|  |  |
| --- | --- |
| **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** |
| 1 | Sample of Responder Master Records and table of organization |
| 2 | Employee training files |
| 3, 4, 12 | Training documentation |
| 4, 9 | Access to IQCS for review |
| 10 | Documents listed |
|  | *Interagency Standards for Fire and Fire Aviation Operations*(<https://www.nifc.gov/policies/pol_ref_redbook.html>) |

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

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 1 | Individuals meet agency qualification and certification standards for duties assigned in wildland fire and aviation operations.*[RB Ch 13]* | Choose an item. |       |
| 2 | Employee training files are maintained and contain:*[RB Ch 13]* |  |  |
|  | a. Training records for required courses | Choose an item. |       |
|  | b. Incident performance evaluations | Choose an item. |       |
|  | c. Position task book verification | Choose an item. |       |
|  | d. Annually updated IQCS forms and Responder Master Record | Choose an item. |       |
|  | e. Files are stored in accordance with agency policy | Choose an item. |       |
| 3 | Employees have training documented for: |  |  |
|  | a. Safety Orientation (once) | Choose an item. |       |
|  | b. Bloodborne Pathogens (once/annually) | Choose an item. |       |
|  | c. Defensive driving for drivers (3 years), and BL300 Fire Vehicle Driver Orientation Course if applicable | Choose an item. |       |
|  | d. First aid (3 years) | Choose an item. |       |
|  | e. Current CPR (3 years or per certifying authority) | Choose an item. |       |
|  | f. HAZMAT – First Responder Awareness Level (annually) | Choose an item. |       |
|  | g. USGS Hazard Communications – GHS | Choose an item. |       |
| 4 | Each employee has completed Annual Fireline Safety Refresher training and the Work Capacity Test (WCT), and documentation is on file. Work Capacity Test record is maintained annually and appropriately filed. *[RB Ch 13]* | Choose an item. |       |
| 5 | A Fire Training Officer is designated for the unit, and (in conjunction with the Fire Management Officer) is responsible for: |  |  |
|  | a. Ensuring that employees meet pertinent PMS 310-1 qualifications requirements | Choose an item. |       |
|  | b. Assessing unit training needs, establishing training objectives, and developing/implementing training schedules to meet those objectives | Choose an item. |       |
|  | c. Coordinating fire training efforts with interagency partners and non-fire programs | Choose an item. |       |
|  | d. Representing the unit on local, zone, or geographic area fire training committees | Choose an item. |       |
|  | e. Managing the Unit IQCS account, including data input and production of incident qualification cards | Choose an item. |       |
|  | f. Coordinating the fire qualifications review process for the unit IQCS Red Card Review Committee | Choose an item. |       |
|  | g. Coordinating and prioritizing unit-level NWCG fire training course nominations | Choose an item. |       |
| 6 | a. Unit Training Officer is familiar with NWCG course nomination process | Choose an item. |       |
| 7 | A Fire Qualifications Administrator is designated and:*[RB Ch 13]* |  |  |
|  | 1. Has an IQCS Delegation of Authority from the Certifying Official
 | Choose an item. |       |
|  | b. Trained in and has access to the Incident Qualifications and Certification System (IQCS) | Choose an item. |       |
|  | c. Updates incident experience, training, and position task books for employees using IQCS (as delegated). | Choose an item. |       |
| 8 | A qualification and certification procedure are established to provide management oversight and review of wildland fire and aviation positions.*[RB Ch 13]* | Choose an item. |       |
| 9 | Unit follows guidance contained in the *Red Book*:*[RB Ch 13]* |  |  |
|  | a. Incident Qualification and Certification | Choose an item. |       |
| 10 | The following publications and documents are accessible and current: |  |  |
|  | a. *Incident Response Pocket Guide* | Choose an item. |       |
|  | b. *Wildland Fire Incident Management Field Guide* | Choose an item. |       |
|  | c. *Interagency Standards for Fire and Fire Aviation Operations* | Choose an item. |       |
|  | d. *NIMS:* *Wildland Fire Qualification System Guide* (PMS 310-1) | Choose an item. |       |
|  | e. *Field Manager’s Course Guide* (PMS 901-1) | Choose an item. |       |
| 11 | Training is conducted for personnel in accordance with the NIMS: *Wildland Fire Qualification System Guide* (PMS 310-1), the *Field Manager’s Course Guide* (PMS 901-1).*[RB Ch13]* |  |  |
|  | a. Training meets objectives and target audience requirements | Choose an item. |       |
|  | b. Training materials are available | Choose an item. |       |
|  | c. Instructors are qualified | Choose an item. |       |
|  | d. Adequate training equipment | Choose an item. |       |