



# Eastern Area Interagency Mobilization Guide 2021



# 2021

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# **CHAPTER 10**

## **OBJECTIVES, POLICY AND SCOPE OF OPERATION**

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## CHAPTER 10 - OBJECTIVES, POLICY AND SCOPE OF OPERATION

### MISSION STATEMENT - EASTERN AREA COORDINATION CENTER

The Eastern Area coordination center (EACC), located in Milwaukee, Wisconsin, is the Geographic Area Coordination Center (GACC) for the 20 northeastern states, Bureau of Indian Affairs (BIA), National Park Service (NPS), Forest Service (FS), Fish and Wildlife Service (FWS), and other cooperating agencies.

The principal mission of the Eastern Area Coordination Center is the cost effective and timely coordination of land management agency successful emergency response for wildland fire. As a partner in the National Response Framework (NRF) and as interagency cooperators, we will also meet the requirements of all-hazard incidents as directed by the NRF or Presidential and Secretarial direction. This is accomplished through planning, situation monitoring, and expediting resource orders between the Bureau of Indian Affairs (BIA) Areas, the Bureau of Land Management (BLM), States, the National Association of State Foresters (NASF), Fish and Wildlife Service (FWS) Regions, Forest Service (FS) Regions, National Park Service (NPS) Regions, National Weather Service (NWS) Regions, Federal Emergency Management Agency (FEMA) Regions through the United States Fire Administration (USFA) and other cooperating agencies.

The Eastern Area Interagency Mobilization Guide (EMG) supplements the National Interagency Mobilization Guide (NMG) and identifies standard Eastern Area procedures which guide the operations of multi-agency logistical support activity throughout the coordination system. This guide is intended to facilitate interagency dispatch coordination, ensuring the timeliest and cost-effective incident support services available are provided. It is designed to accommodate amendments as needed and will be retained as current material until amended. Local mobilization guides should be used to supplement the Eastern Area Interagency Mobilization Guide.

### **TOTAL MOBILITY**

EACC uses the total mobility concept to position and utilize resources to meet existing and anticipated incident, preparedness, severity, and wildland and/or prescribed fire needs regardless of geographic location or agency affiliation.

### **PRIORITIES**

When competition for wildland fire resources occurs within the Geographic Area, EACC will establish Geographic Area priorities and confirm drawdown levels until relieved of this responsibility by the Eastern Area Multi-Agency Coordination group (EA MAC).

When requested, Units will establish priorities for their incidents and wildland fires and report them to EACC.

The single overriding suppression priority is the protection of human life - both, that of our firefighters and of the public.

In setting geographic area priorities and drawdown levels, the following criteria will be considered:

- Protecting communities and community infrastructure, other property and improvements, and natural and cultural resources.

- Maintaining initial attack capability.
- Limiting costs without compromising safety.
- Meeting agency suppression objectives.
- Support to National Response Framework (NRF) tasking's.

A multi-agency coordinating group (MAC) may be established at the request of any member agency. This group will be staffed to the level necessitated by the existing wildfire/all-hazard incident/emergency.

Once established, the Eastern Area MAC group is delegated authority to:

- Establish priorities for fires/incidents within the Eastern area.
- Establish priorities for prepositioning and suppression requirements among units.
- Allocate critical resources.
- Reallocate critical resources when necessary as situations change.

#### **RESOURCE ALLOCATION DECISIONS WHEN THE EA MAC GROUP IS NOT ACTIVATED**

Prior to circumstances which trigger activation of the EA MAC Group, any Agency Representative may initiate a conference call with EACC and the other Agency Representatives for the purpose of the gathering and sharing situational intelligence. The conference calls should include a representative from each federal, state and/or compact that could potentially be affected by the current or forecasted weather or events. The purpose of the call to identify potential resource needs and determine the level of interagency support that may be needed to fill anticipated shortages. In such cases, decisions that affect movement of aviation assets and out of GACC resources will be made by the EACC Center Manager, in consultation with the EACG Chair.

The Center Manager will consult with the National Interagency Coordination Center (NICC) and EA Dispatch Centers or sub-geographic MAC groups as appropriate. Decisions by the Center Manager will be relayed to the EACG Chair until the EA MAC group has assembled. Such decisions shall remain in effect after EA MAC group activation and become part of the official record. The EA MAC group will re-evaluate the decisions of the Center Manager in the normal course of business as they assess the situational needs at the time.

#### **LOCAL AND GEOGRAPHIC AREA DRAWDOWN LEVELS AND NATIONAL READY RESERVE**

Drawdown is the predetermined number and type of fire suppression resources that are required to maintain viable initial attack (IA) capability at either the local or the geographic area.

Drawdown resources are considered unavailable outside the local or Geographic Area for which they have been identified. Drawdown is intended to ensure adequate fire suppression capability for local and/or Geographic Area managers and enable sound planning and preparedness at all management levels.

Although drawdown resources are considered unavailable outside the local or geographic area for which they have been identified, they may still be reallocated by the Geographic Area or National Multi-Agency Coordinating Group (NMAC) to meet higher priority obligations.

Local drawdown is established by the local unit and/or the local MAC group and implemented by the local dispatch office. The local dispatch office will notify the Geographic Area Coordination Center (GACC) of local drawdown decisions and actions.

Geographic Area drawdown is established by the Geographic Area Multi-Agency Coordination Group (GMAC) and implemented by the GACC. The GACC will notify the local dispatch offices and the National Interagency Coordination Center (NICC) of Geographic Area drawdown decision and actions.

National Ready Reserve is a means by which the NMAC identifies and readies specific categories, types and quantities of fire suppression resources in order to maintain overall national readiness during periods of actual or predicted national suppression resource scarcity.

National Ready Reserve implementation responsibilities are as follows:

NMAC establishes National Ready Reserve requirements by resource category, type and quantity.

NICC implements NMAC intent by directing individual GACCs to place specific categories, types, and quantities of resources on National Ready Reserve.

GACCs direct local dispatch centers and/or assigned IMTs to specifically identify resources to be placed on National Ready Reserve.

NICC mobilizes National Ready Reserve resources through established ordering channels as necessary.

National Ready Reserve resources must meet the following requirements:

- May be currently assigned to ongoing incidents;
- Must be able to demobilize and be en route to the new assignment in less than 2 hours;
- Resources must have a minimum of 7 days left in 14-day rotation (extensions will not be factored in this calculation);
- May be assigned to incidents after being designated ready reserve, in coordination with NICC; and
- Designated ready reserve resources may be adjusted daily.
- NMAC will adjust ready reserve requirements as needed. Furthermore, in order to maintain national surge capability, the NMAC may retain available resources within a Geographic Area, over and above the established Geographic Area drawdown level.

## **SCOPE OF OPERATION**

### **GENERAL**

#### **NATIONAL RESPONSE FRAMEWORK (NRF)**

The National Response Framework provides a comprehensive, national, all-hazards approach to domestic incident management across a spectrum of activities including prevention, protection, mitigation and recovery. The NRF identifies the Forest Service as the Primary and Coordinating agency for implementing the Emergency Support Function (ESF) #4, Firefighting with the scope of coordinating firefighting activities and providing personnel, equipment, and supplies in support of State, Tribal and local agencies involved in wildland, rural and urban firefighting operations. The NRF also identifies Department of Interior (DOI) as Primary Agency, along with United States Department of Agriculture (USDA), for implementing ESF #11, Agriculture and Natural Resources. The Forest Service and

Department of Interior also have Support Agency responsibilities under all 15 Emergency Support Functions.

Activities will be accomplished utilizing established dispatch coordination concepts. The affected GACC will coordinate ordering points with Regional Response Coordination Centers (RRCC) and Joint Field Offices (JFO). As necessary, it will pass on to NICC at Boise, Idaho for national response and logistical support when Geographic Area resources are fully committed. In the event of national level shortages or unavailability, the National Response Coordination Centers (NRCC) through the ESF #4 Desk in Washington, DC will pursue resolution of such shortages. Requests that originate from the NRCC will be processed through the Virginia Interagency Coordination Center (VICC) in Roanoke, Virginia. Situation and damage assessment information will be transmitted through established fire management intelligence channels.

In most cases, federal agencies, when requested to support the NRF, will provide base eight salaries for permanent employees. FEMA will reimburse overtime, travel, and per diem costs for all employees. Base eight salaries may be reimbursed for temporary, Administratively Determined, (AD) and State employees mobilized to assist.

### Eastern Area ESF4 Coordinators

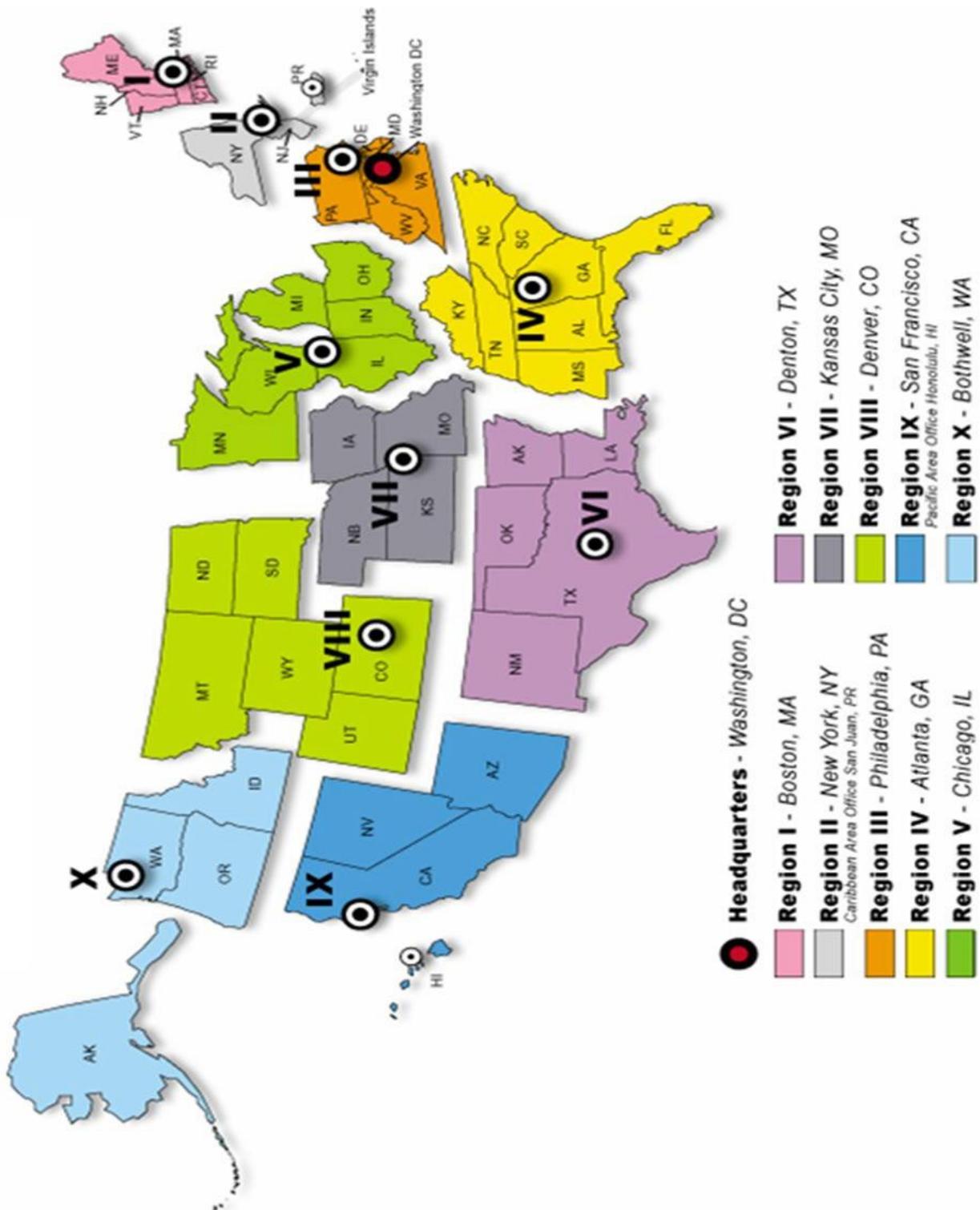
FEMA Region	States Involved	Contact Information
1	Maine, New Hampshire, Massachusetts, Vermont, Connecticut, Rhode Island	Brad Simpkins, Eastern Region State & Private Forestry Office: 603-868-7656 Cell: 603-312-8326 24 Hour Operations: 414-944-3811
2	New York, New Jersey, Puerto Rico, U.S. Virgin Islands	Maris Gabliks, Eastern Region State & Private Forestry Office: N/A Cell: 609-235-7524 24 Hour Operations: 414-944-3811
3	Pennsylvania, Delaware, Maryland, District of Columbia, Virginia*, West Virginia	Maris Gabliks, Eastern Region State & Private Forestry Office: N/A Cell: 609-235-7524 24 Hour Operations: 414-944-3811
5	Ohio, Indiana, Michigan, Illinois, Wisconsin, Minnesota	Robert Klages, Eastern Region State & Private Forestry Office: (414) 944-3846 Cell: (414) 308-6426 24 Hour Operations: 414-944-3811
7	Iowa, Missouri	Robert Klages, Eastern Region State & Private Forestry Office: (414) 944-3846 Cell: (414) 308-6426 24 Hour Operations: 414-944-3811
7	Kansas, Nebraska	Scott Sugg, FS Region 2 Office: (303) 445-4369 Cell: (303) 941-2779 24 Hour Operations: (303) 445-4310 - RMCC

\*Dispatch of Virginia resources for disaster assistance will be made through the Virginia Interagency Coordination Center (VICC), Roanoke, VA.

The ESF4 Coordinator, FS Region 2, will function as the Regional contact for FEMA Region VII and will work through the Rocky Mountain Area Coordination Center to provide resources and support to disaster assistance in Kansas and Nebraska.

For additional FEMA contact information, please reference EMG, Ch. 70.

Department of Homeland Security Regions Map



**FOREST SERVICE RESPONSE PROCEDURES - RESPONSE UNDER NRF**

See the FS All-Hazard Response Doctrine and ESF4 Reference Guide for specific response procedures at: <https://www.fs.fed.us/managing-land/fire/ibp/all-hazard>

**FIRE SUPPRESSION ASSISTANCE**

Section 420 of the Stafford Act authorizes FEMA to provide federal assistance to the states under certain conditions. Forest Service assistance is provided under terms of a cooperative fire agreement between the Forest Service and the State. Regular Forest Service and Fire Management fiscal procedures and policy apply. FEMA reimbursement is made directly to the State, unless other arrangements are made.

**FEMA PRINCIPLE ADVISOR**

The Forest Service has a primary responsibility for providing Principal Advisors and ESF4 personnel to FEMA for technical advice and assistance in support of Section 420 of the Stafford Act (FSM 3142). The Stafford Act authorizes FEMA to provide Fire Management Assistance Grants (FMAGs) to States for the suppression of any wildfire on publicly or privately owned forest or grassland that threatens such destruction as would constitute a major disaster.

The role of the Principle Advisor is to provide FEMA with an assessment of the wildfire situation; the threat posed to individuals and improved structures by the uncontrolled wildfire and the prognosis for the future course of the fire. The Principle Advisor position is typically filled by the Fire Management Officer on the National Forest within the State requesting the assistance, or the closest available National Forest Fire Management Officer. Principle Advisors are designated by the Regional ESF4 Coordinator (EMG, Ch. 10).

Principal Advisor reference FEMA web site: [https://www.fema.gov/media-library-data/1394820975537-a279bff2a4a300676b870154acec922b/FMAG%20Guide%20Feb%202014\\_508.pdf](https://www.fema.gov/media-library-data/1394820975537-a279bff2a4a300676b870154acec922b/FMAG%20Guide%20Feb%202014_508.pdf)

**OTHER THAN THE NRF OR FIRE SUPPRESSION ASSISTANCE (SECTION 420)**

Without a Presidential declaration of a major disaster, Federal agencies must respond within the limits of their own authorities and agency funds. Appropriations bill language and Comptroller General (CG) decisions exist which can be used to guide the limits of response in individual situations.

**COST REIMBURSEMENT - NATIONAL RESPONSE FRAMEWORK (NRF)**

Funds to cover eligible expenses will be provided through reimbursement by FEMA. Expenditures eligible for reimbursement in accordance with 44 CFR 206, subpart A, section 206.8, paragraph c include:

- Overtime, travel and per diem for regular Federal personnel.
- Regular time and overtime wages, travel, and per diem of all state personnel, any temporary Federal personnel assigned solely to perform services required to assist in the emergency (AD personnel, seasonal employees).
- Cost of services procured under contract for the purposes of providing assistance.
- Cost of materials, equipment, and supplies (including transportation, repair, and maintenance).

- All costs incurred which are paid from trust, revolving, or other funds, and whose reimbursement is required by law.
- Other costs submitted by an agency with written justification or otherwise agreed to in writing by FEMA (includes indirect burden rates).

DOI agencies are responsible for providing their own financial services and support to their field response operations.

### **OFFICE OF FOREIGN DISASTER ASSISTANCE (OFDA)**

Refer to National Mobilization Guide, Chapter 10

### **MOBILIZATION/DEMOBILIZATION**

EACC will coordinate the movement of all resources across Geographic Area dispatch boundaries not covered by local operating plans or other direction found in this guide. When it is reasonable to expect containment prior to the next operational period, dispatch centers at the local level should coordinate directly if the resources are used for initial attack on adjacent jurisdictions. If it becomes evident the incident will not be contained during the first operational period, resources mobilized will be ordered through established ordering channels.

Units responding to non-compact requests are responsible for ensuring the resources dispatched meet the criteria specified in this Guide and/or the National Wildfire Coordinating Group (NWCG) Wildland Fire Qualification System Guide (PMS 310-1). <https://www.nwcg.gov/publications/310-1>

Resources assigned to emergency incidents will follow sending agency dispatch procedures for travel to the incident. Incident agency dispatch procedures will be followed for return travel from the incident with the hosting dispatch office making travel arrangements and provide airline tickets or travel information to individuals and resources as needed. Travel arrangements made outside of incident agency dispatch procedures may not be reimbursed without proper approvals and authorization. Commercial and/or contract transportation methods may be used.

During demobilization of resources, emphasis will be placed on having personnel home no later than 2200 hours local time. Occasionally, the availability of large transport aircraft will dictate timeframes during demobilization.

To manage fatigue, every effort should be made to avoid off unit (excluding IA response) mobilization and demobilization travel between 2200 hours and 0500 hours local time.

### **WORK/REST, LENGTH OF ASSIGNMENT, AND DAYS OFF**

To maintain safe and productive incident activities, incident management personnel must appropriately manage work and rest periods, assignment duration and shift length for all incident personnel.

To assist in mitigating fatigue, days off are allowed during and after assignments. If necessary to reduce fatigue, the Type 1/2 Incident Commander (IC) or Agency Administrator (AA) (incident host or home unit) may provide time off supplementary to mandatory days off requirements.

For Type 3 - 5 incidents, paid days off should be the exception. However, if necessary, the Agency Administrator (incident host or home unit) may authorize day(s) off with pay.

The IC or AA authority to grant a day off with pay lies within 5 USC 6104, 5 CFR 610.301-306, and 56 CG

Decision 393 (1977).

### **WORK/REST GUIDELINES**

Work/rest guidelines should be met on all incidents. Plan for and ensure a 2:1 work to rest ratio (for every 2 hours of work or travel, provide 1 hour of sleep and/or rest).

Work shifts that exceed 16 hours within a 24 hour period and/or consecutive days that do not meet the 2:1 work/rest ratio should be the exception, and no work shift should exceed 24 hours. However, in situations where this occurs for example, initial attack, incident management personnel will resume 2:1 work/rest ratio as quickly as possible.

**The intent of the guidelines is to manage fatigue** and provide flexibility for IC's and AA's managing initial attack, extended attack, and large fires. The guidelines are designed to ensure that for every 2 hours of work or travel, 1 hour of time off should be provided within a 24-hour period. It does not matter when the 24-hour period starts; all time recorded on the clock is counted as hours of work; time off the clock is counted as hours of rest, including meal breaks.

The IC or AA must justify shifts that exceed 16 hours and those that do not meet the 2:1 work to rest ratio. Justification will be documented in the daily incident records. Documentation shall include mitigation measures used to reduce fatigue.

The work/rest guidelines do not apply to aircraft pilots assigned to an incident. Pilots must abide by applicable Federal Aviation Administration (FAA) guidelines, or agency policy if more restrictive.

### **LENGTH OF ASSIGNMENT**

**Assignment Definition:** An assignment is defined as the time period (days) between the first full operational period at the first incident or reporting location on the original resource order and commencement of return travel to the home unit.

**Length of Assignment:** Standard assignment length is 14 days, exclusive of travel from and to home unit.



**Time spent in staging and preposition status counts toward the 14- day limit, regardless of pay status, for all personnel, including Incident Management Teams.**

**Days Off:** After completion of a 14-day assignment and return to the home unit, two (2) mandatory days off will be provided (2 after 14) (State regulations may preclude authorizing this for State employees). Days off must occur on the calendar days immediately following the return travel in order to be charged to the incident (5 U.S.C. 6104, 5 CFR 610. 301-306, and 56 Comp. Gen. Decision 393 (1977)). If the next day(s) upon return from an incident is/are a regular workday(s), a paid day(s) off will be authorized.

Pay entitlement, including administrative leave, for a paid day(s) off cannot be authorized on the individual's regular day(s) off at their home unit. Agencies will apply holiday pay regulations, as appropriate. A paid day off is

recorded on home unit time records according to agency requirements.

Casuals (ADs) and contract resources are not entitled to paid day(s) off upon release from the incident or at their point of hire.

Home unit Agency Administrators may authorize additional day(s) off with compensation to further mitigate fatigue. If authorized, home unit program funds will be used.

All length of assignment rules apply to aviation resources, including aircraft pilots (notwithstanding the FAA and agency day off regulations).

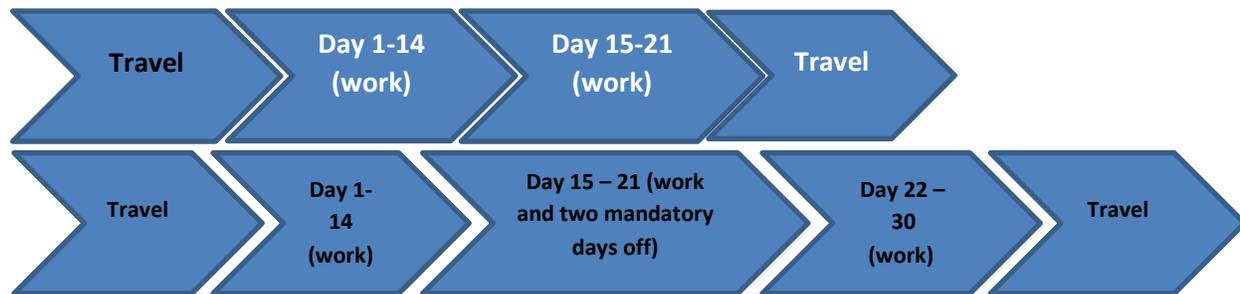
**ASSIGNMENT EXTENSION**

Prior to assigning incident personnel to back-to-back assignments, their health, readiness, and capability must be considered. The health and safety of incident personnel and resources will not be compromised under any circumstances. Personnel should anticipate the possibility of an extension when taking an assignment to Alaska.

Assignments may be extended when:

- Life and property are imminently threatened,
- Suppression objectives are close to being met, or
- Replacement resources are unavailable or have not yet arrived.

Upon completion of the standard 14-day assignment, an extension of up to an additional 14 days may be allowed (for a total of up to 30 days, inclusive of mandatory days off, and exclusive of travel).



Contracts, Incident Blanket Purchase Agreements (I-BPAs), and Emergency Equipment Rental Agreements (EERAs) should be reviewed for appropriate pay requirements and length of assignment. If the contract, I-BPA, or EERAs do not address this, the incident Finance/Administration Section Chief or the procurement official should be consulted as to whether compensation for a day off is appropriate.

**SINGLE RESOURCE EXTENSIONS**

The Section Chief or Incident Commander will identify the need for assignment extension and will obtain the affected resource’s concurrence. The Section Chief and affected resource will acquire and document the home unit supervisor’s approval.

The Incident Commander approves the extension. If a convened Geographic or National Multi-Agency Coordinating Group (GMAC/NMAC) directs, the Incident Commander approves only after GMAC/NMAC concurrence.

If the potential exists for reassignment to another incident during the extension, the home unit supervisor and affected resource will be advised and must concur prior to reassignment.

**INCIDENT MANAGEMENT TEAM EXTENSIONS**

IMT extensions are to be negotiated between the Agency Administrator, the Incident Commander and the sending and hosting GACC/GMAC. NMAC approval is required for Type 1 IMTs and Area Commands.

**INCIDENT OPERATIONS DRIVING**

These standards address driving by personnel actively engaged in wildland fire or all-hazard response activities, including driving while assigned to a specific incident or during initial attack fire response (includes time required to control the fire and travel to a rest location). In the absence of more restrictive agency policy, these guidelines will be followed during mobilization and demobilization as well. Individual agency driving policies shall be consulted for all other non-incident driving.

- Agency resources assigned to an incident or engaged in initial attack fire response will adhere to the current agency work/rest policy for determining length of duty day.
- No driver will drive more than 10 hours (behind the wheel) within any duty day.
- Multiple drivers in a single vehicle may drive up to their agency's duty day limitation provided no driver exceeds the individual driving (behind the wheel) time limitation of 10 hours.
- A driver shall drive only if they have had at least 8 consecutive hours off duty before beginning a shift.

Exception to the minimum off-duty hour requirement is allowed when essential to:

- Accomplish immediate and critical suppression objectives, or
- Address immediate and critical firefighter or public safety issues.
- As stated in the current agency work/rest policy, documentation of mitigation measures used to reduce fatigue is required for drivers who exceed 16-hour work shifts. This is required regardless of whether the driver is compliant with the 10-hour individual (behind the wheel) driving time limitations.

**INITIAL ATTACK DEFINITION**

Initial Attack (IA) is a preplanned response to a wildfire, given the wildfire's potential. Initial Attack may include size up, patrolling, monitoring, holding action, or suppression.

Dispatch centers are to inform all resources of the name of the assigned Incident Commander and all other pertinent information. All changes in Incident Command leadership will be announced to assigned and incoming resources during initial and extended attack incidents. This information should also be relayed to Fire Management staff.

Initial attack involving the commitment of resources across recognized dispatch boundaries must comply with the following guidelines:

- Resources dispatched are identified in formalized Agreements, Operating Plans, or Memorandum of Understanding and are located on or adjacent to mutual jurisdictional wildland fire management boundaries.
- At the time it becomes evident the incident will not be contained during the first operational period, at the request of the sending unit, resources assigned will be formally ordered through established ordering channels.

EACC may order initial attack air tankers directly from the Southern Area Coordination Center (SACC).

## RESOURCE MOBILIZATION

To ensure safe and efficient mobilization of resources to incidents, resources are requested and mobilized using the Interagency Resource Ordering Capability (IROC). Standard interagency mobilization processes are identified within the Interagency Standards for the IROC Operations Guide (ISROG) located at the following website: <https://www.nifc.gov/nicc/logistics/references/ISROG.pdf>

With the exception of compact orders, NICC will not process requests for resources “after the fact,” for resources that self-mobilized i.e., requests for resources that have mobilized to an incident prior to receiving a resource order.

NICC will not process requests for Task Forces. In order to facilitate a timely, cost effective response to wildland fire incidents, Task Forces may be configured and mobilized locally, however requests for Task Force components will be placed as individual single resource requests through established ordering channels.

The Mobile Food & Shower Service Request Form, the Aircraft Flight Request/Schedule Form, the Infrared Aircraft Scanner Request Form, and the Preparedness/Detail Request Form are the approved forms (see chapter 80) that, when associated with a IROC request, satisfy documentation required of resource mobilization.

Responsible agency management fiscal codes must be included on each approved form.

NICC will process resource orders for planned events. NICC will not process overhead resource orders for training unless it is required for an AD hire, or for a unique situation (agency approval required).

Prior to incident mobilization, all resources will be requested, by a standard resource categorization and identified with a unique request number through established dispatch channels.

The standard categorization system is:

- A = Aircraft
- O = Overhead
- C = Crews
- E = Equipment
- S = Supplies

A two letter (alpha) identifier for the state in which the responsible agency is located, followed by a three or four character (alpha and/or numeric) for the responsible agency, and a unique order or incident number containing a maximum of six (6) characters (alpha and/or numeric) will make up the incident/project order number.

Resources assigned to incidents will be identified by a two (2) letter (alpha) identifier for the State in which the resource is based, followed by a three (3) or four (4) character (alpha and/or numeric) for the sending agency. See [https://wfmi.nifc.gov/unit\\_id/Publish.html](https://wfmi.nifc.gov/unit_id/Publish.html) for a complete list.

## RESOURCE MOBILIZATION PRIORITIES

The Eastern Area Multi-Agency Coordinating Group (EACG) has established priorities for resource mobilization.

The priorities are as follows:

1. Resources represented by the National Wildland Fire Coordinating Group (FS, NPS, F&WS, BIA, BLM and the twenty Northeastern States)
2. Casual Hires
3. Contractors

### **NONSTANDARD DEMOBILIZATION**

There are several nonstandard demobilization scenarios. It is important to involve EACC and IARRs (Interagency Resource Representatives) in these instances. When an emergency arises, confidentiality of the individual involved is to be strictly maintained.

- **Agency Requested Release:** When the sending unit requests an employee to be released due to unforeseen commitments, i.e. testimony for a trial or human resource issues.
- **Emergency Release:** When a family emergency occurs, a family member or friend is to contact the home dispatch unit, who will initiate an emergency release form. The home dispatch unit will follow the chain of command to relay the message to EACC. EACC will deliver the message through standard dispatch channels and through an IARR, if available. All documentation of emergency releases must pass through EACC.
- **Medical Release:** When there is a medical emergency on an incident EACC will be notified through standard dispatch channels and/or through an IARR, if available. EACC will notify the sending dispatch unit. Provisions should be made to address any special needs, i.e. help deplaning, agency appointed escort, ambulance or special vehicle for transportation.
- **Disciplinary Release:** When a resource is released for disciplinary reasons, no reassignment will be considered. If a crew member is involved, the IARR, if available, will notify EACC. EACC will notify the home unit. The home unit will be responsible for disciplinary action.

### **MOBILIZATION CENTER**

A mobilization center is an off-incident location at which personnel and/or equipment are temporarily located pending assignment, release, or reassignment.

EACC will generate a ROSS/IROC request to activate a mobilization center. The Mobilization Center Manager is responsible for the mobilization center's operational oversight.

Eastern Area has three levels for mobilization center activation.

- **Level 1** - National or Area Activation
- **Level 2** - Local Activation
- **Level 3** - Activation, long term

Level 1 and Level 3 Mobilization Centers are normally activated and supported by EACC to meet the needs of the geographic area or nation.

Level 2 Mobilization Centers are normally activated and supported by a local area to meet a local area need.

Eastern Area Mobilization Center Activation Plan is updated annually by March 1 and posted on the EACC web page.

Designated centers within the Eastern Area and the units responsible for staffing them are identified below. Temporary mobilization centers may be designated at the discretion of the EA MAC or EACC.

When mobilization centers are activated under Level 1 or Level 3, they fall under the direction of EACC unless specifically redirected by the Center Manager.

### Eastern Area Mobilization Centers

Responsible Unit	Mobilization Point
Minnesota Interagency Coordination Center	<b>HIB</b> Hibbing, MN
Missouri-Iowa Coordination Center	<b>STL</b> St. Louis, MO
Northeastern Interagency Coordination Center	<b>MHT</b> Manchester, NH
Pennsylvania Department of Conservation and Natural Resources	<b>MDT</b> Harrisburg, PA

Each mobilization center must provide EACC with a copy of their annual operating plan by March 1.

Items to consider when operating a Mobilization Center:

- Feeding capability (local or on-site)
- Sanitation (service contract for portable toilets and hand/face washing)
- Gray water pumping for kitchen, if on site
- Showers available (on site or local – i.e. school, armory)
- Shelter day/night (sleeping, shade, inclement weather, lighting)
- Communications (internal (loudspeaker system), external sites, radios, fax, phone)
- Security (day/night)
- Transportation
- Supplies (minimal cache)
- Medical Station (first aid capability)
- Support personnel recommended for staffing: STAM, FACL, GSUL, CAMP, SEC2, EMTB, SOFR, PTRC, and micro-purchaser

### DEMOBILIZATION FROM A MOBILIZATION CENTER

Mobilization center staff will coordinate with the home units to confirm transportation details from the mobilization center to the home unit. Transportation for arriving resources should arrive at the mobilization center 1-1/2 hour prior to scheduled aircraft arrival time.

