| **Location:** |  |
| --- | --- |
| **Date:**  MM/DD/YY |  |
| **Respondent:**  First, Last |  |
| **Reviewed by:**  First, Last |  |

**For the National Preparedness Review, you will need to have the following items available for review:**

| **CHECKLIST ITEM #** | **DOCUMENTATION** |
| --- | --- |
| 9 | Risk Assessments |
| 17 | Agreements with cooperators annual operating plans |
| 18, 19 | Initial response plans |
| 30 | Published WFDSS Decision(s) |
| 36 | *Agency Administrator’s Guide to Critical Incident Management* (or equivalent) |
| 40 | DI-105 (Receipt for Property) |
|  | *Interagency Standards for Fire and Fire Aviation Operations*  (<https://www.nifc.gov/policies/pol_ref_redbook.html>) |

**ASSIGNED PROGRAM RESPONSIBILITY**

**Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 1 | Establish and manage a safe, effective, and efficient fire program. | Choose an item. |  |
| 2 | Ensure the Fire Management Plan (FMP) reflects the agency commitment to firefighter and public safety by establishing a fire organization to meet state/unit workload or national allocations, while utilizing the full range of fire management activities available for ecosystem sustainability. | Choose an item. |  |
| 3 | Ensure appropriate reporting is implemented for all incidents. Ensure Final Fire Reports are completed and certified in InFORM Inspector. | Choose an item. |  |
| 4 | Ensure only trained and qualified personnel are assigned to fire and fire aviation duties. | Choose an item. |  |
| 5 | Ensure only trained and qualified fire and non-fire personnel are available to support fire operations at the local and national level. | Choose an item. |  |
| 6 | Organize, train, equip, and direct a qualified work force. | Choose an item. |  |
| 7 | Ensure the fire safety program is implemented according to fire and non-fire safety regulations, training, and concerns. | Choose an item. |  |
| 8 | Ensure compliance with work/rest guidelines during all fire and fire aviation activities. | Choose an item. |  |
| 9 | Ensure completion of a Risk Assessment (RA) for fire and fire aviation activities, and non-fire activities so mitigation measures are taken to reduce risk. | Choose an item. |  |
| 10 | Ensure fire and fire aviation management employees understand their role, responsibilities, scope of duty, and accountability. | Choose an item. |  |
| 11 | Establish and implement a post incident assignment performance review process. | Choose an item. |  |
| 12 | Develop, implement, evaluate, and document fire and fire aviation training to meet current and anticipated needs. | Choose an item. |  |
| 13 | Ensure fire and fire aviation policies are understood, implemented, and coordinated with other agencies as appropriate. | Choose an item. |  |
| 14 | Monitor fire suppression activities to recognize when complexity levels exceed program capabilities. Increase managerial and operational resources to meet the need. | Choose an item. |  |
| 15 | Monitor fire season severity predictions, fire behavior, and fire activity levels. Ensure national fire severity funding and national preposition funding is requested in a timely manner, used, and documented in accordance with agency standards. | Choose an item. |  |
| 16 | Monitor the expenditure of Short-Term Severity funding. | Choose an item. |  |
| 17 | Ensure agreements with cooperators are valid and in compliance with agency policy, and that attached Annual Operating Plans are current. | Choose an item. |  |
| 18 | Develop annual review and implement current operational plans (e.g., dispatch, preparedness, prevention, draw-down). Ensure that initial response plans reflect agreements and annual operating plans and are reviewed annually prior to fire season. | Choose an item. |  |
| 19 | Ensure that initial response plans (e.g., run cards, preplanned response) are in place and provide for initial response commensurate with guidance provided in the Fire Management Plan and Forest/Resource Management Plan. | Choose an item. |  |
| 20 | Develop, maintain, and implement restrictions procedures in coordination with cooperators whenever possible. | Choose an item. |  |
| 21 | Ensure that the use of fire funds complies with department and agency policies. | Choose an item. |  |
| 22 | Ensure a process is established to communicate fire information to public, media, and cooperators. | Choose an item. |  |
| 23 | Annually convene and participate in pre-and post-season fire meetings. | Choose an item. |  |
| 24 | Oversee pre-season preparedness review of fire and fire aviation program. | Choose an item. |  |
| 25 | Initiate, conduct, and/or participate in fire program management reviews and investigations as per Chapter 18. | Choose an item. |  |
| 26 | Personally participate in periodic site visits to individual incidents and projects. | Choose an item. |  |
| 27 | Utilize the Risk and Complexity Assessment (Appendix E and F) to ensure the proper level of management is assigned to all incidents. | Choose an item. |  |
| 28 | Ensure transfer of command on incidents occurs as per Red Book Chapter 11. | Choose an item. |  |
| 29 | Ensure incoming personnel and crews are briefed prior to fire and fire aviation assignments. | Choose an item. |  |
| 30 | Ensure that an accurate and defensible decision is published in the Wildland Fire Decision Support System (WFDSS) for all fires identified as requiring a decision in Chapter 11. | Choose an item. |  |
| 31 | Ensure IMT briefing packages are developed prior to fire season. | Choose an item. |  |
| 32 | Work with cooperators, groups, and individuals to develop and implement processes and procedures for providing fire safe communities within the wildland urban interface. | Choose an item. |  |
| 33 | Ensure trespass actions are initiated and documented to recover cost of suppression activities, land rehabilitation, and damages to the resource/improvements for all human-caused fires where liability can be determined. | Choose an item. |  |
| 34 | Ensure required personnel are trained in fire cause determination and fire trespass. | Choose an item. |  |
| 35 | Ensure compliance with Interagency, National and Regional Office policy for prescribed fire activities. Provide periodic reviews of the prescribed fire program. | Choose an item. |  |
| 36 | Annually update and review the *Agency Administrator’s Guide to Critical Incident Management* (or equivalent). | Choose an item. |  |
| 37 | Ensure that all fire employees review and update their emergency contact information annually, either in Employee Express or in hard copy format. | Choose an item. |  |
| 38 | Ensure fire season severity predictions, weather forecasts, fire behavior predictors, and fire activity levels are monitored and communicated daily to all employees (hard copy, web page, email, radio, or fax). | Choose an item. |  |
| 39 | Ensure standards in current National and Local Mobilization Guides are followed. | Choose an item. |  |
| 40 | Comply with established property control/management procedures. | Choose an item. |  |
| 41 | There are adequate qualified personnel on the Agency to maintain full readiness when personnel take fire assignments. | Choose an item. |  |
| 42 | Adequate number and/or availability of qualified Agency Administrators to address typical initial and extended attack responsibilities. | Choose an item. |  |
| 43 | Critical positions are filled with qualified personnel. | Choose an item. |  |

