Department of the Interior
National Interagency Burned Area Emergency Response Team

Standard Operations Guide
2017

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INTRODUCTION & OBJECTIVES

The Department of the Interior (DOI) National Interagency Burned Area Emergency Response (BAER) Team Standard Operations Guide provides Department of the Interior National Interagency BAER program operational and business practice guidelines.

The DOI currently maintains a roster of DOI National Interagency BAER Team personnel for dispatch to BAER incidents. This dispatch may be a single resource, a few resources, a small team, or a full team configuration. Team responses are configured to meet the situational and/or disciplinary needs of the requesting agency. The role of the DOI National Interagency BAER Team is to assist unit agency administrators in identifying appropriate emergency stabilization treatments and to mitigate post-fire threats to values-at-risk.

BAER Team responses would determine the need for and to prescribe and implement emergency stabilization treatments to minimize threats to human life and safety, property, and to stabilize and prevent unacceptable degradation to critical natural and cultural resources resulting from the effects of a wildland fire. In addition, the responding BAER Team will use its expertise to identify and link all emergency stabilization (ES) and burned area rehabilitation (BAR) project plans to long-term recovery and restoration needs and identify any future activities necessary for successful projects.

This guide is intended as a source of information for team members to consistently and safely respond to an incident effectively. This guide also provides cursory awareness of program policy. This guide also adopts the policies of the Interagency Incident Business Management Handbook.

Throughout this document the term Team refers to the roster of individuals that make up the DOI National Interagency BAER personnel. On an incident, the term Team may be used to designate an individual resource, a few resources, a small team of individuals, or a full complement of individual resources/disciplines which make up the BAER Team.

Objectives of Burned Area Emergency Stabilization and Burned Area Rehabilitation (620 DM 3) are:

Emergency Stabilization:

To determine the need for and to prescribe and implement emergency treatments to minimize threats to life or property or

To stabilize and prevent unacceptable degradation to natural and cultural resources resulting from the effects of a fire.

Burned Area Rehabilitation:

To evaluate actual and potential long-term post-fire impacts to critical cultural and natural resources and identify those areas unlikely to recover naturally from severe wildland fire damage;

To develop and implement cost-effective plans to emulate historical or pre-fire ecosystem structure, function, diversity, and dynamics consistent with approved land management plans, or if that is infeasible, then to restore or establish a healthy, stable ecosystem in which native species are well represented; and

To repair or replace minor facilities damaged by wildfire.

COORDINATION

I INTRODUCTION

This chapter provides information regarding DOI National Interagency BAER Team coordination. In order to develop effective, comprehensive BAER Plans, coordination needs to exist between the local agency administrators, Department of the Interior National BAER coordinators, incident agency, assisting agencies, public, Incident Management Team (IMT), and the DOI National Interagency BAER Team.

II DEPARTMENT OF THE INTERIOR NATIONAL BAER COORDINATORS (IBAER)

The Department of the Interior (BIA, BLM, NPS, and FWS) National BAER Coordinators (IBAER) and BAER Team Leaders are collectively responsible for support, management and oversight of the DOI National Interagency BAER Program. IBAER responsibilities include team preparedness, funding, equipment, pre-season team meeting, policy interpretation and direction, team business, and incident dispatch.

III AGENCY AND PUBLIC COORDINATION

Agency

The role of the DOI National Interagency BAER Team is to assist the Agency Administrator in assessing post-wildfire threats to identified values at risk and recommending appropriate emergency stabilization treatments. The Agency Administrator must outline objectives and priorities for the team in a written Delegation of Authority (See Appendix 1) and assign resource specialists to support BAER assessment activities.

The DOI National Interagency BAER Team may coordinate a multi-agency BAER effort for wildfires that cross jurisdictional responsibility. Coordination of activities between the team and each agency is critical to keep all agencies informed on the status of proposed emergency stabilization treatments.

Effective transition from plan development to plan implementation is greatly improved by coordinating and designing emergency stabilization treatments commensurate with agency implementation resources and preparing the agency(s) and Agency Administrator(s) early for their plan implementation responsibilities.

Coordination is necessary with other agencies to ensure that the burned area emergency response addresses values at risk on all affected lands. Some of these other agencies may include: the Natural Resources Conservation Service (NRCS), Federal Emergency Management Agency (FEMA), National Weather Service, State/Tribal Historic Preservation Offices, U.S. Fish and Wildlife Service, State agencies, Tribes, Bureau of Reclamation, Army Corp of Engineers, and local governments.

Public Coordination

Agency Administrators should provide the affected public reasonable opportunities for input and comment as early in the planning process as possible to resolve any issues that would delay implementing emergency stabilization treatments. These coordination and consultation opportunities can improve partnerships with permittees, conservation groups, public volunteers, and state and local government agencies and identify funding, material, or labor sources.

The DOI National Interagency BAER Team coordinates all public outreach efforts with the IMT Information Officer and/or agency public affairs representative including news releases, press conferences and public meetings.

IV INCIDENT MANAGEMENT TEAM COORDINATION

The DOI National Interagency BAER Team should arrive at the incident early enough in the incident to interact with the IMT to start the BAER process. Coordination between the IMT and DOI National Interagency BAER Team should identify emerging issues, concerns, and safety, conduct a preliminary analysis to identify values-at-risk, share information and data, and allow for a smooth transition to emergency stabilization planning.

DOI NATIONAL INTERAGENCY BAER TEAM

I INTRODUCTION

This chapter provides information and procedures on the team configuration, qualifications, selection, preparedness, incident business management practices and mobilization to BAER incidents.

II MEMBER COMMITMENT

Team members (and their supervisors) must commit to the potential for two assignments each year for no less than two years. Each team member may be formally re-evaluated for team membership. Team members are responsible for their personal preparedness (training, experience, equipment) and for leadership in their respective discipline during incidents. Team members must keep track of their own dispatches and relay that information to a DOI National BAER Coordinator. Team members must also keep their contact information current in BAER Trax.

III MEMBER SELECTION

Team positions are open to all interested, permanent federal employees from the five participating agencies that meet the training, experience prerequisites and physical fitness standards outlined in this Guide. Each December, the IBAER will prepare and distribute a Call for Applications throughout the individual bureaus. Nominations must be made in the form of a memorandum from the employee's supervisor, forwarded to the individual's Agency National BAER Coordinator no later than February 14 of each year. Nomination memorandums should specify the vacancy of interest, address the nominee's professional, technical, and fire qualifications for the position and contain complete nominee contact information.

The IBAER and BAER Team Leader(s) will place selected nominees on the BAER Team roster and all nominees will be notified of selection results no later than February 28 of each year. This will ensure the potential involvement of the selected individuals in the biennial pre-season team meeting scheduled to be held in late March or April.

Nominations for the BAER Team Leader position will be selected by the IBAER.

IV QUALIFICATIONS

DOI National Interagency BAER Team members must be qualified as one of the following: Team Leader; Environmental Specialist, Documentation Specialist; GIS Specialist; Geologist; Hydrologist; Soil Scientist; Biologist; Forester; Cultural Resource Specialist; Botanist; Watershed Response Modeler, or IT Specialist as identified in the position qualifications found in Chapter 3. Team members must meet the professional series requirements in their discipline as a GS-9 at a minimum.

Fireline qualifications are required of those BAER Team members who will need to visit the fireline to conduct their assessment. Therefore, those BAER Team members must be red-carded (requiring an annual fire refresher and appropriate level of work capacity test). BAER Team members must take IS-700, National Incident Management System. In addition, BAER Team Leaders must take IS-800, National Response Framework. Both courses can be taken online at: https://training.fema.gov/IS/NIMS.aspx. Team members will ensure their qualification records are in the Incident Qualification Certification System (IQCS), usually managed by your local fire dispatcher.

Those BAER Team members who are generally considered to be office personnel, e.g., Documentation Specialist, GIS Specialist, etc. and find a need to go to the field will either be escorted to the field by a qualified, red-carded individual or take the necessary steps to be red-carded.

V PREPAREDNESS

Team members must communicate frequently with BAER leadership about their availability throughout the fire season. Team members must contact an Interior National BAER Coordinator (IBAER) if there are any changes to their contact information or their availability. IBAER will coordinate with the BAER Team Leaders to maintain the roster and availability through the current BAER tracking system.

Annual equipment needs, recruiting plans, team selection and operating procedures are to be developed in advance of the western wildfire season through a coordination meeting held in January for IBAER and BAER Team Leaders.

Topics to be covered at the January meeting include:

- An After–Action Review of incidents responded to during the previous season and incorporation of any necessary changes.
- An annual team equipment inventory, maintenance, and replacement plan prepared by the BAER Team Leaders (requires IBAER approval).
- Recommended changes needed in Department of the Interior National Interagency Burned Area Emergency Response Team Standard Operations Guide (requires IBAER action).
- Recommended changes (additions/deletions) needed in the Departmental Manual emergency stabilization and rehabilitation policy.

National BAER Team Tracking System - BAERTrax

The DOI BAER program has developed a database for the purpose of building a personnel roster of required disciplines and contact information and tracking the

availability of Team members and their assignments, the National BAER Team Tracking System (BAERTrax). It is the responsibility of each team member and team leader to be sure that their name is listed on the roster, all contact information is current, and availability is updated as necessary. Upon acceptance of an assignment, the team member should email the following information to a DOI Agency National BAER Coordinator: Team member name, fire name, fire code, assignment start date, and position. Upon return from the incident, send a follow-up email to the DOI Agency National BAER Coordinator with the end date of the assignment. The DOI Agency National BAER Coordinator will then forward the information to IBAER for entry into BAERTrax. Team members are responsible with updating their information in IQCS with their home unit. In response to inquiries during Planning Levels 4 and 5, Team Leaders will provide a list of available team members for immediate deployment to incidents.

VI MOBILIZATION

Individual Call-Out

DOI National Interagency BAER Team members can be called out as a single resource. The local Agency Administrator, in consultation with the state/regional BAER Coordinator may decide that all that is needed is one or two disciplines to augment the local resource specialists. The state/regional BAER Coordinator may draw those required specialists from the DOI National BAER Team roster. The discipline specialist mobilized must be well-versed in DOI policy and be capable of leading an assessment response.

Team Call-Out

DOI National Interagency BAER Team members can be mobilized based on the Incident Command System's use of scalable resources. Communication between the Agency Administrator, and the Agency state/regional/national BAER Coordinators, and Team Leader on rotation will define the complexity and the values at risk in order to configure an appropriate team response. Values at risk and complexity defined during initial size-up will dictate team configuration. The level of engagement by the BAER Team is intended to be scalable ranging from phone consultation to on-site assessment.

The configuration of a DOI National Interagency BAER Team **may** consist of any or all of the following positions:

- Team Leader
- Deputy Team Leader
- Environmental Specialist
- Documentation Specialist

- GIS Specialist
- Hydrologist
- Soil Scientist
- Geologist
- Forester
- Biologist
- Cultural Resource Specialist
- Botanist
- Watershed Response Modeler
- IT Specialist

During the fire season, it is the responsibility of each BAER team member to ensure their availability through ROSS (Resource Ordering & Status System) and in the DOI National BAER Team's tracking system (BAERTrax). Ordering procedures will follow the direction found in the National Interagency Mobilization Guide. Team members will be resource ordered and released through established ordering channels.

During National Preparedness Levels 1-3, each team member may facilitate their own acceptance of an assignment. The team member must notify a DOI Agency's National BAER Coordinator of: Team member name, fire name, fire number, position, and inclusive dates.

During National Preparedness Levels 4-5, DOI National Interagency BAER Team assignments will be coordinated through IBAER and the National Multi-Agency Coordinating Group.

VII TEAM RESPONSE

As mentioned above, a Team response may consist of an individual resource, a few resources, a small team, or a full team. Team members will check in with the Team Leader upon arrival at the incident. The term Team used here relates to any form of response made by the DOI National Interagency BAER Team.

Agency In-briefing

Once arriving on the incident the DOI BAER Team should meet with the Agency Administrator and the agency's resource specialists and other affected parties. Topics of discussion may include:

- Introduction of the Team, Agency personnel, and others.
- Identify other Agency Representatives and Cooperators.
- Identifying the policy that the Team will operate under: DOI 620 DM 3.
- Identify the objectives of the DOI BAER program.
- Agency will identify the issues, concerns, values at risk, and resources available.
- Team will identify needs, e.g., work space, available resource specialists, documents, and the potential need for an Implementation Leader.
- Establish a daily briefing schedule.
- Develop a Delegation of Authority, completed by the Team Leader and Agency Administrator. (See Appendix 1).

Incident Management Team Coordination

An initial meeting with the IMT Incident Commander is recommended to introduce the Team and to coordinate Team activities and interaction with the IMT. Interactions may include:

- Attendance at daily shift and planning briefings.
- Coordination with aerial reconnaissance requests.
- Communications with ground suppression forces.
- Equipment needs.
- Submission of BAER Team ICS 204 Division Assignment List (where recon will take place on the fire.

Plan Development and Closeout

The DOI BAER Team emergency stabilization plan development essentially occurs in two phases: field reconnaissance of the resources to determine the issues and values at risk and determining what emergency stabilization treatments may be necessary, and preparing the emergency stabilization treatment specifications and assessment justifications for the treatments. In addition, with the expertise of the various BAER Team members, plans for emergency stabilization projects will demonstrate a linkage to BAR projects and long-term recovery and restoration activities.

- Conduct aerial and ground resource assessments.
- Affected cultural sites may require the completion of a Cultural Site Form. (See Appendix 12).
- Completion of daily Activity Logs, ICS 214. (See Appendix 5)

- Daily team briefing with affected agencies and resource personnel.
- Preparation of BAER Plan with executive summary, emergency stabilization specifications, assessment justifications, and plan maps. (See Appendix 6-10).
- Develop a BAER Risk Assessment for the values at risk and proposed emergency stabilization treatments. (See Appendix 10).
- Identify proposed treatments for rehabilitation and long-term restoration activities to cover areas that are unlikely to recover naturally and which are based on land management plans.
- Debriefing and closeout presentation with the affected agencies. (This is not a public meeting). (See Appendix 11).

BAER Wear

Each team member is expected to wear the proper attire for Agency in-briefings, public meetings, and closeout presentations. That attire is to be either the employee's agency uniform or the grey BAER Team polo. BAER wear polos, hats, t-shirts, etc. can be purchased individually from Corporate Casuals at: **www.corporatecasuals.com/storefront2/Index.asp?id=351.**

VIII PLAN SUBMITTALS AND FUNDING TIME FRAMES

Plan Content and Submission

Based on updated policy (2015), BAER Plans for emergency stabilization treatments are due to the Agency Administrator and the respective National BAER Coordinator within 21 days of the ignition of the fire. These plans are to contain ES treatment specifications and justifications, identified values at risk, reference maps, and rehabilitation and long-term restoration activities. It will be up to the agency to develop the costs and funding sources for rehabilitation and restoration activities.

Funding Time Frames

Emergency Stabilization treatments approved for funding must be completed within one year and 21 days of fire ignition. Should circumstances prevent this completion a local unit may request from the Bureau Director an extension based on factors such as climatic conditions or similar significant circumstances.

Funding for Burned Area Rehabilitation treatments is available for no more than five years following 21 days after ignition date of a wildland fire.

IX AFTER-ACTION REVIEW

Before leaving an assignment each team member should complete an AAR. The Incident Response Pocket Guide can offer additional help. The DOI BAER Team

Leader will conduct an AAR at the conclusion of each assignment to address the following:

- What was planned?
- What actually happened?
- Why did it happen?
- What can we do better next time?

The biennial preseason team meeting will review all of the previous year's incidents and make any necessary changes.

X PERFORMANCE REVIEW

In general, a team member's performance is discussed verbally between the individual and the Team Leader. However, when requested by the team member or if there is an issue with performance then the Team Leader will document the team member's performance. This performance review will include the team member's responsibilities, what they did and the manner in which the responsibilities were carried out, interaction with other team members, the products they produced, and the manner in which they followed instructions. This review will be signed and given to the team member and the team member's National BAER Coordinator.

The DOI BAER Team Leader will consult with the IBAER and Agency Administrator as to a BAER Team performance review. If one is requested by any party then a performance review will be conducted following the example in Appendix 2. This review will be signed and given to IBAER.

XI DEMOBILIZATION

Demobilization from a BAER incident requires the individual/team to:

- Compile case file data (including activity logs, time sheets, maps, field notes, photos, other relevant items) related to the resource assessment and consult with BAER Team Leader/Agency Representative to develop procedures for transfer of the materials to the Agency.

- Compile copies of personal resource assessment data and records (including unit logs, maps, field notes, photos, other relevant items) necessary to assist with potential future consultations.

- Return any cache or agency assigned equipment or references.

- Provide digital media for the transfer of data compiled during the incident.

- Provide written memorandum to the Agency Administrator prior to release of the DOI National Interagency BAER Team that describes accomplishments and immediate needs.

Demobilization procedures for BAER Team members are different than procedures normally implemented for suppression resources. This difference is due to the probable lack of an incident management team support structure when it is time for the team to be released. Therefore the DOI National Interagency BAER Team members must:

- Coordinate with incident management dispatch center and Team Leader (when relevant) to develop a travel plan.
- Close-out fire time reports with BAER Team Leader or timekeeper.
- Contact home agency dispatch center to confirm travel itinerary.
- Conform to interagency incident fire business management work/rest guidelines and driving standards when traveling home or to a reassignment.
- Notify home agency dispatch center upon return to home unit or reassignment.
- Complete the close-out return travel fire time report with agency dispatcher/timekeeper.
- Clean and re-supply BAER pack/kits to maintain readiness for future assignments.
- Update your availability in the BAER Trax system and email your assignment details to a DOI Agency's National BAER Coordinator.

XII BAER INCIDENT MANAGEMENT PRACTICES

The DOI National Interagency BAER Team will comply with the guidance found in the National Interagency Burned Area Emergency Response Guidebook, Standard Operations Guide, and Interagency Incident Business Management Handbook.

XIII TEAM OVERSIGHT

Oversight and management of the DOI National Interagency BAER Team will be provided by the IBAER. To assist in evaluating team performance, BAER Team Leaders will provide the IBAER a written summary of the After-Action Review, when appropriate. The IBAER will use BAER Trax to record team member's availability as well as assignment history for each team member.

BAER Team Leaders will meet with the IBAER following the wildfire season or after complex and controversial incidents for an After-Action Review to evaluate and

assess performance, identify problems and develop corrective management actions, if necessary. Reviewing incident documents will assist in identifying team needs, support structures, agency organizations, and will contribute to future improvements.

