of return from assignment. The AAR should address the following items:

- **Mobilization**
- **Crew effectiveness and performance**
- **Equipment and vehicle quality**
- **Safety**
- **Trainee accomplishments**

V. RESPONSIBILITIES OF CREWMEMBERS

A. PRESEASON RESPONSIBILITIES

Some things to consider prior to each fire season:

1. Initial attack firefighters will have both a Personal Gear (PG) pack and line gear. Non-fire personnel should have a PG pack readily available, and it is strongly urged that their district furnish line gear for use on the line. See Appendix A.
2. Everyone must have the proper protective clothing. Boots must be at least 8" high, with laces and non-skid soles.
3. Everyone will be familiar with the ICS concept, structure, and terminology.
4. Firefighters will not be assigned to a fire unless they passed the Work Capacity Test (WCT) at the arduous level and have a current signed "Red Card".
5. Crew Members will be in good mental and physical condition (no one is injured, impaired, or recovering from a recent injury or illness).
6. All crewmembers will be available up to 14 days from the date of mobilization. A travel day should be anticipated on each end of the assignment.
7. Individuals accepting an assignment agree that, under ordinary circumstances, they will remain with the crew for the duration of the crew assignment. Examples of extraordinary circumstances include illness or injury, death in the immediate family, or disciplinary actions. Return transportation will normally be provided in these instances.
8. Normal work shifts for crew on fires are intended to be 12-16 hours duty time per shift and a minimum of 8 hours non-duty time between shifts. Any shifts in excess of 16 hours will require a written justification by the Incident Commander. An overhead supervisor will sign all crew time reports.
9. Crew Members should not carry expensive personal items (CD players, camera, jewelry, etc.). Management will not be responsible for lost, stolen, damaged or destroyed personal items not essential to the job.

B. FIRELINE QUESTIONS TO EMPHASIZE SAFETY

TEN QUESTIONS EVERY FIREFIGHTER MUST ASK AND ANSWER YES TO BEFORE ENGAGING IN FIRE SUPPRESSION

1. Do you understand the organization for this fire and your place in it?
2. Is there a plan and do you understand it?
3. Do you know it is OK to ask questions and ensure that the instructions you're given provide for your safety and the safety of your fellow fire fighters?
4. Do you know the weather forecast for today?
5. Have you assessed fire behavior and made a prediction?
6. Are you interactive with the Standard Fire Orders and Watch Out Situations?
7. Do you have the Lookouts, Communications, Escape Routes, and Safety Zones system in place?
8. Do you understand that is both your responsibility and your right to say No to orders that cannot be accomplished without compromising one or more of the Standard Fire Orders or without mitigating each of the Watch Out Situations?
9. Can you describe the fire environment you are going to operate in?
10. Are you prepared to engage; monitor the fire environment, be proactive, and make adjustments?

9. RULES OF CONDUCT

1. Any form of harassment will not be tolerated.
2. Possession of firearms or other weapons and any form of controlled substance not prescribed by a physician is prohibited at any time during the entire assignment. This includes all time (travel, work, on or off shift) from mobilization to returning to duty station.
3. Every crew member will be **ready and able to work** for the entire assignment. The Crew Boss has the ability to state and institute rules for the crew while in paid status.
4. Conduct themselves in a professional manner while on the fireline, in fire camp, on R&R, in travel status, and during ordered standby duty.
5. Follow safe working practices at all times; observe the 10 Standard Firefighting Orders and 18 Situations that Shout Watch Out, and use safety equipment provided to them.
6. Maintain assigned government equipment and tools in good serviceable condition.
7. Report for duty at the place and time designated, ready to begin the assignment. This will include the possession of the proper tools, equipment and supplies needed for the assignment.
8. Carry out instructions from supervisors unless otherwise prevented by unsafe conditions or situations.
9. Maintain clean, orderly living areas; including incident base and vehicles. Garbage, tools and equipment will be picked up and disposed of or stored properly at all times.
10. Maintain compatible working relationships with fellow workers, other crews, and supervisors. An attitude of cooperation will be expected from the crew.

