NWCG Incident Position Standards for Firing Boss, Single Resource

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The *NWCG Incident Position Standards for Firing Boss, Single Resource* establishes national interagency standards for operating as a Firing Boss, Single Resource (FIRB) on wildland fires. These standards are meant to ensure safe, efficient, and effective operations in support of interagency goals and objectives and should serve as a guide to promote effective and consistent on-incident training. By definition, NWCG standards encompass guidelines, procedures, processes, best practices, specifications, techniques, and methods.

The Firing Boss, Single Resource Position Page, https://www.nwcg.gov/positions/firing-boss-single-resource, in the NWCG position catalog, includes the Incident Position Description (IPD) and Position Qualification Requirements, as well as links to standards and references needed to perform the duties of a Firing Boss, Single Resource.

Tasks that are identified by a (*) are those tasks included for evaluation in the Position Task Book (PTB). Tasks not identified for evaluation in the PTB still represent standards for successful performance in the position and should be included in a comprehensive training assignment.

Where references are identified by a (**), refer to your home unit, agency, or organization for specific guidance and policy documentation. For example:

****Interagency Standards for Fire and Fire Aviation Operations* (Red Book)

The National Wildfire Coordinating Group (NWCG) provides national leadership to enable interoperable wildland fire operations among federal, state, Tribal, territorial, and local partners. NWCG operations standards are interagency by design; they are developed with the intent of universal adoption by the member agencies. However, the decision to adopt and utilize them is made independently by the individual member agencies and communicated through their respective directives systems.

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General References

- *NWCG Standards for Transporting Fuel*, PMS 442, https://www.nwcg.gov/publications/pms442
- *NWCG Standards for Ground Ignition Equipment*, PMS 443, https://www.nwcg.gov/publications/pms443
- *NWCG Incident Response Pocket Guide (IRPG)*, PMS 461, https://www.nwcg.gov/publications/pms461
- *NWCG Standards for Prescribed Fire Planning and Implementation*, PMS 484, https://www.nwcg.gov/publications/pms484
- *NWCG Standards for Aerial Ignition*, PMS 501, https://www.nwcg.gov/publications/pms501
- *NWCG Standards for Fire Unmanned Aircraft Systems Operations*, PMS 515, https://www.nwcg.gov/publications/pms515
- *NWCG Standards for Wildland Fire First Aid*, PMS 560, https://www.nwcg.gov/publications/pms560
- *NWCG Standards for Interagency Incident Business Management*, PMS 902, https://www.nwcg.gov/publications/pms902
- Incident Command System (ICS) Forms, https://www.nwcg.gov/ics-forms
  - Assignment List (ICS 204)
  - Incident Radio Communications Plan (ICS 205)
  - Medical Plan (ICS 206)
  - Medical Plan and Medical Incident Report (ICS 206 WF)
  - General Message (ICS 213)
  - Activity Log (ICS 214)
  - Incident Personnel Performance Rating (ICS 225 or ICS 225 WF)
- Standard (SF) and Optional (OF) Forms, https://www.nwcg.gov/publications/pms902
  - Crew Time Report (CTR), SF 261
  - Incident Time Report, OF 288
  - Property Loss or Damage Report – Fire Suppression, OF 289
  - Emergency Equipment Shift Ticket, OF 297
- Job Aids, https://www.nwcg.gov/training/job-aids
  - *Packing List for Wildland Fire Fireline Personnel*, J-101
- National Weather Service, https://www.weather.gov/
- NWCG 6 Minutes for Safety, https://www.nwcg.gov/committee/6-minutes-for-safety
- SAFECOM, https://www.cisa.gov/safecom
- SAFENET, https://safenet.nifc.gov/sindex.cfm
- U.S. General Services Administration (GSA) Travel Page, https://www.gsa.gov/travel
- WildWeb, http://www.wildcad.net/WildCADWeb.asp

Agency-Specific References

- **Interagency Standards for Fire and Fire Aviation Operations* (Red Book), https://www.nifc.gov/standards/guides/red-book
- **National Interagency Standards for Resource Mobilization*, https://www.nifc.gov/nicc/logistics/reference-documents

Leadership Level 2, New Leader (Convey Intent)

A new leader begins transitioning from a follower to a leader of small groups to achieve a common goal. They begin to implement team cohesion, accept responsibility for self and team, and apply effective communications. For additional information, review the Level 2 description, expected behaviors and knowledge, suggested development goals, and self-study opportunities https://www.nwcg.gov/committee/leadership-committee/leadership-levels.

