

CHAPTER 20

ADMINISTRATIVE PROCEDURES AICC OPERATIONS

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20.1 SAFETY

It is the primary concern of AFS management to prevent accidents from occurring on any wildland fire or other AFS operation or at any facility. Safety is a responsibility shared by all employees, all supervisors, and all managers. It holds the highest priority in planning and executing AFS operations. No objective is so important that the safety of personnel will be compromised to accomplish it. Great effort is given to insure all personnel are qualified, trained, fit, and equipped to perform any task they are assigned and that all safety procedures and regulations are adhered to and complied with. The AFS Safety Action Plan provides guiding elements and action items for safety program management within AFS.

Personnel filling any fire position must meet training prerequisites, job currency, and fitness levels as specified in the NWCG PMS 310-1 (part 1 and 2) as well as any additional AFS requirements.

A. Required training at a glance: A complete list of safety training can be found on the IB No. 2007 – 74. Mandatory Safety Training

- Hazardous Communication (HAZCOM) – See IB
- HAZMAT Awareness- yearly
- Basic First Aid - every 2 years
- Cardio Pulmonary Resuscitation (CPR) – offered w/ Basic First Aid
- Blood Borne Pathogen (BBP) – offered w/ Basic First Aid
- Automated External Defibrillator (AED) - offered w/ Basic First Aid
- Fireline Safety Refresher – yearly, prior to any fire assignment
- Fixed Wing / Helicopter Aviation Safety (B-3) every 3 years
- Defensive Driving- every 3 years online through DOI Learn
- Off-Road 4X4 or >1 ton Vehicle Operator Training – One time road test when getting Government Driver's I.D. . New employees receive specified training from fleet manager
- ATV- As outlined in the new Chapter 27 of BLM Manual 1112-1 dated March 11, 2008
- Tower Safety/Fall Protection Training – every three years for all designated climbers.
- Firearm Certification - yearly for all those carrying firearms
- Boat Operator Certification - yearly for those operating water craft
- Safety Training for Managers- once
- Safety Orientation for Employees – once, All employees

B. Safety Regulations

All employees will adhere to the safety regulations stated in the *BLM Manual Handbook 1112-2*, OSHA Standards, *NWCG Fireline Handbook, Interagency Standards for Fire and Fire Aviation Operations 2008*, *Interagency Helicopter Operations Guide*, as well as any other policy, procedure, or standard which has been adopted by the BLM/AFS and not specifically cited.

C. Members of AFS Safety Council

Each Branch will be represented on the Safety Council. Council members will work to foster an attitude of safety among all employees and public visitors. Their responsibilities include:

- Promote and participate in SIX & SEVEN MINUTES for SAFETY, RISK MANAGEMENT, and RISK ASSESSMENT DEVELOPMENT.
- Attend spring & fall safety council meetings, provide monthly fire extinguisher checks and submit needs for the first aid cabinets.
- Participate in facilities inspections and seek to insure compliance with safety regulations.

D. Accidents and Occupational Illness/Exposure

Employees must promptly report all accidents, illnesses, or exposures to their supervisors. All appropriate forms must be filed with Financial Services within three days of the incident. Reference the current AFS Interagency Compensation Reporting Procedures memorandum for more information. **Supervisors are directly responsible for electronically entering all accident information into the DOI Safety Management Information System (SMIS).** This is an Internet based system and can be found at <http://www.smis.doi.gov>. This information must be submitted within seven days of the incident.

E. Serious Accidents or Fatalities

All serious accidents or fatalities must be reported to supervisors immediately or as soon as possible. The procedures in the *Employee Casualty Guide for Managers and Supervisors* will be followed in all instances involving the death of an employee while on official duty or in travel status. Helpful guidance may also be found in the *NWCG Agency Administrator's Guide to Critical Incident Management* (PMS 926).

Simple steps to follow are:

- Give victims aid and comfort (stabilize and transport)
- Secure the accident site and preserve the evidence
- Gather and verify initial information (who, when, where, why)
- Notify supervisors
- Ensure communications are controlled, factual and confidential until instructed otherwise.

F. Critical Incident Stress Debriefing Teams

Critical Incident Stress Debriefing Teams are available by agency administrators contacting the Employee Assistance Program (EAP) Coordinating office at 1-800-222-0364. They will arrange the necessary response depending on the situation. Those involving fire incidents should be coordinated through zone fire management officers, AICC and the AFS manager. Assistance is also available from the Federal Employee Assistance Program representative in Anchorage at (907) 271-1307; however, the actual mobilization of a **Critical Incident Debriefing Team** should be done through the National Office.