Sending units are requested to notify their local dispatch of any contacts, travel plans, or ETAs received from their personnel that have not come through established dispatch channels.

**EACC will be notified if a crew will be in travel status after 2200 hours local time.**

### COMPACTS

In the United States, the Weeks Law of 1911 authorized states to enter into compacts for the protection of forests and watersheds. Today there are eight Forest Fire Compacts in the United States and Canada representing almost all US states and Canadian provinces/territories.

Recognition of the need for consistency and continuity has led to the development of the Alliance of Forest Fire Compacts. The Alliance includes all eight forest fire compacts in the U.S. and Canada. More

information is located at <http://affcompacts.org>

The purpose of forest fire compacts is to facilitate the sharing and coordination of resources, information, prevention efforts, training, fire management knowledge, and lessons learned. The exchange of resources between compacts is intended to be for states, provinces and territories using established procedures utilizing agency specific standards and terms. State and Federal agencies use the national interagency mobilization system as authorized in master cooperative wildland fire agreements. Forest fire compact orders are often processed in the national interagency mobilization system under the authorities of the forest fire compacts. Resources shared under compact authorities remain under compact control for the duration of their assignment and are separate from national interagency mobilizations. The two systems sometimes overlap, and understanding compact mobilizations is an important part of dispatching.

### **WILDLAND FIRE ENTRAPMENT/FATALITY**

Entrapment: A situation where personnel are unexpectedly caught in fire behavior related, life-threatening positions where planned escape routes or safety zones are absent, inadequate, or have been compromised. An entrapment may or may not include deployment of a fire shelter for its intended purpose. This situation may or may not result in injury. They include “near misses.”

If a wildland fire entrapment or fatality occurs, it should be reported immediately to EACC. EACC will report the occurrence to NICC. A Wildland Fire Entrapment/Fatality Initial Report should be completed and mailed to EACC and the NICC electronically or by fax machine within twenty-four (24) hours. Submit this report even if some data is missing. The form (EMG, Ch. 80) is located on the EACC web site: [https://qacc.nifc.gov/eacc/logistics/dispatch/dispatch\\_forms.htm](https://qacc.nifc.gov/eacc/logistics/dispatch/dispatch_forms.htm). Subsequent to the Initial Report, the investigation and review shall be conducted following agency specific policies and NWCG Guidelines.

### **NATIONAL RESOURCES**

Refer to National Mobilization Guide, Chapter 10

### **NOTIFICATION OF COMMITMENT OF NATIONAL RESOURCES**

When requested, Eastern Area units will notify EACC of the commitment of National Resources within their local area. Notification of National Resource commitment will be obtained via ROSS/IROC notification and/or via phone call within fifteen (15) minutes of commitment when National Resources:

- Are committed internally to an incident or are no longer available for dispatch.
- Are available again, or
- Have location changes.

### **UNABLE TO FILL (UTF) PROCEDURE**

A 48 hour “Unable to Fill” policy exists nationally. NICC will return requests to the ordering GACC with a “UTF” no more than 48 hours after receipt, unless notified the order can be filled. NICC will not accept or process any request previously UTF’d unless a new request number is assigned.

### **STANDARD CUBES, WEIGHT AND GEAR POLICY FOR ALL PERSONNEL**

All personnel dispatched off their unit must conform to the following limitations:

- One frameless, soft pack not to exceed 45 pounds.

- Web gear or briefcase (not both), not to exceed 20 pounds.
- Maximum allowable crew weight, including equipment, is 5,300 pounds.
- All personnel baggage weights must be displayed separately from individual weights on flight manifests.
- Pre-identified Type 1 Incident Management Team members are authorized additional weight not to exceed 300 pounds, for equipment per team. The Incident Commander must designate, in advance, which team members are authorized additional weight and make this a matter of record.
- Excluding Smokejumpers, Rappelers, and Helicopter Managers.

### **WILDLAND FIRE WEATHER FORECASTS**

Dissemination of fire weather information: Incident commanders will be responsible for communicating current and expected fire weather information to all suppression resources prior to and during any line assignment.

### **COST CODING**

Refer to National Mobilization Guide, Chapter 10

### **National Fire Preparedness Plan**

National Preparedness Levels are established by the NMAC at NIFC throughout the calendar year. Preparedness Levels are dictated by burning conditions, fire activity, and resource availability. Resource availability is the area of most concern. Situations and activities described within the Preparedness Levels consider wildland fires and prescribed fires. At preparedness levels 4 or 5, prescribed fire application can be continued or be initiated if the proposed action is approved by an agency at the Regional or State Office level. This approval must be based on an assessment of risk, impacts of the proposed actions on Area resources and activities. At any preparedness level, NMAC may request that proposed new prescribed fire (Rx) applications be curtailed to meet national resource needs for emergency operations. Reference specific agency guidance for further information.

### **WHY PREPAREDNESS LEVELS ARE ESTABLISHED**

- To identify the level of wildland fire, prescribed fire, all-hazard and severity resource commitment within a Geographic Area or Nationally.
- To identify actions to be taken by Agency Administrators, Area Coordinators, the EACG, and local dispatch offices to assure an appropriate level of preparedness/readiness for the existing and potential situation.
- To guide and direct Area or Unit Fire Management activities when essential to ensure area preparedness or in response to situations within the Area or to the national situation.

### **GEOGRAPHIC AREA PREPAREDNESS LEVELS**

Eastern Area preparedness levels are determined from information provided by units and predictive services personnel. Preparedness levels may limit activities within the area to ensure that sufficient resources are available for area mobilization. See the National Interagency Mobilization Guide for National Preparedness Level descriptions.

The Eastern Area Center Manager or acting will monitor the Area wildland fire and all-hazard situations to determine preparedness levels. As levels increase, all management direction/considerations from each previous level will automatically be continued at the next higher level.

Area preparedness levels are determined from the ground up, and at the higher levels may constrain activities in a single unit not experiencing similar activity.

**EASTERN AREA PREPAREDNESS PLAN**

Preparedness levels are determined by specific management direction with consideration to predicted fire behavior, weather, resource availability, fire danger, and activity levels.

**UNIT PREPAREDNESS PLAN**

Unit preparedness levels are determined in accordance with agency/bureau/state/tribal direction through Agency Directives. Similar preparedness processes should take place at interagency and unit dispatch centers.

**PREPAREDNESS LEVEL DESCRIPTION**

The following tables specify actions that the Eastern Area (EA) will take in providing incident support capability suited to the hazard, risk, and situation complexity. Each action specified under a PL is in addition to all actions taken in the preceding PL.

<b>ALL PREPAREDNESS LEVELS</b>	
<b>DESCRIPTION:</b> <b>Wildland Fire:</b> The following activities apply regardless of the level of incident activity. <b>All Hazard:</b> Potential exists for all-hazard involvement.	
<b>Management Direction/Consideration</b>	<b>Responsibility</b>
<b>A.</b> Report wildland and prescribed fire activity via the Interagency Situation Report program as directed by EACC.	Unit Administrator/Dispatch Center
<b>B.</b> For all incidents that meet the large fire criteria, prepare an ICS-209 and submit via FAMWEB system. (Eastern Area and National Interagency Mobilization Guides, Chapter 60)	Commander/Dispatch Center
<b>C.</b> Provide EACC with timely intelligence on existing and emerging situations.	Unit Administrator/Dispatch Center
<b>D.</b> Provide 7-day product.	EACC Predictive Services
<b>E.</b> Staff Dispatch Centers commensurate with the level of incident activity and resource order workload not only at the local level but also the Eastern Area and National activity levels. This will range from providing an after-hours contact to staffing the center on an extended shift basis.	Fire Management Officer

<b>PREPAREDNESS LEVEL 1</b>	
<b>DESCRIPTION:</b> <b>Wildland Fire:</b> Minimal activity area wide. Most Fire Danger Rating Areas have low to moderate fire danger and probability of significant incident occurrence. Potential for escaped fires is low. Minimal commitment of Eastern Area resources. Units are handling all incidents without outside resources. <b>All Hazard:</b> Potential exists for all-hazard involvement.	
<b>Management Direction/Consideration</b>	<b>Responsibility</b>
<b>A.</b> EACC staffed as appropriate. Outside of business hours, a Duty Officer will be on-call.	EACC Center Manager
<b>B.</b> Monitor daily situation reports.	EACC Predictive Services

<b>PREPAREDNESS LEVEL 2</b>	
<b>Description:</b> Moderate activity. At least several Fire Danger Rating Areas with Moderate to High fire danger and the possibility of significant incident occurrence. Potential for escaped fires is moderate. Potential exists for fires becoming Class D or larger. Little or no commitment of Eastern Area Resources in the EA, although national mobilization may be occurring. <b>All Hazard:</b> Potential exists for all-hazard involvement.	
<b>Management Direction/Consideration</b>	<b>Responsibility</b>
<b>A.</b> EACC staffed as appropriate. Outside of business hours, a Duty Officer will be on-call.	EACC Center Manager

B. Consider severity needs.	Area Administrators
C. Consider coordinating the issuance of press releases that highlight interagency current conditions and a brief outlook.	Area Administrators

PREPAREDNESS LEVEL 3	
<b>DESCRIPTION:</b> <b>Wildland Fire:</b> Several Fire Danger Rating Areas are experiencing High or greater fire danger and/or two or more units experiencing significant incidents. Potential exists for fires becoming Class E or larger. Potential for Incident Management Team mobilization is regularly present and/or one IMT is on standby or committed to an incident. Initial Attack resources are heavily committed within some local dispatch areas requiring frequent mobilization of EA/Compact resources. <b>All Hazard:</b> Significant All-Hazard incident event, hurricane landfall, possible within the EA within the next 72 hours. FEMA is considering issuing mission assignments.	
Management Direction/Consideration	Responsibility
A. EACC staffed 0700-1700 seven days a week. Hours may be extended, according to activity occurring. Consider standing up a Decision Support group at EACC.	EACC Center Manager
B. Provide daily weather briefing.	EACC Predictive Services
C. Coordinate pre-positioning of resources.	EACC
C. Consider activation of the MAC Group if resource competition, incident workload or agency interests indicate the need.	EACC Center Manager/MAC
D. Mobilize aviation assets (Water Scoopers/Air tankers/Helicopters) into the Eastern Area as appropriate.	EACC Center Manager
E. Consider weekly conference calls with Dispatch Centers.	EACC Center Manager
F. Consider weekly Aviation calls.	EACC Center Manager
G. Ensure qualified personnel are available for assignment.	Agency Administrator
H. Consider opening pre-identified Mobilization Centers/Staging Areas.	EACC Center Manager
I. Notify EACG if it appears that the PL will go beyond PL-3.	EACC Center Manager

PREPAREDNESS LEVEL 4	
<b>DESCRIPTION:</b> <b>Wildland Fire:</b> Several Fire Danger Rating Areas are experiencing Very High or greater fire danger. Multiple units are experiencing fires requiring additional resources mobilized from outside the EA. Aviation resources are critical to success. No improvement in the predicted weather is expected for at least 48-72 hours. Two or more Incident Management Teams are committed in the Eastern Area. <b>All Hazard:</b> Significant All-Hazard event, hurricane landfall, possible within the EA within the next 24 hours. FEMA is considering issuing mission assignments.	
Management Direction/Consideration	Responsibility
A. Activate the MAC Group.	EACG
B. Allocate resources according to priorities.	EACC Center Manager/MAC
C. Open pre-identified Mobilization Centers/Staging areas as appropriate.	EACC Center Manager

D. Consider activating Interagency Public Information Group	EACC Center Manager/MAC
E. Activate a Decision Support Group at EACC. Staff as needed based upon need and severity.	EACC Center Manager
F. Consider repositioning Incident Management Teams.	MAC
G. Consider repositioning Safety Officers and Type 3 Incident Commanders/teams.	Center Manager/MAC
H. Mobilize additional aviation assets (Water Scoopers/Air tankers/Helicopters) into the Eastern Area as appropriate.	EACC Center Manager
I. Consider activation of Aviation Safety Assistant Teams.	MAC
J. Notify the NICC and all EA dispatch centers when MAC Group is operational. Notify Incident Commanders of call-in protocols and reporting template. Coordinate conference line, activation of MAC group coordinator, and other specialists in consultation with the MAC Group.	EACC

PREPAREDNESS LEVEL 5	
<p><b>Description:</b> Several State/Federal units are experiencing major fires which have the potential to exhaust all resources, while numerous new fires and/or resource commitments continue to occur. Most, if not all, the resources within the EA are committed. As resources become available, they are immediately reassigned to other incidents. The majority of support is coming from outside the EA. No improvement in the weather is predicted for at least 72 hours.</p> <p><b>All Hazard:</b> Significant All-Hazard event has caused extensive damage. FEMA has issued mission assignments related to the response.</p>	
Management Direction/Consideration	Responsibility
A. Intensify coordination efforts with all wildland fire protection agencies.	MAC
B. Dispatch Centers staffed 7 days a week to provide coverage/service for affected units.	Fire Management Officers
C. Assess risk and impacts of the proposed actions and discuss with the National MAC Group.	MAC

PREPAREDNESS LEVEL 5 to 4
<p><b>Description:</b> Large fire potential has decreased. Most critical needs for ongoing large fires or incidents have been met. No longer receiving new mission assignment for all-hazard incidents.</p>

PREPAREDNESS LEVEL 4 to 3
<p><b>Description:</b> Competition for resources has decreased. Team commitment across the area is decreasing. Ordering for hurricane or all-hazard support has decreased and critical needs have been met.</p>

**PREPAREDNESS LEVEL 3 to 2**

**Description:** The majority of significant fires are releasing resources and reaching containment. Initial attack resources are becoming available. Fuels and weather conditions are not conducive for significant fire growth. Requests for hurricane or all hazard support is greatly diminished.

**NATIONAL MULTI-AGENCY COORDINATING GROUP (NMAC) ORGANIZATION**

Refer to National Mobilization Guide, Chapter 10

**NIFC DIRECTORS' DELEGATIONS**

Refer to National Mobilization Guide, Chapter 10

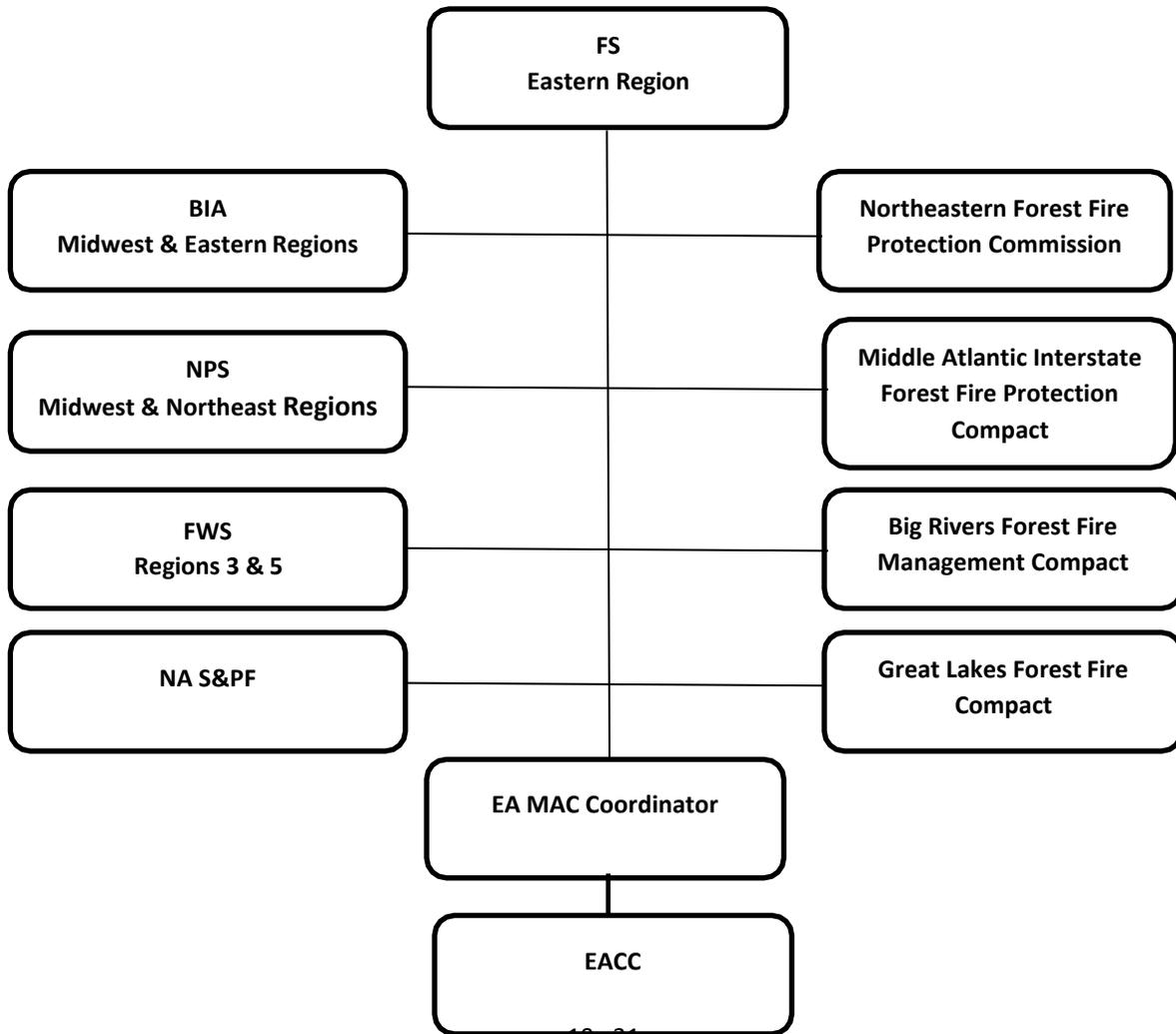
**MULTI-AGENCY COORDINATING GROUPS (MAC) ORGANIZATION**

Refer to National Mobilization Guide, Chapter 10

**NMAC ROLES/RESPONSIBILITIES**

Refer to National Mobilization Guide, Chapter 10

**EASTERN AREA MAC (EA MAC) GROUP**



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There may be a need for Geographic Areas to activate their MAC Groups (GMAC) when the National Preparedness Level is at a 5, enabling Geographic Area response to requests and direction from the NMAC.

**MAC Group:** A combination of facilities, personnel, equipment, procedures, and communications integrated into a common system with responsibility for coordination of resources from assisting agencies and support to multi-agency fire suppression operations within the Eastern Area. A MAC group should be established at the area or unit level when criteria for establishment are met.

**Agency Administrator:** Those personnel staffing agency line management positions in the highest tier of their organizations within the Eastern Area. Examples include:

- Bureau of Indian Affairs - Area Director
- National Park Service - Regional Director
- Fish and Wildlife Service - Regional Director
- Forest Service - Regional Forester
- State Compacts - Compact Chairperson

**Unit Administrator:** Personnel staffing field line management positions within the Eastern Area.

Examples include:

- Bureau of Indian Affairs - Agency Superintendents/Tribal Council
- National Park Service - Park Superintendents
- Forest Service - Forest Supervisors
- Fish and Wildlife Service - Refuge Managers
- State Division of Forestry - Local Foresters

**GACC Center Manager:** Serves as an advisor to the MAC group.

### **EASTERN AREA MAC GUIDELINES**

**Composition of the EA MAC Group:** The EA MAC group is made up of personnel from those agencies that have jurisdictional responsibility and those who are heavily supporting the suppression effort or may be significantly impacted by the lack of local resources. Agency representatives should be fully authorized to represent their agency (commits resources and authorizes expenditure of funds).

**Typically, a geographic area EA MAC group would include:**

- Regional Director/Fire Operations officer level for Forest Service
- State Forester/Deputy State Forester level for State agencies
- State Fire Management Officer level for the Bureau of Land Management
- Area Fire Management Officer for the Bureau of Indian Affairs
- Regional Fire Management Officer for the National Park Service
- Regional Fire Management Coordinator for Fish and Wildlife Service

**Roles and responsibilities of the EA MAC group are:**

- Prioritizes incidents.
- Ensures the collective resource situation status, by agency, is provided and current.
- Determines specific resource requirements, by agency.
- Determines resource availability by agency (available for out of geographic area assignments).
- Determines need for and designates mobilization and demobilization centers.
- Allocates limited resources to incidents based on priorities.
- Anticipates future resource needs.
- Reviews policies/agreements for resource allocations.
- Reviews need for other agencies involvement.
- Provides necessary liaison with out-of-area agencies as appropriate.
- Critiques operation and recommends improvements.

**MAC Group Coordinator:** serves as a facilitator in organizing and accomplishing the mission, goals, and direction of the MAC group. The position provides expertise on the functions of a MAC organization and the proper relationships to be had with dispatch centers and incidents. The MAC Coordinator needs to be highly skilled in incident management and have a working knowledge of the National Incident Management System (NIMS). Experience in an area or zone coordination center, or as a planning section chief and/or completion of the national MAC training is desirable.

**The EA MAC group coordinator performs the following:**

- Fills and supervises necessary unit and support positions, as needed, in accordance with coordination complexity.
- Arranges for and manages facilities and equipment necessary to carry out the EA MAC group functions.
- Facilitates the EA MAC group decision process by ensuring the development, distribution, and display of information and archiving that will assist agency representatives in keeping informed of the total situation. The coordinator provides the data necessary for priority setting and allocation of resources.
- Implements decisions made by the EA MAC group.
- Receives reviews, distributes and implements EA MAC decisions to agency representatives and through established dispatch ordering channels.

**MAC group situation unit coordinator:** is responsible for the collection and organization of incident status and situational summary information. The position should be filled by an experienced situation unit leader.

**MAC group resources unit coordinator:** is responsible for maintaining and providing current information regarding status of personnel, equipment, and aircraft committed and available within the MAC area of responsibility. The position should be filled by an experienced resources unit leader.

**MAC group information unit coordinator:** is responsible for providing summary information from agency/incident information officers, as well as identifying sources of additional information from the media and/or other government agencies. The position should be filled by an experienced information officer.

Other support positions should be filled on an as needed basis.

**EASTERN AREA MAC OPERATING PROCEDURES**

A MAC group coordinator will be mobilized at Preparedness Level 4.

The EA MAC group will normally be located at, or at a location near, EACC. The EA MAC group could work from alternate locations (or by conference call) depending on incident and situational complexity.

The EA MAC group is mobilized through EACC.

The normal flow of information to the EA MAC group is through the dispatch and coordination system and not direct from incidents.

EA MAC will be activated at Planning Level 5.

**EASTERN AREA MULTI-AGENCY COORDINATING GROUP (EA MAC) DECISIONS**

All EA MAC Group decisions affecting the geographic area and/or sub-regional areas will be distributed electronically to all interagency partners.

**EA MAC EVALUATION**

The EA MAC Coordinator will document decisions and their results, and will report to the EA MAC during subsequent meetings.

**INCIDENT SUPPORT ORGANIZATION (ISO)**

Refer to National Mobilization Guide, Chapter 10

### **MOBILIZATION PROCEDURES FOR MILITARY ASSETS**

For more information reference the Military Use Handbook, NFES 2175:

[https://www.predictiveservices.nifc.gov/intelligence/military/Military\\_Use\\_Handbook\\_2006\\_2.pdf](https://www.predictiveservices.nifc.gov/intelligence/military/Military_Use_Handbook_2006_2.pdf)

### **INTERNATIONAL OPERATIONS**

Refer to National Mobilization Guide, Chapter 10

### **CANADA SUPPORT**

Mobilization involving the US and Canada are governed and directed by the diplomatic note, Reciprocal Forest Fire Fighting Arrangement Operational Guidelines, and by local initial attack agreements. Requests to Canadian agencies will normally be made after US resources are depleted, shortages are projected, or reasonable timeframes cannot be met. All requests for use of Canadian Resources must be ordered through NICC, except for local mutual aid that does not include provisions for any reimbursement. The USA may request air tankers from Canada only after all available contract and Call - When - Needed (CWN), aircraft have been mobilized. The US may request helicopters from Canada after all available contract and CWN helicopters have been mobilized.

### **GUIDELINES FOR CANADIAN MOBILIZATIONS**

Canadian resources can be mobilized into the Eastern Area through three different procedures:

- **Regionally:** Through the international agreement.
- **Forests:** Through border agreements for initial attack.
- **States:** Through a compact member and sent to state protected lands (remaining a State resource).

**Policy and Operating Procedures:** Under the Canada/United States Reciprocal Forest Fire Fighting Arrangement and associated operations plan, the same policies apply to Forest Service and Department of Interior (DOI) employees.

**Mobilization:** The Canadian Interagency Forest Fire Centre (CIFFC)/NIFC Operational Guidelines do not override or supersede any existing cooperative wildland firefighting arrangements such as border agreements. Local agencies sharing common international boundaries are encouraged to enter into border agreements to facilitate preparedness and initial attack on fires posing a common threat. Beyond these, federal employees may only be mobilized under the CIFFC/NIFC arrangement through NICC.

**State Employees:** The Canada/United States Reciprocal Forest Fire Fighting Arrangement does not specifically provide coverage for tort claims or liability for state employees, thus until there is resolution to this issue state resources cannot fill positions on Incident Management Teams or firefighting crews mobilized through this CIFFC/NIFC agreement. The Federal AD hiring policy is only authorized within the US and is not applicable for international support.

**Passport Issues:** Due to dynamic and evolving policies and procedures local dispatch centers should contact EACC for current information regarding passport requirements for emergency incident response.

**Aviation:** It may become necessary for US firefighting personnel to be transported on aircraft owned or contracted by the Provinces of Canada. US firefighting personnel are approved to ride in aircraft that have been approved by the Provinces of Canada for the purpose of wildland firefighting.

#### **AUSTRALIA AND NEW ZEALAND SUPPORT**

Refer to National Mobilization Guide, Chapter 10

#### **MEXICO SUPPORT**

Refer to National Mobilization Guide, Chapter 10

#### **OTHER NATIONS SUPPORT FOR LARGE SCALE MOBILIZATIONS**

Refer to National Mobilization Guide, Chapter 10

#### **ORDERING CHANNELS**

Refer to National Mobilization Guide, Chapter 10

#### **GEOGRAPHIC AREA COORDINATION CENTERS (GACCs)**

Refer to National Mobilization Guide, Chapter 10

#### **EASTERN AREA COORDINATION CENTER (EACC)**

EACC is the focal point for non-local resource ordering both within and outside the geographic area. The Center Manager has been delegated authority from the Eastern Area Coordination Group (EACG) to set incident priorities and move resources throughout the geographic area and to geographic areas outside of the Eastern Area to meet incident needs.

Eastern Area dispatch relationships have been established with the following dispatch centers:

- Emergency Incident Coordination Center (VA-EIC)
- Illinois Interagency Coordination Center (IL-ILC)
- Indiana Interagency Dispatch Center (IN-IIC)
- Michigan Interagency Dispatch Center (MI-MIDC)
- Michigan State Dispatch Center (MI-MISC)
- Mid-Atlantic Interagency Coordination Center (PA-MACC)
- Minnesota Interagency Coordination Center (MN-MNCC)
- Missouri-Iowa Interagency Dispatch Center (MO-MOC)
- Northeastern Interagency Dispatch Center (NH-NEC)
- Wisconsin Interagency Dispatch Center (WI-WIC)
- Wisconsin State Dispatch Center (WI-WISC)

#### **EASTERN AREA DISPATCH CENTERS**

The ten (10) Eastern Area Dispatch Centers are responsible for coordinating the mobilization of resources and the collection and dissemination of intelligence information on incidents within their local areas of jurisdiction. These Dispatch Centers serve as the link between EACC and the individual Forests, Parks, Refuges, Tribes, BIA Agencies and States.

#### **Illinois Interagency Coordination Center - Unit ID: IL-ILC**

This dispatch center is located on the Shawnee National Forest, Murphysboro, IL. ILC dispatches resources for Illinois State, US Forest Service, US Fish and Wildlife Service, National Park Service, and The Nature Conservancy located within Illinois.

**Indiana Interagency Dispatch Center - Unit ID: IN-IIC**

This dispatch center is located on the Hoosier National Forest, Tell City, IN. IIC dispatches resources for Indiana State, US Forest Service, US Fish & Wildlife Service, National Park Service, Crane Naval Weapons Depot, and The Nature Conservancy located within Indiana.

**Michigan Interagency Dispatch Center - Unit ID: MI-MIDC**

This dispatch center is located on the Huron-Manistee National Forest, Cadillac, MI. MIDC dispatches resources for the US Forest Service, US Fish and Wildlife Service, Bureau of Indian Affairs, the National Park Service, and The Nature Conservancy located within Michigan.

**Michigan State Dispatch Center - Unit ID: MI-MISC**

This dispatch center is located at the DNR Forest, Lansing, MI. MISC dispatches Michigan State resources.

**Mid-Atlantic Interagency Coordination Center - Unit ID: PA-MACC**

This dispatch center is located at the Pennsylvania Emergency Management Agency (PEMA) in Harrisburg, PA. MACC dispatches for the States of Delaware, Maryland, New Jersey, Ohio, Pennsylvania and West Virginia, the US Forest Service resources in Ohio, Pennsylvania and West Virginia, National Park Service resources in Ohio and Indiana, US Fish & Wildlife Service in Ohio, the Aberdeen Proving Grounds in Maryland, Fort Dix Army Base in New Jersey, the National Weather Service, the Nature Conservancy within Ohio and the Center for Disease Control in West Virginia.

**Minnesota Interagency Coordination Center - Unit ID: MN-MNCC**

This dispatch center is located at the Minnesota Interagency Fire Center, Grand Rapids, MN. MNCC dispatches resources Minnesota State, US Forest Service, Bureau of Indian Affairs, US Fish & Wildlife Service, National Park Service, National Weather Service, and The Nature Conservancy within Minnesota.

**Missouri - Iowa Interagency Dispatch Center - Unit ID: MO-MOC**

This dispatch center is located on the Mark Twain National Forest, Rolla, MO. MOC dispatches resources for the States of Missouri and Iowa, US Forest Service, US Fish and Wildlife Service, Bureau of Indian Affairs, National Park Service, National Weather Service, Boone County Fire Department, and The Nature Conservancy within Missouri and Iowa.

**Northeastern Interagency Dispatch Center - Unit ID: NH-NEC**

This dispatch center is located on the White Mountain National Forest in Campton, NH. NEC dispatches resources for the US Forest Service, US Fish & Wildlife Service, Bureau of Indian Affairs, National Park Service, National Weather Service, Department of Defense in Connecticut, New Hampshire, and New York and The Nature Conservancy within the States of Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, and Vermont.

**Wisconsin Interagency Dispatch Center - Unit ID: WI-WIC**

This dispatch center is located on the Chequamegon-Nicolet National Forest, Woodruff, WI. WIC dispatches resources for US Forest Service, US Fish & Wildlife Service, Bureau of Indian Affairs, National Park Service, Bureau of Land Management, and The Nature Conservancy within Wisconsin.

### **Wisconsin State Dispatch Center - Unit ID: WI-WISC**

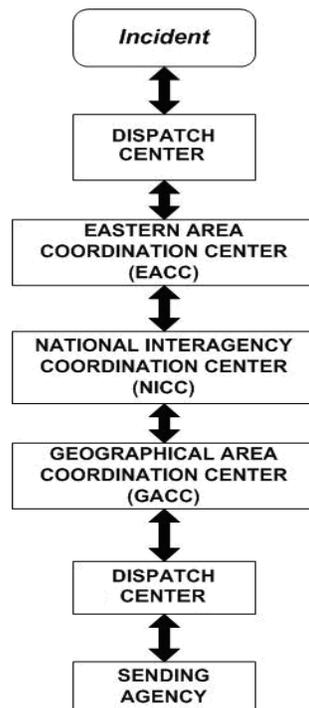
This dispatch center is located at the Division of Forestry Office, Cumberland, WI. WISC dispatches Wisconsin State resources.

### **ORDERING PROCEDURES**

Resource requests will be processed using the Interagency Resource Ordering Capability (IROC).

Resource requests, as the result of an incident, preparedness, severity, and wildland and prescribed fire will follow the established ordering channels displayed below.

At the point in this flow chart when an order can be filled, reverse the process to insure proper notification back to the incident or requesting office. Local agency dispatch offices should use mutual aid agreements with cooperators whenever possible.



### **IROC NEIGHBORHOOD ORDERING**

Dispatch centers may order resources directly from approved neighbors for initial attack, extended attack, severity, prescribed fire, and planned management non-fire activities in order to support incidents within their local dispatch area. Standard resource ordering procedures apply for the movement of all resources.