Description

- Proficient at leadership values and principles.
- Understand transition challenges for new leaders, situational leadership, team cohesion factors, ethical decision-making, and debriefing techniques.
- Lead by example.
- Lead small groups to achieve common goals, objectives, and tasks.

Behaviors

- Demonstrates accountability for personal and team performance to build trust and establish positive team environment.
- Applies knowledge of leadership traits to lead small teams.
- Promote team cohesion for new and existing team members and create an environment for effective communication.
- Solicits questions, both up and down chain of command, in order to learn from others.
- Applies a risk management process to ensure safety of self and team members.

Knowledge

- Utilize leadership traits to identify developmental needs in self and others.
- Describe situational leadership to understand application of appropriate leadership styles.
- Understand how wildland fire leadership values, principles, and traits inform ethical decision-making.
- Understand how task, purpose, and end state are used to deliver leader's intent.
- Apply self-assessment tools to identify improvement gaps.
- Practice self-care and team-care.
- Knowledge of basic format to conduct a post-incident debriefing.
- Knowledge of the components of an operational briefing to deliver a simple assignment briefing.
- Knowledge of human factors and environmental barriers to communication.
- Knowledge of organizational structures (ICS and agency).
- Identify the sources of power which enable leadership influence.

Prepare and Mobilize

Ensure individual readiness.

When to start task: Prior to assignment.

Resources to complete task: *NWCG Standards for Prescribed Fire Planning and Implementation*, PMS 484; Property Loss or Damage Report – Fire Suppression, OF 289; *Packing List for Wildland Fire Fireline Personnel*, J-101; ***Interagency Standards for Fire and Fire Aviation Operations* (Red Book).

How to accomplish task:

- Prepare for a 14-day assignment.
- Build a FIRB kit. The kit will contain critical items needed to function during the first 48 hours. The kit will be easily transportable and within agency weight limitations. Include the following in your kit:
  - Location or incident-specific information
  - Kit contents
    - *NWCG Position Task Book for Firing Boss, Single Resource (FIRB)*, PMS 311-105
    - *NWCG Incident Position Standards for Firing Boss, Single Resource*, PMS 350-105
    - *IRPG*
    - Incident Qualifications Card (Red Card)
    - Position-related job aids
  - Documentation forms
    - Crew Time Report (CTR), SF 261 and/or Incident Time Report, OF 288
    - Travel log
    - Casual Hire (Administratively Determined [AD]/Emergency Firefighter ([EFF]) forms as applicable
    - Agency-specific forms (e.g., Injury and Workers' Compensation)
    - Accident forms
  - Suggested items
    - Handheld radio (if unavailable, obtain at incident).
    - Nomex gloves.
    - Compass and signal mirror, strobe, panel, etc.
    - Anemometer.
    - Global Positioning System (GPS) unit.
    - Lighter/ignition device.
    - Cell phone with chargers.
    - Phone list.
    - Credit card with a sufficient credit limit.
    - Pocket calendar.
    - Pocket notepad.
    - Assorted pens, pencils, highlighters.
    - Maps and/or atlas.
    - Flagging.
    - Calculator.
    - Headlamp/flashlight with extra batteries.

- Watch.
- Electrical tape.
- Fiber tape.

Travel to and check in at assignment.

When to start task: Upon receipt of resource order or dispatch to assignment.

Resources to complete task: Incident Action Plan (IAP); national and geographic mobilization guides; resource orders; Incident Qualifications Cards (Red Cards); agency-specific agreement sheets; GSA per diem rates.

