Y	N	IC's CHECKLIST
		Incident complexity analysis completed
		Risk Management process completed
		Hazard mitigations in place
		IRPG briefing checklist used for all incoming resources and documented
		Work/Rest guidelines reviewed and tracked
		Personnel are qualified for positions
		Performance evaluations completed for resources assigned from outside the local area
		Type 3 IC accepts no collateral duties except for unfilled command and general staff positions
		After action review performed and documented by IC

AFTER ACTION REVIEW

Incident Name: _____ **IC:** _____

Date: _____ **Incident Complexity:** _____

Critiqued By: (Names of Attendees)

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

What was planned? _____

What actually happened? _____

What was the difference, if any, between questions one and two? _____

_____

What can you do different next time to meet objectives? _____

_____

AAR Leader Signature: _____ **Date:** _____

Reviewed by: _____ **Date:** _____

Comments: _____

_____

_____

_____

_____

_____

INCIDENT ORGANIZER

Incident Commander

_____

_____

Operations

_____

_____

Air Operations

_____

_____

Staging

_____

_____

Logistics

_____

_____

DIVS/TFLD	*DIVS/TFLD*	*DIVS/TFLD*
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- -

INCIDENT OBJECTIVES

1. *Safety of firefighters and public*
2. _____
3. _____
4. _____
5. _____

STRATEGIC PLAN OF ACTIONS

1. _____
2. _____
3. _____
4. _____
5. _____

TRANSITION OF AUTHORITY:

OUTGOING IC: _____ **Date:** _____ **Time:** _____

INCOMING IC: _____ _____ _____

OUTGOING IC: _____ **Date:** _____ **Time:** _____

INCOMING IC: _____ _____ _____

10 STANDARD FIRE ORDERS

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.
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.
7. Maintain prompt communications 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.
10. Fight fire aggressively, having provided for safety first.

18 WATCHOUT 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 with crew members or supervisor.
8. Constructing line without safe anchor point.
9. Building fireline downhill with fire below.
10. Attempting frontal assault on fire.
11. Unburned fuel between you and fire.
12. Cannot see main fire; not in contact with someone who can.
13. On a hillside where rolling material can ignite fuel below.
14. Weather becoming hotter and drier.
15. Wind increases and/or changes direction.
16. Getting frequent spot fires across line.
17. Terrain and fuels make escape to safety zones difficult.
18. Taking a nap near fireline.

SAFETY CHECKLIST

Lookouts: Has fire been thoroughly scouted and lookouts posted?

Communications: Are communications with dispatch and firefighting personnel adequate?

Escape routes: Have escape routes been identified and understood by all firefighters?

Safety zones: Have safety zones been identified and understood by all firefighters?

OFFICIAL DOCUMENT FOR EXTENDED WORK SHIFT AND/OR DEVIATION FROM 2:1 WORK REST POLICY

Date: Time: Incident Number: Incident Name: Unit:

_____|_____|_____|_____|_____

Incident Type Operational Period Incident Commander / Type (1-5)

_____|_____|_____|_____

Justification

Name of Individual(s) or Crew:

_____ _____ _____
_____ _____ _____
_____ _____ _____
_____ _____ _____
_____ _____ _____
_____ _____ _____

Description of Situation: (Yes)

Shifts in excess of 16 hours on _____ *was due to:*

(Y) Travel time not administratively controllable.
(Y) Mobilization and travel of resources to incident location or relocation to incident facilities.
(Y) Establishing and maintaining administrative, planning, and logistical support for incident.
(Y) Evacuation, triage, structure protection, or emergency rescue.
(Y) Establishing initial control of lines of the fire.
(Y) Extended attack efforts to control potentially devastating incident activity.
(Y) Incident unable to provide personnel with adequate food and lodging.
(Y) Other/Additional: _____

Extended hour(s) Date:_____ Work hours:_____ Total hours: _____

Rational: (Yes)

(Y) Emergency mobilization of resources to and from incident or facilities.
(Y) Efforts required setting up, supporting, and undertaking incident control actions.
(Y) Imperative operational defensive actions to prevent loss of life, resources, and property damage.
(Y) Extenuating circumstances resulted in personnel being left on-location without food and lodging.
(Y) Other/Additional: _____

Mitigation Measures

Actions taken to reduce impact on firefighter safety and reduce fatigue: (Y)

(Y) Rest extended into the following operational period.
Hours adjusted _____. On shift by: _____Date _____ Time
(Y) Other: _____

SIGNATURES:

_____
Incident Commander

_____
Agency Line Officer or Duty Officer

EMERGENCY MEDIVAC/MEDICAL TRANSPORT REQUEST

Medivac (Life Threatening) Y / N Medical Transport Y / N

Injury Information:

Number of patients to be transported _____

Is patient able to walk? Y / N

Explanation (vitals, type and extent of injury, etc…)_____

_____

_____

_____

Incident Site Information:

Agency _____

Location of helispot (coordinates in degrees, decimal minutes)

Latitude _____N / S Longitude _____ E / W

Township _____ N / S Range _____ E / W Section _____ ¼ sec ____

VOR _____ Distance _____ Bearing _____

Is Helispot Complete? Y / N If Not, How long to Completion? _____

Conditions of Helispot:

Wind Speed _____ Direction _____ Temperature _____

Elevation _____ Visibility _____ Helispot Size _____

Terrain Factors _____

Other Aircraft in the Area: Y / N

A/C type and call sign _____

A/C type and call sign _____

A/C type and call sign _____

A/C type and call sign _____

Radio Frequency Information:

Helispot Frequency _____

Incident Frequency _____

Air à Air _____

Air à Ground _____

Adm Unit Freq _____

Other Frequency_____

Ground Contact Information _____

Contact Person at the Helispot _____

Is there a qualified helitack person on site? _____

Proximity of helispot to injury site? _____

Contact person with injured party and radio frequency _____

_____

_____

INITIAL ATTACK SIZE-UP

Fire Name _____ **Fire Number:** DOI _____

IC Name _____ USDA_____

Reported By _____ State _____

Descriptive Location: _____

Legal: Township _____ Range _____ Section(s) _____

Coordinates: Latitude _____ Longitude _____

Arrival: Date _____ Time _____

Estimated Size: _____ acres Ownership: _____

Est. Contained: Date _____ Time _____

Est. Controlled: Date _____ Time _____

Cause: Human Lightning

Fire Investigator: No Yes Name: _____

Hazards: _____

Structures or Values Threatened: No Yes

If Yes, Please Specify: _____

Resources Responding: (*Show how many of each type*)

____Engines (Type___) ____Handcrews (Type___) ___Helos (Type___)

____Engines (Type___) ____Handcrews (Type___) ___Helos (Type___)

____Engines (Type___) ____Retardant (Loads___) __Dozers (Type___)

____Water tenders ____Misc A/C (Type___) ___Other

Additional Resources Needed: No Yes

If Yes, Please Specify: _____

Spread Potential: Low Moderate High Extreme

Character of Fire: Smoldering Creeping Running Spotting Torching Crowning

Slope at Head of Fire: 0-25% 26-40% 41-55% 56-75% 76+%

Position on Slope: Ridge top Saddle Mesa/Plateau Upper 1/3 Middle 1/3 Lower 1/3 Flat Valley Bottom Canyon Bottom

Aspect: Flat North West East Ridge top South

Fuel Type: Grass Grass/Brush Oakbrush Intermtn Brush Pinyon/Juniper Open Pine w/Grass Lodgepole/Pine Ponderosa/Conifer Spruce/Fir Aspen Slash Other: _____

Weather: Clear Scattrd Clouds Buildng Cumulus T-storms Lightning Overcast Intrmittnt Showers Heavy showers

Wind speed: _____ mph Gusting: _____ mph

Wind Direction: Calm North West East Erratic South

Ensure LCES are established and that 10's & 18's are in place.

ACTUAL STATUS OF INCIDENT:

CONTAINMENT: Date: _____ Time: _____ Acres: _____
CONTROLED: Date: _____ Time: _____ Acres: _____
FIRE CALLED OUT: Date: _____ Time: _____ Acres: _____

PROTECTING AGENCY AT ORIGIN:

1. National Forest, National Grassland, or Land Utilization Project
2. State and/or private lands inside FS protection boundary
3. Other federal lands inside FS protection boundary
4. Lands outside FS protection boundary
5. State and private lands outside federal protection boundaries
6. BLM lands
7. Other Department of Interior lands (NPS, BIA, BOR, other_____)

RESOURCES USED *(Show how many of each type)*:

Resources	Type (1-7)	Agency	# Used	Est Cost	Sub-Total

Items to order for re-supply and estimated cost:

_____
_____
_____
_____

WATER SOURCE	EST. GALLONS	COST/UNIT	SUB-TOTAL

TOTAL ESTIMATED FIRE COST: _____

INCIDENT RISK ANALYSIS (215-A)

Division/Group or Segment	Hazardous Actions/ Conditions	Mitigations/Warnings/Remedies
Operational Period		

Telephone Numbers

Person	Number

Radio Communication

Network	Frequency	
Command		RX
		TX
Support		RX
		TX
Air/Ground		RX
		TX
Air/Air		RX
		TX
TAC		RX
		TX
TAC		RX
		TX

-MAP-

RESOURCES ORDERED:

Resources	Type	Time Ordered	Contact/Call Sign	Arrived/Released

LOGISTICS ORDERED:

Item	Time/Date Ordered	Filled	Demobed	Other

One Day Order Amounts:

MRE's: 1 case for 4 people per day, 6 cases per day for (1) 20-person crew.
Water: 3 gal/person, 12 cubies per (1) 20-person crew.
Fuel: pumps (5 Gal/4 hours) chainsaws (1 Gal/4 hours) (1 qt oil/2 hours)

Batteries? Hot Meals? Fuel Truck? Toilet Facilities? Garbage Bags?
Tools? Medical Plan? Flagging? Tape? Misc Supplies?

