

REFERENCE GUIDE

Emergency Support Function #4

Updated July 2018

This document is not 508 compliant and as such should be considered an interim release. A final version of this document will be released when a 508-compliant document is produced.



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Digest of Changes

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- Global: Updated links as required
- Global: Updated “Disaster and Emergency Management” to “All-Hazard and International Fire Support”
- Page 16: Updated design
- Page 91: Updated contacts
- Page 92: Updated contacts
- Page 93: Updated contacts
- Page 94: Updated contacts
- Page 95: Updated contacts
- Page 98: Updated contacts
- Page 100: Updated Notifications list
- Page 101: Updated Notifications and Distribution lists
- Page 102: Updated Distribution list
- Page 103: Updated Distribution list
- Page 104: Updated Distribution list
- Page 105: Updated Distribution list
- Page 121 – 134: Additions and revisions of PSMAs
- Page 159: Updated org chart
- Page 160: Updated Relevant Web Sites
- Page 163: Added IOF acronym

ESF #4 Mission

Overview

The [National Response Framework](#) (NRF) establishes a comprehensive, all-hazards approach to enhance the ability of the United States to manage domestic incidents. The USDA/Forest Service (FS) and cooperative support agencies participate in the NRF in coordination with and through the Federal Emergency Management Agency (FEMA). The NRF details how the Nation conducts all-hazards response, and outlines how the Federal Government implements the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (42 U.S.C. 5121, et seq.). This Act also provides for the reimbursement of agency appropriations used in support of declared emergencies and major disasters.

The NRF establishes the U.S. Forest Service (FS) as the primary link between firefighting resources and the Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA). During disasters and other major emergencies, FS, through Fire and Aviation Management, coordinates and staffs Emergency Support Function (ESF) #4 to represent federal firefighting support to FEMA and other responding agencies.

The purpose of Emergency Support Function #4, Firefighting (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 all-hazard incident requiring a coordinated national response for assistance.

The scope of ESF #4 is to coordinate firefighting activities and provide personnel, equipment, and supplies in support of local, state, tribal, territorial, and insular area agencies involved in wildland, rural and urban firefighting operations.

Under the NRF, the ESF Coordinator oversees the preparedness activities for a particular ESF and coordinates with its primary and support agencies. To that end, FS and FEMA/U.S. Fire Administration (USFA) are co-coordinators of ESF #4 with specific responsibilities:

- FS coordinates at the national and regional levels with FEMA, appropriate state, territorial, tribal, and insular area agencies, and cooperating agencies on all issues related to response activities.
- USFA coordinates with appropriate state, territorial, tribal and insular agencies and local fire departments to expand structural firefighting resource capacity in the existing national firefighting mobilization system and provides information on protection of emergency services sector critical infrastructure.

During emergencies and major disasters declared under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 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;
- An Interim Operating Facility (IOF) or Joint Field Office (JFO) established in any state affected by a disaster or major emergency;
- A Geographic Area Coordination Center (GACC);

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- The National Interagency Coordination Center (NICC);
- A State Emergency Operations Center (EOC); or
- A FEMA Incident Management Assistance Team (IMAT).

ESF #4 is staffed by qualified personnel from FS, Department of Interior (DOI) agencies, and USFA. The ESF #4 Primary Leader (ESFL) is always a FS employee (permanent or AD), as the agency is the Executive Agent to FEMA for firefighting support under the Stafford Act and the NRF. FS and DOI employees (permanent or AD) 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 FS and DOI leadership and FEMA leadership. Similarly, ESF #4 staff at the RRCC, IOF or JFO serves as the link between FS 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.

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

In addition to the primary ESF #4 mission, the FS provides support to 12 of the remaining 13 ESFs. DOI is a primary agency for two ESFs and a support agency for ESF #4 and 10 of the remaining 11 ESFs. Much of this support provided by FS and DOI is coordinated through ESF #4. Additionally, FEMA can issue a direct mission assignment (MA) through ESF #4 to FS or DOI 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 seven 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), U.S. Coast Guard, and Department of State (DOS). Their roles related to ESF #4 are identified in the [ESF #4 Annex](#) of the NRF.

When performing duties as ESF #4 Primary Agency, FS:

- Coordinates federal firefighting activities. This function is accomplished by mobilizing firefighting resources in support of local, state, tribal, territorial, and insular area wildland, rural, and urban firefighting agencies nationwide.
- Provides qualified ESF #4 personnel to serve at the national and regional/area levels during Stafford Act incidents.
- Provides support personnel at the national, regional, and incident levels.

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- Requests assistance from supporting agencies as necessary to accomplish ESF #4 responsibilities.
- Provides logistics support through the appropriate Geographic Area Coordination Center and/or National Interagency Coordination Center for mobilizing resources for firefighting.
- Assumes full responsibility for suppression of wildfires burning on National Forest System lands and joins in a unified command with the local jurisdiction on incidents threatening National Forest System lands.
- Provides and coordinates firefighting assistance to other federal land management, state forestry, and local, tribal, territorial, and insular area fire organizations as requested under the terms of existing agreements and the NRF.
- Arranges for and provides direct liaison with local, state, tribal, territorial, and insular area EOCs and fire chiefs in the designated area, as appropriate, to coordinate requests for firefighting assistance in structural or industrial fire detection, protection, and suppression operations.

There are seven departments or agencies identified as ESF #4 Support Agencies. Two of these – DOI and USFA – may provide staffing support at various multi-agency coordination facilities to assist in meeting ESF #4's mission. DOI is also a primary agency for ESF #9 (Search & Rescue) and ESF #11 (Agriculture and Natural Resources), as well as a support agency for 10 of the remaining 11 ESFs. Other ESF #4 support agencies provide technical support, assistance, and expertise in specific areas related to firefighting operations.

Core Capability Objectives

The response core capabilities contained in the National Preparedness Goal are the distinct critical activities necessary to save lives, protect property and the environment, meet basic human needs and restore basic services and community functionality. These core capabilities are focused on ensuring that the “whole community” is able to effectively respond to any notice or no-notice incident - including those with cascading effects - with an emphasis on saving and sustaining lives and stabilizing the incident and economy. These core capabilities are highly interdependent and require the support of appropriate administrative, finance, and logistics systems.

To promote integration and alignment, the National Response Framework describes the response core capabilities as they relate to the coordinating structure of the ESFs. The primary and support actions provided through ESF #4 related to the response core capabilities are identified in the table below.

Core Capability	ESF #4 – Firefighting
Fire Management and Suppression	

	<ul style="list-style-type: none">• Provides wildland and structure firefighting resources to local, state, tribal, territorial, insular area, and Federal agencies in support of firefighting and emergency operations.• Provides command, control, and coordination of resources (to include incident management teams, area command teams, and multi-agency coordination group support personnel) to local, state, tribal, territorial, insular area, and Federal agencies in support of firefighting and emergency operations.• Provides direct liaison with local, state, tribal, territorial, or insular area emergency operations centers (EOCs) and fire chiefs in the designated area, as appropriate.• Provides support to enhance the resilience of local, state, tribal, territorial, and insular area firefighting agencies.
Situational Assessment	<ul style="list-style-type: none">• Obtains an initial fire situation and damage assessment through established intelligence procedures; determines the appropriate management response to meet the request for assistance.

	<ul style="list-style-type: none">• Analyzes each request before committing people and other resources; ensures employees will be provided with appropriate vaccinations, credentials, and personal protective equipment to operate in the all-hazard environment to which they are assigned; and ensures that all employees involved in all-hazard response will be supported and managed by an agency leader, agency liaison, or interagency incident management team.• Ensures that an all-hazard incident-specific briefing and training are accomplished prior to task implementation. This preparation will usually occur prior to mobilization where incident description, mission requirements, and known hazards are addressed. Key protective equipment and associated needs for tasks that employees do not routinely encounter or perform will be identified.
Infrastructure Systems	<ul style="list-style-type: none">• Provides expertise and personnel to assist with assessment of emergency services sector critical infrastructure.
Operational Communications	<ul style="list-style-type: none">• Provides radio communications systems to support firefighters, law enforcement officers, and incident response operations.

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ESFs and ESF Coordinators List

The table below lists the fourteen (1-13 and 15) ESFs and the agency responsible for coordination. In 2011, ESF #14 Long Term Community Recovery was superseded by the [National Disaster Recovery Framework](#).

ESF #1 – Transportation ESF Coordinator: Department of Transportation
<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
ESF #2 – Communications ESF Coordinator: DHS (National Communications System)
<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
ESF #3 – Public Works and Engineering ESF Coordinator: DOD (U.S. Army Corps of Engineers)
<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
ESF #4 – Firefighting ESF Coordinator: USDA (U.S. Forest Service) and DHS (FEMA/USFA)
<ul style="list-style-type: none">▪ Coordination of Federal firefighting activities▪ Support to wildland, rural, and urban firefighting operations
ESF #5 – Information and Planning ESF Coordinator: DHS (FEMA)

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- Coordination of incident management and response efforts
- Issuance of mission assignments
- Resource and human capital
- Incident action planning
- Financial management

ESF #6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Services
 ESF Coordinator: DHS (FEMA)

- Mass care
- Emergency assistance
- Disaster housing
- Human services

ESF #7 – Logistics
 ESF Coordinator: General Services Administration and DHS (FEMA)

- Comprehensive, national incident logistics planning, management, and sustainment capability
- Resource support (facility space, office equipment and supplies, contracting services, etc.)

ESF #8 – Public Health and Medical Services
 ESF Coordinator: Department of Health and Human Services

- Public health
- Medical
- Mental health services
- Mass fatality management

ESF #9 – Search and Rescue
 ESF Coordinator: DHS (FEMA)

- Life-saving assistance
- Search and rescue operations

ESF #10 – Oil and Hazardous Materials Response
 ESF Coordinator: EPA

- Oil and hazardous materials (chemical, biological, radiological, etc.) response
- Environmental short- and long-term cleanup

ESF #11 – Agriculture and Natural Resources

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ESF Coordinator: USDA
<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
ESF #12 – Energy ESF Coordinator: Department of Energy
<ul style="list-style-type: none">▪ Energy infrastructure assessment, repair, and restoration▪ Energy industry utilities coordination▪ Energy forecast
ESF #13 – Public Safety and Security ESF Coordinator: Department of Justice
<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
ESF #15 – External Affairs ESF Coordinator: DHS
<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

ESF #4 Concept of Operations and Doctrine

Concept of Operations

ESF #4 coordinates federal firefighting activities and provides firefighting personnel, equipment, and supplies in support of state, tribal, and local wildland, rural, and urban firefighting agencies nationwide. Missions assigned to FS and DOI bureaus as support agencies to other ESFs, while not ESF #4 missions, are also coordinated through ESF #4.

ESF #4 uses established firefighting and support organizations, processes, and NIMS procedures as outlined in the [National Interagency Mobilization Guide](#) to mobilize wildland and structural firefighting resources. All requests for firefighting resources are coordinated through the existing national firefighting mobilization system managed by FS. Responsibility for situation assessment and determination of resource needs lies primarily with the local incident commander.

Both wildland and structural firefighting resources are mobilized through the existing national firefighting mobilization system using the automated Resource Ordering and Status System (ROSS). The mobilization of specialized or additional structural firefighting resources not populated in ROSS can be accomplished manually using NIMS procedures through the appropriate GACC and local dispatch center(s).

Resources provided through ESF #4 are guided by the [FS Foundational Doctrine for All-Hazard Response](#).

States have the option of requesting intrastate and interstate firefighting assistance and resources, both utilizing existing agreements. Intrastate resources would be requested under local or statewide mutual aid and assistance agreements. Interstate resources, including National Guard firefighting resources from other states, would be requested through the Emergency Management Assistance Compact, other compacts, or state-to-state mutual aid and assistance agreements.

Upon receiving a Mission Assignment (verbal or written), requests for Federal assistance in obtaining firefighting resources are transmitted from the RRCC, IOF or JFO ESF #4 representative to the appropriate GACC or incident dispatch center. For resources beyond those available within the geographic area, the requests are sent to the NICC in Boise, ID, by the GACC Coordinator. The NICC contacts the FS National ESF #4 Coordinator in the event of national-level shortages or unavailability of needed resources.

All federal military personnel and resources for firefighting and incident management activities will be requested through the NICC in coordination with the Defense Coordinating Officer and the NRCC.

Shortages of critical resources are adjudicated at the lowest jurisdictional level. If needed, resolution would begin at the JFO, then progress to the NRCC, and ultimately to the Domestic Resiliency Group (DRG).

Actual firefighting operations are managed at the local level under the ICS element of the NIMS.

Situation and damage assessment information is transmitted through established channels and directly between the headquarters-level and regional-level response support structures according to NIMS procedures.

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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 assignments involving lifesaving, life-sustaining, incident stabilization, and protection of property, critical infrastructure, and the environment. Otherwise, the Nation's capability to respond to new emergencies may be compromised.

All-Hazard Response Doctrine

All ESF #4 personnel at both the national and regional levels will ensure that the principles of the FS Foundational Doctrine for All-Hazard Response are followed at all times. Through a memorandum of understanding (MOU), FEMA has agreed to recognize this doctrine. The Foundational Doctrine for All-Hazard Response has established the following principles, as applied to ESF #4:

- The National Incident Management System 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 lifesaving, 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 response mission.
 2. ESF #4 mission under the NRF.
 3. Support to other ESFs as defined in the NRF ESF Annexes.

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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

The FS is the Primary Agency for ESF #4, Firefighting. The mission of ESF #4 includes:

- Coordination of federal firefighting activities
- Providing personnel, equipment, and supplies in support of local, state, tribal, territorial, and insular area agencies involved in wildland, rural, and urban firefighting operations

FS provides support to 12 of the remaining 13 ESFs. DOI is a Primary Agency for ESF #9 (Search & Rescue) and ESF #11 (Agriculture and Natural Resources), as well as a support agency for ESF #4 and 10 of the remaining 11 ESFs. Much of this support provided by FS 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 response mission
2. ESF #4 mission under the NRF
3. Support to other ESFs as defined in the NRF
4. Non-specified support to other ESFs and departments/agencies

All requests for wildland or structural firefighting resources through ESF #4 are coordinated through the existing national firefighting mobilization system.

The specific support that may be provided to ESFs and the ESF Primary Agency(ies) through ESF #4 is listed below:

ESF #1, Transportation (Department of Transportation)

- FS: Provides transportation assets to ESF #1 when FS resources are the most effective to support the ESF #1 mission.
- FS: Provides appropriate 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.

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- DOI: Identifies, and if available, provides departmental transportation assets (e.g., fixed-wing aircraft and all-terrain vehicles) and support resources (e.g., mechanics, pilots) if these are the most effective to support the ESF #1 mission. Resources will be assigned commensurate with each unit's level of training and the adequacy and availability of equipment.
- DOI: Provides information on status of, needs for, and plans for restoration of infrastructure.

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

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

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

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

ESF #5, Information and Planning (FEMA)

- FS/DOI: Provides accurate and timely information related to an actual or potential incident.
- FS/DOI: Develops and executes plans related to an actual or potential incident.

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

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

ESF #7, Logistics (General Services Administration, FEMA)

- FS/DOI: Provides staff to support incident facilities, facility, property, telecommunications, and transportation management.

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

- FS/DOI: Provides personnel, equipment, and supplies, primarily for communications, aircraft, and base camps for deployed federal public health and medical teams.

ESF #9, Search and Rescue (FEMA, U.S. Coast Guard (USCG), DOI/National Park Service, Department of Defense)

- FS: Develops standby agreements with US&R task forces to provide equipment and supplies from the FS National Interagency Cache System at the time of deployment.
- FS: Develops contingency plans for use of National Interagency Fire Center contract aircraft during incidents.
- FS: Provides response resources, including equipment and supplies from the Interagency Cache System and use of Interagency Fire Center contract aircraft.
- DOI (NPS - Primary Agency)
 - Manages DOI/NPS land SAR resources in the affected area.
 - Coordinates the provisioning of additional support assets.
 - Coordinates with local, state, tribal, territorial, insular area, and federal designated SAR authorities to integrate federal SAR resources.
 - Coordinates logistical support for DOI/NPS resources during field operations.
 - As required, provides representation at the NRCC, JFO, and local, state, tribal, territorial, and insular area EOCs.
 - Provides incident reports, assessments, and situation reports as required.
 - Provides emergency rescue, firefighting, and cooperative assistance to public safety agencies for related purposes outside of the National Park System.

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

- FS: Measures, evaluates, and monitors the impact of the emergency incident on National Forest System land.
- FS: Provides technical assistance and logistical support.
- FS: Through ESF #4, coordinates fire management and suppression activities in the event of fires involving oil or hazardous materials.

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- 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 town sites; wildlife and associated habitats, including threatened and endangered species and migratory birds; and national monuments.

ESF #11, Agriculture and Natural Resources (Department of Agriculture and Department of Interior)

- FS: Makes available response resources, including incident management teams.
- 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 NCH resources assessments and restoration (natural resources), preservation, protection, and stabilization.
- DOI: Provides incident management teams to assist in NCH resource response and recovery actions.

ESF #12, Energy (Department of Energy)

- DOI (BLM): Assesses damage to energy-related infrastructure.
- DOI (BLM): Provides engineering and technical support as necessary.

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

- FS/DOI: Provides general and specialized resources to assist in the ESF #13 response.

ESF #14 (removed from revised NRF; superseded by National Disaster Recovery Framework)

ESF #15, External Affairs (FEMA)

- FS/DOI: Provides appropriate support to ESF #15 organization and staff.

Non-specified 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 Primary Leader at the RRCC, IOF or JFO and approved by the Regional/Area ESF #4 Coordinator.

Emergency Support Function 4, Firefighting

- 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 FS support in the future.

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, FS, and DOI, including the arrangement of liaisons as required.
	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>	<p>FEMA/U.S. Fire Administration</p> <ul style="list-style-type: none"> • Provides qualified ESF #4 personnel to serve at the national and regional/area levels during Stafford Act incidents. • Establishes liaison with EMAC personnel on governor to governor requests for firefighting resources to ensure the ESF#4 primary agency and appropriate support agencies are aware of any firefighting resources provided through EMAC. • Assists with identification of local structure fire resources not currently available through the existing national firefighting mobilization system, and assist with incorporating these resources into the system. • Provides contact with appropriate fire service organizations/associations at the national level to ensure any actions by these organizations relative to disaster planning, preparedness or response are coordinated with the ESF #4 primary agency and other appropriate support agencies. • In conjunction with the ESF #4 primary agency and other appropriate support agencies, provides direct liaison with local, state, tribal, territorial, and insular area EOCs and fire chiefs in the designated area, as appropriate. • Disseminates information and provides subject matter experts to improve the infrastructure protection efforts within the emergency services sector. <ul style="list-style-type: none"> ▪ Provides assistance with assessment of impacted emergency services sector critical infrastructure. <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.
<p>Department of the Interior (DOI)</p>	<ul style="list-style-type: none"> • Assumes full responsibility for fighting wildfires burning on lands within its jurisdiction and joins in unified command with the local jurisdiction on incidents threatening lands within its jurisdiction. • Assists the FS in managing and coordinating firefighting operations.

Emergency Support Function 4, Firefighting

	<ul style="list-style-type: none"> • Provides firefighting assistance to other federal land management; state forestry; and local, state, tribal, territorial, and insular area fire organizations as requested under the terms of existing agreements and the NRF. • Provides qualified ESF #4 personnel and support personnel at the national, regional, and incident levels during Stafford Act incidents. <ul style="list-style-type: none"> ▪ In conjunction with the ESF #4 primary agency and other appropriate support agencies, provides direct liaison with local, state, tribal, territorial, and insular area EOCs and fire chiefs in the designated area, as appropriate.
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	<ul style="list-style-type: none"> ▪ State forestry organizations in most states are responsible for wildland firefighting on non-federal lands. Local fire departments are typically responsible for structural firefighting. Local, state, tribal, territorial, and insular area governments, including state forestry organizations and local fire departments, may assist other local, state, tribal, territorial, and insular area governments and federal agencies in firefighting operations through existing agreements. Private sector resources are mobilized through standard contract procedures.

ESF #4 Training

- Standardized ESF #4 training courses and scenario-based exercises will be developed, maintained and managed by the FS National ESF #4 Coordinator.
- A list of qualified instructors and exercise coaches/mentors will be developed, maintained and managed by the FS National ESF #4 Coordinator.
- The national ESF #4 courses must be used to meet qualification requirements.
 - The “ESF #4 Training Course” (N-9033) is a two-day classroom course.
 - The “Time-Sensitive Application of ESF #4 Skills” (N-9056) is a one-day scenario-based exercise
 - N-9033 and N-9056 are offered in a three-day format to meet the ESF #4 training requirements.
 - N-9056 may be delivered in a stand-alone format as a refresher and to maintain currency.
 - Other standardized ESF #4 training may be developed and delivered as needed.
- Courses and scenario-based exercises must be delivered in accordance with course delivery guidelines established by the FS National ESF #4 Coordinator.
 - Prior to scheduling a delivery N-9033 and/or N-9056, a region/area must first coordinate the proposed dates with the National ESF #4 Coordinator.
 - N-9033 and/or N-9056 may be hosted by a region and coordinated jointly by the region and the FS National ESF #4 Coordinator.
 - All instructors must be listed on the approved instructors list or be approved as an ESF #4 Instructor-trainee by the FS National ESF #4 Coordinator.
 - The number of instructors and their representation must meet established criteria, based on the number of students.
- Maintaining currency.
 - Attendance at N-9033 or N-9056 may be used to maintain currency for qualification in an ESF #4 position.
 - Participation in a FEMA-sponsored national or regional exercise may be used to maintain currency for qualification in an ESF #4 position.

ESF #4 Operational Procedures

Notification

FEMA maintains a notification roster for each ESF. The National and Regional Directors, Fire & Aviation Management are responsible for designating a point of contact with their associated FEMA office(s). The notification processes are as follows:

- National Level: FEMA notifies the FS Branch Chief for All-Hazard and International Fire Support (or designee) in the FS Washington Office (WO) Fire and Aviation Management. This position serves as the FS National ESF #4 Coordinator as described in the ESF #4 Annex of the NRE, and will be responsible for ESF #4 activities at the NRCC. This position is the primary contact between the NRCC and the FS Fire and Aviation Management leadership, and is responsible for notifying the ESF #4 Support Agencies of ESF #4 activation activities.

Upon FEMA notification of potential or actual event requiring ESF #4 response the FS National ESF #4 Coordinator will notify the following:

- Director of Fire and Aviation Management, WO;
- Deputy Director for Operations, Fire and Aviation Management, WO;
- Deputy Director for Planning, Fire and Aviation Management, WO;
- Assistant Director for Landscapes and Partnerships, Fire and Aviation Management, WO;
- Assistant Director for Fire Operations, Fire and Aviation Management, National Interagency Fire Center (NIFC);
- National Incident Business Coordinator, Fire and Aviation Management, NIFC;
- NICC Manager and Coordinator on Duty;
- USDA Operations Center;
- DOI Watch Desk;
- DOI Office of Wildland Fire;
- USFA National Fire Programs Division, Emergency Response Support Branch; and
- Virginia Interagency Coordination Center (VICC).
- Additional ESF #4 Support Agencies as needed:
 - Department of Commerce (National Weather Service)
 - Department of Defense
 - Department of Homeland Security (US Coast Guard)
 - Department of State
 - Environmental Protection Agency

Emergency Support Function 4, Firefighting

- Regional Level: The FEMA Region notifies the FS Regional ESF #4 Coordinator in the affected FS Region. This position serves as the Regional or Area ESF #4 Coordinator and is the primary contact between the RRCC and the Regional Director, Fire and Aviation Management and the FS National ESF #4 Coordinator in the FS WO. Each Region will establish internal procedures for necessary notification (e.g. ESF #4 Support Agencies, GACC, Incident Business Management staff, Regional Forester).
- Upon FEMA notification of potential or actual event requiring ESF #4 response the Regional /Area ESF #4 Coordinator will notify the following:
 - Regional Director of Fire and Aviation Management;
 - Geographical Area Coordination Center (GACC);
 - FS National ESF #4 Coordinator
 - Regional Incident Business Coordinator.
 - Notify regional contacts from ESF #4 Support Agencies when appropriate:
 - Department of Commerce (National Weather Service)
 - Department of Defense
 - Department of Homeland Security (US Coast Guard)
 - Department of Interior
 - Environmental Protection Agency

ESF #4 Coordinator Initial Actions

FS National ESF #4 Coordinator Duties

- Make appropriate notification to identified ESF #4 Primary and Support Agency leadership and points-of-contact.
- Ensure the FEMA National Activation Mission Assignment (MA) and any other MAs issued at the NRCC have been completed and approved with specific language describing the assignment. MAs must be signed by FEMA, and accepted by the Director, Fire and Aviation Management or delegate. MAs issued by FEMA may be written or verbal per a Memorandum of Understanding (MOU) between FS and FEMA. If the MA is verbal, follow up with a written MA as soon as possible. Pre-Scripted Mission Assignment (PSMAs) should be used when appropriate.
- Ensure appropriate fiscal job codes are established for each MA issued.
- Request support from the DOI, USFA, and other support agencies as needed, through the appropriate ESF Mission Assignment Sub-tasking Request.
- Ensure adequate staffing of the NRCC ESF #4 desk. Place all NRCC personnel orders for the FS and DOI through the Virginia Interagency Coordination Center. Place all USFA personnel orders to the USFA Branch Chief of Emergency Response Support. Orders will follow the ESF #4 position types that are shown below. Depending on the incident type and complexity, not all ESF #4 position types need to be filled.
- For effective and efficient operations, qualifications for the following ESF #4 positions have been defined (See FS Fire and Aviation Qualifications Guide, Chapter 2, Part 2). National and regional organizations reflect these same positions.

Fire Unit Leader ESF #4 Primary Leader (ESFL)

This position functions as the lead ESF #4 under the NRF and may be referred to as “Fire Unit Leader” at the NRCC. This position provides technical advice and support to FEMA as the FS representative. This position is supervised by the FS National ESF #4 Coordinator and works under the NRCC Emergency Services Group. The ESFL must be a FS employee (permanent or AD).

Fire Specialist ESF #4 Support-Wildland (ESFW)

This position receives direction from the ESFL and may be referred to as “Fire Specialist” at the NRCC. This position supports the ESFL in daily tasks. ESFW will also recommend policies, procedures, or actions addressing incident issues, concerns, and opportunities. An ESFW may be a FS or DOI employee (permanent or AD) meeting the qualifications.

ESF #4 Support-Structure (ESFS)

This position receives direction from the ESFL and may be referred to as “Fire Specialist” at the NRCC. This position supports the ESFL in structure fire issues, and makes contact with local and state fire administrators and Emergency Management Assistance Compact (EMAC) staff to serve as an “information bridge” between requests for federal firefighting resources and requests for local/state firefighting resources. When appropriate, this position may help track the movement of structural fire resources. The ESFS is typically a USFA employee.

ESF #4 Support-Administrative (ESFA)

This position receives direction from the ESFL and may be referred to as “Fire Specialist” at the NRCC. This position provides administrative support to the ESF #4 function and is responsible for helping with documentation, organization, and assisting in day-to-day needs. An ESFA may be a FS, DOI, or USFA employee (permanent or AD).

- Serves as liaison between FS and NRF partners at the national level.
- Issues written Delegation of Authority to the ESFL.
- Performs all duties of the Fire Unit Leader at the NRCC until the NRCC ESF #4 desk is staffed.
- Maintains contact with the Regional/Area ESF #4 Coordinator in the region where the incident is located. Depending on the nature and impact of the emergency, regional level organizations may be in place prior to activation of the national level organizations. There should be close coordination between the FS National ESF #4 Coordinator and the Regional/Area ESF #4 Coordinator(s) during the initial phases of an activation.

Regional ESF #4 Coordinator Duties

- Make appropriate notification to identified regional leadership and points-of-contact.
- Ensure the FEMA Regional Activation MA and any other MAs issued at the RRCC/JFO have been completed and approved with specific language describing the assignment. MAs must be signed by FEMA, and accepted by the Regional Director, Fire and Aviation Management or delegate. MAs issued by FEMA may be written or verbal per an MOU between FS and FEMA. If the MA is verbal, follow up with a written MA as soon as possible. PSMA's should be used when appropriate.
- Ensure appropriate fiscal job codes are established for each MA issued.
- If needed, request support from USFA through the FS National ESF #4 Coordinator. Request support from other support agencies, as needed, through an ESF Mission Assignment Sub-tasking Request.
- Ensure staffing of the RRCC/JFO ESF #4 desk and other appropriate locations, based on the needs of the type of emergency or disaster.
- If needed, issue written Delegation of Authority to the ESFL.
- Monitor MAs and work with Regional Incident Business Coordinator to ensure that dollar limitations are not exceeded.
- In conjunction with the Regional Incident Business Coordinator (or designated responsible person), establish process to forward MAs to support agencies and ASC.
- Establish procedures to ensure compliance with business management requirements.
- Establish safety procedures to provide for health and safety needs.
- Serve as liaison between FS and NRF partners at the Regional level.
- Perform all duties of the Fire Unit Leader at the RRCC until the RRCC ESF #4 desk is staffed.

