



[Forest/Unit Name]
Fire Management
Standard Operating Procedures (SOPs)

2017

“Duty, Respect, Integrity...”

Reviewed: /s/ Date:
Fire Management Officer

Reviewed: /s/ Date:
Assistant Fire Management Officer

TABLE OF CONTENTS

CREW MEMBER ORIENTATION3

STANDARDS & CONDUCT3

TRAINING & DEVELOPMENT4

SAFETY6

PERFORMANCE.....6

EQUIPMENT7

UNIFORM.....7

FIRST AID8

VEHICLE OPERATIONS.....8

MANAGERIAL POSITIONS9

PURPOSE OF THESE SOPS

These SOPs have been developed to define expectations and responsibilities for all members of the [enter forest/zone/district] Fire Program. These standards are the basis for the organization, and will be used as a way to measure quality.

CREW MEMBER ORIENTATION

All crewmembers will attend an orientation session for the [enter forest/zone/district] Fire Management Resources covering:

1. Introduction to supervisors and peers
2. Completion of employment forms
3. Expectations of supervisors and crew members including;
 - a) Standards & conduct
 - b) SOPs
4. Review of time keeping procedures, pay, leave accrued/use, and workmen's compensation policies
5. Individual Position Description ('PD') and Individual Development Plan ('IDP').
6. Gear and equipment Issue and requirements
7. Physical Training (PT) expectations and schedule
8. Questions and Answers

STANDARDS & CONDUCT

1. SAFETY! It is our responsibility to avoid injury and death on the job.
2. Understand your Chain of Command. Insubordination without just cause will not be tolerated.
3. Learn your role, and if you don't know: **ASK!**
4. Maintain our philosophy of: "To Be...Not To Seem..." and "A day's pay for a day's work."
5. Report to work **ON TIME**, ready and able for PT with appropriate attire and attitude. If you are unable or not ready for PT you will be **unavailable** for fire assignments.
6. Have on your person **at all times:**

a) Red Card	d) Smokey Calendar
b) IRPG	e) Knife
c) Pencil and Pad	f) Lighter
7. Report to work on time. On time means boots tied and belly full. **If you are going to be late you must call prior to the time you start!** Follow the chain of command for calling out.
 - a) *Direct supervisor first,*
 - b) *Assistant supervisor second*
 - c) *AFMO on your district third*

Failure to do so will make you absent without leave and may cost you a day of pay or leave. (Continual tardiness will be grounds for dismissal.)

8. **You must also be “fire ready” or “project ready” everyday.** *This means you are adequately prepared for any fire or project assignment **that can last 14 + days.** This includes:*

 - a) PPE
 - b) Line gear (35 lbs.)
 - c) ‘Red Bag’ containing personal gear (max. 45lbs.)
 - d) all issued equipment,
 - e) 1st day’s lunch, and adequate water

9. Report to work ‘fit for duty’. **DO NOT REPORT, not properly rested, hung-over, under the influence of alcohol, illegal drugs, and medications that impair your ability to work safely** (Use of alcohol or illegal drugs on duty is grounds for immediate dismissal).
10. Be Professional: Appropriate behavior is expected at all times, especially when addressing the general public, district and inter-agency personnel. Crewmembers in the field are the primary representatives of the Uinta-Wasatch-Cache National Forest and will be held accountable as such.
11. Personal use of cell phones should be limited to your 15-minute breaks and lunchtime. All other personal cell phone use will be pre-approved by your supervisor
12. Wear and maintain required Personal Protective Equipment (PPE) at all times. Failure to maintain safe working conditions and practices will result in disciplinary action.
13. Due to heavy workloads during fire season each crew member should be aware of the possibility of overtime and make proper arrangements. This means there is always a chance of being gone overnight. Maintain a **two-hour call back** for fire assignments. If you are unable to meet this requirement notify your supervisor.
14. Respect among crewmembers and supervisors needs to be maintained on and off duty. Please do not contribute to rumors.

TRAINING & DEVELOPMENT

The training plan consists of critical and developmental training. Opportunities will be afforded based on performance, experience, prior training and job position.

1. **Critical Training:** *Is required training for all Forest Service personnel, in fire related positions by definition of the Incident Command System.*
Annually: First Aid/CPR, EEO, Conduct & Ethics, Haz-Mat/MSDS Awareness, Hearing conservation and the Work Capacity Test at the Arduous Level, & Defensive Driving.

