

REFERENCE GUIDE

Emergency Support Function 4 Firefighting



May 2009

Emergency Support Function (ESF) #4 – Firefighting Reference Guide

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ESF #4 Structure, Staffing, and Duties

Emergency Support Function #4 – Firefighting

The U.S. Forest Service (USFS) is the primary link between the interagency wildland fire community, Federal structure-fire-related agencies, and the Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) under the National Response Framework (NRF). During disasters and other major emergencies, USFS coordinates and staffs Emergency Support Function (ESF) #4 to be the face of Federal firefighting support to FEMA and other responding agencies. The purpose of ESF #4 is to provide Federal support for the detection and suppression of wildland, rural, and urban fires resulting from, or occurring coincidentally with, an incident requiring a coordinated Federal response for assistance. Under the NRF, ESF #4 manages and coordinates Federal firefighting activities by mobilizing firefighting resources in support of State, tribal, and local wildland, rural, and urban firefighting agencies.

ESF #4 may be staffed at all levels of FEMA operations:

- The National Response Coordination Center (NRCC) at FEMA Headquarters (HQ) in Washington, DC;
- A Regional Response Coordination Center (RRCC) in any of the 10 FEMA regions;
- A Joint Field Office (JFO) established in any State affected by a disaster or major emergency;
- A Geographic Area Coordination Center (GACC);
- The National Interagency Coordination Center (NICC);
- A State Emergency Operations Center (EOC); or
- A FEMA Emergency Support Team (EST) or Incident Management Assistance Team (IMAT).

ESF #4 is staffed by qualified personnel from USFS, Department of Interior (DOI) agencies, and the U.S. Fire Administration (USFA). The ESF #4 Primary Leader (ESFL) is always a USFS employee, as the agency is the Executive Agent to FEMA for firefighting support under the Stafford Act and the NRF. USFS and DOI employees can fill the role of ESF #4 Support – Wildland (ESFW); USFA employees fill the role of ESF #4 Support – Structure (ESFS) to provide expertise on structural and urban firefighting. Employees of any of the agencies may fill the role of ESF #4 – Administrative Support (ESFA) position, if needed.

ESF #4 staff at the NRCC serves as the link between USFS and DOI leadership and FEMA leadership. Similarly, ESF #4 staff at the RRCC or JFO serves as the link between USFS and DOI regions and FEMA regions. In addition to being the conduit linking the resource ordering process to FEMA funding mechanisms, ESF #4 staff gathers ongoing intelligence for the ESF #4 agencies and FEMA about what is emerging about the incident.

USFS Washington Office (WO) Fire & Aviation Management, Disaster & Emergency Operations Branch is the day-to-day link to DHS/FEMA and provides the National ESF #4 Coordinator. Each USFS region/area has a designated Regional/Area ESF Coordinator.

In addition to the primary ESF #4 mission, the Forest Service is also identified as a Support Agency to 12 of the 14 other ESFs. The Forest Service may be subtasked by any of these 12 ESFs to provide secondary support. Additionally, FEMA can issue a direct mission assignment (MA) to the Forest Service to provide support outside of that specifically identified in the NRF. Any requests for assistance outside of the primary or support missions identified in the NRF are closely scrutinized, and when possible we provide advisory services, guidance, and training to the requesting agency to help them build capacity, rather than performing the task for them.

There are also six departments or agencies identified as Support Agencies to ESF #4 to provide technical support, assistance, and expertise in specific areas related to firefighting operations. In addition to DOI and USFA mentioned above, these Support Agencies include the National Weather Service, Environmental Protection Agency (EPA), Department of Defense (DOD), and Department of State (DOS). Their roles related to ESF #4 are identified in the ESF #4 Annex of the NRF.

All-Hazard Response Doctrine

All ESF #4 personnel at both the national and regional levels will ensure that the principles of the U.S. Forest Service Doctrine for All-Hazard Response are followed at all times. This doctrine has established the following principles, as applied to ESF #4:

- The National Incident Management System (NIMS) is the foundation of the response organizations supported by ESF #4.
- ESF #4 will continue to train other agencies to build their NIMS capabilities.
- ESF #4 coordinates and supports all-hazard responses by providing trained personnel to use their skills, capabilities, and assets without requiring significant additional training and preparation. Support to cooperators requiring firefighting resources through ESF #4 will be consistent with employees' core skills, capabilities, and training. All resources must be informed and trained to do all-hazard response in a safe, efficient, and effective manner.
- ESF #4 will conduct a thorough mission analysis of every all-hazard request before committing people and other resources.
- All personnel coordinated through ESF #4 will be provided with appropriate risk mitigation (e.g., vaccinations, personal protective equipment (PPE), etc.) to operate in the all-hazard environment to which they are assigned.
- All personnel involved in all-hazard response coordinated through ESF #4 will be supported and managed by an agency leader, agency liaison, or interagency Incident Management Team (IMT).
- Federal firefighting support is primarily a response function. Though firefighters and other emergency responders are highly adaptable, further use of their skills during the recovery phase may impact their agency's primary mission. Firefighting resources need to be managed and utilized appropriately so they can be available for primary life saving, property protection, and incident stabilization assignments.
- Providing support to FEMA and other ESFs is predicated on the availability of resources. Missions requested of ESF #4 should be considered and accepted in order of priority:
 1. Agency mission.
 2. ESF #4 mission under the NRF.
 3. Support to other ESFs as defined in the NRF ESF Annexes.
 4. Other support not specified in the NRF.
- Resources are assigned commensurate with each unit's level of training and the adequacy and availability of equipment.
- ESF #4 should also consider accepting emergent missions when human life is at risk, or when there is another clear emergency, and the responders consider themselves capable of assisting without undue risk to themselves or others.

ESF #4 Agencies' Support to FEMA and Other ESFs

Under the NRF, USFS is the Coordinator and Primary Agency for Emergency Support Function (ESF) #4, Firefighting. The mission of ESF #4 includes:

- Coordination of Federal firefighting activities
- Resource support to rural and urban firefighting operations

USFS also provides support to 12 of the remaining 14 ESFs. DOI is a support agency for ESF #4 and 11 of the other 12 ESFs, and is a primary agency for two ESFs. Much of this support provided by USFS and DOI is coordinated through ESF #4. In all cases, resources are assigned commensurate with each unit's level of training and the adequacy and availability of equipment. ESF #4 missions will be accepted using the following priorities:

1. Agency mission
2. ESF #4 mission under the NRF
3. Support to other ESFs as defined in the NRF
4. Nonspecified support to other ESFs and departments/agencies

The specific support that may be provided to ESFs and the ESF Primary Agency(ies) is listed below:

ESF #1, Transportation (Department of Transportation)

- USFS/DOI: Provides transportation assets to ESF #1 when Forest Service resources are the most effective to support the ESF #1 mission.
- USFS: Provides engineering and contracting/procurement personnel and equipment to assist in emergency removal of debris, demolition, repair of roads and bridges, and temporary repair of essential public facilities.
- DOI: Provides information on status of, needs for, and plans for restoration of infrastructure.

ESF #2, Communications (FEMA and DHS/National Communication System)

- USFS/DOI: Provides radio communications systems to support firefighters, law enforcement officers, and incident response operations.
- USFS/DOI: Provides engineers, technicians, and liaison staff to assist the Communications Branch Director.
- USFS/DOI: Provides National Interagency Radio Support systems for use by damage reconnaissance teams and other applications.
- USFS/DOI: Provides a communications officer to accompany radio systems for user training and operator maintenance indoctrination.
- USFS/DOI: Provides additional radio systems to support the JFO radio network.

ESF #3, Public Works and Engineering (U.S. Army Corps of Engineers, FEMA)

- USFS/DOI: Provides engineering and contracting/procurement personnel and equipment to assist in emergency removal of debris, demolition, temporary repair of roads and bridges, temporary repair of essential public facilities, water supply, and sanitation.

ESF #5, Emergency Management (FEMA)

- USFS/DOI: Provides expert personnel to the multiagency coordination centers, as requested, to assist with the delivery of Federal resources and provide reports to the respective Planning Section.

ESF #6, Mass Care, Emergency Assistance, Housing, and Human Services (FEMA)

- USFS/DOI: Provides appropriate resources (e.g., cots, blankets, sleeping bags, personnel) for shelters.

ESF #7, Logistics Management and Resource Support (General Services Administration, FEMA)

- USFS/DOI: Provides staff to support Mobilization Center establishment.

ESF #8, Public Health and Medical Services (Department of Health and Human Services)

- USFS/DOI: Provides appropriate personnel, equipment, and supplies, primarily for communications, aircraft, and the establishment of base camps for deployed Federal public health and medical teams.

ESF #9, Search and Rescue (FEMA, U.S. Coast Guard (USCG), National Park Service (NPS), U.S. Air Force)

- USFS: Develops standby agreements with Urban Search and Rescue (US&R) task forces to provide equipment and supplies from the National Interagency Cache System at the time of deployment.
- USFS: Develops contingency plans for use of National Interagency Fire Center (NIFC) contract aircraft during incidents.
- USFS: Provides equipment and supplies from the National Interagency Cache System and use of NIFC contract aircraft.
- DOI (Primary Agency): Includes Search and Rescue (SAR) operations conducted in backcountry, remote, or undeveloped or rural or roadless areas that primarily require operations necessitating the use of specialized equipment to access these areas and may require responders traveling over land by alternate methods or by aircraft. NPS integrates the SAR capabilities of the U.S. Fish and Wildlife Service, U.S. Geological Survey, and other DOI components in planning for ESF #9.

ESF #10, Oil and Hazardous Material Response (Environmental Protection Agency and USCG)

- USFS: Measures, evaluates, and monitors the impact of the emergency incident on natural resources under the U.S. Department of Agriculture's (USDA's) jurisdiction, primarily the national forests.
- USFS: Provides technical assistance and logistical support.
- DOI: Provides scientific/technical advice, information, and assistance to help prevent or minimize injury to natural and cultural resources and historic properties such as public lands; units of the National Park System; national wildlife refuges and fish hatcheries; Alaska Native allotments and townsites; wildlife and associated habitats, including threatened and endangered species and migratory birds; and national monuments.
- DOI: Provides scientific expertise and assistance in mapping, biological resources, geology, and hydrology; earthquakes and other natural hazards; minerals; and identification of hazards.
- DOI: Provides information from response research.

ESF #11, Agriculture and Natural Resources (USDA and DOI)

- USFS: Support is provided directly through USDA to USFS Fire & Aviation Management.
- DOI (Primary Agency): Makes available the response resources of Incident Management Teams in DOI Bureaus, such as the National Park Service Museum Emergency Response Team, which has the capability to respond to events affecting all cultural resources and historic properties.
- DOI: Provides technical assistance in contracting, contract management, procurement, construction inspection, and natural and cultural resources and historic properties (NCH) resources assessments and restoration (natural resources), preservation, protection, and stabilization.

ESF #12, Energy (Department of Energy)

- DOI (Bureau of Land Management): Provides engineering and technical support as necessary.

ESF #13, Public Safety and Security (Department of Justice)

- USFS/DOI: May provide trained public safety, law enforcement, investigations, and security resources for areas under USDA/Forest Service jurisdiction or to other locations and operations if appropriate authority is provided by the requesting jurisdiction or U.S. Marshals Service. (See ESF #13 Annex for more detailed information.)

ESF #15, External Affairs (FEMA)

- USFS/DOI: Provides appropriate support as required, depending on the nature and scope of the incident.

Nonspecified Support

ESF #4 can also provide support or perform tasks outside of the tasks identified in the NRF when resources are available; however, certain parameters should be followed to ensure that our agency's primary missions are not negatively affected:

- The request should be presented through the ESF #4 Leader at the RRCC or JFO and approved by the Regional/Area ESF #4 Coordinator.
- All-hazard response will be focused on missions that we perform consistently and successfully. Workforce assignments will be directed toward the core skills developed through our existing training and curriculum.
- Federal firefighting support is primarily a response function. Efforts should be made to ensure that firefighting resources are managed and utilized appropriately so they can be available for life saving, incident stabilization, and property protection assignments. Otherwise, the Nation's capability to respond to new emergencies may be compromised.
- If not a one-time task, the request should include the necessary resources from the requesting agency so that the requesting agency can perform the task with minimal USFS support in the future.

Emergency Support Functions and ESF Coordinators

<p>ESF #1 – Transportation ESF Coordinator: Department of Transportation</p> <ul style="list-style-type: none"> ▪ Aviation/airspace management and control ▪ Transportation safety ▪ Restoration and recovery of transportation infrastructure ▪ Movement restrictions ▪ Damage and impact assessment
<p>ESF #2 – Communications ESF Coordinator: DHS (National Communications System)</p> <ul style="list-style-type: none"> ▪ Coordination with telecommunications and information technology industries ▪ Restoration and repair of telecommunications infrastructure ▪ Protection, restoration, and sustainment of national cyber and information technology resources ▪ Oversight of communications within the Federal incident management and response structures
<p>ESF #3 – Public Works and Engineering ESF Coordinator: DOD (U.S. Army Corps of Engineers)</p> <ul style="list-style-type: none"> ▪ Infrastructure protection and emergency repair ▪ Infrastructure restoration ▪ Engineering services and construction management ▪ Emergency contracting support for life-saving and life-sustaining services
<p>ESF #4 – Firefighting ESF Coordinator: USDA (U.S. Forest Service)</p> <ul style="list-style-type: none"> ▪ Coordination of Federal firefighting activities ▪ Support to wildland, rural, and urban firefighting operations
<p>ESF #5 – Emergency Management ESF Coordinator: DHS (FEMA)</p> <ul style="list-style-type: none"> ▪ Coordination of incident management and response efforts ▪ Issuance of mission assignments ▪ Resource and human capital ▪ Incident action planning ▪ Financial management
<p>ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services ESF Coordinator: DHS (FEMA)</p> <ul style="list-style-type: none"> ▪ Mass care ▪ Emergency assistance ▪ Disaster housing ▪ Human services
<p>ESF #7 – Logistics Management and Resource Support ESF Coordinator: General Services Administration and DHS (FEMA)</p> <ul style="list-style-type: none"> ▪ Comprehensive, national incident logistics planning, management, and sustainment capability ▪ Resource support (facility space, office equipment and supplies, contracting services, etc.)

<p>ESF #8 – Public Health and Medical Services ESF Coordinator: Department of Health and Human Services</p> <ul style="list-style-type: none"> ▪ Public health ▪ Medical ▪ Mental health services ▪ Mass fatality management
<p>ESF #9 – Search and Rescue ESF Coordinator: DHS (FEMA)</p> <ul style="list-style-type: none"> ▪ Life-saving assistance ▪ Search and rescue operations
<p>ESF #10 – Oil and Hazardous Materials Response ESF Coordinator: EPA</p> <ul style="list-style-type: none"> ▪ Oil and hazardous materials (chemical, biological, radiological, etc.) response ▪ Environmental short- and long-term cleanup
<p>ESF #11 – Agriculture and Natural Resources ESF Coordinator: USDA</p> <ul style="list-style-type: none"> ▪ Nutrition assistance ▪ Animal and plant disease and pest response ▪ Food safety and security ▪ Natural and cultural resources and historic properties protection ▪ Safety and well-being of household pets
<p>ESF #12 – Energy ESF Coordinator: Department of Energy</p> <ul style="list-style-type: none"> ▪ Energy infrastructure assessment, repair, and restoration ▪ Energy industry utilities coordination ▪ Energy forecast
<p>ESF #13 – Public Safety and Security ESF Coordinator: Department of Justice</p> <ul style="list-style-type: none"> ▪ Facility and resource security ▪ Security planning and technical resource assistance ▪ Public safety and security support ▪ Support to access, traffic, and crowd control
<p>ESF #14 – Long-Term Community Recovery ESF Coordinator: DHS (FEMA)</p> <ul style="list-style-type: none"> ▪ Social and economic community impact assessment ▪ Long-term community recovery assistance to States, tribes, local governments, and the private sector ▪ Analysis and review of mitigation program implementation
<p>ESF #15 – External Affairs ESF Coordinator: DHS</p> <ul style="list-style-type: none"> ▪ Emergency public information and protective action guidance ▪ Media and community relations ▪ Congressional and international affairs ▪ Tribal and insular affairs

