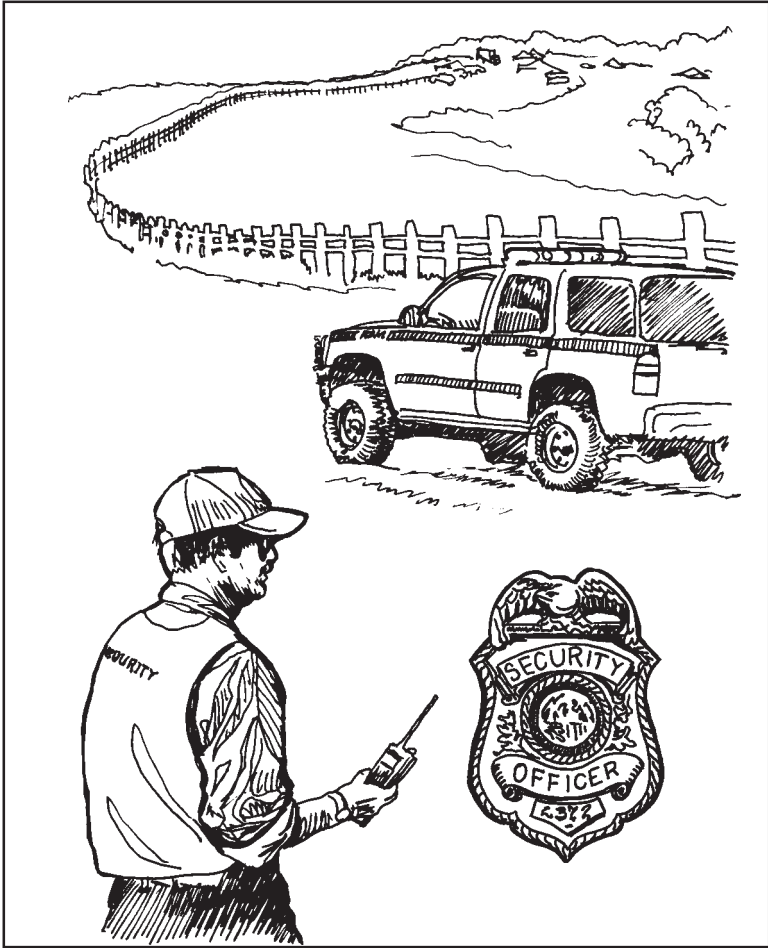


SECURITY MANAGER

J-259



Job Aid
July, 2004
NFES 1246



CERTIFICATION STATEMENT

on behalf of the

NATIONAL WILDFIRE COORDINATING GROUP

The following training material attains the standards prescribed for courses developed under the interagency curriculum established and coordinated by the National Wildfire Coordinating Group. The instruction is certified for interagency use and is known as:

Security Manager, J-259
Certified at Level I

This product is part of an established NWCG curriculum. It meets the COURSE DEVELOPMENT AND FORMAT STANDARDS – Sixth Edition, 2003 and has received a technical review and a professional edit.

Member NWCG and Training Working Team Liaison

Date

7/14/04

Chairperson, Training Working Team

Date

7/12/04

Description of the Performance Based System

The NWCG Wildland and Prescribed Fire Qualifications System is a “performance-based” qualifications system. In this system, the primary criterion for qualification is individual performance as observed by an evaluator using approved standards. This system differs from previous wildland fire qualifications systems which have been “training based.” Training based systems use the completion of training courses or a passing score on an examination as primary criteria for qualification.

A performance-based system has two advantages over a training based system:

- Qualification is based upon real performance, as measured on the job, versus perceived performance, as measured by an examination or classroom activities.
- Personnel who have learned skills from sources outside wildland fire suppression, such as agency specific training programs or training and work in prescribed fire, structural fire, law enforcement, search and rescue, etc., may not be required to complete specific courses in order to qualify in a wildfire position.

1. The components of the wildland fire qualifications system are as follows:

- a. Position Task Books (PTB) contain all critical tasks which are required to perform the job. PTBs have been designed in a format which will allow documentation of a trainee’s ability to perform each task. Successful completion of all tasks required of the position, as determined by an evaluator, will be the basis for recommending certification.

IMPORTANT NOTE: Training requirements include completion of all required training courses prior to obtaining a PTB. Use of the suggested training courses or job aids is recommended to prepare the employee to perform in the position.

- b. Training courses and job aids provide the specific skills and knowledge required to perform tasks as prescribed in the PTB.
- c. Agency Certification is issued in the form of an incident qualification card certifying that the individual is qualified to perform in a specified position.

2. Responsibilities

The local office is responsible for selecting trainees, proper use of task books, and certification of trainees. See Appendix A of the NWCG Wildland and Prescribed Fire Qualification System Guide, PMS 310-1, for further information.

SECURITY MANAGER

J-259

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Sponsored for NWCG publication by the NWCG Training Working Team.

Comments regarding the content of this publication should be directed to:
National Interagency Fire Center, Fire Training, 3833 S. Development Ave.,
Boise, Idaho 83705.
E-mail: nwcg_standards@nifc.blm.gov.

Additional copies of this publication may be ordered from National Interagency Fire Center, ATTN: Great Basin Cache Supply Office, 3833 South Development Avenue, Boise, Idaho 83705. Order NFES 1246.

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SECURITY MANAGER (SECM) JOB AID, J-259 INTRODUCTION

The Security Manager is responsible for providing safeguards needed to protect personnel, equipment and facilities from loss or damage. The Security Manager supervises assigned incident security personnel.

The Security Manager has been identified as a position within the National Wildfire Coordination Group's (NWCG), Wildland Fire Suppression Curriculum. The courses within the performance based curriculum may be administered by either an instructor led formal training course or by the use of "job aids."

Job aids are "how to" books that assist an individual in performing specific tasks associated with a position. They may be used by an individual, in a trainee position, who has met all of the prerequisites, but has not completed the position task book for that position. They are also used after the individual has become qualified, as an aid or refresher in doing the job.

Law enforcement actions have legal and civil implications. The SECM is responsible for clarifying the authority and jurisdiction of the security group. Working outside the limits of this authority and jurisdiction may leave the security personnel, incident management team, and the agency liable for civil or criminal prosecution.

The laws of search and seizure have strong, but constantly changing legal precedents. The willful violation of these constitutional rights may leave the SECM personally and professionally liable for criminal prosecution and civil liability. *It is a requirement of this position to have prior or current law enforcement certification.*

The performance based qualification system stipulates that an individual must complete a Position Task Book prior to becoming qualified for that position. Refer to the "Wildland and Prescribed Fire Qualification System Guide, PMS 310-1" for the established standards for this position. *This job aid should be issued when the position task book is initiated.*

This job aid has been developed by an interagency development group with guidance from the National Interagency Fire Center, Fire Training under authority of the NWCG, with coordination and assistance of personnel from the following agencies:

STATE OF MINNESOTA
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Curt Cogan

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Shiawassee National Wildlife Refuge
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UNITED STATES NATIONAL PARK SERVICE
Kings Mountain National Military Park
Chris Revels

NATIONAL INTERAGENCY FIRE CENTER
Fire Training, NWCG Development Unit
Jan Hendrick

We appreciate the efforts of those people associated with the development and review of this package.

Sponsored for NWCG publication by the NWCG Training Working Team, July, 2004.

Comments regarding the content of this publication should be directed to:

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ATTN: Great Basin Cache Supply Office
3833 S. Development Avenue
Boise, Idaho 83705

I. GENERAL

Obtain and Assemble Materials Needed for Kit.

Kit will be assembled and prepared prior to receiving an assignment. Kit will contain critical items needed for functioning during the first 48 hours. Kit will be easily transportable and within agency weight limitation. Briefcase should not exceed 20 pounds.

- Proof of Incident qualifications (Red Card)
- Position Task book, NFES 2350
- Fireline Handbook, PMS 410-1, NFES 0065
- Incident Response Pocket Guide, NFES 1077
- J-259, Security Manager job aid, NFES 1246

Documentation Forms:

- ICS 213, General Message, NFES 1336
- ICS 214, Unit Log, NFES 1337
- ICS 226, Individual Performance Rating, NFES 2074

- SF-261, Crew Time Report, NFES 0891 and/or OF-288 Emergency Firefighter Time Report, NFES 0866
- Agency specific forms (patrol logs, evidence chain of custody, investigation reports, lost/found reports, accident reports)
- Agency specific uniform, self defense equipment

Miscellaneous Items (optional):

- Assorted pens, pencils, felt tip markers, highlighters, thumb tacks, pads of paper, clipboard, masking/strapping tape, duct tape, envelopes, surveyor flagging, file system supplies, hole punch, etc.
- Calculator
- Flashlight (extra batteries)
- Alarm clock
- Camera (2 disposable)
- Calendar
- Tape measure
- Insect repellent
- Local area maps
- Road atlas
- Global Positioning System (GPS) unit
- Binoculars
- Dash mount emergency light (if authorized)
- Laptop computer with electronic forms

II. MOBILIZATION

A. Obtain Complete Information From Local Dispatch Upon Initial Activation.

1. Obtain a copy of the order form which contains:

- Incident/Project name.
- Incident/Project order number.
- Office reference number (cost code).
- Descriptive location/ response area.
- Legal location (township, range, section).
- Incident frequencies (if available).
- Incident base/phone number (contact).
- Request number.
- Reporting date/time and location; example:
07/06/XX
Incident Command Post (ICP).
- Transportation arrangements and routes.