Recommended ESF #4 Staffing During Emergency/Disaster Declarations

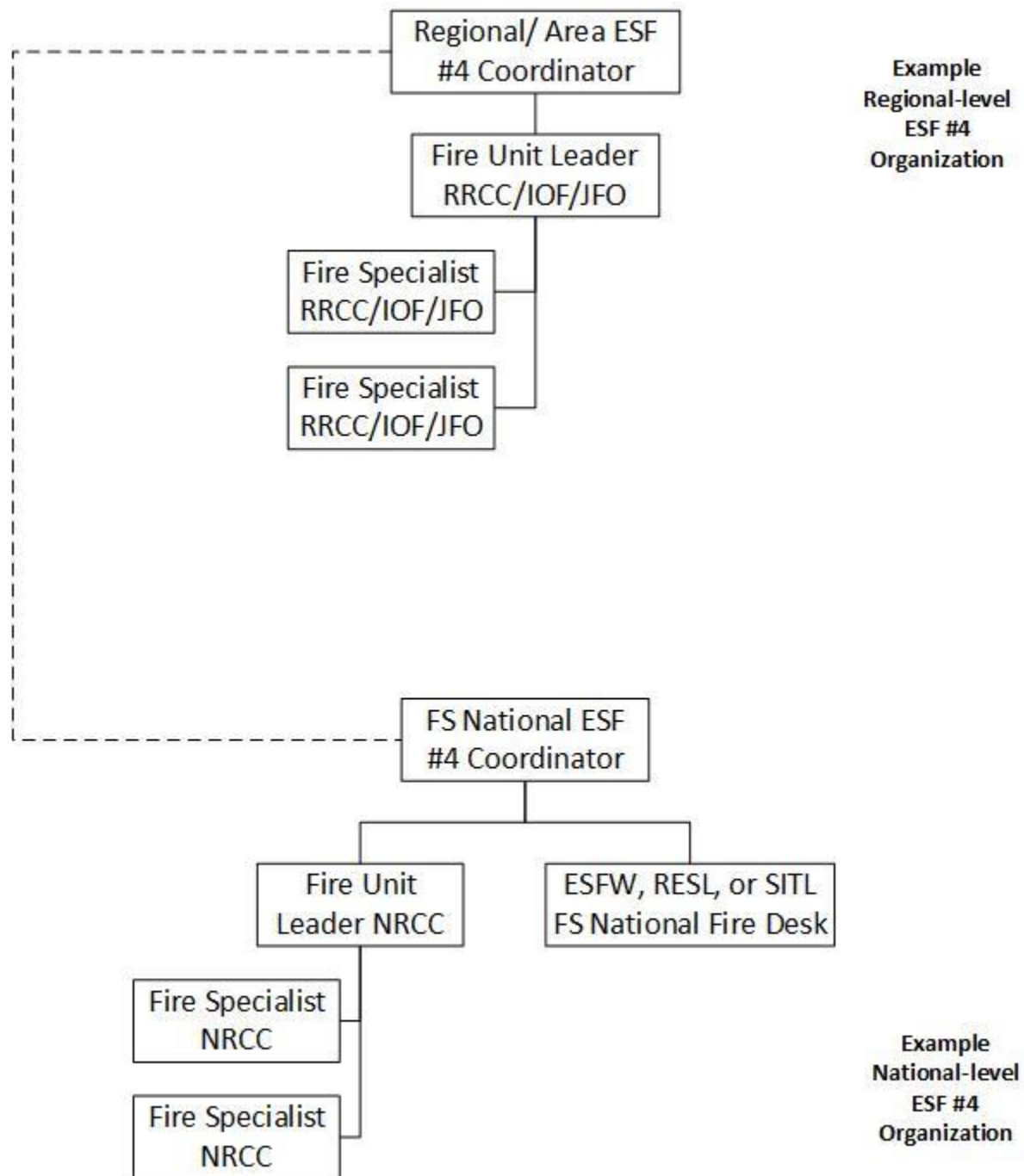
Regional Level

- 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/IOF/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 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, IOF or JFO.
- Intelligence gathering specialist at the GACC will gather intelligence and answer inquiries from the JFO, IOF, RRCC, NRCC, and NIFC/NICC.
- Finance specialist at the GACC will compile and track MA-related costs and processes.
- RESL position at the GACC will track resources and support the other ESF #4 positions at the GACC.
- Depending on the scope or needs of the incident, ESF #4 staff may also be requested to be located at the State Emergency Operations Center (SEOC) and/or with a FEMA Incident Management Assistance Team (IMAT). This ESF #4 staff will report to the ESF #4 Primary Leader at the RRCC or JFO.
- The Regional/Area ESF #4 Coordinator will provide coordination/liaison between Regional FS leadership and ESF #4 at the RRCC/IOF/JFO, and will troubleshoot issues when necessary.
- The ESF #4 staff at RRCC/IOF/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, IOF and/or JFO should participate in daily FEMA video teleconferences (VTCs) when requested by FEMA.

National Level

- When activated for an all-hazard incident, the NRCC will be staffed in accordance with the ESF #4 SOP. This may include:
 - An ESF Primary Leader during all shifts (required);
 - An ESF Wildland Support during day shift and, as necessary, during night shift;
 - An ESF Administrative Support as necessary during day shift and/or night shift based on the anticipated workload; and
 - An ESF Structure Support as necessary based on the type of incident and potential for structure fire resource requests.
- 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/IOF/JFO must keep communications links open and active during the entire incident. Daily conference calls are recommended.
- The FS Emergency Support Function Leaders Group (ESFLG) representative or designee will maintain contact with the NRCC ESF #4 staff and will participate in shift changes whenever possible. The FS ESFLG representative will pass necessary information and situational awareness FS, support agency, and departmental leadership, and can interact with FEMA and other Federal agency management/leadership on issues related to ESF #4 or FS involvement in the incident.
- During major incidents or incidents requiring a significant amount of firefighting resources, an ESF #4-trained person should be assigned to the FS National Fire Desk to assist with report generation, departmental/agency inquiries, and coordination of incident information with fire information. This should be coordinated with the National Fire Desk manager.

ESF #4 Staffing for Non-fire Emergency/Disaster Declarations



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

Regional Level

- Unlike non-fire emergencies/disasters, the State Emergency Operations Center (SEOC) or, if appropriate, the State Forestry Operations Center, should be the primary location for ESF #4 staffing. The ESF #4 Primary Leader position should be located at this facility. An ESF #4 Wildland Support, ESF #4 Structure Support, and ESF #4 Administrative Support should also be assigned to this facility. Whenever possible, an Incident Business Advisor (IBA) or representative from Albuquerque Service Center Budget and Finance (ASC-B&F) should also be at this facility.
 - 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.
 - 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.
 - The ESF #4 Administrative Support position will complete documentation and keep necessary records.
 - 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, IOF 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/IOF/JFO to serve as liaison with FEMA officials at that facility. 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). If ESF #4 is staffed at more than one FEMA facility, the Regional ESF #4 coordinator will determine the appropriate reporting requirements for the ESF Primary Leaders.
- ESF #4 staffing should also be located at the 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.
 - Intelligence gathering specialist at the GACC will gather intelligence and answer inquiries from the JFO, IOF, RRCC, NRCC, and NIFC/NICC.
 - Finance specialist at the GACC will compile and track mission assignment (MA) related costs and processes.

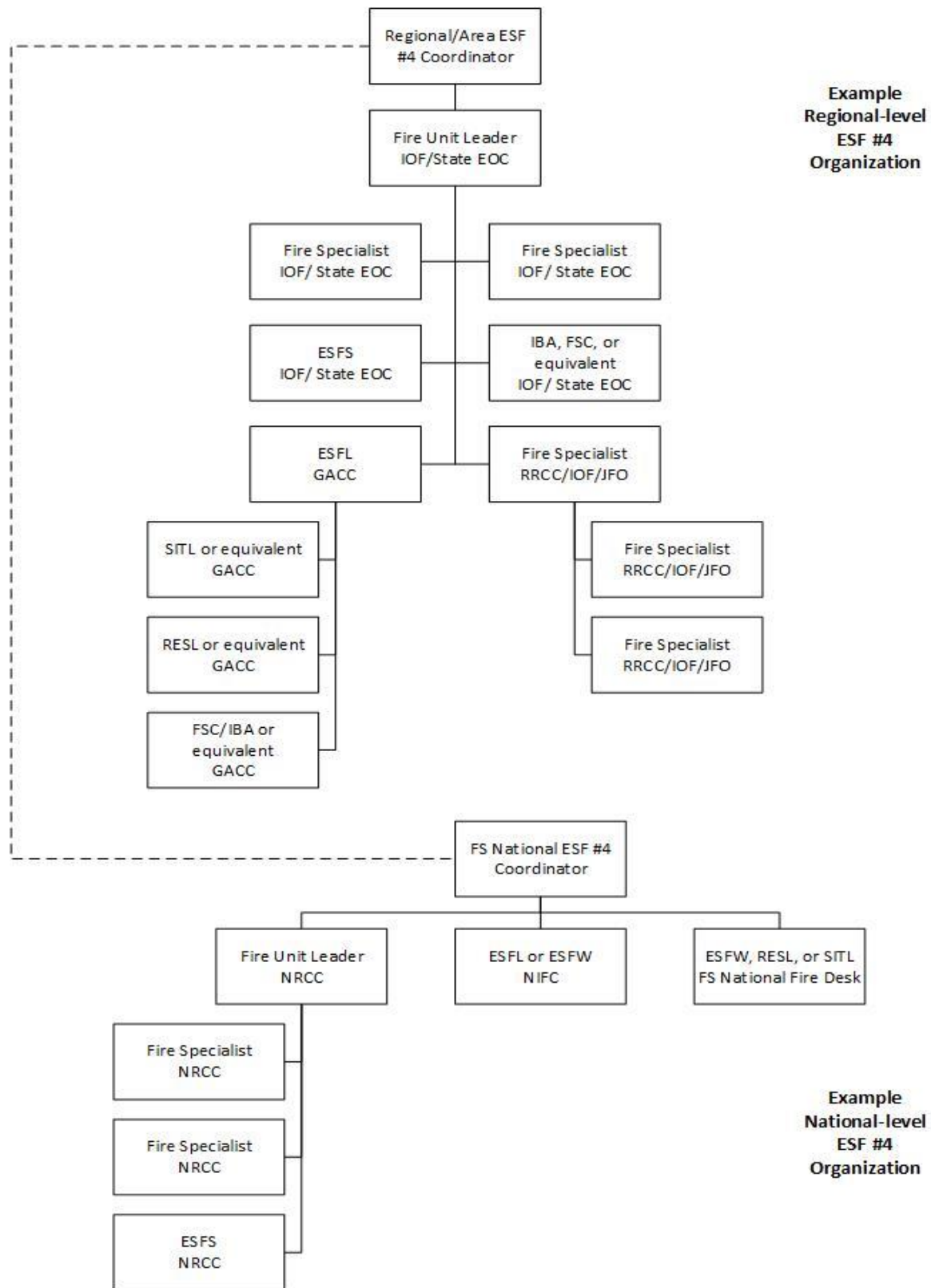
Emergency Support Function 4, Firefighting

- 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 FS leadership, ESF #4 at the State EOC, and ESF #4 at the RRCC/IOF/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/IOF/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/IOF/JFO should participate in daily FEMA VTCs. An ESF #4 representative at NIFC and NRCC should also participate.
- ESF #4 desks at the state EOC and RRCC/IOF/JFO must keep communications links open and active during the entire incident.

National Level

- When activated for a wildland fire emergency, the NRCC will be staffed in accordance with the ESF #4 SOP. This may include:
 - An ESF Primary Leader during all shifts;
 - An ESF Wildland Support during all shifts;
 - An ESF Structure Support as necessary during day shift and night shift; and
 - An ESF Administrative Support during day shift and, as necessary, night shift 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 NIFC staff, 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/State Forestry Operations Center and RRCC/IOF/JFO during the entire incident.

ESF #4 Staffing for Wildland Fire Emergency/ Disaster Declarations



ESF #4 Responsibilities at the NRCC

- The key responsibilities of the ESF #4 staffing the NRCC are as follows:
 - The ESF #4 Primary Leader should receive an initial briefing from the FS 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 FS and FEMA
- Ensure that the “NRCC ESF #4 – Desk Duties” are followed by ESF #4 staff through the duration of the ESF #4 activation.
- 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.
- 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.
- Prepare situation reports as required by the NRCC Director, describing the activities and status of FS resources and other support agencies resources.
- Provide input to planning and reporting processes of the NRCC as needed.
- Prepare and present status reports of accomplishments at the daily NRCC meetings.
- Provide daily situation report on ESF #4 activities to the ESF #4 primary and support agencies, per the ESF #4 SitRep procedures.
- 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.
- Provide information to the FS National Fire Desk (202-205-1450) for USDA SitRep/Spot Reports if staffed; to the FS Disaster & Emergency Operations Branch if not.
- 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.
- Identify resources available to support disaster response activities.
- 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.
- 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.
- Maintain a spreadsheet that lists the MAs and fiscal codes. Supply this information to the FS National ESF #4 Coordinator and the FS Branch Chief, Incident Business Practices.

Emergency Support Function 4, Firefighting

- Maintain an ICS-214, Unit Log, as a daily shift log of events.
- Maintain an Incident Narrative as a chronological log of major incident highlights.
- Maintain files (electronic and/or hard copy) of pertinent correspondence, reports, logs, and other information.
- 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.
- Develop after-action reports as required by FS and FEMA. Use a “lessons learned” approach to record, track, and apply new, learned knowledge for future all-risk hazards assignments.
- Follow the responsibilities in the Emergency Support Function #4 – Firefighting Annex of the NRF.
- 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 FS National ESF #4 Coordinator.
- 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.

ESF #4 Responsibilities at the RRCC/IOF/JFO

The key responsibilities of the ESF #4 Primary Leader staffing the RRCC/IOF/JFO are:

- 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;
 - MAs already accepted and RRFs in process;
 - Close-out procedures for FS and FEMA
- Ensure that the “RRCC/IOF/JFO ESF #4 – Desk Duties” are followed by ESF #4 staff through the duration of the ESF #4 activation.

Emergency Support Function 4, Firefighting

- 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.
- Maintain contact with the Regional/Area ESF #4 Coordinator regarding the capability of the FS to accept new mission assignments and the ordering of resources required to support each MA. 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. Accept missions support response activities that protect human life, property, at-risk lands, and resources. These are typically short-term missions and involve life-saving, life-sustaining and incident stabilization activities.
- Coordinate with the Regional Aviation Officer when any aviation resources are requested.
- Ensure coordination with the GACC Coordinator on Duty and incident dispatch center.
- Coordinate with the state ESF #4 equivalent to maintain situational awareness and anticipate needs related to firefighting support.
- 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.
- Ensure appropriate fiscal codes are established for each MA by following the identified procedures.
- Where the FS has jurisdictional authority, including functional responsibilities of a significant commitment of resources, promote use of the NIMS.
- Ensure all employees involved are supported and managed by an agency leader, agency liaison, or IMT. This support includes agency participation in mission assignment, incident action planning, and tracking of all resources ordered through ESF #4 while on assignments.
- Serve as primary contact for individuals ordered as a single resource not assigned to a FS 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.
- 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.

Emergency Support Function 4, Firefighting

- 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.
- Ensure coordination with resources committed and if needed establish a liaison with IMTs.
- Coordinate with ESF #15 on the processes for release of information to ensure consistency and coordination among the FEMA organizational structure, IMTs mobilized through ESF #4, and/or GACC/local JICs.
- 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 Resource Request Form (RRF).
- Work with the Regional Incident Business Coordinator or assigned IBA for tracking MA costs, reporting accruals, and adjusting the funding once the assigned mission is completed. Coordinate with FEMA MA Manager, Regional ESF #4 Coordinator, and ASC-IF to ensure remaining funds are de-obligated and MA is closed. ASC-IF is responsible for final deobligation of funds and formal MA closure notification to FEMA.
- Coordinate with other ESFs whose organizations are involved in common missions. Prepare an ESF Mission Assignment Subtasking Request when subtasking to another agency. Ensure subtasking MAs are completed and approved.
- Provide daily briefings of FS activities to the following:
 - FEMA NRCC/RRCC/IOF/JFO;
 - Regional/Area Director, Fire and Aviation Management;
 - Regional/Area ESF #4 Coordinator;
 - GACC; and Support agencies and other individuals or organizations as needed.
- Prepare and present situation reports as required by the RRCC/IOF/JFO Director, describing the activities and status of FS resources and other support agencies’ resources.
- Provide input to planning and reporting processes of the RRCC/IOF/JFO, as requested.
- 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.
- Maintain files (electronic and/or hard copy) of pertinent correspondence, reports, logs, and other information.
- 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.

Emergency Support Function 4, Firefighting

- Follow the responsibilities in the Emergency Support Function #4 – Firefighting Annex of the NRF.
- Develop after-action reports as required by FS and FEMA. Use a “lessons learned” approach to record, track, and apply new, learned knowledge for future all-risk hazard assignments.
- Prepare a final closeout package, including all ESF #4 documentation (electronic and hard copy), when the ESF #4 operations are terminated at the RRCC/IOF/JFO. Provide the final package to the Regional/Area ESF #4 Coordinator.
- ESF #4 Support – Structure assigned to the RRCC/IOF/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, IOF 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, IOF 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 as the NRCC.

RRCC/ IOF/ JFO ESF #4 Desk Duties

Dress code: Field uniform or business casual attire (ESF #4 logo preferred) per Regional direction

- Day Shift
 - Check in at RRCC, IOF or JFO: 0615
 - Transition meeting with night shift: 0630
 - Shift begins – RRCC/IOF/JFO shift briefing: 0700
 - Complete/address/follow the ESF #4 Duties and Priorities (listed below)

Emergency Support Function 4, Firefighting

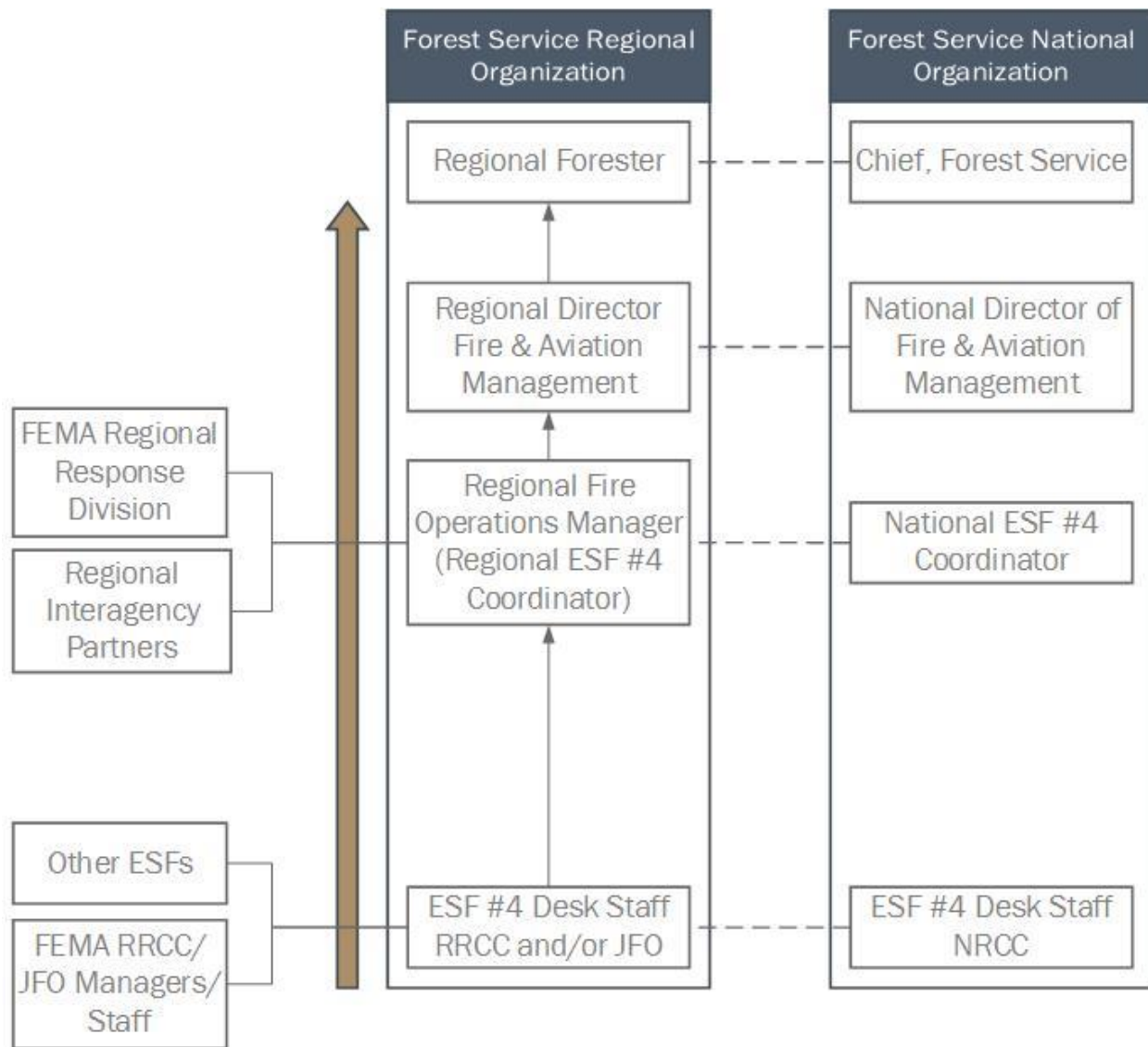
- Follow posted RRCC/IOF/JFO meeting/reporting schedule for day shift
- If no night shift, develop and send ESF #4 Situation Report to NRCC ESF #4 desk and WO: 1800
- Prepare for transition meeting with night shift: 1800
- Transition meeting with night shift: 1830
- Shift ends – RRCC/IOF/JFO shift briefing: 1900
- Estimated check-out time: 1930
- **Night Shift**
 - Check in at RRCC, IOF or JFO: 1815
 - Transition meeting with day shift: 1830
 - Shift begins – RRCC/IOF/JFO shift briefing: 1900
 - Complete/address/follow the ESF #4 Duties and Priorities (listed below)
 - Follow posted RRCC/IOF/JFO meeting/reporting schedule for night shift
 - Develop and send ESF #4 Situation Report to NRCC ESF #4 desk and WO: 0600
 - Prepare for transition meeting with day shift: 0600
 - Transition meeting with day shift: 0630
 - Shift ends – RRCC/IOF/JFO shift briefing: 0700
 - Estimated check-out time: 0730
- **ESF #4 Duties and Priorities:**
 - Ensure safety and welfare of RRCC/IOF/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/IOF/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-ESF #4-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-ESF #4 work. If this work will be time consuming, replacement staff will be requested.

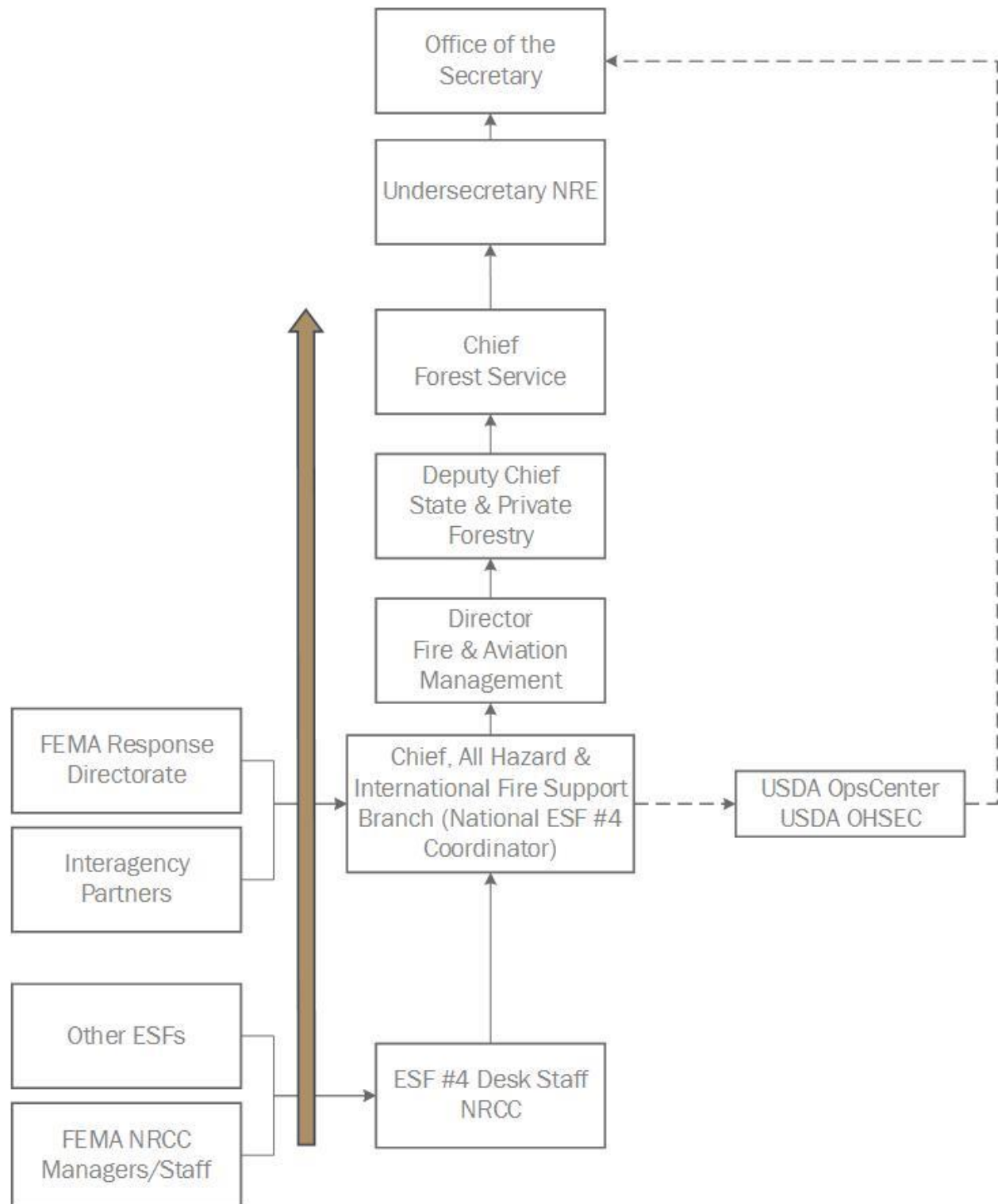
Information Management and Products

- The coordination between local firefighting field elements and ESF #4 department/agency headquarters' is well-established and works well. Field units (typically IMTs) report "up the chain" through appropriate channels. The IC works with the ESF #4 staff at the RRCC/IOF/JFO to ensure they remain on task and within the scope of the mission assignment. The ESF #4 staff at the RRCC/JFO works directly with the appropriate IMAT or FEMA region staff member. This FEMA representative is typically tied into the State or local emergency management agency (depending on the mission) to ensure that the State/local needs are being met.
- The ESF #4 Primary Leader at the RRCC, IOF or JFO reports to the Regional ESF #4 Coordinator and the ESF #4 desk at the NRCC. The Regional ESF #4 Coordinator ensures that the Regional Director of Fire & Aviation is kept informed of appropriate issues and agency actions. This information can then be relayed, as appropriate, to the Regional Forester.
- The ESF #4 Primary Leader at the NRCC ESF #4 desk ensures that the FS National ESF #4 Coordinator (or delegate) is kept informed of appropriate issues and agency actions. This is the conduit used to keep the National Director of Fire & Aviation informed of appropriate issues and agency actions.
- The FS National ESF #4 Coordinator is also the ESF #4 Emergency Support Function Leadership Group (ESFLG) representative, and is the designated liaison between the ESF #4 desk at the NRCC and agency/department leadership. The ESFLG representative coordinates directly with the ESF #4 Primary Leader at the NRCC by maintaining communications and attending NRCC shift-change briefings, and maintains direct access FS and USDA leadership to keep leaders informed of agency actions throughout the response. Appropriate information can then be relayed through proper channels to the Chief of the Forest Service, Undersecretary of Natural Resources and Environment, and the Secretary of Agriculture. In addition, the ESFLG representative can immediately troubleshoot any issues or problems related to the agency response that cannot be handled by the ESF #4 Primary Leader.