Agencies That Support ESF #4

Agency	Functions
Department of Commerce	<ul style="list-style-type: none"> ▪ Provides fire/weather forecasting as needed from NIFC in Boise, ID, or from a nearby National Weather Service Forecast Office under the terms of existing interagency agreements. ▪ Provides urban and industrial hazard analysis support through the Building and Fire Research Laboratory of the National Institute of Standards and Technology. ▪ Provides fire/weather support under the terms of the National Agreement for Meteorological Services in Support of Agencies with Land Management and Fire Protection Responsibilities. ▪ Provides forecasts of the dispersion of smoke in support of planning and response activities.
Department of Defense (DOD)	<ul style="list-style-type: none"> ▪ Assumes full responsibility for firefighting activities on DOD installations. ▪ Supports firefighting operations on nonmilitary lands with personnel, equipment, and supplies under the terms of the current interagency agreement between DOD, USDA, and DOI, including the arrangement of liaisons as required. <p>U.S. Army Corps of Engineers: Provides contracting services through ESF #3 – Public Works and Engineering to urban and rural firefighting forces to obtain heavy equipment and/or demolition services as needed to suppress incident-related fires.</p>
Department of Homeland Security (DHS)	<p>Federal Emergency Management Agency (FEMA)/U.S. Fire Administration (USFA)</p> <ul style="list-style-type: none"> ▪ Provides subject-matter experts/expertise regarding structural/urban/suburban fire and fire-related activities. ▪ Maintains a representative at NIFC to assist with national coordination. <p>U.S. Coast Guard (USCG)</p> <ul style="list-style-type: none"> ▪ Provides marine firefighting assistance as available, commensurate with each unit's level of training and the adequacy of available equipment. ▪ Has the responsibility and direct authority for safeguarding ports and may exercise Federal control over vessels, ports, and harbors and waterfront facility operations and vessel movements as deemed necessary.
Department of the Interior (DOI)	<ul style="list-style-type: none"> ▪ Assumes full responsibility for fighting wildfires burning on lands within its jurisdiction. ▪ Assists the USDA/Forest Service in managing and coordinating firefighting operations. ▪ Provides firefighting assistance to other Federal land management organizations as requested under the terms of existing agreements and the NRF.
Department of State (DOS)	<ul style="list-style-type: none"> ▪ As requested, DOS coordinates with foreign governments on identification and movement to the United States of assets and resources for firefighting assistance. ▪ Coordinates with foreign states concerning offers of support, gifts, offerings, donations, or other aid.
Environmental Protection Agency (EPA)	<ul style="list-style-type: none"> ▪ Provides technical assistance and advice in the event of fires involving hazardous materials. ▪ Provides assistance in identifying an uncontaminated, operational water source for firefighting. ▪ Provides assistance in identifying critical water systems requiring priority restoration for firefighting. ▪ Provides technical assistance on issues concerning the impacts of firefighting chemicals on wastewater treatment facilities.
Other Organizations	<p>State forestry organizations in most States are responsible for wildland firefighting on non-Federal lands. States may assist other States in firefighting operations and may assist Federal agencies through agreements. Private-sector resources are mobilized through standard contract procedures.</p>

Recommended ESF #4 Staffing During All-Hazard Emergency/Disaster Declarations

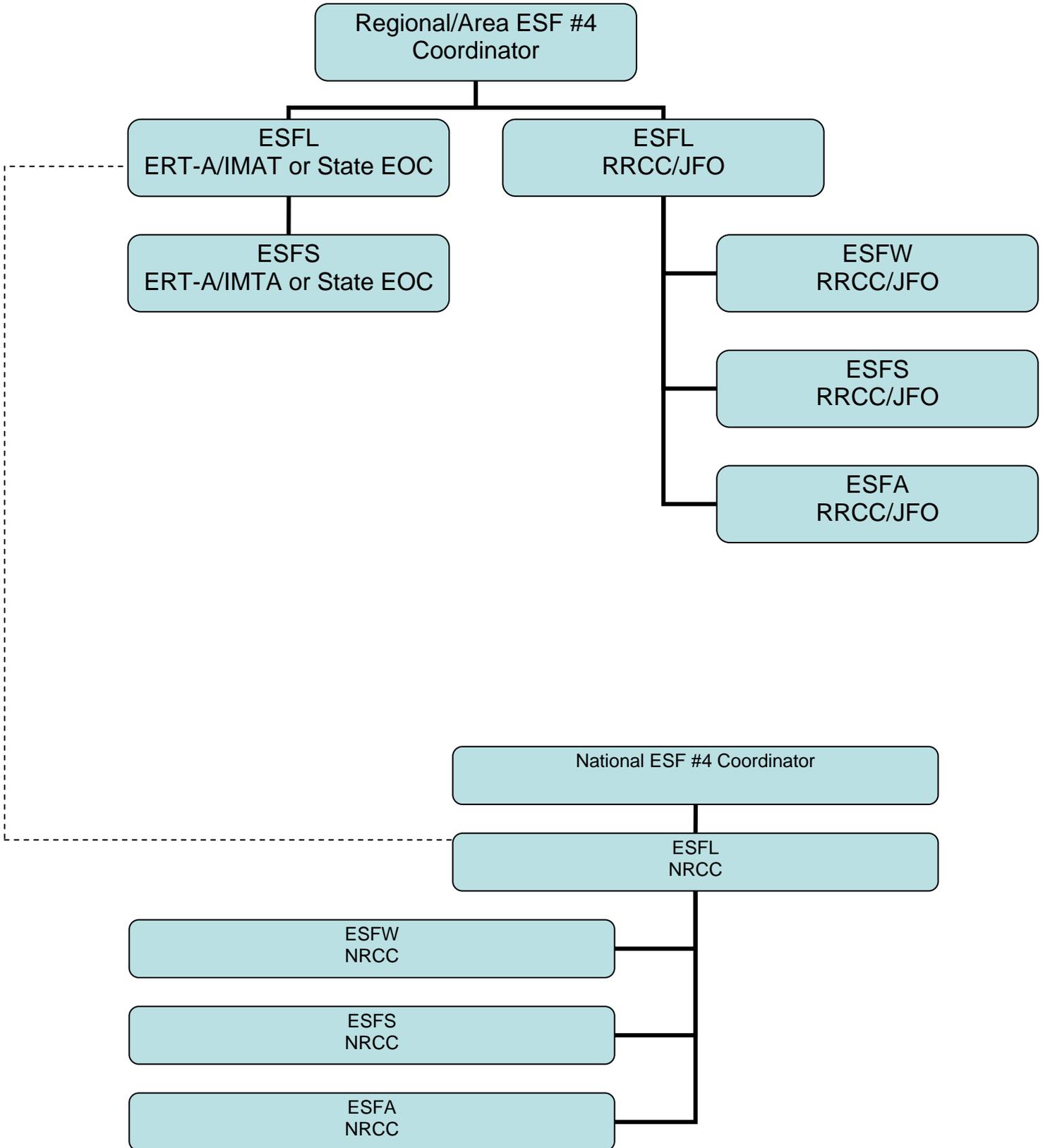
ESF #4 Organization – Regional Level

- The RRCC and/or JFO should be staffed in accordance with the ESF #4 Standard Operating Procedure (SOP). An ESF #4 Primary Leader qualified position will be located at the RRCC/JFO to serve as liaison with FEMA officials at the RRCC/JFO. If requested by FEMA, the ESF #4 Primary Leader will serve on the JFO Unified Coordination Group (although this task will usually be filled by the Regional Forester's/Area Director's representative).
- Depending upon the scope of the incident, ESF #4 staffing may also be located at the Geographic Area Coordination Center (GACC). The Regional/Area ESF #4 Coordinator should coordinate with the GACC Coordinator on Duty to establish suitable workspace for ESF #4 satellite personnel. This satellite unit may consist of an intelligence gathering specialist (recommend a Situation Unit Leader qualified person), a finance specialist (such as a Finance/Administration Section Chief or Cost Unit Leader or an Incident Business Advisor) and/or a Resource Unit Leader (RESL) qualified person. This ESF #4 support group will report to the ESF #4 Primary Leader at the RRCC or JFO.
 1. Intelligence gathering specialist at the GACC will gather intelligence and answer inquiries from the JFO, RRCC, NRCC, and NIFC/NICC.
 2. Finance specialist at the GACC will compile and track mission assignment (MA) related costs and processes.
 3. RESL position at the GACC will track resources and support the other ESF #4 positions at the GACC.
- The Regional/Area ESF #4 Coordinator will provide coordination/liaison between Regional Forest Service leadership and ESF #4 at the RRCC/JFO, and will troubleshoot issues when necessary.
- The ESF #4 staff at RRCC/JFO will develop a phone list and organization chart for each location with ESF #4 personnel and share it with all other locations.
- An ESF #4 representative from the RRCC and/or JFO should participate in daily FEMA video teleconferences (VTCs) when requested by FEMA.

ESF #4 Organization – National Level

- When activated for an all-hazard incident, the NRCC will be staffed in accordance with the ESF #4 SOP. This will include:
 - An ESF Primary Leader during all shifts;
 - An ESF Wildland Support during day shift and, as necessary, during night shift;
 - An ESF Structure Support as necessary, based on the type of incident and potential for structure fire resource requests; and
 - An ESF Administrative Support as necessary, based on the anticipated workload.
- An ESF #4 representative from the NRCC should participate in daily FEMA video teleconferences (VTCs) when requested by FEMA.
- ESF #4 desks at NRCC and RRCC/JFO must keep communications links open and active during the entire incident.

ESF #4 Staffing for Non-Fire Incidents



Recommended ESF #4 Staffing During Wildland Fire Emergency/Disaster Declarations

ESF #4 Organization – Regional Level

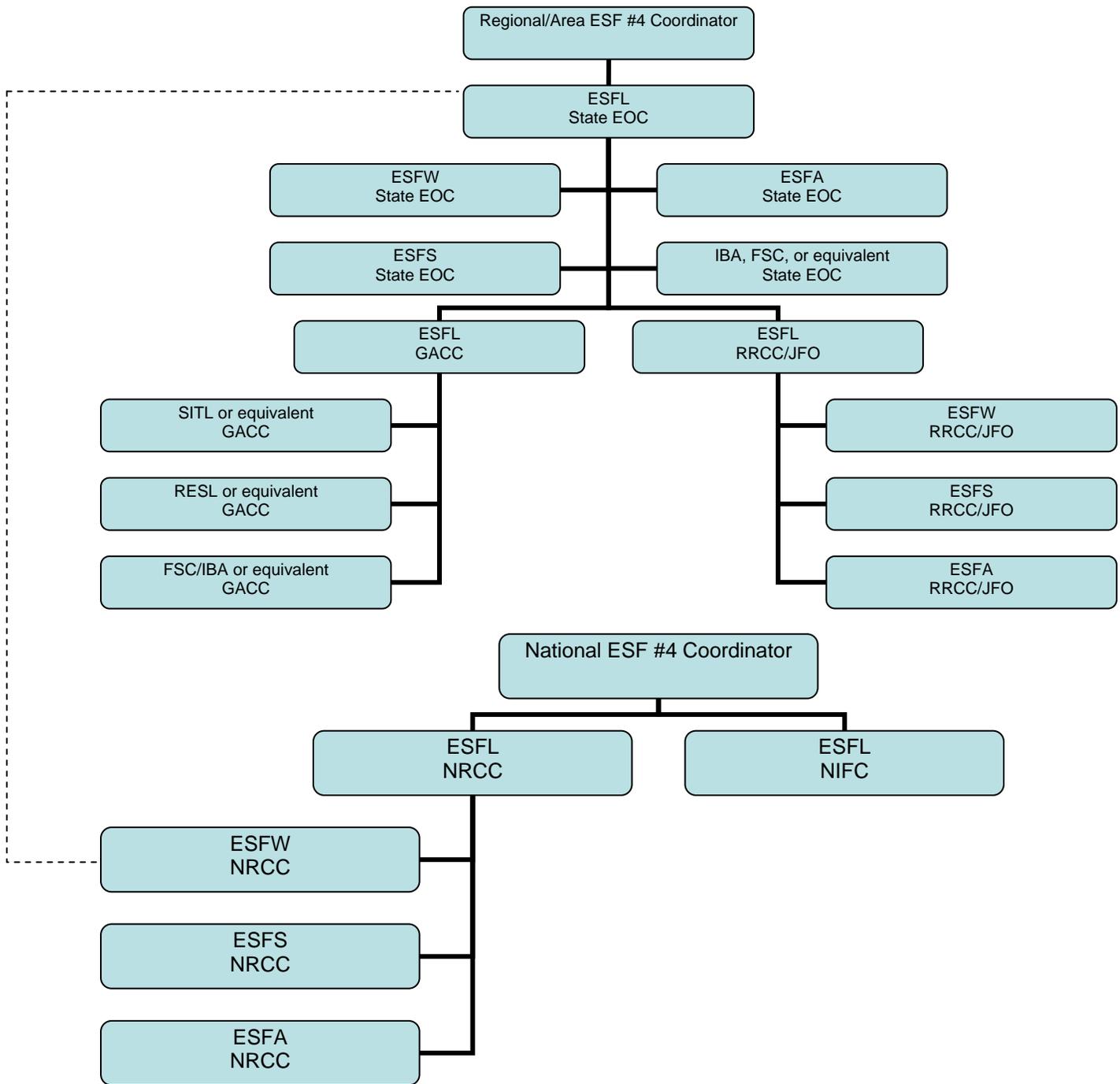
- The State Emergency Operations Center (EOC) should be the primary location for ESF #4 staffing. The ESF #4 Primary Leader position will be located at the State EOC. An ESF #4 Wildland Support, ESF #4 Structure Support, and ESF #4 Administrative Support should also be assigned to the State EOC. Whenever possible, an Incident Business Advisor (IBA) or representative from Albuquerque Service Center Budget and Finance (ASC–B&F) should also be at the State EOC.
 1. The ESF #4 Primary Leader and ESF #4 Wildland Support will coordinate with FEMA and State fire officials to determine the best method for requesting firefighting resources.
 2. The ESF #4 Structure Support position will coordinate with Emergency Management Assistance Compact (EMAC) regarding firefighting resource requests and will support (and report to) the ESF #4 Primary Leader position at the State EOC.
 3. The ESF #4 Administrative Support position will complete documentation and keep necessary records.
 4. The IBA or ASC–B&F representative should work with State and FEMA financial personnel to track costs and deal with other financial issues.
- If activated, the RRCC and/or JFO should be staffed in accordance with the ESF #4 Standard Operating Procedure (SOP). Exact staffing requirements will be determined by the ESF #4 Regional/Area Coordinator. An ESF #4 Primary Leader qualified position will be located at the RRCC/JFO to serve as liaison with FEMA officials at the RRCC/JFO. If requested by FEMA, the ESF #4 Primary Leader will serve on the JFO Unified Coordination Group (although this task will usually be filled by the Regional Forester's/Area Director's representative). The ESF #4 Primary Leader at the RRCC/JFO will report to the ESF #4 Primary Leader at the State EOC.
- ESF #4 staffing should also be located at the Geographic Area Coordination Center (GACC). The Regional/Area ESF #4 Coordinator should coordinate with the GACC Coordinator on Duty to establish suitable workspace for ESF #4 satellite personnel. This satellite unit will consist of an intelligence gathering specialist (recommend a Situation Unit Leader qualified person), a finance specialist (such as a Finance/Admin Section Chief or Cost Unit Leader or an Incident Business Advisor) and a Resource Unit Leader (RESL) qualified person. This ESF #4 support group will report to the ESF #4 Primary Leader at the State EOC.
 1. Intelligence gathering specialist at the GACC will gather intelligence and answer inquiries from the JFO, RRCC, NRCC, and NIFC/NICC.
 2. Finance specialist at the GACC will compile and track mission assignment (MA) related costs and processes.
 3. RESL position at the GACC will track resources and support the other ESF #4 positions at the GACC.
- The Regional/Area ESF #4 Coordinator will provide coordination/liaison between Regional Forest Service leadership, ESF #4 at the State EOC, and ESF #4 at the RRCC/JFO, and will troubleshoot issues when necessary.
- Personnel staffing the GACC Joint Information Center (JIC) may not understand the role of ESF #15 or the JFO JIC. To better coordinate the release of information, ESF #4 should brief the GACC JIC on the FEMA organizational structure for the incident, and recommend to the GACC JIC that they coordinate with the JFO JIC, including joint staffing and information sharing.
- The ESF #4 staff at RRCC/JFO will develop a phone list and organization chart for each location with ESF #4 personnel, and share it with all other locations.
- An ESF #4 representative from the State EOC and/or RRCC/JFO should participate in daily FEMA video teleconferences (VTCs). An ESF #4 representative at NIFC and NRCC should also participate.

- ESF #4 desks at the State EOC and RRCC/JFO must keep communications links open and active during the entire incident.