#### **Eastern Area Neighborhood Ordering Procedures:**

- Neighborhood Ordering will be open year-round.
- Dispatch Centers will utilize the closest forces concept when mobilizing resources.
- All orders must be placed in IROC.

- All requests will be followed up with a phone call. The need for open communication between Dispatch Centers and EACC, as well as substantial documentation in IROC, is critical in making this process a success.
- If the GACC needs a resource that has been mobilized neighbor to neighbor, the GACC will place the order with the Host Dispatch Center. Notification by phone call will occur to all affected Dispatch Centers and the information will be documented in IROC.
- Dispatch Centers cannot re-assign resources to another Dispatch Center if that resource was originally mobilized through the Neighborhood Ordering policy without the permission of the resource’s home Dispatch Center.
- At a Dispatch Center Manager’s discretion and with GACC notification, a Dispatch Center may temporarily withdraw their participation in the neighborhood.
- EACC has the authority to withdraw Neighborhood Ordering. This may be due to prioritization of incidents and resources by the GACC/GMAC at higher Preparedness Levels and incident activity. All affected Center Managers will be consulted regarding this decision. When Neighborhood Ordering is temporarily withdrawn, orders will be placed through established dispatch channels.
- An After Action Review will be conducted at the end of the season to document successes and identify areas for improvement.
- Orders for National resources (Type 1 Incident Management Teams, Buying Teams, Interagency Hotshot Crews, Type 1 and 2 helicopters, air tankers, 4390 radio starter kits, etc.) will not be included in Neighborhood Ordering. These requests will be placed to the GACC through established dispatch channels.
- Non-compliance with Neighborhood Ordering procedures may result in Neighborhood Ordering being turned off.
- Crossing geographic boundaries requires notifications to both affected GACCs.

**Eastern Area Ordering Selection Areas:**

The following list defines the neighborhood for each Dispatch Center which currently has established Neighborhood Ordering relationships.

<b>Dispatch Center</b>	<b>May order directly from:</b>
IL-ILC	IIC, KICC*, MOC
IN-IIC	ILC, KICC*, MOC
MI-MIDC	MISC, MNCC, WIC, WISC
MI-MISC	MIDC, WISC, WIC, MNCC
MN-MNCC	MIDC, WIC, MISC, WISC, NDC*
MO-MOC	AOC*, IIC, ILC, KICC*, TICC*
NH-NECC	N/A
PA-MACC	KICC*, VICC*
WI-WIC	MIDC, MNCC, WISC, MISC
WISC	WIC, MNCC, MIDC, MISC

\* Denotes ordering agreements with Dispatch Centers outside of Eastern Area

**INITIAL ATTACK AGREEMENTS**

Agreements are established to authorize interagency involvement and provide cost effective

suppression actions that benefit all agencies.

Within the Eastern Area, a unit may order resources directly from a neighboring unit, provided this direct ordering has been pre-identified in a written cooperative agreement or operating plan. When resources are requested utilizing a cooperative agreement, the sending unit can provide only the resources under its span of control. EACC should be notified when resources are committed. All initial attack resources responding to an incident under the authority of a cooperative agreement or operating plan cannot be reassigned to another unit's incident or be put into standby status without prior approval from the sending unit.

All resources initially ordered under cooperative agreements and remaining on the incident beyond the first 24 hours of initial attack must be formally ordered in IROC using normal dispatch procedures.

**This is the only instance that a IROC "catch-up" Resource Order will be allowed.**

### **ORDERING BETWEEN LOCAL OFFICES ACROSS GACC BOUNDARIES**

Local dispatch centers adjacent to one another may engage in resource ordering across GACC boundaries. Formal agreements will be required if there is any exchange of funds or a need for cross-billing authorities.

Local dispatch centers will work with their local fire management organizations to determine the type of resources (for example, single overhead resources, hand crews, equipment) and/or type of incidents (for example, initial attack/mutual aid, prescribed burning activities, natural resource work) that would be available to support neighboring zones.

The sending GACC must grant approval to the local center before any Geographic type resources are sent across GACC boundaries. Additional approval will be required as dictated by geographic and national preparedness levels and incident/resource prioritization. National resources cannot be mobilized without sending GACC approval.

Resources sent across GACC boundaries cannot be reassigned without prior approval from the sending GACC and the sending local unit. Initial attack resources will require a resource order processed through standard dispatch channels if extended beyond the first operational period.

### **SUPPORT TO BORDER FIRES**

Border fires are defined as a wildfire that has crossed the boundary from one (1) Geographic Area into another or where the fire is expected to cross the boundary within two (2) burning periods.

Whereas both Geographic Areas have a vested interest and authority to provide resource support to the incident, they may order directly from each other in support of the incident. The following protocols apply:

- A single ordering point will be designated to ensure proper assignment and demobilization of resources. The incident will remain with the originating unit for situation reporting and prioritization.
- The dispatch organization designated as the single ordering point may place orders to either GACC using established ordering channels, however only the GACC of the originating unit expanded dispatch is authorized to place orders with NICC.

- Prior to initiating border fire support operations, concurrence and agreement must occur between the two GACCs and NICC. In order to maintain effective coordination and ensure that the appropriate resources are mobilized, communication will be necessary between both GACCs and the expanded dispatch organization.

Existing Eastern Area Border Agreements should be followed where applicable:

- Minnesota Incident Command System (MNICS) - Ontario and Manitoba, Canada
- Northeastern Compact - Quebec, Nova Scotia, and New Brunswick, Canada

### **UNIT IDENTIFIERS**

GACC Unit Identifier Data Custodians are responsible for timely entry of proposed additions, modifications, and removals of Unit Identifiers and associated information in the system of record (SOR) upon receipt of written requests. GACC Unit Identifier Data Custodians are responsible to ensure the documented agency internal process has been completed and have authority to ensure appropriate NWCG Organizational Unit Codes are created. The National Unit Identifier Data Custodian is responsible for monthly publication of changes to NWCG PMS 931 after approval by the NWCG Unit Identifier Unit (UIU).

The EACC Intelligence Coordinator is the Unit Identifier Data Custodian for the Eastern Area.

### **MOBILIZATION AND DEMOBILIZATION INFORMATION**

Travel information for resources will be transmitted by using IROC. Each travel segment will identify mode of travel, carriers name with flight numbers, departure and arrival locations with estimated departure time and estimated arrival time (ETD/ETA) using the local time and time zone.

### **NON-INCIDENT RELATED ORDERING**

Resource acquisition not related to an incident, preparedness, severity, and wildland fire may also follow these ordering procedures. The use of appropriate cost coding procedures is required.

### **PRIORITY TRAINEE MOBILIZATION PROGRAM**

The primary mission of the Eastern Area Priority Trainee Mobilization Program (PTMP) is developing an interagency workforce by mobilizing trainees to incidents, aiding them in gaining critical experience for Fire Management position requirements, and successional planning for Incident Management Teams.

[Operating Procedures](#) have been established by the EACG for the effective and efficient implementation of the PT program.

**Mobilization Process:** Local incident or the assigned IMT will identify a training opportunity. The Training Specialist (TNSP) or incident dispatch center will check to see if there are any available local trainees. If available, dispatch will create and fill incident trainee resource order.

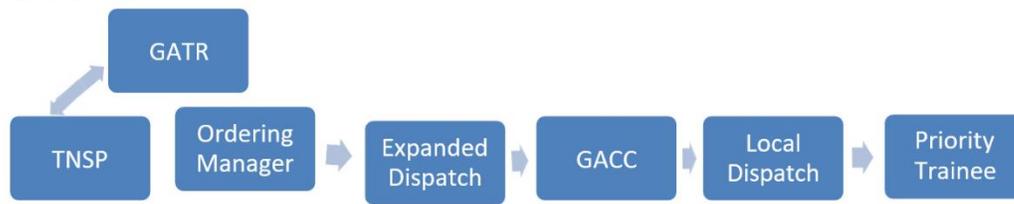
If there are no local trainees available, the TNSP/dispatch will contact Eastern Geographic Area Training Representative (GATR). GATR will determine if there is an available PT within the Geographic Area. If a PT is available, GATR will confirm PT's true availability. If none are available, the GATR will review the national PT available list. If an out-of-area PT resource is listed, the Eastern GATR will contact PT's GATR who will confirm the PT's true availability.

In and Out of the area PT's the Eastern GATR will relay the PT's name to the incident's TNSP/Dispatch.

Dispatch will create a name request resource order for the PT and place up to the Eastern Area Coordination Center (EACC). If the PT is in-area, the EACC will place the request to the PT's local dispatch center. If the PT is from out-of-the-area, the EACC will place the request up to the National Interagency Coordination Center (NICC) which will place the request to the PT's GACC. The PT's GACC will then place the request to the PT's local dispatch center.

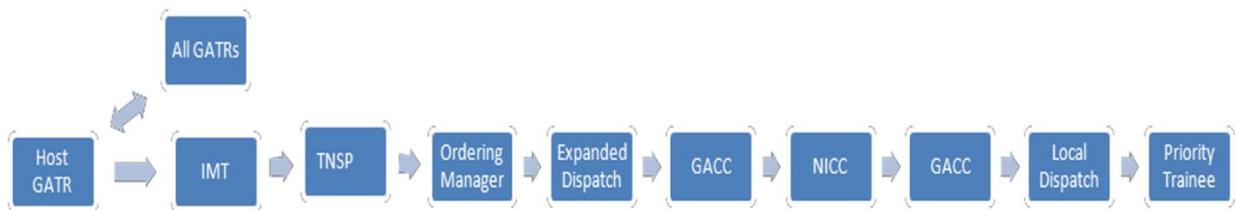
If no available PTs are identified, a standard request for a trainee will be created and place up to the Eastern GACC to process through normal dispatch procedures.

### In GACC



TNSP=> Ordering => Expanded Dispatch => GACC => Local Dispatch => Priority Trainee= Return with Fill or Unable to Fill (UTF)

### Out of GACC



TNSP=> Ordering => Expanded Dispatch => GACC => NICC => Out of area GACC => Local Dispatch => Priority Trainee= Return with Fill or Unable to Fill (UTF)

### Name Requests

Name Requests for a trainee position will be honored providing the individual is on the PT list after it has been routed through to GATR. Name requests for trainees not participating in the PT Program will not be honored provided there is a PT available to take the assignment. EACC will notify the requesting unit to advise of the available PT and request the Name Request be amended to accommodate the available PT. If the requesting unit agrees, then the request will be altered and filled with a PT. Conversely, if the requesting unit will not agree to the PT, then the requesting unit will be asked to retrieve the request.

- A Name Requests for a trainee positions on a “hard dollar” incident, such as an Rx burn, will be honored even if the individual is not on the PT list.
- A trainee Name Request for an individual who is a rostered member of an assigned team (Federal or State IMTs, NIMO, Fire & Aviation Safety Team (FAST), Prevention, Buying, Area Command, etc.), that is not for the position to which they are rostered, nor are they on the PT list for that position will be honored if there are no currently available EA PTs for that position or with the approval of the EA GATR. Many IMTs develop lists of trainees and/or apprentices that have applied to the Teams and are not on the PT lists. These trainees are used to build depth and aide in successional planning to assure

continued success of the teams.

- A Name Request for a trainee positions in which the individual is not the PT list will not be honored and every attempt will be made to fill the request with an individual on the PT list. If the ordering unit is unwilling to accept the PT, then the name request may still be honored in cases where the name requested individual has specific knowledge, skills, or abilities essential to the effective management of the incident.

### **EMERGENCY/DISASTER RECOVERY PLANNING**

Dispatch centers with mobilization responsibilities within the Eastern Area shall develop and maintain a disaster recovery plan specifically designated for implementation during an ordered emergency evacuation of existing facilities.

The recovery plan will pre-identify the location of facilities to be used and the processes to insure the transfer of personnel, supplies and related equipment required of dispatch mobilization.

The recovery plan will pre-identify two alternative locations. The primary alternative location should be within a reasonable driving distance. The secondary alternative location will be identified in a rural area, in a non-federal building, and beyond the fall out zone of a nuclear energy facility. The event that initiated the evacuation will dictate which location is to be used.

At the time of evacuation, the workload must be temporarily transferred to a neighboring dispatch center until the alternative location is fully functional and can resume operations. The recovery plan must pre-identify the alternative dispatch center, the process for the temporary transfer of workload, the estimated time to relocate and become fully functional.

Each Local Dispatch Center should provide EACC with a copy of their Emergency/Disaster Recovery Plans annually by April 1.

### **EACC CONTINUITY OF OPERATIONS PLAN (COOP)**

#### **Primary Alternative Location-COOP:**

Emergency evacuation from the Gas Light Building, Milwaukee, WI, may occur at any time. EACC will implement COOP operations based on the emergency or event that caused the initial evacuation.

If the emergency evacuation occurs when EACC is staffed, the Center Manager or Deputy Center Manager will be responsible for implementing the COOP.

EACC staff will relocate to an alternative primary location within reasonable driving distance from the Gas Light Building. The actual location will be determined by the extent of the emergency. EACC will temporarily hand off the Center's workload to the Illinois Interagency Dispatch Center (IL-ILC) or Michigan Interagency Dispatch Center (MI-MIDC). IL-ILC or MI-MIDC will continue to manage resource order support for existing and future incidents during the relocation process. When possible, EACC will provide telephone numbers and evacuation notification to all Dispatch Centers within the Eastern Area, NICC, GACCs, and multi-agency coordinating group members by a single group mailing or fax prior to exiting the Gaslight Building.

Permanent staff will obtain prepositioned items (laptop computers, office supplies, fax machine, printers) en route to the COOP location.

Once established at their COOP site, a new telephone number list will be shared through the previously established distribution list. At that time, EACC will resume normal operations and conduct the handoff process with ILC or MIDC.

**Secondary Alternative Location-COOP:**

EACC has two secondary alternative locations identified within 200 miles north and west of the Center. The actual location will be determined by the extent of the emergency.

Both COOP plans are on file at EACC and are updated and exercised annually for preparedness, efficiency and mobility.

# **CHAPTER 20**

## **OVERHEAD and TEAMS**

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## CHAPTER 20 - OVERHEAD AND TEAMS

Personnel must be requested by the description found in the (NWCG) Standards for Wildland Fire Position Qualifications, PMS 310-1 or other agency approved qualifications guides.

### NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) POSITIONS

Overhead Positions listed in the National Incident Management System (NIMS) Wildland Fire Qualification System Guide, PMS 310-1.

This document is located at: <https://www.nwcg.gov/publications/310-1>

The Incident Qualifications and Certification System (IQCS), and the Incident Qualification System (IQS) are information management systems that track training and certifications for Wildland Firefighters. For a complete list of all NWCG recognized Position Codes, refer to the Position Codes link at the following web site: <https://iqcs.nwcg.gov/>

### OVERHEAD MOBILIZATION AND DEMOBILIZATION

Units filling requests for personnel are responsible for ensuring all performance criteria are met. Requests will be processed as "fully qualified" unless "Trainee Required/Acceptable" is selected as an inclusion in IROC. The sending unit must designate a Flight Manager when two (2) or more personnel travel together to the same incident via non-commercial air transport.

Supplemental Fire Department Resources are overhead provided by a local fire department through agreements and are mobilized primarily for response to incidents/wildland fires outside of their district or mutual aid zone. They are not a permanent part of the local fire organization and are not required to attend scheduled training, meetings, etc. of the department staff.

When mobilizing Supplemental Fire Department Resources outside of the fire district or mutual aid zone the following will apply:

Mobilization will follow established ordering procedures as identified in National, Geographic, and Local Mobilization Guides. Resources will be mobilized from the Host Dispatch Zone in which the department is located. Personnel will be provided a copy of the resource order request after confirmation of availability and prior to departure from their home jurisdiction. Resource orders shall clearly indicate incident assignment, incident location, expected incident arrival time, and any additional special needs or equipment authorizations (laptops, and rental vehicles).

NICC will not accept requests for clerical, driver, or laborer positions. It is not cost effective to hire and transport such personnel when they are normally available from local sources.

If a request requires individuals to be self-sufficient for the duration of the assignment, they must be able to procure food, lodging, and local transportation.

### OVERHEAD NAME REQUESTS

Name requests for suppression or all-hazard incidents should be rare and are appropriate only for highly specialized positions or to meet specific agency objectives (for example, name requests between state

agencies). The ordering unit must confirm availability for the individual being requested prior to placing the request. All name requests must include the individuals current dispatch location.

Document name request justification, for all name requested resources, on the resource order form.

Name requests charged to budgeted/programmed, non-suppression funds are acceptable and will be processed during normal business hours.

All name requests not filled by the sending unit will be returned to the requesting unit by NICC as UTF.

Severity requests often involve strategic movement of resources from areas with lower fire potential. In these cases, name requests may be appropriate and are typically directed by agency managers.

Use of the THSP (Technical Specialist) position code is only appropriate when no other appropriate position code exists, and requires additional information describing the specialty be included with the request (THSP – Duty Officer; or THSP – Air Resource Advisor).

Unless specifically excluded, ADs and private contractors will be accepted for suppression and severity orders.

### **INTERAGENCY WILDLAND FIRE MODULES**

The primary mission of a Wildland Fire Module (WFM) is to provide an innovative, safe, highly mobile, logistically independent, and versatile fire module for wildland fire management and incident operations.

WFMs are highly skilled and versatile fire crews with a primary commitment to maintain fire's role as a natural ecological process. They provide technical and ecological based expertise in the areas of long-term planning, ignitions, holding, and suppression, prescribed fire preparation and implementation support, hazard fuels reduction, and fire effects monitoring.

Orders for Interagency Wildland Fire Modules will be placed through established ordering channels in IROC using an Overhead Group Request; Module, Wildland Fire, Type 1 (WFM1) or Type 2 (WFM2) configured according to PMS 430 Interagency Standards for Wildfire Module Operations.

<https://www.nwcg.gov/sites/default/files/publications/pms430.pdf>

For minimum module standards for national mobilization, see Interagency Standards for Fire and Aviation Operations, Chapter 13, Firefighter Training and Qualifications, Wildland Fire Modules at: [https://www.nifc.gov/policies/pol\\_ref\\_redbook.html](https://www.nifc.gov/policies/pol_ref_redbook.html) or Interagency Standards for Wildland Fire Module Operations - Chapter 7 at: <https://www.nwcg.gov/publications/430>.

As an interagency resource, the Wildland Fire Modules are available nationally throughout the fire season. Standard WFM configuration includes:

one (1) module leader and six (6) to nine (9) module crewmembers.

If requested, WFMs can be configured and mobilized with less than the standard WFM configuration, but only after agreement between the requesting and sending units. Any negotiated configurations must be identified within the original request.

The Eastern Area has one Type 1 Wildland Fire Module, which is hosted by the Huron-Manistee National Forest, MI-HMF.

### **WILDLAND FIRE MODULE MOBILIZATION**

Geographic Areas will mobilize local Interagency Wildland Fire Modules internally. There are local unit agreements to share Wildland Fire Modules between bordering units in different Geographic Areas.

The Wildland Fire Module Leader will contact the ordering unit to discuss incident/project requirements.

### **SMOKEJUMPERS**

<https://www.nifc.gov/smokejumper/smirpt.php>

### **PILOTS - LEAD PLANE, AERIAL SUPERVISION MODULE AND SMOKEJUMPER**

[https://www.nifc.gov/nicc/logistics/aviation/Lead\\_Planes.pdf](https://www.nifc.gov/nicc/logistics/aviation/Lead_Planes.pdf)

### **HELICOPTER MODULE**

Call-When-Needed (CWN) helicopters will be managed by a qualified Helicopter Manager (HMGB) and qualified helicopter crew members (HECM); when combined they function as a helicopter module.

Type Helicopter	FAA Standard / Transport Category	FAA Standard Category Temporarily Designated for Limited Use	FAA Standard Category Permanently Designated for Limited Use <u>or</u> FAA Restricted Category
1	Manager plus Four (4) Helicopter Crewmembers	Manager Only	Manager Only
2	Manager plus Three (3) Helicopter Crewmembers	Manager Only	Manager Only
3	Manager plus Two (2) Helicopter Crewmembers	Manager Only	Manager Only
CWN Helicopter and Module must meet up away from Incident(s) or Fire Operations. The minimum required staffing levels must be filled with fully qualified personnel. Trainees may be ordered in addition to the standard module configuration.			

Units requesting helicopter modules for Call-When-Needed helicopters will do so using an Overhead (O) support request for each position. Helicopter module requests should be coordinated with anticipated helicopter delivery time and location. Ordering a helicopter module for a CWN helicopter is not automatic. Ordering units should attempt to fill helicopter module positions internally first.

If the intended use is for initial attack, the HMGB request must specify that a fitness level or arduous is required. Any other qualification requirements (ICT4, etc.) must also be specified.

If helicopter personnel/modules are required to arrive with special needed items (flight helmets, radios, etc.), it must be specified at the time of request.

### **HELICOPTER RAPPPELLERS**

Refer to National Mobilization Guide, Chapter 20

## **NON-STANDARD OVERHEAD GROUPS**

The generic overhead catalog items “module, fuels” or “module, suppression” will be used to order non-standard overhead groups. All requests for these catalog items will be placed through established ordering channels using an Overhead Group Request. Coordination between requesting and sending units must occur.

## **EASTERN AREA ALL-HAZARD SAWYER MODULE STANDARDS**

- Module Size - 2 - 4 personnel
- Qualifications
  - Designated Module Leader
  - Minimum of 2 Fallers (Agency qualified for complex falling operations or Faller 1 or 2).
- One saw kit per qualified faller (recommend 24” bar or longer). Kits to include complete set of maintenance tools.
- 5-gallons of saw gas (if able to transport)
- 2-dolmars (Sig containers optional)
- 3-gallons bar oil (if able to transport)
- One falling axe per qualified faller
- 2- spare chains per saw Falling wedges
- 2-First-aid kits (meeting agency standards)
- Communication (2-portable, programmable radios)
- Agency-provided cellphone recommended – and must be authorized on the resource order.
- Transportation (recommended 4x4 vehicle - must be authorized on the resource order) that can safely carry occupants, equipment and fuel.
- GPS unit with US map, Lat./long capabilities or other GPS capable device.
- PPE, all appropriate clothing and equipment for the incident and environment.
- Must be self-sufficient for at least 48 hours.
- Purchase card or agency purchase authority is highly recommended for each module.

## **COMMUNICATIONS COORDINATOR (COMC)**

A Communications Coordinator must be assigned when a second 4390 Starter System is assigned to any incident within a one hundred (100) mile radius of the first assigned 4390 Starter System. The Communications Coordinator should be requested as a name requested position. The GACC will coordinate filling the request with the National Interagency Incident Communications Division (NIICD) in Boise, ID by calling the National Communications Duty Officer (CDO) at 208-387-5644. Rental vehicle, lap top computer and cellular phone should be authorized when placing the request.

It is important that this position be ordered as early as possible to alleviate the possibility of frequency conflicts during multi-incident situations.

### **Duties and Responsibilities:**

- Manage the allocation of communications resources at the Geographic Area level. This includes communications equipment, personnel, and associated supplies. The COMC provides support to the assigned Geographic Area and reports daily to the NIFC Communications Duty Officer (CDO). The COMC will not be assigned to specific incidents or to an Area Command Team. Situations may occur when

communications coordination is required between multiple Geographic Areas. Under these circumstances, a COMC may be assigned to a NICC Resource Order to provide overall coordination and support to COMCs assigned to the affected Geographic Areas.

- Manage the frequency resources for all incidents under assigned jurisdiction. This includes all frequencies for ground tactical, command, logistics, and air operations.

**NOTE:** During complex or multiple fire situations, the COMC will request additional qualified personnel to be assigned as field COMCs. Any situation involving complex air operations will require that a COMC be requested specifically for air operations.

- Maintains an accurate inventory of all communications equipment assigned to incidents under their control.
- Keep current on the availability of communications resources for future Geographic Area and National requirements. The COMC should be current with procedures needed to obtain such resources.
- Provide problem-solving recommendations and advice on communications issues to the respective Geographic Area Coordinators, the Area Command Teams, and/or to Incident Management Teams within a complex or single incident. National, as well as Geographic Area priorities will be considered when making recommendations and/or providing advice.
- Assist incidents with communication system design and in obtaining specialized communications equipment.

### **FLIGHT MANAGER**

Refer to National Mobilization Guide, Chapter 20

### **INCIDENT METEOROLOGIST (IMET)**

IMET status will be maintained by the respective Geographic Area in IROC. Status will include updated contact information, the home jetport, individual qualifications, and current availability.

When a National Weather Service (NWS) IMET is needed for an incident, the request will be placed up to Eastern Area. The Eastern Area will contact the NWS National Fire Weather Operations Coordinator (NFWOC) by calling the NWS Incident Response Desk at 877-323-IMET. The NFWOC will then identify the name and location of the available IMET to fill the ordering incidents IMET request. If the available IMET is located within the Geographic Area where the incident is located, the IMET will be ordered by name request and internally mobilized using established procedures. If the available IMET is located in another Geographic Area, the IMET request will be placed to the National Interagency Coordination Center (NICC) as a name request using established procedures. NICC will place the IMET request to the appropriate Geographic Area to be filled.

For mobilization to a wildfire incident, the ordering unit provides the appropriate financial code(s). For prescribed fire mobilization, the NFWOC will provide the NOAA financial code.

When the NWS cannot provide transportation, the sending dispatch office is responsible for arranging and providing mobilization needed for the IMET and any required equipment to the incident. The incident or incidents host agency is responsible for arranging and providing demobilization needed for the release of the IMET and required equipment back to the home unit.

The IMET is a single resource covered under a reimbursable agreement between the Wildland Fire Agencies and the Department of Commerce, NOAA-NWS. Standard NWS equipment that is essential to on-site meteorological support is mobilized with each IMET, no additional resource order requests are necessary. Standard NWS equipment does not require additional ordering by the incident. Basic standard NWS equipment includes:

- Laptop computer
- Printer
- Mobile satellite setup and setup tools
- Cellular telephone
- Agency or rental vehicle appropriate for off-pavement use
- Miscellaneous office supply

Reimbursement of costs associated with utilization of Standard NWS equipment such as cell phone usage charges, satellite communication charges, and four-wheel drive SUV, pickup or similar rental vehicle to travel to incident locations with their equipment (including remote locations) is authorized under section V., part B item 4 of the Interagency Agreement for Meteorological and Other Technical Services. Damages, failure, and daily wear incurred to standard equipment during an assignment are also eligible for reimbursement.

### **CACHE SUPPORT POSITIONS**

Refer to National Mobilization Guide, Chapter 20

### **INTERAGENCY RESOURCE REPRESENTATIVE (IARR)**

The IARR reports to the EACC Center Manager and is responsible for supporting all Eastern Area resources in reasonable proximity to their assigned location. An IARR may be ordered when three (3) or more crews are committed within a geographic area. EACC will provide the name and contact information for IARR's to the GACCs where they are assigned.

### **Interagency Resource Representative (IARR) Duties and Responsibilities**

The Interagency Resource Representative (IARR) may be assigned to an incident, a complex or a geographic area to serve as representative for assigned crews, overhead, and equipment. The main responsibility of Eastern Area IARRs is to represent the Eastern Area regarding the care and welfare of Area resources.

The IARR must be self-sufficient.

The IARR must be highly skilled in interagency incident business management, incident management procedures, accident reporting, commissary, government travel, medical care procedures, mobilization, demobilization, and personnel management in incident situations. The IARR is expected to possess knowledge of policies as they relate to each agency represented by the Eastern Area. When working with the Incident Management Team (IMT), the IARR will normally coordinate with the Planning Section Chief (PSC1 or PSC2), Finance Section Chief (FSC1 or FSC2), Expanded Dispatch Crew Desk, Expanded Dispatch Coordinator, and host GACC.

For duties, responsibilities and additional information regarding the IARR position refer to the Eastern Area IARR Operations Guide posted on the EACC website, Crews -

[https://gacc.nifc.gov/eacc/logistics/crews/documents/Eastern\\_Area\\_IARR\\_Guide.pdf](https://gacc.nifc.gov/eacc/logistics/crews/documents/Eastern_Area_IARR_Guide.pdf)

### **Interagency Resource Representative (IARR) Reporting Requirements**

The EACC produces a daily Crew Report which is posted to the EACC web page. This report highlights resource activity, assignments and status of resources committed to incidents within or outside the area. Upon initial assignment, the IARRs will establish contact with the EACC Intel Coordinator and Center Manager. As activity warrants, it is recommended for IARRs to contact the EACC Intel Coordinator at a minimum of one phone call daily to relay crew, overhead and equipment information. If the Intel Coordinator is not available, contact the Center Manager.

If a telephone is not accessible, reports will be accepted by email or fax but must be followed up by a phone call when one is available. This must be approved by the EACC Intel Coordinator or Center Manager if the Intel Coordinator is unavailable.

EACC phone: 414-944-3811 (24 hours/day)

Predictive Services fax: 414-944-3839

For all after hours emergencies, contact in order listed below:

- Primary - Laura McIntyre-Kelly, Center Manager  
Cell Phone: 414-530-1403
- Secondary - Brendan Neylon, Deputy Center  
Manager Cell Phone: 610-742-7864

### **SECURITY POSITIONS**

National Wildfire Coordinating Group (NWCG) federal agency law enforcement personnel meeting Technical Specialist - Security Level 1 (SEC1) and Technical Specialist - Security Level 2 (SEC2) qualifications will continue to be the first priority for assignments to fill resource requests for SEC1, SEC2, and SECM (Security Manager) positions on federal incidents. These personnel provide the broadest range of ability and authority.

- **SEC1:** Certification as Criminal Investigator or Law Enforcement Officer. Resource is authorized and equipped to carry firearms, make arrests, serve warrants, and conduct searches and seizures. They are authorized to enforce federal or state laws. AD hiring authority and procurement of private services may not be used for this position.

The following is a comparison of equivalent ratings among agencies. However, when actually ordering, ensure that the individual is certified at the level specified (i.e. Security Specialist 1).

- FS: Law Enforcement Officer
- S: Title varies by State
- BLM: Ranger/Agent
- BIA: Commissioned Officer
- NPS: Commissioned Officer

- FWS: Refuge Officer
- **SEC2:** Annual recertification as a FS Forest Service Protection Officer. Resource is not authorized nor equipped to carry firearms, serve warrants, or conduct searches and seizures. They have authority to enforce federal criminal laws and regulations. AD hiring authority and procurement of private services may not be used for this position.
- **SECM (Security Manager):** Security Manager is responsible for resource orders and approval of payment. This position may not exercise law enforcement authority and duties unless resource meets applicable SEC1 or SEC2 qualifications. AD hiring authority may be used for this position.
- **SECG (Security Guard):** Personnel utilized in this position shall not exercise law enforcement authorities and duties of either state or federal laws, including arrest or detention of persons, nor carry weapons or other defensive equipment. They cannot wear their agency uniform or use their agency vehicle since they have NO law enforcement authority. This non-law enforcement position can be filled by AD hiring authority and procurement of private services.

If the ROSS resource request specifies that an Agency-Owned Vehicle or a Law Enforcement vehicle is authorized to drive to the incident, all Incident Operations driving guidelines and the work/rest policy must be adhered to.

### **EMERGENCY WORKER (CASUAL) HIRING PROCEDURES**

Unless specified “agency only”, casuals and private contractors will be accepted for wildfires and severity orders.

For positions required to be filled by agency employees, refer to the 2020 Interagency Incident Business Management Handbook (IIBMH) and current Administratively Determined (AD) Pay Plan for Emergency Workers: [https://gacc.nifc.gov/eacc/management\\_admin/incident\\_business/incident\\_business.htm](https://gacc.nifc.gov/eacc/management_admin/incident_business/incident_business.htm). All other positions may be filled with a casual employee unless specified otherwise.

Each qualified position listed and approved on an individual’s Incident Qualification Card requires a separate Single Resource Casual Hire Information Form. The casual needs to have a signed original or copy of the form with them when they mobilize to an incident. **If a casual employee is reassigned or field promoted during an assignment, a new Single Resource Casual Hire form is not required.**

The Passenger and Cargo Manifest Form for crews replaces the casual hire form at the time of mobilization.

The Employee Common Identifier (ECI) is a unique 10-digit number generated for each casual employee in the Federal Personnel Payroll System (FPPS system). To address Personally Identifiable Information (PII) concerns, the use of the ECI will replace the collection of Social Security Numbers (SSNs) where applicable.

