

# Department of the Interior National Interagency Burned Area Emergency Response Team



## Standard Operations Guide



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## **INTRODUCTION**

The Department of the Interior (DOI) National Interagency Burned Area Emergency Response (BAER) Team Standard Operations Guide provides Department of the Interior National Interagency BAER Team operational and business practice guidelines.

The DOI currently maintains one standing National Interagency BAER Team for dispatch to only the most complex BAER incidents. The role of the National Interagency BAER Team is to assist the incident agency and unit agency administrators in identifying appropriate emergency stabilization treatments and producing a BAER Plan.



## **COORDINATION**

### **I INTRODUCTION**

This chapter provides information regarding National Interagency BAER Team coordination. In order to develop effective, comprehensive BAER Plans, coordination needs to exist between the local agency administrators, Department of the Interior National BAER coordinators, incident agency, assisting agencies, public, Incident Management Team (IMT), and the National Interagency BAER Team and team members.

### **II DEPARTMENT OF THE INTERIOR NATIONAL BAER COORDINATORS (IBAER)**

The Department of the Interior (BLM, NPS, BIA, and FWS) National BAER Coordinators (IBAER) collectively are responsible for supporting, managing and conducting overall performance reviews and evaluations of the National Interagency BAER Team. Important coordination issues include team preparedness, funding, pre-season team meeting, policy interpretation and direction, team business practices, and incident dispatch. Individual team members are supported by their bureau. The National Park Service and Bureau of Indian Affairs provide equipment and non-DOI team member support to one National Interagency BAER Team.

### **III AGENCY, ASSISTING AGENCY AND PUBLIC COORDINATION**

#### **Agency**

The role of the National Interagency BAER Team is to assist the agency and unit agency administrator in identifying post-wildfire threats, recommending appropriate emergency stabilization treatments and developing a BAER Plan. Before the assistance can begin, the agency administrator must outline objectives and priorities for the team in a written Delegation of Authority. The agency administrator should also identify a resource advisor to coordinate between the National Interagency BAER Team and unit resource specialists to support BAER planning activities. These unit resources are invaluable in plan preparation and initiating plan implementation.

At times the National Interagency BAER Team may prepare a multi-agency BAER Plan for wildfires that cross jurisdictional responsibility. Coordination of activities between the team and each agency is critical to keep all agencies informed on the status of proposed emergency stabilization. This can be done through scheduled daily briefings and periodic contacts as necessary.

Effective transition from plan development to plan implementation is greatly improved by coordinating and designing emergency stabilization treatments commensurate with agency implementation resources and preparing the agency(s) and agency administrator(s) early for their plan implementation responsibilities.

## **Assisting Agencies**

Other agencies may need to be consulted in preparing the BAER Plan. Their early contact and involvement will expedite plan preparation and approval. Some of these agencies are: the National Resources Conservation Service (NRCS), Federal Emergency Management Agency (FEMA), State/Tribal Historic Preservation Offices, U.S. Fish and Wildlife Service, State agencies, Tribes, Army Corp of Engineers, and local governments.

## **Public**

Agency administrators should provide the interested public reasonable opportunities for plan input and comment as early in the planning process as possible to resolve any issues that would delay implementing emergency stabilization treatments. These coordination and consultation opportunities can improve partnerships with permittees, conservation groups, public volunteers, and state and local government agencies and identify funding, material or labor sources.

The National Interagency BAER Team must coordinate all public outreach efforts with the IMT Information Officer and/or agency public affairs representative including news releases, press conferences and public meetings.

## **IV INCIDENT MANAGEMENT TEAMS COORDINATION**

The National Interagency BAER Team should arrive at the incident as early as possible to start the BAER planning process. Coordination between the IMT and National Interagency BAER Team should begin immediately to identify emerging issues and concerns, conduct a preliminary analysis to identify values at risk, share information and data, allow a smooth transition between wildfire suppression activity damage repair and emergency stabilization planning, and identify wildfire suppression resources that may be available.

# **NATIONAL INTERAGENCY BAER TEAM**

## **I INTRODUCTION**

This chapter provides information and procedures on the team configuration, qualifications, selection, preparedness, incident management business practices and dispatch to BAER incidents.

## **II MEMBER COMMITMENT**

Team members must also commit to the potential for two assignments each year for no less than two years. Every three years each team member must be formally re-evaluated and re-nominated to a team.

## **III MEMBER SELECTION**

Vacant positions are open to all interested, permanent federal employees who meet the training, experience prerequisites and physical fitness standards outlined in this Guide. Each December, the IBAER will prepare and distribute a Vacancy Announcement throughout the individual bureaus. Nominations must be made in the form of a memorandum from the employee's supervisor, forwarded to the individual's National BAER Coordinator no later than February 14 of each year. Nomination memorandums should specify the vacancy of interest, address the nominee's professional and technical qualifications for the position and contain nominee contact information.

The IBAER and BAER Team Leader(s) will fill existing vacancies and all nominees notified of selection results no later than March 15 of each year. This will ensure the involvement of selected individuals in the pre-season team meeting scheduled to be held in late March or April of each year.

Nominations for the BAER Team Leader position are forwarded to the IBAER for selection.

## **IV QUALIFICATIONS**

National Interagency BAER Team members will be qualified as a BAER Team Leader, BAER Environmental Specialist, BAER Documentation Specialist, GIS Specialist, BAER Geologist, BAER Hydrologist, BAER Soil Scientist, BAER Biologist, BAER, Forester, BAER Cultural Resource Specialist, or BAER Botanist as identified in the position qualifications found in Chapter 3. Team members will ensure their qualification records in the Incident Qualification Certification System (IQCS).

## **V PREPAREDNESS**

During the period of mid-May through mid-October the Teams will be on the alert for call-out. It is the responsibility of each BAER Team Leader to ensure the availability of all team members sufficient to meet an incident call-out. The National BAER Team leaders will maintain an availability list of team members. Team call-outs will be on a rotational basis.

Annual equipment needs, recruiting plans, team selection and operating procedures are to be developed in advance of the western wildfire season by each BAER Team Leader with IBAER approval/concurrence/action including:

- An annual team equipment inventory, maintenance, and replacement plan prepared by the BAER Team Leaders (requires IBAER approval).
- Recommended changes needed in Department of the Interior National Interagency Burned Area Emergency Response Team Standard Operations Guide (requires IBAER action).
- Recommended changes (additions/deletions) needed in the Field Operations Guide and Departmental emergency stabilization policy.

## **VI MOBILIZATION**

National Interagency BAER Teams are mobilized based on National Interagency BAER Team Dispatch Prioritization Criteria. Potential floods, mud and debris flows, watershed/municipal water supplies, urban interface, complex and multiple jurisdictions are involved are issues factored into the criteria. Less complex situations should use regional/state or local ad hoc BAER teams and/or local/regional resources.

The initial callout of a National Interagency BAER Team will consist of no more than 13 people filling the following positions:

- BAER Team Leader
- Deputy BAER Team Leader
- BAER Environmental Specialist
- BAER Documentation Specialist
- GIS Specialist
- Required (based on values to be protected) BAER technical specialists - BAER Hydrologist, BAER Soil Scientist, BAER Geologist, BAER Biologist, BAER Forester, BAER Cultural Resource Specialist, BAER Botanist

During the period of mid-May through mid-October, the two BAER Teams will be available on a two week alternating rotation. It is the responsibility of each BAER Team Leader to ensure the availability of all team members. Ordering procedures will follow the direction found in the National Interagency Mobilization Guide. Team members will be ordered and released through established ordering channels.

During National Preparedness Levels 1-3, the ordering unit's agency administrator, bureau Regional/State BAER Coordinator, bureau National BAER Coordinator (or

another DOI bureau National BAER Coordinator if the ordering agency's coordinator is unavailable) will coordinate directly with the appropriate National Interagency BAER Team Leader. Bureaus should not consider resource ordering a National Interagency BAER Team when the Prioritization Criteria score is 11 or less and one National Interagency BAER Team is already committed to a BAER incident.

During National Preparedness Levels 4-5 National Interagency BAER Team assignments will be coordinated through the National Multi-Agency Coordinating Group.

## **VII INCIDENT PERFORMANCE REVIEW**

The BAER Team Leader will request a team performance review from the Agency Administrator. At the initial meeting with the Agency Administrator, the BAER Team Leader will request a team performance review by the Agency Administrator or his/her representative to be received at the conclusion of an assignment. It will be the responsibility of the BAER Team Leader to keep the Agency Administrator apprised of the progress of the team during the assignment and to relay any issues that may present themselves during the incident that the Agency Administrator can assist with.

The BAER Team Leader will conduct a team review of the incident to highlight issues that can be improved upon. This review will be conducted near the end of an assignment and before demobilization begins. The review should consider: what went right; what can be improved; suggestions for policy changes; and suggestions for changes to the Field Operations Guide and Standard Operations Guide.

Copies of both the Agency Administrator's and BAER Team Leader Team review will be provided to the IBAER.

## **VII DEMOBILIZATION**

Demobilization from a BAER incident requires the team to:

- Compile case file data (including unit logs, time sheets, maps, field notes, photos, other relevant items) related to resource assessment and consult with BAER Team Leader to develop archive procedures for transfer to the administrative unit.
- Compile copies of personal resource assessment data and records (including unit logs, maps, field notes, photos, other relevant items) necessary to assist with potential future consultations.
- Return any cache or agency assigned equipment or references.
- Provide a written re-Delegation of Authority to the agency administrator prior to release of the National Interagency BAER Team.

Demobilization procedures will be different than for suppression resources due to the lack of an incident management team support structure. Therefore the National Interagency BAER Team members must:

- Coordinate with incident management dispatch center and team leader to develop a travel plan.
- Close-out fire time reports with BAER Team Leader or timekeeper.
- Contact home agency dispatch center to confirm travel itinerary.
- Conform to interagency incident fire business management work/rest guidelines when traveling home or to a reassignment.
- Notify home agency dispatch center upon return to home unit or reassignment.
- Complete the close-out return travel fire time report with agency dispatcher/timekeeper.
- Clean and re-supply BAER pack/kits to maintain readiness for future assignments.
- Remain in contact with the BAER Team Leader and team alternative member, concerning availability on a regular basis.

## **IX BAER INCIDENT MANAGEMENT PRACTICES**

National Interagency BAER Team will comply with the guidance found in the Interagency Burned Area Emergency Response Guidebook and Interagency Incident Business Management Handbook.

## **X TEAM OVERSIGHT**

- Oversight and management of the National Interagency BAER Team are provided by the IBAER. Incident activity and availability are coordinated through National and Geographic Interagency Coordination Centers.
- To assist in evaluating team performance, BAER Team Leaders will provide the the IBAER a written summary of the After Action Review focusing on activities which were successful, unsuccessful and successfully addressed by the local unit, requesting agency and National Interagency BAER Team, and issues that require IBAER involvement.
- By November 15 each year BAER Team Leaders will provide the IBAER a list of team members who participated and were called but declined the assignment, include justification for declining the assignment.
- Bureau National BAER coordinators will solicit the National Interagency BAER Team Evaluations Evaluation (the IBAER chair will solicit a National Interagency BAER Team Evaluations Evaluation from non-DOI agency administrators).

BAER Team Leaders will meet with the IBAER following the wildfire season or after complex and controversial incidents for an after action review to evaluate and assess performance, identify problems and develop corrective management actions if necessary. Reviewing incident documents will assist in identifying team needs,

support structures, agency organizations, and will contribute to future improvements.

- A National Interagency BAER Team meeting will be held in the spring prior to each wildfire season (funding available permitting) to orient team members, develop field operating procedures, recommend policy changes and review the previous year's incident responses. Agency administrators are encouraged to attend the spring pre-season team meeting and/or communicate their concerns to the IBAER.



## POSITION RESPONSIBILITIES AND QUALIFICATIONS

This chapter identifies individual National Interagency BAER Team position responsibilities, skills necessary to safely and effectively perform those responsibilities, the training and experience needed to support skills development, and physical fitness standards. In addition, the chapter identifies provisional specialists and support positions that frequently are involved in BAER incidents.

### I NATIONAL INTERAGENCY BAER TEAM POSITIONS

There are several responsibilities and skills/knowledge common to all National Interagency BAER Team positions.