How to accomplish task:

- Prior to mobilization, obtain the resource order from dispatch and verify its accuracy.
  - Confirm manifest accuracy.
  - Confirm equipment accuracy.
  - Review special instructions.
- Coordinate travel (e.g., travel routes, communication procedures, and accountability).
  - Adhere to vehicle safety procedures.
  - Identify ingress and egress routes.
- Obtain travel expectations.
  - Consider logistics (e.g., travel time, requirements, food, breaks, fuel, hotels).
    - Reference the GSA restrictions on lodging and per diem rates, as applicable.
  - Inform dispatch of estimated travel time.
  - Wear attire that reflects positively on the agency you represent.
  - Model professionalism and a professional attitude.
- Air travel.
  - Check in with the appropriate personnel (dispatcher or airport personnel).
  - Adhere to weight limitations and hazardous material restrictions.
  - Store your vehicle appropriately.
- Ground travel.
  - Confirm the needed vehicle type and condition.
  - Review route instructions to the destination.
- Upon arriving at the incident, complete the check-in process as described in the IAP or as provided by the Status/Check-In Recorder (SCKN). Be prepared with:
  - Resource order.
  - Incident Qualifications Cards (Red Cards).
  - Agency-specific agreement sheet.

*Gather critical information pertinent to the assignment.

When to start task: Once assignment is received.

Resources to complete task: Resource order; Prescribed Fire Burn Plan; Firing Plan; IAP; unit-specific Aviation Safety Plan.

How to accomplish task:

- Access and review the resource order, if applicable.
- Gain situational awareness about the assignment.

o   Review relevant documents pertinent to the assignment (e.g., Prescribed Fire Burn Plan, Firing Plan, IAP, and unit-specific Aviation Safety Plan).
o   Obtain a briefing, the objectives, and the leader's intent from the supervisor.

Build the Team

*Assemble and validate readiness of crew, equipment, and vehicles.

When to start task: After receiving briefing and visual confirmation of resources.

Resources to complete task: IAP; Burn Plan.

How to accomplish task:

- Ensure crew members are qualified and prepared.
- Ensure equipment (e.g., firing devices) is obtained and ready for assignment.
- Confirm specialists (e.g., Plastic Sphere Dispenser Operator [PLDO], Helitorch Manager [HTMG], Unmanned Aircraft System Pilot [UASP]) have what they need.
- Confirm the relevant plan has all assigned resources listed.
  - Report any missing resources up the chain of command.

Ensure the Incident Action Plan (IAP) or relevant plan lists correct personnel status.

When to start task: During the first review of the IAP.

Resources to complete task: Assignment List (ICS 204); IAP or other relevant plan.

How to accomplish task:

- Obtain and review the IAP and Assignment List (ICS 204) for accuracy daily, if available.
  - Report any changes, as necessary.
- Validate the following in the IAP:
  - Overhead name
  - Last workday
  - Crew name
  - Number of personnel
- To correct errors, follow the chain of command.

*Obtain briefing, objectives, and intent from supervisor.

When to start task: Following check-in at the incident and throughout the assignment.

Resources to complete task: Briefing Checklist section of the *IRPG*; IAP; Medical Plan (ICS 206).

How to accomplish task:

- Meet with the incident supervisor to obtain the leader's intent and the following information about your assignment:
  - Situation
  - Mission/execution
  - Communications
  - Service/support
  - Risk management
  - Questions or concerns
  - Assigned resources

- o Firing Plan and objectives (i.e., operational and/or ecological) for the required operational shift
- o Common operational language and a shared vision of the end state
- o Contingency plans
- o Transition with outgoing/other resources
- Review and validate the Medical Plan (ICS 206).

*Brief assigned personnel on situation, mission/execution, communications, service/support, and risk management.

When to start task: Prior to starting an assignment.

