CENTRAL IDAHO INTERAGENCY FIRE CACHE

STANDARD OPERATING PROCEDURES

ID-CIK

2021

Fire Cache Operations

1. **Pre-Season Orders**

    a. Pre-season orders can go directly to Central Idaho Fire Cache (CIK).

    b. Pre-season orders must have an FMO or AFMO signature.

    c. Pre-season orders must be turned in to the cache by **06/15.**

    d. CIK Pre-season Order Form will be used for these orders. The form can be found in Pinyon (Box)- 5100Fire- Central Idaho Fire Cache- Forms or downloaded at https://usfs.app.box.com/file/611866522429 or Central Idaho Interagency Fire Center webpage under Equipment and Supplies https://gacc.nifc.gov/gbcc/dispatch/id-cic/equipment.html.

    e. The form must be filled out and can be emailed directly to the Cache Manager or hand delivered. Email is the preferred method. Orders may not be filled immediately upon receipt of the form.

    f. Pumps w/ kits can be checked out from the CIK Fire Cache on a pre-season order. Due to limited availability no more the one pump will be checked out per module. All pumps and kits will be returned the Cache by **10/1** to be sent to Great Basin Cache Pump Shop to be refurbished unless arrangement have been made with our Cache.

2. **Incident Orders:** All orders will go through Central Idaho Dispatch.

    a. **Pump/Saw Fuel**

        i. Orders for fuel will consist of 2 Cycle Mix and fuel cans filled with 91 Octane Fuel and marked with a RED Unleaded Fuel Tags. Fuel **WILL NOT BE** mixed by cache personnel.

        ii. All Fuel Cans must be returned to the Cache.

    b. **Drip Torch Mix**

        i. Light Blue Tag labeled "Drip Torch Mix".

        ii. 3:1 ratio.

        iii. All Fuel Cans must be returned to the Cache.

    c. **Incident Supply Trailer –** See Appendix A for Inventory

i. Currently there are two Incident Supply Trailers within the CIK Cache system. They can be ordered on a first come first serve basis.

ii. When the Incident Supply Trailer is ordered one of the two Water Handling Trailers will be added to the order.

iii. CIK personal will work with Central Idaho Dispatch Center to arrange the delivery of the trailer. A One Ton vehicle is required to tow the trailer. **The Stinger will remain with the trailer.**

iv. The trailer will remain on-site until it is released from the incident. An inventory is posted on the rear right wall inside the trailer. **PLEASE DO NOT OPEN BOXES TO SEE THEIR CONTENT**. Boxes are labeled with their content.

v. 10 Gal. 91 Octane fuel and 20 QB's filled with Potable water will be delivered with the trailer.

d. **Water Handling Trailer-** See Appendix A for Inventory

i. Currently there are two Water Handling Trailers within the CIK Cache system.

ii. When the Incident Supply Trailer is ordered one of the two Water Handling Trailers will be added to the order automatically.

iii. The Water Handling Trailers can be ordered separate from the Incident Supply Trailers if they are not already assigned to an incident. If the trailers are already assigned to an incident and an order is placed for one of them the cache can/will fill the order with the inventory of the trailer minus the trailer.

iv. **The Stinger will remain with the trailer.**

v. 20 Gal. 91 Octane fuel will be delivered with the Water Handling Trailer.

e. **Heli-Well Trailer**

i. 10 gal. 91 Octane fuel will be delivered with the Heli-Well Trailer.

ii. It is the responsibility of the ordering resource to set up and take down the Heli-well.

iii. **The Stinger will remain with the trailer.**

f. **Reader Boards**

     i. Currently there are two Reader Boards within the CIK Cache system for Forest wide use. They can be ordered on a first come first serve basis.

     ii. Orders for the Reader Boards will be placed through Central Idaho Dispatch where a Resource Order will be issued.

     iii. There are several pre-made messages downloaded to the Reader Boards. Directions to setup the Reader Board comes with each board. If assistance is needed with set-up, work with cache personnel.

     iv. **The Stinger will remain with the trailer.**

3. **Incident Replacement**

     i. **All Incident Replacement orders will go through Central Idaho Dispatch Center to have an S# assigned.** If items are standard cache items with NFES numbers assigned they will be replaced through the cache.

     ii. <u>Replacement on ABCD Misc</u>. Fires from CIK to Great Basin Fire Cache (GBK) will be done on CIK Restock.

     iii. **Durable Items:**

          1. These items can be replaced on a one for one exchange. Examples would be Nomex, Hand tools, Belt Weather Kits etc. If you have questions on this contact the CIK Cache Personnel.

