

Appendix A: **PREPAREDNESS PLAN**

Preparedness Levels and Recommended Actions Guide – These Preparedness Level Actions are guidelines, and as such are discretionary in nature, for agency personnel to refer to when preparedness level thresholds are reached. If an agency doesn't have a specific position that is listed within the PL table, that agency will utilize discretion as to what position will assume those roles.

Agency Administrators

Responsible Party	Suggested Action	PL 1	PL 2	PL 3	PL 4	PL 5	Affected Entity
Agency Administrator (Forest Supervisor, Park Superintendent, FS District Rangers)	Ensure Resource Advisors (READ) are designated and available for fire assignments.			X	X	X	Agency
	Ensure Public Affairs staff are identified and available as needed for coordination of fire program and incident information needs.			X	X	X	Agency
	Ensure fire program retains capacity to implement full range of potential			X	X	X	Agency
	Evaluate work/rest needs of fire staff and crews.				X	X	Agency
	Consider need for fire restrictions or area closures.				X	X	Public Industry
	Provide appropriate support to fire staffs regarding the implementation of preparedness level actions.				X	X	Agency
	Issue guidance to staff indicating severity of the season and increased need and availability for fire support personnel.				X	X	Agency
	Ensure administrative staff in stepped up equivalent with fire activity needs to include fire business support.			X	X	X	Agency

Prevention/Mitigation

Responsible Party	Suggested Action	PL 1	PL 2	PL 3	PL 4	PL 5	Affected Entity
Fire Prevention/ Education	Contact Public Information Officer, local media to inform of the start of fire season and the potential for local fire danger to increase.	X	X	X	X	X	Agency Public
	Provide public and industry with access to fire danger information, closures, restrictions and warnings.	X	X	X	X	X	Agency Public Industry
	Contact local industrial entities to inform of hazard and risk.	X	X	X	X	X	Public Industry
	Post signs and warnings in camping and recreation areas.	X	X	X	X	X	Public
	Consider need for increased fire prevention patrols.				X	X	Agency
	Notify local media if High/Extreme fire danger and the need for increased public caution.				X	X	Public

Consult with FMO regarding need for fire restrictions or closures.				X	X	Agency
Consider ordering a fire prevention team				X	X	Agency

Fire Management Officers

Responsible Party	Suggested Action	PL 1	PL 2	PL 3	PL 4	PL 5	Affected Entity
FMO's (BTF Fire Staff, GTP FMO, FS Zone FMOs or delegated Acting)	Evaluate season severity data (NFDRS indices for the season, fuel moisture, drought indices, long-term forecasts).	X	X	X	X	X	Agency
	Brief agency administrator on burning conditions and fire activity.			X	X	X	Agency
	Review geographical and national preparedness levels and evaluate need to suspend local Rx fire activities.			X	X	X	Agency
	Consider consulting with or ordering an FBAN or WFDSS Support for ongoing fire			X	X	X	Agency
	Consider ordering SOPL or LTAN personnel to ensure local capacity to support management strategy decisions regarding long-term fires.			X	X	X	Agency
	Ensure Prevention Technicians have initiated media contacts and public education contacts.			X	X	X	Public Industry
	Communicate with TIDC Manager and GBCC Manager on geographical conditions and resource availability.			X	X	X	Agency
	Consider fire severity request and pre-positioning of resources including: operational resources, aerial support, aerial supervision, command positions, dispatch, logistical support, and prevention.			X	X	X	Agency Public Industry
	Work AA's to ensure associated AA actions are being addressed.			X	X	X	Agency
	Dedicated Interagency Aviation Officer should be in place.				X	X	Agency
	If preparedness level is decreasing, consult with Duty Officers/TIDC Manager and consider release of pre-positioned or detailed personnel.				X	X	Agency
	Evaluate crew and staff work/rest requirements.				X	X	Agency
	Evaluate need for fire restrictions or area closures.				X	X	Public Industry
	Request the agency administrator to issue guidance to office staff regarding the need for increased availability from militia for operational and support positions.				X	X	Agency
	Contact local fire chiefs and inform of increased fire danger.				X	X	Agency
	Consider dedicated expanded dispatch and buying team.			X	X		Agency
Ensure there is a dedicated expanded dispatch and buying team in place.					X	Agency	

TIDC & Duty Officers

Responsible Party	Suggested Action	PL 1	PL 2	PL 3	PL 4	PL 5	Affected Entity
TIDC	Begin weekly conference calls with TIDC FMOs and Operations staff.	X	X	X	X	X	Agency
	Consider pre-positioning or detail of off-unit IA dispatchers and logistical support personnel.			X	X	X	Agency
	If preparedness level is decreasing, consider release of pre-positioned or detailed dispatchers and logistical support personnel.			X	X	X	Agency
	Evaluate work/rest needs of center staff.				X	X	Agency
	Dedicated Floor Manager should be in place.				X	X	Agency

Responsible Party	Suggested Action	PL 1	PL 2	PL 3	PL 4	PL 5	Affected Entity
Duty Officer	If preparedness level is decreasing, consider releasing pre-positioned and detailed resources.			X	X	X	Agency
	Ensure incoming pre-position or detailed personnel are briefed on local conditions.			X	X	X	Agency
	Evaluate work/rest needs of IA crews.			X	X	X	Agency
	Consider patrols and pre-positioning of local IA resources in high risk areas.				X	X	Agency
	Consider pre-positioning and/or detailing of additional IA resources from off-unit.				X	X	Agency
	Consider bringing in local resources from scheduled days off.				X	X	Agency
	Consider suspending Rx fire operations.				X	X	Agency

Appendix A-1: LOCAL PREPAREDNESS LEVEL WORKSHEET

#1	Energy Release Comp										
	Model G (Teton)	0-14	15-34	35-55	56-67	68+					
	Model G (Wyoming)	0-17	18-36	37-59	60-71	72+					
	Model G (Wind)	0-15	16-35	36-58	59-71	72+					
	<input checked="" type="checkbox"/> ⇒	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
#2	7-Day Significant Fire Potential Outlook										
	Model G (Teton)	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes
	Model G (Wyoming)										
	Model G (Wind)										
	<input checked="" type="checkbox"/> ⇒	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
#3	Fire Activity/Draw Down										
			No	Yes	No	Yes	No	Yes	No	Yes	
	<input checked="" type="checkbox"/> ⇒	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Preparedness Level		I	II	III	IV	V					

#2 7-Day –Number of days in the forecast at a higher level - four or more days at moderate or high risk.
 ANY major change in any of the preparedness criteria will result in re-evaluation of preparedness chart.

#3 Fire Activity/Draw Down – will be yes if approximately 50% of the suppression resources within the Teton Interagency Dispatch Area (regardless of FDRA) are committed or responding to a fire. This may be revised if there is significant change in fire activity between the time of the initial calculation is made. Have one or more fires escaped IA? Fire activity increasing or decreasing?