

# **STANDARD OPERATING PROCEDURES FOR NATIONAL AND REGIONAL ACTIVATIONS**

## **Emergency Support Function #4, Firefighting**

**May 31, 2009**

### **Foreword**

This guide describes Standard Operating Procedures (SOPs) for Emergency Support Function #4 (ESF4) personnel to follow when activated in response to disasters and emergencies under the authority of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (42 U.S.C. 5121, *et seq.*), or under the National Response Framework (NRF).

**STANDARD OPERATING PROCEDURES  
FOR NATIONAL AND REGIONAL ACTIVATIONS**

Emergency Support Function #4 (ESF4), Firefighting

**Table of Contents**

I.	Emergency Support Mission .....	3
II.	All-Hazard Doctrine .....	5
III.	Notification.....	5
IV.	National Responsibilities and Duties.....	5
V.	Regional Responsibilities and Duties.....	10
VI.	Resource Ordering Procedures.....	14
VII.	Financial/Administrative Requirements.....	15
VIII.	Reference List.....	18
IX.	Appendices .....	19
A.	Mission Assignment (MA) .....	19
B.	Pre-Scripted MA language.....	20
C.	Example Sub-tasking Request for USFA Support to ESF4.....	34
D.	Action Request Form (ARF) .....	35
E.	ESF4 Situation Report Template.....	36
F.	Annual Job Codes Memo.....	37
G.	Example of ESF4 Unit Log .....	42
H.	Delegation of Authority example.....	43
I.	Resource Tracking Form .....	44
J.	MA tracking sheet example .....	45
K.	MA tracking sheet blank .....	46
L.	2008 Agency Financial Contacts .....	47
M.	USDA Incident Situation Report.....	49
N.	USDA SPOT Report.....	51
O.	Regional Emergency Operations Contact List .....	52
P.	Recommended ESF4 Organization/Procedures During Wildland Fire Emergency/Disaster Declarations .....	54
Q.	NRCC ESF4 – Desk Duties .....	56
R.	RRCC/JFO ESF4 – Desk Duties .....	57
S.	List of Acronyms used in this Document .....	58

## **I. EMERGENCY SUPPORT MISSION**

The National Response Framework (NRF) establishes a comprehensive, all-hazards approach to enhance the ability of the United States to manage domestic incidents. The Forest Service, 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.

The Forest Service is the Coordinator and Primary Agency for implementing Emergency Support Function #4 (ESF4), Firefighting, under the NRF. The Forest Service is also identified as a Support Agency to 12 of the 14 other Emergency Support Functions (ESFs). The Forest Service may be sub-tasked by any of these 12 ESFs to provide secondary support. Additionally, FEMA can issue a direct Mission Assignment (MA) to the Forest Service to provide support outside of that specifically identified in the NRF.

There are six departments or agencies identified as Support Agencies to the Forest Service to perform the ESF4. Two of these – the Department of the Interior (DOI) and FEMA’s United States Fire Administration (USFA) – may provide staffing support to ESF4 at various multi-agency coordination facilities, to assist in meeting ESF4’s mission. Other support agencies provide technical support, assistance, and expertise in specific areas related to firefighting operations.

The purpose of ESF4, Firefighting is to detect and suppress wildland, rural, and urban fires resulting from, or occurring coincidentally with, an incident requiring a coordinated Federal response for assistance.

The scope of ESF4, Firefighting is to manage and coordinate firefighting activities, including the detection and suppression of fires on Federal lands, and provide personnel, equipment, and supplies in support of State, local, and tribal agencies involved in wildland, rural and urban firefighting operations.

In the event of an ESF4 activation, it may be necessary for the Forest Service and appropriate ESF4 Support Agencies to be represented at the National Resource Coordination Center (NRCC), the Regional Resource Coordination Center (RRCC) and/or the Joint Field Office (JFO). Each of these organizational levels include interagency representatives from each of the primary agencies, support agencies (as needed), and FEMA staff, assembled to coordinate a comprehensive all-hazards approach to providing resources in support of local, State, or Federal requests for assistance.

## **II. ALL-HAZARD DOCTRINE**

A. All ESF4 personnel at both the National and regional levels will ensure that the principles of the U.S. Forest Service Doctrine for All-Hazard Response are followed at all times. This doctrine has established the following principles, as applied to ESF4:

1. The NIMS is the foundation of the response organizations supported by ESF4.
2. ESF4 will continue to train other agencies to build their NIMS capabilities.
3. ESF4 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 ESF4 will be consistent with employee's core skills, capabilities, and training. All resources must be informed and trained to do all-hazard response in a safe, efficient, and effective manner.
4. ESF4 will conduct a thorough mission analysis of every all-hazard request before committing people and other resources.
5. All personnel coordinated through ESF4 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.
6. All personnel involved in all-hazard response coordinated through ESF4 will be supported and managed by an Agency leader, Agency liaison, or interagency Incident Management Team.
7. Federal firefighting support is primarily a response function. Though firefighters and other emergency responders are highly adaptable, further use of their skills during the recovery phase may impact their Agency's primary mission. Firefighting resources need to be managed and utilized appropriately so they can be available for primary life saving, property protection, and incident stabilization assignments.
8. Providing support to FEMA and other ESFs is predicated on the availability of resources. Missions requested of ESF4 should be considered and accepted in order of priority:
  - (1) Agency mission.
  - (2) ESF4 Mission under the NRF.
  - (3) Support to other ESFs as defined in the NRF ESF Annexes.
  - (4) Other support not specified in the NRF.

Resources are assigned commensurate with each unit's level of training and the adequacy and availability of equipment.

### III. NOTIFICATION

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

- A. National Level:** FEMA notifies the Forest Service Branch Chief for Disaster and Emergency Operations in the Forest Service Washington Office Fire and Aviation Management. This position serves as the National ESF4 Coordinator as described in the ESF4 Annex of the NRF, and will be responsible for ESF4 activities at the NRCC. This position is the primary contact between the NRCC and the Assistant Director for Partnerships, Fire and Aviation Management, Washington Office, and is responsible for notifying the ESF4 Support Agencies of ESF4 activation activities.
- B. Regional Level:** The FEMA Region notifies the designated primary contact in the affected Forest Service Region. This position serves as the Regional or Area ESF4 Coordinator and is the primary contact between the RRCC and the Regional Director, Fire and Aviation Management and the National ESF4 Coordinator in the Forest Service Washington Office. Each Region will establish internal procedures for necessary notification (e.g. ESF4 Support Agencies, Geographic Area Coordination Center, Incident Business Management staff, Regional Forester).

### IV. NATIONAL RESPONSIBILITIES AND DUTIES

#### **A. The primary responsibilities of the National ESF4 Coordinator**

1. Upon FEMA notification of potential or actual event requiring ESF4 response the National ESF4 Coordinator will notify the following:
  - Director of Fire and Aviation Management, Washington Office;
  - Deputy Director for Operations, Fire and Aviation Management, Washington Office;
  - Deputy Director for Planning, Fire and Aviation Management, Washington Office;
  - Assistant Director for Partnerships and National Fire Plan, Fire and Aviation Management, Washington Office;
  - Assistant Director for Fire Operations, Fire and Aviation Management, National Interagency Fire Center (NIFC);
  - National Incident Business Coordinator, Fire and Aviation Management, NIFC;
  - National Interagency Coordination Center (NICC);
  - USDA Operations Center;
  - Department of the Interior (DOI) Watch Desk;
  - DOI Office of Wildland Fire Coordination;

- U.S. Fire Administration (USFA) National Fire Programs Division, Emergency Response Support Branch; and
  - Virginia Interagency Coordination Center (VICC).
2. Notify additional ESF4 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
  3. Ensure the FEMA National Activation Mission Assignment (MA) and any other MAs issued at the NRCC have been completed with specific language describing the assignment and approved (Appendix A). MAs must be signed by FEMA, and accepted by Director, Fire and Aviation Management or delegate. 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 Assignment (PSMAs) may be used when appropriate (Appendix B).
  4. Ensure appropriate Fiscal codes are established by following the procedures identified in Appendix F.
  5. Request support from the Department of the Interior, the U.S. Fire Administration, and other support agencies as needed, through the appropriate ESF Mission Assignment Subtasking Request.
  6. Ensure adequate staffing of the NRCC ESF4 desk. Place all NRCC personnel orders for the USFS and DOI through VICC. Place all US Fire Administration (USFA) personnel orders to the USFA Branch Chief of Emergency Response Support. Orders will follow the ESF4 position types that are shown below. Depending on the incident type and complexity, not all ESF4 position types need to be filled. Specific staffing requirements for emergencies/disasters involving wildland fires can be found in Appendix P.

For effective and efficient operations, the following ESF4 positions have been defined (See 5109.17, Chapter 27). National and regional organizations reflect these same positions.

**(a) ESF4 Primary Leader (ESFL) -- USFS**

This position functions as the lead ESF4 under the NRF. This position provides technical advice and support to FEMA as the Forest Service representative. This position is supervised by the National ESF4 Coordinator and works under the FEMA Operation Section, Emergency Services Branch.

**(b) ESF4 Support-Wildland (ESFW) --USFS or DOI**

This position receives direction from the ESF4 Primary Leader. This position supports the ESFL in daily tasks. ESF4 Wildland will also recommend policies, procedures, or actions addressing incident issues, concerns, and opportunities.

**(c) ESF4 Support-Structure (ESFS) -- USFA**

This position receives direction from the ESF4 Primary Leader. 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.

**(d) ESF4 Support Administrative (ESFA) -- USFS, DOI, or USFA**

This position receives direction from the ESF4 Primary Leader. This position provides administrative support to the ESF4 function. Is responsible in helping with documentation, organization, and assisting in day to day needs.

7. Contact the Fire and Aviation Management Budget Analyst, Forest Service WO to obtain Office of Management and Budget (OMB) reimbursement/apportionment authority.
8. Serve as liaison between USFS and National Response Framework partners at the national level.
9. Issue written Delegation of Authority to the ESF4 Primary Leader. (Appendix I)
10. Perform all duties listed in Section III, part B until NRCC ESF4 desk is staffed.
11. Maintain contact with the Regional/Area ESF4 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 National ESF4 Coordinator and the Regional/Area ESF4 Coordinator(s) during the initial phases of an activation.

**B. The key responsibilities of the ESF4 staffing the NRCC are as follows.**

1. The ESF4 Primary Leader should receive an initial briefing from the National ESF4 Coordinator which should include:
  - Staffing requirements;
  - Reporting procedures and expectations;
  - Key contacts and phone numbers;
  - Safety procedures;
  - Sensitive issues and concerns;
  - Written Delegation of Authority;
  - Close-out procedures;

- Forest Service,
  - FEMA.
2. Ensure that the “NRCC ESF4 – Desk Duties” (Appendix Q) are followed by ESF4 staff through the duration of the ESF4 Activation.
  3. Provide technical information and guidance to FEMA and cooperating agencies related to the availability and capabilities of resources from federal and state wildland fire agencies.
  4. Ensure the FEMA MAs have been completed with specific language describing the assignment and approved (Appendix A). MA must be signed by FEMA, and accepted by Director, Fire and Aviation Management or delegate . PSMA's may be used when appropriate (Appendix B).
  5. Prepare situation reports as required by the NRCC Director, describing the activities and status of Forest Service resources and other support agencies resources.
  6. Provide input to planning and reporting processes of the NRCC as needed.
  7. Prepare and present status reports of accomplishments at the daily NRCC meetings.
  8. Provide daily situation reports on ESF4 activities to ESF4 primary and support agencies through individuals in the following positions:
    - USFS Assistant Director for Partnerships and National Fire Plan, Fire and Aviation Management, Washington Office;
    - USFS Branch Chief of Disaster and Emergency Operations, Fire and Aviation Management, Washington Office;
    - USFS Disaster & Emergency Operations Specialist, Fire and Aviation Management, Washington Office;
    - Director, Office of Wildland Fire Coordination, DOI;
    - ESF4 Coordinator, Office of Wildland Fire Coordination, DOI;
    - Branch Chief of Emergency Response Support, USFA;
    - USF4 Coordinator, Emergency Response Support Branch, USFA;
    - USFS Regional Fire Director, disaster-affected region;
    - USFS Regional ESF4 Coordinator, disaster-affected region.

Distribution of ESF4 situation reports is limited to the above individuals.