DAILY FIRE WEATHER AND/OR SPOT RECEIVED? Yes No *GET IT*

__ RED FLAG WARNING __ FIRE WEATHER WATCH

SPOT WEATHER OBSERVATION AND FORECAST REPORT

Name of Incident/Project: _____ **Control Agency:** _____ **Request Made** Time: _____ Date:____

Location: _____ **Drainage Name:** _____ **Exposure/Aspect:** _____

Size of Incident: _____acres **Elevation:** Top_____ Bottom _____ **Fuel Type:** _____ **Incident on:** Ground Crown

Weather Conditions at Incident/Project or RAWS:

Place	**Elev**	**Obs Time**	**Wind Direction/Velocity** *20 Foot*	*Eye Level*	**Temperature** *Dry*	*Wet*	**RH**	**DP**

**The Fire Weather Forecaster will furnish the following information:*

Discussion and Outlook: Date: _____ Time: _____

_____

_____

_____

_____

Burn Period	**Sky Cover**	**Temp**	**RH**	**Wind**		**Indicies**
Today	Mostly Sunny/Clear	F / C	____ %	Eye	20 Foot	Haines:
Afternoon	Fair	_____	Max	_____	_____	_____
Evening	Partly Cloudy	High	Min			LAL:
Tonight	Mostly Cloudy	Low	Range			_____
Date:	Cloudy ____ %	Range				ERC:
_____	Variable					_____
Today	Mostly Sunny/Clear	F / C	____ %	Eye	20 Foot	Haines:
Afternoon	Fair	_____	Max	_____	_____	_____
Evening	Partly Cloudy	High	Min			LAL:
Tonight	Mostly Cloudy	Low	Range			_____
Date:	Cloudy ____ %	Range				ERC:
_____	Variable					_____
Today	Mostly Sunny/Clear	F / C	____ %	Eye	20 Foot	Haines:
Afternoon	Fair	_____	Max	_____	_____	_____
Evening	Partly Cloudy	High	Min			LAL:
Tonight	Mostly Cloudy	Low	Range			_____
Date:	Cloudy ____ %	Range				ERC:
_____	Variable					_____

Name of Fire Weather Forecaster: _____ *Fire Weather Office Issuing Forecast:* _____

IC TYPE 3 / EXTENDED ATTACK HELPLIST

What is your span-of-control/How many people do you have answering to you?
-- If there are too many to manage properly, make some changes

1	2	3	4	5	6	7	8	9
Optimum				||			Too Many	

1. Recognize situation / limitations:
- Incident Commander needs to create a sense of organization
- Type 3 IC needs to be a dedicated Incident Commander
- Utilize experience of other fire fighters on the fire
- Assign the most qualified individuals to manage segments of the fire

2. Determine objectives and needs:
- Fire fighter and public safety is the highest priority
- Establish a maximum allowable area MMA for the incident, and develop appropriate suppression strategies for the fire
- Resource values: What's at risk? What are their values? What's adjacent to your fire and its value? Special use areas, wildlife mgmt areas, etc…
- Document what the priorities are on the incident from critical to minimum

3. Coordinate and recognize additional resource needs:
- Coordinate through the Zone Duty Officer to request additional resources, including overhead
- Create a sense of organization and delegate tasks to the most qualified individuals on-scene. Order additional overhead as needed to assist in planning, logistics, and operations

4. Establish Appropriate ICS Structure-Delegate:

POSSIBLE OVERHEAD POSITIONS
- Operations: directly supervise suppression efforts
- Logistics: Begin assessing logistical support needs such as food, water, fuel, sleeping arrangements, special needs, etc…
- Plans: to address the following incident planning needs:
  Develop a communications plan: Frequency mgmt (com, tact, A/G)
  Establish formal check in and resource status with Zone Officer
  Gather, record and provide on-site information to personnel and dispatch
  Take on-site weather and obtain weather reports and forecasts
  The Incident Organizer is the initial Incident Action Plan. Prepare maps
  Assist in providing information for developing a Wildland Fire SA
- Utilize local and regional people: Ask about local drivers for logistics. Inquire about meals at or from local establishments.