ESF #4 Organization – National Level

- When activated for a wildland fire emergency, the NRCC will be staffed in accordance with the ESF #4 SOP. This will include:
 1. An ESF Primary Leader during all shifts;
 2. An ESF Wildland Support during all shifts;
 3. An ESF Structure Support during day shift and, as necessary, night shift; and
 4. An ESF Administrative Support as necessary, based on the anticipated workload.
- If the NRCC is not activated by FEMA, the WO will be staffed with, at a minimum, one ESFL dedicated to the fire situation who will perform ESF #4 duties such as those expected of the ESF #4 staff at the NRCC.
- An ESF #4 Primary Leader qualified person should be placed at NIFC/NICC to serve as liaison to the National Multi-Agency Coordination Group (NMAC) and to the FEMA representative(s) to NIFC, and to troubleshoot issues related to national-level ordering, international resources, or other national issues that are being dealt with at the NICC.
- An ESF #4 representative from NIFC and/or the NRCC should participate in daily FEMA VTCs.
- The ESF #4 desk at the NRCC must keep communications links open and active with NIFC and with the State EOC and RRCC/JFO during the entire incident.

ESF #4 Staffing for Fire Incidents



NRCC ESF #4 – Desk Duties

Dress code: Business attire or field uniform

Day Shift

Check in at NRCC: 0615
 Transition meeting with night shift: 0630
 Shift begins – NRCC shift briefing: 0700
 Review/distribute morning briefing paper: 0730
 Complete/address/follow the ESF #4 Duties and Priorities (listed below)
 Follow posted NRCC meeting/reporting schedule for day shift
 Prepare for transition meeting with night shift: 1800
 Transition meeting with night shift: 1830
 Shift ends – NRCC shift briefing: 1900
 Estimated check-out time: 1930

Night Shift

Check in at NRCC: 1815
 Transition meeting with day shift: 1830
 Shift begins/NRCC shift briefing: 1900
 Complete/address/follow the ESF #4 Duties and Priorities (listed below)
 Follow posted NRCC meeting/reporting schedule for night shift
 Develop and distribute ESF #4 situation report (0530)
 Produce agency-specific situation report (0700)
 Prepare for transition meeting with day shift: 0600
 Transition meeting with day shift: 0630
 Shift ends/NRCC shift briefing: 0700
 Estimated check-out time: 0730

ESF #4 Duties and Priorities:

Ensure safety and welfare of NRCC ESF #4 staff
 Support and maintain contact with RRCC(s)/JFO(s)
 Maintain situational awareness regarding incident(s)

- Provide situational awareness information to RRCC(s)/JFO(s)
- Provide situational awareness information to all department/agency HQs

Maintain communication with all parties via ESF #4 desk e-mail address (to ensure continuity)
 Attend appropriate briefings, meetings, conference calls/VTCs, etc.
 Provide situation report, asset, and other information to NRCC Sections as requested
 Maintain information on Homeland Security Information Network (HSIN) (Common Operating Picture)
 Provide situation reports to department/agency HQs
 Maintain documentation (MA log, cost accounting log, ICS 214, incident narrative)
 Address other incident- or ESF #4-related tasks/issues/items

Non-ESF #4 Work:

Personnel operating at the ESF #4 desk have been assigned or detailed to that position, and for the duration of the assignment report to the appropriate ESF Coordinator or ESF Primary Leader. Routine or non-incident-related agency/organization tasks/issues/items should not be conducted while operating at the ESF #4 desk at the NRCC. If this type of work is necessary, the ESF #4 staff member should advise their ESF #4 supervisor and, once duties are redistributed, relocate to conduct the nonincident work. If this work will be time consuming, replacement staff will be requested.

ESF #4 Staffing the NRCC

The key responsibilities of the ESF #4 staffing the NRCC are as follows.

1. The ESF #4 Primary Leader should receive an initial briefing from the National ESF #4 Coordinator that should include:
 - Staffing requirements;
 - Reporting procedures and expectations;
 - Key contacts and phone numbers;
 - Safety procedures;
 - Sensitive issues and concerns;
 - Written Delegation of Authority;
 - Close-out procedures for:
 - Forest Service, and
 - FEMA.
2. Ensure that the “NRCC ESF #4 – Desk Duties” are followed by ESF #4 staff through the duration of the ESF #4 activation.
3. Provide technical information and guidance to FEMA and cooperating agencies related to the availability and capabilities of resources from Federal and State wildland fire agencies.
4. Ensure the FEMA MAs have been completed with specific language describing the assignment and approved. MA must be signed by FEMA, and accepted by Director, Fire and Aviation Management or delegate. Pre-Scripted Mission Assignment (PSMAs) may be used when appropriate.
5. Prepare situation reports as required by the NRCC Director, describing the activities and status of Forest Service resources and other support agencies resources.
6. Provide input to planning and reporting processes of the NRCC as needed.
7. Prepare and present status reports of accomplishments at the daily NRCC meetings.
8. Provide daily situation report on ESF #4 activities to the ESF4 primary and support agencies. Distribution is limited to these specific recipients:
 - USFS Assistant Director – Partnerships/NFP
 - USFS Branch Chief – Disaster/Emergency Operations
 - USFS Disaster/Emergency Operations Specialist
 - USFS Regional/Area Fire Director
 - USFS Regional/Area ESF #4 Coordinator
 - DOI OWFC Director
 - DOI ESF #4 Coordinator
 - USFA Branch Chief – Emergency Response Support
 - USFA ESF #4 Coordinator

9. Ensure that any incident- or ESF-related information sent by ESF #4 staff at the NRCC to a primary or support agency headquarters is provided to the headquarters of each ESF #4 primary and support agency activated for the incident. This is to ensure that all ESF #4 agencies maintain a common operating picture.
10. Provide information to the NIIC (202-205-1450) for Incident Reports and USDA Spot Reports. The NIIC has electronic version of these forms.
11. Coordinate closely with other ESFs at the NRCC whose organizations are involved in common missions. As the primary ESF, prepare an ESF Mission Assignment Subtasking Request when subtasking to another agency. Ensure subtasking MAs are completed and approved.
12. Identify resources available to support disaster response activities.
13. Monitor expenditures to ensure the MA dollar limitation is not exceeded. If it is anticipated that the dollar limitation set forth in the MA will be exceeded, submit a request for additional funding.
14. Establish process for tracking MAs, costs, and accruals. Forward MAs and daily costs to Albuquerque Service Center Budget and Finance Incident Finance Branch (ASC-B&F-IF), Branch Chief for Incident Business Practices, and cooperating agencies.
15. Maintain a spreadsheet that lists the MAs and fiscal codes. Supply this information to the National ESF #4 Coordinator.
16. Maintain an ICS-214, Unit Log, as a daily shift log of events.
17. Maintain an Incident Narrative as a chronological log of major incident highlights.
18. Maintain files (electronic and/or hard copy) of pertinent correspondence, reports, logs, and other information.
19. Monitor through Regional ESF #4 Primary Leader the anticipated length of participation in response activities. Assist in coordination of a smooth and seamless transition of response resources to another agency, organization, or private-sector source to manage recovery activities and long-term support needs.
20. Develop after-action reports as required by USFS and FEMA. Use a "lessons learned" approach to record, track, and apply new, learned knowledge for future all-risk hazards assignments.
21. Follow the responsibilities in the Emergency Support Function #4 – Firefighting Annex of the NRF.
22. Prepare a Final Package, including all ESF #4 documentation (electronic and hard copy), when the ESF #4 operations at the NRCC are terminated. Provide the Final Package to the National ESF #4 Coordinator.
23. ESF #4 Support – Structure have the following additional responsibilities:
 - Provide subject-matter experts/expertise regarding structural/urban/suburban fire-related activities;
 - Coordinate with EMAC personnel on Governor-to-Governor request for structural fire resources;
 - Coordinate with the Fire Desk at the DHS National Operations Center (NOC);
 - Provide contact with appropriate organizations/associations at the national level to ensure any actions by this organization are coordinated.

RRCC/JFO ESF #4 – Desk Duties

Dress code: Field uniform or business attire

Day Shift

Check in at RRCC or JFO: 0615

Transition meeting with night shift: 0630

Shift begins – RRCC/JFO shift briefing: 0700

Complete/address/follow the ESF #4 Duties and Priorities (listed below)

Follow posted RRCC/JFO meeting/reporting schedule for day shift

Prepare for transition meeting with night shift: 1800

Transition meeting with night shift: 1830

Shift ends – RRCC/JFO shift briefing: 1900

Estimated check-out time: 1930

Night Shift

Check in at RRCC or JFO: 1815

Transition meeting with day shift: 1830

Shift begins – RRCC/JFO shift briefing: 1900

Complete/address/follow the ESF #4 Duties and Priorities (listed below)

Follow posted RRCC/JFO meeting/reporting schedule for night shift

Prepare for transition meeting with day shift: 0600

Transition meeting with day shift: 0630

Shift ends – RRCC/JFO shift briefing: 0700

Estimated check-out time: 0730

ESF #4 Duties and Priorities:

Ensure safety and welfare of RRCC/JFO ESF #4 staff

Support and maintain contact with NRCC

Maintain situational awareness regarding incident(s)

- Provide situational awareness information to NRCC
- Provide situational awareness information to appropriate department/agency regional offices

Maintain communication with all parties via ESF #4 desk e-mail address (to ensure continuity)

Attend appropriate briefings, meetings, conference calls/VTCs, etc.

Provide situation report, asset, and other information to RRCC/JFO Sections as requested

Maintain information on HSIN (Common Operating Picture)

Provide situation reports to appropriate department/agency regional offices

Maintain documentation (MA log, cost accounting log, ICS 214)

Address other incident- or ESF #4-related tasks/issues/items

Non-ESF #4 Work:

Personnel operating at the ESF #4 desk have been assigned or detailed to that position, and for the duration of the assignment report to the appropriate ESF Coordinator or ESF Primary Leader. Routine or non-incident-related agency/organization tasks/issues/items should not be conducted while operating at ESF #4 desk at NRCC. If this type of work is necessary, the ESF #4 staff member should advise the ESF #4 supervisor and, once duties are redistributed, relocate to conduct the non-incident work. If this work will be time consuming, replacement staff will be requested.

ESF #4 Staffing the RRCC/JFO

The key responsibilities of the ESF #4 Primary Leader staffing the RRCC/JFO are as follows.

1. Receive initial briefing from the Regional/Area ESF #4 Coordinator, which should include:
 - Staffing requirements;
 - Reporting procedures and expectations;
 - Key contacts and phone numbers;
 - Safety procedures;
 - Sensitive issues and concerns;
 - Written Delegation of Authority;
 - Close-out procedures for:
 - Forest Service, and
 - FEMA.
2. Ensure that the "RRCC/JFO ESF #4 – Desk Duties" are followed by ESF #4 staff through the duration of the ESF #4 activation.
3. Ensure that any incident- or ESF-related information sent by ESF #4 staff at the RRCC or JFO to a primary or support agency headquarters or regional office is provided to the headquarters or regional office of each ESF #4 primary and support agency activated for the incident. This is to ensure that all ESF #4 agencies maintain a common operating picture.
4. Maintain contact with the Regional/Area ESF #4 Coordinator regarding the capability of the USFS to accept new mission assignments. Requests for assistance should be processed in an integrated and coordinated manner to determine the appropriate level of commitment.

Response missions will be focused on missions we routinely perform with consistency and success. A mission analysis of every all-hazard request should be conducted before accepting the request. Accepted missions support response activities that protect human life, property, at-risk lands, and resources. These are typically short-term missions and involve life-saving or live-sustaining activities.
5. Coordinate with the Regional Fire and Aviation Director or delegate regarding the ordering of resources required to support each MA.
6. Ensure coordination with the GACC Coordinator on Duty.
7. Ensure the FEMA MAs have been completed and approved with specific language included that describes the assignment. MAs must be signed by FEMA, and accepted by the Regional Director, Fire and Aviation Management or individual with delegated authority. MAs issued by FEMA may be written or verbal. If the MA is verbal, follow up with a written MA as soon as possible. Pre-Scripted Mission Assignments (PSMAs) may be used when appropriate. Once the JFO is staffed, MAs should be completed and approved at that location.
8. Ensure appropriate fiscal codes are established for each MA by following the identified procedures.
9. Where the USFS has jurisdictional authority, including functional responsibilities of a significant commitment of resources, promote use of the National Incident Management System (NIMS).

10. Ensure all employees involved are supported and managed by an agency leader, agency liaison, or interagency Incident Management Team (IMT). This support includes agency participation in mission assignment, incident action planning, and tracking of all resources ordered through ESF #4 while on assignments.
11. Serve as primary contact for individuals ordered as a single resource not assigned to a USFS unit or IMT. In this case, the ESF #4 Primary Leader is responsible for ensuring the safety and health needs of our employees are met. Single resources and the ESF #4 Primary Leader will maintain contact to ensure all safety, health, and related issues can be resolved.
12. Ensure that any vaccinations, credentials, and PPE required to operate safely within the assigned mission are communicated to all resources being assigned through ESF #4.
13. Ensure that a clear, concise "Leader's Intent" mission briefing is communicated to committed resources to ensure safe, effective, and efficient assignment management for employees on the incident(s). Place emphasis on incident-specific briefings and safety/personal protective training prior to beginning task work. Promote aggressive risk management during incident action planning and resource tracking activities to ensure the safety of employees involved in mission task accomplishment.
14. Monitor MAs to ensure that dollar limitations are not exceeded. If it is anticipated that the dollar limitation set forth in the MA will be exceeded, submit a request for additional funding to FEMA using their Action Request Form (ARF).
15. Work with the IBA for tracking MA costs and adjusting the funding once the assigned mission is completed. Coordinate with FEMA MA Manager to ensure remaining funds are de-obligated and MA is closed.
16. Coordinate with other ESFs whose organizations are involved in common missions. Prepare an ESF Mission Assignment Subtasking Request when sub-tasking to another agency. Ensure subtasking MAs are completed and approved.
17. Provide daily briefings of Forest Service activities to the following:
 - FEMA NRCC/RRCC/JFO;
 - Regional/Area Director, Fire and Aviation Management;
 - Regional/Area ESF #4 Coordinator;
 - GACC; and
 - Support agencies and other individuals or organizations as needed.
18. Prepare and present situation reports as required by the RRCC/JFO Director, describing the activities and status of USFS resources and other support agencies' resources.
19. Provide input to planning and reporting processes of the RRCC/JFO, as requested.
19. Maintain an ICS-214, Unit Log, as a daily shift log of events. The text in Section 8 of each form can be pasted into an ongoing chronology of significant events if needed.
20. Maintain files (electronic and/or hard copy) of pertinent correspondence, reports, logs, and other information.
21. Monitor the anticipated length of participation in response activities. Assist in coordination of a smooth and seamless transition to another agency, organization, or private sector source to manage recovery activities and long-term support needs.

-
22. Follow the responsibilities in the Emergency Support Function #4 – Firefighting Annex of the NRF.
 23. Develop after-action reports as required by USFS and FEMA. Use a “lessons learned” approach to record, track, and apply new, learned knowledge for future all-risk hazard assignments.
 24. ESF #4 Support – Structure assigned to the RRCC/JFO have the following additional duties:
 - Provide subject- matter experts/expertise regarding structural/urban/suburban fire related activities.
 - Coordinate with EMAC personnel at the RRCC, JFO, and/or State EOC regarding requests for structural fire resources received by EMAC and by ESF #4.
 - Provide staffing support for the contact and coordination of the mobilization of structural fire resources.
 - Maintain contact with EMAC personnel at the RRCC, JFO, and/or State EOC to monitor (but not become involved with) their mobilization activities to:
 - Determine potential impacts to ESF #4,
 - Identify en route support needs,
 - Identify on-scene support needs, and
 - Identify any coordination efforts that may be needed.
 - Coordinate initial contact, when necessary, with affected area Fire Chief Associations, emergency management agencies, or individual affected fire departments depending on circumstances:
 - Assess capability after incident,
 - Determine support needs,
 - Provide counsel/recommendations on needs to support communities as well as how to acquire resources and support, and
 - Provide information on how the system works.
 - Coordinate as needed with ESF #4 Support – Structure position at the NRCC.

Processes, Procedures, and Tasks

Procedures for Receiving an Incident Job Code for Mission Assignments

The following procedures have been defined by Budget and Finance at the Albuquerque Service Center (ASC) for the acceptance of a Mission Assignment (MA) from FEMA, and subsequent issuance of an incident job code (F-code). This is specifically applicable when ESF #4 is provided with a verbal MA from FEMA, and the subsequent written MA may be delayed.

- The ESF #4 Primary Leader at the RRCC will document the following information:
 - The name of the FEMA official requesting the resource(s).
 - The task(s) the resource(s) will be performing.
 - Where and to whom the resource(s) are to report.
 - How much money is allocated for the task(s)/resource(s).
- The ESF #4 Primary Leader will get a commitment from the FEMA official to follow up with a signed MA as soon as possible.
- The ESF #4 Primary Leader will contact ASC Incident Finance at the phone numbers provided below, and will provide them with the above information. This contact can be made at any time, 24/7.
- ASC Incident Finance will issue the F-code to the ESF #4 Primary Leader as soon as the above information is provided.
- The ESF #4 Primary Leader will fax a copy of the signed MA to ASC incident Finance as soon as it is received from FEMA.

