

## Chapter 10 Preparedness

### Preparedness

Preparedness is the result of activities that are planned and implemented prior to wildland fire ignitions to ensure safe, efficient, and effective management action. Preparedness is a continuous process that includes developing and maintaining unit, state/regional, and national level firefighting infrastructure; predicting fire activity; preventing human-caused fires; hiring, training, equipping, and deploying firefighters; evaluating performance; correcting deficiencies; and improving overall operations. The preparedness process includes routine pre-season actions as well as incremental in-season actions conducted in response to increasing fire danger.

Preparedness actions are consistent with actions identified in the Fire Management Plan and based on operational plans including the Fire Danger Operating Plans (FDOPs), Preparedness Level Plans, Step-up Plans, Preparedness Plans, and Initial Response Plans.

### Fire Danger Operating Plan

FDOPs use information from decision support tools such as the National Fire Danger Rating System (NFDRS), the Canadian Forest Fire Danger Rating System (CFFDRS, used in interior Alaska), the Palmer Drought Index, live fuel moisture data, monthly or seasonal wildland fire outlooks, seasonal climate forecasts, and wildland fire risk analyses. FDOPs should be prepared by individuals trained at the Intermediate NFDRS (S-491) level, and preferably the Advanced NFDRS level.

The FDOP guides the application of information from decision support tools (i.e. NFDRS, CFFDRS, etc.) at the local level. A FDOP documents the establishment and management of the local unit fire weather station network and describes how fire danger ratings are applied to local unit fire management decisions. FDOPs are generally prepared for local interagency areas; therefore, interagency involvement throughout the process is essential. Interagency FDOPs are an integral component of unit fire management plan(s). FDOPs may be packaged as a stand-alone document or as part of a larger planning effort (such as a fire management plan).

All units will develop and maintain a Fire Danger Operating Plan. Fire Danger Operating Plans include, but are not limited to, the following components:

- **Roles and Responsibilities**

Defined for those responsible for maintenance and daily implementation of the plan, program management related to the plan, and associated training.

- 1 Training for development of fire danger rating areas is available through  
2 NWCG-sponsored NFDRS courses.
- 3 • **Fire Danger Rating Inventory**  
4 An inventory of the basic components of the operating plan will include a  
5 description of the dispatch response areas, protection units, administrative  
6 units, fire occurrence, land management objectives, standards, guidelines,  
7 etc. The fire danger rating inventory:  
8 ○ includes identification of fire/ignition issues specific to the area;  
9 ○ incorporates NFDRS fuel models, slope classes (topography, and  
10 weather/climatology into Fire Danger Rating Areas (FDRAs); and  
11 ○ validates the existing weather station network and identifies any  
12 additional weather stations that support fire danger rating needs.
- 13 • **Operational Procedures**  
14 This section establishes the procedures used to gather and process data in  
15 order to integrate fire danger rating information into decision processes.  
16 The network of fire weather stations whose observations are used to  
17 determine fire danger ratings is identified. Station maintenance  
18 responsibilities and schedules are defined.  
19 ○ NFDRS offers several choices of fuel model and output to the user.  
20 Distinct selections of fuel model and index/component are appropriate  
21 for different management decisions (such as internal readiness or  
22 industrial and public restrictions). The choice of NFDRS fuel model  
23 and index or component used to determine fire danger ratings to  
24 support particular decisions is explained in this section.  
25 ○ NFDRS requires periodic management in order to produce appropriate  
26 results that are applied in a timely manner. Some daily observation  
27 variables (such as state of the weather) must be manually validated  
28 and published daily. This procedure is essential for the calculation of  
29 daily and forecasted NFDRS outputs in the Weather Information  
30 Management System (WIMS) and ensures weather data storage in the  
31 National Interagency Fire Management Integrated Database  
32 (NIFMID). These efforts are coordinated with the local National  
33 Weather Service fire weather meteorologists and Geographic Area  
34 Coordination Center (GACC) predictive services meteorologists to  
35 provide timely forecasted NFDRS outputs. Observed (today) and  
36 forecasted (tomorrow) NFDRS outputs are communicated daily. Live  
37 fuel moisture model inputs (such as herbaceous vegetation type/stage,  
38 season code, greenness factor) are adjusted seasonally in WIMS  
39 (<http://fam.nwcg.gov/fam-web/>) at appropriate times. Decision points  
40 are determined through analysis using FireFamily Plus and reviewed  
41 and adjusted annually or more often as appropriate in WIMS.
- 42 • **Climatic Breakpoints and Fire Business Thresholds**  
43 Climatological breakpoints and fire business thresholds are established to  
44 provide NFDRS-based decision points for all appropriate management  
45 responses in a Fire Danger Rating Area (FDRA). Climatological