V. MISCELLANEOUS

A. MORALE

Three factors influence the individuals' fireline performance: experience, capability/conditioning, and attitude. It should be realized that seldom would everything go right for everyone. There is bound to be varying degrees of problems or criticism. Keep the following in mind:

1. Do not argue with or downgrade fellow personnel. Problems should be addressed through the chain of command.
2. Watch what you say, when you say it, where you say it, and to whom you say it. Verbal criticism of the incident or another crew and personnel must be done with discretion so as not to be overheard. A good practice is to discuss problems only within your sleeping area. A crew's reputation can be undermined by a careless individual's lack of sensitivity.
3. Remember – you are at the incident to assist someone. Make the task more bearable by helping those around you. Try to keep a good attitude and help others around you do the same. It is hard work but hard work is what you make of it. You can be miserable and complain or you can dig in and work hard and maybe even have a good time.
4. If there are problems within the crew, use the chain of command. If you are crew member, use your Squad Leader, and on up the chain. If, after attempts to get the situation remedied at the lowest possible level fail, the Human Resources section on the fire would be your next avenue.

APPENDIX A
REQUIRED/SUGGESTED ITEMS FOR PACKS

INITIAL ATTACK PACK (Line Gear)

1. *Nomex shirt and pants*
 2. *Minimum 8” high boots, laced, with non-skid soles
 3. *Fire Shelter
 4. *Hardhat with chinstrap
 5. *Goggles or safety glasses
 6. *Rations or freeze-dried food (enough for 2 meals)
 7. *Headlamp with batteries
 8. *4 to 6 quarts of water
 9. *Gloves
 10. *Ear Plugs
 11. *First Aid Kit (1 person)
 12. *10” file with guard and sheath
 13. Extra batteries for headlamp
 14. *Knife and lighter
 15. Space blanket
 16. 25” P-cord cord
 17. Bandanas
 18. *Toilet paper
 19. Extra bootlaces
 20. Extra Chinstrap
 21. Extra Radio batteries
 22. Flagging
 23. *Incident Response Pocket Guide (IRPG) current version
 24. Fire Line Handbook (FLHB)
- * Denotes required items

Personal Gear Bag (Red Bag)

Be ready for a 14 day callout (plus travel). The crew callout can consist of being in a fire camp (where meals are provided and there is a supply unit), being spiked out and completely self-sufficient, being staged for IA or doing project work. You could get put up in a hotel, fire station, camp ground or middle of nowhere. The temperature may be 90 – 100 in the day and drop to freezing at night no matter the time of year or area, so be prepared. You must be able to stay for the ENTIRE call out and may be out of contact with the outside world for that length of time... so take care of your bills, sitters, etc. before the callout. The crew rarely has an opportunity to do laundry or rehab your personal items... bring enough. On crew callouts the top 2 health concerns are destroyed feet and cold/flu like symptoms (camp crud). Please bring vitamins or whatever you need to boost your immune system or combat a cold and be certain to take measures so blistered/cracked/athletes footed/raw/ nasty feet won't take you out of commission.

Personal gear: *Denotes required items

1. *Toilet/Personal Articles (Medications will need to last the entire trip)
2. *Underwear/Socks (Will need to last the entire trip)
3. *Jacket
4. *Jeans and shorts
5. *T-shirt 100 % Cotton
6. *Extra pair Nomex pants / Fire shirt
7. *Towels/ Washrag
8. *Sleeping Bag

9. *Tent
10. Money for travel purchases
11. Reading material
12. Insect repellent
13. Rain gear, sunglasses

Note: Total weight of initial attack pack and PG pack is 65 lbs dry weight. (45 lbs. for PG pack and 20 lbs. for initial attack pack (dry weight). Since a lot of the gear looks alike it should be tagged or marked for identifying. Maximum crew weight cannot exceed 5300 lbs.

APPENDIX B

CREWBOSS CHECK LIST FOR ARRIVAL AT MOBILIZATION POINT

1. Check in with SCIIDC.
2. Sit down with Crew Boss Trainee and discuss how the two of you will operate (who will be responsible for what). However, it is recommended this be done prior to mobilization.
3. Pick up and check contents of Crew Boss briefcase.
4. Get 10 copies of crew manifest.
5. Get travel map to the incident.
6. Ask SCIIDC for any information they may have on the fire (weather, fuel types, burning conditions, Situation Report, Pocket Cards).
7. Make sure the crew has all necessary PPE. If not get items from the cache.
8. Make sure there are the necessary numbers of first aid kits.
9. Make sure you have all the batteries and charging cord for the crew cell-phone.
10. Make sure you have all necessary tools (Pulaskis, shovels, chainsaws, etc.)
11. Make sure you have lunches for the crew. If needed make sure you have cubies of water.
12. Find out if you need to take chain saws. If so get saw bags from the cache.
13. Make sure 8 radios are available on the crew with a cloning cable for each type of radio.

