Southern Area Coordinating Group

2024 SAMAC Operating Plan

January 2024

Southern Area Coordinating Group

1200 Ashwood Parkway, Suite 230
Atlanta, GA 30338

Attached is the 2024 SAMAC Operating Plan. This plan is written to reflect the Multi-Agency needs of the Southern Area. This plan remains in effect until cancelled.

BEN MARTIN
Digitally signed by
BEN MARTIN
Date: 2024.02.20
11:11:28 -05'00'

Dave Martin
Assistant Fire Director, Operations
USDA Forest Service, Region 8

DANA ELLSWORTH
Digitally signed by
DANA ELLSWORTH
Date: 2024.02.20
10:16:37 -05'00'

Nancy Ellsworth
Center Manager
Southern Area Coordination Center

SHAWN NAGLE
Digitally signed by
SHAWN NAGLE
Date: 2024.02.21
09:26:59 -06'00'

Shawn Nagle
Fire Management Officer
National Park Service
Interior Region 2

ANTHONY CARVER
Digitally signed by
ANTHONY CARVER
Date: 2024.02.20
12:09:14 -05'00'

Vince Carver
Chief, Division of Fire Management
U.S. Fish and Wildlife Services
Interior Region 2&4

REESE KERBOW
Digitally signed by
REESE KERBOW
Date: 2024.02.27
10:53:39 -05'00'

Reese Kerbow
Eastern Region FMO
Bureau of Indian Affairs

Jim Prevette
Fire Director
Southern Group of State Foresters

Digitally signed by BART
KICKLIGHTER
Date: 2024.02.27 09:18:04 -06'00'

Bart Kicklighter
Eastern States State FMO
Bureau of Land Management

TABLE OF CONTENTS

I. Introduction

Multi-agency coordination between wildland fire protection agencies is an ongoing process in the Southern Area. The fire program managers of the various state and federal agencies involved in wildland fire protection meet regularly as the Southern Area Coordinating Group (SACG). This group serves as a forum to review and discuss matters of mutual interest and to develop plans to ensure a coordinated approach is taken relative to wildland fire protection within the Southern Geographic Area.

This Operations Plan includes procedures to guide Southern Area Multi-Agency Coordinating Group (SAMAC) activities in those situations where unusual or critical fire activity and resource mobilization requires continuous, daily interaction between agencies to ensure that decisions not covered in existing plans and guides are responsive to the priority interests of the geographic area as a whole.

The purpose of the SAMAC Operations Plan is to provide management direction for cooperation, standardization, and operational guidelines for fire and incident management activities in the Southern Area. The plan helps to provide consistency and continuity between agencies represented on the SACG.

A. Mission
SAMAC provides a forum to discuss actions to be taken to ensure that an adequate number of resources are available to meet anticipated needs and to allocate those resources most efficiently during periods of shortage.

The SAMAC forum coordinates:
- Incident prioritization
- Resource acquisition, allocation and reallocation strategy development, related to workload and capability scenarios, state or national disaster response, (e.g., National Response Framework)
- Information provided to media and agency heads, and
- Identification and resolution of issues common to all parties.

B. Authorities
Agency Administrators
Each Agency has the authority to order the movement of personnel and equipment under their jurisdiction to maximize the pre-suppression and suppression capabilities of their agencies.

Fire Program Managers/Agency or Unit Duty Officers
Respective agencies within the Southern Area are authorized, (within constraints of available funding), to manage preparedness activities. This includes the coordination with other agencies by moving resources between units to best serve the needs.

Southern Area Coordination Center (SACC) Center Manager
Through the Delegation of Authority, the SACC Center Manager has the authority to move resources across agency boundaries, to meet preparedness and suppression needs of the participating agencies. This movement is limited to action specified in Southern Area Mobilization Guide and the National Interagency Mobilization Guide.

C. SACG Members

In most instances, the federal or state level agency administrators have designated the fire program manager of their respective agencies as SACG member for their agency. Each member represents their given agency and can make decisions on the agencies behalf.