Per ASC: In order to ensure responsiveness to FEMA job code requests, the following phone tree should be utilized in the order presented. The first line will result in issuance of an F-code during hours noted; designated staff will respond after hours. The other numbers are provided as a safety net to ensure prompt response. These numbers are for acquiring a job code only, and not for regular business.

Incident Finance Landline	505-563-7635 (7 a.m.-5 p.m. Mountain Time, M-F)
FEMA Payments Program Manager	505-331-0348
Incident Finance Cell Phone	505-366-8191 (after hours)

DOI will assign reimbursable job codes based on the establishment of the F-code and issuance of the DOI subtask.

Any problems or delays with the procedure should be documented and forwarded to Dale Dague, National ESF #4 Coordinator.

Pre-Scripted Mission Assignments (PSMAs)

The following PSMAs are for missions the agency has agreed to under the NRF. Additional MAs received should be reviewed closely for personnel protective equipment (PPE) requirements, safety issues, agency mission (response activities and actions), and wording about partners. As necessary, consult with the Regional/Area ESF #4 Coordinator or the National ESF #4 Coordinator.

The PSMAs listed below are available on the ESF #4 portal of HSIN, as well as from the National and Regional/Area ESF #4 Coordinators.

Be sure to revise cost estimates on the PSMAs using current costs from the Incident Business Practices Web page: http://www.fs.fed.us/fire/ibp/cost_accounting/cost_accounting.html

PSMAs included in FEMA's PSMA Catalog:

- ESF #4 activation at NRCC – Pre-Declaration
- ESF #4 activation at NRCC – Post-Declaration
- ESF #4 activation at RRCC – Pre-Declaration
- ESF #4 activation at RRCC – Post-Declaration
- Provide mobilization center support in support of FEMA
- Provide emergency road clearing in support of ESF #3
- Provide cache support in support of ESF #6
- Provide wildfire assistance and suppression planning
- Provide Radio Starter System in support of ESF #2

PSMAs for ESF #4 use only, not provided to FEMA:

- Establish base camp in support of ESF #8
- Provide firefighting resources to Federal, State, and local agencies in support of firefighting operations

Evaluating/Writing Mission Assignments

When evaluating a proposed mission assignment (MA), use an integrated and coordinated process with ESF #4 support agencies to determine whether ESF #4 resources are appropriate for the mission. Analyze the mission to ensure that requested resources have the core skills, training, and capability to safely complete the tasks. To perform an effective mission analysis, the proposed MA must:

- Specify what needs to be accomplished (mission).
 - **Response** missions/tasks (short-term and imminent threat to life, property, at-risk lands, and resources) are the types of assignments the ESF #4 agencies lead and support agencies are prepared and organized to support.
 - **Recovery** missions/tasks (long-term actions to restore a community) are a lower priority for ESF #4 agencies, as recovery missions often fall outside of the specific agency mission and may inhibit the agency(s) from effectively performing their legislatively mandated mission.
- Identify specific ways or methods to accomplish the mission (task) safely.
- Identify the quantity or size of the mission to manage (size).
- Identify the duration of the mission; how long to plan for (time).
- Identify personal protective equipment or measures needed to accomplish the mission safely (safety).
- Identify the point of contact (contact).
- Identify where the resources are to report, and to whom they will be reporting and accountable to (person/place).
- Identify the use of partners – **always include this statement:** Utilize USFS and Department of Interior (DOI) resources as appropriate. This will enhance the efficient and effective use of resources, increase interoperability, and facilitate reimbursement of all agencies (partners).
- Identify the anticipated cost to perform the mission for the identified duration (cost).

Example

- Provide XXXX (personnel/equipment/supplies) to XXXX (mission) to do XXXX (task).
- There will be XXXX (size, quantity, etc.) of XXXX (mission focus) to XXXX (mission function).
- The expected length of the assignment is (time).
- The FEMA point of contact will be XXXX at phone ### (contact).
- The resources will be reporting to XXXX (person) at XXXX (place).
- Utilize USFS and Department of Interior (DOI) resources as appropriate.
- The estimated cost of this mission will be \$XXXX (cost).

Under each MA, the USFS may provide additional explanation for the MA language and background for the funding estimates. The funding estimates are based on anticipated USFS/ESF #4 personnel support and contracting requirements. Personnel cost estimates are based on a national average of resource types (including overhead and overtime) working 12 hours/day, 7 days a week, plus travel and per diem.

Due to the potential of wildland fire agency personnel and other resources being committed and/or unavailable, FEMA and other ESFs should utilize sources other than ESF #4 for resource and other support whenever possible. If necessary, ESF #4 can provide expertise and/or advisory resources to assist in training other personnel to provide the required support. In order for the DOI agencies to obligate funding to assist with ESF4 assignments, a subtask must be issued. (See page 50 for a sample.)

Be sure to revise cost estimates on the PSMA's using current costs from the Incident Business Practices Web page: http://www.fs.fed.us/fire/ibp/cost_accounting/cost_accounting.html

ESF #4 Procedures for Mission Assignments During Wildland Fires

- When a State requests firefighting support/resources, it is recommended that the standard wildland fire resource ordering process be used, rather than issuing an MA or using EMAC. However, if the State chooses to request Federal firefighting resources through ESF #4, one example of ordering firefighting resources through a MA is as follows:
 1. Put all MA resources on a unique resource order number and include the F-code and MA number in each individual ROSS resource order.
 2. Federal agency places the order (ensures use of F-code).
 3. When resource is sent to an incident, keep the F-code in the record.
 4. The F-code needs to remain with the resource through multiple orders.
- If an MA is issued for firefighting resources, clarification as to where resources can and cannot be used must be obtained in writing and included in the MA. Sample language is as follows:

Provide firefighting resources of the kind, type, and quantities indicated, including engines, tenders, crews, dozers, aviation assets, other firefighting and support equipment, and appropriate overhead to include operational and support personnel as needed to provide coordination, oversight, medical support, and safety.

Firefighting resources are to be used for State/local force protection tasks. These tasks include:

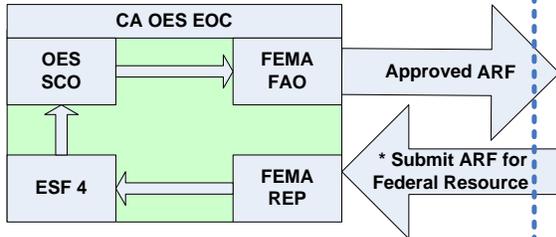
- Initial attack
- Perimeter control
- Protection of structures from vegetation fires
- Structural firefighting
- Medical aid
- Civilian notification and evacuation
- Support to other firefighting operations (water support development, chainsaw work, etc.)
- Staging areas and/or mobilization centers to support firefighting

Additional task orders for specific tasks will be on a case-by-case basis. Purchase of Accountable Property is not authorized. All resources must meet National Wildlife Coordinating Group (NWCG) standards or equivalent, which include certification, training, and personal protective equipment. Utilize USFS and DOI resources and other Federal agencies as appropriate. Utilization of USFS, DOI, and other Federal agency resources does not preclude use of international assets as they may be ordered under this FEMA MA.

- Special procedures for ordering/tracking resources must be followed.
 1. Put all MA resources on a unique resource order number and include the F Code for each MA.
 2. Federal agency places the order (ensures use of F-code).
 3. When resource is sent to an incident, keep the F-code in the record.
 4. The F-code must remain with the resource through multiple orders.
- The GACC Coordinator on Duty will advise the ESF #4 satellite group at the GACC of any changes in status of orders. The ESF #4 satellite group will notify ESF #4 at the State EOC, who will notify ESF #4 at NIFC, who will notify ESF #4 at the NRCC. ESF #4 at the State EOC must document changes on the MA and forward information to FEMA at the RRCC/JFO. ESF #4 at the NRCC will forward information to FEMA at the NRCC.
- An ESF #4 representative from the State EOC and/or RRCC/JFO should participate in daily FEMA video teleconferences (VTCs). An ESF #4 representative at NIFC and the NRCC should also participate.
- ESF #4 desks at the NRCC, State EOC, and RRCC/JFO must keep the communications link open and active during the entire incident.

FEMA - MISSION ASSIGNMENT PROCESS DECLARED COUNTIES – CA FIRES

ARF/MA Funding Process for Federal Resources

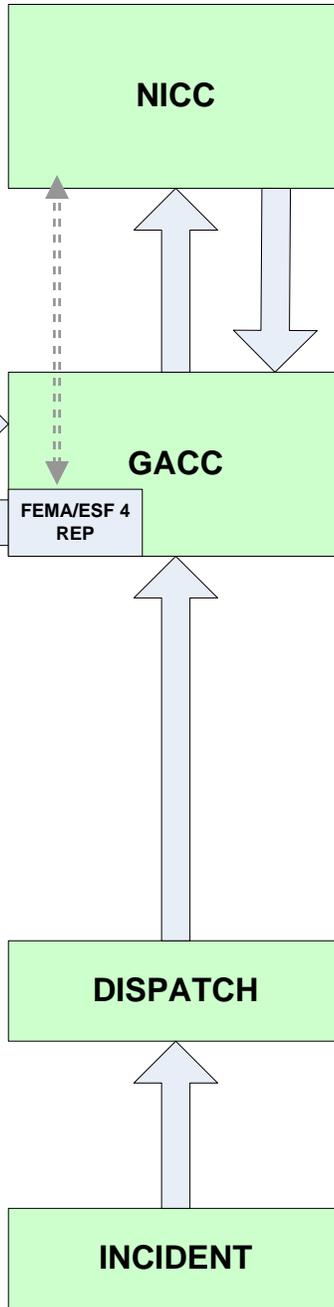


** For an order to get FEMA funding, all Federal Resources provided through the GACC or NICC need to be captured on ARFs.*

← - - - - - = Coordination

→ = Orders

FIRE RESOURCE ORDERING PROCESS



Resource Ordering Procedures – General

- Resource ordering on an all-hazard incident can be complex and dynamic. Therefore, it is important for the Regional/Area ESF #4 Coordinator or Primary Leader and the National ESF #4 Coordinator or Primary Leader to strategize agencies' capabilities, availability, and duration issues.
- When a State requests Federal firefighting support/resources for a wildland fire emergency or disaster, it is recommended that the standard wildland fire resource ordering process be used under existing agreements and Fire Management Assistance Grants (FMAGs) whenever possible. This process can facilitate more efficient, effective ordering and response than might be received through the issuance of an MA. When a State requests Federal firefighting support/resources for incidents other than a wildland fire, the standard FEMA process utilizing Action Request Forms and MAs should be issued.
- When a State requests structural firefighting support, it is recommended that they use compacts and agreements outside of the wildland system, such as State-to-State agreements or EMAC. While structural fire resources can be provided through the wildland fire system, availability and understanding for this may be limited.
- On most incidents, there should only be one primary ordering point. On larger incidents there may be a need to have several ordering points. NIFC, in coordination with the GACC, will help facilitate ordering procedures to minimize conflicts and duplication of orders.
- The National/Regional Aviation Officer and Aviation Safety Officer should be consulted when any aviation resources are requested.

Resource Ordering and Tracking – Wildland Fire Resources

All orders for wildland fire resources should follow the established procedures listed in the National and Geographical Area Mobilization Guides. If NRF processes differ from National or Geographical Area Mobilization Guide processes, the NRF process should be followed and NIFC, the GACC, and the National ESF #4 Coordinator should be informed of the discrepancy.

Wildland resources should be tracked through the incident to the GACC, then to ESF #4. Information regarding types and numbers of resources should be obtained from, or in cooperation with, the GACC.

It is important to identify any resources that were ordered outside of the Resource Ordering and Status System (ROSS) and document how they were ordered. This will ensure that all resources are counted appropriately and that costs can be tracked and reimbursed appropriately.

Resource Ordering Procedure – Structural Fire Resources

If requested through ESF #4, all orders for structural fire resources should follow the established procedures listed in the National and Geographical Area Mobilization Guides. If NRF processes differ from National or Geographical Area Mobilization Guide processes, the NRF process should be followed and NIFC, the GACC, and the National ESF #4 Coordinator should be informed of the discrepancy.

Structural fire resources ordered through ESF #4 should be tracked through the incident to the GACC, then to ESF #4. Information regarding types and numbers of resources should be obtained from, or in cooperation with, the GACC.

Structural fire resources ordered through EMAC or other compacts/agreements should be tracked at the lowest possible level, with information passed up through the appropriate ESF #4 desk. For example, incidents can provide to the GACC information on EMAC resources assigned to them; the GACC can then provide this information to ESF #4 at the RRCC/JFO. Concurrently, ESF #4 personnel can coordinate with the appropriate State personnel to validate/confirm information on structural fire resources deployed under EMAC or other compacts/agreements. For example, ESF #4 at the RRCC/JFO can coordinate with EMAC staff at the State EOC to identify how many structural fire resources have been deployed through EMAC, and can coordinate with State fire agency personnel on where structural fire resources deployed through compacts/agreements are operating.

Information on structural fire resources ordered through non-ESF #4 means should still be reported by ESF #4, but shall clearly indicate that they were not ordered through ESF #4.

Additional Process When Unique* Resources Are Ordered Under an F-code

Purpose: To avoid confusion, delay, and inefficiencies in the wildland fire ordering processes between GACC(s) and NICC for “unique” tactical firefighting resources.

These “unique” resources are often high profile and the subject of interest by senior government officials from various agencies, including DOD, DHS, and FEMA.

The following process should be used to flag/earmark resource orders involving “unique” tactical firefighting assets ordered to support F-code State/local taskings:

1. The GACC Coordinator on duty will phone the NICC Coordinator and advise him or her of the “unique” resource order placed in the system.
2. The ESF #4 Representative at the GACC will phone the ESF #4 Representative at the NICC (if in place) or the NICC Coordinator and advise him or her of the “unique” resource order being placed. This will ensure no slippage/lost time in the NICC filling the unique F-code resource order, in case the GACC Coordinator is delayed by press of business in placing the call to the NICC.

* “Unique” resources are defined as important tactical assets (not support assets) ordered with an F-code which typically need to stay together when they reach the fireground assignment. This will usually be military, international, or other “sensitive” resources.

Cost Tracking Process – FEMA Mission Assignment

When a Presidential declaration has taken place, FEMA can task the Forest Service, the lead agency in ESF #4 Firefighting under the NRF, to support the affected State or other Federal agencies.

An Action Request Form (ARF) is filled out requesting the needed resources or supplies, and should the Forest Service determine they can fulfill that mission, a Mission Assignment (MA) is issued by FEMA to proceed. Information about resource needs is gathered from the Incident Command Posts (ICPs).

- During all-hazard incidents, the ICP communicates its resource needs to the local emergency operations center, which then transmits appropriate resource needs to the State Emergency Operations Center (SEOC). The SEOC develops an ARF for resources or supplies and submits it to FEMA, who forwards it to the appropriate ESF. Requests for firefighting resources are given to the ESF #4 Primary Leader. The ESF #4 Primary Leader checks to see if the request is an appropriate mission to be handled under ESF #4.
- During wildland fire incidents, each ICP must develop a plan for resources and communicate that information to the Geographic Area Coordination Center (GACC). The ESF #4 Primary Leader at the GACC checks to see if the request relates to the MA and whether the requested resources are within the wildland fire system, then consolidates that information into an ARF, which is sent for approval to the SEOC.

Where resources are assigned to an incident before a Presidential declaration, such as during a major wildland fire, the incident must decide/identify which resources will be working on the State and private lands, and must communicate that information to ESF #4 so those resources can be reassigned to the FEMA incident order. This is a timely process and is absolutely necessary so that the Forest Service will be reimbursed. Without this step, the resources are not considered FEMA resources and reimbursement will not occur.

The Forest Service will order or reassign the needed resources on an incident resource order through established processes. This order must indicate that it is a FEMA order and have the accounting code that is assigned to that MA.

Resources under the resource order are considered FEMA resources and can only be used to support a State, FEMA, or another ESF. During a wildland fire, firefighting resources may only be used on State and private lands. FEMA resources are those that are agency-employed or under Federal hire. State and local cooperators not ordered through the FEMA incident order are not considered FEMA resources for Forest Service reimbursement purposes.