Employee Common Identifier (ECI) replaces the use of Social Security Numbers (SSN) on all documents except for the I-9 and W-4, which will continue to require the use of SSNs. Procedures on obtaining ECIs can be found on the NWCG web site at: <https://www.nwcg.gov/sites/default/files/memos/eb-m-13-014a.pdf>.

The applicable Payment Center will be responsible for generating ECIs for new casuals.

Hiring Units will be responsible for obtaining ECIs from the Payment Center and relaying ECI information to the casual employee, appropriate entities, inputting on the appropriate documents, etc.

Casual employees will be responsible for maintaining and providing their ECIs for e-ISuite input and for use on OF-288s.

An Employment Eligibility Verification Form, I-9, must be completed by the hiring official and casual employee at the employing location every three years. Direct Deposit Form, FS-1199a, and Federal W-4 and a State Tax withholding forms must be provided to the casual. Federal and state income taxes will be withheld from the casual's earnings. Casuals must be provided the opportunity to complete appropriate federal and state income tax withholding forms at the time of hire to ensure the correct amount of tax is withheld.

For US Forest Service Casuals: The Hiring Official submits all hiring forms to the Albuquerque Service Center (ASC) either electronically or by fax. To avoid delays in pay processing, forms should be completed and submitted during the pre-season refresher, pack test, etc. Re-submit forms if information on file has changed.

FS Casual Pay Center  
Albuquerque Service Center  
Incident Finance – Casual Pay  
101 B Sun Avenue NE  
Albuquerque, New Mexico 87109 – 4473  
Phone: 877-372-7248 (Option #1)  
Fax: 866-816-9532  
Email: [asc\\_ipc@fs.fed.us](mailto:asc_ipc@fs.fed.us)

For DOI Casuals: Federal W-4, State Tax form (if applicable), Tribal Exemption form (if applicable), Direct Deposit Form or EFT Waiver are sent to the DOI Casual Payment Center. I-9s, Crew Time Reports, Incident Behavior Forms, and Single Resource Casual Hire Forms are retained at the hiring unit.

DOI Casual Pay Center  
National Interagency Fire Center  
Casual Payment Center MS 270  
3833 S. Development Ave  
Boise ID 83705  
Phone: 877-471-2262 Fax: (208) 433-6405

#### **EMERGENCY WORKER ACCIDENT REPORTING**

When a Forest Service sponsored casual employee sustains a reportable injury or illness, a CA-1/CA-2 must be completed through eSafety and faxed to ASC in order for an OWCP case number to be assigned. The injured casual employee's incident supervisor or IARR must ensure that the CA-1/CA-2 is completed in eSafety and transmitted to the hiring official at the hiring unit.

## **TRAVEL INFORMATION**

When assigning overhead, travel arrangements should meet the date/time needed as requested on the resource order as closely as possible. If any travel delays are experienced, resource will notify the incident dispatch of the delay as soon as possible.

Eastern Area resources dispatched to incidents are normally expected to fly commercially. Exceptions to this will be documented as being fiscally efficient and safe, authorized by the incident, and relayed through official dispatch channels.

Rental cars for assignments must be authorized on the original request.

For federal resources, travel reservations should be made through the government contracted travel agency. State resources should use their agency's travel reservation procedures.

To manage fatigue, every effort should be made to avoid off unit mobilization and demobilization travel (excluding IA response) between 2200 hours and 0500 hours local time.

### **Use/Cost Comparison Requirements for Privately Owned Vehicle (POV) and Rental Vehicle**

The Federal Travel Regulation (FTR) guidance for all federal agencies is as follows:

- Travelers are now required to do a cost comparison between a privately owned vehicle (POV) and a rental vehicle for use during temporary duty (TDY), FTR 301-10.309-301-10.3
- Travelers who are authorized to use a rental vehicle for TDY must use the least expensive compact car available unless an exception is approved, FTR 301-10.450
- Travelers cannot be reimbursed for purchasing pre-paid refueling options for rental vehicles, FTR 301-70.102

IROC resource requests stating POV authorized in documentation or special needs indicate that the receiving unit has approved; however, the sending unit/resource has the ultimate responsibility in determining the method of travel that is least cost to the government. If a POV has been determined to be the least costly and is authorized, sending dispatch offices must indicate that a cost comparison was done and is on file. If POV is authorized and determined to be least cost to the government, the resource may still elect to travel via other means in accordance with a cost benefit analysis, such as rental car, government vehicle, etc. A helpful Cost Benefit Analysis Tool can be found below:

[https://gacc.nifc.gov/swcc/dispatch\\_logistics/dispatch/forms/POV-Rental\\_Cost\\_Comparison\\_PopUp.htm](https://gacc.nifc.gov/swcc/dispatch_logistics/dispatch/forms/POV-Rental_Cost_Comparison_PopUp.htm)

## **NATIONAL INCIDENT MANAGEMENT TEAMS**

Teams will be ordered by type using an Overhead Group request in IROC.

### **INTERAGENCY INCIDENT MANAGEMENT TEAMS (IMTs)**

Incident Management Teams and National Incident Management Organizations will be ordered by type. National Type 1 IMTs will be mobilized according to the National call-out procedures from the national rotation managed by NICC. Geographic Area Type 2 IMTs will be mobilized according to Geographic Area policy, with the following exception: Geographic Area Type 2 IMTs that have been ordered through NICC for staging within a Geographic Area will be prioritized and assigned to any new Federal Type 2 incident within that Area, or when a replacement team is needed within that Area.

IMTs will be requested through established ordering channels. Incident Commanders shall make notification to the receiving Geographic Area through established ordering channels of any position shortages, or when their team configuration differs from the standard configuration.

NMAC, at any time, can request a geographic area to utilize an out of geographic area IMT (planned replacement need). The primary mission of IMTs is wildfire incident management. IMTs may respond to all-hazard incidents under the following guidelines:

- Planned events should be managed internally by the respective agency.
- The planned length of assignment should not exceed fourteen (14) days without negotiated approval from the sending Geographic Area and NICC.

A Federal Emergency Management Agency (FEMA) mobilization under the National Response Framework (NRF) will be accomplished according to the National call-out procedures. The standard length of assignment of fourteen (14) days may be extended up to thirty (30) days after negotiated approval between the Incident Commander and FEMA.

- Base hours for Federal employees, in most cases, are not reimbursed by FEMA. Overtime, premium pay, and travel expenses may be paid by FEMA.

The Eastern Area Coordinating group (EACG) hosts 2 Eastern Area (EA) Type 2 Incident Management Teams (IMTs). The teams will be ordered through the Interagency Resource Ordering Capability (IROC) using Overhead group requests and filled with a master roster. Team members are committed to the team and shall not accept miscellaneous overhead assignments (freelance), unless pre-approved by their Incident Commander (IC).

The Eastern Area Coordination Center (EACC) is responsible for coordination of the EA IMTs. EACC will serve as the primary contact for the NICC for the status of the EA IMTs. The EA IMT's Operating Plans shall be updated annually and available through the Eastern Area Operations Working Team (EA OWT). EACC will retain a current copy of the team's current Operating Plans and post them to the EACC webpage.

## **EA TYPE 2 IMT GENERAL OPERATING GUIDELINES**

### **Purpose and General Operating Guidelines**

The mission of the Incident Management Teams (IMTs) in the Eastern Area is to provide Agency Administrators with organized, highly skilled and qualified personnel to implement land management-based objectives on incidents, especially wildfires. All risk incidents will be supported as appropriate. Firefighter and public safety will be the priority.

Eastern Area IMTs work for Agency Administrators as outlined in their delegation of authority. EA IMTs will apply the guidelines given in the current Interagency Standards for Fire and Fire Aviation Operations (Redbook) to ensure safe and effective management strategies and tactics.

Eastern Area Coordinating Group members or delegated representatives reserve the authority to attend in-briefs and closeouts as part of their authority and responsibility for managing the IMTs in the EA.

At the conclusion of each assignment, Incident Commanders will request written team evaluations from the agency administrator or Area Commander. A copy of the evaluation will be provided to the EA Operations Working Team Chair and the EA Team Coordinator upon return. EACC will be responsible for maintaining current and historical team records.

### **Team Oversight**

The EA OWT provides oversight and management for the EA Type 2 IMTs. Monitoring and evaluation of the teams will be completed by EACC, EA OWT, and EACG. The jurisdictional agency(s) will be responsible for initiating, monitoring, and evaluating team performance on specific incidents.

IMT's will provide the OWT a copy of their final team roster prior to beginning the years rotation.

Upon completion of all assignments, the IC will provide the following records to:

#### ***EA Team Coordinator:***

- Team evaluations by Agency Administrator or Area Commander.

#### ***EA Training Working Team:***

- Summary status of assigned trainees.

#### ***EA OWT Chair:***

- Team evaluations by Agency Administrator or Area Commander.
- Performance evaluations for team members that were rated exceptional or deficient in the performance of their position duties.

The EA Team Coordinator will keep copies of the records for EACC and the EA OWT Chair will provide copies of the documents and required reports to EACG, as needed.

The IC will immediately address and document all position performance problems in conjunction with the appropriate Section Chief or incident work supervisor on the incident (Unit Leader, Division Supervisor, etc.). Issues related to the responsibility of the Human Resource Specialist will be referred to this position for resolution assistance. Copies of all deficient or needs improvement individual performance ratings will be provided to the EA OWT Chair upon return from each assignment. The IC/OWT/EACG will review the performance evaluation and take corrective action as it relates to IMT membership, as necessary, prior to the next IMT assignment.

Incidents involving employee conduct or ethics violations will be referred immediately to the employee's local agency administrator by the IC. The IC will notify the EACG agency representative to advise him/her that the issue has been directed to the employee's agency administrator. In addition, the IC will notify the EACC Center Manager about team performance issues.

IC's will provide the OWT with an annual report of IMT members availability by rotation.

### **Team Member Qualifications, Recruitment and Selection**

Eastern Area Interagency Incident Management Teams are managed by the Eastern Area Coordinating Group. Nominations to Eastern Area Incident Management Teams are received annually, and memberships

to the teams are approved by the individual's supervisor, Incident Commanders, and the Eastern Area Operations Working Team. Membership to the IMTs will be according to the following priorities:

1. Agency employees (includes Federal, State, tribal employees) within the Eastern Geographic Area.
2. Agency employees from outside the Eastern Area.
3. Eastern Area Federal/State ADs.
4. Out of Area ADs.

No primary member of an Eastern Area Type 2 Team will be on more than one IMT.

Team recruitment notices will be issued annually by the EACG Chair. The EACG and EA OWT members, as well as the EA Team Coordinator, will be responsible for dissemination of team recruitment information within their respective agencies. The recruitment notice will be posted on the EACC webpage.

Length of commitment for Command and General Staff (C&G) positions will be three years. No need to reapply every year.

Length of commitment for all other team positions will be one year.

Candidates available for team selection will gain approval for participation from their supervisor, to include term of commitment period based upon position being sought.

The Operations Working Team will solicit applications for the Eastern Area IMT Incident Commanders and Deputy Incident Commanders as vacancies occur, and at the beginning of a new three year commitment cycle. In addition to the current selection process, the EACG may utilize interviews at the request of an EACG member for Incident Commanders.

Command and General Staff selections will be made at the recommendation of the EA OWT. Long team selections will be at the recommendation of the C&GS, in concurrence with the EA OWT.

EACG will approve or disapprove final recommendations for all vacancies.

If an IMT member cannot complete their period of team commitment, they will notify their respective agency EA OWT representative following notification to the IC. An evaluation of potential job sharing or replacement will be conducted between the IC, and the EA OWT chair.

**Recruitment and Selection Timetable**

10/01 – Recruit for all regular rostered positions.

11/15 – Applications close for all rostered positions.

12/15 – Recommendations for C&GS members to EACG from the EA OWT.

01/15 – EA OWT recommendations for all positions to EACG.

01/29 – Notification of selection for EA IMT members.

03/01 – IC or designee will submit the team selection list to the EA Team Coordinator. ICs or their designees (usually RESL or PSC2) will build initial team rosters in IROC.

**EA Type 2 IMT Rotation and Assignment**

The 2021 EA Type 2 IMTs will be on full rotation from March 31<sup>st</sup> through November 9<sup>th</sup>.

The two-week call-up period will begin at 0100 hours (Central Time) on Wednesday and continue through 2400 hours (Central Time) on the following second Tuesday.

<b>SILVER</b>	<b>GOLD</b>
<b>March 31 – April 13</b>	<b>April 14 – April 27</b>
<b>April 28 – May 11</b>	<b>May 12 – May 25</b>
<b>May 26 – June 8</b>	<b>June 9 – June 22</b>
<b>June 23 – July 6</b>	<b>July 7 – July 20</b>
<b>July 21 – August 3</b>	<b>August 4 – August 17</b>
<b>August 18 – August 31</b>	<b>September 1 – September 14</b>
<b>September 15 – September 28</b>	<b>September 29 – October 12</b>
<b>October 13 – October 26</b>	<b>October 27 – November 9</b>

*\*The EACG reserves the right to modify the rotation, start-up dates and/or stand-down dates in order to best meet the needs of the EA.*

When a request for a Type 2 IMT is received during the core fire season in the EA and the team in rotation is mobilized the next team up in rotation will be organized and made available, if possible, and placed in “On Call” status. When a Type 2 IMT request is received outside the core Eastern season and the team in rotation is mobilized the next up time will be organized and made available, if possible, but will not be placed “On Call”.

If major imbalances in assignments for any IMT develop, the rotation may be modified by EACG. The rotations are meant as a guide, but the goals of team member skill development, equitable mobilization, drawdown of resources, and work/rest all may need to be considered. Changes will be after discussion with involved parties.

EA Type 2 IMT availability during the off-season will be negotiated and mutually agreed upon between the IC and EACG.

EA IMTs will normally be provided 48 hours off between assignments or such time as required to adhere to work/rest guidelines. ICs may make their team unavailable for longer than the standard two days off following an assignment during busy seasons, after a particularly rigorous assignment, or for other reasons. This must be coordinated with the EACG/EACC, so that the Eastern Area may maintain sufficient availability and contingency resources.

### **Tracking and Mobilization of IMTs Step 1: Roster Creation**

- The IC or designee will confirm IMT member availability and job share positions.
- The IC or designee, in coordination with Section Chiefs, will fill vacancies with identified substitutions.
- The IC or designee, will make direct calls to individuals to fill vacancies. Assistance in filling vacancies is also available from local dispatch centers, EACC and the EA GATR.
- Incident Commanders will ensure team rosters are complete when their IMT is up on rotation. Completing the rosters when the IMT receives an order is not acceptable.
- The ICs and the EACC Center Manager will determine if team rosters meet minimum requirements for mobilization.

### ***Step 2: Getting an Order***

#### ***Notification to EACC of potential Order***

- EACC notifies IC, GATR and Dispatch Centers/Center Managers of potential IMT order. The ICs and Dispatch Centers/Center Managers MAY implement internal "Phone Trees" and contacts based on "Potential Order".
- The IC emphasizes that order is "potential" and no action is taken until "official" order is received.
- NO mobilization actions occur. No phone calls to Dispatch Centers by IMT members should occur.
- The IC or team designee needs to ensure that the roster is final in order for EACC to fill the IROC order.

#### ***Official Order received by EACC***

- EACC will notify the IC of a placed order for IMT.
- The IC will contact the host agency official and coordinate a reasonable needed date and time and agree upon mode of travel, report to location (in brief), and authorizations: Rental, POV, AOV, laptop, cellphone, etc.
- The IC or the host dispatch center will advise EACC what has been authorized and approved and the name and contact information for the hosting Agency Administrator.

- EACC will fill the pending IROC overhead team resource order with the final approved team roster. The subordinate requests will be pushed to the IMT resource's dispatch centers to be filled.
- EACC will place requests for team vacancies with Eastern Area dispatch centers prior to placing them up to NICC.
- Once the IMT has been in-briefed and the hosting dispatch center is ready, EACC will set the IROC team overhead request as completed so team resource order ownership will be shifted to the hosting dispatch center.

### **Step 3: *Team Travel***

- All travel will be done in close coordination with team members home Dispatch Centers. Team members will notify their home Dispatch Centers of their travel plans prior to departing if their dispatch has not played a role in making travel arrangements for them. This includes vehicle IDs, ETD, ETA, RON locations. While en route to incidents, team members will maintain contact, as necessary, with home dispatch centers to confirm request numbers and/or relay updated information or changes.
- Work/rest ratios will be followed by individual team members and will be documented in the teams SOPs.
- Team C&G may commence travel before an official order is received at EACC, per approval by the IC. Non C&G team members require verbal approval from the IC to travel before receipt of an official order.
- Receiving unit is responsible for the return travel.

### **Team Configuration**

Incident Management Teams may be requested as either a long or a short team configuration. Any variation from the standard configuration is at the discretion of the requesting unit in advance of mobilization. The Deputy Incident Commander position is not mandatory. The Incident Commander position on Interagency Incident Management Teams may only be filled by current agency employees. It is recommended that the following positions also be filled by current agency employees: Finance Section Chief Type 1 or 2, Procurement Unit Leader, Comp/Claims Unit Leader, and Compensation-for-Injury Specialist.

If a short team is mobilized, the remaining long team members will be kept on call for a period of 24 hours. After 24 hours, these members will be made available for single resource assignments with IC approval.

### **IMT Trainees**

When an IMT is in place in the Eastern Area, every effort will be made to utilize trainees from the EA Priority Trainee (PT) list.

The National Standard long team configuration identifies 44 positions of which IMTs may have a maximum of eleven (11) discretionary positions to be identified by the Incident Commander. The team may bring an additional six (6) IMT trainee positions and eight (8) GACC Priority Trainees. When an IMT is mobilizing to an incident outside of their GACC, the GATR from the hosting GACC will work with the sending GATR to identify the 8 Geographic Area priority trainees that will be assigned to the IMT to achieve immediate IMT needs, provide valuable trainee opportunities and to support IMT succession planning.

With the approval of the IC and their Section Chief, IMT pool trainees are available for miscellaneous overhead assignments that provide equivalent experience at the specified trainee level.

Trainees are not permanent team members. Upon fulfilling the on-the-job requirements of their positions, an assignment trainee has completed their time with the team and a new trainee will be assigned. The newly qualified individual may be assigned to an existing IMT vacancy for the remainder of that season and will be required to apply for that position for the subsequent season.

Documentation of all trainee/mentored assignments will be completed prior to incident demobilization and will include Position Task Books and a formal performance rating. The IC is responsible for assuring that all performance is documented and copies of all pertinent information is forwarded to the employee's home unit.

### **Substitutions**

The EA Type 2 IMTs will be considered ineligible for assignments if none of the ICs are available or if two or more Command and General Staff positions cannot be filled. Command and General Staff includes ICT2, SOF2, PIO2, two OSC2, PSC2, LSC2, and FSC2.

Substitution of IMT members during assigned availability periods will be made by the IC or designee. Generally, substitutes will be assigned for the entire remaining callout period.

### **Job Sharing**

Job sharing of primary team positions has been adopted by EA to facilitate individual work commitments while maintaining team availability and continuity.

Job sharing will be identified on the individual's application and will be considered by the EA OWT in the normal team selection process.

Job share individuals will be identified as such on the team master roster.

### **Incident Commander Input to Eastern Area Coordination Group**

The ICs are encouraged to attend and participate in all EACG and EA OWT meetings and conference calls.

### **Availability**

C&G are responsible for maintaining close communications with their local dispatch centers during team availability periods.

All team members must regularly update and maintain their availability in IROC with their local dispatch centers. Members must maintain the status of “available local”.

The IC will review any primary individual who is unavailable for more than two on call rotation periods that have not been approved in advance by the IC. Recommendations resulting from these reviews will be forwarded to the EA OWT Chair.

Primary team members are expected to monitor their EA Type 2 IMT on call schedule.

Notification of any unavailability during on call periods must be made as far in advance as possible to Section Chiefs or designees. EA Type 2 IMT members will make unavailability notification, via electronic mail or phone call to their local Dispatch Center and their Section Chief prior to the next on call period. Unavailability notification must include their name, unavailability dates, and the reason for unavailability.

### **Pre-Orders**

IMT pre-orders will be posted to the EACC web page.

### **Eastern Area Out of GACC IMT Application Policy**

Eastern Area resources must apply to the EA IMT’s before they will be approved for other Geographic Area teams, especially in critical shortage areas such as finance, logistics and aviation. Under guidance from the National Multi-Agency Coordinating Group (NMAC), notification of all out-of-EA IMT applications must be sent to the attention of the EACC at: [wieacc@firenet.gov](mailto:wieacc@firenet.gov). EACC will consolidate the list of EA applicants applying for out of EA IMT positions and forward to the EA Operations Working Team (EA OWT) for review and concurrence. After concurrence from the EA OWT, EACC will forward the list of applicants to the appropriate GACC. For applicants that do not receive concurrence the EA OWT chair will contact the respective EACG representative for the individual in order for the agency to work to resolve the situation. The out of area IMTs will notify the candidate upon application acceptance.

### **IMT CONFIGURATION**

IMTs ordered through NICC will be requested as either a long or a short team configuration. Any variation from the standard configuration is at the discretion of the requesting unit. The Deputy Incident Commander position is not mandatory. The Incident Commander positions on IMTs may only be filled by current agency employees. It is recommended that the following positions also be filled by current agency employees: Finance/Admin. Section Chief Type 1 or 2, Procurement Unit Leader, Comp/Claims Unit Leader, and Compensation-for-Injury Specialist. IMT 1, IMT2, and IMT3 (for out of geographic area assignments) configurations can be found at the following link:

[https://www.nifc.gov/nicc/logistics/teams/imt\\_configuration.pdf](https://www.nifc.gov/nicc/logistics/teams/imt_configuration.pdf)

In addition to the 20 positions identified on the short team configuration, a maximum of six (6) IMT trainee positions will be mobilized with the team. In addition to the 44 positions identified in the long team configuration, a maximum of 14 trainee positions will be mobilized with the team. Long team configuration trainee positions include six (6) IMT trainee positions and eight (8) GACC priority trainees. When an IMT is mobilizing to an incident outside of their GACC, the GATR from the hosting GACC will work with the sending GATR to identify the eight (8) Geographic Area priority trainees that

will be assigned to the IMT to achieve immediate IMT needs, provide valuable trainee opportunities and to support IMT succession planning.

Unless notified otherwise, trainees for both short and long team configurations will be mobilized for incidents on Federal lands.

#### **TYPE 1 IMTs**

Refer to National Mobilization Guide, Chapter 20

#### **TYPE 1 IMT ROTATION PROCESS**

Refer to National Mobilization Guide, Chapter 20

#### **NIMO INCIDENT MANAGEMENT TEAM TYPE OF ASSIGNMENTS**

Refer to National Mobilization Guide, Chapter 20

#### **NATIONAL AREA COMMAND TEAM**

Refer to National Mobilization Guide, Chapter 20

#### **NATIONAL AREA COMMAND TEAM CONFIGURATION**

Refer to National Mobilization Guide, Chapter 20

#### **NATIONAL AREA COMMAND TEAM ROTATION PROCESS**

Refer to National Mobilization Guide, Chapter 20

#### **INCIDENT SUPPORT TEAMS**

Teams will be ordered using an Overhead Group request in IROC, except for Aviation Safety and Technical Assistance Teams.

Overhead requests for specialized team member of nonstandard teams, such as After Action Review teams, will be placed as Technical Specialist (THSP).

#### **NATIONAL INTERAGENCY BUYING TEAMS (BUYT)**

There are ten (10) National Interagency Buying Teams. The teams are dispersed as follows:

- Northern Rockies 1
- Great Basin 1
- Eastern 2
- Southwest 1
- California 2
- Northwest 1
- Southern 2

National Interagency Buying Teams will be mobilized according to the National call-out procedures from the National Interagency BUYT Rotation managed by NICC. Orders for BUYTs will be placed through

established ordering channels using an Overhead Group Request.

The primary mission of a BUYT is to support the local administrative staff with incident acquisition. In addition, the BUYT Leader has the responsibility for coordinating property accountability with the Supply Unit Leader. Responsibilities and coordination of BUYTs can be found in the NWCG Standards for Incident Business Management: <https://www.nwcg.gov/sites/default/files/publications/pms902.pdf> and the NWCG Incident Business Committee webpage: <https://www.nwcg.gov/committees/incident-business-committee/>

BUYTs should not be utilized as de facto payment teams. Incident host agencies should order a Review, Audit, Process Team if the situation warrants.

BUYTs are ordered by the incident host agency and report to the agency administrator or other designated incident agency personnel. Buying teams work with the local administrative staff to support the incident acquisition effort. Geographic Areas will internally mobilize their National Buying Teams, local Geographic Area buying teams, or ad-hoc buying teams before requesting a National Interagency Buying Team from NICC. National BUYTs are mobilized according to National Call-Out Procedures.

### **BUYT Configuration**

National Interagency BUYTs are comprised of a leader and six team members. One of the six members may be assigned as an assistant or deputy leader. In addition to the seven-member Overhead and Teams Chapter 20 2021 National Interagency Mobilization Guide 16 team, personnel from the incident host agency or alternate buying team members may be added as needed, to supplement the primary team. . National Interagency BUYTs will consist of the following:

- Six qualified buying team members will be a combination of those with and without a government purchase card and contracting officers with their applicable agency training.

### **BUYTs Rotation Process**

- BUYTs will remain on-call for a maximum fourteen (14) days.
- At the time (clock hour and day of week) a BUYT from the BUYT Rotation list is requested, the next eligible BUYT in rotation will be notified and will remain in call status for the next fourteen (14) day period. The next two (2) BUYTs in rotation will also be notified of the schedule change. Geographic Areas unable to provide a BUYT when ordered for a National assignment will be listed as unavailable on the BUYT Rotation and will not be considered until the designated Geographic Area slot rotates into position again.
- Geographic Areas with more than one (1) BUYT may decide which “eligible” team responds to a National call. Geographic Areas must pass if no “eligible” BUYT can meet the needed date/time of the request. BUYTs will be considered unavailable for a National assignment if more than two (2) procurement or support positions are to be filled with a substitute.
- The National Interagency Multi-Agency Coordinating Group (NMAC) retains the authority to adjust the BUYT Rotation list when necessary to achieve team experience objectives or for other reasons.

The National rotation and current assignment history can be found at the following link:

[https://www.nifc.gov/nicc/logistics/teams/buy\\_rotate.pdf](https://www.nifc.gov/nicc/logistics/teams/buy_rotate.pdf).

### **EASTERN AREA BUYING TEAMS**

The Eastern Area Coordinating Group sponsors two National Interagency Buying Teams. EACC is responsible for management of the team rosters.

EACC leaders (BUYLs) for 2021 are:

- Carol Northrop, PA-ALF, WV-CAC
- Karie Linn, FS WO-PPS IPO At Incident Management Support, WI-WIC

### **REVIEW, AUDIT, PROCESS TEAM CONFIGURATION (RAP)**

Refer to National Mobilization Guide, Chapter 20

### **BURNED AREA EMERGENCY RESPONSE TEAM (BAER)**

Refer to National Mobilization Guide, Chapter 20

### **DOI NATIONAL BURNED AREA EMERGENCY RESPONSE TEAM CONFIGURATION**

Refer to National Mobilization Guide, Chapter 20

### **DOI BURNED AREA EMERGENCY RESPONSE TEAM MOBILIZATION PROCESS**

Refer to National Mobilization Guide, Chapter 20

### **NATIONAL FIRE PREVENTION AND EDUCATION TEAMS (NFPET)**

The mission of National Fire Prevention and Education Teams (NFPETs) is to provide unit and agency managers with skilled and mobile personnel which have the ability to supplement or enhance ongoing local wildfire prevention and education activities, where hazard or risk is, or is expected to be, elevated above normal. Ordering NFPETs for normal, routine, or project work should be discouraged.

Teams are highly effective in their ability to reduce unwanted human-caused wildland ignitions and are equipped to rapidly complete on-site prevention assessments and plans, initiate implementation of such plans, and to begin immediate prevention and education activities.

### **NFPET CONFIGURATION**

A basic team is composed of three personnel with these minimum qualifications:

- PETL – Fire Prevention Education Team Leader
- PETM – Fire Prevention Education Team Member
- PIO2 – Public Information Officer Type 2

Actual team composition may include additional support positions, as determined jointly by the team leader and the ordering unit, on a case-by-case basis, based on the team's anticipated tasking.

The assignment of PETL and PETM trainees is encouraged. If the use of trainees is authorized by the ordering unit, priority for assignment is to be given to trainees selected by the team's NFPET Geographic Area Coordinator or the ordering unit's Geographic Area priority trainee program, where applicable.

Requests for National Fire Prevention and Education Teams will be placed through established ordering channels in ROSS using an Overhead Group Request. The NFPET Geographic Area

Coordinators listed below will work with Geographic Area Coordination Centers to fill team orders.

### **NFPET COORDINATORS**

Refer to National Mobilization Guide, Chapter 20

### **COMMUNITY MITIGATION ASSISTANCE TEAMS (CMAT)**

Refer to National Mobilization Guide, Chapter 20

### **CMAT CONFIGURATION**

Refer to National Mobilization Guide, Chapter 20

### **FIRE AND AVIATION SAFETY TEAMS (FAST)**

Fire and Aviation Safety Teams assist Agency Administrators during periods of high fire activity by assessing policy, rules, regulations, and management oversight relating to operational issues. They can also provide the following:

- Provide guidance to ensure fire and aviation programs are conducted safely.
- Assist with providing immediate corrective actions.
- Review compliance with Occupational Safety and Health Administration (OSHA) abatement plans, reports, reviews, and evaluations.
- Review compliance with Interagency Standards for Fire and Fire Aviation Operations.

FAST reviews can be requested through the GACC to conduct reviews at the state/regional and local level. If a more comprehensive review is required, a national FAST can be ordered through the National Interagency Coordination Center.

FASTs will be chartered by their respective Geographic Area Coordinating Group (GACG), with a delegation of authority, and report back to the GACG.

FAST reports include an executive summary, purpose, objectives, methods and procedures, findings, recommendations, follow-up actions (immediate, long-term, and national issues), and a letter delegating authority for the review. FAST reports should be submitted to the GACG, with a copy to the Federal Fire and Aviation Safety Team (FFAST) Chair within thirty (30) days.

### **FAST CONFIGURATION**

Refer to National Mobilization Guide, Chapter 20

### **FAST MOBILIZATION PROCESS**

Refer to National Mobilization Guide, Chapter 20

### **AVIATION SAFETY AND TECHNICAL ASSISTANCE TEAM (ASTAT)**

Aviation Safety and Technical Assistance Teams enhance safe, efficient, and effective aviation operations. An ASTAT provide assistance to unit and aviation managers, flight crews, and incident management teams for increasing, ongoing or declining incident aviation activity.

ASTATs assist and review helicopter and/or fixed wing operations on wildland fires. During high levels of aviation activity, it is advisable to request an ASTAT.

If an ASTAT cannot be filled internally, the request may be placed with NICC through established ordering channels using individual overhead requests. ASTATs receive an assignment briefing with management concerns and/or issues identified in a letter delegating authority, which establishes the roles of the team and its expectations. The teams will provide daily feedback to the person(s) identified in the delegation of authority. Teams will conduct an exit briefing and will provide a written report prior to demobilization

### **ASTAT CONFIGURATION**

Refer to National Mobilization Guide, Chapter 20

### **ASTAT MOBILIZATION PROCESS**

Refer to National Mobilization Guide, Chapter 20

### **SERIOUS ACCIDENT INVESTIGATION TEAMS (SAIT)**

Serious Accident Investigation Teams are mobilized to investigate serious wildland fire accidents. Serious wildland fire accidents are defined in the [Interagency Standards for Fire Aviation Operations](#), Chapter

18. Team members ordered through established channels will be mobilized as THSPs. Requests for SAIT members mobilized through established ordering channels will be placed using individual overhead requests.

#### **Normal SAIT Configuration is as follows:**

- THSP - Team Leader
- THSP - Chief Investigator
- THSP - Advisor/Safety Manager
- THSP - Interagency Representative
- THSP - Subject Matter Expert (experienced in specialized occupation)
- PIO - Public Affairs Officer

# **CHAPTER 30**

## **CREWS**

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## CHAPTER 30 - CREWS

Crews will be ordered by a standard type. Three (3) types exist for National or interagency assignments. They are; Type 1, Type 2, and Type 2 with IA (initial attack) capability.

NIFC Forest Service has contracted nationally for T-2IA Crews (National Contract Resources, or NCR). National Contract Resources (NCR) are hosted by local units (Host Unit Coordination Centers, or HUCC) which are contractually required to utilize dispatch priorities when mobilizing crews, as outlined in section C.7 of the National Type-2IA Firefighter Crew Contract.