Every Three Years: ATV Certification, Sawyer Certification

First Year Firefighters: (FFT2) S-130 Basic Firefighter, S-190 Intro to Wildland Fire Behavior, I-100 Intro to Incident Command System, S-133 Look Up, Look Down, Look Around, L-180 Human Factors on the Fire line, NIMS and the Work Capacity Test at the Arduous Level.

Previously red-carded employees need to complete the following training annually: Firefighter Refresher Training Course and Work Capacity Test at the Arduous Level.

2. **Developmental Training:** *Is required training specifically associated with an Incident Command System position, and may be offered at an academy or local class setting.*

Helicopter Crew Member: S-271 Helicopter Crew Member and all associated included trainings.

Squad Boss Trainee's: S-131 Advanced Firefighter/Squad Boss, S-211 Portable Pumps and Water Usage, and S-212 Wildfire Power Saws.

Crew Boss Trainee's: 230 Crew Boss (Single Resource), S-215 Wildland Urban Interface, S-290 Intermediate Wildland Fire Behavior, S-260 Interagency Business Management, S-270 Basic Air Operations, L-280 Followership to Leadership and S-219 Ignition Devices.

3. **Detail Opportunities, Task Books and Crew Assignments**

On/Off Forest Details: Opportunities may be afforded to crewmembers during times of high and low fire danger or occurrence. These opportunities will come at the discretion of the AFMO and Module Leader. Proper communication between you and the module you're detailing to. While on a detail your direct supervisor will be the supervisor of the module. Any requested leave during a detail is subject to approval by both your regular supervisor and detail module supervisor.

Task Books: The initiation of a task book occurs at the discretion of your supervisor and passes through the chain of command. Task books will not be considered until the mandatory training associated with that task book is complete. Opportunities to work on open task books will be given, at appropriate times, on and off assignments. It is strongly encouraged to take each opportunity that is offered. Trainers and Trainees need to have a discussion of expectations prior to a Task Book assignment.

Crew Assignments and Training Opportunities: Fire resources are expected to participate in all fire assignments, including opportunities with: Type I/II Handcrews, Helicopter Crews, Engine/Squad Modules, and Single Resource positions. All crewmembers will adhere to the SOP's and follow the direction of the supervisor they are detailed to for the duration of the assignment.

SAFETY

Our profession is physically and mentally demanding; maintaining safety is always the first priority.

1. Personal, crew, and public safety is our highest priority.
2. Willful disregard for safety will not be tolerated. Continued disregard for safety could result in termination.
3. The Health and Safety Code Handbook (FSH 6709.11) and/or specific Job Hazard Analysis (JHA) will be reviewed before each new work assignment to help identify work hazards and determine the Personal Protective Equipment (PPE) requirements.
4. Appropriate PPE will be worn at all times.
5. Safe felling practices will be used during all chainsaw operations. Sawyers will follow the guidelines for felling as outlined in the chainsaw JHA.
6. When sharpening tools, leather gloves, long sleeve shirts and eye protection is required.
7. Any accidents or injuries will be promptly reported to your Supervisor. Failure to do so could result in disciplinary action.
8. All accidents, near misses or injuries must be brought to the attention of your supervisor.

PERFORMANCE

Teamwork is the foundation of a successful crew. It is crucial for the individual members of the team to develop safe and productive habits to successfully accomplish common goals.

1. Your supervisor will rate Job performance.
2. [forest/zone/district] Fire Resources will function as a TEAM on all projects and assignments.
3. All [forest/zone/district] Fire Resources will work to the best of their ability to complete the assigned tasks.
4. Standing idle in the background while others are working is not tolerated.
5. On fire assignments the Squad and/or Engine will perform as a single resource unless attached to another resource (e.g., Hand Crew, Strike Team or Task Force) in which case, we will assimilate into that resource per Red Card qualifications and the ICS/Dispatch needs.
6. [forest/zone/district] Fire Resources will be required to demonstrate their knowledge of the 10 Standard Firefighting Orders, 18 Watch-Out Situations, Common Denominators, and Safe Working Practices at any given time.
7. If you are unfamiliar with a task or process, ask for help.