ESF #4 Information Flow During RRCC/JFO Activations



ESF #4 Information Flow During NRCC Activations



Key Information Requirements

- Procedures, systems, and agreements exist to and are used regularly to collect and share tactical, operational and strategic information among all appropriate federal, state, local, tribal, and private sector stakeholders from the field level through the regional level to the national level.
- Key information requirements include information that may be important, or at least relevant, for planning and reporting purposes. This information may be required by FEMA or ESF #4 agencies and may include information necessary to develop reports or replies to inquiries from the White House, Cabinet members, or members of Congress.
- For ESF #4, key information requirements (at all levels) include:
 - Number, type, and location of fires
 - Number of fire stations damaged/destroyed
 - Mission Assignments and Resource Request Forms.
 - Key Issues and ESF #4 Status
 - Firefighting Resources Committed
 - ESF #4 relevant issues or information
 - Activities and status of USDA/FS and Support Agency resources.
 - ICS-214 Unit Logs (daily shift logs of activity)
 - Incident Narrative (chronological log of incident highlights)
 - Potential impacts to ESF #4 resources, route support needs, scene support needs, and coordination efforts.
 - Incident Situation and Damage Assessments.
 - Limiting factors or shortfalls.
 - Status Reports of Accomplishments.
 - Status of available resources.
 - Impacts of wildland, rural, and urban fires.
- During NRCC activations, the ESF #4 desk receives this information and, after analyzing the information, provides the appropriate information to the NRCC Common Operating Picture. (This process was refined after the 2008 fire siege where the NRCC was gathering fire information from multiple sources, including ESF #4, and was posting often conflicting information to the COP.)

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 appropriate sections of WebEOC at the NRCC and RRCC/JFO must be kept updated to ensure a common operating picture. ESF #4 staff at the NRCC and RRCC/JFO should work together to ensure that these updates are coordinated. Instructions for entering information into WebEOC are available from FEMA staff at the NRCC and RRCC/JFO.
- An ESF #4 situation report is required to be distributed each morning during ESF #4 activations to U.S. USDA, FS and support agency leadership. Procedures for completing and distributing the ESF #4 Situation Report can be found later in this section. The ESF #4 agencies may forward this report within their agencies or may use this report to generate agency-specific situation reports.
- The NRCC and RRCC/JFO 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 Fire Unit Leader on each shift at each location should ensure that a Firefighter Time Report (OF-288) is completed for each FS and DOI employee assigned to ESF #4 at that location, if appropriate. 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 Fire Unit 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 Incident Personnel Performance Rating, 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 by:	Due:	Provided to:
Day Shift			
WebEOC SitRep	NRCC and RRCC/IOF/JFO	ongoing	WebEOC
ESF #4 Situation Report	RRCC/IOF/JFO	End of Shift	NRCC ESF #4 Desk and FS All-Hazard & International Fire Support Branch
MA/Cost Log	Ongoing	1900	Oncoming ESF #4 shift ASC-IF and National Incident Business Coord. when updated
ICS 214	Ongoing	1900	Oncoming ESF #4 shift
Spot Report(s)	As needed	As needed	As directed by FEMA or National/Regional/Area ESF #4 Coordinator
Night Shift			
WebEOC SitRep	NRCC and RRCC/IOF/JFO	ongoing	WebEOC
ESF #4 Situation Report	NRCC (FS Disaster & Emergency Operations Branch if NRCC is not activated)	0600	FS All-Hazard & International Fire Support Branch, FS National Fire Desk and USDA Ops Center
MA/Cost Log	Ongoing	1900	Oncoming ESF #4 shift ASC-IF and National Incident Business Coord. when updated
ICS 214	Ongoing	0700	Oncoming ESF #4 shift
Spot Report(s)	As needed	As needed	As directed by FEMA or National/Regional/Area ESF #4 Coordinator

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 Reporting Procedures

1. The ESF #4 day shift at the RRCC(s)/IOF(s)/JFO(s) will draft an ESF #4 Situation Report and provide it to the Regional/Area ESF #4 Coordinator for review and approval.
2. The draft report should be produced on an ESF #4 situation report template.
3. The draft report should include a table showing the number and type of resources committed, a listing of each mission and its location, and a summary of the key response issues affecting the ESF4 primary and support agencies.
4. Upon approval, the Regional/Area ESF #4 Coordinator will provide the draft ESF #4 Situation Report to the NRCC ESF #4 desk (if activated) and the USDA/FS WO All Hazard and International Fire Support Branch before the end of shift each day.
5. The draft ESF #4 Situation Report(s) will be reviewed and consolidated, as appropriate, by the NRCC ESF #4 night shift or WO All Hazard and International Fire Support Branch. Content will be supplemented with any pertinent national information, and the report will be provided to the USDA OpsCenter, opscenter@dm.usda.gov and the USDA/FS National Fire Desk firedesk@fs.fed.us no later than 0800 each morning.
6. The FS National Fire Desk will distribute the final ESF #4 Situation Report to an established list of USDA/FS and support agency leadership. The report text should be pasted into the body of the e-mail for those with mobile e-mail devices, and the report should be included as an email attachment.

Mission Assignments

Evaluating/ Writing Mission Assignments

- When evaluating a proposed 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) should be redirected to other ESFs/agencies whenever possible, as recovery missions fall outside of the responsibility of ESF #4 agencies and may inhibit the agencies from effectively performing their legislatively mandated response 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 under the description:** *Utilize FS, Department of Interior (DOI), other Federal agency and State/local resources under agreement, 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 FS, Department of Interior (DOI), other Federal agency and State/local resources under agreement, as appropriate.
 - The estimated cost of this mission will be \$XXXX (cost).

Emergency Support Function 4, Firefighting

- Under each MA, the FS may provide additional explanation for the MA language and background for the funding estimates. The funding estimates are based on anticipated FS/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. A 20% administrative cost is added to the estimate to cover dispatchers, coordinators, and other support personnel costs.
- 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 ESF #4 assignments, a subtask must be issued. (See a sample elsewhere in this document.)
- Be sure to revise cost estimates on the PSMA's using current costs from the Incident Business Practices Web page: <https://www.fs.fed.us/managing-land/fire/ibp>

ESF #4 Procedures for Mission Assignments During Wildland Fires

- When a State requests Federal firefighting support/resources for a wildland fire covered under an Emergency Declaration, it is recommended that the standard wildland fire resource ordering process be used in conjunction with a Fire Management Assistance Grant (FMAG) whenever possible. This process can facilitate more efficient, effective ordering and response than might be received through the issuance of a mission assignment (MA).
- Resources ordered under an MA cannot be used for firefighting on Federal lands. If an MA is issued for firefighting resources, clarification as to where the resources can and cannot be used must be 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 fire 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, chain saw work, etc.)*
- *Staging areas and/or mobilization centers to support firefighting*

Emergency Support Function 4, 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 other appropriate standards, which include certification, training, and personal protective equipment. Utilize FS, Department of Interior (DOI), other Federal agency and State/local resources under agreement, as appropriate. International assets under agreement may also be ordered and utilized under this FEMA MA.”

- Special procedures for ordering/tracking resources must be followed.
 - Put all MA resources on a unique resource order number and include the F Code for each MA.
 - Federal agency places the order (ensures use of F-code).
 - When resource is sent to an incident, keep the F-code in the record.
 - The F-code must remain with the resource through multiple orders.
- The GACC Coordinator on Duty will advise the ESF #4 liaison at the GACC of any changes in status of orders. The ESF #4 liaison at the GACC 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/IOF/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/IOF/JFO must keep the communications link open and active during the entire incident.

Resource Ordering

General Procedures

- 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 FS 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 Resource 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.

Emergency Support Function 4, Firefighting

- On most incidents, there should only be one primary ordering point. On larger incidents there may be several IMTs involved, resulting in a situation where there are several ordering points. The involved region(s), in coordination with the GACC and NIFC, 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. The National Policy for Aviation in All-Hazards Response should be reviewed (see All Hazards Aviation Direction letter in the Authorities, Agreements, MOUs and SOPs section of this Guide).

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 FS National ESF #4 Coordinator should be informed of the discrepancy.
- Wildland resources should be tracked through the incident to the GACC or incident dispatch center, then to ESF #4. Information regarding types and numbers of resources should be obtained from, or in cooperation with, the GACC or incident dispatch center.
- It is important to identify any resources that were ordered outside of the ROSS and document how they were ordered (i.e., EMAC). This will ensure that all resources are counted appropriately and that costs can be tracked and reimbursed appropriately.

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 FS 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 or incident dispatch center.
- 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/IOF/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/IOF/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 EMAC (and other 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.

All Hazard Incident Management Teams (AHIMTs)

- Many states and metropolitan areas have developed All Hazard Incident Management Teams (AHIMTs). AHIMT consists of personnel from various disciplines (fire, rescue, emergency medical, hazardous materials, law enforcement, public works, public health and others) trained to perform the functions of the Command and General Staff at the Type 3 level. AHIMTs are often sponsored or administered by a state or local emergency management agency.
- If requested through ESF #4, all orders for AHIMTs should follow the established procedures listed in the National and Geographical Area Mobilization Guides. An order for an AHIMT (whether through EMAC or through the National Firefighting Mobilization System) will be filled with fourteen members of an AHIMT comprising the following positions:
 - Incident Commander
 - Operations Section Chief
 - Planning Section Chief
 - Logistics Section Chief
 - Finance/Administration Section Chief
 - Safety Officer
 - Public Information Officer
 - Liaison Officer
 - Resources Unit Leader
 - Situation Unit Leader
 - Communications Unit Leader
 - Staging Area Manager
 - Assistant PIO
 - Deputy Operations Section Chief
- The fourteen AHIMT members, and any other AHIMT members subsequently ordered to support the original order, will be from an organized, government-sponsored AHIMT and will meet recognized qualifications for the positions they are filling. An order for an AHIMT is for the personnel only and does not include any communications or office equipment or supplies (this should be supplied by the IMT or government entity the AHIMT is supporting). If the AHIMT arrives and determines that they need additional or specialized personnel, equipment or supplies, they can order those through the appropriate process.
- It is not the current intent that an AHIMT would be ordered through the National Firefighting Mobilization System for initial response where the team would be first to arrive; rather, this process would be used to order an AHIMT for a mission to either:
 - support a wildland fire IMT at a wildland fire, or
 - support an IMT or other local, State or Federal government entity with a defined mission (such as managing a logistics facility) during a disaster response after the State and FEMA have arrived and have determined what the needs are.
- There must be an agreement in place with a wildland fire agency to be able to order an AHIMT through the National Firefighting Mobilization System.
- When end users create their resource item in ROSS, it will be created using the following correct naming standards, i.e. TEAM – ALL HAZARD – XXXX, and they would classify that resource as Team, All Hazard.
- In the ROSS Overhead catalog, in the groups section it is a new item, listed as Team, All Hazard. The roster should have 14 position codes which include: ICA3, 2 OSC3, 2 PIO3, PSC3, LSC3, FSC3, SOF3, LOFR, RESL, SITL, COML, and STAM.

Additional Process When Unique* Resources Are Ordered Under and F-code During Wildland Fires

- 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:
 - The GACC Coordinator on duty will phone the NICC Coordinator and advise him or her of the “unique” resource order placed in the system.
 - The ESF #4 Representative at the GACC or RRCC/IOF/JFO 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 assigned incident location. This will usually be military or international, resources.*

Procedures for Drawdown/ Resource Conflict During All-Hazard

- The integrated wildland fire resources of USDA and DOI may be deployed to support firefighting requirements and other missions under the NRF. FS serves as the primary agency to coordinate missions with FEMA. Procedures have been established to assure information flow and policy coordination between FS and DOI to facilitate deployment of the joint resources of both departments, and to adjudicate allocation of resources when needed.
- The FS 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:
 - USDA/DOI statutory wildland firefighting operations;
 - Support to ESF #4 – Firefighting under the NRF; and
 - Other support to other ESFs under the NRF.
- During Preparedness Level 3 (or higher) conditions, the interagency National Multi-Agency Coordination Group (NMAC) generates a report every 10 days outlining wildland fire resources available for NRF assignments.
- Upon request, the NICC allocates resources made available by NMAC for NRF missions.

Emergency Support Function 4, Firefighting

- The ESF #4 desk at the NRCC provides information on status of disaster and resources through the FS National ESF #4 Coordinator to FS 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 GACC or 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 through the FS National ESF #4 Coordinator to FAM Director and to DOI/Office of Wildland Fire (OWF). The Directors of FAM and OWF will coordinate as needed.
- The FAM Director briefs the USDA Undersecretary for Natural Resources and Environment and the USDA Director of the Office Homeland Security and Emergency Coordination (OHSEC) on the current situation and whether wildland fire resources will have to be limited for availability to other incidents. OWF 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 Director OHSEC informs the FEMA Administrator/Deputy, and also the White House National Security Staff (NSS) and the Domestic Readiness Group (DRG) as needed. USDA is represented on the DRG by the Director OHSEC; 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 (NSS).
- The final decision on resource allocation is then passed back down to NICC and NMAC through the FS National ESF #4 Coordinator (FS FAM).
- NMAC makes tactical decisions on how to fill the resource demands from the DRG or NSS, and alerts the GACCs.

Financial/ Administrative Requirements

- The FS will be responsible for providing their own financial services and support to their field response operations. The Albuquerque Service Center – Incident Finance Branch (ASC-IF) is responsible for billing FEMA for mission assignment expenditures. Support agencies are responsible for billing the FS for their expenditures.

Emergency Support Function 4, Firefighting

- Each FS unit will:
 - Ensure that each MA has a minimum of one “F” job code (see annual incident job code letter at: <https://www.fs.fed.us/managing-land/fire/ibp>)
 - Note: The FS uses funds in the Emergency Operations Account (WFSU) to pay for these activities. Employee base and premium time will be charged to an “F” job code; no cost should be borne by an employee’s regular project funds. Travel and per diem should also be charged to the “F” job code.
 - Establish a process for tracking MAs. Forward MAs to ASC-IF, the Branch Chief for Incident Business Practices and cooperating agencies.
 - Establish a process for tracking costs and accruals. Reference the ASC-IF website for information regarding accrual process.
<http://fsweb.asc.fs.fed.us/bfm/programs/financial-operations/incident-business/Accruals.php>
 - Ensure incoming IMTs are provided with Incident Business Operating Guidelines describing processes for property, procurement, payments, timekeeping and other business functions. Ensure IMTs are familiar with Chapter 90 of the Interagency Incident Business Management Handbook. Provide advice and counsel when standard fire and aviation business management processes may have to be adapted to the situation to ensure successful mission accomplishment.
 - Ensure all resources are ordered and tracked on a resource order either manually or in the Resource Ordering and Status System (ROSS). Copies of resource orders or reports from ROSS may be required for payment documentation.
- The following process will be used for ordering/tracking wildland fire resources during a declared emergency/disaster involving wildland fire:
 - Put all MA resources on a unique resource order number and include the F-Code for each MA.
 - Include the appropriate incident number and F-Code within the resource order in ROSS.
 - Federal agency places the order (ensures use of F-Code).
 - When resource is sent to an incident, keep the F-Code in the record.
 - Resources will be reassigned in ROSS as needed. A new resource order will be issued for every reassignment; i.e., when the incident goes from an emergency declaration (EM) to a major disaster declaration (DR), a new mission assignment is issued, therefore a new F-Code is issued even though the resource may never actually move. This may require a new resource order with the new F-Code.

Emergency Support Function 4, Firefighting

- Coordinate with ASC-IF as necessary for billing and reimbursement procedures, requirements and documentation. Reference the ASC-IF website for information: <http://fsweb.asc.fs.fed.us/bfm/>. Select “Incident Finance” from the left column; “FEMA (IPAC)” under the Billings heading.
- Funds to cover eligible expenses will be provided through reimbursement by FEMA. Expenditures eligible for reimbursement in accordance with 44 CFR 206, subpart A, section 206.8, paragraph c include:
 - Overtime, travel and per diem for regular Federal personnel;
 - Regular time and overtime wages, travel, and per diem of all state personnel, any temporary Federal personnel assigned solely to perform services required to assist in the emergency (AD personnel, seasonal employees);
 - Cost of work, services, and materials procured under contract for the purposes of providing assistance;
 - Cost of materials, equipment, and supplies (including transportation, repair, and maintenance);
 - All costs incurred which are paid from trust, revolving, or other funds, and whose reimbursement is required by law;
 - Other costs submitted by an agency with written justification or otherwise agreed to in writing by FEMA (includes indirect burden rates).
- Each DOI agency will be responsible for providing their own financial services and support to their field response operations.
- USFA will be responsible for providing their own financial services and support to their field response operations.
 - Process for reimbursement
 - FS (NRF Primary Agency) is tasked by FEMA on a MA. FS can then subtask any other needed support agencies to accomplish the mission (e.g., DOI, USFA, Department of Commerce, etc.). Subtaskings by the FS to support agencies will be given in writing.
 - FS WO Fire and Aviation Management Budget Analyst contacts OMB to obtain reimbursement and apportionment authority for the FS.
 - Note: Support agencies subtasked by the FS would also have to contact OMB for reimbursement and apportionment authority if necessary for their agency’s business practices.
 - FEMA reimburses FS upon receipt and examination of a bill.

Emergency Support Function 4, Firefighting

- Note: If FS is subtasked by another agency under a different ESF, documentation of expenses is submitted to the Primary Agency for review and approval of billings package. Approved package will be paid by the primary agency.
- The FS and subtasked agencies are required to bill monthly. Agencies subtasked by the FS submit billing package to the FS for review and approval. Upon approval, the FS will notify the subtasked agency in writing that the billing package is ready for IPAC. The written approval will include reference information the subtasked agency is to include in the IPAC billing to ensure the IPAC charges against the correct obligation in the FS financial system (see Appendix N).
 - NOTE: Billing packages from Primary and Support Agencies must meet the requirements of FEMA Billing and Reimbursement Checklist.
 - Billing packages are submitted to:
 - USDA Forest Service ASC-B&F
 - Attn: Incident Finance
 - 101-B Sun Avenue, NE
 - Albuquerque, NM 87109
 - Inquiries re: billing packages should be made to ASC-IF, FEMA Operations Manager at (505) 563-7422.
- The FS is required to respond to the quarterly FEMA Unliquidated Obligation (ULO) report within 60 days. The FS will forward the ULO report to the subtasked agency financial contacts. The subtasked agencies must provide information regarding outstanding billing amounts to the FS within 30 days for consolidated reporting back to FEMA. This is to ensure MA obligated amounts are not over-expended and provides a status on outstanding bills.
- Once the billing has been completed, the FS will close-out the MA with FEMA. Prior to close-out the FS will provide written (email) notification to subtasked agency financial contacts. Subtasked agencies will have 30 days to respond to this notification if they have any outstanding bills. Once an MA has been closed out, it is the responsibility of the subtasked agency to notify the regional Incident Administration Coordinator if an MA needs to be reopened. (MAs will not be requested to be reopened without valid documentation of extenuating circumstances that did not allow for billing to take place under the normal timeframes of the billing process as outlined above.) FEMA has the ultimate authority to decide whether an MA will be reopened or not.
- Detailed guidance regarding subtasked agency billing procedures can be found at <https://www.fs.fed.us/managing-land/fire/ibp>

Incident Job Code Instructions

- Non-Fire FEMA Incident: A unique F-code will be established for each Mission Assignment received from FEMA for ESF #4 non-fire activation. ASC-IF will not pre-establish these codes in the FS Financial System. FEMA codes will use the region/unit override in the following format: F#0000 where # is the Region in which the response is taking place. ASC-Incident Finance shall be notified by the Region or National Office, as soon as a job code has been assigned so that it can be established for use in the financial system. ASC-IF and the National Incident Business Coordinator must also be provided a copy of the Mission Assignment (MA).
- Fire ESF #4 Incident: Utilize FireCode for ESF #4 wildland fire activations. ESF #4 Fire Mission Assignments are the only MAs where multiple job codes can be assigned. The majority of FEMA ESF #4 fires will start out with a PN**** or P#**** Firecode. When the fire is assigned to ESF #4, the P code will change to a F#**** where # is the Region number, and **** is the same Firecode as the P code. For example PNLMNO would change to F#LMNO. In situations where the fire did not start out as a state PN code, assign a Firecode with a prefix of F#. This will provide consistency with the current job code process for wildfire and will maintain the integrity of the fire costs for the specific fire. Each fire covered by the MA will have a unique F code. ASC-IF will be notified, as soon as a job code has been assigned or converted from a P# so that it can be established for use in the financial system. ASC-IF and the National Incident Business Coordinator must also be provided a copy of the Mission Assignment.
- Base salary of all employees on assignment to a declared emergency will be paid from the Emergency Operations (WFSU) account.
- For annual job code instructions, please see the guidance posted under “Cost Accounting – Incident Job Code Direction” on the FS Incident Business Practices website at <https://www.fs.fed.us/managing-land/fire/ibp>.

Billing Procedures for Subtasking DOI Agencies

The Memorandum of Understanding (MOU) between the USDA Forest Service and Department of Interior Bureaus (National Park Service, US Fish & Wildlife Service, Bureau of Land Management and Bureau of Indian Affairs) provides a general framework of cooperation in responding to, managing, coordinating and financially accounting for major disasters and emergencies and for resolving any differences or conflicts regarding this cooperation in an efficient and constructive manner.

- The MOU defines the billing requirements for the DOI Bureaus (as subtasked agencies) under the ESF4 Activation.
- Subtasked agencies participating under MA's issued through ESF4 will bill FEMA through the FS. The FS is responsible to reimburse the subtasked agency and, in-turn, request reimbursement from FEMA.
- The subtasked agency will provide form SF-1081 ESF Agency Submission (see following link) in addition to necessary documentation to support the bill amount before issuing IPAC.
<https://www.fs.fed.us/managing-land/fire/ibp>
 - Necessary documentation includes a transaction report that supports eligible documented costs incurred per 44 CFR 206.8 – Reimbursement of Other Federal Agencies.

Emergency Support Function 4, Firefighting

- Invoices received for expenditures outside the Mission Assignment projected start and end date could result in nonpayment.
- Subtasking agency will submit request for payment to the FS by email asc_ipc@fs.fed.us fax: 1-866-816-9532 or hard copy to:
Albuquerque Service Center Budget & Finance
ATTN: Incident Finance Cooperative Agreements
101B Sun Ave NE
Albuquerque, NM 87109
- Invoice packages are required to be dated and signed, including title of signatory and contact information.
- Subtasking agencies are required to submit 1 billing package per MA, per month for review by the 20th of each month.
- Discrepancies will be discussed with the subtasking agency representative to reach resolution.
- Upon invoice approval, the subtasking agency will be notified with a copy of FS 6500-224 Commitment and Obligation Request Form, which will include IPAC bill reference document information. At this point, the IPAC is approved for processing.
- The subtasking agency will send written notification to the FS when billing has been completed on all mission assignments. Written notification must include the Mission Assignment Number.

NOTE: It is critical the IPAC is not processed until the subtasking agency has received notification from the FS of bill approval. The IPAC bill reference # is required in order for the IPAC to reflect properly within the FS financial system. If the IPAC is submitted for payment before the above steps have occurred, there is a potential for a chargeback to be processed.

- If FEMA processes a chargeback against subtasking agency costs:
 - FS will contact FEMA to determine issue and/or negotiate resolution.
 - FS will work with subtasking agency for resolution

CERTIFICATION OF UNLIQUIDATED OBLIGATION PROCEDURES

- Subtasking agencies are required to review the Unliquidated Obligation (ULO) spreadsheet prepared by FEMA. This is a quarterly report to identify if agencies have completed billing or have additional costs yet to be billed on all mission assignments. Keeping in mind that there may be bills-in-process.
- Subtasking agencies need to report if they have completed billing, or have additional cost to be billed, by entering the totals and the appropriate agency identifier (BLM, NPS, BIA, FWS) in the comment column.
 - **NOTE:** No response from a subtasking agency could result in the remaining balance on a mission assignment to be de-obligated before all billings have been processed.
- Subtasking agencies must provide ULO certification response within 10 days of receipt. Please send to: asc_ipc@fs.fed.us
- Any questions please contact:
 - Brenda Pysher – Operations Manager Cooperative Agreements, FEMA & International Billings & Payments bpysher@fs.fed.us or 505-563-7903
 - Kelli Perea – Program Manager kperea@fs.fed.us or 505-563-7307

Cost Tracking Process- FEMA Mission Assignments

- In anticipation of or following a Presidential declaration, FEMA can task FS, the ESF #4 Primary Agency under the NRF, to support the affected State or other Federal agencies.
- A Resource Request Form (RRF) is filled out requesting the needed resources or supplies, and should the FS 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 RRF 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 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 RRF, 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 FS will be reimbursed. Without this step, the resources are not considered FEMA resources and reimbursement will not occur.
- FS 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, these FEMA 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 FS reimbursement purposes.
- Documentation required supporting FS 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 e-ISuite. See <https://www.fs.fed.us/managing-land/fire/ibp> for annual incident finance payment procedures.
- FEMA resource costs must be tracked for FS accrual purposes and to account for costs expended against the MA. Regional FS 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 e-ISuite 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 RRF 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 state/local resources and 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,). Overtime procedures outlined in Chapter 90, of the IIBMH should be followed.

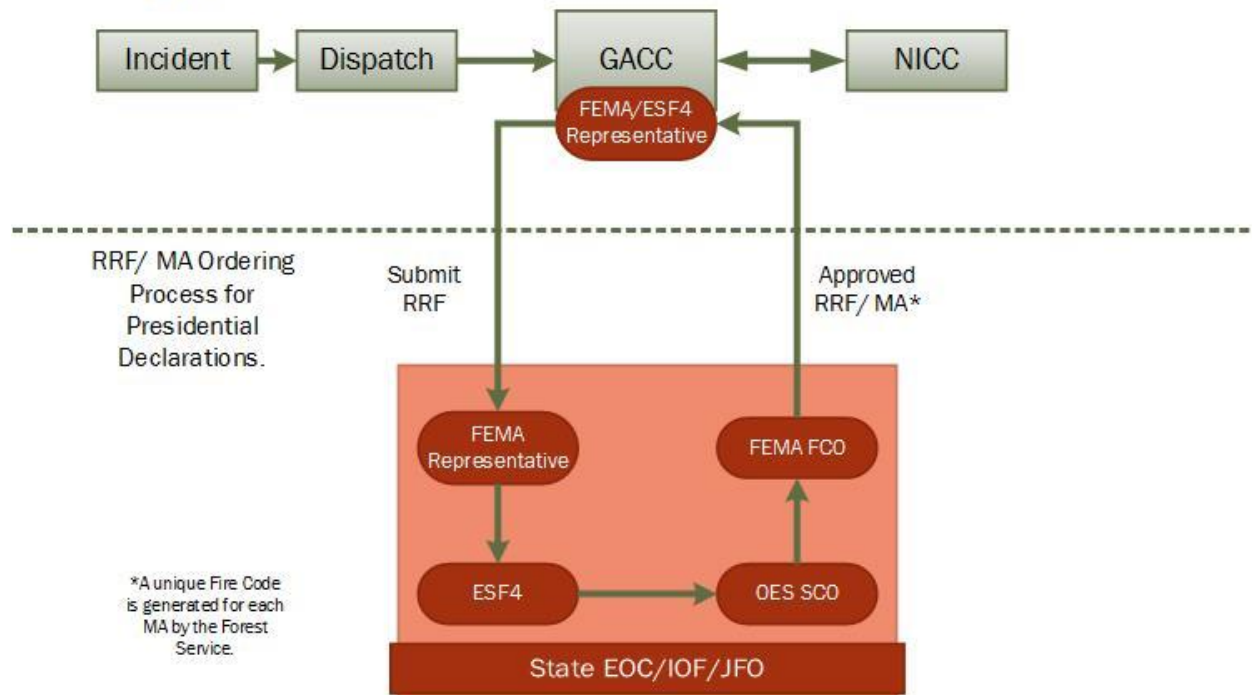
Cost Tracking During Major Wildland Fires

- The 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 MA.
 - ESF #4 Process at the SEOC for Resource Request Forms Generated at the Geographic Area Coordination Center(s)
 - ESF #4 at GACCs assists in generating Resource Request Forms (RRFs). RRFs identify bundled suppression personnel and equipment that were ordered through NICC under a FEMA # in ROSS.
 - "Bundled" RRFs are then transmitted by each of the GACCs to the ESF #4 at the State Emergency Operations Center (SEOC).
 - ESF #4 at the SEOC estimates the cost of the "bundled" RRFs submitted by the GACCs (to ensure consistency in costs associated with firefighting equipment and personnel between the GACCs).

Emergency Support Function 4, Firefighting

- ESF #4 then evaluates whether the total cost of the RRF is covered under funds already provided by FEMA through an MA to the FS:
 - If no, ESF #4 will generate an RRF 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 RRF 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 RRF (generated by ESF #4 at the SEOC).

Fire Resource Ordering Process



Examples

Example 1: Northern GACC transmits RRF 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 RRF, 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 RRF 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 FS Incident Business Advisor (IBA).

Example 2: Southern GACC transmits RRF 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 RRF, 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 RRF financial needs; then ESF #4 at SEOC generates a second RRF to FEMA requesting an amendment to the existing MA for more funds to cover the GACC RRF.
- ESF #4 at SEOC will send a notification to the GACC when the RRF has been processed and has been transmitted to FEMA.

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.
- Travel reimbursement for casuals assigned to FEMA mission assignments will follow hiring agency protocols and procedures.
- 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 FS hired casual documents by overnight mail to: USDA, FS, ASC-IF 101B Sun Avenue NE, Albuquerque, NM 87109
- If an agency other than the FS 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 E-ISuite 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.