Resources to complete task: Briefing Checklist, Communication Responsibilities, and How to Properly Refuse Risk sections of the *IRPG*; Incident Radio Communications Plan (ICS 205); IAP; incident maps; Burn Plan.

How to accomplish task:

- Attend operational briefings and participate as directed.
- Distribute relevant documentation (e.g., plans and maps).
- Brief assigned personnel on the following:
    - o Situation
    - o Mission/execution
    - o Communications
    - o Service/support
    - o Risk management
- Communicate expectations in a clear and timely manner within and across ICS functional areas and the chain of command.
- Designate experienced and capable firefighter(s) as the firing team leader(s) where needed.
- Assign firing team members as appropriate.
- Ensure assigned personnel understand the assignment and accept the risks.
- Brief the crew on updates as needed.

Perform Firing Boss, Single Resource-Specific Duties

*Determine the Firing Plan.

When to start task: Once you are assigned firing tasks.

Resources to complete task: IAP; unit-specific Burn Plan; *NWCG Standards for Aerial Ignition*, PMS 501; *NWCG Standards for Fire Unmanned Aircraft Systems Operations*, PMS 515; *NWCG Standards for Ground Ignition Equipment*, PMS 443; unit-specific Aviation Safety Plan.

How to accomplish task:

- Review appropriate plans (e.g., Burn Plan, IAP), the burn unit/assigned area, and assigned resources.
- Perform reconnaissance of the assigned area and assess the feasibility of objectives.
    o Confirm division breaks and control features.
    o Identify potential problems or areas of special concern where the Firing Plan needs to be adjusted.
        ▪ Smoke exposure to personnel, roadways, and smoke-sensitive populations
        ▪ Species of concern (e.g., threatened and endangered species, state-listed species)
        ▪ Ecologically sensitive areas
        ▪ Cultural resources
- Create a Firing Plan based on fuels, weather, topography, and objectives.
    o Determine how the leader's intent, including overall objectives and desired fire effects, can be achieved.
    o Determine the burn pattern to be applied and the number of resources needed to execute it.
    o Determine the test fire/starting location. As appropriate, consult with Overhead.
    o Evaluate the need for aerial resources by assessing risk against performance and the availability of other resources.
- Assist the responsible land management agency in protecting natural, cultural, and other resources as required by the plan or as requested by the assigned resource advisor, using the established chain of command.
- Coordinate with specialized resources and/or stakeholders on operational needs (e.g., supplies, equipment, locations).

*Ensure proper logistics and staging.

When to start task: Once the Firing Plan is developed and throughout the assignment.

Resources to complete task: *NWCG Standards for Transporting Fuel*, PMS 442; *NWCG Standards for Ground Ignition Equipment*, PMS 443; *NWCG Standards for Aerial Ignition*, PMS 501.

How to accomplish task:

- Obtain firing mechanisms and devices specific to terrain, fuel type, access, and other factors (e.g., Terra Torch, helitorch, drip torch) as identified in the relevant plan.
    o Become familiar with specialized ignition devices.
- Procure fuel and manage the fuel mix and ignition devices.
    o Coordinate with Ground Support Unit Leader (GSUL) and Supply Unit Leader (SPUL), if needed.

- Stage fuel and other consumables appropriately.
- Consult with the supervisor on resource needs and concerns.

*Implement the Firing Plan.

When to start task: After the operational briefing.

Resources to complete task: IAP; Burn Plan.

How to accomplish task:

- Translate the leader's intent to action on the ground.
- Initiate a test fire as directed by the supervisor.
- Evaluate the ability to meet objectives based on the test fire and communicate this to Overhead.
- Position igniters and start the ignition pattern.
- Determine the best positioning for directing the firing operation.
    - Use aviation capability to direct firing sequences and observe the firing operation, as necessary.
- Evaluate firing techniques.
    - Assess the impact of changes in topography, weather, and fuels.
    - Identify trigger points as needed.
    - Adjust tactics if they are not meeting the primary objectives of the burn or if other issues arise.
    - Monitor the fuel consumption of assigned resources.
- Implement the contingency plan and Medical Plan (ICS 206), as necessary.