EQUIPMENT

1. The Fire Cache Manager will issue and/or replace fire-fighting equipment.
2. Each employee is accountable for all equipment issued to him or her. Immediately notify your supervisor if equipment is damaged or unusable so it may be repaired or replaced.
3. Employees may be held financially responsible for lost or abused equipment.
4. Employees will only use equipment issued to them. Personal equipment will not be used unless approved by your immediate Supervisor.
5. Employees will return all equipment at end of their appointment; all equipment that is washable will be cleaned and or serviced prior to return.

UNIFORM

Take pride in who you represent, a professional appearance is expected at all times.

1. The uniform consists of leather boots with 'Vibram' soles at a minimum of 8" tall as per "Red Book Standards", Nomex pants, Fire T-shirt, ICS Red Card, & IRPG. This uniform must be worn at all times unless other direction is given (e.g. PT).
2. T-Shirts worn for duty must be clean and free from holes or tears. T-Shirts will be crew specific shirts only, must have sleeves and be tucked in.
3. Hats will be crew hats only and hats will be worn forward facing only.
4. Cotton, wool or natural undergarments will be worn under Nomex.
5. On fire assignments, yellow Nomex shirts, hardhat, leather gloves, and safety glasses will be worn in addition to your daily uniform. Sleeves on Nomex shirts will not be rolled up. Crewmembers will remain in their yellow shirts until cleared by their supervisor.
6. During forest wide interagency and or public meetings all crewmembers will wear a Forest Service uniform shirt (tucked in) with nameplate and Forest Service badge.
7. During FAM meetings all crewmembers will wear either a crew polo shirt or Forest Service uniform (tucked in) with nameplate and badge. All crewmembers on each mod will match.
8. During [forest/zone/district] meetings all crewmembers will wear either a crew polo shirt or Forest Service uniform (tucked in) with nameplate and badge.
9. During parades all crewmembers will wear a Forest Service uniform shirt (tucked in) with nameplate and forest service badge.
10. During cold weather a sweatshirt may be worn. When on a fire, anything worn under the Nomex must be made of natural fibers.
11. When cutting, long sleeve shirts are required. (T-shirt or work shirt is acceptable) Hard hats, leather gloves, safety glasses, chainsaw chaps and hearing protection are also required when cutting.
12. Hard hats will be worn at all times while in the field.
13. Each crewmember must have their 14-day pack (45 lb. max) loaded in vehicles and ready for fire assignments. Fire assignments are unpredictable and vary in duration.

FIRST AID

1. Crewmembers will be trained or re-certified in First Aid and CPR.
2. Crewmembers trained at a higher level such as EMT-B, OEC, First Responder or Paramedic may perform at those levels with the following limitations:
 - a) Must be currently certified
 - b) Must follow local and state regulations and protocols
 - c) Must not exceed their scope of practice.
3. The supervisor will assume control of medical emergencies if able to do so. The crewmember with the highest level of medical training will provide first aid.
4. Crewmembers will inform their supervisor of any medical conditions or allergies and the location of applicable medical supplies or medications.

VEHICLE OPERATIONS

As a driver, you are responsible for the safety of everyone in the vehicle. Driving is a privilege NOT a right and your government license can be suspended at the discretion of your supervisor.

1. Vehicle checks will be performed each day before driving.
2. Vehicles are government owned and for official use only.
3. Vehicles will be driven by government-licensed drivers only, with head and taillights on.
4. When backing up a vehicle a backer will be used. If a backer is not available the driver will get out and check the area prior to backing.
5. Vehicle fuel tanks will be kept at a minimum of $\frac{3}{4}$ tank; the vehicle's interior and exterior should be kept clean.
6. Speeding, deliberately hitting mud holes, potholes or rocks will result in disciplinary action. Continued abuse of vehicles may result in termination.
7. Prior to driving, a "Walk Around" will be completed. This includes checking for hazards, unsecured equipment, open bins, chock blocks, etc...
8. Chock blocks will always be placed when vehicles are parked (Engine Specific).
9. Everyone must wear seat belts whenever the vehicle is moving.
10. Always position vehicle with the front end facing out when parking (access & egress).
11. Use of the code "lights and Sirens" will **only** be used during periods of smoky/low visibility, night operations, & high traffic/urban interface.
12. When fueling the vehicles, windows will be cleaned, trash removed, and insides swept every time. Due to time and professional constraints it is at the supervisor's discretion that crewmembers will be allowed to shop inside gas stations.
13. The vehicles are outfitted with coolers for water, Gatorade and other beverages. No food is allowed in the coolers. Crewmembers are expected to take pride in the cleanliness of fire vehicles.