Mission Assignment Billing and Reimbursement Checklist for Other Federal Agencies

- Invoice
 - Treasury Approved Form such as SF1080, SF1081, 4445R
- Mission Assignment Transmittal Form to include:
 - Agency Name and Remittance Address
 - Fiscal Point of Contact
 - Mission Assignment #, Disaster # and State
 - Agency Bill Number
 - Bill Amount
 - Partial/Final Bill Designation
 - Agency Certifying Official (Program/Finance)
- Supporting Documentation to include:
 - Copy of MA form (90-129 or 010-0-8), or identification of MA number on other documentation
 - Breakdown of costs by sub-object class code
 - Description of services performed
 - Period of Performance
 - Personnel Services
 - Regular* or OT labor w/breakdown of hours
 - Indirect Cost ** (% , description of costs included in cost pool)
 - Travel/Per Diem and Transportation
 - Contract Services (Contract #, name, cost, purpose)
 - Property/Equipment Purchase, provide the following information:
 - Expendable Property, separate identification **not** required
 - Non-expendable property or Sensitive items, separate identification is required to include description of item, vendor name, unit cost, and serial number or other unique identification
 - Verification of Disposition for items listed in (b.), Property Disposition Form must be included to verify:
 - If OFA is seeking full reimbursement from FEMA for purchases, the property must be in FEMA's possession.
 - If OFA keeps any of the property purchased, the invoice must reflect a reduction for those items maintained by the OFA.
 - If property is donated to an OFA or other third party, verification of such an agreement must be provided in writing and submitted to FEMA with invoice.
- Property/Equipment Leases: description of item, vendor name, unit cost
- Motor Vehicle Charges
- Other Offices/Agency charges
- Other Costs" must be defined, Cost transfers must be defined and supported
- Special Requirements
 - For Direct Federal Assistance MAs, the OFA must indicate the date, time, and county where the work was actually performed. This is necessary for proper billing of the state cost share associated with DFA MAs

Emergency Support Function 4, Firefighting

- Regular labor* of permanent federal agency personnel and overhead costs are not eligible for reimbursement except when costs incurred would normally be paid from a trust, revolving, or other fund. The Financial Manager of the agency requesting reimbursement for these costs must provide written certification with the bill, stating that costs would normally be paid from a trust, revolving, or other fund.
- Agencies that qualify and may be seeking reimbursement must submit certified annual overhead ** rate proposals to FEMA OCFO for approval prior to billing. OMB Circular A-87 should be used as a guide for this purpose. Indirect cost** pools must be defined to explain how the costs are derived and applied. Indirect rates should be negotiated with FEMA annually.
- The cost of federal assistance provided by agencies performing work pursuant to disaster assistance authorities independent of the Stafford Act are not eligible for reimbursement.
- Billing Instructions
 - Reimbursement requests can be forwarded to FEMA monthly, regardless of the bill amount
 - Agencies should submit a final bill as soon as possible after completion of operational work, or upon termination of MA
 - Separate reimbursement requests are required for each MA (44CFR206.8(d)(3))
 - IPAC agencies should bill ALC 70-07-0002 and ensure supporting documentation is promptly forwarded to support the amounts billed to FEMA Finance Center, PO Box 9001, Winchester, VA 22604 or via email to FEMA-Disaster-Federal-Agencies-Payments@fema.dhs.gov.
 - For additional, specific billing information contact Brandy Partlow of the FFC at (540) 504-1775
 - Source documents should be retained for 6 years and 3 months after final payment
- References
 - [Title 44 Code of Federal Regulations \(44CFR\), 206.8 - Reimbursement of Other Federal Agencies](#)
 - [National Response Framework](#)
 - [Robert T. Stafford Act](#)

Sample Invoice Approval Memo to Subtasking Agencies



United States
Department of
Agriculture

Forest
Service

Albuquerque Service Center

101 B Sun Avenue NE
Albuquerque, NM 87109

File Code: 6500

Date:

Route To:

Subject: IPAC Billing for Emergency Support Function 4 (ESF #4) Support Agency Costs

To: (Insert Name of Federal Agency from which Billing Package was received)

Attached is your billing package for Mission Assignment Name: *[Mission Assignment Name]*,
Mission Assignment Agreement Number: *[MA agreement number]*.

Your billing package has been reviewed and you have been approved to IPAC the FS in the
following amount: *[dollar amount]*. Please also reference the obligated funding information as
follows:

Agency Locator Code (ALC): 12401100

Obligating Document, Line Number and Amount:

Obligating Document Line Number and Amount: *(if applicable)*

We appreciate your assistance as a Support Agency to the U.S. Forest Service under its ESF #4
role of the National Response Framework.

The Albuquerque Service Center – Incident Finance Branch will gladly answer any questions you
may have at (505) 563-7937 or (505) 563-7120 (505) 563-7325.

Thank you for your assistance.

Attachments

cc:

ASC-IF FEMA Accounting Operations Manager
Branch Chief, Incident Business Practices

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)
 - Resource 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
 - List of outstanding items to be addressed by National or Regional ESF #4 Coordinator
- The closeout package should be provided to the FS 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.

Authorities, Agreements and MOUs

Authorities and Statutes

Statute	Authorities Granted to ESF #4
Robert T. Stafford Disaster Relief and Emergency Assistance Act (PL 100-707)	Provides the statutory framework for a Presidential declaration of an emergency or a declaration of a major disaster, and describes the programs and processes by which the Federal Government provides disaster and emergency assistance to State and local governments, tribal nations, eligible private nonprofit organizations, and individuals affected by a declared major disaster or emergency. The Stafford Act structure for the declaration process reflects the fact that Federal resources under this act supplement state and local resources for disaster relief and recovery. The Stafford Act covers all hazards, including natural disasters and terrorist events.
Robert T. Stafford Disaster Relief and Emergency Assistance Act (PL 93-288), as amended	Amended the Disaster Relief Act of 1974, PL 93-288. This Act constitutes the statutory authority for most Federal disaster response activities.
Homeland Security Act of 2002	Established a Department of Homeland Security, as an executive department of the United States.
Homeland Security Presidential Directive 5	To enhance the ability of the United States to manage domestic incidents by establishing a single, comprehensive national incident management system.
Weeks Act (36 Stat. 961)	Authorizes the Secretary of Agriculture to "Examine, locate and recommend for purchase ... such lands within the watersheds of navigable streams as ... may be necessary to the regulation of flow of navigable streams...." The Act further states that lands so acquired will be reserved and administered as national forests. The Act also provided for cooperation in fire control between Federal and state authorities, and authorized matching funds for State forest protection agencies that met government (FS) standards.

Clarke-McNary Act (ch 248, 43 Stat. 653)	Substantially expanded and modified the Weeks Act and authorizes the Secretary of Agriculture to work cooperatively with State officials for better forest and grants to states for forest fire control were authorized. (NOTE: In 1978, Section 2 of the Clark-McNary Act was superseded by Section 7 of the Cooperative Forestry Assistance Act (PL 95-313). This Act provided for the Federal Government to provide technical assistance and grants to states for protection, chiefly in fire control and water resources. It was the authority for which Federal assistance purposes of wild land and rural community fire prevention and suppression control.)
Economy Act (31 U.S.C. 1535)	Authorizes Federal agencies to provide goods or services, on a reimbursable basis, to other Federal agencies when more specific statutory authority does not exist.
Intergovernmental Cooperation Act (31 U.S.C. 6505)	Authorizes Federal agencies to provide specialized or technical services to State, Tribal, and local governments. Services must be functions that the Federal agency is especially equipped and authorized by law to perform. The parties must have a valid reimbursable agreement in place before incurring obligations and expenditures. Services may not be provided unless the agency providing the services is providing similar services for its own use, and services cannot be provided reasonably and expeditiously by the requesting entity through ordinary business channels.

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Rural Fire Prevention and Control Act (16 U.S.C. 2106)	Authorizes the Secretary of Agriculture to cooperate with State foresters or equivalent State officials in developing systems and methods for the prevention, control, suppression, and prescribed use of fires on rural lands and in rural communities, and to provide financial, technical, and related assistance to State foresters or equivalent State officials, and through them to other agencies and individuals, including rural volunteer fire departments; 1) for the prevention, control, suppression, and prescribed use of fires on non-Federal forest lands and other non-Federal lands; 2) to organize, train, and equip local firefighting forces to prevent, control, and suppress fires threatening human lives, crops, livestock, farmsteads or other improvements, pastures, orchards, wildlife, rangeland, woodland, and other resources in rural areas; and 3) to conduct preparedness and mobilization activities, including training, equipping, and otherwise enabling State and local firefighting agencies to respond to requests for fire suppression assistance.
Reciprocal Fire Protection Act (P.L. 84-46, 42 U.S.C. 1556a; 42 U.S.C. 15A.I)	Authorizes each agency head charged with the duty of providing fire protection for any property of the U.S. to enter into a reciprocal agreement with any fire organization maintaining fire protection facilities. Provides for the reimbursement of any party for all or any part of the cost incurred by such party in furnishing fire protection for or on behalf of any other party.
Cooperative Forestry Assistance Act of 1978 (16 U.S.C. 2103c)	Revised the authorities of the Clarke-McNary Act and authorizes the Secretary of Agriculture to establish a variety of cooperative programs to protect and manage non-Federal forest lands, including rural fire emergency support to States.
Executive Order 10427	States that Federal disaster assistance is intended to support, not supplant, local resources.
Temporary Emergency Wildfire Suppression Act (102 Stat. 1615)	Authorizes the Secretary of the Interior and the Secretary of Agriculture to enter into agreements with foreign fire organizations for wildfire protection, to furnish or accept emergency wildfire protection resources from foreign fire organizations, and to incur obligations for reimbursement to Canada or Canadian organizations in furnishing U.S. wildfire protection resources.
Wildfire Suppression Assistance Act (P.L. 101-11)	Makes Temporary Emergency Wildfire Suppression Act permanent.

Interagency Agreements

Bureau of Land Management, Bureau of Indian Affairs, National Park Service, Fish and Wildlife Service, and USDA/FS

The purpose of this Interagency Agreement for Wildland Fire Management is to provide a basis for cooperation among the agencies on all aspects of wildland fire management, and in all-hazard emergency support function activities as requested and authorized under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, and to facilitate the exchange of personnel, equipment (including aircraft), supplies, services, and funds among the agencies.

Bureau of Land Management, Bureau of Indian Affairs, National Park Service, Fish and Wildlife Service, USDA/FS, and each State

The purpose of this Master Cooperative Wildland Fire Management and Stafford Act Response Agreement is to document the commitment of the Parties to the Agreement to facilitate the coordination and exchange of personnel, equipment, supplies, services, and funds in sustaining wildland fire management activities, such as prevention, preparedness, communication and education, fuels treatment and hazard mitigation, fire planning, response strategies, tactics and alternatives, suppression and post-fire rehabilitation and restoration. In addition to addressing wildland fire management activities, this agreement facilitates improved coordination regarding all-hazard events under the Robert T. Stafford Disaster Relief and Emergency Assistance Act. This agreement documents the commitment of the Parties to provide cooperation, resources, and support in the implementation of the NRF.

MOU between FS and FEMA

For reference only-signed copy on file

**SERVICE-WIDE
MEMORANDUM OF UNDERSTANDING

BETWEEN
USDA FOREST SERVICE
and
DHS FEDERAL EMERGENCY MANAGEMENT AGENCY**

This Service-wide MEMORANDUM OF UNDERSTANDING (MOU) is hereby entered into by and between the U.S. Department of Agriculture (USDA) Forest Service, hereinafter referred to as the Forest Service, and the Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA), hereinafter referred to as FEMA.

A. PURPOSE:

1. The purpose of the MOU is to provide a general framework of cooperation in responding to, managing and coordinating, and financially accounting for major disasters and emergencies, and for resolving any differences or conflicts regarding this cooperation in an efficient and constructive manner.
2. The direction in this MOU applies to all Forest Service support to FEMA (national offices and all FEMA regions), including incident support provided directly in support of Emergency Support Function 4 (ESF4) missions as defined by the National Response Framework.

B. AUTHORITY:

The authority for this MOU is 42 U.S.C. 5170a and 5170b.

C. STATEMENT OF MUTUAL BENEFITS AND INTERESTS:

1. The Forest Service, as a part of its mission, routinely responds to, manages and coordinates, and financially accounts for major wildland fires that involve thousands of responders from many local, Tribal, State, and Federal departments and agencies.

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2. FEMA, as a part of its mission, routinely coordinates and financially supports the response to major disasters and emergencies that involve thousands of responders from many local, Tribal, State, and Federal departments and agencies.
3. Both Forest Service and FEMA are mandated to adhere to the National Incident Management System (NIMS), the National Response Framework (NRF), and the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Act) during all presidentially-declared major disasters and emergencies under the Act.
4. Both Forest Service and FEMA are required to use Federal financial principles, policies, regulations, and management controls to ensure full accountability for the expenditure of funds. Interpretation of these financial principles, policies, regulations, and management controls may differ between the two agencies. This MOU will help minimize these differences and will help eliminate conflict and confusion in the administration of financial accountability.
5. Both Forest Service and FEMA recognize that the safety of responder and civilian lives is the highest priority during the response to major disasters and emergencies. To assist in meeting this and other incident priorities, Forest Service has developed doctrine citing specific expectations of its managers and responders during all-hazard response. This MOU will help eliminate conflict, confusion, and delay in the assignment of missions to the Forest Service, partly by ensuring that FEMA recognizes the capabilities and limitations of the Forest Service as described in the Forest Service *Foundational Doctrine for All-Hazard Response* as found in Forest Service Manual 1590.3.

D. FOREST SERVICE WILL:

1. Recognize and support missions assigned by FEMA in accordance with the Forest Service *Foundational Doctrine for All-Hazard Response* as well as the National Response Framework and 44 CFR Code of Federal Regulations, Part 206. The Forest Service must be capable of meeting its primary agency response mission first, the Emergency Support Function 4 (ESF4) mission second, and support to other ESFs identified in the ESF Annexes to the NRF third. After that, consideration can be given to providing other, non-identified support to FEMA or other ESFs.
2. Upon request from FEMA, initiate the mobilization of emergency resources based upon the Forest Service role identified in the National Response Framework and consistent with the priorities identified in the Forest Service *Foundational Doctrine for All-Hazard Response*, prior to the issuance of a formal written Mission Assignment when the situation dictates such need. The request from FEMA must indicate:
 - Who is requesting the resource(s)
 - What task they will be performing

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- Where they are to report
- Funding estimate for Mission Assignment
- Commitment to follow up with a signed Mission Assignment

The Forest Service will follow up with FEMA, via email, to document the parameters of the initial request.

3. Invoice FEMA within 30 days of incurring expenditures resulting from the issuance of a Mission Assignment and each month thereafter, until it is determined that all expenses have been billed. Subtasking agencies participating under Mission Assignments issued through ESF4 will bill FEMA through the Forest Service.
4. Provide summary and detail level transaction reports generated from data in the Forest Service financial system with each invoice. The detail report will be sorted by budget sub-object class codes and vendor. Invoices will be submitted through Treasury via Intra-governmental Payment and Collection System (IPAC) and electronic or hard copies of summary and detail level transaction reports will be provided directly to the FEMA Finance Center within 10 business days of the IPAC. If a cost detail report to support the IPAC is not provided in the 10 day timeframe, FEMA will contact the Forest Service to try to resolve the issue. If not resolved, FEMA may issue a chargeback to avoid a statement of difference.
5. Maintain all records related to procurements, contracts, property and agreements in accordance with Forest Service policy. Records may include acquisition / procurement logs, contract or agreement files, cost share agreements, billing and payment documents, etc. The Forest Service will make these documents available, as needed in limited circumstances for clarification.
6. Quarterly provide validation to support FEMA's certification of open Unliquidated Obligations (ULO) by Mission Assignment. Validation will include unbilled subtasking agency services in the estimated adjustments to FEMA as part of the quarterly Mission Assignment ULO certification. The Forest Service will validate MA balances no less than annually as requested by FEMA. The Forest Service will also provide accrual data no later than the third business day after quarter end closing.
7. Apply an indirect cost assessment to the total amount of each bill. The fee will not exceed the Forest Service national indirect burden rate calculated annually. The Forest Service will notify FEMA the amount of the indirect cost rate each fiscal year as it becomes effective.
8. Account for personal property in accordance with national interagency emergency response policies and procedures as described in the current version of the Interagency Incident Business Management Handbook.

9. Provide a courtesy copy of the Forest Service annual assurance statement to FEMA assuring automated systems and key financial management established controls are effective.
10. As outlined in a separate agreement, mentor FEMA incident management personnel and provide shadow assignment opportunities to assist in developing and maintaining ICS qualifications.

E. FEMA WILL:

1. Recognize the Forest Service *Foundational Doctrine for All-Hazard Response* which stipulates such tenets as the following:
 - a. The NIMS is the foundation of the wildland fire community's response organization. This includes all components of NIMS related to response – preparedness, communications, resource management, and command/management. These are primarily coordinated by following the National Interagency Mobilization Guide and the National Interagency Incident Business Handbook.
 - b. Wildland fire resources may not be available for all-hazard response during a serious fire season. The Forest Service will work with FEMA to develop alternate plans/contracts for acquiring available resources and build NIMS capabilities.
 - c. The Forest Service will ensure that employees supporting FEMA have the needed core skills, capabilities, and training.
 - d. The Forest Service will conduct a thorough mission analysis of every all-hazard request before committing people and other resources.
 - e. Forest Service and other wildland fire agencies' employees will be provided with appropriate risk mitigation (e.g. vaccinations, personal protective equipment, etc.) to operate in the all-hazard environment to which they are assigned.
 - f. All Forest Service and other wildland fire agencies' employees involved in all-hazard response will be supported and managed by an agency leader, agency liaison, or interagency Incident Management Team.
 - g. Wildland fire agency employees' expertise is best used in the incident emergency response phase. Wildland fire resources must be managed and utilized appropriately so they can be available for primary lifesaving, incident stabilization, and property protection assignments.
2. Ensure the subsequent issuance of a Mission Assignment when the situation dictates the need for mobilization of emergency resources prior to the issuance of a formal written Mission Assignment, as authorized by FEMA. The Mission Assignment must document the task and funding estimate agreed to in the initial request.
3. Work in consultation with the Forest Service Office of Safety and Occupational Health on a case-by-case basis to identify appropriate risk mitigation measures necessary for wildland fire responders to operate in the all-hazard environment to which they are assigned.

4. Rely on the adequacy of the Forest Service controls as outlined in the Federal Manager's Financial Integrity Act (FMFIA). Requests for source documentation submission will be determined on a risk based approach contingent upon annual Improper Payments Information Act (IPIA) audit results outlined in OMB Circular A-123 Section C.
5. Accept the annual Forest Service assurance statement assuring that automated systems and key financial management established controls are effective.
6. Direct questions related to specific transactions, or requests for additional documentation to the agency principal contact as identified in this MOU.
7. Recognize that cost share agreements established on multi-jurisdictional fires are binding documents and will be reimbursed accordingly.
8. If a question arises over property, FEMA will communicate with the Forest Service and both agencies will review field records to clarify disposition of property.

F. IT IS MUTUALLY AGREED AND UNDERSTOOD BY ALL PARTIES THAT:

1. All incidents, major disasters and emergencies will be managed and coordinated using NIMS principles and practices. Incidents requiring Federal coordination will follow the processes identified in the NRF.
2. The Forest Service and FEMA are responsible for maintaining a system of management controls to ensure that government-funded activities are managed effectively, efficiently, economically and with integrity to prevent waste, fraud and abuse.
3. Federal firefighting resource response is interagency in nature and includes Forest Service, DOI agencies, and State and local partners. The Forest Service will make every attempt to close Mission Assignments as expeditiously as possible.
4. DISPUTE RESOLUTION. The parties to this agreement will settle any financial disputes that may arise under this agreement by following direction in the Treasury Financial Manual Vol. 1, Bulletin 2011-04 Section VII (resolving Intragovernmental Disputes and Major Differences).

If a dispute or conflict about a policy or procedure arises, the parties will elevate the issue to their respective Undersecretaries/Assistant Administrators or CFO Council or equivalent body, as appropriate.

5. MODIFICATIONS. Modifications within the scope of this MOU will be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by all parties, prior to any changes being implemented. This includes any modifications to requirements incorporated by reference herein.
6. PARTICIPATION IN SIMILAR ACTIVITIES. This MOU in no way restricts the Forest Service or FEMA from participating in similar activities with other public or private agencies, organizations, and individuals.
7. NON-FUND OBLIGATING DOCUMENT. This MOU is neither a fiscal nor a funds obligation document. Any endeavor or transfer of anything of value involving reimbursement or contribution of funds between the parties to this MOU will be handled in accordance with applicable laws, regulations, and procedures including those for government procurement and printing. Such endeavors will be outlined in separate instruments or agreements that will be made in writing by representatives of the parties and will be independently authorized by appropriate statutory authority.
8. RESPONSIBILITIES OF PARTIES. The Forest Service and FEMA and their respective offices will handle their own activities and utilize their own resources, including the expenditure of their own funds, in pursuing these objectives. Each party will carry out its separate activities in a coordinated and mutually beneficial manner.
9. PRINCIPAL CONTACTS. The principal contacts for this MOU are:

Gordy Sachs
Branch Chief- All Hazard & International
Fire Support
Forest Service Fire & Aviation Mgmt.
Disaster & Emergency Operations Branch
PH: 202-205-1500
gsachs@fs.fed.us

Kandice Cotner
Branch Chief
Albuquerque Service Center
Incident Finance Branch
PH: 505-563-7077
kcotner@fs.fed.us

Michael Lapinski
Acting Director
Operations Division
Response Directorate

Tracey Oyler
Chief
Intergovernmental Payments Section
Financial Management Division

Emergency Support Function 4, Firefighting

FEMA

PH: 202-212-2290

Michael.Lapinski@fema.dhs.gov

Office of the Chief Financial Officer

FEMA

PH: 540-504-1776

Tracey.Oyler@fema.dhs.gov

10. COMMENCEMENT/EXPIRATION DATE/TERMINATION. This MOU takes effect upon the last date of signature of the Forest Service and FEMA and will remain in effect for 5 years from the date of execution. This MOU may be extended or amended upon written request of either the Forest Service or FEMA and the subsequent written concurrence of the other. Either party, in writing, may terminate the MOU in whole, or in part, with a 60-day written notice to the other.
11. AUTHORIZED REPRESENTATIVES. By signature below, the parties certify that the individuals listed in this document as representatives are authorized to act in their respective areas for matters related to this MOU.

THE PARTIES HERETO have executed this MOU.

MOU between FS and DOI for ESF #4 Support

For reference only-signed copy on file

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE

USDA FOREST SERVICE
STATE & PRIVATE FORESTRY

AND THE

THE DEPARTMENT OF THE INTERIOR
PUBLIC SAFETY, RESOURCE PROTECTION, AND EMERGENCY SERVICES
FOR THE
OFFICE OF WILDLAND FIRE**

This MEMORANDUM OF UNDERSTANDING (MOU) is hereby entered into by and between the U.S. Department of Agriculture (USDA) Forest Service, State and Private Forestry, hereinafter referred to as the Forest Service, and the Department of the Interior (DOI) Office of Public Safety, Resource Protection, and Emergency Services Office of Wildland Fire (OWF), and for the National Park Service (NPS), U.S. Fish and Wildlife Service (FWS), Bureau of Land Management (BLM), and Bureau of Indian Affairs (BIA). Collectively, the NPS, FWS, BLM, and BIA are hereinafter referred to as DOI bureaus.

A. PURPOSE:

3. The purpose of the MOU is to provide a general framework of cooperation in responding to and financially accounting for major disasters and emergencies, and for resolving any differences or conflicts regarding this cooperation in an efficient and constructive manner.
4. The direction in this MOU applies to all Forest Service and DOI resources requested and/or utilized in support to the Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA) (headquarters and all FEMA regions), and provided directly in support of Emergency Support Function 4 (ESF 4) missions as defined by the National Response Framework.

B. AUTHORITY:

The authority for this MOU is 42 U.S.C. 5170a and 5170b.

C. STATEMENT OF MUTUAL BENEFITS AND INTERESTS:

6. The Forest Service is Lead Agency for ESF 4 under the National Response Framework. In this role, Forest Service responds to, manages and coordinates, and financially accounts for all-hazards incidents when requested by FEMA under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Act) during presidentially-declared major disasters and emergencies under the Act.
7. The DOI bureaus are designated as support agencies to the Forest Service for ESF 4. Along with the Forest Service and FEMA they are mandated to adhere to the National Incident Management System (NIMS), the National Response Framework (NRF), and the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Act) during all presidentially-declared major disasters and emergencies under the Act.
8. The Forest Service, DOI, and FEMA are required to use Federal financial principles, policies, regulations, and management controls to ensure full accountability for the expenditure of funds. An MOU between the Forest Service and FEMA (reference by Forest Service Agreement No. 16-SU-11132543-036) outlines their respective responsibilities and helps eliminate conflict and confusion in the administration of financial accountability.
9. The MOU between the Forest Service and FEMA allows the Forest Service to initiate the mobilization of emergency resources consistent with the Forest Service role identified in the National Response Framework. This mobilization may occur by a verbal/email request/authorization from FEMA prior to the issuance of a formal written Mission Assignment document. The MOU also assures that a written Mission Assignment will be issued by FEMA as documentation in cases where mobilization of resources was requested and authorized by FEMA prior to the issuance of a formal Mission Assignment.
10. As Lead Agency for ESF 4, the Forest Service receives missions from FEMA through Mission Assignments, and often, because of the interagency integrated organization of fire, issues a subtasking request to the DOI in order to provide personnel, other resources, and assets in support of the mission assigned by FEMA. This subtasking request provides the documentation necessary for reimbursement of expenditures in support of the assigned mission and is directly tied to the formal Mission Assignment issued by FEMA.

11. In order to expedite and streamline the response process, this MOU will extend the ability of DOI resources to respond to an email subtasking from the Forest Service prior to the issuance of a formal written Mission Assignment request by FEMA and the subsequent written subtasking from the Forest Service. It will establish and clarify the business rules and procedures by which DOI may initiate mobilization of emergency resources in support of Forest Service ESF 4 missions authorized by FEMA. It will ensure the fiscal arrangement is between the Forest Service and the respective DOI bureau and that a formal subtasking will be issued to the DOI upon issuance of a formal Mission Assignment to the Forest Service by FEMA.

F. FOREST SERVICE WILL:

1. In accordance with the MOU between the Forest Service and FEMA, initiate the mobilization of emergency resources consistent with the Forest Service role identified in the National Response Framework and the Forest Service *Foundational Doctrine for All-Hazard Response*. In such cases, prior to the issuance of a formal written Mission Assignment, the request from FEMA must indicate:
 - Who is requesting the resource(s)
 - What task they will be performing
 - Where they are to report
 - Funding estimate for Mission Assignment
 - Commitment to follow up with a signed Mission Assignment
2. When necessary, ensure the subsequent issuance of a Subtasking Request upon receipt of a Mission Assignment. If the situation dictates the need for mobilization of emergency resources prior to the issuance of a formal written Mission Assignment as authorized by FEMA, the Forest Service will request DOI resources be mobilized through an email request to OWF and the bureaus simultaneously. Bureau expenditures will be tracked from the moment of initial notification by the Forest Service.

A formal written Subtasking Request with all pertinent fiscal codes will be issued as quickly as possible. This Subtasking Request and the Mission Assignment will be forwarded to OWF for authorizing signatures and upon return receipt a copy will be forwarded to the individual bureaus. The Mission Assignment and the signed Subtasking Request form will be considered the authorizing documents for DOI participation.

3. In accordance with the MOU between the Forest Service and FEMA, the Forest Service will invoice FEMA within 30 days of incurring expenditures resulting from the issuance of a Mission Assignment and each month thereafter, until it is determined that all expenses have been billed.

G. DOI-OWF AND THE DOI BUREAUS WILL:

9. Upon receiving the email request from the Forest Service, OWF will acknowledge and authorize DOI participation by email to the DOI Bureaus. From the time of initial contact OWF and DOI Bureaus will make their personnel available and mobilize personnel when Resource Order requests are received through the Resource Order and Status System (ROSS).

The OWF and bureaus will initiate the mobilization of emergency resources as requested prior to receiving a formal written FEMA Mission Assignment or Forest Service Subtasking Request as the situation dictates.

The fiscal codes will be linked to the appropriate Mission Assignment once it is received from FEMA and the Subtasking Request is authorized by OWF.

10. Invoice the Forest Service for subsequent billing by Forest Service to FEMA within 30 days of incurring expenditures resulting from the issuance of a Subtasking Request and each month thereafter, until it is determined that all expenses have been billed. (See Appendix A.)

F. IT IS MUTUALLY AGREED AND UNDERSTOOD BY ALL PARTIES THAT:

12. All incidents, major disasters, and emergencies will be managed and coordinated using NIMS principles and practices. Incidents requiring Federal coordination will follow the processes identified in the NRF.
13. Mobilization of emergency resources will occur using the procedures identified in the National Interagency Mobilization Guide. Incident business management practices will occur using the procedures in the Interagency Incident Business Management Handbook and associated supplements.
14. Federal firefighting resource response is interagency in nature and includes Forest Service, the DOI bureaus, state, tribal and local partners. Because of this, at times it can be difficult to close Mission Assignments within the 90 days prescribed in National Response Framework processes. The Forest Service and the DOI bureaus will make every attempt to complete the billing process as expeditiously as possible.
15. DISPUTE RESOLUTION. The parties to this agreement will settle any financial disputes that may arise under this agreement by following the direction in the Treasury Financial Manual Vol. 1, Part 2, Chapter 4700, Appendix 10; Intragovernmental Business Rules.