**LOCAL COOPERATOR ASSISTANCE**

**Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 44 | Local cooperator assistance projects focus on fire management actions in priority areas, including activities to protect firefighter and public safety. | Choose an item. |  |
| 45 | There is a cooperator training work plan in place that projects and tracks all local cooperator training: |  |  |
|  | a. Name of wildland fire training course(s) or description of actions | Choose an item. |  |
|  | b. Location (name of organization, community, Tribe) | Choose an item. |  |
|  | c. Type of organization/group trained (i.e., Trial Programs, FDs, etc.) | Choose an item. |  |
|  | d. Number of cooperator personnel trained, participated, etc. | Choose an item. |  |
| 46 | Communications pertaining to local cooperator training and partnerships includes: |  |  |
|  | a. Providing training directly to cooperators to facilitate relationship building | Choose an item. |  |
|  | b. Informing the public and key partners of accomplishments and successful partnerships with local cooperators resulting from the program | Choose an item. |  |
|  | c. Addresses actions offices undertake before, during and after assistance actions occur | Choose an item. |  |

**COOPERATIVE FIRE RESPONSE AGREEMENTS**

**Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 47 | A cooperative fire response agreement with Tribe and local fire department that responds to wildfire incidents within BIA Jurisdiction is in place, if necessary and applicable. |  |  |
|  | a. Cooperative fire response agreement is with a BIA Agency or Region | Choose an item. |  |
| 48 | The following minimum required elements are included in Tribal or local fire department agreement: |  |  |
|  | a. Personnel are 18 years of age or older | Choose an item. |  |
|  | b. Have and use PPE as required in the Red Book, Chapter 7 | Choose an item. |  |
|  | c. Have appropriately trained and qualified personnel. | Choose an item. |  |
|  | d. Pre-identified incident communication protocol established and followed (e.g., frequency plans, points of contact, interoperable radio hardware) | Choose an item. |  |
|  | e. ICS is used on all incidents | Choose an item. |  |