The SACG consists of one representative from the following agencies:
- USDA Forest Service, Southern Region
- USDI National Park Service, Interior Region 2
- USDI Fish and Wildlife Service, Interior Region 2 and 4
- USDI Bureau of Indian Affairs, Eastern Oklahoma, Southern Plains, Eastern Region
- USDI Bureau of Land Management, Eastern States
- Southern Group State Foresters

D. SAMAC Members

The SAMAC members have been delegated authority by their respective agency directors to manage wildland fire operations on a Geographic Area scope when fire management resource shortages are probable. The SACC Center Manager is delegated the same authority when the SAMAC has not been activated.

2024 SAMAC Membership Include:

SAMAC Group	Office	Cell	Email
USFS – Jason Demas, Deputy Fire Operations		706-633-6811	jason.demas@usda.gov
NPS – Greg Salansky, Wildland Fire Specialist		865-414-6461	greg_salansky@nps.gov
FWS – Ben Hornsby, Regional Fuels Specialist	404-679-4192	404-276-9390	benjamin_hornsby@fws.gov
BIA - Forrest Blackbear, Eastern OK Fire Program Manager	918-781-4610	918-441-7833	Forrest.Blackbear@bia.gov
SGSF - Jim Prevette, Fire Director	919-413-5905	919-413-5905	jprevette@southernforests.org

The delegated authorities include:
- Establish priorities of fire management activities
- Direct, control and allocate regional and national resources within the Southern Area
- Implement decisions of the NMAC/SAMAC
- Develop geographic area strategies and contingency plans

This strategic direction optimizes firefighting capabilities as the tempo and severity of the season escalates. Likely scenarios include:
- Multiple large wildland fires burning within the Southern Area.
- Demand for firefighting resources remains high.
- As season progresses, fires take hold in "long interval' fire regimes where resistance to control will become more difficult.
- Contingency resources (military, National Guard, foreign specialists) are engaged.

- High social/political anxiety as efforts moves from offensive-oriented strategies to defensive-oriented strategies.
- Fireline supervision and command oversight will be limiting factors in determining safe, effective span-of-control.

The National Preparedness Strategy introduces operational expectations, reinforces performance, and clarifies existing policies and procedures. It provides for consistent implementation of policy by Agency Administrators, Incident/Area Command Teams, and fire and aviation management personnel (Refer to NMAC Preparedness Strategy).

Preparedness Plans direct activity for responding to increasingly severe situations (Refer to **Southern Area Mobilization Guide**). The SACC will coordinate closely to assess the situation and needs which will include using Predictive Services to provide general prognosis of upcoming fire activity, and a more specific, state-by-state evaluation to anticipate critical fire situations.

II. Operating Procedures

A. SAMAC Group Activation
At Preparedness Level 3 or when significant commitment of resources is occurring, the SACG and the SACC Center Manager will discuss and consider the need to activate SAMAC. The decision to activate SAMAC will be based on the number of large/complex/Incident Management Team (IMT) incidents, prescribed burns scheduled, predicted weather, percentage of area crews and initial attack resources committed, and the level of competition for resources between units and/or Geographic Areas or national incidents and activity.

The SACC Center Manager or the SACG may facilitate the activation of the SAMAC. SAMAC and the SACC Center Manager will also decide where the MAC Group and/or support staff should be physically located. MAC Group business is generally conducted via conference calls facilitated by the SACC Center Manager or the MAC Coordinator if activated. Face to face meetings are scheduled as necessary.

B. Roles and Responsibilities
SAMAC does not direct the Incident Management Teams or Area Commands, who retain the authority and responsibility for on-the-ground management of the incident organization. The roles and responsibilities of SAMAC are as follows:
- Prioritize fire management activities according to **Appendix 3**, and the National Response Framework and Department of Homeland Security Presidential Directive 5 (HSPD-5).
- Allocate scarce/limited resources including all regional and national resources among incidents to assure safe, productive, wildland fire management activities commensurate with the priorities identified.
- Develop "geographic strategies" based on the current and anticipated fire situation projections. These projections include drawdown plans, contingency plans and trigger points to enact them.
- Review policies/agreements for resource allocation including the NMAC Preparedness Strategy.
- Recommend staffing guidelines. Monitor the effects of short-term and cumulative fatigue.
- Review the need for involvement by other agencies. Coordinate firefighting efforts and strategies with states, tribes, local government and other key entities.
- Determine the need for activation of national military resources.