If a dispute or conflict about a policy or procedure arises, the parties will elevate the issue to their respective Undersecretaries/Agency Administrators or CFO Council or equivalent body, as appropriate.

16. MODIFICATIONS. Modifications within the scope of this MOU will be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by all parties, prior to any changes being implemented. This includes any modifications to requirements incorporated by reference herein.
17. PARTICIPATION IN SIMILAR ACTIVITIES. This MOU in no way restricts the Forest Service, the DOI and their respective offices and bureaus from participating in similar activities with other public or private agencies, organizations, and individuals.
18. NON-FUND OBLIGATING DOCUMENT. This MOU is neither a fiscal nor a funds obligation document. Any endeavor or transfer of anything of value involving reimbursement or contribution of funds between the parties to this MOU will be handled in accordance with applicable laws, regulations, and procedures including those for government procurement and printing. Such endeavors will be outlined in separate instruments or agreements that will be made in writing by representatives of the parties and will be independently authorized by appropriate statutory authority.
19. RESPONSIBILITIES OF PARTIES. The Forest Service, the DOI, and their respective offices and bureaus will handle their own activities and utilize their own resources, including the expenditure of their own funds, in pursuing these objectives. Each party will carry out its separate activities in a coordinated and mutually beneficial manner.
20. PRINCIPAL CONTACTS. The principal contacts for this MOU (or their designated actings) are listed in the attached Appendix A.
21. COMMENCEMENT/EXPIRATION DATE/TERMINATION. This MOU takes effect upon the last date of signature of the Forest Service and the Department of the Interior and will remain in effect through March 31, 2021. This MOU may be extended or amended upon written request of either the Forest Service or the DOI and the subsequent written concurrence of the other. Either party, in writing, may terminate the MOU in whole, or in part, with a 60-day written notice to the other.
22. AUTHORIZED REPRESENTATIVES. By signature below, the parties certify that the individuals listed in this document as representatives are authorized to act in their respective areas for matters related to this MOU.

THE PARTIES HERETO have executed this MOU.

APPENDIX

PRINCIPAL CONTACTS

<p>Shawna Legarza</p> <p>Director</p> <p>Forest Service Fire and Aviation</p> <p>PH: 707-373-7626</p> <p>slegarza@fs.fed.us</p>	<p>Gordon Sachs</p> <p>Branch Chief- All Hazard & International Fire Support</p> <p>Forest Service Fire and Aviation</p> <p>PH: 202-340-8339</p> <p>gsachs@fs.fed.us</p>	<p>Sarah Fisher</p> <p>Branch Chief – Incident Business</p> <p>Forest Service Fire and Aviation</p> <p>PH: 208-387-5944</p> <p>srfisher@fs.fed.us</p>
<p>Bryan Rice</p> <p>Director</p> <p>Office of Wildland Fire</p> <p>Department of the Interior</p> <p>PH: 202-573-2150</p> <p>bryan-rice@ios.doi.gov</p>		
<p>William Kaage</p> <p>Chief, Division of Fire and Aviation Mgmt.</p> <p>WASO-NPS</p> <p>PH: 208-387-5225</p> <p>William_Kaage@nps.gov</p>	<p>Mark Koontz</p> <p>Program Lead, Planning & Budget</p> <p>NPS Branch of Wildland Fire</p> <p>PH: 208-387-5090</p> <p>Mark_Koontz@nps.gov</p>	<p>Cristen Hazur</p> <p>Budget Analyst</p> <p>Office of Budget Execution</p> <p>NPS</p> <p>PH: 202-513-0899</p> <p>Cristen_Hazur@nps.gov</p>
<p>Chris Wilcox</p> <p>Chief, Fire Management Branch</p> <p>U.S. Fish and Wildlife Service</p> <p>PH: 208-387-5599</p> <p>Chris_Wilcox@fws.gov</p>	<p>Vacant</p> <p>Deputy Chief – Operations</p> <p>FWS Fire Management</p> <p>PH: 208-387-5976</p>	<p>Reah Reedy</p> <p>AO</p> <p>FWS Fire Management</p> <p>PH: 208-387-5736</p> <p>Reah_Reedy@fws.gov</p>
<p>Tami Defries</p> <p>Senior Program Advisor</p> <p>BLM Fire and Aviation</p> <p>PH: 202-208-4147</p>	<p>Jeff Arnberger</p> <p>Fire Operations Specialist</p> <p>BLM Fire and Aviation</p> <p>PH: 208-387-5477</p>	<p>Grant Beebe</p> <p>Chief, Budget & Evaluation</p> <p>BLM Fire and Aviation</p> <p>PH: 208-387-5161</p>

Emergency Support Function 4, Firefighting

tdefries@blm.gov	jarnberg@blm.gov	gbeebe@blm.gov
Aaron Baldwin Director Branch of Wildland Fire Management BIA Fire and Aviation PH: 208-387-5697 aaron.baldwin@bia.gov	Robert (Bob) Roberts Deputy Director BIA Branch of Wildland Fire Management PH: 208-387-5620 Robert.roberts@bia.gov	Linda Tatum Budget/Planning Director BIA-NIFC Budget PH: 208-387-5696 linda.tatum@bia.gov

Contact Lists

Regional/ Area ESF #4 Coordinators

The USFS Northeast Area (NA) is the primary ESF4 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.

Key ESF #4 Contact Information			
	Key Personnel	Contact Information	
	ESF #4 – National Coordinator	Work	
	Gordy Sachs, Branch Chief	Cellular	(202) 340-8339
	U.S. Forest Service, National Headquarters	E-mail	gsachs@fs.fed.us
	201 14 th St., SW; Yates Bldg.; 3CE; MS 1107	24-hour	540-265-5221
	Washington, DC 20250	(VICC)	
	ESF #4 – Deputy National Coordinator	Work	
			202-205-0908
	Mike Cherry	Cellular	202-302-2088
	U.S. Forest Service, National Headquarters	E-mail	mcherry@fs.fed.us
	201 14th St., SW; Yates Bldg.; 3CE; MS 1107	24-hour	540-265-5221
	Washington, DC 20250	(VICC)	
	ESF #4 Regional Coordinator, USFS Northern Region (FS R1) Rita Chandler, Assistant Director for Coop Fire and Fire Prevention U.S. Forest Service, Northern Region RO	Work	406-329-3409
		Cellular	
		E-mail	rgchandler@fs.fed.us

Emergency Support Function 4, Firefighting

	200 E. Broadway Missoula, MT 59807	24-hour	406-329-4891 (NRCC)
For FEMA R-VII (NE, KS), R- VIII (CO, WY)	ESF #4 Regional Coordinator, USFS Rocky Mountain Region (FS R2) Sheryl Page, Acting Assistant Director for Co-Op Fire U.S. Forest Service, Rocky Mountain Region 2840 Kachina Drive Pueblo, CO 81008	Work Cellular E-mail 24-hour	719-553-1638 303-809-9860 slpage@fs.fed.us 303-445-4310 (RMCC)
For FEMA R-VI (NM) R-IX (AZ)	ESF #4 Regional Coordinator, USFS Southwest Region (FS R3) Billy Zamora, Assistant Fire Director for Planning, Budget and Co-op Fire U.S. Forest Service, Southwest Region RO 333 Broadway, SE Albuquerque, NM 87102	Work Cellular E-mail 24-hour	505-842-3388 505-362-7001 bzamora@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) Julie Campbell, 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	801-625-5718 801-389-3200 jacampbell@fs.fed.us 801-389-3200 (GBCC)

Emergency Support Function 4, Firefighting

For FEMA R-IX (CA, HI)	ESF #4 Regional Coordinator, USFS Pacific Southwest Region (FS R5) Robert Baird, Director, Fire & Aviation U. S. Forest Service, Pacific Southwest Region RO 1323 Club Dr. Vallejo, CA 94592	Work	
		Cellular	202-906-0742
		E-mail	rabaird@fs.fed.us
		24-hour	530-226-2808
			(ONCC)
For FEMA R-X (WA, OR)	ESF #4 Regional Coordinator, USFS Pacific Northwest Region (FS R6/10) LuAnn Grover, Coop. Fire Specialist U. S. Forest Service, Pacific Northwest Region RO 333 SW First Avenue Portland, Oregon 97204-3623	Work	503-808-2333
		Cellular	503-313-2784
		E-mail	lgrover@fs.fed.us
		24-hour	503-808-2750
			(NWCC)
For FEMA R-IV, R-VI (LA, AR, TX, OK)	ESF #4 Regional Coordinator, USFS Southern Region (FS R8) Paul Gellerstedt, Coop. Fire Specialist U. S. Forest Service, Southern Region RO 1720 Peachtree Road, NW, Suite 710 N Atlanta, GA 30309	Work	404-347-7626
		Cellular	
		E-mail	pgellerstedt@fs.fed.us
		24-hour	678-320-3000
			(SACC)
For FEMA R-V, R-VII (IA, MO)	ESF #4 Regional Coordinator, USFS Eastern Region (FS R9) Vacant, Assistant Director, Fire & Emergency Ops U.S. Forest Service, Eastern Region RO	Work	414-297-3345
		Cellular	
		E-mail	

Emergency Support Function 4, Firefighting

	626 E. Wisconsin Ave., Suite 700 Milwaukee, WI 53202	24-hour	414-944-3811 (EACC)
For FEMA R-I, R-II*, R-III*	ESF #4 Area Coordinator, USFS Northeast Area Vacant, Fire and Emergency Operations Specialist U. S. Forest Service, Northeast Area, State & Private Forestry AO 11 Campus Blvd., Suite 200 Newtown Square, PA 19073	Work Cellular E-mail 24-hour	 414-944-3811 (EACC)
For FEMA R-X (AK)	ESF #4 Regional Coordinator, USFS Pacific Northwest Region (FS R6/10) LuAnn Grover, Coop. Fire Specialist U. S. Forest Service, Pacific Northwest Region RO 333 SW First Avenue Portland, Oregon 97204-3623	Work Cellular E-mail 24-hour	503-808-2333 503-313-2784 lgrover@fs.fed.us 503-808-2750 (NWCC)
FEMA R-I FEMA R-II FEMA R-III	Designated NA ESF4 Leads: Tom Brady Maris Gabliks Maureen Brooks	 E-mail E-mail E-mail 24-hour	 tbrady@fs.fed.us mngabliks@fs.fed.us mtbrooks@fs.fed.us 414-944-3811 (EACC)
	Designated FS R10 Leads:		

Emergency Support Function 4, Firefighting

FEMA R-X (AK)	Bobette Rowe	E-mail	bsrowe@fs.fed.us 907-205-1150
		24-hour	907-356-5600
			(AICC)

ESF #4 Support Agency Contacts

Key ESF #4 Agency Contact Information			
	Key Personnel	Contact Information	
	USFS 24-hour Operations Center	Work	(208) 387-5662
	National Interagency Coordination Center (NICC)	Cellular	(530) 949-0804
	Susie Stingley, Center Manager	Email	sstingley@fs.fed.us
	3833 S Development Ave	24-hour	(208) 387-5400
	Boise, ID 83705-5354		
	Support Agency: Department of Interior	Work	(202) 208-7262
	Jeremy West, Emergency Management Coordinator	Cellular	(202) 329-0568
	U. S. Department of Interior, Office of Wildland Fire	E-mail	Jeremy_west@ios.doi.gov
	1849 C Street, NW, MIB Room 2655		
	Washington, DC 20240		
	Support Agency: U.S. Fire Administration	Work	301-447-1588
	Thomas Murray	Cellular	215-478-2919
	U. S. Fire Administration, Emergency Response Support Branch	E-mail	thomas.murray2@fema.dhs.gov
	NETC, 16825 S. Seton Ave., Building E, Room 115		
	Emmitsburg, MD 21727		

Emergency Support Function 4, Firefighting

Support Agency: NOAA/National Weather Service Ed Delgado Boise Fire Weather Forecast Office 3833 S. Development Ave , Building 3807 Boise, ID 83705	Work	(208) 387-5451
	Cellular	(contact through NICC)
	E-mail	edelgado@blm.gov
Support Agency: Department of Defense John Buehler Defense Coordinating Element 3833 S Development Ave Boise, ID 83705-5354	Work	208-387-5127
	Cellular	TBD
	E-mail	john.k.buehler.mil@mail.mil
Support Agency: U.S. Army Corps of Engineers Bill Irwin – ESF #3 Coordinator U.S. Army Corp of Engineers (USACE) 500 C St., SW Washington, DC 20472	Work	(202) 646-1387
	Cellular	(202) 439-7052
	E-mail	william.e.irwin@associates.fema.dhs.gov
Support Agency: Environmental Protection Agency Laura Casillas EPA Office of Emergency Mgmt., oil/hazmat response pgm. 1200 Pennsylvania Avenue, NW Washington, DC 20460	Work	TBD
	Cellular	TBD
	E-mail	casillas.laura@epa.gov
Support Agency: Environmental Protection Agency Kevin Tingley EPA Office of Water, Water Security Division	Work	TBD
	Cellular	TBD
	E-mail	tingley.kevin@epa.gov

Emergency Support Function 4, Firefighting

1200 Pennsylvania Avenue, NW		
Washington, DC 20460		
Support Agency: U.S. Coast Guard	Work	(202) 212-5367
LCDR Valerie Boyd	Cellular	
U.S. Coast Guard, Liaison to FEMA	E-mail	valerie.boyd@associates.fema.dhs.gov
500 C St., SW		
Washington, DC 20472		
Support Agency: U.S. Department of State	Work	202-776-8603
Troy Taylor, Director	Cellular	202-340-7818
DOS Office of Emergency Management	E-mail	taylortm@state.gov
2430 E St., NW; SA4 East		
Washington, DC 20522		

U.S. Forest Service Incident Business Practices Regional Contacts

Unit	Name/E-Mail/Address	Telephone Nos.
FS R1	Tracey Nimlos tnimlos@fs.fed.us FS, R1 RO PO Box 7669 Missoula, MT 59807	Office: (406) 329-3331 Cell: (406) 370-7152 Fax: (406) 329-3132
FS R2	Carol Robinson crobinson@fs.fed.us FS, R2-HR 1617 Cole Blvd., Bldg. 17 Lakewood, CO 80401-3305	Office: (303) 275-5316 Cell: (720) 357-2744 Fax: (303) 275-5754
FS R3	Billy Zamora bzamora@fs.fed.us FS, R3-AFM 333 Broadway Blvd, SE Albuquerque, NM 87102	Office: (505) 842-3388 Cell: (505) 362-7001 Fax: (505) 842-3806
FS R4	Lee Ann Evans levans@fs.fed.us 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	Yolie Thomas	Office: (707) 562-8829

Emergency Support Function 4, Firefighting

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	1323 Club Drive	
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FS R8	Maria Laboy	Office: (404) 347-3042
	mlaboy@fs.fed.us	Cell: (404) 313-7143
	FS, R8 - FAM	Fax: (404) 347-2836
	1720 Peachtree Rd NW	
	Atlanta, GA 30309	
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Unit	Name/E-Mail/Address	Telephone Nos.
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Emergency Support Function 4, Firefighting

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	Warren, PA 16365	
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	PO Box 3623	
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FAM	srfisher@fs.fed.us	Cell: (208) 914-0882
	Branch Chief, IBP - NIFC FS	Fax: (208) 387-5398
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	Boise, ID 83705	
ASC	Incident Finance	Office: 1-877-372-7248
	Susan Crutcher, Branch Chief	ASC_IPC@fs.fed.us
	101B Sun Ave. NE	Fax: (866) 816-9532
	Albuquerque, NM 87109	
	Casual Pay: Theresa Voss	505-563-7336
	FEMA Payments: Elizabeth Martin	505-563-7937
	EERA / Contract Payments: Mary Prebble	505-563-7437
FS WO	Jamie Wade	Office: (602) 225-5256
AQM	jlwade@fs.fed.us	Cell: (602) 531-9611

Emergency Support Function 4, Firefighting

Incident Procurement Policy	Fax: (602) 225-5204
WO AQM c/o Tonto NF Forest	
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Agency Financial Contacts

Name	Agency	Phone #	Fax #	e-mail
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John Carnegis	DHS-FEMA, USFA	(301) 447-1588	(301) 447-1093	john.carnegis@fema.dhs.gov
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Emergency Support Function 4, Firefighting

ESF #4 Activation Notifications

(To be made by FS National ESF #4 Coordinator only)

<u>Contact</u>	<u>Name</u>	<u>email</u>	<u>Phone #</u>
FS FAM National Fire Director	Shawna Legarza	slegarza@fs.fed.us	202-205-0808
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Acting FS FAM Chief of Staff	Denise Blankenship	dblankenshio@fs.fed.us	202-205-1503
FS FAM Assistant Directors	All	FS-pdl wo spf fam ad's only	
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Acting FS FAM Br. Ch. – All Hazards	Mike Cherry	mcherry@fs.fed.us	202-205-0908
FS FAM Emergency Mgt. Spec	Karen Kufta	kkufta@fs.fed.us	202-308-6986
Acting FS FAM Emergency Mgt. Spec	Rogers Warren	brwarren@fs.fed.us	202-313-2659
FS FAM Emergency Mgt. Spec	vacant		
FS FAM Incident Business Coord.	Sarah Fisher	srfisher@fs.fed.us	208-387-5944
FS FAM Deputy Incident Bus. Coord.	Jamie Parker	jnparker@fs.fed.us	
FS FAM NIFC PAO	Jennifer Jones	jejones@fs.fed.us	208-387-5437
Acting FS FAM PAO Coordinator	Doug Gantt	sgantt@fs.fed.us	202-205-0955
FS FAM Staff Assistant	Detailer		
FS National Fire Desk	Detailer	firedesk@fs.fed.us	202-205-1450
FS National Fire Desk Manager	Isaiah Hirschfield	isaiahhirschfield@fs.fed.us	202-205-1450
Virginia Interagency Coordination Center	Coord. On Duty	vavafdispatch@gmail.com	540-265-5221

Emergency Support Function 4, Firefighting

DOI OWF ESF4 Coordinator	Jeremy West	jeremy_west@ios.doi.gov	202-208-7262
DOI Emer. Preparedness Opns. Mgr.	Jason Steinmetz	jason_steinmetz@ios.doi.gov	202-208-5747
DOI Watch Desk	Watchstander	DOI_Watch_Office@ios.doi.gov	202-208-4108
NICC Center Manager	vacant		208-387-5662
NICC Asst. Center Manager	Bill Fletcher	wfletche@blm.gov	208-387-5656
NICC Coordinator on Duty	Coord. On Duty	COD@blm.gov	208-387-5400
USDA Chief, Off. H.S. & Emer. Coord.	Todd Barrett	Todd.barrett@dm.usda.gov	202-690-3191
USDA Operations Center	Watchstander	opscenter@usda.gov	202-720-5711
USFA Br. Ch. Emer. Response Support	Ricky Ziebart	ricky.ziebart@dhs.gov	301-447-1821

ESF #4 Situation Report Distribution List

(To be used by FS National Fire Desk and FS WO only)

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Acting FS Chief, State & Private	Vicki Christiansen	vcchristiansen@fs.fed.us	202-205-1657
FS FAM National Fire Director	Shawna Legarza	slegarza@fs.fed.us	202-205-0808
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FS FAM Deputy Dir. - Operations	Bill Hahnenberg	fwhahnenberg@fs.fed.us	970-216-7416
Acting FS FAM Chief of Staff	Denise Blankenship	dlblankenship@fs.fed.us	202-205-1503
FS FAM Assistant Directors	All	FS-pdl wo spf fam ad's only	
FS FAM NIFC Dep. Dir. - Fire Ops.	Kim Christensen	kachristensen@fs.fed.us	208-387-5949
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FS FAM Emer. Mgt. Spec.	Karen Kufta	kkufta@fs.fed.us	202-308-6986
Acting FS FAM Emer. Mgt. Spec.	Rogers Warren	brwarren@fs.fed.us	202-313-2659

Emergency Support Function 4, Firefighting

FS FAM Regional Fire Directors	All	FS-pdl wo spf fam regional fire directors	
Nat. Incident Coord. Ctr. (NICC) Mgr.	Vacant		
NICC Asst. Center Manager	William Fletcher	wfletcher@fs.fed.us	208-387-5656
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FS FAM Fire Desk Manager	Isaiah Hirschfield	isaiahhirschfield@fs.fed.us	202-205-1450
FS National Fire Desk	Detailer	firedesk@fs.fed.us	202-205-1450
NIFC PAO	Jennifer Jones	jejones@fs.fed.us	208-387-5437
FS Office of the Chief	John Haynes	johnshaynes@fs.fed.us	202-205-1718
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FS Office of the Chief	(vacant)		202-205-1779
FS Deputy Chief, Business Ops	Lenise Lago	llago@fs.fed.us	202-205-1709
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FS Acting Deputy Chief, SPF	Patti Hiram	phiram@fs.fed.us	202-205-1331
FS Chief of Staff, State & Private	Debbie Pressman	dpressman@fs.fed.us	202-205-1538
FS Office of Communications	Erin O'Connor	eoconnor@fs.fed.us	801-510-7079
FS Office of Communications	Robert Westover	rwestover@fs.fed.us	202-205-1777
USDA Office of HS & Emer. Coord.	Todd Barrett	todd.barrett@dm.usda.gov	202-690-3191
DOI OWF Director	Bryan Rice	Bryan_rice@ios.doi.gov	202-606-3053
DOI OWF Deputy Dir-Mgt/Programs	Erin Horsburgh	erin_horsburgh@ios.doi.gov	208-334-1550
DOI OWF Deputy Dir-Policy/Budget	Craig Leff	craig_leff@ios.doi.gov	202-606-3053

Emergency Support Function 4, Firefighting

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DOI Emer. Preparedness Opns. Mgr.	Jason Steinmetz	jason_steinmetz@ios.doi.gov	202-208-5747
USFA Administrator	(vacant)		202-646-4223
USFA Deputy Administrator	Denis Onieal	denis.onieal@fema.dhs.gov	301-447-1018
USFA Div. Ch. - Nat. Fire Prgms	Alex Furr	alex.furr@fema.dhs.gov	301-447-1353
USFA Br. Ch. - Emer. Resp. Support	Ricky Ziebart	ricky.ziebart@fema.dhs.gov	301-447-1821
USFA ESF4 Coordinator	Tom Murray	thomas.murray2@fema.dhs.gov	301-447-1588
NICC Coordinator on Duty	Coord. On Duty	COD@blm.gov	208-387-5400
USDA Operations Center	Watchstander	opscenter@dm.usda.gov	202-720-5711
DOI Watch Desk	Watchstander	DOI_Watch_Office@ios.doi.gov	202-208-4108
DHS NOC Fire Desk	Watchstander	NOC.fire@dhs.gov	202-282-9286
Region 1 ESF4 Coordinator	Rita Chandler	rgchandler@fs.fed.us	406-329-3409
Region 2 ESF4 Coordinator	Sheryl Page	slpage@fs.fed.us	303-809-9860
Region 3 ESF4 Coordinator	Billy Zamora	bzamora@fs.fed.us	505-842-3388
Region 4 ESF4 Coordinator	Julie Campbell	jacampbell@fs.fed.us	801-625-5718
Region 5 ESF4 Coordinator	Robert Baird	rabaird@fs.fed.us	202-906-0742
Region 6 ESF4 Coordinator	LuAnn Grover	lgrover@fs.fed.us	503-808-2333
Region 8 ESF4 Coordinator	Paul Gellerstedt	pgellerstedt@fs.fed.us	404-347-7626
Region 9 ESF4 Coordinator	Vacant		
Region 10 ESF4 Coordinator	LuAnn Grover	lgrover@fs.fed.us	503-808-2333
Northeastern Area ESF4 Coordinator	Vacant		

Emergency Support Function 4, Firefighting

NRCC ESF #4 Fire Unit Leader	Assigned per incident	FEMA-NRCC-ful@fema.dhs.gov	202-212-2458
NRCC ESF #4 Fire Specialist	Assigned per incident	FEMA-NRCC-fs@fema.dhs.gov	202-212-8072

Emergency Support Function 4, Firefighting

FEMA National and Regional Contact Numbers

Current as of 08/07/2017		Phone	Fax	Email
NATIONAL WATCH CENTER 24/7		202-646-2828	202-646-2414	FEMA-NWC@dhs.gov
FEMA NRCC	Admin Specialist	202-212-8046		fema-nrcc@dhs.gov
	Fire Unit Lead	202-212-2458		fema-nrcc-ful@fema.dhs.gov
	Fire Specialist	202-212-8072		fema-nrcc-fs@fema.dhs.gov
FEMA R1	Regional Office	877-336-2734		
	RRCC Watch	978-461-5400	978-461-5415	
	ESF #4 Desk	978-461-5404		r01-nrcc-esf4@fema.dhs.gov
FEMA R2	Regional Office	212-680-3600	212-680-3681	
	RRCC Watch	212-680-3600		
	ESF #4 Desk	212-680-8503		FEMA-R2-ESF04@fema.dhs.gov
FEMA R3	Regional Office	215-931-5500	215-931-5621	
	RRCC Watch	215-931-5757	215-931-5590	
	ESF #4 Desk	215-931-5699		r03esf4fful@fema.dhs.gov
FEMA R4	Regional Office	770-220-5200	770-220-5230	
	RRCC Watch	770-220-5600	770-220-5265	
	ESF #4 Desk - Primary	770-220-5546		fema-r4-nrcc-esf04@fema.dhs.gov
FEMA R5	Regional Office	312-408-5500	312-408-5234	
	RRCC Watch	312-408-5365	312-408-5302	
	ESF #4 Desk	312-408-5470		fema-r05-nrcc-esf04@fema.dhs.gov
FEMA R6	Regional Office	940-898-5399		
	RRCC Watch	940-898-5433	940-898-5231	
	ESF #4 Desk Primary	940-898-5251		FEMA-R6-ROC-ESF4@fema.dhs.gov
FEMA R7	Regional Office	816-283-7061	816-283-7582	
	RRCC Watch	816-283-7600		
	ESF #4 Desk	816-283-7600		FEMA-R7-ROC-ESF04@fema.dhs.gov
FEMA R8	Regional Office	303-235-4812	303-235-4976	
	RRCC Watch	303-235-4847	303-235-4777	

Emergency Support Function 4, Firefighting

	ESF #4 Desk	303-235-4720		r08-esf4fful@fema.dhs.gov
FEMA R9	Regional Office	510-627-7100	510-627-7112	
	RRCC Watch	510-627-7802	510-627-7716	
	ESF #4 Desk	510-627-7700		FEMA-R9ESF04@fema.dhs.gov
FEMA R10	Regional Office	425-487-4604		
	RRCC Watch		435-487-4471	
	ESF #4 Desk	425-487-4773		R10-FFUL@fema.dhs.gov
Mt. Weather	FEMA Ops Center	540-665-6100	540-665-6175	fema-operations-center@fema.dhs.gov
	ESF #4 Desk	540-535-4661		fema-nrcc-esf04@fema.dhs.gov

ESF #4 Annex of the National Response Framework, June 2016

ESF Coordinator: Department of Agriculture/Forest Service Department of Homeland Security/Federal Emergency Management Agency/U.S. Fire Administration Primary Agency: Department of Agriculture/Forest Service	Support Agencies: Department of Commerce Department of Defense Department of Homeland Security/U.S. Coast Guard Department of Homeland Security/Federal Emergency Management Agency/U.S. Fire Administration Department of the Interior Department of State Environmental Protection Agency
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INTRODUCTION

Purpose

Emergency Support Function (ESF) #4 – Firefighting provides Federal support for the detection and suppression of wildland, rural, and urban fires resulting from, or occurring coincidentally with, an all-hazard incident requiring a coordinated national response for assistance.

Scope

ESF #4 coordinates firefighting activities and provides personnel, equipment, and supplies in support of local, state, tribal, territorial, and insular area agencies involved in wildland, rural, and urban firefighting operations.

RELATIONSHIP TO WHOLE COMMUNITY

This section describes how ESF #4 relates to other elements of the whole community.

Local, State, Tribal, and Territorial

Firefighting is an inherently local responsibility. Local fire resources often receive assistance from other fire departments/agencies through established mechanisms identified in local mutual aid agreements. Further assistance can be obtained through an established intrastate mutual aid system. If additional assistance is required, firefighting resources can be requested from other jurisdictions through processes established under mutual aid agreements, state-to-state or regional compacts, or other agreements. If the governor of the affected state has declared an emergency, firefighting resources may be requested through the Emergency Management Assistance Compact (EMAC). If the President has declared an emergency or major disaster under the Stafford Act, firefighting resources may also be requested through ESF #4. Using existing authorities and agreements, ESF #4 can mobilize wildland and structure firefighting resources from across the country, as well as from several foreign countries, through the national firefighting mobilization system to incidents anywhere in the United States.