9. Ensure that any incident- or ESF-related information sent by ESF4 staff at the NRCC to a Primary or Support agency headquarters is provided to the headquarters of each ESF4 Primary and Support agency activated for the incident. This is to ensure that all ESF4 agencies maintain a common operating picture.



10. Provide information to the USFS National Fire Desk for Incident Reports (Appendix M) and USDA Spot Reports (Appendix N). USFS National Fire Desk has electronic version of these forms.
11. Coordinate closely with other ESFs at the NRCC whose organizations are involved in common missions. As the Primary ESF, prepare an ESF Mission Assignment Sub-tasking Request (Appendix C) when sub-tasking to another agency. Ensure sub-tasking MAs are completed and approved.
12. Identify resources available to support disaster response activities.
13. Monitor expenditures to ensure the MA dollar limitation is not exceeded. If it is anticipated that the dollar limitation set forth in the MA will be exceeded, submit a request for additional funding.
14. Initiate process for tracking MAs, costs and accruals. Forward MAs and daily costs to Albuquerque Service Center Budget & Finance, Incident Finance Branch (ASC-B&F-IF); National Incident Business Coordinator; and cooperating agencies.
15. Maintain a spreadsheet that lists the MAs and fiscal codes (Appendix K). Supply this information to the National ESF4 Coordinator.
16. Maintain a ICS-214, Unit Log, as a daily shift log of events (Appendix G).
17. Maintain an Incident Narrative as a chronological log of major incident highlights.
18. Maintain files (electronic and/or hard copy) of pertinent correspondence, reports, logs, and other information.
19. Monitor through Regional ESF4 Primary Leader the anticipated length of participation in response activities. Assist in coordination of a smooth and seamless transition of response resources to another agency, organization or private sector source to manage recovery activities and long term support needs.
20. Develop After Action Reports as required by USFS and FEMA. Use a “lessons learned” approach to record, track and apply new, learned knowledge for future all-risk hazards assignments.
21. Follow the responsibilities in the Emergency Support Function 4, Firefighting Annex of the NRF.
22. Prepare a Final Package, including all ESF4 documentation (electronic and hard copy), when the ESF4 operations at the NRCC are terminated. Provide the Final Package to the National ESF4 Coordinator.
23. ESF4 Support-Structure have the following additional responsibilities:
  - Provide subject matter experts/expertise regarding structural/urban/suburban fire related activities;
  - Coordinate with Emergency Management Assistance Compact (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 International Association of Fire Chiefs (IAFC) and other appropriate organizations/associations at the national level to insure any actions by this organization are coordinated.

## **V. REGIONAL RESPONSIBILITIES AND DUTIES**

In general, a Regional Resource Coordination Center (RRCC) is activated first to coordinate Federal resource support for a regional or area. A RRCC is often operational prior to the National Resource Coordination Center (NRCC) being activated. When a Joint Field Office (JFO) is established, the RRCC role will typically dissolve and interagency resource coordination occurs at the JFO. An exception might be when there are multiple JFOs within a single FEMA region; the RRCC may, in that case, coordinate requests among those JFOs.

### **A. The primary responsibilities of the Regional/Area ESF4 Coordinator:**

1. Upon FEMA notification of potential or actual event requiring ESF4 response the Regional /Area ESF4 Coordinator will notify the following people:
  - Regional Director of Fire and Aviation Management;
  - Geographical Area Coordination Center (GACC);
  - The National ESF4 Coordinator.
2. Notify regional contacts from ESF4 Support Agencies when appropriate:
  - Department of Commerce (National Weather Service)
  - Department of Defense
  - Department of Homeland Security ( US Coast Guard and US Fire Administration)
  - Department of Interior
  - Department of State
  - Environmental Protection Agency
3. Ensure the FEMA Regional Activation Mission Assignment (MA) and any other MAs issued at the RRCC/JFO have been completed with specific language describing the assignment and approved (Appendix A). 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. If the MA is verbal follow up with a written MA as soon as possible. PSMA's may be used when appropriate (Appendix B).
4. Ensure appropriate fiscal codes are established for each MA established by following the procedures identified in Appendix F.
5. If needed, request support from U.S. Fire Administration through the National ESF4 Coordinator. Request support from other support agencies, as needed, through an ESF Mission Assignment Subtasking Request.

6. Ensure staffing of the RRCC/JFO ESF4 desk and other appropriate locations, based on the needs of the type of emergency or disaster. Specific staffing requirements for emergencies/disasters involving wildland fires can be found in Appendix P. ESF4 positions are described in Section III.A.5 of this document.
7. Issue written Delegation of Authority to the ESF4 Primary Leader ( Appendix H).
8. Monitor MAs and work with Regional IBA to ensure that dollar limitations are not exceeded.
9. In conjunction with the Regional Incident Business Management Coordinator (or designated responsible person), establish process to forward MAs to support agencies and ASC.
10. Establish procedures to ensure compliance with business management requirements.
11. Establish safety procedures to provide for health and safety needs.
12. Serve as liaison between USFS and National Response Framework partners at the Regional level.
13. Perform all duties listed in Section IV, part B until RRCC ESF4 desk is staffed.

**B. The primary responsibilities of the ESF4 Primary Leader staffing the RRCC/JFO are as follows.**

1. Receive initial briefing from the Regional/Area ESF4 Coordinator, which should include:
  - Staffing requirements;
  - Reporting procedures and expectations;
  - Key contacts and phone numbers;
  - Safety procedures;
  - Sensitive issues and concerns;
  - Written Delegation of Authority;
  - Close-out procedures for
    - Forest Service,
    - FEMA.
2. Ensure that the “RRCC/JFO ESF4 – Desk Duties” (Appendix R) are followed by ESF4 staff through the duration of the ESF4 Activation.
3. Ensure that any incident- or ESF-related information sent by ESF4 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 ESF4 Primary and Support agency activated for the incident. This is to ensure that all ESF4 agencies maintain a common operating picture.

4. Maintain contact with the Regional/Area ESF4 Coordinator regarding the capability of the USFS to accept new Mission Assignments. Requests for assistance should be processed in an integrated and coordinated manner to determine the appropriate level of commitment.

Response missions will be focused on missions we routinely perform with consistency and success. A mission analysis of every all-hazard request should be conducted before accepting the request. Accepted missions support response activities that protect human life, property, at-risk lands and resources. These are typically short term missions and involve life-saving or live-sustaining activities.

5. Coordinate with the Regional Fire and Aviation Director or delegate regarding the ordering of resources required to support each MA.
6. Ensure coordination with GACC Coordinator on Duty.
7. Ensure the FEMA MAs have been completed and approved with specific language included that describes the assignment (Appendix A). 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 (Appendix B). Once the JFO is staffed, MAs should be completed and approved at that location.
8. Ensure appropriate fiscal codes are established for each MA established by following the procedures identified in Appendix F.
9. Where the USFS has jurisdictional authority, including functional responsibilities of a significant commitment of resources, promote use of National Incident Management System (NIMS).
10. Ensure all employees involved are supported and managed by an Agency leader, Agency liaison or interagency Incident Management Team (IMT). This support includes Agency participation in mission assignment, incident action planning, and tracking of all resources ordered through ESF4 while on assignments.
11. Serve as primary contact for individuals ordered as a single resource not assigned to a USFS unit or Incident Management Team. In this case, the ESF4 Primary Leader is responsible for ensuring the safety and health needs of our employees are met. Single resources and the ESF4 Primary Leader will maintain contact to ensure all safety, health, and related issues can be resolved. A sample Resource Tracking Form can be found in Appendix I.
12. Ensure that any vaccinations, credentials and personal protective equipment required to operate safely within the assigned mission are communicated to all resources being assigned through ESF4.
13. Ensure that a clear, concise "Leader's Intent" mission briefing is communicated to committed resources to ensure safe, effective and efficient assignment management for employees on the incident(s). Place emphasis on incident-specific briefings and safety/personal protective training prior to beginning task work. Promote aggressive

- risk management during incident action planning and resource tracking activities to ensure the safety of employees involved in mission task accomplishment.
14. Monitor MAs and work with Regional IBA to ensure that dollar limitations are not exceeded. If it is anticipated that the dollar limitation set forth in the MA will be exceeded, submit a request for additional funding to FEMA using their Action Request Form (ARF).
  15. Work with the Regional IBA for tracking MA costs and adjusting the funding once the assigned mission is completed. Coordinate with FEMA MA Coordinator to ensure remaining funds are de-obligated and MA is closed.
  16. Coordinate with other ESFs whose organizations are involved in common missions. Prepare an ESF Mission Assignment Sub-tasking Request (Appendix C) when sub-tasking to another agency. Ensure sub-tasking MAs are completed and approved.
  17. Provide daily briefings of Forest Service activities to the following:
    - ESF4 desks at the NRCC and RRCC/JFO;
    - Regional/Area Director, Fire and Aviation Management;
    - Regional/Area ESF4 Coordinator;
    - GACC;
    - Support Agencies and other individuals or organizations as needed.
  18. Prepare and present situation reports as required by the RRCC/JFO Director, describing the activities and status of USFS resources and other support agencies resources.
  19. Provide input to planning and reporting processes of the RRCC/JFO, as requested.
  20. Maintain a ICS-214, Unit Log as a daily shift log of events (Appendix G).
  21. Maintain files (electronic and/or hard copy) of pertinent correspondence, reports, logs, and other information.
  22. 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.
  23. Follow the responsibilities in the Emergency Support Function 4, Firefighting Annex of the NRF.
  24. Develop After Action Reports as required by USFS and FEMA. Use a “lessons learned” approach to record, track and apply new, learned knowledge for future all-risk hazard assignments.
  25. ESF4 Support- Structure assigned to the RRCC/JFO have the following additional duties:

- Provide subject matter experts/expertise regarding structural/urban/suburban fire related activities;
- Coordinate with EMAC personnel at the RRCC, JFO, and/or State EOC (as appropriate) regarding requests for structural fire resources received by EMAC and by ESF4.
- Provide staffing support for the contact and coordination of the mobilization of structural fire resources;
- Maintain contact with EMAC personnel at the RRCC, JFO, and/or State EOC (as appropriate) to monitor (but not become involved with) their mobilization activities to;
  - Determine potential impacts to ESF4,
  - Identify en route support needs,
  - Identify on scene support needs,
  - 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 council/recommendations on needs to support communities as well as how to acquire resources and support,
  - Provide information on how the system works;
- Coordinate as needed with ESF4 Support-Structure position at the NRCC.

## **VI. RESOURCE ORDERING PROCEDURES**

- A. Resource ordering on an all-hazard incident can be complex and dynamic. Therefore, it is important for the National/Regional Director of Fire and Aviation or delegate and the National ESF4 Coordinator or Primary Leader to strategize agencies' capabilities, availability and duration issues.
- B. 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 can facilitate more efficient, effective ordering and response than might be received through the issuance of an MA. When a state requests Federal firefighting support/resources for incidents other than a wildland fire, the standard FEMA process utilizing Action Request Forms and MAs should be issued.
- C. On most incidents, there should only be one primary ordering point. On larger incidents there may be a need to have several ordering points. NIFC, in coordination with the GACC, will help facilitate ordering procedures to minimize conflicts and duplication of orders.

- D. National/Regional Aviation Officer and Aviation Safety Officer should be consulted when any aviation resources are requested.
- E. All orders 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, GACC and the National ESF4 Coordinator should be informed of the discrepancy.

## **VII. FINANCIAL/ADMINISTRATIVE REQUIREMENTS**

- A. The Forest Service will be responsible for providing their own financial services and support to their field response operations. The Albuquerque Service Center (ASC) is responsible for billing FEMA for Forest Service expenditures. Support agencies are responsible for billing FEMA for their own expenditures.
- B. Each Forest Service unit will:
  - 1. Ensure that each MA has a minimum of one “F” job code (see annual incident job code letter at:  
[http://www.fs.fed.us/fire/ibp/incident\\_payments/incident\\_payments.html](http://www.fs.fed.us/fire/ibp/incident_payments/incident_payments.html)).
  - Note: The Forest Service uses funds in the Emergency Operations Account (WFSU) to pay for these activities. Employee time will be charged to an “F” job code; no cost should be born by an employee’s regular project work account. Travel and per diem should also be charged to the “F” job code.
  - 2. Establish process for tracking MAs. Forward MAs to the ASC Branch Chief for Incident Business Practices and cooperating agencies (Appendix K).
  - 3. Establish process for tracking costs and accruals. Reference the Incident Business Practices website for information regarding accrual process.  
<http://fsweb.r3.fs.fed.us/asc/bfm/programs/financial-operations/incident-business/>
  - 4. Ensure incoming Incident Management Teams are provided with Incident Business Operating guidelines describing processes for property, procurement, payments, timekeeping and other business functions. Provide advice and counsel when standard fire and aviation business management standards may have to be adapted to the situation to ensure successful mission accomplishment.
  - 5. Ensure all resources are ordered and tracked on a resource order manually and in Resource Ordering and Status System (ROSS). Copies of resource orders or reports from ROSS may be required for payment documentation.
    - a) Process for ordering/tracking wildland fire resources during a declared emergency/disaster involving wildland fire:
      - (1) Put all MA resources on a unique resource order number and include the F-Code for each MA.

