

CHAPTER 70 – INCIDENT ADMINISTRATION

INCIDENT OVERVIEW

Local dispatch centers receive initial smoke reports from various entities and are responsible for coordinating an initial response to suspected wildland fires, and other emergency incidents under appropriate authorities. The standard business practice is one ignition, one record, one authoritative data source and one centralized ordering point per incident.

INCIDENT CREATION

Incidents will be created by the dispatch center with delegated authority for the benefiting agency(s) and associated Protecting Unit based on the incident's point of origin (POO). Unique Incident Identifiers are derived from the Protecting Unit Identifier and the Local Incident Identifier.

Examples:

- ID-BOD-000567
- NV-HTF-000231

The Unique Incident Identifier includes the calendar year but is only visible in some dispatch applications. Incident data and all ordering for the incident is tracked under the Unique Incident Identifier for the life of the incident.

INCIDENT RECORD CREATION AND DATA INTEGRATION

See *National Interagency Standards for Resource Mobilization*

Local Dispatch Centers have the primary responsibility for creating incidents within an integrated fire application or program.

For incident information to flow properly through IRWIN, incidents shall be created in one of the following ways:

- If there is a CAD present - Create the record in the CAD.
- If a CAD is not present - Create the record in InFORM.
- If neither option is available, coordinate with the local dispatch center to create the incident utilizing standard operating procedures.
- Creating an incident within FireCode should be rare.

NWCG EVENT KIND AND EVENT CATEGORIES (INCIDENT TYPE)

NWCG Event Kind and Event Category data standard specifies general, high-level codes and descriptions to use when categorizing incident types and planned events. Standard data values ensure consistency and accuracy within a given application and across multiple applications.

Although an event can trigger multiple types of conditions requiring response, the primary focus should be identified when specifying the Event Kind and/or Event Type. For example, a hurricane may cause flooding, search and rescue operations, and hazardous waste spills; but the Event Kind and Event Category should be "Severe Weather and Natural Disaster" and "Hurricane/Typhoon" since the hurricane was the triggering event.

NWCG Event Kind and Event Category Standards and associated business rules are located at: <https://www.nwcg.gov/data-standards/approved/event-kind-category>

Multiple Events

Multiple event/records will not be created when an incident burns onto or crosses jurisdictional boundaries. When duplicate records are inadvertently created, every effort will be made to rectify by aligning incident and resource data associated with multiple records to the correct record.

UNPROTECTED LANDS

Areas for which no fire organization has responsibility for management of a wildfire authorized by law, contract, or personal interest of the fire organization (e.g., a timber or rangeland association) are defined as unprotected. In the event a Protecting Unit can not be determined for the POO, there are two acceptable rationales for incident creation.

- The responding organization determines it a threat to protected lands.
- The responding organization determines the incident has already burned onto protected lands.
- The responding agency fire management or duty officer will determine if either criterion is met, resulting in the creation of an incident and associated response. The responding organization assumes responsibility for the incident and their respective Unit ID will be used for the Protecting Unit.

INCIDENT NAMING PROTOCOLS

When naming a wildland fire, thought should be given to ensure it is relevant and appropriate. Most land management agencies recommend that fires are named after geographic locations or landmarks. Sensitivity should be used in selecting an incident name that will not reflect negatively on the unit, fire organization or agency. What may seem to be a purely innocent name to the local unit may in fact have negative repercussions far beyond the fire itself.

Be mindful of naming a fire something that may be construed as offensive, derogatory, or inappropriate to any ethnic, religious, or political group. Avoid using names that are considered slang or may be construed as unprofessional.

The following should be avoided when naming a wildland fire:

- Including "Fire" in the incident name.
- Naming a wildland fire after a person.
- Naming a wildland fire after private property or company.
- Naming a wildland fire that includes the phrase "Dead Man" or "Deadman."
- Naming a wildland fire after another catastrophic fire (one that experienced fatalities, high property losses, etc.).
- Naming a wildland fire after a well-publicized event that could cause confusion.

Validation Rules

Fire applications and programs that send and receive information through IRWIN have incident naming standards. Validation rules have been put in place that only allow certain naming conventions to flow properly through IRWIN.