- Determine the need for and designate location(s) of mobilization and demobilization Center.
- Provide information and perspective to agencies wishing to proceed with fires managed for multiple objectives or prescribed fire application as indicated on the go/no go checklist.
- Interact with NMAC to support the Geographic Area's resource needs.
- Provide disaster coordination at the State and Federal levels as a partner in the National Response Framework.
- Improve political interfaces.
- Insure IR scheduling is taking area priorities into account.
- Encourage and support interagency prevention and education programs.
- Determine need and support Wildland Fire and Aviation Safety Teams (FAST) and Aviation Safety Assistance Teams (ASAT).

C. SAMAC/NMAC Coordination

The National Multi-Agency Coordinating Group (NMAC) consists of one representative from the following agencies:
- National Association of State Foresters (NASF)
- USDA Forest Service (USFS)
- National Park Service (NPS)
- Bureau of Land Management (BLM)
- Fish and Wildlife Service (FWS) * Representative to SAMAC
- Bureau of Indian Affairs (BIA)
- Federal Emergency Management Agency – U.S. Fire Administration (FEMA-USFA)

Other Attendees authorized by the Directors:
- National Weather Service (Meteorologist-in-Charge)
- External Affairs
- General Services Administration (GSA)
- Military Liaison
- Aviation Management (AMD, USFS, BLM, etc.)

NMAC has written delegated authority from their respective agency heads to represent their agency on all matters related to wildland fire operations. This includes membership on the NMAC, determining national priorities and allocating/reallocating resources. Additional responsibilities include:
- Direct, control, allocate or reallocate resources among or between Geographic Areas to meet NMAC priorities.
- Provide policy modification and direction for procedures, standards, and methods.
- Coordinate information and situation assessments between agencies and publics.

NMAC requires information from the SAMAC to prioritize and allocate resources in accordance with the National Strategy. SAMAC will also provide a description of the process being utilized to establish priorities.

Additionally, SAMAC should provide an assessment of the current (daily) overall situation, which includes an analysis of whether the situation should improve or deteriorate over the next seven days. Descriptions of risks associated with specific incidents that may pose a threat to communities or critical infrastructure is paramount.

NMAC will require rationale and information for assignment of Type 1 Incident Management Teams, Area Command teams and at times Type 2 Incident Management Teams. (**Appendix 2**)

At National Preparedness Levels 4 and 5, SAMAC will provide specific resource requests and inquiries to NMAC that are required to accomplish priority incident objectives and describe whether those needs can be met from within the Geographic Area or not.

NMAC will provide a liaison to the SAMAC to coordinate issues and concerns, as well as assisting with resource requests and inquiries from the Southern Area.

D. SAMAC Meetings
Official SAMAC Meetings will be conducted either in-person, via conference call or video conference call as determined by the SAMAC and the SACC Center Manager. The choice of meeting method will be determined by a consensus of SAMAC members.

E. MAC Group Conference Calls and Incident Commander Calls
If a dedicated MAC Coordinator is not assigned, the SACC Center Manager will facilitate the Southern Area MAC Group Conference call(s) and Incident Commander Calls. The call time may be adjusted based on activity or to coordinate with the NMAC and Incident Management Teams. The purposes of these calls are to:
- Receive a timely update on incident activity and resource status.
- Outline potential resource needs.
- Discuss and establish geographic area incident and resource allocation priorities.
- Identify and resolve concerns and problems.
- Discuss Incident Management Team issues (extensions, rotations, etc.)
- When the SAMAC Aviation Call is scheduled, the SAMAC Support Aviation Coordinator or the SACC Operations Coordinator (Aviation) will facilitate that call.
- Mobilization (Mob) Center ICs if managing a Mob Center, may be asked for report outs on the Southern Area MAC Group Conference Call.