Documentation required supporting the Forest Service and other Federal agencies request for payment from FEMA:

- Resource Order or report from an automated ordering system – FEMA with F-code assigned (good idea to name the incident 200X FEMA WILDFIRE, or something similar)
- Pay documents – e.g., Emergency Equipment Invoices, Crew Time Reports, Firefighter Time Reports
- Vehicle Inspections
- Incident Blanket Purchase Agreement (I-BPA)/Emergency Equipment Rental Agreement (EERA)/Contract/Agreement

Payment packages are treated like regular payment packages and sent to the Albuquerque Service Center B&F Incident Finance Branch, and electronically if using I-Suite. See http://www.fs.fed.us/fire/ibp/incident_payments/incident_payments.html for annual incident finance payment procedures.

FEMA resource costs must be tracked for Forest Service accrual purposes and to account for costs expended against the MA. Regional Forest Service Incident Business/ESF #4 will determine how they want the accumulation of costs to be gathered. Typically the Cost Unit Leader (COST) from each incident

will call/fax/e-mail a daily summary directly to ESF #4 at a central location, such as the SEOC or a FEMA Joint Field Office (JFO). The accrual process will typically work through the incident COST, as long as I-Suite is being used.

Tracking ESF #4 Costs

The costs for ESF #4 staff must be tracked, just as other resources would be tracked. MAs for ESF #4 activation may be pre-declaration or post-declaration. Separate MAs will be issued for ESF #4 activation at the NRCC and at the regional level. Each MA will have a dollar amount that cannot be exceeded; it is incumbent upon the ESF #4 Primary Leader to track ESF #4 staff costs and ensure that these costs stay under the approved amount, or that an ARF is completed requesting additional funds be applied to the MA.

Costs eligible for reimbursement by FEMA include overtime and travel expenses for permanent and seasonal government employees and all costs for temporary employees hired specifically for the assignment through regular government hiring procedures or as Casual Hires through the AD pay plan. Overtime hours include any hours over 8 hours in a day and over 40 hours in a workweek. Overtime costs are based on the permanent employee's GS level, or the AD/Casual Hire's pay level as identified in the Pay Plan for Emergency Workers (AD Pay Plan), found in the Interagency Incident Business Management Handbook (IIBMH), Chapter 10, Section 13.6). Overtime procedures outlined in Chapter 90, Section 91 of the IIBMH should be followed.

Cost Tracking During Major Wildland Fires

Following are ESF #4 procedures to ensure FEMA Reimbursement for Federal resources assigned to work on State/local missions or support FEMA/other ESFs. Federal resources can only use FEMA code (F-code) if the assignment is in support of State/local missions or to support FEMA or other ESFs under an approved Mission Assignment (MA).

ESF #4 Process at the SEOC for Action Request Forms (ARFs) Generated at the Geographic Area Coordination Center(s) (GACC(s))

1. ESF #4 at GACCs assists in generating Action Request Forms (ARFs). ARFs identify bundled suppression personnel and equipment that were ordered through NICC under a FEMA # in ROSS.
2. "Bundled" ARFs are then transmitted by each of the GACCs to the ESF #4 at the State Emergency Operations Center (SEOC).
3. ESF #4 at the SEOC estimates the cost of the "bundled" ARFs submitted by the GACCs (to ensure consistency in costs associated with firefighting equipment and personnel between the GACCs).
4. ESF #4 then evaluates whether the total cost of the ARF is covered under funds already provided by FEMA through an MA to the Forest Service:
 - If no, ESF #4 will generate an ARF to request additional funds from FEMA through an amendment to an existing MA or new MA.
 - If yes, ESF #4 will generate a Task Order under an existing MA that identifies the total cost requested by the GACC ARF in order to keep track of that financial obligation and ensure that the account (FEMA funding obligation identified on the MA) will not be overspent.

In effect, MA provided to ESF #4 at the SEOC by FEMA can be compared to funds deposited in a bank account. ESF #4 is responsible for upkeep of the associated account "checkbook"— e.g., so that the total cost of the resources ordered by the GACCs does not exceed the funds committed by FEMA in the account via an MA. If resources ordered exceed the funds already committed by FEMA, then the SEOC will request additional funds from FEMA via an ARF (generated by ESF #4 at the SEOC).

Examples

Example 1: Northern GACC transmits ARF to ESF #4 at SEOC for firefighting resources and equipment in support of State/local mission totaling \$5M. Process:

- ESF #4 at SEOC receives and reviews ARF, validates total cost estimate, and checks to see if there are sufficient funds under the existing MA.
- If ESF #4 review determines that there are **sufficient** funds under the existing MA to cover the GACC ARF financial needs, then ESF #4 at SEOC completes a Task Order that summarizes the GACC firefighting resources and equipment, and total costs. This Task Order does not obligate additional funds but details expenditures of existing FEMA obligations under the existing MA. This Task Order is filed for use by USFS Incident Business Advisor (IBA).

Example 2: Southern GACC transmits ARF to ESF #4 at SEOC for firefighting resources and equipment in support of State/local mission totaling \$15M. Process:

- ESF #4 at SEOC receives and reviews ARF, validates total cost estimate, and checks to see if there is sufficient funds under the existing Mission Assignment (MA).
- If ESF #4 review determines there are **insufficient** funds under the existing MA to cover the GACC ARF financial needs; then ESF #4 at SEOC generates a second ARF to FEMA requesting an amendment to the existing MA for more funds to cover the GACC ARF.
- ESF #4 at SEOC will send a notification to the GACC when the ARF has been processed and has been transmitted to FEMA.

Procedures for Drawdown/Resource Conflict During All-Hazard Incidents

Summary

The integrated wildland fire resources of USDA and DOI may be deployed to support firefighting requirements and other missions under the NRF. USFS serves as the primary agency to coordinate missions with FEMA. Procedures have been established to assure information flow and policy coordination between USDA/Forest Service and DOI to facilitate deployment of the joint resources of both departments, and to adjudicate allocation of resources when needed.

Discussion

- The USFS All-Hazard Doctrine outlines priorities for deployment of wildland fire resources. DOI was involved in development of the All-Hazard Doctrine. Priorities are as follows:
 1. USDA/DOI statutory wildland firefighting operations;
 2. Support to ESF #4 – Firefighting under the NRF; and
 3. Other support to other ESFs under the NRF.
- The interagency National Multi-Agency Coordination Group (NMAC) generates a report every 10 days outlining wildland fire resources available for NRF assignments. This report is provided to USFS, DOI, and FEMA.
- Upon request, the National Interagency Coordination Center (NICC) in Boise, ID, allocates resources made available by NMAC for NRF missions.
- The ESF #4 desk at the NRCC located in FEMA National Headquarters provides information on status of disaster and resources to USFS Fire and Aviation Management (FAM) Director. Coordination is maintained between the NRCC ESF #4 desk, the RRCC ESF #4 desk, and the JFO ESF #4 desk, along with the NICC, to assure appropriate resources are assigned and to watch for signs of competition of resources. This information is made available to the NMAC for producing the list of available wildland fire resources.
- In routine situations where resources are sufficient to respond to NRF missions, and the specific missions are of a nature that are focused on missions that we perform consistently and successfully, the ESF #4 desk passes missions to the NICC for execution. The NICC reports such deployments in its situation reports.
- If it appears there will be severe competition for resources, notification is made by the ESF #4 desk at the NRCC to FAM Director and to DOI/Office of Wildland Fire Coordination (OWFC). The Directors of FAM and OWFC will coordinate as needed. (DOI has a seat at the ESF #4 desk to assist USFS in NRF duties and secondarily to obtain information for briefing DOI/OWFC.)
- The FAM Director briefs the USDA Undersecretary for Natural Resources and Environment and the USDA Director of Homeland Security Office on the current situation and whether wildland fire resources will have to be limited for availability to other incidents. OWFC briefs the DOI Assistant Secretary for Policy, Management and Budget (PMB) and the DOI Departmental Emergency Coordinator.
- The USDA Undersecretary contacts the DOI Assistant Secretary PMB to confirm or adjust the level of joint USDA/DOI resources NMAC has allocated for NRF missions.
- The ESF #4 desk at the NRCC (and RRCC or JFO when appropriate) informs FEMA of the ability of the wildland fire community to accept missions. The USDA Homeland Security Office informs the FEMA Administrator/Deputy, and also the Homeland Security Council Response and Recovery Directorate and the Domestic Readiness Group (DRG) as needed. DOI is represented on the DRG by the Assistant Secretary PMB or Deputy Assistant Secretary, Law Enforcement, Security & Emergency Management.

- If the FEMA Administrator disagrees with the USDA/DOI decision and a solution cannot be reached, then the issue would be brought to the DRG for discussion. If the DRG cannot resolve the issue, then it would go to Deputies/Principles for a final decision (Homeland Security Council Response and Recovery Directorate).
- The final decision on resource allocation is then passed back down to NICC and NMAC through the National ESF #4 Coordinator (USFS FAM).
- NMAC makes tactical decisions on how to fill the resource demands from the DRG or HSC, and alerts the GACCs.

Daily Documentation

In addition to cost tracking and providing data and information for situation reports and other inquiries, ESF #4 is responsible for the daily completion of other types of documentation.

Each location with ESF #4 staff should be completing an ICS-214, Unit Log, during each shift. This document serves not only as incident documentation, but also serves as a transition document between shifts. During each shift, the information on the ICS-214 should be kept up-to-date with events specific to ESF #4 at that facility (e.g., "Received Mission Assignment for a Type 2 IMT to manage a MOB Center in Lakeland, FL," "Attended VTC as part of JFO Unified Coordination Group," etc.). It should include any inquiries or requests for information, contact information for these requests, and a notation when the request has been completed.

The Homeland Security Information Network (HSIN) Common Operating Picture (COP) must be updated regularly. Typically FEMA requires that this be updated twice daily. ESF #4 staff at the NRCC and RRCC/JFO should work together to ensure that these updates are coordinated. Typically, the NRCC receives the updated information from the RRCC/JFO and enters the updated information onto the HSIN COP. Because HSIN is Internet-based, the information may be entered from the RRCC/JFO if desired or if the NRCC is not activated. Instructions for entering information into the HSIN COP are included in this section.

An ESF #4 situation report is required to be distributed each morning during ESF #4 activations. This situation report should be produced on an ESF #4 situation report template and be no more than one page in length. It should be derived from the latest FEMA SitRep(s), and should state, in bullet format, the key response issues affecting the ESF #4 primary and support agencies, as well as a summary of resources committed from those agencies. The situation report is typically developed by the night shift at the NRCC from input provided by the RRCC/JFO; however, it will need to be developed by the RRCC/JFO if the NRCC is not activated. The ESF #4 situation report is provided to a limited distribution list no later than 0700 hours daily as an email attachment. The cover e-mail should include a few short bullets with the highlights of the briefing paper, so that those with mobile e-mail devices will have a synopsis. The ESF #4 agencies may forward this report within their agencies or may use this report to generate agency-specific situation reports. These agency-specific reports may be developed by ESF #4 staff at the NRCC or RRCC.

The NRCC ESF #4 staff is responsible for producing an "incident narrative" (like a "fire narrative" on a wildland fire). This narrative contains the major events related to the incident, and major ESF #4 events and situations. The incident narrative is included with the incident records upon demobilization.

The ESF #4 Primary Leader on each shift at each location should ensure that a Firefighter Time Report (OF-288) is completed for each USFS and DOI employee assigned to ESF #4 at that location. The completed OF-288s are filed with the incident records to serve as documentation for reimbursement, if necessary. USFA staff assigned to ESF #4 should complete the appropriate FEMA time and attendance documentation for the work location they are assigned to, and submit the documentation according to FEMA policy. Individual ESF #4 members are responsible for ensuring that their time and attendance documentation is completed and reported appropriately.

The ESF #4 Primary Leader on each shift at each location should complete an Incident Personnel Performance Evaluation (ICS-225) for each subordinate serving in an ESF #4 position, prior to their demobilization. This evaluation is especially important for trainees. The National or Regional/Area ESF #4 Coordinator should also complete an ICS-225 for each appropriate ESFL. The instructions for rating ESF #4 personnel have been modified slightly, and are included in this section. Completed ICS-225s should be provided to the appropriate National or Regional/Area ESF #4 Coordinator, a copy included with the incident records, and a copy provided to the individual being rated. Completed ICS-225s are intended for ESF #4 use only and are not intended to be provided to the individual's home unit supervisor, except by the individual.

Daily Documentation Schedule

Daily	Completed:	Due:	Provided to:
Day Shift			
Situation Report(s)	As directed by FEMA	As directed by FEMA	As directed by FEMA
Spot Report(s)	As needed	As needed	As directed by FEMA
HSIN COP SitRep	After Noon	1500	HSIN
MA/Cost Log	Ongoing	1900	Oncoming ESF #4 shift
ICS 214	Ongoing	1900	Oncoming ESF #4 shift
Night Shift			
HSIN COP SitRep	After Midnight	0300	HSIN
ESF #4 Situation Report	Night shift	0700	Limited to distribution list
MA/Cost Log	Ongoing	1900	Oncoming ESF #4 shift
ICS 214	Ongoing	0700	Oncoming ESF #4 shift
End of Assignment	Completed:		Provided to:
OF-288/FEMA pay documentation	End of pay period or end of assignment		Incident records
ICS 225	End of assignment		Person being rated Incident records ESF #4 Coordinator

ESF #4 Situation Reports

ESF #4 situation reports are developed by 0700 hours daily by the ESF #4 staff at the NRCC, based on the most recent FEMA SitRep(s). The reports should be distributed to the list below only. The ESF #4 agencies may then forward this report within their agencies per agency protocol, and/or may use this report to generate agency-specific situation reports.

<u>Contact</u>	<u>Name</u>	<u>e-mail</u>	<u>Phone #</u>
USFS Asst. Dir. – Partnerships/NFP	Lew Southard	lsouthard@fs.fed.us	202-205-1503
USFS Br. Ch. – Disaster/Emer. Ops.	Dale Dague	ddague@fs.fed.us	202-205-1500
USFS Disaster/Emer. Ops. Specialist	Gordy Sachs	gsachs@fs.fed.us	202-205-1132
USFS Regional/Area Fire Director	Depends on	location of incident	
USFS Regional/Area ESF #4 Coordinator	Depends on	location of incident	
DOI OWFC Director	Kirk Rowdabaugh	Kirk_Rowdabaugh@ios.doi.gov	
DOI ESF #4 Coordinator	John Stewart	john_stewart@ios.doi.gov	202-606-0504
USFA Br. Ch. - Emer. Response Support	Hugh Wood	hugh.wood@dhs.gov	301-447-1087
USFA ESF #4 Coordinator	John Carnegis	john.carnegis@dhs.gov	301-447-1588

Instructions for Processing Casual Hire (ADs) OF-288

- Record work time as outlined in the Interagency Incident Business Management Handbook (IIBMH). Include the AD rate and title in all columns.
- Casuals who are on per diem (incurring hotel, rental car, etc.) expenses will file a travel voucher through Gov trip. Do NOT include incidental expenses or mileage on Firefighter Time Reports (OF-288s) for ADs on per diem.
- Estimate return travel time and submit a copy of the Single Resource Casual Hire Information Form, and OF-288 to ASC-IF. Upon the casual's return, the hiring unit will prepare an OF-288 to adjust the travel time estimate if the OF-288 entry was incorrect.
- Submit partial payments every 2 weeks if casual is working longer than a 14-day assignment. Indicate "partial payment" in the remarks section of the OF-288.
- Send USFS hired casual documents by overnight mail to: USDA, Forest Service, ASC-IF 101B Sun Avenue NE, Albuquerque, NM 87109
- If an agency other than the USFS hired the casual, have casual take the OF-288 and other documents with them to return to their hiring unit. (The casual should follow the policy of the hiring agency.)
- If using I-Suite to complete OF-288, electronically export data to ASC-IF every 2 weeks.
- File a copy of the OF-288, SF-261, and any other documentation relating to the casual hire in the final closeout package.

Closeout Package

Immediately prior to demobilization, a closeout package should be assembled. The closeout package should include paper and electronic copies of all incident records, including:

- ESF #4 situation reports
- Unit Logs (ICS-214)
- Incident Narrative (NRCC only)
- Action Request Forms
- Mission Assignments and Mission Assignment Listing
- Cost Tracking Data
- Firefighter Time Reports (OF-288)
- Incident Personnel Performance Reviews (ICS-225)
- Remedial Action Issue and Lessons Learned/Smart Practices

The closeout package should be provided to the National ESF #4 Coordinator (for the NRCC) or the Regional/Area ESF #4 Coordinator (for RRCCs and JFOs). Hard copies should be in a folder; electronic copies should be saved onto a USB drive or CD.

After-action reviews are an important element of closing out an incident. After-action reviews and reports should be developed with input from all ESF #4 personnel. When conducting an after-action review or preparing an after-action report, consider the following questions:

- What did we set out to do?
- What actually happened?
- Why did it happen?
- What are we going to do different next time?
- Are there lessons learned that should be shared?
- What follow-up is needed?

