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NWCG Incident Position Standards for Fire Effects Monitor

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The *NWCG Incident Position Standards for Fire Effects Monitor* establishes national interagency standards for operating as a Fire Effects Monitor (FEMO) 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 Fire Effects Monitor Position Page, <https://www.nwcg.gov/positions/fire-effects-monitor>, 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 Fire Effects Monitor.

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

- *10 Standard Firefighting Orders*, PMS 110, <https://www.nwcg.gov/publications/pms110>
- *18 Watch Out Situations*, PMS 118, <https://www.nwcg.gov/publications/pms118>
- *NWCG Smoke Management Guide for Prescribed Fire*, PMS 420-3, <https://www.nwcg.gov/publications/pms420-3>
- *Fire Weather*, PMS 425-1, <https://www.nwcg.gov/publications/pms425-1>
- *NWCG Guide for Wildland Fire Modules*, PMS 431, <https://www.nwcg.gov/publications/pms431>
- *Fire Behavior Field Reference Guide*, PMS 437, <https://www.nwcg.gov/publications/pms437>
- *NWCG Guide to Fire Behavior Assessment*, PMS 437-1, <https://www.nwcg.gov/publications/pms437-1>
- *Fire Weather Cloud Chart*, PMS 438, <https://www.nwcg.gov/publications/pms438>
- *NWCG Fire Environment Poster*, PMS 439, <https://www.nwcg.gov/publications/pms439>
- *NWCG Incident Response Pocket Guide (IRPG)*, PMS 461, <https://www.nwcg.gov/publications/pms461>
- *Basic Land Navigation*, PMS 475, <https://www.nwcg.gov/publications/pms475>
- *Smoke and Roadway Safety Guide*, PMS 477, <https://www.nwcg.gov/publications/pms477>
- *A Preparedness Guide for Wildland Firefighters and Their Families*, PMS 600, <https://www.nwcg.gov/publications/pms600>
- *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 and Medical Incident Report (ICS 206 WF)
 - General Message (ICS 213)
 - Activity Log (ICS 214)
 - Demobilization Check-Out (ICS 221)
 - 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
- Job Aids, <https://www.nwcg.gov/training/job-aids>
 - J-001, *How to Correctly Fill Out the Crew Time Report (CTR), SF 261 (PSM-001)*
 - J-101, *Packing List for Wildland Fire Fireline Personnel*
 - J-301, *Thinking Skills for Risk Management*
- *Creating Photographic Loading Sequences in the Field for the Photoload Sampling Technique*, RMRS-GTR-416, https://www.fs.usda.gov/rm/pubs_series/rmrs/gtr/rmrs_gtr416.pdf
- Fire Effects Information System (FEIS), <https://research.fs.usda.gov/feis>
- Fire Effects Monitoring and Inventory System (FIREMON), <https://www.frames.gov/firemon/home>
- Fire Environment Mapping System (FEMS), <https://fems.fs2c.usda.gov/ui?Weather/hourly/temperature/3/topo/0/12120/false/false>