- Special instructions (uniform, law enforcement vehicle, rental car, self defense equipment needs).

Retain a copy of this order form for your personal incident experience record.

2. The individual will have:

- Frameless soft pack containing personal gear, not to exceed 45 lb.
- SECM kit, not to exceed 20 lb.
- Proper Personal Protective Equipment (PPE) for the job.

B. Gather Information

Gather all available information necessary to accurately assess incident; make appropriate decisions about immediate needs and actions including:

- Type of incident:
 - Planned operations (multiple remote camps, burnout operations, water handling operations, air operations).
- Current situation status.
- Expected duration of incident.
- Terrain
- Weather (current and expected).

III. INCIDENT ACTIVITIES

A. Arrive at Incident and Check In

- Locate supervisor (logistics section chief; LSC).
- Report to status check-in recorder and complete the check-in process.
- Report to the finance/administration section for time keeping procedures.
- Report to communications unit and check out radio(s), command and logistics; obtain frequency list.

B. Obtain Briefing from the LSC

- Obtain work space.
- Establish hours of operation.
- Obtain operating procedures:
 - Inquire about special considerations, such as: Agency requirements, Incident requirements, Safety concerns, and Community issues.
 - Inquire about job assignments and performance requirements.
- Obtain information on remote camps, helibase(s), and special operation areas.
- Obtain information on sleeping/eating facilities.
- Obtain introduction to security, logistics, safety, and human resource personnel.
- Obtain current incident status information.
- Obtain information on communication requirements, dead spots, etc.
- Obtain status of current security operation (personnel ordered, shifts).

- Obtain security and personal protective equipment if needed.
- Obtain information to clarify the authority and jurisdiction of the security group.
 - Law enforcement actions have legal and civil implications. The SECM is responsible for clarifying the authority and jurisdiction of the security group. Working outside the limits of this authority and jurisdiction may leave the security personnel, incident management team, and the agency liable for civil or criminal prosecution.
 - The laws of search and seizure have strong legal precedents. The willful violation of these constitutional rights may leave the SECM personally and professionally liable for criminal prosecution and civil liability.

C. Security Sizeup

The security sizeup addresses the overall security concerns, needs, and requirements of the incident management team and local agencies.

Sizeup is the determination or assessment by the SECM using experience and guidelines as to the scope of the job and the resources needed. Information gained from the sizeup is used to develop the security plan.

Incident security sizeup will include the following:

- Type of incident: flood, fire, hurricane, earthquake, etc.
- Security problems to date: thefts, unauthorized personnel, assaults, substance abuse, access issues/closures, etc.
- Areas needing security: ICP, base and/or camps, helibases, staging areas, incident area, closed roads, etc.

- Available resources: local/ agency law enforcement officers, volunteer/rescue emergency response groups, contract security, agency personnel, emergency hires, etc.
- Staffing/resource needs: minimum of one security person per post, per operational period. Order adequate resources to support staffing needs.
- Special concerns: location and needs of inmate crews, ethnic cultural conflicts, Equal Employment Opportunity (EEO) complaints, military crews, camp visitors, local attractions (bars, swimming holes), etc.
- Evacuation concerns: check with local, state, federal, and agency, for any area Emergency Management Service plans. Be aware of areas that may require public evacuation (recreation areas, wildland urban/interface residences).

- Demobilization concerns: theft of property, search and seizure, increased staffing needs, etc.

D. Establish Contacts

- Identify and contact key local law enforcement (agency law enforcement representative - federal, county, state, local):
 - Obtain names and telephone numbers for the incident security plan.
 - Utilize these local resources whenever possible for arrests, search and seizures, or any law enforcement that could potentially involve court time.
- Clarify authority and jurisdiction.
 - Establish a plan for future actions based upon needs and jurisdictional authorities.
- Secure local phone book and/or list of local emergency contact phone and FAX numbers.

- Determine what local resources are available, historic security problems in the area, common communication links, handling of misdemeanor/felony crimes and investigations.
- Include area evacuation plan (obtain copy for planning unit), traffic control problems, road limitations, and immediate incident needs (checkpoints, roadblocks).
- Identify all key local, state, and federal law enforcement agencies.
- Contact medical unit and determine emergency medical evacuation plan.
- Check the availability of local security agencies.
- Check the availability of local volunteer rescue/emergency response groups.
Coordinate with the medical unit leader and safety officer.
- Secure a supply of area maps.
- Availability of traffic control devices and department of highways procedures and contacts.

- Determine if a MOU is in place between the local law enforcement agencies for assistance with security.

E. Common Problems and Security Measures

See Appendix A, Types of Security, for definitions.

The following is a list of security problems found on an incident. You should become familiar with them in order to identify proper security measures and relay them to your subordinates. Relay problems to your supervisor. Facilitate briefing and After Action Review (AAR) at the end of each shift.

1. Security problems found on an incident:

a. Blind spots

Areas found within a facility that, due to natural or man-made barriers, poor lighting, or other reasons, do not provide for 100% visibility.

Example: Supply area surrounded on three sides by a wooden fence.

Security Measures:
100% surveillance,
patrol-intensive, posting
guards, patrol-random,
provide additional
lighting.

b. Ingress/egress areas

Areas where vehicles and/or people enter/exit a facility. The fewer ingress/egress areas the better for providing security. Close unneeded ways in which to enter and exit the area.

Security Measures:
Posting guards.

c. Inmates/prisoners/wards and associated risks

Contrary to popular belief, inmates are a lower security risk than other employees primarily because correctional officers or guards are present. (Armed officers are not allowed in areas where inmates are assigned.)

Security Measures:
Patrol-random (sign areas where firearms and weapons are restricted).

d. Employee pilferage prevention

The old phrase “out of sight, out of mind” is very applicable here. Keep highly valuable items hidden or locked. The risks will then be minimized.

If this is impossible, ropes, fences, or other barriers can be used to keep unauthorized persons out of an area. Investigate, interview, and document. Pass information on to the appropriate authorities.

Security Measures:
100% surveillance,
patrol-intensive, posting
guards, patrol-random.

e. Incident personnel
behavior problems

Any time a large number of people are gathered in a small area, such as a base or camp, problems can arise. Examples may include:

- Substance abuse.
- Prostitution
- Fighting and other behavior problems.

- Illegal use of government vehicles, equipment, and property.
- Theft
- Ethnic and cultural conflicts.

Security Measures:
100% surveillance,
patrol-intensive,
undercover/low profile,
patrol-random.

2. Areas that need security:

a. Supply area

This is one of the areas having the highest dollar value in any facility. Only the parking area (when full of apparatus) and the helibase have more value than the supply area. It should receive high security.

Security Measures:
Patrol-intensive, patrol-random.

b. Communications Unit and Incident Office areas

These areas house numerous high dollar value items and accountable property, such as computers, copiers, telephones, and radio equipment.

Security Measures:
Patrol-intensive, patrol random.

c. Commissary

Security Measures:
Patrol-intensive, patrol-random.

d. Sleeping area

If personal gear is stored there, it will require a considerable amount of security. In the inmate sleeping area, correctional officers/guards can be expected to provide some security.

Security Measures:
Patrol-intensive, patrol-
random.

e. Kitchen area

If refrigerated vans with lockable doors are used, security problems can be minimized. If facilities are left unlocked, employee pilferage can be high.

Security Measures:
Patrol-intensive, patrol-
random.

f. Parking area

This area can have the highest dollar value, therefore, the greatest potential for theft. It should have at least one patrol assigned to it in order to provide the security required.

Security Measures:
Patrol-intensive, posting
guard, patrol-random.

g. Ingress/egress areas

Ingress/egress areas are control points to the incident (routes into and out of a facility). A check point should be established at each ingress/egress point. It can be an effective crime deterrent, by preventing unauthorized personnel from entering or leaving the facility.

Security Measures:
Posting guard.

h. Helibase(s)

This area contains high value equipment and should be accessed by authorized personnel only. Ingress/egress points should be limited and controlled. For night shift, check with helibase manager for preferred security measures.