- A DOI National Interagency BAER Team preseason meeting will be held biennially in the spring, prior to wildfire season to orient new team members, develop field operating procedures, recommend policy changes and review the previous year's incident responses. Agency Administrators and local/state/ regional BAER Coordinators are encouraged to attend the biennial spring pre-season team meeting and/or communicate their concerns to the IBAER.

- In addition to the biennial pre-season team meeting, IBAER will coordinate any necessary webinars, team calls, and/or email communications.

XIV ALL RISK INCIDENTS

The DOI National Interagency BAER Team has previously responded to incidents other than fire. Future All-Risk assignments will be coordinated between the IBAER and BAER Team Leaders.

POSITION RESPONSIBILITIES AND QUALIFICATIONS

This chapter identifies individual DOI National Interagency BAER Team position responsibilities, skills necessary to safely and effectively perform those responsibilities, the training and experience needed to support skills development, and physical fitness standards. In addition, the chapter identifies provisional specialists and support positions that frequently are involved in BAER incidents.

I NATIONAL INTERAGENCY BAER TEAM POSITIONS

There are several responsibilities and skills/knowledge common to all DOI National Interagency BAER Team positions.

Responsibilities

- Maintains their availability status in the Resource Ordering Status System.
- Upon arrival at the incident, checks in with the Team Leader or with the requesting unit.
- Obtains applicable management and safety information including fire behavior forecasts and the Incident Action Plan.
- Attends necessary shift briefings, initial team briefing, daily team meetings, and agency close-out briefing.
- Conducts activities using safe and efficient procedures, utilizing LCES, the 10 Standard Fire Fighting Orders, and the 18 Situations That Shout Watch Out, and adheres to safety standards throughout the incident, from dispatch to demobilization.
- Performs duties within ICS standards, specifically communicating needs and concerns through the ICS channels and maintaining protocol within the command structure. When arriving on an incident division, checks in and out with each Division Supervisor. Maintains contact with other resources operating in the area to ensure safety and for the consideration of those forces.
- Gets sufficient rest, adhering to the work/rest ratio of 2:1 with 12 to 14 hours per day being the goal except in emergency situations and 16 hours being the maximum (daily work in excess of 16 hours requires written justification and prior approval by the Team Leader).
- Manages time effectively, allows time for prompt reporting and professional documentation.

- Knows and respects physical and mental limitations, as well as the limitations of other team members. Recognizes personal physical and medical limitations, and communicates with other team members as appropriate. Accommodates other team members' limitations to ensure safety.

- Maintains a positive and professional attitude and conducts self in a professional manner.

- Completes necessary administrative documentation, especially ICS 214 (Activity Log), daily Crew Time Reports (CTR), and OF-288, Emergency Fire Fighter Time Report.

- Obtains demobilization orders at the completion of assignment.

- Closes-out incident business.

- Returns and obtains releases for all equipment checked out.

- Receives travel authorization and orders to return home.

- Completes and closes-out time with a signed OF-288.

- Observes safe practices when traveling.

Skills/Knowledge

- Knowledge of DOI National Interagency BAER Team guidelines, natural and cultural resource management policies, and emergency stabilization treatment techniques.

- Ability to communicate effectively orally and in writing and proficiency in the use of personal computers and MS Word.

- ICS radio and communications skills

BAER TEAM LEADER (BAEL)

Responsibilities

The BAER Team Leader provides overall leadership and direction for the BAER incident, coordinates the operation of a National Interagency BAER Team, accepts/declines assignments according to established call-out criteria, interacts with the agency administrator and the suppression IMT command staff to facilitate resource assessment by team members, and coordinates the development of the BAER Plan within the limitations specified in the Delegation of Authority.

- Validates team member qualifications and availability.
- Timely responds to requests for National Interagency BAER Team.
- Makes initial contact with requesting agency determining if the proposed assignment meets the call-out criteria policy.
- Determines the appropriate BAER technical specialists needed and mobilize the BAER team.
    - Orders team through appropriate dispatch channels
    - Arranges for lodging and workspace.
    - Identifies agency resource advisor needs.
- Briefs the agency administrator and clearly articulates the roles and responsibilities of the National Interagency BAER Team in addressing wildfire suppression activity damage repair, emergency stabilization, burned area rehabilitation and restoration.
- Obtains a Delegation of Authority from the agency administrator.
- Provides team members with an orientation including the status and potential of the wildfire, environmental setting, management goals and objectives, safety and hazards, and agency resources available.
- Ensures that risk assessments are prepared to mitigate hazards associated with the BAER working environment.
- Coordinates emergency stabilization activities with suppression IMT and communicates with the IMT regarding their wildfire suppression activity damage repair responsibility.
- Coordinates with agency administrator in:
    - Assessing post-wildfire risk, fire effects and values at risk.
    - Developing emergency stabilization treatments with agency resource advisors within the framework of land management objectives.
    - Informing agency staff, tribes, and others of the status of on-going planning and immediate treatment implementation.
    - Monitoring suppression activity repair activities if time allows and reports deficiencies.

  - Assuring appropriate NWCG Interagency Incident Business Management financial and work/rest guidelines are followed.
  - Preparing the agency and local unit for BAER Plan implementation.
  - Informing the public, media, and interest groups.
- Assists agency administrator in resolving BAER issues and the planning of on-going projects.
- Participates with agency administrator in IMT debriefing.
- Reviews resource assessments and proposed emergency stabilization treatments.
- Provides leadership in formulating BAER Plans:
  - Ensures compliance with agency policy, approved land and fire management plans and operational procedures.
  - Assures emergency stabilization treatments are ecologically and financially appropriate.
  - Ensures plan preparation meets policy timeframes without compromising team safety and work/rest guidelines.
  - Briefs agency administrator, staff and affected parties concerning plan development status.
- Organizes closeout meeting between the National Interagency BAER Team and the host unit.
- Assists agency administrator with BAER Plan review and approval process.
- Organizes/files BAER documentation.
- Releases National Interagency BAER Team members.
- Reviews, approves, forwards as suitable administrative BAER incident documentation:
  - Unit Log, daily CTR, Emergency Equipment Shift Ticket, and Emergency Fire Fighter Time Report.
  - Electronic and hard copies of documentation, maps, data sets.

  - Accounting of expenditures
  - Monitoring of treatments
- Educates the agency administrator, local unit and agency into the duties and workload necessary to effectively implement the BAER Plan.
  - Identifies the supervisory skills required to lead the implementation activities.
- Outlines contracting and purchasing services needed and delivery timelines required to successfully implement the planned emergency stabilization treatments and activities.
- Provides post-BAER critique project if requested.
- Ensures that the agency administrator completes the team evaluation.
- Advises IBAER and participates in National BAER Coordinator meetings.
- Initiate a serious action notification when necessary.

Skills/Knowledge

Professional skill in the 025, 028, 400 or 1300 series at the GS-09 level

- Ability to quickly and efficiently locate and synthesize relevant technical information from local land use plans and local and community sources.
- Basic understanding of the potential effects of wildfire on natural and cultural resources and public safety.
- Knowledge of ICS system and interagency incident business management practices including but not limited to: resource ordering, NWCG safety standards and guidelines, fire business management, time keeping, Federal Acquisition Regulations (especially emergency purchasing authorities).

Training

- Required
  - Annual Fireline Safety Refresher Training (RT-130)
  - Introduction to Incident Command System (I-100)
  - National Incident Management System, An Introduction (IS-700)

  - National Response Framework, An Introduction (IS-800)
  - Introduction to Fire Behavior (S-190)
  - Firefighter Training (S-130)
  - Standards for Survival (S-132)
- Additional training which supports development of knowledge and skills
  - Wildland Fire Suppression Orientation for Non-operations Personnel (S-110)
  - Basic Incident Command System (I-200)
  - Interagency Incident Business Management (S-260)
  - Leadership and Organizational Development (L-381)
  - Interagency Helicopter Training Guide (S-271)
  - Burned Area Emergency Response Team Leader
  - Basic Aviation Safety Course (A-100)
  - Introduction to Fire Effects (Rx-310)

Prerequisite Experience

- Satisfactory performance as a Deputy BAER Team Leader, BAER Environmental Specialist, BAER Documentation Specialist, BAER GIS Specialist, BAER Hydrologist, BAER Soil Scientist, BAER Geologist, BAER Biologist, BAER, Forester, BAER Cultural Resource Specialist, or BAER Botanist.
- Two satisfactory performances as a BAER Team Leader trainee. Position currency can also be maintained by successful performance as an ICT 1, 2 or 3, FUM 1 or 2, RXB1 or 2.

Physical Fitness

- Light

DEPUTY BAER TEAM LEADER

The Deputy BAER Team Leader meets all the training, experience and physical fitness qualifications as the BAER Team Leader except the Deputy BAER Team Leader does not need any prior experience as a BAER Team Leader.

Responsibilities

The Deputy BAER Team Leader coordinates the activities of the team members, facilitates the implementation of immediate emergency stabilization treatments, and provides continuity in transitioning the incident from suppression activity damage repair, through BAER planning and immediate emergency stabilization actions, to local unit plan implementation**.**

- Liaisons with IMT command staff and division supervisors to obtain wildfire suppression information (Sit/Stat, aerial/ground reconnaissance, operational period plans, debriefs line personnel).
- Communicates with IMT on suppression impacts and integrates IMT suppression activity damage repair with BAER emergency stabilization activities.
- Liaisons with agency resource advisors on specific emergency stabilization practices and resource limitations and provides information to BAER technical specialists.
- Briefs BAER staff on relevant wildfire conditions:
    - Where the wildfire is and where the wildfire should be.
    - Fuels, topography, weather, fire behavior, burn severity estimates.
    - Size of wildfire/number of divisions.
- Briefs BAER technical specialists and coordinates and oversees burned area assessments.
- Verifies and interprets information for emergency stabilization treatment application.
- Ensures BAER team member presence.
- Develops operational plans and coordinates logistical needs of the BAER technical specialists with the IMT and provides BAER Team activities for the Incident Action Plan.

- Facilitates implementation of immediate emergency stabilization treatments and prepares the agency administrator and unit staff for plan implementation transition needs.

- Coordinates the procurement of conventional suppression and or special emergency stabilization resources (i.e., excavators, soil netting, seed, etc.) for immediate emergency stabilization treatments as prescribed.

- Determines the emergency measures necessary to address immediate human safety issues.

- Sets clear and measurable standards for safety (e.g., PPE.) and highlights known hazards of the area.

- Insures daily division assignments are identified and are submitted within the daily IAP (ICS 204).

- Coordinate work and sleeping accommodations.

- Initiate the serious action notification if the BAER Team Leader is not able.

- Coordinates with BAER Team Leader

BAER ENVIRONMENTAL SPECIALIST (BAEN)

Responsibilities

The Environmental Specialist ensures compliance with applicable environmental laws, local approved management plans, Department and agency policies and mandates, and consults with the BAER Team Leader and BAER technical specialists to determine that BAER Plan actions are adequate within applicable laws and regulations.

- Obtains and reviews copies of existing approved land management plans and associated environmental compliance documentation (e.g., Fire Management Plans, General Management Plans, Area Management Plans, Resources Management Plans, Wilderness Management Plans, EIS, EA, etc.).

- Works with the BAER Team Leader, BAER technical specialists, BAER GIS Specialist, IMT, and local agency to identify and obtain the needed base and resource area maps and map data.

- Obtains all operational period plans and takes the lead in constructing a brief wildfire and BAER incident history and plan executive summary.

- Conducts on-site inspection and review of proposed treatment specifications in coordination with other BAER technical specialists.

- Works with the BAER Biologist and Botanist to assure that the ESA Section 7 consultation has been initiated for specifications that may impact listed species.

- Works with the BAER Cultural Resource Specialist to assure that the NHPA Section 106 process has been initiated for specifications that may impact historic and cultural resources.

- Takes the lead to assure that the U.S. Army Corps of Engineers, Section 404 process is initiated for specifications that may impact “waters of the United States.”

- Coordinates development, review, and timely submission of treatment specifications and determines applicable laws, clearances and consultations (Endangered Species Act section 7, Clean Water Act section 401 and 404, National Historic Preservation Act section 106, etc.) affects and needed, respectively.

- Coordinates development and review of all emergency stabilization treatment specifications to assure consistency with local approved land management plans.

- Coordinates interdisciplinary review and compliance of treatment specifications to include team, agency and regulatory review.

- Reviews emergency stabilization treatment specifications for quality assurance and compliance with emergency stabilization policy.

- Tracks wildfire suppression effort and works with BAER technical specialists to establish deadlines for submission of emergency stabilization treatment specifications and Burned Area Assessments.

- Reviews and edits Burned Area Assessments for quality, format and environmental compliance.

- Collaborates with Documentation Specialist in development of BAER Plan including monitoring timely submission of specifications and assessments.

- Coordinates development of the cost-risk analysis for the emergency stabilization treatments recommended by the team.

- Develops appropriate National Environmental Policy Act (NEPA) compliance documents.

Skills/Knowledge

- Professional skill in the OPM 025, 028, 400 or 1300 series at the GS-09 level
- Knowledge of National Environmental Policy Act (NEPA), Endangered Species Act (ESA), National Historic Preservation Act (NHPA), Native American Graves and Repatriation Act (NAGPRA), Clean Air Act (CAA) and Clean Water Act (CWA) and Corps of Engineers Permit 37.
- Detailed understanding of Emergency Stabilization and Rehabilitation Policies.
- Basic computer skills and understanding of MS Word, MS Powerpoint and MS Excel.
- Ability to communicate effectively orally and in writing and proficiency.
- Ability to quickly and efficiently locate and synthesize relevant technical information from local land use plans and local and community sources.
- Basic understanding of the potential effects of wildfire on natural and cultural resources and public health and safety.

Training

This position may be filled with individuals that do not intend to go to the field; therefore, the listed required and additional training relevant to fireline qualifications is not necessary. Any individuals intending to participate in field work during a BAER assignment must complete all training.

- Required
    - Annual Fireline Safety Refresher Training (RT-130)
    - Introduction to Incident Command System (I-100)
    - National Incident Management System, An Introduction (IS-700)
    - Introduction to Fire Behavior (S-190)
    - Fire fighter Training (S-130)
    - Standards for Survival (S-132)
- Additional training which supports development of knowledge and skills
    - Wildland Fire Suppression Orientation, Non-operations Personnel (S-110)

- National Environmental Policy Act
- ESA Section 7 Consultation
- NHPA Section 106
- Clean Water Act and associated permitting
- Basic Aviation Safety (A-100)
- Incident communications and radio training

Prerequisite Experience

- Position currency can be maintained by successful performance as an Environmental Specialist (ENSP).
- One satisfactory performance as a BAER Environmental Specialist trainee.
- Familiarity with environmental compliance processes including categorical exclusions, environmental assessments and emergency consultations.

Physical Fitness

- Light (May not be necessary when position is primarily office oriented)

BAER DOCUMENTATION SPECIALIST (BADO)

Responsibilities

The BAER Document Specialist compiles, publishes, and distributes the BAER Plan; maintains electronic files and backups of planning effort; assists team leader and team members with BAER Plan development activities; compiles the supporting documentation to be left with the agency; and prepares the final PowerPoint close-out presentation.

- Establishes plan template prior to team submission of specifications and assessments.
- Coordinates the computer entry of all parts of the BAER Plan.
- Assists BAER Team Leader with production of press releases, team updates, public information brochures and handouts.
- Maintains master computer records of plan products and supporting documentation.

- Compiles and inputs BAER technical specialist reports, specifications, etc. into acceptable report format.
- Develops and enters the necessary graphics for the plan.
- Compiles photo documentation record as provided by team photographer or specialists.
- Provides BAER Plan disks to the agency administrator, BAER Team Leader, and IBAER.
- Maintains existing data files containing previous BAER reports and correspondence.
- Maintains team documentation (administrative) package including delegation of authority, unit logs, supporting documentation, time sheets, purchase orders, team expenses, draft documents, maps, etc., and delivers them to the agency administrator.
- Compiles data summaries relative to plan format.
- Provides teaching/technical assistance to users.
- Creates PowerPoint presentation for closeout briefing.
- Produces camera ready copy of the BAER Plan for production.
- Ensures timely publishing and transmittal of reports to host agency and team members.
- Records minutes of daily team briefings, agency briefings, public meetings, close-out briefings and other meetings and includes in documentation package.
- Supervises Photographer and any computer processing support personnel.

Skills/Knowledge

- Advanced practical skills in Microsoft *Word* and Excel application software. Ability to input, organize and compile a large document within a short timeframe.
- Intermediate skills in Microsoft *Publisher* or equivalent desktop publishing application software. Ability to create basic graphic pages from image and document sources.

- Intermediate skills in Microsoft *PowerPoint* application software. Ability to use *PowerPoint* to create medium to large (50-100 slides) presentations in a short time-frame using image files, text documents, spreadsheet and tables, etc.

- Intermediate skills in Adobe *Acrobat Professional 6.0 (or later version)*. Ability to use Acrobat to output graphic and document files, make presentations, set up pre-press printer job options, etc.

- Intermediate skill in Adobe *Photoshop* or equivalent image processing application software. Ability to process digital images for inclusion into copy-ready document pages.

- Intermediate to advanced PC hardware and application skills. Ability to act as computer support for team members for basic PC hardware support, and software application support.

- Ability to use scanning devices to digitize hard copy documents. Ability to create CD-ROMs and DVDs of BAER plan documents and images.

- Basic skills and knowledge of printing and reproduction processes.

- Basic understanding of GIS cartographic products and printing needs.

- Knowledge of National Interagency BAER Team guidelines, natural and cultural resource management policies, and emergency stabilization treatment techniques.

- Ability to quickly and efficiently locate and synthesize relevant technical information from local land use plans and local and community sources.

Training

This position may be filled with individuals that do not intend to go to the field; therefore, the listed required and additional training relevant to fireline qualifications is not necessary. Any individuals intending to participate in field work during a BAER assignment must complete all training.

- Required
    - Introduction to Incident Command System (I-100)
    - National Incident Management System, An Introduction (IS-700)
- Additional training which supports development of knowledge and skills
    - Wildland Fire Suppression Orientation for Non-operations Personnel (S-110)

- Microsoft Word, PowerPoint, Publisher, and Excel and Adobe Acrobat Professional and Photoshop
- Incident communications and radio training

Prerequisite Experience

- Position currency can also be maintained by successful performance as a Document Specialist (DOSP).
- One satisfactory performance as a BAER Document Specialist trainee.