A copy of any after-action report, whether developed for FEMA or an ESF #4 agency, should be included with the closeout package and/or provided directly to the National and/or Regional/Area ESF #4 Coordinator.

References, Resources, and Contacts

Relevant Web Sites

Following are Web sites that may be useful to ESF #4 personnel during incidents:

CalFire Incidents	www.fire.ca.gov/index_incidents_info.php
Geographic Area Coordination Center	http://hacc.nifc.gov
Homeland Security Information Network (HSIN)	https://hsin.government.gov
Incident Business Practices	www.fs.fed.us/fire/ibp
Inciweb National Incidents	www.inciweb.org
National Hurricane Center	www.nhc.noaa.gov
National Incident Contracting	www.fs.fed.us/fire/contracting/
National Incident Management System	www.fema.gov/emergency/nims/
National Interagency Coordination Center	www.nifc.gov/nicc/
National Response Framework Resource Center	www.fema.gov/nrf
National Weather Service – Fire Weather	fire.boi.noaa.gov
NIFC Incident Management Situation Report	www.nifc.gov/nicc/sitreprt.pdf
Stormpulse (hurricane tracking)	www.stormpulse.com
USFS Lotus Notes Webmail Login	https://entwoa.fs.fed.us

Sample Forms

Following are samples of completed forms that are typically used by ESF #4 personnel. These include:

- Action Request Form
- Mission Assignment (MA)
- MA Task Order Form
- Subtasking Request to DOI
- Subtasking Request to USFA
- Subtasking Request to other agencies
- ESF #4 MA Log
- ICS-214, Unit Log
- ESF #4 Situation Report
- Incident Narrative
- ICS-225, Incident Personnel Performance Rating

Most of these forms are available electronically, and have been placed on the ESF #4 portal of HSIN.

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY ACTION REQUEST FORM (ARF)		See Reverse for Paperwork Disclosure Notice	<i>O.M.B No. 1660-0047</i> <i>Expires January 31, 2011</i>
I. REQUESTING ASSISTANCE (To be completed by Requestor)			
1. Requestor's Name (Please print) Glenn Donahoe		2. Title ESF # 4	3. Phone No. 940-898-5108
4. Requestor's Organization FEMA Region 6 RRCC		5. Fax No. 940-898-5356	6. E-Mail Address fema-r6-roc-ESF#4@dhs.gov
II. REQUESTING ASSISTANCE (To be completed by Requestor)			
1. Description of Requested Assistance: Ref. MA #7220SU-TX-USFS-12. Logistics Section Chief (LSC) to advise/assist FEMA and GSA in selection of location for Base Camp to support up to 2,000 responders in the San Antonio, TX, area.			
2. Quantity 1	3. Priority <input type="checkbox"/> Lifesaving <input type="checkbox"/> Life Sustaining <input type="checkbox"/> Normal <input checked="" type="checkbox"/> High		4. Date and Time Needed 8/20/07 - 0800
5. Delivery Site Location San Antonio area- To be determined by FEMA.		6. Site Point of Contact (POC) Gary Martin, FEMA FOSA Mgt.	
		7. 24 Hour Phone No. 6 01-421-4208	8. Fax No.
9. State Approving Official Signature			10. Date and Time
III. SOURCING THE REQUEST - REVIEW/COORDINATION (Operations Section Only)			
1. <input type="checkbox"/> OPS Review by: _____ <input type="checkbox"/> LOG Review by: _____ <input type="checkbox"/> Other Coordination: _____ <input type="checkbox"/> Other Coordination: _____ <input type="checkbox"/> Other Coordination: _____	2. Source: <input type="checkbox"/> Donations <input type="checkbox"/> Other (Explain) <input type="checkbox"/> Requisitions <input type="checkbox"/> Procurement <input type="checkbox"/> Interagency Agreement <input type="checkbox"/> Mission Assignment		3. Assigned to: ESF/OFA: _____ Other: _____ Date/Time: _____
4. Immediate Action Required <input type="checkbox"/> Yes <input type="checkbox"/> No			
IV. STATEMENT OF WORK (Operations Section Only)			
1. OFA Action Officer		2. 24 Hour Phone No.	3. Fax No.
4. FEMA Project Manager		5. 24 Hour Phone No.	6. Fax No.
7. Statement of Work Ref. MA #7220SU-TX-USFS-12. FEMA needs a Logistics Section Chief (LSC) to assist FEMA and GSA personnel in selection of a location for Base Camp to support up to 2,000 responders in the San Antonio, TX, area. <input type="checkbox"/> See Attached LSC is needed in San Antonio by 0800, Monday 8/20/07. LSC should be USFS employee with travel card, rental car, and cell phone; should be able to be self-supportive in a city environment.			
8. Estimated Completion Date		9. Estimated Cost	
V. ACTION TAKEN (Operations Section Only)			
<input type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Requestor Notified			
Reason / Disposition			
TRACKING INFORMATION (FEMA Use Only)			
ECAPS/NEMIS Task ID:	Action Request No.	Program Code/Event No.	<input type="checkbox"/> Originated as verbal
Received by (Name and Organization)	State	Date/Time Received	

U.S. DEPARTMENT OF HOMELAND SECURITY EMERGENCY PREPAREDNESS AND RESPONSE DIRECTORATE MISSION ASSIGNMENT (MA)		See Reverse for Paperwork Burden Disclosure Notice	O.M.B. NO. 1660-0047 Expires November 30, 2007	
I. TRACKING INFORMATION (FEMA Use Only)				
State: TX (Texas) Incident:2007081302-Hurricane Dean			Action Request #: 1509-70537	
Program Code/Event #: 722OSU - Pre-Declaration Disaster Surge Acct.			Date/Time Rec'd: 08/17/2007 17:05	
II. ASSISTANCE REQUESTED See Attached				
Assistance Requested: Provide Support, advisement, and training to FEMA Logistics Chief regarding Base Camp Contract Operations. As of August 17, 2007 at 12pm (noon) this request is on standby.				
Quantity: 1 (each)		Date/Time Required: 08/17/2007		Internal Control #:
Delivery Location: To be determined by FEMA				
Initiator/Requestor Name: Tori Roberts		Ph #: 555-320-5800	Fax #: 555-320-1131	Date: 08/17/2007
POC Name: Walter Lee		Ph #: 555-651-5300	Fax #: 555-651-2851	Date: 08/17/2007
* State Approving Official (Required for DFA and TA):			Date:	
III. INITIAL FEDERAL COORDINATION (Operations Section)				
Action to:	ESF #: 4 Other:	Date/Time: 08/17/2007 16:54	Priority: 1 Lifesaving 2 Life sustaining	3 High 4 Medium 5 Normal
IV. DESCRIPTION (Assigned Agency Action Officer) See Attached				
Mission Statement: Provide support, advisement, and training to FEMA Logistics Chief regarding Base Camp Contract Operations. FEMA service contracts will be utilized for Base Camp Operations. These contracts will be managed by FEMA. USFS Subject Matter Expertise is needed. A Mission Assignment Task Order will be issued to USFS by FEMA to identify specific requirements and locations once determined.				
Your agency is responsible for submitting a Mission Assignment Monthly Progress Report to FEMA to include cost data when Mission Assignments take more than 60 days to complete, including billing. The Mission Assignment Monthly Progress Report can be accessed and submitted on-line at http://www.fema.gov/ofm/ofed_agencies.shtm .				
Assigned Agency: USFS (U.S. Forest Service)		Projected Start Date: 08/17/2007	Projected End Date: 08/26/2007	
New or <input checked="" type="checkbox"/> Amendment to MA #:	Total Cost Estimate: \$10,000.00			
Assigned Agency POC Name: ESF-4, Don Hall		Phone and fax #s: 555-360-0010		
V. COORDINATION (FEMA Use Only)				
Type of MA:	Direct Federal Assistance State Cost Share (0%, 10%, 25%)	Technical Assistance State Cost Share (0%)	Federal Operations Support State Cost Share (0%)	
State Cost Share Percent: 0 %		State Cost Share Amount: \$ 0.00		
Fund Citation: 2007-06-7 2 2 O S U - 9 0 6 4 XXXX - 250 3 - D		Appropriation code: 70X0801		
Mission Assignment Coordinator (Preparer): Robin Lucas			Date: 08/17/2007	
** FEMA Project Officer/Branch Chief (Program Approval): Tammy Smith			Date: 08/17/2007	
** Comptroller/Funds Control (Funds Review): Mary Kanawa			Date: 08/18/2007	
VI. APPROVAL				
* State Approving Official (required for DFA and TA):			Date:	
** Federal Approving Official (required for all): Davis George			Date: 08/17/2007	
VII. OBLIGATION (FEMA Use Only)				
Mission Assignment #: 722OSU-TX-USFS-12	Amt. This Action: \$ 10,000.00		Date/Time Obligated: 08/18/2007	
Amendment #: 00	Cumulative Amount \$ 10,000.00		Initials: MK	
* Signature required for Direct Federal Assistance and Technical Assistance MAs.				
** Signature required for all MAs.				

MA TASK ORDER FORM *
Federal Emergency Management Agency
Region (XX)
(Location)

MA & Task # _____
 Other Tracking # _____

DR/EM/SU #: _____
 Date & Time Received: _____

Requestor: _____

Telephone: _____

Supporting Documentation Attached _____

PRIORITY LEVEL		SCHEDULE		Cost Estimate **
<input type="checkbox"/> Urgent	<input type="checkbox"/> Immediate	<input type="checkbox"/> Routine	Beginning Date	Completion Date
Description of Task:				
Accepting Official (Federal Agency Action Officer):				ESF#:
Site Point of Contact (if different from AO):				
Address:				
Phone:			Fax:	
E-Mail:				
COMMENTS: (use back or separate page for additional space):				
*** Project Manager's Name:			Phone #:	
Project Manager Signature:			Date:	
* Not to be used for subtasking to another (supporting) Federal Agency ** The tasking form does not obligate further funds. It details expenditures of existing obligation *** Following signatures please provide information copy to FEMA MAM				

ESF MISSION ASSIGNMENT SUBTASKING REQUEST		
FEMA-Assigned MA Number: <u>3287EM-CA-USFS-01</u>	ESF Primary Agency: <u>U.S. Forest Service</u>	
Subtasked Agency: <u>Department of the Interior</u>	State: <u>CA</u>	Disaster No: <u>FEMA-3287-EM</u>
Tasking Statement/Statement of Work Provide resources to support ESF4 Mission assignment # 3287EM-CA-USFS-01.		
Project Completion Date: <u>See Mission Assignment</u> Authorized Funding: <u>See Mission Assignment</u>		
Reimbursement Procedure: Upon completion of scope of work, the subtasked Federal agency will submit a SF 1081, or other approved Treasury form to request reimbursement, detailing expenditures and activities to:		
<div style="margin-left: 40px;"> <u>FEMA Disaster Finance Center</u> <u>Post Office Box 800, Building 708</u> <u>Berryville, VA 22611</u> </div>		
The ESF primary agency will: <ol style="list-style-type: none"> (1) Monitor the dollar amount authorized in the Mission Assignment. (2) Coordinate with subtasked agencies as necessary. 		
The subtasked agency will: <ol style="list-style-type: none"> (1) Submit bills for reimbursement directly to FEMA. (2) Provide copies of the billings to the ESF primary agency: <u>USDA/Forest Service, ASC-IF</u> 		

Statutory Authority: Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, as amended, 42 U.S.C 5121-5201.

Authorizing Officials:

The work described in the above tasking statement will be completed in support of the Federal Response Plan.

Authorizing Official, Subtasked Agency	Date	Phone #
<u><i>Gordon Sachs</i></u>	<u>9/10/2008</u>	<u>202-340-8339</u>
Authorizing Official, ESF Primary Agency	Date	Phone #

Following signatures please provide information copy to FEMA MAC and Project Officer.

	<p>US Forest Service Fire and Aviation Management Emergency Support Function 4, Firefighting</p>		
Subtasking Request			
Date of Request:	10-Sep-08	Incident Name:	Hurricane Ike
Mission Assignment Number:	1791DR-TX-USFS-07		
ESF Primary Agency:	US Forest Service	Subtasked Agency:	US Fire Administration
Number of Staff Requested:	1		
Qualifications:	ESFS		
Requested Reporting Date:	10-Sep-08		
Mission:			
Provide support to ESF4 at the FEMA NRCC, RRCC, Joint Field Office, and any other teams or locations as directed by the Regional ESF4 Coordinator or designee, as follows:			
Reporting Location:	Reporting Contact:		
FEMA NRCC	Name:	Dick Reynolds	
500 "C" St., SW	Phone:	916-847-9348 (cell)	
Washington, DC			
Anticipated Duration of Assignment:			
7 days			
Statutory Authority:	Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, as amended, 42 U.S.C 5121-5201.		
Authorizing Officials:			
<i>The work described in the above tasking statement will be completed in support of the National Response Framework.</i>			
Authorizing Official, Subtasked Agency	Date	Phone #	
<i>Gordon Sachs</i>	9/10/2008	202-340-8339	
Authorizing Official, ESF Primary Agency	Date	Phone #	
Following signatures, please provide information copy to FEMA Mission Assignment Coordinator.			

ESF MISSION ASSIGNMENT SUBTASKING REQUEST

FEMA-Assigned MA Number:	3287EM-CA-USFS-02	ESF Primary Agency	USFS
Subtasking Agency:	U.S. State Department	State	CA
		Disaster No.	3287EM

Tasking Statement/Statement of Work

Assist in the activation, deployment, and demobilization of five (5) specialized International wildland firefighters from Greece for a 30 day assignment in the United States. The State Department will provide one liaison officer. The funding provided through this subtasking will address all costs associated with this mission.

Project Completion Date: August 18, 2008 **Authorized Funding:** \$175,000

Reimbursement Procedure:	Upon completion of scope of work, the subtasking Federal agency will submit a SF0161 Request for Reimbursement, detailing expenditures and activities to US ties
	<u>US Forest Service</u> (ESF Primary Agency)
	<u>14th and Independence, SW</u> (Address)
	<u>Washington DC</u>
The ESF primary agency will:	
	(1) Review the reimbursement request and recommend approval or disapproval within 10 workdays of receipt.
	(2) Return approved reimbursement requests to subtasking agencies that use the Intra-governmental Payment and Collection (IPAC) system for transaction processing and simultaneously forwarding supporting documentation to the DFC.
	(3) Forward approved reimbursement requests from non-IPAC agencies to the Disaster Finance Center. The Disaster Finance Center will send payment directly to the subtasking agency for non-IPAC agencies.

Statutory Authority: Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, as amended, 42 U.S.C 5121-5201.

Authorizing Officials:

The work described in the above tasking statement will be completed in support of the Federal Response Plan.

_____ Authorizing Official, Subtasking Agency	_____ Date
<u>Michael Murphy</u> Authorizing Official, ESF Primary Agency	<u>07/13/08</u> Date

Following signatures please provide information copy to FEMA MAC and Project Officer.