#### Responsibilities

- Maintains their availability status in the Resource Ordering Status System (see Appendix 2).
- Upon arrival at the incident, checks in at the Incident Command Post and the Time Unit.
- Obtains applicable management and safety information including fire behavior forecasts and the Incident Action Plan.
- Attends necessary shift briefings, initial team briefing, daily team meetings, and agency close-out briefing.
- Conducts activities using safe and efficient procedures, utilizing LCES, the 10 Standard Fire Fighting Orders, and the 18 Situations That Shout Watch Out, and adheres to safety standards throughout incident, from dispatch to demobilization.
- Performs duties within ICS standards, specifically communicating needs and concerns through the ICS channels and maintaining protocol within the command structure. When arriving on an incident division, checks in with the Division Supervisor. When leaving the division, informs the Division Supervisor. Maintains contact with other resources operating in the area to ensure safety and for the consideration of those forces.
- Gets sufficient rest, adhering to the work/rest ratio of 2:1 with 12 to 14 hours per day being the goal except in emergency situations and 16 hours being the maximum (daily work in excess of 16 hours requires written justification and prior approval by the Team Leader).
- Manages time effectively, allows time for prompt reporting and professional documentation.
- Knows and respects physical and mental limitations, as well as the limitations of other team members. Recognizes personal physical and medical limitations, and communicates with other team members as appropriate. Accommodates other team members' limitations to ensure safety.
- Maintains a positive and professional attitude and conducts self in a professional manner.

- Completes necessary administrative documentation, especially ICS 214 (Unit Log), daily Crew Time Reports (CTR), and OF-288, Emergency Fire Fighter Time Report.
- Obtains demobilization orders at the completion of assignment.
- Closes-out incident business.
- Returns and obtains releases for all equipment checked out.
- Receives travel authorization and orders to return home.
- Completes and closes-out time with a signed OF-288.
- Observes safe practices when traveling.

#### Skills/Knowledge

- Knowledge of National Interagency BAER Team guidelines, natural and cultural resource management policies, and emergency stabilization treatment techniques.
- Ability to communicate effectively orally and in writing and proficiency in the use of personal computers and MS Word.
- ICS radio and communications skills

### **BAER TEAM LEADER (BAEL)**

#### **Responsibilities**

The BAER Team Leader provides overall leadership and direction for the BAER incident, coordinates the operation of a National Interagency BAER Team, accepts/declines assignments according to established call-out criteria, interacts with the agency administrator and the suppression IMT command staff to facilitate resource assessment by team members, and coordinates the development of the BAER Plan within the limitations specified in the Delegation of Authority.

- Validates team member qualifications and availability.
- Responds timely to requests for National Interagency BAER Team.
- Makes initial contact with requesting agency determining if the proposed assignment meets the call-out criteria policy.
- Determines the appropriate BAER technical specialists needed and mobilize the BAER team.
  - Orders team through appropriate dispatch channels
  - Arranges for lodging and workspace.
  - Identifies agency resource advisor needs.
- Briefs the agency administrator and clearly articulates the roles and responsibilities of the National Interagency BAER Team in addressing wildfire suppression activity damage repair, emergency stabilization, burned area rehabilitation and restoration.
- Obtains a Delegation of Authority from the agency administrator.

- Provides team members with an orientation including the status and potential of the wildfire, environmental setting, management goals and objectives, safety and hazards, and agency resources available.
- Coordinates emergency stabilization activities with suppression IMT and communicates with the IMT regarding their wildfire suppression activity damage repair responsibility.
- Coordinates with agency administrator in:
  - Assessing post-wildfire risk, fire effects and values at risk.
  - Developing emergency stabilization treatments with agency resource advisors within the framework of land management objectives.
  - Informing agency staff, tribes, and others of the status of on-going planning and immediate treatment implementation.
  - Monitoring suppression activity repair activities if time allows and reports deficiencies.
  - Assuring appropriate NWCG Interagency Incident Business Management financial and work/rest guidelines are followed.
  - Preparing the agency and local unit for BAER Plan implementation.
  - Informing the public, media, and interest groups.
- Assists agency administrator in resolving BAER issues and the planning of on-going projects.
- Participates with agency administrator in IMT debriefing.
- Reviews resource assessments and proposed emergency stabilization treatments.
- Provides leadership in the formulating BAER Plans:
  - Ensures compliance with agency policy, approved land and fire management plans and operational procedures.
  - Assures emergency stabilization treatments are ecologically and financially appropriate.
  - Ensures plan preparation meets policy timeframes without compromising team safety and work/rest guidelines.
  - Briefs agency administrator, staff and affected parties concerning plan development status.
- Organizes closeout meeting between the National Interagency BAER Team and the host unit.
- Assists agency administrator with BAER Plan review and approval process.
- Organizes/files BAER documentation.
- Releases National Interagency BAER Team members.
- Reviews, approves, forwards as suitable administrative BAER incident documentation:
  - Unit Log, daily CTR, Emergency Equipment Shift Ticket, and Emergency Fire Fighter Time Report.
  - Electronic and hard copies of documentation, maps, data sets.
  - Accounting of expenditures
  - Monitoring of treatments
- Educates the agency administrator, local unit and agency into the duties and workload necessary to effectively implement the BAER Plan.

- Identifies the supervisory skills required to lead the implementation activities.
- Outlines contracting and purchasing services needed and delivery timelines required to successfully implement the planned emergency stabilization treatments and activities.
- Provides post-BAER critique project if requested.
- Ensures that the agency administrator completes the team evaluation.
- Advises IBAER and participates in National BAER Coordinator meetings.
- Initiate a serious action notification when necessary.

### **Skills/Knowledge**

- Professional skill in the 025, 028, 400 or 1300 series at the GS-09 level
- Ability to quickly and efficiently locate and synthesize relevant technical information from local land use plans and local and community sources.
- Basic understanding of the potential effects of wildfire on natural and cultural resources and public safety.
- Knowledge of ICS system and interagency incident business management practices including but not limited to: resource ordering, NWCG safety standards and guidelines, fire business management, time keeping, Federal Acquisition Regulations (especially emergency purchasing authorities).

### **Training**

- Required
  - Annual Fire Safety Refresher Training
  - Introduction to Fire Behavior (S-190)
  - Firefighter Training (S-130)
- Additional training which supports development of knowledge and skills
  - Introduction to Incident Command System (I-100)
  - Wildland Fire Suppression Orientation for Non-operations Personnel (S-110)
  - Basic Incident Command System (I-200)
  - Interagency Incident Business Management (S-260)
  - Leadership and Organizational Development (L-381)
  - Interagency Helicopter Training Guide (S-271)
  - Burned Area Emergency Response Team Leader

### **Prerequisite Experience**

- Satisfactory position performance as a Deputy BAER Team Leader, BAER Environmental Specialist, BAER Documentation Specialist, BAER GIS Specialist, BAER Hydrologist, BAER Soil Scientist, BAER Geologist, BAER Biologist, BAER Forester, BAER Cultural Resource Specialist, or BAER Botanist
- Two satisfactory performances as a BAER Team Leader trainee.

### **Physical Fitness**

- Light

Position currency can also be maintained by successful performance as an ICT 1, 2 or 3, FUM 1 or 2, RXB1 or 2.

## **DEPUTY BAER TEAM LEADER**

The Deputy BAER Team Leader meets all the training, experience and physical fitness qualifications as the BAER Team Leader except the Deputy BAER Team Leader does not need any prior experience as a BAER Team Leader.

### **Responsibilities**

The Deputy BAER Team Leader coordinates the activities of the team members, facilitates the implementation of immediate emergency stabilization treatments, and provides continuity in transitioning the incident from suppression activity damage repair, through BAER planning and immediate emergency stabilization actions, to local unit plan implementation.

- Liaisons with IMT command staff and division supervisors to obtain wildfire suppression information (Sit/Stat, aerial/ground reconnaissance, operational period plans, debriefs line personnel).
- Communicates with IMT on suppression impacts and integrates IMT suppression activity damage repair with BAER emergency stabilization activities.
- Liaisons with agency resource advisors on specific emergency stabilization practices and resource limitations and provides information to BAER technical specialists.
- Briefs BAER staff on relevant wildfire conditions:
  - Where the wildfire is and where the wildfire should be.
  - Fuels, topography, weather, fire behavior, burn severity estimates.
  - Size of wildfire/number of divisions.
- Briefs BAER technical specialists and coordinates and oversees burned area assessments.
- Verifies and interprets information for emergency stabilization treatment application.
- Ensures BAER team member presence.
- Develops operational plans and coordinates logistical needs of the BAER technical specialists.
- Facilitates implementation of immediate emergency stabilization treatments and prepares the agency administrator and unit staff for plan implementation transition needs.
- Coordinates the procurement of conventional suppression and or special emergency stabilization resources (i.e., excavators, soil netting, seed, etc.) for immediate emergency stabilization treatments as prescribed.

- Determines the emergency measures necessary to address immediate human safety issues.
- Sets clear and measurable standards for safety (e.g., .PPE.) and highlights known hazards of the area.
- Insures daily division assignments are identified and are submitted within the daily IAP (ICS 204).
- Coordinate work and sleeping accommodations.
- Initiate the serious action notification if the BAER Team Leader is not able.
- Coordinates with BAER Team Leader

## **BAER ENVIRONMENTAL SPECIALIST (BAEN)**

### **Responsibilities**

The Environmental Specialist ensures compliance with applicable environmental laws, local approved management plans, Department and agency policies and mandates, and consults with the BAER Team Leader and BAER technical specialists to determine that BAER Plan actions are adequate within applicable laws and regulations.

- Obtains and reviews copies of existing approved land management plans and associated environmental compliance documentation (e.g., Fire Management Plans, General Management Plans, Area Management Plans, Resources Management Plans, Wilderness Management Plans, EIS, EA, etc).
- Works with the BAER Team Leader, BAER technical specialists, BAER GIS Specialist IMT, and local agency to identify and obtain the needed base and resource area maps and map data.
- Obtains all operational period plans and takes the lead in constructing a brief wildfire and BAER incident history and plan executive summary.
- Conducts on-site inspection and review of proposed treatment specifications in coordination with other BAER technical specialists.
- Works with the BAER Biologist and Botanist to assure that the ESA Section 7 consultation has been initiated for specifications that may impact listed species.
- Works with the BAER Cultural Resource Specialist to assure that the NHPA Section 106 process has been initiated for specifications that may impact historic and cultural resources.
- Takes the lead to assure that the U.S. Army Corps of Engineers, Section 404 process is initiated for specifications that may impact “waters of the United States.”
- Coordinates development, review, and timely submission of treatment specifications and determines applicable laws, clearances and consultations (Endangered Species Act section 7, Clean Water Act section 401 and 404, National Historic Preservation Act section 106, etc.) affects and needed, respectively.

- Coordinates development and review of all emergency stabilization treatment specifications to assure consistency with local approved land management plans.
- Coordinates interdisciplinary review and compliance of treatment specifications to include team, agency and regulatory review.
- Reviews emergency stabilization treatment specifications for quality assurance and compliance with emergency stabilization policy.
- Tracks wildfire suppression effort and works with BAER technical specialists to establish deadlines for submission of emergency stabilization treatment specifications and Burned Area Assessments.
- Reviews and edits Burned Area Assessments for quality, format and environmental compliance.
- Collaborates with Documentation Specialist in development of BAER Plan including monitoring timely submission of specifications and assessments.
- Coordinates development of the cost-risk analysis for the emergency stabilization treatments recommended by the team.
- Develops appropriate National Environmental Policy Act (NEPA) compliance documents.

### **Skills/Knowledge**

- Professional skill in the OPM 025, 028, 400 or 1300 series at the GS-09 level
- Knowledge of National Environmental Policy Act (NEPA), Endangered Species Act (ESA), National Historic Preservation Act (NHPA), Native American Graves and Repatriation Act (NAGPRA), Clean Air Act (CAA) and Clean Water Act (CWA) and Corps of Engineers Permit 37.
- Detailed understanding of Emergency Stabilization and Rehabilitation Policies.
- Basic computer skills and understanding of MS Word, MS Powerpoint and MS Excel.
- Ability to communicate effectively orally and in writing and proficiency.
- Ability to quickly and efficiently locate and synthesize relevant technical information from local land use plans and local and community sources.
- Basic understanding of the potential effects of wildfire on natural and cultural resources and public health and safety.