Physical Fitness

- Light (May not be necessary when position is primarily office oriented)

GIS SPECIALIST (GISS)

Responsibilities

The GIS Specialist provides spatial data management, digital map applications, and integrated technology support to DOI National Interagency BAER Team members to enable completion of their assessments and recommendations.

- Manages GIS and GPS cache.
- Determines GIS capabilities of local sources and team needs.
- Checks team's computer and GPS equipment annually and at the beginning and end of each incident. Makes recommendations for equipment upgrades/replacement. Networks team's equipment at the beginning of each assignment.
- Obtains transfers, manipulates, merges, edits, analyzes, integrates, exports and displays IMT, agency and other source GIS data for the BAER planning process.
- Reclassifies, evaluates and manipulates Burned Area Reflectance Classification (BARC) data sets in cooperation with BAER technical specialists.
- Captures and compiles field data for incorporation into GIS map products and analysis. Coordinates BAER technical and unit resource specialist GPS input. Conducts GPS training as needed.
- Produces final plan maps and associated graphic products.

- Develops metadata for data sets and map documents according to accepted documentation standards.
- Compiles data sets, documentation, and map outputs onto electronic media.
- Manages team information technology.

Skills/Knowledge

- Qualified GISS as outlined in PMS 310-1
- Geospatial information technology skills include:
  - Manipulating geospatial data formats
  - Using the appropriate map projections and datums
  - Managing spatial data
  - Coordinating computer operation
  - Conducting cartographic production
  - Using output device function
  - Understanding ESRI GIS application software functions
  - Accomplishing complex spatial analysis techniques
  - Managing remotely-sensed data and integrate with other geospatial data
  - Configuring GPS units, collect GPS locations, and integrate GPS outputs with geospatial data
- Ability to quickly and efficiently locate and synthesize relevant technical information from local land use plans and local and community sources.
- Basic understanding of the potential effects of wildfire on natural and cultural resources and public health and safety.

Training

This position may be filled with individuals that do not intend to go to the field; therefore, the listed required and additional training relevant to fireline qualifications is not necessary. Any individuals intending to participate in field work during a BAER assignment must complete all training.

- Required
  - Introduction to Incident Command System (I-100)
  - National Incident Management System, An Introduction (IS-700)
- Additional training which supports development of knowledge and skills
  - GIS Specialist for Incident Management (S-341)
  - Introduction to Incident Command System (I-100)
  - Wildland Fire Suppression Orientation for Non-operations Personnel (S-110)
  - ArcGIS

Prerequisite Experience

- One satisfactory performance as a GIS Specialist trainee

Physical Fitness

- Light (May not be necessary when position is primarily office oriented)

BAER BOTANIST (BABO)

The BAER Botanist assesses wildfire impacts to vegetation resources and develops emergency stabilization recommendations to prevent further site degradation. Coordinate assessment, review, and data collection activities with other BAER technical specialists.

Responsibilities

- Assess wildfire impacts to plant communities and vegetation resources to determine whether emergency stabilization treatments are needed and the extent to which natural revegetation will likely occur.
- Works with the BAER Forester to develop a vegetation top-kill/mortality map.
- Determines emergency stabilization revegetation needs for impacted areas including range and forage resources.
- Assesses noxious weed/non-native species populations and potential threats for expansion/encroachment into impacted areas.

- Recommends monitoring needs to determine if emergency stabilization treatment may be needed.

- Develops list of potential affected Threatened, Endangered, Proposed, and Candidate (TEPC) plant species in coordination with agency personnel and other sources.

- Assesses whether TEPC plants or habitats are at risk of further degradation and whether an emergency stabilization treatment is appropriate to prevent further degradation.

- Assesses whether TEPC plants or habitats may be affected by proposed BAER treatments.

- In cooperation with the BAER Biologist, initiates emergency Section 7 consultation as required by Endangered Species Act with USFWS and/or NMFS.

- In cooperation with BAER Hydrologist and Soil Scientist, recommends vegetation treatments (seed mixes and seeding rates) for watershed stabilization.

- Recommends appropriate seed mixes and develops seed bid package and contractor selection criteria with contracting officer.

- Coordinates necessary re-vegetation recommendations on private lands with NRCS.

- Recommends structural improvements for the protection of emergency stabilization treatments.

- Recommends treatment effectiveness monitoring requirements.

- Provides spatial data sets to the GIS Specialist for project mapping.

- Provides recommendations for grazing management practices (e.g., closures, deferment, or lowered stocking rates).

- Assess potential damage from feral animals and makes recommendations for removal or fencing.

- Prepares the Vegetation Resources Burned Area Assessment including objectives, issues, observations, and recommendations; this assessment may include rangelands or if warranted a separate Rangeland Resources Burned Area Assessment is prepared.

- Prepares the vegetation resource presentations for public, agency administrator's and close-out meetings and briefing.

- Obtains applicable management and safety information including fire behavior forecasts and the Incident Action Plan.

- Prepares and delivers the close-out briefing burned areas assessment summary.

- Prepares copies of the resource field assessment notes, maps and other draft materials and delivers them to the Documentation Specialist as part of the documentation package with sensitive data/notes identified and returned to the local specialists-not to be included in the official documentation package.

Skills/Knowledge

- Technical skill as a GS-09 Botanist, Ecologist, Biologist or Rangeland Management Specialist.

- Knowledge of fire ecology and fire response of vegetation communities, including skill in querying the Fire Effects Information System.

- Knowledge of weed ecology and weed management techniques.

- Basic knowledge of TEPC ecology, habitat, and legal requirements.

- Knowledge of revegetation techniques, including development of seed mixes appropriate to the project area and emergency stabilization objectives.

- Ability to quickly and efficiently locate and synthesize relevant technical information from local land use plans and local and community sources.

- Basic understanding of the potential effects of wildfire on natural and cultural resources and public health and safety.

Training

- Required

    - Annual Fireline Safety Refresher Training (RT-130)

    - Introduction to Incident Command System (I-100)

    - National Incident Management System, An Introduction (IS-700)

    - Introduction to Fire Behavior (S-190)

  - Fire fighter Training (S-130)
  - Standards for Survival (S-132)
- Additional training which supports development of knowledge and skills
  - Wildland Fire Suppression Orientation for Non-operations Personnel (S-110)
  - Basic Incident Command System (I-200)
  - GPS for ICS
  - GIS (ArcView or ArcGIS)
  - Basic Aviation Safety Course (A-100)
  - Interagency Helicopter Training Guide (S-271)
  - Intermediate Fire Behavior (S-290)
  - Fire in Ecosystem Management
  - Introduction to Fire Effects (RX-310)
  - Fire Regime Condition Class training and certification
  - Agency-specific fire effects monitoring training and certifications
  - Incident communications and radio training

Prerequisite Experience

- Position currency can also be maintained by successful performance as a Botanist (BOTA).
- One satisfactory performance as a BAER Botanist trainee.

Physical Fitness

- Light

BAER FORESTER (BAFO)

Responsibilities

The BAER Forester assesses wildfire impacts to forest resources and develops emergency stabilization recommendations to prevent further site degradation.

Coordinate assessment, review, and data collection activities with other BAER technical specialists.

- Assesses forest (timberlands, woodlands, and riparian forests) mortality and assists BAER Botanist in developing a vegetation mortality map.
- Identifies tree hazards (along roads, trails, near recreation sites, buildings), rates trees according to NPS tree hazard rating system.
- Recommends hazard tree emergency stabilization treatments ((including area closure) relative to human risk, debris disposal, visual effects, and effects on other resources.
- Identifies potential hillside soil protection log erosion barrier areas and development treatment prescriptions in coordination with the watershed group (BAHY, BASS, BAGE).
- In the course of emergency stabilization assessments, documents possible rehabilitation and restoration planning (including forest health, potential salvage and reforestation) opportunities.
- Prepares treatment specifications, including costs of recommended treatments, and equipment and labor sources.
- Prepares specifications for monitoring treatment effectiveness.
- Prepares the Forest Resources Burned Area Assessment including objectives, issues, observations, and recommendations.
- Provides spatial data to the GIS Specialist.
- Prepares the forest resource presentations for public, agency administrator’s and close-out meetings and briefing.
- Requests a fax of resource orders from dispatch.
- Prepares and delivers the close-out briefing burned areas assessment summary.
- Prepares copies of the resource field assessment notes, maps and other draft materials and delivers them to the Documentation Specialist as part of the documentation package with sensitive data/notes identified and returned to the local specialists-not to be included in the official documentation package.

Skills/Knowledge

- Technical skill as a GS-09 Forester
- Skill in applying the NPS Hazard Tree Assessment process.
- Knowledge of fire ecology and fire response of vegetation communities.
- Ability to quickly and efficiently locate and synthesize relevant technical information from local land use plans and local and community sources.
- Basic understanding of the potential effects of wildfire on natural and cultural resources and public health and safety.

Training

- Required
  - Annual Fireline Safety Refresher Training (RT-130)
  - Introduction to Incident Command System (I-100)
  - National Incident Management System, An Introduction (IS-700)
  - Introduction to Fire Behavior (S-190)
  - Firefighter Training (S-130)
  - Standards for Survival (S-132)
- Additional training which supports development of knowledge and skills
  - Wildland Fire Suppression Orientation for Non-operations Personnel (S-110)
  - Basic Incident Command (I-200)
  - Basic Aviation Safety Course (A-100)
  - Introduction to Fire Effects (RX-310)
  - GPS for ICS
  - GIS (ArcView or ArcGIS)
  - Wildland Fire Chain Saws (S-212)
  - Interagency Helicopter Training Guide (S-271)

- USFS and NPS Health Protection Tree Hazard Identification
- Forest Insect and Disease Identification
- Incident communications and radio training

Prerequisite Experience

- Position currency can also be maintained by successful performance a Forester (FOSE).
- One satisfactory performance as a BAER Forester trainee

Physical Fitness

- Light

BAER SOIL SCIENTIST (BASS)

Responsibilities

The BAER Soil Scientist contributes to addressing post wildfire emergency watershed conditions by assessing wildfire damages on soil resources, determining the natural range of variability upper limits for hillslope soils, identifying values at risk (life, property, and critical natural and cultural resources), and developing if possible soil stabilization treatments to avoid an excessive watershed response.

- Assesses fire effects to soils and makes findings available to other users.
  - Documents and map observations and findings.
  - Maps soil burn severity using remote sensing-derived imagery and/or aerial and ground reconnaissance.
  - Identifies wildfire-caused changes in soil characteristics (chemical, physical and biological).
  - Compiles and interprets available soil surveys and other soil information.
  - Estimates post-wildfire soil erosion and sediment delivery.
  - Identifies and documents soil values at risk from post-wildfire conditions within and downstream of the burned area.
  - Contributes soil resource information to the Watershed Burned Area Assessment.
- Develops recommendations (if needed) for emergency stabilization of impacted soils.
  - Prepares soil treatment and monitoring specifications.

  - Maps proposed treatment locations.

- Coordinates with other BAER technical specialists and other agencies.
- Compiles field notes and maps, data, digital photos, and daily unit logs for the record.
- Prepares the vegetation resource presentations for public, agency administrator's and close-out meetings and briefing.
- Upon arrival at the incident, checks in at the Incident Command Post and the Time Unit.
- Prepares and delivers the close-out briefing burned areas assessment summary.
- Prepares copies of the resource field assessment notes, maps and other draft materials and delivers them to the Documentation Specialist as part of the documentation package with sensitive data/notes identified and returned to the local specialists-not to be included in the official documentation package.

Skills/Knowledge

- Technical skill as a GS-09 Soil Scientist
- Knowledge of fire effects on soils.
- Knowledge of soil burn severity mapping.
- Knowledge of methods for estimating post-wildfire erosion, peak flows and mass wasting.
- Experience in mapping field information and using GPS and GIS.
- Knowledge of and familiarity with soil stabilization techniques.

- Ability to quickly and efficiently locate and synthesize relevant technical information from local land use plans and local and community sources.
- Basic understanding of the potential effects of wildfire on natural and cultural resources and public health and safety.

- **Training**
  - Required
    - Annual Fireline Safety Refresher Training (RT-130)
    - Introduction to Incident Command System (I-100)
    - National Incident Management System, An Introduction (IS-700)
    - Introduction to Fire Behavior (S-190)
    - Fire fighter Training (S-130)
    - Standards for Survival (S-132)
  - Additional training which supports development of knowledge and skills
    - Wildland Fire Suppression Orientation for Non-operations Personnel (S-110)
    - Basic Incident Command (I-200)
    - Basic Aviation Safety Course (A-100)
    - Introduction to Fire Effects (RX-310)
    - Interagency BAER Techniques course
    - GPS for ICS
    - GIS (ArcView or ArcGIS)
    - Interagency Helicopter Training Guide (S-271)

- Burn Area Reflectance Classification
- Hydrologic and erosion modeling (HEC, WEPP, etc.)
- Incident communications and radio training

Prerequisite Experience

- Position currency can also be maintained by successful performance a Soil Science Specialist (SOIL), BAER Hydrologist (BAHY), or BAER Geologist (BAGE).
- One satisfactory performance as a BAER Soil Scientist

Physical Fitness

- Light

BAER HYDROLOGIST (BAHY)

Responsibilities

The BAER Hydrologist contributes to addressing post wildfire emergency watershed conditions by assessing fire effects on hillslope runoff and water resources, determining the natural range of variability upper limits for watershed capabilities, identifying values at risk (life, property, and critical natural and cultural resources), and developing in-channel and watershed treatments to avoid if possible an excessive watershed response.

- Assesses the burned area for fire effects to hydrologic processes soils and makes findings available to other users.
    - Documents and map observations and findings.
    - Assesses post-wildfire watershed response.
    - Identifies wildfire-caused changes in watershed characteristics (upland and stream channel conditions).
    - Compiles and interpret available hydrologic and climate data.
    - Estimates post-wildfire runoff and peak flows.
    - Identifies values at risk from post-wildfire watershed conditions within and downstream of the burned area.
    - Determines if and where threats to human life, property and critical cultural and natural resources due to post-wildfire watershed conditions
    - Contributes hydraulic information to the watershed damage assessment.
- Develops recommendations (if needed) for emergency stabilization of impacted watersheds.
    - Prepares channel and watershed treatment and monitoring specifications.
    - Map proposed treatment locations.
- Coordinates with other BAER technical specialists and other agencies.
- Compiles field notes and maps, data, digital photos, and daily unit logs for the record.

- Prepares the hydrologic presentations for public, agency administrator's and close-out meetings and briefing.
- Prepares and delivers the close-out briefing burned areas assessment summary.
- Prepares copies of the resource field assessment notes, maps and other draft materials and delivers them to the Documentation Specialist as part of the documentation package with sensitive data/notes identified and returned to the local specialists-not to be included in the official documentation package.

Skills/Knowledge

- Technical skill as a GS-09 Soil Scientist
- Knowledge of fire effects on watersheds and drainages.
- Knowledge of methods for estimating post-fire erosion, peak flows and mass wasting.
- Experience in mapping field information and using GPS and GIS.
- Knowledge of and familiarity with hydrologic and in-channel stabilization techniques.
- Ability to quickly and efficiently locate and synthesize relevant technical information from local land use plans and local and community sources.
- Basic understanding of the potential effects of wildfire on natural and cultural resources and public health and safety.

Training

- Required
  - Annual Fireline Safety Refresher Training (RT-130)
  - Introduction to Incident Command System (I-100)
  - National Incident Management System, An Introduction (IS-700)
  - Introduction to Fire Behavior (S-190)
  - Fire fighter Training (S-130)
  - Standards for Survival (S-132)

- Additional training which supports development of knowledge and skills
  - Wildland Fire Suppression Orientation for Non-operations Personnel (S-110)
  - Basic Incident Command (I-200)
  - Basic Aviation Safety Course (A-100)
  - Introduction to Fire Effects (RX-310)
  - Interagency BAER Techniques course
  - GPS for ICS
  - GIS (ArcView or ArcGIS)
  - Interagency Helicopter Training Guide (S-271)
  - Burn Area Reflectance Classification
  - Hydrologic and erosion modeling (HEC, WEPP, AGWA, etc.)
  - Incident communications and radio training

Prerequisite Experience

- Position currency can also be maintained by successful performance a Hydrologist (HYDR), BAER Soil Scientist (BASS), or BAER Geologist (BAGE).
- One satisfactory performance as a BAER Hydrologist

Physical Fitness

- Light

BAER GEOLOGIST (BAGE)

Responsibilities

The BAER Geologist contributes to addressing post wildfire emergency watershed conditions by assessing fire effects on geologic processes, determining the natural range of variability upper limits for rock fall and mass wasting, identifying values at risk (life, property, and critical natural and cultural resources), and developing geomorphic treatments to avoid if possible an excessive watershed response.

- Assesses the burned area for fire effects to hydrologic and geomorphic processes and makes findings available to other users.

  - Documents and maps observations and findings.
  - Assesses post-wildfire geomorphic response.
  - Identifies wildfire-caused potential for mass wasting and rock fall hazards.
  - Compiles and interprets available geologic and geomorphic information.
  - Identifies values at risk from post-wildfire watershed conditions within and downstream of the burned area.
  - Determines if and where threats to human life, property and critical cultural and natural resources due to post-wildfire geomorphic conditions.
- Develops recommendations (if needed) for geologic emergency stabilization
  - Prepares treatment and monitoring specifications
  - Maps proposed treatment locations
- Coordinates with other BAER technical specialists and other agencies
- Compiles field notes and maps, data, digital photos, and daily unit logs for the record.
- Prepares the Geologic Resources presentation for public meetings and Agency Administrator close-out briefing.
- Obtains applicable management and safety information including fire behavior forecasts and the Incident Action Plan.
- Prepares the geologic presentations for public, agency administrator's and close-out meetings and briefing.
- Prepares and delivers the close-out briefing burned areas assessment summary.
- Prepares copies of the resource field assessment notes, maps and other draft materials and delivers them to the Documentation Specialist as part of the documentation package with sensitive data/notes identified and returned to the local specialists-not to be included in the official documentation package.