- 1 breakpoints are points on the cumulative distribution of one fire  
2 weather/danger index computed from climatology without regard for  
3 associated fire occurrence/business. For example, the value of the 90th  
4 percentile ERC is the climatological breakpoint at which only 10 percent of  
5 the ERC values are greater in value. Climatological percentiles are used for  
6 budgetary decisions by federal agencies.
- 7 ○ BLM - 80th and 95th percentiles
  - 8 ○ FWS/NPS/FS - 90th and 97th percentiles

9  
10 It is important to identify the period or range of data analysis used to determine  
11 the agency percentiles. The percentile values for 12 months of data will be  
12 different from the percentile values for the fire season. Year round data should  
13 be used for percentiles for severity-related decisions, and percentiles based on  
14 fire season data for staffing levels and adjective fire danger rating.

15  
16 It is equally important to recognize that these agency-specific climatological  
17 percentiles represent a method to describe a point during the year with respect to  
18 fire weather/danger indices computed from historical weather only.  
19 Climatological percentiles do not incorporate the correlation of fire occurrence  
20 data.

21  
22 Fire business thresholds are values of one or more fire weather/fire danger  
23 indices that have been statistically related to occurrence of fires (fire business).  
24 Generally, the threshold is a range of weather/fire danger values where fire  
25 activity has significantly increased or decreased. Assuming that a  
26 comprehensive FireFamilyPlus analysis of historical weather and fire occurrence  
27 data is completed, fire business thresholds are expected to more closely predict  
28 large and/or multiple fire activity than climatological breakpoints.

### 29 30 **Staffing Level**

31 The Staffing Level is used to make daily internal fire operations decisions. The  
32 Staffing Level is the daily staffing of initial response resources, as opposed to  
33 the number of resources dispatched to an incident (see Initial Response Plan). A  
34 unit can operate with anywhere from 3 to 9 levels of staffing. Most units  
35 typically use 5 (1,2,3,4,5) or 6 (1,2,3L,3H,4,5) levels. Staffing Level is a direct  
36 output of the danger rating processor (WIMS) and is based on one of the  
37 following:

- 38 • NFDRS (Burning Index, Energy Release Component, Spread Component,  
39 or Ignition Component)
- 40 • Keetch-Byram Drought Index

41  
42 Staffing levels only consider fire danger, while Preparedness Levels incorporate  
43 additional items, such as number of fires, incident management teams assigned,  
44 and resources committed.

45

### 1 **Adjective Fire Danger Rating**

2 Adjective Fire Danger Rating (low, moderate, high, very high, extreme) is based  
3 on the NFDRS index or component used to compute staffing level and the  
4 ignition component (the probability that a firebrand would cause a wildland  
5 fire). It is a general description of fire danger for the purpose of informing the  
6 public. Adjective ratings are computed automatically in the WIMS based on  
7 NFDRS parameters provided by local fire managers.

8  
9 Climatological breakpoints and fire business thresholds are developed with  
10 NFDRS software, such as FireFamilyPlus, and are applied in the NFDRS  
11 processor, (WIMS), to determine daily staffing levels and adjective ratings.

### 13 **Preparedness Plans**

14  
15 Preparedness plans provide management direction given identified levels of  
16 burning conditions, fire activity, and resource commitment. Outputs from the  
17 FDOP process are used to support decisions found in many different  
18 preparedness plans, including staffing plans, step-up/staffing plans, prevention  
19 plans, preparedness levels, dispatch response plans, dispatch response levels,  
20 etc. Increasing fire danger suggests a corresponding increase in preparedness  
21 actions intended to mitigate those fire danger conditions.

22  
23 Preparedness plans must be based on and consistent with the unit's Fire  
24 Management Plan. Preparedness plans consist of:

- 25 • An analysis and decision making process, including a Fire Danger  
26 Operating Plan;
- 27 • A validation that each Remote Automated Weather Station (RAWS) meets  
28 the requirements of the *Interagency Wildland Fire Weather Station*  
29 *Standards and Guidelines* (PMS 426-3); and
- 30 • The identification of actions to be taken in response to increasing levels of  
31 fire severity and activity (preparedness level) at the unit level.