G. Personal Protective Equipment

AFS adheres to all DOI, BLM, FAA, OAS, and NWCG standards for PPE. OSHA standards are strictly implemented as well. The only deviation from accepted policy is a waiver for the use of rubber bottom/leather upper “Bean Hunting Boot” type of foot wear. This is due to the often wet conditions encountered in Alaska.

Provided PPE will include:

- Hard Hat - Hard hats are to be worn by all personnel at all times when on the fireline. A chin strap is to be used to secure the hat whenever working around aircraft in order to prevent hazard to the aircraft and personnel.
- Gloves — leather gloves for fireline work and Nomex for aviation operations
- Fire Resistant Clothing — aramid fiber shirt and pants will be provided for firefighters. Aviation flight suits are available for aviation operations. All personnel are required to wear fire resistant clothing covering their arms, torso, and legs whenever on the fireline. See specific aviation regulations for Nomex requirements.
- Fire Shelters w/case — Fire shelters will be worn by all personnel when ever on the fireline including prescribe fire operations. Yearly refresher training on the proper use of fire shelters is required.
- Hearing Protection — Personnel shall wear hearing protection as required to meet OSHA standards
- Eye Protection — Safety goggles will be worn to meet OSHA and agency standards.
- Chain Saw Chaps — chaps must be worn whenever operating a chain saw.
- First Aid Kit — each firefighter will be issued an individual First Aid kit. Crew size First Aid kits and Body Fluids Barrier kits are also available from the AFS warehouse.

H. Rendering Medical Assistance/Blood Borne Pathogens

CPR, first aid and other medical assistance will be rendered by anyone who has been properly trained and is currently certificated in that function. All bodily fluid, including, but not limited to, blood, human waste, semen, vaginal secretions, and cerebrospinal fluid should be considered as potentially infectious and universal precautions should be used. Universal precautions include, but are not limited to, non-latex exam gloves, face mask with eye shields, safety glasses and fluid impervious gown. Universal precautions should also be used when cleaning up potentially infectious materials. Follow biohazard disposal procedures for contaminate and disposal of potentially infectious materials such as clothing, used medical supplies, sharps (needles) and materials used to clean up body fluids.

I. Inoculations

AFS policy is to offer Hepatitis A and Hepatitis B inoculations to all employees, with supervisors concurrences which could potentially be exposed to these diseases. Reference 29 CFR 1910.1030 (f)

J. Firefighter Medical Examinations

See Chapter 10.42 section V.

11. Other Agency Regulations

AFS personnel, when faced with differing safety regulations from other agencies, will always comply with the more stringent policies.

20.2 DISPATCH

20.21 LOGISTICS

The AICC logistics section coordinates activities with the following offices:

A. AFS fire management zones (Upper Yukon, Tanana, and Galena) and military FMO

Zone offices will place a resource order request with AICC when they need personnel, equipment, or aircraft from outside their zone for fire suppression or emergency incidents except when requesting initial attack resources (smokejumpers, helitack, retardant aircraft, air attack) for initial attack. Zone dispatch offices will place requests for supply items available from the Alaska Incident Support Cache directly to the cache, excluding items that will be delivered by paracargo. All supply and equipment items with requested delivery of paracargo will be placed with AICC.

B. State Of Alaska Division of Forestry (DOF) Statewide Logistics Offices Center in Fairbanks

State of Alaska Statewide Logistics Center will place a resource order with AICC only after all available resources within DOF have been depleted.

C. National Interagency Coordination Center (NICC)

AICC will coordinate with NICC to mobilize and demobilize resources to or from areas outside of Alaska. This includes both resources needed by Alaskan agencies from outside the state, and resources from Alaska needed elsewhere in the country.

D. Military

AFS may on occasion require military resources. AICC will coordinate these requests.

E. U.S. Forest Service, Region 10 (USFS R10)

AICC will coordinate with each forest to acquire this agency's resources and to provide resources as requested.

F. National Park Service (NPS) Alaska Regional Office

AICC will coordinate with the Alaska Regional Office and representatives from the Eastern and

Western Park Service areas to acquire this agency's resources and to provide resources as requested.