### **Training**

- Required
  - Annual Fire Safety Refresher Training
  - Introduction to Fire Behavior (S-190)
  - Fire fighter Training (S-130)
- Additional training which supports development of knowledge and skills
  - Introduction to Incident Command System (I-100)
  - Wildland Fire Suppression Orientation for Non-operations Personnel (S-110)
  - ESA Section 7 Consultation

- NHPA Section 106
- Clean Water Act and associated permitting
- BAER Team Leader training
- Interagency Helicopter Training Guide (S-217)
- Incident communications and radio training

### **Prerequisite Experience**

- Environmental Specialist (ENSP)
- One satisfactory performance as a BAER Environmental Specialist trainee.
- Familiarity with environmental compliance processes including categorical exclusions, environmental assessments and emergency consultations.

### **Physical Fitness**

- Light

Position currency can also be maintained by successful performance as an Environmental Specialist (ENSP).

## **BAER DOCUMENTATION SPECIALIST (BADO)**

### **Responsibilities**

The BAER Document Specialist compiles, publishes, and distributes the BAER Plan; maintains electronic files and backups of planning effort; assists team leader and team members with BAER Plan development activities; compiles the supporting documentation to be left with the agency; and prepares the final Powerpoint close-out presentation.

- Establishes plan template prior to team submission of specifications and assessments.
- Coordinates the computer entry of all parts of the BAER Plan.
- Assists BAER Team Leader with production of press releases, team updates, public information brochures and handouts.
- Maintains master computer records of plan products and supporting documentation.
- Compiles and inputs BAER technical specialist reports, specifications, etc. into acceptable report format.
- Develops and enters the necessary graphics for the plan.
- Compiles photo documentation record as provided by team photographer or specialists.
- Provides BAER Plan disks to the agency administrator, BAER Team Leader, and IBAER.

- Maintains existing data files containing previous BAER reports and correspondence.
- Maintains team documentation (administrative) package including delegation of authority, unit logs, supporting documentation, time sheets, purchase orders, team expenses, draft documents, maps, etc., and delivers them to the agency administrator.
- Compiles data summaries relative to plan format.
- Provides teaching/technical assistance to users.
- Creates Powerpoint presentation for closeout briefing.
- Produces camera ready copy of the BAER Plan for production.
- Ensures timely publishing and transmittal of reports to host agency and team members.
- Records minutes of daily team briefings, agency briefings, public meetings, close-out briefings and other meetings and includes in documentation package.
- Supervises Photographer and any computer processing support personnel.

### **Skills/Knowledge**

- Advanced practical skills in Microsoft *Word* application software (*Word 2003 or later version*). Ability to input, organize and compile a large document within a short timeframe.
- Intermediate skills in Microsoft *Publisher* or equivalent desktop publishing application software. Ability to create basic graphic pages from image and document sources.
- Intermediate skills in Microsoft *PowerPoint* application software. Ability to use *PowerPoint* to create medium to large (50-100 slides) presentations in a short time-frame using image files, text documents, spreadsheet and tables, etc.
- Intermediate skills in Adobe *Acrobat Professional 6.0 (or later version)*. Ability to use Acrobat to output graphic and document files, make presentations, set up pre-press printer job options, etc.
- Intermediate skill in Adobe *Photoshop* or equivalent image processing application software. Ability to process digital images for inclusion into copy-ready document pages.
- Intermediate to advanced PC hardware and application skills. Ability to act as computer support for team members for basic PC hardware support, and software application support.
- Ability to use scanning devices to digitize hard copy documents. Ability to create CD-ROMs and DVDs of BAER plan documents and images.
- Basic skills and knowledge of printing and reproduction processes.
- Basic understanding of GIS cartographic products and printing needs.
- Knowledge of National Interagency BAER Team guidelines, natural and cultural resource management policies, and emergency stabilization treatment techniques.
- Ability to quickly and efficiently locate and synthesize relevant technical information from local land use plans and local and community sources.

## **Training**

- Required
  - None
- Additional training which supports development of knowledge and skills
  - Introduction to Incident Command System (I-100)
  - Wildland Fire Suppression Orientation for Non-operations Personnel (S-110)
  - Microsoft Word, PowerPoint, Publisher, and Excel and Adobe Acrobat Professional and Photoshop
  - Incident communications and radio training

## **Prerequisite Experience**

- Document Specialist (DOSP)
- One satisfactory performance as a BAER Document Specialist trainee.

## **Physical Fitness**

- None

Position currency can also be maintained by successful performance as a Document Specialist (DOSP).

## **GIS SPECIALIST (GISS)**

### **Responsibilities**

The GIS Specialist provides spatial data management, digital map applications, and integrated technology support to National Interagency BAER Team members to enable completion of their assessments and recommendations.

- Manages GIS and GPS cache.
- Determines GIS capabilities of local sources and team needs.
- Checks team's computer and GPS equipment annually and at the beginning and end of each incident. Makes recommendations for equipment upgrades/replacement. Networks team's equipment at the beginning of each assignment.
- Obtains, transfers, manipulates, merges, edits, analyzes, integrates, exports and displays IMT, agency and other source GIS data for the BAER planning process.
- Reclassifies, evaluates and manipulates Burned Area Reflectance Classification (BARC) data sets in cooperation with BAER technical specialists.
- Captures and compiles field data for incorporation into GIS map products and analysis. Coordinates BAER technical and unit resource specialist GPS input. Conducts GPS training as needed.

- Produces final plan maps and associated graphic products.
- Develops metadata for data sets and map documents according to accepted documentation standards.
- Compiles data sets, documentation, and map outputs onto electronic media.
- Manages team information technology.

### **Skills/Knowledge**

- Qualified GISS as outlined in PMS 310-1
- Geospatial information technology skills include:
  - Manipulating geospatial data formats
  - Using the appropriate map projections and datums
  - Managing spatial data
  - Coordinating computer operation
  - Conducting cartographic production
  - Using output device function
  - Understanding ESRI GIS application software functions
  - Accomplishing complex spatial analysis techniques
  - Managing remotely-sensed data and integrate with other geospatial data
  - Configuring GPS units, collect GPS locations, and integrate GPS outputs with geospatial data
- Ability to quickly and efficiently locate and synthesize relevant technical information from local land use plans and local and community sources.
- Basic understanding of the potential effects of wildfire on natural and cultural resources and public health and safety.

### **Training**

- Required
  - None
- Additional training which supports development of knowledge and skills
  - GIS Specialist for Incident Management (S-341)
  - Introduction to Incident Command System (I-100)
  - Wildland Fire Suppression Orientation for Non-operations Personnel (S-110)
  - ArcGIS

### **Prerequisite Experience**

- One satisfactory performance as a GIS Specialist trainee

### **Physical Fitness**

- None

### **BAER BOTANIST (BABO)**

The BAER Botanist assesses wildfire impacts to vegetation resources and develops emergency stabilization recommendations to prevent further site degradation. Coordinate assessment, review, and data collection activities with other BAER technical specialists.

### **Responsibilities**

- Assess wildfire impacts to plant communities and vegetation resources to determine whether emergency stabilization treatments are needed and the extent to which natural revegetation will likely occur.
- Determines emergency stabilization revegetation needs for impacted areas including range and forage resources.
- Assesses noxious weed/non-native species populations and potential threats for expansion/encroachment into impacted areas.
- Recommends monitoring needs to determine if emergency stabilization treatment maybe needed.
- Develops list of potential affected Threatened, Endangered, Proposed, and Candidate (TEPC) plant species in coordination with agency personnel and other sources.
- Assesses whether TEPC plants or habitats are at risk of further degradation and whether an emergency stabilization treatment is appropriate to prevent further degradation.
- Assesses whether TEPC plants or habitats may be affected by proposed BAER treatments.
- In cooperation with the BAER Biologist, initiates emergency Section 7 consultation as required by Endangered Species Act with USFWS and/or NMFS.
- In cooperation with BAER Hydrologist and Soil Scientist, recommends vegetation treatments (seed mixes and seeding rates) for watershed stabilization.
- Recommends appropriate seed mixes and develops seed bid package and contractor selection criteria with contracting officer.
- Recommends structural improvements for the protection of emergency stabilization treatments.
- Recommends treatment effectiveness monitoring requirements.
- Provides spatial data sets to the GIS Specialist for project mapping.
- Provides recommendations for grazing management practices (e.g., closures, deferment, or lowered stocking rates).
- Assess potential damage from feral animals and makes recommendations for removal or fencing.
- Prepares the Vegetation Resources Burned Area Assessment including objectives, issues, observations, and recommendations; this assessment may include rangelands or if warranted a separate Rangeland Resources Burned Area Assessment is prepared.

- Prepares the vegetation resource presentations for public, agency administrator's and close-out meetings and briefing.
- Upon arrival at the incident, checks in at the Incident Command Post and the Time Unit.
- Obtains applicable management and safety information including fire behavior forecasts and the Incident Action Plan.
- Prepares and delivers the close-out briefing burned areas assessment summary.
- Prepares copies of the resource field assessment notes, maps and other draft materials and delivers them to the Documentation Specialist as part of the documentation package with sensitive data/notes identified and returned to the local specialists-not to be included in the official documentation package.

### **Skills/Knowledge**

- Technical skill as a GS-09 Botanist, Ecologist, Biologist or Rangeland Management Specialist.
- Knowledge of fire ecology and fire response of vegetation communities, including skill in querying the Fire Effects Information System.
- Knowledge of weed ecology and weed management techniques
- Basic knowledge of TEPC ecology, habitat, and legal requirements
- Knowledge of revegetation techniques, including development of seed mixes appropriate to the project area and emergency stabilization objectives.
- Ability to quickly and efficiently locate and synthesize relevant technical information from local land use plans and local and community sources.
- Basic understanding of the potential effects of wildfire on natural and cultural resources and public health and safety.

### **Training**

- Required
  - Annual Fire Safety Refresher Training
  - Introduction to Fire Behavior (S-190)
  - Fire fighter Training (S-130)
- Additional training which supports development of knowledge and skills
  - Introduction to Incident Command System (I-100)
  - Wildland Fire Suppression Orientation for Non-operations Personnel (S-110)
  - Basic Incident Command (I-200)
  - Interagency BAER Techniques course
  - GPS for ICS
  - GIS (Arcview or ArcGIS)
  - Interagency Helicopter Training Guide (S-271)
  - Intermediate Fire Behavior (S-290)
  - Fire in Ecosystem Management
  - Introduction to Fire Effects (RX-310)
  - Fire Regime Condition Class training and certification
  - Agency-specific fire effects monitoring training and certifications

- Incident communications and radio training

### **Prerequisite Experience**

- One satisfactory performance as a BAER Botanist trainee.

### **Physical Fitness**

- Light

Position currency can also be maintained by successful performance as a Botanist (BOTA).

## **BAER FORESTER (BAFO)**

### **Responsibilities**

The BAER Forester assesses wildfire impacts to forest resources and develops emergency stabilization recommendations to prevent further site degradation. Coordinate assessment, review, and data collection activities with other BAER technical specialists.

- Assesses forest (timberlands, woodlands, and riparian forests) mortality and assists BAER Botanist in developing a vegetation mortality map.
- Identifies tree hazards (along roads, trails, near recreation sites, buildings), rates trees according to NPS tree hazard rating system.
- Recommends hazard tree emergency stabilization treatments ((including area closure) relative to human risk, debris disposal, visual effects, effects on other resources.
- Identifies potential hillside soil protection log erosion barrier areas and developments treatment prescriptions.
- In the course of emergency stabilization assessments, documents possible rehabilitation and restoration planning (including forest health, potential salvage and reforestation) opportunities.
- Prepares treatment specifications, including costs of recommended treatments, and equipment and labor sources.
- Prepares specifications for monitoring treatment effectiveness.
- Prepares the Forest Resources Burned Area Assessment including objectives, issues, observations, and recommendations.
- Provides spatial data to the GIS Specialist.
- Prepares the forest resource presentations for public, agency administrator's and close-out meetings and briefing.
- Requests a fax of resource orders from dispatch.