Security Measures:
Posting guard, patrol-
intensive, patrol-random.

- i. Other incident areas
 - Areas on an incident such as roads, trails, staging areas, and other areas within the incident perimeter that may need security. If there is an identified need, the SECM should provide it.
 - Common areas (showers, message board, phones).
 - Road closure areas (forest, county). May have to post security at the blockade to serve as public relations to explain the closure.

Security Measures:
100% surveillance,
patrol-intensive,
undercover/low profile,
patrol-random.

j. Traffic control

- Work with ground support on traffic plan, directing traffic, and parking various types of vehicles.
- Enforce speed limits; post speed limit signs.
- Investigate traffic accidents.

3. Security interview

The final step prior to actually preparing the security plan entails studying the history of thefts, other crimes, accidents and safety concerns on the incident and applying this history to the plan itself.

This is an information gathering process in which close coordination with the unit leaders, especially the supply, facilities and ground support unit leaders, must be maintained. This usually means short interviews with unit leaders and their subordinates on a face-to-face basis.

The following is a sample of the types of questions that should be asked at the interview:

- Time of event.
- What was the situation, nature of event.
- Where it occurred.
- Value of item(s) lost, stolen, damaged.
- Substantiating documents (invoices, records, statements, evidence).
- Witnesses
- Suspects

The SECM can accomplish many of these tasks by working closely with unit leaders and simply making suggestions or asking what their needs are. Most people are honest and want to prevent thefts and other problems. If approached properly, most people will cooperate.

F. Security Plan Document

The Security Plan is a written assessment of incident security needs and concerns and the actions taken to address them. The plan is a working document that is a source of security information for the incident management team. This is not a static document and needs to be reviewed and updated periodically.

Once it has been reviewed and accepted by the LSC, and approved by the Incident Commander, a copy is given to the documentation unit for inclusion in the incident package.

See Appendix B for incident security plan example.

G. Requesting Personnel

A minimum of one SECM and two security personnel, preferably SEC1 level, should be provided at the incident per 24-hour operational period (see below for definition of SEC1 and SEC2). Depending upon the complexity of the incident, additional personnel could be needed for other areas (helibase, road blocks, remote camps). Some personnel may not be allowed by their agencies to work alone under certain situations (night shift). The total number of personnel required is determined by the security plan.

SEC1: Security personnel with defensive equipment, jurisdictional arrest authority, and recognized by their agency as a fully commissioned law enforcement officer.

SEC2: Security personnel without arrest authority or jurisdictional law enforcement authority. Agency specific law enforcement training is required.

If the incident is close to a populous area, then more SEC1 may be needed. If the incident is in a rural area it may be that fewer SEC1 and/or more SEC2 could be used. Attempt to staff at least one SEC1 for day shift and one for night shift.

For the night operational period it is possible to use a SEC1 as the shift supervisor.

1. Staffing

Remember to provide a relief for yourself.

There is no hard and fast rule for staffing levels; the type and location of the incident will have an effect on those levels.

Look at least 48 hours in advance when ordering security resources.

Sample Organizational Chart

Location	Day	Night
<u>ICP</u>	SECM	SECM
<u>INCIDENT BASE</u>	1 - SEC1	2 - SEC2
<u>SUPPLY AREA</u>	1 - SEC2	
SLEEPING AREA		
KITCHEN AREA		
VEHICLE PARKING		
INGRESS/EGRESS AREAS	2 - SEC2	1 - SEC1 1 - SEC2
<u>CAMPS BIG ROCK</u>	1 - SEC1	1 - SEC1
<u>SUPPLY AREA</u>	1 - SEC2	1 - SEC2
SLEEPING AREA		
KITCHEN AREA		
VEHICLE PARKING		
INGRESS/EGRESS AREAS	2 - SEC2	2 - SEC2
HELIBASE CREST	1 - SEC1	1 - SEC1 1 - SEC2
INCIDENT AREA	2 deputies (outside agency)	2 deputies (outside agency)

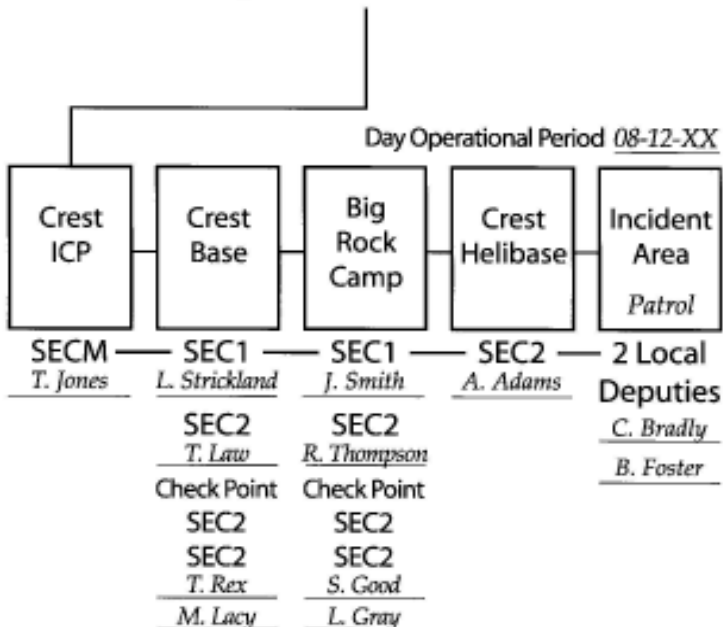
2. Other sources of personnel:

- Interagency mobilization requests.
- City and county law enforcement agencies.
- State highway patrol or state police.
- Private security agencies.
- State natural resource officers (Department of Natural Resources, State Fish and Game).
- State Constable and police officer reserves.

Resources are normally requested on ICS 213, General Message, although any written request may be used. Requests are routed through your supervisor. Resource needs should be evaluated daily. Maintain a chart of personnel assigned to the security unit and a demobilization plan. Excess resources should be identified and reassigned or released for demobilization.

Crest Security Organization

Logistics Section Chief



H. Handling Sensitive Issues

Certain situations are confidential in nature and should be directly discussed with the direct supervisor (such as the LSC). Other key incident or local personnel may need to become involved to resolve these situations (Incident Commander, special agents, human resource specialist (HRSP), agency personnel officer, sheriff's deputies).

Special areas of concern:

1. Inmate crews

- May require special arrangements:
 - separate sleeping areas.
 - different showering and eating times.
 - separation from the rest of the camp.
- Coordinate with guards on specific needs.
- Minimize contact between armed security personnel and inmate crews.

- Check on specific guidelines for each state when inmate crews are present.
2. Ethnic and cultural concerns
 - Be aware of the cultural differences between various ethnic groups.
 - Seek advice from the agency representative, HRSP and/or LSC regarding any special security concerns.
 3. Equal Employment Opportunity (EEO) complaints
 - EEO complaints should be immediately directed to the HRSP, and notify the LSC or direct supervisor.
 - The HRSP will identify procedures to follow for investigation.
 4. Camp visitors
 - No unauthorized persons will be allowed in camp.

- Check with the incident information officer for a list of media that will be coming into camp.
- Maintain a visitor log.
- Consider using visitor badges, vehicle dash identification tags, etc.
- Incident employees should be reminded at the daily briefing that visitors are not allowed in camp unless authorized by the Incident Commander or designee.

See Appendix C for visitor policy example and Appendix D for Interagency Media Guidelines for Wildland Fires.

5. Alcohol and drug problems

- Close coordination with local law enforcement agencies, agency representatives, and command staff is necessary to prevent and resolve drug and alcohol use in and out of incident.

- Special operations such as drug dogs and/or undercover investigations will need to be coordinated through the incident commander and local law enforcement agency.

6. Contracted personnel

- Be aware of possible language barriers.
- For contractual issues; contact the contracting officer (CO) or contracting officer representative (COR).

7. Special events

- Special events such as movies, dances, etc., should be coordinated with the command and general staff. A shut down and quiet time will need to be established and enforced.

- Usually initiated by the community through the incident information officer.
- Extra security will normally be necessary.
- Traffic control and check-in/out procedures for visitors will increase.

I. Briefing Incident Personnel

The SECM will need to attend each incident and logistics section briefing. The current security and long term security plans should be addressed. Obtain Incident Action Plans (IAP). Distribute copies of the IAP and brief other personnel on incident status.

Ensure all new incident personnel are briefed and assigned as soon as possible after arrival.

All briefings should address safety, authority, jurisdiction and liability concerns.

J. Vehicle Inspections/Searches

This method can be used to detect the theft of supplies and materials. Vehicle inspections should be conducted by SEC1 personnel. Government vehicles can be searched at any time with the exception of personal gear. Similar rules apply to government contracted vehicles.