The format for SAMAC Conference Call and IC Agenda (Afternoon Call) are listed in **Appendix 5**, the format for SAMAC Aviation Conference Call and IC Agenda (Aviation Call) is listed in **Appendix 6** and (if utilized) the format for SAMAC Morning Conference Call (Morning Call) is listed in **Appendix 7**.

F. SAMAC and Area Command Coordination
SAMAC will need to establish expectations with incoming Area Commands for how they will interact with SAMAC. It is important to stress the need for intelligence and accurate resource status and location. This information assists in setting geographic area priorities and allocation of resources. Expectations from SAMAC are the following:
- Intelligence information goes to local/SACC dispatch and SAMAC.
- ICs need to be on Southern Area MAC Group Conference Call each day.
- Respond to SAMAC data requests.
- All resource availability and release information needs to be passed to local dispatch/SACC and SAMAC.
- Area Command Letter of Delegation should include direction pertaining to Trespass fires.

G. In-Person Meetings
The SAMAC may decide to hold an in-person meeting rather than conference calls depending upon activity and issues that need to be addressed. The in-person meetings are usually held at SACC in a meeting room with a conference phone so persons who couldn't travel can participate.

III. Support Organization Roles and Responsibilities

A. MAC Group Coordinator (MCCO)
A position of MAC Coordinator (MCCO) has been identified as an IQCS/ROSS mnemonic. However, this is not an NWCG position. Depending on the level of SAMAC involvement the MAC members may request that individuals with demonstrated or known skills and abilities to fill the MAC coordinator position. The functions performed by the MAC Coordinator include:

- Delegated authority by the SACG Chair
- Establishes with SAMAC a daily schedule for meetings and conference calls.
- Facilitates issues needing SAMAC attention.
- Obtains appropriate intelligence information necessary to support SAMAC activities.
- Acquires and supervises SAMAC Support Specialists, Administrative and IT staffs to support SAMAC activities.
- Ensures adequate subject matter expertise is available to support SAMAC activities.
- Facilitates SAMAC Group meetings.
- Reviews ICS-209, SIT Reports, WFDSS for each incident in order to complete the Priority Decision Matrix and the Incident Prioritization Worksheet (Appendix 4).
- Documents SAMAC decisions.
- Distributes SAMAC decisions.
- Assembles the record of SAMAC decisions and activities.
- Serves as the focal point of contact with the NMAC Liaison to the Southern Area.
- SAMAC Coordinator may decide due to workload to assign a Deputy MAC Group Coordinator.
- Facilitates daily conference calls with ICs and ACs.
- Coordinates FAST/ASAT responses and collects daily reports.

B. SAMAC Support - Administration
- Ensures telephone and computer access, workstations, meeting space, and access to FAX, copier, and office supplies.
- Develops, updates, and maintains numerous SAMAC email lists for dissemination of information.
- Reserves conference call times for needed briefings and provides schedule and access information to all participants.
- Prepares filing system to organize and retain all records related to SAMAC Support activities.
- Files all SAMAC Support materials to document activity and decisions made by the group.
- Provides telephone coverage, note-taking duties, correspondence support, and other clerical duties as requested.
- Makes key documents available for posting to the SACC website.
- When the SAMAC Support group is disbanded, consolidates all records material for permanent retention.

C. SAMAC Support – Aviation Coordinator
- Tracks the status of critical aviation resources as defined by SAMAC.
- Provides recommendations for mobilization, allocation, reallocation, and release of aviation resources.
- Establishes and maintains coordination with the SAMAC Coordinator, SACC Center Manager, Agency Operations Coordinators and Aviation Coordinators.
- Establishes and maintains coordination with Agency, National, Regional/Area, Unit and Incident aviation managers with the Southern Area, NICC/NMAC and sub-geographic area MAC Groups.
- Assists with the daily prioritization of Southern Area incidents.
- Recommend changes in flight duty schedules.
- Provides assistance with aviation related issues.
- Facilitates SAMAC Aviation conference calls.
- Coordinates for FAST, ASAT and other technical experts when assigned in the Southern Area. Recommends mobilization of FAST and ASAT based on current and expected situation.
- When requested, assists with the resolution of aviation related issues.
- May be divided into two positions with a Fixed-wing Coordinator and a Rotor-wing Coordinator depending on complexity and workload.