OTHER POSITIONS TO CONSIDER
- Finance/Time Keeper, Helispot Manager, Situation Unit Leader, EMT/ Medical Unit Leader, Strike Team Leader/Task Force Leader, Division Group Supervisors, Staging Area Manager, Safety Officer

5. Costs
- Estimate daily and total costs. Record information on overall hours worked, number of retardant drops, overall helicopter time on the incident

REVISED / EXTENDED
INCIDENT COMPLEXITY ANALYSIS (Types 5, 4, 3)

Fire Behavior	**Yes**	**No**
Fuels extremely dry and susceptible to long-range spotting or you are currently experiencing extreme fire behavior	☐	☐
Weather forecast indicates no significant relief or worsening conditions	☐	☐
Current or predicted fire behavior dictates indirect control strategy with large amounts of fuel within planned perimeter	☐	☐
Firefighter Safety		
Performance of firefighting resources affected by cumulative fatigue	☐	☐
Overhead overextended mentally and/or physically	☐	☐
Communication ineffective with tactical resources or dispatch	☐	☐
Organization		
Operations are at the limit of span of control	☐	☐
Incident action plans, briefings, etc. missing or poorly prepared	☐	☐
Variety of specialized operations, support personnel, or equipment	☐	☐
Unable to properly staff air operations	☐	☐
Limited local resources available for initial attack	☐	☐
Heavy commitment of local resources to logistical support	☐	☐
Existing forces worked 24 hours without success	☐	☐
Resources unfamiliar with local conditions and tactics	☐	☐
Values to be Protected		
Urban interface; structures, developments, recreational facilities, or potential for evacuation	☐	☐
Fire burning or threatening more than one jurisdiction and potential for unified command with different or conflicting management objectives	☐	☐
Unique natural resources, special-designation areas, critical municipal watershed, T&E species habitat, cultural value sites	☐	☐
Sensitive political concerns, media involvement, or controversial fire policy	☐	☐

If you have checked "Yes" on 3 to 5 of the analysis boxes, consider requesting the next level of incident management support

INCIDENT COMPLEXITY ANALYSIS (Types 5, 4, 3) (Initial)

Fire Behavior	**Yes**	**No**
Fuels extremely dry and susceptible to long-range spotting or you are currently experiencing extreme fire behavior	☐	☐
Weather forecast indicates no significant relief or worsening conditions	☐	☐
Current or predicted fire behavior dictates indirect control strategy with large amounts of fuel within planned perimeter	☐	☐
Firefighter Safety		
Performance of firefighting resources affected by cumulative fatigue	☐	☐
Overhead overextended mentally and/or physically	☐	☐
Communication ineffective with tactical resources or dispatch	☐	☐
Organization		
Operations are at the limit of span of control	☐	☐
Incident action plans, briefings, etc. missing or poorly prepared	☐	☐
Variety of specialized operations, support personnel, or equipment	☐	☐
Unable to properly staff air operations	☐	☐
Limited local resources available for initial attack	☐	☐
Heavy commitment of local resources to logistical support	☐	☐
Existing forces worked 24 hours without success	☐	☐
Resources unfamiliar with local conditions and tactics	☐	☐
Values to be Protected		
Urban interface; structures, developments, recreational facilities, or potential for evacuation	☐	☐
Fire burning or threatening more than one jurisdiction and potential for unified command with different or conflicting management objectives	☐	☐
Unique natural resources, special-designation areas, critical municipal watershed, T&E species habitat, cultural value sites	☐	☐
Sensitive political concerns, media involvement, or controversial fire policy	☐	☐

If you have checked "Yes" on 3 to 5 of the analysis boxes, consider requesting the next level of incident management support

Type 5 Characteristics: *(a) C&G Staff positions are not activated. (b) Resources vary from one to five firefighters. (c) Incident is normally contained rapidly during IA. (d) A written action plan is not required.*

Type 4 Characteristics: *(a) C&G Staff positions are not activated. (b) Resources vary from single Firefighter to several single resources or a single Task Force or Strike Team. (c) The incident is limited to 1 operational period in the control phase. Mop-up may extend into multiple periods. (d) A written plan is not required.*

Type 3 Characteristics: *(a) Some of the C&G Staff may be activated, as well as, DIVS/Group Supervisor and Unit leaders. (b) Resources vary from several single resources to several TFL's/STL's. (c) Incident may be separated into several divisions, but usually does not meet the DIVS/GROP Supervisor position for span or control. (d) May involve several burning periods prior to control, which requires a written action plan.*

SUMMARY OF ACTIONS (ICS 214)

Date/Time	Major Events (important decisions, briefings, conditions, etc..)

SUMMARY OF ACTIONS (ICS 214)

Date/Time	Major Events (important decisions, briefings, conditions, etc..)