G. Fish and Wildlife Service (FWS) Alaska Regional Office

AICC will coordinate with this office to acquire this agency's resources and to provide resources as requested.

H. Bureau of Indian Affairs (BIA) Alaska Regional Office

AICC will coordinate with this office to acquire this agency's resources and to provide resources as requested.

20.22 RESOURCE ORDERS

All resources (other than initial attack) used for fire suppression and emergency incidents will be mobilized and demobilized using a resource order. Resource orders are commonly transmitted by ROSS or facsimile mailing.

A. Resource order flow

AFS Zones unable to fill orders from within their Zone (or as permitted from the Alaska Cache) will place them with AICC.

DOF Areas place orders with the Statewide Logistics Center. If a request cannot be filled within DOF, the order will be placed with AICC.

Forests within Region 10 will place orders directly to AICC.

AICC, as the Geographic Area Coordination Center for Alaska, is the only Alaskan contact point with NICC or other out-of-state offices for resource orders.

B. Resource order numbers

Every incident will have only one resource order number. That order number will be maintained for as long as action is being taken on the incident. The original resource order number will not change as the order travels through the national resource order system. Every item ordered by the incident will be on the same order number, although different types of resources will be grouped on separate forms (see resource types below). Each resource type will have a sequential series of request numbers, per national dispatch/coordination system guidelines.

C. Charge Codes

A charge code will be assigned to a resource order when it is first created. Supply and/or equipment orders may have more than one charge code, with the items being charged to one code and transportation being charged to the second or multiple codes. Any requests added to the resource order after its creation will maintain the same charge code(s).

D. Resource Types

There are seven types of resources that can be ordered on a resource order in Alaska; aircraft, crews, overhead, equipment, supplies, Fire Medic and commissary. Resource types cannot be mixed on the same order except as described in the examples below:

- Aircraft orders are used to order fixed wing aircraft, helicopters, helicopters with managers, Temporary Flight Restrictions or additional or relief pilots. Pilots are considered part of the aircraft and are not ordered on an overhead order. Orders for a second crew or relief crew will be made as an additional aircraft request item. Items on aircraft orders are ordered one each.
- Crew orders are used to order Type 1, Type 2, or camp crews. Type 2 crews may be ordered "equipped" with a crew kit which consists of Nomex clothing, EFF packs, and other camp supplies. Crew kits do not include food or water unless specified and then must include the amount desired. Number of camp crew members needed must be specified at time of order. Crews are ordered one each.
- Overhead orders are used for all other personnel. The only exceptions are that equipment operators do not have to be ordered as overhead if they are ordered as "equipment with operator," and Fire Medics are ordered using the Fire Medic Order. Overhead should be ordered using standard ICS position titles. Non-ICS positions must be described fully to ensure they are filled by personnel with adequate skills. Overhead are ordered one each.
- Equipment orders are for rolling stock, transportation vehicles, fuel trucks, engines, dozers, etc., NIRSC systems and kits, RAWs, iridium satellite phones, infrared cameras, or items that are made up of combinations of categories (fuel site setup). Some equipment may be ordered "with operator"; such as a D-8 Dozer double-crewed. In these cases the operator is considered part of the equipment. If the equipment is coming from a fire warehouse it should be ordered by the catalog number followed by the item description. Equipment is ordered one each.
- Supply orders are for materials or goods not defined in any other resource category and may include cache items, mobile cache vans, and local purchase items. Supply orders may generally be made for quantities of more than one, for example 30 EA. chainsaws. Crew kits come without food and water unless specifically ordered with food and water. If the supply item is going to come from a Cache, it should be ordered using the correct unit of issue followed by a catalog number. Paracargo and paracargo bulk fuel orders should be segregated and submitted separately from other supply items. See section 70-1 for interagency supply ordering.
- Fire Medic orders are used exclusively for ordering Fire Medic Kits and replacement or additional Fire Medics or medical supplies to support the kit on an incident.
- Commissary may be provided to meet the extended employment needs of personnel assigned to emergency incidents. In Alaska, Commissary is generally agency-provided

rather than contractor-provided. Due to logistics and cost considerations, agency-provided Commissary items are limited to those which enable personnel to remain productive while working in remote areas. Preference for color or brand cannot be honored. Some personnel are not allowed Commissary privileges (e.g., a locally hired laborer at a mobilization center, or a released crew waiting for transportation to the Point of Hire.)

- Contract Commissary similar to that available in the Lower 48 may be available to roadside incidents when size, complexity, and projected duration warrant.

