| **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 | Crew table of organization |
| 3 | Letter to GACC regarding status |
| 4 | *Standards for Interagency Hotshot Crew Operations* (SIHCO), Appendix C |
| 9 | DI-105 (Receipt for Property) |
| 12 | Employee EPAPs |
| 14 | Employee Incident Qualification Cards (Red Cards) ­­­­ |
| 15, 17, 20 | Employee training records |
| 18 | Employee CDLs |
| 19 | Current driver’s license and Motor Vehicle Authorization |
| 22-23 | Risk assessments (RAs) |
| 24 | Documentation of tailgate safety sessions/6 Minutes for Safety |
| 27 | Documents listed |
|  | *Interagency Standards for Fire and Fire Aviation Operations* (<https://www.nifc.gov/standards/guides/red-book>) |

| **CHECKLIST ITEM #** | **CHECKLIST REFERENCES** |
| --- | --- |
| 13 | Employee Orientation Checklist |

**TRAINING AND READINESS**

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

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 1 | Crew meets agency and national standards for organizational requirements*:*  *[RB Ch 13; SIHCO]* |  |  |
|  | 1. Superintendent | Choose an item. |  |
|  | 1. Assistant Superintendent | Choose an item. |  |
|  | 1. Squad Leaders | Choose an item. |  |
|  | 1. Total number of career positions on table of organization (PFT and Career Seasonal) | Choose an item. |  |

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| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 2 | Crew meets agency and national standards for:  *[RB Ch 13; SIHCO]* |  |  |
|  | 1. Mobilization and get away time frames | Choose an item. |  |
|  | 1. Government-issued purchase cards | Choose an item. |  |
|  | 1. 40 hours operational preparedness training | Choose an item. |  |
| 3 | Crew is properly statused with the appropriate geographic area coordination center.  [*SIHCO]* | Choose an item. |  |
| 4 | Appendix C, *Standards for Interagency Hotshot Crew Operations Annual IHC Mobilization Checklist* completed and forwarded to the Regional Fire Management Officer.  *[RB Ch 13, SIHCO]* | Choose an item. |  |
| 5 | Module meets agency standards for:  *[RB Ch 13]* |  |  |
|  | 1. Superintendent | Choose an item. |  |
|  | 1. Assistant Superintendent | Choose an item. |  |
|  | 1. Squad Leader | Choose an item. |  |
|  | 1. Senior Firefighter | Choose an item. |  |
|  | 1. Firefighter | Choose an item. |  |
|  | 1. Minimum crew size | Choose an item. |  |
| 6 | Supervisors are familiar with administrative issues and prepare proper documents as required: |  |  |
|  | 1. Time and attendance (Quicktime) | Choose an item. |  |
|  | 1. Crew time reports | Choose an item. |  |
|  | 1. Fire time reports | Choose an item. |  |
|  | 1. Travel vouchers (Concur) | Choose an item. |  |
|  | 1. Accident/injury reporting   (CA1/CA2/CA16) | Choose an item. |  |
|  | 1. Credit card purchases and records | Choose an item. |  |
|  | 1. Fleet fuel cards | Choose an item. |  |

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

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 7 | Supervisors are familiar with safety reporting processes as required: |  |  |
|  | 1. Safety Management Information System (SMIS)   *[RB Ch 7]* | Choose an item. |  |
|  | 1. SAFENET reporting   *[RB Ch 7]* | Choose an item. |  |
|  | 1. SAFECOM reporting   *[RB Ch 16]* | Choose an item. |  |
| 8 | All crew members have required PPE and are trained to use safety equipment effectively.  *[RB Ch 7]* | Choose an item. |  |
| 9 | Complies with established property control/management measures. | Choose an item. |  |
| 10 | Radio operations meet requirements: |  |  |
|  | 1. Minimum number of radios   *[RB Ch 13; SIHCO]* | Choose an item. |  |
|  | 1. Knowledge of radio programming (narrowband/wideband/frequencies) | Choose an item. |  |
|  | 1. Understand frequency authorization and use issues.   *[RB Ch 15]* | Choose an item. |  |
|  | 1. Approved local radio frequencies are posted. | Choose an item. |  |
| 11 | Supervisors are familiar with air cargo transport limitations and requirements including: |  |  |
|  | 1. Purging of gas receptacles   *[NWCG Standards for Aviation Transport of Hazardous Materials]* | Choose an item. |  |
|  | 1. Air transport manifesting   *[NWCG Standards for Helicopter Operations Ch 7]* | Choose an item. |  |
|  | 1. Weight limitations   *[National Interagency Mobilization Guide]* | Choose an item. |  |
|  | 1. Safe packaging procedures for specialized equipment   [*NWCG Standards for Helicopter Operations Ch11]* | Choose an item. |  |
| 12 | Each employee has an Employee Performance Appraisal Plan (EPAP) in place.  *[370 DM 430]* | Choose an item. |  |