### 33 **Preparedness Level Plans**

34  
35 Preparedness Level Plans are required at the national, state/regional, and local  
36 levels. These plans address the five Preparedness Levels (1-5) and provide  
37 management direction based on identified levels of burning conditions, fire  
38 activity, and resource commitment/availability.

39  
40 Refer to the *National Interagency Mobilization Guide* and GACC Mobilization  
41 Guides for more information on Preparedness Level Plans.

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44  
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**1 Step-Up Plans**

2

3 Step-up Plans, (also called Staffing Plans), are designed to direct incremental  
4 preparedness actions in response to increasing fire danger. Each Step-Up Plan  
5 should address the unit's chosen number of Staffing Levels, and the  
6 corresponding planned actions that are intended to mitigate those changing fire  
7 danger conditions. The Step-up Plan should be based on analysis completed as  
8 part of the unit's FDOP, and should be included as part of the FDOP.

9

10 The Step-up Plan describes escalating responses that are pre-approved in the  
11 FDOP and fire management plan. A Step-up Plan should also include  
12 supplemental preparedness actions. Supplemental preparedness actions are  
13 designed to enhance the unit's fire management capability during short periods  
14 (one burning period, Fourth of July, or other pre-identified events) where normal  
15 staffing cannot meet initial attack, prevention, or detection needs.

16

17 The difference between step-up and severity is that step-up actions are  
18 established in the unit FDOP and/or fire management plan and implemented by  
19 the unit when those pre-identified conditions are experienced. Severity is a  
20 longer duration condition that cannot be adequately dealt with under normal  
21 staffing, such as a killing frost converting live fuel to dead fuel or drought  
22 conditions. Severity is discussed later in this chapter.

23

24 Supplemental preparedness actions identified in the fire management plan or  
25 FDOP should include, but are not limited to, the following items:

- 26 • Management direction and considerations;
- 27 • Fire prevention actions, including closures/restrictions, media messages,  
28 signing, and patrolling;
- 29 • Prepositioning suppression resources;
- 30 • Cooperator discussion and/or involvement;
- 31 • Safety considerations: safety message, safety officer;
- 32 • Augmentation of suppression forces;
- 33 • Support function: consideration given to expanded dispatch activation,  
34 initial attack dispatch staffing, and other support needs (procurement,  
35 supply, ground support, and communication);
- 36 • Support staff availability outside of fire organization;
- 37 • Communication of Fire Weather Watch and Red Flag Warning conditions;
- 38 • Fire danger/behavior assessment;
- 39 • Briefings for management and fire suppression personnel;
- 40 • Fire information - internal and external;
- 41 • Multi-agency coordination groups/area command activation;
- 42 • Prescribed fire direction and considerations; and
- 43 • Increased detection activities.

44

## 1 Initial Response Plans

2

3 Initial response plans, also referred to as run cards or preplanned response plans,  
4 specify the fire management response (e.g. number and type of suppression  
5 assets to dispatch) within a defined geographic area to an unplanned ignition,  
6 based on fire weather, fuel conditions, fire management objectives, and resource  
7 availability.

8

9 Fire Management Officers will ensure that initial response plans (e.g. run cards,  
10 preplanned response) are in place and provide for initial response commensurate  
11 with guidance provided in the Fire Management Plan and Land/Resource  
12 Management Plan. Initial response plans will reflect agreements and annual  
13 operating plans, and will be reviewed annually prior to fire season. Initial  
14 response plans may be modified as needed during fire season to reflect the  
15 availability of national, prepositioned, and/or severity resources.

16

## 17 Fire Danger PocketCard for Firefighter Safety

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19 Fire Danger PocketCards provide, through a graphical interpretation of daily fire  
20 danger, a means for firefighters to understand the fire potential for a given local  
21 area during any day of the fire season. Interagency PocketCards are encouraged  
22 in areas where multiple agencies share fire suppression responsibilities. Fire  
23 Danger PocketCards must adhere to the NWCG standard located at:  
24 <http://fam.nwcg.gov/fam-web/pocketcards/default.htm>

25

26 PocketCards can be updated as frequently as needed by downloading the  
27 additional weather observations, amending the Fire Family Plus database, and  
28 running new cards. PocketCards based on stations with a dataset of 10 years or  
29 less should be updated annually, while cards with more data (10 years or more)  
30 should be updated every other year.