Skills/Knowledge

- Technical skill as a GS-09 Hydrologist, Geologist or Soil Scientist
- Knowledge of fire effects on watersheds.
- Knowledge of methods for estimating post-wildfire erosion, peak flows and mass wasting.
- Experience in mapping field information and using GPS and GIS.
- Knowledge of and familiarity with watershed stabilization techniques.
- Ability to quickly and efficiently locate and synthesize relevant technical information from local land use plans and local and community sources.
- Basic understanding of the potential effects of wildfire on natural and cultural resources and public health and safety.

Training

- Required
  - Annual Fireline Safety Refresher Training (RT-130)
  - Introduction to Incident Command System (I-100)
  - National Incident Management System, An Introduction (IS-700)
  - Introduction to Fire Behavior (S-190)
  - Fire fighter Training (S-130)
  - *Standards for Survival* (S-132)
- Additional training which supports development of knowledge and skills

- Wildland Fire Suppression Orientation for Non-operations Personnel (S-110)
- Basic Incident Command (I-200)
- Basic Aviation Safety Course (A-100)
- Introduction to Fire Effects (RX-310)
- GPS for ICS
- GIS (ArcView or ArcGIS)
- Interagency Helicopter Training Guide (S-271)
- Burn Area Reflectance Classification

Prerequisite Experience

- Position currency can also be maintained by successful performance a Geologist (GEOL), BAER Soil Scientist (BASO), or BAER Hydrologist (BAHY).
- One satisfactory performance as a BAER Geologist

Physical Fitness

- Light

BAER BIOLOGIST (BABI)

Responsibilities

The BAER Biologist conducts assessments and makes recommendations related to Threatened, Endangered, Proposed, and Candidate (TEPC) wildlife and fishery resources and their habitats impacted by the wildfire**.**

- Develops a list of fauna (mammals, birds, fish, reptiles, amphibians, invertebrates) potentially susceptible to further post wildfire wildlife habitat and population degradation in coordination with agency, USFWS, NMFS, and other sources.
- Assesses wildlife habitat and population damage from within the fire and the potential of emergency stabilization treatments preventing further degradation – concentrating on TEPC and other agency-listed wildlife species (i.e. Sensitive).
- Prescribes emergency stabilization treatments and/or monitoring measures to determine if emergency stabilization treatments are warranted.

- Prepares the Wildlife Resources Burned Area Assessment including objectives, issues, observations, and recommendations.

- Assesses effects of proposed emergency stabilization treatment on TECP species and habitat and initiates Emergency Section 7 consultation relating to proposed emergency stabilization actions as required by Endangered Species Act with USFWS and/or NMFS. Coordinates findings with BAEN.

- Briefs agency administrator and personnel on status of Section 7 consultation and required follow-up.

- Recommends treatment effectiveness monitoring requirements.

- Provides spatial data sets to the GIS Specialist for project mapping.

- Prepares the Wildlife Resources presentation for public, agency administrator and close-out meetings and briefing.

- Prepares and delivers the close-out briefing burned areas assessment summary.

- Prepares copies of the resource field assessment notes, maps and other drafts and delivers to the Documentation Specialist as part of the documentation package with sensitive data/notes should be identified and possibly returned to the local specialists-not to be included in the documentation package.

Skills/Knowledge

- Technical skill as a GS-9 Wildlife Biologist, Fishery Biologist, Refuge Manager or Ecologist.

- Skill in interagency endangered species emergency consultation processes.

- Ability to work with multiple agencies' staff to gather information.

- Ability to quickly and efficiently locate and synthesize relevant technical information from local land use plans and local and community sources.

- Basic understanding of the potential effects of wildfire on natural and cultural resources and public health and safety.

Training

- Required

    o Annual Fireline Safety Refresher Training (RT-130)

  - Introduction to Incident Command System (I-100)
  - National Incident Management System, An Introduction (IS-700)
  - Introduction to Fire Behavior (S-190)
  - Fire fighter Training (S-130)
  - Standards for Survival (S-132)
- Additional training which supports development of knowledge and skills
  - Wildland Fire Suppression Orientation for Non-operations Personnel (S-110)
  - Basic Incident Command (I-200)
  - Basic Aviation Safety Course (A-100)
  - Introduction to Fire Effects (RX-310)
  - GPS for ICS
  - GIS (ArcView or ArcGIS)
  - Interagency Helicopter Training Guide (S-271)
  - Threatened and Endangered Species Management and Consultation (NTC-BLM #1730-30A)
  - Interagency Consultation for Endangered Species (USFWS ECS3116)
  - Intro-Policy and Legal Aspects of Endangered Species Management (FS Continuing Education-PLA).
  - Advanced Interagency Consultation for Endangered Species (USFWS ECS3150)
  - Advanced Policy and Legal Aspects of Endangered Species Management (FS Continuing Education-PLA).
  - Environmental Considerations of Fighting Wildland Fires with Chemical Products Workshop
  - Incident communications and radio training

Prerequisite Experience

- Position currency can also be maintained by successful performance a Biologist (BIOL).
- One satisfactory performance as a BAER Biologist

Physical Fitness

Light

BAER CULTURAL RESOURCES SPECIALIST (BACS)

Responsibilities

The BAER Cultural Resources Specialist assesses previously known and incidentally discovered archeological and culturally significant sites to determine wildfire damage, potential emergency stabilization treatments and treatment impacts, and provides recommendations to stabilize and prevent further historic property sites degradation and avoiding historic site degradation from emergency stabilization treatments.

- Identifies cultural resources, including, but not limited to historic sites and structures, cultural landscapes, archeological sites and traditional cultural properties affected by the wildfire.
- Assesses cultural resources, focusing on:
  - Known cultural resources.
  - Proposed emergency stabilization treatment areas.
  - Soil movement areas.
- Assesses site stability of known and newly found cultural resources.
- Proposes emergency stabilization treatment for cultural resources threatened by further degradation.
- Completes the Cultural Site Form, if necessary. (See Appendix 12).
- Reviews all emergency stabilization treatments for cultural resource issues.
- Prepares the Cultural Resources Burned Area Assessment including objectives, issues, observations, and recommendations.

- Coordinates initial National Historic Preservation Act (NHPA), Section 106 compliance procedures.
- Recommends monitoring for treatment effectiveness. .
- Provides confidential spatial data sets to the GIS Specialist for project mapping.
- Prepares the Cultural Resources presentation for public, agency administrator's and close-out meetings and briefings.
- Receives assignment from zone dispatch. Requests from dispatch the following:
- Prepares and delivers the close-out briefing burned areas assessment summary.
- Prepares copies of the resource field assessment notes, maps and other drafts and delivers to the Documentation Specialist as part of the documentation package with sensitive data/notes should be identified and possibly returned to the local specialists-not to be included in the documentation package.

Skills/Knowledge

- Technical skill as a GS-09 Archeologist and meets the Secretary's standards.
- Knowledge of the principles and methods of archeological assessment, survey, excavation, mapping and theory.
- Experience in the design and conduct of survey and site evaluations of various cultural resources using professional methods and techniques for thorough systematic acquisition of data.
- Knowledge of the laws and regulations pertaining to cultural resources and natural resource operations on federal lands (Section 106 of the National Historic Preservation Act, the Archeological Resources Protection Act and the Native American Graves Protection and Repatriation Act).
- Skill in communicating and working with Tribes, land managers, State/Tribal historic preservation offices, museums and universities, agency personnel and the public for the exchange of data, policy/procedures, and other concerns as they relate to cultural resources.
- Ability to compile and summarize in written form cultural resource information for specific geographic area.
- Ability to assess wildfire and post wildfire effects to cultural resources.

- Ability to quickly and efficiently locate and synthesize relevant technical information from local land use plans and local and community sources.
- Basic understanding of the potential effects of wildfire on natural and cultural resources and public health and safety.

Training

- Required
  - Annual Fireline Safety Refresher Training (RT-130)
  - Introduction to Incident Command System (I-100)
  - National Incident Management System, An Introduction (IS-700)
  - Introduction to Fire Behavior (S-190)
  - Fire fighter Training (S-130)
  - Standards for Survival (S-132)
- Additional training which supports development of knowledge and skills
  - Wildland Fire Suppression Orientation for Non-operations Personnel (S-110)
  - Basic Incident Command (I-200)
  - Basic Aviation Safety Course (A-100)
  - Introduction to Fire Effects (RX-310)
  - GPS for ICS
  - GIS (ArcView or ArcGIS)
  - Interagency Helicopter Training Guide (S-271)
  - Incident communications and radio training

Prerequisite Experience

- Position currency can also be maintained by successful performance as a Cultural Specialist (CULS).
- One satisfactory performance as a Burned Area Cultural Resource Specialist trainee.

Physical Fitness

- Light

WATERSHED RESPONSE MODELER (BWRM)

This position must currently be ordered as a BAES or THSP. The individuals in this position must be sure they are identified as such in ROSS. Also be sure to name request for this position.

Responsibilities

Analyzes the post-fire watershed response using the Automated Geospatial Watershed Assessment (AGWA) tool (or equivalent model). Coordinates with the watershed group (BAHY, BASS, BAGE) and the GIS group in the development of watershed response of the burned areas and how and where they may impact the identified values-at-risk. Models post-fire watershed response to a storm event as well as modeling the efficacy of proposed emergency stabilization treatments.

- Assesses the burned area for fire effects to hydrologic processes soils and makes findings available to other users.
    - Pulls together initial soil burn severity map.
    - Completes draft model run designed to guide field assessment.
    - Coordinates with other responding team members/leaders to design a set of products appropriate to the situation.
    - Models post-wildfire watershed response.
    - Identifies wildfire-caused changes in watershed characteristics (upland and stream channel conditions).
    - Compiles and interpret available hydrologic and climate data.
    - Estimates post-wildfire runoff and peak flows.

o Produces final post-wildfire run-off, peak flows, maps, and graphical display.

- Works with BAER hydrologists to interpret model results and develops treatment scenarios, when necessary.

- Coordinates with other BAER technical specialists and other agencies.
- Compiles notes and maps, data, digital photos, and daily unit logs for the record.

- Prepares the hydrologic modelling presentations for public, agency administrator's and close-out meetings and briefing.

- Prepares copies of the resource modeling assessment notes, maps and other relevant draft materials and delivers them to the Documentation Specialist as part of the documentation package with sensitive data/notes identified and returned to the local specialists-not to be included in the official documentation package.

- Prepares GIS package with all electronic data to be transmitted to the local agency.

Skills/Knowledge

- Technical skill as a GS-09 Hydrologist, GIS Specialist or Soil Scientist.

- Knowledge of fire effects on watersheds and drainages.

- Knowledge of methods for estimating post-fire erosion, peak flows and mass wasting.

- Advanced experience in GIS or other spatial analysis.

- Knowledge of and familiarity with hydrologic and in-channel stabilization techniques.

- Ability to quickly and efficiently locate and synthesize relevant technical information gathered from soil, weather, and other GIS sources.

- Basic understanding of the potential effects of wildfire on natural and cultural resources and public health and safety.

Training

This position may be filled with individuals that do not intend to go to the field; therefore, the listed required and additional training relevant to fireline qualifications is not necessary. Any individuals intending to participate in field work during a BAER assignment must complete all training.

- Required

  - Annual Fireline Safety Refresher Training (RT-130)

  - Introduction to Incident Command System (I-100)

  - National Incident Management System, An Introduction (IS-700)

  - Introduction to Fire Behavior (S-190)
  - Fire fighter Training (S-130)
  - Standards for Survival (S-132)
  - Automated Geospatial Watershed Assessment (AGWA) modeling training

    Hydrologic and erosion modeling (AGWA, HEC, WEPP, etc.)

- Additional training which supports development of knowledge and skills
  - Introduction to Fire Effects (RX-310)
  - Basic Aviation Safety Course (A-100)
  - Introduction to Fire Effects (RX-310)
  - Wildland Fire Suppression Orientation for Non-operations Personnel (S-110)
  - Basic Incident Command (I-200)
  - ArcGIS
  - Interagency Helicopter Training Guide (B3)
  - Burn Area Reflectance Classification
  - Incident communications and radio training

Prerequisite Experience

- Position currency can also be maintained by successful performance as a Hydrologist (HYDR), BAER Soil Scientist (BASO), or GISS.
- One satisfactory performance as a BAER Watershed Response Modeler

Physical Fitness

- Light (May not be necessary when position is primarily office oriented)

IT SPECIALIST (BAIT)

This position must currently be ordered as a BAES or THSP. The individuals in this position must be sure they are identified as such in ROSS. Also be sure to name request for this position.

Responsibilities

Serves as the team's technical support for computers, GPS, printers; assembles the team's local wireless network and maintains connections; when used, assembles the servers/networks for the team's thin clients; maintains and upgrades any necessary software; coordinates with the Team Leader for any replacement parts and/or repairs of equipment; and maintains the inventory of the team's electronic equipment.

Skills/Knowledge

- Ability to provide technical support for team member's digital equipment.
- Ability to set-up servers/networks and the team's local wireless network.

Training

This position may be filled with individuals that do not intend to go to the field; therefore, the listed required and additional training relevant to fireline qualifications is not necessary. Any individuals intending to participate in field work during a BAER assignment must complete all training.

- IT 401 or other federal hacking courses.
- National Incident Management System, An Introduction (IS-700)

Prerequisite Experience

- IT or GISS
- Position currency can also be maintained by successful performance as a GISS.
- One satisfactory performance as a BAER IT Specialist

Physical Fitness

None (primarily an office function)

II POTENTIAL SPECIALISTS

Other technical specialists may be called as needed given incident circumstances. Try using local personnel if available.

- **Contracting Officer –** An agency staff member with specific procurement authority. The Contracting Officer will be called on by the agency administrator to provide assistance in entering into contracts, soliciting bids and proposals, and making acquisitions relative to implementing immediate emergency stabilization treatments. Within the scope of the Federal Acquisition Regulation (FAR) and the specific warrant authority, the Contracting Officer:

    - Provides contract support services for the BAER incident.

    - Acts as the government agent by awarding, agreeing to, or executing a contract or contract modification.

    - Obligates payment of money by the government under the contract.

    - Makes a final decision on any matter that would be subject to appeal under the Contract Disputes Act.

    - Terminates the contractor's right to proceed.

    - Delegates suitable and specific authorities to Contracting Officer's Representatives, Contracting Officer's Technical Representatives, Quality Assurance Specialists (Inspectors), or other staff deemed necessary by the Contracting Officer to properly ensure the delivery of products and services under the contract.

    - Coordinates with project inspectors.

- **Contracting Officer's Technical Representative** – An agency staff member designated by the Contracting Officer to serve as the Contracting Officer's Technical Representative (COTR) in matters dealing with contract administration. The COTR usually has technical knowledge about the deliverables or services under the contract or is located to provide day-to-day contract administration in the absence of the Contracting Officer. The COTR has specific authorities delegated by the Contracting Officer and cannot exceed such authorities in performing contract administration duties**.**

    - Acts as the government's technical representative for contract administration, including giving technical direction to the contractor.

    - Represents the agency in meetings concerning technical issues, and prepare a record of pertinent facts.

    - Confers with representatives of the requesting officer and other user groups on performance matters.

- Maintains a COTR file, and forwards it to the Contracting Officer when no longer functioning as COTR.
- Assists the contractor in understanding the technical requirements of the contract.
- Ensures the contractor complies with all labor-related components within the contract general and specific provisions.
- Advises the Contracting Officer of the need for changes orders and review technical aspects of contractor-initiated changes or proposals.
- Reviews contractor invoices (including requests for progress or advance payments) and process them quickly.
- Determines that goods and services are delivered by the contractor under the contract provisions and advise the Contracting Officer whether the contractor is in compliance with the required submissions.

- **Information Officer** – Depending on the significance and visibility of the BAER incident, an Information Officer may be provided by the agency or ordered by the team to provide public information and media relations.
  - Arrange for public meetings to answer citizen or media questions and concerns concerning the incident and planned BAER mitigation efforts.
  - Draft press releases for newspaper, radio and television outlets.
  - Provide interviews for newspaper, radio and television outlets.
  - Arrange for media tours of incident sites.
  - Coordinates the production of informational brochures, sometimes in multiple languages.

- **Timekeeper** – An agency staff member assigned to tracking on-shift time of incident resources. Timekeeping is accomplished on the Crew Time Report (CTR), SF-261, or the Emergency Equipment Shift Ticket, OF297.
  - Processes the intake of team specialists, resource advisors, equipment, and contractors by completing and maintaining documents establishing the resource as working on the BAER incident.
  - Coordinates the timely processing of approved time and equipment reports received from the BAER Team Leader.

  - For within-incident pay period breaks, faxes or otherwise forwards up-to-date timesheets to the resource home unit to facilitate current submission of payroll records at that home unit.

  - Verifies hours of duty are within established policy related to work/rest ratios, hazardous duty, and overtime.

  - Processes and completes crew, equipment, contractor and individual resource time records when the resource is demobilized.

- Engineer - A technical specialist that assesses the wildfire damage on unit buildings, facilities, and other management infrastructure and recommends area and facility closures or emergency stabilization, repair and replacement of facilities in order to protect human safety.

  - Identifies unit buildings, facilities and other management infrastructure affected by the wildfire and assesses the human safety implications of these wildfire damages.

  - Determines the emergency measures necessary to address these immediate human safety issues (e.g., closure, temporary stabilization to prevent further degradation, repair, or replacement).

  - Recommends treatment effectiveness monitoring requirements.

  - Prepares the Infrastructure/Safety Burned Area Assessment including objectives, issues, observations, and recommendations.

  - Provides spatial data sets to the GIS Specialist for project mapping.

- **Other Potential Specialists**

  - Facilities/Recreation Manager

  - Safety Officer

  - Contract Specialist

  - Landscape Architect

  - Forest Pathologist

  - Surveyor

  - Engineer

- Administrative Officer
- Typist/Clerical
- Infrared Photo Interpreter
- Ethnographer
- Photographer
- Hazardous Materials Specialist
- IT Specialist
- Implementation Leader

III SUPPORT POSITIONS

The following are Bureau positions that directly support BAER incident activities and National Interagency BAER Team functions.

Agency Administrator – The agency administrator is the line manager having direct organizational responsibility for management of a local administrative unit. (e.g., District Manager or Field Office Manager (BLM), Complex Manager or Project Leader (FWS), Park Superintendent or Unit Manager (NPS), Superintendent (BIA)).