For copies of the NCR Contract contact:

U.S. Forest Service, Contracting  
National Interagency Fire Center  
3833 S. Development Avenue  
Boise, Idaho 83705-5354  
Phone: (208) 387-5665

### **MINIMUM CREW STANDARDS FOR NATIONAL MOBILIZATION**

For a detailed description of minimum crew standards see Interagency Standards for Fire and Fire Aviation Operations: [https://www.nifc.gov/policies/pol\\_ref\\_redbook.html](https://www.nifc.gov/policies/pol_ref_redbook.html)

### **TYPE 1 INTERAGENCY HOTSHOT CREWS**

For a complete list of all Type 1 Interagency Hotshot Crews, refer to the following web site: <https://www.fs.fed.us/science-technology/fire/people/ihc>

Interagency Hotshot Crews (IHC) are a Type 1 Crew that exceeds the Type 1 Standards as required by the Interagency Standards for Fire and Fire Aviation Operations: [https://www.nifc.gov/policies/pol\\_ref\\_hotshotOps.html](https://www.nifc.gov/policies/pol_ref_hotshotOps.html) Interagency Hotshot Crews require appropriate Federal or State agency sponsorship and a recommendation by their respective Geographic Area Coordinating Group for inclusion into the National Interagency Mobilization Guide. NIFC will maintain availability status of Type 1 IHCs but will not recognize internal Geographic Area rotations of these crews. Type 1 IHCs attempting to transport chain saws on other than NIFC contract jets should be prepared to ship their chain saws via an alternative method should loading be refused. Type 1 IHCs normally come equipped with hand tools. There may be occasions when Type 1 IHCs transported by air do not arrive with hand tools. If tools are needed, they should be ordered separately as supply items.

When Type 1 Crews are transported by aircraft, the receiving unit should be prepared to provide the following:

- Crew transportation.
- Vehicle to transport saws, fuel, and hand tools separate from crew transportation.
- Fire equipment (minimum two (2) cases of fuses).
- Chain saws (four (4) kits).
- Saw fuel (ten (10) gallons, unmixed).
- Bar oil (five (5) gallons).

Interagency Hotshot Crews as T2IA, T2 or Suppression Modules When Interagency Hotshot crews fall below the level identified in the Interagency Standards for Fire and Fire Aviation Operations they may still be dispatched as a T2IA, T2 Crew or Suppression Module provided they meet the standards for the lesser qualification. Naming conventions for these crews will be as follows:

Fire – Crew, T2 IA American River IHC

Groups – Module, Suppression – Craig IHC

The Eastern Area has one Type 1 Hotshot Crew, the Midewin Interagency Hotshot Crew, which is hosted by the Midewin National Tallgrass Prairie, IL-MPF.

### **TYPE 2 AND TYPE 2 IA CREWS**

Type 2 Crews will be ordered as Type 2 or Type 2 IA. In addition to the Type 2 minimum standards, Type 2 IA Crews can be broken up into squads and have three (3) qualified sawyers.

Except for organized agency Type 2IA Crews, all other Type 2 and Type 2IA Crews ordered through NICC do not come with chain saws or hand tools when transported by air. If chain saws or hand tools are needed, they should be ordered separately as supply items. Organized agency Type 2 IA crews attempting to transport chain saws on other than NIFC contract jets should be prepared to ship their chain saws via an alternative method should loading be refused. Organized Type 2 IA Crews can come equipped with hand tools. Units sending Type 2 and Type 2 IA Crews will determine the ratio of crews to Crew Representatives (CREP) needed for a given assignment. Depending on the assignment, ratios of 1:1 to 1:4 may be appropriate. These responsibilities can be met by an Interagency Resource Representative (IARR) as well. A CREP assigned to Type 2 or Type 2 IA Crew will remain with the crew from the initial dispatch until the crew is released to home unit. CREPs are not required for agency regular crews.

Standard crew size is twenty (20) people maximum and eighteen (18) people minimum (including Crew Boss, Crew Representative, and trainees).

All equipment will be inspected and weighed at time of mobilization to ensure adherence to safe transportation procedures.

All crew personnel mobilized and demobilized outside the local unit through NICC will be identified on a crew manifest form. Crew supervisors will always maintain a minimum of four (4) accurate copies of this form. Crew weights will be manifested separate from personal gear and equipment weights. The crew supervisor or CREP will ensure compliance with weight limitations.

Anytime a Geographic Area or State has committed four (4) or more crews, an Interagency Resource Representative (IARR) can be sent by the sending unit or the receiving unit can request them. For each

IARR sent, it is the responsibility of the sending GACC to mobilize, demobilize, and ensure proper notification is made to the receiving GACC. An IARR mobilized to incident assignments away from their home unit should have the ability to be fiscally self-sufficient.

# **CHAPTER 40**

## **EQUIPMENT and SUPPLIES**

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## CHAPTER 40 - EQUIPMENT and SUPPLIES

All Equipment and Supply Orders will follow established ordering procedures (Type 1, 2, 3 incidents), except for the redistribution of supplies within the National Fire Equipment System (NFES). Redistribution of excess supply items will be coordinated by the designated NFES Cache Manager(s). Cache orders will be filled to meet timeframes specified, using the most economical service. All NFES cache items are shipped ready for fireline use.

### EQUIPMENT/SUPPLIES MOBILIZATION

Contracted resources awarded under a competitive solicitation process shall be mobilized using established dispatch priority lists (DPLs) within their local dispatch area before at-incident agreements are issued. All requests for Contracted equipment shall be ordered through the Host Dispatch Centers identified in the agreement and using established dispatch ordering channels. Contracted resources shall not be held in reserve as a contingency force in a non-pay status when that resource is available.

Examples of Equipment resources are:

- National Contract Mobile Food Services (Caterers).
- National Contract Mobile Shower Facilities.
- Rolling Stock – engines, water tenders, dozers, etc.
- Supplies are identified as materials or goods not defined in any other resource or service category.

Examples of Supplies resources are:

- NFES items
- Mobile Cache Vans
- Local Purchase

### EQUIPMENT/SUPPLIES DEMOBILIZATION

When demobilizing contracted tactical equipment, contracts awarded Incident Blanket Purchase Agreements (I-BPAs) as a result of competitive solicitations, shall be given priority to remain on the incident over tactical equipment with incident only EERAs, unless the Incident Commander determines it necessary to deviate based on a specific incident need or objective. This applies to contracted tactical equipment only, not all contracted resources.

Release information for equipment and accountable supply items must be promptly relayed through IROC.

### NATIONAL INTERAGENCY SUPPORT CACHE ORDERING PROCEDURES

Refer to National Mobilization Guide, Chapter 40

### NORTHEAST INTERAGENCY FIRE CACHE (NEK)

The Northeast Interagency Fire Cache (MN-NEK), located in Grand Rapids, Minnesota, is the National Interagency Support Cache for the Eastern Area.

All State and Federal Agencies will place emergency orders directly to NEK via resource orders. Preparedness (routine) orders should be directed to the supply source (DLA, GSA, or private vendors).

- All supplies should be ordered, using the resource order form, directly to the cache via IROC, email or fax with receipt confirmed by a phone call.
- Fire replacement orders must also follow the appropriate channels and ordered directly from the cache.
- Resource orders must contain:
  - Incident/Project name
  - Billing address
  - Realistic date and time needed (not ASAP)
  - Transportation/delivery instructions (a shipping address, not a P.O. Box)
  - NFES numbers, unit of issue, and a description for each item
  - A valid charge code including an override
  - Contact name and phone number

Northeast Interagency Fire Cache (NEK) requests notification prior to returning supplies and equipment. For Type 1 & 2 Incidents consider ordering a Cache Demobilization Specialist (CDSP) to facilitate efficient demobilization of supplies to NEK. Fire Cache personnel will be able to answer any questions that may arise concerning the demobilization of supplies and equipment.

Agencies will use the NFES 1300 Incident Replacement Requisition to place replenishment orders to NEK.

Returned items should be identified using a NFES 1472 Interagency Incident Waybill, include the incident order number and charge code prior to shipment. Drivers of return loads should have the required NFES 1472 Interagency Incident Waybill for the shipment.

All items furnished to incidents by NEK are considered to be on loan and must be returned. All items must be returned in a timely manner to NEK during the demobilization process of the incident. It is very important that equipment not be retained for anticipated needs unless prior arrangements have been made through NEK.

Hose should be drained and rolled following control of the incident and returned to NEK immediately.

Consumable items returned in unused condition are credited to the incident. However, used consumables should not be returned.

Following a Type 1 or Type 2 incident, NEK will provide a Fire Loss/Use Report to the appropriate Agency Office showing the amount and cost of equipment sent and items returned to date. Please contact NEK with questions on these procedures.

**Hazardous Materials:** Most incidents use petroleum products in their operations: gasoline, diesel, mixed fuel, etc. These fuels or products should remain at the incident or be recycled by the host agency to be used for control burn projects, etc. The containers (i.e. gas cans, saws, pumps) issued from the cache must be purged and returned to NEK. In the event that full or partial containers of these products must be disposed of, contact local contractors for disposal.

**PROCEDURES FOR NORTHEAST (NEK) EASTERN AREA MOBILE CACHE SUPPORT VAN (NFES 8621)**

The Northeast Interagency Fire Cache (NEK) does not stock a National Mobile Cache Support Van (NFES 2069) but instead stocks a Regional Mobile Cache Support Van (NFES 8621). The Regional Mobile Cache Support Van (NFES 8621) contains incident base supplies such as overhead function kits, as well as, tactical firefighting supplies such as pumps, hose, hand tools, first aid kits, etc. NEK will have two Regional Mobile Cache Support Vans (NFES 8621) loaded in semi-trailers available each spring.

Additional Regional Mobile Cache Support Vans will be activated as necessary. When NEK's ability to build these regional kits is exhausted, National Mobile Cache Support Vans (NFES 2069) may be brought in from another national cache to fill the need.

Mobilization for the Regional Mobile Cache Support Van will be coordinated by NEK through EACC.

When the need exists to have a Mobile Cache Support Van prepositioned somewhere besides the Northeast Interagency Fire Cache, a preparedness resource order will be submitted directly to NEK by the requesting unit.

**Dispatching of the Cache Van on Host Unit Incidents:**

When prepositioned on a unit, the host unit will reassign the cache van from the preparedness order to an incident resource order. The host unit will notify NEK that the cache van has been assigned to an incident.

**Dispatching of the Cache Van off Host Unit Incidents:**

The requesting unit will place a resource order through normal dispatch channels to EACC. EACC will place the resource order with the host unit for assignment of the cache van to the off unit incident. The host unit will arrange for movement to the incident.

**NFES ITEMS IN SHORT SUPPLY**

- NICC, in cooperation with NISCC, will advise all incident support agencies of those items in high demand with limited quantities and will distribute this information through the NFES Managed Items List.
- Identified items on the NFES Managed Items List will be requested through established ordering channels and will be coordinated through the NFES Representative at NIFC.

**FIELD OFFICE REPLENISHMENT DURING FIRE SEASON**

Agencies will place orders to their servicing National Interagency Support Cache. Replenishment orders must be the result of fire management activities and must be accompanied with the appropriate cost code.

**FIELD OFFICE REPLENISHMENT OUTSIDE OF FIRE SEASON**

Whenever possible, field offices must order directly from DLS for those items stocked in the Federal Supply System. All other items will be ordered directly from suppliers unless individual agency instructions prevail.

**INCIDENT REPLACEMENT OF NFES ITEMS**

Prior to release from an incident, personnel may request replacement of equipment and supplies that were consumed, lost, damaged or rendered unserviceable on the incident.

The IMT or other incident personnel may authorize replacement of items at the incident if available, or

by approving an Incident Replacement Requisition; OF-315/NFES 001300 for replacement of NFES item by the incident's servicing cache. Should the replacement of the approved items not be feasible prior to demobilization of the requesting resource, the incidents servicing cache will forward the request to the resources servicing cache. Caches may only process requests for NFES items. Requests for non-NFES items should be requested on a separate incident replacement requisition to be processed by the home unit. Please refer to the current Interagency Incident Business Management Handbook (Chapter 30) for procedures dealing with replacement of non-NFES supplies and equipment.

#### **LOCAL UNIT INCIDENT REPLACEMENT: TYPE 3 AND 4 INCIDENTS**

The hosting units' Agency Administrator or authorized representative must approve all replacement requests.

#### **INCIDENT TO INCIDENT TRANSFER OF EQUIPMENT AND SUPPLIES**

Refer to National Mobilization Guide, Chapter 40

#### **NATIONAL INTERAGENCY INCIDENT COMMUNICATIONS DIVISION (NIICD)**

NIICD is a National Resource composed of multi-channel radio systems and kits available for complex incident communications. The priority use of NIICD radio systems and kits are for active incidents. All radio systems and kits must be returned to NIICD as soon as the incident has demobilized. A National Communications Duty Officer (CDO) is available at NIICD throughout the year. Geographic Area Frequency Managers, Communication Coordinators (COMC), and Incident Communication Unit Leaders (COML) will coordinate with NICC, the Geographic Area, and the NIICD CDO on all telecommunication issues.

NIICD stocks NFES 004390 Starter Systems, which will provide the initial Command/Tactical, Air Operations, and Logistical communications requirements of a single incident. Individual kits are available to supplement Starter Systems or to provide support for smaller incidents. The NIICD CDO can provide assistance in determining a specific incident's communication requirements.

NIICD radios are synthesized and contain both FS and DOI frequencies. FS and DOI frequencies are not "cleared" nationally. Other agencies use these frequencies and, in some cases, in very critical and sensitive areas. All frequencies must be approved for the areas where they will be used. Any of the national frequencies (FS or DOI) are not to be used without prior coordination with the NIICD CDO.

NIICD issues dedicated FM frequencies in conjunction with communication equipment assigned to incidents. NIICD will order additional temporary FM frequencies from DOI and FS – WO as needed. Government users may not use Family Radio Service (FRS) for communications on any planned or ongoing incident.

For a complete listing of NIRSC telecommunications components, refer to the 2020 National Incident Radio Support Cache User's Guide, NFES 000968

(<https://www.nifc.gov/NIICD/docs/2020NIRSCUsersGuideWeb.pdf>)

or the NWCG Fire Supplies and Equipment Catalog, Part 1,

(<https://www.nwcg.gov/publications/449-1>).

## RADIO ORDERING

Requests for NIICD radio systems and kits will be placed in IROC with NICC through established ordering channels. To ensure proper frequency coordination, the ordering office must include a Needed Date/Time, Latitude and Longitude of the incident, shipping address and receiving incident phone number. For shipping purposes, a physical address which includes a street name and number, city, state, and zip code is required. For emergency air charter a local Fixed Base Operator (FBO), airport and receiver contact information must be included.

Each Geographic Area may order up to four (4) Starter Systems for preposition during their established fire season. The NIICD CDO must be contacted at 208-387-5644 when an order for a Starter System is received for an incident. The CDO will identify which prepositioned Starter System will be assigned to the incident. A replacement Starter System may be requested after commitment of a prepositioned Starter System. Replacement Starter Systems may not be filled where congestion of spectrum is an issue. In these instances, special frequency Starter Systems will be built on an as needed basis and shipped to the incident.

Radios will be used as received without modification. Defective radio equipment will be immediately returned to NIICD for maintenance. To maintain quality and quantity for the field, each Starter System or kit will be returned to NIICD for rehabilitation immediately after each assignment. The incident or unit charged with custody of the radio equipment is responsible for a complete inventory of that equipment upon return from the incident.

Prepositioned radio systems and kits will be returned to NIICD as soon as the need has diminished or annually for preventative maintenance. Prepositioning NIICD radio systems and kits longer than six (6) months requires NIICD approval.

EACC will preposition four Starter System Command/Logistics Radio Kits (NFES 4390) across the Eastern Area.

# of Kits	Host	Dispatch Center
1	Mark Twain National Forest	Missouri-Iowa Interagency Dispatch Center (MO-MOC)
1	Huron-Manistee National Forest	Michigan Interagency Dispatch Center (MI-MIDC)
2	Northeast Interagency Cache	Minnesota Interagency Coordination Center (MN-MNCC)

Prepositioned radio kits will be stored in a secure location (i.e. storage building or garage). The location does not have to be environmentally controlled. When there is a need to request one of the 4390 prepositioned systems for a local incident, the requesting unit must submit a Supply request through appropriate dispatch channels via IROC to EACC. EACC will contact NIICD to coordinate system assignments. EACC will work closely with host dispatch centers to expedite mobilization of the starter system.

EACC will be responsible for backfill of committed systems. During high levels of national activity, NIRCS will direct EACC to return prepositioned kits and backfill will not be available.

Radios are intended for incident support and are not to be used for initial attack or installed in private vendor aircraft for long term usage.

### **FREQUENCY AND RADIO DEMOBILIZATION**

Temporary frequencies and any radio equipment with temporary frequencies will be released first due to licensing requirements. NIICD radio systems and kits should be inventoried, sealed, and returned promptly to NIICD/NIFC. Do not stockpile kits. Spare seals are supplied in each box. Incidents are responsible for ensuring all radio systems or kits are returned or accounted for on a Property Loss Statement.

GACCs will order stand-alone frequencies directly from NIICD.

### **REMOTE AUTOMATED WEATHER STATIONS, (RAWS)**

#### **Incident Remote Automatic Weather Stations, (IRAWS – NFES 005869)**

Seventy-five (75) IRAWS are cached at the Remote Sensing Fire Weather Support Unit for Equipment and Supplies Chapter 40 response to wildland fires and other projects requiring environmental monitoring. For specific use and description, refer to the NWCG Fire Supplies and Equipment Catalog:

<https://www.nwcg.gov/publications/pms449-1>

The availability of equipment and associated technician support depends on a variety of factors. Prior phone coordination with the National Interagency Fire Center Remote Sensing/Fire Weather Support Unit (RSFWSU) at (208) 387-5726 is recommended.

Requests for IRAWS will be placed with NICC through established ordering channels. RAWS Technicians will accompany the IRAWS when mobilized and do not require a separate Overhead request to be tracked. When ordering for wildland fire incidents, coordinate IRAWS requirements with an IMET if one is assigned. For further information on the IRAWS units, contact the Remote Sensing/Fire Weather Support Unit RAWS Coordinator at 208-387-5726. Upon release from the incident, the IRAWS will be returned to NIFC via the most expeditious method available.

#### **Project Remote Automatic Weather Stations, (PRWAS – NFRS 005970)**

Requests for PRAWS will be placed to NICC through normal ordering channels. PRAWS will be configured for the specific project prior to mobilization. The requesting agency must contact the Remote Sensing/Fire Weather Support Unit at 208-387-5726 prior to ordering to determine the PRWAS configuration. Set up of the PRAWS is the responsibility of the ordering unit. Upon release from the project, the PRAWS will be returned to NIFC via the most expeditious method available.

#### **SMOKE MONITORING KIT, (Kit – Smoke Monitor – E-Sampler, NFES 005840)**

Smoke Monitor Kits should be requested through ROSS as a Supply request. Kit information, primary contacts, and ordering instructions can be found at the following link:

<https://sites.google.com/wildlandfiresmoke.us/iwfagrp/smoke-monitoring>

## **NATIONAL CONTRACT MOBILE FOOD SERVICES AND NATIONAL MOBILE SHOWER CONTRACT FACILITIES**

### **National Contract Mobile Food Service Units**

Any time mobile food services are needed for federal wildland fire incidents in the western United States, the Federal Wildland Fire Agencies are obligated to order services from the National Mobile Food Services Unit (MFSU) Contractors any time (1) the number of people to be fed is at or above 150 persons per meal and (2) the headcount is estimated to remain at those numbers, or greater, for at least seventy-two (72) hours from when the headcount first reaches 150 per meal, provided that the Contractors can reasonably meet the incident's needs and required time frames. Per the contract, first meal served will be dinner. Allow a minimum of 24 hours from time order is in place to the NICC to the time of the first meal. MFSU Contractors will be given the opportunity to provide three meals per day unless other arrangements are mutually agreed to with the FDUL or the needs of the incident require different meal options such as Meals Ready to Eat (MRE).

MFSU also may be ordered for other types of incidents at the Government's option. State and other federal cooperators may also utilize this contract at their option. However, the ordering procedures at Section C.2 of the National Mobile Food Services Contract will be followed for all orders. For additional information, refer to the National Mobile Food Services Contract.

### **National Contract Mobile Shower Facilities Units**

Any time mobile Shower Facilities are needed for federal wildland fire incidents in the western United States, the Federal Wildland Fire Agencies (see Section J.10, National Mobile Shower Facilities Contract), are obligated to order services from the National Mobile Shower Facilities Contractors, provided that the Contractors can reasonably meet the incident's needs and required time frames (See Section C.2, 2.2, National Mobile Shower Facilities Contract). Mobile Shower Facility Units also may be ordered for other types of incidents, at the Government's option. State and other federal cooperators may also utilize this contract at their option. However, the ordering procedures at Section C.2 will be followed for all orders. For additional contract information, refer to the National Mobile Shower Facilities Contract.

### **National Contract Mobile Food Services and Shower Facilities Mobilization**

All National Contract Mobile Food Service Units and Mobile Shower Facility Units in the lower 48 States are ordered through and mobilized by NICC through established ordering channels.

Requests for Mobile Food Service Units and Mobile Shower Facilities require a completed Mobile Food & Shower Service Request Form at:

[https://www.nifc.gov/nicc/logistics/coord\\_forms/Food\\_Shower\\_Request\\_Form.pdf](https://www.nifc.gov/nicc/logistics/coord_forms/Food_Shower_Request_Form.pdf).

If an incident has a need for additional mobile food service units or shower facilities units, the request will be placed with NICC through established ordering channels. NICC will determine and assign the appropriate units to all Federal wildland fire incidents.

### **National Contract Mobile Food Services and Shower Facilities Reassignments**

All requests to reassign National Contract Mobile Food Services or Shower Facilities units will be placed with NICC through established ordering channels. All reassignments of National Contract Mobile Food Services and Shower Facilities units will be communicated to the vendor by NICC.

**National Contract Mobile Food Services and Shower Facilities Demobilization**

Local units will notify their GACC twenty-four hours in advance of demobilization. All release information will be entered into IROC within fifteen minutes of demobilization. Contractors may take twenty-four hours to rest and replenish supplies within the local area after release. After twenty-four hours, contractors must return to the unit's Designated Dispatch Point (DDP).

The National Mobile Food Service and National Shower contracts can be obtained by visiting the following sites:

<http://fsweb.wo.fs.fed.us/aqm3/pages/nifc/>

<https://www.fs.usda.gov/managing-land/fire/contracting>

If you cannot access these sites you may request by emailing:

FS-FS AQM ISB [SM.FS.fsaqmisb@usda.gov](mailto:SM.FS.fsaqmisb@usda.gov)

**ENGINES AND WATER TENDERS**

Please see the Interagency Standards for Fire and Fire Aviation Operations Chapter 14,

[https://www.nifc.gov/policies/pol\\_ref\\_redbook.html](https://www.nifc.gov/policies/pol_ref_redbook.html)

for NWCG Engine and Tender Typing Standards.

**Mobile Retardant Bases**

Mobile Retardant Bases can be ordered to service Very Large Airtankers, Large Airtankers, helicopters and SEATS.

Orders should be placed through normal dispatch channels to NICC.

Units should identify physical location and any limiting factors affecting access to the area of planned use.

Use Special Needs block to identify type of aircraft utilizing the service:

- Helicopter
- SEAT
- LAT
- VLAT

# **CHAPTER 50**

## **AIRCRAFT**

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## CHAPTER 50 - AIRCRAFT

NICC is the sole source for large transport aircraft holding Federal Aviation Regulations (FAR) Part 121 Certificates and for Type 1 and 2 Call-When-Needed (CWN) helicopters.

Cooperator aircraft (State contracted, State owned, State managed National Guard aircraft, county, city or other) may be used on federal fires under the following conditions:

- The pilot and aircraft have been approved in writing for the mission by either the FS or the Office of Aviation Services (OAS).
- There exists a written MOU (Memorandum of Understanding), Interagency Agreement, or other document that authorizes use and payment for the mission.
- The cooperator aircraft will be operated within limitations specified in the written approval.
- The cooperator aircraft will be used only in situations where federal aircraft are not reasonably available.
- The cooperator aircraft will be released when federal aircraft become reasonably available.
- Use on federal incidents of cooperator-owned aircraft prior to exhausting contracted resources must involve a “significant and imminent threat to life or property.”
- Use the Cooperator Aircraft Use Validation Worksheet to document the justification for cooperator aircraft utilization. [https://www.nifc.gov/nicc/logistics/coord\\_forms.htm](https://www.nifc.gov/nicc/logistics/coord_forms.htm)

### AIRCRAFT MOBILIZATION

When a Geographic Area has depleted local and available aircraft resources, request(s) will be placed with NICC. Documentation of special needs, threats or specific reporting instructions are critical for the proper and timely processing of each request. Aircraft assigned will become the receiving Area’s resource until released or reallocated by the NICC. The following selection factors will be used when ordering aircraft:

- Initial Attack vs. Large Fire Support
- Timeliness.
- Cost effectiveness.
- Performance specifications for density/high altitude operations.
- Airtankers: Loaded or empty (two-hour maximum flight when loaded, except for the VLATS).
- Special applications such as special-use flights, bucket vs. tanked, tundra pads, float, etc.

The following terminology will be used when requesting aircraft through NICC:

- Knots (kts.) will be the standard term used to reference airspeed.
- VORs (Very High Frequency Omni-directional Range) will be used to reference direction.
- Latitude and longitude must be provided in Degrees Decimal Minutes (DDM), utilizing GPS Datum WGS84 degrees and minutes.
- Aircraft registration numbers will be used when referencing helicopters, lead planes, and air attack aircraft. Airtankers and SEATs will be referenced by the airtanker number; e.g., T-40.

## **PREPOSITIONING OF NATIONAL AVIATION ASSETS**

When Type 1 or 2 airtankers, water scoopers, Lead Planes, ASM's, Type 1 or 2 helicopters (national aviation assets) are brought into the Geographic Area a determination will be made on a preposition location. Prepositioning to a local air tanker or helibase will be coordinated with the local center manager/dispatcher. The local center will create an IROC incident and place an order to EACC in order to transfer control of the resource to the local center for dispatch and tracking purposes. All aircraft prepositioned at the request of EACC are available for local IA following national commitment guidelines. Any assignment of these resources to large/project fires will have EACC concurrence prior to assignment.

### **Dispatch Requirements**

Dispatch centers hosting Eastern Area prepositioned aircraft will have a qualified Initial Attack Dispatcher (IADP) on duty during periods of aircraft availability. All national aviation resources including Type 1 and 2 Helicopters, Type 1 and 2 Airtankers, Water Scoopers, Lead Planes, and Air Attack aircraft assigned to an air tanker base or helibase will be tactically dispatched by the local dispatch center. Upon dispatch the following requirements need to be met:

- Prompt notification to EACC of an aviation assets commitment to an incident.
- Prompt commit and uncommitted messages to all Eastern Area units and neighboring Geographic areas by the hosting dispatch center.
- Prompt submission of a kneeboard to EACC via email or fax.

The hosting dispatch center has the authority to reroute, divert, or recall the aviation assets assigned to them. EACC will be promptly notified of any diversion/cancellation. When multiple dispatch centers have pending requests for the same aviation asset the EACC center manager or acting will prioritize the incidents based upon the information contained on the kneeboards and/or subsequent updates to it and decide on commitment.

### **Release Locations**

When the airtankers or water scooper aircraft have been released, they should return to the base they were operating out of or the closest airtanker base to the incident unless prior arrangements or coordination has been done.

### **ORDERING PROCEDURES**

- All aircraft orders are coordinated through local dispatch centers.
- IROC is the system of record to order tactical aircraft. However, for initial attack requests, kneeboards will be acceptable, if necessary, during time critical mobilization. Kneeboards will be followed up with an IROC order as soon as possible.
- Dispatch centers requesting prepositioned tactical aircraft must complete a kneeboard and submit it to EACC via fax or email.

**EACC Aviation Fax:** 414-944-3593 **EACC Email:** wieacc@firenet.gov

- Requesters are encouraged to follow up with a phone call to the EACC Aircraft Coordinator.
- Hosting dispatch centers will relay ATD and ETA to the EACC Aircraft Coordinator when dispatching aircraft outside their jurisdictional area. The Aircraft Coordinator will relay that information to the requesting unit.
- Non-hosting requesting units will contact EACC when resources are released. EACC will then relay the information to the hosting dispatch center.
- The following lists the minimum information needed to process an aircraft request:
  - Lat/Long must be provided in degrees and minutes (enter via the Initial Incident screen)
  - Reload base (all bases automatically loaded onto screen after Lat/Long is entered: edit desired bases from Admin screen)
  - Hazards (enter via the Incident screen)
  - Frequency (enter via the Incident screen)
  - Mission Priority (for airtanker requests, this should be relayed via phone and will be entered in “Special Needs” via the New Request screen)
  - Air and Ground Contact (would like this info, if known, but should not hold up the order. Enter via the Incident screen)
  - Descriptive Location (would like this info, if known, but should not hold up the order. Enter via the Initial Incident screen)
  - Elevation (for Helicopters or SEATs, if known, but should not hold up the order. Enter in “Special Needs” via the New Request screen)
- Refer to Chap. 16 of the Interagency Standards for Fire and Fire Aviation Operations (Redbook) for pilot and crew rest requirements.

#### **GACC-TO-GACC INITIAL ATTACK ORDERING OF AIRTANKERS AND LEAD PLANES**

The Eastern Area Coordination Center (EACC) may order initial attack airtankers and lead planes directly from the Southern Area Coordination Center (SACC) only when proximity of the fire allows the airtanker to respond loaded directly to the incident. All other requests will follow standard ordering procedures. The change of status of any airtanker or lead plane and flight following information will be communicated by the sending GACC using standard procedures established in the NMG, Ch. 50.

#### **AIRCRAFT OPERATIONS**

Aircraft may be used for a wide range of activities, including the movement of personnel and equipment, for suppression and preparedness, reconnaissance, aerial ignition, delivery of retardant, etc.

There are four basic sources for aircraft:

- Agency aircraft
- Exclusive Use contracted aircraft
- Call-When-Needed (CWN) or aircraft rental agreement (ARA) through the Office of Aviation Services (OAS)
- Commercial Carriers

Aircraft on federal incidents or carrying federal employees must be carded by interagency partners, OAS or the Forest Service. Aviation managers assigned to rotor or fixed wing aircraft are responsible for assuring that both the aircraft and pilot are currently carded for the desired mission. Commercial airlines are exempt from the aircraft and pilot carding requirement.

### **FLIGHT CREW/AIR CREW ORIENTATION**

The local unit is responsible for providing an aviation briefing to:

- Incoming aviation resources
- Aviation Safety Assistance Teams (ASAT)
- Fire and Aviation Safety Team (FAST)

### **SMOKEJUMPERS - INITIAL ATTACK LOAD**

Refer to National Mobilization Guide, Chapter 50

### **AIRCRAFT DEMOBILIZATION**

Flight Following will be performed on all Government or exclusive use contract aircraft being demobilized. NICC will release charter and CWN aircraft to the vendor without flight following provided no Government personnel or cargo is on board. All aircraft release information will be Chapter 50 Aircraft 66 2021 National Interagency Mobilization Guide entered in to IROC.

### **FLIGHT MANAGEMENT PROCEDURES**

#### **National Flight Following Frequency (168.6500 MHz)**

The National Flight Following Frequency is used to monitor interagency and contract aircraft. All aircraft on point-to-point or mission flights should establish/terminate flight following, and confirm Automated Flight Following (AFF) on the National Flight Following frequency. All dispatch centers/offices will monitor the National Flight Following frequency at all times. A CTCSS tone of 110.9 must be placed on the transmitter and receiver of the National Flight Following frequency. The National Flight Following frequency is to be used for flight following, dispatch, or redirection of aircraft. No other use is authorized.

#### **Types of Flights:**

##### **Point-to-Point**

A “Point-to-point” flight is one that originates at one developed airport or permanent helibase and flies directly to another developed airport or permanent helibase with the sole purpose of transporting personnel or cargo (this term does not apply to flights with a scheduled air carrier on a seat fare basis). These types of flights are often referred to as “administrative” flights and only require the aircraft and pilot to be carded and approved for point-to-point flight. A point-to-point flight is conducted higher than 500 feet above ground level (AGL).