Private vehicles may not be searched without probable cause. Private vehicle inspections are limited to those areas in “plain view.” Personal possessions and closed containers cannot be searched without probable cause or consent.

If probable cause or consent is established, a thorough search could be warranted. The laws of search and seizure must be followed. Whenever possible, a law enforcement officer with jurisdiction will review the probable cause and should conduct the search.

Utilization of the local law enforcement for arrests, search and seizures, etc., is advised if the case goes to court. Documentation and custody of seized items should lie with the agency with jurisdiction. Documentation of the search procedures should be maintained and included the ICS 214, Unit Log.

Personal items including packs, sleeping area and other incident facilities are similarly limited to “plain view” unless probable cause or consent is established to conduct a more thorough search. Searches should always be conducted by a law enforcement officer with jurisdiction and legal authority.

The laws of search and seizure have strong legal precedents. The willful violation of these constitutional rights may leave the SECM personally and professionally liable for criminal prosecution and civil liability.

K. Provide for the Safety and Welfare of Assigned Staff.

- Ensure personnel are easily identified as security (vests, hats, uniforms).
- Ensure that all personnel have the necessary equipment to complete their assignment. This could include traffic vests, flashlights, signing materials, flagging, vehicles, radios, cell phones, PPE, etc.
- Ensure health and safety concerns are met. This could include areas to secure weapons, sleeping areas, medical concerns, etc.
 - Dust abatement and environmental factors (excessive heat).
- Review incident action plan and timesheets to ensure that the work/rest guidelines are followed. Excessive operational period lengths should be kept to a minimum.

- Stagger shifts of security personnel for meals, showers, and sleeping periods to allow for their well being and to maintain proper coverage for the incident.
- Staff with at least one SEC1 per operational period.
- Security work schedules:
 - Security personnel are not limited to the 0600 - 1800 routine operational period normally encountered on incidents. Normally incident work schedules are dictated by the incident. SECM should consider 24-hour coverage.
 - Choose the best option that meets the needs of the incident and the needs of the security staff.
 - Security units may be requested to monitor communication broadcasts during night shifts when incident personnel are on rest

periods. Night coverage may be required for remote camps, road blocks, helibase, drop points, etc.

L. Documentation and Record Keeping

All significant events must be documented. Documentation of security information should begin upon arrival with the ICS 214, Unit Log and continue throughout the duration of the incident. Incident logs should be updated for each operational period. Other investigative documentation must be completed in a timely manner and included in the documentation package.

See Appendix E, ICS 214 Unit Log, example.

Additional incident documentation could include:

- Traffic Accidents
- Comp/Claims Investigations
- Criminal Incident Reports
- Lost/Found

- Security plan for demobilization
- Personnel time report

See Appendix F for Lost/Found form and Appendix G for security demobilization plan example.

The SECM or a member of the security team may be called upon to assist the compensation/claim unit, investigate traffic accidents, damage to the government and private property, injury accidents, etc. In most cases, the security unit will have more experience investigating these matters than individuals in the comp/claim unit.

Investigations with criminal and/or civil implications should be discussed with the LSC and coordinated with the local managing agency. Confidentiality is important. Ensure the chain of custody of all evidence is complete and that all pertinent facts are documented and relayed to the appropriate law enforcement agency(s).

IV. DEMOBILIZATION

A. Incident Demobilization

Unlike other sections of the incident, security staffing needs may increase during demobilization.

- Anticipate increased workloads around base/camp areas.
- Coordinate with the demobilization unit leader (DMOB) to determine resources which have been released.
- Schedule changes may be necessary to accommodate demobilization plans when large numbers of personnel are released in a short period of time.
- Communicate with the supply unit leader (SUPL) to find out if a list of missing items is available during demobilization and watch for known missing items. Maintain an up to date list of missing items.

- ICS 221, Demobilization Checkout:
 - Check for unauthorized items as resources are checking out and leaving camp.
 - After inspection, check the appropriate box on the ICS 221 to authorize the release of the resource.
 - Security will probably be one of the last check off points for the demobilized resources.

B. Demobilization of Security Personnel

As security needs decrease, consideration must be given to releasing excess security personnel.

- Obtain release information for the resources involved.
- Upon demobilization of security personnel ensure they are debriefed, all documentation completed, all equipment returned, and travel arrangements completed.

- Debrief with agency personnel, ensure all agency concerns have been satisfied and that necessary documentation has been distributed.
- Check with time unit to ensure that all personnel time is up to date and complete for all assigned incident security personnel.
- Obtain ICS 221 from the planning section.
- Debrief with supervisor and receive signed performance appraisal, if requested.
- Check out with each section indicated on the ICS 221.
- Submit completed ICS 221 to the planning section.
- All assigned security personnel should receive a signed evaluation, if requested or required by the incident management team.

V. GENERAL SECURITY

- A. General security tips that may assist you in the job of SECM:
1. Local law enforcement may be used to help identify local individuals with questionable backgrounds. This could include persons that frequent the area or that are hired for the incident.
 2. Identify the location of local “attractive nuisances” (bars, convenience stores, swimming holes).
 3. Assist the supply unit with tracking of sensitive equipment and accountable property on the line or in the base/camp.
 4. Be alert for vice crimes such as prostitution, gambling, etc.
 5. Appropriate use of off-duty time should be identified in the initial briefing by the IC. Each individual and/or crew is responsible for off-duty behavior.

6. Secure and keep a current map of the camp including crew locations. Ensure crew and overhead locations are identified with signs in the sleeping areas. Maintain a call list for contact for the crews in case of emergencies or discipline problems.
7. Establish and enforce quiet times in sleeping areas day and night. Post quiet hours at the entrance to the sleeping areas.
8. Hire local law enforcement through cooperative/MOU/contract agreements. Under the casual (EFF, AD) hiring system, law enforcement officers become federal government employees and lose their law enforcement authority. This is a liability concern.
9. For large camps established some distance from the incident base, another SECM may be needed. This person does the same job for the camp as the SECM does for the base.

10. Camp boundaries should be clearly marked in certain situations to prevent unauthorized entry by non-incident personnel.
11. Mobilization/demobilization centers, and other facilities will require security similar to a base camp, and could increase your staffing needs. Maintain close contact with local law enforcement authorities. There are times these areas will be outside your authority and jurisdiction.
12. Radical special interest groups could interfere with incident operations, and will increase security needs. Close contact with local law enforcement agencies and forest/agency law enforcement will be required.
13. Traffic rules will be enforced. Enlist the help of local law enforcement agencies with jurisdiction.

14. Review special closure orders initiated by the incident and implement. Work with incident management team/agency law enforcement representatives for any additional special closures.
15. Drop points have potential for equipment thefts.
16. Whenever security personnel are assigned to an operations functional area, the full personal protective equipment (PPE) that is required by those operations personnel will be worn by the security personnel. If security personnel are to go out on the fireline, full PPE and line qualifications (arduous pack tests) are mandatory.
17. Be aware of animal control policies (food in sleeping areas). Keep a list of individuals who were issued chemical agent for animal control, as it could be an officer safety risk. If applicable, determine camp policy concerning animal control. Seek guidance from local state game officials on the policy.

18. Security may have to protect fireline explosives and enforce special rules pertaining to clearance area.
19. Security personnel may be called on to assist with evacuations both at the incident and the surrounding community. Be aware of the transportation plan and the incident area if there is a need for evacuation.
20. Check with the incident management team for policy on allowing domestic pets into camp.
21. Provide security for contracted facilities to the incident to prevent vandalism, theft, and property damage.
22. Be aware of vendors wanting to solicit their products in camp (tee shirts, hair cuts, commissary type items).
23. Remember, security may be needed on the entire incident, not just in camp.
24. Work with the LSC to keep the camp perimeter no larger than necessary.

B. Theft Prevention Techniques

1. Identify theft prevention in the incident action plan (IAP).
Safeguard parking areas, drop points, sleeping areas, etc.
2. Provide security personnel to accompany camp cleanup crews through sleeping areas.
3. Encourage crews to secure all personal gear before leaving for the line.
4. A security tent or post may need to be set up near the sleeping area for added security visibility.
5. Maintain a 24 hour guard on ingress/egress points.
6. Encourage the reporting of thefts.

APPENDIX A

Types of Security

100% Surveillance: This is a very labor-intensive method, but at times necessary, especially if many thefts or other crimes have occurred in a given area.

Patrol - Intensive: This can be a deterrent to crimes, but is less reliable than 100% surveillance. However, if high security type visibility is warranted, it is a good method.

Patrol - Random: Again, this can be a deterrent, but it is less effective than intensive patrol. It is commonly used in areas of high visibility and minimal “blind spots,” where little or no thefts or other crimes have been reported.