D. SAMAC Support – Crew Coordinator
- Tracks the status of Type 1, Type 2 and Type 2 IA crews or other resources (Suppression modules) as defined by SAMAC.
- Provides recommendations for mobilization, allocation, reallocation, and release of crews.
- Establishes and maintains coordination with the SACC C.O.D. and the SACC Crew Desk.
- Establishes and maintains coordination with National, Regional/Area, Unit and Incident crews.
- Monitors work/rest, crew days off, R&R policies and validates number of days worked.
- Monitors and validates mission related tasks while assigned to incident and or/pre-positioning.
- Prepares spreadsheets and other reports to assist in crew prioritization and allocation.
- Assists with the daily prioritization of Southern Area incidents.
- Coordinates with Interagency Resource Representatives (IARR's).
- Provides assistance with other crew related issues.
- Functions as the SAMAC Support Fire Suppression Module Coordinator or the duties can be separated with a SAMAC Support Suppression Module Coordinator support position established for SAMAC.

E. SAMAC Support – Intelligence/Planning
- Collects the Incident Prioritization Worksheets (IPW), ICS 209's, and any additional information from the incidents needed for prioritization.
- Assembles intelligence information to support GBMAC activities such as:
- Resource Status (ICS-209, ROSS reports, etc.)
- Outstanding Resource Orders
- Projected needs by incident.
- Maintains and inputs incident information into the database for incident prioritization.

- Works with IMT Planning Sections, Agency Fire Planners and Intel Leads, SCCC Intelligence section and sub-geographic MAC on information clarification and/or additional information needs.
- Tracks critical needs of each incident and displays daily.
- Maintains daily information on SAMAC/Geographic Area and National incident priorities, daily schedules, and conference calls.
- Collect documentation for and maintains the SAMAC documentation package.
- Assists with daily prioritization of Southern Area Incidents.
- Assess and recommends additional staffing, changes to procedures, and/or data needs to provide for efficient, accurate and timely information for decision making.
- As needed, contacts IMT's for clarification and/or updates on fire status and needs.
- As requested analyzes WFDSS reports for assumptions about resource availability and determines in the objectives/strategy are in line with resources needed to accomplish the mission.
- Establishes and maintains a tracking process for all Incident Management Teams assigned in the Geographic Area and other critical resources as necessary.

F. SAMAC Support – Safety
- Understands and can communicate agency safety principles and policies in an interagency context.
- Monitors the overall safety situation for the geographic area.
- Facilitates the daily Incident Safety Officer Conference Call.
- Maintains communication with Incident Safety Officers; may provide briefings/briefing materials to update incoming IMTs on safety issues and policies in the Great Basin
- Collects safety-related data from incidents/units and maintains a running trend analysis on accidents, injuries, fatalities, and issues.
- May lead or sponsor field trips to incidents/units as necessary and participate in Fire and Aviation Safety and Assistance (FAST) Teams.
- Maintains daily contact with SAMAC Coordinator and Aviation/Operations Specialists for coordination and situational awareness; reports out as during SAMAC briefings/conference calls.
- Coordinates with Agency Fire Safety Specialists

G. Local Administrator or Units with Incidents:
- Provides direct management and oversight of suppression activities and achievement of agency direction.
- Transmits Delegation of Authority and WFDSS to SAMAC upon approval.
- Monitors SAMAC decisions and asks for reconsideration action, through their respective agency MAC representative, if there is concern over SAMAC's interpretation of fact relative to the status or needs of the incident.
- Maintains dialog with their respective SAMAC Group representative/member.

H. Local Dispatch Centers, Incident Expanded Dispatch Organization or Local Ordering Points:
- Facilitates flow of intelligence information needed to support SAMAC activities.
- Facilitates flow of SAMAC decisions to field units Incident Management Teams, Area Commands and Sub-Geographic Area MAC's as appropriate.
- Implements actions associated with SAMAC decisions as may be appropriate to the dispatch system.

I. Incident Management Teams & Area Commands:
- Provide accurate information relative to incident status, threats and projections of needs as requested to support SAMAC activities and ICS-209.
- Implements actions associated with SAMAC decisions as may be appropriate to the Incident Management Team, Area Command.
- Participate on daily IC conference calls.