ON ARRIVAL AT INCIDENT COMMAND POST (ICP)

1. Report to Status Check-in.
2. Report to the Plans unit
3. Report to Finance Section.
4. Obtain sleeping area assignment, feeding instructions, etc., from Logistics Section.
5. Crew Boss will:
 - a. Attend evening and morning briefings.
 - b. Complete crew time reports for crew.
 - c. Keep crew from loitering in Overhead or Catering area.
 - d. Take care of injuries – complete CA-1 if needed.
 - e. Watch the bulletin board for instruction and information.
6. General Rules
 - a. Shift will start as scheduled on Incident Action Plan.
 - b. Crew Members will not be left in camp to guard gear or for other reasons without approval of Crew Boss.
 - c. Shifts will be limited to 12-16 hours when possible. If a shift goes over 16 hours a letter from the Incident Commander (IC) explaining why will need to accompany fire time reports.
 - d. All significant medical issue will be reported to the TFD Safety Officer and STF Duty Officer.

APPENDIX C

South Idaho Interagency T2IA Crew Crew Inventory and Crew Needs

Updated: 6/16/2016

ITEM	QUANTITY	SIZE
AA batteries	4	case
Drip torches	4	each
Fusees	2	case
Bladder bags	8	each
Flagging/multiple colors	1	case
Extra Files:		
3/8 round	1	box
bastard, flat	1	box
5 gallon safety fuel can (drip torch)	2	each
5 gallon safety fuel can (saw fuel)	2	
Fiber tape	6	roll
Duct tape	1	roll
QBs full with drinking water	10	each
MREs	10	case
Gatorade	4	case
Bottled water	4	case
Toilet Paper	8	roll
Paper towels	4	roll
Chin straps	5	each
Ear plugs	20	pair
Hand sanitizer	8	bottle
Large garbage bags	20	each
Mosquito repellent	4	bottle
Additional Needs from Interagency Cache		
Hand tools	25	various types
Chainsaw Kits (Including Chainsaw)2 BLM, 2 FS	4	each
Chaps	8	each
Dolmars	4	each
Sigs	8	each
Bar Oil	4	gallon
2 stroke mix (enough to mix 10 gallons)	2	case
10 person first aid kit	2	each
Ice Chests	2	each

Other Crew Needs	Supplier	Notes
Crew Manifest	SCIIDC	Take 10 copies
Crew Boss Kit	ICM	
Cell Phone (208-731-6637)	ICM	As needed/requested
Tachometer	ICM	
Satellite Phone	TFD	See Dispatch or BLM AFMO

APPENDIX D

Interagency Crew Saw Maintenance Checklist

Updated: 05/21/15

The intent of this maintenance checklist is to ensure that the crew saws are ready for use when they are returned to the Interagency cache. The following bullet points will include a basic field clean, with a few extra steps that will ensure the saws are ready to be reissued for the next assignment. The expectation will be set high for the cleaning and maintenance process. Any saw kit items used should be replaced using the supply unit on the fire. If the supply unit cannot attain the requested items you are responsible to get an S number as to not use the home district budget for resupply.

- With choke on clean air filter remove pre-felt and tap out. Wipe saw dust and ash off carburetor housing taking extra care not to get any particulates into carburetor.
- Using simple green clean entire exterior, including plastic shrouds and the bar. It is important to use caution when cleaning around the carburetor and exhaust ports any particulates or fluid that gets in these ports can cause damage to the piston and cylinder. An earplug can be used to block these ports, just be sure to remove them when the cleaning is complete.
- When cleaning the bar use tension screw-cover plate to clean debris from bar groove.
- Using large flat file clean any burs that have developed on the bar. The bar should also be checked for wear in the groove near the tip. If the chain has caused wear in the groove using the large flat file re-true the groove to match with the tip and center of bar. If you are unsure how to do this just make note of the wear so that it can be taken care of before the saw is stored away.
- Ensure all chain that is going to be returned with the saw kit is sharpened and rakers have been filed down using a raker gauge. Note also look at the sprocket for wear a general rule of thumb is for every chain that you go through start to finish you should replace your sprocket.
- Using conservative amount of bearing grease lubricate needle cage bearing.
- Inspect cooling fins on piston head if they have debris packed in between them the saw is not able to properly cool and will eventually lead to piston wear and damage. Take time to remove piston head shroud and clean fins of debris.