ESF-4 ROC MISSION ASSIGNMENT LOG - 2005 HURRICANE DENNIS						
DATE	ARF#	MA #	FCODE	Amount	SOW	Status
07/06/19:24	1509-29698	7220SU-FL-USFS-10	F85000	\$10,000	Activate ESF4 to support the R4 RRCC for TS Cindy, ESF-4, ERTA , RNA.	Obligated, Sent to SACC, J. Caffin and J. Gardner committed to RRCC
07/07/11:47	1509-29729	7220SU-FL-USFS-11	F85001	\$20,000	Activate ESF4 to provide IMT's for OSA's at Homestead and Orlando	Obligated, Sent to SACC, Requested modification of \$\$ to \$75k
07/06/21:16	1509-29711	7220SU-AL-USFS-03	F81002	\$10,000	Activate ESF4 to support the R4 RRCC for TS Cindy, ESF-4, ERTA , RNA.	Obligated/Sent to SACC
07/06/23:11	1509-29728	7220SU-MS-USFS-02	F87001	\$10,000	Activate ESF4 to support the R4 RRCC for TS Cindy, ESF-4, ERTA , RNA.	Obligated/Sent to SACC
07/07/22:30	1509-29803	7220SU-FL-USFS-12	F85003	\$75,000	Activate ESF4 to provide two IMT's for FL ₁ replacing MS 72320SU-FL-USFS-11	Obligated/Sent to SACC
07/08/01:41	1509-29844	7220SU-FL-USFS-13	F85004	\$10,000	Activate ESF4 to support the R4 RRCC for Hurricane Dennis, ESF-4, ERTA , RNA, EOC.	Obligated/Sent to SACC
07/08/01:11	1509-29839	7220SU-AL-USFS-04	F81002	\$10,000	Activate ESF4 to support the R4 RRCC for H. Dennis, ESF-4, ERTA , RNA, EOC.	Obligated/Sent to SACC
07/08/11:56	1509-29850	7220SU-MS-USFS-04	F87002	\$10,000	Activate ESF4 to support the R4 RRCC for Hurricane Dennis, ESF-4, ERTA , RNA, EOC.	Obligated/Sent to SACC
07/08/18:31	1509-29904	7220SU-AL-USFS-05	F81003	\$72,000	Activate ESF-4 Type 1 Incident Management Team in response to Hurricane Dennis in Alabama	Obligated/Sent to SACC
07/08/18:31	1509-29911	7220SU-MS-USFS-05	F87003	\$40,500	Activate ESF-4 to support FEMA Staging Area in MS with Log Task Force	Obligated/Sent to SACC
07/09/06:49	1509-29944	7220SU-FL-USFS-14	F85005	\$10,000	Activate ESF4 to support the ERT-N at NRCC	Obligated/Sent to SACC

UNIT LOG		1. Incident Name SoCal Wildfires Oct. 2007	2. Date Prepared Oct. 24, 2007	3. Time Prepared 0700
4. Unit Name/Designators ESF4 - NRCC		5. Unit Leader (Name and Position) Mike Murphy, ESFL		6. Operational Period 2100 10/23 to 0700 10/24
7. Roster of Assigned Personnel				
Name		ICS Position		Home Base
Mike Murphy		ESFL		USFS R8, Chatsworth, GA
Bob Hartlove		ESFW		USFS NA, Newtown Square, GA
Ricky Ziebart		ESFS		USFA, Emmitsburg, MD
8. Activity Log				
Time	Major Events			
2030	Check-in at NRCC. Received operational briefing from Dale Dague			
2040	DOD – NORTHCOM (Jeff Ford – (719-554-1439) is inquiring if there may be plans to task DOD for additional firefighters; if so they need information on the amount of time and the number of people that it would take to make this happen. Jeff was directed to the NICC website to find the publication on military use for wildland fires; Also checked with RRCC – no plans in the works for DOD fire crew assets.			
2120	Check-in with Doug Shinn at NICC			
2340	Received an ARF for engine strike teams and up to 300 miscellaneous overhead. Contacted RRCC to verify that ESF-4 there is in the loop – affirmative – Jerome Caston advised that they were just completing the justification for the MA			
0100	Attend NRCC Staff briefing. There will be no video/teleconference at 0300. Sitrep is due on HSIN by 0300. Have PIO releases cc'd to ESF-15			
0220	Contact Jerome at RRCC and asked if he is going to send the SITREP from ESF-4 – at RRCC. The information will be sent shortly. Be advised that the RRCC will stand down in the morning – and the JFO will be operational at approximately 0700. ESF's from RRCC are moving to Pasadena to staff the JFO			
0250	Received SITREP info from ESF-4 at RRCC. Validated information and compiled the 0300 ESF-4 SITREP on HSIN.			
0430	Contact So Ops (Brandall Patterson) to check on the numbers and locations of Area Command and IMT's. The information will be included in the morning Fire Director's briefing			
0530	Prepared the Fire Director's Briefing			
0630	Briefed oncoming ESF4 shift – Dale Dague, Billy Terry, John Carnegis			
9. Prepared by (Name and Position) Bob Hartlove, ESFW				



Emergency Support Function #4 (ESF #4) Situation Report

Date: August 28, 2008
Time: 1900 hours



Incident Name: Hurricane Gustav

Background (from FEMA SitRep):

At 1700 pm EDT, the eye of Hurricane Gustav was located northeast of the western tip of Cuba. The center of Gustav will cross western Cuba tonight. Data from an air force reconnaissance aircraft indicate that maximum sustained winds have increased near 150 mph. Gustav is an extremely dangerous category (4) four hurricane with some fluctuations, with an overall slight strengthening forecasted during the next 24 hours. Gustav could reach category (5) five intensity during this period and forecasted landfall along the northern gulf coast.



ESF #4 Issues/Status (from FEMA SitRep):

- Staffing ESF#4 desk at NRCC and FEMA Region IV RRCC for 24 hour coverage
- Evaluating pre-positioning equipment; currently none is deployed
- Evaluating personnel needs and availability for potential support missions



Firefighting Resources Committed (from FEMA SitRep):

- Aviation liaisons assigned at following locations: Frankfort, Kentucky; Memphis, Tennessee; Knoxville, Tennessee; Louisville, Kentucky; and RRCC in Denton, TX



Other ESF #4-Relevant Issues/Information:

- Air Operations Branch has been activated by ESF #1; may request USFS staff support
- FEMA considering activating RRCC in FEMA Region III for contingency planning for east coast hurricane strike

Contact: Dick Reynolds
ESF #4 Primary Leader, NRCC ESF #4 Desk, 202-646-2458



**Federal Emergency Management Agency
ESF #4 USDA Forest Service Firefighting
Chronology of Events Hurricane Katrina/Ophelia/Rita
August 25th, 2005 – August 31, 2005**

The following chronology of events took place during the disaster response and recovery efforts for hurricanes Katrina, Ophelia, and Rita. Agencies involved in this response from Emergency Support Function 4 (ESF #4) included the USDA Forest Service (USFS), U.S. Fire Administration (USFA), along with the following DOI agencies: Bureau of Land Management (BLM), Bureau of Indian Affairs (BIA), U.S. Fish and Wildlife Service (FWS), and cooperators from State and Local governments. This chronology covers only activities that were tasked through ESF #4 Mission Assignments (MAs), from the affiliated ESFs assigned to the Federal Emergency Management Agency (FEMA) under the National Response Plan (NRP).

August 25, 2005

- Tropical Storm Katrina reached hurricane strength and made landfall on the eastern coast of Florida.
- Southern Florida received extremely heavy rain (10 to 15 inches) with localized flooding and power outages.
- ESF #4 activated on Surge MA for the National Response Coordination Center (NRCC), and Regional Response Coordination Center (RRCC) for Region 4.
- Four fatalities attributed to Hurricane Katrina.

August 26, 2005

- Hurricane Katrina located off Southwest Florida developed into a Category 2 Hurricane in the Gulf of Mexico.
- The projected track for Hurricane Katrina was due north toward the Florida Panhandle, and was predicted to reach landfall as a Category 3 Hurricane by Sunday 8/28/05.
- ESF #4 staffed at the NRCC, RRCC Region 4, Advance Element of the Emergency Response Team (ERT-A) in Orlando, FL, and one ordered for the following day to staff in Alabama with the additional ERT-A.
- Two Logistic Management Teams (LMTs) activated for Lakeland and Palm Beach, FL.
- One Planning Team activated to the Long Term Recovery Center (LTRC) in Orlando, FL.

August 27, 2005

- Hurricane Katrina developed into a Category 3 hurricane in the Gulf of Mexico, southwest of Florida.
- Projected prediction and track for Hurricane Katrina was to become a strong Category 4 by Sunday August 28th, and to make landfall in New Orleans, LA.

August 28, 2005

- At 1100 hours Katrina had become a dangerous Category 5 hurricane with sustained winds exceeding 175 miles per hour (mph).
- Landfall for Hurricane Katrina was predicted just east of New Orleans, LA, for mid-morning on Monday, August 29.
- Damage was predicted to be extensive over a wide area of the Gulf Coast in Louisiana, Mississippi, Alabama, and the western edge of the Florida panhandle.
- ESF #4 staffed at NRCC, RRCC in FEMA Regions 4 and 6, ERT-A in Orlando, FL, Clayton, AL, and Meridian, MS.
- Two Logistic Management Teams in place, Florida, and one Planning Team at LTRC in Orlando, FL.
- One LMT on order for Camp Beauregard, LA; one LMT on order for Jackson, MS, for staging areas.
- Type 1 IMT (Custer) ordered to establish a Base Camp in Port Allen, near Baton Rouge, LA, and one Type 1 IMT (Quesinberry) ordered to establish a Logistics Staging area in Meridian, MS.

August 29, 2005

- Category 4 Hurricane Katrina made landfall just east of New Orleans during morning.
- Hurricane Katrina was tracked moving north through the middle of Mississippi with diminished hurricane force and was downgraded to a tropical storm when it reached Tennessee.
- ESF #4 staffed at the national and regional level, ERT-A in Orlando, FL, Clayton, AL, and Meridian, MS.
- LMT for Camp Beauregard in LA, and the second for Jackson, MS, enroute.
- Type 1 IMT (Pincha-Tully) was ordered; mission was to establish a Base Camp at the Stennis AFB, NASA site in Mississippi. The team was to travel to Atlanta, GA, for inbound briefing.

August 30, 2005

- Hurricane Katrina moved NNE with 2 to 4 inches of precipitation along the path.
- Declarations were declared for Mississippi, Alabama, and Louisiana.
- SACC ordered 1 Area Command Team, an additional Type 1 Team, 2 showers, and 2 catering units to be staged in Atlanta.
- Type 1 IMT (Pincha-Tully) traveled to Stennis AFB, MS, from Atlanta, GA.

August 31, 2005

- New Orleans, Biloxi, and entire Gulf Coast area in Louisiana, Mississippi, and Alabama experienced extensive damage with severe problems from power failure, flooding, fires, and building destruction from 22-foot storm surge.
- Resources of all types were ordered for and by all agencies.
- Twenty-four (20-person) Hand Crews were ordered for FEMA Region 6.
- Area Command Team was ordered for FEMA Region 4 in Atlanta, GA.

INCIDENT PERSONNEL PERFORMANCE RATING		<i>INSTRUCTIONS:</i> The immediate job supervisor will prepare this form for each subordinate. It will be delivered to the planning section before the rater leaves the fire. Rating will be reviewed with employee who will sign at the bottom.																			
THIS RATING IS TO BE USED ONLY FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE																					
1. Name Adam Brown						2. Fire Name and Number SoCal Fire Siege, CA-MVU-010433															
3. Home Unit (<i>address</i>) GW/Jefferson National Forest, Eastern Divide Ranger District						4. Location of Fire (<i>address</i>) JFO - Pasadena, CA															
5. Fire Position ESFW			6. Date of Assignment From: 10/15/07 To: 10/29/07			7. Acres Burned N/A			8. Fuel Type(s) N/A												
9. Evaluation																					
Enter X under appropriate rating number and under proper heading for each category listed. Definition for each rating number follows: 0 - Deficient. Does not meet minimum requirements of the individual element. DEFICIENCIES MUST BE IDENTIFIED IN REMARKS. 1 - Needs to improve. Meets some or most of the requirements of the individual element. IDENTIFY IMPROVEMENT NEEDED IN REMARKS. 2 - Satisfactory. Employee meets all requirements of the individual element. 3 - Superior. Employee consistently exceeds the performance requirements.																					
Rating Factors						Hot Line			Mop-Up			Camp			Other (specify)						
						0	1	2	3	0	1	2	3	0	1	2	3	0	1	2	3
Knowledge of the job																				X	
Ability to obtain performance																					X
Attitude																					X
Decisions under stress																				X	
Initiative																					X
Consideration for personnel welfare																					X
Obtain necessary equipment and supplies																					X
Physical ability for the job																					X
Safety																					X
Other (<i>specify</i>) Interpersonal skills																					X
10. Remarks Mr. Brown did a good job on his first assignment as a fully qualified ESFW. This was an unusual, dynamic incident and he spent quite a bit of time explaining the wildland fire system to our counterparts from FEMA and other ESFs.																					
11. Employee (<i>signature</i>) This rating has been discussed with me.										12. Date											
13. Rated By (<i>signature</i>) Syndey Burns				14. Home Unit (<i>address</i>) R5, McClellan			15. Position of Fire ESFL				16. Date 10/29/2007										

ESF #4 Contacts

	Key Personnel	Contact Information	
	ESF #4 – National Coordinator Dale Dague, Branch Chief U.S. Forest Service, National Headquarters 201 14 th St., SW; Yates Bldg.; 2SW Washington, DC 20250	Work Cellular E-mail 24-hour	(202) 205-1500 (202) 329-1873 ddague@fs.fed.us 434-220-8050 (VICC)
	ESF #4 – National Coordinator (Alternate) Gordon Sachs, Emergency Management Specialist U.S. Forest Service, GW/Jefferson NF SO 5162 Valleypointe Parkway Roanoke, VA 24019	Work Cellular E-mail 24-hour	(540) 265-5122 (202) 340-8339 gsachs@fs.fed.us 434-220-8050 (VICC)
For FEMA R-VIII (MT, ND), R-X (northern ID)	ESF #4 Regional Coordinator, USFS Northern Region (FS R1) Cathy Scofield, Assistant Director for Coop Fire and Fire Prevention U.S. Forest Service, Northern Region RO 200 E. Broadway Missoula, MT 59807	Work Cellular E-mail 24-hour	406-329-3409 406-370-0000 cscfield@fs.fed.us 406-329-4891 (NRCC)
For FEMA R-VII (NE, KS), R-VIII (CO, WY)	ESF #4 Regional Coordinator, USFS Rocky Mtn Region (FS R2) Glenn Snyder U.S. Forest Service, Rocky Mountain Region RO P.O. Box 25127 Lakewood, CO 80401	Work Cellular E-mail 24-hour	303-275-5748 303-929-7577 gsnyder@fs.fed.us 303-445-4310 (RMCC)
For FEMA R-VI (NM) R-IX (AZ)	ESF #4 Regional Coordinator, USFS Southwest Region (FS R3) Ginger Brudevold-Black, Planning, Budget, & Co-op Fire Programs U.S. Forest Service, Southwest Region RO 333 Broadway, SE Albuquerque, NM 87102	Work Cellular E-mail 24-hour	505-842-3352 TBD gbrudevold@fs.fed.us 505-842-3801 (SWCC)
For FEMA R-VIII (UT), R-IX (NV), R-X (southern ID)	ESF #4 Regional Coordinator, USFS Great Basin Region (FS R4) Loren D. Walker, Cooperative Fire/Fire Prevention Specialist U.S. Forest Service, Great Basin Region RO 324 25 th Street Ogden, UT 84401	Work Cellular E-mail 24-hour	435-781-5151 435-790-7051 ldwalker@fs.fed.us 801-531-5321 (EGBCC)
For FEMA R-IX (CA, HI)	ESF #4 Regional Coordinator, USFS Pacific Southwest Region (FS R5) Trudie Mahoney, International Programs/Cooperative Fire Assistant U.S. Forest Service, Pacific Southwest Region 1323 Club Dr. Vallejo, CA 94592	Work Cellular E-mail 24-hour	707-562-9184 916-201-1972 tmahoney@fs.fed.us 530-226-2808 (ONCC)
For FEMA R-X (WA, OR)	ESF #4 Regional Coordinator, USFS Pacific Northwest Region (FS R6) Sarah Robertson, Fire Operations Specialist U.S. Forest Service, Pacific Northwest Region RO 333 SW First Avenue Portland, OR 97204-3623	Work Cellular E-mail 24-hour	503-808-2314 503-545-9374 sarahrobertson@fs.fed.us 503-808-2750 (NWCC)
For FEMA R-IV, R-VI (LA, AR, TX, OK)	ESF #4 Regional Coordinator, USFS Southern Region (FS R8) John Caffin, Fire and Emergency Operations Specialist U.S. Forest Service, Southern Region RO 1720 Peachtree Road, NW, Suite 710 N Atlanta, GA 30309	Work Cellular E-mail 24-hour	404-347-4814 404-915-3083 jcaffin@fs.fed.us 678-320-3036 (SACC)
For FEMA R-V	ESF #4 Regional Coordinator, USFS Eastern Region (FS R9) James Thomas, Fire and Emergency Operations Specialist U.S. Forest Service, Eastern Region RO 626 E. Wisconsin Ave. Milwaukee, WI 53202	Work Cellular E-mail 24-hour	414-297-3682 414-305-1102 jthomas@fs.fed.us 612-713-7317 (EICC)

For FEMA R-I, R-II*, R-III*, R-VII (IA, MO)	ESF #4 Area Coordinator, USFS Northeastern Area (part of FS R9) Bob Hartlove, Fire and Emergency Operations Specialist U.S. Forest Service, Northeastern Area, State & Private Forestry AO 11 Campus Blvd., Suite 200 Newtown Square, PA 19073	Work	610-557-4161
		Cellular	610-742-7593
		E-mail	rhartlove@fs.fed.us
		24-hour	612-713-7317
			(EICC)
For FEMA R-X (AK)	ESF #4 Regional Coordinator, USFS Alaska Region (FS R10) Gary Lehnhausen, Cooperative Fire Specialist U.S. Forest Service, Alaska Region RO 3301 C Street, Suite 202 Anchorage, Alaska 99503-3956	Work	907-743-9458
		Cellular	907-230-4106
		E-mail	glehnhausen@fs.fed.us
		24-hour	907-356-5680
			(AICC)
FEMA R1 FEMA R2 FEMA R3	Other NA ESF #4 Coordinators: Tom Brady Jan Polasky Alan Zentz	E-mail	tbrady@fs.fed.us
		E-mail	jpolasky@fs.fed.us
		E-mail	azentz@fs.fed.us
		24-hour	612-713-7317 (EICC)

* The USFS Northeastern Area (NA) is the primary ESF #4 contact for Puerto Rico and the U.S. Virgin Islands (PR/VI) in FEMA R-II and VA in FEMA R-III, even though both are physically located in the USFS Southern Region (R8). NA coordinates closely with USFS R8 and the Southern Area Coordination Center on any incidents involving PR/VI and VA.