J. Sub-Geographic Area MACs:
- Prioritize incidents for the local unit.
- Ensure agency resource situation is current.
- Determine specific agency resource requirements.
- Determine agency resource availability.
- Allocate resources to incidents based upon established criteria.
- Anticipate future resource needs.
- Communicate and/or implement SAMAC decisions.
- Review need for other agencies involvement in the Sub-Geo Area MAC.
- Provides accurate information relative to incident status, threats and projections of needs as requested by SAMAC.

K. National Multi-Agency Coordinating Group (NMAC):

NMAC provides a liaison to the SAMAC. The NMAC liaison for the Southern Area is the USFWS representative to NMAC. When available, the NMAC representative is encouraged and welcomed to participate SAMAC Conference Calls, Incident Commander Calls, Face-to-Face Meetings and After Action Reviews

L. Fire and Aviation Safety Teams (FAST):

Fire and Aviation Safety Teams (FAST) assist agency administrators during periods of high fire activity be assessing adequacy of and compliance with policy, rules, regulations, and management oversight relating to operational issues. They can also do the following:
- Provide guidance to ensure fire and aviation programs are conducted safely.
- Review compliance with OSHA or agency abatement plan(s), reports, reviews, and evaluations.
- Review compliance with interagency agreements and protocols including the *Interagency Standards for Fire and Fire Aviation Operations* handbook.
- Provide short-term hands-on technical or managerial assistance where necessary to immediately correct an identified critical problem(s).

Expectations
It is anticipated that most FAST use will involve interagency operations and will therefore be under the specific control and direction of SAMAC. Agencies are prohibited from unilaterally assigning a FAST to an interagency wildfire or interagency support operation. For instance, an agency would not independently assign a FAST to assess an interagency zone dispatch operation, but would instead coordinate this through SAMAC.

There will be instances where an agency deems it appropriate to utilize a FAST to provide internal assistance and nothing in this guideline is deemed as precluding this. For instance a member agency might elect to utilize a FAST to assist an agency administrator in determining if an agency managed fire is being managed according to accepted policies and safety standards. It is highly

recommended that agencies keep SAMAC apprised of these activities so that potential overlap is avoided and lessons learned can be shared.

In either instance, FASTs will:
- Act as wildfire management professionals at all times, in appearance and demeanor.
- Operate through the chain of command as outlined in the delegation of authority.
- Limit unilateral hands-on action in the field to those situations where immediate action is required to protection persons or property; all such actions along with the rationale for action will be subsequently reported to the responsible agency administrator.
- Exercise sound business management principles in managing personnel time and travel costs.
- Maintain confidentiality and preserve employee's privacy rights as these factors apply; information gathered will not be released without prior approval of the affected Agency Administrator and/or SAMAC.
- Comply with the procedural guidelines for operation and reporting as identified elsewhere in the SAMAC Operations Plan

Composition
Each Fast will minimally include a team leader and a safety and health manager. Additional team members may be added based on the team assignment. It is anticipated that most FAST would include a fire ground operations specialist and an aviation specialist. A scribe is highly recommended to facilitate the construction of the final report.

Teams will be composed of no less than two members and will not exceed 5 without specific approval of SACG. Trainees are encouraged and will not count against the team size limit, but they must be approved by SACG.

Composition
- Team Leader who is either agency administrator or fire programs lead with previous experience as a FAST member.
- Safety & Health Manager who is minimally qualified as a Type 2 Safety Officer (SOF2) or an agency safety & health professional with a background in wildland fire.
- Fire Ground Operations Specialist who is minimally qualified as a Type 2 Operations Section Chief and should have previous experience as a primary member of a Type 1 or Type 2 Incident Management Team.
- Aviation Specialist must have wildland fire aviation program management experience at the state/regional office level or higher and should have previous experience as IC/general staff on a Type 1 or Type 2 Incident Management Team.
- Administrative Specialist with advanced writer/editor skills and should have some background in wildland fire.