The MS 441 have a few items that are important to replace if they are worn, broken, or missing. Please watch for wear and tear.

- The rubber chip deflector becomes damaged and or lost it NEEDS to be replaced at the end of shift.
- The rubber grommet that protects the tuning screws is lost dirt and ash will build up around the carburetor housing potentially exposing the carburetor to damaging particulates.

It is ultimately the Crew Boss's responsibility to ensure that the above items are met, but may be delegated to the Saw boss or representative.

APPENDIX E

Ten Standard Fire Orders

FIRE BEHAVIOR

1. Keep informed on fire weather conditions and forecasts.
2. Know what your fire is doing at all times.
3. Base all actions on current and expected behavior of the fire.

FIRELINE SAFETY

4. Identify escape routes and safety zones, and make them known.
5. Post lookouts when there is possible danger.
6. be alert. Keep calm. Think clearly. Act decisively.

ORGANIZATIONAL CONTROL

7. Maintain prompt communication with your forces, your supervisor and adjoining forces.
8. Give clear instructions and insure they are understood.
9. Maintain control of your forces at all times.

IF YOU CONSIDER 1-9, THEN

10. Fight fire aggressively, having provided for safety first.



APPENDIX F

18 WATCH OUT SITUATIONS

1. Fire not scouted and sized up.
2. In country not seen in daylight.
3. Safety zones and escape routes not identified.
4. Unfamiliar with weather and local factors influencing fire behavior.
5. Uninformed on strategy, tactics, and hazards.
6. Instructions and assignments not clear.
7. No communication link between crewmembers and supervisors.
8. Constructing line without safe anchor point.
9. Building line downhill with fire below.
10. Attempting frontal assault on fire.
11. Unburned fuel between you and the fire.
12. Cannot see main fire, not in contact with anyone who can.
13. On a hillside where rolling material can ignite fuel below.
14. Weather gets hotter and drier.
15. Wind increases and/or changes direction.
16. Getting frequent spot fires across line.
17. Terrain or fuels make escape to safety zones difficult.
18. Taking a nap near the fireline.

Safety will be part of your daily routine and all tasks should revolve around it

APPENDIX G

Apply **LCES** at all Times

Lookouts

Communications

Escape Routes

Safety Zones

Safety Zone Identification

- ✓ **Large enough for all personnel expected to use it.**
- ✓ **Situated to minimize exposure to radiant and convection heat.**
- ✓ **Free of natural or synthetic flammables (fuels).**
- ✓ **Consider adjacent fuel type, fuel moisture, present and expected burning conditions.**

Escape Route Identification

- ✓ **Quickest possible access to safety zone**
- ✓ **Free from obstructions (logs, brush, rock outcrops, gullies)**
- ✓ **Avoid uphill travel**
- ✓ **Well marked (flagged) for use**
- ✓ **All personnel informed of location**
- ✓ **Two different routes to each safety zone desirable.**

Fire Shelter Deployment Area Selection

Remember this is a site selected on short notice in order to give the firefighters the best possible chance of surviving a burn-over emergency inside of a fire shelter.