The following validation rules apply to incident naming conventions and their associated NWCG Event Code or Event Category:

- An Incident Complex (CX) record will have the word Complex in the naming convention.
- A Prescribe Fire record (RX) will have RX in the naming convention.
- An Emergency Stabilization/BAER (BR) record will have BAER in the naming convention.
- Fire Rehabilitation (FR) record will have FR in the naming convention.
- The Incident Name must be two or more alpha-numeric characters in length, limited to 55 characters.
- The Incident Name may be comprised of any combination of letters, numerals, and limited special characters.

More information regarding incident name validation and exchange rules can be found at: <https://www.nwcg.gov/sites/default/files/publications/910-incident-name.pdf>

UNIT IDENTIFIERS

See *National Interagency Standards for Resource Mobilization*

Each Geographic Area Coordination Center Manager shall designate a Unit Identifier Data Custodian (GACC Data Custodian) and an alternate. GACC Data Custodians are responsible for ensuring each agency's internal process has been completed and have the authority to ensure appropriate NWCG Organizational Unit Codes are created.

Upon receipt of written requests, GACC Data Custodians are responsible for entering modified or newly created Unit Identifiers, and associated information, into the System of Record (SOR). The NWCG Unit Identifier Board Chair/Co-Chair is responsible for monthly publication of changes to NWCG Unit Identifiers after approval by the NWCG Unit Identifier Board.

NWCG Standards for Unit Identifiers, PMS 931 is found at: <https://www.nwcg.gov/publications/931>

Incident Reporting

The NICC has defined reporting requirements for wildfires meeting specific criteria, refer to the *National Interagency Standards for Resource Mobilization* Chapter 60 for more information.

COST CODING**Interagency Fire and Severity Activities**

The five Federal Land Management Agencies with Wildland Fire Management appropriations (BLM, BIA, NPS, FWS, and USFS) have an Interagency Agreement for Wildfire Management which provides a basis for cooperation on all aspects of wildfire activities. This agreement includes the direction to NOT cross-bill for services rendered for emergency fire suppression, including severity activities.

Regardless of the benefiting jurisdiction, Geographic Areas can preposition resources utilizing their assigned support FireCode in advance of predicted significant wildland fire potential, to meet ongoing fire activity needs when the resource assignment is not yet known, or for resources supporting multiple incidents.

All wildfire suppression orders are to have a four-character (alpha-numeric) interagency FireCode assigned by the ordering office. Interagency dispatch procedures have been established to incorporate assigning one FireCode per incident for use by all Federal Wildland Fire Agencies.

Orders processed through NICC must have at least one FireCode or agency financial code assigned by the ordering office. Financial codes should be consistent with the Incident Type.

DOI Severity

Each DOI agency will track and use their specific severity code issued by the agency, state or national office. To track and compile costs, each agency will open a resource order specific to that cost coding provided. The resource order must have the word "Severity" in the incident name of the resource order.

Orders processed through NICC must have at least one FireCode or agency financial code assigned by the ordering office. Financial codes should be consistent with the Incident Type.

DOI Agencies Supporting USFS Severity Activities

The BLM, FWS, NPS and BIA will use FireCode **D0YY** when supporting FS severity activities. More information on the interagency FireCode system can be found at: https://www.firecode.gov/help/User_Guide.pdf

USFS Severity Support to DOI Agencies Activities

FS severity support to DOI will use the following codes by DOI Bureau:

- S70001 1522 – FS resource used on BIA severity orders.
- S70002 1522 – FS resource used on BLM severity orders.
- S70003 1522 – FS resource used on FWS severity orders.
- S70004 1522 – FS resource used on NPS severity orders.

Bureau of Land Management (BLM)

The BLM wildland fire management cost coding is divided into thirteen (13) activities:

- Wildland Fire Preparedness LF1000000
- Suppression Operations LF2000000 (Subject to change)
- Severity LF2100000
- Emergency Stabilization LF2200000
- Fuels Management LF3100000
- Burned Area Rehab LF3200000
- Fire Facilities LF3300000
- Joint Fire Science Program LF3400000
- State Assist Suppression LF5610000
- State Assist Preparedness LF5710000
- Fire Reimbursable LF6900000
- All-Hazard Reimbursable LF6910000
- Fire Trespass L53250000

Except for Wildland Fire Preparedness and State Assist Preparedness, a project number is required regardless of the activity code being used. The standard fund coding guidelines used for suppression, rehabilitation, and fuels activities apply. The standard severity coding procedure of converting from the severity number to a fire number applies when dispatched to a specific fire. All fire severity numbers have been assigned under program LF2100000.HT0000.

