Appendix I

Unit Agency Administrator

Loc	ation:		Date:		
Res	pondent:		Revie	wed By:	
Key	Code: $E = 1$	Exceeds Standard M = Mee = Not R			= Needs Improvement NR
		Description	Code		Remarks
f t	FMP) states to irefighter and he full range	he Fire Management Plan he agency commitment to public safety, while utilizing of fire management activities cosystem sustainability.			
a	Develops fire and fire use state with agency fi	prevention, fire suppression, andards that are compliant re policies.		73 8	
3. E	Ensures use of with departme	Fire funds is in compliance nt and agency policies.			
C	Insures incide urrent and applant (RMP) are	nt responses will be based on proved Resource Management and FMP.			
L "a ha	<i>eadership</i> Co actings" with	the Fire Management surse. Ensures that delegated fire program responsibilities d the Fire Management surse.		1	
6. E	nsure Wildlar WFSA) is cert	nd Fire Situation Analysis tified at the appropriate level.			
7. Pri Fil or re ap sig	rovide a writt MOs that give perational aut sponsibilities propriate Ag gned the dele	en Delegation of Authority to es them an adequate level of hority. If fire management are zoned, ensure that all ency Administrators have gation.			
fir	re personnel a	ained, certified fire and non- re available to support fire e local and national level.			
are po	e valid and in	agreements with cooperators compliance with agency attached Annual Operating at.			

0	Personally visit at least one wildland and one prescribed fire each year.	
1. <i>F</i>	Annually convene and participate in pre-and post season fire meetings.	and the states and graduate shift odd oracle
1	Reviews critical operations and safety policies and procedures with fire and fire aviation personnel.	The second real plants to self and the
	Ensures timely follow-up to fire management program reviews.	gata, barg or office and testing 10 state
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.	
	Provides a written Delegation Of Authority, Wildland Fire Situation Analysis (WFSA), and an Agency Administrator Briefing to Incident Management Teams.	
	Ensures that resource advisors are identified, trained and available for incident assignment. Refer to <i>Resource Advisors Guide for Wildland Fire PMS 313</i> , NFES 1813, Nov 1996.	
	Attend post fire closeout on Type 1 and Type 2 fires. (Attendance may be delegated.)	Date & mark to the control of the co
	9. 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 1	Ensures that current fire and weather	December 2
1	information is posted and available for all employees.	Some conflictive prior meant in these officers. Story dates and incorporate
C	Review the Unit Safety Plan, which includes he Fire and Aviation Program. Is it current? When was it last updated?	and a face of various of states of such
24. N	Monitors the current fire situation and provides management oversight during seriods of critical fire activity and when ther high risk activities are under way.	anion personnel
25. U	Understands approving authorities/limits for compromise settlement, alternative compensation methods, and settlement ecommendation responsibilities for trespassives.	

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

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

Fire Management Administration

Checklist #02

Loca	ation:		Date:			
Res	pondent:		Reviewe	ed By:	Soupplines Doleston	o control
Key	Code: E =]	Exceeds Standard M = Mee = Not R	ets Stand Reviewed		Needs Improvemen	t NR
		Description	Code	, mounts	Remarks	t kdotig
2	(FMP) reflect firefighter and the full range available for	he Fire Management Plan s the agency commitment to d public safety, while utilizing of fire management activities ecosystem sustainability.		m l	the several convergence of the service of the servi	ropeiste roscol, ordanice ures the
	Ensures that opersonnel are aviation duties	only trained and qualified assigned to fire and fire es.		bodo bodo teo	y policy, and that and arting Plays are com-	agenc ual Op
	Form is compactivity.	pletion of a Risk Assessment pleted for each project related		.18577.5.5.31	olans (e.g. dispars	lemoite
4.	Ensures Indiare complete entered into	vidual Fire Reports (DI-1202s) d, signed/approved, and WFMI.)	Designed.	in compliance with the policy of the compliance with the policy of the compliance with the compliance with the compliance of the complianc	niy, ss agency
5.	Analysis (JE	pletion of a Job Hazard IA) for fire and fire aviation mitigation measures are taken k.		suind a	eng syn sometige e more production of the more and above	oinsiid ir gadai gazada
6.	Ensures con guidelines d activities.	apliance with work/rest uring all fire and fire aviation		6, bs.	a process is escapius a fire informacios co-	res illa munica a and c
7.	managemen roles, respon accountabili			eden m grædifisa kontro	nvere and periodente son fire mercings. Se agentade controls no f	oo yila aas see aas es
8	performanc assignments			lo maro	воляни втором и соз	ong stor on B be
9	document f	nplement, evaluate, and ire and fire aviation training to at and anticipated needs.		V272 100 6	Den seine publisher Resident neviges geg	rollagi