ESF #4 Support Agency Contacts

Key ESF #4 Support Agency Contact Information		
Key Personnel	Contact Information	
Support Agency: Department of Interior John Stewart, Biomass and Forest Health Program Manager U.S. Department of Interior, Office of Wildfire Coordination 1849 C Street, NW, Mail Stop MIB-2660 Washington, DC 20240	Work	202-606-0504
	Cellular	202-669-5858
	E-mail	John_stewart@ois.doi.gov
	24-hour	
Support Agency: U.S. Fire Administration John Carnegis, Fire Program Specialist U.S. Fire Administration NETC, 16825 S. Seton Ave., Building J, Room 205 Emmitsburg, MD 21727	Work	301-447-1588
	Cellular	240-429-4203
	Email	john.carnegis@dhs.gov
	24-hour	301-447-1000
Federal Emergency Management Agency National Response Coordination Center, Watch Desk 500 C St., SW Washington, DC 20472	Work	202-646-2828
	24-hour	202-646-2828
	E-mail	FEMA-nrcc@dhs.gov

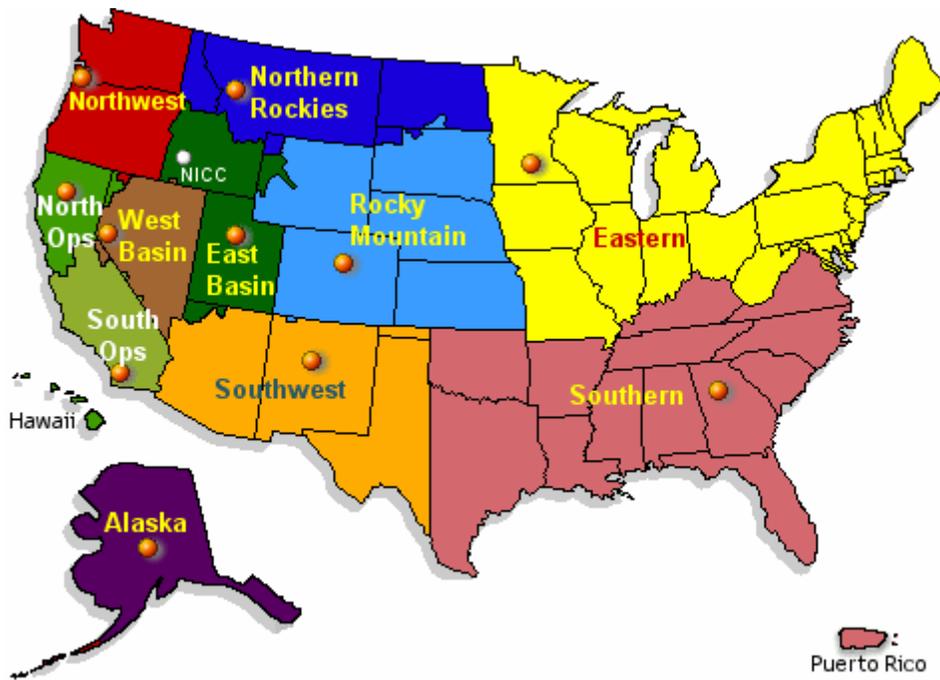
Incident Business Practices Regional Contacts

(*Primary Contact)

Unit	Name/E-Mail/Address	Telephone Nos.
FS R1	Jane Haker jhaker@fs.fed.us USDA Forest Service, R1 PO Box 7669 Missoula, MT 59807	Office: (406) 329-3331 Cell: (406) 370-7152 Fax: (406) 329-3132
FS R2	Denise Tomlin dtomlin@fs.fed.us USDA Forest Service, R2-HR 740 Simms Street Golden, CO 80401	Office: (303) 275-5316 Cell: (303) 378-0785 Fax: (303) 275-5366
FS R3	Kathy Lister klister@fs.fed.us USDA Forest Service, R3-AFM 333 Broadway Blvd, SE Albuquerque, NM 87102	Office: (505) 842-3203 Cell: (505) Fax: (505) 842-3806
FS R4	Tina Ledger tledgerl@fs.fed.us USDA FS, R4, FAA Room 5009 Federal Bldg., 324 - 25 th Street Ogden, UT 84401	Office: (801) 625-5565 Cell: (801) 388-2236 Fax: (801) 625-5594
FS R5	Jun Manalo jmanalo@fs.fed.us USDA Forest Service, R5 1323 Club Drive Vallejo, CA 94592	Office: (707) 562-8829 Cell: (707) 673-6631 Fax: (707) 562-9054
FS R6	Kathy Shelton klshelton@fs.fed.us USDA Forest Service, R6-FPS PO Box 3623 Portland, OR 97208-3623	Office: (503) 808-2466 Cell: (503) 708-5139 Fax: (503) 808-6799
FS R8	Diane Taylor dntaylor@fs.fed.us USDA Forest Service, R8 - FAM 1720 Peachtree Rd NW Atlanta, GA 30309	Office: (678) 441-5127 Cell: (404) 290-3615 Fax: (678) 320-3035
FS R9	Kathleen (Kate) Lahti klahti@fs.fed.us Chippewa National Forest 200 Ash Avenue Cass Lake, MN 56633	Office: (218) 335-8630 Cell: (414) 331-1655 Fax: (218) 335-8642

Unit	Name/E-Mail/Address	Telephone Nos.
NE/NA	Vacant	
USFS R10	Ron Knowles rknowles@fs.fed.us USDA Forest Service, R10 3301 C Street, Suite 522 Anchorage, AK 99503	Office: (907) 743-9462 Cell: (907) 230-4945 Fax: (907) 743-9479
USFS WO FAM	Szymoniak, Mary Ann mszymoniak@fs.fed.us Branch Chief, IBP - NIFC FS 3833 South Development Ave Boise, ID 83705	Office: (208) 387-5944 Cell: (208) 861-7760 Fax: (208) 387-5398
ASC	Incident Finance Marylea Lockard, Branch Chief 101B Sun Ave. NE Albuquerque, NM 87109 Casual Pay: Theresa Voss FEMA Payments: Patrick Wagner EERA / Contract Payments: VACANT	Office: 1-877-372-7248 ASC_IPC@fs.fed.us Fax: (866) 816-9532 505-563-7336 505-563-7173
USFS WO AQM	Ron Schilz rschilz@fs.fed.us Procurement Policy Branch WO AQM c/o Lolo National Forest Bldg 24, Fort Missoula Missoula, MT 59804	Office: (406) 329-1065 Cell: (406) 370-5423 Fax: (406) 329-3806
DOI NPS	Christine Peters christine_peters@nps.gov NIFC-NPS 3833 South Development Ave Boise, ID 83705	Office: (208) 387-5211 Cell: (208) 407-6558 Fax: (208) 387-5250
DOI BIA	Nancy Hunt Nancy_Hunt@nifc.gov NIFC-BIA 3833 South Development Ave Boise, ID 83705	Office: (208) 387-5696 Fax: (208) 433-6419
DOI BLM	Locklear, Hallie Hallie_Locklear@nifc.blm.gov NIFC - BLM - NWCG-IBPWT Chair 3833 South Development Ave Boise, ID 83705	Office: (208) 387-5166 Cell: (208) 484-9784 Fax: (208) 387-5359
DOI FWS	Sarah Fisher Sarah_Fisher@fws.gov NIFC-FWS 3833 South Development Ave Boise, ID 83705	Office: (208) 387-5536 Cell: (208) 608-8331 Fax: 208-387-5668

Geographic Area Coordination Centers



Agency Financial Contacts

<u>Name</u>	<u>Agency</u>	<u>Phone</u>	<u>Fax</u>	<u>Email</u>
Patrick Wagner	Forest Service, ASC	505-563-7173	866-816-9532	pwagner@fs.fed.us
Mary Ann Szymoniak	Forest Service, NIFC	208-387-5944	208-387-5398	mszymoniak@fs.fed.us
Kristine King	DOI – BLM, NIFC	208/387-5357	208-387-5663	kristine_king@nifc.blm.gov
John Carnegis	US Fire Administration	301-447-1588	301-447-1093	john.carnegis@dhs.gov
Maggie Moran	DOI – Bureau of Indian Affairs, NIFC	208-387-5932 208-869-1037	208-433-6424	maggie_moran@nifc.gov
Fred Wetzel	DOI – Fish and Wildlife Service, DC	703-358-2340	703-358-1929	fred_wetzel@fws.gov
Christine Peters	DOI – National Park Service, NIFC	208-387-5211	208-387-5250	christine_peters@nps.gov

FEMA National and Regional Contact Numbers

Current as of 05-06-2009		Phone	Fax	Email
FEMA NRCC	NRCC Watch	202-646-2828	202-646-4617	fema-nrcc@dhs.gov
	ESF #4 Desk	202- 646-2458		Fema-nrcc-esf04@dhs.gov
FEMA R1	Regional Office	617-223-9540		
	RRCC Watch	978-461-5400	978-461-5415	
	ESF #4 Desk	978-461-5404		fema-r01-esf04@dhs.gov
FEMA R2	Regional Office	212-680-3611	212-680-3681	
	RRCC Watch	212-680-8622		
	ESF #4 Desk	212-680-8634		fema-r2-esf04@dhs.gov
FEMA R3	Regional Office	215-931-5600		
	RRCC Watch	215-931-5757	215-931-5590	
	ESF #4 Desk	215-931-5781		fema-r03-rrcc-esf04@dhs.gov
FEMA R4	Regional Office	770-220-5224	770 220-5265	
	RRCC Watch	770-220-3158	770-220-5265	
	RRCC Main	770-220-5600	770-220-5265	
	ESF #4 Desk - Primary	770-220-5546	770-220-5265	fema-r4-rrcc-esf04@dhs.gov
FEMA R5	Regional Office	312-408-5501		
	RRCC Watch	312-408-5365	312-408-5302	
	Duty Officer	800-311-7021		
	ESF #4 Desk	312-408-5470		fema-r05-rrcc-esf04@dhs.gov
FEMA R6	Regional Office	940-898-5104		
	RRCC Watch	940-898-5433	940-898-5231	
	RRCC Main	940-898-5433		
	ESF #4 Desk Primary	940-898-5108	940-898-5231	fema-r6-roc-esf4@dhs.gov
FEMA R7	Regional Office	816-283-7062		
	RRCC Watch	816-283-7600	816-283-7601	
	ESF #4 Desk			
FEMA R8	Regional Office	303-235-4813		
	RRCC Watch	303-235-4779	303-235-4777	
	ESF #4 Desk	determined at time of incident		determined at time of incident
FEMA R9	Regional Office	510-627-7100		
	RRCC Watch	510-627-7700	510-627-7716	
	ESF #4 Desk			
FEMA R10	Regional Office	425-487-4600		
	RRCC Watch	425-487-4660	435-487-4471	
	ESF4 Desk	425-487-4503		
Mt. Weather	FEMA Oper. Center	540-665-6100	540-665-6175	fema-operations-center@dhs.gov
	MW EOC			
	ESF #4 Desk	540-535-4661		fema-nrcc-esf04@dhs.gov

Acronyms and Abbreviations

ARF – Action Request Form
ASC – Albuquerque Service Center
BAER – Burned Area Emergency Response
BIA – Bureau of Indian Affairs
BLM – Bureau of Land Management
CDC – Centers for Disease Control and Prevention
CIKR – Critical Infrastructure and Key Resources
CONOPS – Concept of Operations
COP – Common Operating Picture
COST – Cost Unit Leader
DAE – Disaster Assistance Employee
DCO – Defense Coordinating Officer
DFA – Direct Federal Assistance
DHS – Department of Homeland Security
DOD – Department of Defense
DOI – Department of the Interior
DOS – Department of State
DRG – Defense Readiness Group
DSCA – Defense Support of Civil Authorities
EMAC – Emergency Management Assistance Compact
EOC – Emergency Operations Center
EPA – Environmental Protection Agency
ERT-A – Emergency Response Team – Advance Element
ESF – Emergency Support Function
ESFA – ESF #4 – Administrative Support
ESFL – ESF #4 Primary Leader
ESFS – ESF #4 Support – Structure
ESFW – ESF #4 Support – Wildland
EST – Emergency Support Team
EXSUM – Executive Summary
FAM – Fire and Aviation Management
FAO – Federal Approving Official
FCO – Federal Coordinating Officer
FEMA – Federal Emergency Management Agency
FFIS – Federal Financial Information System
FMAG – Fire Management Assistance Grant
FOC – Federal Operations Center
FOS – Federal Operations Support
FRC – Federal Resource Coordinator
FSC – Finance Section Chief
FWS – U.S. Fish and Wildlife Service
GACC – Geographic Area Coordination Center
GACG – Geographic Area Coordinating Group
GMAC – Geographic Multi-Agency Coordinating
HQ – Headquarters
HSC – Homeland Security Council
HSIN – Homeland Security Information Network
HSPD – Homeland Security Presidential Directive
IAFC – International Association of Fire Chiefs
IBA – Incident Business Advisor
ICP – Incident Command Post
IDPP – Infectious Disease Prevention Program
IHC – Interagency Hotshot Crew
IIBMH – Interagency Incident Business Management Handbook
IMAS – Intrastate Mutual Aid System

IMAT – Incident Management Assistance Team
IMT – Incident Management Team
JFO – Joint Field Office
JIC – Joint Information Center
JOC – Joint Operations Center
JTF – Joint Task Force
JTF (CS) – Joint Task Force Civil Support
LMT – Logistics Management Team
LTRC – Long-Term Recovery Center
LTRO – Long-Term Recovery Office
MA – Mission Assignment
MAC – Multiagency Coordination
MACS – Multiagency Coordination System
NASF – National Association of State Foresters
NCH – Natural and Cultural Resources and Historic Properties
NEMA – National Emergency Management Association
NETC – National Emergency Training Center
NICC – National Infrastructure Coordinating Center; National Interagency Coordination Center
NIFC – National Interagency Fire Center
NIIC – National Incident Information Center
NIMO – National Incident Management Organization
NIMS – National Incident Management System
NGB – National Guard Bureau
NGO – Nongovernmental Organization
NMAC – National Multi-Agency Coordination Group
NOC – National Operations Center
NPS – National Park Service
NRCC – National Response Coordination Center
NRP – National Response Plan
NRF – National Response Framework
NWCG – National Wildfire Coordinating Group
OES – Office of Emergency Services (California)
OPSEC – Operations Security
OSH – Occupational Safety and Health
OWFC – Office of Wildland Fire Coordination
PDA – Preliminary Damage Assessment
PFO – Principal Federal Officer
PIO – Public Information Officer
POTUS – President of the United States
PPE – Personal Protective Equipment
PSMA – Pre-Scripted Mission Assignment
RAWS – Remote Automated Weather Stations
REOC – Regional Emergency Operations Center
RESL – Resource Unit Leader
RISC – Regional Interagency Steering Committee
ROSS – Resource Ordering and Status System
RRCC – Regional Response Coordination Center
SAO – State Approving Official
SAR – Search and Rescue
SCO – State Coordinating Officer
SEOC – State Emergency Operations Center
SFLEO – Senior Federal Law Enforcement Official
SICC – State Interagency Coordination Center
SITL – Situation Unit Leader
SITREP – Situation Report
SOP – Standard Operating Procedure
SOW – Statement of Work

SPOTREP – Spot Report
TA – Technical Assistance
TOPOFF – Top Officials
US&R – Urban Search and Rescue
USCG – U.S. Coast Guard
USDA – U.S. Department of Agriculture
USFA – U.S. Fire Administration
USFS – U.S. Forest Service
VICC – Virginia Interagency Coordination Center
VOAD – Voluntary Organizations Active in Disaster
VTC – Video Teleconference
WMD – Weapons of Mass Destruction
WO – Washington Office
WUI – Wildland Urban Interface

Region-Specific Interagency Information

Agency-Specific Information

Accept missions/tasks for ESF #4 using the following priorities:

- 1. Agency mission.**
- 2. ESF #4 mission under the NRF.**
- 3. Support to other ESFs as defined in the NRF ESF Annexes.**
- 4. Other support not specified in the NRF.**

Whenever possible, “Teach them to fish.”