31

32 Compliance with the standard, including quality, currency, and application of  
33 the PocketCard, is the responsibility of the local fire management unit.

- 34 • **BLM-** *BLM units will maintain Fire Danger PocketCards and ensure they*  
35 *are available to all personnel.*
- 36 • **FS-** *Obtain Regional certification for Fire Danger PocketCards. Distribute*  
37 *PocketCards to each fireline supervisor on Type 3, 4, and 5 wildfires.*  
38 *Update and post the cards per the NWCG standard published on the*  
39 *website referenced above. Units have the option to do more frequent*  
40 *updates if they choose to do so.*

41

## 42 Seasonal Risk Analysis

43

44 A Seasonal Risk Analysis (SRA) requires fire managers to review current and  
45 predicted weather and fuels information, compare this information with historic

1 weather and fuels records, and predict the upcoming fire season's severity and  
2 duration for any given area. It is important to incorporate drought indices into  
3 this assessment.

4  
5 SRAs for each geographic area are prepared, issued, and updated each year by  
6 GACC Predictive Service staffs. These analyses consider detailed information  
7 for each of the Predictive Services Areas (PSA) within the geographic area.

8  
9 If the SRA suggests an abnormal fire season might be anticipated, a unit should  
10 notify the state/regional office and request additional resources commensurate  
11 with the escalated risk. Information from a SRA can be used to modify the  
12 Annual Operating Plan (AOP), step-up and pre-attack plans. It provides the  
13 basis for actions such as prepositioning critical resources, requesting additional  
14 funding, or modifying Memoranda of Understanding (MOU) to meet anticipated  
15 needs.

16  
17 As identified in the Fire Management Plan and/or Fire Danger Operating Plan,  
18 each unit selects, and compares to normal, the current value and seasonal trend  
19 of one or more of the following indicators which are most useful in predicting  
20 fire season severity and duration in its area:

- 21 • NFDRS (or CFFDRS) index values (ERC, BI);
- 22 • Temperature levels;
- 23 • Precipitation levels;
- 24 • Humidity levels;
- 25 • Palmer Drought or Standardized Precipitation Index;
- 26 • 1000-hour fuel moisture (timber fuels);
- 27 • Vegetation moisture levels;
- 28 • Live fuel moisture (brush fuels);
- 29 • Curing rate (grass fuels);
- 30 • Episodic wind events (moisture drying days);
- 31 • Unusual weather events (early severe frost); or
- 32 • Fires to date.

33  
34 The seasonal trend of each selected indicator is graphically compared to normal  
35 and all-time worst. This comparison is updated regularly and posted in dispatch  
36 and crew areas.

37  
38 Seasonal Assessment Workshops are conducted to facilitate these seasonal  
39 outlook reports. Local risk analyses should be compiled at the state/regional  
40 office to determine the predicted fire season severity within the state/region, and  
41 then forwarded to the respective national office for use in determining national  
42 fire preparedness needs. Risk analysis is ongoing. It should be reviewed  
43 periodically and revised when significant changes in key indicators occur. All

1 reviews of seasonal risk analysis, even if no changes are made, should be  
2 documented.

3

#### 4 **Fire Severity Funding**

5

6 Fire severity funding is the authorized use of suppression operations funds  
7 (normally used exclusively for suppression operations and distinct from  
8 preparedness funds) for extraordinary preparedness activities that are required  
9 due to:

- 10 • Preparedness plans (Fire Management Plan, Fire Danger Operating Plan,  
11 annual operating plan, etc.) indicate the need for additional  
12 preparedness/suppression resources. The plan(s) should identify thresholds  
13 for severity needs.
- 14 • Anticipated fire activity will exceed the capabilities of local resources.
- 15 • Fire seasons that either start earlier or last longer than planned in the fire  
16 management plan.
- 17 • An abnormal increase in fire potential or danger not planned for in existing  
18 preparedness plans.

19

20 The objective of fire severity funding is to mitigate losses due to extraordinary  
21 conditions by supplementing suppression response capability and provide for  
22 increased wildfire prevention activities.