- *Fire Monitoring Handbook*, <https://www.nps.gov/orgs/1965/upload/fire-effects-monitoring-handbook.pdf>
 - Appendix A Monitoring Data Sheets FMH-1 through FMH-3A
- Fire Weather Dashboard, <https://www.weather.gov/dlh/fwd>
- *Fuel Moisture Collection Methods – A Field Guide*, SDTDC 1151-1803, <https://www.fs.usda.gov/t-d/pubs/pdf/11511803.pdf>
- InciWeb, <https://inciweb.nwcg.gov>
- *Mobile Fire-Weather Observer's Record* (NFES 001159), https://www.fs.usda.gov/t-d/programs/fire/documents/5100_150_Observers_Notebook_062017.pdf
- National Geographic Area Coordination Center (GACC) Website Portal, <https://gacc.nifc.gov/>
- National Interagency Fire Center (NIFC) ArcGIS Online (AGOL), <https://nifc.maps.arcgis.com/home/index.html>
- NWCG 6 Minutes for Safety, <https://www.nwcg.gov/committee/6-minutes-for-safety-subcommittee>
- NWCG Finance and Business Management Committee (FBC), <https://www.nwcg.gov/committee/finance-and-business-management-committee>
- *The Photoload Sampling Technique: Estimating Surface Fuel Loadings From Downward-Looking Photographs of Synthetic Fuelbeds*, RMRS-GTR-190, https://www.fs.usda.gov/rm/pubs/rmrs_gtr190.pdf
- Risk Management Assistance (RMA) Dashboard, <https://experience.arcgis.com/experience/f9d7f7f920494c3db43a23a8dffe4664>
- SAFECOM, <https://www.safecom.gov/>
- SAFENET, <https://safenet.nifc.gov/>
- *Standard Fire Behavior Fuel Models: A Comprehensive Set for Use with Rothermel's Surface Fire Spread Model*, RMRS-GTR-153, <https://gacc.nifc.gov/oncc/docs/40-Standard%20Fire%20Behavior%20Fuel%20Models.pdf>
- *A Synthesis of Fuel Moisture Collection Methods and Equipment – A Desk Guide*, SDTDC 1151-1806, <https://www.fs.usda.gov/t-d/pubs/pdf/11511806.pdf>
- U.S. General Services Administration (GSA) Travel Page, <https://www.gsa.gov/travel>
- *A Visual Training Tool for the Photoload Sampling Technique*, RMRS-GTR-242, https://www.fs.usda.gov/rm/pubs/rmrs_gtr242.pdf
- Wildland Fire Application Portal – FAMAuth, <https://famauth.wildfire.gov/>
- Wildland Fire Leadership Development Program (WFLDP) Toolbox, <https://www.nwcg.gov/training/wfldp/wfldp-toolbox>

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 1, Follower (Provide Action)**

Followers have several responsibilities: to become competent in basic job skills, take initiative, learn from others, ask questions, and develop communication skills.

<https://www.nwcg.gov/committee/leadership-committee/leadership-levels>.

Description

- Leadership development starts the first day of the job.
- Followers function as a team member.
- Part of being a leader is exercising good followership and understanding human dynamics.
- Followership begins the journey of becoming a student of fire.

Behaviors

- Performs entry-level incident management tasks, contributing to team mission accomplishment and performance.
- Takes responsibility for personal actions and decisions, demonstrating the core value of integrity.
- Takes initiative to ensure the mission is accomplished and team performance is improved.
- Practices the five communication responsibilities to develop skill and ensure individual contribution to risk management.
- Interacts with team members, in a positive and constructive manner, to build team cohesion.
- Acts with humility and learns from others to improve technical and leadership skills.
- Asks questions to increase individual knowledge and improve the safety of self and team members.

Knowledge

- Knowledge of the wildland fire leadership values, principles, and traits to inform expectations of their behaviors as a team member.
- Knowledge of leadership concepts including courage, compassion, authenticity, humility, and empathy to inform expectations of their behavior as a team member.
- Knowledge of the risk management process to understand their role in accident prevention and decision-making.
- Knowledge of the decision-making process to inform their role in an effective decision process.
- Knowledge of the impacts of cumulative and traumatic stress to assist in ensuring resilience and mental and emotional health.
- Knowledge of the elements of human factors and barriers to situational awareness to understand how human elements can contribute to team performance and fireline safety.
- Knowledge of the value differences of thought and perspective bring to team performance to ensure respectful interactions with team members and to contribute to a positive team culture/command climate.



Prepare and Mobilize

***Ensure individual readiness.**

When to start task: Prior to the assignment.

Resources to complete task: *IRPG*; *Fire Weather*, PMS 425-1; *NWCG Guide for Wildland Fire Modules*, PMS 431; *Fire Behavior Field Reference Guide*, PMS 437; *NWCG Guide to Fire Behavior Assessment*, PMS 437-1; *NWCG Fire Environment Poster*, PMS 439; *Smoke and Roadway Safety Guide*, PMS 477; *A Preparedness Guide for Wildland Firefighters and Their Families*, PMS 600; General Message (ICS 213); Activity Log (ICS 214); Incident Personnel Performance Rating (ICS 225 or ICS 225 WF); Crew Time Report (CTR), SF 261; J-101, *Packing List for Wildland Fire Fireline Personnel*; *Standard Fire Behavior Fuel Models: A Comprehensive Set for Use with Rothermel's Surface Fire Spread Model*, RMRS-GTR-153; *The Photoload Sampling Technique: Estimating Surface Fuel Loadings From Downward-Looking Photographs of Synthetic Fuelbeds*, RMRS-GTR-190; *A Visual Training Tool for the Photoload Sampling Technique*, RMRS-GTR-242; *Creating Photographic Loading Sequences in the Field for the Photoload Sampling Technique*, RMRS-GTR-416; FEIS; FIREMON; *Fire Monitoring Handbook*; local or regional monitoring forms (e.g., Appendix A Monitoring Data Sheets FMH-1 through FMH-3A of *Fire Monitoring Handbook*); NIFC AGOL; Wildland Fire Application Portal – FAMAuth; ****Interagency Standards for Fire and Fire Aviation Operations (Red Book)**; ****National Interagency Standards for Resource Mobilization**.