**For more information on Commissary, please reference Chapter 10, Commissary.*

E. Order Numbers

All order numbers start with AK to designate their origin in Alaska, followed by the three letter office designator, followed by the sequential order number or incident number.

F. Office Designators

BLM:

AICC	ACC
GALENA ZONE	GAD
TANANA ZONE	TAD
BETTLES STATION	BTD
TANANA STATION	TZD
UPPER YUKON ZONE	YTD
FORT YUKON STATION	FYD
EAGLE STATION	EAD
ALASKA STATE OFFICE	ASO
ANCHORAGE DISTRICT	AND
GLENNALLEN DISTRICT	GLD
NORTHERN DISTRICT	NOD

State of Alaska:

CENTRAL OFFICE	AKS
SOUTHERN REGION	SCS
NORTHERN REGION	NRS
HAINES AREA	HNS
MAT-SU AREA	MSS
KENAI-KODIAK AREA	KKS
SOUTHWEST AREA	SWS
FAIRBANKS AREA	FAS
DELTA AREA	DAS
TOK AREA	TAS
VALDEZ-COPPER RIVER AREA	CRS
STATE LOGISTICS CENTER	SLC

U.S. Forest Service:

R-10 REGIONAL OFFICE	R10
CHUGACH NF	CGF
TONGASS NF	TNF
CHATAM AREA, TONGASS NF	CMF
KETCHIKAN AREA, TONGASS NF	KNF
STIKINE AREA, TONGASS NF	STF

G. Logistics Planning

Starting the third day, large fires are expected to submit consolidated orders 48 hours before desired delivery and at negotiated times.

20.23 FIRE NUMBER/CHARGE CODE REQUESTS

The AICC Initial Attack Section (AICCIA) is the number issuing source for both federal and state fires occurring within Alaska. All actions with obligation of suppression dollars will have unique reference numbers issued to them by AICCIA. These actions include responses to false alarms. DOI and USFS fire charge codes are assigned from the Interagency FireCode Database. USFS fire charge codes must have the appropriate two character prefix assigned from the AICCIA database in order to be valid. The State of Alaska DOF uses an agency specific fire charge code assigned by AICCIA.

Dispatchers will provide the following information when requesting a fire number:

1. Type of incident
2. Latitude and Longitude of incident origin
3. Suppression option
4. Fire size and fuel types
5. Other forces responding

All requests for fire numbers or charge codes must be posted on the teletype. If the teletype is non-operational the request may be via the telephone and the information will be posted on the teletype at another location so all stations are aware of suppression operations.

20.24 INITIAL ATTACK OPERATIONS

Initial attack operations are the direct responsibility of each Zone Fire Management Officer, with statewide coordination of the tactical forces residing in AICCIA Dispatch. The Alaska Wildland Fire Management Plan will affect the dispatch procedures and may be modified by the Zone Fire Management Officer on a case-by-case basis, as outlined in the AIFMP.

Initial attack resources ordered through AICC will be allocated and dispatched according to availability and the AIFMP attack option priorities; Critical before Full, Full before Modified, Modified before Limited. AICC may direct Zones/Areas to divert tactical resources from a lower

priority fire to a higher priority fire in another Zone/Area. AICC may hold final initial attack resources when imminent threats to higher priority lands are anticipated.

Dispatch offices must periodically provide updates to keep AICCIA informed of fire suppression activities and commitment of suppression forces.

20.25 ZONE AND STATE TACTICAL RESOURCES

A. Smokejumpers and jumpships (see Chapter 60 - Statewide Smokejumper Operations)

Zone/Area dispatch offices can dispatch smokejumpers currently on standby within their Zone/Area, can make initial attack requests for smokejumpers directly to AICC or can request their dispatch from any Zone/Area dispatch office directly adjoining them. These requests will be on the teletype and addressed to AICCIA in order to provide statewide coordination of these tactical forces.

The statewide prioritization of all smokejumper dispatch, diversion, tracking, and demobe will be coordinated by AICCIA dispatch.

B. Airtankers

Zone/Area dispatch offices can dispatch Airtankers currently on standby within their Zone/Area, can make initial attack requests for air tankers directly to AICC or can request their dispatch from any Zone/Area dispatch office directly adjoining them. These requests will be posted on the teletype and addressed to AICCIA in order to provide statewide coordination of these tactical forces.