Under Cover - Low Profile: This method is rarely used in facilities but can be an excellent tool to use when illegal activities are suspected.

Post Guards: This method can and has been used with great success in facilities. It is done primarily at ingress/egress areas, but can also be used in other areas to deter unauthorized personnel from entering the area. It is very labor intensive.

APPENDIX B

INCIDENT SECURITY PLAN *CREST INCIDENT*

DATE: *JUNE 11, xxxx*

ICP: *CREST*

Problems: *None*

Security Concerns: *None*

Security Needed: *Patrol-Random*

INCIDENT BASE: *CREST*

Supply Area

Problems: *One reported theft:
chain saw.*

Security Concerns: *Blind spot on east side
of supply area.*

Security Needed: *Patrol-Intensive. Walk
through with supply unit
leader to address
security concerns.*

APPENDIX B (continued)

Sleeping Area

Problems: *One reported theft: one radio (boom box).*

Security Concerns: *Improper storage of personal items.*

Security Needed: *Patrol-Random. Talk with crew reps about personal gear storage, insert a security message in the Incident Action Plan.*

Kitchen Area

Problems: *One reported theft: one generator.*

Security Concerns: *Unsecured equipment.*

Security Needed: *Patrol-Random. Walk through with food unit leader to address security concerns, secure equipment with locking devices (lock and chain).*

APPENDIX B (continued)

Vehicle Parking

- Problems: *Numerous reports of thefts of small firefighting tools.*
- Security Concerns: *Out-of-service strike teams loitering in parking area.*
- Security Needed: *Patrol-Intensive, remove unauthorized persons.*

Ingress/Egress Areas

- Problems: *Unescorted media inside incident base.*
- Security Concerns: *Numerous ingress/egress areas.*
- Security Needed: *Post guards at each ingress/egress location, reduce the number of access points.*

APPENDIX B (continued)

CAMPS BIG ROCK

Supply Area

Problems: *None*

Security Concerns: *Blind spot on back side of supply area.*

Security Needed: *Patrol-Random. Walk through with supply unit leader to address security concerns.*

Sleeping Area

Problems: *None*

Security Concerns: *None*

Security Needed: *Patrol-Random*

APPENDIX B (continued)

Kitchen Area

- Problem: *One reported theft: frozen food.*
- Security Concerns: *Unsecured refrigerator vans.*
- Security Needed: *Patrol-Random.
Request through food unit leader that vans be locked.*

Vehicle Parking

- Problems: *None*
- Security Concerns: *None*
- Security Needed: *Patrol-Random*

Ingress/Egress Areas

- Problems: *None*
- Security Concerns: *Numerous ingress/egress areas.*
- Security Needed: *Post guard, reduce to one access into camp.*

APPENDIX B (continued)

HELIBASE: CREST

Problems: *None*

Security Concerns: *Large number of personnel in and out.*

Security Needed: *Patrol-Random. 24-hour coverage, post guard.*

Incident Area

Problems: *Unauthorized personnel.*

Security Concerns: *Uncontrolled access.*

Security Needs: *Coordinate with sheriff and set up vehicle check points.*

APPENDIX B (continued)

Special Concerns

Problems: *Ethnic and cultural conflict, camp visitors, local attractions (bars/ convenience stores).*

Security Concerns: *Fighting, theft, alcohol in camp, drunkenness.*

Security Needs: *Post guard, patrol-random, intensive.*

Phone numbers of local law enforcement (Name of Agency) and emergency contacts:

555-3765

555-2239

APPENDIX B (continued)

NARRATIVE:

Local law enforcement officer (Police Chief) Dan Steele was notified today of the incident, its scope, and expected duration. He offered his full cooperation, and will provide a patrol car for continuous 24-hour per day use. The patrol car will canvass the perimeter of the facilities for the duration of the incident.

Corrections Lt. Olesen has been contacted and has been advised that the inmate sleeping area borders a chain-link fence surrounding a pharmacy.

Submitted as complete by:
Security Manager - Crest Base

Reviewed and accepted as complete by:
Logistics Section Chief - Crest Facility

Approved by: *Incident Commander*

APPENDIX C, VISITOR POLICY, EXAMPLE

INCIDENT VISITOR POLICY

Welcome to our camp! We would ask that you take a minute to review our visitor policy and ask any questions if anything is unclear.

- Visitors will stop at the front gate and obtain a visitor pass. The pass must be worn at all times and turned into Security upon leaving the camp at the end of your visit.
- Visitors will not be allowed to roam camp without being accompanied by an incident employee.
- Visitor's vehicles will be parked only in designated visitor parking areas or to areas as directed by Security.
- No pets (except seeing-eye dogs) are allowed in camp.
- Non-prescription drugs, alcohol, and weapons are strictly prohibited.
- Visitation privileges end at 9 P.M.; there will be no overnight visitors.
- Visitors are not allowed to eat meals unless specifically authorized by the Incident Commander or his acting.
- Please observe smoking restrictions as posted throughout camp.

Thank you!

Incident Commander

APPENDIX D



Interagency Media Guidelines for Wildland Fires

March 19, 2004

General Policy

- It is the policy of federal and state agencies to provide news media access to incidents including wildland fires, prescribed fires and wildland fire-use fires.
- Federal and state agencies are required to provide equitable and maximum news media access to wildland fire incidents.
- For the purposes of these guidelines, news media representatives include print and broadcast reporters; freelance print reporters; freelance videographers; and photographers.
- While the wildland firefighting agencies seek to provide safe access to incidents for news media representatives, the ultimate responsibility for their safety lies with the individual reporter and their employer.

APPENDIX D (continued)

Access

- Visits to the fireline must receive the approval of the incident commander or designated representative.
- News media will be escorted by a person qualified as a single resource boss or other appropriate escort approved by the incident commander. The incident commander may delegate escort approval authority to other incident personnel, such as the lead Information Officer or appropriate local authority.

Personal Protective Equipment (PPE)

- News media representatives will be required to wear PPE as outlined in the Fireline Handbook and the Interagency Standards for Fire and Aviation Operations (the “Red Book”) when working within the fire perimeter, and have an appropriate safety briefing. PPE must meet National Fire Protection Association/National Wildfire Coordinating Group standards.

APPENDIX D (continued)

The required PPE is:

- √ 8-inch high, lace-type work boots with non-slip, melt-resistant soles and heels.
- √ Aramid shirts
- √ Aramid trousers
- √ Hard hat with chinstrap
- √ Leather gloves
- √ Fire shelter
- √ Water canteen

PPE may be provided by the fire organization if media representatives are unprepared.

Firefighter Training

- News media representatives are invited to join in basic firefighter courses with federal and state providers, if there is sufficient room for them.
- These courses are voluntary. Attending them is not a guarantee of access, nor an endorsement of safety accreditation, but rather is an opportunity for information and education. Reporters can also be referred

APPENDIX D (continued)

to authorized contract trainers or the academic community for basic firefighter courses.

- NWCG member agencies will not administer the work-capacity test to news media representatives because of liability concerns.

“Shadowing” Fire Crews

- Incident personnel will facilitate in-depth coverage opportunities for journalists. News media representatives requesting to “shadow” crews for more than one operational period on the fireline or in the fire area must:
 - Wear personal protective equipment and understand how to use it.
 - Coordinate activities with the lead Information Officer, who will communicate with the affected crew boss, incident commander, and the fire management officer at the crew’s home unit.

APPENDIX D (continued)

- It is strongly recommended that reporters requesting to shadow crews complete basic firefighter training including S-130 and S-190. If these courses have been taken in a previous year, a current refresher course is recommended. News media representatives must be able to walk in mountainous terrain, be in good physical condition, with no known limitations.

Red Cards in the Incident Command System

- News media representatives will not be issued “red cards” under the Incident Command System. The red-card system was designed for incident personnel with specific duties for which they are trained and qualified, and not for non-incident personnel.

Existing Laws and Policies

- These guidelines apply to all fires under federal or state jurisdiction, but are not intended to supersede existing tribal laws; state laws, such as media access laws in California; or chain-of-command procedures relevant to military crews.

APPENDIX D (continued)

Denial of Access

- Denial of access will be a rare occurrence. News media access may be limited when the Incident Commander determines:
 - Safety of firefighters or others may be compromised. Considerations should be much the same as those when it is deemed unsafe for fire crews to be on the fireline such as extreme fire behavior, expected change in the weather, and so forth.
 - The presence of non-fire personnel compromises incident operations.
 - The presence of non-fire personnel compromises the integrity of an investigation.
 - A violation of security or privacy of incident personnel would occur.
- Federal and state agencies will support decisions regarding access by other jurisdictions, such as a private landowner, tribal entity, or local law enforcement agency.

