

1 **Appendix B – Tool Kit**

2 **Glossary**

3 All glossary terms can now be found at <https://www.nwcg.gov/publications/205>.

4 **Extended Work Shift Documentation Form**

5 **OFFICIAL DOCUMENT FOR EXTENDED WORK SHIFT – SAMPLE**  
 6 **AND/OR**  
 7 **DEVIATION FROM 2:1 WORK REST POLICY**

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

JUSTIFICATION	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
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**MITIGATION MEASURES**

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

SIGNATURE OF INCIDENT SUPERVISOR

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

NAME:	TITLE:	DATE:
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**OFFICIAL DOCUMENT FOR EXTENDED WORK SHIFT–SAMPLE  
AND/OR  
DEVIATION FROM 2:1 WORK REST POLICY**

**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.