Airtanker recovery locations will be coordinated by AICCIA to administer statewide priorities for tactical forces.

C. Air Attack/Leadplane

Zone/area dispatch offices can dispatch Air Attack Aerial Supervision Modules (ASM) or leadplanes currently on standby or on initial attack missions within their Zone/Area, can make initial attack requests for these resources directly to AICC or can request their dispatch from any Zone/Area dispatch office directly adjoining them. These requests will be posted on the teletype and addressed to AICCIA in order to provide statewide coordination of these resources. All other requests must be made through AICC.

Air Attack, ASM or Lead plane recovery locations will be coordinated by AICCIA to administer statewide priority for tactical forces.

D. Status of Tactical Resources

Any change in the status of tactical forces (smokejumpers, smokejumper aircraft, airtankers or air attack ASMs or leadplanes) will be coordinated with AICCIA and will be posted on the teletype to keep all units informed. This includes any aircraft maintenance, delayed response, IA

paracargo operations, or any situation which effects availability of tactical forces. Daily extended hours and weekend standby of all statewide tactical forces will be coordinated with and through AICCIA.

20.26 TELETYPE SYSTEM

The teletype system (TTY) is a statewide, interagency broadcast system that was developed and managed by the AFS Branch of Technical Systems. This system, which is used for flight following and to coordinate initial attack, connects Alaska fire dispatch offices for AFS, DNR, USFS, BIA and OAS. When a user enters information into a TTY, it is immediately received (and optionally printed) in every office connected to the system. A log of all TTY traffic for the calendar year is maintained by AFS and is accessible (read-only) in the TTY directory of the FORUM volume on the AFS Novell server. Problems with the TTY should be reported immediately to (907) 356-5588.

20.3 REPORTS AND BRIEFINGS

20.31 REPORTS

A. Tactical Resource Availability Report

AICCIA will collect and send over the teletype a tactical resource availability report at 0930. Additional reports may be sent based on activity levels.

The Smokejumper Availability and Location section of the report will specify available initial attack smokejumpers by location, those committed to fires, and number of smokejumpers that are available and unavailable. The Tactical Aircraft Availability and Location section will list jumpships, retardant tankers, and air attack platforms by tail number, location, and scheduled start times.

B. Individual Fire Reports

For each incident, complete a fire report and submit all documentation to FMO.

Report each fire under a separate fire number and charge code. Whenever AFS supplies assistance to DOF, municipalities, or other federal agencies, AICCIA will notify the other agency's dispatcher of additional charge codes as necessary for cross reference. This facilitates cost tracking and/or reimbursable billing for a particular fire.

Complete an agency fire report in the Bureau of Land Management Fire Reporting System. Find instructions at: https://www.nifc.blm.gov/nsdu/fire_reporting/BLM/doc/index.html

Print a hard copy of each fire report and file it with the documentation package. Original copies of fire reports and attachments have permanent retention designation per BLM Manual 1220 - Records and Information Management. They are to be filed by calendar year and retained by the Zone Office for 10 years after the calendar year cutoff, at which time they are to be transferred to the Federal Records Center for eventual transfer to the National Archives and Records

Administration. Please contact your local Records Manager for additional information.

Prepare a chronological narrative for each fire. DOF Fire narratives should include departure times, tail numbers, arrival times and actions of all tactical resources used on the incident.

Attach a hard copy reference map for all fires. The point of origin shall be indicated. All fires **100 acres** and larger shall have the perimeters depicted on a 1:63,360 scale USGS topographic map.

Ensure that each fire report is signed by the District FMO or his/her designee.

Submit a **copy** of the completed fire report to AICCIA within **20** days of the fire being declared out.

The fire report package shall contain the following:

- A. Fire Reporting Form(s)
- B. Fire Narrative
- C. Dispatch Fire Report
- D. Perimeter Map
- E. Land Status Plat
- F. Wildland Fire Situation Analysis (if applicable)
- G. Limited Delegation of Authority (if applicable)
- H. Decision Criteria Record (if applicable)
- I. Field Managers Fire Trespass Decision Document (if applicable)

DOF will provide AICC with a copy of a DOF fire report for each fire occurring in its suppression responsibility area. The AICCIA Coordinator will ensure that BLM fire reports are created in the Bureau of Land Management Fire Reporting System for all federal ownership and support actions fires within the DOF suppression responsibility area. The DOF fire reports will be combined with the BLM fire reports to create a Alaska historical fire record package. These files will remain in the AFS archive indefinitely for local research. AICCIA will forward copies of fire reports to Regional FMO's and land manager's representatives as necessary.