Except where specified in agreements or through a formal delegation of authority, assisting firefighting resources report to and become part of the command structure of the requesting jurisdiction.

Coordination with and support of local, state, tribal, territorial, and insular area fire suppression organizations is accomplished through the state (or equivalent) forester, state fire marshal, state emergency management agency, or other appropriate state, tribal, territorial, or insular area agency or tribal fire suppression organization. Responsibility for situation assessment and determination of resource needs lies primarily with the local Incident Commander.

Shortages of critical firefighting resources are adjudicated at the lowest jurisdictional level.

Many firefighting agencies provide additional functions such as emergency medical services, technical rescue, and hazardous materials response. During a Federal response, these resources may support multiple ESFs in support of different core capabilities.

Private Sector/Nongovernmental Organizations

Private sector and nongovernmental organizations resources for firefighting support are mobilized through standard contract procedures.

Federal Government

All requests for wildland or structural firefighting resources through ESF #4 will be coordinated through the existing national firefighting mobilization system managed by the Department of Agriculture (USDA) Forest Service.

USDA Forest Service will coordinate at the national and regional levels with the Federal Emergency Management Agency (FEMA); appropriate state, tribal, territorial, and insular area agencies; and cooperating agencies on all issues related to response activities.

FEMA/U.S. Fire Administration will coordinate with appropriate state, tribal, territorial, and insular area agencies and local fire departments to expand structural firefighting resource capacity in the existing national firefighting mobilization system, and provide information on the protection of emergency services sector critical infrastructure.

Specific information on Federal Government actions is described in the following sections.

CORE CAPABILITIES AND ACTIONS

ESF Role Aligned to Core Capabilities

The following table lists the response core capabilities that ESF #4 most directly supports along with the particular ESF #4 actions related to each of these core capabilities. Though not listed in the table, all ESFs support the following core capabilities: Planning, Operational Coordination, and Public Information and Warning.

Emergency Support Function 4, Firefighting

Core Capability	ESF #4 – Firefighting
Fire Management and Suppression	<p>Provides wildland and structure firefighting resources to local, state, tribal, territorial, insular area, and Federal agencies in support of firefighting and emergency operations.</p> <p>Provides command, control, and coordination of resources (to include incident management teams, area command teams, and multi-agency coordination group support personnel) to local, state, tribal, territorial, insular area, and Federal agencies in support of firefighting and emergency operations.</p> <p>Provides direct liaison with local, state, tribal, territorial, or insular area emergency operations centers (EOCs) and fire chiefs in the designated area, as appropriate.</p> <p>Provides support to enhance the resilience of local, state, tribal, territorial, and insular area firefighting agencies.</p>
Situational Assessment	<p>Obtains an initial fire situation and damage assessment through established intelligence procedures; determines the appropriate management response to meet the request for assistance.</p> <p>Analyzes each request before committing people and other resources; ensures employees will be provided with appropriate vaccinations, credentials, and personal protective equipment to operate in the all-hazard environment to which they are assigned; and ensures that all employees involved in all-hazard response will be supported and managed by an agency leader, agency liaison, or interagency incident management team.</p> <p>Ensures that an all-hazard incident-specific briefing and training are accomplished prior to task implementation. This preparation will usually occur prior to mobilization where incident description, mission requirements, and known hazards are addressed. Key protective equipment and associated needs for tasks that employees do not routinely encounter or perform will be identified.</p>
Infrastructure Systems	<p>Provides expertise and personnel to assist with assessment of emergency services sector critical infrastructure.</p>
Operational Communications	<p>Provides radio communications systems to support firefighters, law enforcement officers, and incident response operations.</p>

Agency Actions

Primary Agency	Actions
Department of Agriculture (USDA)/Forest Service	<p>Coordinates Federal firefighting activities. This function is accomplished by mobilizing firefighting resources in support of local, state, tribal, territorial, and insular area wildland, rural, and urban firefighting agencies nationwide.</p> <p>Provides qualified ESF #4 personnel to serve at the national and regional area levels during Stafford Act incidents.</p> <p>Provides support personnel at the national, regional, and incident levels.</p> <p>Requests assistance from supporting agencies as necessary to accomplish ESF #4 responsibilities.</p> <p>Provides logistics support through the appropriate Geographic Area Coordination Center and/or National Interagency Coordination Center for mobilizing resources for firefighting.</p> <p>Assumes full responsibility for suppression of wildfires burning on National Forest System lands and joins in a unified command with the local jurisdiction on incidents threatening National Forest System lands.</p> <p>Provides and coordinates firefighting assistance to other Federal land management; state forestry; and local, tribal, territorial, and insular area fire organizations as requested under the terms of existing agreements and the National Response Framework (NRF).</p> <p>Arranges for and provides direct liaison with local, state, tribal, territorial, and insular area EOCs and fire chiefs in the designated area, as appropriate, to coordinate requests for firefighting assistance in structural or industrial fire detection, protection, and suppression operations.</p>
Support Agency	Actions
Department of Commerce	<p>Provides fire/weather forecasting as needed, from the National Interagency Fire Center in Boise, Idaho, or from a nearby National Weather Service Forecast Office under the terms of existing interagency agreements.</p> <p>Provides urban and industrial hazard analysis support through the Building and Fire Research Laboratory of the National Institute of Standards and Technology.</p>

Emergency Support Function 4, Firefighting

	<p>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.</p> <p>Provides forecasts of the dispersion of smoke in support of planning and response activities.</p>
Department of Defense (DOD)	<p>Assumes full responsibility for firefighting activities on DOD installations.</p> <p>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> <p>U.S. Army Corps of Engineers</p> <p>Provides contracting services through ESF #3 to urban and rural firefighting forces to obtain heavy equipment and/or demolition services to suppress incident-related fires as needed.</p>
Department of Homeland Security	<p>FEMA/U.S. Fire Administration</p> <p>Provides qualified ESF #4 personnel to serve at the national and regional area levels during Stafford Act incidents.</p> <p>Establishes liaison with EMAC personnel on governor-to-governor requests for firefighting resources to ensure the ESF#4 primary agency and appropriate support agencies are aware of any firefighting resources provided through EMAC.</p> <p>Assists with identification of local structure fire resources not currently available through the existing national firefighting mobilization system, and assists with incorporating these resources into the system.</p> <p>Provides contact with appropriate fire service organizations/associations at the national level to ensure any actions by these organizations relative to disaster planning, preparedness, or response are coordinated with the ESF #4 primary agency and other appropriate support agencies.</p> <p>In conjunction with the ESF #4 primary agency and other appropriate support agencies, provides direct liaison with local, state, tribal, territorial, and insular area EOCs and fire chiefs in the designated area, as appropriate.</p> <p>Disseminates information and provides subject matter experts to improve infrastructure protection efforts within the emergency services sector.</p> <p>Provides assistance with assessment of impacted emergency services sector critical infrastructure.</p>

	<p>U.S. Coast Guard</p> <p>Provides marine firefighting assistance, as available, commensurate with each unit's level of training and the adequacy of available equipment.</p> <p>Assumes responsibility and direct authority for safeguarding ports and may exercise Federal control over vessels, ports, harbors, and waterfront facility operations and vessel movements as deemed necessary.</p>
Department of the Interior	<p>Assumes full responsibility for fighting wildfires burning on lands within its jurisdiction and joins in unified command with the local jurisdiction on incidents threatening lands within its jurisdiction.</p> <p>Assists the USDA/Forest Service in managing and coordinating firefighting operations.</p> <p>Provides firefighting assistance to other Federal land management; state forestry; and local, state, tribal, territorial, and insular area fire organizations as requested under the terms of existing agreements and the NRF.</p> <p>Provides qualified ESF #4 personnel and support personnel at the national, regional, and incident levels during Stafford Act incidents.</p> <p>In conjunction with the ESF #4 primary agency and other appropriate support agencies, provides direct liaison with local, state, tribal, territorial, and insular area EOCs and fire chiefs in the designated area, as appropriate.</p>
Department of State	<p>Coordinates with foreign governments on identification and movement to the United States of assets and resources for firefighting assistance.</p> <p>Coordinates with foreign states concerning offers of support, gifts, offerings, donations, or other aid.</p>

Emergency Support Function 4, Firefighting

Environmental Protection Agency	<p>Provides technical assistance and advice in the event of fires involving hazardous materials.</p> <p>Provides assistance in identifying an uncontaminated, operational water source for firefighting.</p> <p>Provides assistance in identifying critical water systems requiring priority restoration for firefighting.</p> <p>Provides technical assistance on issues concerning the impacts of firefighting chemicals on wastewater treatment facilities.</p>
Other Organizations	<p>State forestry organizations in most states are responsible for wildland firefighting on non-Federal lands.</p> <p>Local fire departments are typically responsible for structural firefighting. Local, state, tribal, territorial, and insular area governments, including state forestry organizations and local fire departments, may assist other local, state, tribal, territorial, and insular area government and Federal agencies in firefighting operations through existing agreements.</p> <p>Private sector resources are mobilized through standard contract procedures.</p>

Clarification of National Policy for Aviation in All-Hazards Response



Forest
Service

Washington
Office

1400 Independence Avenue, SW
Washington, DC 20250

File Code: 5700/1590

Date: November 29, 2013

Route To:

Subject: Clarification of National Policy for Aviation in All-Hazards Response

To: Regional Foresters, Area Director, Regional Fire Directors, Regional Aviation Officers, Director of LEI

This letter will clarify aviation policies for All-Hazards¹ Incident Response. This direction applies to Forest Service (FS) aviation operations. This includes personnel and aircraft involved with emergency activities during local All-Hazards response as well as operating under the National Response Framework, Emergency Support Function 4 (ESF4).

All-Hazards aviation operations, including but not limited to emergency² situations such as search and rescue and medical transport, are not part of the FS mission. For the FS to participate in these types of missions, the approval of a Line Officer for use of aircraft and pilots per FSM 5713.53 is required. In all situations, including All-Hazards operations, FS employees flying on unapproved aircraft operated by unapproved pilots also requires Line Officer approval.

All deviations from FS policy shall be documented and submitted via an Aviation Safety Communiqué (SAFECOM) Report to their supervisor and the appropriate forest aviation office. Deviation from FS policy shall be the exception and should be framed by a risk management process which weighs the risk versus the benefit and provides risk mitigation, controls and supervision.

The FS has no operational control or administrative/contractual authority over any non-FS aircraft (e.g. FEMA, FAA, Military or other federal, state or local owned, operated or contracted aircraft).

FS Agency Use of Aircraft

Agency owned or operated aircraft and FS/ interagency contract and leased aircraft (defined as Government Aircraft) shall operate in accordance with all approved Federal Aviation Administration (FAA) operations specifications, all portions of 14 CFR 91, each FAA certification required and applicable Federal Aviation Regulations (FARs). All FS aviation policy³ shall be adhered to including but not limited to flight following procedures, flight and duty day limitations, aircraft and pilot approvals, personal protective equipment requirements and risk management procedures.

¹ An incident, natural or manmade, that warrants action to protect life, property, environment, and public health or safety, and to minimize disruptions of government, social, or economic activities. (NIMS Glossary, December 2008.)

² Emergency is defined as life threatening or risk of serious injury situation that requires immediate action by an employee.

³ Includes FSM 5700 Manual and FSH 5709.16, other FS aviation related policy and all guides and operational plans referenced therein.



Regional Foresters, Area Director, Regional Fire Directors, Regional Aviation Officers, Director of LEI 2

Military (National Guard and active duty) aircraft and pilots shall be approved as required in FSM 5713.43 and 5712.34.

Cooperator (federal, federal excess personal property, state and local) operated or contracted aircraft necessary for all-hazards missions shall be approved as required in FSM 5712.34, 5712.43, 5713.4, 5713.43 and 5713.45.

For operations under ESF4, FS Government Aircraft may be mission assigned by FEMA. Mission assignments will come to ESF4 at the National Response Coordination Center (NRCC), Regional Response Coordination Center (RRCC), and Joint Field Office (JFO). ESF4 will then place the appropriate resource orders through the standard ordering process.

The FS maintains operational control when directing or managing a specific operation or mission tasked through the process outlined in the preceding paragraph. FS personnel may provide aviation support for non- FS aircraft provided they are trained and qualified within the Incident Qualifications and Certification System to perform the task/ job and formally tasked to do so through the ESF4 mission assignment process.

Requests for deviations from any FS policy including applicable FS and/or interagency guides regarding non-life threatening situations shall be forwarded to the Deputy Chief, State and Private Forestry for approval prior to accepting the mission.

This letter supersedes all Regional letters with similar guidance.

/s/ ***Paul Ries*** (for)

JAMES E. HUBBARD

Deputy Chief, State and Private Forestry

cc: Robert A Baird, Dan Olsen, Tom Harbour, Ron Hanks, Arthur W Hinaman, Thomas A Cook
John A Nelson, Ezequiel N Parrilla, Caleb A Berry, Dale Dague, Gordon Sachs, Jason H
Steinmetz, Frank Guzman, Stephen A Gage, Larry Sutton, Ronald E Bertsch, Elizabeth
Reinhardt

Pre-Scripted Mission Assignments (PSMAs)

Pre-Scripted Statements of Work

Working with other Federal agencies, including FEMA, FS has captured and refined MAs that are issued repeatedly. These pre-scripted mission assignments (PSMAs) were developed to facilitate rapid and appropriate response actions during disasters and emergencies. The White House Sandy After Action Report states, “PSMAs enabled FEMA to issue clear, written mission assignments to certain departments and agencies throughout the response. The use of these flexible instruments mitigated some of the written process delays.” FEMA and the FS have mutually agreed that the mission statements contained in this document represent language that would be used for issuing PSMAs.

The use of the PSMAs is neither mandatory nor prearranged; however when needed, timely issuance can contribute heavily to the success of the mission. The attached Pre-scripted Statements of Work (PSOWs) are used as wording templates to the PSMAs; minor modifications to the statements of work may be necessary. Improvements, revisions, and modifications should be made as necessary. The funding estimates are based on anticipated USFS / ESF4 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, seven days a week, plus travel and per diem. A 20% administrative cost is added to the estimate to cover dispatchers, coordinators, and other support personnel costs.

The PSOWs and supporting notes contained in this document meet the needs for an all-hazard mission; however, some PSMAs may require changes to meet the unique needs of a specific disaster or emergency. These PSOWs were based on the assumptions that a disaster will or has occurred and requires ESF #4 in the activation at the NRCC, RRCC, IOF, or JFO, and/or with a FEMA Incident Management Assistance Team (IMAT).

Mission assignments and subtasking requests issued to the FS as a Support Agency to other ESFs or for other non-firefighting missions are technically not ESF #4 missions, but are coordinated by FS personnel staffing the ESF #4 function. To ensure unity of effort and coordination of resources, these support missions are tracked by ESF #4 staff and are reported on ESF #4 situation reports.

The following PSOWs are for missions the Agency has agreed to under the NRF. Additional MA's 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 FS National ESF #4 Coordinator.

PSMAs are accessed through WebEOC in the PSMA Library (search by agency: U.S. Forest Service).

Some of the PSMAs that list multiple choices for resources (i.e., Type 1 or Type 2 IMT) will have Mission Assignment Task Orders MATOs).

Wording and cost estimates for the USFS PSMAs are provided on the following pages.

Emergency Support Function 4, Firefighting

PSMA-USFS-367- Activation RRCC-JFO

Statement of Work:

As requested by and in coordination with FEMA, USFS will provide appropriate personnel to the RRCC, IOF, JFO or other FEMA teams/facilities in support of disaster operations.

The support provided may include the following deliverables:

- USFS Personnel

Total Cost for 5 Days:

3 Personnel/12-hour shift/day for five days (OT + Travel): \$ 10,000.00

(No Pre-scripted MATO)

PSMA-USFS-368 – Activation NRCC

Statement of Work:

As requested by and in coordination with FEMA, USFS will provide appropriate personnel to the NRCC in support of disaster operations.

The support provided may include the following deliverables:

- USFS Personnel

Total Cost for 4 Days:

3 Personnel/12-hour shift/day for four days (OT + Travel): \$ 10,000.00

(No Pre-scripted MATO)

Emergency Support Function 4, Firefighting

PSMA-USFS-369 – Firefighting Support: Pre-Position Resources

Statement of Work:

As directed by and in coordination with FEMA, USFS will pre-position firefighting resources with the equipment necessary to support structural and/or wildland firefighting operations in the disaster area in support of FEMA disaster operations.

This includes but is not limited to:

- Prepositioning an incident management team to coordinate and support firefighting activities.
- Utilize USFS, DOI other federal and state/local resources under existing agreement, as appropriate.
- Providing personnel and/or equipment necessary to accomplish the mission.

This mission assignment is for pre-positioning only; any missions for firefighting support will be assigned under a separate mission assignment as directed and in coordination with FEMA.

If authorized by FEMA, USFS will establish a base camp to provide lodging, meals, and support for firefighting and command/control personnel and equipment. This will be provided in lieu of per diem and under a separate mission assignment.

The support required may include the following:

Personnel, teams, and equipment.

Total estimated cost includes 151 personnel and equipment for one 12-hour shift/day for 7 Days:

25 Personnel (OT + Travel/per diem):	\$ 101,813.00
116 Personnel (fully burdened):	\$ 875,214.00
<u>Items (equipment, caterer):</u>	<u>\$1,226,400.00</u>
Total:	\$2,203,427.00

Mission Assignment Task Order (MATO) – Preposition Firefighting Resources

Description of Task

Report to (location) at (date, time)

USFS and DOI will pre-position firefighting resources with the equipment necessary to support structural and/or wildland firefighting operations in disaster area. Resources to be prepositioned may include:

- 1-T1 Incident Management Team - Short (may be T2 if no T1 available)
- 3-T1/T2 Engine Strike Teams
- 3-T3/T4/T5/T6 Engine Strike Teams
- 1-Aerial Ladder Strike Team

Emergency Support Function 4, Firefighting

1-T1/T2 Hand Crew

60-Structural Firefighters

5-Water Tenders

1-Type 3 Helicopter with Helicopter Manager

- All equipment and supply purchases must be coordinated with FEMA. Prior FAO approval is necessary to ensure reimbursement.
- If required and authorized by FEMA, activation of agency command center(s) will be covered under a separate MA.

Additional Information:

Firefighting resources being pre-positioned will report to a Mobilization Center at an appropriate location outside of the affected area and acceptable to USFS. Establishment and management of the mobilization center, if necessary, will be assigned under a separate mission assignment as directed and in coordination with FEMA.

Emergency Support Function 4, Firefighting

PSMA-USFS-370 – Firefighting Support: Firefighting Resources

Statement of Work:

In support of state/territory/tribal request and as requested by and in coordination with FEMA, the USFS and DOI will provide firefighting resources including engines, tenders, crews, other firefighting and support equipment necessary to provide/support structural and wildland firefighting in support of FEMA disaster operations.

This includes but is not limited to:

- Deploying an incident management team to coordinate and support firefighting activities.
- Utilizing USFS, DOI, other federal agency and state/local resources under existing agreement, as appropriate.

If authorized by FEMA, USFS will establish a base camp to provide lodging, meals, and support for firefighting and command/control personnel and equipment. This will be provided in lieu of per diem and under a separate mission assignment.

USFS is responsible for providing personnel and/or equipment necessary to accomplish the mission.

Firefighting resources are to be used for state/local fire protection tasks. These tasks may include:

- a) initial attack
- b) perimeter control
- c) protection of structures from vegetation fires
- d) structural firefighting
- e) vehicle firefighting
- f) medical aid
- g) civilian notification and evacuation
- h) rescue from fire and other hazards
- i) incident stabilization
- j) support to other firefighting operations (water source development, chainsaw work, etc.).

The support provided may include the following deliverables:

- Personnel, Teams, and Equipment

All resources must meet the appropriate Standards or equivalent (NWCG for wildland resources, NFPA for structural resources). This includes certification, training, personal protective equipment, and apparatus.

Utilization of USFS, DOI, and other agency resources does not preclude use of international assets as they are being ordered under this FEMA Mission Assignment.

Emergency Support Function 4, Firefighting

Total estimated cost includes 151 personnel and equipment for one 12-hour shift/day for 7 Days:

25 Personnel (OT + Travel/per diem):	\$ 101,813.00
116 Personnel (fully burdened):	\$ 875,214.00
<u>Items (equipment, caterer):</u>	<u>\$1,226,400.00</u>
Total:	\$2,203,427.00

Mission Assignment Task Order (MATO) – Firefighting Support

Description of Task:

Report to (location) at (date, time)

Identified Response Area (general description, such as "The xxx Fire" or "City of xxx")

Local Incident Commander or Fire Department point-of-contact (name)

USFS and DOI will deploy firefighting resources with the equipment necessary to support structural and/or wildland firefighting operations in disaster area. Resources to be deployed may include:

1 - T1 incident management team (may be T2 if no T1 IMTs are available)

3 - T1/T2 Engine Strike Teams

3 - T3/T4/T5/T6 Engine Strike Teams

1 - Water Tender Strike Team

1 - T1/T2 Hand Crew

60 - Structure Firefighters

1 - Type 3 Helicopter with Helicopter Manager

Additional Information:

Under this MATO, the local Incident Commander or Fire Department may assign firefighting resources within the identified response area to:

- support firefighting operations at individual fires;
- support firefighting operations in an area with multiple fires; and/or
- provide fire protection services (as identified in the Statement of Work of the MA) in an area where fire protection is unavailable or insufficient.

Any response outside of the identified response area requires a modification to this MATO or a new MATO.

Emergency Support Function 4, Firefighting

PSMA-USFS-371 – Logistical Facility Support Team

Statement of Work:

As requested by and in coordination with FEMA, USFS and DOI will provide logistical support to an Incident Support Base (ISB), Federal Staging Area (FSA), or other logistics facility in support of FEMA response operations. The assistance may include set-up, receipt, staging and distribution of truck/trailer combinations.

If authorized by FEMA, USFS will establish a base camp to provide lodging, meals, and support for firefighting and command/control personnel and equipment. This will be provided in lieu of per diem and under a separate mission assignment.

Utilize USFS, DOI, other Federal agency and State/local resources under existing agreement, as appropriate.

The support provided may include the following deliverables:

- Personnel to provide logistical support for ISB, FSA, or other federal logistics facilities.
- Includes off-site support personnel such as dispatchers, incident finance personnel, etc.

Total Cost for 7 Days:

Full Incident Management Team (60 people): \$348,524.00

Short Incident Management Team (40 people): \$232,349.00

Area Command/NIMO/Type 3 IMT: \$139,406.00

Mission Assignment Task Order (MATO) – Logistical Facility Support Team

Description of Task:

Report to (location) at (date, time)

USFS and DOI will provide logistical support to an Incident Support Base (ISB). Options for support are as follows:

___ Full team IMT (60 people)

___ Short team IMT (40 people)

___ Area Command/NIMO or Type 3 organization (24 people)

Additional Information:

FEMA will work with ESF4 staff to determine the most appropriate type of available resource for the mission.

Mission Assignment Task Order (MATO) – Logistics Facility Support (FSA)

[Identical to MATO for Logistics Facility Support (ISB)]

Emergency Support Function 4, Firefighting

PSMA-USFS-372 – Logistical Facility Support Team

Statement of Work:

In support of state/territory/tribal request, and as directed by FEMA, USFS will provide logistical assistance to an Incident Support Base (ISB), Regional Staging Area (RSA), or other logistics facility in support of FEMA response operations. The assistance may include set-up, receipt, staging and distribution of truck/trailer combinations.

If authorized by FEMA, USFS will establish a base camp to provide lodging, meals, and support for firefighting and command/control personnel and equipment. This will be provided in lieu of per diem and under a separate mission assignment.

Utilize USFS, DOI, other Federal agency and State/local resources under existing agreement, as appropriate.

The support provided may include the following deliverables:

- Off-site support personnel such as dispatchers, incident finance personnel, etc.

Total Cost for 7 Days:

Full Incident Management Team (60 people): \$348,524.00

Short Incident Management Team (40 people): \$232,349.00

Area Command/NIMO/Type 3 IMT: \$139,409.00

Mission Assignment Task Order (MATO) – Logistical Facility Support Team

Description of Task:

Report to (location) at (date, time)

USFS and DOI will provide logistical support to an Incident Support Base (ISB). Options for support are as follows:

___ Full team IMT (60 people)

___ Short team IMT (40 people)

___ Area Command/NIMO or Type 3 organization (24 people)

Additional Information:

FEMA will work with ESF4 staff to determine the most appropriate type of available resource for the mission.

Emergency Support Function 4, Firefighting

PSMA-USFS-374 –Emergency Road Clearing: Pre-Position Wildland Firefighting Hand Crews

Statement of Work:

As directed by and in coordination with FEMA, USFS will pre-position wildland firefighter hand crews (or equivalent configuration) with the equipment necessary to clear fallen trees, brush and debris from state, county and city roads to facilitate emergency access and egress in disaster area.

Also preposition an incident management team to coordinate and support road clearing activities.

If authorized by FEMA, USFS will establish a Base Camp to provide lodging, meals, and support for firefighting and command/control personnel and equipment.

Utilize USFS, DOI, other Federal agency and State/local resources under existing agreement, as appropriate.

Personnel provided through this Mission Assignment will not clear fallen trees, brush or debris from private roadways, private property, or public property except where required for emergency access/egress; nor will they work near or underneath downed or damaged electric lines or other lines/wires/cables that could be energized.

The support provided may include the following deliverables:

- wildland firefighter hand crews (or equivalent configuration)
- an incident management team to coordinate and support road clearing activities
- off-site support personnel such as dispatchers, incident finance personnel, etc.

Total Cost for one team (91 persons) per 12-hour shift/day for 7 Days:

Personnel (OT + Travel):	\$154,756.00
Personnel (Fully Burden):	\$399,882.00
<u>Saws (fuel, parts, supplies):</u>	<u>\$ 1,400.00</u>
Total:	\$556,038.00

(No Pre-scripted MATO)

Emergency Support Function 4, Firefighting

PSMA-USFS-375 – Emergency Road Clearing: Wildland Firefighting Hand Crews

Statement of Work:

As directed by and in coordination with FEMA, USFS will provide wildland firefighter hand crews (or equivalent configuration) with the equipment necessary to clear fallen trees, brush and debris from state, county and city roads to facilitate emergency access in disaster area in support of disaster operations. This includes activating an incident management team to coordinate and support road clearing activities.

If authorized by FEMA, USFS will establish a Base Camp to provide lodging, meals, and support for firefighting and command/control personnel and equipment.

Utilize USFS, DOI, other federal agency and state/local resources under existing agreement, as appropriate.

Personnel provided through this Mission Assignment will not work near or underneath downed or damaged electric lines or other lines/wires/cables that could be energized.

The support provided may include the following deliverables:

- wildland firefighter hand crews (or equivalent configuration)
- an incident management team to coordinate and support road clearing activities
- off-site support personnel such as dispatchers, incident finance personnel, etc.

Total Cost for one team (91 persons) per 12-hour shift/day for 7 Days:

Personnel (OT + Travel):	\$154,756.00
Personnel (Fully Burden):	\$399,882.00
<u>Saws (fuel, parts, supplies):</u>	<u>\$ 1,400.00</u>
Total:	\$556,038.00

(No Pre-scripted MATO)

Emergency Support Function 4, Firefighting

PSMA-USFS-376 – Communications: Radio Starter System

Statement of Work:

As directed by and in coordination with FEMA, USFS, through the National Interagency Incident Communications Division at the National Interagency Fire Center (NIFC), will provide telecommunications equipment and personnel to support FEMA disaster operations.

Utilize USFS, DOI, other Federal agency and State/local resources under existing agreement, as appropriate.

USFS may pre-position resources and/or provide assistance to FEMA.

USFS is responsible for providing personnel and/or equipment necessary to accomplish the mission.

The support provided may include the following deliverables:

-Initial requirement is for an "ESF 2 Starter System" comprised of:

- 1 NFES 4312 Command Repeater;
- 1 NFES 4381 Command Tactical Radio Kit;
- 2 NFES 4330 Remote kits;
- 1 ea. global Star Satellite phone;
- Associated batteries to support the above equipment for one week.

-one qualified communications technician to install, maintain and train users.

Total cost for one person/12-hour shift/day for 21 Days:

Personnel (Fully Burden):	\$14,164.50
Travel/lodging/per diem:	\$8495.35
<u>Equipment:</u>	<u>\$42,696.16</u>
Total:	\$65,356.01

(No Pre-scripted MATO)

Emergency Support Function 4, Firefighting

PSMA-USFS-379 – Command and Control Team: Area Command Team, NIMO, Full IMT, Short IMT, IMT3/AHIMT

Statement of Work:

As directed by and in coordination with FEMA, USFS will provide command, control, and coordination resources, including command and general staff members or personnel with other specialized qualifications, to assist with firefighting and emergency operations in support of disaster response.

Provide for housing, feeding, showering, fueling, laundry, incidental medical, and security needs for assigned resources, including support personnel as needed to ensure facility oversight, medical support, and safety/health. This includes off-site support personnel such as dispatchers, incident finance personnel, etc.

If authorized by FEMA, USFS will establish a Base Camp to provide lodging, meals, and support for firefighting and command/control personnel and equipment. This will be provided in lieu of per diem and under a separate mission assignment.

