

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

Date:	Incident Number:	Incident Name:	Unit:
Incident Type:	Operational Period:	Incident commander:	IC Type (1-5)

JUSTIFICATION	
Name of Individual(s) or Crew:	
Describe the situation(s) that caused the work shift(s) to exceed 16 hours and provide justification(s). (See reverse for examples):	
Date:	Hours in excess of 16

MITIGATION MEASURES	
1. Describe what you did to mitigate the excess hours above (see <i>NWCG Standards for Interagency Incident Business Management</i> work/rest policy on the reverse)	
2. Date Standard 2:1 work.rest restored.	

SIGNATURE OF INCIDENT SUPERVISOR		
NAME:	TITLE:	DATE:
SIGNATURE OF AGENCY ADMINISTRATOR, INCIDENT COMMANDER OR DUTY OFFICER		
NAME:	TITLE:	DATE:

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JUSTIFICATION—EXAMPLES OF SITUATIONS CAUSING EXTENDED SHIFTS

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

MITIGATION MEASURES

NWCG Standards for Interagency Incident Business Management

Work/Rest Guidelines: Work/rest guidelines should be met on all incidents. Plan for and ensure that all personnel are provided a minimum 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 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 does occur (for example, initial attack), incident management personnel will resume 2:1 work/rest ratio as quickly as possible.

**IIBMH Supplement: Interagency Time Unit Field Guild (March 2017)
Section 9 - Work/Rest:**

- There may be situations on an incident that require crews or single resource personnel to work hours beyond what is considered normal for work/rest standards. This is acceptable provided resources are given the appropriate hours off to mitigate the excess hours or brought back into compliance at the earliest opportunity possible. In situations where the excess hours are not mitigated immediately, incident agencies or incident management teams need to assess fatigue level of the resource before making a decision on additional down time.
- Excess shift documentation needs to meet incident agency requirements.