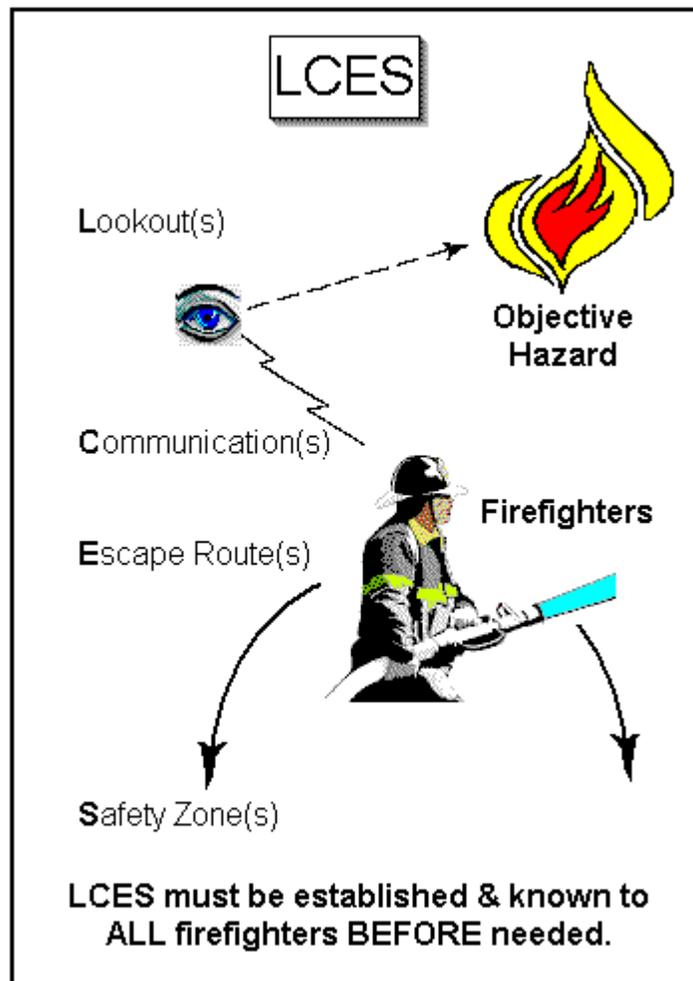
Avoid the following:

- ✓ **Areas of heavy fuel buildup**
- ✓ **Under-burned areas containing large amounts of dried aerial fuels**
- ✓ **Exposure to advancing flame front**
- ✓ **Saddles, chutes and chimneys**

Seek depressions, or the backside of earthen mounds, dozer piles or large rocks. Scrape site to mineral soil, if time permits.

Remember; **NEVER** confuse a fire shelter deployment area with a true Safety Zone. The difference could cost you and your crew **YOUR LIVES**.

L – Lookout(s)
C – Communication(s)
E – Escape routes
S – Safety zone(s)



In the wildland fire environment where four basic safety hazards confront the firefighter – lightning, fire-weakened timber, rolling rocks, and entrapment by running fires – LCES is key to safe procedure for firefighters.

Together the elements of LCES form a safety system used by firefighters to protect themselves. This safety procedure is put in place before fighting the fire:

- select a lookout or lookouts,
- set up a communication system,
- choose escape routes,
- and select safety zone or zones.

In operation, LCES functions sequentially. It's a self-triggering mechanism: lookouts assess – and reassess – the fire environment and communicate to each firefighter threats to safety; firefighters use escape routes and move to safety zones.

All firefighters should be alert to changes in the fire environment and have the authority to initiate communication.

LCES is built on two basic guidelines:

1. Before safety is threatened, each firefighter must be informed how the **LCES** system will be used.
2. The **LCES** system must be continuously reevaluated as fire conditions change.

Train lookouts to observe the wildland fire environment and to anticipate and recognize fire behavior changes.

Position lookouts where both the hazard and the firefighters can be seen. Terrain, cover, and fire size determine the number of lookouts needed; every firefighter has the authority and the responsibility to warn others of threats to safety.

Set up communications system - radio, voice, or both – by which the lookout warns firefighters promptly and clearly of approaching threat. It is paramount that every firefighter receives the correct message in a timely manner.

Establish at least two escape routes and make them known. (In the 1976 Battlement Creek Fire, three firefighters lost their lives after their only escape route was cut off by the advancing fire.)

Re-establish escape routes as their effectiveness decreases. (As firefighters work along the perimeter, fatigue and distance increase the time required to reach a safety zone.)

Establish safety zones - locations where the threatened firefighter may find adequate refuge from the danger. (Fireline intensity, air flow, and topographic location determine safety zone effectiveness. Shelter deployment sites have sometimes been termed, improperly and unfortunately, "safety zones". Safety zones should be planned as locations where no shelter will be needed. This does not imply that a shelter should not be deployed if needed, only that if there is a deployment, the safety zone location was not truly a safety zone.)

The **LCES** system approach to fireline safety is an outgrowth of my analysis of fatalities and near misses for over 20 years of active fireline suppression duties.

LCES simply focuses on the essential elements of the standard **FIRE ORDERS**. Its use should be automatic in fireline operations, and all firefighters should know the **LCES** interconnection.