Mobilization
FAST reviews involving an interagency incident(s) and/or operation(s) will be requested through SAMAC. Agency administrators desiring FAST assistance will place a resource order through their servicing dispatch office. All orders for FAST assistance to an interagency incident must be forwarded to SACC. FAST assistance internally to a single agency may be handle directly at the local dispatch level if qualified resources are available locally. In either instance mobilization procedures will follow normal wildland fire procedures and guidelines.

Out-briefings
FAST will meet with each agency administrator being assisted for an exit briefing prior to leaving the agency site. The purpose of this debrief is to provide the agency administrator with a summary of findings, suggested resolutions, and lessons learned.

SAMAC Debrief
Upon return from the field the FAST team leader will conduct an informal debrief with SAMAC. The purpose of this debrief is to provide SAMAC with a summary of significant findings

SACG Debrief
Upon completion of the FAST report, the entire team shall formally debrief with SACG and any other individuals as determined by SACG. This debrief shall be a detailed review of the FAST findings and recommendations.

FAST Report
The FAST leader will ensure that a written report of the team's activities and findings is prepared. The report will be formatted as follows:
- Executive Summary
- Purpose
- Objective(s)
- Methods/procedures
- Findings
- Recommendations
- Appendix

The appendix will include a copy of the Delegation of Authority and any supporting documentation as required to ensure clarity of the overall report.

The report package will include a paper copy of the report, applicable field notes, reports, and other paper documentation, and an electronic copy of the report.

Privacy
Many of the issues reviewed by FAST will have elements of confidentiality, security, and/or employee privacy. FAST will comply with agency regulations concerning these issues and make every reasonable effort to preserve confidentiality, security, and employee privacy. FAST will only disseminate its sources and findings, regardless of format, to the responsible agency administrator or to SAMAC. This shall not preclude FAST members from sharing information among them as necessary to complete the assigned task(s).

Agency administrators and SACG shall determine what "sanitizing", if any, is required prior to release of FAST generated information.

The responsible agency administrator(s) and SACG shall determine the appropriate distribution of FAST reports. At a minimum, FAST reports will be distributed to SACG. Distribution will be through electronic means except where SACG determines that security or other considerations require a paper distribution

Timetables & Follow up
FAST will provide interim reports as required by the agency administrator(s) and/or SA MAC Group. FAST will provide the final report within (48) hours of completing the assignment. SACG

shall distribute "lessons learned" elements of the FAST report within (7) days of accepting the final report.

Within (30) days of receiving the FAST report SACG shall determine what action(s) is required for each recommendation. This determination shall be made part of the final report package and a copy forwarded to SACG members, affected agency administrator(s), and FAST. Additional distribution may be made as determined by SACG.

M. Aviation Safety and Technical Assistance Team (ASAT)
SAMAC utilizes ASATs to provide assistance to Field Units during high levels of aviation activity. The following information describes the implementation, composition, objectives, and responsibilities that characterize these teams.

Mobilization
Agency Aviation Managers from SACG may request mobilization of ASATs if they have any technical or safety related aviation concerns that exceed the Units ability to monitor or resolve. Field units, through any Agency Aviation Manager may also request an ASAT for their Unit.

Accountability
The ASAT reports to SAMAC. They are an extension of SAMAC and are NOT assigned to Incident or Area Command Teams

Purpose
ASATs were developed to provide assistance to field units and Aviation Managers during times of heavy use of aviation resources to help identify aviation related issues that may increase during more complex activity periods. This includes clarifying policy, providing assistance in approving aircraft and pilots, and assisting with maintenance issues.

Composition
Team members are available from USDA Forest Service, Office of Aircraft Services, USDI Bureau of Land Management, USDI Bureau of Indian Affairs, National Park Service, U.S. Fish and Wildlife Service and State agencies. Team composition will be interagency whenever possible. The composition of an ASAT will vary. Normal team structure consists of 4 to 5 members and usually includes several of the following.
- Helicopter Operations Specialist
- Aviation Maintenance Specialist
- Aviation Safety Specialist
- Fixed-wing Specialist
- Helicopter Inspector Pilot
- Avionics Inspector
- Air Tanker Base Specialist

Objective
Assist field units to enhance:
- Safety/Accident Prevention.
- Efficiency and effectiveness of aviation operations.
- Technical assistance to aircraft managers, flight crews and Unit/Incident Management Team (IMT) personnel.