23

24 When resources acquired through the approved fire planning process (e.g.  
25 NFMAS, IIAA, FPA) are insufficient to meet the extraordinary need, additional  
26 resources may be requested through the severity funding process. Fire severity  
27 funding is not intended to raise preparedness funding levels to cover differences  
28 that may exist between funds actually appropriated and those identified in the  
29 fire planning process.

30

#### 31 **Typical Uses**

32 Severity funds are typically used to:

- 33 • Increase prevention activities;
- 34 • Temporarily increase firefighting staffing;
- 35 • Pay for standby;
- 36 • Preposition initial attack suppression forces;
- 37 • Provide additional aerial reconnaissance; and
- 38 • Provide for standby aircraft availability.

39

#### 40 **Authorization**

41 Authorization to use severity funding is provided in writing based on a written  
42 request with supporting documentation. Authorization is on a line item basis  
43 and comes with a severity cost code. Agencies will follow their administrative  
44 procedures for issuing severity cost codes. Authorization is provided for a



1 maximum of 30 days per request; however, regardless of the length of the  
2 authorization, use of severity funding must be terminated when abnormal  
3 conditions no longer exist. If the fire severity situation extends beyond the 30-  
4 day authorization, the State/Region must prepare a new severity request.

5

#### 6 **State/Regional Level Severity Funding**

7 Each fiscal year the national office will provide each state/region with funding  
8 and a severity cost code for state/regional short-term severity needs (e.g. wind  
9 events, cold dry front passage, lightning events, and unexpected events such as  
10 off road rallies) that are expected to last less than one week. Expenditure of  
11 these funds is authorized by the state/regional directors at the written request of  
12 the Agency Administrator. State/regional directors are responsible and  
13 accountable for ensuring that these funds are used only to meet severity funding  
14 objectives and that amounts are not exceeded. The national office will notify the  
15 state/regional director, state/regional budget officer, and the state/regional FMO  
16 when the severity cost code is provided.

- 17 • **BLM**- Refer to Chapter 2 and the BLM Fire Operations Website for  
18 additional short-term severity guidance.
- 19 • **FWS** - Short-term severity or “step-up” cost codes are established yearly  
20 (at the Regional level) as PER10, PER20, etc. (numeric value indicates the  
21 specific region utilizing short-term severity funding).
- 22 • **NPS** - Parks have the authority to approve “Step-up” actions only, as  
23 defined in their fire management plan. Regional offices approve severity  
24 (long term - up to 30 days) for parks up to \$100,000 per severity event.
- 25 • **FS** - Severity funding direction is found in FSM 5190.

26

#### 27 **National Level Severity Funding**

28 National Agency Fire Directors or their delegates are authorized to allocate fire  
29 severity funding under specific conditions stated or referenced in this chapter.  
30 Expenditure of these funds is authorized by the appropriate approving official at  
31 the written request of the state/regional director. Approved severity funding will  
32 be used only for the preparedness activities and timeframes specifically outlined  
33 in the authorization, and only for the objectives stated above.

- 34 • **BLM**- Refer to Chapter 2 and the BLM Fire Operations Website for  
35 additional national severity guidance.
- 36 • **NPS**- National office approves all requests over \$100,000.
- 37 • **FWS**- Additional information may be found on the FWS Sharepoint site.

38

#### 39 **Appropriate Severity Funding Charges**

40

##### 41 **Labor**

42 Appropriate labor charges include:

- 43 • Regular pay for non-fire personnel;

- 1 • Regular pay for seasonal/temporary fire personnel outside their normal fire
- 2 funded activation period;
- 3 • Overtime pay for all fire and non-fire personnel;
- 4
- 5 Severity funded personnel and resources must be available for immediate initial
- 6 attack regardless of the daily task assignment. Severity funded personnel and
- 7 resources will not use a severity cost code while assigned to wildfires. The
- 8 wildfire firecode number will be used.
- 9

#### 10 **Vehicles and Equipment**

11 This includes:

- 12 • GSA lease rate and mileage;
- 13 • Hourly rate or mileage for Agency owned vehicles; and
- 14 • Commercial rentals and contracts.
- 15

#### 16 **Aviation**

17 This includes:

- 18 • Contract extensions;
- 19 • The daily minimum for call when needed (CWN) aircraft;
- 20 • Preposition flight time; and
- 21 • Support expenses necessary for severity funded aircraft (facility rentals,
- 22 utilities, telephones, etc.).
- 23