APPENDIX D (continued)

- Reasons for denial of access should be documented by the lead information officer and become part of the unit log.
- News media aviation resources must determine and abide by airspace restrictions that may be implemented by the FAA at the request of fire managers.

California Media Access Guidelines

In California, State Law (see enclosure) allows credentialed news media access to fires, floods, earthquakes, explosions, accidents, etc., unless their activities prevent law enforcement and other emergency officials from doing their job. To ensure consistent application of the law during emergency situations the following guidelines apply:

- Credentialed news media representatives will not be denied access to National Forest System Lands unless by their presence they are compromising the safety of our employees, impeding the response of emergency equipment or personnel, or impeding the investigation of the incident.

APPENDIX D (continued)

- News media representatives are required to present proper press credentials to agency officials prior to accessing areas closed to the general public.
- It is strongly recommended that incident personnel provide qualified media escorts. However, in certain situations this may not be possible and credentialed news media should not be denied access if they do not have an escort, unless their presence results in compromising firefighter safety.
- While it is not required for access, it is strongly recommended that all news media have and wear personal protective equipment (PPE), and be given a safety briefing.
- Media who are using fixed or rotary aircraft must follow FAA regulations for closures or restrictions of airspace over incidents.

**REPRINTED FROM THE STATE OF
CALIFORNIA PENAL CODE:**

CLOSING OF AREAS IN EMERGENCIES

409.5(a) Whenever a menace to the public health or safety is created by a calamity such as flood, storm, fire, earthquake, explosion, accident or other disaster, officers of the California Highway Patrol, police departments or sheriff's office may close the area where the menace exists for the duration thereof by means of ropes, markers or guards to any and all persons not authorized by such officer to enter or remain within the closed area. If such a calamity creates an immediate menace to the public health, the local health officer may close the area where the menace exists pursuant to the conditions which are set forth above in this section.

(b) Officers of the California Highway Patrol, police departments or sheriff's office may close the immediate area surrounding any emergency field command post or any other command post activated for the purpose of abating any calamity enumerated in this section or any riot or other civil disturbance to any and all unauthorized persons pursuant to the conditions which are set forth in this section whether or not such field command post is located near to the actual calamitous riot or other civil disturbance.

APPENDIX D (continued)

(c) Any unauthorized person who willfully and knowingly enters an area closed pursuant to subdivision (a) or (b) and who willfully remains within such area after receiving notice to evacuate or leave shall be guilty of a misdemeanor.

(d) NOTHING IN THIS SECTION SHALL PREVENT A DULY AUTHORIZED REPRESENTATIVE OF ANY NEWS SERVICE, NEWSPAPER, OR RADIO OR TELEVISION STATION OR NETWORK FROM ENTERING THE AREAS CLOSED PURSUANT TO THIS SECTION.

APPENDIX E, ICS 214 UNIT LOG, EXAMPLE

UNIT LOG	1. Incident Name Crest	2. Date Prepared 08/12/XX	3. Time Prepared 2330
4. Unit Name/Designators Security	5. Unit Leader (Name and Position) T. Jones - SECM		6. Operational Period 1200- 2400
7. Personnel Roster Assigned			
Name	ICS Position	Home Base	
J. Smith	SEC1	Flathead NF	
R. Thompson	SEC2	Idaho Panhandle NF	
T. Law	SEC2	Idaho CDF	
L. Strickland	SEC1	Deerlodge NF	
T. Rex	SEC2	W. Yellowstone NP	
M. Lacy	SEC2	Custer NF	
S. Good	SEC2	Inyo NF	
L. Gray	SEC2	Helena NF	
C. Bradly	SEC1	Grant County Sheriff	
B. Foster	SEC1	Grant County Sheriff	
8. Activity Log			
Time	Major Events		
1200	Received briefing from LSC.		
1300	Ordered two SEC2 for Big Rock Camp.		
1430	Took report of chainsaw theft from RCDM.		
1500	Assigned two SEC2 to night shift at Big Rock Camp.		
1500-1530	Break		
1530	Report of 300 steaks missing from food unit.		
1600	Investigation uncovered missing steaks in cook's private vehicle.		
1630	Cook turned over to deputy sheriff.		
1700	Requested approval for undercover operation from the IC.		
1800	Took report on unauthorized personnel in chow line.		
1900	IC approved undercover operation.		
2030	Complaint of loud music in sleeping area.		
2345	Briefed incoming SECM and security personnel.		
2400	Off shift		
9. Prepared by (Name and Position)			
<i>Tom Jones - SECM</i>			

APPENDIX F

LOST/FOUND/STOLEN REPORT

Cleared _____

LOST/STOLEN/FOUND (circle one)

Incident Name _____ Forest/District _____

Person Reporting (or owner of property, if known) _____

Contact Address _____

City _____ State _____ Zip _____ Phone () _____

VICTIM'S FORWARDING ADDRESS (if different from above) _____

City _____ State _____ Zip _____ Phone () _____

ITEM DESCRIPTION _____

Value _____ Date Lost/Found/Stolen _____ Time _____

CIRCUMSTANCES _____

(continue on back if more room is needed)

INCIDENT REPORT NUMBER (if assigned) _____

COPIES GIVEN TO: Claims () Procurement ()

Other _____ Date _____

OFFICER _____ Home Unit Address _____

City _____ State _____ Zip _____ Phone () _____

RETURNED TO _____ **Date/Time** _____

REPORT # _____

APPENDIX G
24-HOUR CLOCK

<i>12 Hour</i>	<i>24 Hour</i>	<i>Pronounce</i>
1:00 AM	0100	Zero-one hundred
2:00 AM	0200	Zero-two hundred
3:00 AM	0300	Zero-three hundred
4:00 AM	0400	Zero-four hundred
5:00 AM	0500	Zero-five hundred
6:00 AM	0600	Zero-six hundred
7:00 AM	0700	Zero-seven hundred
8:00 AM	0800	Zero-eight hundred
9:00 AM	0900	Zero-nine hundred
10:00 AM	1000	Ten hundred
11:00 AM	1100	Eleven hundred
12 NOON	1200	Twelve hundred
1:00 PM	1300	Thirteen hundred
2:00 PM	1400	Fourteen hundred
3:00 PM	1500	Fifteen hundred
4:00 PM	1600	Sixteen hundred
5:00 PM	1700	Seventeen hundred
6:00 PM	1800	Eighteen hundred
7:00 PM	1900	Nineteen hundred
8:00 PM	2000	Twenty hundred
9:00 PM	2100	Twenty-one hundred
10:00 PM	2200	Twenty-two hundred
11:00 PM	2300	Twenty-three hundred
12 MIDNIGHT	2400	Twenty-four hundred

Notice that you add 12 to the PM time to get the first two numbers of the hour, e.g., 8 PM is twenty hundred ($8 + 12 = 20$).

APPENDIX H

GLOSSARY OF TERMS AND ACRONYMS

For additional fireline terms, refer to Wildland Fire Terminology, PMS 205, NFES 1832

Accountable Property	Items with a purchase price of \$5,000.00 or higher. Also, items that the agency considers sensitive (cameras, chain saws, items with property numbers).
A/C	Aircraft (fixed or rotor wing).
AD	Administratively Determined (rates and pay plan for emergency workers).
AGL	Above Ground Level (altitude expressed in feet above the ground).
Agency Representative	An individual assigned to an incident from an assisting or cooperating agency who has been delegated the authority to make decisions on matters affecting that agency's participation at the incident.

APPENDIX H (continued)

AIDS	Aerial Ignition Devices (usually refers to a ping pong ball machine or a helitorch).
Air Contact	Particular aviation resource to contact when reporting to a fire.
Air Show	Multiple aircraft over a fire, usually including air tankers.
Air Tactical	ICS position within the operations section. Air Tactical Group Supervisor (ATGS), synonymous with air attack.
Advanced Technology Meteorological Unit (ATMU)	A weather data collection and forecasting facility consisting of seven modules, weighing a total of 116 pounds and occupying 13.8 cubic feet of space when transported. Requires a supplemental order of helium, procured locally.
Alumigel®	Jelly-like substance produced by mixing gasoline and Alumigel® powder. It is then applied with an ignition device such as a helitorch to ignite fires.

APPENDIX H (continued)

ALS	Advanced Life Support
ATA	Actual Time of Arrival
Air Tanker	Fixed wing aircraft capable of delivering fire retardant (liquid and foam).
ATD	Actual Time of Departure
Attractive	Those areas that attract a significant number of individuals (bars, convenience stores, swimming holes).
Av Gas	Fuel for aircraft with internal combustion engines (reciprocating engines).
Azimuth	The horizontal distance in angular degrees in a clockwise direction from the north point.
Back Haul	Excess supplies, equipment or trash returned from a location on an incident.