20.4 ALASKA PREPAREDNESS PLAN

20.41 PURPOSE

The purpose of the Alaska Wildland Fire Preparedness Plan is to identify specific management actions to be considered within each level of statewide preparedness. These levels are based on existing wildland fire activity, probability of new wildland fire starts, burning conditions, prescribed fire activities and the commitment of resources. Levels of preparedness will be determined daily throughout the Alaska fire season. Criteria used to determine daily level of preparedness include:

- A. Current and forecasted weather.

- B. Wildland fire activity statewide.
- C. Resources committed, demand for resources, and predicted demand.
Types of resources include:
 1. Tactical resources include smokejumpers, air tankers, air attack, and lead planes.
 2. Non-tactical resources include helicopters, engines, overhead, and crews.
- D. Historical high risk periods.
- E. All risk incident support.
- F. Planned and ongoing prescribed fire operations.

The Alaska Wildland Fire Preparedness Plan will be managed by the Alaska Interagency Coordination Center (AICC). The AICC manager will be responsible for daily monitoring of the criteria used to establish various levels of preparedness and will determine the appropriate level of Alaska preparedness.

20.42 PREPAREDNESS LEVELS

The preparedness level will be identified daily on the Alaska Wildland Fire Situation Report. Contained within each preparedness level are management actions to be considered as well as the responsible position designated to ensure the management action is initiated.

A. Preparedness Level 1

No significant fire activity, most units having low to moderate probability of ignition and low burning condition in all fuel types. Resistance to extinguishment by initial attack forces is low.

<u>Management Action</u>	<u>Responsibility</u>
a. Zones/Areas/Forests will determine appropriate action.	Zone/Area/ Forest FMOs
b. Approved prescribed burning to be carried out. Approved prescribed burning to be carried out.	Responsible Land Manager

B. Preparedness Level 2

Multiple units experiencing fire starts or one unit experiencing multiple starts. Probability of ignition is low to moderate and burning conditions generally low to moderate in all fuel types. Resistance to extinguishment by initial attack forces is low to moderate. Mobilization of local unit resources is minimal with no shortages of tactical resources.

<u>Management Action</u>	<u>Responsibility</u>
a. Zones/Areas/Forests will determine appropriate action.	Zone/Area/ Forest FMOs
b. Adjust staffing level requirements as needed.	All Agencies/ Offices
c. Approved prescribed burning to be carried out.	Responsible Land Manager

C. Preparedness Level 3

Multiple units experiencing fire starts and/or one project fire. Probability of ignition is high, burning conditions of moderate to high in all fuel types. Resistance to control is moderate to high, resistance to extinguishment is moderate. Up to 50 percent of non-tactical resources being mobilized, up to 75 percent of tactical resources committed to new ignitions. Existing weather pattern supporting fire activity is forecasted to remain for the next 48 hours.

<u>Management Action</u>	<u>Responsibility</u>
a. Adjust staffing level requirements as needed.	All Agencies/ Offices
b. Notify AFS Divisions and DOF Regions of anticipated support requirements due to current and expected fire activity. Activate daily Interagency Support Group Meetings.	AICC Manager
c. Consider ordering lower 48 tactical resources.	AICC Manager
d. Consider ordering overhead positions to fill overhead pool.	AICC Manager
e. Consider AICC 24-hour operations.	AICC Manager
f. Notify MAC Group of on-call status.	AICC Manager
g. Activate Interagency Aviation Coordinating group.	AICC Manager
h. Notify Interagency Fire Information Officer of on-call status.	AICC Manager
i. Consider activating Fire Behavior Analyst function at	AICC Manager

AICC.

- | | |
|--|--------------------------|
| j. Consider activating statewide Communications Coordinator. | AICC Manager |
| k. Consider activating statewide Interagency Training Position Coordinator. | AICC Manager |
| l. Prescribed burning to be carried out with approval of responsible suppression agency. | Responsible Land Manager |

D. Preparedness Level 4

Multiple units experiencing fire starts and/or two project fires. Probability of ignition is high and burning conditions of high to extreme in all fuel types. Resistance to control is high to extreme and resistance to extinguishment is high. More than 50 percent of non-tactical resources are committed; more than 75 percent of tactical resources are committed to new ignitions. Existing weather pattern supporting fire activity is forecasted to remain for the next three to five days.