How to accomplish task:

- Verify your data/status is current in resource ordering applications (e.g., Interagency Resource Ordering Capability [IROC]).
- Review agency wildland fire procedures, policies, and regulations related to the position.
 - Read appropriate agency manuals and handbooks.
 - Review recent changes in agency/interagency policies and directives related to position responsibilities.
- Build a FEMO kit.
 - Kit contents
 - Fire weather monitoring tools (e.g., belt weather kit, Kestrel weather meter)
 - Electronic mapping device (e.g., phone, tablet, Global Positioning System [GPS])
 - Electronic mapping applications (e.g., Field Maps, Avenza, Survey 123)
 - Supplemental monitoring tools
 - ❖ Fuel sampling kit (e.g., scales, tins, pruning shears, handsaw, go/no-go fuel gauge)
 - ❖ Plot monitoring kit (e.g., engineer tape, surveyor post, sampling square, whiteboard)
 - Compass
 - Clinometer
 - Camera
 - Calculator
 - Ruler
 - Observation forms
 - *IRPG*
 - *NWCG Guide for Wildland Fire Modules*, PMS 431



- Documentation forms
 - Resource order
 - Incident Qualifications Card (Red Card)
 - Rental, National Emergency Rental Vehicle (NERV), agency-owned vehicle (AOV), or privately owned vehicle (POV) documentation
 - ❖ Travel log (if applicable)
 - ❖ Accident forms
 - Crew Time Report (CTR), SF 261 (electronic version acceptable)
 - Agency-specific forms
 - General Message (ICS 213) (electronic version acceptable)
 - Activity Log (ICS 214) (electronic version acceptable)
 - Incident Personnel Performance Rating (ICS 225 or ICS 225 WF) (electronic version acceptable)
 - Geographic area supplements
 - ❖ Obtain these supplements from your incident supervisor, the incident agency, or the website for each GACC or NWCG FBC.
- Pack a personal gear bag for 14 to 21 days and adhere to the weight limitations in ***National Interagency Standards for Resource Mobilization*.
- Ensure fireline readiness. Refer to J-101, *Packing List for Wildland Fire Fireline Personnel*.
- Prepare to be absent from home/family. Refer to *A Preparedness Guide for Wildland Firefighters and Their Families*, PMS 600.
- Ensure access to incident-related applications (e.g., NIFC AGOL account, Wildland Fire Application Portal – FAMAuth).
 - If needed, request access to any of these resources.

Gather critical information pertinent to the assignment.

When to start task: Upon receipt of resource order.

Resources to complete task: Agency-specific guidelines; geographic area supplements; Incident Action Plan (IAP); local in-brief package; local maps; Prescribed Fire Plan; resource order; ***Interagency Standards for Fire and Fire Aviation Operations* (Red Book); ***National Interagency Standards for Resource Mobilization*.

How to accomplish task:

- Review the resource order for correct spelling, home unit, phone numbers, and all other information.
 - Ensure the resource order contains the following information as a baseline and request updates from the incident supervisor, if needed:
 - Incident name
 - Incident number
 - Request number
 - Financial code
 - Incident phone number
 - Reporting time
 - Reporting location
 - Transportation arrangements/travel routes
 - Contact procedures during travel (e.g., telephone/radio)
 - Special needs



- Authorization for use of equipment (e.g., laptops, GPS, cell phones, rental vehicle)
- Gather situational awareness about the assignment, such as:
 - Assignment details from the incident supervisor or dispatch.
 - Incident-specific references.
 - Prescribed Fire Plan
 - IAP, if available
 - A local in-brief package, including:
 - Local maps.
 - Local National Weather Service office.
 - Local safety concerns.
 - Pocket cards.
 - Radio communications.
 - Predictive services and intelligence information.
 - Fire intelligence applications (e.g., InciWeb, RMA Dashboard, FEMS).
- Gather critical information pertinent to travel.
- Obtain a travel itinerary.
 - Access the agency-specific travel portal or coordinate with dispatch regarding:
 - Mode of travel.
 - Estimated time of departure (ETD) and location of departure.
 - Estimated time of arrival (ETA) and location of destination.
 - Location for remain overnight (RON) if you are unable to reach the end destination within that operational shift.