- (2) Include the appropriate MA number and F-Code within the resource order in ROSS.
  - (3) Federal agency places the order (insures use of F-Code).
  - (4) When resource is sent to an incident, keep the F-Code in the record.
  - (5) The F-Code must remain with the resource through multiple orders.
6. Coordinate with ASC as necessary for billing and reimbursement procedures, requirements and documentation. Reference the ASC website for information: <http://fsweb.r3.fs.fed.us/asc/bfm/index.php> Select “Incident Finance” from the left column; “Policies & Procedures” from the menu bar beneath the page banner.
  7. 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 Forest Service 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.
- C. Each DOI Agency will be responsible for providing their own financial services and support to their field response operations. See Appendix L for specific guidelines.
- D. USFA will be responsible for providing their own financial services and support to their field response operations. See Appendix L for specific guidelines.

**E. Process for reimbursement**

1. Forest Service (NRF Primary Agency), along with appropriate support agencies, are tasked by FEMA on a MA. Forest Service can then sub-task any other needed support agencies to accomplish the mission (e.g. DOI, USFA, Department of Commerce, etc.).
2. Forest Service WO Fire and Aviation Management Budget Analyst contacts OMB to obtain reimbursement and apportionment authority for the Forest Service.



Note: Support agencies sub-tasked by the Forest Service would also have to contact OMB for reimbursement and apportionment authority if necessary for their agency's business practices.

3. FEMA pays Forest Service upon receipt and examination of a bill.

Note: If Forest Service is sub-tasked by another agency, documentation of expenses is submitted to the primary agency for review and approval of billings package. Approved package will be returned to Forest Service for submission to FEMA.

4. Agencies sub-tasked by the Forest Service submit copies of billing documentation of expenses to the Forest Service for their records. When required by FEMA, the Forest Service will review, approve and return the documentation to the sub-tasked agency for submission to FEMA. The sub-tasked agency will submit payment packages to FEMA. FEMA will make payment directly to the sub-tasked agencies. FEMA will make payment directly to the sub-tasked agencies.

## REFERENCE LIST

- A. The National Response Framework, Department Homeland Security/FEMA
- B. Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (42 U.S.C. 5121, *et seq.*)
- C. The Economy Act, 31 U.S.C. §§ 1535-1536
- D. The Post-Katrina Emergency Management Reform Act (PKEMRA), (Title VI of Public Law 109-295, *et seq.*)
- E. Foundational Doctrine for All-Hazard Response, Forest Service
- F. National Interagency Mobilization Guide
- G. Interagency Incident Business Management Handbook
- H. National Incident Management System (NIMS), Department of Homeland Security/FEMA
- I. Useful Websites:
  - [www.fema.gov/nrf](http://www.fema.gov/nrf) (National Response Framework Resource Center)
  - [www.fema.gov/emergency/nims](http://www.fema.gov/emergency/nims) (National Incident Management System (NIMS))
  - [www.usfa.dhs.gov](http://www.usfa.dhs.gov) (U.S. Fire Administration)
  - [www.fs.fed.us/fire/ibp](http://www.fs.fed.us/fire/ibp) (U.S. Forest Service Incident Business Practices)
  - <http://fsweb.r3.fs.fed.us/asc/bfm/index.php> (U.S. Forest Service Albuquerque Service Center)
  - <http://www.nifc.gov/nicc/> (National Interagency Coordination Center)

## Appendix A: Mission Assignment

FEDERAL EMERGENCY MANAGEMENT AGENCY <b>Mission Assignment (MA)</b>		See Reverse for Paperwork Burden Disclosure Notice	<b>O.M.B. NO. 3067-0278</b> <b>Expires February 29, 2004</b>
<b>I. TRACKING INFORMATION (FEMA Use Only)</b>			
State:		Action Request #:	
<b>Program Code/Event</b> #:		Date/Time Rec'd:	
<b>II. ASSISTANCE REQUESTED</b>		<input type="checkbox"/> See Attached	
Assistance Requested:			
Quantity:	Date/Time Required:	Internal Control #:	
Delivery Location:			
Initiator/Requestor Name:	24-hour Ph/Fax #s:	Date:	
POC Name:	24-hour Ph/Fax #s:	Date:	
* State Approving Official (Required for DFA and TA):			Date:
<b>III. INITIAL FEDERAL COORDINATION (Operations Section)</b>			
Action to:	<input type="checkbox"/> ESF #: <input type="checkbox"/> Other:	Date/Time:	Priority: <input type="checkbox"/> 1 Lifesaving <input type="checkbox"/> 3 High <input type="checkbox"/> 5 Normal <input type="checkbox"/> 2 Life sustaining <input type="checkbox"/> 4 Medium
<b>IV. DESCRIPTION (Assigned Agency Action Officer)</b>		<input type="checkbox"/> See Attached	
<b>Mission Statement:</b> Your agency is responsible for submitting a Mission Assignment Monthly Progress Report to FEMA to include cost data when Mission Assignments take more than 60 days to complete, including billing. The Mission Assignment Monthly Progress Report can be accessed and submitted on-line at <a href="http://www.fema.gov/ofm/maprogress">www.fema.gov/ofm/maprogress</a> .			
Assigned Agency:		Projected Start Date:	Projected End Date:
<input type="checkbox"/> New or <input type="checkbox"/> Amendment to MA #:		Total Cost Estimate: \$	
Assigned Agency POC Name:		Phone and fax #s:	
<b>V. COORDINATION (FEMA Use Only)</b>			
Type of MA:	<input type="checkbox"/> Direct Federal Assistance State Cost Share (0%, 10%, 25%)	<input type="checkbox"/> Technical Assistance State Cost Share (0%)	<input type="checkbox"/> Federal Operations Support State Cost Share (0%)
State Cost Share Percent:      %		State Cost Share Amount: \$	
Fund Citation: <b>200</b> - - - - -		Appropriation code: 58X0104	
Mission Assignment Coordinator (Preparer):			Date:
** FEMA Project Officer/Branch Chief (Program Approval):			Date:
** Comptroller/Funds Control (Funds Review):			Date:
<b>VI. APPROVAL</b>			
* State Approving Official (required for DFA and TA):			Date:
** Federal Approving Official (required for all):			Date:
<b>VII. OBLIGATION (FEMA Use Only)</b>			
Mission Assignment #:	Amt. This Action: \$	Date/Time Obligated:	
Amendment #:	Cumulative Amt. \$	Initials:	

## **Appendix B: Pre-Scripted Mission Assignments**

### **I. PURPOSE**

The Federal Emergency Management Agency (FEMA) is responsible for coordinating Federal response to emergencies and disasters under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, (Stafford Act), 42 U.S.C. 5121-5206, and Executive Order 12148. One method for managing disasters is through the issuance of mission assignments to other Federal agencies under the provisions established in the Stafford Act and its implementing regulations, and the National Response Framework (NRF).

A mission assignment (MA) results from a State request for Federal assistance for unmet emergency needs, or from an internal Federal request to support overall Federal response operations. FEMA uses MAs to direct Federal agencies to perform certain tasks in anticipation of or in response to Presidentially-declared disasters and emergencies. A MA is a response-oriented instrument that identifies a specific task to be performed by the assigned Federal agency. The Standard Operating Procedures (SOP) for National and Regional Activations – Emergency Support Function #4 Firefighting explains the procedures for processing MAs. It is also important to review the NRF when dealing with MAs.

This document is intended to provide guidance and tools to expedite some MAs issued by FEMA to the U. S. Forest Service (USFS) and its support agencies.

### **II. BACKGROUND**

Working with other Federal agencies, including FEMA, the ESF4 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. FEMA and the USFS 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 are neither mandatory nor prearranged, however, when needed, timely issuance can contribute heavily to the success of the mission. These PSMAs are merely templates; minor modifications to the statements of work may be necessary. It is anticipated that future use of the PSMAs will reveal the need for additional improvements and revisions. These modifications will be made as necessary.

### **III. USE OF PRE-SCRIPTED MISSION ASSIGNMENTS (PSMAs)**

Most of the PSMAs and supporting notes contained in this document may meet the needs for an all-risk hazard mission. However, some PSMAs may require changes to meet the unique needs of a specific disaster or emergency. These PSMAs were based on the assumptions that a disaster has occurred and requires the ESF4 in the activation of the National Response Coordination Center (NRCC), Regional Response Coordination Center (RRCC), Emergency Response Team - Advance Element (ERT-A), National Emergency Response Team (ERT-N), and subsequent Joint Field Office (JFO).

#### IV. PRE-SCRIPTED MISSION ASSIGNMENTS

When evaluating a proposed mission assignment, use an integrated and coordinated process with ESF4 support agencies to determine whether ESF4 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 mission assignment 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 ESF4 agencies lead and support agencies are prepared and organized to support.
  - **Recovery** missions/tasks (long term actions to restore a community) are a lower priority for ESF4 agencies, as recovery missions often fall outside of the specific agency mission and may inhibit the agency(s) from effectively performing their legislatively-mandated mission..
- Identify specific ways or methods to accomplish the mission (task) **safely**.
- Identify the quantity or size of the mission to manage (size).
- Identify the duration of the mission; how long to plan for (time).
- Identify personal protective equipment or measures needed to accomplish the mission safely (safety).
- Identify the point of contact (contact).
- Identify where the resources are to report, and to whom they will be reporting and accountable to (person/place).
- Identify the use of partners – **always include this statement:** *Utilize USFS and Department of Interior (DOI) resources as appropriate*, This will enhance the efficient and effective use of resources, increase interoperability, and facilitate reimbursement of all agencies (partners).
- Identify the anticipated cost to perform the mission for the identified duration (cost).

##### **General Example –**

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

Under each MA, the USFS may provide additional explanation for the mission assignment language and background for the funding estimates. 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.

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 ESF4 for resource

and other support whenever possible. If necessary, ESF4 can provide expertise and/or advisory resources to assist in training other personnel to provide the required support.

### **Specific Examples**

The following PSMA's 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 ESF4 Coordinator or the National ESF4 Coordinator.

PSMA's included in FEMA's PSMA Catalog:

- ESF4 activation at NRCC – Pre-Declaration
- ESF4 activation at NRCC – Post-Declaration
- ESF4 activation at RRCC – Pre-Declaration
- ESF4 activation at RRCC – Post-Declaration
- Provide mobilization center support in support of FEMA
- Provide emergency road clearing in support of ESF3
- Provide cache support in support of ESF6
- Provide wildfire assistance and suppression planning
- Provide Radio Starter System in support of ESF2

PSMA's for ESF4 use only, not provided to FEMA:

- Establish base camp in support of ESF8
- Provide firefighting resources to Federal, state and local agencies in support of firefighting operations

**NOTE:** Be sure to use current costs from the Incident Business Practices webpage:

[http://www.fs.fed.us/fire/ibp/cost\\_accounting/cost\\_accounting.html](http://www.fs.fed.us/fire/ibp/cost_accounting/cost_accounting.html).

## Emergency Support Function #4: Firefighting

### U.S. Forest Service, Lead Agency

#### Assistance Requested:

Activate United States Forest Service (USFS) and Department of Interior (DOI) to the FEMA National Response Coordination Center (NRCC) to perform duties of Emergency Support Function (ESF) #4 in support of disaster operations in response to <incident/state>.

#### Description:

**Pre-Declaration** activation for appropriate USFS personnel and, as appropriate, DOI personnel, to perform the functions of ESF #4 in the NRCC supporting National level coordination efforts and Regional response activities as directed by FEMA beginning <insert date>. This activation may include overtime and administrative costs.

Equipment purchases are not authorized under this Mission Assignment.

Mission Assignment Task Orders will be issued to direct specific activities within the scope of this mission assignment, to include personnel, resource movement, duty locations and dates.