**JOB ORIENTATION TRAINING**

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

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 14 | Each employee has a current Incident Qualification Card printed using the IQCS.  *[RB Ch 13]* | Choose an item. |  |
| 15 | Each employee has a hard copy file folder or electronic file that contains:  *[RB Ch 13]* |  |  |
|  | 1. Training records for all agency required courses | Choose an item. |  |
|  | 1. Evaluations from assignments, if required | Choose an item. |  |
|  | 1. Position task book verification | Choose an item. |  |
|  | 1. Yearly updated IQCS forms, if required | Choose an item. |  |
|  | 1. Responder Master Record from IQCS | Choose an item. |  |
|  | 1. Certifications (hardcopy or electronic) | Choose an item. |  |
| 16 | Unit has access to training materials and equipment. | Choose an item. |  |
| 17 | Employees are being provided the following mandatory training: |  |  |
|  | 1. Wildland Fireline Safety Annual Refresher Training *[RB Ch 13]* | Choose an item. |  |
|  | 1. Work/rest requirements   *[RB Ch 7]* | Choose an item. |  |
|  | 1. Defensive driving (if applicable)   *[RB Ch 6]* | Choose an item. |  |
|  | 1. Driver duty limitations   *[RB Ch 7]* | Choose an item. |  |
|  | 1. Risk Management Process   *[RB Ch 7; IRPG]* | Choose an item. |  |
|  | 1. CPR   *[RB Ch 13]* | Choose an item. |  |
|  | 1. First aid   *[RB Ch 13]* | Choose an item. |  |
|  | 1. Bloodborne pathogens (BBP)   *[RB Ch 13]* | Choose an item. |  |
|  | 1. Risk assessment (RA)   *[RB Ch 7]* | Choose an item. |  |
|  | 1. HAZMAT – First Responder Awareness Level   *[RB Ch 13]* | Choose an item. |  |
|  | 1. USGS Hazard Communications – GHS   *[RB Ch 13]* | Choose an item. |  |
|  | 1. *Wildland Fire Chain Saws* (S-212) for chainsaw operators   *[RB Ch 13; PMS 310-1]* | Choose an item. |  |
|  | 1. Any specific training identified by RA   *[RB Ch 13]* | Choose an item. |  |
| 18 | Unit members possess commercial driver’s license where appropriate.  *[RB Ch 7]* | Choose an item. |  |
| 19 | All drivers have valid driver licenses for appropriate for the motor vehicle they may operate and Motor Vehicle Authorization in accordance with IAM 25, Chapter 4, Motor Vehicle Safety Program.  *[RB Ch 7]* | Choose an item. |  |
| 20 | All crew personnel have completed Fire Vehicle Driver Orientation (BL-300, once) and/or Fire Vehicle Driver Refresher Training (RT-301, annually). | Choose an item. |  |
| 21 | Unit members participate in an established physical fitness program.  *[RB Ch 6]* | Choose an item. |  |
| 22 | Unit has risk assessments completed for all suppression work practices/projects that have potential hazards.  *[RB Ch 7]* | Choose an item. |  |
| 23 | Unit has risk assessment completed for all non-suppression work practices/projects that have potential hazards.  *[RB Ch 7]* | Choose an item. |  |
| 24 | Unit has participated in a documented tailgate safety session weekly or at the beginning of each project. May use “6 Minutes for Safety.”  *[RB Ch 7]* | Choose an item. |  |

**RADIO USERS (Law Enforcement, Field-going Personnel)**

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

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 25 | Radio equipment checked/updated annually or as changes occur. | Choose an item. |  |
| 26 | The help desk (REMEDY) system used for reporting/managing radio and radio-related issues. | Choose an item. |  |
| 27 | Repeater location maps and channel/frequency plans are provided upon request. | Choose an item. |  |
| 28 | Radio user training provided at least annually. |  |  |
| 1. Radio training includes use and operation of mobile radios. | Choose an item. |  |
| 1. Radio trainings includes operation and use of handheld radios. | Choose an item. |  |
| 1. Radio training includes channel/frequency plans. | Choose an item. |  |
| 1. Radio training includes user guides. | Choose an item. |  |
| 29 | Knowledge of radio programming (if needed, narrow/wide band/frequencies).  *[RB Ch 15]* | Choose an item. |  |
| 30 | Frequency authorization and use issues have been explained to the employee.  *[DM 377]* | Choose an item. |  |
| 31 | Radio User Comments |  |  |

**COMPLETE CHECKLIST #19, VEHICLES**