Bureau of Indian Affairs (BIA)

The BIA wildland fire management funding is divided into six activities and various sub-activities:

Wildland Fire Preparedness	FBMS Functional Area
• Preparedness	AF1002020.999900
• Interagency Fair Share	AF1003030.999900
• National Programs	AF1004040.999900
• FireBert	AF1005050.999900
• Self-Governance	AF1002900.999900
• Aviation	AF1002A00.999900
• Wildland Fire Prevention	AF1002T00.999900
• Interagency Hotshot Crews	AF1002U00.999900
• Fire Ready Reserve	AF1002V00.999900
Emergency Suppression	
• Suppression	AF2001010.999900
• Severity	AF2105050.999900
• Emergency Stabilization	AF2202020.999900
Construction & Deferred Maintenance	
• Construction & Deferred Maintenance	AF3304000.999900
• Self-Governance	AF3302G00.999900
Burned Area Rehabilitation	
• Burned Area Rehabilitation	AF3202B00.999900
Fuels Management	
• Fuels Management	AF3102H00.999900
• Reserved Treaty Rights	AF3103131.999900
• Resilient Landscapes	AF3103636.999900
Reimbursable-Wildland Fire Management	
• Preparedness	AF6901000.999900
• Emergency Operation	AF6902000.999900
• Burned Area Emergency Rehabilitation	AF6903000.999900
• Fuels Management	AF6904000.999900
• All Risk Assistance	AF6910000.999900
Proceeds of Sale of Surplus	
• Property/Equipment	AF6906000.999900
• Property/Vehicles	AF6907000.999900
• Collections – Preparedness	AF6908000.999900
• Collections – Suppression	AF6909000.999900

The Wildland Fire Management branch employs the Work Breakdown Structure (WBS) and Fire Codes (Prescribed by the Department and Congressional mandate) to facilitate funding programs. This will be accomplished through the use of FBMS accounting codes, including the following elements: Fund Code, Cost Center, Functional Area, Budget Object Class- Commitment Item and WBS.

A BIA example of a suppression, fire code, should look like: 18XA1125TR AAK4004401 AF2001010.999900 261A00 WBS AF. SPFAX60000.00000.

The WBS code will be on all obligation and expenditure documents. WBS codes must be established by the BIA-NIFC Budget Office or the Central Office. This will ensure all costs are tracked by the projects or missions.

Four-digit FireCode numbers are generated by the FireCode system, used by USDA and DOI. These FireCodes are entered into the FBMS system and used as appropriate. Severity FireCodes must be approved by the BIA Fire Operations Director. Preparedness, Burned Area Rehabilitation, Fuels Management and Construction and Reimbursable cost codes require funding transactions documents (FBMS Entry Document) to be approved.

National Park Service (NPS)

The NPS wildland fire management cost coding is as follows:

Wildland Fire Preparedness

- PF100PP85.WX0000 Base-8 for All-Hazard support
- PF100PP85.Y00000 Program Management
- PF100PP85.WR0000 Readiness
- PF100PP85.MF0000 Preparedness Fleet Maintenance
- PF100PP85.EF0000 Research
- PF100PP85.YP0000 Plan/Compliance
- PF100PP85.S00000 Provide Community Assistance
- PF100PP85.WW0000 Respond to Wildfires
- PF100PP85.P00000 Preventative Maintenance
- PF100PP85.M00000 Corrective Maintenance

Fire Facilities Construction & Maintenance

- PF330FF85.M00000 Fire Facility Corrective Maintenance
- PF330FF85.CN0000 Fire Facility Construction

Suppression Operations

- PF200SP85.WW0000 Respond to Wildfires
- PF210SV85.WV0000 Severity
- PF210SV85.WU0000 Step-Up
- PF220ES85.RM0000 Wildfire Burned Area Response

Burned Area Rehabilitation

- PF320BR85.RM0000 Wildfire Burned Area Response
- PF320BR85.Y00000 Program Management
- PF320BR85.AM0000 Monitor Treatment

Hazardous Fuels Reduction – Non-WUI

- PF310HF85.Y00000 Program Management
- PF310HF85.WP0000 Implement Prescribed Fire
- PF310HF85.YP0000 Plan/Compliance
- PF310HF85.AM0000 Monitor Treatment
- PF310HF85.WM0000 Implement Mechanical Treatments
- PF310HF85.WC0000 Implement Other Treatments
- PF310HF85.MF0000 Non-WUI Fleet Maintenance
- PF310HF85.EF0000 Research