- Prepares and delivers the close-out briefing burned areas assessment summary.
- Prepares copies of the resource field assessment notes, maps and other draft materials and delivers them to the Documentation Specialist as part of the documentation package with sensitive data/notes identified and returned to the local specialists-not to be included in the official documentation package.

### **Skills/Knowledge**

- Technical skill as a GS-09 Forester
- Skill in applying the NPS Hazard Tree Assessment process.
- Knowledge of fire ecology and fire response of forest communities.
- Ability to quickly and efficiently locate and synthesize relevant technical information from local land use plans and local and community sources.
- Basic understanding of the potential effects of wildfire on natural and cultural resources and public health and safety.

### **Training**

- Required
  - Annual Fire Safety Refresher Training
  - Introduction to Fire Behavior (S-190)
  - Firefighter Training (S-130)
- Additional training which supports development of knowledge and skills
  - Introduction to Incident Command System (I-100)
  - Wildland Fire Suppression Orientation for Non-operations Personnel (S-110)
  - Basic Incident Command (I-200)
  - Interagency BAER Techniques course
  - GPS for ICS
  - GIS (Arcview or ArcGIS)
  - Interagency Helicopter Training Guide (S-271)
  - USFS and NPS Health Protection Tree Hazard Identification
  - Forest Insect and Disease Identification
  - Incident communications and radio training

### **Prerequisite Experience**

- Forester (FOSE)
- One satisfactory performance as a BAER Forester trainee

### **Physical Fitness**

- Light

Position currency can also be maintained by successful performance a Forester (FOSE).

## **BAER SOIL SCIENTIST (BASS)**

### **Responsibilities**

The BAER Soil Scientist contributes to addressing post wildfire emergency watershed conditions by assessing wildfire damages on soil resources, determining the natural range of variability upper limits for hillslope soils, identifying values at risk (life, property, and critical natural and cultural resources), and developing if possible soil stabilization treatments to avoid an excessive watershed response.

### Responsibilities

- Assesses fire effects to soils and makes findings available to other users.
  - Documents and map observations and findings.
  - Maps soil burn severity using remote sensing-derived imagery and/or aerial and ground reconnaissance.
  - Identifies wildfire-caused changes in soil characteristics (chemical, physical and biological).
  - Compiles and interprets available soil surveys and other soil information.
  - Estimates post-wildfire soil erosion and sediment delivery.
  - Identifies and documents soil values at risk from post-wildfire conditions within and downstream of the burned area.
  - Contributes soil resource information to the Watershed Burned Area Assessment.
- Develops recommendations (if needed) for emergency stabilization of impacted soils.
  - Prepares soil treatment and monitoring specifications.
  - Maps proposed treatment locations.
- Coordinates with other BAER technical specialists and other agencies.
- Compiles field notes and maps, data, digital photos, and daily unit logs for the record.
- Prepares the vegetation resource presentations for public, agency administrator's and close-out meetings and briefing.
- Upon arrival at the incident, checks in at the Incident Command Post and the Time Unit.
- Prepares and delivers the close-out briefing burned areas assessment summary.
- Prepares copies of the resource field assessment notes, maps and other draft materials and delivers them to the Documentation Specialist as part of the documentation package with sensitive data/notes identified and returned to the local specialists-not to be included in the official documentation package.

### **Skills/Knowledge**

- Technical skill as a GS-09 Soil Scientist
- Knowledge of fire effects on soils.
- Knowledge of soil burn severity mapping.

- Knowledge of methods for estimating post-wildfire erosion, peak flows and mass wasting.
- Experience in mapping field information and using GPS and GIS.
- Knowledge of and familiarity with soil stabilization techniques.
- Ability to quickly and efficiently locate and synthesize relevant technical information from local land use plans and local and community sources.
- Basic understanding of the potential effects of wildfire on natural and cultural resources and public health and safety.

## **Training**

- Required
  - Annual Fire Safety Refresher Training
  - Introduction to Fire Behavior (S-190)
  - Fire fighter Training (S-130)
- Additional training which supports development of knowledge and skills
  - Introduction to Incident Command System (I-100)
  - Wildland Fire Suppression Orientation for Non-operations Personnel (S-110)
  - Basic Incident Command (I-200)
  - Introduction to Fire Effects (RX-310)
  - Interagency BAER Techniques course
  - GPS for ICS
  - GIS (Arcview or ArcGIS)
  - Interagency Helicopter Training Guide (S-271)
  - Burn Area Reflectance Classification
  - Hydrologic and erosion modeling (HEC, WEPP, etc.)
  - Incident communications and radio training

## **Prerequisite Experience**

- Specialist (SOIL)
- One satisfactory performance as a BAER Soil Scientist

## **Physical Fitness**

- Light

Position currency can also be maintained by successful performance a Soil Science Specialist (SOIL), BAER Hydrologist (BAHY), or BAER Geologist (BAGE).

## **BAER HYDROLOGIST (BAHY)**

### **Responsibilities**

The BAER Hydrologist contributes to addressing post wildfire emergency watershed

conditions by assessing fire effects on hillslope runoff and water resources, determining the natural range of variability upper limits for watershed capabilities, identifying values at risk (life, property, and critical natural and cultural resources), and developing in-channel and watershed treatments to avoid if possible an excessive watershed response.

## **Responsibilities**

- Assesses the burned area for fire effects to hydrologic processes soils and makes findings available to other users.
  - Documents and map observations and findings.
  - Assesses post-wildfire watershed response.
  - Identifies wildfire-caused changes in watershed characteristics (upland and stream channel conditions).
  - Compiles and interpret available hydrologic and climate data.
  - Estimates post-wildfire runoff and peak flows.
  - Identifies values at risk from post-wildfire watershed conditions within and downstream of the burned area.
  - Determines if an where threats to human life, property and critical cultural and natural resources due to post-wildfire watershed conditions
  - Contributes hydraulic information to the watershed damage assessment.
- Develops recommendations (if needed) for emergency stabilization of impacted watersheds.
  - Prepares channel and watershed treatment and monitoring specifications.
  - Map proposed treatment locations.
- Coordinates with other BAER technical specialists and other agencies.
- Compiles field notes and maps, data, digital photos, and daily unit logs for the record.
- Prepares the hydrologic presentations for public, agency administrator's and close-out meetings and briefing.
- Prepares and delivers the close-out briefing burned areas assessment summary.
- Prepares copies of the resource field assessment notes, maps and other draft materials and delivers them to the Documentation Specialist as part of the documentation package with sensitive data/notes identified and returned to the local specialists-not to be included in the official documentation package.

## **Skills/Knowledge**

- Technical skill as a GS-09 Soil Scientist
- Knowledge of fire effects on watersheds and drainages.
- Knowledge of methods for estimating post-fire erosion, peak flows and mass wasting.
- Experience in mapping field information and using GPS and GIS.
- Knowledge of and familiarity with hydrologic and in-channel stabilization techniques.

- Ability to quickly and efficiently locate and synthesize relevant technical information from local land use plans and local and community sources.
- Basic understanding of the potential effects of wildfire on natural and cultural resources and public health and safety.

### **Training**

- Required
  - Annual Fire Safety Refresher Training
  - Introduction to Fire Behavior (S-190)
  - Fire fighter Training (S-130)
- Additional training which supports development of knowledge and skills
  - Introduction to Incident Command System (I-100)
  - Wildland Fire Suppression Orientation for Non-operations Personnel (S-110)
  - Basic Incident Command (I-200)
  - Introduction to Fire Effects (RX-310)
  - Interagency BAER Techniques course
  - GPS for ICS
  - GIS (Arcview or ArcGIS)
  - Interagency Helicopter Training Guide (S-271)
  - Burn Area Reflectance Classification
  - Hydrologic and erosion modeling (HEC, WEPP, etc.)
  - Incident communications and radio training

### **Prerequisite Experience**

- Hydrologist (HYDR)
- One satisfactory performance as a BAER Hydrologist

### **Physical Fitness**

- Light

Position currency can also be maintained by successful performance a Hydrologist (HYDR), BAER Soil Scientist (BASO), or BAER Geologist (BAGE).

## **BAER GEOLOGIST (BAGE)**

### **Responsibilities**

The BAER Geologist contributes to addressing post wildfire emergency watershed conditions by assessing fire effects on geologic processes, determining the natural range of variability upper limits for rock fall and mass wasting, identifying values at risk (life, property, and critical natural and cultural resources), and developing geomorphic treatments to avoid if possible an excessive watershed response.

- Assesses the burned area for fire effects to hydrologic and geomorphic processes and makes findings available to other users.
  - Documents and maps observations and findings.
  - Assesses post-wildfire geomorphic response.
  - Identifies wildfire-caused potential for mass wasting and rock fall hazards.
  - Compiles and interprets available geologic and geomorphic information.
  - Identifies values at risk from post-wildfire watershed conditions within and downstream of the burned area.
  - Determines if and where threats to human life, property and critical cultural and natural resources due to post-wildfire geomorphic conditions.
- Develops recommendations (if needed) for geologic emergency stabilization
  - Prepares treatment and monitoring specifications
  - Maps proposed treatment locations
- Coordinates with other BAER technical specialists and other agencies
- Compiles field notes and maps, data, digital photos, and daily unit logs for the record.
- Prepares the Geologic Resources presentation for public meetings and Agency Administrator close-out briefing.
- Obtains applicable management and safety information including fire behavior forecasts and the Incident Action Plan.
- Prepares the geologic presentations for public, agency administrator's and close-out meetings and briefing.
- Prepares and delivers the close-out briefing burned areas assessment summary.
- Prepares copies of the resource field assessment notes, maps and other draft materials and delivers them to the Documentation Specialist as part of the documentation package with sensitive data/notes identified and returned to the local specialists-not to be included in the official documentation package.

### **Skills/Knowledge**

- Technical skill as a GS-09 Hydrologist, Geologist or Soil Scientist
- Knowledge of fire effects on watersheds.
- Knowledge of methods for estimating post-wildfire erosion, peak flows and mass wasting.
- Experience in mapping field information and using GPS and GIS.
- Knowledge of and familiarity with watershed stabilization techniques.
- Ability to quickly and efficiently locate and synthesize relevant technical information from local land use plans and local and community sources.
- Basic understanding of the potential effects of wildfire on natural and cultural resources and public health and safety.

### **Training**

- Required
  - Annual Fire Safety Refresher Training
  - Introduction to Fire Behavior (S-190)
  - Fire fighter Training (S-130)
- Additional training which supports development of knowledge and skills
  - Introduction to Incident Command System (I-100)
  - Wildland Fire Suppression Orientation for Non-operations Personnel (S-110)
  - Basic Incident Command (I-200)
  - Introduction to Fire Effects (RX-310)
  - Interagency BAER Techniques course
  - GPS for ICS
  - GIS (Arcview or ArcGIS)
  - Interagency Helicopter Training Guide (S-271)
  - Burn Area Reflectance Classification

### **Prerequisite Experience**

- Geologist (GEOL)
- One satisfactory performance as a BAER Geologist

### **Physical Fitness**

- Light

Position currency can also be maintained by successful performance a Geologist (GEOL), BAER Soil Scientist (BASO), or BAER Hydrologist (BAHY).

## **BAER BIOLOGIST (BABI)**

### **Responsibilities**

The BAER Biologist conducts assessments and makes recommendations related to Threatened, Endangered, Proposed, and Candidate (TEPC) wildlife and fishery resources and their habitats impacted by the wildfire.

- Develops a list of fauna (mammals, birds, fish, reptiles, amphibians, invertebrates) potentially susceptible to further post wildfire wildlife habitat and population degradation in coordination with agency, USFWS, NMFS, and other sources.
- Assesses wildfire habitat and population damage and the potential of emergency stabilization treatments preventing further degradation – concentrating on TEPC and other agency-listed wildlife species (i.e. Sensitive).
- Prescribes emergency stabilization treatments and/or monitoring measures to determine if emergency stabilization treatments are warranted.