Agency point of contact: \_\_\_\_\_ phone \_\_\_\_\_.

Cost Estimate: \$ 38K

Based on: 6 staff for 7 days.

Standard incident rates are available to calculate cost estimates once an appropriate response, based upon the mission tasking, has been determined. :

#### *ESF4 personnel (NRCC):*

Estimated Cost – 6 people for 7 days:	\$31,920
Mobilization cost:	\$ 6,000

Estimated Cost – 6 people for 14 days:	\$63,840
Mobilization cost:	\$ 6,000

**NOTE:** Be sure to use current costs from the Incident Business Practices webpage:  
[http://www.fs.fed.us/fire/ibp/cost\\_accounting/cost\\_accounting.html](http://www.fs.fed.us/fire/ibp/cost_accounting/cost_accounting.html).

## Emergency Support Function #4: Firefighting

### U.S. Forest Service, Lead Agency

#### Requested Assistance:

Activate United States Forest Service (USFS) and Department of Interior (DOI) to the FEMA National Response Coordination Center (NRCC) to perform duties of Emergency Support Function (ESF) #4 in support of disaster operations in response to <incident/ DR# and state>.

#### Description:

**Post-Declaration** activation for appropriate USFS personnel and, as appropriate, DOI personnel, to perform the functions of ESF #4 in the NRCC supporting National level coordination efforts and Regional response activities as directed by FEMA beginning <insert date>. This activation may include overtime and administrative costs

Equipment purchases are not authorized under this Mission Assignment.

Mission Assignment Task Orders will be issued to direct specific activities within the scope of this mission assignment, to include personnel, resource movement, duty locations and dates.

This activation and costs associated to support it will remain current until your agency is stood down and deactivated from the NRCC.

Agency point of contact: \_\_\_\_\_, phone \_\_\_\_\_.

Cost Estimate: \$ 70K

Based on: 6 staff for 14 days

Standard incident rates are available to calculate cost estimates once an appropriate response, based upon the mission tasking, has been determined.

#### ESF4 personnel

Estimated Cost – 6 people for 7 days:	\$31,920
Mobilization cost:	\$ 6,000

Estimated Cost – 6 people for 14 days:	\$63,840
Mobilization cost:	\$ 6,000

**NOTE:** Be sure to use current costs from the Incident Business Practices webpage:  
[http://www.fs.fed.us/fire/ibp/cost\\_accounting/cost\\_accounting.html](http://www.fs.fed.us/fire/ibp/cost_accounting/cost_accounting.html).



## Emergency Support Function #4: Firefighting

### U.S. Forest Service, Lead Agency

#### Requested Assistance:

Activate United States Forest Service (USFS) and Department of Interior (DOI) to the FEMA Region \_\_\_\_\_ Regional Response Coordination Center (RRCC) to perform duties of Emergency Support Function (ESF) #4 in support of disaster operations in response to <incident/state>.

#### Description:

**Pre-Declaration** activation for appropriate USFS personnel and, as appropriate, DOI personnel, to perform the functions of ESF #4 in the RRCC, or other teams and locations as directed by FEMA to include but not limited to: Emergency Response Team-Advanced (ERT-A), Preliminary Damage Assessment (PDA) team, Rapid Needs Assessment (RNA) Team, beginning <insert date>. This activation may include overtime and administrative costs. Pre-dec MAs that exceed 7-10 days will require FEMA approval.

Equipment purchases are not authorized under this Mission Assignment.

Mission Assignment Task Orders will be issued to direct specific activities within the scope of this mission assignment, to include personnel, resource movement, duty locations and dates.

Agency point of contact: \_\_\_\_\_, phone \_\_\_\_\_.

Cost Estimate: \$ 38K

Based on: 6 staff for 7 days.

Standard incident rates are available to calculate cost estimates once an appropriate response, based upon the mission tasking, has been determined.

*ESF 4 personnel (RRCC/JFO/ERT-A):*

Estimated Cost – 6 people for 7 days:	\$31,920
---------------------------------------	----------

Mobilization cost:	\$ 6,000
--------------------	----------

Estimated Cost – 6 people for 14 days:	\$63,840
--	----------

Mobilization cost:	\$ 6,000
--------------------	----------

**NOTE:** Be sure to use current costs from the Incident Business Practices webpage:

[http://www.fs.fed.us/fire/ibp/cost\\_accounting/cost\\_accounting.html](http://www.fs.fed.us/fire/ibp/cost_accounting/cost_accounting.html).

## Emergency Support Function #4: Firefighting

### U.S. Forest Service, Lead Agency

#### Requested Assistance:

Activate United States Forest Service (USFS) and Department of Interior (DOI) to the FEMA Region \_\_\_\_\_ Regional Response Coordination Center (RRCC) to perform duties of Emergency Support Function (ESF) #2 in support of disaster operations in response to <incident/ DR# and state>.

#### Description:

**Post-Declaration** activation for appropriate USFS personnel and, as appropriate, DOI personnel, to perform the functions of ESF #4 in the RRCC, Emergency Response Team-Advanced (ERT-A), Preliminary Damage Assessment (PDA) team, Rapid Needs Assessment (RNA) team, or other teams and locations, as directed by FEMA; beginning <insert date>. This activation may include overtime and administrative costs.

Equipment purchases are not authorized under this Mission Assignment.

Mission Assignment Task Orders will be issued to direct specific activities within the scope of this mission assignment, to include personnel, resource movement, duty locations and dates.

Agency point of contact: \_\_\_\_\_, phone \_\_\_\_\_.

Cost Estimate: \$ 70K \_\_\_\_\_

Based on: 6 staff for 14 days

Standard incident rates are available to calculate cost estimates once an appropriate response, based upon the mission tasking, has been determined.

#### ESF4 personnel

Estimated Cost – 6 people for 7 days:	\$31,920
---------------------------------------	----------

Mobilization cost:	\$ 6,000
--------------------	----------

Estimated Cost – 6 people for 14 days:	\$63,840
--	----------

Mobilization cost:	\$ 6,000
--------------------	----------

**NOTE:** Be sure to use current costs from the Incident Business Practices webpage:

[http://www.fs.fed.us/fire/ibp/cost\\_accounting/cost\\_accounting.html](http://www.fs.fed.us/fire/ibp/cost_accounting/cost_accounting.html).

## Emergency Support Function #4: Firefighting

### U.S. Forest Service, Lead Agency

#### Assistance Requested:

Activate United States Forest Service (USFS) and Department of Interior (DOI) to provide Mobilization Center Support, as directed by FEMA in support of disaster response operations in the area affected by \_\_\_\_\_.

#### Description:

Provide USFS support members to a Mobilization Center located at XXXX to facilitate set-up, receiving, staging and distribution of an estimated XXXX truck/trailer combinations. If necessary, provide for housing, feeding, showering, fueling, laundry, incidental medical, and security needs for personnel assigned to support the Mobilization Center during the response phase of disaster operations.<sup>1</sup> The expected duration of this assignment is XXXX (days). The FEMA contact will be XXXX (name), XXXX (phone number). Utilize USFS and Department of Interior (DOI) resources as appropriate.

Estimated Cost: Standard incident rates are available to calculate cost estimates once an appropriate response, based upon the mission tasking, has been determined. For example:

#### **Type 1 IMT:**

Daily cost:	\$ 65,000/day
Mobilization cost:	\$100,000
Lodging:	(see Note, below)
PerDiem cost (if no caterer):	\$ 2,500/day

#### **Type 2 IMT:**

Daily cost:	\$ 60,000/day
Mobilization cost:	\$ 90,000
Lodging:	(see Note, below)
PerDiem cost (if no caterer):	\$ 1,750/day

#### **Type 1 or Type 2 “short team” or Type 3 IMT:**

Daily cost:	\$ 30,000/day
Mobilization cost:	\$ 40,000
Lodging:	(see Note, below)
PerDiem cost (if no caterer):	\$ 1,000/day

NOTE 1: If no lodging is provided, add either lodging costs for personnel assigned to support the Mobilization Center (\$60/day/person) or add PSOW language and associated costs for a base camp for the personnel assigned to support the Mobilization Center.

**NOTE:** Be sure to use current costs from the Incident Business Practices webpage:  
[http://www.fs.fed.us/fire/ibp/cost\\_accounting/cost\\_accounting.html](http://www.fs.fed.us/fire/ibp/cost_accounting/cost_accounting.html).

## Emergency Support Function #4: Firefighting

### U.S. Forest Service, Lead Agency

#### Assistance Requested:

Activate United States Forest Service (USFS) and Department of Interior (DOI) to provide Emergency Road Clearing (Chainsaw Crew) in support of ESF3 during disaster response operations in the area affected by \_\_\_\_\_.

#### Description:

Provide resources (personnel and equipment) necessary to clear fallen trees, brush and debris from XXXX miles of State, County and City roads to facilitate emergency access in disaster area. The expected duration of this assignment is XXXX (days). The FEMA contact will be XXXX (name) XXXX (phone number). Utilize USFS and Department of Interior (DOI) resources as appropriate.

Estimated Cost: Standard incident rates are available to calculate cost estimates once an appropriate response, based upon the mission tasking, has been determined. For example:

#### **Type 2 crew (20 people) + overhead (1 manager):**

Daily cost:	\$ 7,665/day
Support/supply costs:	\$ 3,801
Mobilization cost:	\$21,000
Lodging/PerDiem (if no base camp):	\$ 2,310/day

**NOTE:** Be sure to use current costs from the Incident Business Practices webpage:  
[http://www.fs.fed.us/fire/ibp/cost\\_accounting/cost\\_accounting.html](http://www.fs.fed.us/fire/ibp/cost_accounting/cost_accounting.html).

## Emergency Support Function #4: Firefighting

### U.S. Forest Service, Lead Agency

#### Assistance Requested:

Activate United States Forest Service (USFS) and Department of Interior (DOI) to provide Cache Support in support of ESF6 during disaster response operations in the area affected by \_\_\_\_\_.

#### Description:

Provide available resources (cots, blankets, sleeping bags, etc.) for shelters. The FEMA contact will be XXXX (name) XXXX (phone number). Utilize USFS and Department of Interior (DOI) resources as appropriate.

**Estimated Cost:** Standard incident rates are available to calculate cost estimates once an appropriate response, based upon the mission tasking, has been determined. With the use of a cache, the entire replacement cost of whatever is ordered shows up on the job code until the cache van returns. Then the cache bills out for non returned items, refurbishment, consumables, etc. Same goes for communication equipment, the end result cost could be as little as transportation and refurbishment - or it could be as much as full replacement if the stuff gets lost or damaged. When items from the cache are requested, these items will be packaged, shipped, tracked, and delivered to the designated location from the appropriate cache location (geographic area coordination center). Transportation/shipping costs depend on size/weight/quantity of item(s), mode of transportation, and distance.

As an estimate, use \$30 per day per person being supported with the cache plus transportation/shipping costs.

**NOTE:** Most items from the cache used for this purpose are available from GSA, which is the preferred source for these items.

**NOTE:** Be sure to use current costs from the Incident Business Practices webpage:  
[http://www.fs.fed.us/fire/ibp/cost\\_accounting/cost\\_accounting.html](http://www.fs.fed.us/fire/ibp/cost_accounting/cost_accounting.html).

## Emergency Support Function #4: Firefighting

### U.S. Forest Service, Lead Agency

#### Assistance Requested:

Activate United States Forest Service (USFS) and Department of Interior (DOI) to provide Wildfire Assistance and Suppression Planning as directed by FEMA in support of disaster response operations in the area affected by \_\_\_\_\_.

#### Description:

Provide XXXX personnel to complete wildfire assistance and/or suppression implementation planning for XXXX (location). Specific assistance requested is XXXX. The FEMA contact will be XXXX (name) XXXX (phone number). Utilize USFS and Department of Interior (DOI) resources as appropriate. Expected length of assignment will be XXXX.

Estimated Cost: Standard incident rates are available to calculate cost estimates once an appropriate response, based upon the mission tasking, has been determined. For example:

#### **Wildfire planning personnel:**

Daily cost (per person):	\$ 501/day
Support/supply costs:	\$ 181/person
Mobilization cost:	\$1,000/person

**NOTE:** Be sure to use current costs from the Incident Business Practices webpage:  
[http://www.fs.fed.us/fire/ibp/cost\\_accounting/cost\\_accounting.html](http://www.fs.fed.us/fire/ibp/cost_accounting/cost_accounting.html).