##### **Mission Flights**

Mission flights are defined as flights not meeting the definition of point-to-point flight. A mission flight requires work to be performed in the air (retardant or water delivery, fire reconnaissance, smokejumper delivery), or through a combination of ground and aerial work (delivery of personnel and/or cargo from

helibases to helispots or unimproved landing sites, rappelling or cargo let-down, horse herding).

### **FAA FLIGHT PLANS AND FLIGHT FOLLOWING**

All flights conducted under FAA Instrument Flight Rules (IFR) are automatically provided FAA flight following. Administrative flights conducted under Visual Flight Rules (VFR) flight plans require the pilot to file a flight plan with the appropriate FAA facility. The pilot must request FAA flight following. Air Traffic Control (ATC) may or may not provide it. It is the pilot's responsibility to confirm with dispatch which type of FAA flight plan will be used. The pilot shall close out the flight plan with the FAA once the flight is completed. FAA flight plans and flight following are generally used for point-to-point flights and the pilot or flight manager will contact dispatch with an estimated time of departure, estimated time en route and close out with dispatch once the aircraft is on the ground to accomplish resource tracking.

### **AGENCY FLIGHT PLANS AND FLIGHT FOLLOWING**

Agency flight plans are the responsibility of the pilot, to be distributed through originating dispatch office and are documented on an Aircraft Flight Request/Schedule. For mission flights, there are two types of Agency flight following: Automated Flight Following (AFF), and Radio Check-in. AFF is the preferred method of agency flight following. If the aircraft and flight following office have AFF capability, it shall be utilized. Periodic radio transmissions are acceptable when utilizing AFF. (See AFF procedures below for more information). Radio Check-in/Check-out flight following requires verbal communication via radio every 15 minutes. The dispatcher will log the aircraft call sign, latitude, longitude and heading. Agency flight following is used for all mission flights. All aircraft operating on Agency flight plans shall monitor Air Guard. Helicopters conducting Mission Flights shall check-in prior to and immediately after each takeoff/landing per the NWCG Standards for Helicopter Operations:

<https://www.nwcg.gov/publications/510>

For point-to-point flights, AFF flight following may be used as well. The pilot or flight manager will, as a minimum, contact dispatch prior to the flight with an estimated time of departure, estimated time en route, souls and fuel on board and will close out with dispatch once the aircraft is on the ground. Flight following is the responsibility of the originating dispatch office and will remain so until transferred through a documented, positive handoff. The flight following dispatch office shall be continually staffed while an aircraft is airborne. Confirmation of an aircraft's arrival at a specified destination is required to ensure that a flight has been completed safely. It is the pilot's responsibility to close out a flight plan. If an aircraft is overdue, it is the receiving dispatcher's responsibility to initiate aircraft search and rescue actions. Flight following problems are documented through the SAFECOM system.

### **Aircraft Flight Request/Schedule Form ('Flight Strip')**

Used for documenting aircraft, pilot, passenger, itinerary, and type of flight plan. Required information on this form includes (but is not limited to):

- Incident Name/Number and Request Number
- FAA Registration, "N" number and Call Sign
- Aircraft Make/Model/Color
- Pilot and Vendor Name and Contact Information
- Mission Description
- Passenger/Cargo Information

- Flight Itineraries
- Flight Plan Type/Method of Flight Following

### **Aircraft Flight Request/Schedule Form Requirements**

***The Aircraft Flight Request/Schedule Form is required to be completed (regardless of the type of flight plan filed) for those flights that are:***

- Point-to-Point (excludes preposition flights as directed by EACC).
- Mission flights with fuel stops or passenger pickup (not direct to an incident)
- Flights leaving the geographic area
- Flights crossing dispatch boundaries

In accordance with the guidelines above this needs to occur before the aircraft begins flight. Dispatch offices should communicate with pilots and/or flight managers to coordinate the completion of a flight schedule form as accurately as possible. The type of flight plan must be documented as this information is critical for initiating search and rescue actions. Once the flight schedule form is created by the sending office, it must be emailed to [wieacc@firenet.gov](mailto:wieacc@firenet.gov) or faxed to the Eastern Area Coordination Center with a follow up phone call. If EACC is the hiring/sending office, a form will be created and faxed to the receiving dispatch office. EACC will fax the form to all the affected dispatch offices when Agency Flight Plans are filed. The form will be emailed or faxed to the National Coordination Center (NICC) by EACC for those flights leaving the geographic area.

**Active FAA IFR Flight Plan:** IFR flight plans shall be filed, activated upon departure, and closed upon arrival. An FAA Instrument Flight Rules (IFR) flight plan is required when flying into known or forecasted Instrument Meteorological Conditions (IMC). An IFR flight plan may be filed at pilot discretion in other cases.

**Active FAA VFR Flight Plan with Check In:** VFR flight plans shall be filed, activated upon departure, and closed upon arrival at destination. If an FAA Visual Flight Rules (VFR) flight plan is used, then a radio check-in every 60 minutes or less to an FAA facility is required.

**Telephone Departure and Arrival Times:** Confirmation is completed when an aircraft is contacted via radio or the receiving dispatch center is called via telephone upon arrival at the airport. Aircraft ordered as an "A" (aircraft) request on a resource order and which are not located on the local unit will be tracked by telephone/radio arrival confirmation.

**Operational Control Hand Off:** The receiving unit will notify the sending unit (via established channels) immediately when they have established radio contact with the incoming aircraft or otherwise obtained operational control of the aircraft.

**Overdue Aircraft:** Aircraft will be considered overdue when 30 minutes have elapsed from the ETA provided on the resource order and contact has not been established.

## RESOURCE TRACKING

### Responsibilities of the Sending Unit

- Obtain actual time of departure (ATD) and estimated time of arrival (ETA) from the initial departure airport from pilot/vendor.
- Relay the ATD, ETA, and type of flight plan/flight following being utilized (FAA or Agency, AFF or Radio check-in) to EACC.
- Notify EACC of known delays/advances of a flight plan exceeding 30 minutes.
- Assist with search procedures for overdue aircraft. Utilize the Interagency Aviation Mishap Response Guide and Checklist.
- On any flight requiring stops en route to a destination within the Eastern Area, instruct the pilot-in-command or flight manager to contact the EACC at 414-944-3811. Aircraft support vehicles should contact EACC at fuel stops. On any flight proceeding beyond the Eastern Area, instruct the pilot-in-command or flight manager to contact the NICC at 800-994-6312. Aircraft support vehicles should contact the NICC at each fuel stop.

### Responsibilities of EACC

- Relay the flight itinerary and type of flight plan/flight following being utilized to the requesting unit or NICC via phone/fax.
- Notify the requesting unit or the NICC in delays/advances of a flight plan exceeding 30 minutes.
- Assist with search procedures for overdue aircraft. Utilize the Interagency Aviation Mishap Response Guide and Checklist.

### Responsibilities of the Receiving Unit

- Confirm arrival of all tactical aircraft by telephone to EACC.
- Notify EACC of any delays of a flight plan exceeding 30 minutes; notify EACC of any aircraft overdue by more than 30 minutes.
- Initiate/assist with search procedures for overdue aircraft. Utilize the Interagency Aviation Mishap Response Guide and Checklist.

## AIRCRAFT SELECTION FACTORS

When selecting aircraft, several factors will be taken into consideration to determine the best aircraft for the mission. Factors may include but are not limited to:

- Day/Night: A multi-engine or turbine powered single-engine aircraft is required whenever a passenger flight will be flown within the period beginning 30 minutes after legal sunset until 30 minutes before legal sunrise.
- Instrument Flight Rules (IFR)/Visual Flight Rules (VFR): A multi-engine or turbine powered single-engine IFR approved aircraft is required whenever the flight will be in or is expected to be in IFR conditions. One pilot and a functioning autopilot or two pilots are required for IFR flights.
- Passenger & Baggage Weight: Be sure the aircraft has the weight capacity for the passengers, luggage or other material being transported. It is important to remember that weight is the limiting factor, not the number of passenger seats.

- Aircraft Speed: Check the schedules of the passengers to insure they can arrive on time in the aircraft selected. Generally, aircraft speed isn't too important in short trips but becomes more important in long trips.
- Airports: Are the airports used in the flight suitable for the aircraft? Are the runways of adequate length? Is there fuel available for the aircraft? Will the elevation and air temperature of the airport affect the performance of the aircraft (density altitude)?
- Cost: A cost analysis must be completed for administrative flights. Normally this involves a comparison between commercial flights and agency owned aircraft but could involve a comparison between the various costs of charter aircraft.

### **AUTOMATED FLIGHT FOLLOWING (AFF) REQUIREMENTS AND PROCEDURES**

AFF reduces the requirement to "check in" via radio every 15 minutes and provides the dispatcher with a wide range of information on the flight, airspace, and other data that may be pertinent to the flight. This reduces pilot workload, clears congested radio frequencies, and provides the dispatcher with much greater detail and accuracy on aircraft location and flight history.

#### **Requirements to Utilize AFF:**

- Automated flight following does not reduce or eliminate the requirement for aircraft on mission flights to have FM radio capability, and for the aircraft to be monitoring appropriate radio frequencies during the flight.
- Procedures for flight requests, ordering aircraft, requirement for a Flight Manager, etc., are the same as radio check-in procedures.
- The aircraft must be equipped with the necessary hardware (transmitter and antenna).
- The dispatch office responsible for the flight following must have a computer connected to the Internet immediately available to them in the dispatch office. Dispatch office(s) responsible for flight following shall be staffed for the duration of the flight.
- Training: The flight following dispatcher must have a working knowledge of the automated flight following program (Web tracker) and must have a current username and password for the automated flight following system.

#### **Procedures for Utilizing AFF:**

- When an aircraft is ordered, or a user requests flight following from a dispatch office, and the above "Requirements to Utilize AFF" are met automated flight following shall be utilized.
- The dispatch office will log on to the automated flight following web site, verify that the aircraft icon is visible on the screen, and be able to quickly monitor this page at any time during the flight.
- The dispatch office will provide the pilot with FM frequencies and tones that will be monitored for the duration of the flight.
- When aircraft is initially airborne, and outside of sterile cockpit environment, the pilot will contact the dispatch office via radio stating call sign, departure location, number on board, fuel on board, ETE, destination, confirmation of AFF location. This is required to positively verify that both the aircraft and the dispatch office are utilizing AFF, radios are operational, and that the dispatcher can "see" the

aircraft on the computer screen. If there is a problem at this point, change to radio 15-minute check-in procedures until the problem is resolved.

- - If radio contact cannot be established the pilot will abort the mission and return to the airport/helibase.
- If there is a deviation from the planned flight route, the pilot will contact the dispatch office via radio with the changed information.
- The dispatch office will keep the AFF system running on a computer for the entire flight and will set a 15-minute timer and document the location for the duration of the flight.
- If the aircraft icon turns RED, it means the signal has been lost. Immediately attempt contact with the aircraft via radio and follow normal lost communication, missing aircraft, or downed aircraft procedures as appropriate. If radio contact is made after a lost signal, flight may continue utilizing 15-minute radio check-ins for flight following. (During tactical operations below 500' a periodic red indication is normal and does not necessitate an 'immediate' contact especially if flight following has been established with the incident. This should be addressed during the pre-flight briefing.)
- When the aircraft has completed the flight and landed, the pilot or flight manager (passenger, observer, Flight Manager, ATGS, etc.) shall contact the dispatch office via radio or telephone informing them that they are on the ground.

**Additional information about AFF can be found at:** <https://www.aff.gov/>

## AIRTANKERS

Airtankers are National Resources and their primary mission is initial attack operations. The NICC will prioritize and allocate federal airtankers by positioning them in areas of current or predicted high wildfire danger or activity. Geographic Areas managing these aircraft will make them available for wildland fire assignments when ordered by NICC. This will be accomplished by ensuring that all support functions (i.e., airtanker Bases and Local Dispatch Centers) that are required for the mobilization of national assets (i.e. Type 1 and 2 Airtankers, Lead Planes, ASMs, and Type 1 and 2 Helicopters) are staffed and maintained to support mobilizations. When a Geographic Area has depleted available VLAT or Large Airtanker (Type 1 or 2) resources, request(s) will be placed with NICC. Large Airtanker initial attack agreements between neighboring unit level dispatch centers are valid only where proximity allows the airtanker to respond loaded direct to the incident.

There are five (5) types of airtankers:

<u>Type</u>	<u>Capacity (Minimum)</u>
VLAT	8,000 gallons or more
1	3,000 to 7,999 gallons
2	1,800 to 2,999 gallons
3	800 to 1,799 gallons
4	Up to 799 gallons

## **Airtanker Management**

To ensure consistent utilization, rotation and management of the national airtanker fleet, please refer to Interagency Standards for Fire and Aviation Operations Chapter 16, Aviation Operations and Resources located at [https://www.nifc.gov/policies/pol\\_ref\\_redbook.html](https://www.nifc.gov/policies/pol_ref_redbook.html)

and the Standards for Airtanker Operations located at:

[https://www.fs.usda.gov/sites/default/files/2019-09/standards\\_for\\_airtanker\\_operations\\_-\\_final\\_-\\_2019\\_approved\\_0.pdf](https://www.fs.usda.gov/sites/default/files/2019-09/standards_for_airtanker_operations_-_final_-_2019_approved_0.pdf)

## **Airtanker Use in Optional and Post Season Periods**

Post Season and Optional Use airtanker activations are processed by the Contracting Officer (CO), via a signed modification.

The following process is used to activate airtankers during the Post Season and Optional Use periods: The requesting GACC will place request(s) for airtankers with NICC.

- NICC will notify the National Fixed Wing Coordinator (NFWC) or designated representative of request(s).
- The NFWC or designated representative and NICC will determine the availability of airtankers and will notify the national airtanker inspector(s), if needed. The CO or designated representative will notify the Contracting Officer's Representative (COR) of the contract item to be activated.
- NICC will notify the GACC of the airtanker activation.
- NICC will request the airtanker from the appropriate vendor once approved by the CO.

## **PORTABLE/MOBILE RETARDANT MIXING BASES**

Agency owned portable retardant plant locations:

- Eastern Area: Minnesota State (2)
- Southern Area: Southern Interagency Fire Cache (2)

Portable or mobile retardant bases will be ordered thru normal dispatch channels and placed to NICC. In the special needs section identify what type of air tanker or helicopter will be utilized on the incident; SEAT, Large Air Tanker, T1, T2, or T3 helicopter. Also determine if a bucket or fixed tank will be used.

## **AIRTANKER DISPATCH LIMITATIONS STARTUP/CUTOFF TIMES**

The using agency will make the decision whether or not these startup/cutoff times apply to SEAT operations (regardless of which agency furnishes the aircraft). To reduce the hazards to large airtanker operations posed by shadows in the early morning and late evening hours, limitations have been placed on times when airtankers drop on fires. Note that the limitations apply to the time the aircraft arrives over the fire and conducts its dropping activity, not the time the aircraft is dispatched from its base.

The air tactical group supervisor or ASM/Lead Plane will determine that visibility and other safety factors are suitable for dropping retardant and notify the appropriate dispatcher of this determination. Dispatchers and airtanker base managers, in consultation with airtanker coordinators or air tactical group supervisors, are mutually responsible for ensuring these limitations are not exceeded.

The following will apply:

- Aerial Supervision Optional:
  - Airtankers may be dispatched to arrive over the fire under normal agency aerial supervision policy, provided that the aircraft's arrival is between 30 minutes after official sunrise and 30 minutes before official sunset.
- Air Tactical Group Supervisor or ASM/Lead Plane:
  - A qualified air tactical group supervisor or ASM/Lead Plane is required on scene if the airtanker arrival over the fire and its dropping activity will occur during:
    - The period from 30 minutes prior to official sunrise to 30 minutes after official sunrise
    - The period from 30 minutes prior to official sunset to 30 minutes after official sunset
- Determinations of Time for Airtanker Dispatch:
  - For airtanker dispatch, use the official sunrise, start-up, cut-off, and sunset times of the airtanker base nearest the fire and comply with the start-up/cut-off times.

### **AIR TANKER BASE OPENING/CLOSURE**

Any time an Air Tanker base is open, either a permanent or temporary base, the local dispatch center aircraft desk will notify the EACC Aircraft desk when the opening takes place. This information will then be added to the daily EA Aircraft Status Report which can be found on the EACC web site.

### **SUNRISE/SUNSET TABLES**

Airtanker bases and dispatch centers shall have tables showing the official sunrise, cut-off, and sunset times at their location. <https://aa.usno.navy.mil/data/index.php>

### **MODULAR AIRBORNE FIREFIGHTING SYSTEMS (MAFFS)**

Refer to National Mobilization Guide, Chapter 50

### **TYPE 3 MULTI-ENGINE WATER SCOOPERS**

Water scoopers are National Resources and their primary mission is initial attack operations. The NICC will prioritize and allocate federal water scoopers by positioning them in areas where they can be tactically effective and where current or predicted high wildfire danger or activity is occurring. Geographic areas managing these aircraft will make them available for wildland fire assignments when ordered by NICC.

### **SINGLE ENGINE AIRTANKERS**

Federal and/or State contracted SEATs are managed under either an Exclusive Use, On-Call, or CWN contract. A list of DOI Nationally funded SEATs is maintained and information can be requested through the National SEAT Coordinator. The national contract SEAT module includes the option for a support vehicle with batch mixing capability for wet and dry retardant. They are available for Interagency use and will be requested through established ordering channels. A SEAT can be managed by a SEMG or an ATBM. For a CWN or On-Call. If the request is filled with a DOI On-Call SEAT, a SEMG or ATBM must be identified

with contact information and documented in the Special Needs block before NICC assigns a SEAT.

Orders for SEATs placed to NICC are coordinated with the National SEAT Coordinator. Local Units or Geographic Area Coordination Centers hiring or releasing SEATs will notify the National SEAT Coordinator regardless of jurisdiction. Consistent with the DOI authorization (see the BLM National Aviation Plan), DOI Nationally funded SEATs will be managed as DOI National shared resources. As National assets, these SEATs can and will be moved to areas of greatest need. Geographic Areas and Fire Staff on an Interagency basis will provide direction to the Dispatch system on the mobilization and demobilization of SEATs to meet existing or forecasted fire loads within their jurisdiction. Nationally, when competition for SEATs exists, NMAC will provide SEAT allocation direction to NICC based on intelligence developed by the National Seat Coordinator. The National SEAT Coordinator position is responsible for coordinating the allocation and reallocation of SEATs Nationwide as well as maintaining current status, location and utilization of Federal and State contracted SEATs throughout the Nation. DOI Nationally funded SEATs will have their IROC status set as available nationally. When assigned to an incident, DOI Nationally funded SEATs will be released back to the GACC/Hosting unit at the end of each shift and shown as available "National" in IROC. Mobilization for incident response will occur via resource order; however, once a decision to reallocate a DOI Nationally funded SEAT to another GACC is made, the receiving GACC will place a request for the mobilization, and the resource item will be transferred after mobilization is complete.

For additional information and SEAT reporting requirements, see the NWCG Standards for Airtanker Base Operations (SABO), PMS 508, <https://www.nwcg.gov/publications/508>

and The Interagency Standards for Fire and Fire Aviation Operations Chapter 16, [https://www.nifc.gov/policies/pol\\_ref\\_redbook.html](https://www.nifc.gov/policies/pol_ref_redbook.html)

The National SEAT Coordinator can be reached at 208-387-5419, or via email at [blm\\_fc\\_seat@blm.gov](mailto:blm_fc_seat@blm.gov).

#### **LEADPLANES AND AERIAL SUPERVISION MODULES**

Leadplanes and ASMs are National Resources. Areas administering these aircraft will make them available for wildland fire assignments when ordered by NICC. Requests for lead planes may be filled with an ASM.

The ASM is a fixed wing platform that utilizes two (2) crew members to perform the functions of traditional air attack and low-level lead operations. The ASM requires both crew members to be trained to work as a team, utilizing Crew Resource Management (CRM) skills and techniques to enhance safety, efficiency, and effectiveness. For a list of all Lead Planes/Aerial Supervision Modules, refer to the following web site:

[https://www.nifc.gov/nicc/logistics/aviation/Lead\\_Planes.pdf](https://www.nifc.gov/nicc/logistics/aviation/Lead_Planes.pdf)

#### **AIR TACTICAL AIRCRAFT**

Air Tactical aircraft are on agency Exclusive Use Contracts, Call When Needed (CWN) contracts or Agreements. They are available for interagency use and will be requested through established ordering channels. Federal agencies have developed Air Tactical specific contracts and agreements that add performance capabilities and radio configurations specific to the role of aerial supervision.

To ensure consistent utilization, rotation and management of the exclusive use ATGS fleet, please refer to Interagency Standards for Fire and Aviation Operations Chapter 16, Aviation Operations and Resources located at [https://www.nifc.gov/policies/pol\\_ref\\_redbook.html](https://www.nifc.gov/policies/pol_ref_redbook.html).

Required Equipment	Type 1	Type 2	Type 3	Type 4
Aeronautical VHF-AM radio transceivers	2 each	2 each	2 each	2 each
Aeronautical VHF-FM radio transceivers	2 each	1 each	1 each	N/A
Transponder & altitude encoder	Yes	Yes	Yes	Yes
Panel Mounted or Aviation Handheld GPS	1 each	1 each	1 each	1 each

Required Equipment	Type 1	Type 2	Type 3	Type 4
Separate audio control systems for pilot and ATGS	Yes	Yes	N/A	N/A
An audio control system	N/A	N/A	Yes	Yes
Audio/mic jacks with PTT capability in the rear seat connected to the co-pilot/ATGSs audio control system	Yes	Yes	N/A	N/A
An intercommunication System	Yes	Yes	Yes	Yes
AUX-FM provisions	Note 1	Note 1	N/A	N/A
AFF	Yes	Yes	Yes	Yes
2 – aeronautical VHF-FM antennas	N/A	N/A	N/A	Yes
An accessory power source	N/A	N/A	N/A	Yes
A portable Air Attack kit (Note 2)	N/A	N/A	N/A	Yes
TAS (DOI)	Yes	N/A	N/A	N/A

Note 1: Type 1 and 2 aircraft must have either AUX-FM provisions or an additional aeronautical VHF-FM radio transceiver.

Note 2: Air Attack kits may be agency or contractor furnished.

### Eastern Area Aerial Supervision Requirements and Guidelines

SITUATION	LEAD PLANE/ASM1 REQUIREMENT/GUIDELINE	AIR ATTACK REQUIREMENT/GUIDELINE
Non-initial attack rated airtanker pilots	Required (must not drop unless lead plane is on scene)	None
Dropping of retardant in congested areas	Required	Must be ordered
Multiple aircraft operating in a congested area, 2 or more	None, unless airtanker operations	Must be ordered
Retardant operations conducted during the period ½ hour before sunrise to ½ hour after sunrise, and ½ hour before sunset to ½ hour after sunset	Airtankers must not be dispatched unless lead plane/ASM1 <u>or</u> air attack can be on scene during drop operations	
Modular Airborne Firefighting System (MAFFS)	Required (must not drop unless lead plane/ASM1 is on scene)	Must be ordered
Canadian CL-215/415	Must not drop unless lead plane/ASM or air attack is on scene	
Multiple airtanker operations	Automatically request the lead plane/ASM1; if not readily available, keep order active if extended attack is anticipated and lead plane/ASM1 can arrive in time to supervise operations	Optional, unless other criteria are met (i.e., mix of different tactical aircraft types and incident complexity dictates need)
Single airtanker operations where a lead plane/ASM1 is co-located with the airtanker	Automatically request the lead plane	Optional, unless other criteria met
Mix of different tactical aircraft types (e.g., airtanker, helicopter, smoke jumper) and the incident complexity dictates the need for air tactical coordination	Optional, unless airtanker operations dictate need	Must be ordered
Numerous resources of a single type	See Multiple Airtanker Operations	Optional, depending upon situation and complexity
Conditions of visibility and/or terrain create a serious hazard to ground or air resources	Mandatory	Must be ordered
National Exclusive Use, Forest Service contract, CL-415	Initial attack carded, none required	

**HELICOPTERS: CALL-WHEN-NEEDED (CWN)**

- Type 3 helicopters are ordered through normal ordering channels and are dispatched either locally, or through Geographic Area Coordination Centers.
- With the exception of Alaska, all Type 1 and 2 helicopters are National Resources and will be dispatched by NICC.
- There are two categories of helicopters:
- Limited: No government personnel/passenger or internal cargo transport, lift only. See National Standards for Helicopter Operations, PMS 510 for additional information.
- Standard: Government personnel/passenger and cargo hauling.
- When processing requests for helicopters, NICC will inform the requesting GACC of the contract type of the assigned resource: Exclusive Use or CWN. Exclusive Use Contract helicopters are mobilized complete with an assigned module. If the request is filled with a CWN helicopter, the requesting Area must provide a module. A helicopter manager (HMGB) must be identified with contact information and documented in the Special Needs block before NICC assigns a CWN helicopter, with the exception of Alaska, due to the extended mobilization time of the aircraft from the Lower 48 to Alaska. CWN helicopter managers and/or modules will meet with their assigned helicopter off-site from the incident prior to performing work. The specific reporting location should be identified on the Resource Order, such as a Fixed Base Operator (FBO) or other easily located site. GACCs will obtain approval from NICC prior to reassigning Type 1 or 2 Helicopters to another incident.
- Type 3 helicopters are ordered through normal ordering channels and are dispatched either locally, or through Geographic Area Coordination Centers.

**HELICOPTERS MODULES (NSHO Chapter 2, PMS-510)**

Helicopter Type	FAA Standard/Transport Category	FAA Standard Category Temporarily Designated for Limited Use	FAA Standard Category Permanently Designated for Limited Use <u>or</u> FAA Restricted Category
1	Manager plus Four (4) Helicopter Crewmembers	Manager only	Manager only
2	Manager plus Three (3) Helicopter Crewmembers	Manager only	Manager only
3	Manager plus Two (2) Helicopter Crewmembers	Manager only	Manager only
CWN Helicopter and Module must meet up away from Incident(s) or Fire Operations. The minimum required staffing levels must be filled with fully qualified personnel. Trainees may be ordered in addition to the standard module configuration.			

**Exclusive Use**

- All FS Exclusive Use Type 1 and 2 Helicopters are contracted by Incident Support Branch (ISB) located at NIFC.
- All Exclusive Use Contract Helicopters for DOI Agencies are solicited, inspected, and contracted by DOI AQD and OAS.
- Exclusive Use Contract Helicopters are dispatched locally by the Administrative Unit.
- When ordering helicopters with rappel or short haul capability, request the aircraft as normal and define

the added capability in the “Special Needs” block of the Resource Order.

Periodically, Forest Service Type 1 and Type 2 Exclusive Use Helicopters not within their Mandatory Availability Period (MAP) are hired under their Exclusive Use Contract for optional use periods for incidents or projects. A modification to the Exclusive Use Contract is required for Chapter 50 Aircraft 76 2021 National Interagency Mobilization Guide the duration of the incident assignment. The Exclusive Use Contract designates the COR and the Exclusive Use Helicopter Manager. If the designated FS Exclusive Use Helicopter Manager is not immediately available, the requesting Geographic Area will assign an available Exclusive Use Helicopter Manager to the helicopter until the designated Exclusive Use Helicopter Manager arrives at the incident. The designated Helicopter Manager will then manage the helicopter thereafter. The COR will be notified that the Exclusive Use Helicopter is being dispatched.

The BLM Type 1 Helicopter Program is currently a pilot project under evaluation and direction of the BLM National Office. This aircraft comes with a compliment of crewmembers and flight mission capabilities that are unique to this category of aircraft.

The BLM Type 1 Helicopter’s primary mission is initial attack. While most effective at providing rapid initial response, the crew is well equipped to respond to extended attack incidents and critical need missions on large fires. In order to retain this helicopter and crew beyond initial attack for extended attack incidents, a request will be made to the GACC. Extended attack incidents that utilize the crew to fill critical positions, should immediately order replacement personnel for those positions in case the aircraft and crew are reassigned.

## **R9 EXCLUSIVE USE CONTRACT HELICOPTERS**

Prioritization for FS Eastern Region exclusive use helicopters will be accomplished by EACC through the Region 9 Fire Operations, Regional Aviation Officer, and the EACC Center Manager.

### **Type 3 Exclusive use Helicopters**

The Forest Service (FS) Eastern Region has established a Type 3 Exclusive Use Helicopter Program for the 2021 operating period. The program provides regional guidelines for this shared resource between all Eastern Region National Forests. The Exclusive Use Type 3 helicopters are contracted for initial attack, support of wildland fire suppression, and prescribed fire activities. The helicopters are hosted by the National Forests listed below. These units provide administrative management support for the four helicopter contracts.

- Mark Twain National Forest
  - Availability period: Feb. 7<sup>th</sup> to May 31<sup>st</sup>.
  - Helibase Location: Rolla - Vichy, Rolla National Airport, Vichy, MO (VIH)
- Monongahela National Forest
  - Availability period; March 1st - May 31st
  - Helibase Location: Greenbrier Valley Airport, Lewisburg, WV (LWB)
  - Utilized as an Rx burn ship for the region
- Shawnee National Forest
  - Availability period: Feb. 27<sup>th</sup> to March 31<sup>st</sup>, will start availability period on the Shawnee
  - Helibase Location: Williamson County Regional Airport, Marion, IL (MWA)
  - Moves to the Huron-Manistee National Forest April 1<sup>st</sup> to April 30<sup>th</sup>.
- Chippewa/Superior National Forest
  - Availability period: May 1st - Sept 30th.
  - Helibase Location: Ely Municipal Airport, (ELO)

Other potential fixed wing or Helibases:

- Wexford County Airport, Cadillac, MI (CAD)
- Alpena County Regional Airport, Alpena, MI (APN)
- Gaylord Regional Airport Gaylord, MI (GLR)
- Oscoda-Wurtsmith Airport Oscoda, MI (OSC)
- Rhinelander Airport, Oneida County, Rhinelander, WI (RHI)
- Tell City Airport, Perry County, Tell City, IN (TEL)

### **LARGE TRANSPORT AIRCRAFT**

Large transport aircraft are National Resources and will be requested through NICC.

- Scheduling: Large transport aircraft arranged by NICC are requests on a per mission basis. Flight Following ATD/ETE will be relayed by the NICC Aircraft Desk for flight leg.
- Requests for Large Transport: When requesting a large transport aircraft, the following information is required:
  - Number of passengers and/or cargo weight per destination and combined total weight for the flight.
  - Pick-up point at jetport and time passengers and/or cargo are available to load. NICC requires 48 hours lead time to plan and schedule aircraft for demobilization flights.
  - Pick-up point at the jetport is the Fixed Base Operator (FBO) or gate at the airport terminal where the aircraft will park.
  - Passengers must be weighed and manifested prior to boarding the aircraft.
  - Government or contractor support available at each airport, including contact person and

telephone number.

All personnel listed on the manifest and flight crew members should be provided at least one sack lunch.

### **INFRARED (IR) SUPPORT TO FIRE OPERATIONS**

Aircraft systems configured with infrared (IR) camera systems are available from agencies and private sector to provide support to wildland fire operations in three mission areas:

Detection: Use IR imagery to detect and map locations of new fires, typically following a lightning storm.

Large Fire Perimeter Mapping: Use IR imagery to map the heat perimeter of large fires, typically the role of National Infrared Operations (NIROPS).

Tactical Incident Awareness and Assessment (IAA): Use IR imagery to provide near real-time situational awareness, spot fire detection, over watch of ground operations, and map the heat perimeter of smaller fires or active portions of large fires. Can be conducted during the day or night.

Infrared camera systems can be categorized into two primary categories: 1) Line Scanner / Step-stare camera systems, or 2) gimbal mounted electro-optical / infrared (EO/IR) camera ball. Line scanners and step-stare systems can quickly scan and map large fires and are best used when the fire is actively burning with open flame. EO/IR camera balls are best used to provide over watch of a specific area and are more sensitive to detecting smoldering heat sources, however scan volume to map large fires is typically lower than line scanners or step-stare systems.

Aircraft assigned to NIROPS are predominantly equipped with line scanners or step-stare camera systems. NIROPS will consist of agency as well as contracted aircraft. NIROPS aircraft are National Resources. To order, use the IR Online Scanner Request Form on the NIROPS website no later than 1530 hours Mountain Time <https://fsapps.nwcg.gov/nirops/users/login>.

Aircraft equipped with gimbal mounted EO/IR camera balls are typically better suited to detection or tactical IAA missions. Aircraft from federal, state, National Guard, and contractors are available. Ordering procedures varies depending on the aircraft. To order, contact the ordering GACC to discuss options.

The following are some guidelines to help select the right tool for the task:

Identify what the IR imagery is needed for, what information it is intended to provide, the desired products, and time of day.