          2. Durable Items that are to be replaced need to be returned to the cache before replacements can be issued.

4. **Prescribed Fire (RX):** All orders will go through Central Idaho Dispatch.

    a. **Cache Orders**

     i. Large cache orders may be filled through GBK.

     ii. Water Handling Trailer- see **Section 2. Incident Orders-> d. Water Handling Trailer** for more information.

    b. **Pump/Saw Fuel and Drip Torch Fuel**

     i. Orders for fuel will consist of Fuel Cans only and the oil for mix. Fuel WILL NOT BE mixed by cache personnel.

     ii. The purchase of fuel will be done by Fuels Personnel or approved purchaser not Fire Cache Personnel.

        iii. Fuel Containers will be returned to the Fire Cache.

            1. The expectation is the fuels cans will be returned empty.

5. **Non-Primary Fire Personnel**

    a. Supervisor will call to set a Date/Time for non-fire personnel to check-out and check-in fire gear. Gear must be checked back into the Cache on or before their last workday. Gear will not be issued the following year if gear wasn't returned. **This is the Supervisors responsibility**.

Safety

1. **COVID-19 Best Management Practices (Fire Cache)**

The Salmon-Challis National Forest recognizes the need for mitigations for the Covid-19 virus for fire operations during the 2021 wildland fire season. This document represents Best Management Practices (BMP) to be utilized by the Central Idaho Interagency Fire Cache to reduce exposure to personnel working on and responding to wildland fires. In this document there is three focus areas: Prevention, Cache Guidelines, and Exposure Protocols. These recommendations will enhance our ability to work safely, provide wildland fire response services, and protect our Employees and the Public. Attached is a flow chart outlining the different sources of potential exposure, and what actions need to be taken to effectively mitigate further outbreak within Fire Cache. This document is not intended to replace National, Regional, and Forest policy and recommendations; it is intended and expected to be updated regularly to reflect additional guidance and Leaders Intent as the Covid-19 pandemic evolves.

Prevention:

Preventing an outbreak locally is our best action. Here are Best Management Practices to ensure we are doing our best to lower our risk of exposure and to continue operating smoothly. Basic safeguards to follow as directed from the CDC can be found at, www.cdc.gov/COVID19. These mitigations also coincide with the SCF Risk Assessment Worksheet, Covid-19 Exposure Protocols.

Locally on each cache will implement the following actions as well as CDC and SCF Risk Assessment Worksheet direction.

- Employees will review both sources, CDC Guidelines to Preventing Covid-19 & Salmon/Challis National Forest Risk Assessment Worksheet: Covid-19 Exposure Protocols, to become familiar with actions to be taken to prevent contracting Covid-19.

- Each employee will sanitize their vehicle and work area before and after use.

- The use personal protective equipment is required for tasks that might result in exposure to COVID-19.

Cache Guidelines:

Here are strategies to safeguard both Salmon and Challis cache locations.

Restrict Access to the offices and work areas to essential personnel only.

- A phone call or text to the Cache Manager is required before access to the cache office or work area is required.

- Utilize a single point of access.

    i. Ensure these access points are marked "Authorized Personnel" and contact information for the Cache Manager.

    ii. Ensure these access points also have disinfecting wipes and hand sanitizer with instructions on disinfecting the office/work area.

- Use a visitor log to track who has entered the facility, this log will include the visitors name and date/time for each visit. The Log will be posted at each entry point.

- Mask's may be required before entry into work area.

Exposure Protocol:

If an employee believes they may have been exposed to or is showing signs and symptoms of COVID-19 or has a confirmed diagnosis of COVID-19, the protocols listed below will be followed:
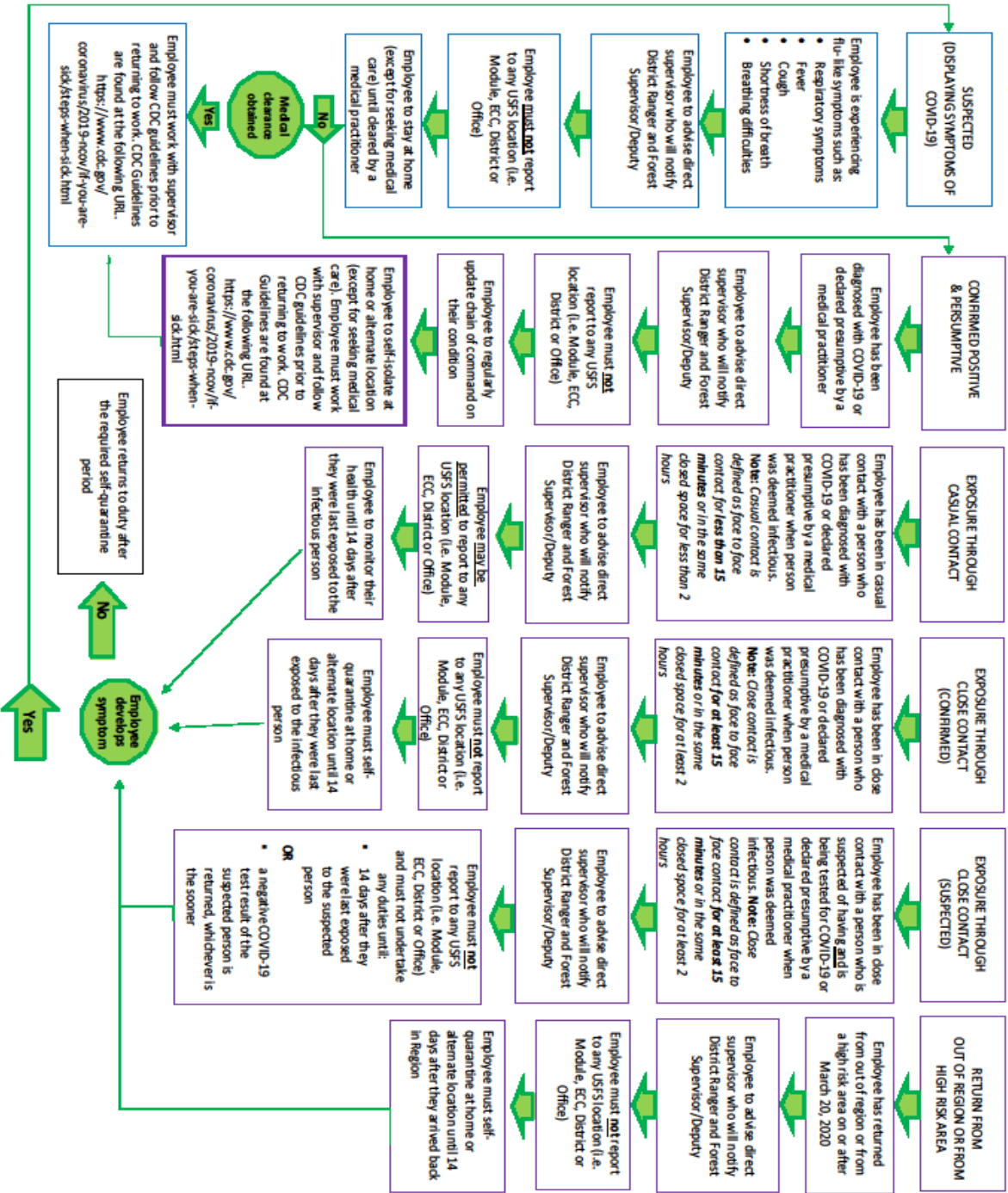
- Employees will follow the "Salmon-Challis National Forest COVID-19 Response Action Process" flow chart, which will ensure appropriate notifications and actions to be taken.

SALMON CHALLIS COVID-19 RESPONSE ACTION PROCESS

COVID-19 Response Employee Notification

SUSPECTED (DISPLAYING SYMPTOMS OF COVID-19)

- Employee is experiencing flu-like symptoms such as:
  - Respiratory symptoms
  - Fever
  - Cough
  - Shortness of breath
  - Breathing difficulties
- Employee to advise direct supervisor who will notify District Ranger and Forest Supervisor/Deputy
- Employee must not report to any USFS location (i.e. Module, ECC, District or Office)
- Employee to stay at home (except for seeking medical care) until cleared by a medical practitioner
- **Medical clearance obtained** — No / Yes
- **Yes:** Employee must work with supervisor and follow CDC guidelines prior to returning to work. CDC Guidelines are found at the following URL. https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