*Monitor and supervise firing operations.

When to start task: Once firing operations have begun.

Resources to complete task: IAP; Burn Plan; Firing Plan; Fire Effects Monitor (FEMO); weather and fuel observations.

How to accomplish task:

- Continuously analyze and use situational information to make informed decisions and take appropriate actions.
- Evaluate assigned resources' performance for safety and effectiveness (e.g., operational tempo, pacing, speed).
    - Determine whether the actions of assigned resources are providing the desired fire behavior to achieve the objectives.
- Provide honest, constructive, and timely feedback to assigned resources based on observations.
    - Provide positive feedback to confirm actions are meeting the leader's intent.
    - Provide constructive feedback to remedy actions not meeting the leader's intent (e.g., not generating the desired fire behavior, excessive fuel consumption).
        - Stick to facts and do not mix them with your opinion.

*Develop, implement, and adjust tactics based on incident objectives, fire behavior, risk assessment, and leader's intent.

When to start task: After receiving the operational briefing and reviewing the IAP.

Resources to complete task: Risk Management Process, Common Denominators of Fire Behavior on Tragedy Fires, Leader's Intent, and How to Properly Refuse Risk sections of the *IRPG*; operational briefing; IAP.

How to accomplish task:

- Scout the area assigned.
- Develop a plan.
- Brief the crew on the mission and establish leader's intent.
    - Make sure crew members understand the plan and risks.
    - Listen to any feedback crew members have.
- Re-evaluate the mission and adjust as needed to complete the work safely and in a timely manner.
- Communicate completions and any issues to the supervisor.

Coordinate safe travel to and from the fireline.

When to start task: Prior to traveling to and from the fireline.

Resources to complete task: IAP; travel directions to the fireline from the supervisor or other resources; *IRPG*; standard operating procedures (SOPs); maps; 4x4 vehicle; Supply Unit.

How to accomplish task:

- Consider the following items when coordinating travel:
    - Travel routes
    - Communication procedures
    - Accountability
- Consider:
    - Identification of ingress and egress routes
    - Bridge and road limits
    - Equipment weight and length
    - Weather effects
    - Turnouts/turnarounds
    - Parking areas
    - Safety zones
    - Lookouts en route
- Become familiar with the individual crew's SOPs and the capabilities of vehicles and operators.
- Ensure assigned resources have received the following:
    - Operational briefing
    - Daily supplies
    - Working radio and correct frequencies
    - Travel route to the predetermined location
- Assist assigned resources with getting supplies, as needed, in compliance with the contract.
- Travel to the work area and confirm assigned resources arrived at the work area.

*Scout line in critical areas.

When to start task: When en route to and arriving at the work area.

Resources to complete task: Briefing Checklist, Risk Management Process, and How to Properly Refuse Risk sections of the *IRPG*; IAP; information from local resources; Safety Officer (SOF); resource advisors.

How to accomplish task:

- Obtain a briefing from and confirm your assignment with the operational supervisor.
- Assess the work area and assignment(s), including:
  - Location(s).
  - Workload/timeframes:
    - Evaluate the span of control.
    - Determine the feasibility of the assignment in collaboration with assigned resources.
    - Provide recommendations, as appropriate to the assignment, up the chain of command.
  - Access/egress.
  - Fuel types.
  - Potential hazards, including but not limited to:
    - Environmental hazards.
    - Proximity to other resources and the fireline.
    - Fire behavior/intensity.
    - Nearby roads/trails.
    - Power lines.
    - Division breaks.
  - Critical holding points (i.e., underslung line, wind pressure side, high concentrations of fuel on burn side).
- Establish and communicate an emergency evacuation plan and ensure it is understood.
  - If the task cannot be conducted safely, utilize the How to Properly Refuse Risk checklist in the *IRPG*.
  - Communicate the plan with the supervisor.
- Brief the crew on the mission using the Briefing Checklist section of the *IRPG*.
- Manage crew members for fatigue, heat, and/or smoke exposure and rotate them where possible.
- Coordinate and communicate with adjoining resources and divisions.
- Utilize the Risk Management Process and How to Properly Refuse Risk sections of the *IRPG*.