If the fire is actively burning and a once per 24-hour perimeter map is sufficient, submit request for NIROPS.

If the fire is experiencing significant spread and additional day-time mapping and/or over watch is needed to monitor fire progression, consider requesting an aircraft equipped with thermal sensors for day-time flights in addition to nightly NIROPS.

If the fire is no longer actively spreading and IR imagery is needed to inform mop-up decisions, consider requesting an aircraft equipped with a gimbal mounted camera ball instead of NIROPS.

Following a lightning storm consider requesting an aircraft equipped with gimbal mounted camera ball to conduct a detection flight over the lightning affected area.

Most crewed aircraft systems are only capable of providing “periodic” over watch of an incident, limited by fuel cycle. For more “persistent” coverage of an incident, consider requesting a large UAS capable of providing 12-18 hours of flight time per day.

Visit the Fire Imaging Technologies User Guide for more detailed information:

[https://www.nifc.gov/nicc/logistics/references/Fire%20Imaging%20Technologies%20Users%20 Guide.pdf](https://www.nifc.gov/nicc/logistics/references/Fire%20Imaging%20Technologies%20Users%20Guide.pdf)

### **UNMANNED AIRCRAFT SYSTEMS (UAS)**

Incident UAS missions may be conducted on a small scale by agency owned UAS and an agency crew or on a larger scale by vendor owned and operated UAS with agency support.

Agency owned UAS are ordered as standard overhead with the UAS defined in the Special Needs block in IROC.

Vendor owned UAS are ordered as an Aircraft number in IROC.

The ordering unit can contact the UAS Fire Coordinator at 208-387-5335 with ordering questions. The Coordinator can help the local unit determine needs and order specifics.

Please see: <https://uas.nifc.gov/> for further information.

### **AERIAL IGNITION**

There are two aerial ignition devices approved for Forest Service and DOI use: the heli-torch and the plastic sphere dispenser (PSD). There are specific training and certification requirements for aircraft, pilots, heli-torch modules, and PSD operators. Only qualified individuals will be assigned when filling aerial ignition orders for heli-torch modules or plastic sphere dispenser operators (PLDO).

Orders for these resources, for fire or project use, may involve several different resource orders.

Example: Helicopter ordered on an aircraft resource order, helicopter manager and heli-torch module or PSD operator ordered on overhead resource orders, heli-torch or PSD machine ordered on an equipment resource order, and plastic spheres, glycol, gasoline, etc. ordered on supply resource orders.

When possible, to alleviate workload, resource tracking problems and confusion, order an exclusive use helicopter and crew, who have all the components in one package (aerial ignition equipment, supplies, and qualified personnel). This can be accomplished on one aircraft resource order that specifies the module and aerial ignition capability needed.

### **TEMPORARY FLIGHT RESTRICTIONS, FAR 91.137 (TFR)**

Temporary airspace restrictions will be established when incident related aviation activities present potential conflict with other aviation activities. The FAA requires that latitude/longitude information for TFRs (Temporary Flight Restrictions) must be provided in degrees, minutes, and seconds, including reference to north latitude and west longitude. If seconds' information is not available, add two (2) zeroes to the description. Do not use spaces, commas, or other symbols in the description. Example: ddmssN/ddmmssW or 450700N/1175005W. The corner points should be listed in a clockwise sequence around the requested TFR to avoid “bow tie” depictions. The NWCG Standards for Airspace Coordination, located at <https://www.nwcg.gov/publications/520> further describes how flight restrictions are requested and implemented.

Military Training Routes and Special Use Airspace that present conflicts with incident related aviation activities will be identified by local units. One source for this information is AP-1B, Flight Information Publication “Military Training Routes.” Each dispatch office should download a current edition of the

AP-1B. Special Use Airspace may be found on Sectional Aeronautical Charts. Critical Airspace information pertinent to flight should be organized for easy and rapid utilization; i.e., displayed on local unit aviation hazard maps. Further direction may be obtained in the NWCG Standards for Airspace Coordination.

Eastern Area units are responsible for submitting their own TFR requests to their respective Air Route Traffic Control Center (ARTCC). The EACC Aircraft Coordinator is available to assist when needed. TFRs may be submitted to the unit's local ARTCC via fax on an agency TFR form or submitted electronically through the NOTAM Entry System (NES).

Check with the appropriate ARTCC to find out how they want the TFR requests submitted. An "A" number will be created by the requesting unit and filed with the TFR NOTAM number issued by the FAA.

TFRs in the USA may be found at <http://tfr.faa.gov/tfr2/list.html>. TFRs are not considered to be in effect until the FAA has issued a Notice to Airmen (NOTAM) regarding the specific TFR.

Typical TFRs are requested in a five (5) mile radius of a given point and 2000 feet above the highest point (MSL). However, TFRs may be requested in any configuration desired depending on the situation, topography, amount of air traffic, etc.

Reference 91.137: Placing a TFR over an incident area does not automatically eliminate non-tactical aircraft for the area. Note the exceptions for law enforcement and news media in the FAR. It is highly recommended that an Airspace Coordinator (ASCO) be ordered in those cases where airspace is complex or numerous aircraft are deployed.

#### **NOTAM D's**

For any project that may affect the local airspace within 5NM of an airport, a NOTAM D will be requested by the local dispatch center this will include airports that show up on the current sectional map. Once issued, notify the Aviation desk at EACC that a NOTAM D has been issued. This also needs to be in the Project Aviation Safety Plan (PASP) as to who will be actually calling the Flight Service Station to request a NOTAM.

To have a **Notice to Airmen (NOTAM)** issued by the NOTAM Flight Service Station (1-877-487-6867), when you call in it will prompt you by asking the state in which the project/controlled burn is located. Have the following information ready when the individual comes on the line.

\*If burning piles within 5NM of an airport or 25 NM of a NAVAID a NOTAM D is required. \*

- Why are you requesting a NOTAM D? (Controlled burn, other projects involving aviation assets)
- Notification 1 - 2 hours in advance, can be requested earlier
- Lat/long of the project or Controlled burn (FAA verbiage)
- Distance from the closest VOR in degrees and miles
- Location of closest airport and radial direction from the airport. (5 miles south east from the airport)
- Surface to what altitude for smoke dispersion.
- Aerial ignition utilized? What altitude will helicopter operations take place?
- Will there be any Detection Aircraft or other aviation assets as part of the operation? (Giving updates to the burn boss)

#### **AIRSPACE CONFLICTS**

Consult the NWCG Standards for Airspace Coordination at <https://www.nwcg.gov/publications/520>

The Aircraft Conflict Initial Report can be accessed at [https://www.nifc.gov/nicc/logistics/coord\\_forms.htm](https://www.nifc.gov/nicc/logistics/coord_forms.htm)

Aviation personnel have a responsibility to identify and notify the Domestic Event Network (DEN) and report conflicts and incidents through the Interagency SAFECOM (Safety Communication) System to assist in the resolution of airspace conflicts. Notification to the DEN should be timely and by phone at: 504-422-4423 /4424/ 4425/. When a conflict or incident occurs, it may indicate a significant aviation safety hazard. Conflicts may include Near Mid Air Collisions (NMAC), TFR intrusions, and FTA communication non-compliance. Further guidance is available in the NWCG Standards for Airspace Coordination.

### **FAA TEMPORARY CONTROL TOWER OPERATIONS**

Geographic Areas within the FAA's Western Service Area (which includes the following states: AK, AZ, CA, CO, HI, ID, MT, NV, OR, UT, WA and WY) may request FAA Air Traffic Control support through the Western Service Area Agreement when Air Operations in support of an incident becomes complex or unsafe at uncontrolled airports or heli-bases. FAA Temporary Control Towers are ordered on an Aircraft Order. A lead time of 48 hours is desirable when ordering. Ordering procedures are outlined within the current agreement. The GACCs do not need to forward the request to NICC.

The Interagency agreement with the FAA requires that a Resource Order and a Temporary Tower Request form be forwarded to the FAA. The forms may be forwarded when the request is made by the GACC to the FAA's Regional Operations Center (ROC). There is a helpful checklist found in NWCG Standards for Airspace Coordination, PMS 520 that aids in requesting a Temporary Tower.

### **DEDICATED RADIO FREQUENCIES**

All documents containing USDA Forest Service (FS) and/or Department of Interior (DOI) frequencies must have the following statement on the top and bottom of each page containing frequencies, **"Controlled Unclassified Information//Basic"**. This requirement is in accordance with direction from the Washington Office Frequency Managers for both Departments.

#### **FM, VHF, and UHF Frequencies:**

NIICD issues dedicated FM frequencies in conjunction with communication equipment assigned to incidents. NIICD will order additional FM frequencies from DOI and FS, Washington Office, as conditions warrant. To ensure proper frequency coordination, the ordering office must include the Latitude and Longitude of the incident on the resource order.

#### **AM Frequencies:**

Initial attack AM air-to-air frequencies will be assigned by the NIICD Communications Duty Officer (CDO) after annual coordination with the FAA. All available AM assignments will be published at the beginning of the fire season and will be available for use by the dispatch zones. When the tertiary assignment (if applicable) is used the NIICD CDO will be notified by phone or e-mail. VHF AM assignments are used for air-to-air communications and are authorized only within the zone to which assigned. **IA assignments are not dedicated to project fires.**

To utilize the initial attack AM assignments to their fullest capabilities they should only be used on TFRs for the initial burning period, and after that a dedicated AM frequency should be ordered from the CDO through IROC.

**FM air-to-ground frequencies:**

FM air-to-ground frequencies will be facilitated and coordinated by the NIICD CDO in cooperation with the agency frequency managers with the intent to create permanent assignments. Both AM and FM assignments will be used on an interagency basis and master records of the assignments are maintained by the NIICD CDO. Updated frequency information for initial attack air to air, and air to ground is coordinated annually with the GACCs.

Requests for the use of dedicated Air-to-Air and Air-to-Ground frequencies will be made through established ordering channels from the incident host GACC, directly to the NIICD, followed by a call placed to the CDO. The CDO coordinates all National Cache FS and DOI frequencies as well as any additional frequencies released by other agencies for wildland fire support. Frequencies are ordered on an Aircraft "A" request.

**Procedures to obtain additional frequencies:**

- Dispatchers shall request additional frequencies through normal ordering channels to EACC, using an "A" number in IROC for each separate frequency requested. The following information must be included:
  - Number of frequencies required.
  - Use of the frequencies (AM for air-to-air or FM for air-to-ground).
  - Latitude and longitude of incident or air operations center point.
  - Whether the aircraft are equipped to operate on narrow band or wide band.
    - NIRSC will assign, as required, FAA frequencies. This process may take from a couple of hours or longer depending on what else is going on throughout the country.
    - When no longer needed, units shall release frequencies back to NIRSC.

**AIRCRAFT ACCIDENT/INCIDENT/HAZARD/MAINTENANCE DEFICIENCY REPORTING**

Any deviation from standard aviation policy or procedures, either on the ground or in the air, shall be reported. Regardless of individual agency reporting time frames, all accidents, incidents with potential to have caused an accident, as well as all airspace conflicts, shall be reported immediately.

The unit with operational control of the aircraft at the time of the occurrence is responsible for ensuring submission of the SAFECOM by the observing or involved individual(s) (i.e., fixed wing manager). The SAFECOM will be submitted through the operational control agency's reporting system:

<https://www.safecom.gov/>.

For aircraft en route to an incident which experiences an accident or incident/hazard/maintenance deficiency prior to arrival, the scheduling/sending dispatch office shall be the unit with reporting responsibility.

Aside from accident situations where reporting to another agency is required, an agency submitting a report which involves another agency's aircraft shall forward a courtesy copy to the appropriate aviation officer of that agency.

**ADDITIONAL LINKS CAN ALSO BE FOUND ON THE EACC WEBSITE UNDER AVIATION**

National Standards for Aerial Ignition: <https://www.nwcg.gov/sites/default/files/publications/pms501.pdf>

National Standards for Aerial Supervision:

<https://www.nwcg.gov/sites/default/files/publications/pms505.pdf>

# **CHAPTER 60**

## **PREDICTIVE SERVICES**

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## CHAPTER 60 - PREDICTIVE SERVICES

Predictive Services is a decision support unit for federal, state and local land management agencies for operational management of and strategic planning for wildland fire management resources. Predictive Services accomplishes this through analysis of weather and climate, fuels, fire activity and behavior.

Intelligence gathering is a fundamental component of the national coordination system for federal state and local land agencies. Intelligence coordination is accomplished through compiling reports from all levels of the firefighting organization as well as communicating with individual GACC's and local jurisdictions concerning their historic, current and expected fire occurrence.

The products and services from both Predictive Services and the Intelligence section provide support for the proactive management of wildland fire with an eye toward safety, cost containment, efficiency and ecosystem health.

Predictive Services products are posted on the EACC Predictive Services website:

[https://gacc.nifc.gov/eacc/predictive\\_services/predictive\\_services.htm](https://gacc.nifc.gov/eacc/predictive_services/predictive_services.htm).

### 7 DAY SIGNIFICANT FIRE POTENTIAL OUTLOOK

The National 7-day Significant Fire Potential Outlook is a composite of outlooks produced by each of the Geographic Area Predictive Services units. The 7-day provides a week-long projection of fuel dryness, weather, and fire potential. The 7-day depicts a nationwide view of the significant fire potential for the next seven days with links to the individual Geographic Area 7-day outlooks. The system is database driven and is updated periodically as each Geographic Area Predictive Services unit posts its outlook. Each Geographic Area Predictive Services unit will determine whether to routinely produce a morning or afternoon product. Issuance times for each Area's outlook can be found in the Geographic Area Mobilization Guide and/or in its National Weather Service/Predictive Services Annual Operating Plan. Geographic Areas are required to provide 7-Day Outlooks daily, except when the Geographic Area Predictive Services unit is not staffed. Forecasts will include the forecaster's name or other agreed upon identifier to facilitate coordination.

All Geographic Area outlooks are available at:

<https://fsapps.nwcg.gov/psp/npsg/forecast#/outlooks?state=map>

The outlooks produced by the 10 Geographic Area Predictive Services units will be consolidated into a National 7-day Significant Fire Potential map located at:

<https://fsapps.nwcg.gov/psp/npsg/forecast#/outlooks?state=map>.

### NATIONAL WILDLAND SIGNIFICANT FIRE POTENTIAL OUTLOOK

The National Significant Wildland Fire Potential Outlook is prepared and distributed by NICC Predictive Services on the first day of each month. The Outlook is a composite of outlooks prepared by the individual Geographic Area Predictive Services units and national discussions prepared by NICC Predictive Services. It provides fire managers at all levels with the information needed to make long range decisions concerning resource staffing and allocation. The Outlook identifies areas where significant wildland fire activity is expected to be above or below normal levels.

The Outlook covers a four-month period, divided into four one-month sections. Maps for each period display areas of below normal, normal, and above normal significant wildland fire potential. A brief synopsis of the current and predicted national and GACC situation is included in the report. The Outlook begins with an Executive Summary which provides a brief synopsis of the past month's weather and a national overview of each of the outlook periods. The Past Weather and Drought section summarizes the weather of the past month and the evolution of any drought conditions to illustrate how fuels and fire conditions reached the current state. The Weather and Climate Outlooks section summarizes the broad climate patterns that will affect temperature and precipitation for the next four months. The Geographic Area Forecasts section provides brief but more specific weather, fuels and fire potential information for each of the Geographic Areas.

GACC monthly outlooks are mandatory. They provide greater detail than the national outlook issued by NICC. GACC monthly outlooks will adhere to the following protocols:

- GACC and NICC outlooks must be geospatially equivalent.
- GACC websites are required to link to the national outlook.
- GACCs are required to provide draft forecast maps as well as narrative highlights for the outlook period to NICC no later than five business days before the end of each month.
- GACC monthly outlooks will be issued and posted to the web on the first business day of each month. Maps will show areas where above normal, normal and below normal significant fire potential are expected. A discussion of fuel conditions, climate outlooks, and other pertinent information will be included in the outlooks.

#### **EACC MONTHLY FIRE POTENTIAL OUTLOOKS**

The Monthly/Seasonal Significant Fire Potential Report is to be completed by all dispatch centers and submitted to the EACC Fire Weather Program Manager by the close of business five business days prior to the end of the month, year-round.

The form is available on the EACC website:

[https://gacc.nifc.gov/eacc/predictive\\_services/outlooks/EAMonthly\\_Seasonal\\_Significant\\_Fire\\_Potential\\_Report.doc](https://gacc.nifc.gov/eacc/predictive_services/outlooks/EAMonthly_Seasonal_Significant_Fire_Potential_Report.doc)

The reporting Dispatch Centers shall include the following information within their narratives:

- The reporting Dispatch Center's unit(s), date and significant fire potential along with comments.
- A fire weather outlook detailing drought conditions, precipitation, and temperature anomalies.
- Fuels information.
- Average and actual fire occurrence data.
- An outlook map highlighting geographic areas of significant fire potential.

The content shall be brief with comments limited to two or three sentences per section.

**FUEL AND FIRE BEHAVIOR ADVISORIES (NMG, Ch. 60)**

Fuels and Fire Behavior Advisories are alerts issued as needed to address an exceptional or extreme circumstance that could threaten firefighter safety. Conditions that could be reasonably expected normally do not warrant a Fuels and Fire Behavior Advisory. Advisories will focus on fuel conditions and fire behavior that have long term impacts, not atmospheric conditions that can change significantly over short periods of time and can be found in other products.

Advisories will highlight conditions that are currently on-going and give specific examples that have been experienced in the field. Advisories should be tailored so that firefighters at all experience levels can recognize the situation and act accordingly. Advisories should be coordinated with neighboring administrative units to ensure that all areas with similar conditions are being addressed. All Advisories that extend beyond a single local administrative unit or that will be posted on the national Advisory map must be coordinated with the National Interagency Coordination Center and Geographic Area Coordination Center Predictive Service Units. Each Advisory must include a map of the affected area. Only one Advisory may be active at any time over any area. If multiple Advisory conditions are present incorporate them into one Advisory. Advisories will remain in effect for 14 days from issuance. If the Advisory conditions continue beyond the 14 days a new Advisory will need to be issued to update conditions and circumstances with more timely information. Advisory templates can be found at:

[https://www.predictiveservices.nifc.gov/fuels\\_fire-danger/fuels\\_advisories.htm](https://www.predictiveservices.nifc.gov/fuels_fire-danger/fuels_advisories.htm)

and in Chapter 80 of the National Interagency Mobilization Guide.

The Eastern Area Predictive Services Unit coordinates and issues fuels/fire behavior advisories within the Eastern Area. These advisories will be posted to the NIFC Predictive Services website at:

[https://www.predictiveservices.nifc.gov/fuels\\_fire-danger/fuels\\_fire-danger.htm](https://www.predictiveservices.nifc.gov/fuels_fire-danger/fuels_fire-danger.htm)

When a situation arises that warrants an advisory message, the following process should be followed:

- Determine area of extent
- If local area only (single agency unit or county):
  - Local area should issue advisory or safety message (use of standard template strongly recommended).
- If geographic in scope (multiple units, counties, or significant portion of geographic area):
  - Involve and coordinate with EA Predictive Services unit to get their input/feedback.
  - Discuss message on 09:30 MT Coordinators call to determine if other GACCs are facing same issue.
  - Review and tailor message for content, accuracy, suitability and distribution. Predictive services staffs at Geographic and/or National levels, as appropriate, will coordinate to ensure message is appropriate for entire area of concern.

- Post advisory according to protocols listed below.

- Use Standard Template.

[http://www.predictiveservices.nifc.gov/fuels\\_fire-danger/Fuels\\_Fire\\_Behavior\\_Advisory\\_Template\\_2018.doc](http://www.predictiveservices.nifc.gov/fuels_fire-danger/Fuels_Fire_Behavior_Advisory_Template_2018.doc)

- Send completed advisory to NICC who will post to national fuels and fire behavior advisory

- web page.
- Create a detailed map using available tools to draw affected area and to coordinate with neighboring units.
- NICC Predictive Services will maintain a national webpage to display Fuels and Fire Behavior Advisories with links to advisory messages developed by local units and Geographic Area Predictive Service Units.
- It is recommended that URLs and email messages posted or sent out by the GACCs informing users about the advisory contain a link to the NICC Fuels/Fire Behavior web page. This will inform users about other fuels/fire behavior advisories that are posted across the country.
- GACC web pages should link to the NICC page for the advisory text and any advisory messages developed by local units.

Advisories will remain in effect for 14 days from issuance. If the Advisory conditions continue beyond the 14 days a new Advisory will need to be issued to update conditions and circumstances with more timely information. At the request of the issuer, Advisories may be lifted before the 14 days has passed. In either case, NICC should be notified to update the national fuels and fire behavior web page.

### **RED FLAG WARNINGS, FIRE WEATHER WATCHES**

Red flag warnings and fire weather watches occur when significant fire weather events are expected across a designated area. A Fire Weather Watch is issued when critical fire weather conditions may occur over a designated area. A Red Flag Warning is issued when critical fire weather conditions are either occurring or are imminent over a designated area.

Critical fire weather is locally defined criteria including strong winds, very low relative humidity, and warm temperatures leading to dangerous wildland fire conditions. Local fuel conditions and fire danger indices are also monitored and taken into consideration when issuing these products. Identification of these events is primarily the responsibility of the local National Weather Service (NWS) offices. The EACC Predictive Services web page has links to each NWS Fire Weather page within the Eastern Area: [https://gacc.nifc.gov/eacc/predictive\\_services/weather/weather.htm](https://gacc.nifc.gov/eacc/predictive_services/weather/weather.htm).

#### **a. Red Flag Warning**

A Red Flag Warning will be issued to warn the user of an impending or ongoing Red Flag event. A Red Flag Warning will be issued immediately when Red Flag conditions are occurring. Otherwise, it will be issued for impending Red flag conditions when there is a high degree of confidence that conditions will develop within the next 24 hours. All dispatch centers and forecast offices should report Red Flag Warnings in their area to EACC.

#### **b. Fire Weather Watch**

A Fire Weather Watch is used to alert the user to the possible development of a Red Flag event in the near future. The event could be up to 72 hours in advance. All dispatch centers and forecast offices should report Watches in their area to EACC.

### **EASTERN AREA MORNING BRIEFING**

The EA Morning Briefing is created using data from the SIT report, ICS-209 programs, EACC Predictive Services, ROSS reports, and additional intelligence products. It is produced daily from March 1<sup>st</sup> to November 1<sup>st</sup>. The brief is posted to the EACC website by 1100 hours CT.

## **INTERAGENCY RESOURCE REPRESENTATIVE (IARR) DAILY CREW REPORTS**

IARR crew reports will be updated and posted to the EACC web site by 1500 hours when crews have been mobilized and an IARR has been assigned. IARRs are normally assigned when 3 or more Eastern Area crews are mobilized within the area or on out of area assignments.

## **INCIDENT STATUS SUMMARY (ICS-209)**

All Eastern Area Dispatch Centers have access to the SIT/209 program and the Interagency Situation Report through the FAMWEB reporting system: <https://fam.nwcg.gov/fam-web/>. If you need application assistance or support, contact the EACC Intelligence Coordinator at 414-944-3811. Please review SIT/209 program instructions annually as changes do occur.

The Incident Status Summary (ICS-209) conforms to National Incident Management System (NIMS) policy. The ICS-209 is used to report large wildland fires and other significant events on lands under federal protection or federal ownership and is submitted to the GACC. Lands administered by states and other federal cooperators may also report in this manner.

The ICS-209 program is a Fire and Aviation Management Web (FAMWEB) application referred to as the "209 Program." The ICS-209 is submitted by the agency that has protection responsibility for the incident, regardless of who administers the land. If the protection agency is non-federal and chooses not to meet federal reporting standards, then the federal agency which has administrative jurisdiction will submit the incident ICS-209. Geographic Area Intelligence Coordination staff will ensure that their local dispatch centers submit complete and accurate ICS209 reports for any wildland fire meeting the requirements specified in the When to Report Wildland Fire Incidents ICS-209 flowchart shown below available at:

<https://www.predictiveservices.nifc.gov/intelligence/intelligence.htm>

or as set in their Geographic Area Mobilization Guide, if more frequent.

Specific instructions for entering ICS-209 information can be found in the SIT-209 User's Guide at: [https://gacc.nifc.gov/predictive\\_services/intelligence/niop/programs/sit\\_209/Help/index.htm](https://gacc.nifc.gov/predictive_services/intelligence/niop/programs/sit_209/Help/index.htm). The ICS-209 Program and electronic ICS-209 form is located at:

<https://fam.nwcg.gov/fam-web/>

## **Required Reporting Wildland Fires**

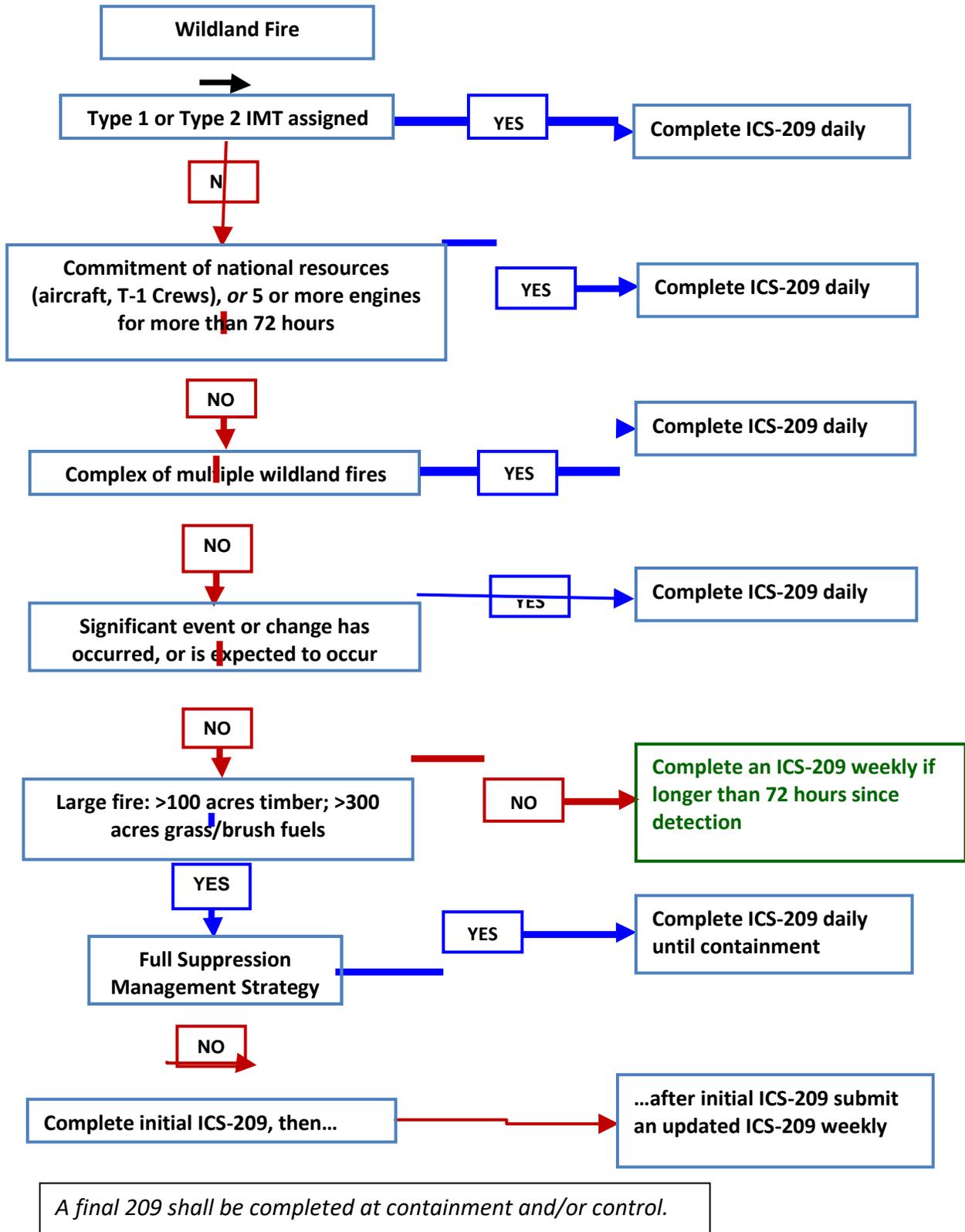
Wildland fires managed for complete perimeter control (full suppression) will submit an ICS-209 daily when that fire meets large fire criteria. For fires being managed under full suppression strategy an ICS-209 will be submitted daily before 0200 Mountain Time to report the previous day's activity, until the incident is contained. Refer to the GACC Mobilization Guide, or agency policy for reporting requirements once containment is achieved.

The National Interagency Coordination Center classifies large fires as 100 acres or larger in timber and slash fuel types, 300 acres or larger in grass or brush fuel types, or when a Type 1 or 2 IMT is assigned.

Wildland fires managed under a Monitor, Confine, or Point Zone Protection management strategy will submit an ICS-209 following the guidelines outlined in the When to Report Wildland Fire Incidents with an ICS-209 flowchart shown below. For incidents that require daily reporting, ICS-209's should be

submitted daily before 0200 Mountain Time. For incidents that require weekly reporting, ICS-209's should be submitted weekly before Friday at 0200 Mountain Time.

## When to Report Wildland Fire Incidents with an ICS-209



Wildland fires within a complex should be aggregated and included on one ICS-209. A complex is two or more individual incidents located in the same general proximity, which are assigned to a single incident commander or unified command. In order to maintain data management, reporting integrity, resource management and cost accountability for individual wildland fire incidents within a parent complex and to facilitate the necessary data sharing between fire application systems through IRWIN, the following complex reporting business practices for ICS- 209 and IRWIN must be followed.

- The complex parent is a unique record and is not a converted wildland fire incident record.
- The complex parent record should be created in an IRWIN recognized CAD system, or as an individual ICS-209. The parent incident shall include the word “Complex” and not be named from an existing fire.
- Individual child incidents can be added to a complex within the 209 program as either preexisting ICS-209 incidents or as individual IRWIN incidents created from another IRWIN recognized application using the ‘Complex by Incident’ button in block 7 of the 209 data entry screen. Finalize an existing ICS-209 child incident prior to associating the incident to the parent Complex.
- Incidents that do not have a unique IRWIN record cannot be added to the complex using the ‘Complex by Incident’ button.
- If an incident is removed from the complex, it may resume ICS-209 reporting as an individual incident if appropriate, using normal ICS-209 reporting guidelines.
- Prescribed fires will be reported following the requirements outlined in the When to Report Wildland Fire Incidents document.

For non-fire incidents, an ICS-209 will be submitted for other events in which a significant commitment of wildland fire resources has occurred, or when a Type 1 or 2 Interagency Incident Management Team has been assigned.

For more information refer to When to Report Wildland Fire Incidents document on the National Intelligence website at:

<https://www.predictiveservices.nifc.gov/intelligence/intelligence.htm>.

## DEFINITIONS

- **Significant number of resources** is defined as non-local resources that are required to manage an incident that exceed the capacity of the local unit.
- **Significant commitment of national resources** is defined as one or more Type 1 crews, one or more fixed wing or rotor wing aircraft.
- **Monitor** is the systematic process of observing, collecting and recording of fire-related data, particularly with regards to fuels, topography, weather, fire behavior, fire effects, smoke, and fire location. This may be done onsite, from a nearby or distant vantage point in person or using a sensor, or through remote sensing (aircraft or satellite).
- **Confine** is to restrict a wildfire to a defined area, using a combination of natural and constructed barriers that will stop the spread of the fire under the prevailing and forecasted weather conditions until out. This means, “some action is or has been taken” (line construction, bucket drops, etc.) to suppress portions of the fire perimeter.
- **Point or Zone Protection** involves protecting specific points from the fire while not actively trying to line the entire fire edge. Points being protected may be communities, individual homes, communication sites, areas of high resource value, etc.
- **Full Suppression** implies a strategy to “put the fire out” as efficiently and effectively as possible,

while providing for firefighter and public safety. To complete a fireline around a fire to halt fire spread, and cool down all hot spots that are immediate threat to control line or outside the perimeter, until the lines can reasonably be expected to hold under foreseeable conditions. Synonymous with “Full Perimeter Containment” and “Control.”

For more information refer to When to Report Wildland Fire Incidents document on the National Intelligence Site at: <https://www.predictiveservices.nifc.gov/intelligence/intelligence.htm>.