Common Denominators of Fire Behavior on Tragedy and Near-Miss Forest Fires

Most incidents happen on the smaller fire or on isolated portions of larger fires

Most fires are innocent in appearance before the “flare-ups or blow-ups.” In some cases, tragedies occur on the mop-up stage

Flare-ups generally occur in deceptively light fuels

Fires run uphill surprisingly fast in chimneys, gullies and on steep slopes

Some suppression tools, such as helicopters, or air tankers, can adversely affect fire behavior; the blasts of air from low flying helicopters and air tankers have been known to cause flare-ups

APPENDIX H

South Idaho Interagency T2IA Crew OVERHEAD PERFORMANCE RATING For Crew	INSTRUCTIONS: Each Crew member will fill out a performance rating at the completion of each fire assignment.															
1. Name:	2. Fire Name and Number(s):															
3. Home Unit (Address):	4. Location:															
5. Date:																
6. Evaluation																
Enter X under appropriate rating number and under proper heading for each category listed. Definition for each rating number follows: 0 - Deficient. Does not meet minimum requirements of the individual element. DEFICIENCIES MUST BE IDENTIFIED IN REMARKS. 1 - Needs to Improve. Meets some or most of the requirements of the individual element. IDENTIFY IMPROVEMENT NEEDED IN REMARKS. 2 - Satisfactory. Employee meets all requirements of the individual element. 3 - Superior. Employee consistently exceeds the performance requirements.																
Rating Factors	CREW BOSS				CREW BOSS TRAINEE				SQUAD LEADER				SQUAD BOSS TRAINEE			
	0	1	2	3	0	1	2	3	0	1	2	3	0	1	2	3
Knowledge of the Job																
Briefing at time of mobilization																
Conducted Crew briefing																
Daily safety discussions on LCES and 10 Standard Fire Orders																
Attitude																
Initiative																
Communication of daily crew objectives																
Getting Along with Others																
Adaptability to do job																
10. Did Crew Boss follow the 10 Standard Fire Orders at all times? If not which ones were not followed (explain).																
11. Did Crew Boss insure that all crew members were using PPE in the proper manner? If no explain.																
12. Do you have any suggests as to how the crew bosses or squad bosses could improve their leadership of the crew?																
13. Remarks:																
14. Rated By (Signature)				14. Home Unit				15. Position				16. Date				

APPENDIX I

21 March 2016

INTERAGENCY CREW QUALIFICATIONS AND EQUIPMENT STANDARDS

Minimum Crew Standards for National Mobilization

Minimum Standards	Type 1 ¹	Type 2 with Initial Attack Capability	Type 2
Fireline Capability	Initial Attack – Can be broken up into squads, fireline construction, complex firing operations (backfire)	Initial Attack – Can be broken up into squads, fireline construction, firing to include burnout	Initial Attack – Fireline construction, firing as directed
Crew Size	18-22	18-20	
Leadership Qualifications	Permanent supervision: Supt.: TFLD, ICT4, FIRB Asst. Supt.: TFLD OR STCR, CRWB, ICT4 Squad Bosses: CRWB ² , ICT5 Senior Firefighters: FFT1	Crew Boss: CRWB 3 Squad Bosses: ICT5	Crew Boss: CRWB 3 Squad Bosses: FFT1
Experience	80% 1 season	60% 1 season	20% 1 season
Full-Time Organized Crew	Yes (work and train as a unit 40 hrs per week)	No	No
Communications	8 programmable radios	4 programmable radios	
Sawyers	4 FAL2, 50% of crew FAL3	3 agency-qualified	None
Training	As required by the <i>Standards for Interagency Hotshot Crew Operations</i> or agency policy before assignment	Basic firefighter training and/or Annual Fireline Safety Refresher Training before assignment	Basic firefighter training and/or Annual Fireline Safety Refresher Training before assignment
Logistics	Crew level agency purchasing authority	No purchasing authority	No purchasing authority
Maximum Weight	5,300 lb		
Dispatch Availability	Available nationally	Available nationally	Variable
Production Factor	1.0	.8	.8
Transportation	Own transportation	Transportation needed	Transportation needed
Tools & Equipment	Fully equipped	Not equipped	Not equipped
Personal Protective Equipment (PPE)	All standard designated fireline PPE		
Certification	Must be annually certified by the local host Unit Agency Administrator or designee before being made available for assignment.	N/A	N/A
Language Requirement	All senior leadership, including Squad Bosses and higher, must be able to read and interpret the language of the crew as well as English		
Personal Gear	Arrives with: Crew first aid kit, personal first aid kit, headlamp, 1-qt canteen, web gear, sleeping bag		

¹An Interagency Hotshot Crew (IHC) is a Type I crew that exceeds the Type I standards as required by the *Standards for Interagency Hotshot Crew Operations* in the following categories:

Permanent supervision with 7 career appointments (Superintendent, Assistant Superintendent, 3 Squad Bosses, 2 Senior Firefighters, OR Superintendent, 2 Assistant Superintendents, 2 Squad Bosses, 2 Senior Firefighters).