- Conducts initial briefing so that emergency stabilization objectives and concerns are understood by the DOI National Interagency BAER Team and the agency administrator understands the team's expectations and concerns. At the briefing the agency administrator should provide:
  - A signed Delegation of Authority to the incoming BAER Leader.
  - Information about existing or anticipated unified command organization (if any).
  - Names and skills of technical specialists assigned to the incident.
  - Agency and unit emergency stabilization and burned area rehabilitation policy.
  - Concerns about resource values, improvements, wilderness and roadless areas, cultural resources, rare and endangered species, rehabilitation requirements, etc.
  - News media contact procedures and political considerations.

  - Agreements in effect relevant to the BAER incident.
  - Information about other agencies and agency representatives already on the incident.
  - A desired date (not to exceed the 14 day work/rest requirement) and time when team transition will occur.
  - Safety issues.
  - Copies of relevant approved land management plans

- Completes and approves a Delegation of Authority. The transfer of authority for emergency stabilization actions is done through a written delegation of authority from the agency administrator to the BAER Team Leader.
- Assigns Resource Advisor(s) to DOI National Interagency BAER Team.
- Defines public information responsibilities so that all parties understand their roles, and stay involved. Provides a local liaison or establishes standards for DOI National Interagency BAER Team liaison with local communities. Assures that all appropriate public, media, and government contacts are made and lines of communications are established and maintained.
- Assures that general employee briefings occur to provide situational awareness to those not directly involved with the BAER incident.
- Assures that local unit staff and resource advisor(s) receive briefings on the current BAER incident status in enough detail to meet their needs.
- Compares initial investment costs with long term benefits, considering the political and economic elements which may be affected by burn severity now and during future recovery.
- Sets clear and measurable standards for safety. Highlights known hazards of the area.
- Assigns (in the Delegation of Authority) clear responsibilities for future responses assigned to the DOI National Interagency BAER Team.
- Assures that the DOI National Interagency BAER Team addresses the emergency stabilization training needs of the host unit.
- Assures that all fiscal matters are resolved prior to release of the DOI National Interagency BAER Team.

- Assures a written re-Delegation of Authority is completed prior to release of the DOI National Interagency BAER Team.
- Provides a written evaluation to the DOI National Interagency BAER Team and forwards copies through the accepted agency channels.
- Ensures that a copy of the BAER Team Leader's written narrative is received by the local unit.
- Assigns a BAER Implementation Leader

Regional/State BAER Coordinators – The regional/state BAER coordinators provide oversight and direction for the BAER incidents within their area of responsibility.

- Respond to requests for DOI National Interagency BAER Team in a timely fashion.
- Assist local units in resolving BAER issues and the implementation of on-going projects.
- Provide training opportunities for DOI National Interagency BAER Team members.
- Assist the IBAER in setting priorities.
- Coordinate BAER activities and incidents in their area of responsibility.
- Facilitate the approval and amendments of BAER Plans.
- Support agency administrators as requested.

IBAER – The IBAER supports BAER incidents for their bureaus.

- Review BAER incident issues and distill issues into policy guidance.
- Implement policy components uniformly across agency and geographic areas.
- Provide effective training opportunities for the DOI National Interagency BAER Team.
- Develop and implement oversight procedures.
- Share information among bureau and BAER interests.
- Evaluate program effectiveness.

- Support, manage, and conduct overall performance review and evaluation for DOI National Interagency BAER Team.

- Maintain a cache of equipment for the use of DOI National BAER Teams while on assignment.

- Maintain and update the Interagency Burned Area Emergency Stabilization and Rehabilitation Guidebooks, National Interagency Burned Area Emergency Response Standard Operations Guide and other program guidance documents.

- Develop and incorporate within the Guidebook a common plan format, risk assessment for evaluating proposed actions, standard project accomplishment analysis for evaluating actions and a standard project accomplishment report format.

- Develop a mechanism for achieving and broadly disseminating the results of monitoring treatment effectiveness.

- Facilitate the approval of national level BAER Plans. Work within their respective agencies on National level budget issues and priorities.

- Work with BAER Team Leaders on issues which arise on incident.

TEAM MEMBER RESPONSIBILITIES & INFORMATION

I GENERAL RESPONSIBILITIES AND INFORMATION

This chapter provides information on general responsibilities for DOI National Interagency BAER Team individuals. Individual DOI National Interagency BAER Team members are responsible for:

- Developing knowledge of BAER policies, regulations and guidance.
- Participating in required training sessions, specifically annual 8-hour refresher training and fire shelter deployment exercises.
- Participating in pre-season planning meetings.
- Becoming familiar with changes in land use policy, politics and external threats.
- Maintaining an understanding of applicable emergency stabilization methods specific to regions, areas or locations.
- Maintaining an understanding of technical methods of assessing post-wildfire threats and maintaining technical materials needed to bring to an incident.
- Maintaining required physical fitness standards.
- Preparing and/or upgrading personal protective equipment (PPE) and gear bag.
- Keep their IQCS information accurate.
- Maintain their current status and availability in ROSS.
- Wear proper attire (Agency uniform or grey polo with logo) at agency in-briefing, closeouts, and public meetings.

Professional Conduct

- While on duty individuals will not be under the influence of drugs (legal or illegal) or alcohol which impairs their ability to function in their position or traveling to or from the incident.
- Team members should be in good mental and physical condition (no one is sick, injured, or recovering from a recent injury or illness).

- Individuals accepting an incident assignment agree that, under ordinary circumstances, they will remain with the team for the duration of the team assignment. Examples of extraordinary circumstances include illness or injury, serious illness or death in the immediate family, or disciplinary actions. Return transportation will normally be provided for individuals who quit or are relieved while on assignment; however, the cost of the transportation may be deducted from their paycheck at the discretion of the Team Leader.

- All team members will be available for an indefinite period of time up to 14 days from the date of arrival on the incident. There may be rare situations where life and property are so imminently threatened, or emergency stabilization objectives are close to being met, that an exception is necessary to efficiently complete the BAER Plan or to smoothly allow for replacements. BAER Team Leaders and agency administrators will monitor the situation and jointly agree on extension exceptions.

- Each team member will conduct themselves in a professional manner throughout the incident. Unsatisfactory performance or conduct will not be tolerated. Every team member is important to the overall effectiveness of the team. In order to maintain the team's effectiveness it is essential that each team member follow these rules of conduct:

    - Conduct yourself in an orderly manner in travel status, during the incident, and on R&R.

    - Follow safe working practices at all times; observe the 10 Standard Firefighting Orders and 18 Situations that Shout "Watch Out", and to properly use the equipment provided.

    - Maintain assigned government equipment in good condition and return it at the end of an assignment in working condition to be used on the next assignment.

    - Report for duty with the proper equipment and PPE, with sufficient rest, ready to begin the assignment.

    - Maintain the proper work/rest ratio throughout the assignment.

    - Maintain communications with your supervisor/Team Leader as to your whereabouts, communicate your presence on the fireline to the Division Supervisor and Crew Bosses, and maintain radio/cell phone contact throughout the day.

- Attend the daily briefings and be prepared to discuss your discipline's issues, observations, findings, and recommendations. Be prepared to anticipate workload/personnel needs and reconnaissance schedule.

- Maintain clean and organized working space.

- Maintain compatible working relationships with fellow team members, local personnel, and incident personnel. An attitude of cooperation is expected from all team members.

II DISPATCH PROCEDURES, RESOURCE ORDERS AND TRAVEL

DOI National Interagency BAER Team members must be familiar with mobilization/demobilization procedures. Each BAER Team Leader must have the current unit identifier and Geographical Area Coordination Center (GACC) identification of each team member for dispatch purposes prior to the beginning of the wildfire season.

When requesting personnel while on an incident the DOI BAER Team Leader will prepare a General Message Form and delivery it via email or in-person to the local Dispatch or Agency Administrator or his/her designee. The form should contain the resources being ordered including:

- Personnel Name and pneumonic
- Unit Identifier & GACC
- Contact Information
- Reporting Date and Location
- Lodging Location
- Anticipated Length of Assignment
- Authorized Equipment to be included on Resource Order:
  - Rental vehicle (may be 4-wheel drive, minivan)
  - Government issued laptop, tablet devices (e.g., iPad) and cables
  - Government issued digital camera and cables, SD cards
  - Government issued GPS unit and cables
  - Government issued radio, charger, cloning cables
  - Government issued cell phone, charger
  - Government issued discipline tools

It is important that this equipment be identified on the Resource Order; otherwise a correction will need to be made to include it. Without this equipment being identified on the Resource Order the individual may be held responsible for any loss or damage to it.

Each team member must obtain the following information from dispatch when called out to an incident.

- Fire Name
- Fire Number
- Fire Location
- Charge-code number
- Incident number
- Resource Order Number
- Requested arrival time (to Incident Command)
- Dispatcher's name and telephone number
- Plans Chief’s name and telephone number (assigned to wildfire)
- Travel/lodging arrangements from dispatch
- Team staging time and location
- Authorized equipment/rentals: vehicle rental, laptop, digital camera, radio/cell phone, GPS, discipline tools, and all appropriate cables.

Team members will also:

- Obtain a copy of your Resource Order from Dispatch before starting travel.
- Consider a blanket travel authorization (TA), when possible, for BAER assignments. Make sure TA covers your potential needs, such a car rental, local ticket purchase, and excess baggage.
- Provide to Dispatch: Name, duty station(s), and telephone numbers. If you make your own travel arrangements, then provide a copy of your itinerary to dispatch before departure.
- Maintain wildfire season readiness: Keep fire dispatch or FMO aware of your general schedule, travel, where you can be reached, telephone numbers, etc.
- Provide above information to supervisor before departure to an incident.
- Comply with the 10-hour guideline when driving to and from an assignment or 12-hours driving with 2 drivers.

III INDIVIDUAL BAER TEAM MEMBER CHECKLISTS

All DOI National Interagency BAER Team members should keep a fire pack with personal gear, field gear and their discipline tool kit ready at all times. This will cut down on response time and reduce the chance of forgetting something. Lining the fire pack with a plastic garbage bag or ground cloth will keep clothes dry and dust free. Team members should be individually mobile. Try to limit personal belongings to what you can carry.

For public presentations and Agency closeout presentations it is expected that BAER Team members wear either their Agency uniform or the gray BAER Team polo. The gray BAER Team polo can be ordered at: www.corporatecasuals.com/storefront2/Index.asp?id=351. Other BAER wear items can also be purchased at this site at your discretion.

The following pages contain checklists of personal gear, field gear and resource discipline tool kits for BAER team members.

Personal Gear Checklists

- Personal Protective Equipment-Required
  - Aramid shirts and pants
  - Cotton underclothes
  - Cotton and/or wool socks
  - Boots, minimum 8-inch, all leather tops (non-insulated), lace-up type with vibram rubber lug soles and no steel toes. Spare leather boot laces.
  - Hardhat with chin strap
  - Goggles/eye protection
  - Ear plugs
  - Leather gloves/flight gloves
  - Fire shelter
  - Individual first-aid kit
- Office Clothes
  - BAER shirts or Agency uniform

- T-shirts
- Jeans
- Khakis
- Shorts
- Underclothes
- Cotton socks
- Sweat pants
- Running shoes
- Uniform shirts
- Agency name tag & badge

- Personal Items
  - Government Identification
  - Incident Qualifications Card (red card)
  - Adequate amount of currency/traveler's checks for the length of assignment.
  - Personal checks and major credit cards. Government credit card for travel.
  - Four changes of clothing appropriate for the location, elevation, time of year, and kind of assignment.
  - Toilet articles.
  - Flashlight with spare batteries
  - Alarm clock
  - Pocketknife/Leatherman tool
  - Business cards
  - Towel
  - Boot conditioner

- Boot cleaner
- Bandanas
- Belt.

Health Items and Medical Tips

- Prescription medicine for expected length of stay
- Necessary personal medications including motion sickness (for helicopter) drugs.
- Sunscreen (SPF-15 or higher)
- Insect repellent
- Antiseptic ointment
- Lip salve
- Vitamins
- Small scissors
- Tweezers
- Soap
- Small bottle or individual swab of isopropyl alcohol
- One packet of oral rehydration salts
- Baseball cap or hat for sun and rain
- Flip-flops
- Extra pair of glasses or contacts (record your prescription in the back of your notebook).
- If you wear contacts, be aware of dusty conditions at burned sites.
- Write down your blood type in your notebook.
- Don't take any of these first aid items in glass bottles.
- Sunglasses

Information for BAER Team Leader

- Personal information sheet for personal and family emergencies.

Field Gear Checklists

- **Field Tools**
  - Fire pack*
  - Fire shelter*
  - Hard hat*
  - Leather gloves*
  - Ear plugs*
  - Goggles*
  - First aid kit*
  - Head lamp*
  - AA batteries*
  - Water bottles*
  - Field belt or vest
  - Belt pouch
  - Field notebook
  - Clipboard
  - Data sheets
  - Flagging
  - Digital camera & spare memory card
  - GPS unit
  - Spare batteries
  - Pocket-sized binoculars

- *Field Operations Guide for Burned Area Emergency Stabilization*.
- Flame resistant shirt and pants, fire boots, and hard hat shall be worn by all personnel when within the uncontrolled wildfire perimeter. Fire shelters will be carried at all times when within the uncontrolled wildfire perimeter.

** Asterisk-labeled items are government property and should be obtained by each individual team member, added to their BAER pack before the wildfire season begins, and brought to each BAER incident. All government property will be turned in to the home unit upon termination of team membership, even if an item is damaged beyond repair.*

- Office Tools
  - Travel authorization (TA) and resource order (make extra copies).
  - Resource specific technical specs.
  - Laptop computer appropriate to team position.
  - Computer accessories
  - Pocket calculator
  - GPS and data transfer cable and software
  - Digital camera and cable/SD card and reader
  - Cell phone & phone numbers
  - Reference materials pertinent to your resource discipline.
  - Position description and checklist pertaining to your assignment. GPS unit data transfer cable & software.

Specialists Tool Kit Checklists

- Soil and Watershed Tool Kit
  - Compass
  - Clinometer
  - Tape measure*
  - Data sheets

  - Stereoscope
  - Spade
  - Infiltrameter*
  - Water drop bottle
  - Laser level*
  - Tripod & rod*
  - Hydrologic and erosion models

  Items marked with * above are in the BAER team kit not individual specialist's kits.

- Vegetation & Forestry Tool Kit
  - Compass
  - Clinometer
  - Tape measure
  - Diameter tape
  - Relascope or prisms
  - Increment bore
  - Hatchet
  - Vegetation & insect guides
  - Cruising guides
  - Hazard tree flagging tape
  - Cruiser's vest
  - Tree marking paint
- Biologist Tool Kit
  - Digital camera

  - Local and Regional Contact List re: Threatened and Endangered Species
  - GPS unit, data transfer cable & software
  - Specific reference work for locality and region.
- Cultural Resource Tool Kit
  - Digital camera
  - Hand-held GPS unit with download cable
  - Trowel
  - Scale bar/ruler
  - Graph paper
  - Site assessment form
- Operations Tool Kit
  - Fencing pliers
  - Flight helmets, nomex suit & gloves
  - Equipment time & inspection forms
  - Weather kit
- GIS Tool Kit
  - Appropriate notebook or desktop workstation (user must have administrative rights) with peripherals to accomplish task
  - ESRI GIS software (agreed-upon version) and necessary hardware keys
  - Extensions and tools
  - Operating system and application media kit
  - Serial, patch, USB, and parallel cables
  - Appropriate storage and distribution media readers/writers
  - Digital or hardcopy software manuals

- Digital or hardcopy technical guidelines

IV BAER TEAM CACHE EQUIPMENT

The National Interagency Fire Center (NIFC) maintains some equipment specifically for the use of DOI National BAER Teams on assignment. To access that equipment requires a request to one of the DOI National BAER Coordinators located at NIFC. Currently they represent BIA and USFWS. The request can be made via telephone or email to one of the coordinators above. The request should include the name of the person making the request and the following:

- Fire Name
- Fire/Incident Number
- Fire Location
- Charge-Code Number
- Location Address for shipping via FedEx

A Property Transfer will be issued and the Requesting Party will need to sign it. When the assignment is completed the Requesting Party will complete the Property Transfer returning the equipment back to NIFC via FedEx. The Requesting Party will be responsible for the equipment shipped until it is returned.

Equipment

- Bendix-King Radios
- GPS Units
- Laser Levels
- Digital Cameras
- Laptops
- Laser Printers
- Plotters
- External Hard Drives
- Network/Servers
- LCD Projectors
- Conference Phones
- iPads
- Walkie-Talkies

SAFETY

The National Interagency BAER Team is a pool of organized, highly skilled and qualified personnel to respond to BAER incidents**.** Team member and public safety is the first priority.

- The IBAER and agency administrators are committed to *Zero Tolerance* of carelessness and unsafe actions.
- The commitment to and accountability for safety is a joint responsibility of all team members and agency administrators.
- Although no formal Safety Officer is dispatched with the team, safety is the primary concern. A Safety Officer will be ordered through established ordering channels when the need arises.
- A Job Hazard Analysis (JHA) will be completed for jobs or work practices that have potential hazards. (See Appendix 6 for an example).
- All DOI National BAER Team members will adhere to NWCG Interagency Incident Business Management Handbook. In particular, team members are to abide by NWCG driving standards, length of assignment, and work/rest guidelines which can be found at: http://www.nwcg.gov/pms/pubs/l ; PMS 902 Interagency Incident Business Management Handbook, Chapter 10 – Personnel.
- The Delegation of Authority, all BAER incident management plans, the BAER Plan and related activities must reflect this safety commitment.
- Individuals must be personally committed and responsible for their own performance and accountability.
- The BAER Team Leader shall ensure that safety factors are covered with incident personnel at all operational briefings, that safety briefings are occurring throughout the incident organization, and that safe acts are implemented.
- The identification and location of escape routes and safety zones must be stressed. The National Interagency BAER Team will use standard incident management safety guidelines at strategy meetings, during briefings and when developing BAER incident management plans, safety messages, and a medical plan.
- DOI National Interagency BAER Team will ensure all personnel assigned to them are equipped with, and use all required personal protective equipment.

- DOI National Interagency BAER Team will verify team member qualifications of all personnel prior to operational assignment. Only qualified individuals will be assigned. This requirement should be met before time of check-in as resources arrive.

- The DOI National Interagency BAER Team will brief the agency administrator at least daily with emphasis on accidents, incidents, injuries, or safety concerns.

- The agency administrator must be notified immediately if any serious accident, injury or fatality occurs.