## Emergency Support Function #4: Firefighting

### U.S. Forest Service, Lead Agency

#### Assistance Requested:

Activate United States Forest Service (USFS) and Department of Interior (DOI) to provide ESF2 Radio Starter System in support of disaster response operations in the area affected by \_\_\_\_\_.

#### Description:

The National Interagency Incident Communications Division at the National Interagency Fire Center (NIFC) will provide telecommunications equipment and personnel to support FEMA incidents. 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. NIFC will provide 2-15 qualified communications technician(s), as available, to install, maintain and train users.

ESF 2/GSA will provide logistical support (housing, transportation) for the personnel and equipment while mobilized. Reporting location: XXXXX. POC at NIFC is the National Interagency Incident Communications Division. Utilize USFS and Department of Interior (DOI) resources as appropriate.

Estimated Cost: Standard incident rates are available to calculate cost estimates once an appropriate response, based upon the mission tasking, has been determined. With the use of a cache, the entire replacement cost of whatever is ordered shows up on the job code until the cache van returns. Then the cache bills out for non returned items, refurbishment, consumables, etc. Same goes for communication equipment, the end result cost could be as little as transportation and refurbishment - or it could be as much as full replacement if the equipment gets lost or damaged.

Estimated costs for 21 days = \$20,000 which includes salary, transportation, lodging and per diem for two technicians; and equipment transportation, use, and refurbishment.

**NOTE:** Be sure to use current costs from the Incident Business Practices webpage:  
[http://www.fs.fed.us/fire/ibp/cost\\_accounting/cost\\_accounting.html](http://www.fs.fed.us/fire/ibp/cost_accounting/cost_accounting.html).

## Emergency Support Function #4: Firefighting

### U.S. Forest Service, Lead Agency

#### Assistance Requested:

Activate United States Forest Service (USFS) and Department of Interior (DOI) to establish Base Camps<sup>1</sup> in support of ESF8 during disaster response operations in the area affected by \_\_\_\_\_.

#### Description:

Establish a base camp with a capacity for XXXX emergency responders at XXXX. Provide assistance, as needed, for accountability of commodities. Provide for housing, feeding<sup>2</sup>, showering, fueling, laundry, incidental medical<sup>3</sup>, and security needs for responders. The camp manager will report to XXXX. The expected duration of this assignment is XXXX (days). The FEMA contact will be XXXX (name), XXXX (phone number). Utilize USFS and Department of Interior (DOI) resources as appropriate.

Estimated Cost: Standard incident rates are available to calculate cost estimates once an appropriate response, based upon the mission tasking, has been determined. For example:

#### **Type 1 IMT**

Full-service base camp (including caterer):	\$160,000/day
Partial-service base camp (no caterer):	\$110,000/day
Mobilization cost for Type 1 IMT:	\$ 50,000
PerDiem cost (if no caterer):	\$ 2,500/day

#### **Type 2 IMT**

Full-service base camp (including caterer):	\$150,000/day
Partial-service base camp (no caterer):	\$100,000/day
Mobilization cost for Type 2 IMT:	\$ 35,000
PerDiem cost (if no caterer):	\$ 1,750/day

#### **Type 1 or Type 2 “short team” or Type 3 IMT**

Partial-service base camp (no caterer):	\$70,000/day
Mobilization cost for short team:	\$20,000
PerDiem cost (if no caterer):	\$ 1,000/day

Note 1: Due to the potential of wildland fire agency personnel and other resources being committed and/or unavailable, FEMA should utilize sources other than ESF4 for the establishment and management of base camps. If necessary, ESF4 can provide expertise and/or advisory resources to assist in the establishment of a base camp, and can assist in training other personnel in managing a base camp.

Note 2: The U.S. Forest Service contract for caterers is for high-calorie meals for consumption by active firefighters on a fire line. This type of meal is very expensive and may not be appropriate for responders to other types of disasters. It is recommended that other means of procuring a caterer be used whenever possible.

Note 3: Consider coordinating with ESF8 to provide onsite responder medical support at base camps.

**NOTE:** Be sure to use current costs from the Incident Business Practices webpage:  
[http://www.fs.fed.us/fire/ibp/cost\\_accounting/cost\\_accounting.html](http://www.fs.fed.us/fire/ibp/cost_accounting/cost_accounting.html).



## Emergency Support Function #4: Firefighting

### U.S. Forest Service, Lead Agency

#### Assistance Requested:

Activate United States Forest Service (USFS) and Department of Interior (DOI) to provide firefighting resources, to include wildland, structural, and wildland/urban interface firefighting resources, to federal, state and local agencies in support of firefighting operations in the area affected by \_\_\_\_\_.

#### Description:

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:

- 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. support to other firefighting operations (water source development, chainsaw work, etc.).

#### Specific needs include

XXX Type III, IV, V, VI, or VII wildland engines

XXX Type I or II structural engines

XXX Type X Water Tenders

XXX Type X Dozers

XXX Type X helicopters

XXX Type X air tankers

XXX Type X crews

XXX Misc. Overhead to include ROSS-trained dispatchers, aircraft management personnel, IR mapping and GIS specialists, etc.

All resources must meet NWCG Standards or equivalent, which include certification, training and personal protective equipment.

Utilize USFS and Department of Interior (DOI) resources and other federal agencies as appropriate. Utilization of USFS, DOI, and other federal agency resources does not preclude use of international assets as they are being ordered under this FEMA Mission Assignment.

Estimated Cost: Standard incident rates are available to calculate cost estimates once an appropriate response, based upon the mission tasking, has been determined. For example:

#### Daily costs

20 Strike Teams of Type III engines –  $20 \times 5 \times \$998/\text{day} = \$99,800$

15 Strike Teams of Type II engines –  $15 \times 5 \times \$1,838/\text{day} = \$137,850$

10 Strike Teams of Type I engines –  $10 \times 5 \times \$1,890/\text{day} = \$94,500$

10 Strike Teams of Type II water tenders –  $10 \times 5 \times \$441/\text{day} = \$22,050$

5 Type 2 Crews –  $5 \times \$6,563/\text{day} = \$32,815$

150 misc. Overhead personnel –  $150 \times \$518 = \$77,700$

Lodging/PerDiem per person (if no base camp) –  $1075 \text{ persons} \times \$110/\text{day} = \$118,250/\text{day}$

Total resource cost per day:  $\$582,965$

#### One-time costs

Mobilization cost –  $1075 \text{ persons} \times \$1,000/\text{person} = \$1,075,000$

Cache supply costs –  $1075 \text{ persons} \times \$50/\text{person} = \$53,750$



Support costs –  $1075 \text{ persons} \times \$131/\text{person} = \$140,825$

Estimated costs for 14 days = \$9,431,085 which **does not** include transportation, use, and refurbishment of equipment.

**NOTE:** Be sure to use current costs from the Incident Business Practices webpage:

[http://www.fs.fed.us/fire/ibp/cost\\_accounting/cost\\_accounting.html](http://www.fs.fed.us/fire/ibp/cost_accounting/cost_accounting.html).

## Appendix C: Example Sub-tasking Request for USFA Support to ESF4

	<b>US Forest Service</b> <b>Fire and Aviation Management</b> Emergency Support Function 4, Firefighting	
<b>Subtasking Request</b>		
<hr/>		
Date of Request: <input style="width: 150px;" type="text"/> Incident Name: <input style="width: 150px;" type="text"/>		
Mission Assignment Number: <input style="width: 150px;" type="text"/>		
ESF Primary Agency: <input style="width: 100px;" type="text" value="U.S. Forest Service"/> Subtasking Agency: <input style="width: 100px;" type="text" value="U.S. Fire Administration"/>		
Number of Staff Requested: <input style="width: 50px;" type="text"/>		
Qualifications: <input style="width: 50px;" type="text" value="ESFS"/>		
Requested Reporting Date: <input style="width: 100px;" type="text"/>		
<b>Mission:</b>		
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:		
<div style="display: flex; justify-content: space-between;"><div style="width: 45%;"><b>Reporting Location:</b> <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div><div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div><div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div></div><div style="width: 45%;"><b>Reporting Contact:</b> Name: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div> Phone: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div></div></div>		
<b>Anticipated Duration of Assignment:</b> <div style="border: 1px solid black; width: 150px; height: 20px; margin: 10px auto;"></div>		
Statutory Authority: Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, as amended, 42 U.S.C 5121-5201.		
<b>Authorizing Officials:</b>		
<i>The work described in the above tasking statement will be completed in support of the National Response Framework.</i>		
<hr/>		
Authorizing Official, Subtasking Agency	Date	Phone #
<hr/>		
Authorizing Official, ESF Primary Agency	Date	Phone #
<hr/>		
Following signatures, please provide information copy to FEMA Mission Assignment Coordinator.		

## Appendix D: Action Request Form

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY ACTION REQUEST FORM (ARF)		See Reverse for Paperwork Disclosure Notice	O.M.B No. 1660-0047 Expires January 31, 2011
<b>I. REQUESTING ASSISTANCE (To be completed by Requestor)</b>			
1. Requestor's Name (Please print)		2. Title	3. Phone No.
4. Requestor's Organization		5. Fax No.	6. E-Mail Address
<b>II. REQUESTING ASSISTANCE (To be completed by Requestor)</b>			
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
<b>III. SOURCING THE REQUEST - REVIEW/COORDINATION (Operations Section Only)</b>			
1. <input type="checkbox"/> OPS Review by: _____ <input type="checkbox"/> LOG Review by: _____ <input type="checkbox"/> Other Coordination: _____ <input type="checkbox"/> Other Coordination: _____ <input type="checkbox"/> Other Coordination: _____		2. Source: <input type="checkbox"/> Donations <input type="checkbox"/> Other (Explain) _____ <input type="checkbox"/> Requisitions <input type="checkbox"/> Procurement <input type="checkbox"/> Interagency Agreement <input type="checkbox"/> Mission Assignment	3. Assigned to:  ESF/OFA: _____ Other: _____ Date/Time: _____
4. Immediate Action Required <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>IV. STATEMENT OF WORK (Operations Section Only)</b>			
1. OFA Action Officer		2. 24 Hour Phone No.	3. Fax No.
4. FEMA Project Manager		5. 24 Hour Phone No.	6. Fax No.
7. Statement of Work			<input type="checkbox"/> See Attached
8. Estimated Completion Date		9. Estimated Cost	
<b>V. ACTION TAKEN (Operations Section Only)</b>			
<input type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Requestor Notified			
Reason / Disposition			
<b>TRACKING INFORMATION (FEMA Use Only)</b>			
ECAPS/NEMIS Task ID:		Action Request No.	Program Code/Event No.
Received by (Name and Organization)		State	Date/Time Received
			<input type="checkbox"/> Originated as verbal

## Appendix E: ESF4 Situation Report Template

---



### **Emergency Support Function # 4 (ESF4) Situation Report**

**Date:**

**Time:**



**Incident Name:**

**Background (from FEMA SitRep):**



**ESF4 Issues/Status (from FEMA SitRep):**



**Firefighting Resources Committed (from FEMA SitRep):**



**Other ESF4-Relevant Information/Issues:**



**Contact:**

XXXXXXXX XXXXXXXXX

ESF4 Primary Leader, NRCC ESF4 Desk, 202-646-2458



## **Appendix F: Annual Job Codes Instruction**

### **Forest Service FY 2009 Guidance for Use of Incident Job Codes**

#### **Attachment A**

**8/24/08**

The following direction and procedures will be used to establish and charge to wildland fire, severity and support job codes in FY 2009:

Incident job codes will have the region/unit override of the incident host unit. Incidents that qualify for a unique incident job code are as follows and will be established in the FireCode system:

- Wildfire incidents 300 acres or more
- Type 1 or Type 2 IMT is ordered
- Type 3 organization is used
- Wildland Fire Use incidents in Stage 3
- Fire Use Management Team is ordered

In 2009 large fire expenditures will be monitored separately from initial response. Criteria for identifying large fires and coding guidance will be issued under a separate memo by the Deputy Chief, State and Private Forestry.

P and G codes will be established only for direct suppression expenditures through the FireCode system. Codes established for support (with the exception of land based units) will continue to use WFSU## structure (where ## is Region number). (Examples: ASC, NIFC, RO, WO).

Base salary will be charged to wildland fire suppression (WFSU) when fire-funded employees are assigned to fire incidents.

