

Appendix I

Chesapeake And Ohio Canal National Historical Park
Wildland Fire Management Plan
December 2009
Checklist #01

Unit Agency Administrator

Location:		Date:	
Respondent:		Reviewed By:	
Key Code: E = Exceeds Standard M = Meets Standard NI = Needs Improvement NR = Not Reviewed			
	Description	Code	Remarks
1.	Ensures that the Fire Management Plan (FMP) states the agency commitment to firefighter and public safety, while utilizing the full range of fire management activities available for ecosystem sustainability.		
2.	Develops fire prevention, fire suppression, and fire use standards that are compliant with agency fire policies.		
3.	Ensures use of fire funds is in compliance with department and agency policies.		
4.	Ensures incident responses will be based on current and approved Resource Management Plan (RMP) and FMP.		
5.	Has attended the <i>Fire Management Leadership</i> Course. Ensures that delegated "actings" with fire program responsibilities have completed the <i>Fire Management Leadership</i> Course.		
6.	Ensure Wildland Fire Situation Analysis (WFSA) is certified at the appropriate level.		
7.	Provide a written Delegation of Authority to FMOs that gives them an adequate level of operational authority. If fire management responsibilities are zoned, ensure that all appropriate Agency Administrators have signed the delegation.		
8.	Ensures only trained, certified fire and non-fire personnel are available to support fire operations at the local and national level.		
9.	Ensures master agreements with cooperators are valid and in compliance with agency policy, and that attached Annual Operating Plans are current.		

Chesapeake And Ohio Canal National Historical Park
Wildland Fire Management Plan
December 2009

10.	Personally visit at least one wildland and one prescribed fire each year.		
11.	Annually convene and participate in pre-and post season fire meetings.		
12.	Reviews critical operations and safety policies and procedures with fire and fire aviation personnel.		
13.	Ensures timely follow-up to fire management program reviews.		
14.	Ensures that fire and fire aviation preparedness reviews are conducted annually in all unit offices. Personally participate in at least one review annually.		
15.	Ensures that investigations are conducted for incidents with potential, entrapments, and serious accidents as per agency policy.		
16.	Provides a written Delegation Of Authority, Wildland Fire Situation Analysis (WFSA), and an Agency Administrator Briefing to Incident Management Teams.		
17.	Ensures that resource advisors are identified, trained and available for incident assignment. Refer to <i>Resource Advisors Guide for Wildland Fire</i> PMS 313, NFES 1813, Nov 1996.		
18.	Attend post fire closeout on Type 1 and Type 2 fires. (Attendance may be delegated.)		
19.	Ensures that a Wildland Fire Implementation Plan (WFIP) is completed, implemented and updated daily for all fires managed as wildland fire use.		
20.	Ensures that trespass actions are initiated and documented to recover cost of suppression activities, land rehabilitation, and damages to the resource and improvements for all human-caused fires where liability can be determined. See <i>Fire Trespass Handbook H-9238-1</i> .		
21.	Annually update and review the <i>Agency Administrator's Guide to Critical Incident Management</i> (NFES 1356)		

Chesapeake And Ohio Canal National Historical Park
Wildland Fire Management Plan
December 2009

22.	Ensures that current fire and weather information is posted and available for all employees.		
23.	Review the Unit Safety Plan, which includes the Fire and Aviation Program. Is it current? When was it last updated?		
24.	Monitors the current fire situation and provides management oversight during periods of critical fire activity and when other high risk activities are under way.		
25.	Understands approving authorities/limits for compromise settlement, alternative compensation methods, and settlement recommendation responsibilities for trespass fires.		

For the National Preparedness Review you will need to have the following items available for review.

Checklist Item #	Documentation
5	Certification of completion for <i>Fire Management Leadership Course</i>
7	Delegation of Authority to the FMO
9	Master Agreements with Annual Operating Plans
21	<i>Agency Administrator's Guide to Critical Incident Management (NFES 1356)</i>
	<i>Interagency Standards for Fire and Fire Aviation Operations</i>

Checklist #02

Fire Management Administration

Location:		Date:	
Respondent:		Reviewed By:	
Key Code: E = Exceeds Standard M = Meets Standard NI = Needs Improvement NR = Not Reviewed			
Description		Code	Remarks
1.	Ensures that the Fire Management Plan (FMP) reflects the agency commitment to firefighter and public safety, while utilizing the full range of fire management activities available for ecosystem sustainability.		
2.	Ensures that only trained and qualified personnel are assigned to fire and fire aviation duties.		
3.	Ensures completion of a Risk Assessment Form is completed for each project related activity.		
4.	Ensures Individual Fire Reports (DI-1202s) are completed, signed/approved, and entered into WFMI.		
5.	Ensures completion of a Job Hazard Analysis (JHA) for fire and fire aviation activities so mitigation measures are taken to reduce risk.		
6.	Ensures compliance with work/rest guidelines during all fire and fire aviation activities.		
7.	Ensures that fire and fire aviation management employees understand their roles, responsibilities, authority, and accountability.		
8.	A process is in place to complete performance reviews for all employee fire assignments.		
9.	Develop, implement, evaluate, and document fire and fire aviation training to meet current and anticipated needs.		

