

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

The dispatch center with delegated authority for the benefiting agency(s) and associated Protecting Unit will create incidents 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 X program 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/publications/pms910/nwcg-data-standards-pms-910>

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 wildland fire 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 cannot be determined for the POO, there are two acceptable rationales for incident creation, the responding organization determines it a threat to protected lands or 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 the responding organization's 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 when 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 Prescribed 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/publications/pms910/nwcg-data-standards-pms-910>

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 publishes monthly changes to NWCG Unit Identifiers after approval by the NWCG Unit Identifier Board. See [*NWCG Standards for Unit Identifiers, PMS 931*](#).

Incident Reporting

The NICC has defined reporting requirements for wildfires meeting specific criteria, referring to the [*National Interagency Standards for Resource Mobilization*](#) Chapter 60 for more information.

COST CODING

Interagency Fire and Severity Activities

Federal Land Management Agencies with Wildland Fire Management appropriations 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 a FireCode or agency financial code assigned by the ordering office.

Financial codes should be consistent with the Incident Type.

The new experimental FireCode X system was deployed in April of 2025. The User Guide can be found on the Great Basin website:

https://www.firecode.gov/ords/prd/firecode/r/160/files/static/v425/FireCodeX_Basic_User_Guide.pdf

USDA Forest Service (FS)

For direction regarding Forest Service Job Codes, reference [*Forest Service Guidance for Establishment and Use of Incident Job Codes*](#).

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 may be used for prepositioning 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 Guidance for Establishment and Use of Incident Job Codes*](#).

Functions that may use the GBCC GACC Support Code

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