<u>Management Action</u>	<u>Responsibility</u>
a. Adjust staffing level requirements as needed.	All Agencies/
b. Consider ordering additional tactical resources.	AFS Mgr/DOF Ops Forester
c. Activate Interagency Fire Information Center.	AICC Manager
d. Activate statewide Interagency Training Position Coordinator.	AICC Manager
e. Activate statewide Interagency Communications Coordinator.	AICC Manager
f. Activate Fire Behavior Analyst function at AICC.	AICC Manager
g. Activate MAC Group. Establish Coordinator	AICC Manager. (any meeting schedule. MAC Group principal member may call for a MAC Group meeting)

AICC Manager

i. Consider options on limited fire suppression with FMO input.

MAC Group

j. Suspend all prescribed fire activities except those posing no significant risk.

MAC Group/ Responsible Land Manager

k. Consider burn ban implementation.

MAC Group

E. Preparedness Level 5

Multiple units experiencing fire starts and/or three or more project fires. Probability of ignition is high and burning conditions of extreme in all fuel types. Resistance to control is high to extreme and resistance to extinguishment is high. More than 75 percent of non-tactical resources are committed; more than 75 percent of tactical resources are committed to new ignitions. Existing weather pattern supporting fire activity is forecasted to remain for the next three to five days.

Management Action

Responsibility

a. Consider suspending all prescribed fire.

MAC Group

b. All offices on 24-hour response capability

All Agencies/ Offices

F. Planning Level Reduction

1. Preparedness Level 5 to 4 - Burning conditions have moderated. Fifty percent of tactical resources are available. Favorable weather pattern for next three to five days is forecasted.
2. Preparedness Level 4 to 3 - Burning conditions are moderate. Significant demobilization of resources is occurring from project fires. 50% of non-tactical resources are available. Higher relative humidity and lower temperatures are forecasted in major fire areas. Favorable weather pattern for next three to five days is forecasted.
3. Preparedness Level 3 to 2 - Burning conditions are low to moderate. Project fires are contained and/or interagency management teams released. Mobilization is contained to local unit with no shortages of resources. Existing weather pattern supporting current fire activity is forecast to continue for the next 48 hours.
4. Preparedness level 2 to 1 - Burning conditions are low with no significant fire activity occurring. Existing weather pattern supporting current fire activity is forecast to continue for the next 48 hours.

20.5 WEATHER REPORTING PROGRAM

20.51 RESPONSIBILITIES

AFS participates in an agreement with the State of Alaska, AWFCG, USFS, and the National Weather Service (NWS), which provides for Alaska fire weather forecasting. The annual Operating Plan delineates each agency's responsibilities.

20.52 ACTIVATION

The Operating and Financial plan calls for a period of activation of April 1 until August 29.

20.53 OBSERVATION REPORTING

Remote Automatic Weather Station (RAWS) data will be accessible through the Alaska Fire Service home page on the Internet (<http://fire.blm.gov>). Each agency transmits Manual Weather Station observations directly to the nearest NWS office as well as to AICC for entry into the fire weather index (FWI) program.

20.54 METEOROLOGIST PROGRAM

A meteorologist will be located at the AICC to assist the NWS and fire managers with interpretation of weather products.

20.55 REMOTE AUTOMATIC WEATHER STATIONS (RAWS)

There are about 75 RAWS throughout the State of Alaska, owned by the BLM, USFS, USFWS, NPS, and State. Data from all of these stations is retrieved by a computer in the Branch of Technical Systems and saved in a weather database. Data from this database is available for use in fire weather forecasting by the NWS Offices and is used for calculation of fire weather indices. Data from this database may be viewed via the internet on the AFS home page whose address is <http://fire.ak.blm.gov>.

20.56 CANADIAN FOREST FIRE DANGER RATING SYSTEM (CFFDRS)

Indices for describing daily fire danger are calculated by the AFS weather database for selected weather stations. The fire weather index (FWI) coordinator at AICC will be responsible for activation of each station at the appropriate time and for entry of the startup parameters for each station. The AICC meteorologist is responsible for quality control of the daily weather observations used in these calculations. The forecast and actual indices are available via the internet on the AFS home page whose address is <http://fire.ak.blm.gov>. In addition, FWI maps will be available for viewing on the AFS home page.