#### 24 **Travel and Per Diem**

25 Severity funded personnel in travel status are fully subsisted by the government

26 in accordance with their agency regulations. Costs covered include:

- 27 • Lodging;
- 28 • Government provided meals (in lieu of per diem);
- 29 • Airfare (including returning to their home base);
- 30 • Privately owned vehicle mileage (with prior approval); and
- 31 • Other miscellaneous travel and per diem expenses associated with the
- 32 assignment.
- 33

#### 34 **Prevention Activities**

35 These include:

- 36 • Funding Prevention Teams (Preventions teams will be mobilized as
- 37 referenced in the *National Mobilization Guide*, Chapter 20)
- 38 • Implementing local prevention campaigns, to include community risk
- 39 assessments, mitigation planning, enforcement, outreach, and education
- 40 • Augmenting patrols
- 41 • Note: Non-fire funded prevention team members should charge base 8 and
- 42 overtime to the severity cost code for the length of the prevention activities
- 43 assignment. Fire funded personnel should charge overtime only to the
- 44 severity cost code for the length of the prevention activities assignment.

### 1 **Inappropriate Fire Severity Funding Charges**

- 2 • To cover differences that may exist between funds actually appropriated
- 3 (including rescissions) and those identified in the fire planning process
- 4 • Administrative surcharges, indirect costs, fringe benefits
- 5 • Equipment purchases
- 6 • Purchase, maintenance, repair, or upgrade of vehicles
- 7 ○ *FWS/NPS- Severity-related repair and maintenance of FWS and NPS*
- 8 *vehicles and equipment may be funded by severity because FWS and*
- 9 *NPS do not have a use rate covering these charges. These charges*
- 10 *must be approved by the National Office.*
- 11 • Purchase of radios
- 12 • Purchase of telephones
- 13 • Purchase of pumps, saws, and similar suppression equipment
- 14 • Aircraft availability during contract period
- 15 • Cache supplies which are normally available in fire caches
- 16 • Fixed ownership rate vehicle costs
- 17 • Resources or activities to protect Threatened and Endangered Species
- 18 habitat, wildland/urban interface, or other values identified in Land
- 19 Use/Resource Management Plans
- 20 • Incident Only Emergency Equipment Rental Agreements (EERAs) may not
- 21 be used for severity activities or hazardous fuels projects. Equipment that
- 22 has been solicited under competitive pre-season I-BPAs may be used on
- 23 nationwide fire suppression, all-hazard incidents, and severity activities.
- 24 Long term rehabilitation projects require a separate solicitation for
- 25 equipment.

### 27 **Interagency Requests**

28 Agencies working cooperatively in the same geographic area must work  
29 together to generate and submit joint requests, to minimize duplication of  
30 required resources, reduce interagency costs, and to utilize severity funded  
31 resources in an interagency manner. However, each agency should request  
32 funds only for its own agency specific needs. The joint request should be routed  
33 simultaneously through each agency's approval system, and the respective  
34 approving official will issue an authorization that specifies allocations by  
35 agency.

### 37 **Requesting Fire Severity Funding**

38 Each agency has established severity funding request protocols. The completed  
39 and signed request is submitted from the state/regional director to the  
40 appropriate approving official as per the sequence of action outlined below.  
41 Authorizations will be returned in writing.  
42 Severity funding request information for all agencies can be found at  
43 [http://www.nifc.gov/policies/pol\\_severity\\_funding.html](http://www.nifc.gov/policies/pol_severity_funding.html)

44

1 **Sequence of Action and Responsible Parties for Severity Funding Requests**

Action	Responsible Party
Identify and develop severity funding request.	Unit FMO
Review, modify, and approve (or reject) request. Forward to state/regional office.	Unit Agency Administrator
Review, modify, and approve (or reject) unit request. Add state/regional needs and consolidate. Forward to state/regional director for approval within 48 hours.	State/Regional FMO
Review, modify, and approve (or reject) request. Forward to the appropriate National Fire Director/approving official within 48 hours. Notify the fire budget staff.	State/Regional Director
Review, modify, and approve (or reject) the request within 48 hours. Issue written authorization with a severity cost code.	Appropriate National Fire Director/Approving Official
Establish severity cost code in the appropriate finance system within 24 hours.	Applicable National Finance System
Notify unit office(s) and state/regional budget lead upon receipt of authorization.	State/Regional FMO
Execute severity cost code. Ensure that project expenditures are only used for authorized purposes.	Unit Office
Maintain severity files, including requests, authorizations, and summary of expenditures and activities.	Unit/State/Regional/ National Offices

2

3 **Labor Cost Coding For Severity Funded Personnel**

4 Fire preparedness personnel outside their normal activation period, employees  
5 whose regular salary is not fire funded, and Administratively Determined (AD)  
6 employees hired under an approved severity request should charge regular time  
7 and approved non-fire overtime to the severity suppression operations  
8 subactivity and the requesting office's severity cost code.