APPENDIX H (continued)

Base	The location at which primary logistical functions for an incident are coordinated and administered. There is only one base per incident; example: incident command post (ICP).
Bearing	Position of an object with reference to a point on a compass.
Backpack Pump	A collapsible backpack made of neoprene or high strength nylon fabric that carries approximately five gallons of water fitted with a hand pump (bladder bag).
Booster Pump	An intermediary pump for supplying additional lift in pumping water uphill past the capacity of the first pump.
BDU	Fire resistant pants.

APPENDIX H (continued)

- Blind Spot** Areas found within a facility that due to natural or human-made barriers, poor lighting, etc., do not provide for 100% visibility (supply area surrounded on three sides by a wooden fence).
- Casual (EFF)** An employee who is hired temporarily for a fire emergency (see AD). Also referred to as Emergency Fire Fighter (EFF).
- Camp** A geographical site within the general incident area, separated from the incident base. It is equipped and staffed to provide food, water, and sanitary services to incident personnel.
- Check Point** A fixed location, usually on the perimeter of an incident, which controls access to and from the incident.

APPENDIX H (continued)

Chief of Party	Person in charge of passengers while traveling.
Clamshell	Reusable battery holder for King® radios. Holds nine AA batteries. Listed as Holder, Battery, King, NFES 1034.
Compressed Air Foam System (CAFS)	A generic term used to describe foam systems consisting of an air compressor (air source), water pump and foam solution.
Commo	Communications
Consumable Property	Items that are expected to be consumed on the incident (batteries, MREs, canteens).
Coordination Center	Regional/Zone/State level center for mobilization of resources to incidents, etc. (dispatch).
Coupling, hose	A fitting on the end of a hose that connects the ends of adjacent hoses or other components of hose (male, female, quick connect, pin lug).

APPENDIX H (continued)

Coyote Tactics	A progressive line construction technique involving self-sufficient crews which build fire line until the end of the operational period, remain at or near that point while in an unavailable status and begin building fireline at that point at the start of the next operational period.
CSJRL	Cotton-Synthetic Jacketed, Rubber Lined hose.
Cubie	Cubitainer: a five gallon container used for transporting drinking water.
Demob	Demobilization, process of removing resources, usually off incidents.
DHS	Department of Homeland Security
Dispatch	Dispatch center; a facility from which resources are assigned to an incident.

APPENDIX H (continued)

Division	Incident division, usually designated by a letter; example: Division A.
DJRL	Double Jacketed Rubber Lined hose.
Dozer	A tracked vehicle with a front mounted blade used for building fireline (bulldozer).
Dozer tender	Bulldozer service unit.
Drop Point	A location, usually within the incident area, established by either operations or logistics to place or retrieve personnel and equipment. Drop points are usually physically signed and numbered and identified on an incident map.
Drum Lifter	A device used to transport a 55 gallon drum via a sling on a helicopter.
Durable Property	Non-accountable items, with useful life expectancy longer than one incident.

APPENDIX H (continued)

Engine	A truck mounted with a pump and tank (water), used in fire suppression.
EMS	Emergency Medical Service
EMT	Emergency Medical Technician
ETA	Estimated Time of Arrival
ETD	Estimated Time of Departure
ETE	Estimated Time En Route
Expanded Dispatch	The organization in dispatch that is activated when the complexity of logistics coordination approaches a level the initial attack dispatch organization can no longer support.
FAA	Federal Aviation Administration
FBO	Fixed Base Operator; usually the local airport.

APPENDIX H (continued)

Fill or Kill	Policy designed to indicate ability to fill an order or if it can not be filled within a reasonable amount of time (1 hour is standard), then “kill” it. Determine whether to reorder at a later time or cancel the order. This policy is referenced in the National Interagency Mobilization Guide.
Fire Cache	A supply of fire tools and equipment assembled in planned quantities or standard units at a strategic point for exclusive use in fire suppression.
Fixed Wing	Aircraft with stationary wings; an airplane.
FLE	Fire Line Explosives, used for rapid construction of fireline with a small number of specially trained personnel.
FMO	Fire Management Officer

APPENDIX H (continued)

Foam	An extinguishing agent, chemically and/or mechanically produced, that blankets and adheres to the fuels to reduce combustion. When foam products are mixed at 1% or less, the foam will remain effective at preventing ignition for 12 hours. Works with current class A foam delivery systems.
Fol-da-tank®	A portable, collapsible water tank with a tubular frame; varies in capacity from 500-1500 gallons.
FTS	Federal Telephone System
Gated Wye	A gated valve used in hose lays to allow connection of other hoses within the trunk line (1" lateral hose with nozzle).
GHT	Garden Hose Thread, 3/4 inch hose fittings.
Gorman Rupp	Small, portable water pump.

APPENDIX H (continued)

Gray Water (Grey)	Used water from the kitchen and shower units.
Greenwich Mean Time	The time at “0” longitude, Greenwich, England (Zulu time).
Hazardous Material	Substances that are identified, classified and regulated in the Code of Federal Regulations, Title 49 and Hazardous Materials Regulation 175. A hazardous material is a substance or material which has been determined by the Department of Transportation to be capable of posing an unreasonable risk to health, safety and property when transported in commerce and which has been so designated.
Head (water pressure)	Pressure due to elevation of water. Equals 0.433 pounds per square inch per foot of elevation.

APPENDIX H (continued)

Helibucket	Specially designed bucket carried by a helicopter like a sling load and used for aerial delivery of water or fire retardants.
Helitorch	An aerial ignition device slung beneath a helicopter to disperse ignited lumps of jelled gasoline (Alumigel®).
Hot Food/ Drink Cans	Nonreusable cans that are used to ship hot or cold drinks and food to remote locations.
Hot Shots, IHC	Specially trained seasonal hand crew (Type 1).
Hoverfill Tank	Large, portable tank from which helitankers can hoverfill.
IA	Initial Attack, first effort to suppress a fire.
IC	Incident Commander

APPENDIX H (continued)

Impeller	Rotating part of a centrifugal pump which imparts energy to the liquid to be moved. For shearing purposes, the impeller is on a rotating shaft within the body of liquid.
IMSR	Incident Management Situation Report (Sit Report). Daily report giving the current fire situation in the United States.
Incident	An event (fire, flood, earthquake, other disasters).
Incident Action Plan (IAP)	Contains objectives reflecting the overall incident strategy and specific control actions for the next operational period. The plan may be oral or written.
Incident Command Post (ICP)	A location where the primary command functions are executed; may be co-located with the incident base.

APPENDIX H (continued)

Incident Command System (ICS)	An organization used to manage an emergency incident or a non-emergency event. It can be used equally well for both small and large situations. The system has considerable internal flexibility. It can grow or shrink to meet differing needs. This makes it a cost-effective and efficient management system. The system can be applied to a wide variety of emergency and non-emergency situations.
Incident Overhead	All supervisory positions described in the incident command system.
Increaser	Increasing coupling used on hose, pump or nozzles to permit connection of a larger size of hose.
Inductor	A control mechanism that allows a regulated quantity of foam concentrate to be introduced into the main hose line.

APPENDIX H (continued)

Infrared	A heat detection system used for fire detection, mapping and heat source identification.
Ingress/ Egress	Areas where vehicles and/or people enter and exit a facility.
Inside Diameter	The internal diameter of a tube, conductor or coupling as distinguished from the outside diameter. Fire hose sizes are classified by a nominal internal diameter.
IR Scan	Infrared survey of a fire.
Iron Pipe Standard Thread	Standard system of thread for connecting various types of rigid piping. These threads are much finer and more difficult to connect in the field than National Standard threads.

APPENDIX H (continued)

Jurisdiction	The range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority for incident mitigation. Jurisdictional authority at an incident can be political/geographic, or functional.
Jurisdictional Agency	The agency having land and resource management responsibility for a specific geographical or functional area as provided by federal, state or local law.
Kamlock	Type of fitting that provides quick connecting/disconnecting hose.
Lead Line	Line or set of lines made of rope, webbing or cable and used in helicopter external load operations. Placed between a swivel or the cargo hook and the load.

APPENDIX H (continued)

Lead Plane	Aircraft with pilot used to make trial runs over the target area to check wind, smoke conditions, topography and lead air tankers to the target.
Lined Fire Hose	Fire hose with a smooth inner coating of rubber or plastic to reduce friction loss.
Liquid Concentrate	Liquid phosphate fertilizers used as fire retardants, usually diluted three to five times prior to application.
Live Line or Reel	Hose line or reel on a fire engine, carried connected to the pump, ready for use without making connection to pump or attaching nozzle.
Load Calculation Form	An agency form used to calculate helicopter load weight.
Local Agency	An agency having jurisdictional responsibility for all or part of an incident.