- The DOI National Interagency BAER Team will adhere to all NWCG guidelines pertaining to: physical fitness, work-rest standards, driving standards, PPE, fireline safety, 10 Standard Fire Orders, 18 Situations that Shout “Watch Out”, LCES (lookouts, communication, escape routes, safety zones), and a risk management process.

I INCIDENT ACCIDENT REPORTING

BAER Team Leaders and agency administrators will define the reporting process for any injury or accident on the incident during the initial agency administrator briefing. This will include timelines, personnel, and dispatch organization to be notified on the managing unit. The proper forms will also need to be completed and submitted as part of the documentation package and as part of the documentation for the injured employee to deliver to his/her home unit. This documentation may include:

- Form CA-1 - Employee Notice of Injury

- Form CA-1 - Report of Injury

- Form CA-16 - Request for Examination and Treatment

- Form CA-2 - Report of Illness

- Form DI-134 - Reporting Form

- Form ICS-214 - Unit Log

BAER Team Leaders and team members will be made aware of the process for reporting SAFENETS. SAFENET is a form, process, and method for reporting and resolving safety concerns encountered in wildland fire, prescribed fire, BAER, and all risk operations. Individuals who observe or are involved in an unsafe situation shall initiate corrective actions. They are encouraged, but not required, to put their name on the report. SAFENETs may be filed electronically at www.nifc.gov, in a prepaid form, or by phone at 1-888-670-3938 (toll free).

II RECONNAISSANCE FLIGHTS

Planning a Reconnaissance Flight

- Be sure to review the JHA and ask yourself if this flight is really necessary.
- If the flight is determined to be necessary then submit a flight request to the DOI BAER Team Leader at least one day before the flight is needed.
- Wear proper attire: nomex, gloves, boots, hard hat or flight helmet.
- Pay attention to safety briefing by pilot or ground-support personnel.
- Brief pilot and ground-support personnel on where you want to fly, preferred altitude, and estimated time you expect to be in the air. If possible, tell the pilot that you would like to do your observations through an open window. Plan flight path so you minimize the time you will be looking into the sun.
- Communications with the pilot during the reconnaissance flight is important.
- Take appropriate map with you to annotate extent of wildfire/burn intensities you observe. Be sure to note other factors that may be of help to other BAER technical specialists or the suppression forces.
- Take camera for documenting what you see. Helpful if a second person can do the photography.
- Document in aerial reconnaissance log: date, time, objective(s), and flight lines.

Reconnaissance Flight Observations

- Geographic orientation: map-to-land-to-map orientation.
- Annotate on map: burn intensities and mosaic; identify and locate values at risk (e.g., facilities, roads, culverts, steep slopes with high burn severity, etc.).
- Take photographs.
- Document in aerial reconnaissance log: observations; other comments.

AERIAL RECONNAISSANCE LOG

Date	Time	Objective	Location	Observations	Other

IMPLEMENTATION CONSULTATION

It is essential that the agency administrator identify an Implementation Leader as soon as possible so that they can be a part of the strategy and planning activities of the planning team. The BAER Team Leader will identify this need at the initial agency briefing. At a minimum the host agency should identify an interim Implementation Leader. The Implementation Leader should attend the daily team briefings at a minimum and is also encouraged to accompany the BAER technical specialists into the field in order to gain an understanding of the assessment process and the need for emergency stabilization treatments. To assist the Implementation Leader, a documentation package will be left with the host agency containing resource data, maps, and electronic files.

The Agency Administrator, Implementation Team Leader, or National or Regional/State BAER Coordinator may still have questions concerning assessments, findings, and recommendations. They may contact the BAER Team Leader or any of the discipline specialists directly for consultation. To avoid frequent consultations, all official and personal records of resource assessment data are left with the agency administrator in the project files and an official record.

Consultations may consist of telephone conversations, faxes, email, mail, etc. On rare occasions and at the request of the Agency Administrator with concurrence of the bureau IBAER, to coordinate funding if consultation funds were not identified in the BAER Plan, it may also involve site visits to the project area to assist the local unit in additional assessments.

APPENDICES

Appendix 1	Delegation of Authority
Appendix 2	Agency In-Briefing Outline
Appendix 3	Daily Team Meeting Briefing
Appendix 4	ICS 214, Unit Log
Appendix 5	Job Hazard Analysis/Risk Management Worksheet Example
Appendix 6	Plan Template
Appendix 7	Specification Template
Appendix 8	Assessment Template
Appendix 9	BAER Values at Risk Assessment Template
Appendix 10	Close-Out Presentation Template
Appendix 11	Cultural Site Form
Appendix 12	BAER Equipment Request Procedures
Appendix 13a	BAER Brochure: Burned Area Emergency Response Team
Appendix 13b	BAER Brochure: Your Guide to Flash Flood Preparation
Appendix 14	BAER Websites
Appendix 15	BAER Logo

APPENDIX 1 Delegation of Authority

This procedure facilitates the transition between incident management levels. A National Interagency BAER Team may manage emergency stabilization actions only after receiving a signed delegation of authority from the agency administrator. The delegation of authority is a part of the briefing package provided to the incoming National Interagency BAER Team and must contain both the delegation of authority and specific limitations to that authority. **It is very important that it include specific, measurable objectives to be accomplished. Clear and concise objectives will provide both the DOI National Interagency BAER Team and the agency administrator a means for continual evaluation and adjustments if needed as the incident progresses.**

SAMPLE: DELEGATION OF AUTHORITY

Colorado State Office
Mile High Field Office

As of 1800, May 20, 1995, I have delegated authority to develop a Burned Area Emergency Response Plan for the Crystal River Fire, number E353, San Juan Resource Area, to BAER Team Leader Erv Gasser and his DOI National Interagency BAER Team. The wildfire which originated occurring on May 17, 1995, is burning in the Crystal River Drainage. My considerations for emergency stabilization of the wildfire and downstream values at risk are:

1. Provide for team member and public safety.
2. Extraordinary measures and risky activities will not be tolerated. In no case will human life be jeopardized in the conduction of burned area assessments or other activities.
3. Either myself of the acting agency administrator will be available to discuss any particular situations with you should you require further guidance.
4. Key human values are the Darby Creek Road, Darby municipal watershed and the downstream community of Darby.
5. Key cultural features requiring priority protection are: Escalante Indian burial site and South Rim pictographs.
6. Key resource considerations are: protecting endangered species and relying on natural recovery as much as possible.
7. My resource advisor will be Eric Johnson (wildlife biologist).
8. John Dennison of the Big Pine Natural Resources Conservation will be the local community representative.
9. Develop a cost-effective BAER Plan based on the values at risk.
10. Contracting with local venders for emergency stabilization work is important.

APPENDIX 2 Agency In-Briefing Outline

DOI National Interagency BAER Team

Agency In-Briefing

Once arriving on an incident the DOI BAER Team should meet with the Agency Administrator and the agency's resource specialists and other affected parties. This meeting is usually set up by the BAER Team Leader and should include all those that the team will be working with. This is not a public meeting.

Topics of discussion may include:

- Introduction of the Team, Agency personnel, and others.
- Identify other Agency Representatives and Cooperators.
- Identify the policy that the Team will operate under: DOI 620 DM 3.
- Identify the objectives of the DOI BAER program and what the Agency can expect as a final product from the Team.
- Agency should identify the issues, concerns, values at risk that it is aware of.
- Agency will identify what resource disciplines are available to work with the Team.
- Team will identify needs, e.g.: work space, office equipment, administrative assistance (time keeping, contracting, etc.), public information contact, available discipline specialists, resource documents and land management plans, EAs/EISs (especially those relating to land management, invasive species, cultural resource protection and preservation, etc.).
- Identify the need for an Implementation Leader as soon as possible to work with the Team.
- Establish a daily briefing schedule, methodology, and procedures.
- Develop a Delegation of Authority.

APPENDIX 3 Daily Team Meeting Briefing Agenda

Briefing Agenda

The daily briefing schedule is set up for the benefit of the Team, the Agency, and other affected parties. It is not intended as a public meeting or forum. It should last no longer than one hour with detailed discussions between/among disciplines following the briefing.

I. A. Team Business
- a. Check-In
- b. CTRs/Red Dogs
- c. Unit Logs
- d. General Message Forms (supplies/equipment)
- e. Keys

B. Check-In/Check-Out
C. Resource Advisors
D. BAER Team Meetings – Ground Rules
- a. Start on time; 1 hour
- b. Not a Public Meeting
- c. Team Members Speak – other interested specialists welcome, detailed discussions will take place after Team Meeting.

E. Ordering – Request on General Message Form to Team Leader
F. Flights
G. Hotel Rooms
H. Plan Format
I. Safety – Daily discussion will cover: Incident Action Plan, Division assignments, radio frequencies, cell, Job Hazard Analysis/Risk Management, Driving precautions, work/rest ratio, emergency procedures.

II. Issues

III. Unit Reports – Brief comments on day's activities, issues, needs, planned activities for the next day, field observations, findings, recommendations. Each discipline will report on the above.

IV. Agency Reps.

V. *Other*

VI. Break-Out Sessions

APPENDIX 4 Activity Log (ICS 214)

Activity Log (ICS 214)

1. Incident Name:	**2. Operational Period:** Date From: Time From:	Date To: Time To:
3. Name:	**4. ICS Position:**	**5. Home Agency** (and Unit)**:**

6. Resources Assigned:

Name	ICS Position	Home Agency (and Unit)

7. Activity Log:

Date/Time	Notable Activities

8. Prepared Name: Position/Title: Signature: _____

1. Incident Name:	**2. Operational Period:**	Date From:	Date To:
		Time From:	Time To:
by:			
ICS 214, Page 1	Date/Time:		

Activity Log (ICS 214)

1. Incident Name:	**2. Operational Period:**	Date From: 33T	Date To: 33T
		Time From: HHMM	Time To: HHMM

7. Activity Log (continuation)**:**

Date/Time	Notable Activities

8. Prepared by:	Name:	Position/Title:	Signature:
ICS 214, Page 2	Date/Time: 33T		

ICS 214

Activity Log

Purpose. The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

Preparation. An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

Distribution. Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

Notes:

- The ICS 214 can be printed as a two-sided form.
- Use additional copies as continuation sheets as needed, and indicate pagination as used.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Operational Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Name**	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4	**ICS Position**	Enter the name and ICS position of the individual in charge of the Unit.
5	**Home Agency** (and Unit)	Enter the home agency of the individual completing the ICS 214. Enter a unit designator if utilized by the jurisdiction or discipline.
6	**Resources Assigned**	Enter the following information for resources assigned:
	• Name	Use this section to enter the resource's name. For all individuals, use at least the first initial and last name. Cell phone number for the individual can be added as an option.
	• ICS Position	Use this section to enter the resource's ICS position (e.g., Finance Section Chief).

Block Number	Block Title	Instructions
	• Home Agency (and Unit)	Use this section to enter the resource's home agency and/or unit (e.g., Des Moines Public Works Department, Water Management Unit).
7	**Activity Log** • Date/Time • Notable Activities	• Enter the time (24-hour clock) and briefly describe individual notable activities. Note the date as well if the operational period covers more than one day. • Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc. • This block can also be used to track personal work habits by adding columns such as "Action Required," "Delegated To," "Status," etc.
8	**Prepared by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

APPENDIX 5 Job Hazard Analysis. Risk Management Worksheet

DOI Interagency BAER Team	1. PROJECT/ACTIVITY **Las Conchas Fire 2011**	2. LOCATION: **Espanola, NM**	3. UNIT **DOI-BIA, USFS, NPS**
JOB HAZARD ANALYSIS (JHA)	4. NAME OF ANALYST **Erv Gasser**	5. JOB TITLE **DOI BAER Team Leader**	6. DATE PREPARED **7/07/11**

7. TASKS/PROCEDURES	**8. HAZARDS**	**9. ABATEMENT ACTIONS** Engineering Controls * Substitution * Administrative Controls * PPE
General Air Reconnaissance	Low level flights (<500 feet); helicopter or fixed wing, extreme temperatures affecting density altitude	**Is this flight really necessary**? Is there another way to do the job? Follow instructions from helitack and the pilot. Ask questions if you do not understand the instructions. Do not fly in hazardous situations. Ask questions of pilots and others to determine what hazardous situations exist. Minimize time in the air. Follow agency guidelines to include flight following and communications. Wear required personal protective equipment (PPE). Early morning flights will be scheduled to avoid extreme midday temperatures which may affect flight safety associated with density altitude.
General Ground Reconnaissance	Footing on steep, rough, uneven terrain; falling trees; heavy vehicle traffic on narrow, winding roads; dehydration/fatigue; burned out holes.	Wear eight-inch-high leather boots with lug soles. Full Fireline PPE is required at all times within the burn area. Stay in communication with BAER Team members and always remember LCES. Drive defensively with headlights on. Be aware of suppression efforts within the area you are working in. Be careful not to slip, trip or fall, especially on wet ash. Be aware of road conditions. **Conduct tailgate safety sessions with your colleagues**. Utilize "Six Minutes for Safety" (http://www.nifc.gov/sixminutes/dsp_sixminutes.php).
Office	Tight quarters	Keep work space clean and **take frequent breaks**. Clean up your own messes.
General Field Work and Monitoring	General personal safety	**Work in pairs. Keep fresh batteries in your radio, and carry an extra battery pack**. All personnel within the fire perimeter need a ***working*** radio and cell phone. If folks separate in the field, each individual **WILL** have a radio. Wear required PPE. Carry reserved energy food or Meals-Ready-to-Eat (MRE's) and extra water. Be prepared to spend the night if necessary.
	If driving to a remote area alone, Check in / Check out	Let someone know specifically where you will be. Make sure your radio works before you leave. Get it fixed or replaced if necessary. Be sure someone knows when you have returned. Sign in/ Sign out.

	Fatigue	Provide 2:1 work/rest ratios and ensure eight hours off between shifts. Manage for cumulative physical, cognitive or emotional fatigue.
	Sun / hyperthermia	Carry sunglasses. Use sunscreen to prevent sunburn. Consider deferring field work when temperatures exceed 100 degrees F.
	Dehydration	Drink enough water supplemented with electrolyte-based drinks to keep hydrated and prevent heat exhaustion or heat stroke (at least six-eight quarts of water per day in extreme temperatures). Pace yourself when climbing steep, open slopes.
	Stream channel surveys	Use extra caution in stream bottoms to prevent falling. Fire-caused stream temperature increases might have already caused rock-slickness to increase.
Field Surveys, Monitoring	Steep slopes and remote worksites	Wear lugged soled shoes with eight-inch tops, with good ankle support. Carry a radio, and leave your itinerary with someone.
Mapping/Inventory Within Fire Perimeter	Working within fire perimeter.	Wear PPE (hard hat, leather boots, NOMEX, fire shelter, goggles, and gloves) at all times. Recognize that the fire is not controlled. Know your ten standard fire orders and 18 "watch out" situations.
	Stump and root holes	Keep your eyes on your path of travel. If your attention is diverted, stop and complete the task before proceeding. Excessive amounts of white ash may indicate the presence of a stump or root hole.
	Snags and hazard trees	Size up your surroundings. Avoid work in areas where hazards exist. Be aware of anticipated conditions. Avoid the common BAER habit of spending all of your time looking down, not noticing hazards in the air. Use spot lookouts, and establish safety zones. If the wind is blowing (trees swaying), stop working.
	Slippery and unstable footings	Be careful in areas of wet ash, retardant drops, loose rocks and unstable slopes.
	Rattlesnakes	Be aware at all times of the potential for encounters with rattlesnakes. Withdraw from the area. If bitten medivac may be required.
	Personal health and safety	Take care of cuts, bruises and blisters immediately. Report any accidents to the Team Leader and complete an accident report. Take no risks that jeopardize your personal safety or the safety of others.
Storm Events	Lightning	Check weather report, and stay off ridge tops and open slopes during lightning storms. If stuck in the open, keep radio and metallic objects away from you, squat down with only your feet on the ground, using an insulated pad if possible. Keep as much of your body off the ground as possible.
	Fog, smoke; poor visibility, disorientation	Drive with lights on low beam. If fog and/or smoke are so dense as to affect safe driving, cease operations before getting into a situation where safety is compromised.
	Rain	Don't walk on logs; avoid small stems that are parallel to the slope; insure footing. If roads are muddy, stay off roads. Stay out of major drainages that have potential for flash flooding.

	Wind	Check weather reports; monitor wind events. If trees are swaying, move to a safe area with no trees or snags, or get out of the wind path. Always wear hard hat while in burned areas or other areas when hazards exits.
Burned Over Environment	Falling rocks	Don't work directly above or below another person; be wary of rocks.
	Heavy brush	Wear long-sleeved shirt, goggles and gloves
	Insect bites / stings	Wear long-sleeved shirt and hat; use repellent at your discretion. Bees and yellowjackets are a problem in fires.Carry anti-histamine and sting kits for bee stings. If you know you are allergic, carry proper medication and instruct coworkers in administration. **Tell your Team Leader about your allergies**.
Communication/Coordination with Team Leaders and Suppression Personnel	Loss of repeaters or dead spots	Follow Communications Plan. Notify incident personnel on specific zone when working in field.
Defensive Driving	Vehicle accidents and associated injuries; general driving conditions, and vegetation buildup under vehicle and possible vehicle fire	Always wear safety belts and make sure everyone else does! Keep windows clean and remove garbage from the cab of the truck. DRIVE WITH THE LIGHTS ON! Remote roads can be narrow. Drive defensively, giving yourself enough time and space to react to other drivers or wildlife on the road. If possible, remove hazards from the roadbed rather than try to drive over or around them. Stay on roadway and out of heavily vegetated areas to avoid dead vegetative material buildup under vehicle which could cause a fire. Each vehicle should carry a shovel and fire extinguisher in case of fire. Check and clean out undercarriage of vehicle after each field visit to avoid possible vehicle fire. Limit driving time to ten hours or less. Stop and take a break if you feel sleepy while driving, or let someone else drive. (See attachments for local road hazard information) ***Don't drive if you feel sick or are taking medication that affects your ability to handle a vehicle.***
	Mechanical malfunction; narrow, rough roads, heavy use impacts	Conduct daily preventive maintenance checks. Each vehicle is to have a first aid kit and required equipment. Check spare tire to ensure proper inflation in case of flat tire. Drive as far to the right as safely possible. Ensure stopping distance is ½ the sight distance on blind curves. Confirm road status, traffic patterns and the presence of heavy equipment before use. Drive defensively. Watch out for public / contractor use of roads.