Chesapeake And Ohio Canal National Historical Park
Wildland Fire Management Plan
December 2009

10.	Ensures fire and fire aviation policies are understood, implemented, and coordinated with other agencies as appropriate.		
11.	Monitors fire suppression activity to recognize when complexity levels exceed program capabilities. Increase managerial and operational resources to meet the need. <i>Interagency Standards for Fire and Fire Aviation Operations</i> , Appendix V.		
12.	Monitors fire season severity predictions, fire behavior, and fire activity levels. When appropriate, fire severity funding is requested, used, and documented in accordance with agency standards.		
13.	Ensures that master agreements with cooperators are valid and in compliance with agency policy, and that attached Annual Operating Plans are current.		
14.	Develop, maintain and implement current operational plans. (e.g., dispatch, preparedness).		
15.	Ensures that the use of fire funds, including severity, is in compliance with department and agency policies.		
16.	Reviews and approves appropriate overtime authorization requests for personnel providing fire suppression coverage during holidays, special events, and abnormal fire conditions.		
17.	Ensures that a process is established to communicate fire information to public, media, and cooperators.		
18.	Annually convene and participate in pre-and post season fire meetings. Specifically address management controls and critical safety issues.		
19.	Oversees pre-season preparedness review of fire and fire aviation program.		
20.	Initiate, conduct, and/or participate in fire program management reviews and investigations.		

Chesapeake And Ohio Canal National Historical Park
Wildland Fire Management Plan
December 2009

21.	Personally participate in periodic site visits to outstations, individual incidents, and projects.		
22.	Utilize the Incident Complexity Analysis to ensure the proper level of management is assigned to all incidents. <i>Interagency Standards for Fire and Fire Aviations Operations</i> , appendices L & M.		
23.	Ensures that transfer of command occurs as per agency policy on incidents. <i>Interagency Standards for Fire and Fire Aviations Operations</i> , appendix D.		
24.	Ensures that incoming personnel and crews are briefed prior to fire and fire aviation assignments.		
25.	Work with cooperators, groups and individuals develop and implement processes and procedures for providing fire safe communities within the wildland urban interface.		
26.	Ensures that trespass actions are initiated and documented to recover cost of suppression activities, land rehabilitation, and damages to the resource and improvements for all human-caused fires where liability can be determined. <i>BLM Handbook H9238-1</i> .		
27.	Ensures that appropriate unit personnel are trained in fire cause determination and fire trespass.		
28.	Annually update and review the "Agency Administrator's guide to Critical Incident Management." <i>NFES 1356</i> .		
29.	Ensures that 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).		
30.	Uses current National and Local Mobilization Guides and ensures that national, geographic and local mobilization standards are followed.		

31.	Complies with established property control/management procedures.		
Wildland Fire Situation Analysis (WFSA)			
32.	Ensures that a Wildland Fire Implementation Plan (WFIP) is completed, approved, and certified daily for all fires managed for Wildland Fire Use objectives.		
33.	Ensures an accurate and defensible Wildland Fire Situation Analysis (WFSA) is completed and updated daily for all fires that escape initial attack.		
34.	Ensures that agency direction and procedures for the WFSA are understood, and that WFSA software is current and includes land management plan information and fire planning costs.		
35.	Ensures that training for the proper use and completion of the WFSA is completed.		
36.	Ensures that the WFSA is signed by a properly trained and qualified person who has written delegated authority to sign the WFSA.		
37.	Ensures that the WFSA: a. Meets the intent of the policy b. Identifies evaluation criteria. c. Develops, analyzes, and documents preferred management alternative. d. Is evaluated, validated, approved, and signed daily. e. Is included in the final fire package.		

For the National Preparedness Review you will need to have the following items available for review.

Checklist Item #	Documentation
13	Master Agreements with Annual Operating Plans
28	<i>Agency Administrator's guide to Critical Incident Management</i>
32-37	Completed WFSA
	<i>Interagency Standards for Fire and Fire Aviation Operations</i>