*Conclude operations.

When to start task: Once firing operations are complete.

Resources to complete task: After Action Review (AAR) section of the *IRPG*; IAP; Burn Plan.

How to accomplish task:

- Debrief firing resources at the end of the operation.
- Receive and give constructive feedback during the AAR.

Communicate and Coordinate

Ensure personnel can effectively use multichannel radios.

When to start task: When radio use is necessary to communicate with your own or adjoining resources, and/or an IAP is received for the incident with a list of radio frequencies.

Resources to complete task: IAP; briefing from the Operations Section Chief (OSC); radio programming guides; other resources assigned to the fire; radios.

How to accomplish task:

- Obtain and verify frequencies being utilized for the incident/project.
  - Receive an in-brief and the IAP/in-brief packet.
  - Review the Incident Radio Communications Plan (ICS 205) contained within the packet and determine the relevant frequencies. Ask questions as needed to clarify which are pertinent to your assignment/location/work area.
  - Receive a clone for the radio or manually program the frequencies into the appropriate channels and ensure the frequencies and channels are correct.
  - Perform a radio check with all the radios to ensure positive communication and correct any mistakes.
- Utilize radios to communicate with all assigned resources.
  - Contact resources using handheld or mobile radios on appropriate frequencies, using proper radio etiquette (i.e., identify the unit you are calling, followed by your own identifier).
  - Communicate using clear text.
  - In the event of a medical emergency, always clear the appropriate channel for emergency traffic to report an Incident Within an Incident (IWI).

*Ensure effective communication with supervisors and adjacent resources within the established chain of command.

When to start task: Throughout the incident.

Resources to complete task: Communication Responsibilities section of the *IRPG*; IAP; unit-specific Aviation Safety Plan; *NWCG Standards for Aerial Ignition*, PMS 501; Burn Plan; radio operating sheets (e.g., National Incident Radio Support Cache [NIRSC] radio program guides).

How to accomplish task:

- Communicate effectively using multichannel radios.
  - Prepare and program radios for assignment.
  - Use clear text and ICS terminology.
- Coordinate with the Holding Boss.
  - Ensure that firing can proceed at a rate that holding resources can support.
  - Adjust the tempo or firing pattern, as necessary.
- Utilize established communication protocols with assigned pilots and operators when using aerial ignition or an unmanned aircraft system (UAS).
  - Use appropriate aviation terminology.
  - Reference the pilot's or operator's perspective when directing operations.
- Provide status updates to the supervisor.

- o Note progress, updated logistical needs, conditions affecting operations, hazardous conditions, air operations, special occurrences, etc.
  - o Advise on the implementation of contingency plans.
  - o Coordinate with the supervisor on reassignment of personnel (e.g., igniters are outpacing holders, conclusion of firing operations).
- Communicate and document when natural, cultural, and other resources of special concern are discovered. Include the actions taken to avoid or reduce impacts and/or the impacts that occurred when avoidance was not possible.
- Brief the supervisor and/or relief forces at the end of each shift.

Manage Risk

*Apply the Risk Management Process.

When to start task: Throughout the incident.

Resources to complete task: Risk Management Process section of the *IRPG*; IAP; unit-specific Aviation Safety Plan; Burn Plan.

How to accomplish task:

- Apply the relevant sections of the *IRPG*.
    - Implement the Risk Management Process and constantly re-evaluate.
    - Establish Lookouts, Communications, Escape Routes, and Safety Zones (LCES).
    - Communicate with all personnel.
    - Use Look Up, Down, and Around principles to help maintain situational awareness.
        - Adjust actions accordingly.
        - Develop and communicate contingency plans and trigger points.
- Utilize SOF(s) as appropriate to assist with the Risk Management Process and provide input on the safety of operations.