MANAGERIAL POSITIONS

1. Crewmembers will be assigned managerial positions as directed by a module.
2. Manager's responsibilities include:
 - a) Specific equipment maintenance and replacement.
 - b) Completion of specific forms and records as needed.
 - c) Supervisors must be notified of the cost to repair or replace equipment.
 - d) Completion of duty by end of shift.
3. Managers are not always expected to complete their duties alone. They may recruit help from crewmembers (who are expected to provide assistance). We share the workload as a team.

CACHE MANAGER:**ASSISTANT:**

- ↯ Documents and Issues gear to Employees.
- ↯ Maintains high standard of organization in the districts cache.
- ↯ Inventories and reports needs to the appropriate Supervisor.

VEHICLE MANAGER:**Engine:****Squad:**

- ↯ Fluids checked daily.
- ↯ Chasse inspected daily.
- ↯ Belts inspected daily.
- ↯ Tire pressure/wear inspected daily.
- ↯ Vehicle cleaned when necessary, trash removed daily.
- ↯ Air filter inspected weekly.
- ↯ Keeps Vehicle compartment organized and clean.
- ↯ Keeps Vehicle compartment supplied with proper belts, fluids, jumper cables, tire chains, etc...
- ↯ Maintain scheduled maintenance i.e. oil changes, tire rotations etc.
- ↯ Complete daily vehicle PM checklist.
- ↯ Provide vehicle mileage to office manager monthly.

TOOL MANAGER:**Engine:****Squad:**

- ↯ Must have solid working knowledge of hand tools and be able to instruct other squad member's proper tool maintenance.
- ↯ Must inspect all tools used on assignment before being taped and painted.
- ↯ Responsible for tool replacement needs at home and on incidents.
- ↯ Responsible for all hand tools kept on vehicle.
- ↯ Assists Supervisor to ensure proper tool mix on fire and project assignments.
- ↯ Ensures Initial Attack standards are kept.

SAW MANAGER: _____ **Engine:** _____ **Squad:** _____

- ↯ Responsible for all aspects of saw maintenance and upkeep.
- ↯ Instruct other crewmembers on proper saw maintenance (home & field).
- ↯ Keeps cache saw supply stocked and keeps current list of saw needs.
- ↯ Ensures saw bin on vehicle is fully supplied with proper PPE, replacement parts, and supplemental saw accessories needed.
- ↯ Keeps compartment organized and clean.

MEDICAL MANAGER: _____ **Engine:** _____ **Squad:** _____

- ↯ Responsible for all medical needs of the squad.
- ↯ Decides what medical supplies to stock.
- ↯ Ensures medical supply bin on vehicle is stocked and easily accessible.
- ↯ Keeps medical supplies organized and keeps current list of replacement needs.
- ↯ Maintains and carries functional 1st aid kit (crew size) while on assignments.

FUEL MANAGER: _____ **Engine:** _____ **Squad:** _____

- ↯ Responsible for maintaining fuel needs for module.
- ↯ Responsible for keeping fuels on vehicle topped off.
- ↯ Inspects fuel containers daily and replaces as necessary.
- ↯ Ensure fuel bin on vehicle is kept safe, clean and organized.
 - a. Burn/Torch Mix: 3:1-Diesel: Unleaded Gas.
 - 1) Two Drip Torches.
 - b. Saw Gas Mix: 50:1-Unleaded Gas: Two Cycle Oil.
 - 1) 8 Sigs Saw Gas, 4 Sigs Bar Oil.
 - 2) 1 Dolmar, Mix Gas/Bar Oil.
 - c. Mark III Mix: 24:1-Unleaded Gas: Two Cycle Oil.
 - d. Shindowa Pump Mix: 16:1-Unleaded Gas: Two Cycle Oil.
 - e. 3 Quarts of Two Cycle Mix.

SUPPLY MANAGER: _____ **Engine:** _____ **Squad:** _____

- ↯ Responsible for all supply needs of the module.
- ↯ Responsible for the organization and upkeep of vehicle supply bin.
- ↯ Responsible for restocking supply on a daily basis.
- ↯ Ensures vehicle-drinking supply maintained.
- ↯ Informs foreman of supply needs and makes order requests.