Travel to and check in at assignment.

When to start task: Upon receipt of resource order.

Resources to complete task: *NWCG Standards for Interagency Incident Business Management*, PMS 902; agency-specific travel program; ***Interagency Standards for Fire and Fire Aviation Operations* (Red Book); ***National Interagency Standards for Resource Mobilization*.

How to accomplish task:

- Establish travel plans that follow agency policy.
- Follow air and ground travel guidelines.
 - Air travel considerations
 - Follow agency policy for commercial air travel.
 - Ground travel considerations
 - Follow time limitations/driver duty day limitations.
 - Ensure your rental, NERV, AOV, or POV is on the resource order, if applicable.
 - Refer to the GSA website for per diem and lodging rates.
 - Follow agency procedures for exceeding per diem allowance.
- Model professionalism for both internal and external customers.
- Arrive at the incident and check in.
 - Arrive properly equipped at the assigned location within acceptable time limits.
 - Notify dispatch of any time delays.
 - Notify the resource order point of contact upon arrival.
- Follow required check-in procedures.



Build the Team

***Participate in functional briefings.**

When to start task: Upon assignment and throughout the incident.

Resources to complete task: Briefing Checklist section of the *IRPG*; IAP; local in-brief package; local monitoring plan; maps; other relevant local planning documents; Prescribed Fire Plan; WFLDP Toolbox – Briefing and Intent.

How to accomplish task:

- Obtain a briefing from the supervisor for the following:
 - Leader's intent
 - Roles and responsibilities of the FEMO on the incident
 - Objectives
 - Organizational structure (e.g., chain of command)
 - Weather
 - Fire behavior
 - Communications and reporting procedures
 - Safety and risk management
 - Field assignment
 - Special considerations and values at risk
- Obtain and review IAPs, the Prescribed Fire Plan, other relevant plans, maps, and local area information.
- Participate in additional briefings as needed. Ensure relevant information is exchanged.
- Establish and maintain positive interpersonal and interagency working relationships.
- Conduct yourself in a professional manner.



Perform Fire Effects Monitor-Specific Duties

***Determine equipment and logistical needs for monitoring, based on objectives.**

When to start task: Throughout the assignment.

Resources to complete task: *NWCG Guide for Wildland Fire Modules*, PMS 431; *NWCG Guide to Fire Behavior Assessment*, PMS 437-1; *Smoke and Roadway Safety Guide*, PMS 477; General Message (ICS 213); *Creating Photographic Loading Sequences in the Field for the Photoload Sampling Technique*, RMRS-GTR-416; FIREMON; *Fire Monitoring Handbook*; IAP; local or regional monitoring forms (e.g., Appendix A Monitoring Data Sheets FMH-1 through FMH-3A of *Fire Monitoring Handbook*); Prescribed Fire Plan.

How to accomplish task:

- Gather situational awareness relevant to the assignment.
 - Consider the location of the assignment, priorities, schedule, methods of communication, and documentation.
- Review the Prescribed Fire Plan/IAP and other relevant planning documents. Determine relationships between the following:
 - Management objectives
 - Prescription parameters and critical weather thresholds
 - Appropriate sampling intensity for fire effects and weather data
 - Required observation components, timelines, and available resources
 - Potential safety hazards of the assignment
 - Smoke management requirements
- Obtain or order appropriate work materials, supplies, and equipment to complete the assignment using established procedures.
- Communicate any concerns to the supervisor.

***Record pre- and post-fire conditions at sample locations representative of measurable objectives.**

When to start task: Throughout the assignment.

Resources to complete task: *Fire Monitoring Handbook*; IAP; local monitoring plan; local or regional observation forms; maps; Prescribed Fire Plan.

