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:

- MT-FNF-000567
- AZ-CRA-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

The Integrated Reporting of Wildland-Fire Information (IRWIN) service is designed to provide "end-to-end" fire reporting capability. IRWIN provides data exchange capabilities between integrated fire applications used to manage data related to wildland fire incidents. IRWIN focuses on the goals of reducing redundant data entry, identifying authoritative data sources, and improving the consistency, accuracy, and availability of operational data.

IRWIN can be thought of as a central hub that orchestrates data between integrated fire applications. Examples of integrated applications are various Computer Aided Dispatch (CAD) programs, the Interagency Resource Ordering Capability (IROC) program, the FireCode system, the SIT/209 application, the Wildland Fire Decision Support System (WFDSS), and the Interagency Fire Occurrence Reporting Modules (InFORM). Data is synchronized between participating applications to ensure the most current data is available in near-real-time. IRWIN supports conflict detection and resolution on all new wildfire incidents to support a unique record for each incident.

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 been 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.

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://fs-prod-nwcg.s3.us-gov-west-1.amazonaws.com/s3fs-public/2023-08/910-incident-name.pdf*

Unit Identifiers

NWCG Standards for Unit Identifiers, PMS 931 outlines business rules and practices for developing and utilizing NWCG Unit Identifiers. Additional information and instruction regarding appropriate creation, maintenance and application of wildland fire Unit Identifiers for incident management as it relates to land-based and non-land-based record creation, cooperator resource providers and incident support functions (i.e., dispatch, equipment/ radio cache and training centers) can be found within the standards.

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 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.

For Severity, the BLM, FWS, NPS and BIA will use a four-digit interagency FireCode to track and compile costs for all severity activities; the ordering office must include the word "severity" within the resource order incident name. These DOI agencies will use FireCode D0YY when supporting FS severity activities.

Information on the interagency FireCode system can be found at: https://www.firecode.gov/help/User_Guide.pdf

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.

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.

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 (6) 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

Proceeds of Sales of Surplus
    • 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.

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 a FEMA incident will be charged to the appropriate "F" code and paid from the Emergency Operations (WFSU) account.

Northern Rockies Supplement

Resource orders for state and local resources for use within the ordering organization's own state and local fire protection responsibility may not require a FireCode.

Idaho Department of Lands (IDL)
IDL's resource order numbering system requires each state unit to assign an incident number for every incident. This number is composed of the unit's assigned three-digit number followed by a sequential number. For example, incident number 42010 would designate Maggie Creek Area Fire Protection District (FPD)'s tenth fire.

UNIT	NUMBER
Priest Lake FPD	*110*
Kootenai Valley FPD	*210*
Mica FPD	*220*
Pend Oreille FPD	*230*
Cataldo FPD	*310*
West St. Joe FPD	*320*
Ponderosa FPD	*410*
Maggie Creek Area FPD	*420*
Craig Mountain Area	*430*
Southwest Idaho FPD	*610*
Southern Idaho Timber Protection Association	*980*
Clearwater-Potlatch Timber Protection Association	*990*

Montana Department of Natural Resources & Conservation (DNRC)
A Statewide Accounting Budgeting & Human Resources System (SABHRS) code needs to be assigned for incidents involving State of Montana resources that are dispatched out-of-state and for miscellaneous non-local SABHRS accounts. New SABHRS codes must be assigned to any new incident where DNRC resources have been reassigned within the IROC system, with proper paperwork to reflect changes. Because this new incident may not be visible in IROC to dispatch centers within the NRGA, DNRC personnel reassigned while on an out-of-state assignment must provide their home dispatch unit sufficient fire (Incident Project Order Number/Name) and accounting (FireCode) information to assign this new SABHRS number. The sending dispatch center or NRCC may issue the SABHRS for out of state incidents.

The Montana DNRC Financial Code Generator (FCG) is the system used to issue the code: https://fcg.dnrc.mt.gov/codes.

The ordering/requesting zone dispatch center will assign the SABHRS number for most incidents located within the State of Montana. If you are filling a request with a DNRC resource on an order received with no SABHRS number, contact the ordering/requesting zone for the SABHRS number assignment. This data should be posted in the financial codes section of the IROC Incident Screen. Within the Montana Fire Code Generator, all SABHRS created are visible within the program.

To see current year pre-assigned numbers and numbering matrix go to: https://dnrc.mt.gov/Forestry/Wildfire/agreements-plans-guides, scroll towards the bottom of the page under Reference Information Dispatch Information click on 2024 SABHRS Fire and All-Hazard Financial Code.

Severity Authorization

Cooperator fire situations and status of forces must be considered prior to requests for severity action. Requests must include a summary of current and forecasted wildland fire severity, including weather, fuel moisture, and wildland fire danger.

Severity
Bureau of Land Management

All requests for BLM fire severity funding for the NRGA must be processed through the appropriate State Office, Fire Management Program. Requests should, as a minimum, include fire danger, additional resource needs, what each unit is planning, cost targets associated with the plan, and approximate duration of the plan. Fire severity funding includes all costs of escalated fire preparedness over and above approved Fire Management Plan levels due to abnormally high or extreme fire danger. Charges made against fire severity funds must be appropriate and contained in an approved fire severity fund plan. Requests should be processed to allow for timely review and approval through all levels of the Bureau of Land Management including the National Level Office. All charges against fire severity funds require a project code (Fire Number) that is assigned at the time of request from the requesting office.

Forest Service

When additional resources are needed for severity purposes, they may come from two sources. The first source is from program financed resources pre-positioned or moved into an area experiencing the above normal (90+ percentile) fire activity. The second source is from the Fire Severity Authorization. Severity funded resources exceeding the funded program are acquired utilizing the fire severity authorization. Before this source may be utilized, the process described in the Northern Region Forest Fire Severity Authorization process must be completed and approved. The intent of the fire severity authorization is to offset increased costs by authorizing the expenditure of funds to strengthen prevention, detection, initial attack and reinforcements when fire season activity is expected to exceed the average planned fire season severity. Since this process takes time, it must be proactive and start well in advance of the 90+ percentile

burning conditions. The request covers the next 14 days, so fire severity conditions must be based on the best available information forecast for this period.

Montana Department of Natural Resources & Conservation

Authority to acquire resources for contingency purposes is obtained by using the Severity Cost Estimating Toll (SCTE) and submitting it to the Bureau Chief, DNRC Fire Protection Bureau for approval. Expenditures are documented using the DNRC SABHRS Responsibility Center assigned at the time. The intent of the SCET is to increase funding for fire prevention, fire detection and the preposition of initial attack and reinforcement resources. The request will cover a maximum period of 7 days. The decision to issue an SCET must be based on the best available information regarding existing and predicted fire conditions (ERC, BI, 1000-hour fuel moisture, fire behavior, annual precipitation deficit, & others). Following a verbal request by a Land Office to the Chief of DNRC, FPB, all FSA's must be documented in writing listing the conditions that warrant this authorization. For more guidance's go to:
https://dnrc.mt.gov/_docs/forestry/Wildfire/agreements-plans-guides/DNRC-Manuals/300-Fire-Business-Manual/2020_Ch340.pdf.