Helicopter Operations:		**IS THIS FLIGHT REALLY NECESSARY?**
1. Approach departure	Rotor and engine exhaust location on different helicopter types pose danger of serious injury	Approach operating helicopter only when instructed to do so by pilot, manager or helitack personnel. All personnel must receive a briefing on the specific type/model of helicopter before working around that helicopter. Each type/model may have different procedures for approach and departure. Standard procedure is as follows: 1) Approach from the front or front side of helicopter, in a slight crouch and in clear view of the pilot. 2) Never go near the rear of the helicopter unless instructed to do so (for models without a tail rotor hazard). 3) Allow helitack personnel to carry long objects, or carry them horizontally, low to the ground if authorized to do so. 4) Approach/depart helicopters to/from the downhill side (never uphill).
2. Loading/Unloading	Some aircraft components are fragile and easily broken. Improperly entering or exiting helicopter could adversely shift the position or orientation of the helicopter.	Follow directions of air operations personnel. Open/close doors only when and as instructed. Do not straddle the skid or step immediately adjacent to skid. Use only designated handholds to enter or exit--DO NOT PUT ANY WEIGHT ON THE DOOR. Enter and exit the aircraft in a carefully controlled manner to avoid shifting the aircraft position. Remain seated and belted in until directed otherwise. Secure the seatbelt back inside the helicopter upon exiting.
3. Personal Protective Equipment	Potential for flash fire and potential for serious head trauma in the event of an accident.	For all helicopter flights, PPE must include: Nomex or fire-resistant cotton shirt and trousers, leather or Nomex gloves, leather boots, *Aviator Flight Helmet*, a two-inch overlap of all PPE. *NOTE: Firefighters being transported to a managed helispot may substitute a hardhat with chinstrap and earplugs for the aviator flight helmet.
Mines	Potential exists to encounter open pit mines	Check with local district personnel and map mine hazard areas. Be on the alert for open pit mine areas in all locations. Watch out for hazardous materials.
Fatigue	Potential to affect judgment, work and relationships	Comply with work/rest ratio (two hours of work/ one hour of rest) Comply with days off - 1/14 or 2/21, or time off sooner if deemed necessary by the Team Leader. Recognize that fatigue affects cognitive (decision making) ability; physical ability (balance, stamina, etc). Emotional responses -- guard against reacting to fellow workers and others. Ensure that adequate accommodations are available.
Hazardous Materials	Potential exists to encounter hazardous materials.	Avoid burned buildings on anything that may contain hazardous materials. Be wary around any of the private land, or land bordering private land.

Employee Security	Potential for disgruntled publics and exposure to non-secure situations and off road vehicles.	Disengage from a situation where an irate person appears to be in an escalating angry mode. Watch out for unfamiliar objects that may be lethal. Watch out for illegal drug or hazmat sites. **Travel in pairs**. Make sure to sign out on the board in the BAER Den so people know where you are and when you return.
Working Relationships	Inappropriate behavior, anger, disorganized effort, poor communications	Always demonstrate mutual respect for others. Guard against reacting to others' emotional anguish; be supportive and understanding. Recognize that fatigue affects cognitive (decision making) ability; physical ability (balance, stamina, etc). Emotional responses --guard against reacting to fellow workers and others
10. LINE OFFICER SIGNATURE /s/	11. TITLE	12. DATE

JHA Instructions (References-FSH 6709.11 and .12)

The JHA shall identify the location of the work project or activity, the name of employee(s) writing the JHA, the date(s) of development, and the name of the appropriate line officer approving it. The supervisor acknowledges that employees have read and understand the contents, have received the required training, and are qualified to perform the work project or activity.

Blocks 1, 2, 3, 4, 5, and 6: Self-explanatory.

Block 7: Identify all tasks and procedures associated with the work project or activity that have potential to cause injury or illness to personnel and damage to property or material. Include emergency evacuation procedures (EEP).

Block 8: Identify all known or suspect hazards associated with each respective task/procedure listed in block 7. For example:

a. Research past accidents/incidents
b. Research the Health and Safety Code, FSH 6709.11 or other appropriate literature.
c. Discuss the work project/activity with participants
d. Observe the work project/activity
e. A combination of the above

Block 9: Identify appropriate actions to reduce or eliminate the hazards identified in block 8. Abatement measures listed below are in the order of the preferred abatement method:

a. Engineering Controls (the most desirable method of abatement).
For example, ergonomically designed tools, equipment, and furniture.

b. Substitution. For example, switching to high flash point, non-toxic solvents.

c. Administrative Controls. For example, limiting exposure by reducing the work schedule; establishing appropriate procedures and practices.

d. PPE (least desirable method of abatement). For example, using hearing protection when working with or close to portable machines (chain saws, rock drills portable water pumps)

e. A combination of the above.

Block 10: The JHA must be reviewed and approved by a line officer. Attach a copy of the JHA as justification for purchase orders when procuring PPE.

Blocks 11 and 12: Self-explanatory.

Emergency Evacuation Instructions (Reference FSH 6709.11)

Work supervisors and crew members are responsible for developing and discussing field emergency evacuation procedures (EEP) and alternatives in the event a person(s) becomes seriously ill or injured at the worksite.

Be prepared to provide the following information:

a. Nature of the accident or injury (avoid using victim's name).
b. Type of assistance needed, if any (ground, air, or water evacuation)
c. Location of accident or injury, best access route into the worksite (road name/number), identifiable ground/air landmarks.
d. Radio frequency(s).
e. Contact person.
f. Local hazards to ground vehicles or aviation.
g. Weather conditions (wind speed & direction, visibility, temp).
h. Topography.
i. Number of person(s) to be transported
j. Estimated weight of passengers for air/water evacuation.

The items listed above serve only as guidelines for the development of emergency evacuation procedures.

JHA and Emergency Evacuation Procedures Acknowledgment

We, the undersigned work leader and crew members, acknowledge participation in the development of this JHA (as applicable) and accompanying emergency evacuation procedures. We have thoroughly discussed and understand the provisions of each of these documents:

SIGNATURE **DATE**	**SIGNATURE** **DATE**

APPENDIX 6 BAER Plan Outline

BAER PLAN

This is a suggested plan outline. The length of the plan will be determined by the complexity of the resource, resource issues (cultural, natural, infrastructure, & facilities), values at risk, and recommended emergency stabilization treatments. Plans for reference/models can be found on the DOI BAER website.

PLAN PARTS:

COVER PAGE

INSIDE COVER Prepared/Submitted By **(SIGNATURE PAGE)**

APPROVAL AUTHORITIES SIGNATURE PAGE(S) Agency Administrator, Regional/State BAER Coordinator, Agency National BAER Coordinator

EXECUTIVE SUMMARY

Should include the following discussions: operating authorities, policy guidance, brief fire background, identified issues and values at risk and brief description of observations, findings, and justification for recommendations.

TABLE OF CONTENTS

PART A: FIRE INFORMATION, JURISDICTIONS & ACREAGE

PART B: BAER TEAM; RESOURCE ADVISORS; CONSULTATIONS

PART C: TABLE SUMMARY of TREATMENTS

PART D: SPECIFICATIONS

APPENDIX I:

ASSESSMENTS (Objectives, Issues, Findings, Recommendations) BY DISCIPLINE

APPENDIX II:

NEPA/NHPA COMPLIANCE

APPENDIX III:

MAPS

APPENDIX IV:

PHOTO PAGES, BY DISCIPLINE

APPENDIX V:

SUPPORTING DOCUMENTATION

APPENDIX 7 PART F – Individual Treatment Specification

PART F - INDIVIDUAL TREATMENT SPECIFICATION

TREATMENT/ACTIVITY NAME		**PART E** **Spec-#**	
TREATMENT TYPE **(ES, Rehab, Restoration)**		**FISCAL YEAR(S)** **(list each year):**	
NFPORS TREATMENT CATEGORY*		**NFPORS TREATMENT TYPE ***	
PROPOSED RESEARCH		**WUI? Y / N**	
IMPACTED COMMUNITIES AT RISK		**IMPACTED T&E SPECIES (List)**	

* See NFPORS Restoration & Rehabilitation module - Edit Treatment screen for applicable entries.

WORK TO BE DONE (describe or attach exact specifications of work to be done):

A. Findings Based on Observation:

B. Location/(Suitable) Sites:

C. Design/Construction Specifications:

1. a.
   b.
   c.
2. a
   b.
   c.

D. Purpose of Treatment Specifications (relate to damage/change caused by fire & Issues Identified by Values at Risk):

E. Treatment consistent with Agency Land Management Plan (identify which plan):

F. Treatment Effectiveness Monitoring Proposed:

LABOR, MATERIALS AND OTHER COST:

PERSONNEL SERVICES: (Grade @ Cost/Hours X # Hours X # Fiscal Years = Cost/Item):	**COST / ITEM**

Do not include contract personnel costs here (see contractor services below).	
	$
TOTAL PERSONNEL SERVICE COST	
EQUIPMENT PURCHASE, LEASE AND/OR RENT (Item @ Cost/Hour X # of Hours X #Fiscal Years = Cost/Item): Note: Purchases require written justification that demonstrates cost benefits over leasing or renting.	
	$
	$
	$
	$
	$
TOTAL EQUIPMENT PURCHASE, LEASE OR RENTAL COST	**$**
MATERIALS AND SUPPLIES (Item @ Cost/Each X Quantity X #Fiscal Years = Cost/Item):	
	$0
TOTAL MATERIALS AND SUPPLY COST	**$0**
TRAVEL COST (Personnel or Equipment @ Rate X Round Trips X #Fiscal Years = Cost/Item):	
TOTAL TRAVEL COST	
CONTRACT COST (Labor or Equipment @ Cost/Hour X #Hours X #Fiscal Years = Cost/Item):	

TOTAL CONTRACT COST	
GRAND TOTAL COST of this TREATMENT SPECIFICATION:	
GRAND TOTAL COST	

SPECIFICATION COST SUMMARY

FISCAL YEAR	PLANNED INITIATION DATE (M/D/YYYY)	PLANNED COMPLETION DATE (M/D/YYYY)	WORK AGENT	UNITS	UNIT COST	PLANNED ACCOMPLISHMENTS	PLANNED COST
					$		**$**
						TOTAL	**$**

Work Agent: C=Coop Agreement, F=Force Account, G=Grantee, P=Permittees, S=Service Contract, T=Timber Sales Purchaser, V=Volunteer

SOURCE OF COST ESTIMATE

1. Estimate obtained from 2-3 independent contractual sources.	
2. Documented cost figures from similar project work obtained from local agency sources.	
3. Estimate supported by cost guides from independent sources or other federal agencies	
4. Estimates based upon government wage rates and material cost.	
5. No cost estimate required - cost charged to Fire Suppression Account	

P = Personnel Services, **E** = Equipment **M** = Materials/Supplies, **T** = Travel, **C** = Contract, **F** = Suppression

RELEVANT DETAILS, MAPS AND DOCUMENTATION INCLUDED IN THIS REPORT:

APPENDIX 8 Emergency Stabilization and Rehabilitation Plan

EMERGENCY STABILIZATION AND REHABILITATION PLAN

Fire Name

(DISCIPLINE) RESOURCE ASSESSMENT

I. OBJECTIVES

Objectives of the assessment - what is the purpose of this assessment?

II. ISSUES

List the issues identified by the agency or discovered through your reconnaissance which will affect emergency stabilization. All issues identified here must be addressed in the Resource Assessment and Recommendations.

III. OBSERVATIONS

A. **Background** - Describes the physical and biological significance of the resources you are charged with assessing, and why the issues related to the protection of these resources have been identified above.

B. **Reconnaissance Methodology and Results** - Describe the methodology for addressing the issues identified above.

C. **Findings** - Describe the results of your reconnaissance. Include alternatives considered but rejected and why.

IV. RECOMMENDATIONS

Based on the results of the above observations:

A. **Emergency Stabilization**

Must reference Specification Title (followed by a brief description and purpose of the specification)

C. **Rehabilitation**

Must reference Specification Title (followed by a brief description and purpose of the specification – specification may or may not be in the plan, state whether it is or is not in the plan)

D. **Restoration - Management Recommendations – Non-Specification Related**

Describe the recommendation and reasons. Information obtained from Agency Land Management Plans, reference the Desired Conditions of the affected resource.

E. **Research – Identify research needs made by the Agency or discovered by your reconnaissance.**

V. CONSULTATIONS

VI. REFERENCES

Your Name, Agency, Work Phone Number, Work email address (for follow-up contact by the agency if they have questions)

ASSESSMENT FORMAT: MS Word

Font: Arial

Size: 10pt

Margins: 1" (all)

Justification: Left

Tab/Indent Set: OK

Tab/Indent: OK

Special Treatments: Bold, Italics, Underline are allowed.

Tables/Columns: OK

NO: Footers/Headers, End of Text, Page Numbering

Any other formatting MUST be approved by the Computer Documentation Specialist.

NO EXCEPTIONS!

APPENDIX 9a BAER Risk Assessment Matrix

BAER RISK ASSESSMENT MATRIX

Providing a visual display of Values at Risk and the likelihood of those Values being impacted by one or more risks is a simple but effective matrix in determining whether or not to implement an emergency stabilization treatment. For each emergency stabilization treatment, identify the Value at Risk and the treatment considered which will best protect that Value.

Appendix 9b offers a more involved but similar matrix. Either Risk Assessment can be used but each incident must have a Risk Assessment completed for the Values at Risk and the emergency stabilization treatment proposed.

A problem when you have a number of possible risks is to decide which ones are worthy of further attention. The Risk Assessment Matrix is a simple graphical tool widely used in many professions worldwide to help prioritize risks.

There are two main dimensions to risk: (a) How likely it will occur (probability) and (b) The impact/effect (severity) that it would have, should it occur. One familiar model of quantifying risk is to assign a numeric value to these risks and to multiply these together. However, a problem with this quantitative approach is that high-probability/low-impact risks get the same score as high-impact/low-probability risks. The following Risk Assessment Matrix is a widely recognized and more effective method to assess risk.

The Risk Assessment Matrix simply puts Probability (likelihood) and Severity (effect/impact) on two sides of an x-y chart and then the risk is placed within this two-dimensional space (see chart below). This gives several advantages:

- High-probability/low-impact and high-impact/low-probability risks are differentiated.
- You can visually compare risk, thus asking the question ‘is this one more or less likely than that one?’ This plays to the human cognitive preference for paired comparison rather than absolute evaluation.
- Then the risks can be addressed from top right down to bottom left. High-probability/low-impact and high-impact/low-probability risk of equal risk exposure score will tend to be evaluated at around the same time.
- The process can be done on the wall with flipchart-paper, on a paper or computer format, or in many cases in your head.

Risk Assessment Matrix			HAZARD PROBABILITY (Likelihood)				
			Frequent	Likely	Possible	Seldom	Unlikely
			A	B	C	D	E
Severity Effect/Impact	Catastrophic: Fatal, life threatening or permanent disability	I	Extreme (4)	E	H		M
	Major: Severe injury or illness. Long term disability and/or Lost time	II		H		M	L
	Moderate: Medical treatment-no permanent injury or illness, and/or restricted duty	III	High (3)	M		L	
	Minor: First aid - Minor cuts, bruises, or sickness. No lost time/restricted duty	IV	Medium (2)	Low (1)			

Risk Tolerance Rating Criteria			
Extreme - 4	High - 3	Medium - 2	Low - 1
Unacceptable: Likely harm from an event must not be accepted. Must be reduced with administrative barriers of protection and/or engineering controls. Eliminate or avoid risk to ensure sufficient safeguards.	**Intolerable:** Should be reduced with administrative and/or engineering controls. Risk should not be tolerated save in special/limited circumstances.	**Tolerable:** Tolerable if further risk reduction (cost, time, effort) would be grossly disproportionate to improvement gained.	**Acceptable:** Negligible given common safe job procedures are applied. Continual vigilance necessary to maintain assurance that risk remains at this level.

APPENDIX 9b DOI BAER Risk Assessment 2016

DOI BAER RISK ASSESSMENT 2016

Risk Matrix

Likelihood

Rating	Descriptor
Likely	There is a very good chance this event will occur in the near future, 99% chance
Probable	This event has occurred several times or more in corporate experience, 1 in 10 chance
Possible	This event might occur once or twice in corporate experience, 1 in 100 chance
Unlikely	This event does occur somewhere from time to time, but very seldom, 1 in 10,000 chance
Rare	It is theoretically possible for this event to occur, but extremely unlikely that it will, 1 in 1,000,000 chance

Consequence

Rating	Descriptor
Insignificant	May have little or no impact on health and safety, environment (including flora, fauna and ecosystems), Aboriginal and non-indigenous cultural heritage and/or historic heritage;
	will not involve legal non-compliance;
	unlikely to attract any media or political attention;
	will not cost much or require significant other resources to address; and/or
	will not cause noticeable disruption to business operations. Cost <$10,000.
Minor	May have some impact on health and safety, environment (including flora, fauna and ecosystems), Aboriginal and non-indigenous cultural heritage and/or historic heritage, but will be able to recover from or repair the damage within a relatively short term;
	may involve minor breach of regulations, likely to incur no more than a warning or caution from regulatory authority;
	may attract some local media interest or very short term political attention;
	may involve some modest financial costs and/or some short-term commitment of other resources to address; and/or
	may cause some minor disruption to business operations. Cost from $10,000 to $100,000.
Moderate	May have significant detrimental impact on:
	health and safety, such as a moderate permanent disability or long term impairment'
	environment (including flora, fauna and ecosystems), such as damage to flora, fauna or ecosystems which will take medium to long term to recover,
	Aboriginal and non-indigenous cultural heritage and/or historic heritage, which may cause loss of access for an extended period, or permanent loss of less significant objects or of resources available elsewhere;
	may involve legal non-compliance, with possible moderate to significant fines;
	may attract state-level media or political attention over the medium term;
	may involve significant financial costs and/or commitment of other resources to address; and/or
	may cause significant disruption to business operations. Cost from $100,000 to $1M.
Major	Will have substantial detrimental impact on:

	health and safety, such as single fatality or severe permanent disability,
	environment (including flora, fauna and ecosystems), such as damage to habitat and ecosystems that will take an extended period of time to recover or loss of local populations of particular flora or fauna,
	Aboriginal and non-indigenous cultural heritage and/or historic heritage, which may cause long term or permanent partial loss of culturally significant places or species, damage to significant historic or cultural heritage assets, or substantial loss of culturally significant information;
	may involve major legal non-compliance with substantial fines, or major litigation;
	may attract national media or political attention for an extended period of time;
	may involve very substantial financial costs and/or commitment of other resources to address; and/or
	may cause substantial disruption, including short term shutdown, to business operations. Cost from $1M to $10M.
Catastrophic	Will have an unrecoverable detrimental impact on:
	health and safety, such as multiple fatalities or significant irreversible effects on the health of a large number of people,
	environment (including flora, fauna and ecosystems), such as loss of species, endangered community and/or critical habitat,
	Aboriginal and non-indigenous cultural heritage and/or historic heritage, such as loss of human remains or similarly significant cultural material, or permanent loss of access to culturally significant places or species or permanent loss of culturally significant information impacting on the ability of a group to retain and practice culture;
	may involve major prosecutions with substantial fines or other penalties, or very serious litigation, such as class actions;
	may attract national and international media or political attention for a protracted period of time;
	may involve extremely high financial costs and/or commitment of other resources to address; and/or
	may cause long-term or permanent shutdown of significant revenue generating business operations. Cost greater than $10M.