Each land based unit will have one code for ABCD fires. These codes will be pre-established (see spreadsheet at [http://www.fs.fed.us/fire/ibp/incident\\_payments/incident\\_payments.html](http://www.fs.fed.us/fire/ibp/incident_payments/incident_payments.html)) and will be used with the region/unit override. The ABCD code format will be P#XXXX (where # is the region number and XXXX is created by the FireCode system). The ABCD codes will be used for the following:

- Initial attack
- False alarms (including FS response to DOI false alarms)
- Extended attack if under 300 acres (except as noted above).

Each land based unit will have one code for fire support. These codes will be used for salary and other project support charges by dispatch centers, local caches, and unit employees providing general fire support that have traditionally been charged to ABCD Misc. Support codes will be used when an employee is working on multiple fires with different P codes and time cannot reasonably be separated out. If personnel are working on actual support to ongoing ABCD fires, they should charge to the ABCD code. These codes will be pre-established and will use the region/unit override in the following format: P#XXXX (where # is the region number and XXXX is created by the FireCode system).

P-codes generated from the National Interagency Coordination Center (NICC) will use "W" as the second digit in the code.

The following non-land based units will have a support code for all salary charges: The ASC, National Caches, GACCs, NICC, NIFC, ROs and the WO. When converting from WFPR work

to WFSU fire support, salary charges will be made to this support code. Employees at these units will charge to a P, G or F-Code when they are specifically assigned to an incident or supporting only one incident and can identify time in minimum four hours blocks. WFSU fire support codes will be pre-established and will use the region/unit override in the following format: WFSU## (refer to accompanying spreadsheet).

Each Region will have one P code for staging and/or transporting unassigned resources. The code of the requesting Region will be used on resource orders. Use of this code will be short term in nature and be limited to times when resources are being ordered for active fire incidents, but the location of the resource assignment is not known. These codes will be pre-established and will use the region/unit override in the following format: P#XXXX, where the XXXX is created by the FireCode system.

Units are asked to limit the number of additional codes created in the FireCode system. While it is understood there are situations where the established codes are not adequate for specific needs, units should adequately describe the purpose of the code in the FireCode name field.

The following information is provided to update the appropriate use of incident and severity codes for the FY 2008 season.

**G-codes:** Use G-codes for unplanned, lightning-caused fires that are managed for resource benefits. Establish a unique code when in Stage 3, or when a Fire Use Management Team is ordered. Switch to a P-code in the event of an escape. Forests that are authorized as policy prototype areas by the Deputy Chief, State and Private Forestry will use a P code for all wildland fire use events. G-codes will be used for DOI Fire Use incidents as well (see below), except for interagency policy prototype areas as noted above. Only one G-code per Region will be established for all WFSU fires in Stage 1 and 2. G-codes are created using the FireCode system.

**P-codes:** Suppression costs for all size class A, B, C, and D fires for each forest will be collected under one P-code per Forest, except as noted below. Format is P#XXXX (where # is region and XXXX is created by the FireCode system), region/unit override will be used. Established codes will be posted to the Forest Service Incident Business website:

[http://www.fs.fed.us/fire/ibp/incident\\_payments/incident\\_payments.html](http://www.fs.fed.us/fire/ibp/incident_payments/incident_payments.html).

Do not issue a unique P-code for fires under 300 acres unless you are certain it meets at least one of the following criteria:

- Human caused
- Trespass
- Expected reimbursement
- Cost share
- Type 1, 2, or 3 Incident Management Team assigned

All fires that are size class E, F, or G will be issued a unique P-code with the region/unit override.

P& G codes for

DOI Fires: All Department of Interior (DOI) fire codes will be issued by dispatch personnel or a DOI representative through the FireCode system. Fire codes will pass to the FS Financial system ***only if the fire code is flagged in the FireCode system with a value of “Y” for FS Assist.*** FS Assist should not be checked unless there is certainty that there will be Forest Service resources responding. These codes allow FS resources to charge to a FireCode in support of DOI fires and will be assigned the appropriate letter (D=BLM, A=BIA, P=NPS, R=FWS) after the P or G. An override of 1502 will be used for all DOI fires.

H-codes: Use H-codes for approved BAER projects. One H-code will be established for each Region to track assessment expenditures for BAER teams. The H-codes will be established in the format: H#BAER (where # is the Region number). A Regional override will be used.

These unique codes will enhance the ability of each Region to monitor annual assessment costs and simplify the process of establishing codes in time-critical situations. It also provides for the transaction code (in accordance with Public Law 106-558) to be used for overtime rate equal to one and one-half times the hourly rate, which is appropriate for individuals involved in the preparation of a BAER plan. The overtime provisions apply only until the initial BAER plan is submitted for approval. (See FSM 2523.)

Each unit is responsible for contacting the ASC Incident Finance at [asc\\_ipc@fs.fed.us](mailto:asc_ipc@fs.fed.us) to request H-codes for BAER plan implementation, once the plan is approved. The H-code should mirror the P-code, including the region/unit override. If the P-code was a non FS jurisdictional incident and reflected a region/unit override of 1502, the H-code will reflect the region/unit override of the requesting unit.

AD Support: A WFSUAD code for AD (Casual) training and Work Capacity Test will be issued for each Region. These codes are to be used for allowable expenditures for suppression funds. A Regional override will be used.

S-codes: Each Forest will have two S-codes for severity. One code for Washington Office approved severity and a second code for Regional Office approved severity. National severity codes will be established in the format: S#9999 and the Regional codes in the format: S#1111. Region/Unit overrides will be used. Please note that OMB is closely monitoring FS use of severity and funding levels are being controlled through the apportionment process. Regions should insure that severity funds have been approved prior to charging to severity job codes.

## S-codes for

DOI Severity: Assistance to Department of the Interior severity authorizations will be tracked separately. S-codes will be established to be used by individuals assisting a DOI Bureau under a severity request. Use the following S-codes on all related timesheets and travel vouchers. Do not use the individual severity codes established by DOI in the FireCode system as they will not be compatible with our systems.

Job Code	Override	Agency
S70001	1502	Bureau of Indian Affairs (BIA) – Severity assistance.
S70002	1502	Bureau of Land Management (BLM) – Severity assistance.
S70003	1502	Fish and Wildlife Service (FWS) – Severity assistance.
S70004	1502	National Park Service (NPS) – Severity assistance.

## FS Support of Non-Federal

Fires: States will not be utilizing the FireCode system to establish codes for non-federal fires. When federal resources respond and provide support to non-federal fires, the FS or DOI will create a fire code. The agency that receives the request initially, and fills an order, is responsible for generating the fire code. These codes will be established with PN as the first two characters and the remaining four characters/digits will be generated by the FireCode system. These codes will have an override of 1502.

## Non-Wildland Federal Fire Departments/

Agencies: Non-wildland Federal fire departments and agencies, including but not limited to DOD and Tennessee Valley Authority, will not be utilizing the FireCode system to establish codes for their federal fires. When federal resources respond and provide support to Federal non-wildland fire departments or agencies, the FS or DOI will retrieve a fire code. The agency that receives the request initially, and fills an order, is responsible for generating the fire code. These codes will be established with PF as the first two characters and the remaining four characters/digits will be generated by the FireCode system. Use override 1502.

F-codes: A unique F-code will be established in the event of a FEMA incident for an emergency declared by the President. The Region in which the incident occurs will request an F-code by contacting ASC Incident Finance in the following order:

- Incident Finance Landline 505-563-7635 (7am-5pm, M-F)
- Starla Grill 505-331-0348
- Marylea Lockard 505-331-1742
- Incident Finance Cell Phone 505-366-8191



- Jeff Park 505-366-8146

A separate F-code will be established for each mission assignment by declared disaster.

All base salary of employees on assignment to an emergency declared by the President will be paid from the Emergency Operations (WFSU) account.

Non-Fire  
Emergency  
Job Codes:

Upon execution of an interagency reimbursable agreement the Unit should request a unique reimbursable job code with the appropriate reimbursable program and fund. Contact ASC-Incident Finance to create the code prior to incurring any expenses. Do not create a fire code in the FireCode system for non fire emergencies.

Fire codes are processed into FFIS as they are created in the FireCode system. The job code cycles in FFIS do not run on Friday and Saturday night. Therefore, incident job codes passed to FFIS on Friday and Saturday nights will not be available for use (in Paycheck and other systems) until after processing on Sunday night.

For Fire Code questions, contact Marylea Lockard, ASC Incident Finance at 505-563-7411; Fire and Aviation funding policy questions, Bill Breedlove at 202-306-2127; implementation questions MaryAnn Szymoniak at 208-387-5944.

## Appendix G: Example of ESF4 Unit Log

<b>UNIT LOG</b>	1. Incident Name <b>So Cal Wildfires Oct. 2007</b>	2. Date Prepared <b>Oct. 24, 2007</b>	3. Time Prepared <b>0700</b>
4. Unit Name/Designators <b>ESF4 - NRC C</b>	5. Unit Leader (Name and Position) <b>Mike Murphy, ESFL</b>		6. Operational Period <b>2100 10/23 to 0700 10/24</b>
<b>7. Roster of Assigned Personnel</b>			
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	
<b>8. Activity Log</b>			
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 on coming ESF4 shift – Dale Dague, Billy Tenry, John Cameris		
9. Prepared by (Name and Position) <b>Bob Hartlove, ESFW</b>			

## **Appendix H: Delegation of Authority Example**

**File**  
**Code:** 1230/1590

**Date:**

**Subject:** Delegation of Authority

**To:**

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 XXXXXXXXXXXX. In that capacity, you are authorized to coordinate activities and direct FS response to activations of the National Response Plan, as indicated in FSM 1235.5, 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 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. Submit an Action Request Form for additional funding when needed.
- 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:

- 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;
- 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, Emergency Operations on the current situation. Specifically, bring to attention issues regarding additional requests for resources, change in priorities, or change in length of commitment.

TOM HARBOUR  
Director, Fire and Aviation Management

**Appendix I: Sample of Resource Tracking Form**

NAME Position	Mob Date	Location	Motel Info W/ Phone Numbers	Remarks	Demob Date

Appendix J: Example of MA list

## Hurricane OPHELIA MA Listing

		Date/Time	MA Number	Incident Number	FS	Description	Amount	Status
1	SC	9/10/2005	7220SU-SC-GSA-03	SC-FEM-050005	F85200	SURGE	\$20,000	Closed
2	SC	9/10/2005	7220SU-SC-USFS-04	SACC HAS NO MA	F85201	SURGE - SC ESF4 RRCC	\$5,000	Closed
3	NC	9/10/2005	7220SU-NC-USFS-07	NONE	F85202	SURGE - NC ESF4 RRCC	\$5,000	Closed
4	SC	9/10/2005	7220SU-NC-GSA-06	NC-FEM-055023 SC-FEM-050006	F85203	Saw Crews	\$200,000	Closed
5	NC	9/15/2005	3254EM-NC-GSA-02	NONE	F85204	N Carolina RRCC, ERT-A, JFO	\$60,000	Closed
6	NC	9/16/2005	3254EM-NC-USFS-01	NONE	F85205	N. Carolina ESF4, FEMA R-4	\$10,000	Closed

Appendix K: Blank MA list

# XXXXXXXXXX

## MA Listing

	State	Date/Time	MA Number	Incident Number	FS	Description	Amount	Status
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

### **Appendix L: 2008 Agency Financial Contacts**

Per Sections IV.B.13; V.A.8 and VII.B.2 send copies of Mission Assignments to the following:

<b>Name</b>	<b>Agency</b>	<b>Phone #</b>	<b>Fax #</b>	<b>e-mail</b>
Pat Weaver	Forest Service, ASC	505-563-7412	505-563-7985	paweaver@fs.fed.us
Mary Ann Szymoniak	Forest Service, NIFC	208-387-5944	208-387-5398	mszymoniak@fs.fed.us
Kristine King	DOI-BLM, NIFC	208/387-5357	208-387-5663	kristine_king@nifc.blm.gov
John Carnegis	US Fire Administration	301-447-1588	301-447-1093	john.carnegis@dhs.gov
Maggie Moran	DOI – Bureau of Indian Affairs, NIFC	208-387-5932 or 208-869.1037	208-433-6424	Maggie_moran@nifc.gov
Fred Wetzel	DOI-Fish and Wildlife Service, DC	(703) 358-2340	(703) 358-1929	Fred_Wetzel@fws.gov
Christine Peters	DOI-National Park Service, NIFC	208-387-5211	208-387-5250	christine_peters@nps.gov

Financial Codes will be established following agency specific guidelines.