- Prepares the Wildlife Resources Burned Area Assessment including objectives, issues, observations, and recommendations. .
- Assesses effects of proposed emergency stabilization treatment on TECP species and habitat and initiates Emergency Section 7 consultation relating to proposed emergency stabilization actions as required by Endangered Species Act with USFWS and/or NMFS.
- Briefs agency administrator and personnel on status of Section 7 consultation and required follow-up.
- Recommends treatment effectiveness monitoring requirements.
- Provides spatial data sets to the GIS Specialist for project mapping.
- Prepares the Wildlife Resources presentation for public, agency administrator and close-out meetings and briefing.
- Prepares and delivers the close-out briefing burned areas assessment summary.
- Prepares copies of the resource field assessment notes, maps and other drafts and delivers to the Documentation Specialist as part of the documentation package with sensitive data/notes should be identified and possibly returned to the local specialists-not to be included in the documentation package.

### **Skills/Knowledge**

- Technical skill as a GS-11 Wildlife Biologist, Fishery Biologist, Refuge Manager or Ecologist.
- Journeyman skill in interagency endangered species emergency consultation processes.
- Ability to work with multiple agencies' staff to gather information.
- Ability to quickly and efficiently locate and synthesize relevant technical information from local land use plans and local and community sources.
- Basic understanding of the potential effects of wildfire on natural and cultural resources and public health and safety.

### **Training**

- Required
  - Annual Fire Safety Refresher Training
  - Introduction to Fire Behavior (S-190)
  - Fire fighter Training (S-130)
- Additional training which supports development of knowledge and skills
  - Introduction to Incident Command System (I-100)
  - Wildland Fire Suppression Orientation for Non-operations Personnel (S-110)
  - Basic Incident Command (I-200)
  - Introduction to Fire Effects (RX-310)
  - Interagency BAER Techniques course
  - GPS for ICS
  - GIS (Arcview or ArcGIS)
  - Interagency Helicopter Training Guide (S-271)

- Threatened and Endangered Species Management and Consultation (NTC-BLM #1730-30A)
- Interagency Consultation for Endangered Species (USFWS ECS3116)
- Intro-Policy and Legal Aspects of Endangered Species Management (FS Continuing Education-PLA).
- Advanced Interagency Consultation for Endangered Species (USFWS ECS3150)
- Advanced Policy and Legal Aspects of Endangered Species Management (FS Continuing Education-PLA).
- Environmental Considerations of Fighting Wildland Fires with Chemical Products Workshop
- Incident communications and radio training

### **Prerequisite Experience**

- Biologist (BIOL)
- One satisfactory performance as a BAER Biologist

### **Physical Fitness**

- None

Position currency can also be maintained by successful performance a Biologist (BIOL).

## **BAER CULTURAL RESOURCES SPECIALIST (BACS)**

### **Responsibilities**

The BAER Cultural Resources Specialist assesses previously known and incidentally discovered archeological and culturally significant sites to determine wildfire damage, potential emergency stabilization treatments and treatment impacts, and provides recommendations to stabilize and prevent further historic property sites degradation and avoiding historic site degradation from emergency stabilization treatments.

- Identifies cultural resources, including, but not limited to historic sites and structures, cultural landscapes, archeological sites and traditional cultural properties affected by the wildfire.
- Assesses cultural resources, focusing on:
  - Known cultural resources.
  - Proposed emergency stabilization treatment areas.
  - Soil movement areas.
- Assesses site stability of known and newly found cultural resources.
- Proposes emergency stabilization treatment for cultural resources threatened by further degradation.

- Reviews all emergency stabilization treatments for cultural resource issues.
- Prepares the Cultural Resources Burned Area Assessment including objectives, issues, observations, and recommendations.
- Coordinates initial National Historic Preservation Act (NHPA), Section 106 compliance procedures.
- Recommends monitoring for treatment effectiveness. .
- Provides confidential spatial data sets to the GIS Specialist for project mapping.
- Prepares the Cultural Resources presentation for public, agency administrator's and close-out meetings and briefings.
- Receives assignment from zone dispatch. Requests from dispatch the following:
- Prepares and delivers the close-out briefing burned areas assessment summary.
- Prepares copies of the resource field assessment notes, maps and other drafts and delivers to the Documentation Specialist as part of the documentation package with sensitive data/notes should be identified and possibly returned to the local specialists-not to be included in the documentation package.

### **Skills/Knowledge**

- Technical skill as a GS-0193-09 Archeologist
- Knowledge of the principles and methods of archeological assessment, survey, excavation, mapping and theory.
- Experience in the design and conduct of survey and site evaluations of various cultural resources using professional methods and techniques for thorough systematic acquisition of data.
- Knowledge of the laws and regulations pertaining to cultural resources and natural resource operations on federal lands (Section 106 of the National Historic Preservation Act, the Archeological Resources Protection Act and the Native American Graves Protection and Repatriation Act).
- Skill in communicating and working with Tribes, land managers, State/Tribal historic preservation offices, museums and universities, agency personnel and the public for the exchange of data, policy/procedures, and other concerns as they relate to cultural resources.
- Ability to compile and summarize in written form cultural resource information for specific geographic area
- Ability to assess wildfire and post wildfire effects to cultural resources.
- Ability to quickly and efficiently locate and synthesize relevant technical information from local land use plans and local and community sources.
- Basic understanding of the potential effects of wildfire on natural and cultural resources and public health and safety

### **Training**

- Required
  - Annual Fire Safety Refresher Training

- Introduction to Fire Behavior (S-190)
- Fire fighter Training (S-130)
- Additional training which supports development of knowledge and skills
  - Introduction to Incident Command System (I-100)
  - Wildland Fire Suppression Orientation for Non-operations Personnel (S-110)
  - Basic Incident Command (I-200)
  - Interagency BAER Techniques course
  - GPS for ICS
  - GIS (Arcview or ArcGIS)
  - Interagency Helicopter Training Guide (S-271)
  - Incident communications and radio training

### **Prerequisite Experience**

- Cultural Specialist (CULS)
- One satisfactory performance as a Burned Area Cultural Resource Specialist trainee.

### **Physical Fitness**

- Light

Position currency can also be maintained by successful performance a Cultural Specialist (CULS).

## **II PROVISIONAL SPECIALISTS**

Other technical specialists may be called as needed given incident circumstances.

- **Contracting Officer** – An agency staff member with specific procurement authority. The Contracting Officer will be called on by the agency administrator to provide assistance in entering into contracts, soliciting bids and proposals, and making acquisitions relative to implementing immediate emergency stabilization treatments. Within the scope of the Federal Acquisition Regulation (FAR) and the specific warrant authority, the Contracting Officer:
  - Provides contract support services for the BAER incident.
  - Acts as the government agent by awarding, agreeing to, or executing a contract or contract modification.
  - Obligates payment of money by the government under the contract.
  - Makes a final decision on any matter that would be subject to appeal under the Contract Disputes Act.
  - Terminates the contractor's right to proceed.

- Delegates suitable and specific authorities to Contracting Officer's Representatives, Contracting Officer's Technical Representatives, Quality Assurance Specialists (Inspectors), or other staff deemed necessary by the Contracting Officer to properly ensure the delivery of products and services under the contract.
- Coordinates with project inspectors.
- **Contracting Officer's Technical Representative** – An agency staff member designated by the Contracting Officer to serve as the Contracting Officer's Technical Representative (COTR) in matters dealing with contract administration. The COTR usually has technical knowledge about the deliverables or services under the contract or is located to provide day-to-day contract administration in the absence of the Contracting Officer. The COTR has specific authorities delegated by the Contracting Officer and cannot exceed such authorities in performing contract administration duties.
  - Acts as the government's technical representative for contract administration, including giving technical direction to the contractor.
  - Represents the agency in meetings concerning technical issues, and prepare a record of pertinent facts.
  - Confers with representatives of the requesting officer and other user groups on performance matters.
  - Maintains a COTR file, and forwards it to the Contracting Officer when no longer functioning as COTR.
  - Assists the contractor in understanding the technical requirements of the contract.
  - Ensures the contractor complies with all labor-related components within the contract general and specific provisions.
  - Advises the Contracting Officer of the need for changes orders and review technical aspects of contractor-initiated changes or proposals.
  - Reviews contractor invoices (including requests for progress or advance payments) and process them quickly.
  - Determines that goods and services are delivered by the contractor under the contract provisions and advise the Contracting Officer whether the contractor is in compliance with the required submissions.
- **Information Officer** – Depending on the significance and visibility of the BAER incident, an Information Officer may be provided by the agency or ordered by the team to provide public information and media relations.
  - Arrange for public meetings to answer citizen or media questions and concerns concerning the incident and planned BAER mitigation efforts.
  - Draft press releases for newspaper, radio and television outlets.
  - Provide interviews for newspaper, radio and television outlets.
  - Arrange for media tours of incident sites.

- **Timekeeper** – An agency staff member assigned to tracking on-shift time of incident resources. Timekeeping is accomplished on the Crew Time Report (CTR), SF-261, or the Emergency Equipment Shift Ticket, OF297.
  - Processes the intake of team specialists, resource advisors, equipment, and contractors by completing and maintaining documents establishing the resource as working on the BAER incident.
  - Coordinates the timely processing of approved time and equipment reports received from the BAER Team Leader.
  - For within-incident pay period breaks, faxes or otherwise forwards up-to-date timesheets to the resource home unit to facilitate current submission of payroll records at that home unit.
  - Verifies hours of duty are within established policy related to work/rest ratios, hazardous duty, and overtime.
  - Processes and completes crew, equipment, contractor and individual resource time records when the resource is demobilized.
  
- **Engineer** - A technical specialist that assesses the wildfire damage on unit buildings, facilities, and other management infrastructure and recommends area and facility closures or emergency stabilization, repair and replacement of facilities in order to protect human safety.
  - Identifies unit buildings, facilities and other management infrastructure affected by the wildfire and assesses the human safety implications of these wildfire damages.
  - Determines the emergency measures necessary to address these immediate human safety issues (e.g., closure, temporary stabilization to prevent further degradation, repair, or replacement).
  - Recommends treatment effectiveness monitoring requirements.
  - Prepares the Infrastructure/Safety Burned Area Assessment including objectives, issues, observations, and recommendations.
  - Provides spatial data sets to the GIS Specialist for project mapping.
  
- **Other Provisional Specialists**
  - Facilities/Recreation Manager
  - Contract Specialist
  - Landscape Architect
  - Forest Pathologist
  - Surveyor
  - Engineer
  - Administrative Officer
  - Typist/Clerical
  - Infrared Photo Interpreter
  - Ethnographer
  - Photographer

- Hazardous Materials Specialist
- IT Specialist

### III SUPPORT POSITIONS

The following are Bureau positions that directly support BAER incident activities and National Interagency BAER Team functions.

**Agency Administrator** – The agency administrator is the line manager having direct organizational responsibility for management of a local administrative unit. (e.g., District Manager or Field Office Manager (BLM), Complex Manager or Project Leader (FWS), Park Superintendent or Unit Manager (NPS), Superintendent (BIA)).

- Conducts initial briefing so that emergency stabilization objectives and concerns are understood by the National Interagency BAER Team and the agency administrator understands the team's expectations and concerns. At the briefing the agency administrator should provide:
  - A signed Delegation of Authority to the incoming BAER Leader.
  - Information about existing or anticipated unified command organization (if any).
  - Names and skills of technical specialists assigned to the incident.
  - Agency and unit emergency stabilization and burned area rehabilitation policy.
  - Concerns about resource values, improvements, wilderness and roadless areas, cultural resources, rare and endangered species, rehabilitation requirements, etc.
  - News media contact procedures and political considerations.
  - Agreements in effect relevant to the BAER incident.
  - Information about other agencies and agency representatives already on the incident.
  - A desired date (not to exceed the 14 day work/rest requirement) and time when team transition will occur.
  - Safety issues.
  - Copies of relevant approved land management plans
- Completes and approves a Delegation of Authority. The transfer of authority for emergency stabilization actions is done through a written delegation of authority from the agency administrator to the BAER Team Leader.
- Assigns Resource Advisor(s) to National Interagency BAER Team.
- Defines public information responsibilities so that all parties understand their roles, and stay involved. Provides a local liaison or establishes standards for National Interagency BAER Team liaison with local communities. Assures that all appropriate public, media, and government contacts are made and lines of communications are established and maintained.
- Assures that general employee briefings occur to provide situational awareness to those not directly involved with the BAER incident.