1	O Engures fire and fire and it	December 2
	o. Ensures fire and fire aviation policies are understood, implemented, and coordinated with other agencies as appropriate.	notteneisinali e incesso
1	1. Monitors fire suppression activity to recognize when complexity levels exceed program capabilities. Increase managerial and operational resources to meet the need. Interagency Standards for Fire and Fire Aviation Operations, Appendix V.	note in other by brackets observed a robo
	2. 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.	Chair and a superpression of the control of the con
	Ensures that master agreements with cooperators are valid and in compliance with agency policy, and that attached Annual Operating Plans are current.	to fill the property of the land of the la
	Develop, maintain and implement current operational plans. (e.g., dispatch, preparedness).	mountained of a look Assessment of a look Assessment of the company of the cast project related
	Ensures that the use of fire funds, including severity, is in compliance with department and agency policies.	stores individual For Reports (DF-1262s) enoughted, signed approved and
16.	Reviews and approves appropriate overtime authorization requests for personnel providing fire suppression coverage during holidays, special events, and abnormal fire conditions.	braceri del e la california esta del control del contr
	Ensures that a process is established to communicate fire information to public, media, and cooperators.	contact self-ton self-fin great esciols
	Annually convene and participate in preand post season fire meetings. Specifically address management controls and critical safety issues.	- 1 cdl Lente abra apprinted them to the control of
]	Oversees pre-season preparedness review of fire and fire aviation program.	Salt et calques fly not empares communication
1	Initiate, conduct, and/or participate in fire program management reviews and nvestigations.	Section assessment process of process and accommodate the commodate of the

1	Personally participate in periodic site visits to outstations, individual incidents, and projects.		The special state of the second state of the s
	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.		And the state of the state of the second of
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.		of 2 the Value and Expensive and Line (of the Lance) of the Country of the Lance (of the Lance) of the Country and the Country
24.	Ensures that incoming personnel and crews are briefed prior to fire and fire aviation assignments.		language, on the ASE V. St. 1 th arcticol See through it category and the table and arctical articles on a fact to the table
	Work with cooperators, groups and individuals develop and implement processes and procedures for providing fire safe communities within the wildland urban interface.		Los et a constant of pricket sail some bound of the sail some bound of the sail some some of the sail some some some sail some some some some some some some some
	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. BLM Handbook H9238-1.	4	A STATE OF THE STA
	7. Ensures that appropriate unit personnel are trained in fire cause determination and fire trespass.		enemento has amalam anolars enemento has regular es benefici
	8. Annually update and review the "Agency Administrator's guide to Critical Incident Management." NFES 1356.		bus tarren in account of the barry
2	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).		
,	Mobilization Guides and Local Mobilization Guides and ensures that national, geographic and local mobilization standards are followed.	1	

3	1 Complies with actablish 1	December 2
	1. Complies with established property control/management procedures.	but strebish topome
	Wildland Fire Situa	ation 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.	COME, CLOP of selegion 3 toutour or
	Ensures an accurate and defensible Wildland Fire Situation Analysis (WFSA) is completed and updated daily for all fires that escape initial attack.	
	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.	
	Ensures that training for the proper use and completion of the WFSA is completed.	Instruction the growing display
	Ensures that the WFSA is signed by a properly trained and qualified person who has written delegated authority to sign the WFSA.	Total to a server or server and server
37.	Ensures that the WFSA: a. Meets the intent of the policy	bus so miles and or expectable
	b. Identifies evaluation criteria.	. had a work be not you had a see that the s
	c. Develops, analyzes, and documents preferred management alternative.	sta faturament time site in any per entit entities and tente site in a second site in a sec
C	d. Is evaluated, validated, approved, and signed daily.	Contents and content on the state of the sta
e	. Is included in the final fire package.	ALCA PARKET COMPANY

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

Checkli st Item #	Documentation
13	Master Agreements with Annual Operating Plans
28	Agency Administrator's guide to Critical Incident Management
	Completed WFSA