20.57 WEATHER INFORMATION MANAGEMENT SYSTEM (WIMS)

The Area offices and Zones are responsible for archiving the WIMS data. It will be then audited by Predictive Service personnel.

20.58 RED FLAG WARNING AND FIRE WEATHER WATCHES

Red flag warnings are issued for weather conditions that may lead to extreme fire behavior on existing fires and/or to numerous fire starts. A red flag warning means that the conditions are occurring or imminent. A fire weather watch is issued when the potential for the same conditions as the red flag warning are forecast.

These conditions include one or more of the following:

- High Winds >25 mph and relative humidity (RH) <40%.
- High Winds with Low RH >20 mph and RH <15%
- Very Low RH <10%
- Dry Thunderstorms with scattered coverage and < 0.10” rainfall.
- Winds are defined as frequent gusts or sustained for one-hour duration or more.

20.6 ALASKA INTERAGENCY JOINT INFORMATION CENTER

A. Purpose

When activated, the Alaska Interagency Joint Information Center (AIJIC) in Fairbanks manages incident information, including the coordination of public information released for wildland and prescribed fires.

AFS subscribes to a philosophy of open communication and accessibility to the public, and the AIJIC works to provide the most accurate and timely information available.

B. Reporting Authorities

The AIJIC has authority from the Manager, AFS (AK 310), to manage incident information, including the distribution of news releases and other supporting incident information. The lead information officer or designated acting will ensure that all releases are prepared in a professional manner, and appropriately deal with the current incident situation. Politically sensitive information may require review by the designated coordinator for the Multi-Agency Coordinating (MAC) Group. The AIJIC will distribute copies of all news releases at least one-half hour before public release to: Manager, AFS; BLM public affairs offices in Fairbanks and Anchorage; and, the Alaska Division of Forestry operations chief. The MAC Group members and other interested parties will receive copies with the news media release.

Members of the MAC group who have suggestions, requests, questions or comments about information releases will submit them through the MAC Group Coordinator.

C. Activation Procedures

The AIJIC will activate automatically at preparedness level 4 unless otherwise instructed by the Manager, AICC. The lead information officer will be assigned by AICC at that time, if it has not already been done. The lead information officer will locate the center in a convenient, accessible, centralized location, and will begin ordering resources to staff the AIJIC as required.

However, information needs do not always parallel fire suppression activity. An incident may cause immediate public concern on a national basis, even if it is in limited suppression and no resources are being expended to suppress it. At other times, active fires do not attract much

public attention because of their distance from populated areas or because of other news priorities at the time. Therefore, the fire information center may be activated before preparedness level 4, at the discretion of the MAC Group Coordinator, or by request from one of the suppression organizations.

At planning levels 1 through 3, at least one information officer will keep abreast of the fire situation, issue releases, and order additional information officers as needed. These releases will be interagency in nature. Information on fires of strictly local interest will be handled routinely by the responsible suppression and/or land management agency. All people available for fire information duty will carry radio pagers or cellular telephones and will remain in contact with the AICC and the AIJIC when off duty.

D. Organization

The AIJIC will be supervised by a lead information officer, who may share this responsibility with a co-lead from another fire suppression agency if the situation warrants. The lead information officer may request an information center manager to manage the day-to-day operations of the center, one or more information officers to staff the center and serve as escorts for news media, tours, distinguished visitors, and other visitors necessary to the efficient operation of the AIJIC.

The lead information officer is responsible for planning, organizing, supervising and coordinating the activities of the information function. He or she coordinates with land managers and suppression agencies, attends daily briefings and meetings, keeps abreast of sensitive issues and informs the cooperating agencies of these issues. The lead attends MAC Group meetings to gather information on agency stances on these sensitive issues and to inform the MAC Group members of public concerns in regard to the fire situation. The lead also coordinates information release with other information centers, including the National Interagency Fire Center's information center.

If an information center manager is requested, that individual will supervise the center staff, and the lead information officer will supervise the information center manager.

Information officers on individual incidents in the field will report to their incident commander, but will provide copies of their releases to the AIJIC, which will incorporate this information into its news releases. The AIJIC will also provide copies of all news releases from the center and other incidents to enable the information officers on an incident to respond to questions about other incidents. Questions about agency fire management policy should be referred to the AIJIC, unless an information officer at the fire has been delegated that responsibility by the MAC Group Coordinator or the MAC Group representative from the agency concerned.