9

10 Fire preparedness personnel should charge their regular planned salary (base-  
11 eight) to their budgeted subactivity using their home unit's location code.  
12 Overtime associated with the severity request should be charged to the severity  
13 suppression operations subactivity and the requesting office's severity cost code.

14

15 Regular hours worked in suppression operations will require the use of the  
16 appropriate fire subactivity with the appropriate firecode number. Overtime in  
17 fire suppression operations will be charged to the suppression operations  
18 subactivity with the appropriate firecode number.

19

1 Employees from non-federal agencies should charge their time in accordance  
2 with the approved severity request and the appropriate local and statewide  
3 agreements. An interagency agreement for reimbursement must be established.  
4 The Interagency Agreement for Fire Management can be used as a template.

5

#### 6 **Documentation**

7 The state/regional and national office will document and file accurate records of  
8 severity funding activity. This will include complete severity funding requests,  
9 written authorizations, and expenditure records.

10

#### 11 **Severity Funding Reviews**

12 State/regional and national offices should ensure appropriate usage of severity  
13 funding and expenditures. This may be done as part of their normal agency fire  
14 program review cycle.

15

#### 16 **Fire Prevention/Mitigation**

17

#### 18 **Wildland Fire Cause Determination & Fire Trespass**

19 Refer to Chapter 18 for guidance.

20

#### 21 **Wildland Fire Mitigation and Prevention**

22 Fire programs are required to fund and implement unit level Fire Prevention  
23 Plans by completing a wildland mitigation/prevention assessment. The purpose  
24 of this is to reduce unwanted human caused ignitions, to reduce damages and  
25 losses caused by unwanted wildland fires, to reduce unnecessary risk to  
26 firefighters, and to reduce the suppression costs of wildland fires. As weather  
27 and fuel conditions move from average to above average or severe, and/or  
28 human activity increases, mitigation and prevention activities must be  
29 strengthened to maintain effectiveness.

30

31 Prevention includes education (sign posting plans, school programs, radio and  
32 news releases, recreation contacts, local business contacts, exhibits), industrial  
33 program monitoring (timber, mining, power line maintenance operations),  
34 reconnaissance patrols, and other activities to prevent the occurrence of  
35 unwanted human caused fires.

- 36 • **BLM**-Refer to the *BLM Wildland Fire Prevention, Education and*  
37 *Mitigation Planning Guide* available at:  
38 [http://www.blm.gov/nifc/st/en/prog/fire/fuelsmgmt/fire\\_prevention\\_and.html](http://www.blm.gov/nifc/st/en/prog/fire/fuelsmgmt/fire_prevention_and.html)
- 39 • **NPS**- Only units that experience more than an average of 26 human caused  
40 fires per ten-year period are required to develop a fire prevention plan.
- 41 • **FS** -Refer to FSM 5110 and 5300.

42

43

44

45

**1 Professional Liability Insurance**

2

3 Public Law 110-161 provides for reimbursement for up to one half of the cost  
4 incurred for professional liability insurance (including any administrative  
5 processing cost charged by the insurance company) for temporary fire line  
6 managers, management officials, and law enforcement officers.

7

8 To qualify for reimbursement, “temporary fire line managers” must meet one of  
9 the following three criteria:

- 10 ● Provide temporary supervision or management of personnel engaged in  
11 wildland fire activities;
- 12 ● Provide analysis or information that affects a supervisor’s or manager’s  
13 decision about a wildland fire;
- 14 ● Direct the deployment of equipment for a wildland fire, such as a base camp  
15 manager, an equipment manager, a helicopter coordinator, or an initial  
16 attack dispatcher.
  - 17 ○ **DOI** – see *Personnel Bulletin No. 08-07, March 20, 2008*
  - 18 ○ **FS** – refer to <http://fsweb.asc.fs.fed.us/HRM/benefits/PLI.php>