- Assures that local unit staff and resource advisor(s) receive briefings on the current BAER incident status in enough detail to meet their needs.
- Compares initial investment costs with long term benefits, considering the political and economic elements which may be affected by burn severity now and during future recovery.
- Sets clear and measurable standards for safety. Highlights known hazards of the area.
- Assigns (in the Delegation of Authority) clear responsibilities for future responses assigned to the National Interagency BAER Team.
- Assures that the National Interagency BAER Team addresses the emergency stabilization training needs of the host unit.
- Assures that all fiscal matters are resolved prior to release of the National Interagency BAER Team.
- Assures a written re-Delegation of Authority is completed prior to release of the National Interagency BAER Team.
- Provides a written evaluation to the National Interagency BAER Team and forwards copies through the accepted agency channels.
- Ensures that a copy of the BAER Team Leader's written narrative is received by the local unit.
- Assigns a BAER Implementation Leader

**Regional/State BAER Coordinators** – The regional/state BAER coordinators provide oversight and direction for the BAER incidents within their area of responsibility.

- Respond to requests for National Interagency BAER Team in a timely fashion.
- Assist local units in resolving BAER issues and the implementation of on-going projects.
- Provide training opportunities for National Interagency BAER Team members.
- Assist the IBAER in setting priorities.
- Coordinate BAER activities and incidents in their area of responsibility.
- Facilitate the approval and amendments of BAER Plans.
- Support agency administrators as requested.

**IBAER** – The IBAER supports BAER incidents for their bureaus.

- Review BAER incident issues and distill issues into policy guidance.
- Implement policy components uniformly across agency and geographic areas.
- Provide effective training opportunities for the National Interagency BAER Team.
- Develop and implement oversight procedures.
- Share information among bureau and BAER interests.
- Evaluate program effectiveness.
- Support, manage, and conduct overall performance review and evaluation for National Interagency BAER Team.

- Maintain and update the Interagency Burned Area Emergency Stabilization and Rehabilitation Guidebooks, National Interagency Burned Area Emergency Response Standard Operations Guide and other program guidance documents.
- Develop and incorporate within the Guidebook a common plan format cost-effectiveness analysis for evaluating proposed actions, standard project accomplishment analysis for evaluating actions and a standard project accomplishment report format.
- Develop a mechanism for achieving and broadly disseminating the results of monitoring treatment effectiveness.
- Facilitate the approval of national level BAER Plans. Work within their respective agencies on National level budget issues and priorities.
- Work with BAER Team Leaders on issues which arise on incident.

## • PREPAREDNESS

### I GENERAL RESPONSIBILITIES AND INFORMATION

This chapter provides information on general responsibilities for National Interagency BAER Team individuals. Individual National Interagency BAER Team members are responsible for:

- Developing knowledge of BAER policies, regulations and guidance.
- Participating in required training sessions, specifically annual 8-hour refresher training and fire shelter deployment exercises.
- Participating in pre-season planning meetings.
- Becoming familiar with changes in land use policy, politics and external threats.
- Maintaining an understanding of applicable emergency stabilization methods specific to regions, areas or locations.
- Maintaining an understanding of technical methods of assessing post-wildfire threats and maintaining technical materials needed to bring to an incident.
- Maintaining required physical fitness standards.
- Preparing and/or upgrading personal protective equipment (PPE) and gear bag.
- Keep their IQCS information accurate.
- Maintain their current [status and availability in ROSS](#).

#### Professional Conduct

- While on duty individuals will not be under the influence of legal drugs or alcohol which impairs their ability to function in their position or traveling to or from the incident.
- Team members should be in good mental and physical condition (no one is sick, injured, or recovering from a recent injury or illness).
- Individuals accepting an incident assignment agree that, under ordinary circumstances, they will remain with the team for the duration of the team assignment. Examples of extraordinary circumstances include illness or injury, serious illness or death in the immediate family, or disciplinary actions. Return transportation will normally be provided for individuals who quit or are relieved while on assignment; however, the cost of the transportation may be deducted from their paycheck at the discretion of the Team Leader in discussions with Regional/State and National BAER Coordinators.
- All team members will be available for an indefinite period of time up to 14 days from the date of arrival on the incident. There may be rare situations where life and property are so imminently threatened, or emergency stabilization objectives are close to being met, that an exception is necessary to efficiently complete the BAER Plan or to smoothly allow for replacements. BAER Team Leaders and agency administrators will monitor the situation and jointly agree on extension exceptions.

- Each team member will conduct themselves in a professional manner throughout the incident. Unsatisfactory performance or conduct will not be tolerated. Every team member is important to the overall effectiveness of the team. In order to maintain the team's effectiveness it is essential that each team member follow these rules of conduct:
  - Conduct yourself in an orderly manner in travel status, during the incident, and on R&R.
  - Follow safe working practices at all times; observe the 10 Standard Firefighting Orders and 18 Situations that Shout "Watch Out", and to properly use the equipment provided.
  - Maintain assigned government equipment in good condition and return it at the end of an assignment in working condition to be used on the next assignment.
  - Report for duty with the proper equipment and PPE, with sufficient rest, ready to begin the assignment.
  - Maintain the proper work/rest ratio throughout the assignment.
  - Maintain communications with your supervisor/Team Leader as to your whereabouts, communicate your presence on the fireline to the Division Supervisor and Crew Bosses, and maintain radio/cell phone contact throughout the day.
  - Attend the daily briefings and be prepared to discuss your discipline's issues, observations, findings, and recommendations. Be prepared to anticipate workload/personnel needs and reconnaissance schedule.
  - Maintain clean, organized working space.
  - Maintain compatible working relationships with fellow team members, local personnel, and incident personnel. An attitude of cooperation is expected from all team members.

## **II DISPATCH PROCEDURES, RESOURCE ORDERS AND TRAVEL**

National Interagency BAER Team members must be familiar with mobilization/demobilization procedures. Each BAER Team Leader must have the current unit identifier and Geographical Area Coordination Center (GACC) identification of each team member for dispatch purposes prior to the beginning of the wildfire season. Each team member must obtain the following information from dispatch when called out to an incident.

- Fire Name
- Fire Number
- Fire Location
- Charge-code number
- Incident number
- Resource Order Number
- Requested arrival time (to Incident Command)
- Dispatcher's name and telephone number
- Plans Chiefs name and telephone number (assigned to wildfire)

- Travel/lodging arrangements from dispatch
- Team staging time and location
- Authorized equipment/rentals: vehicle rental, laptop, camera, radio/cell phone.

Team members will also:

- Obtain a copy of your resource order from Dispatch before starting travel.
- Use a blanket travel authorization (TA), when possible, for BAER assignments. Make sure TA covers your potential needs, such a car rental, local ticket purchase, and excess baggage.
- Provide to Dispatch: Name, duty station(s), and telephone numbers. If you make your own travel arrangements, then provide a copy of your itinerary to dispatch before departure.
- Maintain wildfire season readiness: Keep fire dispatch or FMO aware of your general schedule, travel, where you can be reached, telephone numbers, etc.
- Provide above information to supervisor before departure to an incident.
- Comply with the 10-hour guideline when driving to and from an assignment.

### **III INDIVIDUAL BAER TEAM MEMBER CHECKLISTS**

All National Interagency BAER Team members should keep a fire pack with personal gear, field gear and their specialist's tool kit ready at all times. This will cut down on response time and reduce the chance of forgetting something. Lining the fire pack with a plastic garbage bag or ground cloth will keep clothes dry and dust free. Team members should be individually mobile. Try to limit personal belongings to what you can carry.

The following pages contain checklists of personal gear, field gear and resource discipline tool kits for BAER team members.

#### **Personal Gear Checklists**

- Personal Protective Equipment-Required
  - Aramid shirts and pants
  - Cotton underclothes.
  - Cotton and/or wool socks.
  - Boots, minimum 8-inch, all leather tops (non-insulated), lace-up type with vibram rubber lug soles and no steel toes. Spare leather boot laces.
  - Hardhat with chin strap
  - Goggles/eye protection
  - Ear plugs
  - Leather gloves/flight gloves
  - Fire shelter
  - Individual first-aid kit

- Office Clothes
  - BAER shirts.
  - T-shirts.
  - Jeans.
  - Khakis.
  - Shorts.
  - Underclothes.
  - Cotton socks.
  - Sweat pants.
  - Running shoes.
  - Uniform shirts.
  - Agency name tag & badge.
  
- Personal Items
  - Government Identification
  - Incident Qualifications Card (redcard)
  - Adequate amount of currency/traveler's checks for the length of assignment.
  - Personal checks and major credit cards. Government credit card for travel
  - Four changes of clothing appropriate for the location, elevation, time of year, and kind of assignment.
  - Toilet articles.
  - Flashlight with spare batteries.
  - Alarm clock.
  - Pocketknife/Leatherman tool.
  - Business cards
  - Towel
  - Boot conditioner.
  - Boot cleaner.
  - Bandanas.
  - Belt.

### **Health Items and Medical Tips**

- Prescription medicine for expected length of stay.
- Necessary personal medications including motion sickness (for helicopter) drugs.
- Sunscreen (SPF-15 or higher).
- Insect repellent.
- Antiseptic ointment.
- Lip salve.
- Vitamins.
- Small scissors.
- Tweezers.
- Soap.
- Small bottle or individual swab of isopropyl alcohol.

- One packet of oral rehydration salts.
- Baseball cap or hat for sun and rain.
- Flip-flops.
- Extra pair of glasses or contacts (record your prescription in the back of your notebook).
- If you wear contacts, be aware of dusty conditions at burned sites.
- Write down your blood type in your notebook.
- Don't take any of these first aid items in glass bottles.
- Sunglasses

### Information for BAER Team Leader

- Personal information sheet for personal and family emergencies.

### Field Gear Checklists

- **Field Tools**

- Fire pack\*.
- Fire shelter\*.
- Hard hat\*.
- Leather gloves\*.
- Ear plugs\*.
- Goggles\*.
- First aid kit\*.
- Head lamp\*.
- AA batteries\*.
- Water bottles\*.
- Field belt or vest.
- Belt pouch.
- Field notebook.
- Clipboard.
- Data sheets.
- Flagging.
- Digital camera & spare memory card.
- GPS unit.
- Spare batteries.
- Pocket-sized binoculars.
- *Field Operations Guide for Burned Area Emergency Stabilization.*
- Flame resistant shirt and pants, fire boots, and hard hat shall be worn by all personnel when within the uncontrolled wildfire perimeter. Fire shelters will be carried at all times when within the uncontrolled wildfire perimeter.

*\* Asterisk-labeled items are government property and should be obtained by each individual team member, added to their BAER pack before the wildfire season begins, and brought to each BAER incident. All government property will be turned in to the home unit upon termination of team membership, even if an item is damaged beyond repair.*

- Office Tools
  - Travel authorization (TA) and resource order (make extra copies).
  - Resource specific technical specs.
  - Laptop computer appropriate to team position.
  - Computer accessories.
  - Pocket calculator.
  - Cell phone & phone numbers.
  - Reference materials pertinent to your resource discipline.
  - Position description and checklist pertaining to your assignment. GPS unit data transfer cable & software.

### **Specialists Tool Kit Checklists**

- Soil and Watershed Tool Kit
  - Compass
  - Clinometer
  - Tape measure\*
  - Data sheets
  - Stereoscope
  - Spade
  - Infiltrameter\*
  - Water drop bottle
  - Laser level\*
  - Tripod & rod\*
  - Hydrologic and erosion models

Items marked with \* above are in the BAER team kit not individual specialist's kits.
- Vegetation & Forestry Tool Kit
  - Compass
  - Clinometer
  - Tape measure
  - Diameter tape
  - Relascope or prisms
  - Increment bore
  - Hatchet
  - Vegetation & insect guides

- Cruising guides
- Hazard tree flagging tape
- Cruiser's vest
- Tree marking paint
  
- Biologist Tool Kit
  - Digital camera
  - Local and Regional Contact List re: Threatened and Endangered Species
  - GPS unit, data transfer cable & software
  - Specific reference work for locality and region.
  