**Forest Service:** Regions will request job codes for FEMA missions from ASC-Incident Finance. The Regional Incident Business Coordinator/designee will assign the job code(s) to the mission assignment and provide this information to the GACC. Region 8 and the WO will have a pre-assigned structure for assignment of job codes due to the frequency of use; ASC will be notified immediately when a job code number has been assigned.

**Bureau of Land Management (BLM):** When a BLM resource is to be assigned to a FEMA incident, each resource order will be issued a BLM reimbursable project number. Prior to assigning the BLM reimbursable project number, NICC will require a copy of the appropriate FEMA MA and the associated USFS Job code. For this purpose, NICC maintains a block of BLM reimbursable project numbers.

The on-duty NICC Coordinator will provide the BLM NIFC Finance Office with a copy of the FEMA incident resource order, MA and issued BLM reimbursable project (fax number listed above for BLM is in the NICC).

**Fish & Wildlife Service (FWS):** The Region in which the FEMA incident occurs will be responsible for establishing the reimbursable code. All FWS employees assigned to the FEMA incident will charge to this reimbursable code using their own unique organization code identifier and the reimbursable code. All FWS employees assigned to the FEMA incident will be required to immediately submit a copy of their time sheets, travel vouchers and other "source documents" to the Region establishing the reimbursable code.

**National Park Service (NPS):** NPS/NIFC will establish the reimbursable account. All NPS employees assigned to the FEMA incident will charge to this reimbursable account and will submit copies of their timesheets, travel vouchers, and other “source documents” to their Regional fire program management assistant.

**Bureau of Indian Affairs (BIA):** When a BIA resource is to be assigned to a FEMA incident, the BIA Budget and Fiscal Management Office at NIFC will be responsible for establishing the reimbursable project number. Prior to assigning the BIA reimbursable project number, BIA will require a copy of the appropriate FEMA MA and the associated USFS job code. All BIA employees assigned to the FEMA incident will charge to this reimbursable project number using the NIFC organization code identifier and the reimbursable project number. All BIA employees assigned to the FEMA incident will be required to immediately submit a copy of their timesheets, travel voucher, resource orders and other “source documents” to the BIA Budget and Fiscal Management Office at NIFC.

**United States Fire Administration (USFA):** In cooperation with our DHS/FEMA partner, USFA deployed employees will comply with DF 502, FEMA Travel Rules and Regulations.

- In accordance with this, National Travel (Agency Travel contractor) will be utilized when necessary to make travel arrangements, with processing of Travel Voucher(s) being done at a specified FEMA facility (currently Mt. Weather, VA).
- FEMA will input the fiscal code (disaster related) into the time and attendance system to be utilized for USFA employees deployed in support of ESF4 functions. As of this date, the current policy articulates that employee’s regular time will be charged to USFA; any hours worked in excess of 80 hours will be charged to disaster funds. USFA timekeepers will download this fiscal code and utilize it for time and attendance purposes.



**Appendix M: USDA Incident Situation Report**  
(USFS National Fire Desk has electronic version)

Event:

Date of report:

Initial: ☐

Follow-up: ☐

Time of report:

Agency:

Author:

---

**Personnel:**

Number of Personnel in the affected area:

Number of Personnel Accounted For:

Number of Personnel Missing/Not Contacted:

Percentage of Personnel Unaccounted for:

Number of Displaced Personnel:

**USDA Facilities:**

Number of USDA Facilities in the affected area:

Number of USDA Facilities Destroyed<sup>1</sup>:

Number of USDA Facilities, Major Damage:

Number of USDA Facilities, Minor Damage:

\*Details on specific locations and damage assessments or issues i.e. power loss, water loss, etc:

- 1.
- 2.

**Regulated Facilities:**

Number of Regulated Facilities in the affected area:

Number of Regulated Facilities Destroyed:

Number of Regulated Facilities, Major Damage:

Number of Regulated Facilities, Minor Damage:

\*Details on specific locations and damage assessments or issues i.e. power loss, water loss, etc:

- 1.
- 2.

**Regulations Waived:**

- 

---

<sup>1</sup> **Destroyed:** Indicates the dwelling is currently uninhabitable and cannot be made habitable without extensive repairs that would prove to be costly; **Major:** indicates that a dwelling is not currently habitable but can be made habitable with repairs; **Minor:** indicates the dwelling has sustained damage and will require repairs, but is currently habitable whether or not the occupants have chosen to remain in the dwelling following the incident

**Direct Interaction with States:** (include, type of interaction, direct requests for assistance or technical advice, and any details of assistance provide.

- 

**Response:**

Total number of personnel deployed:

Number of Personnel	Location	Type of Response	Date of Deployment	Estimated Date of Return

Resources Committed:

Type of Resource	Amount	Location	Point of Contact

**Recovery Effort:**

- Example: Amount of Debris Removed...
- 

**Other Information:**

☐ Cleared by your Public Affairs, Administrator's, and Under Secretary's Offices

**Appendix N: USDA Spot Report**  
(USFS National Fire Desk has electronic version)

<b>(Agency Name) SPOTREP (DATE/TIME of Report)</b>
--

<b>Reporting Organization:</b>	
<b>Type of Incident:</b>	
<b>Date/Time of Incident:</b> <b>(Local Time)</b>	
<b>Source of Information:</b>	

<b>SUMMARY</b>
----------------

<b>Who</b> <b>What</b> <b>When</b> <b>Where How</b>	
<b>Why/Significance:</b>	
<b>Actions/Follow-Up:</b>	
<b>Miscellaneous:</b>	
<b>Prepared By and</b> <b>Contact Information:</b>	

Telephone Bridge Number:

1-877-417-1891

Participant: 564070

☐

Cleared by your Public Affairs, Administrator's, and Under Secretary's Offices

## Appendix O: Key ESF4 Contact List

Key ESF #4 Contact Information as of 03/07/2008			
	Key Personnel	Contact Information	
	<b>ESF #4 – National Coordinator</b> Dale Dague, Branch Chief U. S. Forest Service 1400 Independence Ave, SW Washington, DC 20250	Work Cellular E-mail 24-hour	(202)205-1500 (202) 329-1873 ddague@fs.fed.us 434-220-8050 (VICC)
	<b>ESF #4 – National Coordinator (Alternate)</b> Gordon Sachs, Emergency Management Specialist U. S. Forest Service 1400 Independence Ave, SW Washington, DC 20250	Work Cellular E-mail 24-hour	(202)205-1132 (202) 340-8339 gsachs@fs.fed.us 434-220-8050 (VICC)
For FEMA R-VIII (MT, ND), R-X (northern ID)	<b>ESF #4 Regional Coordinator, USFS Northern Region (FS R1)</b> Cathy Scofield, Assistant Director for Coop Fire and Fire Prevention U. S. Forest Service 200 E. Broadway Missoula, MT 59807	Work	406-329-3409
		Cellular	406-370-0000
		E-mail	cscosfield@fs.fed.us
		24-hour	406-329-4891
			(NRCC)
For FEMA R-VII (NE, KS), R-VIII (CO, WY)	<b>ESF #4 Regional Coordinator, USFS Rocky Mtn Region (FS R2)</b> Glenn Snyder U. S. Forest Service P.O. Box 25127 Lakewood, CO 80401	Work	303-275-5748
		Cellular	303-929-7577
		E-mail	gsnyder@fs.fed.us
		24-hour	303-445-4310
			(RMCC)
For FEMA R-VI (NM) R-IX (AZ)	<b>ESF #4 Regional Coordinator, USFS Southwest Region (FS R3)</b> Ginger Brudevold-Black, Planning, Budget, & Co-op Fire Programs U. S. Forest Service 333 Broadway, SE Albuquerque, NM 87102	Work	505-842-3352
		Cellular	TBD
		E-mail	gbrudevold@fs.fed.us
		24-hour	505-842-3801
			(SWCC)
For FEMA R-VIII (UT), R-IX (NV), R-X (southern ID)	<b>ESF #4 Regional Coordinator, USFS Great Basin Region (FS R4)</b> Loren D. Walker, Cooperative Fire/Fire Prevention Specialist U.S. Forest Service 324 25 <sup>th</sup> Street Ogden, UT 84401	Work	435-781-5151
		Cellular	435-790-7051
		E-mail	pkoppenol @fs.fed.us
		24-hour	801-531-5321
			(EGBCC)
For FEMA R-IX (CA, HI)	<b>ESF #4 Regional Coordinator, USFS Pacific Southwest Region (FS R5)</b> Trudie Mahoney, Cooperative Fire Specialist U. S. Forest Service 1323 Club Dr. Vallejo, CA 94592	Work	707-562-9184
		Cellular	916-201-1972
		E-mail	tmahoney@fs.fed.us
		24-hour	530-226-2808
			(ONCC)
For FEMA R-X (WA, OR)	<b>ESF #4 Regional Coordinator, USFS Pacific Northwest Region (FS R6)</b> Sarah Robertson, Fire Operations Specialist U. S. Forest Service 333 SW First Avenue Portland, Oregon 97204-3623	Work	503-808-2314
		Cellular	503-545-9374
		E-mail	sarahrobertson@fs.fed.us
		24-hour	503-808-2750
			(NWCC)
For FEMA R-IV, R-VI (LA,AR, TX, OK)	<b>ESF #4 Regional Coordinator, USFS Southern Region (FS R8)</b> John Caffin, Fire and Emergency Operations Specialist U. S. Forest Service 1720 Peachtree Road, NW, Suite 710 N Atlanta, GA 30309	Work	404-347-4814
		Cellular	404-915-3083
		E-mail	jcaffin@fs.fed.us
		24-hour	678-320-3000 (SACC)

For FEMA	<b>ESF #4 Regional Coordinator, USFS Eastern Region (FS R9)</b>	Work	414-297-3682
R-V	James Thomas, Fire & Emergency Operations Specialist	Cellular	414-305-1102
	U.S. Forest Service	E-mail	jthomas@fs.fed.us
	626 E. Wisconsin Ave.	24-hour	612-713-7300
	Milwaukee, WI 53202		(EACC)
For FEMA	<b>ESF #4 Area Coordinator, USFS Northeast Area</b>	Work	610-557-4161
R-I,	Bob Hartlove, Fire and Emergency Operations Spec., Northeast Area	Cellular	610-742-7593
R-II*,	U. S. Forest Service	E-mail	rhartlove@fs.fed.us
R-III*,	11 Campus Blvd., Suite 200	24-hour	612-713-7300
R-VII (IA,MO)	Newtown Square, PA 19073		(EACC)
For FEMA	<b>ESF #4 Regional Coordinator, USFS Alaska Region (FS R10)</b>	Work	907-743-9458
R-X (AK)	Gary Lehnhausen, Cooperative Fire Specialist	Cellular	907-230-4106
	U. S. Forest Service	E-mail	glehnhausen@fs.fed.us
	3301 C Street, Suite 202	24-hour	907-356-5680
	Anchorage, Alaska 99503-3956		(AICC)

\* - The USFS Northeast Area (NA) is the primary ESF4 contact for Puerto Rico and the U.S. Virgin Islands (PR/VI) in FEMA R2 and VA in FEMA R3, even though both are physically located in the USFS Southern Region (R8).