CONFIRMED POSITIVE & PRESUMPTIVE

- Employee has been diagnosed with COVID-19 or declared presumptive by a medical practitioner
- Employee to advise direct supervisor who will notify District Ranger and Forest Supervisor/Deputy
- Employee must not report to any USFS location (i.e. Module, ECC, District or Office)
- Employee to regularly update chain of command on their condition
- Employee to self-isolate at home or alternate location (except for seeking medical care). Employee must work with supervisor and follow CDC guidelines prior to returning to work. CDC Guidelines are found at the following URL. https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

EXPOSURE THROUGH CASUAL CONTACT

- Employee has been in casual contact with a person who has been diagnosed with COVID-19 or declared presumptive by a medical practitioner when person was deemed infectious. Note: Casual contact is defined as face to face contact for less than 15 minutes or in the same closed space for less than 2 hours
- Employee to advise direct supervisor who will notify District Ranger and Forest Supervisor/Deputy
- Employee may be permitted to report to any USFS location (i.e. Module, ECC, District or Office)
- Employee to monitor their health until 14 days after they were last exposed to the infectious person

EXPOSURE THROUGH CLOSE CONTACT (CONFIRMED)

- Employee has been in close contact with a person who has been diagnosed with COVID-19 or declared presumptive by a medical practitioner when person was deemed infectious. Note: Close contact is defined as face to face contact for at least 15 minutes or in the same closed space for at least 2 hours
- Employee to advise direct supervisor who will notify District Ranger and Forest Supervisor/Deputy
- Employee must not report to any USFS location (i.e. Module, ECC, District or Office)
- Employee must self-quarantine at home or alternate location until 14 days after they were last exposed to the infectious person

EXPOSURE THROUGH CLOSE CONTACT (SUSPECTED)

- Employee has been in close contact with a person who is suspected of having and is being tested for COVID-19 or declared presumptive by a medical practitioner when person was deemed infectious. Note: Close contact is defined as face to face contact for at least 15 minutes or in the same closed space for at least 2 hours
- Employee to advise direct supervisor who will notify District Ranger and Forest Supervisor/Deputy
- Employee must not report to any USFS location (i.e. Module, ECC, District or Office)
- Employee must self-quarantine at home or alternate location until 14 days after they were last exposed to the suspected person and must not undertake any duties until:
  - 14 days after they were last exposed to the suspected person

  OR
  - a negative COVID-19 test result of the suspected person is returned, whichever is the sooner

RETURN FROM OUT OF REGION OR FROM HIGH RISK AREA

- Employee has returned from out of region or from a high risk area on or after March 20, 2020
- Employee to advise direct supervisor who will notify District Ranger and Forest Supervisor/Deputy
- Employee must not report to any USFS location (i.e. Module, ECC, District or Office)
- Employee must self-quarantine at home or alternate location until 14 days after they arrived back in Region

Employee develops symptom — Yes / No

- **No:** Employee returns to duty after the required self-quarantine period
- **Yes:** (return to suspected symptoms process)

Risk Assessment-

> **Pinyon-**
> **https://usfs.app.box.com/folder/135000269058**
> **Box > 5100Fire > Central Idaho Fire Cache > Safety > Risk Assessments**
>
> **Or**
>
> **https://gacc.nifc.gov/gbcc/dispatch/id-cic/equipment.html**

Appendix A- Incident Support Trailer Inventory and Water Handling Trailer Inventory

> **Pinyon-**
> **https://usfs.app.box.com/folder/76669397440**
> **Box > 5100Fire > Central Idaho Fire Cache > Inventory**
>
> **Or**
>
> **CIC Dispatch Webpage**
> **https://gacc.nifc.gov/gbcc/dispatch/id-cic/equipment.html**

Appendix B- Definitions

Consumable Items: These items are normally expected to be consumed during an incident.

- Consumable items returned in serviceable condition will be credited to the incident
- Examples of consumable items are batteries, plastic canteens, cubitainers, forms, MREs, fusees, hot food containers, petroleum products, and medical supplies.

Durable Items: Cache items considered to have a useful life expectancy greater than one incident. These items are not specifically cache identified, tagged, or engraved. A high percentage of returns for these items is expected.

Trackable Items: Also referred to as accountable property, these are items a NISC may track due to dollar value, sensitive property classification, limited availability, or set by each NISC.

- Items that are considered trackable are usually engraved or tagged with a cache identification number.
- These items must be returned to the NISC at the end of an incident. A Property Loss or Damage Report - Fire Suppression (OF 289) must be completed by the borrowing unit and/or incident and provided to the servicing NISC for any significant damage or loss.
- 100% accountability is expected for all trackable items.