USFS will utilize DOI, other federal agency and/or state/local resources under existing agreement, as appropriate.

USFS may pre-position resources and/or provide assistance.

USFS is responsible for providing personnel and/or equipment necessary to accomplish the mission.

The support provided may include the following deliverables:

- Full Incident Management Team (IMT)
- Short Incident Management Team (IMT)
- Area Command Team,
- National Incident Management Organization,
- Type 3 Incident Management Organization, or
- All Hazard IMT

Total cost for 12-hour shift/day for 14 Days:

Area Command Team/NIMO/IMT3/AHIMT	\$116,174.00
Full IMT:	\$348,524.00
Short IMT:	\$232,349.00

(See Pre-scripted MATOs for Full IMT, Short IMT, ACT/NIMO/T3 IMT/AHIMT)

Emergency Support Function 4, Firefighting

Mission Assignment Task Order (MATO) – Command and Control Support – Full IMT

Description of Task:

Report to (location) at (date, time)

USFS and DOI will provide command, control, and coordination resources, to include a full Incident Management Team (approximately 60 people), to support federal, state and local agencies with firefighting and emergency operations.

Additional Information:

FEMA will work with ESF4 staff to determine the most appropriate type of available resource for the mission.

Mission Assignment Task Order (MATO) – Command and Control Support – Short IMT

Description of Task:

Report to (location) at (date, time)

USFS and DOI will provide command, control, and coordination resources, to include a "short" Incident Management Team (approximately 40 people), to support federal, state and local agencies with firefighting and emergency operations.

Additional Information:

FEMA will work with ESF4 staff to determine the most appropriate type of available resource for the mission.

Mission Assignment Task Order (MATO) – Command and Control Support – ACT, NIMO, T3 IMT

Description of Task:

Report to (location) at (date, time)

USFS and DOI will provide command, control, and coordination resources, to include an incident management organization such as an Area Command Team, National Incident Management Organization, or Type 3 incident management organization/team (approximately 24 people), to support federal, state and local agencies with firefighting and emergency operations.

Additional Information:

FEMA will work with ESF4 staff to determine the most appropriate type of available resource for the mission.

PSMA-USFS-380 – Individual Command and General Staff Members

Statement of Work:

In support of state/territory/tribal request and as directed by and in coordination with FEMA, USFS will provide command, control, and coordination resources, to include command and general staff members or personnel with other specialized qualifications, to assist with firefighting and emergency operations in support of response operations.

USFS will utilize DOI, other federal agency and/or state/local resources under existing agreement, as appropriate.

If authorized by FEMA, USFS will establish a Base Camp to provide lodging, meals, and support for firefighting and command/control personnel and equipment. This will be provided in lieu of per diem and under a separate mission assignment.

Total cost for 12-hour shift/day for 7 days:

Two personnel:	\$11,617.00
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Mission Assignment Task Order (MATO) – Command and Control Support – Individual C&GS

Description of Task:

Report to (location) at (date, time)

USFS and DOI will provide command, control, and coordination resources, to include command and general staff members or personnel with other specialized qualifications, to support federal, state and local agencies with firefighting and emergency operations.

Additional Information:

FEMA will work with ESF4 staff to determine the most appropriate type of available resource for the mission.

Emergency Support Function 4, Firefighting

PSMA-USFS-385 – Fire Assistance and Suppression Planners

Statement of Work:

As directed by and in coordination with FEMA, USFS will provide appropriate personnel to complete fire assistance and/or suppression implementation planning, or other emergency response and coordination planning at the RRCC, IOF, JFO, or other facilities in support of disaster operations.

The support provided may include the following deliverables:

- Subject matter experts from USFS, DOI, other Federal agency and State/local agencies under existing agreement.
- Appropriate operational and support personnel as needed to provide coordination, oversight, and safety. This includes off-site support personnel such as dispatchers, incident finance personnel, etc.

Total cost for 12-hour shift/day for 7 days:

Five personnel (OT and Travel): \$20,362.00

Personnel (Fully Burden): \$37,724.00

Total: \$58,086.00

(No Pre-scripted MATO)

Emergency Support Function 4, Firefighting

PSMA-USFS-386 – Field Support for Firefighting Resources

Statement of Work:

As directed by and in coordination with FEMA, USFS will establish and manage a Base Camp for firefighting and command/control personnel and equipment in support of FEMA disaster operations in lieu of per diem.

USFS will utilize DOI, other federal agency and/or state/local resources under existing agreement, as appropriate.

USFS is responsible for providing personnel and/or equipment necessary to accomplish the mission.

USFS will establish and manage a Base Camp for firefighting and command/control personnel and equipment. Base Camp may include, but is not limited to, the following:

-Housing

-Feeding

-Showering

-Fueling

-Laundry

-Mechanical support

Incidental medical/health/safety support

-Incidental security support

The support provided will include off-site support personnel including, but not limited to: dispatchers and incident finance personnel.

Total cost for 7 days:

Catering and equipment	\$311,325.00
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Example Forms and Documents

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

- Resource Request Form
- Mission Assignment (MA)
- Subtasking Request to DOI
- Subtasking Request to USFA
- Subtasking Request to other agencies
- ESF #4 Mission Assignment Log
- [ICS-214, Unit Log](#)
- ESF #4 Situation Report
- ESF #4 Staff Tracking Form
- [ICS-225, Incident Personnel Performance Rating](#)
- ESFL Delegation of Authority
- Letter of Expectation
- ESF #4 Phone Listing
- ESF #4 In-briefing Checklist

Most of these forms are available electronically, and have been placed on the FS All-Hazards web page (on the Incident Business Practices website) and on the ESF #4 portal of HSIN.

Emergency Support Function 4, Firefighting

Resource Request Form (RRF)

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency
RESOURCE REQUEST FORM (RRF)

O.M.B. No. 1660-0002
Expires May 31, 2017

PAPERWORK BURDEN DISCLOSURE NOTICE			
Public reporting burden for this form is estimated to average 20 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing and submitting this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing this burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472-3100, Paperwork Reduction Project (1660-0047). NOTE: Do not send your completed form to this address.			
I. REQUESTING ASSISTANCE (To be completed by Requestor)			
1. Requestor's Name (Please print)	2. Title	3. Phone No.	
4. Requestor's Organization	5. Fax No.	6. E-Mail Address	
II. REQUESTING ASSISTANCE (To be completed by Requestor)			
1. Description of Requested Assistance:			
2. Quantity	3. Priority	<input type="checkbox"/> Lifesaving <input type="checkbox"/> Life Sustaining <input type="checkbox"/> Normal <input type="checkbox"/> High	4. Date and Time Needed
5. Delivery Site Location		6. Site Point of Contact (POC)	
		7. 24 Hour Phone No.	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: _____ RSF/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 #	3. Fax #	
4. FEMA Project Manager	5. 24 Hour Phone #	6. Fax #	
7. Statement of Work		<input type="checkbox"/> See Attached	
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			

Mission Assignment (MA)

O.M.B. No. 1660-0002
Expires May 31, 2017

Page 1 of 2

Emergency Support Function 4, Firefighting

Subtasking Request to DOI

ESF MISSION ASSIGNMENT SUBTASKING REQUEST		
FEMA-Assigned MA Number:		ESF Primary Agency: U.S. Forest Service
Subtasked Agency:	Department of the Interior	State: Disaster No:
Tasking Statement/Statement of Work		
Project Completion Date:	See Mission Assignment	Authorized Funding: See Mission Assignment
Reimbursement Procedure: Upon completion of scope of work, the subtasked Federal agency will submit an SF 1081, or other approved Treasury form to request reimbursement, detailing expenditures and activities to: USDA / Forest Service, ASC-IF 101B Sun Avenue, NE Albuquerque, NM 87109		
The ESF primary agency will: (1) Monitor the dollar amount authorized in the Mission Assignment. (2) Coordinate with subtasked agencies as necessary. (3) Reimburse subtasked agencies.		
The subtasked agency will: (1) Respond to FEMA ULO quarterly report with notification of outstanding balances. (2) Submit bills for reimbursement to USDA Forest Service.		

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 #

Authorizing Official, ESF Primary Agency



Date

Phone #

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

Emergency Support Function 4, Firefighting

Subtasking Request to USFA

 		
US Forest Service Fire and Aviation Management		
Emergency Support Function 4, Firefighting		
Subtasking Request		
Date of Request:	<input type="text" value="10-Sep-08"/>	Incident Name: <input type="text" value="Hurricane Ike"/>
Mission Assignment Number:	<input type="text" value="1791DR-TX-USFS-07"/>	
ESF Primary Agency:	<input type="text" value="US Forest Service"/>	Subtasked Agency: <input type="text" value="US Fire Administration"/>
Number of Staff Requested:	<input type="text" value="1"/>	
Qualifications:	<input type="text" value="ESFS"/>	
Requested Reporting Date:	<input type="text" value="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:	
<input type="text" value="FEMA NRCC"/>	Name: <input type="text" value="Dick Reynolds"/>	
<input type="text" value="500 'C' St., SW"/>	Phone: <input type="text" value="916-847-9348 (cell)"/>	
<input type="text" value="Washington, DC"/>	<input type="text"/>	
Anticipated Duration of Assignment: <input type="text" value="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>	<i>9/10/2008</i>	<i>202-340-8339</i>
Authorizing Official, ESF Primary Agency	Date	Phone #
Following signatures, please provide information copy to FEMA Mission Assignment Coordinator.		

Emergency Support Function 4, Firefighting

Subtasking Request to other agencies

ESF MISSION ASSIGNMENT SUBTASKING REQUEST

FEMA-Assigned MA Number:	3287EM-CA-USFS-02	ESF Primary Agency	USFS
Subtasked 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 subtasked Federal agency will submit a SF0161 Request for Reimbursement, detailing expenditures and activities to US ties

US Forest Service (ESF Primary Agency)

14th and Independence, SW (Address)
Washington DC

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 subtasked 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 subtasked 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, Subtasked Agency

Date

Michael Murphy

Authorizing Official, ESF Primary Agency

07/13/08

Date

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

ESF #4 Mission Assignment Log

Example of information gathered listed below. Template spreadsheet available from the Incident Business- All Hazard website.

[illegible]

ICS-214 Unit Log

UNIT LOG		1. Incident Name	2. Date Prepared	3. Time Prepared
		SoCal Wildfires Oct. 2007	Oct. 24, 2007	0700
4. Unit Name/Designators		5. Unit Leader (Name and Position)		6. Operational Period
ESF4 - NRCC		Mike Murphy, ESFL		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				

ESF #4 Situation Report

Emergency Support Function #4 (ESF4) Situation Report Example



Emergency Support Function #4 (ESF4) Situation Report

Response Name
Gotham Shield 2017

Date: Time:
April 24th 2017 1700 EDT

Incident Support Highlights

ESF #4 personnel have mobilized to the NRCC

Background

At approximately 10:02 a.m., a nuclear explosive, with estimated yield of 10 kilotons, detonated six miles northeast of Newark, NJ. Potential impacted areas are being evaluated as fallout patterns are being determined. Residents have been ordered to shelter in place, however mass evacuations are underway. Transportation corridors are heavily impacted. ESF4 resources have been activated in the FEMA Washington Office Headquarters NRCC and are in route to FEMA Interim Operating Facilities (IOF) in New York and New Jersey.

Key Points

- An estimated 10 Kiloton Improvised Nuclear Device has been detonated above ground in the New York City, New York/New Jersey area.
- There is an undetermined initial casualty report, potentially 8.5 million people may be affected.
- ESF#4 Staff are in place at the NRCC and are in route to IOFs in New York and New Jersey.
- Firefighting resources have been ordered for prepositioned

Resources Committed

	Resource Type	Mission	State	Quantity
IMTs	TI	Preposition (Harrisburg Mob Center)	PA	1
IMTs	NIMO	Preposition (McGuire Joint Airbase)	DE	1
Crews	T1	Preposition (Harrisburg Mob Center)	PA	1
Engines	T1	Preposition (Harrisburg Mob Center)	PA	15
Engines	T6	Preposition (Harrisburg Mob Center)	PA	15
Tender	T1	Preposition (Harrisburg Mob Center)	PA	5
Structure FF	SFF	Preposition (Harrisburg Mob Center)	PA	60
Helicopter	T3	Preposition (Harrisburg Mob Center)	PA	1
ESF #4 Staff	Overhead	ESF #4 Staffing of NRCC	DC	3
ESF #4 Staff	Overhead	ESF #4 Staffing of RRCC (IOF)	NJ	1
ESF #4 Staff	Overhead	ESF #4 Staffing of RRCC (IOF)	NY	1
Total Personnel				307

For more information: Contact the National Fire Desk at: 202.205.1450

Emergency Support Function 4, Firefighting

ESF #4 Staff Tracking Form

ESF #4 Staff Tracking Form Example

NAME Position	Mob Date	Location	Motel Info W/ Phone Numbers	Remarks	Demob Date
Wilma Sandstone ESFL	09/10/11	NRCC	DoubleTree Crystal City 703-416-4100 Cell: 707-555-2121	Fire Unit Leader, Day Shift	09/24/11 (est)
Barney DeBois ESFW	09/10/11	NRCC	DoubleTree Crystal City 703-416-4100 Cell: 916-555-3333	Fire Specialist, Day Shift	09/24/11 (est)
Sally Shells ESFA	09/10/11	NRCC	Home Cell: 703-555-1212	Fire Specialist, Day Shift	09/24/11 (est)
Fred Wheatfield ESFL	09/10/11	NRCC	Holiday Inn Capital S. 202-479-4000 Cell: 503-555-2102	Fire Unit Leader, Night Shift	09/20/11 (est)
Betty Rubino ESFW	09/10/11	NRCC	Holiday Inn Capital S. 202-479-4000 Cell: 303-555-1010	Fire Specialist, Night Shift	09/20/11 (est)
Sidney Strong PIO	09/11/11	WO – National Fire Desk	DoubleTree Crystal City 703-416-4100 Cell: 907-555-9458		09/23/11
Herman Schwartz ESF4 Coordinator	09/09/11	WO – FAM	Home Cell: 703-555-4903		09/24/11

Emergency Support Function 4, Firefighting

ICS-225 Incident Personnel Performance Rating

THIS RATING IS TO BE USED <u>ONLY</u> FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE ON AN INCIDENT/EVENT						
1. Name:		2. Incident Name:			3. Incident Number:	
4. Home Unit Name and Address:				5. Incident Agency and Address:		
6. Position Held on Incident:		7. Date(s) of Assignment: From: Date To: Date		8. Incident Complexity Level: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5		9. Incident Definition:
10. Evaluation						
Rating Factors	N/A	1 – Unacceptable	2	3 – Met Standards	4	5 – Exceeded Expectations
11. Knowledge of the Job/ Professional Competence: Ability to acquire, apply, and share technical and administrative knowledge and skills associated with description of duties. (Includes operational aspects such as marine safety, seamanship, airmanship, SAR, etc., as appropriate.)	<input type="checkbox"/>	Questionable competence and credibility. Operational or specialty expertise inadequate or lacking in key areas. Made little effort to grow professionally. Used knowledge as power against others or bluffed rather than acknowledging ignorance. Effectiveness reduced due to limited knowledge of own organizational role and customer needs.	<input type="checkbox"/>	Competent and credible authority on specialty or operational issues. Acquired and applied excellent operational or specialty expertise for assigned duties. Showed professional growth through education, training, and professional reading. Shared knowledge and information with others clearly and simply. Understood own organizational role and customer needs.	<input type="checkbox"/>	Superior expertise; advice and actions showed great breadth and depth of knowledge. Remarkable grasp of complex issues, concepts, and situations. Rapidly developed professional growth beyond expectations. Vigorously conveyed knowledge, directly resulting in increased workplace productivity. Insightful knowledge of own role, customer needs, and value of work.
12. Ability To Obtain Performance/Results: Quality, quantity, timeliness, and impact of work.	<input type="checkbox"/>	Routine tasks accomplished with difficulty. Results often late or of poor quality. Work had a negative impact on department or unit. Maintained the status quo despite opportunities to improve.	<input type="checkbox"/>	Got the job done in all routine situations and in many unusual ones. Work was timely and of high quality; required same of subordinates. Results had a positive impact on IMT. Continuously improved services and organizational effectiveness.	<input type="checkbox"/>	Maintained optimal balance among quality, quantity, and timeliness of work. Quality of own and subordinates' work surpassed expectations. Results had a significant positive impact on the IMT. Established clearly effective systems of continuous improvement.
13. Planning/ Preparedness: Ability to anticipate, determine goals, identify relevant information, set priorities and deadlines, and create a shared vision of the Incident Management Team (IMT).	<input type="checkbox"/>	Got caught by the unexpected; appeared to be controlled by events. Set vague or unrealistic goals. Used unreasonable criteria to set priorities and deadlines. Rarely had plan of action. Failed to focus on relevant information.	<input type="checkbox"/>	Consistently prepared. Set high but realistic goals. Used sound criteria to set priorities and deadlines. Used quality tools and processes to develop action plans. Identified key information. Kept supervisors and stakeholders informed.	<input type="checkbox"/>	Exceptional preparation. Always looked beyond immediate events or problems. Skillfully balanced competing demands. Developed strategies with contingency plans. Assessed all aspects of problems, including underlying issues and impact.
14. Using Resources: Ability to manage time, materials, information, money, and people (i.e., all IMT components as well as external publics).	<input type="checkbox"/>	Concentrated on unproductive activities or often overlooked critical demands. Failed to use people productively. Did not follow up. Mismanaged information, money, or time. Used ineffective tools or left subordinates without means to accomplish tasks. Employed wasteful methods.	<input type="checkbox"/>	Effectively managed a variety of activities with available resources. Delegated, empowered, and followed up. Skilled time manager, budgeted own and subordinates' time productively. Ensured subordinates had adequate tools, materials, time, and direction. Cost conscious, sought ways to cut waste.	<input type="checkbox"/>	Unusually skilled at bringing scarce resources to bear on the most critical of competing demands. Optimized productivity through effective delegation, empowerment, and follow-up control. Found ways to systematically reduce cost, eliminate waste, and improve efficiency.

Emergency Support Function 4, Firefighting

15. Adaptability/Attitude: Ability to maintain a positive attitude and modify work methods and priorities in response to new information, changing conditions, political realities, or unexpected obstacles.	<input type="checkbox"/>	Unable to gauge effectiveness of work, recognize political realities, or make adjustments when needed. Maintained a poor outlook. Overlooked or screened out new information. Ineffective in ambiguous, complex, or pressured situations.	<input type="checkbox"/>	Receptive to change, new information, and technology. Effectively used benchmarks to improve performance and service. Monitored progress and changed course as required. Maintained a positive approach. Effectively dealt with pressure and ambiguity. Facilitated smooth transitions. Adjusted direction to accommodate political realities.	<input type="checkbox"/>	Rapidly assessed and confidently adjusted to changing conditions, political realities, new information, and technology. Very skilled at using and responding to measurement indicators. Championed organizational improvements. Effectively dealt with extremely complex situations. Turned pressure and ambiguity into constructive forces for change.
16. Communication Skills: Ability to speak effectively and listen to understand. Ability to express facts and ideas clearly and convincingly.	<input type="checkbox"/>	Unable to effectively articulate ideas and facts; lacked preparation, confidence, or logic. Used inappropriate language or rambled. Nervous or distracting mannerisms detracted from message. Failed to listen carefully or was too argumentative. Written material frequently unclear, verbose, or poorly organized. Seldom proofread.	<input type="checkbox"/>	Effectively expressed ideas and facts in individual and group situations; nonverbal actions consistent with spoken message. Communicated to people at all levels to ensure understanding. Listened carefully for intended message as well as spoken words. Written material clear, concise, and logically organized. Proofread conscientiously.	<input type="checkbox"/>	Clearly articulated and promoted ideas before a wide range of audiences; accomplished speaker in both formal and extemporaneous situations. Adept at presenting complex or sensitive issues. Active listener; remarkable ability to listen with open mind and identify key issues. Clearly and persuasively expressed complex or controversial material, directly contributing to stated objectives.
17. Ability To Work on a Team: Ability to manage, lead and participate in teams, encourage cooperation, and develop esprit de corps.	<input type="checkbox"/>	Used teams ineffectively or at wrong times. Conflicts mismanaged or often left unresolved, resulting in decreased team effectiveness. Excluded team members from vital information. Stifled group discussions or did not contribute productively. Inhibited cross functional cooperation to the detriment of unit or service goals.	<input type="checkbox"/>	Skillfully used teams to increase unit effectiveness, quality, and service. Resolved or managed group conflict, enhanced cooperation, and involved team members in decision process. Valued team participation. Effectively negotiated work across functional boundaries to enhance support of broader mutual goals.	<input type="checkbox"/>	Insightful use of teams raised unit productivity beyond expectations. Inspired high level of esprit de corps, even in difficult situations. Major contributor to team effort. Established relationships and networks across a broad range of people and groups, raising accomplishments of mutual goals to a remarkable level.
18. Consideration for Personnel/Team Welfare: Ability to consider and respond to others' personal needs, capabilities, and achievements; support for and application of worklife concepts and skills.	<input type="checkbox"/>	Seldom recognized or responded to needs of people; left outside resources untapped despite apparent need. Ignorance of individuals' capabilities increased chance of failure. Seldom recognized or rewarded deserving subordinates or other IMT members.	<input type="checkbox"/>	Cared for people. Recognized and responded to their needs; referred to outside resources as appropriate. Considered individuals' capabilities to maximize opportunities for success. Consistently recognized and rewarded deserving subordinates or other IMT members.	<input type="checkbox"/>	Always accessible. Enhanced overall quality of life. Actively contributed to achieving balance among IMT requirements and professional and personal responsibilities. Strong advocate for subordinates; ensured appropriate and timely recognition, both formal and informal.
19. Directing Others: Ability to influence or direct others in accomplishing tasks or missions.	<input type="checkbox"/>	Showed difficulty in directing or influencing others. Low or unclear work standards reduced productivity. Failed to hold subordinates accountable for shoddy work or irresponsible actions. Unwilling to delegate authority to increase efficiency of task accomplishment.	<input type="checkbox"/>	A leader who earned others' support and commitment. Set high work standards; clearly articulated job requirements, expectations, and measurement criteria; held subordinates accountable. When appropriate, delegated authority to those directly responsible for the task.	<input type="checkbox"/>	An inspirational leader who motivated others to achieve results not normally attainable. Won people over rather than imposing will. Clearly articulated vision; empowered subordinates to set goals and objectives to accomplish tasks. Modified leadership style to best meet challenging situations.

Emergency Support Function 4, Firefighting

20. Judgment/Decisions Under Stress: Ability to make sound decisions and provide valid recommendations by using facts, experience, political acumen, common sense, risk assessment, and analytical thought.	<input type="checkbox"/>	Decisions often displayed poor analysis. Failed to make necessary decisions, or jumped to conclusions without considering facts, alternatives, and impact. Did not effectively weigh risk, cost, and time considerations. Unconcerned with political drivers on organization.	<input type="checkbox"/>	Demonstrated analytical thought and common sense in making decisions. Used facts, data, and experience, and considered the impact of alternatives and political realities. Weighed risk, cost, and time considerations. Made sound decisions promptly with the best available information.	<input type="checkbox"/>	Combined keen analytical thought, an understanding of political processes, and insight to make appropriate decisions. Focused on the key issues and the most relevant information. Did the right thing at the right time. Actions indicated awareness of impact of decisions on others. Not afraid to take reasonable risks to achieve positive results.
21. Initiative Ability to originate and act on new ideas, pursue opportunities to learn and develop, and seek responsibility without guidance and supervision.	<input type="checkbox"/>	Postponed needed action. Implemented or supported improvements only when directed to do so. Showed little interest in career development. Feasible improvements in methods, services, or products went unexplored.	<input type="checkbox"/>	Championed improvement through new ideas, methods, and practices. Anticipated problems and took prompt action to avoid or resolve them. Pursued productivity gains and enhanced mission performance by applying new ideas and methods.	<input type="checkbox"/>	Aggressively sought out additional responsibility. A self-learner. Made worthwhile ideas and practices work when others might have given up. Extremely innovative. Optimized use of new ideas and methods to improve work processes and decision-making.
22. Physical Ability for the Job: Ability to invest in the IMT's future by caring for the physical health and emotional well-being of self and others.	<input type="checkbox"/>	Failed to meet minimum standards of sobriety. Tolerated or condoned others' alcohol abuse. Seldom considered subordinates' health and well-being. Unwilling or unable to recognize and manage stress despite apparent need.	<input type="checkbox"/>	Committed to health and well-being of self and subordinates. Enhanced personal performance through activities supporting physical and emotional well-being. Recognized and managed stress effectively.	<input type="checkbox"/>	Remarkable vitality, enthusiasm, alertness, and energy. Consistently contributed at high levels of activity. Optimized personal performance through involvement in activities that supported physical and emotional well-being. Monitored and helped others deal with stress and enhance health and well-being.
23. Adherence to Safety: Ability to invest in the IMT's future by caring for the safety of self and others.	<input type="checkbox"/>	Failed to adequately identify and protect personnel from safety hazards.	<input type="checkbox"/>	Ensured that safe operating procedures were followed.	<input type="checkbox"/>	Demonstrated a significant commitment toward safety of personnel.
24. Remarks:						
25. Rated Individual (This rating has been discussed with me): Signature: _____ Date/Time: _____						
26. Rated by: Name: _____ Signature: _____						
Home Unit: _____ Position Held on This Incident: _____						
ICS 225				Date/Time: Date		

ICS 225 Incident Personnel Performance Rating

Purpose. The Incident Personnel Performance Rating (ICS 225) gives supervisors the opportunity to evaluate subordinates on incident assignments. **THIS RATING IS TO BE USED ONLY FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE ON AN INCIDENT/EVENT.**

Emergency Support Function 4, Firefighting

Preparation. The ICS 225 is normally prepared by the supervisor for each subordinate, using the evaluation standard given in the form. The ICS 225 will be reviewed with the subordinate, who will sign at the bottom. It will be delivered to the Planning Section before the rater leaves the incident

Distribution. The ICS 225 is provided to the Planning Section Chief before the rater leaves the incident.

Notes:

Use a blank ICS 225 for each individual.

Additional pages can be added based on individual need.

Block Number	Block Title	Instructions
1	Name	Enter the name of the individual being rated.
2	Incident Name	Enter the name assigned to the incident.
3	Incident Number	Enter the number assigned to the incident.
4	Home Unit Address	Enter the physical address of the home unit for the individual being rated.
5	Incident Agency and Address	Enter the name and address of the authority having jurisdiction for the incident.
6	Position Held on Incident	Enter the position held (e.g., Resources Unit Leader, Safety Officer, etc.) by the individual being rated.
7	Date(s) of Assignment <ul style="list-style-type: none"> From To 	Enter the date(s) (month/day/year) the individual was assigned to the incident.
8	Incident Complexity Level <ul style="list-style-type: none"> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 	Indicate the level of complexity for the incident.
9	Incident Definition	Enter a general definition of the incident in this block. This may be a general incident category or kind description, such as "tornado," "wildfire," "bridge collapse," "civil unrest," "parade," "vehicle fire," "mass casualty," etc.
10	Evaluation	Enter "X" under the appropriate column indicating the individual's level of performance for each duty listed.
	N/A	The duty did not apply to this incident.
	1 – Unacceptable	Does not meet minimum requirements of the individual element. Deficiencies/Improvements needed must be identified in Remarks.
	2 – Needs Improvement	Meets some or most of the requirements of the individual element. IDENTIFY IMPROVEMENT NEEDED IN REMARKS.
	3 – Met Standards	Satisfactory. Employee meets all requirements of the individual element.
	4 – Fully Successful	Employee meets all requirements and exceeds one or several of the requirements of the individual element.
10	5 – Exceeded Expectations	Superior. Employee consistently exceeds the performance requirements.
11	Knowledge of the Job/ Professional Competence:	Ability to acquire, apply, and share technical and administrative knowledge and skills associated with description of duties. (Includes operational aspects such as marine safety, seamanship, airmanship, SAR, etc., as appropriate.)
12	Ability To Obtain Performance/Results:	Quality, quantity, timeliness, and impact of work.