*Account for location, health, safety, and welfare of assigned personnel.

When to start task: Throughout the incident.

Resources to complete task: Risk Management Process of the *IRPG*; IAP; maps; Burn Plan; agency-specific risk management tools; SAFECOM; SAFENET.

How to accomplish task:

- Maintain spatial awareness of resources with regard to the firing operation.
    - Utilize agreed-upon reference locations (e.g., main fire, drop points, geographical features).
- Brief assigned resources on hazards pertinent to the work area, environment, etc.
- Monitor personnel for signs and symptoms of fatigue, illness, or injury.
    - Gain awareness of relevant preexisting medical conditions.
    - Mitigate appropriately.
- Submit accident/incident reports with the pertinent forms (SAFECOM, SAFENET, agency-specific forms) through the established chain of command.

*Develop and communicate contingency plans and trigger points.

When to start task: When a rapidly evolving situation demands high levels of planning and communication or fire behavior dictates a change in tactics or attack.

Resources to complete task: Refer to the Look Up, Down, and Around and the Wildland Urban Interface (WUI) Firefighting sections of the *IRPG*.

How to accomplish task:

- Think and plan strategically to develop:
    - A primary plan.
    - Alternative plan(s) in the event the primary plan is compromised.

      o   Contingency plan(s) if alternative plan(s) are compromised.
      o   Emergency actions should the overall mission be compromised.

*Plan for and manage medical emergencies.

When to start task: At the beginning and throughout the assignment.

Resources to complete task: Medical Incident Report template in the *IRPG*; Medical Plan and Medical Incident Report (ICS 206 WF); IAP; Burn Plan; Manage an IWI section of the *NWCG Standards for Wildland Fire First Aid*, PMS 560.

How to accomplish task:

- Review the medical response requirements:
  - Communication procedures
  - Transportation/aviation plan
  - On-site medical personnel
  - Medical Plan and Medical Incident Report (ICS 206 WF)
- Direct all employees to review the process for responding to medical incidents, where to find the Medical Plan and Medical Incident Report (ICS 206 WF), and how to complete it.
- Follow the Medical Plan (ICS 206) when medical emergencies occur.

Document

Complete all administrative tasks and documentation in an accurate and timely manner.

When to start task: When directed to complete as outlined by agency policy or tasked by direct supervisor.

Resources to complete task: Activity Log (ICS 214); Incident Personnel Performance Rating (ICS 225 or ICS 225 WF); Crew Time Report (CTR), SF 261; travel log; agency/mission-specific forms, accident forms, and other documents as assigned; *NWCG Standards for Interagency Incident Business Management*, PMS 902.

How to accomplish task:

- Complete the forms as outlined by agency policy, instructions provided with the form, and/or specific instructions from the Incident Management Team (IMT) or assigned supervisor for the incident or prescribed fire.
    - Retain all travel documentation and receipts per agency direction (e.g., air, rental car, lodging, fuel).

Demobilize

Prepare for and implement demobilization.

When to start task: Upon completion of assignment.

Resources to complete task: IAP; agency-specific travel policy; *******Interagency Standards for Fire and Fire Aviation Operations* (Red Book).

How to accomplish task:

- Determine and complete the demobilization process as appropriate.
- Brief assigned resources on demobilization procedures and responsibilities.
    - Follow incident and agency demobilization procedures and work/rest driving standards.
- Return equipment and supplies as appropriate.
- Resupply items that were lost, damaged, or consumed during the incident.
- Report your status to the home unit, including your estimated time of arrival (ETA) to the home unit.

The *NWCG Incident Position Standards for Firing Boss, Single Resource* is developed and maintained by the Fuels Management Committee (FMC), an entity of the National Wildfire Coordinating Group (NWCG).

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Submit comments, questions, and recommendations to the appropriate agency program manager assigned to the FMC using the NWCG Publication Review Form, https://www.nwcg.gov/publications/publication-review-form. View the complete roster at https://www.nwcg.gov/committee/fuels-management-committee/roster.