Key ESF #4 Support Agency Contact Information			
	Key Personnel	Contact Information	
	<b>Support Agency: Department of Interior</b> John Stewart, Biomass and Forest Health Program Manager U. S. Department of Interior, Office of Wildland Fire Coordination 1849 C Street, NW, Mail Stop MIB-2660 Washington, DC 20240	Work	202-606-0504
		Cellular	202-669-5858
		E-mail	John_stewart@ois.doi.gov
	<b>Support Agency: U.S. Fire Administration</b> John Carnegis, Fire Program Specialist U. S. Fire Administration, National Fire Programs Division NETC, 16825 S. Seton Ave., Building E, Room 115c Emmitsburg, MD 21727	Work	301-447-1588
		Cellular	240-429-4203
		E-mail	john.carnegis@dhs.gov
	<b>Support Agency: NOAA/National Weather Service</b> Heath Hockenberry Boise Fire Weather Forecast Office 3833 S. Development Ave , Building 3807 Boise, ID 83705	Work	(208) 334-9862
		Cellular	TBD
		E-mail	Heath.Hockenberry@noaa.gov
	<b>Support Agency: U.S. Army Corps of Engineers</b> Bill Irwin – ESF #3 Coordinator Department of Defense/Army Corp of Engineers c/o FEMA, 500 C St., SW Washington, DC 20472	Work	(202) 646-1387
		Cellular	TBD
		E-mail	william.e.irwin@usace.army.mil
	<b>Support Agency: Environmental Protection Agency</b> Jean Schumann Environmental Protection Agency 1200 Pennsylvania Avenue, NW Washington, DC 20460	Work	(202)564-1977
		Cellular	TBD
		E-mail	schumann.jean@epa.gov
	<b>Support Agency: U.S. Coast Guard</b> Dirk Greene U.S. Coast Guard TBD Washington, DC 20460	Work	(202)372-2244
		Cellular	TBD
		E-mail	Dirk.A.Greene@uscg.mil

## **Appendix P: Example ESF4 Organization/Procedures During Wildland Fire Emergency/Disaster Declarations**

### **ESF4 Organization**

- If activated, the NRCC will be staffed in accordance with the ESF4 Standard Operating Procedure (SOP).
- The RRCC and/or JFO will be staffed in accordance with the ESF4 SOP. The ESF4 Primary Leader position will be located at the RRCC/JFO. An ESF4 Wildland Support and ESF4 Structure Support should also be assigned to the RRCC/JFO to perform standard ESF4 duties as identified in the ESF4 SOP for all activations. If requested by FEMA, the ESF4 Primary Leader will serve on the JFO Unified Coordination Group.
- The Regional/Area ESF4 Coordinator will decide if ESF4 staffing is needed at the State Emergency Operations Center (EOC). An ESF4 Primary Leader qualified position and an ESF4 Structure Support qualified position should be placed at the State EOC.
  1. The ESF4 Primary Leader qualified position at the State EOC will coordinate with State fire officials to determine the best method for requesting firefighting resources. This position will report to the ESF4 Primary Leader position at the RRCC/JFO.
  2. The ESF4 Structure Support position at the State EOC will coordinate with EMAC regarding firefighting resource requests and will support (and report to) the ESF4 Primary Leader position at the State EOC.
- The Regional/Area ESF4 Coordinator will decide if ESF4 staffing is needed at the Geographic Area Coordination Center (GACC) and coordinate with the GACC Coordinator on Duty to establish suitable workspace for ESF4 satellite personnel. This satellite unit will consist of an intelligence gathering specialist (recommend a person qualified as Situation Unit Leader), a finance specialist (such as a person qualified as Finance/Admin Section Chief (FSC), Cost Unit Leader (COST), or Incident Business Advisor (IBA)), and a person qualified as Resource Unit Leader (RESL). This ESF4 support group will report to the ESF4 Primary Leader at the RRCC/JFO.
  1. Intelligence gathering specialist at the GACC will gather intelligence and answer inquiries from the JFO, RRCC, NRCC and NIFC/NICC.
  2. Finance specialist position at the GACC will compile and track Mission Assignment (MA) related costs.
  3. RESL-qualified position at the GACC will track resources and support the other ESF4 positions at the GACC.
- The Regional/Area ESF4 Coordinator will provide coordination/liaison between Regional Forest Service leadership and ESF4 at the RRCC/JFO, and will troubleshoot issues when necessary.
- Personnel staffing the GACC Joint Information Center (JIC) may not understand the role of ESF #15 or the JFO JIC. To better coordinate the release of information, ESF #4 should brief the GACC JIC on the FEMA organizational structure for the incident, and recommend to the GACC JIC that they coordinate with the JFO JIC, including joint staffing and information sharing.

- The Regional/Area ESF4 Coordinator should consider having ESF4 workspace/staff placed at NIFC/NICC, depending on the incident.
- The ESF4 staff at RRCC/JFO will develop a phone list and organization chart for each location with ESF4 personnel; share with all other locations.

#### **ESF4 Procedures**

- When a state requests firefighting support/resources, it is recommended that the standard wildland fire resource ordering process be used, rather than issuing an MA or using EMAC. However, if the state chooses to request Federal firefighting resources through ESF4, the process for ordering firefighting resources through a Mission Assignment (MA) is as follows.
  1. Put all MA resources on a unique resource order number and include the F-Code and MA number in each individual ROSS resource order.
  2. Federal agency place the order (insures use of F-Code).
  3. When resource is sent to an incident keep the F-Code in the record. The F-Code needs to remain with the resource through multiple orders.
- If an MA is issued for firefighting resources, clarification as to where resources can and cannot be used must be obtained in writing and included in the MA. Sample language is as follows.  
Engines are to be used for state/local fire protection tasks. These tasks 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. support to other firefighting operations (water source development, chainsaw work, etc.)
- Special procedures for ordering/tracking resources must be followed.
  1. Put all MA resources on a unique resource order number and include the F-Code for each MA.
  2. Federal agency places the order (insures use of F-Code).
  3. When resource is sent to an incident, keep the F-Code in the record.
  4. The F-Code must remain with the resource through multiple orders.
- The GACC Coordinator on Duty will advise the ESF4 support group at GACC of any changes in status of orders. ESF4 support group will notify ESF4 at the RRCC/JFO, who will notify ESF4 at NRCC. ESF4 at the RRCC/JFO must document on MA and forward information to FEMA at the RRCC/JFO. ESF4 at NRCC will forward information to FEMA at NRCC.
- An ESF4 representative from the RRCC/JFO should participate in daily FEMA video teleconferences (VTCs). An ESF4 representative at NRCC should also participate.)
- ESF4 desks at NRCC and RRCC/JFO must keep communications link open and active during incident.

## **Appendix Q: NRCC ESF4 – Desk Duties**

### **NRCC ESF4 – Desk Duties**

Dress code: Business attire or field uniform

#### **Day Shift**

Check in at NRCC: 0615  
Transition meeting with night shift: 0630  
Shift begins – NRCC shift briefing: 0700  
Review/distribute morning briefing paper: 0730  
Complete/address/follow the ESF4 Duties and Priorities (listed below)  
Follow posted NRCC meeting/reporting schedule for day shift  
Prepare for transition meeting with night shift: 1800  
Transition meeting with night shift: 1830  
Shift ends – NRCC shift briefing: 1900  
Estimated check-out time: 1930

#### **Night Shift**

Check in at NRCC: 1815  
Transition meeting with day shift: 1830  
Shift begins/NRCC shift briefing: 1900  
Complete/address/follow the ESF4 Duties and Priorities (listed below)  
Follow posted NRCC meeting/reporting schedule for night shift  
Develop and distribute ESF4 Situation Report: 0530  
Prepare for transition meeting with day shift: 0600  
Transition meeting with day shift: 0630  
Produce agency-specific situation reports: 0700  
Shift ends/NRCC shift briefing: 0700  
Estimated check-out time: 0730

#### **ESF4 Duties and Priorities:**

Ensure safety and welfare of NRCC ESF4 staff  
Support and maintain contact with RRCC(s)/JFO(s)  
Maintain situational awareness regarding incident(s)

- Provide Situational Awareness information to RRCC(s)/JFO(s)
- Provide Situational Awareness information to all department/agency HQs

Maintain communication with all parties via ESF4 desk email address (to ensure continuity)  
Attend appropriate briefings, meetings, conference calls/VTCs, etc.  
Provide situation report, asset, and other information to NRCC Sections as requested  
Maintain information on HSIN (Common Operating Picture)  
Provide situation reports to department/agency HQs  
Maintain documentation (MA log, cost accounting log, ICS 214, incident narrative)  
Address other incident- or ESF4-related tasks/issues/items

#### **Non-ESF4 work:**

Personnel operating at the ESF4 desk have been assigned or detailed to that position, and for the duration of the assignment report to the appropriate ESF Coordinator or ESF Primary Leader. Routine or non-incident-related agency/organization tasks/issues/items should not be conducted while operating at ESF4 desk at NRCC. If this type of work is necessary, the ESF4 staff member should advise their ESF4 supervisor and, once duties are redistributed, relocate to conduct the non-incident work. If this work will be time-consuming, replacement staff will be requested.



## **RRCC/JFO ESF4 – Desk Duties**

Dress code: Field uniform or business attire

### **Day Shift**

Check in at RRCC or JFO: 0615

Transition meeting with night shift: 0630

Shift begins – RRCC/JFO shift briefing: 0700

Complete/address/follow the ESF4 Duties and Priorities (listed below)

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

Prepare for transition meeting with night shift: 1800

Transition meeting with night shift: 1830

Shift ends – RRCC/JFO shift briefing: 1900

Estimated check-out time: 1930

### **Night Shift**

Check in at RRCC or JFO: 1815

Transition meeting with day shift: 1830

Shift begins – RRCC/JFO shift briefing: 1900

Complete/address/follow the ESF4 Duties and Priorities (listed below)

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

Prepare for transition meeting with day shift: 0600

Transition meeting with day shift: 0630

Shift ends – RRCC/JFO shift briefing: 0700

Estimated check-out time: 0730

### **ESF4 Duties and Priorities:**

Ensure safety and welfare of RRCC/JFO ESF4 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 ESF4 desk email address (to ensure continuity)

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

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

Maintain information on HSIN (Common Operating Picture)

Provide situation reports to appropriate department/agency regional offices

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

Address other incident- or ESF4-related tasks/issues/items

### **Non-ESF4 work:**

Personnel operating at the ESF4 desk have been assigned or detailed to that position, and for the duration of the assignment report to the appropriate ESF Coordinator or ESF Primary Leader. Routine or non-incident-related agency/organization tasks/issues/items should not be conducted while operating at ESF4 desk at NRCC. If this type of work is necessary, the ESF4 staff member should advise their ESF4 supervisor and, once duties are redistributed, relocate to conduct the non-incident work. If this work will be time-consuming, replacement staff will be requested.

## **Appendix S: List of Acronyms used in this document:**

<b>AD</b>	Administratively Determined
<b>ARF</b>	Action Request Form
<b>ASC</b>	Albuquerque Service Center; Forest Service
<b>BAER</b>	Burned Area Emergency Recovery
<b>BIA</b>	Bureau of Indian Affairs
<b>DHS</b>	Department Homeland Security
<b>DOI</b>	Department of the Interior
<b>ESF</b>	Emergency Support Function
<b>ESF4</b>	Emergency Support Function #4 – Firefighting
<b>ESFA</b>	ESF4 Support -- Administrative
<b>ESFL</b>	ESF4 Primary Leader
<b>ESFS</b>	ESF4 Support -- Structure
<b>ESFW</b>	ESF4 Support -- Wildland
<b>EMAC</b>	Emergency Management Assistance Compact
<b>FEMA</b>	Federal Emergency Management Agency
<b>GACC</b>	Geographical Area Coordination Center
<b>GAO</b>	Government Accounting Office
<b>IAFC</b>	International Association of Fire Chiefs
<b>ICS</b>	Incident Command System
<b>IMT</b>	Interagency Incident Management Team
<b>JFO</b>	Joint Field Office (replaces the Disaster Field Office-ROC)
<b>LMT</b>	Logistical Support Team
<b>LTRC</b>	Long Term Recovery Center
<b>MA</b>	Mission Assignment
<b>NICC</b>	National Interagency Coordination Center
<b>NIFC</b>	National Interagency Fire Center
<b>NIIC</b>	National Incident Information Center
<b>NIMS</b>	National Incident Management System
<b>NRCC</b>	National Response Coordination Center (replaces the Emergency Support Team-EST)
<b>NRF</b>	National Response Framework (replaces the National Response Plan-NRP)
<b>OMB</b>	Office of Management and Budget
<b>PPE</b>	Personal Protective Equipment
<b>PSMA</b>	Pre-Scripted Mission Assignments
<b>ROSS</b>	Resource Ordering and Status System
<b>RRCC</b>	Regional Response Coordination Center (replaces the Regional Operations Center-ROC)
<b>SOP</b>	Standard Operating Procedure
<b>USFA</b>	United States Fire Administration
<b>USFS</b>	United States Forest Service
<b>USDA</b>	U.S. Department of Agriculture
<b>VICC</b>	Virginia Interagency Coordination Center
<b>WFSU</b>	Wildland Fire Emergency Operations Account, Forest Service
<b>WFPR</b>	Wildland Fire Preparedness Account, Forest Service
<b>WO</b>	Washington Office, Forest Service

Additional acronyms can be found in the National Response Framework (NRF), National Incident Management System (NIMS), and the FEMA Acronyms, Abbreviations and Terms (FAAT) booklet. These documents are available on the FEMA web site at [www.fema.gov](http://www.fema.gov).