- Cultural Resource Tool Kit
  - Digital camera
  - Hand-held GPS unit with download cable
  - Trowel
  - Scale bar/ruler
  - Graph paper
  
- Operations Tool Kit
  - Fencing pliers
  - Flight helmets, nomex suit & gloves
  - Equipment time & inspection forms
  - Weather kit
  
- GIS Tool Kit
  - Appropriate notebook or desktop workstation (user must have administrative rights) with peripherals to accomplish task
  - ESRI GIS software (agreed-upon version) and necessary hardware keys
  - Extensions and tools
  - Operating system and application media kit
  - Serial, patch, USB, and parallel cables
  - Appropriate storage and distribution media readers/writers
  - Digital or hardcopy software manuals
  - Digital or hardcopy technical guidelines

#### **IV BAER TEAM CACHE CHECKLIST**

This checklist addresses overall team need and complements the Individual Team Member Checklists. The BAER Team Leader ensures that the following team support items are acquired prior to dispatch to an assignment.

- Field Operations Guide

- BAER vehicle decals.
- Camera, data storage cards, and digital picture software for documenting events and BAER.
- Telecommunications equipment commensurate with the assignment.
- Copies of references documents.
- Copy of all directives and team support documents.
- Office Supply Kit.
- Camera, data storage cards, and digital picture software for documenting events and BAER.
- GIS support hardware and software
  - Snap application server
  - Notebook suitable for GIS applications (2)
  - ESRI GIS software and extensions (2)
    - ArcGIS (Arc/Info)
    - Spatial analyst
    - 3D analyst
  - LAN switches, hubs, adapters, cables
  - Storage media
  - UPS, power strips, extension cords.
- Crew time reports and red dogs.
- Laptops and printer.
- Flight helmets
- Team computers and software
- Laser Printer

## SAFETY

The National Interagency BAER Team are a pool of organized, highly skilled and qualified personnel to respond to BAER incidents. Team member and public safety is the first priority.

- The IBAER and agency administrators are committed to *Zero Tolerance* of carelessness and unsafe actions.
- The commitment to and accountability for safety is a joint responsibility of all team members and agency administrators.
- Although no formal Safety Officer is dispatched with the team, safety is the primary concern. A Safety Officer will be ordered through established ordering channels when the need arises.
- The BAER Team Leader and Members will adhere to the ten standard fire fighting orders; the eighteen watch out situations; lookouts, communications, escape routes and safety zones (LCES); and a risk management process.
- A Job Hazard Analysis (JHA) will be completed for jobs or work practices that have potential hazards.
- The Delegation of Authority, all BAER incident management plans, the BAER Plan and related activities must reflect this safety commitment.
- Individuals must be personally committed and responsible for their own performance and accountability.
- The BAER Team Leader shall ensure that safety factors are covered with incident personnel at all operational briefings, that safety briefings are occurring throughout the incident organization, and that safe acts are implemented.
- The identification and location of escape routes and safety zones must be stressed. The National Interagency BAER Team will use standard incident management safety guidelines at strategy meetings, during briefings and when developing BAER incident management plans, safety messages, and a medical plan.
- National Interagency BAER Team will ensure all personnel assigned to them are equipped with, and use all required personal protective equipment.
- National Interagency BAER Team will verify team member qualifications of all personnel prior to operational assignment. Only qualified individuals will be assigned. This requirement should be met before time of check-in as resources arrive.
- The National Interagency BAER Team will brief the agency administrator at least daily with emphasis on accidents, incidents, injuries, or safety concerns.
- The agency administrator must be notified immediately if any serious accident, injury or fatality occurs.
- The National Interagency BAER Team will adhere to all NWCG guidelines pertaining to: physical fitness, work-rest standards, driving standards, PPE, fireline safety, 10 Standard Fire Orders, and 18 Situations that Shout "Watch Out".

## **I INCIDENT ACCIDENT REPORTING**

BAER Team Leaders and agency administrators will define the reporting process for any injury or accident on the incident during the initial agency administrator briefing. This will include timelines, personnel, and dispatch organization to be notified on the managing unit. The proper forms will also need to be completed and submitted as part of the documentation package and as part of the documentation for the injured employee to deliver to his/her home unit. This documentation may include:

- Form CA-1 - Employee Notice of Injury
- Form CA-1 - Report of Injury
- Form CA-16 - Request for Examination and Treatment
- Form CA-2 - Report of Illness
- Form DI-134 - Reporting Form
- Form ICS-214 - Unit Log

BAER Team Leaders and team members will be made aware of the process for reporting SAFENETS. SAFENET is a form, process, and method for reporting and resolving safety concerns encountered in wildland fire, prescribed fire, BAER, and all risk operations. Individuals who observe or are involved in an unsafe situation shall initiate corrective actions. They are encouraged, but not required, to put their name on the report. SAFENETS may be filed electronically at [www.nifc.gov](http://www.nifc.gov), in a prepaid form, or by phone at 1-888-670-3938 (toll free).

## **II RECONNAISSANCE FLIGHTS**

### **Planning a Reconnaissance Flight**

- Submit flight request to the Deputy
- Wear proper attire: nomex, gloves boots, hardhat or flight helmet.
- Pay attention to safety briefing by pilot or ground-support personnel.
- Brief pilot and ground-support personnel on where you want to fly, preferred altitude, and estimated time you expect to be in the air. If possible, tell the pilot that you would like to do your observations through an open window. Plan flight path so you minimize the time you will be looking into the sun.
- Communications with the pilot during the reconnaissance flight is important.
- Take appropriate map with you to annotate extent of wildfire/burn intensities you observe. Be sure to note other factors that may be of help to other BAER technical specialists or the suppression forces.
- Take camera for documenting what you see. Helpful if a second person can do the photography.
- Document in aerial reconnaissance log: date, time, objective(s), and flight lines.

### **Reconnaissance Flight Observations**

- Geographic orientation: map-to-land-to-map orientation.

- Annotate on map: burn intensities and mosaic; identify and locate values at risk (e.g., facilities, roads, culverts, steep slopes with high burn severity, etc.).
- Take photographs.
- Document in aerial reconnaissance log: observations; other comments.

**AERIAL RECONNAISSANCE LOG**

Date	Time	Objective	Location	Observations	Other



## **IMPLEMENTATION CONSULTATION**

It is essential that the agency administrator identify an Implementation Leader as soon as possible so that they can be a part of the strategy and planning activities of the planning team. The BAER Team Leader will identify this need at the initial agency briefing. At a minimum the host agency should identify an interim Implementation Leader. The Implementation Leader should attend the daily team briefings at a minimum and is also encouraged to accompany the BAER technical specialists into the field in order to gain an understanding of the assessment process and the need for emergency stabilization treatments. To assist the Implementation Leader, a documentation package will be left with the host agency containing resource data, maps, and electronic files.

The agency administrator, Implementation Team Leader, or National or Regional/State BAER Coordinator may still have questions concerning assessments, findings, and recommendations. They may contact the BAER Team Leader or any of the discipline specialists directly for consultation. To avoid frequent consultations, all official and personal records of resource assessment data are left with the agency administrator in the project files and an official record.

Consultations may consist of telephone conversations, faxes, email, mail, etc. On rare occasions and at the request of the agency administrator with concurrence of the bureau IBAER to coordinate funding if consultation funds were not identified in the BAER Plan it may also involve site visits to the project area to assist the local unit in additional assessments.



## **APPENDICES**

Appendix 1. Delegation of Authority

Appendix 2. National Interagency BAER Team Evaluation

Appendix 3. National Interagency BAER Team Prioritization Dispatch Evaluation

Appendix 4. Resource Ordering and Status System Self

Appendix 5. Incident Qualification and Certification System - Add New Employee

## Appendix 1. DELEGATION OF AUTHORITY

This procedure facilitates the transition between incident management levels. A National Interagency BAER Team may manage emergency stabilization actions only after receiving a signed delegation of authority from the agency administrator. The delegation of authority is a part of the briefing package provided to the incoming National Interagency BAER Team and must contain both the delegation of authority and specific limitations to that authority. **It is very important that it include specific, measurable objectives to be accomplished. Clear and concise objectives will provide both the National Interagency BAER Team and the agency administrator a means for continual evaluation and adjustments if needed as the incident progresses.**

### SAMPLE: DELEGATION OF AUTHORITY

Colorado State Office  
Mile High Field Office

As of 1800, May 20, 1995, I have delegated authority to develop a Burned Area Emergency Response Plan for the Crystal River Fire, number E353, San Juan Resource Area, to BAER Team Leader Erv Gasser and his National Interagency BAER Team. The wildfire which originated occurring on May 17, 1995, is burning in the Crystal River Drainage. My considerations for emergency stabilization of the wildfire and downstream values at risk are:

1. Provide for team member and public safety.
2. Extraordinary measures and risky activities will not be tolerated. In no case will human life be jeopardized in conduction burned area assessments or other activities.
3. Either myself or the acting agency administrator will be available to discuss any particular situations with you should you require further guidance.
4. Key human values are the Darby Creek Road, Darby municipal watershed and the downstream community of Darby.
5. Key cultural features requiring priority protection are: Escalante Indian burial site and South Rim pictographs.
6. Key resource considerations are: protecting endangered species and relying on natural recover as much as possible.
7. My resource advisor will be Eric Johnson (wildlife biologist).
8. John Dennison of the Big Pine Natural Resources Conservation will be the local community representative.
9. Develop a cost-effective BAER Plan based on the values at risk.
10. Contracting with local vendors for emergency stabilization work is important.
11. Provide training opportunities for the local unit personnel to strengthen our organizational capabilities.

12. Minimize disruption of residential access to private property, and visitor use consistent with public safety.

(Signature)

(Title of agency administrator)

### **Amendment to Delegation of Authority**

The Delegation of Authority dated May 20, 1995, issued to BAER Team Leader Erv Gasser for the Crystal River Fire BAER Plan, is hereby amended as follows. This will be effective 1800, May 22, 1995.

4. A key human value requiring priority protection is the Darby Creek Road.

(Signature)

(Title of agency administrator)

## Appendix 2. NATIONAL INTERAGENCY BAER TEAM EVALUATION

This form serves as documentation for the agency administrator on National Interagency BAER Team performance. This evaluation looks at how the team managed the BAER incident. The form provides an opportunity to evaluate with a simple yes or no; however a narrative statement explaining each section is provided for additional comment.

The BAER Team Leader is responsible for ensuring that the evaluation is completed and reviewed with the agency administrator. This evaluation should be scheduled for a time when the full benefit of all pertinent information concerning the incident can be analyzed.

The BAER Team Leader will provide the completed evaluation to the IBAER within 14 days of receipt or the spring preseason preparedness meeting.