How to accomplish task:

- Select appropriate field sites (e.g., photo points, fuel loading plots) and:
 - Record pre-fire conditions (e.g., collect baseline data, take photos).
 - Record conditions during the fire (e.g., record fire behavior, weather, smoke, photos, videos).
 - Record conditions immediately post-fire (e.g., remeasure variables, take post-burn photos).
- Characterize and record the range of variability of first order fire effects that result from fire behavior.



***Collect fuel moisture data based on objectives.**

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

Resources to complete task: *NWCG Guide for Wildland Fire Modules*, PMS 431; *Fire Behavior Field Reference Guide*, PMS 437; *A Synthesis of Fuel Moisture Collection Methods and Equipment – A Desk Guide*, SDTDC 1151-1806; FEMS; *Fire Monitoring Handbook*; *Fuel Moisture Collection Methods – A Field Guide*, SDTDC 1151-1803; local fuel sampling protocols.

How to accomplish task:

- Select a representative sampling location (e.g., fuel type, aspect, elevation).
- Measure fuel moisture (e.g., of live and/or dead fuels).
 - Utilize appropriate tools to collect measurements (e.g., Protimeter, 10-hour fuel sticks, oven drying, Computrac).
 - Document the weather, topographic features, and vegetation that are influencing fuel moisture (e.g., slope, aspect, shading, canopy cover, relative humidity, precipitation).

***Report weather and atmospheric characteristics that influence fire behavior.**

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

Resources to complete task: Fire Environment section of the *IRPG*; *Fire Weather*, PMS 425-1; *NWCG Guide for Wildland Fire Modules*, PMS 431; *Fire Behavior Field Reference Guide*, PMS 437; *Fire Weather Cloud Chart*, PMS 438; *Fire Monitoring Handbook*; Fire Weather Dashboard; fire weather monitoring kit (e.g., belt weather kit, Kestrel weather meter); *Mobile Fire-Weather Observer's Record* (NFES 001159); observation forms.

How to accomplish task:

- Obtain and review local forecasts.
- Select representative locations to collect weather observations.
 - Refer to *Fire Behavior Field Reference Guide*, PMS 437, for standard protocols.
- Determine appropriate intervals to collect weather observations.
 - Identify how these intervals may change based on changing conditions.
- Record inputs for spot weather forecasts.
 - Request a spot weather forecast, if directed.
- Take accurate on-site weather measurements (e.g., midflame wind speed, wind direction, relative humidity, and other characteristics that influence fire behavior) and record them on observation forms.
- Document topographic features that influence localized weather conditions (e.g., slope, aspect, shading, elevation).
- Recognize and report any additional atmospheric characteristics that influence fire behavior, including:
 - Winds associated with thunderstorm cells and their effect on fire behavior.
 - Wind speed changes and direction shifts associated with the passage of a cold front and the effects on fire behavior.
 - Other indications of an unstable atmosphere (e.g., fire whirls, dust devils).
- Recognize critical weather patterns that influence extreme fire behavior (e.g., Foehn winds, frontal winds, onshore and offshore winds, drought).
- Communicate observed trends and changing conditions to update situational awareness for the supervisor, incident personnel, and/or local National Weather Service office.



***Report fire behavior throughout the operational period.**

When to start task: Throughout the assignment.

Resources to complete task: Fire Environment section of the *IRPG*; *NWCG Guide for Wildland Fire Modules*, PMS 431; *Fire Behavior Field Reference Guide*, PMS 437; *Standard Fire Behavior Fuel Models: A Comprehensive Set for Use with Rothermel's Surface Fire Spread Model*, RMRS-GTR-153; *Fire Monitoring Handbook*; observation forms.

How to accomplish task:

- Observe and record fire behavior characteristics, such as:
 - Rate of spread.
 - Fuel characteristics (e.g., primary carrier, fuel model, fuel arrangement).
 - Flame length.
 - Flame zone depth.
 - Fire type (e.g., heading, flanking, backing).
 - Fire spread type (e.g., smoldering, creeping, running, torching, spotting, active crown, extreme, erratic).
 - Spotting (e.g., frequency, distance)
 - Torching (e.g., single or group)
 - Crowning (e.g., active, passive, or independent)
- Monitor ignition operations and note the resulting fire behavior characteristics.
 - Compare observed behavior to incident objectives.
- Note how fuels, weather, and topography influence fire behavior.
 - Refer to the Fire Environment section of the *IRPG*.
- Communicate changing conditions to the supervisor and incident personnel.