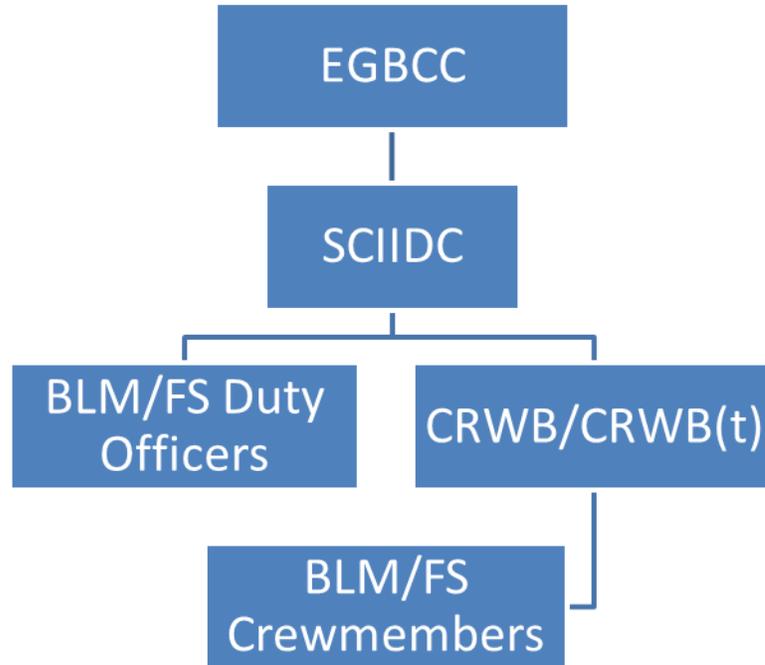
IHCs work and train as a unit 40 hours per week.

IHCs are a national resource.

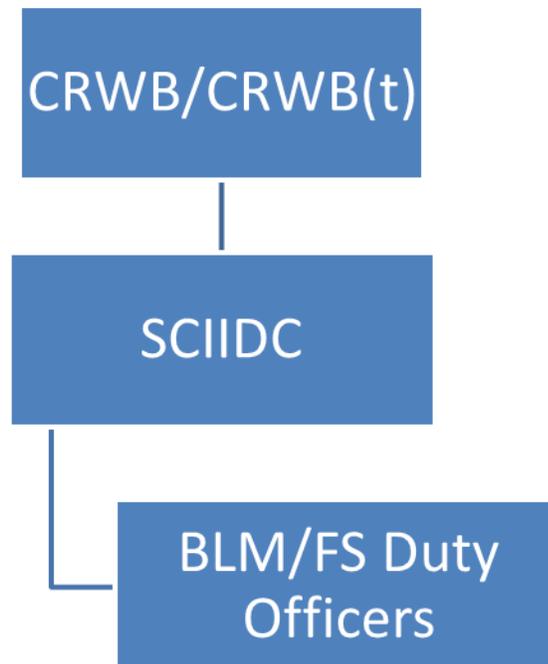
²Implemented on January 21, 2018. Previous standard of FFT1 and ICT5 acceptable until implementation date.

Appendix J

Mobilization



Demobilization



Appendix K

Vehicle Card Breakdown Sheet

Please see Brown book located in BLM Crew Carrier.

For the Vehicle Utilization Sheet (inside the Brown book) When fueling:

1. Enter the Date (under date)
2. Enter the vehicle HOURS (under METER)
3. Enter Drivers full printed name
4. Pump gas and get receipt
5. Enter the Gallons amount. Round to the nearest whole gallon (under no. of gallons “primary”)
6. On the receipt:
 - a. Write the fire code (example HTW4) in known or fire name and the hours.
 - b. Circle the Date. Circle the Gallons. Circle the Amount.

You do not need to fill out the EXCEPTION COST CENTER unless you are familiar.

Put the receipt in the brown book’s clear envelope and do a walk around inspection before moving.