Burned Area Emergency Response Team:		
BAER Plan Name:		
1. Did the Team prepare an acceptable Emergency Stabilization Plan in accordance with agency objectives and within established timeframes?	Yes	No
2. Was the Team cost effective in their management of the BAER incident?	Yes	No
3. Was the Team sensitive to resource limits and environmental concerns and work reflects those limits and concerns?	Yes	No
4. Did the Team Leader keep you the Agency Administrator informed of team activities, findings, recommendations, and needs?	Yes	No
5. Was the Team sensitive and responsive to local and social concerns and issues?	Yes	No

6. Did the Team place the proper emphasis on team member and public safety and did your daily BAER Team Leader briefing address safety concerns?	Yes	No
7. Did the Team attempt to use local resources and trainees, and closest available forces to the extent practical?	Yes	No
8. Did the Team Leader clearly articulate the roles and responsibilities for addressing wildfire suppression damage repair, emergency stabilization, burned area rehabilitation and restoration during the agency administrator's initial briefing?	Yes	No
9. Was the BAER Team Leader an effective leader and manager of the Team and its activities?	Yes	No
Agency Administrator or Agency Representative:	Date:	
BAER Team Leader:	Date:	

### Appendix 3. NATIONAL INTERAGENCY BAER TEAM DISPATCH PRIORITIZATION CRITERIA EVALUATION

<b>Question</b>	<b>Criteria</b>	<b>Points</b>	
1	Does ordering land unit have the ability (lacking needed resources) to produce their own BAER Plan with local or regional assistance? If yes, instruct the unit to undertake plan development. Stop here; there is no need to complete this table. If no, complete table below.	Yes/No	
2 Choose only 1	Post-wildfire impacts pose immediate and significant threats to human life and property.	10	
	Post-wildfire impacts pose moderate threats to human life and property.	5	
	Post-wildfire impacts pose minor threats to human life and property.	1	
3 Choose only 1	There are numerous emergency stabilization issues, wildfire damage assessments are difficult and require special skills not available at the local unit.	3	
	There are several emergency stabilization issues, wildfire damage assessments are difficult and require special skill not available at the local unit.	2	
	There are few emergency stabilization issues, wildfire damage assessments are routine and require some skills not available at the local unit.	1	
4 Choose only 1	BAER planning will involve multiple Federal/Tribal/State jurisdictions.	3	
	BAER planning will involve 2 Federal/Tribal/State jurisdictions.	2	
	BAER planning will involve only one DOI bureau.	1	
<b>Total Points</b>			

#### Point Score

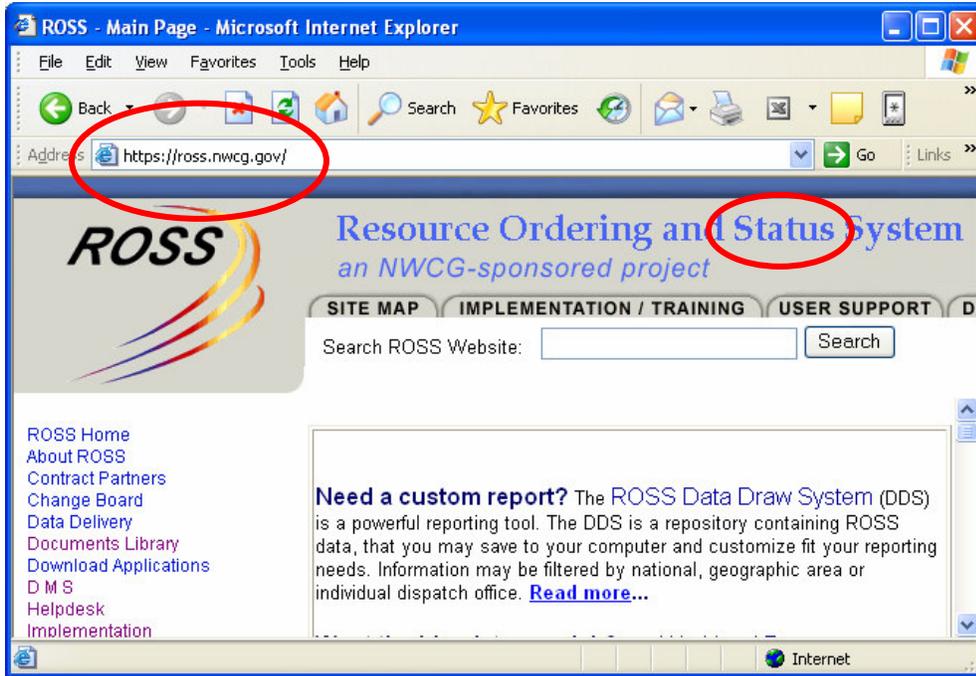
3-7  
8-11  
12-16

#### Recommended Action

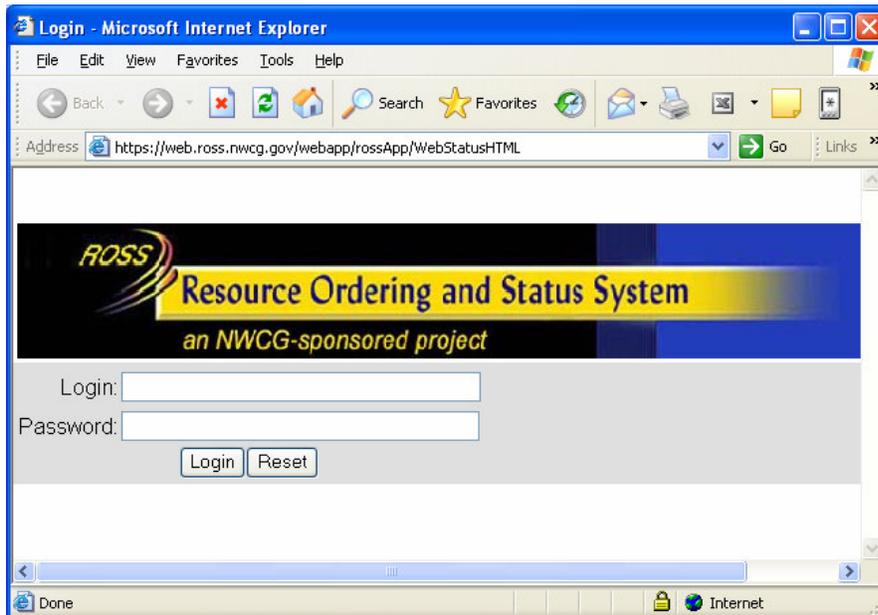
National Interagency BAER Team dispatch not appropriate at this level  
Consider using other local or regional resources  
Priority dispatch of National Interagency BAER Team

Appendix 4.

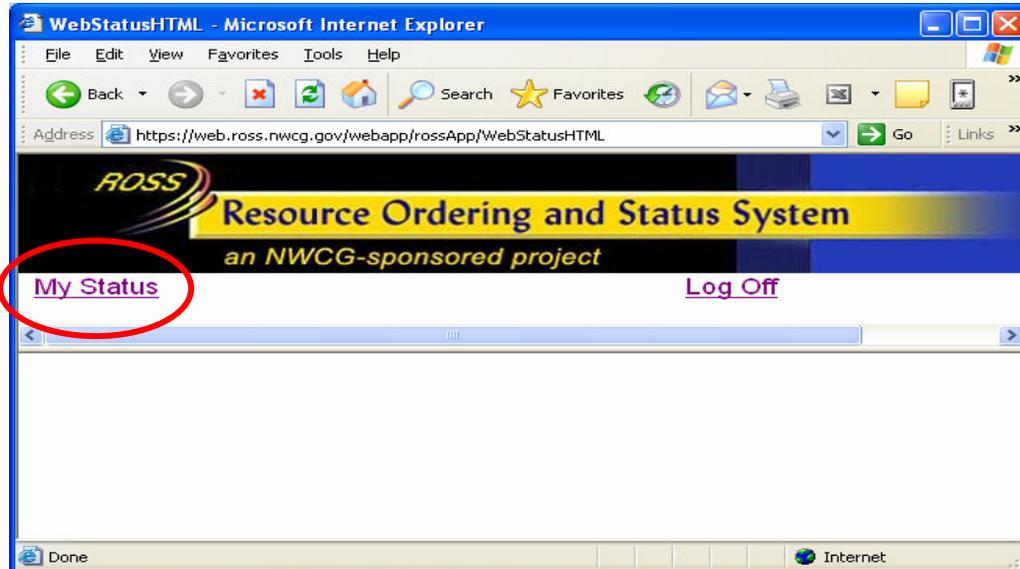
1. Go to <http://ross.nwcg.gov> and click on the word "Status" to open up the ROSS Self Status website.



2. **Log-In Screen:** You will need to contact your local dispatch office to set up your "Login" and "Password."



**3. My Status:** Once logged-in click on "My Status" to bring up the "Manage Personal Overhead Status" screen.



**4. Manage Personal Overhead Status:** From this screen you can verify your Qualifications, Set Resource Status, Unavailability Reason (if applicable) and Availability Area.

- **Set Resource Status:** Available or Unavailable
- **Unavailability Reason:** At Incident, Day Off, Removed, Inactive, Management, N/A, Out of Service, Personal, Rest or Transferred
- **Availability Area:** Local, GACC, or National
  - Local means you are available for dispatch only within your home unit.
  - GACC means you are available for dispatch anywhere in your geographic area.
  - National means you are available for dispatch anywhere in the country

#### Manage Personal Overhead Status

Logged in as:  
[Save](#) [Undo](#) [Change Password](#) [New Remark](#)

Name	Incident	NONE
Organization	Request #	
Home Dispatch	Location	
Supervisor	Status	Available
Supervisor's E-mail	Set Resource Status	<input type="text"/>
Supervisor's Phone	Unavailability Reason	<input type="text"/>
Qualifications	Availability Area	Local
	Remarks	No remarks are available

[Save](#) [Undo](#) [Change Password](#) [New Remark](#)

**SAVE YOUR WORK WHEN YOU ARE DONE!**

**5. Contact Information:** Select the preferred method for dispatch to contact you when you are listed as Available. If the phone numbers listed are incorrect or you want to add more contact numbers click on "Add" or "Edit."

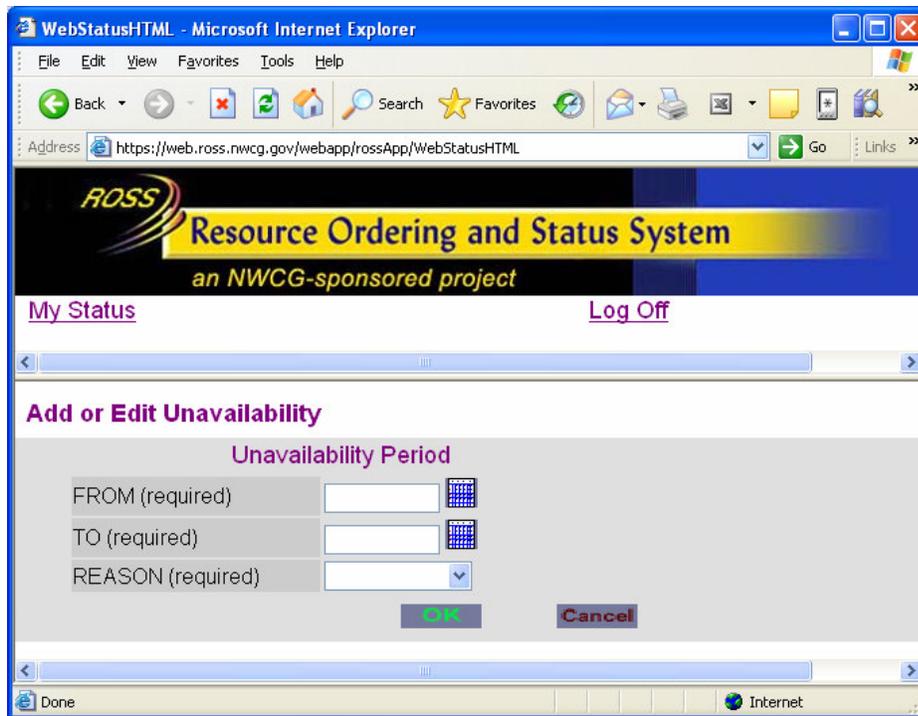
Contact Information			
	TYPE	ENTRY	PRIORITY
<input checked="" type="radio"/>	Cell		Primary
<input type="radio"/>	Home Phone		Primary
<input type="radio"/>	Office Phone		Primary

[Delete](#) [Add](#) [Edit](#)

**6. Unavailability Periods:** You can also set your profile to have unavailable periods, if you know about them in advance. Click "Add" to create an unavailable period. Use the calendar to create an unavailable period, when the time period expires, your status will automatically return to what it was before the unavailable period.

Unavailability Periods			
	FROM	TO	REASON

[Delete](#) [Add](#) [Edit](#)



**Appendix 5. INCIDENT QUALIFICATION AND CERTIFICATION SYSTEM  
ADD NEW EMPLOYEE**

(Note: this to be used only for adding an employee into IQCS that is not in the system)

<b>Name History</b>			
First Name		Last Name	
<b>Address History</b>			
Address Type <small>(Home, Business)</small>		Address	
Phone Type <small>(Business, Cellular, Home)</small>		Phone Number	
Email Type <small>(Business, Home, Other)</small>		Email Address	
<b>Birth Date/National ID</b>			
* Date of Birth		* Social Security Number	
<b>Work Location</b>			
Organization ID		Unit ID	
<b>Job Information</b>			
OPM Job Code <small>(this can be found on the SF 50)</small>		Entry Date	
Regular/Temporary		Full/Part Time	
Employment Kind <small>(Career, Career Seasonal, Casual Hire, Temporary, Volunteer)</small>			
<b>Salary Plan</b>			
Salary Plan <small>(GS, WG,WL, WS, AD, ES, EM)</small>		Grade	

\* Date of Birth and National ID (Social Security Number) are hidden after the data has been entered into IQCS. IQCS has been approved following privacy act standards to collect this information.