***Record smoke dispersion.**

When to start task: Throughout the assignment.

Resources to complete task: Fire Environment and Specific Hazards sections of the *IRPG*; *NWCG Smoke Management Guide for Prescribed Fire*, PMS 420-3; *NWCG Guide for Wildland Fire Modules*, PMS 431; *Smoke and Roadway Safety Guide*, PMS 477; *Fire Monitoring Handbook*; observation forms.

How to accomplish task:

- Record smoke observations, such as:
 - Color.
 - Volume (e.g., very light, light, moderate, heavy, very heavy).
 - Column direction.
 - Height.
 - Estimate using the relationship to topographic features.
 - Plume type.
- Identify other factors influencing smoke characteristics (e.g., inversions, transport winds, topography).
- Monitor the smoke impacts on local receptors and areas of concern.
- Communicate significant changes and observations to the supervisor and incident personnel.
 - Report visibility and safety concerns.



***Plot pertinent information on a map.**

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

Resources to complete task: Other References section of the *IRPG*; *NWCG Guide for Wildland Fire Modules*, PMS 431; *Basic Land Navigation*, PMS 475; electronic mapping applications (e.g., Field Maps, Avenza, Survey 123); *Fire Monitoring Handbook*; local maps.

How to accomplish task:

- Inspect the project or assigned area and plot required information on a map.
 - Identify significant fire effects observation locations (e.g., photo points, weather observation locations, monitoring plots, significant fire effects).
 - Record incident-specific features (e.g., roads, fuel breaks, improvements, hazards).
 - Determine and record the incident perimeter and identify potential changes (e.g., acreage).
 - Identify and map values potentially affected by the fire or fire operations.
- Review the maps and overlays of reported data to ensure accuracy.



Communicate and Coordinate

***Follow established processes and chain of command for collecting, producing, and distributing information.**

When to start task: Upon assignment and throughout the incident.

Resources to complete task: Communication Responsibilities section of the *IRPG*; General Message (ICS 213); IAP; Prescribed Fire Plan; resource order.

How to accomplish task:

- Apply the ICS.
 - Identify and contact the supervisor.
 - Follow the chain of command.
 - Use the appropriate ICS forms.
 - Use the appropriate ICS terminology.
- Communicate effectively with the supervisor and incident personnel.
 - Maintain communication with the supervisor while moving around the incident area.
 - Advise the supervisor of progress and results, equipment issues, and safety concerns.

***Communicate effectively using multichannel radios.**

When to start task: Upon arrival and throughout the incident.

Resources to complete task: *NWCG Guide for Wildland Fire Modules*, PMS 431; Assignment List (ICS 204); Incident Radio Communications Plan (ICS 205); IAP; local repeater map; Prescribed Fire Plan; radio programming guide.

How to accomplish task:

- Clone or manually program the radio frequencies into the appropriate channels and ensure the frequencies and channels are correct.
- Change your location or frequency/channel to improve reception/transmission as needed.
- Follow incident radio protocols and all check-in and check-out procedures.
- Exercise radio discipline and communicate using clear, concise language and appropriate ICS terminology.

Participate in After Action Reviews (AARs).

When to start task: Throughout the assignment.

Resources to complete task: After Action Review (AAR) section of the *IRPG*; Activity Log (ICS 214); IAP; Prescribed Fire Plan; WFLDP Toolbox – After Action Reviews.

How to accomplish task:

- Participate in AARs as directed by the supervisor.
 - Identify successes and opportunities to improve.
 - Promote clear dialogue and open communication.
 - Engage in active listening.
 - Provide and receive constructive feedback.
 - Provide context and insights based on your individual experience/perspective.
- Apply lessons learned in AARs to future work.



***Provide monitoring summary for assigned area.**

When to start task: At the end of the assignment.

Resources to complete task: *Fire Monitoring Handbook*; IAP; observation forms; Prescribed Fire Plan.