**EASTERN AREA INTERAGENCY SITUATION REPORTING CRITERIA**

Eastern Area dispatch centers will submit SIT reports via the web based SIT program, <https://fam.nwcg.gov/fam-web/>, per the established schedule:

Daily Reporting

Big Rivers Compact	February 1 – April 30 and October 1 – December 1
Great Lakes Compact	March 15 – June 1 and September 1 – November 1
Mid-Atlantic Compact	March 1 – May 31 and October 1 – December 15
Northeast Compact	April 1 – November 1
EACC	Daily when the National preparedness level is 2 or higher (NMG, Ch. 60).

Daily SIT reports should be submitted by 16:00 hours local time for the last 24 hours of activity. If initial attack activity is such that the dispatch center is having difficulty meeting the 16:00 time frame, the dispatch center should contact the EACC Intel Coordinator and negotiate a later submission time. SIT reports may be submitted until 00:00 hours Central time and the data will still be contained in following mornings National Situation Report.

Outside of these parameters, weekly reporting on Thursday of each week by 16:00 (local time) will be sufficient, unless units are experiencing significant activity (fire, floods, ice storms, hurricanes). Units experiencing significant activity should report it as it occurs, on the day it occurs.

Eastern Area units should use the following criteria for determining when to submit SIT reports during the non-daily reporting time frames as stated above:

- Reporting unit’s fire danger is high to extreme.
- Wildland fire activity has occurred on your unit(s).
- Prescribed burn(s) are being implemented on your unit(s).
- Significant activity or large events occur within your local area (flooding, hurricanes, large hazmat, Homeland Security incidents, major sporting events, etc.).
- Commitment of significant resources (for example: timber sales, storm recovery, large hosted gatherings).
- Status updates for locally hosted National/Regional resources (Type 1 crews, Type 3 exclusive use helicopters, 4390 Starter Kits, ATMUs, Large Air Tankers or Helicopters, etc.).

**INTERAGENCY SITUATION REPORT (SIT)**

- **Daily: issued daily, except when the unit is not staffed; such as weekends and holidays.**

The Interagency Situation Report (SIT) report identifies current wildland fire, prescribed burn activities and fire danger. This information is used by the GACCs, NICC, and other decision making groups (Congressional Staffers, Washington Offices, MACs, etc.).

The Eastern Area SIT report is posted in the Intelligence section of the EACC web page:

[https://gacc.nifc.gov/eacc/predictive\\_services/intelligence/intelligence.htm](https://gacc.nifc.gov/eacc/predictive_services/intelligence/intelligence.htm).

In order to keep fire managers abreast of current fire activity, a mechanism must be in place to allow dispatch centers the opportunity to provide crucial data. Current SIT report statistics benefit both State and Federal agencies and are the responsibility of the local unit dispatch center. NICC captures SIT information for the National Incident Management Situation Report (IMSR).

Full instructions for completion and helpful tips for the SIT report can be found on the following website:

[https://gacc.nifc.gov/predictive\\_services/intelligence/niop/programs/sit\\_209/Help/index.htm](https://gacc.nifc.gov/predictive_services/intelligence/niop/programs/sit_209/Help/index.htm).

- **Daily Fire Statistics:** Dispatch centers report both wildland and prescribed fire activity occurring during the past 24 hours (00:01 to 24:00 local time) on their units in the Daily Fire Statistics screen of the SIT program. New acres burned on an ongoing wildfire should be reported daily on the sit report. (Example: if the fire started yesterday and was 500 acres, enter 1 fire for 500 acres. Today it is 700 acres so 0 fires for 200 acres would be entered.) Do not wait until the fire is controlled or out to report acres.
- **Planned Prescribed Fires:** This section is for reporting prescribed fire projects that are planned within the next few days. It gives managers an idea of the numbers of projects planned and resource commitments.
- **Remarks:** This area should include a synopsis of current or expected weather, fuel/drought conditions, and your anticipated fire activity. Include significant events or problems, resource shortages, expected lighting or wind events. This area also captures your on-call/duty officer information. You can also explain reductions/additions of acres in your YTD totals and inform EACC if you are planning weekend staffing.
- **Year to Date (YTD) Statistics:** This area tracks your calendar year fire statistics. The SIT report automatically calculates new YTD totals for all fire types. Use this tab to report fires which occurred on a date other than the current date. Corrections in agency numbers of fires or acres are made here.
- **Incident Priorities:** Dispatch centers will use this screen to assign their internal incident priorities.
- **ICS-209 Entry:** For those incidents where an IMT is not assigned or is unable to enter incident information directly into the 209 program, dispatch centers will compile incident information and submit it via the SIT report program. When meeting the proper submission criteria (EMG, Ch. 60), ICS-209s need to be completed the day the incident meets the criteria and updated daily until the fire is 100% contained.

### **INCIDENT MANAGEMENT SITUATION REPORT (IMSR)**

The National Incident Management Situation Report (IMSR) shall be issued daily at National Preparedness Level 2 and above, or whenever significant wildland fire activity or resource

mobilization occurs. Whenever daily reporting is not required, the IMSR will be issued weekly on Fridays.

The IMSR is prepared by the NICC Intelligence Coordination staff from information and data derived from the Interagency Situation Report and 209 Program through the FAMWEB reporting system. A brief national weather/fire potential outlook will be prepared by NICC Predictive Services for inclusion in the Predictive Services Discussion section of the IMSR.

Large full suppression wildland fires are typically reported in the IMSR until the incident is contained; no longer has a commitment of at least 100 personnel; is no longer demonstrating significant activity; or is failing to provide new reports submitted as required. Wildland fires managed under a Monitor, Confine, or Point Zone strategy will initially be reported in the IMSR when the event exceeds 100 acres in timber and slash fuel types, 300 acres in grass or brush fuel types, or has a Type 1 or 2 IMT assigned. Such large, long duration fires will be reported in the IMSR until activity diminishes, and thereafter when significant activity occurs (such as an acreage increase of 1,000 acres or more since last reported, significant resource commitment or a significant event occurs).

The Active Incident Resource Summary is updated daily in the IMSR. It includes the total count of fires and acres with resources assigned that have been reported in the SIT-209 program within the last seven days.

# **CHAPTER 80**

## **FORMS**

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**CHAPTER 80 - FORMS****DISPATCH FORMS**

The Eastern Area Coordination Center (EACC) website contains a variety of forms with links. Forms can be found under the appropriate subject listing: Dispatch, Aviation, Incident Business, etc.:

<http://gacc.nifc.gov/eacc>

In addition, both the National Interagency Mobilization Guide (NMG, Ch. 80) and the National Interagency Coordination Center website have forms available for dispatch use:

[https://www.nifc.gov/nicc/logistics/coord\\_forms.htm](https://www.nifc.gov/nicc/logistics/coord_forms.htm)

<b>AVIATION WEBSITES</b>	<b>ADDRESS</b>
Interagency Airspace Coordination	<a href="https://www.fs.fed.us/fire/aviation/av_library/index.html#a">https://www.fs.fed.us/fire/aviation/av_library/index.html#a</a>
Sunrise and Sunset Tables	<a href="http://aa.usno.navy.mil/data/docs/RS_OneYear.php">http://aa.usno.navy.mil/data/docs/RS_OneYear.php</a>
Airport Navigator	<a href="http://www.airnav.com/airports">http://www.airnav.com/airports</a>
Office of Aviation Services (OAS)	<a href="https://www.doi.gov/aviation">https://www.doi.gov/aviation</a>
SAFECOM	<a href="https://www.safecom.gov/">https://www.safecom.gov/</a>
NIFC Solicitations and Contracts	<a href="http://www.fs.fed.us/fire/contracting">http://www.fs.fed.us/fire/contracting</a>
Forest Service Aviation Safety	<a href="http://www.fs.fed.us/fire/av_safety">http://www.fs.fed.us/fire/av_safety</a>
Federal Aviation Administration	<a href="http://www.faa.gov">http://www.faa.gov</a>
Temporary Flight Restrictions	<a href="http://tfr.faa.gov">http://tfr.faa.gov</a>
Interagency Helicopter Operations Guide (IHOG)	<a href="http://www.nifc.gov/policies/pol_intgncy_guides.html">http://www.nifc.gov/policies/pol_intgncy_guides.html</a>
<b>DISPATCH WEBSITES</b>	<b>ADDRESS</b>
National Interagency Coordination Center	<a href="http://gacc.nifc.gov/links/links.htm">http://gacc.nifc.gov/links/links.htm</a>
EACC Website	<a href="http://gacc.nifc.gov/eacc/">http://gacc.nifc.gov/eacc/</a>
ROSS	<a href="http://famit.nwcg.gov/applications/ROSS">http://famit.nwcg.gov/applications/ROSS</a>
Incident Business Management Information	<a href="http://www.fs.fed.us/fire/ibp">http://www.fs.fed.us/fire/ibp</a>
Publications Mgmt. System (PMS) and NWCG National Fire Equipment System Catalog Part 2, Task books	<a href="http://www.nwcg.gov/pms/pms.htm">http://www.nwcg.gov/pms/pms.htm</a>
Per Diem Rates	<a href="http://gsa.gov/portal/category/21287">http://gsa.gov/portal/category/21287</a>
Unit Identifier Booklet	<a href="https://wfmi.nifc.gov/cgi/UnitId.cgi">https://wfmi.nifc.gov/cgi/UnitId.cgi</a>
SAFENET	<a href="http://safenet.nifc.gov">http://safenet.nifc.gov</a>
<b>FIRE WEBSITES</b>	<b>ADDRESS</b>
National Wildland Fire Coordinating Group	<a href="http://www.nwcg.gov">http://www.nwcg.gov</a>
Canadian Interagency Forest Fire Centre (CIFFC)	<a href="http://www.ciffc.ca">http://www.ciffc.ca</a>
EACC Predictive Services	<a href="http://gacc.nifc.gov/eacc/predictive_services/predictive_services.htm">http://gacc.nifc.gov/eacc/predictive_services/predictive_services.htm</a>
Interagency Standards for Fire and Aviation Operations (Redbook)	<a href="http://www.nifc.gov/policies/pol_intgncy_guides.html">http://www.nifc.gov/policies/pol_intgncy_guides.html</a>
Fire Danger Pocket Cards	<a href="http://fam.nwcg.gov/fam-web/pocketcards/default.htm">http://fam.nwcg.gov/fam-web/pocketcards/default.htm</a>
<b>TRAINING WEBSITES</b>	<b>NADDRESS</b>
Eastern Area Training	<a href="http://www.nationalfiretraining.net/ea/index.html">http://www.nationalfiretraining.net/ea/index.html</a>
National Wildland Fire Training	<a href="http://www.nationalfiretraining.net">http://www.nationalfiretraining.net</a>
<b>PREDICTIVE WEBSITES</b>	<b>ADDRESS</b>
National Hurricane Center	<a href="http://www.nhc.noaa.gov/">http://www.nhc.noaa.gov/</a>
Remote Automated Weather Stations	<a href="http://raws.fam.nwcg.gov/">http://raws.fam.nwcg.gov/</a>
NWS Central Region Home Page	<a href="http://www.crh.noaa.gov">http://www.crh.noaa.gov</a>
NWS Eastern Region Home Page	<a href="http://erh.noaa.gov">http://erh.noaa.gov</a>
<b>GOVERNMENT AGENCY WEBSITES</b>	<b>ADDRESS</b>
Federal Emergency Management Agency	<a href="http://www.fema.gov">http://www.fema.gov</a>
National Association of State Foresters	<a href="http://www.stateforesters.org">http://www.stateforesters.org</a>

# **CHAPTER 90**

## **COOPERATION**

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## CHAPTER 90 - COOPERATION

### NATIONAL WEATHER SERVICE

The National Agreement for Meteorological Services between the National Weather Service (NWS) and the Federal land management agencies identifies the services to be provided and defines the financial obligations of the User and/or NWS. Fire weather services are provided for the Area by the NWS Meteorologists in 38 offices located at:

#### *NWS Eastern Region*

- Maryland (Baltimore, MD)
- New England (Burlington, VT)
- New England (Gray, ME)
- New England (Albany, NY)
- New York/Pennsylvania (Binghamton, NY)
- New York (Buffalo, NY)
- Ohio (Wilmington, OH)
- Pennsylvania (State College, PA)
- New England (Caribou, ME)
- New England (Taunton, MA)
- New England (Brookhaven, NY)
- New Jersey (Mount Holly, NJ)
- Ohio (Cleveland, OH)
- Pennsylvania (Pittsburgh, PA)
- West Virginia (Charleston, WV)

#### *NWS Central Region*

- Illinois (Chicago/Romeoville, IL)
- Illinois (Lincoln, IL)
- Illinois/Indiana/Missouri (Paducah, KY)
- Indiana (Indianapolis, IN)
- Indiana (Louisville, KY)
- Indiana (North Webster, IN)
- Iowa (Davenport, IA)
- Iowa (Des Moines, IA)
- Michigan (Detroit, MI)
- Michigan (Marquette, MI)
- Michigan (Gaylord, MI)
- Minnesota (Aberdeen, SD)
- Michigan (Grand Rapids, MI)
- Minnesota (Chanhassen, MN)
- Minnesota (Duluth, MN)
- Minnesota (Grand Forks, ND)
- Minnesota (Sioux Falls, SD)
- Missouri (Springfield, MO)
- Missouri (Kansas City, MO)
- Missouri (St. Louis, MO)
- Wisconsin (Green Bay, WI)
- Wisconsin (Sullivan, WI)
- Wisconsin (La Crosse, WI)

Services available to the units are listed in two categories:

**Basic Services:** These types of service are provided without cost and are processed directly between the units and their servicing NWS Office. When requesting spot weather forecasts or special forecasts, inform the forecaster of the duration and type of forecasts anticipated. Be sure to inform forecaster when services are no longer needed.

**Special Services:** These are services provided on a reimbursable basis. Units should place these orders directly with the NWS Office. The EACC Center Manager will assist only when problems arise in securing needed services. Units should retain a copy of the national agreement and the latest NWS annual operating plan.

**EASTERN AREA COORDINATING GROUP (EACG)**

<b>VOTING MEMBERS</b>	<b>Unit ID</b>	<b>Agency/Compact</b>
Jason Riggins	MN-R3R	FWS, Midwest Region 3
Steve Goldman	WI-R09	FS, Eastern Region Cooperative Fire
Steve Miller	WI-R09	FS, Eastern Region
Tom Remus	MN-MRA	BIA, Midwest & Eastern Regions
Patrick Pearson	NE-MWP	NPS, Midwest & Northeast Regions
Tom Brady, Chair	State Rep	Northeastern Forest Fire Protection Commission
Robert Harltove, Past Chair	State Rep	Middle Atlantic Interstate Forest Fire Protection Compact
Paul Lundgren	MN-MNS	Great Lakes Forest Fire Compact
Gail Kantak	IA-IAS	Big Rivers Forest Fire Management Compact

**Other Non-Voting Members:**

Art Canterbury	MA-R5R	FWS, Northeast Region 5
Paul Ryan	TN-ERA	BIA, Eastern Region
Laura McIntyre-Kelly	WI-EACC	EACC Center Manager
David Laboy	WI-R09	Business Manager
Mark Musitano	PA-NEP	NPS, NE Region
Steve Goldman	WI-R09	IC, Eastern Area T2 IMT
Brian Pisarek	MN-MNS	IC, Eastern Area T2 IMT

**EACG OPERATIONS WORKING TEAM MEMBERS (OWT)**

Seth Grimm	MN-DLR	FWS, Regions 3 & 5
Cory Berg	WI-MNA	BIA, Midwest Region
Jay Mickey, Chair	NE-MWP	NPS, Midwest Region
Terry Walter	WI-R09	FS, Eastern Region
Steve Goldman	WI-R09	FS, Eastern Region Cooperative Fire
Greg Vollhaber	MN-MNS	Great Lakes Forest Fire Compact
Mark Huter	IN-INS	Big Rivers Forest Fire Management Compact
Dan LeCrone,	PA-PAS	Middle Atlantic Interstate Forest Fire Protection Compact
Rich Schenk,	CT-CTS	Northeastern Forest Fire Protection Commission
Jason Riggins, EACG Liaison	MN-R3R	FWS, Midwest Region 3
Brendan Neylon, EACC Liaison	WI-R09	Eastern Area Cord. Ctr.

**EACG INCIDENT BUSINESS WORKING TEAM MEMBERS (IBWT)**

Randee Olson, Chair	WI-R09	FS, Eastern Region
Brenda Miles	MN-VOP	NPS, Midwest & Northeast Regions
Cristine Basina	MN-MRA	BIA, Midwest & Eastern Regions
Melissa Johnson	PA-ALF	Allegheny National Forest
Kim Muirhead	MN-RLR	Rice Lake National Wildlife Refuge
Peter Beringer	NH-NAF	FS, Northeastern Area/Eastern Region
Kerry Jacobson	ES-ESO	BLM, Eastern States
Paul Lundgren, EACG Liaison	MN-MNS	Great Lakes Forest Fire Compact

**EACG DISPATCH WORKING TEAM MEMBERS (DWT)**

Mari Carello-Bigner	NH-NEC	NPS - Northeast Region
Collette Johnson, Past Chair	WV-OHR	FWS, Regions 3 & 5
Natasha Woodwick	MN-MNA	BIA, Midwest Region
Don Tucker, Chair	NH-NEC	Northeastern Forest Fire Protection Commission
Charlene Nazarenko	MO-MTF	Big Rivers Fire Management Compact
Glenn Palmgren, Vice Chair	MI-MIS	Great Lakes Forest Fire Compact
Jennifer Parrish, EACC Liaison	WI-EACC	EACC Logistics Coordinator
Tom Remus, EACG Liaison	MN-MNA	BIA, Midwest Region

**EACG TRAINING WORKING TEAM MEMBERS (TWT)**

Darlene Hall	WI-R09	FS, Eastern Region Cooperative Fire
Dave Pergolski, Chair	WI-GLA	BIA, Midwest & Eastern Regions
Gerald Vickers	MD-BWR	FWS, Regions 3 & 5
Nathaniel Orsburn	IN-NPS	NPS, Midwest & Northeast Regions
Lars Lund	VT-VTS	Northeastern Forest Fire Protection Commission
Kerry Jacobson	ES-ESO	BLM – Eastern States
Bill Altman, Vice Chair	IA-IAS	Big Rivers Forest Fire Management Compact
Tom Shuman	OH-OHS	Middle Atlantic Interstate Forest Fire Protection Compact
Todd Manley	MN-MNS	Great Lakes Forest Fire Compact
Bob Hartlove, EACG Liaison	State Rep	Middle Atlantic Interstate Forest Fire Protection Compact

**EACG PREVENTION WORKING TEAM MEMBERS (PWT)**

Dennis Fiore	WI-R09	FS, Eastern Region
Jeremy Bennett	MN-MRA	BIA, Midwest & Eastern Regions
Catherine Koele	WI-WIS	Great Lakes Forest Fire Compact
Gail Kantak	IA-IAS	Big Rivers Forest Fire Management Compact
Ethan Ready	VT-GMF	Northeastern Forest Fire Protection Commission
Russ Langford	MN-R3R	FWS, Midwest Region 3
Bob Hartlove, EACG Liaison	State Rep	Great Lakes Forest Fire Compact

**STATES**

Cooperative Fire Protection Agreements exist between all 20 states within the Eastern Area and the Forest Service. Copies of these agreements are administered and maintained by the Eastern Region State and Private Forestry, Milwaukee, WI. These agreements are updated with annual operating plans. The agreements are for the purpose of the Forest Service to provide fire protection assistance to the states and the states to furnish fire protection resources when needed by cooperating agencies through the Forest Service mobilization. National Forests enter into separate agreements with each State.

Most of the states within the Eastern Area have addendums to their Cooperative Agreements to allow their participation in all-hazard assignments including FEMA incidents.

**STATE COMPACTS**

State forest fire protection programs are strengthened through support provided by neighboring States and Provinces via the forest fire compacts. The formation of forest fire compacts, authorized under the Weeks Law

and other specific Federal and State legislation, allows states to share firefighting personnel and equipment during periods of high fire occurrence. Compacts are essentially mutual aid agreements between the States authorized by Congress for the sharing of firefighting resources in the United States and adjacent areas in Canada. Mobilization could occur between states or within the compact area at the request of a compact member.

There are 4 forest fire compacts in the Eastern Area, representing twenty states and seven Canadian Provinces.

### ORGANIZATIONS

**Northeastern Forest Fire  
Protection Commission  
(NFFPC)**

Maine  
Vermont  
New Hampshire  
Connecticut New  
York Rhode Island  
Massachusetts  
Quebec  
Nova Scotia  
Newfoundland  
New Brunswick  
Prince Edward  
Island

**Middle Atlantic Interagency  
Forest Fire Protection  
Compact  
(MAIFFPC)**

Pennsylvania  
New Jersey  
Delaware  
Maryland  
West Virginia  
Ohio  
Virginia

**Great Lakes Forest  
Fire Compact  
(GLFFC)**

Minnesota  
Wisconsin  
Michigan  
Manitoba  
Ontario

**Big Rivers Forest Fire  
Management Compact  
(BRFFMC)**

Indiana  
Iowa  
Illinois  
Missouri

### COMPACT RESOURCE ORDERING PROCEDURES

The following scenarios will illustrate normal or standard operating procedures for ordering and mobilizing resources within the Eastern Area Compacts:

**STATE-TO-STATE ASSISTANCE WITHIN THE COMPACT:** Resource ordering is coordinated through the methods listed. Each agency is responsible for their individual Cooperative Agreements and billing/reimbursement processes. No Federal Fire Code is issued for State-to-State resource ordering within the Compacts. Billing and reimbursements are not processed through the Federal financial system.

- **All Compacts:** Direct ordering between cooperating states.
- **Emergency Firefighters (ADs):** The AD Hiring Authority does not provide for hiring Emergency Firefighters for State-to-State fire assistance. ADs cannot be assigned to work on State incidents without a Federal Fire Code. (See Federal Fire Codes)
- **Incident Qualifications:** Per NWCG 310-1, the minimum qualifications for State-to-State mobilization are Agency Standards.

**STATE-TO-FEDERAL ASSISTANCE WITHIN THE COMPACT:** (State resources provided for Federal incidents) each Federal Land Unit has specific Reciprocal Fire Agreements with its respective State Forestry Agency. Initial attack dispatching and resource ordering is conducted per the local Reciprocal Fire Agreement. Extended attack resource ordering is coordinated through the methods listed and authorized through individual State Cooperative Fire Agreement. A Federal Fire Code will be generated whenever a Federal unit orders State resources. (See Federal Fire Codes)

- **All Compacts:** Federal orders go through local Interagency Dispatch and to EACC as necessary.
- **Emergency Firefighters (ADs):** The use of AD overhead and firefighters on State fire crews is always permissible when being dispatched to Federal incidents.
- **Incident Qualifications:** Per NWCG PMS 310-1, "Any organization or agency providing resources to fill national interagency request for all types of wildland fire incidents will meet the minimum NWCG requirements described in this guide."

NWCG recognizes the ability of cooperating agencies at the local level to jointly define and accept each other's qualifications for initial attack, extended attack, large fire operations, and prescribed fire.

**STATE-TO-PROVINCE ASSISTANCE:** State Compact resources ordered to assist Canadian Provinces are coordinated as State-to State ordering. Each Agency is responsible for their individual Cooperative Agreements and billing/reimbursement processes. No Federal Fire Code is issued for Canadian resource orders through the Compacts. Billing and reimbursements are not processed through the Federal financial system.

- **GLFFC:** Direct ordering between cooperating States and Provinces.
- **NFFPC:** Direct ordering between cooperating States and Provinces.
- **Passport Requirements for State Employees:** A passport is required for everyone flying commercially between the US and Canada, however, for ground transportation and when flying in private or government aircraft, a passport is not required for State Agency wildland firefighters to travel between Canada and the US, provided:
  - US Customs has advance notice that US firefighting resources have been ordered and will be crossing the border and be provided with a copy of the manifest.

- Firefighters have in their possession two forms of Government issued identification, including one photo ID.
  - The wildland firefighters have no US criminal record (including DUI charges).
- **Emergency Firefighters (ADs):** The AD Hiring Authority does not provide for hiring Emergency Firefighters for international incident response. ADs cannot be assigned to work on State crews while working outside the US.
  - **Incident Qualifications:** Per NWCG 310-1, the minimum qualifications for in-compact mobilization are Agency Standards.

**FEDERAL-TO-STATE ASSISTANCE:** (Federal resources provided for State orders) Each Federal Land Unit has specific Reciprocal Fire Agreements with its respective State Forestry Agency. Initial attack dispatching and resource ordering will be conducted per the local Reciprocal Fire Agreement. Extended attack resource ordering will be coordinated through the methods listed and authorized through individual State Cooperative Fire Agreements. A Federal Fire Code will be generated when States order any Federal resources. (See Federal Fire Codes)

- **All Compacts:** States order through local Interagency Dispatch Center and to EACC as necessary.

**FEDERAL-TO-PROVINCE ASSISTANCE:** (Federal resources dispatched to support the Canadian Province Compact Partners in GLFFC/NFFPC) Each Federal Land Unit has specific Reciprocal Fire Agreements/Border Agreements with adjacent Canadian Provinces. Initial attack dispatching and resource ordering to support Canadian incidents are conducted per the local Reciprocal Fire Agreement/Border Agreement. Extended attack resource ordering is coordinated through the Canadian Interagency Forest Fire Center (CIFFC) and NICC. A Federal Fire Code will be generated at NICC for Canadian resource orders.

- **Federal Passport Requirements:** Current passport policies for Federal wildland firefighters are agency specific, but also require:
  - The US Customs be notified in advance; and be provided with a copy of the manifest.
  - Firefighters have no criminal record (including DUI charges).

Outside of the border agreements, all employees are required to obtain an “Official Federal Passport” to travel to foreign countries on federal business.

- **Forest Service:** Employees (excluding ADs) may cross the US Canadian border without a passport, for reciprocal fire response actions taken through local NFS Border Agreements. All personnel are required to carry a passport or two pieces of identification (a government-issued photo identification, such as a driver’s license and either a birth certificate or a citizenship card).
- **DOI Passport Requirements:** DOI agencies should verify current policy guidance with their national office for travel to Canada when on official fire business.
- **Mixed Agency Crews:** The Canada/United States Reciprocal Forest Fire Fighting Arrangement does not specifically provide coverage for tort claims or liability for state employees, thus State Employees cannot fill positions on Federal Incident Management Teams or firefighting crews mobilized to Canada. However, State employees may be ordered and mobilized individually, (or as a squad); and then assigned to work with the federal crew once in Canada. Each agency is responsible for dispatching their respective resources. State employees are dispatched via the Compact or State Agreements.
- **Emergency Firefighters (ADs):** The AD Hiring Authority does not provide for hiring Emergency Firefighters

for international incident response.

**PROVINCE-TO-STATE ASSISTANCE:** Province resources ordered to assist Compact States are coordinated as State-to-State ordering. Each Agency is responsible for their individual Cooperative Agreements and billing/reimbursement processes. Federal Fire Codes are not issued for Canadian resources ordered through the Compacts.

- **GLFFC:** Ordering is done directly between the Province and the State.
- **NFFPC:** Ordering is done directly between the Province and the State.
  
- **Passport Requirements for Canadian Employees:** A passport is not required for Canadian wildland firefighters to travel between Canada and the US, provided:
  - US Customs has advance notice that Canadian firefighting resources have been ordered and will be crossing the border, and be provided with a copy of the manifest.
  - Firefighters have in their possession two forms of Government issued identification, including one photo ID.
  - The wildland firefighters have no criminal record (including DUI).
  
- **Incident Qualifications:** Per NWCG 310-1, the minimum qualifications for in-compact mobilization are Agency Standards.

**PROVINCE-TO-FEDERAL ASSISTANCE:** (Canadian resources dispatched to support the Federal Partners in GLFFC/NFFPC) Each Federal Land Unit has specific Reciprocal Fire Agreements/Border Agreements with adjacent Canadian Provinces. Initial attack dispatching and resource ordering to support border wildland fire management will be conducted per the local Reciprocal Fire Agreement/Border Agreement. Extended attack resource ordering will be coordinated through NICC and CIFFC. All resource orders for Canadian resources will follow the National Mobilization Guide protocols. A Federal Fire Code will be generated at NICC for Federal fire incidents.

- **Canadian/US Passport Requirements:** A passport is not required for Canadian wildland firefighters to travel between Canada and the US, provided:
  - US Customs has advance notice that Canadian firefighting resources have been ordered and will be crossing the border and be provided with a copy of the manifest.
  - Firefighters have in their possession two forms of Government issued identification, including one photo ID.
  - The wildland firefighters have no criminal record (including DUI).
  
- **Incident Qualifications:** Per NWCG 310-1, "Any organization or agency providing resources to fill national interagency request for all types of wildland fire incidents will meet the minimum NWCG requirements described in this guide.

**COMPACT-TO-COMPACT ASSISTANCE:** Resource ordering and mobilization between compacts is considered the same as State-to-State Assistance.

**FIRE EQUIPMENT TRANSPORTATION:** The logistical and financial responsibilities for the transportation of equipment mobilized between States, Provinces, or Compacts is determined by the specific agreement authorization cited for the mobilization. Each Agency is responsible for their individual Cooperative Agreements and billing/reimbursement processes. Billing and reimbursements are not processed through the Federal financial system.

**FEDERAL FIRE CODES:** Generally, Federal fire codes are created as an accounting mechanism to keep track of costs associated with incident response on Federal lands. Through Cooperative Fire Agreements, State Cooperators also have the ability to utilize Federal fire codes for Federal resource ordering and cost tracking via their local Federal Dispatch Center.

### **FIRE CREWS**

- **Crew Configuration:** Fire crew resources for Compacts/States may be ordered as conventional 20-person crews; as well as smaller modules of squads with leadership. When nonconventional crew configurations are ordered through IROC, crewmembers and leadership positions will need to be ordered individually.
- **Crew Representative (CREP)/Interagency Resource Representative (IARR):** The sending Agency shall determine the need to add CREPs for fire crew mobilizations in all mobilization scenarios. The need for IARRs will be determined by EACC whenever resource ordering involves the GACC.

**NAME REQUESTS FOR STATE/COMPACT RESOURCE ORDERS:** Name requests will be accepted as standard operating procedure when filling orders within Compacts, between Compacts, and between States and Provinces. Name requests for State-to-Federal and Federal-to-State assistance will follow standard GACC protocols.

**SAFETY STANDARDS FOR ASSISTING RESOURCES:** Crews and overhead personnel will follow their respective agency standards, protocols and operating procedures for all tactical and support incident operations, as well as during transport while en route to and returning from the incident. Situations that prevent supporting resources from following their agency's safety standards are legitimate grounds for refusal of work assignment or means of transportation.

**ALL-HAZARD INCIDENT RESPONSE:** Response for all-hazard incidents fall under two categories: Stafford Act incidents and non-Stafford Act incidents.

**STAFFORD ACT RESPONSE (DISASTER/EMERGENCY HAS BEEN DECLARED BY THE PRESIDENT):** To be eligible for reimbursement through the federal financial system, all resources must be ordered on a FEMA Mission Assignment and ordered through ESF4. Assisting agencies must have a Cooperative Agreement/authority written under the Robert T. Stafford Act. Resources ordered/mobilized under the Emergency Mobilization Compact (EMAC) will be handled as state-to-state assistance.

**Emergency Firefighters (ADs):** The use of AD overhead and firefighters on State fire crews is permissible when being dispatched to Stafford Act incidents.

**NON-STAFFORD ACT RESPONSE (DISASTER/EMERGENCY HAS NOT BEEN DECLARED BY THE PRESIDENT):** Assisting agencies responding to incidents that have not been declared disasters or emergencies under the Stafford Act are operating under their respective agency's enabling authorization. Each agency is responsible for their individual agreements and billing/reimbursement processes. Federal Financial Codes are not issued for non-Stafford Act incidents. Billing and reimbursements will not be processed through the Federal financial system.

**Emergency Firefighters (ADs):** The use of AD Overhead and Firefighters on State fire crews is not permissible when being dispatched to non-Stafford Act incidents.

## STANDARD FIREFIGHTING 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 be sure they are understood.
9. Maintain control of your forces at all times.
10. Fight fire aggressively, having provided for safety first.

## COMMON DENOMINATORS OF FIRE BEHAVIOR ON TRAGEDY FIRES

There are four major common denominators of fire behavior on fatal and near-fatal fires. Such fires often occur:

1. On relatively small fires or deceptively quiet areas of large fires.
2. In relatively light fuels, such as grass, herbs, and light brush.
3. With unexpected shifts in wind direction or wind speed.
4. When fire responds to topographic conditions and runs uphill.