APPENDIX H (continued)

Longline	A line or set of lines, usually in 50 foot increments, used in external load operations that allow the helicopter to place loads in areas which the helicopter cannot land.
MAC	Multi-Agency Coordinating Group
MAFFS	Modular Airborne Fire Fighting System, the military's air tanker program (used when more tankers are needed than there are available on contract).
Mark III	Small, portable water pump.
Mark 26	Portable water pump (smaller than a Mark III).
Medevac	Emergency medical evacuation.
Misery Whip	Crosscut saw.
MIST	Minimum Impact Suppression Tactics.

APPENDIX H (continued)

Mix Ratio	The ratio of liquid foam concentrate to water, usually expressed as a percent.
Monitor	Turret type nozzle usually mounted on an engine.
Mob Guides	Reference used to facilitate the mobilization of resources. Includes policies, procedures, and where to find the resources.
Mop up	Extinguish or remove burning material near control lines after an area has burned to secure the fire or to reduce residual smoke.
MRE	Meals Ready to Eat, light weight, packaged food used on fires.
Multicom	A VHF/AM aircraft radio frequency (122.9 MHz) assigned by the FAA for use in air-to-air communications.
Mud	Fire retardant.

APPENDIX H (continued)

NH	National Fire Hose, coupling threads used for fire hose 1½" and larger.
NFES Catalog	Referred to as the National Fire Equipment System Catalog. This catalog is used to order equipment and supplies from fire caches.
NICC	National Interagency Coordination Center at Boise, ID.
NIFC	National Interagency Fire Center at Boise, ID.
Nomex®	A fire resistant synthetic material used in the manufacturing of flight suits, pants and shirts for firefighters.
Nozzle Aspirated Foam System	A foam generating device that mixes air at atmospheric pressure with foam solution in a nozzle chamber.

APPENDIX H (continued)

Nozzle, Forester	Twin-tip combination nozzle for 1" hose. Combination fog/straight stream nozzle tip; low volume.
Nozzle, KK	Combination barrel nozzle. Higher volume than the Forester nozzle.
NPSH	National Pipe Straight Hose Coupling Threads (straight pipe threads for hose couplings and nipple).
NPT	National Pipe Threads/ American Standard Taper pipe threads.
NTE	Not to exceed; a personnel term used for positions that have a limited duration due to funding or project length.
Patrol-Intensive	A roving type of patrol with greater frequency than a random patrol. This can be a deterrent to crimes, but is less reliable than 100% surveillance.

APPENDIX H (continued)

Patrol- Random	A roving type of patrol at varying times. It is commonly used in areas of high visibility, where little or no thefts or other crimes have been reported.
Payload	Weight of passengers and/or cargo being carried by an aircraft.
PAX	Passengers
PC	Paracargo, cargo delivered by means of fixed wing aircraft and parachutes specialty packed and rigged, usually by smokejumper paracargo specialists.
PG	Personal gear bag.
Phoschek®	Long term red colored fire retardant.
PIC	Pilot in Command

APPENDIX H (continued)

Piston Pump	Positive displacement pump with 2, 4, and 6 reciprocating pistons to force water from the pump chamber in conjunction with appropriate action of inlet and discharge valves.
Posting Guards	Technique of providing security by assigning personnel to fixed location. Usually at ingress/ egress and high traffic areas.
PPE	Personal Protective Equipment. Could include agency issued law enforcement equipment (gun, holster, vest).
Probeye®	Infrared scanning device that picks up hotspots on fires.
Proportioner	A device that adds a predetermined amount of foam concentrate to water to form a foam solution.

APPENDIX H (continued)

PSD Plastic Sphere Dispenser; refers to a machine installed in a helicopter that dispenses plastic spheres (ping pong balls) filled with potassium permanganate. The machine injects a small amount of ethylene glycol into each sphere and then dispenses them out of the helicopter. The exothermal reaction of the two chemicals creates enough heat to ignite the plastic sphere, in 25 to 30 seconds, which in turn ignites the fuel bed. Aerial Sphere Dispenser Kit, NFES 3410.

PTO Power Take-Off; a supplementary mechanism enabling the engine power to be used to operate non-automotive apparatus (such as a pump).

Pumpkin Collapsible, soft-sided, freestanding portable water tank.

APPENDIX H (continued)

Ramp	Parking area for aircraft adjacent to a runway.
Red Card	Fire qualification card issued to personnel showing their qualifications to fill specific fire positions.
Reel	A frame on which hose is wound (3/4 to 1 inch hose) supplied by a water tank on the apparatus.
Resource	Any person, aircraft, supply or equipment available for assignment to an incident. Described by kind and type (T2 Crew, ICT1, T6 Engine).
Resource Order	Form used by dispatchers, service personnel and logistics coordinators to document the request, ordering or release of resources and the tracking of those resources on an incident.

APPENDIX H (continued)

Respirator	A simple filter mask for individual protection against smoke and fumes for use on wildland fires.
Retardant	A chemical having a retarding action on fire, usually applied with an air tanker.
Retrograde	Reversal of an order; shipping supply items from the incident back to the cache or to another incident.
Requisition	A form/procedure for purchasing supplies.
RH	Relative Humidity; a measure of moisture in the air.
Rocker Lug Coupling	Hose coupling in which the lugs used for tightening or loosening are semicircular in shape and designed to pass over obstructions.

APPENDIX H (continued)

ROSS	Resource Ordering Status System; a computer based dispatch system for tracking resources.
Rotor Wash	The air turbulence caused by the movement of the rotor blades of a helicopter.
Rotorwing	Aircraft with a rotor system that rotates about an axis to provide lift and/or thrust for a helicopter.
R & R Center	Facility where individuals may rest and recuperate after being on an incident for an extended period of time.
RX	Prescribed fire.
SIPT	Straight Iron Pipe Thread
Slurry	Fire retardant.

APPENDIX H (continued)

SMJ or SJ	Smokejumper; fire suppression personnel who parachute to fires via fixed wing aircraft.
SOP	Standard Operating Procedures
Spotter	Smokejumper supervisor in charge of a jumper load; performs navigation, communication, and paracargo duties.
Staging Area	A temporary on-incident location, managed by the operations section. Incident personnel and equipment are assigned on a three minute available basis.
Stocking Levels	Minimum levels of supplies kept on hand at a fire cache.
Strainer	A wire or metal guard used to keep debris from clogging pipe or other openings made for pumping water. Placed on suction hose it will protect pumps from foreign materials.

APPENDIX H (continued)

Surfactant	A surface active agent. A formulation which, when added to water in proper amounts, will reduce the surface tension and increase penetration capabilities of the water (wet water, class A foam, soap).
Swamper	Assistant to an equipment operator.
T & A	Time and Attendance
Tail Number	FAA number used to identify aircraft, located on the tail of the ship. American aircraft tail numbers begin with the letter N; examples: N543TY, N67344.
Tanker	Air tanker.

APPENDIX H (continued)

- TFR** Temporary Flight Restriction. This airspace restriction is obtained through the FAA. It is an area of airspace over an incident that is defined both laterally and vertically, which has been temporarily or partially closed to nonessential aircraft for a specific period of time.
- Thread** The specific dimensions of screw thread employed to couple fire hose and equipment. American National Standard Hose Thread has been adopted for fire hose couplings.
- Torch, Drip** A hand-held device for igniting fires by dripping flaming liquid fuel on the materials to be burned. Fuel used is generally a mixture of diesel and gasoline.

APPENDIX H (continued)

Trash Pump	Medium sized pump used for moving large amounts of liquids (grey water, retardant). These pumps are ordered as volume pumps.
Under Cover/ Low Profile	The use of incognito or non-uniformed security personnel to observe problem areas. This method is rarely used in facilities but can be an excellent tool to use when illegal activities are suspected.
UTF	Unable to fill; pertaining to resource orders.
Vehicle Inspection	The cursory examination of all areas of a vehicle within plain view.

APPENDIX H (continued)

Vehicle Search	The intensive examination of all areas within a vehicle for the purpose of locating contraband. A vehicle search of private vehicles can only be done after probable cause has been established. Consent has to be given before a search can be conducted.
Water Buffalo	Liquid storage unit.
Water Tender	Ground vehicle capable of transporting specified quantities of water; example: Type 1 water tender, 5000 gallon capacity, 300 gallon per minute pumping capability.
WFSA	Wildland Fire Situation Analysis. An analysis tool used to determine the most appropriate management strategy for a wildfire that has escaped initial attack.

APPENDIX H (continued)

WX	Weather
Xedar®	Type of heat seeking video display unit that identifies hot spots during mopup.
100 hour	Mandatory maintenance done to aircraft every 100 hours (there is also a 50 hour, 1000 hour, etc.).
100% Surveillance	This is a very labor intensive method, but at times necessary, especially if many thefts or other crimes have occurred in a given area.