		CONSEQUENCE				
		Insignificant	Minor	Moderate	Major	Catastrophic
PROBABILITY	Likely	Low	Medium	Extreme	Extreme	Extreme
	Probable	Low	Medium	High	Extreme	Extreme
	Possible	Low	Low	Medium	High	Extreme
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Medium	Medium	Medium

APPENDIX 10 Close-Out Briefing Agenda (Example)

French Fire

Bureau of Land Management – Redding Field Office
National Park Service – Whiskeytown NRA
Shasta County
Town of French Gulch

Interagency Burned Area Emergency Response Team
Close-Out Briefing
August 30, 2004 @ 9:00 am

Redding Convention Center, Room 125
Agenda

Welcome	**Steve Anderson**
Introduction	**Erv Gasser**
Resource Assessments:	
Disciplines will cover the issues, observation, findings, & recommendations based on the values at risk identified.	
Operations	**John Perez**
Watershed	**Brian Rasmussen**
Vegetation	**Mike Dolan**
	Windy Bunn
	Mike Commons
Forestry	**Fred VonBonin**
Cultural	**Chuck James**
Mine Safety	**Chris Holbeck**
Compliance	**Richard Hadley**
Questions	**All**
Plan Status, Approval, Action Items	**Erv Gasser**
Closing Remarks	**Jim Milestone**

French Fire

Fire Incident Abstract

Fire History:

August 14 Fire Ignition From Unknown Source @ 1422

August 15 CDF Team III Arrives

August 19 BAER Team Arrives

August 20 Fire contained @ 2000

Fire Areas & Perimeters:

Total Acres Burned **13,323**

Miles of Fire Perimeter **22.5**

Fire Acreage by Ownership:

Ownership	Acres
BLM – Redding Field Office	7,153
NPS – Whiskeytown National Recreation Area	409
USFS – Shasta-Trinity National Forest	0
Sierra Pacific Industries	866
Private	4,895
Total	**13,323**

Fire Suppression Impacts:

Ownership	Dozerline (miles)	Dozerline (acres)	Handline (miles)
BLM	17.2	197.2	3.7
NPS	1.2	5.9	.5
USFS	1.4	6.0	0

Ownership	Dozerline (miles)	Dozerline (acres)	Handline (miles)
SPI	5.2	30.3	0
Private	15.4	153.0	3.2
Total	**40.4**	**392.4**	**7.4**

Burn Severity By Acres:

	High	Moderate	Low	Low/Unburned
BLM	209	2,022	2,199	2,724
NPS	6	126	186	90
SPI	9	184	360	313
Private	241	1,776	1,565	1,313
Total	**465**	**4,108**	**4,310**	**4,440**

Initial Issues Identified by Agency:

BLM Administered Lands	NPS Administered Lands
Suppression Damage Repair	Suppression Damage Repair (roads/gates/culverts)
Timber Salvage (dozerline & fire area)	Sedimentation into Whiskeytown Lake
OHV Road Closure - Erosion Control, Safety	Salt Grass Impacts (only remaining pop. in world)
Slope Stabilization – French Gulch (Sec. 22 & 26)	Invasive Species (star, broom, arundo, blackberry)
Cultural Resource Damage Assessment/Inventory	Erosion/Reveg of Old Mine Roads re: suppression
Fire Severity Map	Archeological/Historic/Prehistoric Sites
Exposed Mine Shafts	Fisheries below Whiskeytown Dam/lower Clear Cr.

BLM Administered Lands	NPS Administered Lands
Reveg on Roads/Dozerlines	Recreation on Fuel Breaks
Invasive Species	Transport of Toxics to Lake/Contaminant Transport
Watershed Response	Watershed Response/Values @ Risk Downstream
Socio-Economics	Signs
Interface with County/Industry	Coordination with BOR
Mill Site Targets for Hydrologic Events	Mining Operations on NPS

Resource Impacts:

After seven days of aerial and ground reconnaissance the BAER Team has assessed over 15 watersheds, 12 cultural sites, 87 residences, 15 drainages, 100 tree hazards, 27 mine sites, 10 Threatened & Endangered wildlife species and habitat, 2 plant species of concern, 40.4 miles of dozerline, and 7.4 miles of handline. In addition, BAER foresters have estimated approximately 14 million board feet of timber for potential salvage (at the discretion of BLM) on burned public lands. Another approximately 3 million board feet of timber for potential salvage is on private industry lands.

Cooperators:

- **BLM - Redding Field Office**
- **Natural Resource Conservation Service**
- **US Fish & Wildlife Service**
- **Shasta County**
- **California State Historic Preservation District**
- **California Dept. of Forestry**
- **NPS – Whiskeytown NRA**
- **Western Shasta Resource Conservation District**
- **Bureau of Reclamation**
- **Sierra Pacific Industries**
- **California Department of Fish & Game**
- **Residents of French Gulch**

APPENDIX 11 Cultural Site Form

Attach Completed form, map(s) and photo log to Site Form
Comments on Back of form Yes____ No____

HISTORIC PROPERTIES/CULTURAL SITES
EMERGENCY POST-FIRE SITE INSPECTION RECORD

SITE: No: LA_____ Temp or other No: _____ Date of Inspection: ____
Inspector(s) initials) _____ Crew Chief _____

SITE DESCRIPTION

Site Type: Prehistoric Historic Multi component Other_____
UTM (GPS) Z13_____ E _____N Elev: _____ USGS Quad: _____
Features Present: _____
_____
List wood/organics (if known to be present): _____
Were they burned Y _____ N _____

VANDALISM PRESENT: YES ___ **NO** ___ If yes, Recent YES ___ NO __ UNKNOWN ____

SITE BURN SEVERITY

_____Low (duff partially consumed, none to little ladder fuels burned, no canopy burned)
_____Moderate (duff consumed, ladder fuel burned, isolated crown burn or torching)
_____Severe (duff, ladder and crown completely consumed)
Note: Map, photograph and describe affected areas of site

FIRE EFFECTS AT SITE	**YES**	**NO**
Crackling/spalling ----------	_____	_____
Smoke/soot damage----------	_____	_____
Stump/root holes----------	_____	_____
Loss of architectural wood/features ----------	_____	_____
Tree(s) on walls or rubble----------	_____	_____

Other _____

SUPPRESSION IMPACTS TO SITE: YES __ **NO**____ Handline __ Drop point/safety zone ___
Dozer line__ Retardant drop impact/staining __ Mopup __ Tree falling __ Spike Camp__Safety__
Zone __ Vegetation removal __ Vehicle ruts ___
Other _____

EROSIONAL THREATS TO SITE: YES_____ **NO** _____

On site slope _____% Aspect _____o
Site Watershed (to 20 m. out) Slope _____% Aspect _____o
Erosion threat: Active gully/rilling/scouring (depth and extent)____ Stumphole/burned log erosion__
Pedestaling ____ Duff absent ____
Other _____
_____

RECOMMENDED PRESERVATION TREATMENT

____ No Treatment Recommended
____ Monitor
____ Treatment Recommended: if so, describe: (e.g. Straw bale, Excelsior matting, sandbag, etc.):
_____
_____
Additional comments on back Yes _____ No _____

APPENDIX 12 BAER Equipment Request Procedures

BAER TEAM EQUIPMENT MOBILIZATION
Request Procedures

Upon an initial call-out the BAER Team Leader will determine what equipment needs may be necessary and notify the BAER cache managers of equipment needs and destination address. Equipment will be sent by priority depending on the needs for the incident.

Identify type and quantity of equipment. Equipment available for dispatch includes:

- Laptops (3-4)
- Radios
- Executive Printer
- GPS (Trimble)
- Laser Level
- Batteries (AA)
- Conference Phone
- Projector
- Cables (computer)
- Administrative Kit (short)
- iPADs
- Cellphone Booster
- Servers
- Local Area Network
- Portable Hard Drives
- Thumb Drives
- Crew time reports and red dogs.

DOI BAER Cache Contacts:

BIA – Myron Hotinger, 208-387-5246	myron_hotinger@nifc.gov
FWS – Lou Ballard, 208-387-5584	lou_ballard@fws.gov
BLM – TJ Clifford, 208-384-3341	thomas_clifford@blm.gov
BIA – Luther Arizana, 208-387-5377	luther_arizana@nifc.gov

APPENDIX 13a Burned Area Emergency Response Brochure

BAER

Burned area emergency Response

New Mexico Locust

After the fire, there may be a necessity to determine if emergency stabilization measures are needed. A Burned Area Emergency Response (BAER) team is comprised of technical specialists who work to identify significant post fire effects, to help Federal land management agencies develop an emergency response plan.

Burned area emergency Response

New Mexico Homeland Security & Emergency Management 505-476-0626

Santa Fe National Forest 505-438-5321

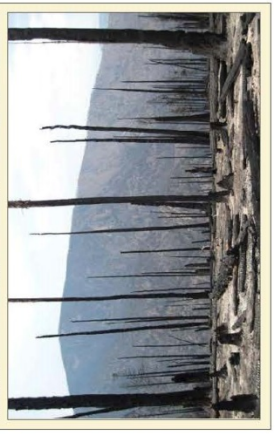
BIA Northern Pueblo Agency 505-753-1452

BIA Southern Pueblo Agency 505-563-3601

Valles Caldera Trust 505-428-7728

For further information about BAER and the National DOI BAER Teams:

http://www.fws.gov/fire/ifcc/esr/home.htm



NATURAL RECOVERY IS PREFERABLE

BAER efforts aim to minimize threats to life or property. They work to prevent further degradation to critical natural and cultural resources resulting from the effects of a wildfire.

Policy, Direction, and Program

Emergency Stabilization and Rehabilitation activities are an integral part of wildfire incidents. Unlike wildfires; however, the activities are planned, programmed, and funded through two different programs.

Objective and Priority

BAER efforts aim to minimize threats by prescribing and implementing emergency treatments to minimize threats to life or property or to stabilize and prevent further unacceptable degradation to natural and cultural resources resulting from the effects of a fire.

What BAER Can Do
Seed for erosion control or soil stability
Install erosion control to stabilize critical cultural sites
Install temporary barriers to protect treated or recovering areas
Install warning signs
Replace minor safety related facilities
Install appropriate-sized drainage features on roads and trails
Prevent permanent loss of threatened or endangered species habitat
Plant sterile grasses to suppress noxious weeds
Monitor BAER treatments
What BAER Cannot Do
Replant Commercial forests or grass for forage
Excavate or interpret cultural sites
Replace burned fences on private land
Install interpretive signs
Replace burned buildings, bridges, corrals and other buildings
Repair roads damaged by floods after the fire
Replace burned habitat
Treat pre-existing noxious weeds
Monitor fire effects

Tell me more about BAER

WHAT BAER TEAMS DO

1. Determine if emergency, human health, and or safety issues exist.
2. Mitigate significant threats to health, safety, life, property, cultural & natural resources, and downstream values at risk.
3. Minimize emergency conditions to stabilize soil, control water, sediment and debris movement, and prevent impairment of ecosystems.

IN THE SHORT-TERM

Rehab Suppression Actions: While firefighters try to minimize the impacts to the landscape sometimes damage occurs. Restoration of dozer lines and hand lines, seeding and berm removal, and hazard tree removal along road ways are some of the first actions taken by the suppression forces to rehabilitate suppression impacts.

Damage assessment: In order to understand how the landscape may respond to a burned area, scientists measure the damage and make recommendations that will attempt to stabilize the landscape prior to damaging storms.

Make a Plan: Based on field work and assessments, an Emergency Stabilization Plan is written and given to the agencies involved to review, fund and implement emergency treatments.

Action: Some treatments may begin immediately such as sandbagging and the placing of concrete barriers for flood protection. After the fire has been contained, plants will grow back and soils will begin to stabilize. Further treatments can include such things as seeding, mulching, culvert cleaning and removing debris from water systems and mitigating tree hazards.

LOOKING AHEAD

Emergency treatments installed during the first year following the fire will be monitored and maintained up to three years. It will take many years in some locations for the vegetation to recover to pre-fire conditions.

Your Guide To

Flash Flood Preparation

Preparing for flood waters after the Las Conchas Fire 2011

Your Guide to Flash Flood Preparation

This publication was prepared by: The Department of Interior Burn Area Emergency Response Team (BAER)

For additional information visit:
www.fs.fed.us/baer
www.fema.gov
www.nrcs.usda.gov

The burned area within the Las Conchas has suffered major vegetation loss and some of the burned soils may repel water more than normal. These factors combine to create a risk of flash flooding in the burned area. Until the area recovers, little will stop the waters from coming down the canyon. While numerous efforts are being taken to reduce the risks to life and property downstream of the fire, residents in the area should take their own steps to protect themselves and their property.

Know What to Expect

- Know your area's flood risk.
- If it has been raining hard in the drainages uphill from your community, be alert to the possibility of a flood.
- Listen to the local radio station for bulletins.

Reduce Potential Flood Damage by:

- Raising your furnace, water heater and electric panel if they are in areas of your home that may be flooded.
- Removing all floatable debris from streambeds above culverts.
- Clearing dirt and debris from culverts.
- Dumping refuse in designated sites.

Prepare a Family Disaster Plan

- Keep insurance policies, documents and other valuables in a safe place.
- Check to see if you have insurance that covers flooding.
- Know where you could go if you need to evacuate. Also, get an extra map and mark two alternate ways to reach that destination.

Assemble a Disaster Supplies Kit Containing:

- First aid kit and essential medicine
- Canned food and a can opener
- At least three gallons of water per person
- Special items for infant, elderly or disabled family members
- Battery-powered radio and flashlight, with extra batteries for each
- Written instructions for how to turn off electricity, gas and water if authorities advise you to do so.

When a Flash Flood Begins

- Evacuate immediately. You may only have seconds to escape. Act quickly.
- Move to higher ground away from rivers, streams, creeks and storm drains.
- Do not drive or walk through flooded areas.
- Stay away from downed power lines and electrical wires. Electric current passes easily through water.
- Watch out for animals – especially snakes.

APPENDIX 14 BAER Websites

COMMONLY USED BAER & READ WEBSITES

DOI BAER website:

http://www.fws.gov/fire/ifcc/esr/home.htm

NPS BAER Website:

http://www.nps.gov/fire/wildland-fire/what-we-do/rehabilitation-and-recovery.cfm

NPS BAER Interactive Presentation (turn your speakers on):

http://www.nps.gov/fire/wildland-fire/learning-center/fireside-chats/BAER-case-study.cfm

NPS Fire and Aviation Website:

http://www.nps.gov/fire/index.cfm

NPS Fire and Aviation Sharepoint site (must be on the NPS network to view):

http://npsfamshare/default.aspx

Current fire activity from the National Incident Situation Report:

http://www.nifc.gov/nicc/sitreprt.pdf

For other fire information, visit Inciweb and the NPS Fire website:

http://www.inciweb.org/

http://www.nps.gov/fire/

National Park Service Morning Report:

http://www.nps.gov/morningreport/

National Interagency Fire Center:

http://www.nifc.gov/

The Interagency Standards for Fire and Fire Aviation provides supplemental policy:

http://www.nifc.gov/policies/pol_ref_redbook_2012.html

For NPS specific fire policy:

http://www.nps.gov/policy/DOrders/DO-18.html

http://www.nps.gov/fire/download/fir_wil_rm18.pdf

Interagency Incident Business Management Handbook (IIBMH):

http://www.nwcg.gov/pms/pubs/iibmh2/pms902_iibmh.pdf

US Forest Service Remote Sensing Applications Center links for Burned Area Emergency Response (BAER) Satellite Imagery Support:

http://www.fs.fed.us/eng/rsac/baer/

Incident Response Pocket Guide:

http://www.nwcg.gov/pms/pubs/nfes1077/nfes1077.pdf

National Wildfire Coordinating Group

http://www.nwcg.gov/

National Wildfire Coordinating Group READ Guide:

http://www.nwcg.gov/pms/pubs/RAguide_2004.pdf

National Wildfire Coordinating Group Glossary of Wildland Fire Terminology:

http://www.nwcg.gov/pms/pubs/glossary/n.htm

Association for Fire Ecology

http://www.fireecology.net

Fire Archaeology Website (Linn Gassaway)

http://web.mac.com/linnog/Fire_Arch/Home.html

Arthur Carhartt National Wilderness Training Center Wilderness.net Toolbox

http://www.wilderness.net/index.cfm?fuse=toolboxes&sec=fire3

Joint Fire Science Program

http://www.firescience.gov/

Fire Effects Information System

http://www.fs.fed.us/database/feis/

National Center for Landscape Fire Analysis

http://firecenter.umt.edu/

Tall Timbers

http://www.talltimbers.org/

The DOI BAER website has a description of BAER position codes (also known as mnemonics). They can be found in the National BAER Team Standard Operating Guide:

http://www.fws.gov/fire/ifcc/esr/BAER/Mobilization_and_Directories/TechSpec.htm

Wildland Firefighter Foundation

http://www.wffoundation.org/

Wildland Fire Lessons Learned Center products on BAER:

http://wildfirelessons.net/documents/Scratchline_Issue15_1.pdf

http://wildfirelessons.net/Additional.aspx?page=135 (There is an audio link if you enable ActiveX controls in the bar near the top of the page)

http://wildfirelessons.net/Additional.aspx?page=138

http://wildfirelessons.net/uploads/zion_xml.swf (Turn on your speakers to hear the presentation, also the narrative is available: http://www.wildfirelessons.net/Additional.aspx?Page=134

APPENDIX 15 BAER Logo