Hazardous Fuels Reduction – WUI

- PF310WF85.Y00000 Program Management
- PF310WF85.WP0000 Implement Prescribed Fire
- PF310WF85.YP0000 Plan/Compliance
- PF310WF85.AM0000 Monitor Treatment
- PF310WF85.WM0000 Implement Mechanical Treatments
- PF310WF85.WC0000 Implement Other Treatments
- PF310WF85.EF0000 Research

State Assistance

- PF46060C8.W00000 State Assistance Collect Operations
- PF47070C8.W00000 State Assistance Collect Preparedness
- PF56161C8.W00000 State Assistance Expenditures Operations
- PF57171C8.W00000 State Assistance Expenditures Preparedness

The interagency FireCode will be used by the National Park Service for tracking and compiling costs for wildland fire suppression, severity (including step-up), emergency stabilization and burned area rehabilitation activities.

Fish and Wildlife Service (FWS)

The FWS wildland fire management cost coding is provided below:

- Wildland fire Preparedness FF.F10000##ZZZZ0
- Suppression Operations FF.F20000##ZZZZ0
- Severity FF.F21000##ZZZZ0
- Emergency Stabilization FF.F22000##ZZZZ0
- Burned Area Rehabilitation FF.F32000##ZZZZ0
- Hazardous Fuels Reduction (Non-WUI) FF.F31000##NZZZZ
- Hazardous Fuels Reduction (WUI) FF.F31000##WZZZZ

= FWS Region number (01-09) ZZZZ = project assigned code/FireCode

All cost codes require a ten-digit cost center, then a fifteen-digit Work Breakdown Structure (WBS), which includes the interagency FireCode or project number. The interagency FireCode will be used with the appropriate account as stated in the FWS Fire Business Guide. All fire operations activities require a project number. The interagency FireCode will be used by the Fish and Wildlife Service for tracking and compiling costs for wildland fire suppression, severity, and subsequent rehabilitation activities.

USDA Forest Service (FS)

The interagency FireCode Program will be used to generate a four (4) character code that will be used to track and compile costs.

“P” codes represent wildland fire suppression incidents.

“S” codes represent severity requests. Each Region/Forest will have one S-code for Regional Office approved severity. Regional severity codes will be established in the format: S#1111. Region/Unit overrides will be used.

“F” codes indicate FEMA supported incidents. An “F” code will be assigned by the Forest Service Regional Office that is within the affected FEMA Region. Individual resources ordered to a FEMA incident will charge to the appropriate “F” code. Units providing support to a FEMA incident will charge to the “F” code in accordance with the FS annual incident job code guidance. Under the NRF, overtime, travel, and per diem are reimbursable. Base salary of all employees on assignment to FEMA incidents will be charged to the appropriate “F” code and paid from the Emergency Operations (WFSU) account.

GREAT BASIN SUPPORT CODE

The intent of using the Great Basin support code is to ensure the geographic area is appropriately staffed to meet existing and anticipated incident needs through the prioritization and mobilization of additional resources to strategic locations within the Great Basin.

“Support codes will be used for repositioning or when an employee is providing general fire support due to the imminent short-term threat of high fire danger, such as a predicted wind event or lightning episode,

but cannot reasonably separate out time to a specific P-code or ABCD fire.”

“Regardless of benefitting jurisdiction, NICC and GACCs can preposition resources using their assigned support code in advance of predicted significant wildland fire potential; to meet ongoing fire activity needs when the resource assignment is not yet known; or for resources supporting multiple incidents.” Source: Forest Service FY 2024 Guidance for Use of Incident Job Codes and BLM Standards for Fire Business Management (Orange Book), pg. 9-4.

Functions that may use the GBCC GACC Support Code

- GBCC employees and those assigned to the center.
- GB Priority Trainee Program employees
- Mobilization and staging areas
- Extended standby for aviation and other resources
- Air bases when asked to activate prior to contract activation.

For further information on the GB Support Code use visit the following site:

<https://gacc.nifc.gov/gbcc/admin/docs/FINAL%20Great%20Basin%20Support%20Code%20Appropriate%20Use%20Guide.pdf>