Block Number	Block Title	Instructions
13	Planning/Preparedness:	Ability to anticipate, determine goals, identify relevant information, set priorities and deadlines, and create a shared vision of the Incident Management Team (IMT).
14	Using Resources:	Ability to manage time, materials, information, money, and people (i.e., all IMT components as well as external publics).
15	Adaptability/Attitude:	Ability to maintain a positive attitude and modify work methods and priorities in response to new information, changing conditions, political realities, or unexpected obstacles.
16	Communication Skills:	Ability to speak effectively and listen to understand. Ability to express facts and ideas clearly and convincingly.
17	Ability To Work on a Team:	Ability to manage, lead and participate in teams, encourage cooperation, and develop esprit de corps.
18	Consideration for Personnel/Team Welfare:	Ability to consider and respond to others' personal needs, capabilities, and achievements; support for and application of worklife concepts and skills.
19	Directing Others:	Ability to influence or direct others in accomplishing tasks or missions.
20	Judgment/Decisions Under Stress:	Ability to make sound decisions and provide valid recommendations by using facts, experience, political acumen, common sense, risk assessment, and analytical thought.
21	Initiative	Ability to originate and act on new ideas, pursue opportunities to learn and develop, and seek responsibility without guidance and supervision.
22	Physical Ability for the Job:	Ability to invest in the IMT's future by caring for the physical health and emotional well-being of self and others.
23	Adherence to Safety:	Ability to invest in the IMT's future by caring for the safety of self and others.
24	Remarks	Enter specific information on why the individual received performance levels.
25	Rated Individual (This rating has been discussed with me) <ul style="list-style-type: none"> • Signature • Date/Time 	Enter the signature of the individual being rated. Enter the date (month/day/year) and the time (24-hour clock) signed.
26	Rated by Name Signature Home Unit Position Held on This Incident Date/Time	Enter the name, signature, home unit, and position held on the incident of the person preparing the form and rating the individual. Enter the date (month/day/year) and the time (24-hour clock) prepared.

Emergency Support Function 4, Firefighting

ESFL Delegation of Authority

EXERCISE – EXERCISE – EXERCISE

File 1230/1590
Code:

Date: April 24, 2017

Subject: Delegation of Authority

To: Loren D. Walker

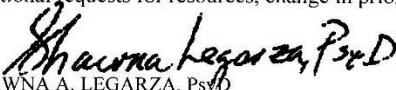
You are hereby delegated the authority as the Emergency Support Function #4 (ESF4) Primary Leader to represent the US Forest Service (FS) at the National Response Coordination Center (NRCC) in emergency response activities during Gotham Shield Exercise. In that capacity, you are authorized to coordinate activities and direct FS response to activations of the National Response Framework, as indicated in FSM 1590, and to:

- Coordinate FS and Support Agency(s) participation in implementing ESF4;
- Implement the ESF4 Standard Operating Procedures;
- Provide technical information and guidance to FEMA and cooperating agencies related to the availability and capabilities of resources from federal and state wildland and structure fire agencies;
- Communicate as necessary with other agency liaisons and/or external parties;
- Resolve issues common to all parties within the scope of this delegation;
- Monitor expenditures to ensure the Mission Assignment (MA) dollar limitation is not exceeded (and submit a Resource Request Form for additional funding when needed); and
- Monitor participation in response activities to help facilitate a smooth, seamless transition to another agency, organization or private sector source for long term recovery and support needs.

Be guided by the following principles in your work:

- Ensure the FS Foundational Doctrine for All-Hazard Response is followed;
- Provide for employee and public health and safety;
- Bring to bear the full resources of FS to respond to this effort;
- Manage ESF4 NRCC operations in an efficient and cost effective manner;
- Administer FEMA funds through the MA in a fiscally correct manner; and
- Assess our emergency management performance for strengthening future operations.

This delegation is effective as of the date of this document and will continue until relieved of your assignment. I ask that you provide a daily shift brief to the Branch Chief, All Hazard and International Fire Support on the current situation. Specifically, bring to attention issues regarding additional requests for resources, change in priorities, or change in length of commitment.


SHAWNA A. LEGARZA, PsyD
Director, Fire and Aviation Management

EXERCISE – EXERCISE – EXERCISE

Letter of Expectation

Letter of Expectation SR 530 Slide Incident 4168DR-WA-USFS-01

We welcome you and your team to the SR530 Slide incident, and wish you a safe and successful assignment. The request for your assistance to support Snohomish County was made by the State, (Washington DNR) to FEMA and mission assigned to the US Forest Service through ESF4.

Incident Commander, Bob Allbee and his Type-2 Incident Management Team (WIMT3) have been assigned the responsibility to manage the response operations in support of SR 530 Slide FEMA Major Declaration (4168DR-WA-USFS-01) within the state of Washington (FEMA Region X). This responsibility will be limited to carrying out Mission Assignments (MA) that have been accepted and authorized by the U.S. Forest Service representative for Emergency Support Function – Firefighting (ESF4). All response actions taken will be in accordance with the MA. This designation carries the full responsibility for the management of all resources ordered under the MA. Your primary responsibility is to support the state of Washington and Snohomish County in managing the command and control for recovery and cleanup, as defined for this incident because of the sensitivities.

You will assume command of the incident from Larry Nickey at 0600 hours on 4/11/14. It is paramount that close coordination with Snohomish County, the State of Washington, FEMA and other participating agencies and your incident management team be established immediately to ensure a safe and efficient transfer of command.

Our intent for management of this incident includes:

1. Provide for the safety of firefighters, responders, and all other jurisdictional agencies assigned to work with the Incident Management Team, as well as local citizens affected by the incident.
2. Coordinate incident operations with the onsite FEMA Incident Support Team (IST).
3. Command will ensure that all personnel under his direction will follow the principles of the U.S. Forest Service Doctrine for All-Hazard Response at all times:
 - All resources will be informed and trained to do all-hazard response in a safe, efficient and effective manner;
 - In coordination with ESF4, Command will conduct a thorough mission analysis of every all-hazard request prior to ordering people and other resources;
 - All personnel under direction of Command will be provided with the appropriate risk mitigation (e.g. vaccinations, personal protective equipment, etc.) to operate in the all-hazard environment to which they are assigned.
4. Additional assistance or tasks requested that are not specific to the MA, cannot be accepted by your team. Acceptance of a new MA can only be agreed to by ESF4. The ESF4 Lead for this incident is Cathy Scofield who can be reached at cscofield@fs.fed.us or 406-370-0000.
5. The Safety Officer will notify Shelby Gales, USFS-Safety Manager at sgales@blm.gov (503-828-8156) and _____ WADNR _____ at _____ any time there is an accident, major injury, or illness.
6. Manage all operational activities within the funds allotted for the MA.
7. The Finance Section will provide the ESF4 IBA and Regional IBA (Brenda Johnson, b5johnso@blm.gov) daily cost information for this MA under the team's direction.
8. Your IMT will provide a documentation package to IBAs identified under #7 when Command is terminated.
9. Your IMT will provide logistical support for any additional resources directly ordered by the county or state, (including crews, equipment and single resource).
10. The resource ordering process that has been established for this incident will be used to request additional resources.

Emergency Support Function 4, Firefighting

11. This designation may be amended in concurrence with the State of WA DNR and the Incident Commander as needed.
12. At the end of your assignment an evaluation of your performance will follow once the incident is closed-out with the respective agencies.

Snohomish County requested assistance from the State of Washington, who in turn requested assistance from FEMA under the Stafford Act and the National Response Framework (NRF). Based on this request, FEMA issued a MA to the Forest Service through ESF4 per NRF procedures. Therefore, the IMT is working under ESF4, who is representing the Pacific Northwest Region. FEMA is providing support to the State of Washington to aid Snohomish County in response to this incident.

You will receive specific direction and intent from Snohomish County on the tasks that your team will be requested to perform. That direction and intent will be incorporated as part of this designation of responsibility. The contact for the county is _____. He can be reached at_____.

David Summer, Regional Fire and Aviation Director
Regions 6/10

DATE

Albert Kassel, Resource Protection Manager
Washington DNR

DATE

Bob Albee, Incident Commander
WIMT3

DATE

Emergency Support Function 4, Firefighting

ESF #4 Phone Listing

ESF #4 PHONE LIST – HURRICANE SANDY

FEMA NATIONAL RESPONSE COORDINATION CENTER HEADQUARTERS, WASHINGTON, D.C.
ESF #4 Desk Fire Unit Leader Desk (202) 212-2458 Fire Unit Leader Email: FEMA-NRCC-ful@fema.dhs.gov Fire Specialist Desk (202) 212-8072 Fire Specialist Email: FEMA-NRCC-fs@fema.dhs.gov FAX: 202-646-2484 or 202-646-4617 1700 Conference Call # 1-888-858-2144 Passcode 3159382#
DAY SHIFT (0600-2000) Mike Murphy, ESFL (404)-227-2225 Mark Courson, ESFL (T) (805)-455-5073 Rogers Warren, ESFW 406-370-3256 cell Amy Linn, ESFA 707-227-0118 cell
NIGHT SHIFT (1600-0000) Steve Selztner, ESFL – (909)-573-5217 Peg Polichio, ESFL (T) – (503)-943-0936
WO FAM Disaster and Emergency Operations (202) 205-1500 Gordy Sachs – (202) 340-8339 Cell, gsachs@fs.fed.us

FEMA REGION 1 REGIONAL RESPONSE COORDINATION CENTER MAYNARD, MA
ESF 4 Desk (978) 461-5340 EMAIL: FEMA-R01-RRCC-ESF04@fema.dhs.gov FAX: (978) 461-5490 1700 Conference Call # 1-888-858-2144 Passcode 3159382#
DAY SHIFT (0700-1900) Tom Brady ESFL (603) 455-1464 cell tbrady@fs.fed.us Jean Durfe ESFA (T) 603-455-8668 cell
NIGHT SHIFT (1900-0700) FAX:

FEMA REGION 2 REGIONAL RESPONSE COORDINATION CENTER New York, NY
ESF 4 Desk (732) 866-1437 Email: FEMA-R2-ESF04@fema.dhs.gov FAX: 1700 Conference Call # 1-888-858-2144 Passcode 3159382#
DAY SHIFT (0700-1900) Maris Gabliks ESFL (610) 742-7854 mggabliks@fs.fed.us Ellen Geis ESFA (T) (570)762-1643 egeis@fs.fed.us IMAT Albany, NY Laura McIntyre-Kelly ESFW (T) - (414) 530-1403 and (651) 442-9812 CELL

Emergency Support Function 4, Firefighting

lmcintyrekelly@fs.fed.us Jan Polasky ESFL – (610) 742-7619 jpolasky@fs.fed.us Cathy Scofield ESFL – (406) 370-0000 cell Rachel Smith ESFL (T) (678) 822-3084 and (626) 872-4440 rachelcsmith@fs.fed.us
NIGHT SHIFT (1900-0700) Mike Shipley ESFL (404) 395-8701 Cell mshipley@fs.fed.us FAX:

FEMA REGION 3 REGIONAL RESPONSE COORDINATION CENTER PHILADELPHIA, PA
ESF #4 Desk (215) 931-5784 FEMA-R03-RRCC-ESF04@fema.dhs.gov FAX: 215-931-5714
DAY SHIFT (0700-2000) John Caffin ESFL – (706) 870-8016 cell 1john.caffin@gmail.com John Baldwin ESFL (T) – (918) 647-6647 FAX: 215-931-5714 1700 Conference Call # 1-888-858-2144 Passcode 3159382#
NIGHT SHIFT (1900-0700)
EASTERN AREA COORDINATION CENTER (EACC) - (414) 944-3811 EMAIL: eacc.sandy@gmail.com FAX: (414) 944-3838
FS NA OPERATIONS Jim Thomas – office: 414-297-3682 (414) 305-1102 cell jthomas@fs.fed.us
NICC – (208) 387-5400

ESF #4 In-briefing Checklist

ALL HAZARDS IN-BRIEFING CHECKLIST

WELCOME

BRIEFING PACKAGE – Current Situation, Missions, Delegation

- ☐ Current situation
- ☐ Current or expected mission assignments
- ☐ Delegation of Authority
- ☐ Location of forces
- ☐ Outstanding orders
- ☐ Contact numbers
- ☐ Logistics for the resources

ESF4 – NRF, ESFs, FEMA Regions, FS Region

National Response Framework

- ☐ Role of ESF #4
- ☐ FEMA Organization
- ☐ FEMA Regions and RRCCs
- ☐ Acronyms you must know
- ☐ RRF and Mission Assignment process
- ☐ Where you fit in, who you work for, and how to work with FEMA rep on site

OVERSIGHT AND MANAGEMENT - Down to individual resources

- ☐ All Hazard Doctrine
- ☐ Agency/NWCG Policy/Rules - the same on FEMA assignments as for fires
- ☐ “No Orphans” policy (You can’t abdicate your responsibility...)
- ☐ All remote workers should have communications and scheduled check-in times

COORDINATION - With ESF #4, Area Command and Regional Fire Operations

- ☐ Conference call schedules and numbers

- ❑ Process of accepting MAs
- ❑ Working relationship with ESF #4
 - New/expanded missions can only be accepted by ESF #4

ORDERING CHANNELS

- ❑ Order directly to Regional GACC or other designated process
- ❑ Order what you need, don't be conservative but also don't be wasteful, get what you need to be successful
- ❑ "Accountable Property" is different on FEMA incidents – work closely with Regional IBA to identify what may need to be turned in to FEMA after the incident.

SAFETY –

- ❑ Develop an evacuation or sheltering plan for the next storm
- ❑ Lightning– use the 5 second rule, seek shelter in buildings or in a vehicle early
- ❑ Water – stay out of it, stay off of it, and don't drive through it. Rinse off/decontaminate if at all possible after exposure
- ❑ Security – order security personnel as needed, protect your personnel, disengage and move to safety as needed
- ❑ Make sure all personnel know and understand emergency procedures

CONFERENCE CALLS - Area Command/Incident Commanders and ESF #4

- ❑ Daily calls
 - Time and number

INFORMATION SHARING –

- ❑ You can tell others what you are doing. Be very careful not to comment about other or overall operations, just what you have been asked to do.
- ❑ Ensure your PIO is tied in with FEMA Joint Information Center (JIC)
- ❑ All office press releases need to go thru FEMA, who will coordinate with the State. Remember, it's their incident; we're supporting them.

INCIDENT BUSINESS AND DOCUMENTATION –

- ❑ Follow Chapter 90 of the IIBMH
- ❑ Complete standard incident business package

Emergency Support Function 4, Firefighting

- ❑ Provide to Regional Operations at closeout
- ❑ Track costs and provide to ESF #4 throughout incident
- ❑ Purchasing authority.
 - What can you purchase

LESSONS LEARNED – AARs, Base Plans, How-tos

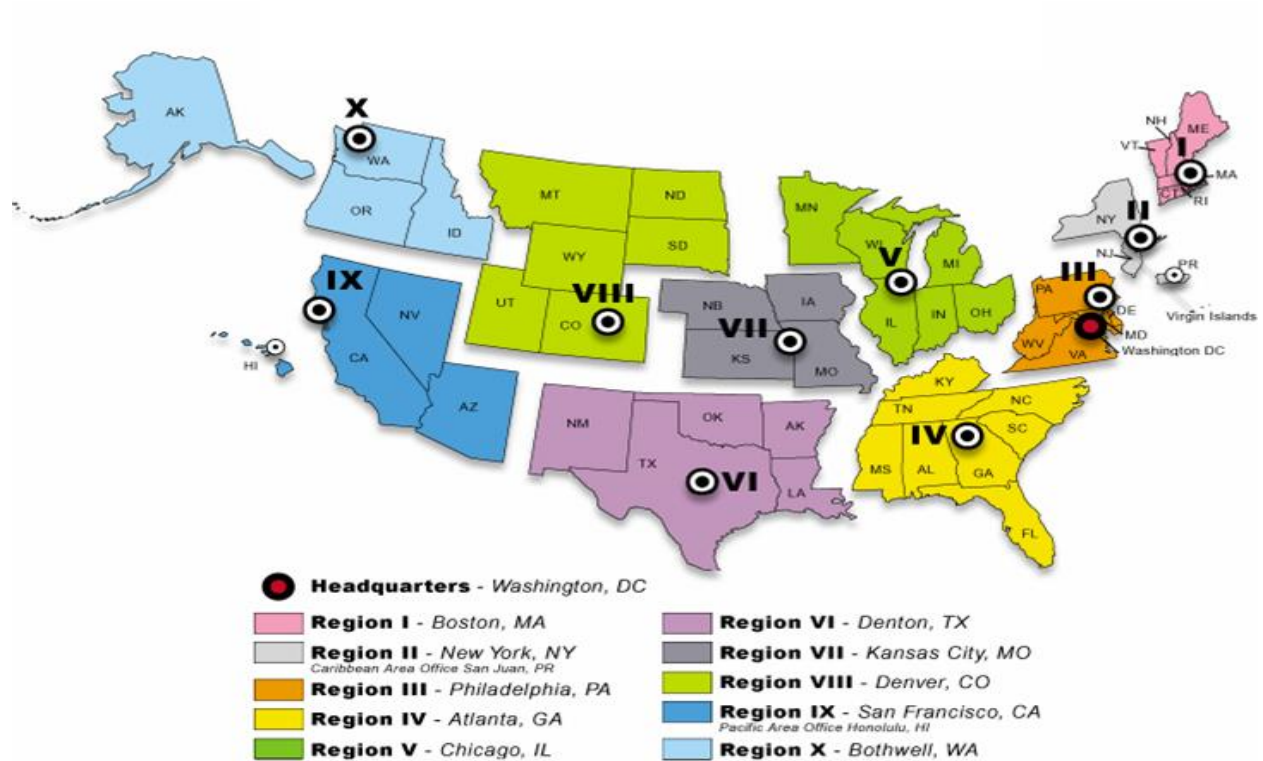
- ❑ At closeout provide a base plan and key operating information for any permanent facility that you worked at
- ❑ Provide AAR to Regional ESF #4 Coordinator
- ❑ Wear only PPE or team/agency uniform; do not wear clothing with logo from FEMA or other agencies you don't work for

PATIENCE AND FLEXIBILITY

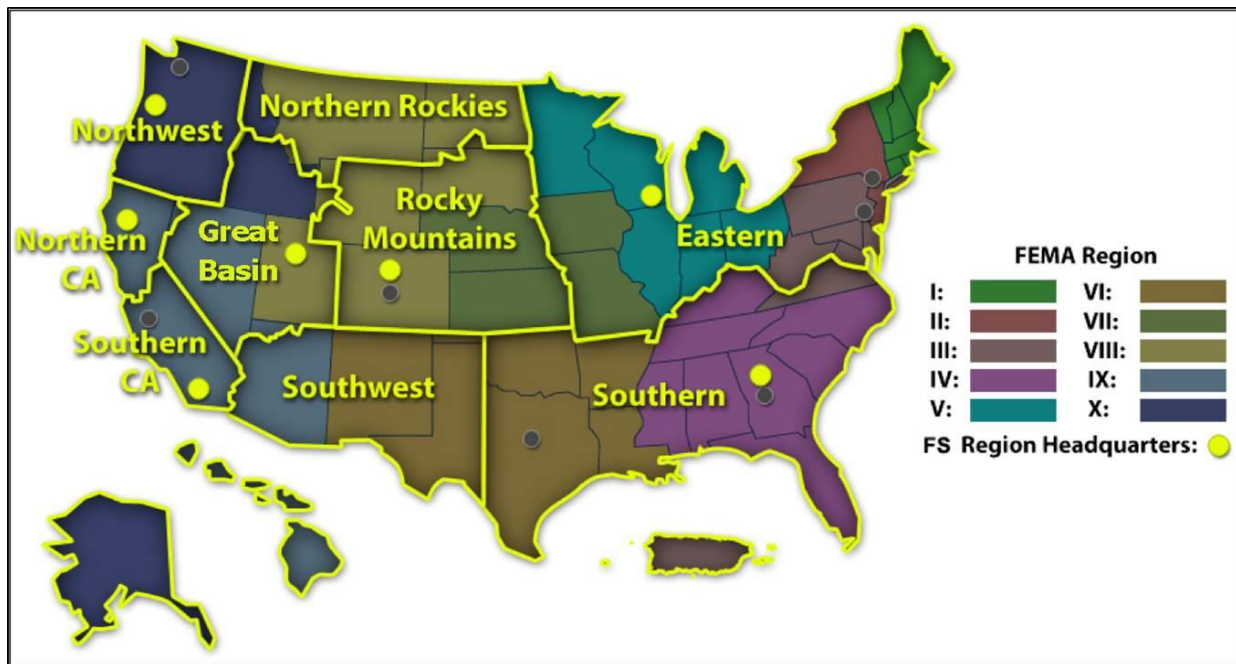
- ❑ Great need for patience – people are stressed, both citizens and responders
- ❑ You must be flexible – disasters can have poor intel and inaccurate information
- ❑ Emergencies are fluid situations, you need to get on-site, assess the situation and report back.
- ❑ Always remember; “This is not a fire, and you are not in charge.”
- ❑ If you aren't sure about something, ask your ESF #4 contact

References and Resources

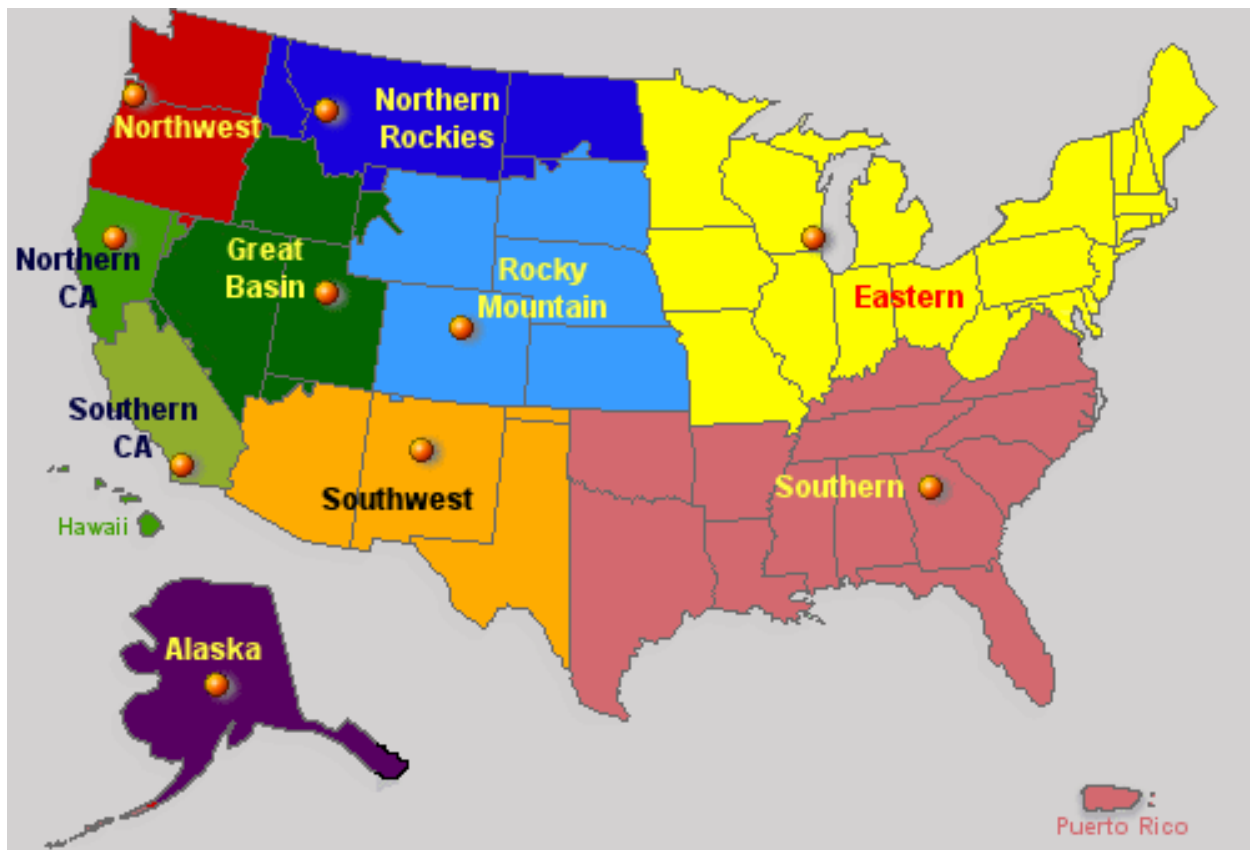
FEMA Regions



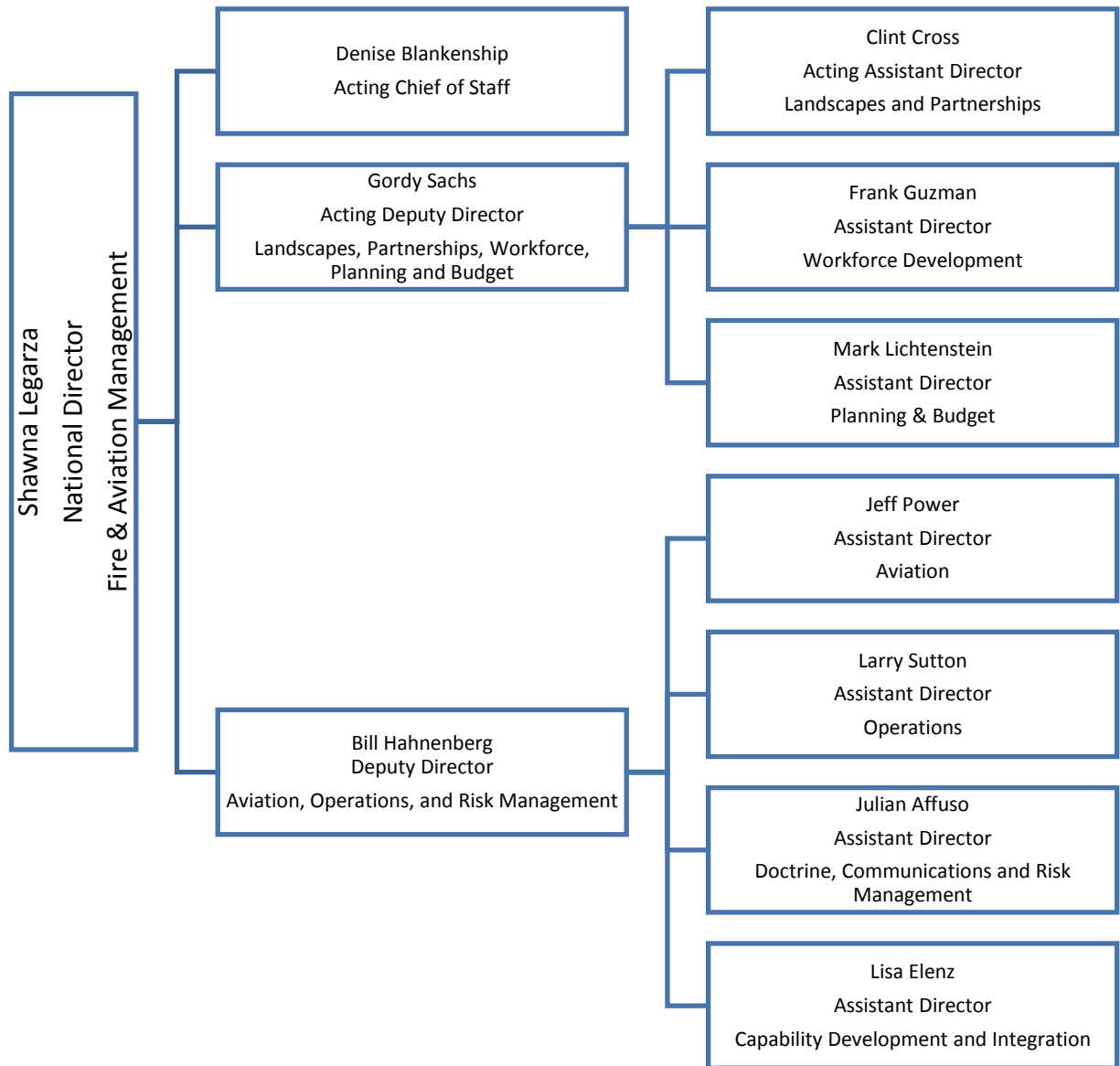
FEMA Regions Compared to Wildland Fire Geographic Areas



Geographic Area Coordination Centers



FS WO Fire & Aviation Management Organizational Chart



Emergency Support Function 4, Firefighting

Relevant Web Sites

ESF #4 forms and reference material may be found on the following website:

FS All-Hazards Website <https://www.fs.fed.us/managing-land/fire/ibp/all-hazard>

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

Geographic Area Coordination Center <http://gacc.nifc.gov>

Incident Business Practices <https://www.fs.fed.us/managing-land/fire/ibp>

InciWeb National Incidents <https://inciweb.nwcg.gov/>

National Hurricane Center www.nhc.noaa.gov

National Incident Contracting www.fs.fed.us/fire/contracting/

National Incident Management System www.fema.gov/national-incident-management-system

National Interagency Coordination Center www.nifc.gov/nicc/

National Response Framework <https://www.fema.gov/media-library/assets/documents/117791>

National Weather Service – Fire Weather <https://www.weather.gov/fire/>

NIFC Incident Management Situation Report www.nifc.gov/nicc/sitreprt.pdf

Acronyms and Abbreviations

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

Emergency Support Function 4, Firefighting

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

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

FS – U.S. Forest Service

FSC – Finance Section Chief

FUL – Fire Unit Leader

FWS – U.S. Fish and Wildlife Service

GACC – Geographic Area Coordination Center

GACG – Geographic Area Coordinating Group

GMAC – Geographic Multi-Agency Coordinating

HQ – Headquarters

Emergency Support Function 4, Firefighting

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

IOF – Initial Operating Facility; Interim Operating Facility

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

MATO – Mission Assignment Task Order

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

Emergency Support Function 4, Firefighting

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

RRF – Resource Request Form

SAO – State Approving Official

SAR – Search and Rescue

Emergency Support Function 4, Firefighting

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