Responsibilities
- ASATs will visit helicopter or fixed-wing bases to observe and assist aviation operation personnel to ensure compliance with agency standards.
- Assess management staffing levels, review load calculations and other administrative documents.
- Attend Briefings.
- Review safety plans.
- Ensure SAFECOMs are filed.
- Provide recommendations or issue solutions for technical or safety related issues to aviation managers.
- Approve/re-approve aircraft, pilots and fuel trucks.

Team Protocol
- Receive assignment briefing from the SAMAC.
- In-brief with the Agency Administrators, Fire Management Officers (FMOs), and/or Unit Aviation Officer (UAOs) discussing Unit/STAT needs and expectations, and identifying local aviation management issues.
- Contact IMT, IC and/or Air Ops Branch Director (AOBDs) discussing same points.
- Provide daily feedback to the effected Regional/State Aviation Managers and SAMAC. Conduct an out-brief with AAs, FMOs and/or UAOs and ICs while in the field.

IV. MAC Group Products

All MAC Group decisions will be documented in writing. MAC decision documents will be on SAMAC letterhead and signed by the SAMAC Chair (or Acting Chair). MAC decision documents will be distributed to the involved agency heads, incident commanders or other individuals responsible for implementation through the SACC using the coordination system via email and posting to the website in MAC area by the SACC Center Manager, MAC Group Coordinator or the MAC Group Administrative Support. The MAC Coordinator will share pertinent decisions with the National MAC Coordinator at Boise.

The flow of information regarding MAC Group decisions and products are from the SACC Center Manager through the dispatch/coordination system, from individual SAMAC members to their agencies for implementation and or through the MAC Group Coordinator (if activated).

A. Southern Area Priority Overview

Each morning on a daily basis, SAMAC can be expected to issue a Priority Overview (or a current situation summary (**Appendix 4**) that will provide a one to two page overview of the situation within the Southern Area, along with the following:
- Incident Priority List
- New and Emerging Fires
- IMT Assignments with Brief Notes
- Crew and Suppression Modules Situation Overview
- Aviation Situation Overview

B. Southern Area Priority Decision Matrix

The Southern Area Priority Decision Matrix form (included in **Appendix 3** of this plan) will be completed for each large wildland and prescribed fire during Preparedness Levels 3, 4 and 5, based on intelligence information submitted in response to the requirements in Section IV, A. above. This will allow each incident to be given a numerical ranking for each of the following elements:

- Firefighter safety.
- Public safety.
- Objectives.
- Duration of resource commitment.
- Improvements to be protected.
- Cultural and natural resource values.
- Social, economic and political impacts/concerns.
- Economic considerations/cost containment.
- Threats to boundaries.

Within each ranking element three different point values can be chosen in order to reflect the complexity of the incident. Total points are derived by multiplying the value assigned by the weighting factor; value assigned x weighting factor = total points. The matrix can be adjusted to reflect changing situations. Insure weight factor total remains 33. It is critical that the MAC Coordinator determine if the desired result is reflected in results.

C. MAC Group Conference Call Notes
The format for SAMAC Conference Call and IC Agenda (Afternoon Call) are listed in **Appendix 5**, the format for SAMAC Aviation Conference Call and IC Agenda (Aviation Call) is listed in **Appendix 6** and (if utilized) the format for SAMAC Morning Conference Call (Morning Call) is listed in **Appendix 7**.

D. FAST Report
Upon the completion of the FAST closeout the SAMAC will present the FAST written report as part of SAMAC closeout package for the SACC Center Manager and the SACG.

E. ASAT Report
Upon the completion of the ASAT closeout the SAMAC will present the ASAT written report as part of SAMAC closeout package for the SACC Center Manager and the SACG.

F. After Action Review Report
The MAC Coordinator (if activated) or the SACC Center Manager will facilitate an AAR upon the closeout of SAMAC as well as document a report for the SACG of lessons learned and best practices.