How to accomplish task:

- Provide completed observation logs or forms for weather, fire behavior, fuel conditions, and fire effects, as assigned.
 - Summarize observations as requested by the supervisor (e.g., debrief, summary report).
- Document first order fire effects, which may include:
 - Burn pattern.
 - Fuel loadings and consumption.
 - Burn severity.
 - Plant mortality.
 - Scorch height.
 - Hydrophobicity.
 - Smoke observations.
 - Property damage.
- Compare observed fire behavior and effects with incident objectives.

Manage Risk

***Apply the Risk Management Process.**

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

Resources to complete task: Medical Incident Report, Risk Management Process, How to Properly Refuse Risk, and Lookouts, Communications, Escape Routes, and Safety Zones (LCES) sections of the *IRPG*; Medical Plan and Medical Incident Report (ICS 206 WF); J-301, *Thinking Skills for Risk Management*; IAP; NWCG 6 Minutes for Safety; Prescribed Fire Plan; risk assessment/job hazard analysis (JHA) worksheets; RMA Dashboard; SAFECOM; SAFENET; ****Interagency Standards for Fire and Fire Aviation Operations** (Red Book).

How to accomplish task:

- Apply the Risk Management Process as stated in the *IRPG*.
- Conduct monitoring and observation operations in accordance with *10 Standard Firefighting Orders*, PMS 110; *18 Watch Out Situations*, PMS 118; and LCES principles.
- Maintain situational awareness by monitoring relevant radio channels, attending operational briefings, and reviewing the IAP at the beginning of each shift.
- Monitor for signs and symptoms of physical and mental fatigue, illness, or injury. Mitigate appropriately.
- Receive and share safety concerns with the supervisor and incident personnel.
- Operate safely around heavy equipment and aircraft.
- Follow the How to Properly Refuse Risk guidelines in the *IRPG*, as applicable.
- Follow agency work/rest guidelines and driving standards throughout the incident.
- Plan for medical emergencies. Be prepared to follow the Medical Plan (ICS 206).
- Submit accident/incident reports with pertinent forms (i.e., SAFECOM, SAFENET, agency-specific forms) through the established chain of command, as needed.

Document

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

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

Resources to complete task: General Message (ICS 213); Activity Log (ICS 214); Crew Time Report (CTR), SF 261; Property Loss or Damage Report – Fire Suppression, OF 289; J-001, *How to Correctly Fill Out the Crew Time Report (CTR), SF 261 (PSM-001)*.

How to accomplish task:

- Obtain, complete, and submit required documentation based on agency, form, and/or incident-specific instructions, including:
 - General Message (ICS 213).
 - Activity Log (ICS 214).
 - Crew Time Report (CTR), SF 261.
 - Property Loss or Damage Report – Fire Suppression, OF 289.
- Submit observation forms as requested by the supervisor (e.g., spot weather requests, test fire documentation, fire behavior, fire weather, monitoring summary).
- Review and complete PTBs as needed.

Demobilize

Prepare for and implement demobilization.

When to start task: At the end of the assignment.

Resources to complete task: *NWCG Standards for Interagency Incident Business Management*, PMS 902; General Message (ICS 213); Demobilization Check-Out (ICS 221); Incident Personnel Performance Rating (ICS 225 or ICS 225 WF); Incident Time Report, OF 288; agency-specific travel system; geographic mobilization standards/guides; incident-specific check-out forms; resource order; ***Interagency Standards for Fire and Fire Aviation Operations* (Red Book); ***National Interagency Standards for Resource Mobilization*.

How to accomplish task:

- Receive and follow demobilization instructions from the supervisor.
- Check out with the appropriate agency or incident personnel prior to departure and complete the closeout/debriefing.
 - If required, complete Demobilization Check-Out (ICS 221) and submit the completed form to the appropriate person.
 - Obtain a final Crew Time Report (CTR), SF 261 from the supervisor or Incident Time Report, OF 288 from the Finance/Administration Section before leaving the incident.
- Notify relevant contacts of your departure.
- Debrief with the incoming replacement, if applicable.
- Request Incident Personnel Performance Rating (ICS 225 or ICS 225 WF) from the supervisor, as applicable.
- Arrange and document travel to your home unit or reassignment.
- Check in with your home dispatch center and supervisor upon arrival.

An entity of the National Wildfire Coordinating Group (NWCG), the Operations Management Committee (OMC) oversees the development and maintenance of the *NWCG Incident Position Standards for Fire Effects Monitor*.

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